Westport Central School District

Technology Plan

2018 - 2021

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BOE Review Date:
Adopted:

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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 Officer
- Students

Committee Accomplishments

With this document, the Westport Central School District moves into the fifth 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 the District's student management software. Daily attendance is distributed by e-mail to faculty and staff.

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

- We currently support 3 PC labs, three classroom sets of Chromebooks, and four Chromebases in each K-6 classroom.
- Smart Boards are currently located in 18 classrooms/labs/offices. 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. Our students will become proficient in the technology available to them, specifically their 1:1 device.
2. We will provide a network infrastructure capable of supporting a 1:1 classroom environment in 1-3 years.
3. All educators and leaders will become proficient in the integration of learning technologies by providing ample professional development opportunities to all. The district will educate all students and employees to be responsible digital citizens throughout the 2018-2021 school years and provide them with the skill set to continue as productive digital citizens.

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 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 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:
- **To be determined by Technology Committee annually**

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

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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 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.

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

47 Code of Federal Regulations (CFR) Part 54

Adopted: 6/8/06

WESTPORT CENTRAL SCHOOL
COMPUTER NETWORK FOR EDUCATION

<u>Parent/Guardian Consent and Waiver Form</u>

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 _____

<u>Student Agreement</u>

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 _____

General Technology Inventory as of September 2018

Instructional Staff							
Staff Name	Desktop Computers	Laptop Computers	Projectors	Printers	SMART Boards	Scanners	Misc.
Bisselle - Grade K	4	1	1		1		
Brankman - English	2	1	1		1		
Brugger - Grade 6	5		1	1	1		1 ELMO
Bubbins - Grade 2	4	1	1	1	1		
Campagna - English	1	17	1		1		
Elementary Lab	23						
Fairchild - Math	1		1		1		
Fiegl - Library	1	14	1				
Fiegl - Science	3	2	1		1		
Frenyea - Grade 5	5		1		1		
Hathaway - Grade 3	4	1	1	1	1		
High School Lab	20	15	1		1		
Hudson - Spec. Ed.	3		1	1	1		
Lackey - Technology	10		1	1	1	2	
Larkin - Art	2			1			
Loher - Science	1	1	1		1		
Mandy - Grade 4	6		1		1		
Marcotte - Math	3		1				1 ELMO
Napper - Language	1						
Nelson - Music	1		1				1 Doc Cam
Olson - Music	1	1	1		1		
Smith - Social	1	17	1		1		
Snyder - PE	1	1					
Waite - Reading		16	1	1	1		8 iPods | 3 iPads
Welch - Grade 1	4	1	1		1		
Williams - Special Ed	4	1	1	1	1		

General Technology Inventory as of September 2018

Staff Name	Desktop Computers	Laptop Computers	Projectors	Printers	SMART Boards	Scanners
Non Instructional Staff						
Bus Garage		1				
Cafeteria	1					
Tax Office	2	1		2		
Guidance Office	1	3		1		
Main Office	2			2		1
Maintenance	1	1				
Nurse's Office	1					
Principal's Office	1			1		
Superintendent's Office	1	1	1	2		1
Tech Office	1	1		1		

	Desktop Computers	Laptop Computers	Projectors	Printers	SMART Boards	Scanners
Total Non-Instructional	**11**	**8**	**1**	**9**	**0**	**2**
Total Instructional	**111**	**90**	**22**	**8**	**19**	**2**
Total General Inventory	**121**	**98**	**23**	**17**	**19**	**4**

Software Inventory as of September 2018

Adobe CC Suite - Site License
CoWriter - Site License
Dragon Naturally Speaking - 1 Seat
Earobics
Kid Keys 2.0
Lego NXT Software
Microsoft Office Professional 2013
Microsoft Office Professional 2016
Nutrikids Food Service Management
OPALS Library System
Read Naturally
Sibelius 5
Smart Notebook v11
Type To Learn 4 Network - Site License