

Preface

Newfield Central School is a small, high-need, rural district. Over two-thirds of our budget comes from state revenue, with the remainder met as local share. With limited financial means, we must be innovative in our technology spending, support, and training options.

Mission

The primary mission for Newfield Schools' Technology Plan is to ensure high quality learning technologies are available in every classroom and are widely used in each of our schools to support the engagement of students, teachers, administrators, parents, and the community in helping all students to achieve high standards. Toward this end, this technology plan will focus on two overriding goals:

Educational technology applications will deepen student engagement and improve student achievement by enabling them to responsibly access and analyze information, solve problems, collaborate with others, and communicate their thoughts and ideas. Reliable and effective use of learning technologies will allow students to become more self-directed, self-motivated, and lifelong learners.

Teachers will increasingly be facilitators of student learning through sensible, proficient use of learning technologies. All teachers will receive flexible, multidimensional, and ongoing professional development on integrating technology into curricula and instruction. Teachers will incorporate high quality information resources into their teaching strategies to address multiple learning styles, to motivate and engage students, and to support student exploration and growth.

Student Outcomes

NCSD students have a number of tools available in the educational environment. Each year the Technology Committee and administrative teams review the K12 technology benchmarks to outline what skills and opportunities students should have at each grade level. Recently, specific tasks that address NYS content standards were added to clarify the integration of technology for our faculty. In most of the elementary grades, skill development occurs within classrooms as part of regular instruction. Currently a district wide key boarding program is being taught to 4th and 5th graders. This program is also available for all other faculty and students for further instruction or review. Next year 5th graders will start an introduction course in Microsoft Office. In the Middle School, there is direct instruction in Technology and Application Skills, along with Media Literacy. Projects are linked to grade level content specific subjects. Computer classes are part of every students curriculum. In the high school, students are expected to further develop and utilize these skills.

Professional Development

Rather than three full superintendent days throughout the school year, Newfield breaks these days into six half days: the first Tuesday of each month. This method has allowed us to have a more timely follow-up to the skills taught in the workshops. Rather than workshops centered on specific new technology skills, the workshops are focused on an area of professional development and the technology component is taught along with the other content material.

Our region has a focus on using technology and data to improve teaching and learning. To help support this, our local BOCES (TSTBOCES) has concentrated their Model schools program to better train administrators, teachers, and staff in the use of on-line tools for accessing and utilizing educational data.

All of our new faculty (plus a follow-up for second-year teachers) participate in the New Teacher Workshop as well as a mentoring program. In the workshop, technology integration is highlighted and lesson planning that includes technology is discussed.

The district Professional Development Plan is updated every year. The district Technology Plan will be updated with the most recent version.

Professional Development Plan
Appendix A

The Model Schools Program

Along with the TST BOCES Model school program, Newfield can utilize the two other local BOCES resources (OCM BOCES and GST BOCES) for more specific technology training. These other Model Schools Programs provide a wide variety of identified specific professional development opportunities to teachers and staff. These in-house sessions range from basic software tool training (MS Office and Blackboard) to curriculum integration (WebQuests and curriculum mapping).

The School Library System

Our school libraries are part of a consortium of nine school districts. This consortium allows us to better coordinate resources, access to different types of information, and the exchange of ideas. This consortium is led by TST BOCES which allows all libraries in the region to grow and develop.

Workstation Access

Our belief is that teachers that use technology to increase productivity will transfer the use of that tool within their interaction with students. Because of our limited resources, every classroom has at least one computer for instructional use. When students need access to computers, the students are brought to one of the buildings computer labs.

Currently we have at least one computer lab in each of the buildings. An Elementary school lab with twenty five computers, a Middle School lab with twenty six computers, and a High School lab with twenty five computers. The Secondary library is equipped with an additional nineteen computers and the Elementary School library has two computers. The Technology classroom in the High school has an additional four workstations. The Elementary Library is open from 8:00am until at least 4:00pm. The Secondary Library is basically open from 8:00am until 3:00pm, however it is periodically closed throughout the day for special uses. All of the computer workstations are networked, less than four years old and under warrantee. The school district is on a 5 year replacement schedule. The district's estimated carrying capacity (based on budget and support) is approximately 275-300 computers.

Currently we are piloting a thin client solution to possibly replace computer lab computers in the future.

Current Configuration

		Location				
Building	Total	Classrooms	Labs	Library	Offices	Other
Elementary	117	43	25	4	26	19
Middle	54	23	26	(shared MS/HS)		1
High	96	41	29	19	4	3
Total	287	109	108 (5 labs)	17	19	30

Peripheral Access

We have one classroom in each building in which we test different peripherals. We have named these our Model Technology Rooms. We have found that different peripherals are more effective at different grade levels because what works well with one age group does not necessarily work well with other age groups.

LCD projectors have established themselves as the most effective peripherals in the Elementary School, Middle School and High School. Our vision is to have an LCD projector installed in every classroom throughout the district. Each LCD projector is has either a VCR/DVD player or DVD only attached to it. There is also an amplified speaker system attached. We intend to accomplish this over several years. We would like to install three or four every year in each of the buildings. Visual Presenters are also a very useful item in most of the classrooms. Eventually we would like to add a visual presenter to every room which has an LCD projector. These presenters were initially useful in our science classrooms. However, we have found that with training they are becoming a useful tool in all of our classrooms. Currently we have three in the Middle School and one in the High School. This combination of peripherals is the strongest instructional tool requested.

We have three very sturdy AV carts which combine an LCD projector, visual presenter, DVD player, computer, amplifier, and wireless microphone. One of these carts will be placed in each building to be used by teachers that have yet to get their own equipment. These carts are also very useful in the gymnasiums, auditoriums, and cafeterias. The success of these carts will determine if we add any new ones in the future.

Each computer lab and library have workgroup black and white laser printers, color laser printers, LCD projectors, and sound systems. Scanners are also available. Digital cameras, camcorders, and portable electronic whiteboards are available to be checked out of each of the libraries. Conference rooms are equipped with computers, sound systems, DVD/VHS players, and LCD projectors.

All Elementary and Middle School classrooms have mounted TV/VCR units. The High School currently has a couple of mounted TV/VCR units. All classrooms have access to cable TV . Once the classrooms are equipped with LCD projectors, these TV's will be end of life.

Software and Data Access

The district continues to use its "Less is More" strategy in software purchases. This strategy is based on using software packages to their fullest capabilities. Network software packages that can be deployed and used district wide are given higher priority. Web-based software packages are also used wherever possible.

The entire faculty at Newfield is required to have a presence online. Having an online conduit for teachers to communicate with students and parents is extremely important. Calendars, assignments, resources, daily homework, information about grading are some of the minimal requirements each of our faculty's web presences contain. Weekly updates assure students that they can get their assignments if they are unable to attend school. If Newfield were to close down for a period of time, we can be assured that communication between faculty and students will not have to stop.

Blackboard is used in several ways. Blackboard provides a more holistic approach to teaching and learning. Blackboard helps facilitate better parent, teacher and student interaction. Blackboard engages students by offering vibrant online content. Blackboard also engages the parents by providing a portal to their children's grades and school activities. Blackboard allows students to submit work online and teachers to provide feedback online. Students have unlimited access to the course content whether for remediation, acceleration or enrichment.

Teacher Tool box Pro is a package of tools for teachers creatively organized in one single integrated interface. Teachers can create websites, online quizzes, tests, podcasts, upload files and documents, and communicate with parents and teachers.

Mapster is an online curriculum mapping tool. This tool allows us to view, edit, search, and compare curriculum maps in a specific grade level, in a school building, across the district, and even view the maps of other teachers in other school districts. Working with these maps helps the faculty link what they are teaching to the New York State Standards and performance Indicators. This process also helps teachers to determine the items they like to teach, but are not required and don't fit into the yearly timeframe.

Microsoft Office is the major package that Newfield deploys on all of its computers for Administration, Faculty and Students. Microsoft Office consists of MS Word, MS Excel, MS PowerPoint, MS Outlook, and MS Access. Instructionally this program supplies just about every tool needed to augment the teaching process. Word processing, Calculations, Database management, Communications, and Presentations.

United Streaming is a digital streaming video service. We use this service not only for full length videos but more importantly, content specific video clips. Faculty can search for very specific standard based video clips and broadcast them in the classrooms to enhance the learning process.

Newfield has other "gap" programs that are used for specific electives Some of these are:

DreamWeaver MX

InDesign

Type to Learn

Network Security

District wide there are few network software packages that are deployed for safety and policy.

Internet use can expose organizations to legal liability when students and faculty employees engage in illegal or inappropriate activities. Web filtering software can help organizations define and enforce internet use policies that prevent employees from engaging in inappropriate behavior. With the entire world available at their fingertips through the internet, students can be distracted by non-work related or unproductive activities. Web filtering software helps Newfield define and enforce internet use policies.

Websense is the software package that helps Newfield balance student and faculty personal internet needs while decreasing the risk of legal liability, maintaining adequate network bandwidth levels and increasing productivity. The reporting tools are easy to use and administrators can create weekly reports or ad-hoc reports at any time from their computer.

Antivirus applications are vital to the health of any organization. With the constant barrage of viruses, spam, phishing scams, spyware, and hackers, if an organization doesn't have protection, everything can and will come to a screeching halt.

McAfee Enterprise automatically deploys anti-virus updates to all computers once a day. In addition the software will schedule a scan once a week and also continually scans file storage servers and application servers.

Servers

The district currently has twenty servers. Each of these servers (except the security server which is running Win95) is running either Windows 2000 or Windows 2003.

The servers consist of: two Domain Controllers, Student Applications, Filtering, Filtering Reporting, Antivirus, District Storage, Administrative Applications, Cafeteria, SQL, Shared Files, Intermapper, Backup, Exchange, PBX, PBX Reporting, Video, Web, and Network Tools.

Connectivity

All computers in the district are connected via 100MB copper to closet switches. All closet switches in the Middle School and High School are connected via multimode fiber to the core switch. The closet switches in the Elementary are connected to the core switch via 1000MB copper.

Regional Network

Through a consortium of school districts and OCM BOCES, a regional network was designed and approved by 8 area school districts. This 100MB regional network was installed and activated during the summer of 2005. Initially the Internet bandwidth was set at 2.0 MB, However, we have increased this to 4MB. Parts of the 100MB regional network will be used for transferring digital media from OCM BOCES, regional backup solutions, distance learning, and possibly IP telephony in the near future. The 100MB regional network can be upgraded to 1GB in the future. This project was financially made possible by the aggregate use of the other 7 school districts, state aid, and E-rate. By establishing this consortium with OCM BOCES all telecommunications can now be funded through BOCES and thus generate more state aid.

Currently, additional to Internet service, Newfield uses this regional network for several services and applications from OCMBOCES, TSTBOCES, and GSTBOCES Among these services are Blackboard, Teacher Tool Box, Streaming Video, Student Information Services, and Special Educational Services. Future projects include: Off-site backup, Financial Services, and Email Archival Services.

Phone System

A phone system is the main means of communication. Not only between the school and the parents, but between the parents and the school. Faculty and administrators use the phone system continually to keep in contact with parents and guardians. Students use the phone system for contacting parents and for homework help lines. Administrators use the phone system for following up on absences and other areas of concern. The phone system is also the main method of communications in the event of an emergency. Because of the phone systems importance in the school operations, Newfield is in the process of updating the system so that it is more useful and reliable. By upgrading to a VOIP phone system, we will be able to use the phone system to not only relay voice data, but digital data as well. This upgrade is dependent on a proposed capital project.

Policy

Committees have worked with the Technology Director and Administrators on the following:

A review of the Computer and Email acceptable use policies
Appendix B

A review strategies for Internet filtering
Appendix C

Each year the policies are reviewed and updated if needed.

Budget Description

At the present time hardware and software purchases have been maximized at state-aided levels. Future allocations for computer replacement have been added into the budget. The state aide software money does not fully cover the license fees for current software. Only the willingness of companies to span payments over two fiscal years has kept software current. New software packages can only be purchased through the elimination of an older software package. Hardware money allows us to purchase a few new items each year. A separate budget line of local money has been allocated for needed repairs.

A one-time legislative grant was given to the technology department. Part of that grant is being used to create a computer replacement schedule. Computers will be purchased through the local BOCES in batches of twenty-five. Because of the minimal technology staff, computer purchases will be staggered in small quantities so that they can be deployed in a quick manner and not have to be put in storage. Currently all computers are under warranty and no older than four years. The aid returned from BOCES in following years will be applied to this process. By continually purchasing computers through BOCES and using the aid the following year for more computers, we will be able to extend this grant for another three years. To prepare for this decrease in funds, a new line item for computer replacement will be added to the budget beginning in the 2009 – 2010 funding cycle. In addition to computers, we will be able to purchase other instructional technology needs identified through the Model Classroom Technology Project.

A portion of the grant is also being used to upgrade and maintain the current network.

To maximize the purchasing power of the legislative grant, we will purchase a mix of items so that all areas of technology are addressed in some fashion. During this time we will prepare for the time that the legislative grant runs out. As described earlier, we will continue to look for more creative ways to combine and make better use of the technology already owned by the school.

Budget Table

Items	Source of Funding	Budget 2008-09	Budget 2009-10	Budget 2010-11	Budget 2010-11
Software					
Misc.	State Aid	\$18,000.00	\$18,000.00	\$18,000.00	\$18,000.00
Misc.	Local	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Misc.	TST BOCES COSER 515.030	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00
Food Service	WFL BOCES COSER 620.494	\$3,361.00	\$3,361.00	\$3,361.00	\$3,361.00
Blackboard	OCM BOCES COSER 562	\$2,658.00	\$2,658.00	\$2,658.00	\$2,658.00
Teacher ToolBox	GST BOCES COSER 620.491	\$2,246.00	\$2,246.00	\$2,246.00	\$2,246.00
SIS	OCM BOCES COSER 620	\$20,246.00	\$20,246.00	\$20,246.00	\$20,246.00
Special Ed Apps	OCM BOCES COSER 620	\$5,524.00	\$5,524.00	\$5,524.00	\$5,524.00
Total		\$62,035.00	\$62,035.00	\$62,035.00	\$62,035.00
Hardware					
Misc.	State Aid	\$16,480.00	\$16,480.00	\$16,480.00	\$16,480.00
Audio Visual	Local	\$5,000.00	\$5,000.00	\$6,000.00	\$6,000.00
Federal	Title IID	\$1,400.00	\$1,200.00	\$1,000.00	\$800.00
Misc.	TSTBOCES 515.025	\$44,625.00	\$37,485.00	\$31,487.00	\$26,449.00
Digital Printers	OCM LSE562	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00
Admin. Hardware	Local	\$5,000.00	\$6,000.00	\$6,000.00	\$7,000.00
Computer Replacement	Local	\$0.00	\$40,000.00	\$45,000.00	\$50,000.00
Total		\$152,505.00	\$186,165.00	\$185,967.00	\$186,729.00
Salaries					
IT Staff	Local	\$97,783.00	\$100,717.00	\$103,738.00	\$106,850.00
Staff Development					
Model schools	TSTBOCES COSER 516	\$7,796.00	\$6,372.00	\$5,352.79	\$4,496.00
School Improvement	TSTBOCES COSER 505.010	\$10,958.00	\$10,958.00	\$10,958.00	\$10,958.00
Total		\$18,754.00	\$17,330.00	\$16,310.79	\$15,454.00
Telecommunications					
Telephone (Interconnect Local Expenses)	OCMBOCES COSER 602.020.001	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00
Telephone (Long Distance Expenses)	OCMBOCES COSER 602.030.001	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00
Cell phone	Local	\$2,364.00	\$2,364.00	\$2,364.00	\$2,364.00
Total		\$27,318.00	\$27,318.00	\$27,318.00	\$27,318.00
Connectivity					
Regional Network	OCMBOCES COSER 601	\$46,100.00	\$46,100.00	\$52,900.00	\$52,900.00
Repairs					
	Local	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00
Supplies					
	Local	\$13,000.00	\$13,000.00	\$15,000.00	\$15,000.00
Library					
Library Automation	TSTBOCES COSER 510	\$7,854.00	\$7,854.00	\$7,854.00	\$7,854.00
Data Processing					
Data Warehouse	OCMBOCES COSER 620	\$5,171.00	\$5,171.00	\$5,171.00	\$5,171.00
E-Rate Expenditures					
All other Expenditures		\$363,466.00	\$357,636.00	\$356,439.79	\$353,457.00
Total		\$429,166.00	\$423,336.00	\$425,957	\$425,957

Future Projects

Newfield is currently working on a submittal to NY State for a capital project. This project has several technology projects tied to it. Among the District wide projects are: a wireless clock system, a VOIP phone system, a PA system, a wireless data network, access and intrusion security systems, a video surveillance system, HVAC controls, data closets, fire alarm systems, new switches and servers. Among the new building wide initiatives are: wireless laptop carts, new HS computer lab, assistive listening devices, LCD projectors, and visual presenters.

Assessment and Evaluation

In the past, Newfield has used surveys as a method of gathering needs assessments. For many reasons, including apathy, personal agendas, and lack of reliable data we have found that these surveys do not meet our needs. Instead we have implemented a discussion model. Because Newfield is a small school district, faculty meetings and professional development workshops are relatively small and personal. We discuss technology needs and trends in these meetings and workshops. This information is relayed to the administrative meetings. All administrative meetings have technology needs and trends as a line item for discussion. In this method, not only do all of the members of the technology committee contribute, but all faculty, staff, and administrators are contributors. Anytime we implement a new technology, whether it be a physical piece of equipment or a new technique, an assessment component is created before that piece of equipment or technique is implemented. That assessment is reviewed towards the middle of the pilot and at the end of the pilot. Adjustments to the pilot are made at these times and the determination whether or not the pilot should continue is also made at these times. During the spring and summer technology programs are reviewed and adjusted as needed. Examples of technology programs reviewed include, but are not limited to, software being used and taught, computer lab usage, pilot programs, professional development, technology benchmarks, and integration strategies.

Professional Development: Needs and Plans

Technology professional development planning in Newfield Central School District is based on a combination of meeting of the Professional Development Committee plus faculty and administration meetings.

Technology Committee

The technology committee has had a large turn over the past couple of years. Newfield is a small school district and a turnover of ten to fifteen staff members can have a drastic effect on continuity. Fortunately we have had stable librarians, technology staff, and administrative team. This core group has been together for eight years.

Committee Members

William Hurley, Superintendent of Schools
Vicky Volpicelli, ES Principal
Cathy Griggs, MS Principal
Sue France, HS Principal
David Barr, Director of Special Services
Joanne James, School Business Administrator
Paul Lutwak, Director of Instructional Technology
Cindy Linville, ES Library Media Specialist
Marcia Slocum, Microcomputer Specialist

Newfield Central School District Professional Development Plan

Introduction The New York State Education Department has mandated that each public school district in the state have a Professional Development Plan to ensure that all teachers have substantial opportunity for professional development in order that they remain current with the profession and meet the learning needs of students.

It is the goal of the Newfield School District to provide professional growth opportunities for its staff realizing it's the primary asset in helping students meet the New York State Standards.

Professional Development The acquisition of new knowledge, skills, and attitudes that aid in personal growth and improve the quality of instruction.

Accountability All teachers are to engage in substantial professional development, a minimum of 24.5 hours during the 07-08 academic year (September 1-June 30). Attendance will be taken at faculty meetings and early release staff development days. In addition, 1st year and 2nd year teachers will participate in the New Teacher Workshop Series. 1st year teachers will receive an additional 19.5 hours (3 days) to total 44 hours. 2nd year teachers will receive an additional 13 hours (2 days) to total 37.5 hours. The district will track professional development of staff members each year, including specifically the number of hours and the types of activities.

The staff will be surveyed at the end of the school year to determine the effectiveness of the plan. The information will be used by the district to meet the requirements of the state for participation in professional development. Further, the Professional Development Team will use the data to assess the effectiveness of the District's plan and to guide the Committee when constructing professional development opportunities for the following year.

Purpose The purpose of the Professional Development Plan is to:

1. Increase the quality of teaching and learning
2. Meet or exceed the capacity for all students to meet New York State Standards

Focus The main focus of the Professional Development Plan in the academic year 2007-08 will be accomplished by using the following avenues (this does not preclude individual development, such as administratively directed in-service or individual action):

District-wide and building-wide goals will be addressed through the early release staff development days (18 hours) and one conference day (6.5 hours). In the 2007-08 academic year, professional development activities will be developed around the following themes:

Elementary School

Early literacy

Best practices in reading

Curriculum Mapping

Middle School

Mapping to guide instruction

Best practices in classroom instruction

High School

Writing in all content areas

District: Mandated training for SAVE requirements and Right-to-Know will take place on the early release dates.

Mentoring: Mentoring is a state mandated program for 1st year teachers. 1st year teachers (and mentors) will receive further professional development through this program. See NCSD Mentoring Program (attached).

Visitation: Faculty may benefit from seeing professional practices in action. The district or faculty member may request to utilize the visitation day (as outlined in the NTA contract) to visit a neighboring school to review specific educational practices.

Evaluation This plan will be considered successful if the data collected indicates an improvement in district and student achievement in the following areas:

1. An ongoing trend of improved performance on New York State assessments
 - Grade 4—ELA, Math, Science
 - Grade 5—Social Studies
 - Grade 8—ELA, Math, Social Studies, Science, LOTE
 - High School Regents—English, American History, Global History, Math A, Science
2. Reduced percentage of students identified in need of Special Education Services.
3. Reduced number of students academically ineligible at the Middle School and High School levels.

Data will be collected on each of these indicators. Comparative baseline data will be from the 2000-2001 school year.

2007-2008 Professional Development Planning Committee

Elementary School—Nancy Dolge, Linda Getz

Middle School—Rick Pawlewicz, Amanda Birch, Betsy Edwards

High School—Nicole Kirschten

Special Areas—Dave Green, Barb Peck

Administration—William Hurley, Cathy Griggs

Based on the negotiated agreement with the Newfield Teachers' Association, the committee and the goals established in the 2006-07 school year will remain in effect for the 2007-08 school year.

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Appendix B

Newfield Central School District Staff Computer Use Agreement

The Newfield Central School District is pleased to offer students and staff access to a computer network for Internet use and E-mail (staff only). To gain access to the Internet, all students must obtain parental permission. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing, local library research and classroom projects.

What is possible?

Access to the Internet will enable students to explore thousands of libraries and databases. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further appropriate educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and conveying the standards that their children should follow when using media and information sources. Therefore, the Newfield Central School District supports and respects each family's right to decide whether or not to apply for access.

Filtering Policy

Pursuant to the Children's Internet Protection act, Newfield Central School District has developed a Internet Filtering policy. Every computer in the district with Internet access shall be subjected to filtering. Such filtering software shall also be designed and it shall operate so that images and text which are deemed harmful to minors by the Newfield School District shall not be displayed. The School District's Internet filtering methodology is based on groups and policies. All Internet traffic is monitored and logged. Comprehensive reports, with the Superintendent's approval, can be produced at any time. Logs will be archived and kept indefinitely.

Student E-mail

Student personal E-mail accounts are not permitted. Classroom accounts and special situation E-mail accounts may be issued.

What is expected?

Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are public in nature. General school rules for behavior and communications apply.

ACCESS IS A PRIVILEGE – NOT A RIGHT and may be revoked if abused. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access entails responsibility.

Individual users of the district computer networks are responsible for his/her actions in accessing and utilizing the school's computer resources. It is presumed that users will comply

with district standards and will honor the agreements they have signed. When individual users access files that may be considered inappropriate, the parent or guardian will be informed.

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What are the guidelines?

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district computers will always be private. Students should not share phone numbers, addresses or other personal information about themselves or others. During school, teachers of younger students will guide them toward appropriate materials.

What are the rules?

The following are not permitted, but not limited to:

- Downloading or installing any software, shareware, or freeware onto network drives or disks.
- Removing or altering any hardware, software or supplies.
- Damaging computers, computer systems or computer networks.
- Sending or displaying offensive or threatening messages or pictures.
- Using obscene language
- Harassing, insulting, attacking or threatening others
- Violating copyright laws
- Using another's password
- Giving one's password to another
- Trespassing in another's folders, work or files.
- Intentionally wasting limiting resources.
- Employing the network for commercial purposes.
- Transmit credit card or other personal identification information, including home addresses or telephone numbers.
- Use an instant messenger service or program, Internet relay Chat or other forms of direct electronic communication, or enter a chat room without the express permission of the staff member supervising the computer resource.
- Disable or attempt to disable (or bypass) filtering software.

The schools district does not guarantee or imply that access to the Internet will always be available when students\staff want access or that the software provided by the district will always work as intended.

What are the consequences?

BE PREPARED to be held accountable for your actions and for the loss of privileges if the guidelines or rules are violated.

Violation of the guidelines or rules will result in disciplinary action which can range from a verbal warning, temporary or permanent loss of access privileges, up to and including suspension from school as determined by the principal. If you are in violation of other school policies, those consequences will be assigned also.

Please turn to the next page for the permission form.

Thank you.

Newfield Central School District Staff E-Mail and Computer Use Agreement

The Newfield Central School District is pleased to offer Faculty and Staff access to a computer network for electronic mail and Internet use. To gain access to e-mail and the Internet, all faculty and staff must sign this agreement. Faculty and staff are responsible for appropriate behavior while using the school computer networks. E-mail and Internet use may appear to be private. However, it is not secure. Internet usage is filtered and monitored. Use of E-mail and access to the Internet are privileges, not rights. Any abuse of the network could result in the revocation of ones access to the network. For more information on filtering, see the District Internet filtering Policy. By signing this document you agree to abide by the guidelines outlined in the Newfield Central School District Computer Use Agreement.

Account information for a Newfield E-mail address.

This information will be made public. If there is some info that you do not wish to publish, leave it blank. You must fill in the required fields (*).Please print

*First name: _____

*Last name: _____

*Work phone number and extension: 564-9955 ex. _____

Home phone: _____

Home address: _____

➔Your NetID will be the first letter of your first name plus your last name. ←

➔Your e-mail address will be: (NetID)@newfieldschools.org ←

Example: Paul Lutwak

NetID is: plutwak

e-mail address is:

*Your initial network password will be your NetID (in lowercase).

You will be required to change your password.

Your E-Mail password will also be your net ID until you change it. (via the web interface)

Date: _____

Name: _____ (please sign)

Newfield Central School District Student Computer Use Agreement

The Newfield Central School District is pleased to offer students and staff access to a computer network for Internet use and E-mail (staff only). To gain access to the Internet, all students must obtain parental permission. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing, local library research and classroom projects.

What is possible?

Access to the Internet will enable students to explore thousands of libraries and databases. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further appropriate educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and conveying the standards that their children should follow when using media and information sources. Therefore, the Newfield Central School District supports and respects each family's right to decide whether or not to apply for access.

Filtering Policy

Pursuant to the Children's Internet Protection act, Newfield Central School District has developed a Internet Filtering policy. Every computer in the district with Internet access shall be subjected to filtering. Such filtering software shall also be designed and it shall operate so that images and text which are deemed harmful to minors by the Newfield School District shall not be displayed. The School District's Internet filtering methodology is based on groups and policies. All Internet traffic is monitored and logged. Comprehensive reports, with the Superintendent's approval, can be produced at any time. Logs will be archived and kept indefinitely.

Student E-mail

Student personal E-mail accounts are not permitted. Classroom accounts and special situation E-mail accounts may be issued.

What is expected?

Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are public in nature. General school rules for behavior and communications apply.

ACCESS IS A PRIVILEGE – NOT A RIGHT and may be revoked if abused. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access entails responsibility.

Individual users of the district computer networks are responsible for his/her actions in accessing and utilizing the school's computer resources. It is presumed that users will comply with district standards and will honor the agreements they have signed. When individual users access files that may be considered inappropriate, the parent or guardian will be informed.

What are the guidelines?

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district computers will always be private. Students should not share phone numbers, addresses or other personal information about themselves or others. During school, teachers of younger students will guide them toward appropriate materials.

What are the rules?

The following are not permitted, but not limited to:

- Downloading or installing any software, shareware, or freeware onto network drives or disks.
- Removing or altering any hardware, software or supplies.
- Damaging computers, computer systems or computer networks.
- Sending or displaying offensive or threatening messages or pictures.
- Using obscene language
- Harassing, insulting, attacking or threatening others
- Violating copyright laws
- Using another's password
- Giving one's password to another
- Trespassing in another's folders, work or files.
- Intentionally wasting limiting resources.
- Employing the network for commercial purposes.
- Transmit credit card or other personal identification information, including home addresses or telephone numbers.
- Use an instant messenger service or program, Internet relay Chat or other forms of direct electronic communication, or enter a chat room without the express permission of the staff member supervising the computer resource.
- Disable or attempt to disable (or bypass) filtering software.

The schools district does not guarantee or imply that access to the Internet will always be available when students\staff want access or that the software provided by the district will always work as intended.

What are the consequences?

BE PREPARED to be held accountable for your actions and for the loss of privileges if the guidelines or rules are violated.

Violation of the guidelines or rules will result in disciplinary action which can range from a verbal warning, temporary or permanent loss of access privileges, up to and including suspension from school as determined by the principal. If you are in violation of other school policies, those consequences will be assigned also.

**Please turn to the next page for the permission form.
Thank you.**

Permission Form for Student Use of Computers

As a user of the Newfield Central School computer network, I hereby agree to follow the guidelines and to use the school computers in a constructive manner.

Student's Name (print): Last Name: _____

First Name: _____

Signature: _____

Graduation Year: _____

Permission for Student Use of Internet

___ Yes. My child may use the Internet while at school according to the rules outlined.

___ No. Please do not allow my child to access the Internet.

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to access networked computer services. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance on Internet use. I also understand that I will be notified if my son or daughter is accessing questionable material.

Parent's Name (print): _____

Parent's Signature: _____

Phone Number: _____

Date: _____

Appendix C

Pursuant to the Children's Internet Protection act, Newfield Central School District has developed this Internet Filtering policy. Every computer in the district with Internet access shall be subjected to filtering. Such filtering software shall also be designed and it shall operate so that images and text which are deemed harmful to minors by the Newfield School District shall not be displayed. The School District understands that no filtering software is 100% reliable. We also understand that there is no substitute for adult supervision. Filtering software has been installed to augment adult supervision.

The School District's Internet filtering methodology is based on groups and policies. Via a committee consisting of teachers and administrators from all buildings, all staff and students were divided into 4 groups. Administration, Faculty/Staff, High school /Middle school students, and Elementary school students. A separate Internet filtering policy was then devised for each group. (see Appendix A) The elementary school student policy is the most restrictive and the faculty/staff/administration policies the least restrictive. A method for allowing restricted sites was developed so that a teacher could have a site deemed questionable by the filtering software, unrestricted to allow student access. (see Appendix B) All Internet traffic is monitored and logged. Comprehensive reports, with the Superintendent's approval, can be produced at any time. Logs will be archived and kept indefinitely.

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