

Glen Cove School District

Three Year Information and Technology Plan 2007-2010

DRAFT

**Glen Cove School District
City of Glen Cove
Nassau County
New York 11542**

**Board Approved _____
Date**

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Information and Technology Plan

Introduction

Advancements in technology continue to accelerate with increased access to information, requiring new methods of learning and teaching. Our schools have the responsibility to provide all students with the skills necessary to succeed in this 21st Century global society. To be responsive to constant change requires us to become lifelong learners. It is essential that students gain and continue to develop skills to efficiently, accurately and responsibly access, acquire, apply, assess information and then transform it into knowledge. To meet this challenge, the Glen Cove School District is committed to providing a comprehensive, technology rich curriculum, supported by a commitment to ongoing professional development for all educators and staff, and access to technological resources and opportunities.

The Glen Cove School District's primary goal is to provide the educational opportunities that will allow its students to grow into productive 21st Century adults. The core educational values that the district strives for include:

- To develop primary skills in reading, writing, math, science, social studies, and technology.
- To develop student problem solving/critical thinking skills.
- To develop intellectual curiosity and appreciation for the creative arts.
- To develop a culture for lifelong learning.
- To develop practical skills for real-life employment.
- To cultivate social awareness and tolerance of diversity.

The Glen Cove Information and Technology Plan was developed by a committee of administrators, teachers, parents, and technology department staff. There are five major goals each with measurable objectives, strategies and actions, responsible parties, measurement criteria, necessary resources and project completion dates. These goals are instructional, administrative, and technical in nature. They are very specific and written to lead us forward to become a District of Excellence, where all students use technology to think critically and solve problems. Through this use, they will become technology and content literate, thereby securing in their place a technology-rich world.

We believe the tools of technology will reshape and ultimately transform the teaching and learning process. We believe the tools of technology are vital to success in the future and in our current world.

History:

Prior to Summer of 2005, the district had computers that ranged from Pentium 4s to Pentium 1s and even older computers - 386s and 486s. The district was running six different operating systems:

- | | |
|-----------------|---------------|
| 1. Windows XP | 4. Windows 95 |
| 2. Windows 2000 | 5. MacOS 9 |
| 3. Windows 98 | 6. MacOS X |

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These last two versions of Windows (95 and 98), along with the hardware on which they reside, could not be properly secured on a network. They were too slow to run all of the protection software needed and thereby allowing viruses and ad-ware to flourish. More importantly, this equipment was very frustrating for students and teachers to use. In fact, several necessary computer software programs would not run on these old configurations.

Our network infrastructure included out-of-date equipment such as network hubs, which operated at low data speeds. This kind of equipment allowed many data collisions on our network and slowed network traffic down dramatically.

These and many more problems impacted the extent to which our students could use technology in their learning. When the network was down for two weeks in the summer of 2005, there was surprisingly little complaint by the office staff who were used to dealing with an unreliable network.

Current Status:

As a result of passing the 2006-2007 budget, we have been able to replace at least one computer in each classroom. We have replaced most network switches with refurbished and/or new equipment. We have replaced our email server and our web server and organized the district's data center. Service response times have dramatically improved from weeks to days and many problems are resolved during the initial phone call, through the help desk.

During the 2006-2007 school year, in addition to upgrading the most critically aged equipment, we added SmartBoards, Mac Video editing systems, demonstration units (computers and projectors), digital video and still cameras, and USB flash drives for use in classrooms. Additionally, a pilot of 5 Lookout Learning classrooms (which is a content-delivery system), were implemented at the Middle School.

From an administrative perspective, systems such as curriculum planning software (CurricuPlan), guidance software (Naviance), and teacher websites (eBoard) were introduced. Additionally, PowerSchool, a new student management system and Connect-Ed, a telephone-calling communication system, were implemented.

Looking To The Future:

During the summer of 2007, we expect to deploy a fiber WAN between our five campuses. This will be 16 strand near-dark fiber that will allow us gigabit speeds and expansion capability to multi-gigabit speeds as needed simply by purchasing and deploying the network gbics (modems). We will be deploying a new core switch to support the higher network speeds.

Now that we have replaced one computer in each classroom, we are looking at integrating technology into instructional and administrative users based on need and how they are to be used. A variety of technologies are currently being used and piloted in our classrooms. They include demonstration carts for classroom exhibition, computer cluster classrooms, upgraded computer labs, video and still cameras, electronic student response pads for in-class feedback, carts with multiple notebook computers for in-class use, and SmartBoards for interactive classroom presentations.

As new technologies are introduced in the classrooms, we will continue the replacement of the oldest equipment so our equipment is always up-to-date.

This summer (2007) we will begin a staff development initiative that will continue throughout the school year in an effort to increase teachers' comfort levels with using technology to enhance instruction. Much more detail is available in the Technology Action Plan.

The Plan

The following plan is divided into several sections. The first section is a narrative under the categories of Technology Integration, Staff Development, Access, Communication, Infrastructure and Technical Support. Following the narrative is a technology action plan, designed as a strategic timeline. The third section of this plan provides information on current technology status and assessment. Part four gives detailed information on the technology budget and funding opportunities. The last part of this plan is a series of appendices, which includes detailed information on the district's mission statement, vision statement, district goals, detailed budget, network diagram, replacement/upgrade timeline, Acceptable Use Policy and website policy.

Technology Integration

Goal One: Teachers will incorporate technology tools into the standards-based curriculum, in order to support student investigations and real - world experiences into the teaching and learning environment.

This goal will be accomplished by:

- (a) providing staff development
- (b) using technology to introduce alternatives to the "traditional" classroom model
- (c) developing a system of collegial support
- (d) bringing outside expertise into our school system
- (e) developing curriculum maps
- (f) developing technology benchmarks based on the Partnership for 21st Century Skills

In order for technology to be meaningful in a school environment, it must be used to facilitate instruction and create more significant learning. It must be used to allow students to explore, think deeply, inquire, manipulate and conjecture. In order for this to happen, several areas must be aligned. These areas include hardware and software availability, staff development, curriculum, and pedagogy.

Technology will be used to create alternative environments and meet the needs of all students. Currently several alternative structures are being used to provide technology-rich environments. They include cluster classrooms, demonstration classrooms, SmartBoard classrooms, computer labs, and mobile laptop carts.

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Cluster classrooms include 5-7 computers, spread throughout the classroom. This allows for use in stations lessons, individual use, cooperative learning and using the computer as an instructional tool. The demonstration classroom model is comprised of one laptop on a mobile cart with a computer projector attached. This allows for traditional instruction with technology enhanced presentations or demonstrations. Mobile laptop carts are flexible in their use, allowing for individual student use, small group work or just a few students use. Finally, SmartBoard classrooms have a demonstration setup along with a SmartBoard which allows for student and teacher interaction during whole group instruction.

Staff development will focus on using technology to foster Teaching for Understanding, active learning, inquiry-based learning and alignment to the New York State standards. Formal professional development opportunities will be made available and will include the use of video in the classroom, the use of SmartBoards and SmartBoard software, the use of probes in the sciences, use of productivity software, and the use of creative uses of technology, such as the use of midi-labs in music education.

Finally, technology benchmarks will be developed by a team of teachers and administrators as exit outcomes at every grade level and content area. These technology benchmarks will be based on the ISTE National Technology Standards and the Partnership for 21st Century Learning and will provide a guarantee of technology skills for all students. Teachers will use these standards as guidelines for planning technology-based activities in which students achieve success in learning communication and life skills.

Staff development will be provided by people who are known to demonstrate good pedagogical practices and integrate technology into these practices. Making research available to teachers, collecting and distributing known “best resources”, and including the use of technology in all curriculum writing projects, will assist in facilitating meaningful use of technology in instruction.

Staff Development

Goal Two: Staff development will be provided to support teaching and learning with a variety of technologies integrated into New York State curriculum. This goal will be accomplished by:

- (a) developing an organized plan for ongoing professional development
- (b) creating and publishing an inter-library loan of materials available in our schools
- (c) provide professional development to teachers on the resources available in each library

As previously stated, an organized plan of ongoing technology professional development which addresses content area integration and technology applications will be developed. This plan will include the resources necessary to integrate technology to enhance and create meaningful instruction. This will include project-based learning, expanding each individual's repertoire of technology skills, effective use of software, screening and selecting the most appropriate software, and adapting to technological improvements.

Staff development will also take place informally through teachers' sharing of best practices during department and building level meetings. Additionally, teachers have already begun to have collegial discussions regarding their use of new technologies in their classrooms. There will be continued opportunities for teachers to participate in training of new technologies, as well as good pedagogical practices, which will incorporate the use of technology. When available and appropriate, teachers and administrators will have the opportunity to participate in conferences or presentations where technology uses are being demonstrated or explored.

Teaching assistants or aides will be hired to assist in the computer labs at Finley Middle School. They will be responsible for assisting teachers and students in developing and refining the skills necessary to complete instructional assignments and for success in a global economy.

Additionally, faculty and staff will have an opportunity to participate in administrative systems training. This training will include PowerSchool, data warehouse and eBoard training, as well as any other new or existing systems that are adopted by the district. All personnel, (administrators, teachers, clerical etc...) who require the training will be included.

Details of staff development strategies and actions can be found under Goal Two of the Technology Action Plan.

Access

Goal Three: Technology will be accessible through a variety of ways, thereby allowing for enhancement of instruction for all students, in all content areas.

This goal will be accomplished by:

- (a) schools being equipped with a variety of technologies
- (b) continually upgrading and updating infrastructure
- (c) upgrading all libraries

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- (d) updating and keeping the website current

In order for students to become proficient in the use of technology and for technology to be integrated into instruction, these technologies must be current and available in multiple forms. Historically, most school systems adopted a practice of putting computers in classrooms without regard for readiness or appropriateness of use. The Glen Cove City School District will follow a different practice. Technology will be introduced into classrooms on an as needed basis. What does this mean? If teachers and/or students are interested in SmartBoard technology and can justify its use, a SmartBoard will be placed into the classroom. If a teacher finds interest on the part of her students to integrate video production in classroom instruction, Macintosh computers with iLife will be adopted in that classroom. If in another classroom there is interest in using wireless laptop carts, then that technology will be located in that classroom. Using this method will allow this district to incorporate multiple technologies into every school building, eliminate waste, increase interest level, develop local expertise and increase the opportunity for teachers to share with one another while minimizing the risk of failure or waste of district funds.

Libraries should be the “center” of every school building. By upgrading the existing hardware and software in each of our libraries, we open the doors to 21st Century research opportunities to our students.

In addition to upgrading and increasing the number of computers in our libraries, the Glen Cove School District will increase the available databases and implement a research curriculum that follows the Big 6 format. All students will be required to write developmentally appropriate research papers from kindergarten through grade 12. Internet sources and databases will be a required component, thereby requiring the teaching of information literacy.

Finally, the Glen Cove School District will continue to update and keep current the district and building websites. There is currently much information on the district website. Additionally, the secondary buildings’ web pages have all been redesigned. Over the next few years, the elementary buildings will have their websites redesigned. Finally, an Intranet will be developed, allowing for reduced paper in the district and immediate access to important internal information.

Communication

Goal Four: The Glen Cove City School District will embrace the use of technology and will embed its use into the district’s culture.

If the world has seen only one significant change as a result of technology, it is the speed and easy access to world-wide communication. As a result, it is essential that the Glen Cove City School district embrace these communication tools and make them readily available to faculty and students. As a result, the district plans to address the area of communication in the following ways:

- (a) develop an Intranet
- (b) identify the necessary communication skills and provide professional development for faculty and staff
- (c) use technology to ease administrative functions

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- (d) develop proficiency of users with the student management system
- (e) use technology to make communication more efficient, reliable and readily available
- (f) create an environment of civic responsibility

Teaching is known to be an isolated profession. Using an Intranet, the Glen Cove Schools will provide an opportunity for teachers to “talk” to each other in an anytime, any place manner. Over our Intranet, we will offer on-line courses and hold collegial forums to increase communication and decrease isolation. Additionally, in an effort to “lessen the paper” and make information available at people’s fingertips, an Intranet will be designed. The Glen Cove Intranet will house all administrative forms, curricula, district documents, professional resources, and board policies.

As we become more sophisticated in our use of technology and as our proficiency increases, there will be a need to train administrative and secretarial staff. The necessary essential skills will be identified and appropriate training will follow. The goal will be to have every adult proficient in the administrative uses of technology, thereby increasing efficiency. Some of these uses include the use of PDAs for immediate access to student records, use of data warehouse and manipulation of this data in Excel spreadsheets, and manipulation of in-house data.

Currently, all faculty and staff have access to email and traditional phone systems. The communication infrastructure is currently being upgraded to fiber between buildings. This will allow the district to install an IP phone system, giving potential access to telephones in every room in the district. Policies and procedures must be put into place to guide their use; however, this will increase the communications capability of all users. Email is currently being used; however there is a need to review proper protocol for its use.

Although not yet complete, the district website has been upgraded. It is a major portal for information about the Glen Cove Schools. Teachers are now using eBoards to communicate with parents and students. This will maintain and improve as time goes on through continued professional development.

The district will re-introduce the use of video-conferencing, and will provide venues for learning basic and advanced skills for videoconferencing, website creation, pod casting and other related technologies. Additionally, the district will create situations where students and teachers or participants in a global learning environment using the Internet to connect students and experts from around the world with students from the Glen Cove School District. Applications such as Skype and e-pals will be used to facilitate this type of learning. Collaborative tools such as wikis and blogs will be introduced as a new form of communication. The positives and negatives of these types of communications will be explored.

There is an ever increasing need to create an electronic environment where civil responsibility is demonstrated. The district’s Acceptable Use Policy will be re-evaluated and updated as necessary. Additionally, areas such as Internet safety, proper netiquette, plagiarism, integrity of resources, computer ethics and copyright infringement will become a regular part of the curriculum. This will be done through the writing of research papers in all curricular areas with an emphasis in English and social studies.

Infrastructure and Technical Support

Goal Five: Upgrade technology and technical support to better support instructional and administrative uses of technology.

Two years ago, the technical side of the Glen Cove School district was in terrible shape. Most computers did not work. There were multiple operating systems. There were no systems in place to ensure the integrity of the network or the devices that resided on the network. The Glen Cove School District will continue to upgrade the infrastructure and improve technical support services. To accomplish this goal, the technical services department will:

- (a) upgrade network infrastructure
- (b) upgrade computer equipment
- (c) upgrade data center
- (d) upgrade security and backup
- (e) upgrade data
- (f) control maintenance and technology costs
- (g) improve building support
- (h) develop a disaster recovery plan
- (i) investigate future technologies

This work has already begun. Today, every classroom has at least one new computer and everyday more and more technology is finding its way into instructional uses. A fiber WAN is being installed to increase connectivity between buildings. As of the 2006-2007 school year, student data is clean and reporting is greatly improved. Many network servers have been upgraded and/or replaced. Email is stable. There is positive feedback from users in the buildings in the area of response time and quality of technical support.

Detailed information is available in the Technology Action Plan under Goal Five, as well as the extensive appendices in the back of the Information and Technology Plan.

Glen Cove CSD Technology Action Plan for 2007-2010

Goal 1: Teachers will incorporate technology tools into the standards-based curriculum in order to support student investigations and real world experiences into the teaching and learning environment.

Measurable Objectives

- By 2009, 100% of all teachers will have participated in a minimum of one staff development program applying these principles of instruction.
- By 2009, at least **25%** of classrooms will have a cluster or demonstration unit in place.

Strategy / Action	Person(s) Responsible	Measurement	Resources	Completion Date
Provide staff development <ul style="list-style-type: none"> • Teaching for Understanding (TFU¹) • Active learning • Inquiry based learning • Aligning technology, NYS standards, and curriculum 	Administrators MLCN ² 21 st Century HS Inquiry Committee Central Office	Staff development offerings (brochure) Evaluations Content descriptions	Funding Trainers	Ongoing
Create alternative environments to meet the needs of students <ul style="list-style-type: none"> • Create cluster classroom pilots • Create demonstration classroom pilots • Provide opportunities for alternative forms of technology <ul style="list-style-type: none"> • videoconferencing • probes • video • music composition 	Administrators Teachers	Collegial Circles Evaluation forms Dept. meeting minutes	Conferences \$\$ Workshops Vendor presentations	06/2007 06/2007 06/2008 06/2007 06/2007 06/2008
Develop a system of collegial support <ul style="list-style-type: none"> • Sharing of successes • Sharing of failures • Sharing of new possibilities 	Administrators Teachers	Minutes		06/2007
Open the walls of the school buildings to include outside experts, community members, and special interest groups <ul style="list-style-type: none"> • Research available resources • Collect and distribute known “best resources” • Curriculum writing to include use of experts • Provide staff development on how to integrate these resources into the curriculum/classroom 	Central Office Administration Librarians	Curriculum Staff development offerings	\$\$ Coordinators Principals PTA Internet	06/2007 06/2008 06/2009 Ongoing
Develop curriculum maps electronically <ul style="list-style-type: none"> • Create the map • Communicate the map • Continually update the map • Share the maps with colleagues 	Central Office Administrators Teachers Secondary committees	Maps Faculty/dept. meeting minutes	Curriculum mapping software. NYS curriculum	Secondary – 07/2006 – 06/2009 Elementary – 07/2007 – 6/2010
Develop Technology Benchmarks by grade/content level	Technology Committee and sub-committees	Integration of technology in curriculum By recommendation of sub-committees		06/2008 Ongoing

¹ TFU: Teaching for Understanding

² MLCN: Middle Level Collegial Network

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Goal 3: Technology will be accessible through a variety of ways, thereby allowing for enhancement of instruction for all students, in all content areas.

Measurable Objectives

- By 2009, there will be a minimum of a 25% increase of available classroom technologies.
- By 2009, all buildings will have wireless technology available.
- By 2007/2008, every school library will have upgraded technology.

Strategy / Action	Person Responsible	Measurement	Resources	Completion Date
Schools will be equipped with a variety of technology options (clusters, demo units, labs, video/editing)	Tech Staff	Hardware inventory Software inventory	Equipment Software Furniture	09/2006 – Ongoing
Continual process of upgrading and updating the infrastructure <ul style="list-style-type: none"> • Wiring • Hardware • Software • Furniture • New technologies • Security 	Tech Staff Principals K. Wurtz	Budget plans	\$\$ Catalogues Periodicals	Ongoing
Upgrade all libraries <ul style="list-style-type: none"> • Plan for upgrade of physical space where possible – develop these sites into “media centers” • Plan for adding computers and appropriate technology • Upgrade Research Guide and procedure • Create a library scope and sequence K-12 	K. Wurtz Principals Librarians S. Camhi Buildings & Grounds Director	Final infrastructure plans Upgrade Plan Curriculum/Research Guide		06/09 Ongoing 06/2008 06/2007
Update and keep current the GCCSD ¹ website <ul style="list-style-type: none"> • District Site • HS/MS • Connolly/Landing • Deasy/Gribbin • Intranet 	Librarians Tech Staff S. Camhi Coordinators Teachers Web Developer	Website <ul style="list-style-type: none"> • Number of hits • Occurance of dead links 	Web developer Periodicals	06/2009 – Ongoing 01/2006 11/2006 12/2007 12/2008 06/2009

¹ Glen Cove City School District

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Goal 4: The GCCSD will embrace the use of technology and will embed its use into the district's culture.

Measurable Objectives

- By 2009, an Intranet (internal web site) will be utilized by 100% of staff for distribution of all documentation and forms.
- By 2009, 100% of staff will be fully proficient in the use of alternative forms of communication.

Strategy / Action	Person Responsible	Measurement	Resources	Completion Date
Develop an intranet <ul style="list-style-type: none"> • Administrative forms <ul style="list-style-type: none"> • Availability • Submission • Collegial forums • Guidelines • Curriculum • District documents • Professional resources • Professional Development (on-line courses) 	S. Camhi Tech Staff Administrators D. Albanese Web Developer	Availability on network Number of hits Decreased requests to administrators Minutes Site Index	Web Developer Documentation Time	06/2009
Develop a system of professional development for administrative staff <ul style="list-style-type: none"> • Identify essential skills • Provide professional development to teach new skills and to upgrade skills 	D. Albanese Administrators Clerical Staff	Survey Staff development course offerings	\$\$ Time	06/2008 07/2008 – Ongoing
Technology will ease administrative functions <ul style="list-style-type: none"> • Access to documents on PDA • Access to student information on PDA • Proficiency with Data Warehouse and in-house data 	Tech Staff Security Administrators	Feedback forms Frequency of log-ins Num of Training Sessions Student Achievement	\$\$ Staff development	06/2009 06/2008 06/2008
Develop Proficiency in the use of student management system <ul style="list-style-type: none"> • PowerSchool • PowerGrade 	Tech Staff	Analysis of amount of Help Desk support	Staff development	Ongoing
Develop technology as a tool for communication. Develop a process to further the use of: <ul style="list-style-type: none"> • Email • Phone system • Teacher websites • District website 	Administrators Tech Staff Teachers	Process outline	\$\$ Staff Development Time	06/2009 – Ongoing 08/2009 Ongoing Ongoing

Strategy / Action	Person Responsible	Measurement	Resources	Completion Date
Create an environment of civic responsibility <ul style="list-style-type: none"> • Revise AUP as needed • Continually update Web Policy • Include units on plagiarism, computer ethics and copyright infringement in the curriculum • Integrate information in the student handbook on plagiarism, computer ethics and copyright infringement 	Teachers Tech Staff Parents Librarians	AUP Student handbook Meeting minutes	Meeting time	06/2007 Ongoing 06/09 – Ongoing 07/08

Glen Cove Technology Action Plan for 2007-2010

Goal 5: Upgrade technical infrastructure to support instruction and administrative uses of technology.

Measurable Objectives

- By 2007, the network will operate gigabit speeds.
- By 2008, a disaster plan will be in place.

Strategy / Action	Person Responsible	Measurement	Resources	Completion Date
Upgrade Network Infrastructure (see Appendix F for current network diagram) <ul style="list-style-type: none"> • Implement new district core switch with fiber WAN and new building switches. • Upgrade Active Directory to single domain • Install Cisco Network Management Software-Summer 2007 • Proper cooling of network closets. HS 201 new A/C Spring 2007 • Wireless – local and possibly district-wide • Develop IP Telephony (see Telephony Schedule, appendix C) 	Director of Technical Services	Installations completion Network More Reliable More users on network More perceived speed	Funding	Ongoing Spg 07 & ongoing Fall 08 Ongoing
Upgrade Computer Equipment (see Equipment Timeline, appendix D), (see Equipment Standards, appendix E) <ul style="list-style-type: none"> • Inventory to determine when to replace equipment • Excess old equipment 	Director of Technical Services	Age of Equipment less than 5 yrs. Reduced quantity and severity of broken equipment		Annually
Upgrade Data Center <ul style="list-style-type: none"> • Exchange Server for Email, Contacts, and Calendar • New Domain w new Web Server and domain controller • New server for student management system • New SAN⁴ for data storage • New Hi-Capacity Tape Backup System 	Director of Technical Services	Completed installation of equipment	Funding	Ongoing
Upgrade Security and Backup <ul style="list-style-type: none"> • Symantec Anti-virus (includes anti-spam) for workstns³ & servers • Symantec server image • Symantec Backup Exec w Dell PowerVault 124T Autoloader 	Director of Technical Services	Installation of software and hardware		Spring 2007 and ongoing

¹refurbs: refurbished ²wkrm: workroom ³workstns: workstations

⁴SAN: Storage Area Network

Continuation of Goal 5	Strategy / Action	Person Responsible	Measurement	Resources	Completion Date
Upgrade Data	<ul style="list-style-type: none"> Standardization and consistency of Data Central Repository Data Student Management–implement Scheduling & online gradebook Administrative Data – Finance Manager, Asset Max, other DOS programs for NYS Use NYS data for educational decision making Communications – Web Site, eBoard, CurricuPlan, Lookout Learning Equipment Inventory-subscribe to AssetMax online which is being updated. Sign-outs for new equipment. Online Equipment Loan Database for all buildings 	Director of Technical Services Data Manager Data Manager Business Office Mgr Data Manager Web Developer Business Office Mgr Data Manager	Run data comparisons between PowerSchool and Finance Manager user databases to flag discrepancies.		
Control Maintenance & Technology Costs	<ul style="list-style-type: none"> New more reliable computers with 5 years factory service Standardization of computer configurations. Image with Norton Ghost More Reliable Designs Procure equipment at below NYS pricing where feasible Use internet software to alleviate software maintenance Implement MS SMS for remote control of workstations 	Director of Technical Services	Maintain high level of service with only three techs. Continue to deploy new services.	Budget to replace 20% equipment each year SMS software-owned	Ongoing
Improve Building Support of Technology	<ul style="list-style-type: none"> Training of current part-time computer aides Make permanent labs in Connolly/Landing allowing aides to better support technology Determine feasibility of Full-time Technology Teacher in each building 	Building Principals, Computer Aides Director of Technical Services	Reduced service requests from Service Request database	Training Additional rooms for labs Upgrading of staff	Ongoing
Develop Disaster Recovery Plan	<ul style="list-style-type: none"> Backup Connectivity Failure Server Failure Catastrophic Loss of Data Center 	Director of Technical Services	Run test scenarios Board Policy	Committee to develop plan	Ongoing. First level Summer 2007.
Future Research and Development	<ul style="list-style-type: none"> Paperless Office Wireless Connectivity Between Buildings 	Director of Technical Services Network Manager	Review publications, trade shows, NASTECH	Periodicals	Ongoing
Develop Electronic Documentation Retention Policy as per “Federal Rules of Civil Procedure”.		Dir of Technical Svcs Attorney for District	New Board Policy	Necessary Equipment. Attorney Consulttn	Summer 2007
Continue to upgrade physical plant including proper ventilation for wiring closets.		Dir of Technical Svcs Dir Bldg & Grnds	Decreased down time of network equipment	A/C Equipment. Measuremt Devices	Spring 2008

Technology Status, Standards, Security, and Data

Current Technology

Deployment

Several key measures of technological deployment within Glen Cove School District are summarized below.

Technology Deployment	Spring 2007	2007-2008	2008-2009
Telecommunications services			
No. of telephone lines	250	250	48 (IP Telephony)
No. of buildings with high speed access	8	8	8
Computer and Internet access services			
No. of computers – total	1,260	1,260	1,260
No. of computers – Internet accessible	1,260	1,260	1,260
No. of e-mail accounts	500	500	500
No. of classrooms/offices w/Internet access	238	238	238
Highest speed of Internet access	1.5 mbps	20 mbps	30 mbps

Sufficient electrical power and wiring are available throughout the district to support the existing technology and the expansion planned over the next three years.

Wide Area Network (WAN): The physical plant of Glen Cove School District consists of nine (9) buildings including six (6) schools, two (2) administrative offices, and one (1) garage/maintenance building. All except the garage/maintenance building, are tied into the High School which is the district hub and are connected via fiber optic cables (intra-campus) or copper T-1 lines (between campuses). (WAN diagram in Appendix F). The district has recently obtained network management software in the Spring of 2007 which will allow us to analyze our network and reduce bottlenecks. This work will be begin in Summer 2007 after the deployment of the fiber gigabit WAN between campuses. (Diagram Appendix F)

Network Domains:

In 2005, the network consisted of two domains. The domain “GCSD_ADM” was available for administration, staff, and faculty. The domain “GCSD” was available for students. With all of the inter-domain access required, the effort to maintain two domains did not give the security desired.

The additional domain of “glencove” was created in which resides the Exchange server, the Web Server, Internet Filter Server (ISA) and in which everything else will reside by the summer of 2007. Active Directory security will be used to tightly control access.

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Telephone Service: Local and long distance telephone service is provided through a Centrex/PBX system from Verizon in a cooperative bid with Eastern Suffolk BOCES; as well as a single cellular telephone. Intercom facilities are available in all classrooms for both educational and security purposes. Dedicated fax lines are provided in all administrative office areas. After the district improves the inter-building WAN this summer, the Board of Education will be presented with a recommendation for a deployment of IP Telephony with which the district will realize significant cost savings.

Internet Access: The district link to the internet is currently a single T-1 (1.5 megabit/sec) for the entire district. We have felt it necessary to shut down streaming video, although we recognize its educational value, until we can obtain a faster, more reliable internet connection.

Our Internet access is filtered in accordance with the Children's Internet Protection Act (CIPA) using Secure Computing's in-district filter. Use is governed by Internet Acceptable Use Policy.

New staff members and new students are given handouts describing such these procedure and policies governing proper use of computer equipment, Internet and networked infrastructure. The District's Acceptable use Policy (Appendix G) and Web Site Policy (Appendix H) are published on the district website.

Fewer than 500 e-mail accounts are maintained for staff use. We are currently not allowing student email accounts except in special circumstances and with faculty review to protect against district liability for student actions with our email system. We supply other solutions to faculty to reduce the impact on education regarding this decision.

The district maintains a daily-updated Internet website for the district, individual school, administrative and curriculum offices and class and teacher websites. The primary district homepage can be accessed at www.glencove.k12.ny.us. In the future, we plan to maintain an intranet as well.

Network Cabling and Protocols: All schools and administrative facilities are wired with Cat 5 network cabling. The current network standard is 100BaseT although we have gigabit Ethernet between wiring closets. The main network protocol is TCP/IP. The primary support hardware includes Dell PowerEdge servers, Cisco switches, and Dell/HP printers. There are no network hubs in use any longer. All networks are protected by a Cisco Pix firewall.

As technology use grows, the feasibility of continuing to use the existing wiring (CAT5), wireless and related infrastructure will be reexamined annually. With the proper funding, the equipment can be upgraded to newer technologies as part of our regular upgrade program.

Library Automation: We have recently upgraded the High School, Middle School, and this year Landing and Connolly libraries with new equipment and new Mandarin software. The remaining two schools of Deasy and Gribbin are scheduled for 2007-2008. We have also increased the number of online educational databases available to students to enhance their self-discovery of information.

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PDA's: The High School administrative and security staff use hand-held PDA's to access key student data, emergency contact information and program/room schedules which are updated regularly. Concerned with security and to increase instruction time, administrators can access and track student essential data that is uploaded from the High School PowerSchool database.

Television Studio: The High School has an elaborate television production facility that includes a full studio with overhead grid lighting, separate control room, and 12 edit bays/areas for students to edit and perform post-production work with separate character and special effects generators. The studio has 3 main cameras. Both analog and non-linear digital formats are used. A video library and video duplication center adjoins the studio. The video library has a video distribution switcher and can provide video on-demand.

Technology Standards:

Network and Desktop Operating Software: The primary network operating system used in the district is Windows 2000/XP with Active Directory for directory services. Desktop and notebook operating systems include Windows 2000 and XP except with a few exceptions where old incompatible software requires the older OS's. Computers running old OSs are not connected to our network nor are non-district computers.

Network Equipment

We have standardized on Cisco for their reliability, support, availability at lower than state OGS pricing, and staff familiarity. We will implement during Summer 2007 the Cisco 6509 for our network core router/switch. A 4500 router/switch will server as the core for the Middle School/Deasy campus. Other elementary schools will use a Cisco 3750 as the core.

Currently, our standard network switch is a refurbished Cisco 3548. During the Summer/Fall of 2005, while operating under a contingency budget, the collection of hubs and switches were failing at one location or another nearly daily. By replacing on a spot basis and then for nearly all closet switches, the network became much more stable so that users would actually trust the network. These switches are at their end-of-life and will need to be replaced over the next few years as part of our regular upgrades.

Server Standards: Rack-mounted Dell 2U servers with dual Xeon processors with RAID 5, 10,000 rpm access hard drives or better, size dependent on application. 4 GB Ram, minimum single power supply. No keyboard/mouse/monitor since we use Dell rack-mounted KVMs. These specifications are subject to the requirements of the specific server applications. Blade server configurations are being reviewed but the entry-level price is high.

Workstation Standards:

General Use - Dell Optiplex Desktops Pentium Dual-Core with 1 GB Ram, 80 MB 7200rpm hard drive, desktop chassis, Windows XP, 17" flat panel LCD screen. optical drive DVD+/-RW. Video-editing – Apple iMAC (all-in-one) flat panel with 2 GB Ram, 500 GB hard drive, 17" screen.

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Printer Standards:

We are moving towards having a small workgroup laser printer in each classroom (except for special locations such as art classes). We have begun to deploy large workgroup color laser printers in centralized locations. These will be monitored locations so that expensive color printing can be monitored. This will dramatically reduce inkjet cartridge costs which are extremely high with only an inkjet printer in most classrooms. The printers are HP or Dell, and come with four or five-year warranties. We will also continue to place higher volume printers in key locations. In 2007-2008, we will encourage more use of our new Xerox photocopying machines for scanning to electronic documents instead of paper, again reducing costs.

Scanners:

Very few are currently in use. This discourages use of electronic documentation and increases costs for paper and management of the results. The new Xerox Photocopiers to support scanning and emailing of documents. Additional scanners have been obtained for other buildings and locations not convenient to the Xerox machine. OCR (Optical Character Recognition) software has been obtained for each building so that scans can be converted to editable text documents including spreadsheets and databases.

Disk Storage:

We have recently obtained and are in the process of deploying a Dell EMC AX150 SP SAN Array also known as a SAN. (This device holds numerous hard drives and allows for a potential terabyte of storage at RAID 5 in the “glencove” domain. So far, we have four drives installed. We are planning to move user folders to this configuration this summer as we move to a single domain for the district. All data will be stored on a SAN with RAID5 (a method of redundancy) in the Data Center. It will be backed up at least once per day to two different buildings.

Video Editing Work Stations:

For TV Studio student use, the district standard is the iMac Flat-Screen with 2 GB of Ram, with 500 GB Hard Drive, and three years of AppleCare Protection. Currently, students are using some older iMacs of varying generations for course work. We have purchased Mac minis for introductory student uses and as needs arise, plan to purchase more in the future.

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Software:

The district has adopted the Microsoft Office suite of productivity applications (Word, Excel, Publisher and PowerPoint) as the office standard for all students and staff. This will allow for improved software compatibility between school building and offices since these products are platform neutral and common in universities and corporate work environments. We are also placing PhotoShop Elements on each machine for graphic editing (photos) and we will consider other

user-enabling software as the need arises. Additional staff training is required every September and as needed.

The district prefers internet-based software. It saves the burden of reinstalling software updates on many machines and is quickly added to new equipment or new users. Usually the software can be used outside of the Glen Cove School District as well. The High School Guidance department has been moved to Naviance Online. Other internet applications include Curricuplan, eBoard, PowerSchool, School Island. Other online services are being reviewed. Many of the library information databases are available on the internet as well.

Web Site Design:

The development of our web site began in 2005 with the deployment of the district page. This was followed up with the High School and Middle School sites. Work has begun on the elementary school sites as well.

To enable our users to place timely information on the web site and reduce the needs for a web admin, we have created a web tool called "WebAdmin" to ease changes to major web pages. Also, we have created "DirList" which lists the files in a network folder on a dynamic web page. With desktop links and special network permissions, staff can easily add self-created Acrobat files to the web site. Implementation of Adobe Contribute software for selected users such as Guidance has begun so that staff can modify their own web pages.

In the 2007-2008, the web administrator and the Technology Committee will look at improving usability, especially for handicapped users including color blindness.

District Data:

Student Data

The district's increased reliance on using data for decision-making has provided the impetus to streamline data collection, reduce the multiple points of entry and provide accurate and useful data collection and storage. The following efforts are currently underway to make this a reality:

In September 2006, the district instituted a new student information system, PowerSchool.

Glen Cove School District subscribes to Nassau BOCES Data Warehouse for data mining. The Data Warehouse enables and allows manipulation of longitudinal, aggregated and disaggregated student data, and specific assessment data from all schools in the district.

Additionally, as required by New York State, the Glen Cove School District uploads and retrieves data from NYStart.

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The district has made many improvements in the procedures and practices to gather student data, beginning with a complete re-registration of the student population beginning with 2006-2007. Also performed were completing and or creating student biographical data, English Language Learner (ELL) data, Academic Intervention Services (AIS), and improvements to attendance, discipline and health information.

Data Storage Locations

All data will be moved during Summer 2007 into the “glencove” domain and reside on the RAID 5 SAN named “GC-Cluster”. It will contain individual user folders and district-wide shared data folders.

Security:

Physical Security Plan:

Security of the physical technical equipment is always difficult in a school setting due to the changing of classrooms by teachers and students. Technical Services has been and will continue to meet with our District Security Chief to develop better methods to be implemented during the school year of 2007-2008.

The Technology Security Committee has been created and consists of the District Security Chief, Principals, Assistant Principals, Director of Buildings and Grounds, Director of Technical Services, and Head Custodians. Some topics will be multiple-used keys, a need for each building to have a master of equipment, and access to inventory records and loaners records available across the district so we can detect if equipment is missing. Also we need to bring these controls to the classroom level in addition to the building level. A “lo-jack” type of system will be considered.

Physical Conditions Security:

This will include water detection and high temperature detection. See “Technology Management Tools – Alerts” later in this document for more.

Internet Web Filter

To limit access to the less desirable parts of the internet, the district is currently using the Secure Computing Bess School Internet Filter running on two Microsoft ISA Proxy servers within the district. One is configured for faculty and staff and the other is configured for students. With the upgrade to the WAN this summer and the amalgamation into one domain, we will be able to offer further granularity allow for individual policies of internet access. We can set up grade-level access or any other method that best supports our students and faculty and staff.

Anti-Virus

Symantec Anti-virus Enterprise was deployed at the end of 2005-2006. It is now combined into one tool with the Anti-spam component. The system is deployed on all servers especially Microsoft Exchange and is “pushed” to all PC workstations removing the old anti-virus software. After one Mac virus found, consideration is being given to adding Mac anti-virus software. Most likely the decision will be to put resources elsewhere.

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Anti-Spam

We have recently deployed BrightMail, which is now a part of Symantec Security, to reduce the amount of Spam distributed to our email users. Most days, more than half of the email received by the district is considered spam. This is the nature of the internet today. We have already increased the specs of our email server to accommodate this level of spam and we may have to improve the server further.

Data Backup Plan:

We have recently obtained and have deployed a Dell PowerVault 124T, 2U Autoloader LTO-3, 400/800GB-R tape backup drive to the datacenter in the High School, room 233. The district is using Symantecs Backup Exec as our backup software. Full backups are performed over the weekends with incremental backups daily. Currently, three months of backups uses only a small portion of the storage on the ten backup tape set.

Each Monday, the previous week's set of tapes is taken offsite and the earlier tape set is returned to the district. The district is considering installing an additional backup system in the Middle School backup data center currently under consideration for Disaster Recovery.

The district had already planned to maintain backup tapes for at least one year notwithstanding the new requirements of the Rules of Civil Procedure. We are currently investigating these rules (which will include consultations with the district's attorney) so we can be within compliance. We understand that these rules will extend to IP Telephony as we deploy that technology.

We backup Finance Manager (critical operations software) with two different backup systems for extra security. We make at least three types of backups for our student management system and PowerSchool.

Disaster Recovery Plan:

We have established a Technology Disaster Recovery Committee and we are currently meeting to discuss what levels of disaster recovery are cost-effective for the district. No separate funding has been allocated although there are some measures we can take with the current funding. The committee agrees that a reasonable goal would be to have some emergency service up within 24 hours of a disaster assuming we can get outside connections restored.

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We have initially identified several scenarios of disasters with more to follow.

1. Connections between district campuses are disrupted. The district currently has a DSL line to the high school Datacenter which supplies redundant access to the Internet and the outside world. The district is considering installing a DSL line to each campus through a router that allows for VPN traffic over the Internet to give some connectivity to support the most necessary applications such as the student management system and the financial system. The largest expense here would be maintaining Internet filtering for each campus. We may decide not to support general Internet access (although e-mail would still function).
2. Another level of disaster would be the destruction of our Datacenter in the High School. This is a much higher-cost scenario since we would assume that all of the servers and switching would be destroyed. The district would need to have enough equipment to allow each building to function on its own. In the high school, we will want a backup Datacenter with enough equipment to support a limited-use system. We would not have backup wiring to the ports that directly go to the Datacenter but we can have a backup wireless system available for the affected areas. The cost of protecting against this scenario will be high. We are hoping that as we retire servers and other network equipment, we can redeploy them for this plan.
3. A third scenario consists of no connectivity at all between campuses. We do have the possibility of establishing wireless connectivity between our campuses with our radio towers but we feel that the cost is prohibitive for the low probability of this scenario.

We are also looking into connecting the Datacenter to the emergency generator of the High School but it is not clear that the capacity is available.

Insurance Protection Against Technology Losses:

The following are the limits of the district insurance policy that impact on technology:

Type of Insurance	Terms	Amount
Data Restoration	Per Occurrence, No Deductible	\$100,000
General Liability on Equipment	No deduction	\$1.5 million
Crime and Theft	\$250 deduction per occurrence	\$100,000
Catastrophic Loss	\$2.6 million deduction	\$30 million

User Password Management:

Currently, there is no cohesive policy on passwords other than for most users, the network and email passwords are created for them. The Technical Services office maintains a list of all user passwords so lost passwords can be given and users can be assisted when they have problems with their accounts. Passwords are not changed. When the domains are merged into one domain, the Technical Services office had planned to allow users to create their own single password. Based on two years of experience, there is concern that this will be advisable.

Policies and Review

Although this technology plan is only a three-year plan, in the fast-changing world of technology, many of the items discussed and choices made will be obsolete before the next Technology Plan. Computer and projector models have changed so quickly that when Purchase Requests being reviewed by the Business Office were released, the models were no longer in production rendering the Purchase Orders unusable.

Types of review

Yearly: It is important that at least once each year, we review this technology plan and update it where necessary. Other annual items to review include the district Acceptable Use Policy (Appendix G), Web Site Policy (Appendix H), and equipment length-of-life policy. The latter will affect the ROI or return on investment for the equipment.

New: New policies to develop include a district email policy, file and email retention time, and privacy of data policy for students and staff,

Additional: Also, additional issues will arise. We will need to review use of private unauthorized equipment on our network and how it can this be managed. We will also want to review unauthorized use of district resources.

As occurring: Items that need to be updated as they change including any changes to the Mission or Vision Statements as well as the Board of Education Policy Manual that is managed by the Superintendent's Office.

Continuously: Many issues are reviewed whenever they arise.

Technology Management Tools

The following technology tools have been obtained and their implementations have begun. Most of these will be operational by the Summer of 2007.

Cisco LAN Manager

Cisco Wireless LAN Manager

Cisco Cluster Management

Cisco ASA Firewall Device Manager

Microsoft System Management Server

Microsoft System Update Server (patches for Windows/Office)

Classroom Management – Altria

Version Management – Currently the district uses Microsoft Update Manager to automatically distribute updates for Windows and Microsoft Office. The district uses Symantec's Enterpris-+updates. Other software is upgraded when there is a compelling district need through re-imaging of the computer hard drive.

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Alerts: Many of the tools above send email alerts upon preference selection. We have selected emails set to email the Lead technician's pager. For instance, the main Data Center UPS sends a temperature alert when necessary. There is also an alert for virus attacks which is forwarded to the pager. As more of these tools are brought online, we will make use of their alerts where appropriate. Other sensor equipment, such as water detection, will be sought and if cost-effective will be added to the existing Tools.

Technology Management Controls

With the network and much of the computer equipment finally reliable, the Technology Services Department has begun to develop better management controls to address the non-existent or dysfunctional controls for technology equipment and processes. Most of these are developed in-house using FileMaker Pro to keep costs low. The following is a brief description of the tools that have been developed.

Filemaker is an relational database development tool that allows us to quickly create databases and instantly make them available over the internet and across the district. With Filemaker, security can be customized limiting access to databases and selected data within the databases.

Service Requests: This database is used every day to log all requests for services. It is accessible from any computer in the district. The tickets are assigned by the Lead Tech. The field techs enter the work that has been performed. With a click, open tickets at a particular building can be displayed. Currently there is a ticket view (used nearly all of the time) and a list view. As further reports are needed, they are easily added added to the system ad hoc. Currently, an email feature is being written to notify the user upon creation and completion of the ticket. A sample is shown in Appendix I.

Purchase Requests/Orders: This database currently contains every Technical Services Purchase Request from the 2006-2007 budget year. Besides storing the data so it is accessible by any criteria, reports are instantly available that give information that is not readily available from the business office. The reports created so far are: Vendor Reports, Budget Reports, Tracking of Receipts. Three samples are shown in Appendix J.

Lending Library tracks short-term loans of equipment such as projectors, notebook computers, and cameras. A sample is shown in Appendix K.

Supplies Inventory with similar reports to Purchase Requests above.

Equipment Inventory has been created in Filemaker Pro. More items are added every day. The inventory will be retaken and verified during the summer of 2007. A sample is shown in Appendix M.

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Software License Management:

An electronic system for software license management will be developed. This database will be linked to the inventory database for the computers that have the software installed. This but will simplify future purchasing and license management.

Planning:

Equipment Replacement:

The Board of Education has authorized funding in the budget for continued equipment replacement on a regular schedule so that all equipment is replaced before the end of its useful life. As equipment ages, there are more failures and partial failures which require more maintenance and result in loss-of-service for users.

We currently maintain an inventory of spare equipment which can quickly replaced the failed item. This method is used for items where it is cost-effective and feasible.

For computers and printers, equipment has been obtained with the longest warranties which are cost-effective. A determination was made that five years for desktops, three years for notebooks and four to five years for printers would give the district the most value.

Failure means that while the equipment is being serviced, teachers and students do not have use of the technology, more tech staff would be required to perform additional maintenance. Regular replacement also results in the modernization of equipment so students will be using equipment that they will see out in the world. After end-of-life, support may be difficult or non-existent.

With network equipment, the equipment includes a one-year warranty. With the reliability of this equipment after the first year, it is much less expensive (and yields a faster repair) for the district to have spare equipment to replace the rare piece of failed equipment. Only the district's core switch is currently under extended warranty. Then a decision can be made to repair or replace as long as budget funds are available. Disaster Recovery Planning will facilitate this strategy since there will be additional equipment to handle emergencies.

This process was begun in 2006-2007 and approximately 20% of computers and printers have been replaced during this school year. With favorable economic conditions and continued budget approvals, the district will continue this process.

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While five years is a useful average for replacement, equipment life does vary depending on the type of equipment and how it is used. A chart of replacement lifetime is shown below:

Item	Lifetime (yrs)	Item	Lifetime (yrs)
Desktop Computers	5	Projectors (computer)	5
Notebook Computers	3	Televisions	5
Printers	3		
Uninterruptible Power Supplies (UPS)	4	Hand-held Personal Organizers	3
UPS Batteries	2	Servers	4
Scanners	4	Network Switches	10
Digital Still Cameras	3	Network Router	10
Digital Video Cameras	3	Network Firewall	10
		Network gbics	5

Using our Service Request database and its monthly reports, we can measure the quantity of each type of failure. This information can be used to determine whether a particular failure is occurring too often and if a course of corrective action is needed.

Assistive Technology:

The district has continued to address the needs for assistive technology. To further assist students with special needs the district will assess assistive technology products. We have deployed Kurweil for artificial speech of written text and are currently evaluating Dragon Naturally Speaking for both instructional and administrative use.

IP Telephony:

Currently, the district's telephone needs are served by Verizon Intellipath in a deal with Western Suffolk BOCES. The district pays for over 200 lines. Once our gigabit Ethernet WAN is in place, the Board of Education will be able to consider IP Telephony for the district. This will save significant costs since at most we will need two PRIs (48 lines) for the entire district. Also, we can expect our usage rates to drop as well. Every user that the district desires to supply with a voice mail box will have their own at no additional cost. Moving phones will be as simple as unplugging a phone from the network and plugging it in elsewhere. In addition to the initial installation being performed by district staff, all programming and installation of additional equipment will be handled by district staff at great savings to the district.

This system will support many additional productivity-increasing features such as voicemail in email, hunt-groups, and phone groups, sensible phone restrictions – all programmed internally.

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Student On-line Portfolios:

As we improve and expand our network, the district may want to consider electronic portfolio folders for each student to store electronically the work from their entire K-12 career. The design of the improved network will be able to support this function at little additional cost.

Financial Factors:

Technology Budget and Funding

Telecommunications and computer technologies are now reliably employed throughout the Glen Cove School District, spanning all educational and administrative program areas. Several of the more important budget areas that include major technology-related expenditures are summarized in the initial portion of the detailed technology budget presented in Appendix D.

Summary District Technology Budget	2007-2008	2008-2009	2009-2010
Computers – New & Replacement	\$464,906	\$478,853	\$493,219
Network Equipment Replacement	\$164,206	\$169,132	\$174,206
Equipment Support	\$55,238	\$56,895	\$58,602
Software	\$118,700	\$122,260	\$125,928
Postage	\$2,000	\$2,060	\$2,122
Staff Development	\$7,000	\$7,210	\$7,426
Telecommunications	\$8,374	\$4,500	\$4,500
BOCES Services	\$234,273	\$281,301	\$289,740
Supplies	\$52,599	\$54,177	\$55,802
Total District Technology Budget	\$1,107,295	\$1,176,1389	\$1,211,545

The highlights of the technology budget, as discussed throughout this Plan, include:

- Implementation of district Wide Area Network upgrades & maintenance
- Staff Training and Professional Development Series

Summary

Glen Cove School District is well on its way to implementing 21st Century technology into its instructional and administrative environment. This will positively impact student learning and increase efficiency for adults.

This plan is a “living” document that will undergo continuous change over the next three years.

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Appendix A

DISTRICT MISSION STATEMENT 2005 - 2006

We are dedicated to providing all of our children with an education of the highest caliber. Our future rests in the hands of today's children. Education is the key to improving the quality of their lives.

In order to accomplish this mission:

- We are committed to knowing each child as an individual and providing that child with the skills, attitudes, concepts and knowledge needed to be a complete person.
- We support responsible citizenship by reinforcing morals and values.
- We recognize and celebrate our diversity.
- We support a staff committed to learning and growing.
- We will build a sense of school community through effective communications.
- We will provide strong leadership, a safe environment, clear goals, high expectations and continuous assessment.

We share our successes and grow from our experiences.

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Appendix B

DISTRICT VISION STATEMENT 2005 - 2006

- We have a passionate desire for the Glen Cove School District to be a "lighthouse" district.
- We aspire to reach the mastery level in both academic and emotional growth for our students and professionals. This mastery must incorporate different learning styles and integrate technology.
- There is an urgency to create better communication among all segments of the community. We recognize that this will not occur without a safe, secure and orderly environment.
- Our district will be worthy of statewide and national recognition.

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Appendix C

DISTRICT GOALS 2006 - 2007

The following District Goals were developed between the Board of Education and the Superintendent of Schools:

1 - To improve student achievement by continuing to change the school culture into a stimulating culture of learning where academics come first.

Student achievement is usually measured by grades, assessment results and Regents results. It is understood that student achievement is always linked to excellent instruction and a challenging curriculum. Outstanding institutions of learning possess a pervasive culture of learning, where every member of the school community knows that learning comes first. The foundation for a culture of learning rests upon four pillars:

1. An inquiry-based approach to teaching which stimulates student thinking;
2. A systematic approach of teaching for student understanding;
3. A classroom curriculum design based upon a philosophy of Understanding by Design;
4. An instructional program designed so that all students can learn and achieve based upon differentiation of instruction.

Evidence of Success

1. At the secondary level, fully implement the new grading policy.
2. Establish a clear expectation that assessment scores, Regents scores, and High School Regents diploma rates will continue to increase each year and will be more than competitive with similar Long Island school districts.
3. Implement a staff development program which will familiarize every teacher with the knowledge to teach for understanding and be able to develop a classroom curriculum based upon the philosophy of Understanding by Design.
4. Provide ongoing staff development for supervisors and administrators to continue to stimulate their professional growth and development so that in turn the supervisors may stimulate the teachers' professional growth and development. This will be evidenced by changes in classroom teaching
5. emphasizing teaching for understanding. Teachers' lesson plans will also reflect a format that resembles the backwards design of Understanding by Design, and classroom teaching emphasizing big ideas.
6. Provide staff development opportunities to teachers of English Language Arts, including Special Education teachers, with an emphasis in balanced literacy, and at the K-6 level utilizing the Columbia Writing Process.

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7. Redesign the curriculum for grades six through nine. As a result, more students will score at the 4th performance level of the various State Assessments based upon their abilities to think and perform using higher-order thinking skills.

2 - To continue to enhance the educational program and the school climate of the High School under new leadership.

The public image of the High School must inspire public trust. It needs to be perceived by the school community as an institution that provides the highest quality educational program for all of its students. The High School also needs to continue to make progress in being a safe, secure and controlled environment.

Evidence of Success

1. Implement action plans that will bring about increased student attendance, decreased class cutting, and fewer disciplinary student suspensions.
2. Continue to collect data regarding attendance, cutting and disciplinary incidents.
3. Revise action plans based upon an analysis of the data and a determination of various patterns.
4. Hold every member of the staff accountable for monitoring and taking corrective action which will lead to a more safe, secure and controlled environment.
5. Implement a teaming system at the ninth grade in order to provide a smoother transition into high school.

3 - To continue to build a sense of trust, confidence and pride in the schools in order to pass the school budget.

In order to pass a school budget, voters must be confident that our children are receiving an excellent education. There are many indicators that the schools are continuing to improve and that the public is getting their money's worth. Those indicators include such things as the condition of the buildings and grounds; fiscal health of the district; the transparency of information and decision making on the part of the Board of Education and Administration; the quality of two way conversation between the community and the school; evidence that school personnel are listening and are responsive to the wants and needs of the public; the respect and civility that all members of the school community pay to one another; the knowledge that all staff members provide a full days work for a full days pay.

Evidence of Success

1. Pass the school budget.
2. Receive outstanding reports from the external, internal and claims auditors.

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3. Provide quality information regarding the fiscal operations of the school district in preparation for the budget vote throughout the community.
4. Provide quality information regarding the programs and operation of the schools through regular newsletters, website, newspaper columns, presentations at Board of Education meetings, and various meetings with PTA and other community groups.

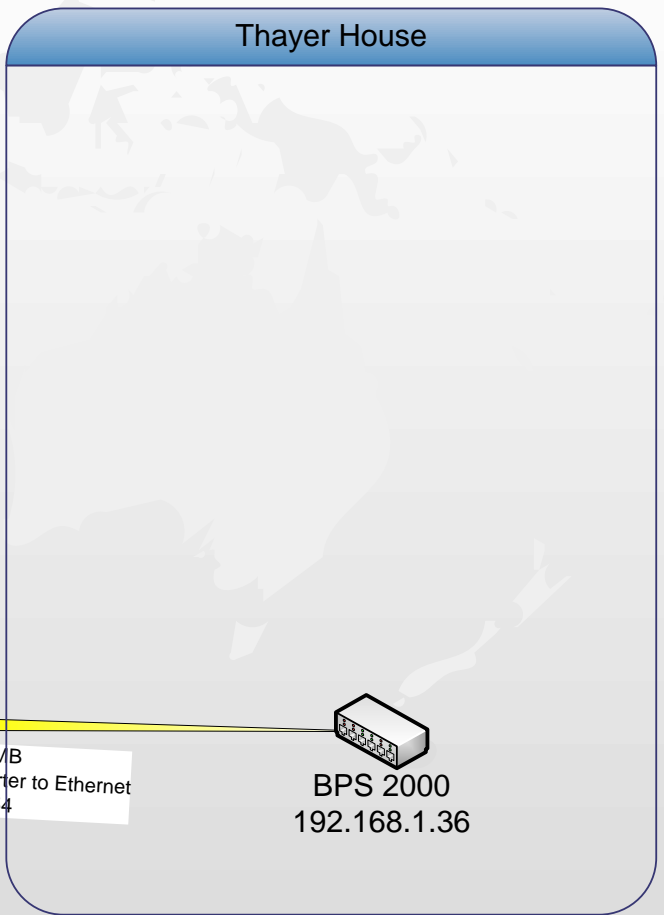
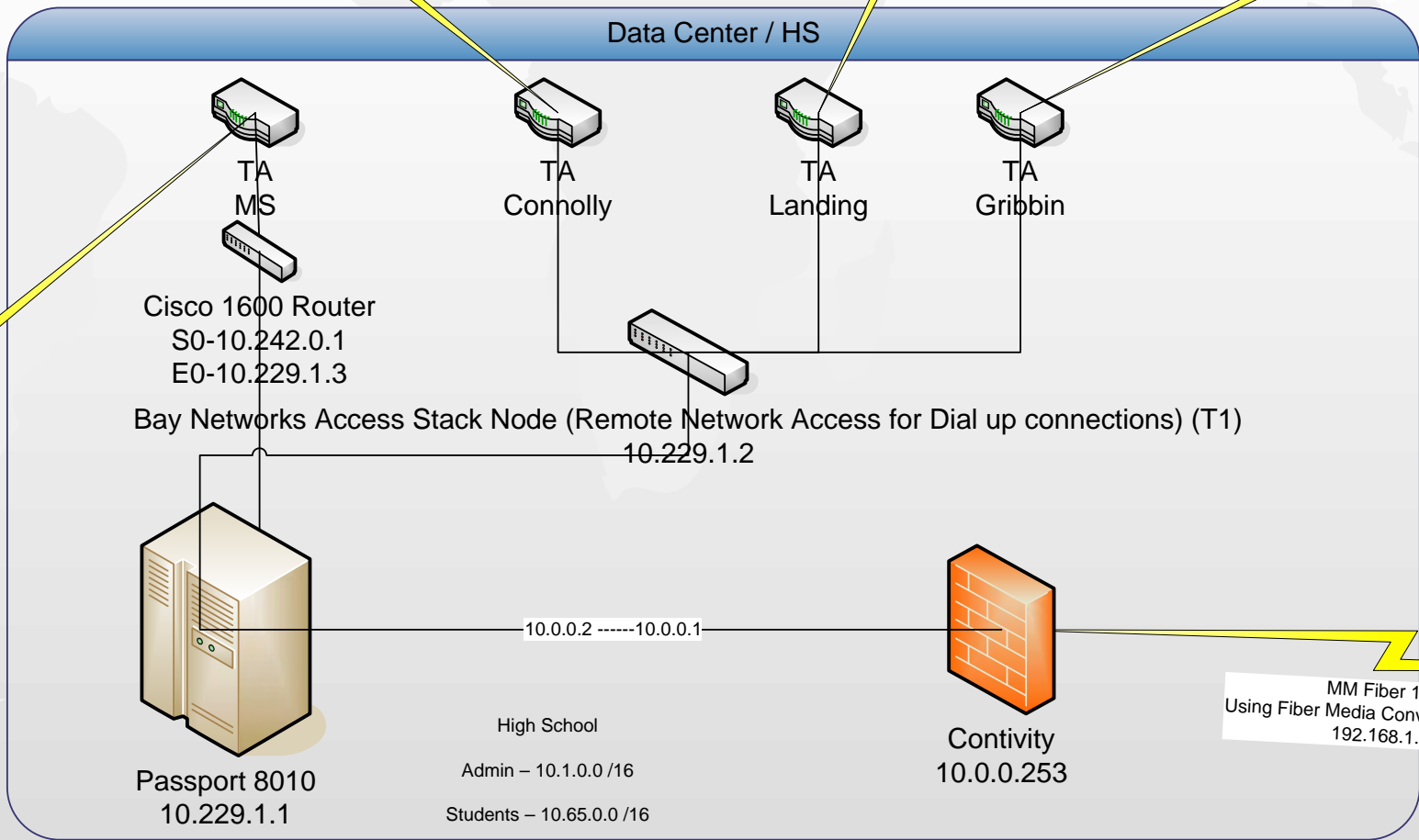
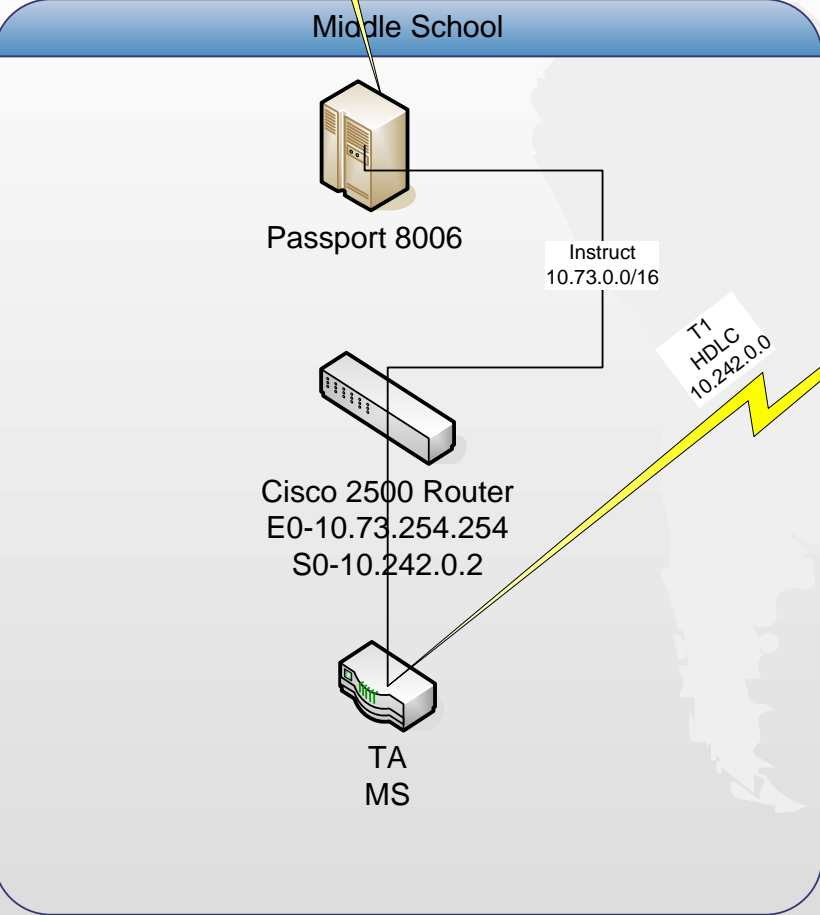
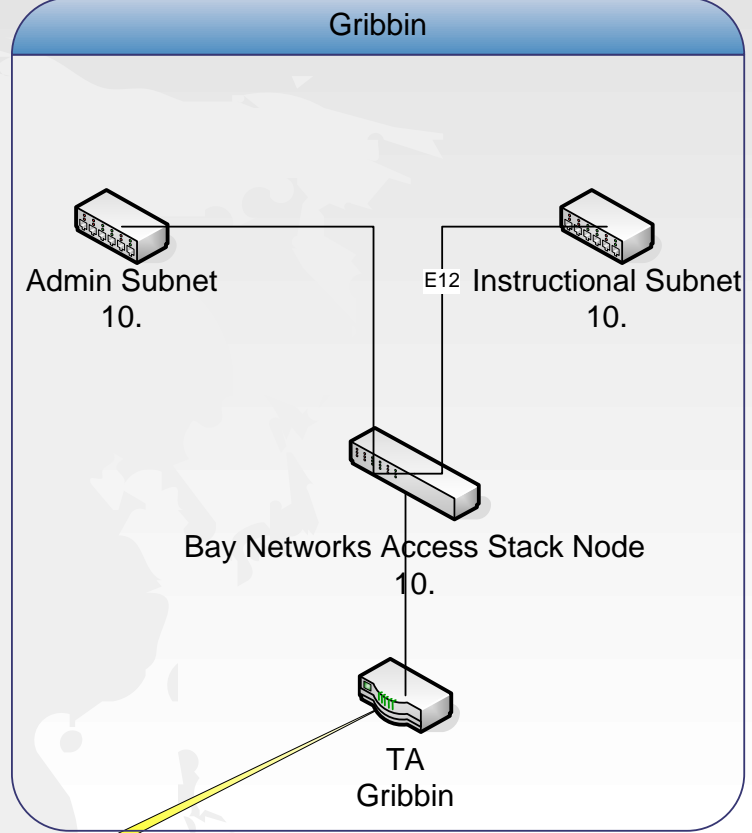
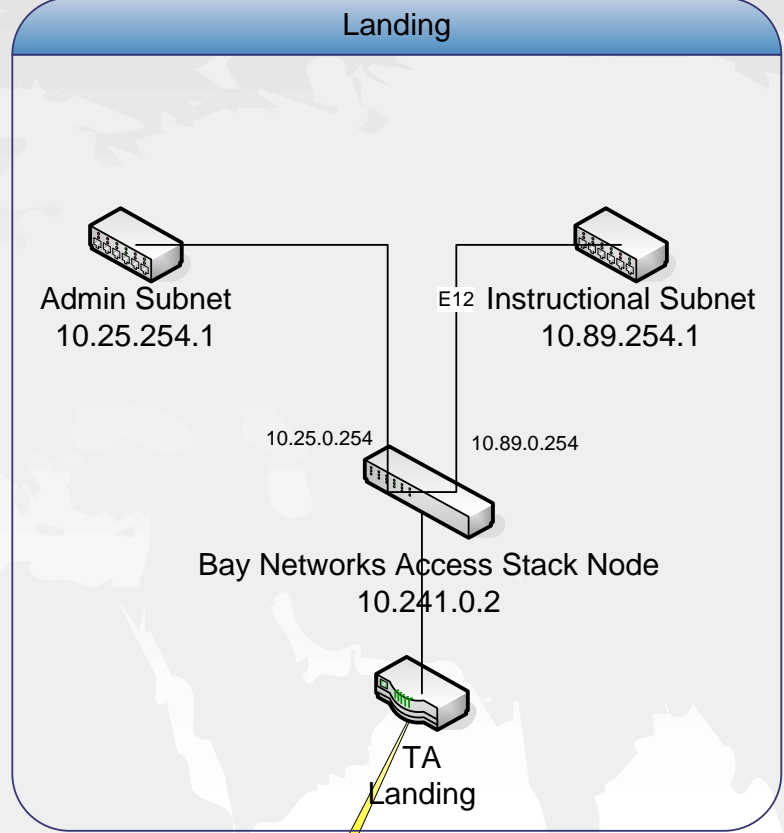
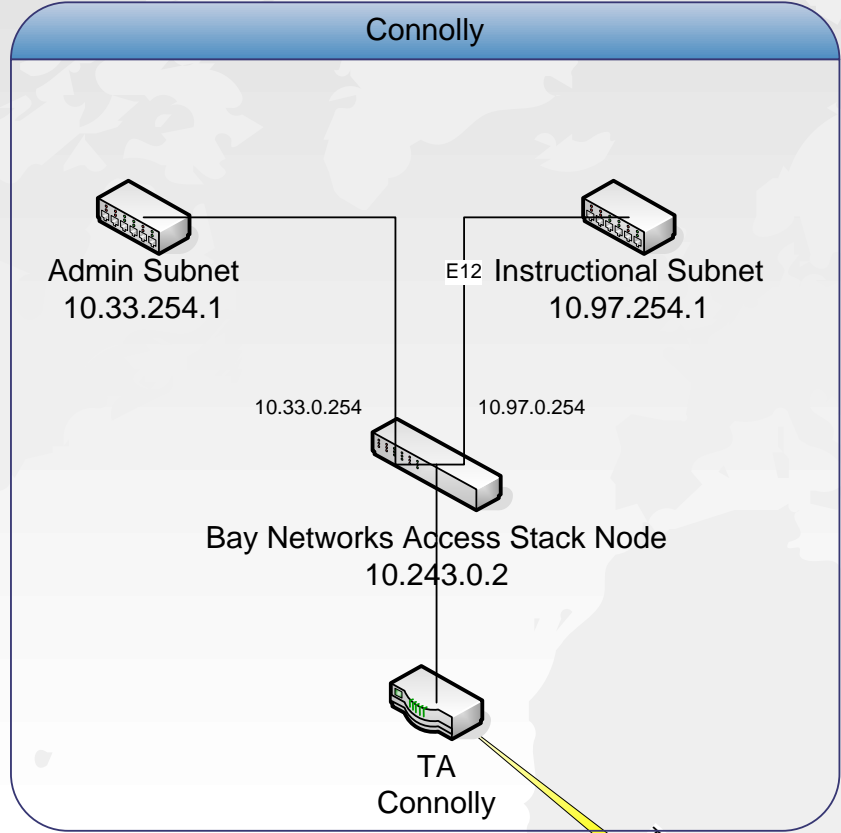
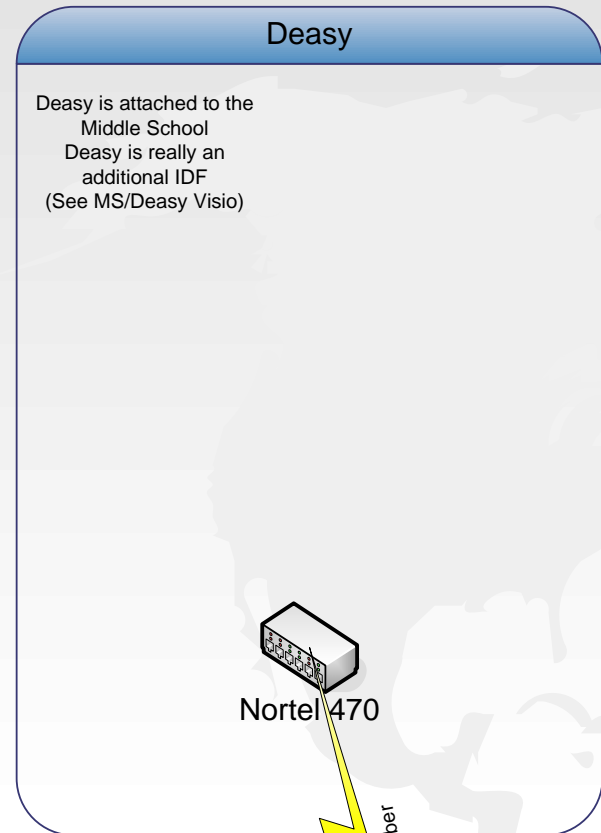
Three-year District Technology Plan • 2007-2010

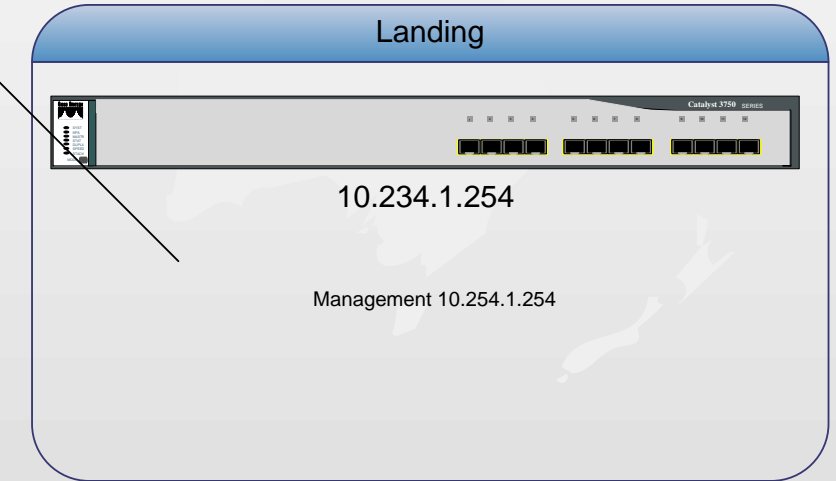
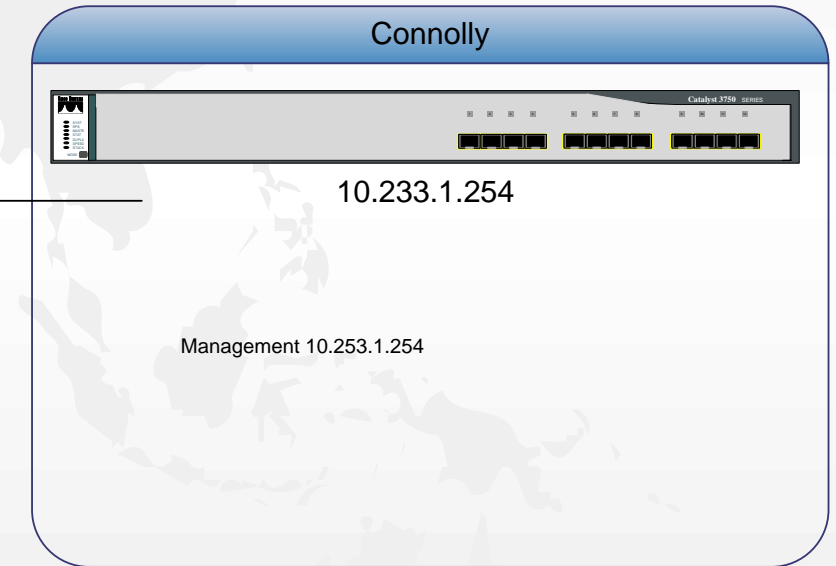
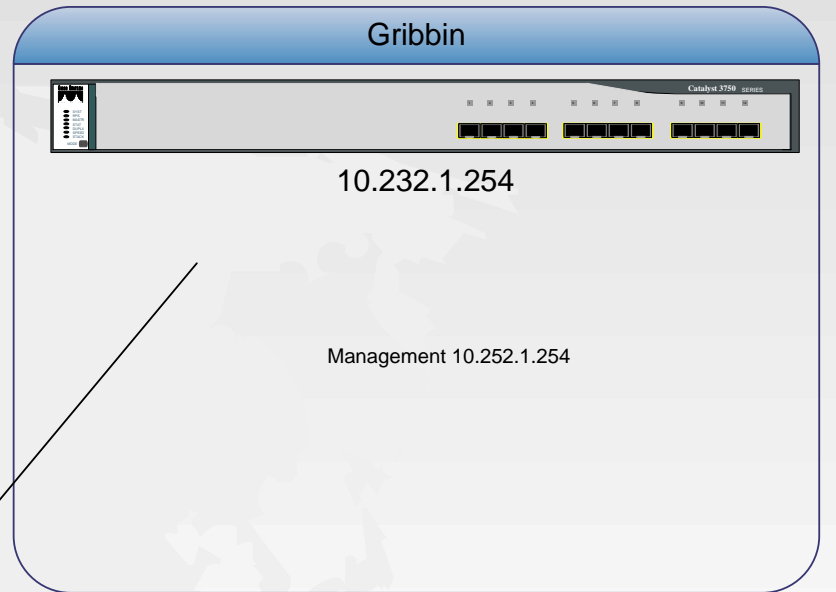
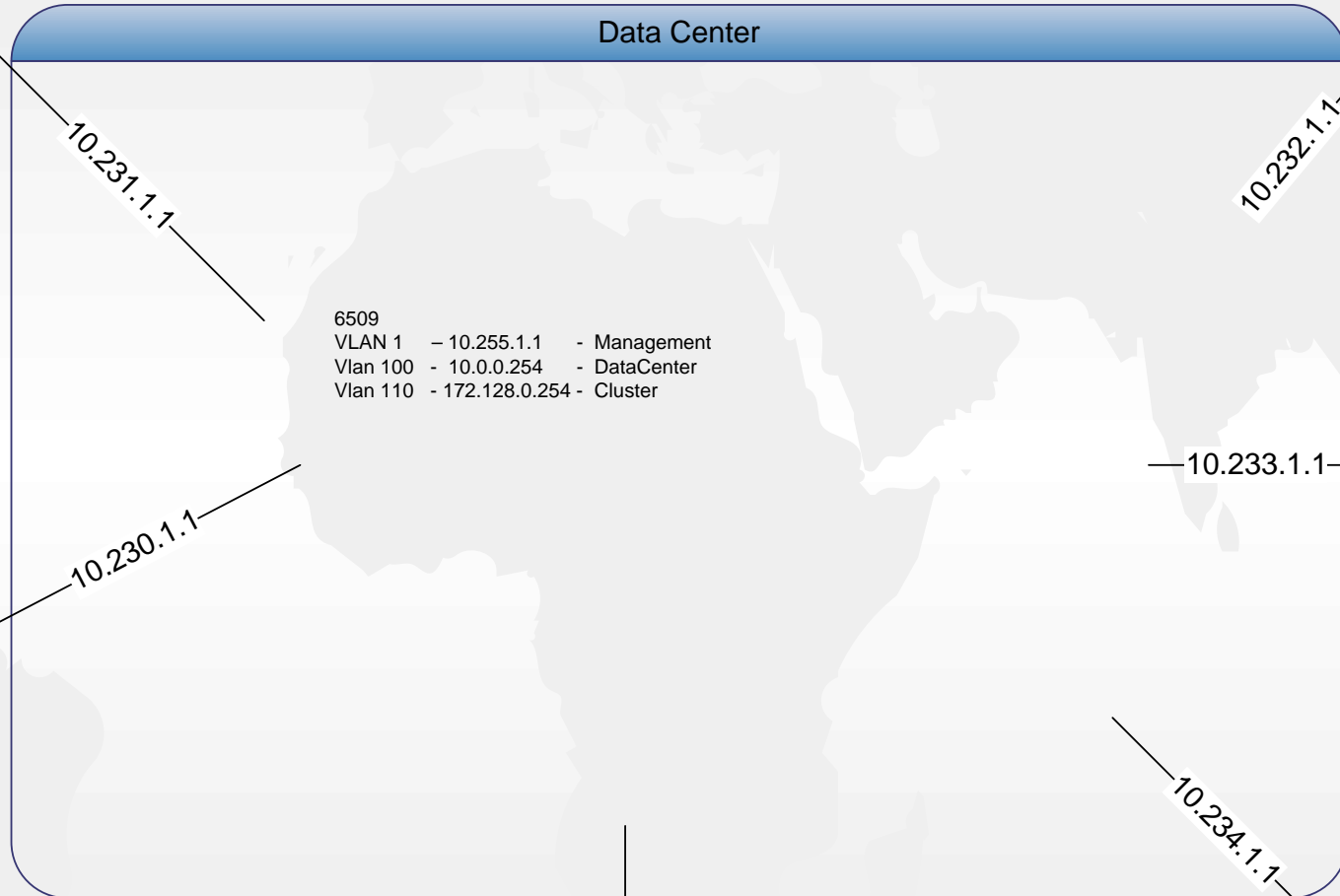
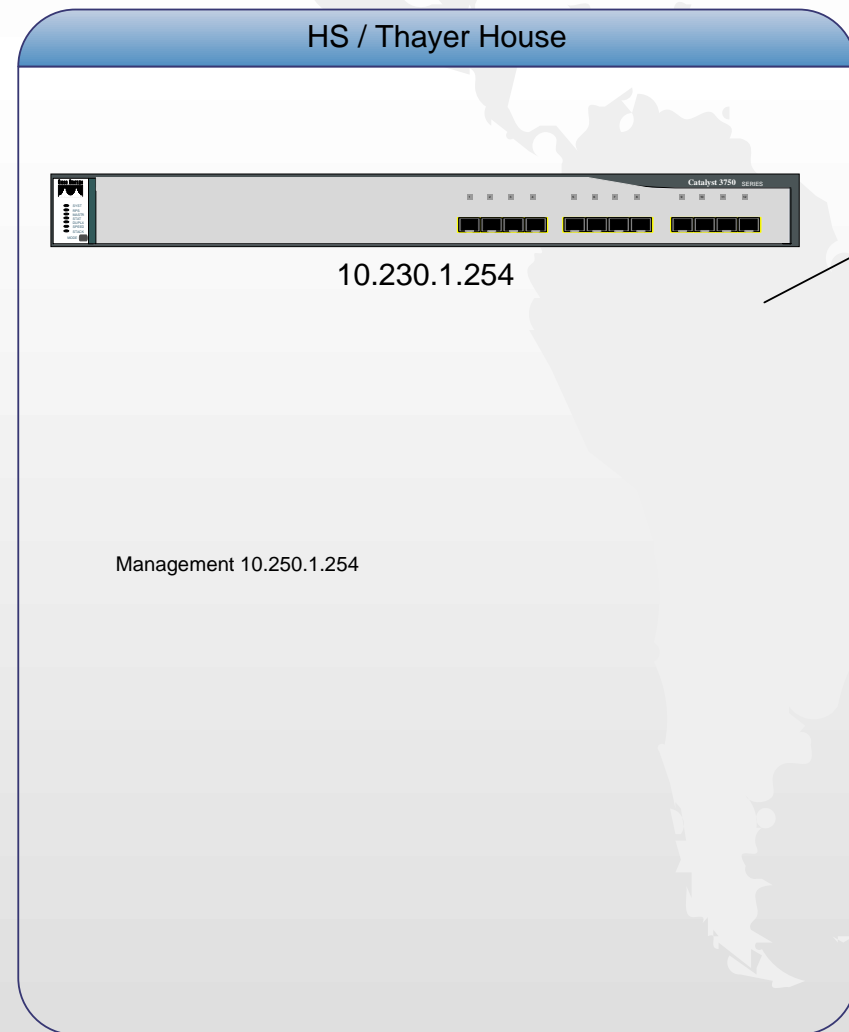
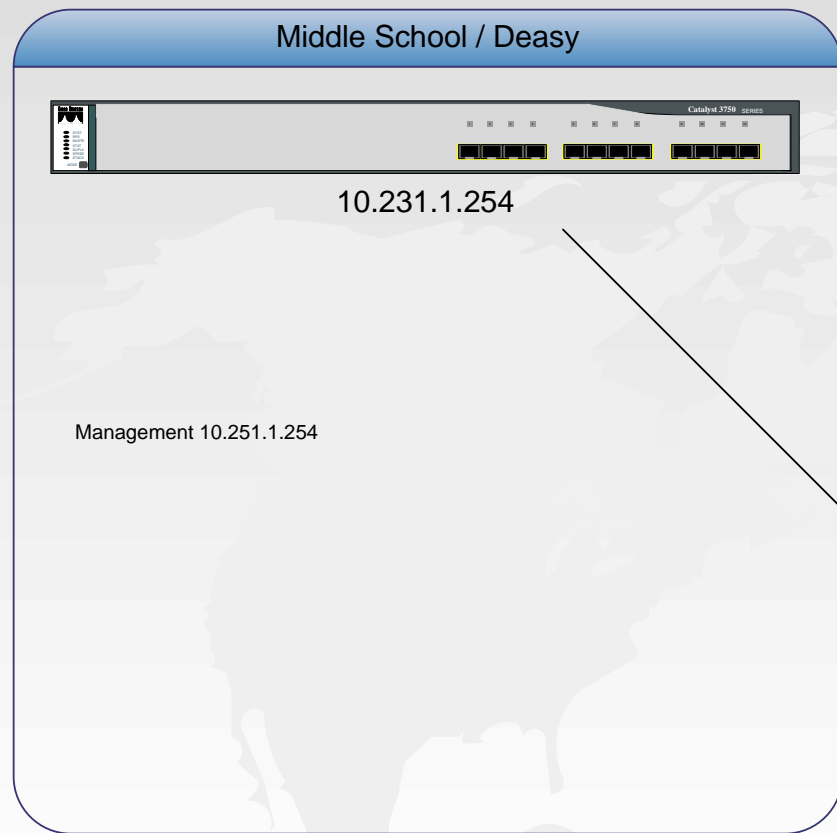
Appendix D

Replacement Upgrade Timeline

1. Replacement/Upgrade Plan Timeline
 - a. 2005-2006
 - i. Under austerity budget
 - ii. Replaced 50 workstations.
 - iii. Replaced most hubs and 10BaseT switches with refurb Cisco 3548
 - iv. Upgraded three main servers. Setup new domain
 - v. Setup Exchange Server
 - vi. Rewire Network Closets
 - b. 2006-2007
 - i. Replaced all classroom presentation workstations (teacher) and most staff workstations
 - ii. Began to institute technology into classroom instruction (SmartBoards, Projectors, classroom response systems, cameras)
 - iii. Updated Data Center with appropriate racks and hardware
 - iv. Upgrade two Middle School Computers Labs with new equipment
 - v. Implement PowerSchool to replace WinSchool
 - c. 2007-2008
 - i. Install 250 replacement workstations for students' computers placed in rooms of receptive teachers and specialized labs such as video editing and music
 - ii. Upgrade WAN to fiber. Increase network speed between bldgs to 1 gbit
 - iii. Upgrade network access to at least 10 mbit from 1.5
 - iv. Install new district and building switches
 - v. Merge domains into one
 - vi. Internet Filter – refine setup to allow multiple configurations. Requires one domain
 - vii. Continue to institute technology into classroom instruction (SmartBoards, Projectors, classroom response systems, cameras)
 - viii. Implement PowerSchool Scheduling and online Gradebook
 - d. 2008-2009
 - i. Install 250 replacement workstations for students computers placed in rooms of receptive teachers and specialized labs
 - ii. Install IP Telephony servers. Summer 2008
 - iii. Roll-out telephones to buildings. Fall 2008

Appendix E		Glen Cove School District • City of Glen Cove • Nassau County • New York 11542 Three-year District Technology Plan • 2007-2010		
		2007-2008	2008-2009	2000-2010
ACCOUNT	DESCRIPTION	PROPOSED BUDGET	PROPOSED BUDGET	PROPOSED BUDGET
A 2630.200	MICRO COMPUTERS	26,768	27,571	28,398
A 2630.466	REPAIR/REPLACEMENT	438,138	451,282	464,821
	COMPUTERS-New and Replacement	464,906	478,853	493,219
A 2630.466-25	COMPUTER REPAIRS-DISTRICTWIDE	164,206	169,132	174,206
	NETWORK-Updates	164,206	169,132	174,206
A 2630.403-25	NETWORK TECHNICAL CONSULTING	55,238	56,895	58,602
	EQUIPMENT SUPPORT	55,238	56,895	58,602
A 2630.460-25	SOFTWARE AIDED-PUBLIC	49,300	50,779	52,302
A 2630.460-99	SOFTWARE AIDED-PRIVATE	20,300	20,909	21,536
A 2630.463-25	SOFTWARE INSTRUCTIONAL-DISTRICTWIDE	49,100	50,572	52,090
	SOFTWARE	118,700	122,260	125,928
A 2630.473	POSTAGE-PREVIEW RETURN	2,000	2,060	2,122
	POSTAGE	2,000	2,060	2,122
A 2630.475-25	COMPUTER STAFF DEVELOPMENT-DW	7,000	7,210	7,426
	STAFF DEVELOPMENT	7,000	7,210	7,426
A 2630.487-25	TELECOMMUNICATIONS LINES	8,374	4,500	4,500
	TELECOMMUNICATIONS	8,374	4,500	4,500
A 2630.490	BOCES SERVICES	234,273	281,301	289,740
	BOCES SERVICES	234,273	281,301	289,740
A 2630.501-03	INST COMPUTER SUPPLY-CONNOLLY	1,187	1,223	1,259
A 2630.501-05	COMPUTER SUPPLIES-LANDING	687	708	729
A 2630.501-07	COMPUTER SUPPLIES-MIDDLE	4,125	4,249	4,376
A 2630.501-25	COMPUTER SUPPLY-DW	46,600	47,998	49,438
	SUPPLIES	52,599	54,177	55,802
	TOTALS	1,107,295	1,176,389	1,211,545





New WAN

10.231.1.1

10.232.1.1

10.230.1.1

10.233.1.1

10.234.1.1

Old WAN Connection
10.229.1.254

Nortel 8010 10.229.1.1
Vlan99

6509

VLAN 1 - Management = 10.255.1.254

VLAN 99 - WAN - 10.229.1.254

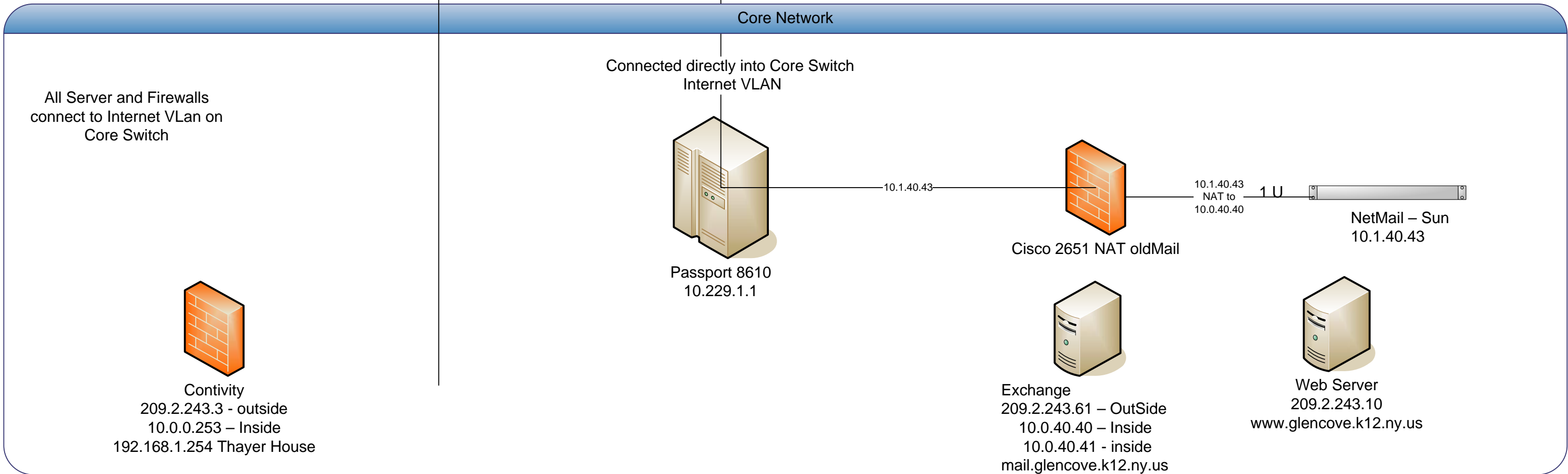
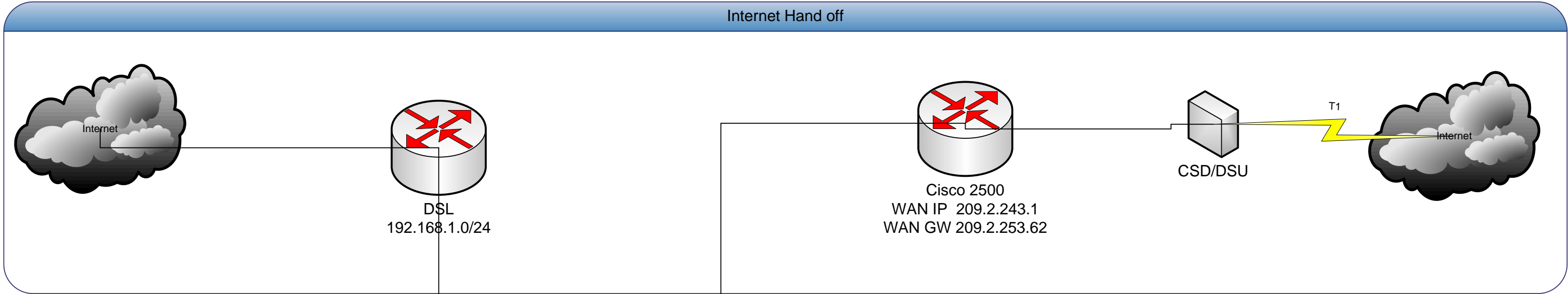
VLAN 100 - Servers - 10.0.0.254

VLAN 200 - Voice - 10.3.0.254

EIGRP 1

NETWORK 10.0.0.0

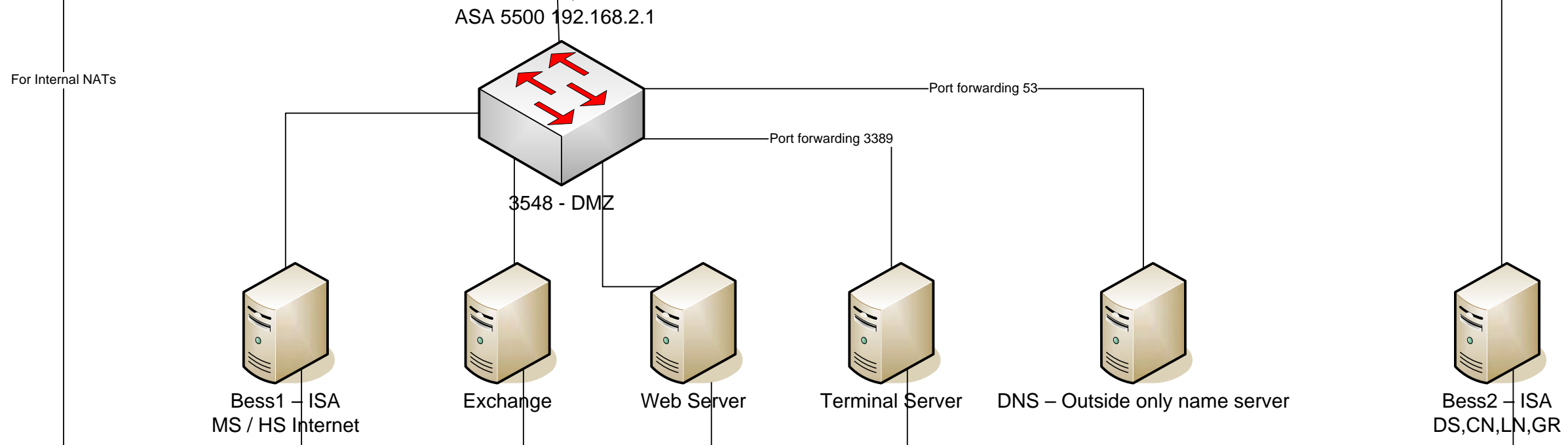
Exclude 10.250.0.0 - 10.255.0.0 - Management



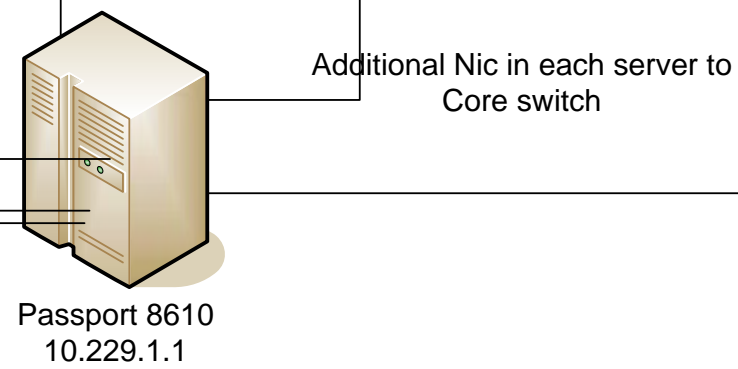
Internet Hand off



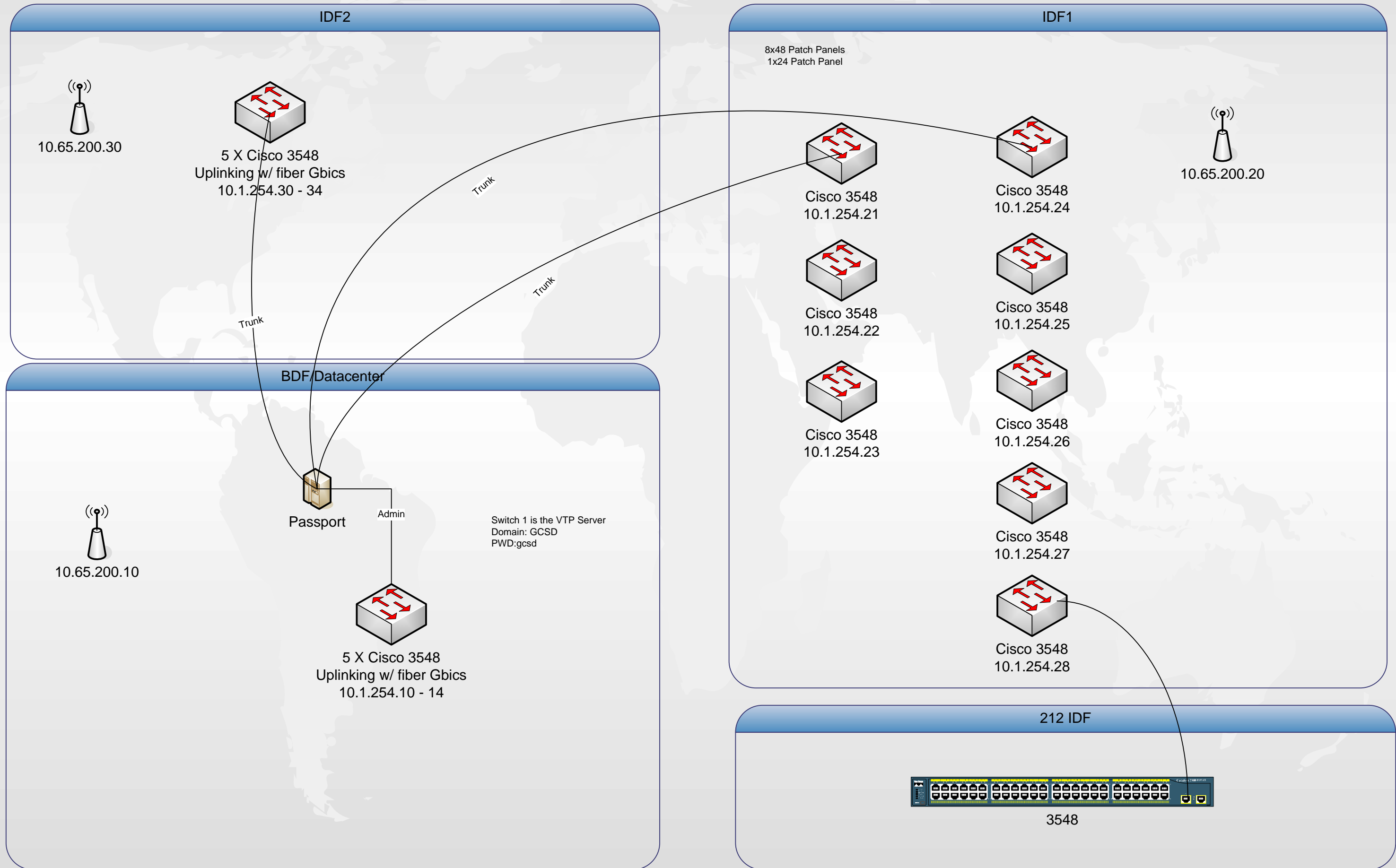
DMZ



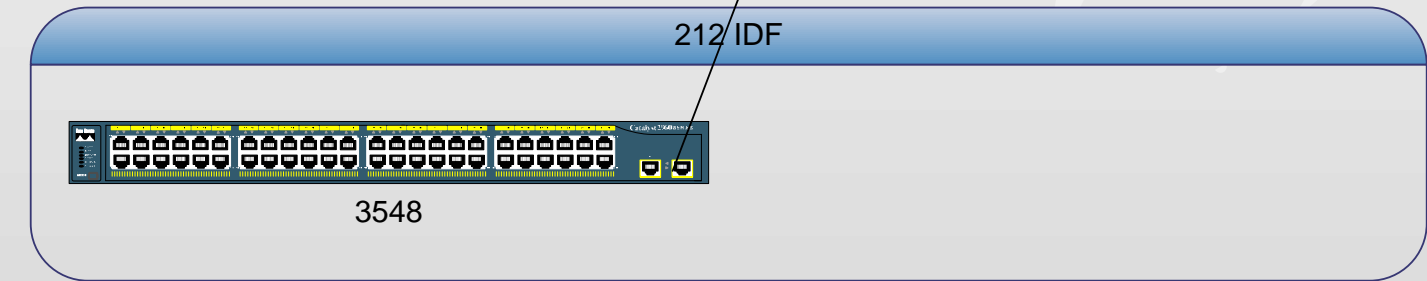
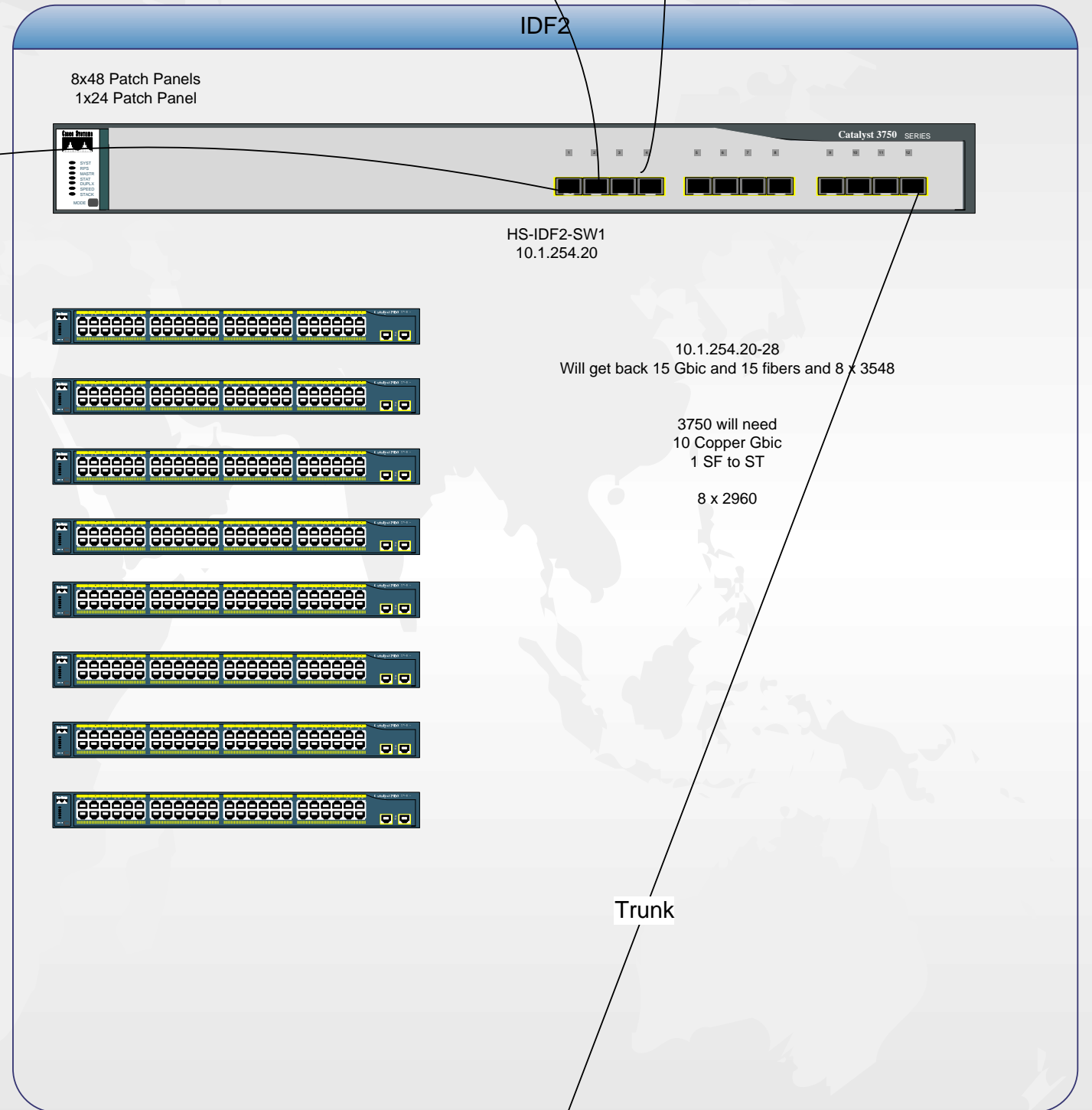
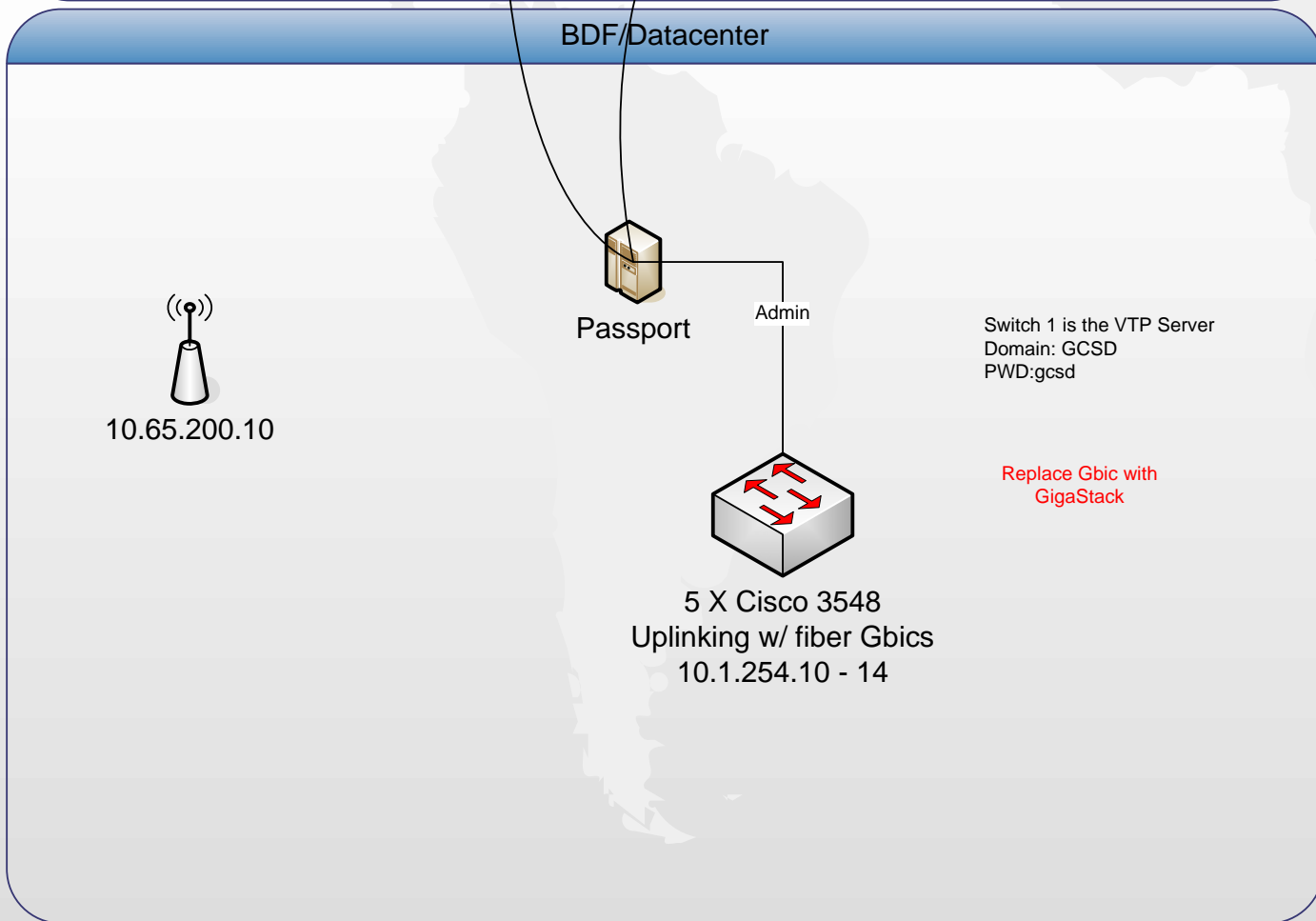
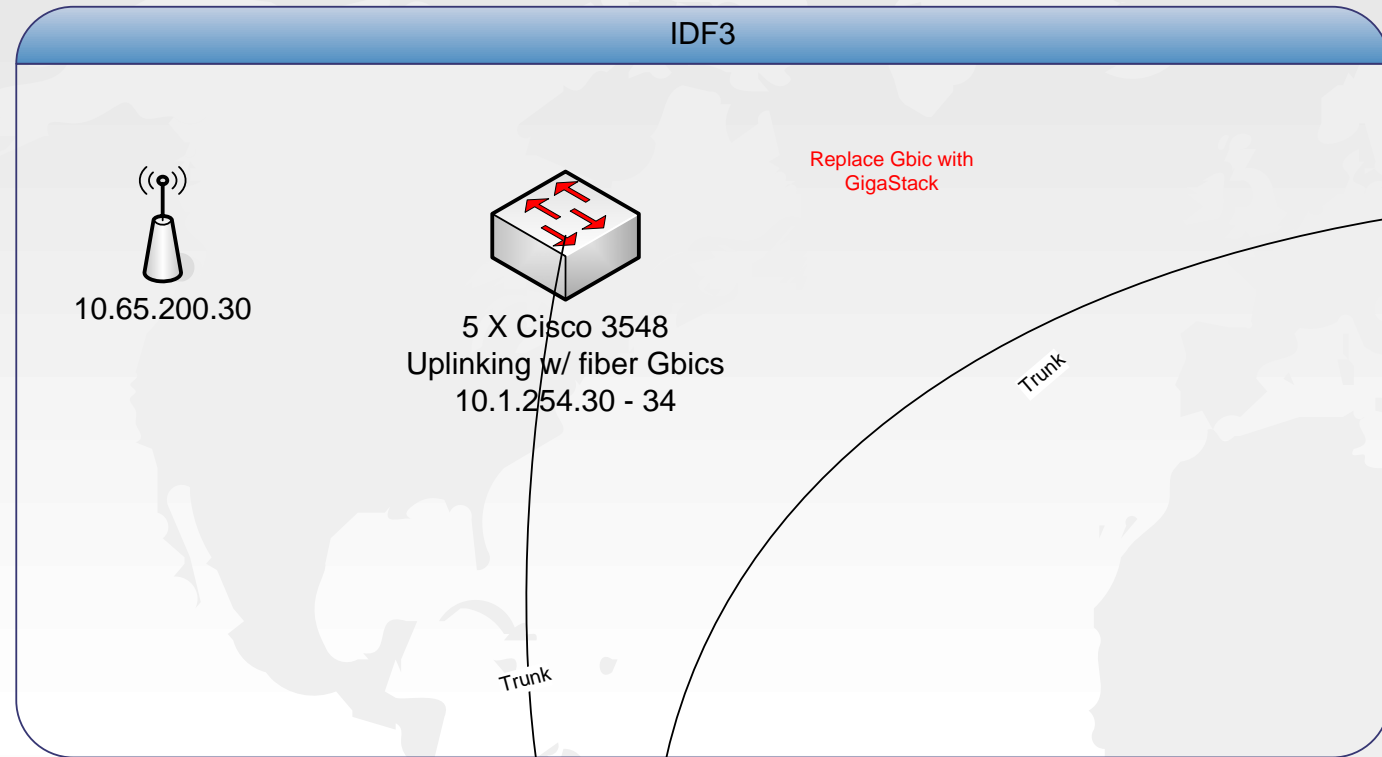
Core Network



High School Same location as DataCenter

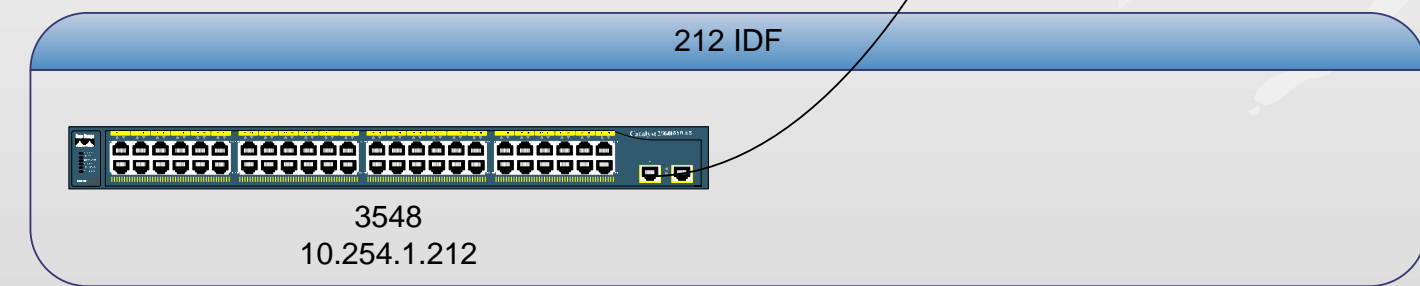
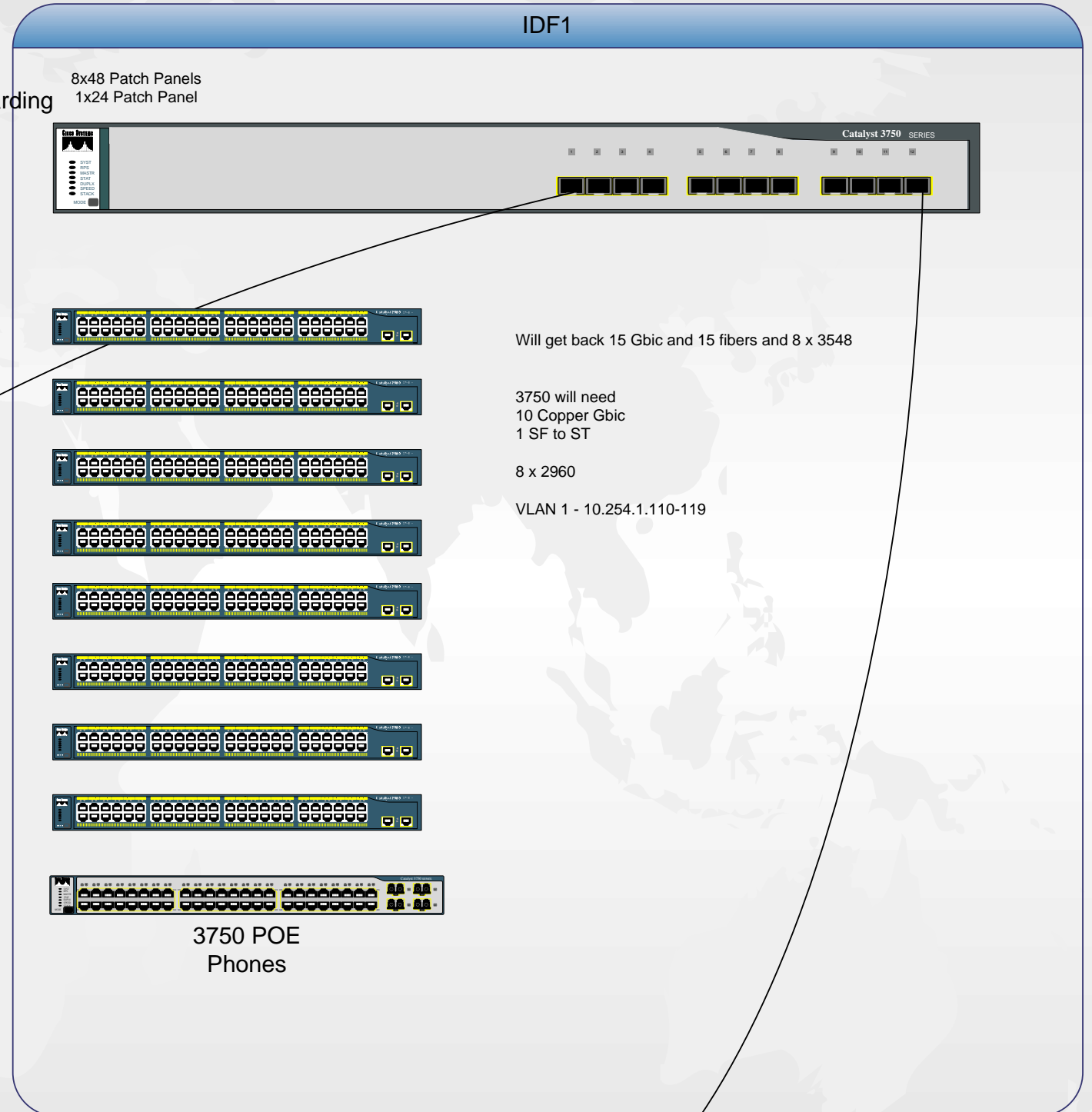
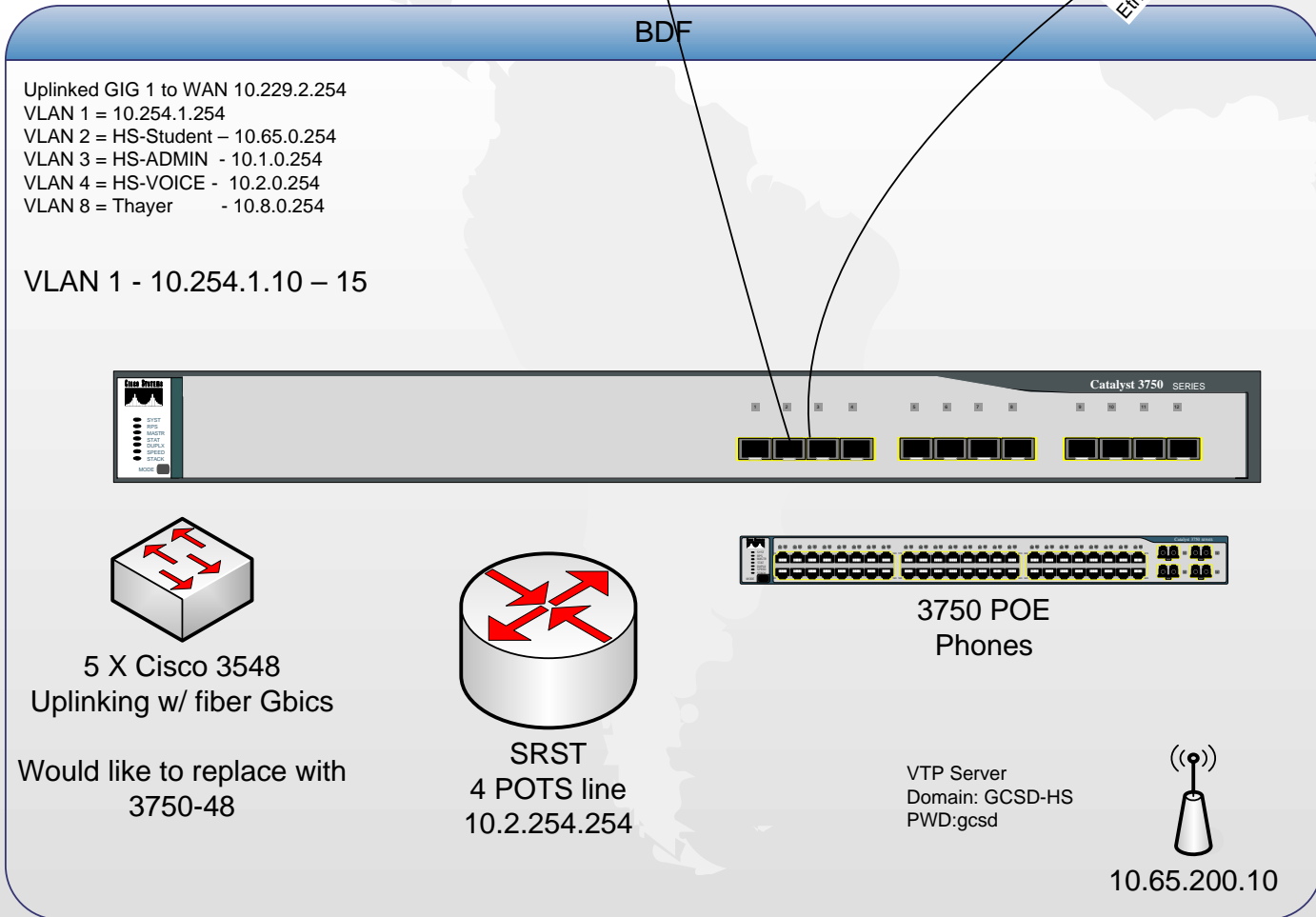
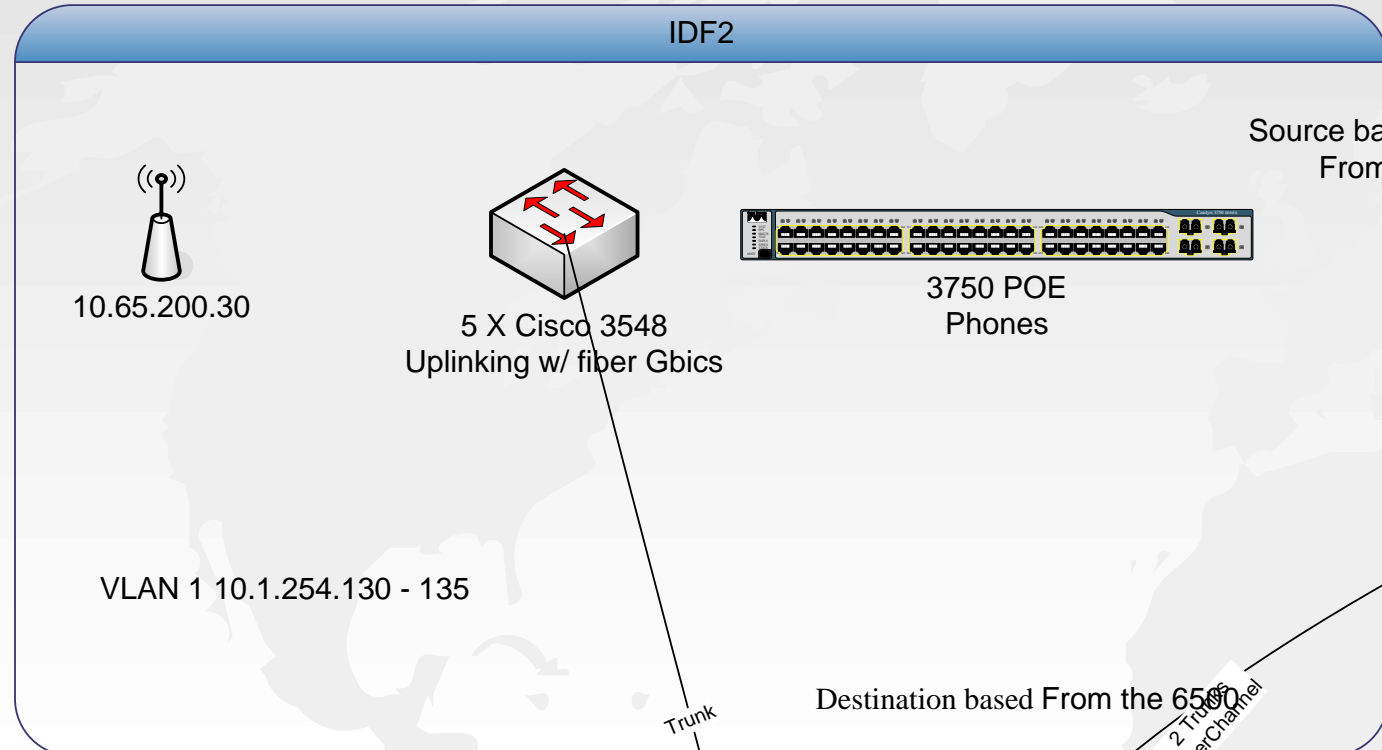


High School
Same location as DataCenter

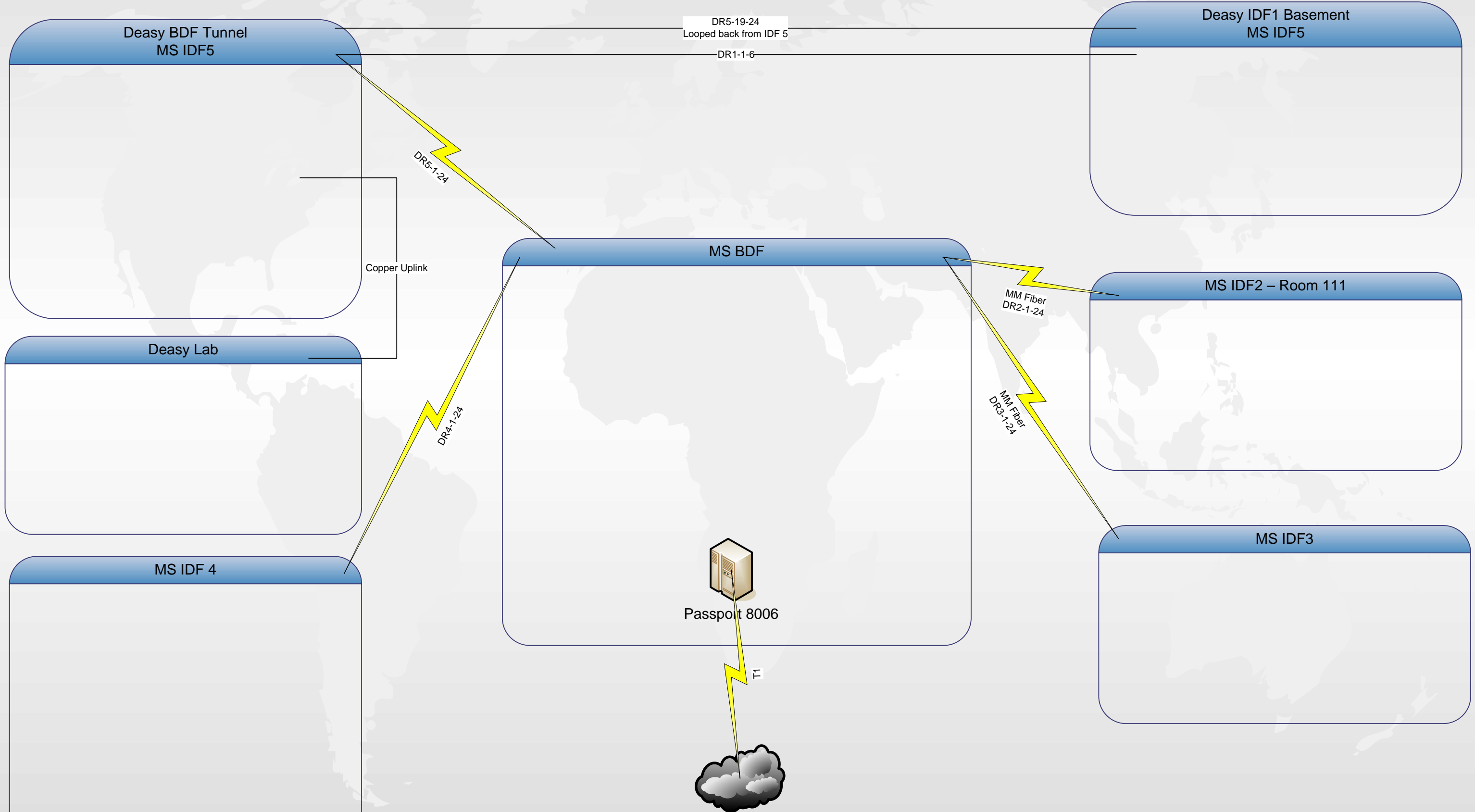


High School Phase 2

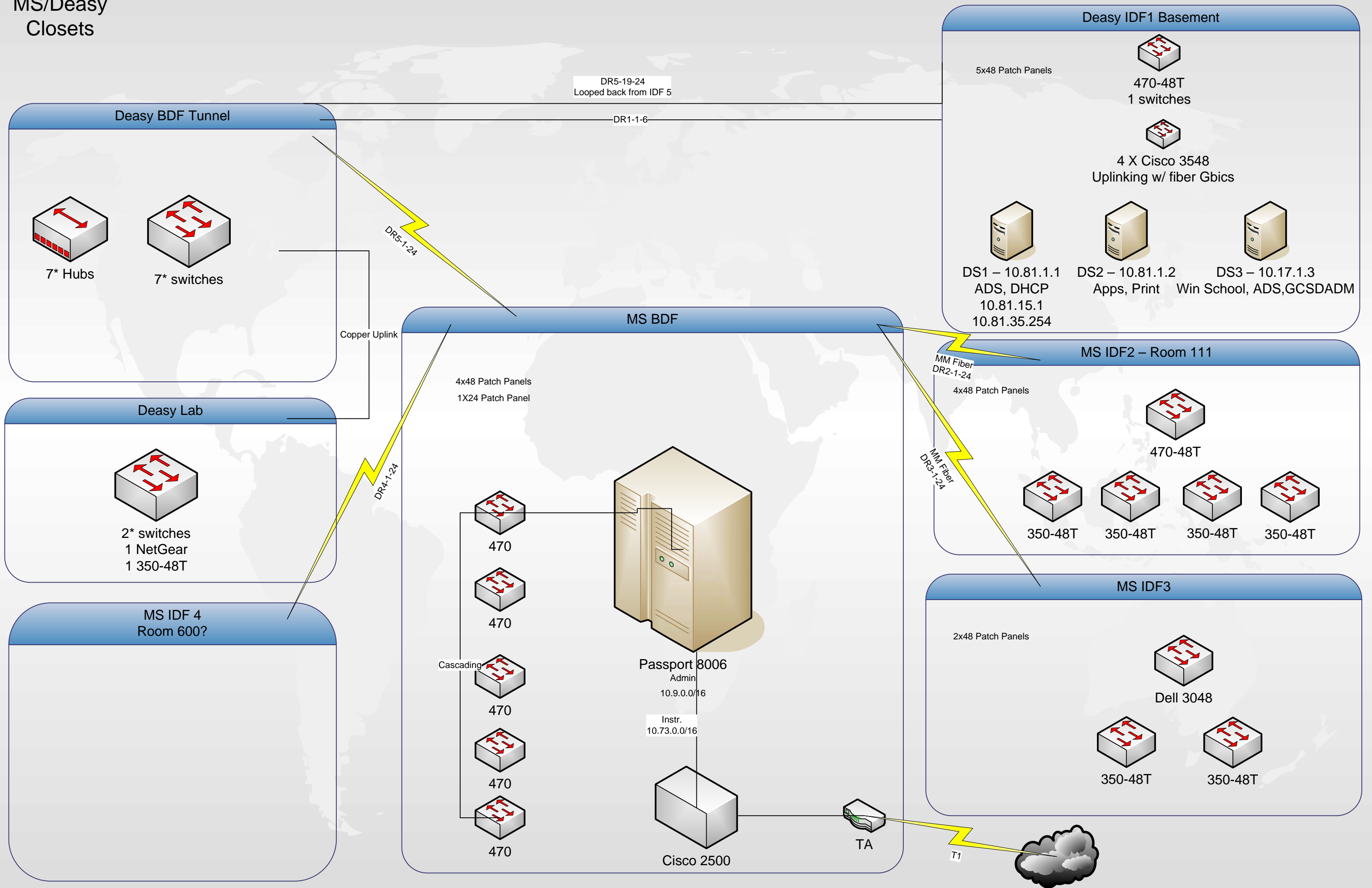
10.65.200.20



MS/Deasy
Backbone

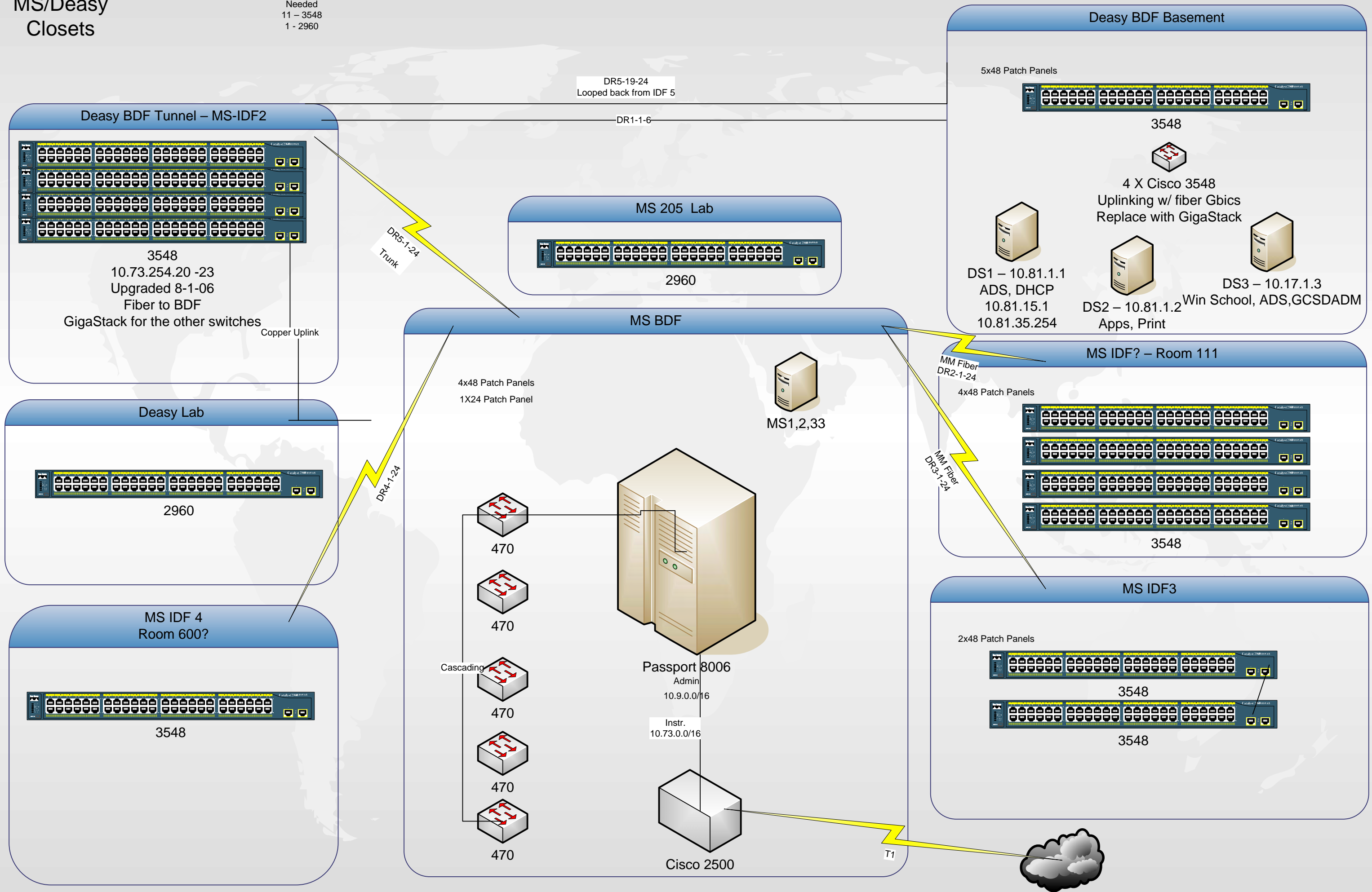


MS/Deasy Closets

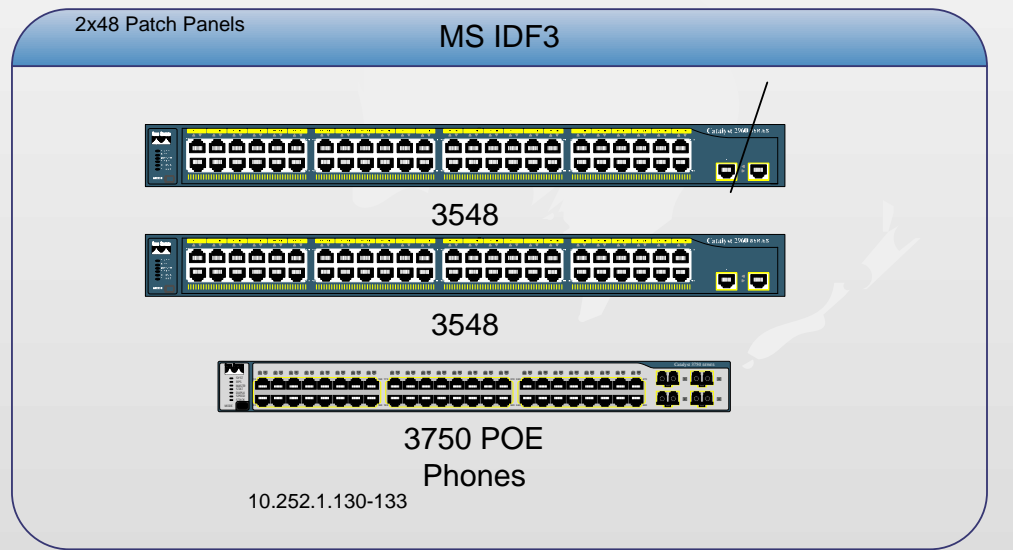
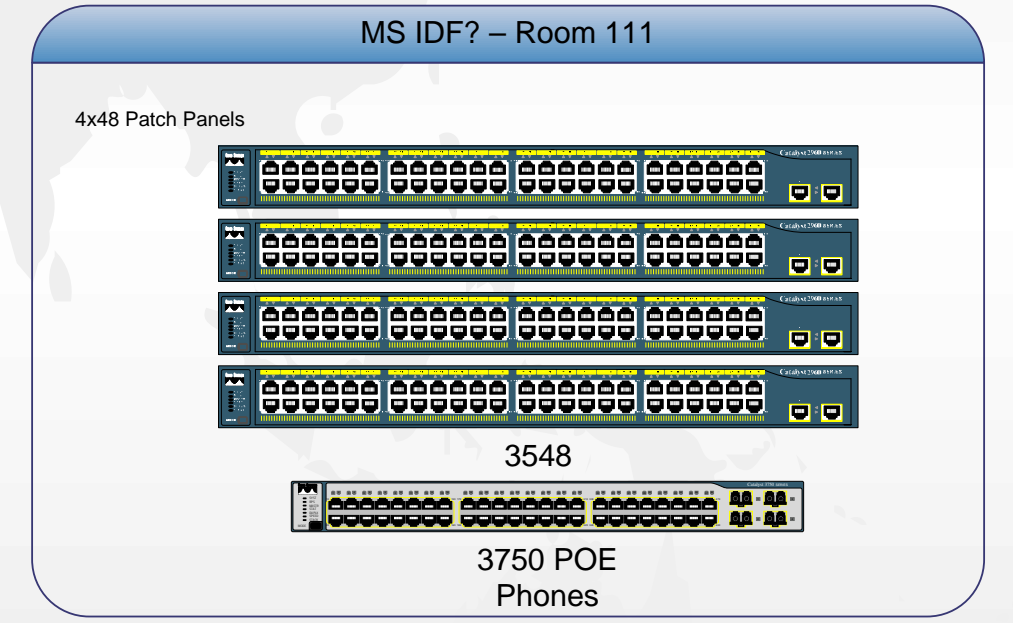
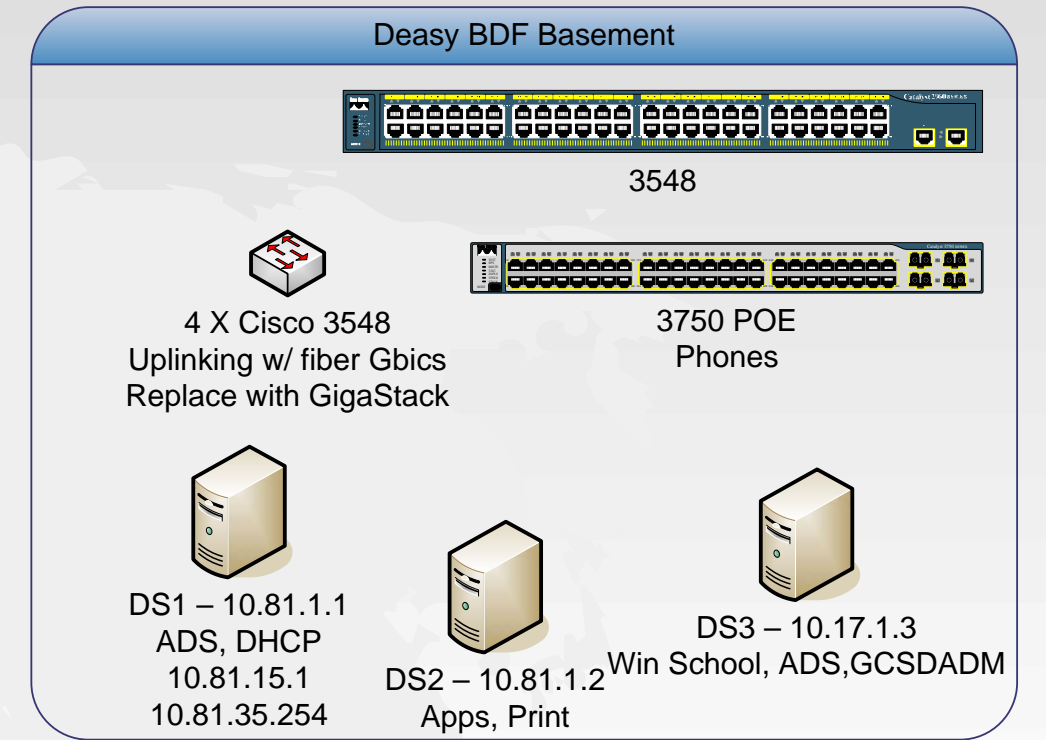
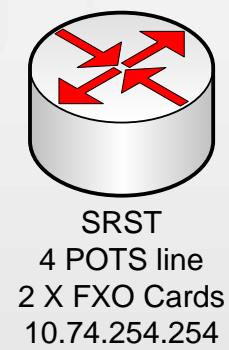
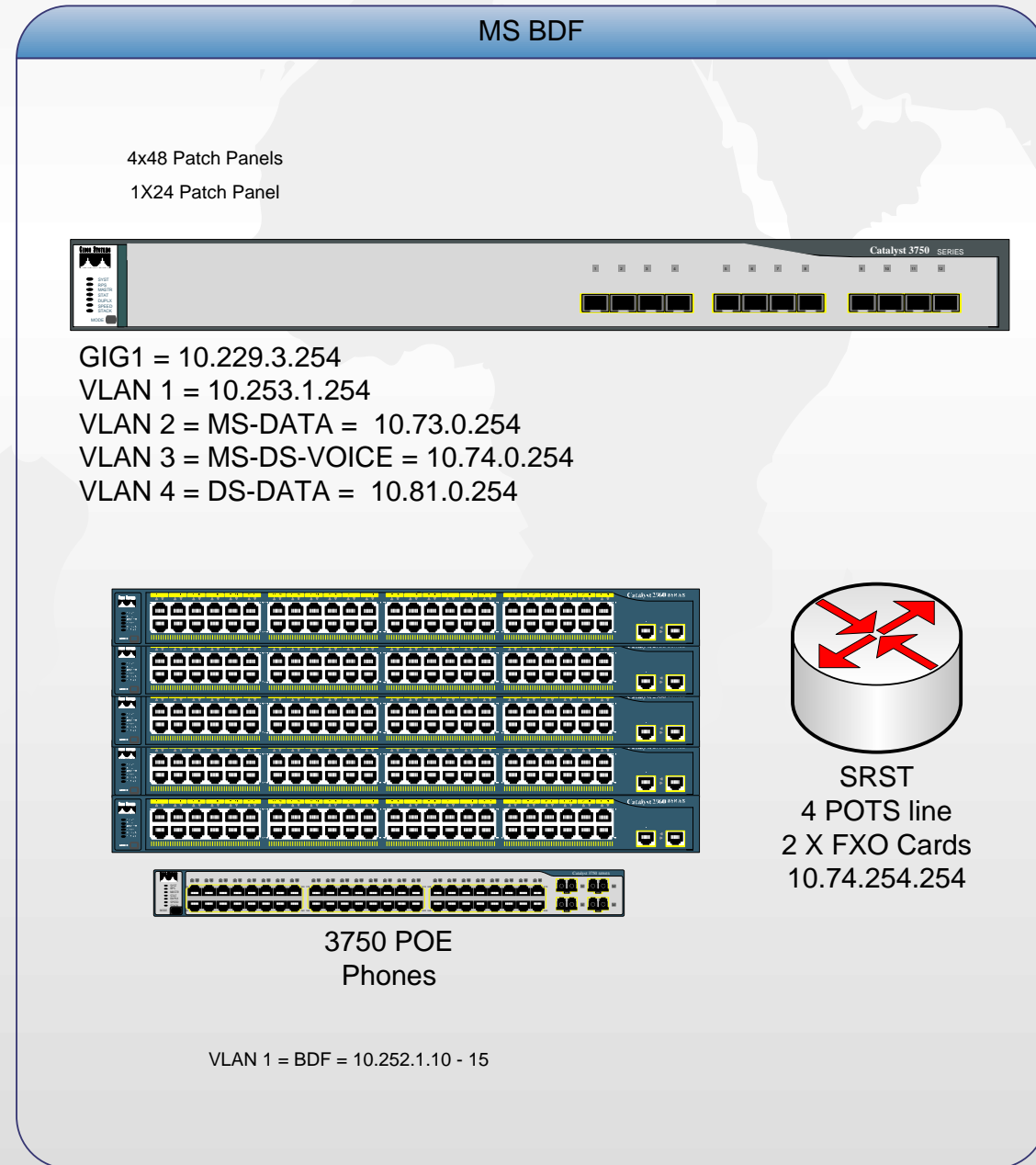
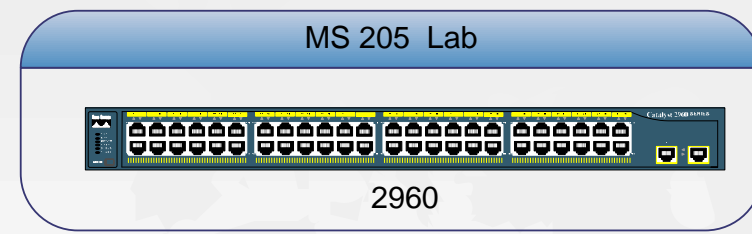
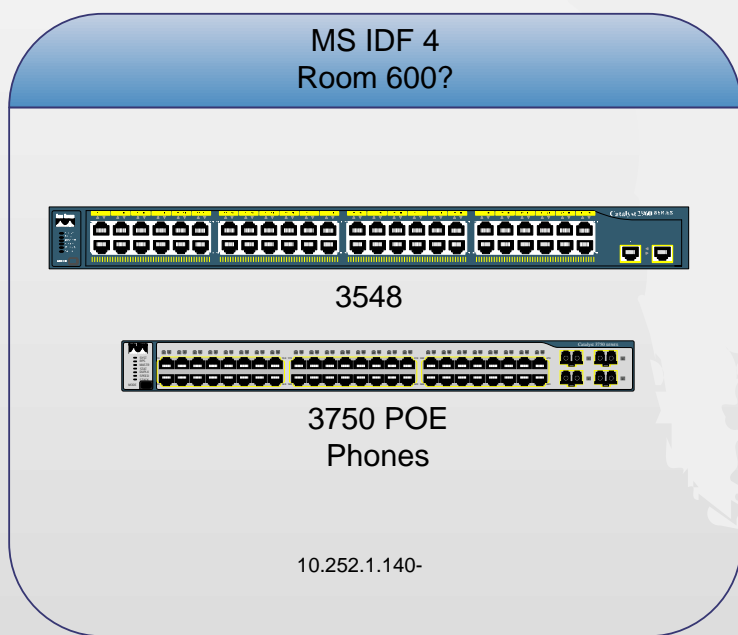
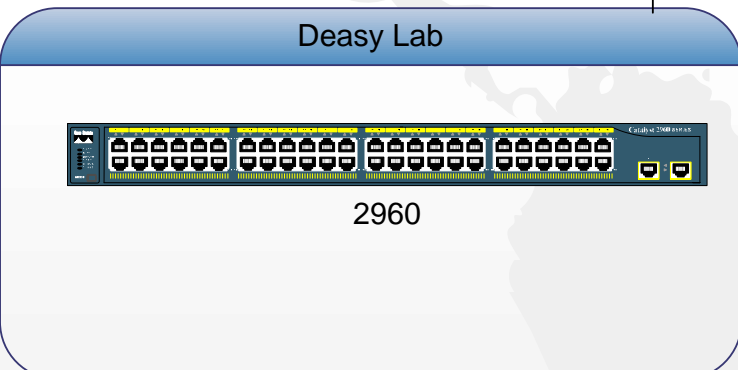
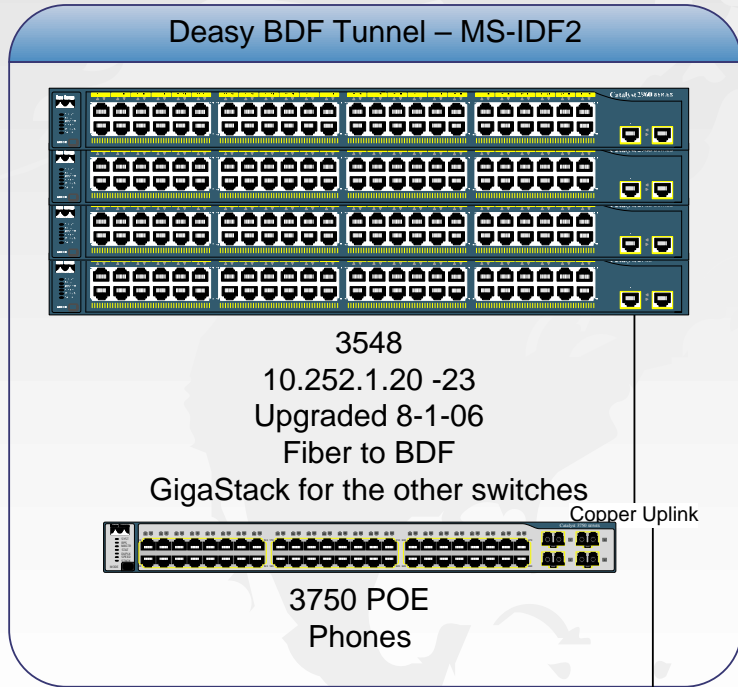


MS/Deasy Closets

Needed
11 - 3548
1 - 2960

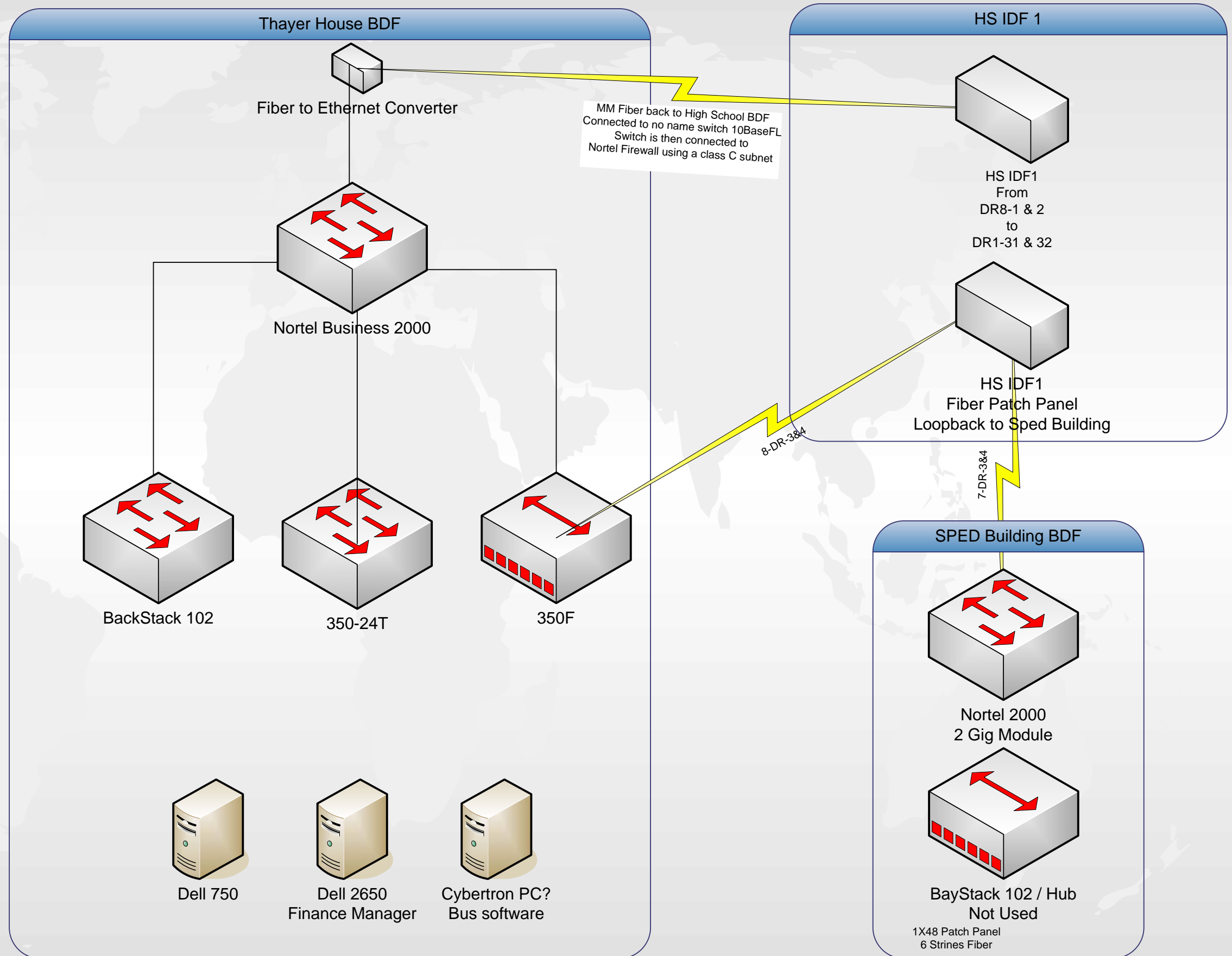


MS/Deasy Closets



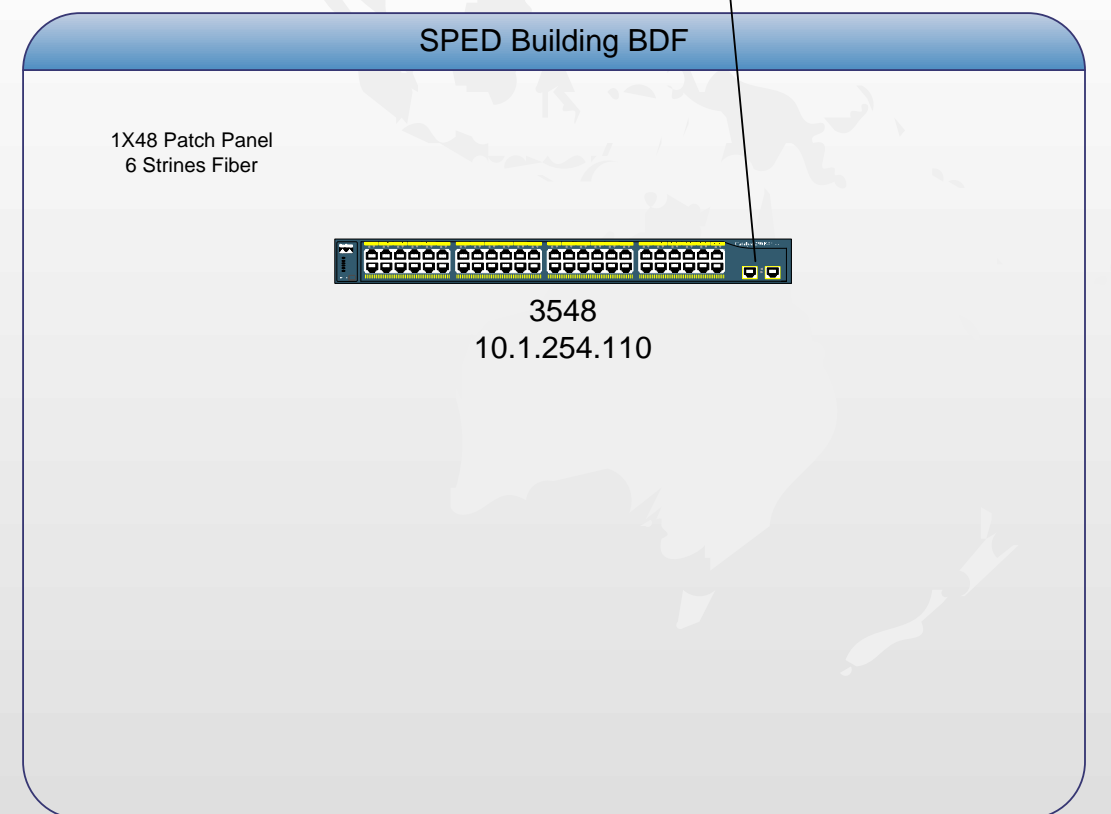
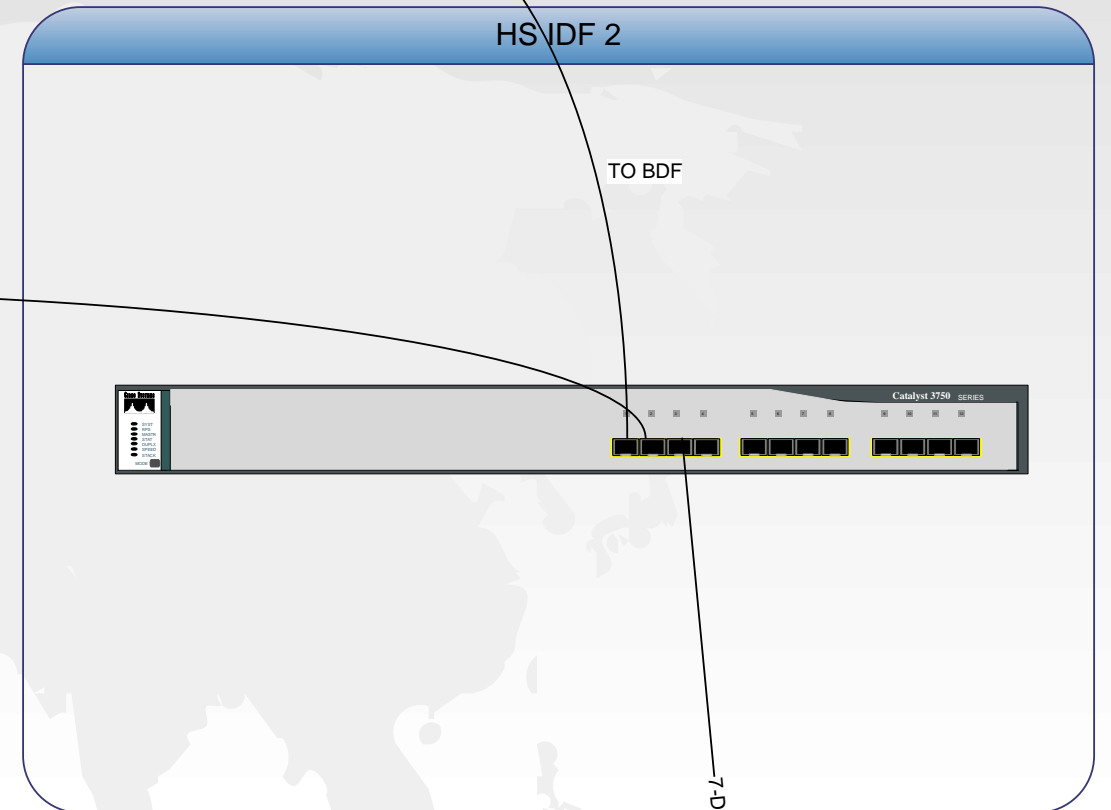
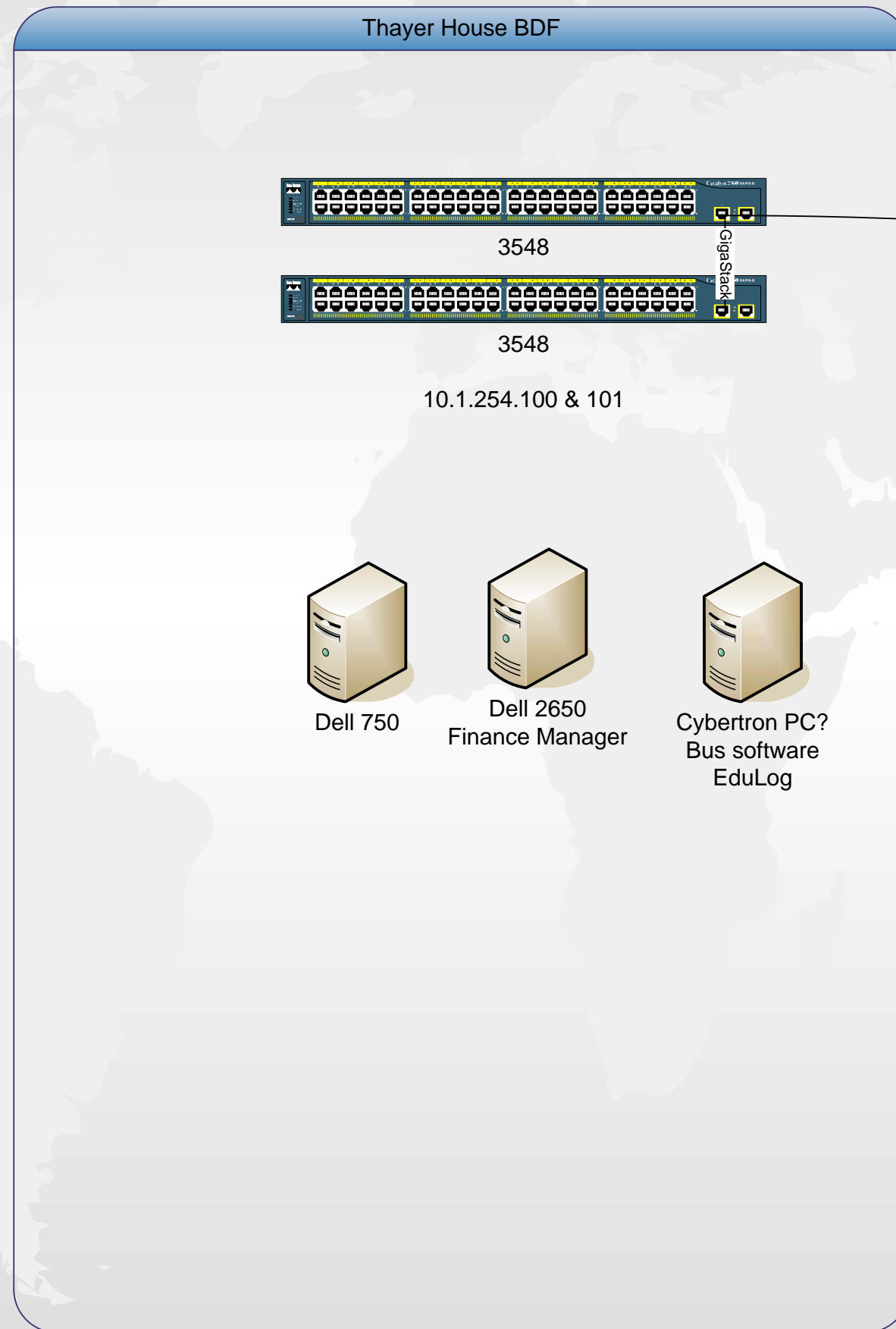
Thayer House
&
SPED
Admin Building

1X48 Patch Panel
1X24 Patch Panel
6 Strines Fiber



Thayer House
&
SPED
Admin Building

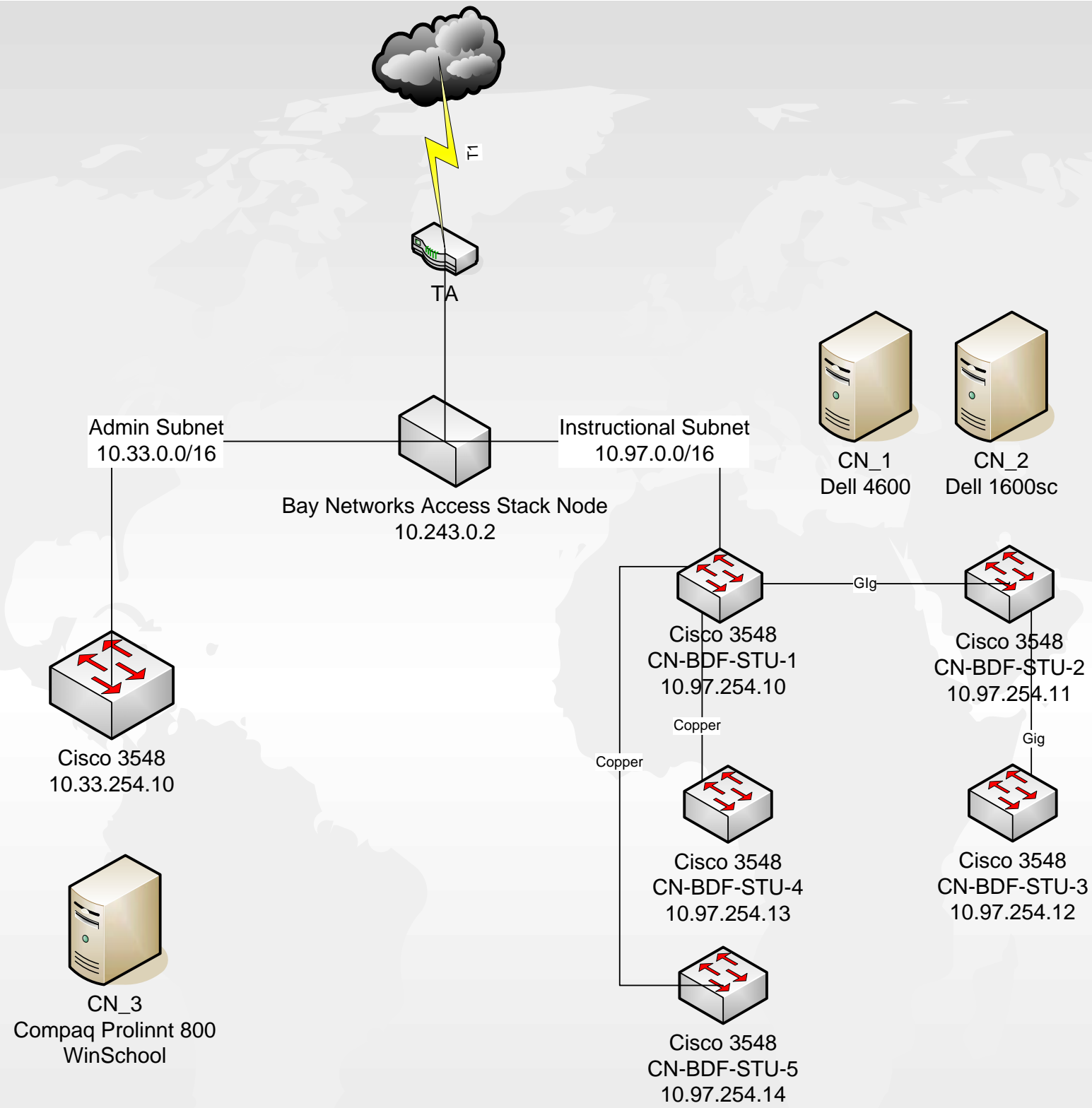
1X48 Patch Panel
1X24 Patch Panel
6 Strines Fiber



7-DR-384

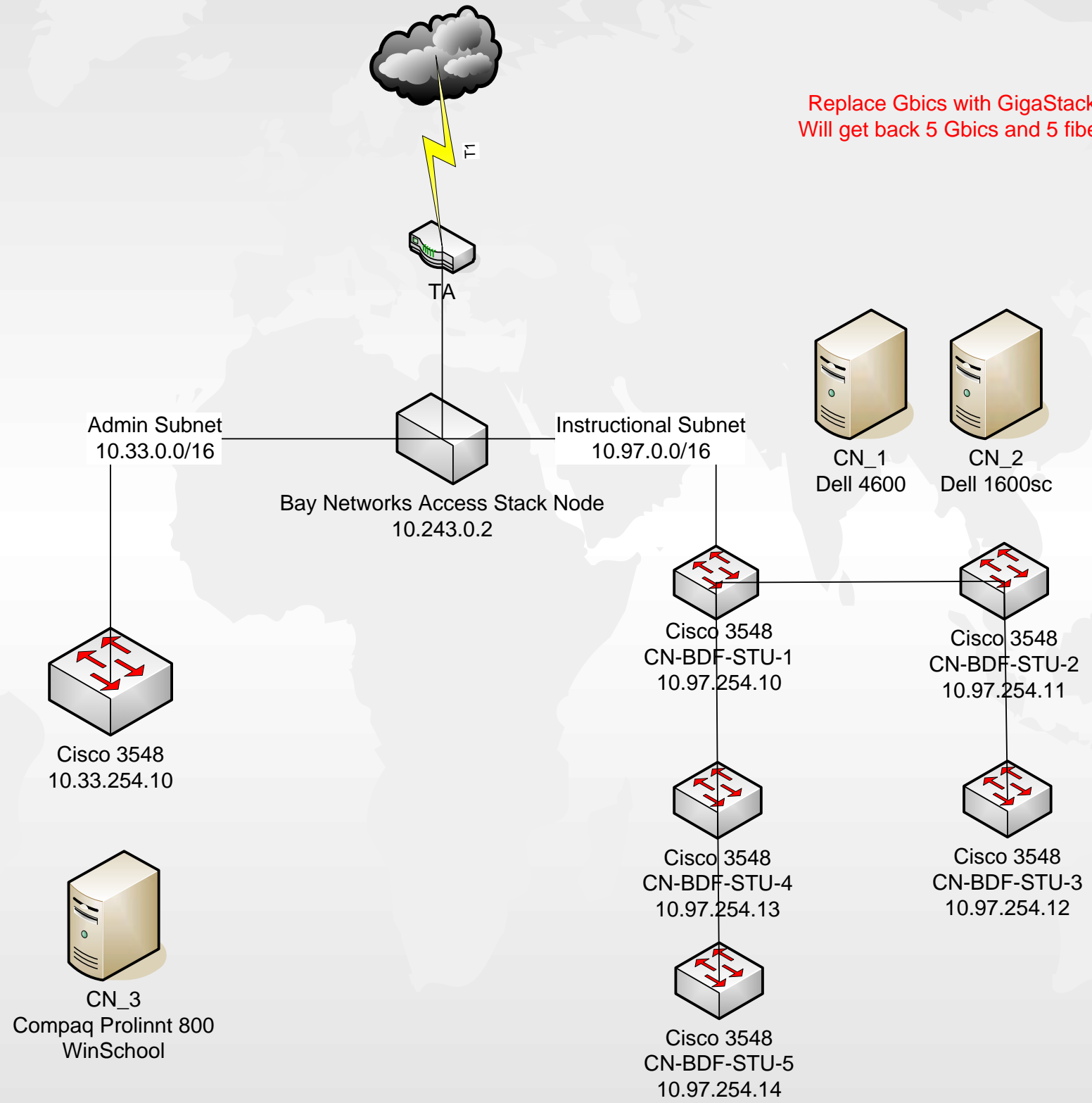
Connolly

Patch Panels
4x48
1x24



Connolly

Patch Panels
4x48
1x24



Connolly Phase 2

Patch Panels
4x48
1x24



CN_1
Dell 4600



CN_2
Dell 1600sc



CN_3
Compaq Proliant 800
WinSchool

WAN – SM Fiber
GIG1 = 10.235.1.254

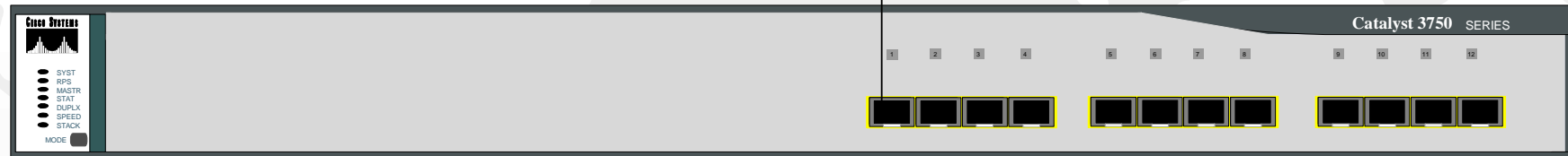
EIGRP 1
Network 10.0.0.0

VLAN 1 – Management – 10.253.1.254
VLAN 2 – CN-DATA - 10.97.0.254
VLAN 3 - CN-VOICE - 10.98.0.254
VLAN 4 - CN-WiFi - 10.99.0.254

VTP Server
Domain GCSD-CN
Pwd GCSD
Version 2

Supplies Needed

- 3750-12G
- 3750-48POE
- SRST 1760 or newer W/FXO card
- 5 Gbics SF style Copper
- 1 Gbic FG Fiber
- 1 Gbic Single Mode - WAN



10.255.1.254

All switches are Trunked to GIG 1
Dot1q Tagging



10.251.1.10

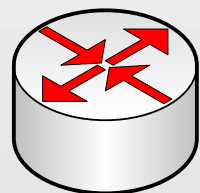
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10.251.1.12

10.251.1.13

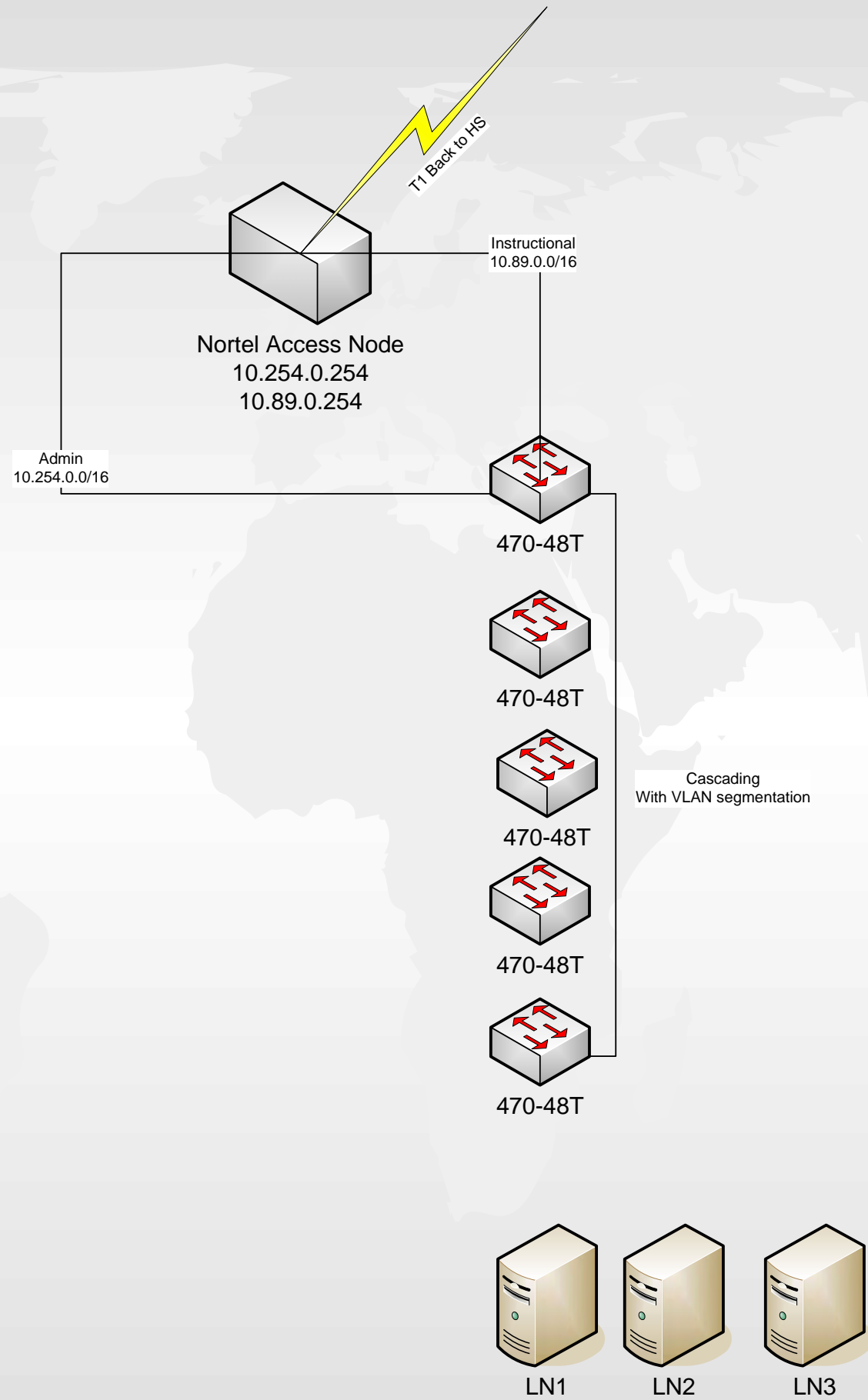
10.251.1.14

10.251.1.15
3750 POE
Phones



SRST
4 POTS line
2 X FXO Cards
10.98.254.254

Landing



Landing

EIGRP 1
Network 10.0.0.0

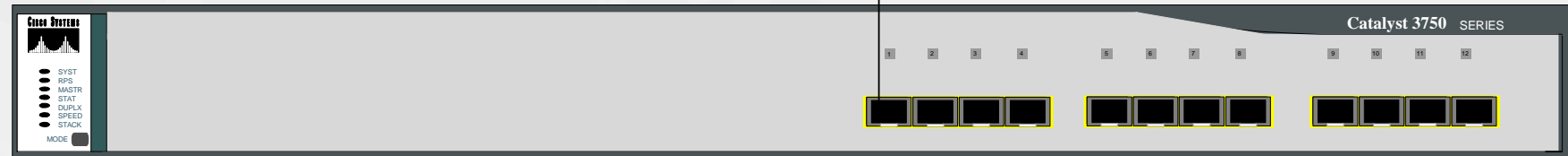
VLAN 1 – Management – 10.254.1.254
VLAN 2 – LN-DATA – 10.89.0.254
VLAN 3 - LN-VOICE – 10.90.0.254
VLAN 4 – LN-WIFI – 10.91.0.254

VTP Server
Domain GCSD-LN
Pwd GCSD
Version 2

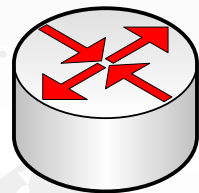
Supplies Needed

3750-12G
3750-48POE
5 – 2960s
5 Gbics SF style Copper
1 Gbic FG Fiber
1 Gbic Single Mode - WAN

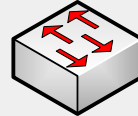
WAN – 10.234.1.254



LN-BDF-SW1
10.250.1.254 - Management

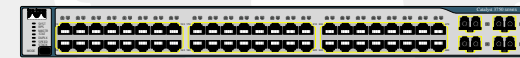


SRST
4 POTS line
2 X FXO Cards
10.90.254.254



470-48T

Replace 470 with 2960
10.250.1.10-15



3750 POE
Phones



4412 Wireless Lan Controller
Ap-manager – 10.89.200.2
Management – 10.89.200.1
Service-port 10.254.1.253
Virtual 1.1.1.1
Guestnetwork – 10.90.0.253

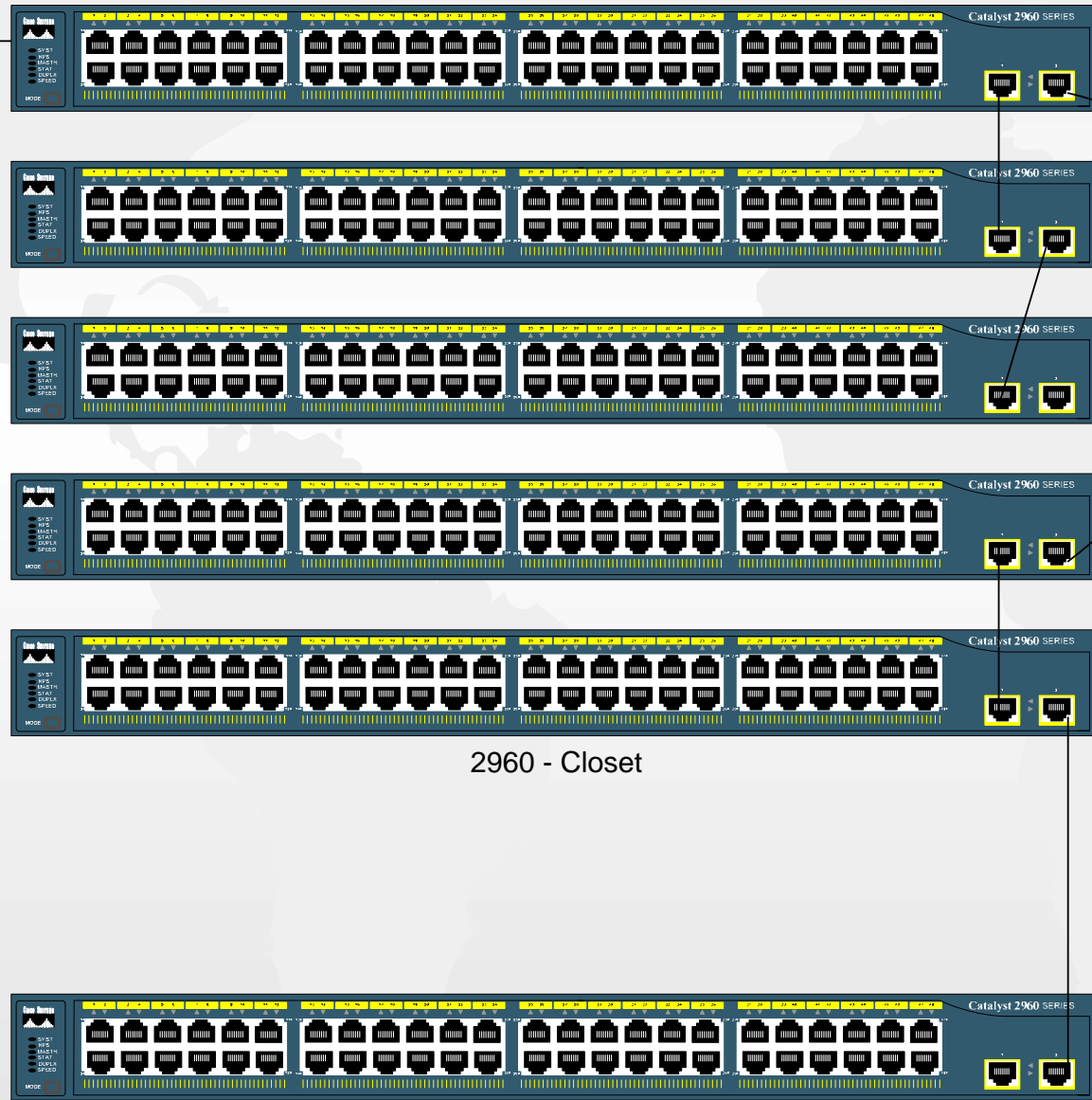
Gribbin

Upgraded
8-3-06

Nortel Access Node

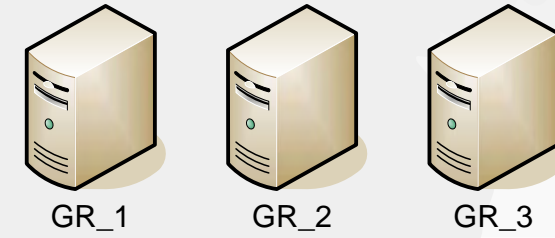
Admin / Student

T1 Back to HS



2960 - Closet

2960 - Lab Switch



Turn off DHCP on GR_1

Uplink

Gribbin

EIGRP 1
Network 10.0.0.0

VLAN 1 – Management – 10.252.1.254
VLAN 2 – GR-DATA - 10.41.0.254
VLAN 3 - GR-VOICE - 10.42.0.254
VLAN 3 - GR-WiFi - 10.42.0.254

VTP Server
Domain GCSD-GR
Pwd gcsd
Version 2

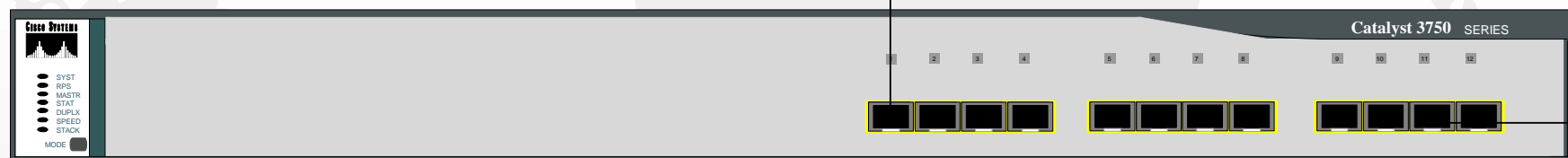
All switches are Trunked to GIG 1
Dot1q Tagging

Supplies Needed

3750-12G
3750-48POE

5 Gbics SF style
Copper
1 Gbic FG Fiber
1 Gbic Single
Mode - WAN

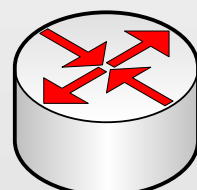
WAN – SM Fiber
10.232.1.254



3750 POE
Phones



10.252.1.10-16



SRST
4 POTS line
2 X FXO Cards
10.42.254.254

Three-year District Technology Plan • 2007-2010

Current Technology Status and Assessment

GLEN COVE SCHOOL DISTRICT

Policy #7314

GLEN COVE SCHOOL DISTRICT NETWORK ACCEPTABLE USE AND SAFETY POLICY

Mission Statement

The Glen Cove School District Network is a service provided to improve learning and teaching through research, collaboration and dissemination of successful educational practices, methods, and materials.

The Glen Cove School District Network is a Wide Area Network (WAN) connected to the Internet. The Internet links computer networks around the world, giving the Glen Cove School District access to a wide variety of computer and information resources.

The Glen Cove School District provides limited access to these local, national and international sources of information and collaboration vital to intellectual inquiry in a democracy.

In return every Glen Cove School District user has the responsibility to respect and protect the rights of every user in our community and on the Internet. Glen Cove School District users are expected to act in a responsible, ethical and legal manner, in accordance with the Glen Cove School District Network Code of Conduct, the missions and purposes of the other networks they use on the Internet and the laws of the states and the United States.

Access

Access to the Glen Cove School District Network is a privilege offered each academic year to all Glen Cove School District students and educators.

CODE OF CONDUCT

The Glen Cove School District's Code of Conduct applies to all users of the Glen Cove School District's Network. It reads:

"I will strive to act in all situations with honesty, integrity and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be of service to others and to the community. I agree to follow Glen Cove School District's Network's basic rules: no disparaging remarks, no damage to property, and no violence."

The Glen Cove School District Network user is held responsible for his/her actions and activity within his/her user account. Unacceptable uses of the network will result in the suspension or revoking of these privileges.

1. Using the network for any unauthorized access including but not limited to hacking and/or illegal activity and violation of copyright or other contracts.
2. Using the network for financial or commercial gain.
3. Degrading or disrupting equipment or system performance.
4. Vandalizing the data of another user.
5. Wastefully using finite resources.
6. Gaining unauthorized access to resources or entities.
7. Invading the privacy of individuals.
8. Using an account owned by another user.
9. Posting personal communications without the author's consent.
10. Posting anonymous messages.

Three-year District Technology Plan • 2007-2010

11. Using the Network to access material which is obscene, pornographic and/or harmful to minors.
12. Transmitting personal information about any student by that student or others, including pictures, addresses, phone numbers, pager numbers and email addresses.

INTERNET CONTROL FILTERING

In accordance with the provisions of the Children's Internet Protection Act ("CIPA"), the District requires that all District computers with Internet access be equipped with filtering or blocking technology which will, at a minimum, block or filter Internet access for both minors and adults, to visual depictions that are obscene; child pornography; and for computers used by minors with Internet access, harmful to minors.

No filtering technology can guarantee that students will be prevented from accessing all inappropriate locations. However, the District shall institute measures to monitor the online activities of minors and assist students in the appropriate use of the Internet.

Under certain supervised circumstances, authorized personnel may override the filtering/blocking technology for a limited, prescribed period of time, to assist staff members engaged in bonafide research or other lawful purposes. The District will develop regulations to implement this element of the policy.

The District shall provide employee training for proper use of the Network, including training to foster the safety and security of minors when using electronic mail, chatrooms, and other forums of direct electronic communications; as well as training to prevent unauthorized disclosure, use and dissemination of personal identification information regarding minors.

All users of the Glen Cove School District Network, including students and staff, must abide by the District's restrictions on Network use.

Further, the user and, where applicable, his/her parent(s) or guardian(s) are warned that The Glen Cove School District does not have control of the information on the Internet. Even though the Glen Cove School District Network uses Internet filtering software, it is possible that the requester might access unacceptable sites. These sites may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Therefore, users shall discharge and hold harmless the Glen Cove School District, its board of education trustees and employees from any and all claims, liabilities, demands, causes of action, costs, expenses or obligations of any kind, known or unknown, arising out of or in any way relating to his/her own or his/her child's use of or access to the Glen Cove School District Network or other independent networks. While the Glen Cove School District's intent is to make Internet access available to further its educational goals and objectives, users may access other materials as well.

The Glen Cove School District believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. But ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow.

The Glen Cove School District would like to emphasize that the independent networks, accessed through the Glen Cove School District Network, are open systems. This means that another individual within or outside the Glen Cove School District community might access a Glen Cove School District's user's files without the users prior knowledge or consent. Therefore, the Glen Cove School District's advice to all users is "Don't put anything in writing that you wouldn't want other people to read." As it is

Three-year District Technology Plan • 2007-2010

impossible to guarantee complete security, the Glen Cove School District accepts no responsibility for any consequences of unauthorized entry, even if such entry could have been prevented by procedures known to the Glen Cove School District but not adopted. Glen Cove School District Network will make reasonable efforts to protect the electronic files of every user.

The user and, where applicable, his/her parent(s) or guardian(s) must understand the specific conditions and services being offered will change from time to time. In addition, a user uses Glen Cove School District Network at his/her own risk. The Glen Cove School District makes no warranties with respect to Glen Cove School District's service, including but not limited to the following:

1. The content of any advice or information received by a user from a source outside Glen Cove School District Network or any costs or charges incurred as a result of seeing or accepting such advice.
2. Any costs, liability or damages caused by the way the user chooses to use his/her Glen Cove School District Network access.
3. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the Glen Cove School District.
4. While the Glen Cove School District supports the privacy of electronic mail, account users must assume that this cannot be guaranteed.
5. Network users have **NO EXPECTATION OF PRIVACY** with respect to any data stored or transmitted via the District's Network or used in conjunction with the District's Network. School officials shall monitor the use of the District's Network and can and will search, at any time, the account, e-mail, disks, files, or other data stored on the District's Network.

Users must recognize that the Glen Cove School District's Code of Conduct applies to the use of the Glen Cove School District Network and other independent networks, and that any usage of these networks in violation of this code or the Glen Cove School District's policy and procedures regarding usage of the networks, and/or any of the Glen Cove School District's policies and procedures, will be subject to appropriate disciplinary action, including but not limited to loss of Glen Cove School District Network privileges.

Policy adopted by the Glen Cove Board of Education on: 12/19/05

Three-year District Technology Plan • 2007-2010

WEBSITE POLICY Policy #2441

The Glen Cove School District realizes the limitless potential for information and communication provided by the World Wide Web. The availability of this communication vehicle provides an opportunity for students and staff to access and contribute to the world of information related to curriculum, instruction, school, district, and school board related activities. Therefore, the Glen Cove School District will use the Internet as an effective, efficient and timely source of information, method of communication and vehicle for resource collection. In order to take advantage of the opportunities the Internet provides, the Board authorizes the creation of school and/or district web pages on the Internet.

Only those web pages maintained in accordance with Board policy and established procedures shall be recognized as official representations of the district or individual schools. All information on a school or district web page must accurately reflect the mission, goals, policies, program, and activities of the school and district. The web page must have a purpose which falls within at least one of these categories: 1) Support of curriculum and instruction-intended to provide links to Internet resources for students, parents, and staff in the district; 2) Public information-intended to communicate information about the schools and district to students, staff, parents, community, and the world at large.

The District Administrator shall designate an individual(s) to be responsible for maintaining the official district web page and monitoring all district web page activity. Schools or departments who wish to publish a web page must identify an appropriately qualified publisher and/or author.

As with any instructional materials or publication used by or representing the school or district, the building principal or District Administrator, respectively, is ultimately responsible for accuracy and appropriateness of the information made available on the web site. Concern about the content of any page(s) created by students or staff should be directed to the building principal or to the District Administrator's Office when related to the district web site. If the concern is not resolved, persons wishing to file a formal complaint shall submit a written request for reconsideration of instructional material.

Websites developed under contract for the Glen Cove School District or within the scope of employment by Glen Cove School District employees are the property of the Glen Cove School District.

Due to the dynamic nature of the World Wide Web, this policy is to be reviewed and updated on an annual basis or more frequently if required.

Regulations #2441

GLEN COVE SCHOOL DISTRICT Web Site Guidelines and Procedures for Approval

Unlike the Internet itself, schools and the district can control the type of information placed on web pages. Documents created for the web and linked to district web pages shall meet the criteria for use as public information or an instructional resource. The following considerations should be considered when determining the information to include on a school or district web page: Copyright/trademark issues; applicability to the curriculum or communication goals of the school or district; privacy issues; and related school board policies. Links to other web pages should be carefully selected based on the above issues.

Defined Purpose

A web page must have a clearly defined purpose. Included in the purpose, the target audience must be specifically narrowed and defined; however, all web site users are reminded that their audience includes the world-wide community.

Three-year District Technology Plan • 2007-2010

Content Standards

All subject matter on web pages should relate to curriculum, instruction, school-authorized activities, general information supporting student safety, growth, and learning, or public information of interest to others. Therefore, neither staff nor students may publish on the district server personal pages or pages for individuals or organizations not directly affiliated with the district. Staff or student work may be published only as it relates to a class project, course, or other school related activity. Parent groups, partnerships, and municipal or educational cooperatives are considered affiliates of the district. No confidential information is to be published on or linked to a web page.

Quality Standards

All web page work must be free of spelling and grammatical errors. Documents may not contain objectionable material or link directly to objectionable materials. Objectionable material is addressed in more detail in the board policy. Authors and publishers are reminded that a web site is a virtual doorway to your school. A site and a school will be judged on its ease for the user, the design, and the content. It is strongly recommended that a school form a building committee of interested individuals including staff, administrators, parents, students, and community members for the development of the web site. Thoughtful consideration should go into decisions regarding purpose, usefulness, and appearance of each item on the web site. As much as possible, authors are encouraged to include student pictures and work. As the district represents itself to the world through this medium, assurances should be provided that students are the focus of the Glen Cove School District. Written student and parent consent must be secured for publication of student work (see attached Waiver).

Consistency Standards

Each existing school or department web site shall have a link to the district web site. For consistency, all school district websites must contain certain elements:

1. At the bottom of each page there must be a link to the home page (to be defined as the school or district home page once on-line).
2. At the bottom of the web page, there must be an indication of the date of the last update to that page and the name or initials of the person(s) responsible for the page update. It shall be that person's responsibility to keep the web page current. Repeated failure to do so may result in revocation of approval. It is strongly recommended that a building set up a system of checks and balances for the web site (for example: all incoming e-mail be blind copied to the principal or department head).
3. All websites must display the name and approved logo of the Glen Cove School District.
4. All web pages must be given names which clearly identify them.
5. Links to student e-mail accounts are not allowed.
6. Student demographic data is prohibited from publication, except for the first name and grade level of a student in relation to a photo or work.
7. All web pages must include: the author's or publisher's name; appropriate copyright citations.
8. Authors must exhibit care when creating web pages with extensive backgrounds or large graphics. Such files require extensive download time, are frustrating for modem users, and slow down file serves.

FileMaker Pro Advanced - [service request (www)]

File Edit View Insert Format Records Scripts Tools Window Help

Browse

Layout: Service F

Record: 1

Total: 857

Unsorted

GCSD Service Requests

Add Request

Request Number:

Timestamp:

Ticket Number:

Name: Type:

Reporter: User: Enterer:

Equipment Type: District ID:

Building: Room:

Problem Type:

Location in Room:

Problem Description:

User Contact Phone:

Additional Details:

Reviewed by Director: Yes No Other...

Reviewed by Tech Supervisor: Yes No Other...

Technician or Support Person Assigned:

Add Action Add Qtrns:

Send Email

Actn#	Date/Time	Action	Service Actions	Status	Repair
1	2/28/2006 1:01:35 PM			Completed	Repair
2	5/10/2006 8:16:17 AM				
3	9/26/2006 11:53 AM				
4	3/16/2007 3:12:09 PM				

Problem Type:

SEACH OPEN PC REPAIRS

SEACH OPEN VID REPAIRS

All Carriage Connolly Deasy Gribbin High School Landing Middle School Thayer

All Carriage Connolly Deasy Gribbin High School Landing Middle School Thayer

100 Browse

For Help, press F1

NUM

FileMaker Pro Advanced

File Edit View Insert Format Records Scripts Tools Window Help

GC Purchase Orders (www)

Preview

Layout: Budget F

Page: 3

Total: ?

Budget Report

Budget Code	PO Number	Order ID	Vendor Company	Product Description	Order Total
A 2630.460-99	710553	R63	e-Plus Technology	Tripp Lite 2M Duplex	\$3,650.12
A 2630.460-99					\$3650.12
A 2630.463-25	710703	R70	Apple Computer	Ilife '06 Software	\$39.00
A 2630.463-25	710333	R97	Institute of Computer	Java Curriculum for	\$599.00
A 2630.463-25	710332	R98	Tru Smart	ScheduleFinder	\$978.00
A 2630.463-25					\$1616.00
A 2630.463-25		R148	Apple Computer	QuickTime Pro	\$89.97
A 2630.463-25	712257	R151	Apple Computer	Aperture 1.5 -	\$931.00
A 2630.463-25	711742	R141	College Board	The Official SAT	\$3,150.00
A 2630.463-25	712258	R155	PC University	MathType 5 Individual	\$1,114.35
A 2630.463-25	712287	R170	PC University	Smartfiler Bess	\$5,555.00
A 2630.463-25	712291	R166	PC University	Ghost SLTS STE 2.0	\$2,530.20
A 2630.463-25	712293	R167	PC University	ACD BU EXEC SYS	\$5,082.09
A 2630.463-25	Waiting	R159	PC University	Finale Academic	\$1,970.56
A 2630.463-25	712285	R165	Seacliff Educational	1 year Curricuplan	\$6,750.00
A 2630.463-25					\$27173.17
A 2630.466	711503	R4	Apple Computer	iMacs, 20-inch, Intel	\$8,056.00
A 2630.466	711506	R12	CDW-G	Mitsubishi XD205R	\$6,133.25
A 2630.466	710554	R65	Dell Computer Corp.	OptiPlex GX620 DT	\$35,400.00
A 2630.466	711370	R18	Dell Computer Corp.	GX620DT WS (Level	\$147,873.60
A 2630.466	711372	R44	Dell Computer Corp.	Dell 5110cn Color	\$2,997.00
A 2630.466	711374	R46	Dell Computer Corp.	1710N Networked	\$10,605.60
A 2630.466	711504	R3	Dell Computer Corp.	Latitude D620	\$5,226.00
A 2630.466	711505	R1	Dell Computer Corp.	Dell EMC AX150 SP	\$18,569.10
A 2630.466	711507	R14	Dell Computer Corp.	Latitude D610	\$4,360.00
A 2630.466	711508	R2	Dell Computer Corp.	PowerEdge 2850	\$2,808.00

100 Preview

For Help, press F1

NUM

FileMaker Pro Advanced

File Edit View Insert Format Records Scripts Tools Window Help

GC Purchase Orders (www)

Preview

Layout: Vendor F

Page: 3

Total: ?

Vendor Report

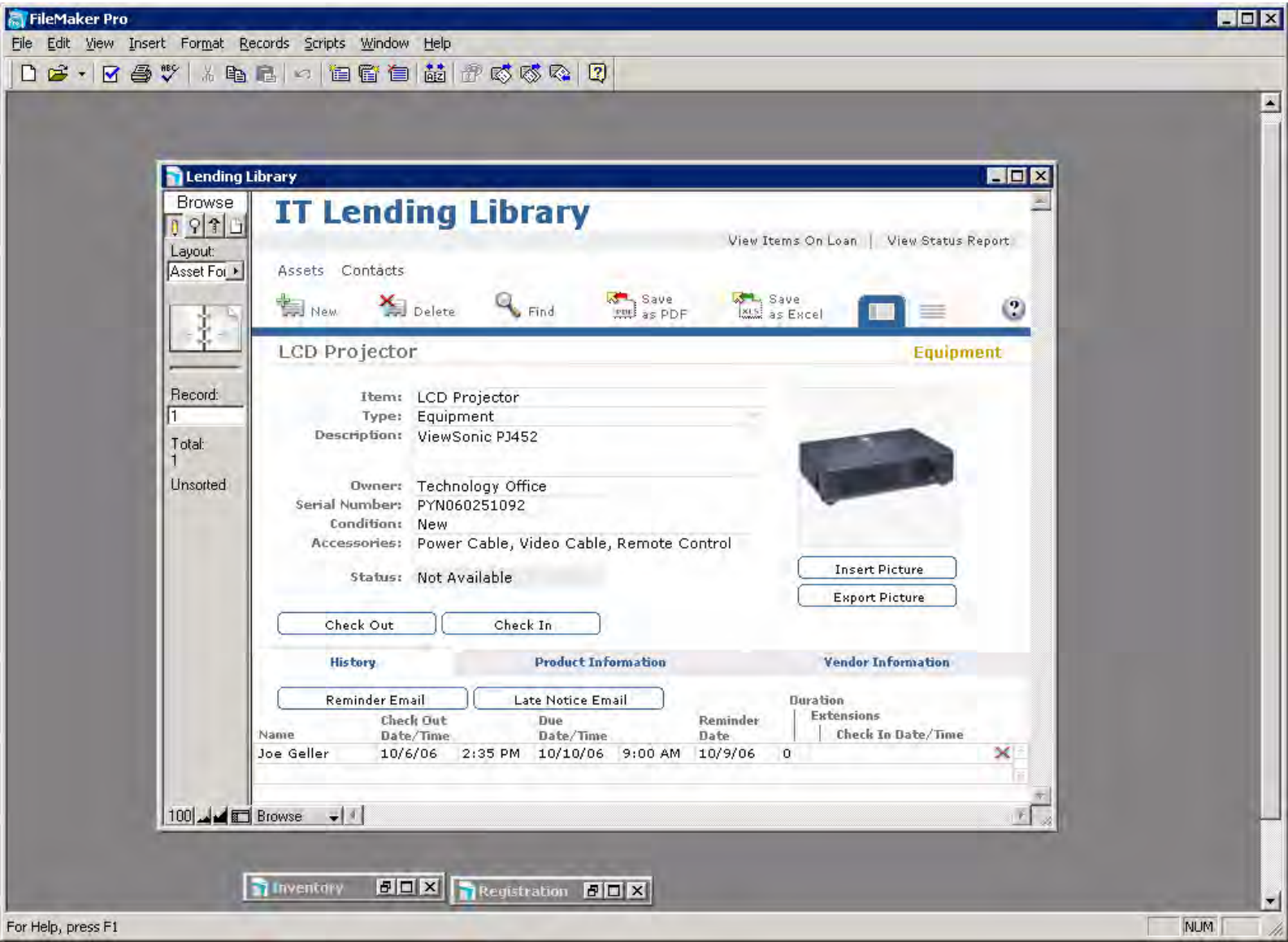
4/30

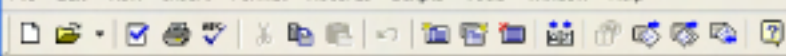
Budget Code	PO Number	Order ID	Vendor Company	Product Description	Order Total
A 2020.466	711215	R59	Dell Computer Corp.	Internal HD for Dell	\$626.24
A 2630.466	711370	R18	Dell Computer Corp.	GX620DT WS (Level	\$147,873.60
A 2630.466	711372	R44	Dell Computer Corp.	Dell 5110cn Color	\$2,997.00
A 2630.466	711374	R46	Dell Computer Corp.	1710N Networked	\$10,605.60
A 2630.466	711504	R3	Dell Computer Corp.	Latitude D620 laptops	\$5,226.00
A 2630.466	711505	R1	Dell Computer Corp.	Dell EMC AX150 SP	\$18,569.10
A 2630.466	711507	R14	Dell Computer Corp.	Latitude D610 Laptops	\$4,360.00
A 2630.466	711508	R2	Dell Computer Corp.	PowerEdge 2850 Intel	\$2,808.00
T 928	T060702	R13	Dell Computer Corp.	Latitude D610 Laptops	\$4,360.00
6893					\$253965.83
A 2020.466		R138	Dell Computer Corp.	Replacement LCD	\$211.95
6893					\$211.95
A 2020.501		R109	e-Plus Technology	Cisco Catalyst 3750	\$1,216.95
A 2630.466		R131	e-Plus Technology	Powerstructure RM	\$5,835.93
A 2630.501		R142	e-Plus Technology	APC Smart - UPS RT	\$1,060.36
F 2110.500	501714A	R55	e-Plus Technology	Shipping & Handling	\$27.00
A 2630.466	710552	R83	e-Plus Technology	Hubbell 4 Post Rack	\$565.03
A 2630.460	710553	R63	e-Plus Technology	Tripp Lite 2M Duplex	\$3,650.12
A 2630.466	710553	R64	e-Plus Technology	Cisco 3548 Refurb	\$45,936.41
A 2020.501	711208	R60	e-Plus Technology	Veritas Backup Exec	\$2,415.26
A 2020.500	711210	R61	e-Plus Technology	Hubbell Cable Mgmt	\$605.08
A 2630.466	711371	R21	e-Plus Technology	Cisco Smartnet	\$142.80
A 2630.466	711371	R22	e-Plus Technology	Cisco 3750 12PT GE	\$46,930.29
A 2630.466	711371	R23	e-Plus Technology	Cisco Catalyst Series	\$25,633.88
A 2630.466	712292	R171	e-Plus Technology	CISCOED 1 PT T1 T1	\$910.00
A 2630.460	712342	R175	e-Plus Technology	Cisco LMS 2.6	\$6,096.95
9388					\$141026.06

100 Preview

For Help, press F1

NUM





Connect-Fd Staff Data (www)

Browse	INSTITUTION	CONTACTTYPE	REFEREN...	FIRSTNAME	LASTNAME	GR...	L...	...	HOMEPHONE	WORKPHONE	MOBILEPHC
	GLEN COVE CITY	ADMIN		Diane	Ditchfield						
	GLEN COVE CITY	ADMIN		Joseph	Hinton						
	GLEN COVE CITY	ADMIN		Mary	Murphy						
	GLEN COVE CITY	ADMIN		Robert	Noetzel						
	GLEN COVE CITY	ADMIN		Richard	Tortorici						
	GLEN COVE CITY	ADMIN		Kevin george	Wurtz						
	GLEN COVE HIGH	ADMIN		Melanie	ARFMAN						
	GLEN COVE HIGH	ADMIN		Joseph	GELLER						
	GLEN COVE HIGH	ADMIN		Alan	Hudson III						
	GLEN COVE HIGH	ADMIN		Mariana	RISTEA						
	GLEN COVE HIGH	ADMIN		Pedro	RIVERA						
	GLEN COVE HIGH	ADMIN		Mary	Robinson-berhang						
	GLEN COVE HIGH	ADMIN		Keith	Schenker						
	GLEN COVE HIGH	ADMIN		Jeffrey	YAGALOFF						
	GRIBBIN	ADMIN		Francine	Santoro,						
	LANDING	ADMIN		Michael	Israel						M
	ROBERT M FINLEY	ADMIN		Anael	Aiston						
	ROBERT M FINLEY	ADMIN		Lawrence	Carroll						
	ROBERT M FINLEY	ADMIN		Tracy	Hudson						
	ROBERT M FINLEY	ADMIN		Nomi	Rosen						
	INSTITUTION	CONTACTTYPE		FIRSTNAME	LASTNAME	GRA	LA	GE			
	CONNOLLY	FACULTY		Anthony	Gallo, Jr						
	CONNOLLY	FACULTY		Eileen	Abramson						
	CONNOLLY	FACULTY		Sandra	Buehre						
	CONNOLLY	FACULTY		Nancy	Cox						
	CONNOLLY	FACULTY		Victoria	DeLuise						
	CONNOLLY	FACULTY		Leona	DeValle						
	CONNOLLY	FACULTY		Heather	Elliott						
	CONNOLLY	FACULTY		Barbara	Engel						

100 Browse

Go To ...

FileMaker Pro

File Edit View Insert Format Records Scripts Window Help

Inventory Sample

Browse	Building	Room	DistrictID	ModelNumber	SerialNumber	Date Instal...	EquipmentType	Location	ModelDescription	User
HS	201	440024	GX620	C09YS81			Computer		OptiPlex GX620	
HS	201	440025	GX620	BZFYCB1			Computer		OptiPlex GX620	
HS	201	440028	3750	CAT1032RJU4			Switch		Cisco 3750 Switch	N/A
HS	None	440029	3548	FAB0605W0ET			Switch		Cisco 3548 Switch	N/A
HS	201	440030	GW4100	0031620335			Computer		GW4100	
HS	201	440031	canon 25	KAXA01159					canon 25	
HS	None	440032	canon 25	KAXA01166					canon 25	
HS	201	440033	canon 25	KAXA01158					canon 25	
HS	201	440034	canon 25	KAXA01154					canon 25	
HS	201	440035	canon 25	KAXA01174					canon 25	
HS	None	440036	C7061A	CNGRG66460			Printer		hp 2200	
HS	201	440037	canon 25	KAXA01176					canon 25	
HS	201	440038	canon 25	KAXA01178					canon 25	
HS	201	440039	canon 25	KAXA01177					canon 25	
HS	212s	440040	15CRT	7002688			Monitor		GW 15CRT	
HS	201	440041	GX270	40M0Q51			Computer		Dell GX270	
HS	201	440042	GX280	1ZNWH71			Computer		GX280	
HS	205	440043	GX520	G09YS81			Computer		Dell GX520	
HS	None	440044	17CRT	CN0Y13524760			Monitor		Dell 17CRT	
HS	201	440046	GW4100	0030262959			Computer		GW4100	
HS	201	440047	GW4100	0031620331			Computer		GW4100	
HS	201	440048	gw4100t	0032600465			Computer		gw4100tover	
HS	201	440049	gw4100t	0032600461			Computer		gw4100tover	
HS	201	440050	GW4000T	0031495303			Computer		GW4000T	
HS	201	440051	gw4100t	0032600464			Computer		gw4100tover	
HS	201	440052	GW4000T	0029821533			Computer		GW4000T	
HS	201	440053	GW4100	0029918550			Computer		GW4100	
HS	201	440055	17CRT	MX0N81764760			Monitor		Dell 17CRT	
HS	201	440056	DellPE700	6PDC851			Server		DellPE700	
HS	212s	440057	GW4100	0032600457			Computer		GW4100	
HS	212n	440058	HP6122	MY2A32B2HS66			Printer		HP 6122	
HS	201	440059	GW4100	0031620309			Computer		GW4100	

Record: 1285
Total: 1679
Sorted

100 | Browse

For Help, press F1

Glossary

Term	Definition
100BaseT	A networking standard that supports data transfer rates up to 100 Mbps (100 megabits per second).
2U	A network rack unit of height. Network rack equipment is commonly designated by the number of "U"s that can fit in the rack.
AIS (Academic Intervention Services)	Supplemental instructional services to help those students who are struggling to achieve the learning standards in the core subjects.
Acrobat files	Multi-platform File format for distributing electronic documents called Portable document Format (PDF). The files can be distributed electronically to people who view the document with the Acrobat Reader.
Active Directory	A network service that identifies all resources on a network and makes them accessible to users and applications. This includes email addresses, computers, and printers.
Aggregating data	Combining data from several measurements to report for whole populations on patterns, trends and other important information to understand and improve education
Assistive technology	Equipment that promotes greater independence for people with disabilities by enabling them to perform tasks that they were formerly unable to accomplish, or had great difficulty accomplishing.
AUP	A set of rules applied by network and website owners which restrict the ways in which the network or site may be used.
Bandwidth	The amount of traffic that can pass through a Network
Benchmarks (technology)	Guidelines by grade of the various technology skill levels students are expected to obtain.
Blade Server	Self-contained enclosure of multiple computer servers that requires less space and provides services such as power, cooling, networking, various interconnects and management. Together these form the blade system.
Blogs	A blog (short for web log) is a website that functions as a personal online diary where entries are made and displayed in a reverse chronological order providing commentary or news on a particular subject.
CAT5	Category 5 cable is a twisted pair cable type designed for high signal integrity. This type of cable is often used for computer networks.
Centrex/PBX	Short for Central Office Exchange Service. A type of telephone service in which switching occurs at a local telephone station instead of at the company premises. Typically, the telephone company owns and manages all the communications equipment necessary to implement the PBX and then sells various services to the company.
Chassis	Metal frame that serves as the structural support for electronic components. Every computer system requires at least one chassis to house the circuit boards and wiring.
CIPA (Children's Internet Protection Act,)	Law designed to safeguard children against objectionable or harmful material on the Internet by requiring libraries and schools to have appropriate protection (filtering)
Cluster Server	A group of tightly coupled servers that work together closely so that in many respects they can be viewed as though they are a single computer.
Cohort Year	Determined by the year that the student enters ninth grade. This milestone does not change over the course of the student's high school career.
Collegial Circles/Support	Structured time for sharing expertise and for problem solving through group processes collegial support and an opportunity for reflection on classroom practices.

Connect-Ed	System that enables administrators to schedule, send, and track personalized voice messages (phone calls) to thousands of students, parents, and staff in minutes especially for emergencies.
Connectivity	Program or device's ability to link with other programs and devices.
Curriculum Mapping	Entering key components of the curriculum: content, skills, assessments, and essential questions into an electronic data base using templates which allows educators to view and revise curriculum through both K-12 and across grade levels/subjects.
Data Collisions	Occur when two network nodes each think the network is idle and both start transmitting at the same time. Both sets of information must be retransmitted. The effect is an apparent slow-down of the network.
Demo or Demonstration Carts	A moveable cart with projector and computer
Disaggregating data	Looking at test scores by specific subgroups of students to discover patterns, trends and other important information to understand and improve education.
DSL	DSL (Digital Subscriber Line) is a technology for bringing high-bandwidth information to homes and small businesses over ordinary copper telephone lines.
DVD-RW	Short for DVD-Rewritable, a re-recordable DVD format similar to CD-RW or DVD+RW. The data on a DVD-RW disc can be erased and recorded over numerous times without damaging the medium.
ELL (English Language Learner)	National-origin-minority student who is limited-English-proficient. This term is often preferred over limited-English-proficient (LEP) as it highlights accomplishments rather than deficits.
Encryption	The translations of data into a secret code. to achieve data security. Reading an encrypted file requires access to a secret key or password that enables you to decrypt it.
E-Rate	The E-Rate program began in 1998 distributing funding in 1998 to subsidize telecommunications and data communications for districts.
Fiber Optic or fiber	A technology that uses glass (or plastic) threads (fibers) to transmit data at very high speeds. A fiber optic cable consists of a bundle of glass threads, each of which is capable of transmitting messages modulated onto light waves.
Finance Manager	Finance Manager provides a comprehensive fund accounting and administrative software system designed to meet the requirements of today's school districts and municipalities.
GB (Gigabyte)	A billion characters of data, roughly.
Gigabit (gbit)	When used to describe data transfer rates, it refers to 10 to the 9th power (1,000,000,000) bits. Gigabit is abbreviated <i>Gb</i> .
Hunt Groups	Automatic distribution of incoming calls to two or more extensions.
Infrastructure	Infrastructure is generally a set of interconnected structural elements that provide the framework supporting an entire structure.
IP Address	A unique address that devices use in order to identify and communicate with each other on a computer network.
IP Telephony (Voice over Internet Protocol)	A telephone system that routes voice conversations over IP networks instead of dedicated copper wire.
KVM	KVM standing for "Keyboard, Video, Mouse"), a hardware device that allows a user, or multiple users, to control multiple computers from a single keyboard, video monitor and mouse
LCD	A thin, flat type of video display that uses a crystal to display an image saving weight and power usage
LAN Local Area Network	A computer network that spans a relatively small area usually a single building.
Lo-jack	A software product which enables law enforcement to recover stolen laptops by tracing them across the Internet
Mandarin	Library collection automation system

Megabit per sec	A measure of the speed of a network with one million bits of data moving per second.
Netiquette	The rules of etiquette that apply when communicating over computer networks, esp. the Internet.
Network Hub	A networking device that connects multiple Ethernet devices together, making them act as a single segment.
Network Switch	A networking device that performs transparent bridging (connection of multiple network segments with forwarding based on MAC addresses) at up to the speed of the hardware.
NYStart	New York State Testing and Accountability Reporting Tool
OCR (Optical Character Recognition)	Involves reading text from paper and translating the images into a data form that the computer can manipulate.
OS (Operating System)	The basic program that runs the computer as well as other programs perform basic tasks, such as recognizing <u>input</u> from the keyboard, sending output to the display screen, keeping track of <u>files</u> and directories on the disk, and controlling peripheral devices such as disk drives and printers.
PDA	A handheld device that combines computing, telephone/fax, Internet and networking features.
PRI (Primary-Rate Interface)	A package of 24 phone lines uses by organizations for communication
RAID	Short for <i>Redundant Array of Independent (or Inexpensive) Disks</i> of disk drives that employ two or more drives in combination for fault tolerance and performance.
Router	A device that forwards data packets between two networks.
SAN	Storage Area Network (SAN) is a high-speed sub-network of shared storage devices. A storage device is a machine that contains nothing but a disk or disks for storing data.
Scanner	Is a device that analyzes an image, printed text, or handwriting, or an object (such as an ornament) and converts it to a digital image.
Server	A computer on a network that manages network resources like storage of data files.
Skype	A piece of software that can be used to make voice calls over the Internet to anyone else who is also using Skype.
SmartBoard	An interactive whiteboard that is connected to a computer and a data projector. Once the computer image is projected on the board, the SMARTboard pen or a finger can be used as the computer mouse.
Spam	Any unsolicited e-mail or junk mail.
Streaming Video	Streaming video is multimedia that is continuously received by, and is displayed to the end-user while it is being delivered by the provider..
Student Information Management System	A software application for educational establishments to manage student data such as test & other assessment scores, building student schedules, tracking student attendance, and managing many other student-related data needs in a school.
Switch	A network device that filters and forwards info between LAN segments.
T-1 Lines	A dedicated copper phone connection supporting data rates of 1.544Mbits per second on multiple channels of voice and data.
TCP/IP	Transmission Control Protocol: TCP is one of the main protocols in networks to establish a connection and exchange streams of data.
Video on-demand	A system that allows users to select and watch video content over a network as part of an interactive television system.
Voice Mail	A centralized system of managing telephone messages for a large group of people.

VPN	A public network that contains a secure private network using the Internet as the medium for transporting data and using encryption and other security mechanisms to ensure that only authorized users can access this network.
WAN (Wide-area network)	A computer network that spans at least two buildings and two LANs over a relatively large geographical area.
Wikis	A collaborative encyclopedia on a Web site that comprises the perpetual collective work of many contributors.
Wireless connectivity	A computer network where there is no physical wired connection between sender and receiver, but rather the network is connected by radio waves and/or microwaves to maintain communications.