



**CENTRAL SCHOOL DISTRICT  
COMPUTER NETWORK**

**DISTRICT TECHNOLOGY PLAN  
2007-2010**

**CORINTH CENTRAL SCHOOL DISTRICT  
105 OAK STREET – CORINTH, NY 12822**  
Revised & Reviewed December 7, 2006

## **DISTRICT TECHNOLOGY MISSION STATEMENT**

The Corinth Central School District is committed to providing for the comprehensive literacy of all students. Literacy is defined as the ability to read and comprehend. To achieve a truly comprehensive literacy, students must be able to “read” in various diverse systems including the technological. The district’s insistence on technological literacy is intended to serve as a catalyst for life-long learning in the field. Due to the ever-changing character of the medium, emphasis shall be placed on the process of technology integration into the teaching-learning process rather than mastery of any particular software or hardware.

### **TECHNOLOGY GOALS**

1. Prepare students as 21<sup>st</sup> Century information workers.
2. Create enhanced authentic learning experiences
3. Provide access to technology for all students and staff.
4. Provide a robust, user-friendly system.
5. Provide learning beyond the four walls of the classroom.
6. Implement the tenets of No Child Left Behind Legislation and the New York State Learning Standards.
7. Provide for interactive learning via multimedia technology.
8. Motivate and empower students through active, learning opportunities.
9. Create information producers and discriminating information consumers.
10. Provide ongoing technology training for all district staff.
11. Access an expanded selection of educational research, which will better support curriculum development.
12. Provide appropriate student informational and management systems for all staff.
13. Promote parental and community involvement.
14. Increase student performance on State Assessments in English/Language Arts and Mathematics

## DESCRIPTION OF TECHNOLOGIES

### SOFTWARE:

The following software packages have been purchased or are being considered for purchase by the Corinth Central School District:

Scan Pro	COGNOS
STARBASE Administrative Software	Accelerated Math & Reader
Grade book Student Management System	Virus Protection
Intranet with Web Protection	Internet
Plato	Aims
Rims	Clear Track
Corinth Web Page	E-Mail Capability
Multi-media Authoring Software	Scranton Performance Series
Scratron Classroom Wizard	DIBELS
School Island	Transfinder
Easy Bus	Office
Jump Start	M/Class

### HARDWARE:

The following is a list of items needed for this cycle of the plan.

LAN Storage	LAN Accessibility for all staff members
Elementary, Middle and High School	Computer Labs
Distance Learning Expanded	WAN Connectivity
Polycom videoconferencing expansion	Mobile Labs usage continues
Wireless Connectivity	Mimeo White Boards

### PROMOTION OF EQUITY IN EDUCATION TO SUPPORT STATE CONTENT STANDARDS AND STATE PERFORMANCE STANDARDS:

- Basic networking capabilities will be provided at all sites.
- Provide Technological standards for all students, staff, and sites.
- Insure equity of delivery to all students.
- Monitor, and enhance communication systems.
- Promote equitable access to learning technology as a community investment and encourage an active partnership between school, business, home and the community.

## **TECHNOLOGY WILL ALSO BE USED TO:**

- Access information and research
- Provide remediation (skill reinforcement)
- Provide enrichment that will allow students to apply higher order thinking skills to real-life situations.
- Enhance classroom interactivity.
- Enhance instructional delivery.

## **STAFF DEVELOPMENT GOALS**

- Effective staff development is fundamental to the management and implementation of technological change and the use of technology in the instructional process. As our school district acquires more and varied technology, each school site will be in need of increased service and support.
- Develop a fundamental understanding of what we can accomplish through the use of technology.
- All teachers should be able to demonstrate technology competencies in instructional delivery, student assessment and professional communication.
- Develop multi-level technological programs for staff in the district such as: instructional delivery, content-specific courseware, grade books, word processing, databases, desktop publishing, presentation software, portfolio development and management, and telecommunications.
- Provide access to technological resources.
- Provide continuous staff development.
  1. Staff development offerings should integrate student development goals and other professional duties.
  2. Provide for technology training delivery systems in the District Professional Development Plan.
  3. Share technology-training resources with and borrow from neighboring school districts and the Washington-Saratoga-Warren-Hamilton-Essex Board of Cooperative educational Services.

## **CURRENT INVENTORY**

Personal PC workstations:	506
Servers – Academic and Administrative:	14

Planning and implementation of new workstations is an ongoing process. The district will continue to be responsive to the workstation needs of the respective schools and assist with installation of new workstations and phasing out of obsolete workstations.

### **DESCRIPTION OF HOW IMPLEMENTATION WILL BE COORDINATED WITH OTHER AVAILABLE GRANT FUND**

New York State Education Department  
United States Department of Education  
Corporate Funding  
Title Grants  
Legislative Member Items

The Corinth Central School District will endeavor to glean maximum opportunity from all grant/funding sources available. These include the aforementioned funding sources currently available at the Local, State and Federal level. In addition, new funding sources will be researched and explored.

### **HOW THE SCHOOL, COMMUNITY, AND BUSINESSES WILL BE INVOLVED IN TECHNOLOGY PLANNING AND DEVELOPMENT**

The District Technology Committee recognizes the importance of developing partnerships with local area businesses and other community entities. School Facilities will be made available for local government and businesses to use.

### **PROJECTED COST OF TECHNOLOGY & RELATED EXPENSES**

2006-07	Projected expenditures: \$279,598
2007-08	Projected Expenditures: \$295,000
2008-09	Projected Expenditures: \$308,000
2009-10	Projected Expenditures: \$325,000

### **PROJECTED TIMETABLE OF IMPLEMENTATION**

2006-07 Purchase software needed for remediation. Continue upgrading software and computers. Continue to secure the infrastructure needed to support the various computers, and systems. Installing of Connect Ed for messaging and attendance. Offer Web Event for scheduling calendars of district activities.

2007-08 Review our Web Site and explore other places to have it hosted. Implement Educating (pod casting). Expand the use of Polycoms and the DL room for students. Explore better data connections to and from the Bus Garage and Center St. Reevaluate our student management software for a Web Based version.

2008-09 Investigate the idea of all students having a pc or handheld for education. Implement grade book software for integration with student management database. Evaluate network infrastructure for possible implementation of Voice Over IP.

2009-10 Investigate the use of “School Portals” Continue to upgrade computer systems. Install new servers and wiring as needed.

## **DOCUMENTATIONS**

The Network Computer Manager will be responsible for the maintenance and inventory of software, hardware, manuals, service providers, and vendors. He/she will also act as a liaison to the following resource supporters.

Administration	District & Building Technology Committees
Community Volunteers	Faculty Members
Associate Staff	All Providers
Vendors	Staff

## **SOURCES OF TECHNOLOGY TRAINING AND TECHNICAL ASSISTANCE**

The following sources of ongoing training and technical assistance are available to our school district.

- Capital Region Teacher Center
- Model Schools Network
- North Eastern Regional Information Center
- Capital Area School Development Association
- Info Source
- Warren Saratoga Washington, Herkimer, Essex BOCES
- Capital Region BOCES
- New York State United Teachers
- New York State Dept. of Education
- NY State School Boards Association
- Commercial Vendors

## **District Technology Committee/Leadership**

Leadership for giving direction and vision to technology applications as well as meeting the above-stated goals for the Corinth Central School District must come from all stakeholders. Representatives from the elementary, middle and high school, along with other appropriate membership shall comprise a District Technology Committee. The District Technology Committee is charged with coordinating the technological development of all areas of the district. The committee shall be responsible for researching technological advances and assessing their applicability to the district. Recommendations from the committee will be presented to the administration for review and implementation as resources allow.

### **Evaluation Process**

The technology committee will perform in its duties, an ongoing and regular review of the District's fulfillment of our academic enhancement through the use of technology and is software selections. Software for the purposes of academic tracking and student management will also be reviewed on a regular basis.

## **COMPUTER NETWORK POLICY**

The Board of Education is committed to the optimization of student learning and teaching. The board considers a computer network to be a valuable tool for education, and encourages the use of computers and computer-related technology in district classrooms.

The board encourages faculty and staff to make use of telecommunications to explore educational topics, conduct research, contact others and engage in other appropriate educational pursuits. The board anticipates that the computer network will expedite the sharing of effective practices and lessons across the district and will help faculty and staff stay on the leading edge of practice by forming partnerships with others across the nation and around the world.

The board directs the Superintendent of Schools to establish a district technology committee comprised of representatives from elementary, middle, and high school faculty, staff, a parent representative, and administration. This committee shall discuss technological issues and make recommendations to the administration.

The Superintendent, working in conjunction with the business administrator, building principals, and student services director, will be responsible for the purchase and distribution of computer software and hardware throughout the district. They shall prepare and submit for the board's approval a comprehensive multi-year technology plan, which shall be revised as necessary to reflect changing technology, and/or district needs.

The Superintendent shall establish rules and regulations governing the use and security of the district's computer network. Failure to comply with the district policy and regulations for use of the network may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

10.15 Technology Policy

Reviewed 10/22/03

## COMPUTER NETWORK REGULATIONS

The network is provided for staff and students to conduct research, communicate with others, and engage in appropriate educational pursuits. Communications over the network are often public in nature therefore general rules and standards for professional behavior and communications will apply.

Your password is confidential and is not to be shared with anyone else under any circumstances. If you feel someone else is using your password, contact the network supervisor immediately.

The administration may review files and communications to maintain system integrity and to ensure that students and staff members are using the system responsibly. Users should not expect that files stored on district servers would be private.

### Administration

1. The Superintendent of Schools shall designate a computer coordinator to oversee the District's computer network and related applications.
2. The computer coordinator or his/her designee shall monitor and examine all network activities as deemed appropriate to ensure proper use of the system.
3. The administration shall disseminate and interpret District policy and regulations governing use of the District's network at the building level with all network users.
4. The administration shall provide employee training for proper use of the network and will ensure that staff supervising students using the District's network provide similar training to their students, including copies of District policy and regulations governing use of the District's network.
5. All agreements to abide by District policy and regulations shall be kept on file in the respective buildings.
6. Inappropriate behaviors, violations, or complaints will be reported to the employee's supervisor or to the student's building principal for disciplinary action. Violations may result in a loss of access and/or disciplinary action. When applicable, law enforcement agencies may be involved.
7. Each employee will be given copies of this policy and procedures and will sign an acceptable use agreement before establishing an account. Students will need to sign **both** an acceptable use agreement and permission to publish annually.

### System Access

The following individuals may be given access to the computer network and related technologies:

1. Elementary, middle, and secondary students
2. Teachers
3. Administrators
4. Clerical and business staff
5. Other District employees as deemed necessary
6. Adult learners/authorized community members

## **Procedures for Proper Use**

1. The District's computer network shall be used for educational and administrative purposes consistent with the District's mission and goals.
2. The individual in whose name an account is issued is responsible at all times for its proper use and security.
3. Network users will be issued a log in name and password.
4. Network users identifying a security problem on the District's system must notify the appropriate teacher, administrator, or computer coordinator. Do not demonstrate the problem to anyone.
5. Student information will be maintained in accordance with applicable education records law and District policy.
6. Copyrighted material may not be placed on any computer connected to the District's network without the author's permission. Only the computer coordinator may upload copyrighted material to the network.
7. Any network user identified as a security risk or having a history of violation of District computer guidelines may be denied access to the District's network.
8. Desktops on District computers are not to be altered by students for any reason.

## **Prohibitions**

The following is a list of prohibited actions concerning use of the District's computer network. Violation of any of these prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the network. Some violations constitute a criminal offense and may result in legal action.

1. Under no circumstances should personal passwords be shared.
2. Attempts to read, delete, copy or modify the electronic mail, files, folders, or documents of other system users is prohibited as is deliberate interference with the ability of other system users to send/receive electronic mail. Forgery or attempted forgery of electronic mail messages is prohibited.
3. No personal software or disks may be loaded onto the District's computers and/or network without permission of the computer coordinator or his/her designee. Any personal software authorized to be loaded onto district computers by the computer coordinator or his/her designee must subsequently have ownership transferred to the district.
4. Attempts by a student to log on to the District's system in the name of another individual, with or without the individual's permission, are prohibited.
5. Use of computer access to data and to secure areas other than for educational purpose is prohibited.
6. Vandalism will result in cancellation of system use privileges. Vandalism is defined as a malicious attempt to harm or destroy:
  - District equipment or materials
  - Data of another user of the District's system
  - Data of any agency
  - Any network connected through the InternetThis includes, but is not limited to, the uploading or creating of viruses.

7. The following are also prohibited activities on the network:
  - Sending or displaying offensive messages or pictures
  - Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition other than school elections
  - Using obscene language
  - Harassing, insulting or attacking others
  - Intentionally wasting limited resources
  - Employing the network for commercial purposes
  - Violating regulations prescribed by the network provider
  - Promoting, supporting or celebrating religion or religious institutions
  - Disrupting class-time in any way.
8. Sharing non-authorized confidential information on students or employees
9. Engaging in practices that threaten the network (e.g., loading files that may introduce a virus)
10. Violating copyright laws.
11. No files will be downloaded from the Internet without permission from the teacher/supervisor.
12. Use of any e-mail account not issued by the District is prohibited. This includes but is not limited to Hotmail, Yahoo mail, AOL mail and USA.netmail.
13. Any activity involving chat, instant message and/or paging is prohibited. This includes but is not limited to ICG, AIM, Yahoo Pager, Lycos Messenger, and Excite Assistant. Administrators may make appropriate educational exceptions.
14. Attempts to disable, circumvent or defeat network security, virus protection or Internet filtering.

### **School Website Policy**

The Corinth Board of Education is committed to the maintenance of a school website for the purpose of conveying information about Corinth Central School District to the community and the world. The website represents the school and acts as a teaching tool and learning resource for students, faculty and staff.

The Superintendent, in conjunction with the District Technology Committee consisting of teachers, administrators, community members and staff, shall establish rules and regulations governing the use and security of the District's website.

**TO:** Faculty, Staff and Administration

The district would like to offer you access to our educational computer network. You will have access to various software applications, databases, libraries and computer services from all over the world through Internet and other electronic information systems.

With this educational opportunity also comes responsibility. It is important that you read the enclosed district policy, regulation and agreement form. Inappropriate network use will result in the loss of network privileges.

Internet is a system which links smaller networks creating a large and diverse network. Internet allows you the opportunity to reach out to many other people to share information, learn concepts, and research subjects by the sending and receiving of messages using a computer.

In spite of our efforts to establish regulations for the district's computer network, please be aware that there may be material or communications on the Internet or other networks that district staff, parents and students would find objectionable. For this reason, adherence to the attached policy and regulations is vital.

Please return the attached agreement form to your supervisor indicating your agreement with the use of the district's computer network.

**Corinth Central School District  
LAN/WAN Users  
Administrative/Faculty/Staff Account**

***FOR OFFICE USE ONLY:  
Do Not Write In This Space!***

Check One:       Administration       Faculty       Staff  
                          Adult Learner/ Authorized Community Member

Please read the district policy and regulations regarding use of the local computer network, local area network (LAN), wide area network (WAN) and the Internet before signing this form. Inappropriate use of the networks will result in the loss of the privilege to use this tool.

**Please Print Legibly:**

\_\_\_\_\_

<b>Full First Name</b>	<b>M.I.</b>	<b>Last Name</b>	<b>Building</b>
<small>(no nicknames please)</small>			

I have read the District policy and regulations in regard to LAN/ WAN and Internet use. I agree to all regulations stipulated in the District's policy and regulations regarding LAN/WAN and Internet use. I understand that misuse of my account will result in immediate termination of my account.

I agree that the school is the owner of my network account and has the right to scan my documents, mail and internet history, or any other information at any time.

\_\_\_\_\_

**Faculty/Staff Signature**

\_\_\_\_\_

**Date**

**Note:** In spite of our efforts to establish regulations for the district's computer network, please be aware that there may be material or communications on the Internet or other networks that district staff, parents and students would find objectionable. For this reason, adherence to the attached policy is vital.

Dear Parent/Guardian:

The district would like to offer your child access to our educational computer network. Your child will have access to various software applications, data bases, libraries and computer services from all over the world through Internet and other electronic information systems.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed district policy, regulation and agreement form and discuss these requirements together. Inappropriate network use will result in the loss of network privileges.

Internet is a system which links smaller networks creating a large and diverse network. Internet allows your student the opportunity to reach out to many other people to share information, learned concepts, and research subjects by the sending and receiving of messages using a computer.

In spite of our efforts to establish regulations for the districts computer network, please be aware that there may be material or communications on the Internet or other networks that district staff, parents and students would find objectionable. For this reason, adherence to the attached policy and regulations is vital.

Please return the attached agreement forms (LAN/WAN USER FORM) AND (PERMISSION TO PUBLISH YOUR CHILD'S WORK ON THE INTERNET) indicating your permission for your student to participate in the district's computer network. Students will not be allowed to use computers until these forms are received.

Please call the building principal with any questions on this. Thank you for your support in our educational efforts for our students.

# CORINTH CENTRAL SCHOOL DISTRICT

## Permission to Publish Student Work on the World Wide Web

---

Dear Parents/Guardians,

As part of your son's/daughter's educational program, (s)he will have the opportunity to be published within documents and participate in projects on the World Wide Web. These documents might include a first and/or last name, an individual photo, a personal web page, a story or poem, a graphic, a science or research project, a group photograph from an activity or club, or a collaborative project with other students locally or internationally. Individuals with Internet access around the world will be able to view and possibly respond to your child's work by electronic mail. We think this is an exciting and enriching opportunity for our students.

We will publish these documents only with your permission. Please consider the following options, then sign and return these entire pages.

---

### Corinth Central School Web Publishing Guidelines:

- 1 Published documents will never include a child's phone number, street address or box number, or names (other than first names) of other family members.
  - 2 References to e-mail addresses will be restricted to faculty, staff, and authorized Cyber Club members only.
  - 3 Documents will never include any information which indicates the physical location of a student at a given time other than attendance at school or participation in school activities.
  - 4 Documents will never contain objectionable material or point directly or indirectly to objectionable material.
  - 5 There will never be links to student or faculty off-site home pages.
  - 6 Documents must conform to school board policies and established school guidelines.
  - 7 Documents to be published on the World Wide Web must be approved by a referring teacher and Webmaster before publication.
-

Student Name: \_\_\_\_\_

**Parent/Guardian Permission: (Please underline or circle your agreement to statements)**

I **do/do not** give permission to **publish my child's work** on the World Wide Web.

I **do/do not** give permission to **publish anything concerning my child's work** on the World Wide Web.

I **do/do not** give permission to **publish my child's photograph** on the World Wide Web.

**THIS FORM MUST BE RETURNED AT THE BEGINNING OF EACH SCHOOL YEAR.**

Parent/Guardian \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ School year: \_\_\_\_\_

## Corinth Central School **School Website Policy**

The Corinth Board of Education is committed to the maintenance of a school website for the purpose of conveying information about Corinth Central School District to the community and the world. The website represents the school and also acts as a teaching tool and learning resource for students, faculty and staff.

The Superintendent, in conjunction with the District Technology Committee consisting of teachers, administrators, community members and staff, shall establish rules and regulations governing the use and security of the District's website.