Island Trees Public Schools

Educational Technology Plan

July 1, 2010 – June 30, 2013

Excellence & Success For All Students

Prepared by John J. Rezek
Director of Technology

Plan Contact Information

District Name:	Island Trees School District
District Code:	280226030000 - BEDS
Address:	74 Farmedge Road, Levittown, NY 11756
Contact:	John J. Rezek
Phone:	516 495-7730
Years Covered:	July 1, 2010 – June 30, 2013
Date of Next State Review	July 1, 2013
URL For Plan:	http://www.islandtrees.org/techplan1013

Technology Advisory Committee

Dr. Charles Murphy, Superintendent of Schools

John J. Rezek, Director of Technology

Susan Hlavenka, Ass't Superintendent for Business

Dr. Arlene Genden Sage, Ass't Superintendent of Special Education

Dr. Susan Kelly, Director of Curriculum & Instruction

Nicholas Grande, High School Principal

Roger Bloom, Memorial Middle School Principal

Penny Fisher, Sparke Elementary Principal

Lisa Newman, Stokes Elementary Principal

Susan Mendelson, Library Chairperson

Sean Burns, Memorial Middle School Ass't Principal

Robert Paletta, HS Business Computers Technology

Joyce Eng, Computer Aide

Ellen Pietrantoni, Computer Aide

Maureen Grasso, Computer Aide

Annette Trimble, Computer Aide

Natalie McAuley, Technology Support Staff

Community

The Island Trees School District was formed as a common school district in 1902. In 1945, the entire student population was 23 students. By 1949, that number had increased to 271, and in 1951 there were 1,060 youngsters attending school. Enrollment peaked in 1961 with a total of 5,855 school-age children in Island Trees. Presently, 895 students are housed in the Michael F. Stokes and J. Fred Sparke Elementary Schools. The Memorial Building on Wantagh Avenue is now home for the Island Trees Middle School with an enrollment of 814 in Grades 5-8. The Island Trees High School's configuration continues to be Grades 9-12 with 865 students in attendance. Over 400 hard working, dedicated individuals, representing staff in the administrative, instructional, clerical support, food service and custodial areas, strive to create a safe, learning environment for our youngsters. Island Trees offers a full, comprehensive educational program. Enrollment in the many summer programs in continually on the rise, and the success of our students is evident across the curriculum.

District Profile

The district operates one preschool center, two elementary schools, one middle school, and one high school. Such schools are:

Pre-school:

Gallow School
74 Farmedge Road
Island Trees, NY 11756
516-520-2100

Elementary Schools:

J. Fred Sparke Elementary
100 Robin Place
Island Trees, NY 11756
516-520-2126

Michael F. Stokes Elementary
101 Owl Place
Island Trees, NY 11756
516-520-2103

Secondary Schools:

Island Trees Memorial Middle School
45 Wantagh Ave. So.
Island Trees, NY 11756
516-520-2157

Island Trees High School
59 Straight Lane
Island Trees, NY 11756
516-520-2136

Administration Building:

Island Trees District Office
74 Farmedge Road
Island Trees, NY 11756
516-520-2100

Technology Vision & Goals

Technology Vision Statement

Island Trees Public Schools is striving to provide an environment in which the staff, students and community are able to effectively use technology with confidence and competence as they make the transition into an increasingly technologically dependent society.

Technology Goals

1. Support and enhance the **curriculum** of Island Trees Public Schools through the use of technology.

2. Provide **students with access to information**, technical skills, and problem solving skills which they will need to be successful in learning and work situations.

3. **Community connections** will be based on communication between the classroom and the home, building a relationship that is a true partnership between parents and teachers centering on the needs of each student.

4. Learning environments will be **created and modified** to improve student academic performance by implementing technologies and proven learning practices aligned to core standards.

5. **Enhance communication** between the school and the community through the use of voice, electronic and video technologies.

6. **Examine new** technologies and determine their relevance in an educational setting.

Student Objectives

- All students will become technologically capable by applying technology across curricular areas and use technology in the learning process to problem solve by utilizing higher order thinking skills.

- All students will become technologically literate learners by:

    - Exploring, evaluating and using technology to accomplish, independently and cooperatively, real world tasks;
    - Developing knowledge, ability and responsibility in the use of resources, processes and systems of technology;

- Acquiring, organizing, analyzing, and presenting information;
- Expanding the range and effectiveness of communication skills;
- Solving problems, accomplishing tasks and expressing individual creativity
- Applying legal and ethical standards

Teacher Objectives

- Teachers will be trained to integrate technology into the curriculum by:
  - Presentation software, White Boards
  - Multi-media computer usage (digital camera, scanners)
  - Lesson plan development that incorporates project based and constructive approaches to learning using technology as the basis
  - Lesson plan development where teachers concentrate on simulations and applications using technology
  - Facilitating home/school connections via educational portals

Impact on Student Learning

The attainment of these objectives will have a positive impact on student achievement in the areas of communication, problem solving and critical thinking skills.

Island Trees School District is committed to providing solutions to meet the computing and telecommunications needs of every stakeholder. We will focus on providing products and services that allow the district to best meet its goals of teaching, research and service.

An Information Society
The ability to quickly search, find, manipulate, and present information will be a required skill. Technology of various sorts including computing, networking, telecommunications, imaging and video will be used to support these activities. Island Trees School District must move quickly to provide faculty, staff and students with access to these technologies if they are to remain competitive with their peers and stick to the curriculum goals. This will advance the principal missions of our institutions of higher learning -- education, research and public outreach.

Financial Support
Strategies must be developed to provide the district with the resources necessary to acquire, modernize and support information technology. The maintenance and upgrading of telecommunications and computing networks cannot be deferred without immediate consequences. During our current economic environment we must develop ways to support our current technology while not losing ground to developing new technologies in our district.

Access to Information
As we continue to integrate information technology and management applications to support the educational goals, we must also increase the access to this information. Strategic planning will be essential to maximize access to required information at any given time. The district will continue to maximize the use of high speed telecommunications to ensure rapid access to information.

Teacher Training
As we rethink the curricula and integrate the new technologies into the classroom, we must strive to educate our teachers at all levels, kindergarten through high school, in the potential and use of information technologies.

District - Current Infrastructure and Future Goals

Island Trees School District consists of five main buildings residing on one campus. This arrangement makes it possible for us to implement a network design which is simple to manage, and offers good performance and reliability.

Currently: All Buildings share three network domains, Instructional, Administrative and Finance.

District Goal: We will develop a two domain structure consolidating the administrative overhead of three domains. This can be accomplished by consolidating the administrative domain and financial domain.
Wireless Access points need to be strategically located within buildings to support the need for mobility. As the district utilizes more wireless devices it is becoming critical that we begin wiring for WAP's (Wireless Access Points) throughout the district buildings.
Update classroom software with current versions of desktop software and license all products. Install White Board technology in classrooms and educate staff on its use in the classroom. Enhance network through VLAN security, reduced cost and scalability through connectivity upgrades.

Disaster Recovery: Create a disaster recovery plan for the district that in the event of a catastrophic failure in the Memorial Middle school, equipment and backup media will be in place to support a relatively smooth cut over of network support. We need to purchase hardware to begin this process of providing a backup to our domain controllers and allow for redundancy.

Wiring: The majority of internal connectivity is provided by older style fiber technology and CAT 5 cabling. The fiber connectivity will only support 100 megabyte connections and not provide gigabyte connectivity. There is also the requirement to convert the fiber back to copper for each device adding to the cost of every client location.

Goals: Reduce the dependence on our outdated older fiber technology that is prone to damage and costly to repair. Provide more CAT 6 wiring and wireless alternatives.

Network Standard: The network standard is 100 BaseT.

Goals: Currently, we are prepared for the next two years. In our third year we will seek to integrate a 1000 Base T.

LAN Protocols: Protocols supported are TCP/IP and AppleTalk protocols

Goals: Currently meets standards for next three years.

District Area Network: All buildings are connected to the internet via our ISP – cablevision.

Goals: Add redundancy and reduce catastrophic points of failure. Provide fiber to our business office located at the Gallow building. The building is currently only supported by a wireless point to point system that has reached its end of life. Add an SSL VPN enabling students and staff to access the Island Trees educational network from home while providing high level of intranet security.

File Services: Windows 2003 or higher servers with shared volumes for Macintosh and Windows applications and data storage, Exchange e-mail system.

Goals: Upgrade our current server Windows 2003 operating system to Windows 2008. Upgrade our current exchange 2003 to exchange 2008.
We will expand on our web based management systems to conduct day to day business. This includes software being used in the business office, plants and facilities, cafeteria services, etc. In addition we will secure daily backups.

Internet Connection: Currently Cablevision is our ISP

Goals: In connection with Nassau BOCES, the district will use Lightpath for data communication between buildings. The voice system is supplied by a Commdial Switch located in each building. Communications for voice is supplied by a T-1 line in each building and will meet the standards for the next three years.

Computer Workstations: 70% of the classrooms in the district have three or more internet and network accessible computers.

Goals: Increase the number of classroom computers. Reduce the need for computer labs that waste educational time while students migrate to the location. Provide a consistent software image and streamline the use of hardware. Upgrade our current XP technology to Windows 7 and upgrade associated applications. Investigate the use of mini workstations and the use of VMware.

Software: The productivity software standard for the district is Microsoft Office 2003. The district also uses productivity tools such as Inspiration, Macromedia, Adobe, Math Blaster, AutoCad, Literacy Tools, JumpStart Kindergarten, Accounting software and school notes.

> **Goals:** Upgrade Premier Version 5 to Version 6. Move the High School onto the same platform of Web Gradebook being utilized by the Middle School. Increase the number of web based applications and software district-wide. In addition, expand on our current listing of software and increase the access to these resources. Upgrade staff and students to office 2007 platform.

Telephone: The phone system upgrade was completed during 2007- 2008 school year providing the district with a low cost voice over IP hybrid system that supports digital and analog equipment. Every administrator and support staff has access to a district telephone. Telephones are also located in the main offices and faculty rooms for staff use. Long distance service is available to administrative offices. Cell phones are also utilized within district. Dedicated fax machines are still used at all buildings.

> **Goals**: Standardize on an IP based solution and consolidate the phone and intercom system to reduce the amount of administrative overhead. Develop a telephone system command center. Continue to upgrade the district phone system with new sets that support caller ID for all staff. Create a centralized Fax Server and reduce the number of dedicated phone lines for isolated fax machines.

Video: Every classroom in the district contains at least one computer with District Network and Internet access. Multiple projectors are available in all buildings to allow the computer image to be broadcast to the class. Interactive boards are available in over 64 classrooms. Only a few televisions with access to cable are available. The availability of video thru the use of interactive boards reduces the dependence to provide video thru standard cable facilities.

> **Goals**: Provide more Interactive educational technology and gravitate away from the use of televisions. Explore the possibility of videoconferencing capabilities to each of the buildings and make it portable so classrooms can participate without having to leave their rooms.

Video Surveillance System: The district currently has 64 cameras supported on a Dynaview Surveillance System. The system monitors outer and inner parameters of the elementary middle school and high school locations.

Goals: Add to our current video surveillance and provide wireless access points for our security staff to monitor cameras remotely.

Professional Development – in association with Nassau BOCES and the Model Schools Program we have contracted to provide forty-two days of professional development.

Professional development will consist of three phases:

1. determining need
2. establishing goals for staff development
3. assessment of training

We determine need and establish the year's staff development plan by matching building and district training surveys with local learning improvement goals. We will work to provide technology rich training that models desired integration practices.

Goals:

Continue to work with Nassau BOCES and incorporate the Model Schools Program into the districts overall educational vision.

In accordance Nassau BOCES with this goal we aim to:

- Provide *two technology specific days* each year that serve to familiarize new staff and provide refreshers for existing staff of the technology services provided by the district.
- Several *specialty sessions* will be provided to allow freedom to explore a special interest. (ex. web publishing, literacy in the classroom, etc)
- *Formal training* can consist of in-district or out-of-district training.
    - *Existing staff will teach in-house sessions*
    - *Outside consultants* may be invited.
- *Conference attendance* is acknowledged as beneficial and supported by the district. School leaders will be encouraged to attend and asked to share what they have learned with other members of the staff.
- *Informal training* will take place with small cadres of teachers helping each other, members of the student tech team helping teachers, or the district tech coordinator and other local experts conducting one-on-one to small group sessions.
- *A minimum of 15% of the total hardware/software purchase* per year will be budgeted for staff in-service related specifically to the integration of technology. Every effort will be taken to weave technology integration training into the fabric of all existing training and to demonstrate how the existing network and software exist to enhance virtually every academic pursuit.

Curriculum - **Curriculum Integration**

Island Trees School District recognizes the growing importance that technology is a vital teaching tool. The challenge has been in making the transition to successfully integrate the technology without proper training and resources. Over the next three years, the district looks forward to training that will be provided through Nassau BOCES Model Schools Program.

To assist in technology integration, Island Trees recently upgraded its infrastructure, purchased new computers, and upgraded the version of PowerSchool for the district's student management system. Recent software purchases for the high school include Adobe CS3 Suite site license, Microsoft Office, Additional School World licenses, and Inspiration, Time Liner, Map Maker and Quicken. These are some of the applications in which teachers will be able to match up technology resources with their lesson plans.

Goal # 1 – Continue to identify technology rich resources that may positively affect the learning environment.

Goal # 2 – Make the software applications and web resources easily accessible for students and teachers.

Goal # 3 – Provide skill based training for teachers, in an effort to learn the applications.

Goal # 4 – Allow teachers exploratory time to identify the many ways these tools can be effectively integrated into classroom instruction.

Goal # 5 – Create a curriculum, identifying all available application and the suggested methods of integration.

Goal # 6 – Continue to update the curriculum based upon teachers experiences.

Curriculum - **Student Achievement**

Island Trees School District is committed to the concept of life long learning and excellence and success for all students. Technology has created new and unique opportunities for teaching and learning. Technology has the ability to enhance the operation of schools and offer more choices for students. We also recognize that successful integration may lead to better attendance and less disciplinary situations in classroom specific situations.

Goal # 1 – Work with the curriculum leader to identify K-12 learning standards and required life skills.

Goal # 2 – Identify software applications and web based resources that may properly align themselves with the required standards.

- Survey other district leaders though email, phone or meetings.
- Consider software that is exploratory, inquiry based, interactive and will draw the student into learning.

Goal # 3 – Following professional development, encourage teachers to use these resources for exploratory and/or repetitive learning.

Goal # 4 – Extend our learner based model a bit further and promote collaborative project based learning.

- Integrate software with other peripherals (digital video, digital cameras, video conferencing, imaging, probeware)

Curriculum - Technology Delivery

Island Trees School District is currently seeking ways to deliver distance learning opportunities. Through careful analysis of new innovative technologies, we believe we can extend the classroom into a 24/7 learning environment.

Goal # 1 – Continue to encourage teachers to use LCD projectors, Interactive boards and alter the medium through which they conduct learning.

- Consider: PowerPoint, Inspiration, Streaming Video, etc…

Goal # 2 – Alter the delivery by placing computers within the classroom environment and provide a computer in front of every student.

- We have 32 wireless laptops as well as 2 computer labs featuring a presenter in each room.
- Encourage teachers to have students be at the center of learning, by creating presentation of their own and presenting them to the class.

Goal # 3– Build on presentations, by changing the model from teacher based to learner based.

Goal # 4- Develop curricula that will differentiate instruction and allow all learners equal access to learning.

Goal # 5- Utilize forty-two days of In-Service training from Nassau BOCES Model Schools.

Curriculum - Parental Communications, Home/School Connection, 24/7 Learning Opportunities

Parents and community members are key stakeholders in the learning process.

Goal # 1 – Encourage teachers to use educational portals such as www.schoolnotes.com which may allow for parental communication and viewing of assignments.

- Offer incentives for teachers currently using this tool, to coordinate training to those teachers interested in using it.

Goal # 2 – Incorporate our student management system into the home/school connections, offering parents, up to date information on their son/daughters attendance, grades and/or behavior.

Goal # 3 – Offer 24/7 access to student home directories and software.

- Students learn and complete projects at different speeds.

Curriculum - Collaboration with Business Partners

In collaboration with businesses, job-shadowing, mentorships and internships will be created with information technology companies. Currently, Island Trees is very active in this area with its Career Advantage program. We would look to extend this for years to come.

In addition to business partnerships we recognized the importance of building based and district wide collaboration.

Goal # 1 – Contact additional businesses that wish to extend a partnership with the Island Trees School District.

Goal # 2 – Provide students with a plethora of opportunities to interact with businesses.

Curriculum - Professional Development

The success of all educational programs is based on the skills, attitude and support of the entire educational community. Historically we have provided training opportunities during the school year. Most teachers have received training on basic computer and software operations. While we will continue to offer this training, the focus is changing to training on integration strategies and development of lessons that incorporate technology into the district outcomes.

In consideration of our recent purchases and long term-planning procedures, the district will be using Nassau BOCES Model Schools Program to meet the needs of professional development. The program provides a comprehensive series of in-service courses to support the delivery of instructional programs. The courses address the skills required to design and implement state education standards and other initiatives facing educators.

Goal # 1 - Create a survey to identify the needs for district staff. Coordinate this with the technology leader and the professional development committee.

Goal # 2 – Analyze and prioritize the data and compile a strategy for the delivery of training.

Goal # 3 - Align this with the Nassau BOCES offerings.

Goal # 4 – Create a communication and collaborative pathway for faculty members to share what they have learned.

Goal # 5 – Measure and evaluate the success of the program and the method of bringing this back into the classroom.

Current Infrastructure - 2009

J. Fred Sparke School:

# of Labs	# of Comp.	Internet	Wireless	Printers	Policies	Security
PC's are located in the l lab, Library and classrooms	31 Lab 4 Library 90 Rooms	Yes	No	6 Lab 50 Rooms	No	Yes – Norton Antivirus and Desktop Securities from XP

Building Contact: Ellen Pietrantoni Ext. 520-2132

Michael F. Stokes Elementary School:

# of Labs	# of Comp.	Internet	Wireless	Printers	Policies	Security
PC's are located in the l lab, Library and classrooms	31 Lab 4 Library 90 Rooms	Yes	No	6 Lab 50 Rooms	No	Yes – Norton Antivirus and Desktop Securities from XP

Building Contact: Joyce Eng Ext. 520-2123

Island Trees Memorial Middle School:

# of Labs	# of Comp.	Internet	Wireless	Printers	Policies	Security
PC's are located in the 2 labs, Library and classrooms. There is also a tech education lab.	60 Lab 2 -4/room	Yes	No	2/lab and 1/classroom	No	Yes – Norton Antivirus and Desktop Securities from XP

Building Contact: Maureen Grasso Ext. 520-2172

Island Trees High School:

# of Labs	# of Comp.	Internet	Wireless	Printers	Policies	Security
3 computer Labs, 1 mobile cart, 1 tech ed lab, 1 library lab, some located in classrooms.	90 Lab 24 Library 20 Admin 15 Class	Yes	Partial – 2 mobile carts of 16 each	7 Lab 6 Library 2 Wireless 20 Admin	Yes – Student Internet and Technology Use	Yes – Norton Antivirus and Desktop Securities from XP

Building Contact: Annette Trimble **Ext: 520-2153**

Infrastructure and Connectivity: Under the support of Nassau BOCES, a fiber line will be run to the Geneva N. Gallow Building linking all buildings with Gigabyte Fiber connectivity.

Goals:

MS + HS → Linked with Fiber Lines
- Currently share a servers located at the MS
- Admin servers located in each building
- Internet service from Cablevision
- Fiber runs to classrooms and terminates to a cat 5 drop

Stokes + Sparke → Linked with Fiber Lines
- Currently share a servers located at the MMS
- Internet service from Cablevision Lightpath
- Fiber runs to classrooms and terminates to a cat 5 drop

Current Technology Support:

Technology support includes the installation, configuration, troubleshooting, administration, upgrading and repair of supported technology throughout the organization. The Island Trees Public Schools must find ways to meet the increasing demands for technology support with the district. In addition to establishing and maintaining standards to control the district's technology Total Cost of Ownership (TCO), the District must find ways to work 'smarter' to meet computer users' needs for technology support. This includes the use of wireless technology to reduce the use of costly fiber/wire runs to remote locations. The district must utilize tools to automate the work of installing software on computers. The district should use available web based products for education and staff. These products will centralize staff and provide front-line technology support and mentoring for other staff, using students to provide additional technology support and mentoring for other staff, etc.

In-Sourced: Programs and services are carried out by the District Coordinator of Information Technology and Technology Services. In addition, the district currently has computer aides in each of the buildings.

Out-Sourced: Nassau BOCES has placed 1 technician in the district to support Administrative, Instructional and Financial domain equipment and network application support.

Infrastructure, Hardware, Technical Support & Software – Increase Access

Goals	Year 1 - 2010-11'	Year 2 - 2011'-12'	Year 3- 2012'-13'
Instructional	Perform a K-12 needs analysis based on testing results. Meet with a committee and identify key strengths and weaknesses.	Integrate technology rich programs. Use web based tools and applications to stimulate all learners. Focus on different learning styles.	Continue to build on web based software applications. Work with Nassau BOCES to develop programs to best meet the needs of all learners.
Infrastructure -Hardware -Software	Increase the use of Wireless technology within buildings Upgrade desktops that do not support current software. Bring district up to date with software licensing agreement.	Increase licensing and appropriate hardware. Ensure interoperability with all systems. Allow for increased access to all systems.	Ensure connectivity for every computer and attempt to have a minimum of three computers for every classroom. Remove outdated CRT technology from classrooms.
Professional Development	**Nassau BOCES Model Schools** Increase Access- Build an online catalog of PD courses. Offer training on mylearningplan and how to access PD courses.	**Nassau BOCES Model Schools** Encourage PD courses based on skills and learner centered models. Work on a district vision for a teaching model.	**Nassau BOCES Model Schools** Assist in the arrangement of cohorts of PD. Identify departmental needs and align this to effective PD.
Home/School Connection	Introduce all teachers to tools like Interactive Board equipment and SchoolNotes. Offer PD for interested teachers. Link the initial users to the district website.	Increase the number of staff using these tools. Provide more PD. Increase the access to these tools. Explore the wireless arena. Allow teachers time during the day to work on their portals.	Increase access to wireless computing devices to allow for real-time update of student information and resources for students.

Funding & Budget

Technology has become a critical component for education. It has become an invaluable resource for all learners and all aspects of operating a school district. Island Trees School District realizes that there are exceptional opportunities for technology funding.

Traditional Funding

- Title II
- Title IID
- E-rate
- NCLB
- BOCES

Non-Traditional Funding

- Grants
- Donations from Business and Industry, if appropriate

Multiyear budget – Technology funding will be supported by regular, categorical and special program budgets. The incorporation of partnerships, grants and innovative practices such as pilot programs will be instrumental in this shift.

Key Area	**Year 1** – July 1, 2010 – June 30, 2011	**Year 2 -** July 1, 2011– June 30, 2012	**Year 3**– July 1, 2012 – June 30, 2013
Professional Development	21,791	22,414	23,056
Student Workstations	34,000	90,000	130,000
Teacher Workstations	30,000	35,000	38,500
Computer Upgrades	10,000	25,000	20,000
Server Upgrades	42,000	15,000	15,000
Software Licenses & Maintenance Agreements	75,600	78,451	80,784
Technical Support–Salaries	220,210	228,016	236,056
Misc. Supplies	30,000	35,300	38,609
Printer Expenses	53,000	55,000	65,000
Wireless Equipment	25,000	26,000	27,000
---------**TOTALS**----------	541,601	610,181	674,005

The total budget amounts do not reflect state aid or BOCES return aid.

Monitoring & Evaluation - Evaluation

Evaluation of the technology plan will be carried out by the technology committee which meets once a month. Committee members will distribute, collect, and collate staff self-assessment tools instrument in March to determine success of technology integration, staff development, and competency.

Building administrators will work with committee members to assess effectiveness of technology in achieving Island Trees School District and building learning goals. A yearly review will be conducted that identifies successful programs and strategies. Program and strategy changes will be suggested and implemented as required.

Island Trees School District – Technology and Internet Acceptable Use Policy
*For Students **7-12***

The Island Trees School District has pursued making advanced technology and increased access to learning opportunities available to students. Our goal in providing this service is to promote educational excellence in the ITSD by facilitating resource sharing, innovation, and communication in the global community. The use of these computer resources throughout the Island Trees School District is a privilege. These resources include, but are not limited to, computer hardware, software, the Internet and online resources, peripherals and communication devices.

The smooth operation of the network relies upon the proper conduct of users who must adhere to strict guidelines. These guidelines are provided here so that users are aware of the responsibilities they are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If an Island Trees user violates any of these provisions, his or her account may be terminated and future access could possibly be denied.

The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

Acceptable Use

The use of each account must be in support of education and research and consistent with the educational objectives of the Island Trees School District.

Therefore: game sites, email, Ebay, chat rooms, event booking, etc. can not be accessed without proper teacher permission. Illegal activities are strictly forbidden and will be reported to the authorities.

Netiquette

The district takes precautions by using filtering software to help eliminate inappropriate Internet sites. Student users must always get permission from their instructors before using the network. All online communication must be polite and non-threatening or offensive in any way. The District has the right to review any email sent or received using District equipment.

Vandalism & Harassment

Vandalism is defined as any malicious attempt to harm, modify, or destroy any aspect of the computer network. This includes computer hardware and data.

Privileges

The use of the network is a privilege, not a right. Inappropriate use, such as placing unlawful information on any system, interfering with the work of others, creating computer viruses, etc will result in cancellation of those privileges.

Commercial services are available on the Internet; if a user should enter these services and incur any charges, they are the user's responsibility and do not revert to the Island Trees UFSD.

I understand and will abide by the Terms and Conditions of the Technology and Internet Use Policy. Should I commit any violation, my access privileges may be revoked followed by school disciplinary action and/or appropriate legal action may be taken.

User Signature _____ **Date** _____
Users Full Name _____

Parents/Guardian Signature _____

Date _____

Parents/Guardian Full Name _____

Home Address _____

Home Phone # _____

*Island Trees School District – Technology Acceptable Use Policy For Students **K-6***

All elementary students in Grades K-6 are asked to take time with their parents to read and understand the following guidelines for acceptable use of technology resources at school. We ask every student and their parents to sign a statement of acceptable use and return it to their teacher.

1. I will use computers, keyboards, digital cameras, printers, microscopes and scanners only with the supervision and permission of an adult.
2. I will use all equipment and networks carefully to avoid any damage or change to the computer system or its software.
3. I will not change, delete, add to, or download any software.
4. I will respect the work and files of others and agree not to open, copy, change, delete, or damage files or folders that are not mine.
5. I will keep my password and login name private and will only use my own accounts.
6. I will never give out personal information about myself (full name, address, phone number, photo) over the Internet.
7. I agree not to use instant messaging or chat rooms at school.
8. If I have an e-mail account, I will use it responsibly in the following ways:
   I will always identify myself as the sender of an e-mail message.
   I will be kind and respectful of others and use appropriate language in my messages.
   I will only use my account to send e-mail messages.
9. I will not subscribe to or sign up for game sites, e-mail, or chat rooms without the permission of an adult.

The use of computers and other technology tools is a privilege that comes with special responsibilities. If a student does not follow the above guidelines, there will be consequences over a period of several weeks that will restrict that student's use of computers and other equipment at school. If a student repeatedly shows difficulty in being a responsible user, these restrictions will be extended.

User Signature _____ **Date** _____

Users Full Name _____

Parents Signature _____ **Date** _____
Parents Full Name _____

Home Address _____
Home Phone _____

Technology & Internet Agreement

Parental Permission

Parent or Guardian

As the parent or guardian of a student in the Island Trees School District, I have read the Terms and Conditions for Technology and Internet access. I understand that this access is designed for educational purposes and that the Island Trees School District has taken precautions to eliminate inappropriate material. However, I also recognize that on a global network, it is impossible to control access to all circumstances therefore I will not hold the Island Trees School District responsible for material acquired on the network. Further, I accept full responsibility for supervision if and when my child is not in a school setting. I also understand that commercial services are available on the Internet. If my child should enter these services and incur any charges, they are my responsibility and not that of the Island Trees UFSD. I hereby give permission to issue an account for my child.

Parent or Guardian (please print): _____

Signature: _____

Island Trees Public Schools
Technology Acceptable Use Policy
For Staff Members

Because of the growth of technology in the Island Trees School District and the growing use of telecommunications as a learning tool, it is essential to define the rights and responsibilities of individuals using these tools. Computer resources are provided to faculty and staff members of the Island Trees School District with the understanding that they are to be used for work related purposes which fulfills the District's mission of teaching and learning. The school aims to provide the best available computer facilities and services to staff and faculty with the least restrictions. In order to achieve this objective, it is essential for all that use the facilities and services behave in a responsible, ethical and legal manner. All e-mail accounts are owned by ITSD and therefore are not private. The District retains the right to review, audit, intercept, access and discloses all messages created, received, or sent over the electronic mail systems as necessary. Staff must realize that use of electronic information resource is a privilege, not a right and they are expected to abide by the generally accepted rules of network etiquette. Violations of these procedures or rules will result in appropriate disciplinary action up to and including written reprimand, suspension without pay, and possible discharge.

The following practices are considered unacceptable and may be subject to disciplinary action.

- Sharing of Internet accounts. Do not allow anyone else, including family members to use your accounts. Users should inform the school immediately if they suspect their computer accounts might have been compromised.
- Visiting Internet sites that contain obscene, hateful or otherwise objectionable materials; sending or receiving any material that is obscene or defamatory, or which is intended to annoy, harass, or intimidate another person.
- Making or posting indecent remarks, proposals or materials
- When sending personal messages to other users, always identify yourself as the user.
- Representing personal opinions as those of the Board of Education, School, or school system
- Soliciting e-mails that are unrelated to school activities or soliciting non-school business for personal gain or profit
- Use of the network for personal and private business
- Not abiding by all applicable copyright laws and licenses
- Unauthorized uses of computer resources and malicious destruction, removal, or modification of equipment and software.
- Revealing or publicizing confidential information regarding student or employees information
- Illegal activities
- Other inappropriate uses of technology resources that may be identified by the district technology coordinator

Employee Technology Agreement

I hereby agree to comply with the Island Trees School District Technology Acceptable Use Policy. I agree to communicate over the Internet in an ethical and appropriate fashion while honoring all relevant laws and restrictions realizing that misuse may result in losing this resource or my employment with the school system. I hereby certify that I have received a copy of the Island Trees Technology and Internet policy regarding employee use and understand that violation of this policy can subject me to disciplinary action, including termination. In consideration for the privileges of using the Island Trees School District technology resources and/or the district's Internet, and in consideration for having access to the information contained therein, I release the district, the Internet provider and their operators from any claims of any nature arising from my misuse, or inability to use these tools.

_____ _____

Printed Name of Staff Member Signature of Staff Member

_____

Date

ISLAND TREES UFSD

DISTRICT NETWORK DIAGRAM

Lightpath WAN

Cisco Router

Cisco Router

HP Procurve

Fiber / backup cable modems

Cisco Router

Switch

IBM Server

DHCP DNS

Administrative Building

ITBOMAIN DOMAIN

Microsoft Domain

Fiber

STOKES ELEMENTARY SCHOOL

Fiber

ADMIN DOMAIN

Microsoft Domain

HP Procurve

Lightpath WAN

INSTRUCTIONAL DOMAIN

SPARKE ELEMENTARY School

Cisco Router

Switch

High School

Fiber

Fiber

Fiber

Fiber

Cisco Router

Cisco Router

VPN

ASA Cisco

Server Room

Lightpath WAN

Cisco Catalyst 4500

Internet

WWW

Servers

DC

Mail

Library

Admin DNS

District Library Server

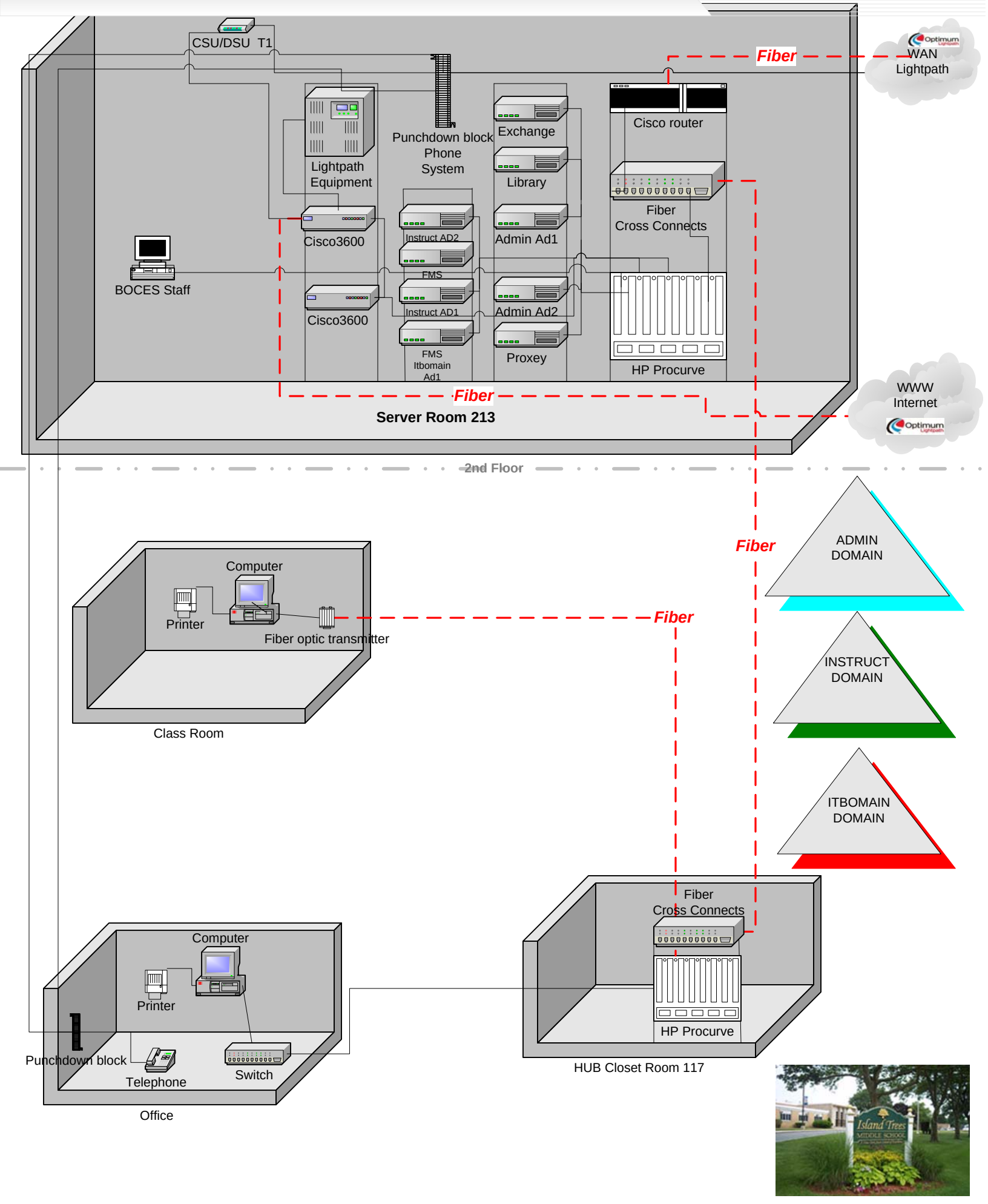
District Internet LightPath Connection

DHCP Admin

Memorial Middle School

Island Trees Memorial Middle School

April 2008



Island Trees High School

April 2008

fiber

WAN
Lightpath

Closet

Router

Switch

Computer

Printer

Class Room

Computer

SWITCH

Printer

BACKUP
SERVERS

COMPUTER LAB
STORAGE ROOM /
DISASTER RECOVERY
ROOM/BACKUP SERVERS

Computer

Printer

HIGH SCHOOL OFFICE

ADMIN
DOMAIN

INSTRUCT
DOMAIN

ITBOMAIN
DOMAIN

Island Trees Gallow

April 2008

ITSD WAN
Lightpath

I.T. MMS

CSU/DSU
T1
Voice

Fiber

Router
Router
Phone Equipment
Switch

Mail Room

ITBOSRV
AD2

Computer
Printer

Conference room

Computer
Telephone
Printer

PAYROLL / ACCOUNTING / HR

Computer
Printer

Curriculum / Administrative Offices

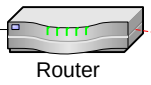
ADMIN
DOMAIN

INSTRUCT
DOMAIN

ITBOMAIN
DOMAIN

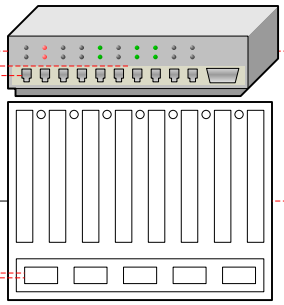
Island Trees Stokes School

April 2008



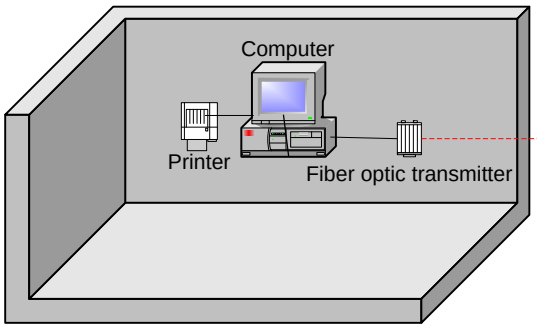
Router

FiberPatch
Cross Connects

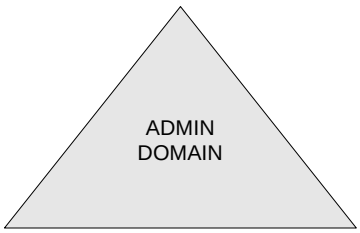


Cisco

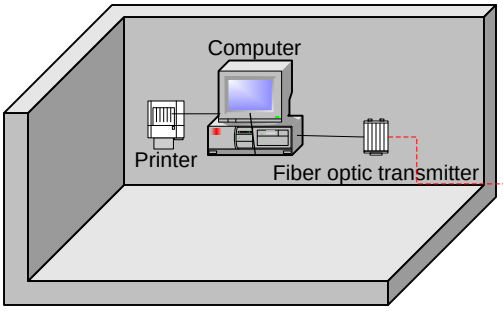
Fiber



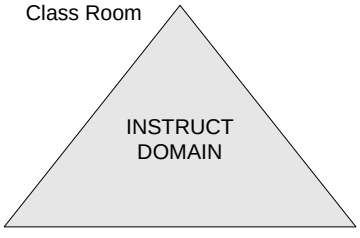
STOKES MAIN OFFICE

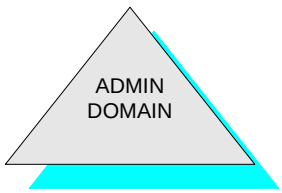


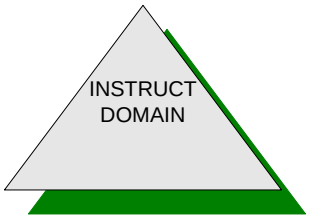
Microsoft Domain

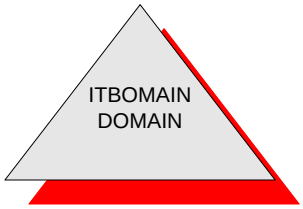


Class Room

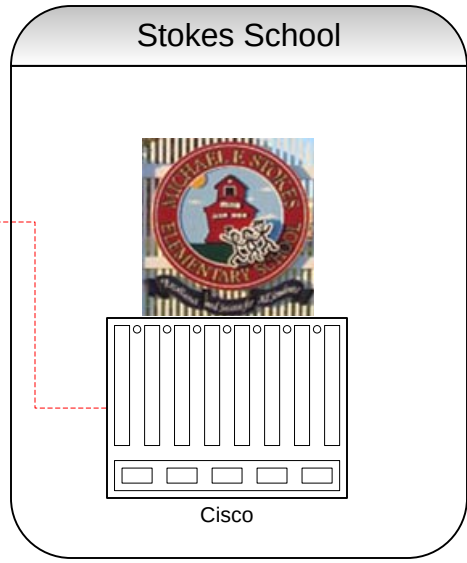






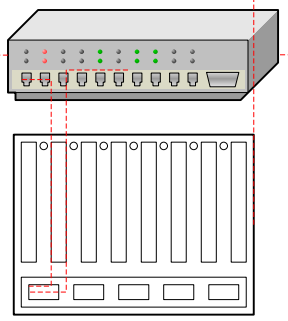


ISLAND TREES SPARKE ELEMENTARY SCHOOL



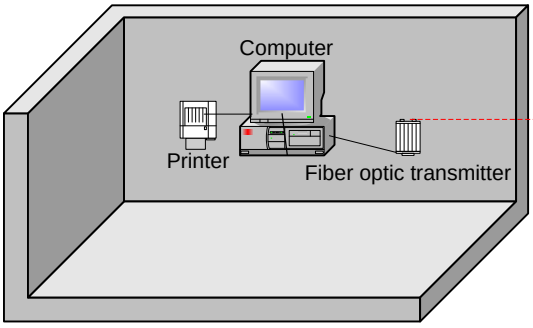
FiberPatch
Cross Connects

FIBER

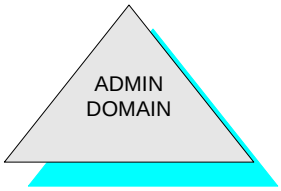


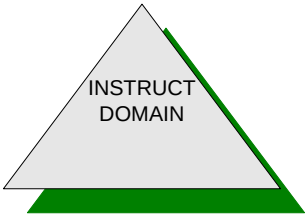
FIBER

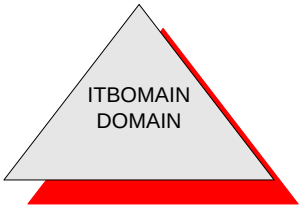
FIBER

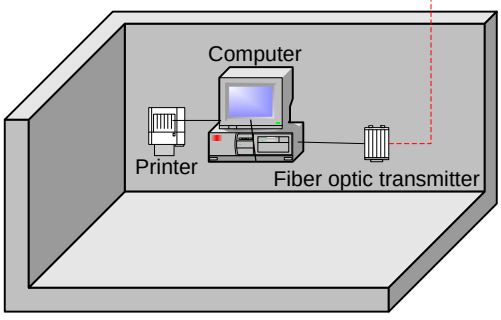


STOKES MAIN OFFICE









Class Room