

Technology Plan

2008 - 2011

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Adopted: 7/9/08

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Mission Statement

The mission of the Westport Central School community is to nurture our children's natural curiosity and wonder so that the love of learning continues throughout their lives. We will stress academic achievement while encouraging the development of the total person through social, physical, and creative experiences.

Our goal is to inspire our students to be caring and contributing members of society.

Vision Statement

We believe that all children learn at different rates and should be able to grow in all areas with continuous progress.

To enable each learner to develop according to his/her individual potential and to acquire the attitudes, knowledge, and skills needed for successful lifelong experiences.

To develop lifelong learners, students who will be able to think for themselves, make wise decisions be responsible and dependable, self-directed, and able to do research and manage time effectively.

To create an atmosphere that is warm and caring, cooperative, motivating, active, successful, full of hands-on experiences, fair and consistent, therefore promoting success for each individual according to his/her own potential.

Belief Statement

Westport parents, community, and faculty believe that Westport graduates should:

- be able to communicate correctly and effectively using reading, writing, listening, and speaking skills.
- be able to compute accurately and use math effectively.
- be able to use research, logic, and scientific method to analyze and solve problems.
- have knowledge of and appreciation for art, music, and literature.
- have knowledge and skills to maintain a healthy life.
- have the knowledge and skills to be a responsive and effective citizen.
- be able to work cooperatively with diverse groups of people.
- have the knowledge of how to promote, preserve, and protect our natural environment.
- have the knowledge to make wise career decisions.
- be able to attain a standard of achievement in all subjects taken.
- be able to use information resources and technology effectively.

Committee Overview

Westport Central School is a small rural central school located in the heart of the Adirondack Mountains. We house K - 12 classes in one building, with an average student population of 250 and a faculty of 30.

The technology committee meets on a monthly basis to coordinate the progress of the technology program at Westport. Membership of the committee is comprised of:

- Board of Education Members
- District Administrators
- Teachers
- Technology Specialist (NERIC)
- Chief Information Office
- Students

Committee Accomplishments

With this document, the Westport Central School District moves into the fourth three-year phase of our technology planning. In order to see where we are going, we first have to review what we have accomplished to this point.

We continue to survey both students and staff to determine our district's needs. The findings of these surveys have resulted in the improvements listed below.

Staff development has progressed to a point that all our faculty use technology at some time during the course of the school day. Training in the use of specialized hardware and specific software is ongoing and accomplished in the following ways:

- Staff Development Days
- North Country Teacher Resource Center (NCTRC) in service classes
- 1:1 Mentoring
- Northeastern Regional Information Center (NERIC)
- Champlain Valley Educational Services (CVES)

Period by period attendance is recorded with the use of StarWeb. Daily attendance is distributed by e-mail to faculty and staff.

Student outcomes (benchmarks) have been updated and revised. and a system to document skills mastered has been established.

We currently support 2 PC labs, and one mobile laptop lab.

Multiple projection/computer units and Smart Boards are available to District personnel.

NERIC is overseeing our network servers, website, and email accounts and provides technical support to the District.

Filtering is accomplished with the use of Smooth Wall software. Additionally anti virus protection is provided by server based Symantec Antivirus Corporate Edition.

We are continuing our program of adding/updating our network, computers, printers, and associated systems.

Statement of Objectives

The Westport Central School Technology Committee recognizes the need for all students to acquire baseline computer technology use skills before graduation. The acquisition of these baseline computer technology use skills will ensure more success for our students in the world beyond the public school. To this end, the Computer Technology Benchmarks for students have been revised as presented. These Benchmarks were developed using input from faculty, students, staff and office staff and will be used as guidelines to assist us as we strive to exceed the New York State Learning Standards.

Goals

1. It is the goal of the committee during the course of this plan to:
 - Develop and refine a technology purchasing and inventory control protocol.
 - Increase the 4th and 5th grade computer skills course to 2-45 minute classes per week.
 - Increase 6th grade computer skills course to 2 one-hour classes per week.
 - Keep abreast of current trends.
 - Develop software review process.
 - Encourage the integration of technology across the curriculum
 - Re-visit distance learning.
 - Continue the process of updating software to the current version.
 - Pursue grants for technology.
 - Continue to provide professional development opportunities to staff based on need and requests.
2. To proceed with the process of updating and revising our Technology Plan.
3. To assess the computer technology infrastructure currently in our district. This includes maintaining an accurate inventory of computer hardware and software and maintaining a room-by-room detailed account of the hardwiring for workstations and system server access.
4. To revise and to rewrite our computer technology benchmarks for students based upon the consistent and thorough solicitation of input and recommendations from faculty, students, staff and office staff.
5. To determine our need for additional computer technology resources (including hardware, software, personnel, training, etc.) by soliciting input and recommendations from faculty, students, staff, and office staff and to write our multiple year plan for purchasing such resources based upon this input and recommendations.

6. To develop a multiple year plan for the efficient and effective expense and utilization of district resources for computer technology including:

- budgeted funds
- existing computer hardware and software
- new purchases of computer hardware, software and peripherals
- staff development
- instruction and curriculum development

Evaluation

Evaluation of our technology program is ongoing with review of programs and infrastructure during technology committee meetings. Periodic surveying of faculty and students will help us focus on the school's technology needs. To achieve these goals our committee will continue to survey faculty, staff, office staff and students to assess:

- Staff development & training needs
- Computer hardware, software and peripheral equipment needs
- Revising our technology benchmarks for students to include instruction in all predetermined and prioritized curriculum areas and to identify which teachers teach the skills identified at each benchmark level

Surveys

- Computer Equipment Inventory
- Software Inventory
- Staff Development/Computer Training Survey
- Annual Faculty Technology Needs Survey

Examination of Surveys Results

Thus far, the examination of the results of our myriad surveys provided us with the information necessary to plan for implementation of the following efforts.

1. Workstation Allocation

The committee will determine the re-allocation of existing workstation and for the most appropriate placement of newly acquired workstations. In future years, as more PC workstations are acquired, existing PC workstations will be distributed to teachers' classrooms, creating clusters of workstations in teachers' rooms.

2. Staff Development

Staff development efforts will be focused on and achieved through but are not limited to the following:

- The North Country Teachers' Resource Center (NCTRC)
- Superintendent's Staff Development Days
- Attendance at approved conferences and workshops
- Self study
- NERIC

Three Year Plan for District Resource Allocation

Without exception, the Computer Technology Committee will receive and assess each request for the acquisition of additional computer hardware and software. This includes all hardware and software used in our district and acquired from purchases, gifts, grants, etc. The Computer Technology Committee's recommendation for the approval of such acquisitions will be based on whether the hardware and software proposed for acquisition support the district's efforts to achieve the computer technology benchmarks for students and whether the hardware and software proposed for acquisition are consistent with the committee's multiple year plan for such acquisitions. The system for acquisition and inventory controls are currently under development/revision.

The information gleaned from the many surveys of faculty, students, staff and office staff was used to assist our committee at identifying the major areas for district resource allocation.

Proposed Expenditures:

- **07-08: See below**
- **08-09: To be determined by Technology Committee annually**
- **09-10: To be determined by Technology Committee annually**
- **10-11: To be determined by Technology Committee annually**

Technology Committee Recommendations

2008-2009 Budget

Computers	7 @ 900.00	6,300
Mac Computer		
iMac	1,499	
USB Audio input/output	37.99	
XLR Mic cable	25.00	
Oxygen keyboard	169.99	1,731
Projector		1,200
Smart Board		700
Server		4,000
Software		
After Effects (3 copies)		560
Exploring Physics simulation		359
Physical Science CD		79
Acid Bases Salt CD		100
Type to Learn		2,699
Reserve		<u>1,500</u>

Total

19,228

WESTPORT CENTRAL SCHOOL TECHNOLOGY BENCHMARKS

The revision of the benchmarks, a benchmark verification list and a benchmark achievement plan were created. A verification list for each student will be maintained in the guidance office. As identified on the benchmark achievement plan, teachers will sign and date each student's verification list for the benchmarks that are completed under the teacher's instruction. In this way, each student's progress at completing all of the benchmarks can be recorded. The Computer Technology Benchmarks, Verification List and Achievement Plan are designed to be used in conjunction with each other. The system of implementation is currently under development.

The overall objective here is:

- To identify those computer technology skills to be taught to students
- To identify the teacher/course where these skills are most appropriately taught
- To verify that each student has been taught these skills

Students at Westport Central School are expected to reach the following skill and knowledge benchmarks.

Level K

- Use and understand basic computer related terms
- Identify five parts-keyboard, monitor, CPU, disk drive and printer
- Demonstrate care and appropriate use of computer
- Turn on computer system (or power strip)
- Run simple programs
- Use keys: space bar, arrows, mouse, escape (end program) and return
- Locate and use letter and number keys
- Introduce copyright laws
- Introduce left and right hand orientation.

Level 1

- Introduce keyboarding concepts (including posture & hand position)
- Begin to read and follow on-screen directions
- Load and remove appropriate items into and out of drives
- Use keys shift/caps lock, backspace
- Edit text
- Use a word processor in a real world context to write words and sentences
- Proper shut down procedures
- Introduce keyboarding concepts

WESTPORT CENTRAL SCHOOL TECHNOLOGY BENCHMARKS

Level 2

- Run a program from a menu
- Use basic word-processing programs
- Demonstrate ability to open, save, exit and resume program execution
- Create and Save a New Document
- Open, view, and print documents
- Use a word processor in a real world context to write sentences and paragraphs
- Access/Retrieve Information
- Demonstrate knowledge of the home row

Level 3

- Use word processing formatting (underline, boldface, etc.)
- Demonstrate ability to name and save files, retrieve files, and print saved work
- Use keyboarding skills
- Use painting and drawing tools
- Demonstrate ability to conduct searches using electronics catalogs
- Identify the function and advantages of computer productivity software
- Develop information organization strategies

Level 4

- Use word processing and editing (spellchecker, thesaurus, cut, copy, past) skills
- Use electronic resources/reference tools
- Introduce concepts and terminology of electronic communications
- Introduce database concepts & applications

Level 5

- Introduce multimedia tools and appropriate applications
- Plan and create a multimedia project
- Extend word processing skills to include graphics, charts, tables, columns, tabs
- Introduction to spreadsheets concepts & applications
- Evaluate intent and accuracy of computer accessed information resources

WESTPORT CENTRAL SCHOOL TECHNOLOGY BENCHMARKS

At levels 6-12, except for specific computer courses, skills and knowledge outlined below will be integrated into existing curriculum where possible and appropriate. It is expected that students will be required to know and obey copyright laws and use proper care when using technology materials made available to them. It is also expected that students will not utilize these materials for inappropriate purposes.

Level 6

- Understand importance of technology in today's society
- Extend word processing skills to include layout and design
- Understand the concept of Web pages
- Basic software troubleshooting
- Be able to use proper keyboarding techniques (touch control, accuracy, speed, etc.)

Level 7-8

- Be able to apply a troubleshooting checklist
- Demonstrate ability to use current and additional technologies
- Be able to format personal and business documents and reports (outlines, multi-page reports)
- Be able to use presentation software

Level 9-12

- Integrate information accessed electronically into classroom projects
- Utilize electronic resources for assistance and transition to post-high school training
- Conduct more efficient, sophisticated information searches on electronic catalogs using logic-based search strategies
- Analyze information collected through electronic data probes
- Organize and manipulate data through spreadsheet and database applications with the purpose of interpreting and presenting the data
- Be able to incorporate the current audio/visual/electronic technologies with computer productions
- Understand real world opportunities and applications for technology

Westport Central School

Technology Benchmarks

Grade	Benchmark
All	Conduct more efficient, sophisticated information searches on electronic catalogs using logic-based search strategies.
6	Understand the importance of technology in today's society
6	Basic software troubleshooting
6	Be able to format personal and business documents and reports.
6	Be able to use proper keyboarding techniques.
6	Extend word processing skills to include layout and design
8	Organize and manipulate data through spreadsheet and database application.
8	Be able to apply a troubleshooting list.
8	Be able to use presentation software.
8	Demonstrate ability to use current and additional technologies.
8	Integrate information accessed electronically into classroom projects.
9-12	Utilize electronic resources for assistance and transition to post-high school training

Items for Future Consideration

With the start of the 2008-2009 school year, the Technology Committee plans to resume its work. Among the list of topics for consideration throughout the year are:

- Technology Committee membership and responsibilities
- Development of purchasing and inventory control protocols
- Revision and development of the District Technology Plan
- Assessment of our efforts at meeting our goals and objectives as stated
- Future hardware and software acquisitions
- Special hardware and software requirements for classes and instructional programs
- Formalized instruction for grades 7 - 12
- Acceptable usage policy for teachers and students
- Wireless connectivity for rooms
- Distance Learning options
- Community access

POLICY

2006

6470

1 of 4

Personnel

SUBJECT: INTERNET SAFETY AND ACCEPTABLE USE POLICY

Safety

It is the intention of the Westport Central School District:

- a) To insure that users will not have access to inappropriate materials when using the internet, e-mail, chat rooms and other forms of direct electronic communications provided by Westport Central School District.
- b) To prevent unauthorized access and other unlawful activities by users online.
- c) To prevent unauthorized disclosure, use and dissemination of personal identification information regarding users, and
- d) To comply with the Children's Internet Protection Act [20 USC 6801 and 47 USC 254(h)].

Definitions

Child Pornography

Any visual depiction which involves the use of a minor engaging in sexually explicit conduct; or where a depiction appears to be of a minor or has been created, adapted or modified to appear that a minor is engaging in such conduct; or is advertised, promoted, presented, described or distributed in a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.

Harmful to Minors

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

Inappropriate Materials

Any material that is obscene, child pornography or harmful to minors.

Obscene

Any material or performance when, considering as a whole, predominately appeals to a prurient interest in sex; or that depicts or describes in a patently offensive manner actual or simulated sexual

(Continued)

SUBJECT: INTERNET SAFETY AND ACCEPTABLE USE POLICY (Cont'd.)

acts, sexual contact, nudity, sadism, masochism, excretion or a lewd exhibition of the genitals; and that lacks serious literary, artistic, political or scientific value.

Technology Protection Measures

A specific technology that blocks or filters Internet access.

Prevention of Access to Inappropriate Materials

Technology protection measures shall be used, to the extent practicable, to block or filter access to the Internet, e-mail, chat rooms, and other forms of direct electronic communications by Westport Central School District's students and other users of Westport Central School District's data processing equipment. Technology protection measures shall be used for the following purposes.

- a) Safety for Minors - To prevent access to visual depictions that are obscene, child pornography, or otherwise harmful to minors.
- b) Safety for All Users - To prevent access to visual depictions that are obscene or child pornography.
- c) Protect Confidential Information - To prevent unauthorized disclosure, use and dissemination of personal identification information regarding minors.
- d) Prevent Unauthorized Access - To prevent unauthorized access, including "hacking", and other unlawful activities online.

Internet Acceptable Use Policy

Internet access is now available to students and teachers at Westport Central School. We are very pleased to bring this access to Westport Central School and believe that the Internet offers vast, diverse, and unique resources to both students, teachers, and administrators. Our goal in providing this service is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting.

Supervision decisions will be determined by the Superintendent as guided by the Internet regulations and procedures which provide the structure for student use of the Internet. Supervision will be provided in classrooms and in the computer labs while computers are in use. However, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information. We at Westport Central School firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the education goals of our District.

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SUBJECT: INTERNET SAFETY AND ACCEPTABLE USE POLICY (Cont'd.)

Internet Terms and Conditions

Acceptable Use

Users will have the ability to log onto other organizations' computer networks where access is allowed. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is prohibited.

Inappropriate Access to Material

Users will not use the District system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made for hate literature if the purpose of such access to conduct research and access is approved by both the teacher and the parent. District employees may access the above material only in the context of legitimate research. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access to his/her instructor. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.

Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. Specific examples are cited in the procedures for implementation of this policy.

Information Quality

Use of any information via the Internet is at your own risk. Westport Central School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you have identified a security problem on the Internet, you must notify the technology coordinator.

Vandalism

Vandalism will result in cancellation of Internet privileges. Vandalism includes any malicious attempt to harm or destroy data of another user, the Internet, or any of the systems that you connect to through the Internet. Vandalism will result in disciplinary actions as directed by the Superintendent.

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SUBJECT: INTERNET SAFETY AND ACCEPTABLE USE POLICY (Cont'd.)

Exclusions

No food or beverage are allowed in computer labs or at classroom work stations.

Notification/Authorization

The District's Acceptable Use Policy will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and student's obligations when accessing the Internet.

Student use of the District's computer system (DCS) is conditioned upon written agreement by all students and their parents/guardians that student use of the DCS will conform to the requirements of this policy and any regulations adopted to ensure acceptable use of the DCS. All such agreements shall be kept on file in the District Office.

254(1)

47 United States Code (USC) Sections 254(h) and

47 Code of Federal Regulations (CFR) Part 54

Adopted: 6/8/06

WESTPORT CENTRAL SCHOOL COMPUTER NETWORK FOR EDUCATION

Parent/Guardian Consent and Waiver Form

I have read the District's Internet Safety and Acceptable Use Policy. By signing this consent and waiver form, I give my permission for my child to be afforded access to the District's computer network system and the Internet.

I understand that my child's access to the District's computer network and the Internet is designed solely for educational purposes and that the District will attempt to discourage access to objectionable material and communications.

I also understand that a variety of inappropriate and offensive materials are available over the Internet and that it may be possible for my child to access these materials inadvertently or if he/she chooses to behave irresponsibly. I further understand that it is possible for undesirable or ill-intended individuals to communicate with my child over the Internet, that there is not practical means for the District to prevent this from happening, and that my child must take responsibility to avoid such communications if they are initiated. While I authorize District staff to monitor any communications to or from my child on the District's computer network and the Internet, I recognize that it is not possible for the District to monitor all such communications. I have determined that the benefits of my child having access to the District's computer network and the Internet outweigh potential risks, and I will not hold the District responsible for materials acquired or contacts made on the District's network or the Internet.

If and when my child's use of the District's computer network is not in a school setting, I will monitor my child's use of the system and his/her potential access to the world-wide Internet and will accept responsibility in that regard.

Parent/Guardian Signature _____ Date _____

Student Agreement

I have read and understand the District's Internet Safety and Acceptable Use Policy and agree to abide by their provisions.

I understand that I have no right to privacy when I use the District's computer network and the Internet, and I consent to District staff monitoring of my communications.

I further understand that any violation of these provisions may result in suspension or revocation of my system access and related privileges, other disciplinary action, as appropriate, and possible legal action.

Student Name _____ Grade _____

Student Signature _____ Date _____

NOTE: Depending upon the provision of District policy and/or regulation, the student agreement may have to be renewed each academic year.

Software Inventory as of June 2008:

Title of Software

Powerheart 9300a
Olympus digital vision software
Adobe Photo deluxe
Microsoft Office Pro 2003
Microsoft Office Pro 2003
Microsoft Office Pro 2003
Adobe Premier Pro 2
Abobe Premier Pro 2
Windows 95
RegLock
Adobe Photo deluxe 3
Norton System works 2000
Norton System works 2001
Macromedia Dreamweaver 3
Norton Antivirus 6
MGI Photosuite
Macromedia Dreamweaver 3
connectix vidual PC
Adobe Photoshop Elements 2
Tom's Tracking
PC Eraser
Symantec Antivirus coporate Ed. 10
Nortons SystemWorks 2006
Adobe Premier Pro 1.5
Rhinoceros Version 3
Rhinoceros Version 2
Winschool 5.2
Norton System Works 2005
Norton System Works 2003
Vector Works 8.5.2
Norton Utility 6
FileMaker Pro 5.5
Arcsoft Photostudio 2.0 se
Arcsoft Video Impression 1.1
Norton Antivirus 2000 (x2)
Macromedia Dreamweaver 3
The Amazing Writing Machine
ReadNaturally
Mac School
Windows 2000 Advanced Server
Mandarin m3 1.7

Title of Software

Quicken Deluxe 98
Arcserv 6.5
Pervasive SQL version 8
Sibelius 3
Adobe Photoshop 5.5
Adobe Photoshop 5.5
ViaVoice Millenium Ed.
Sibelius 4 (x5)
Windows XP
Microsoft Office Professional 2003
Microsoft Office Professional 2000
Microsoft Office XP
Microsoft Office XP
Microsoft Office Xp Professional
Microsoft Office Xp Professional
Winline Plus
Microsoft Office 2000
Windows 95
Microsoft Office Professional Plus 2007
Adobe Pagemaker 7
Adobe Photoshop 7
Symantec Antivirus coporate Ed. 8
Adobe Premier 6
Adobe Premier 7
Adobe Acrobat 6 Standard
Adobe Go Live 5 (10 seats)
Adobe Go Live 5
Adobe Live Motion (10 seats)
Adobe Acrobat 7 Professional
Micosoft Office 97
Microsoft Office 98 Mac
Windows NT Server
Microsoft Word 97
Microsoft Works
Microsoft Frontpage 98
Sibelius 5 (x5)
Ultra Key 4.0.8 Site License
Cowriter 4000
Windows Server 2003

General Technology Inventory as of June 2008:

Instructional Staff				
Staff Name	# of Computers Assigned	# of Projectors	# of Printers	# of Smart Boards/Palms/TV
Bisselle	5		1	
Bubbins	4		1	
Bedore	5		1	
Rawson	5		1	
Brugger	4			
Mitchell	3			
Mandy	4			1 Over
Reading First Room	2 11 Laptops	1	5	10P 2 Over
Chambers	1		1	
Susan	1			
Kearns	5	1	2	1 SB
Kyle	1			
Elem. Lab	20	1		
H.S. Lab	15	1	2	1 T.V. Unit
Matthews	2			
McCormick	1		1	
Olson	2			
Facteau	3		1	1 SB 1 Over
Brankman	2			
Monaghan	3		1	1 Over
C. Phillips	2			
Gibbs	2			
Thompson	3			1 Pro 1 Over
Fiegl	5	1		1
Napper	3		1	
Marcotte	2			
Mudie	10	1		1 SB 1SC 1PHDR
Rascoe				
Sabuda	5	1	1	1 SB
J. Phillips	1			
Total	121 Desktops	7 Projectors	19 Printers	5 Smart Boards
	15 Laptops			10 Palms
				6 Overhead
				1 Portable Hard Drive
				1 Scanner
				3TV Unit Carts
Olson Cart	1	1		1

General Technology Inventory as of June 2008:

Non Instructional Staff				
Staff Name	# of Computers Assigned	# of Projectors	# of Printers	# of Smart Boards/Palms/TV
Cafeteria	1			
Maint.	1		1	
Bus Garage	1			
Main Office	2		1	
Sup. Office	3		2	
Nurse's Office	1			
VP Office	2		1	
Total	9 Desktops		5 Printers	
	2 Laptops			

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