

# Tully School District Technology Plan

Conceived and Designed By  
District Wide Technology Committee  
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July 1, 2007- June 30, 2010

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## **I. Executive Summary**

The Technology vision of the Tully Central School District is focused around the belief that technology is a tool to improve learning and should be integrated into regular daily instruction. Educational technology will be used to develop students who are able to access information and use technology effectively.

The Tully Central School District is located in rural Upstate New York, about 15 miles south of Syracuse. The school district services an area of 82 square miles and a district population of about 6,500. District enrollment is 1,300 students. Ours is a rural district within which dairy farms, apple orchards, row-crop agriculture, and small woodlot forestry are very prevalent. There are many large, active farms and dairy operations within the district, and agriculture in general is a part of the daily life in the community.

In the Tully School District, the learning community will be technologically literate life-long learners. Learners will be able to interact successfully in a technological environment to achieve their personal, educational, and workplace goals. They will skillfully use technology to access, retrieve and use information school-wide, communitywide, nationally, and internationally.

## **II. Technology Objectives and Plans**

### ***A. Overview***

- **Goal 1:** All teachers and students, regardless of gender or socioeconomic status, will have access to information technology in their classrooms, schools, communities and homes.
- **Goal 2:** All teachers will use technology effectively to help students achieve high academic standards.
- **Goal 3:** All students will have technology and information literacy skills.
- **Goal 4:** Research and evaluation will improve the next generation of technology applications for teaching and learning.
- **Goal 5:** Digital content and networked applications will transform teaching and learning.

### **Tully Central School District Goals and Strategy for Telecommunications and Information Technology**

Students need to be able to use a wide variety of telecommunications tools to enhance their future success as students and workers. It is imperative for all students to have access to information via technology as a basis for life long learning. It is essential for all learners, including educators, to process and manage information through the skillful use of technology. Skillful use of telecommunications supports the development of process skills such as flexibility, adaptability, critical thinking, problem solving and collaboration which are essential to success in our rapidly changing information age. Networked technology systems permit efficient and effective communications within and outside the district.

### **Grade Appropriate Curriculum**

A comprehensive scope and sequence was developed by a committee of administrators and faculty members, with input from all K-12 teachers.

- The Scope and Sequences addresses student competencies needed for integration into classroom curricular lessons, as he or she completes each grade. This also includes standards applied (See Scope and Sequence).

### **Technology Architecture and Infrastructure Plan**

During the next three years Tully School District will be concentrating on adding technology hardware and software to the classrooms.

### **Current and ongoing renovations:**

- Wireless access points.
- Addition of monitors in the Lobby/cafeteria for use as a communication tool.
- Server Upgrades: Robust Disaster Recovery Solutions
- Pilot classrooms in each school with maximized technology.
- Improvement of computer lab technology

### **Future trends and upgrades (next 3 years):**

- Adding and upgrading technology in the classrooms.
- Replacing outdated computers.

### **Long Range Planning:**

- In district capabilities for delivering and receiving portable distance learning.
- Purchasing necessary security equipment.

## *B. Equipment and Service Components*

### Hardware/ software Budget

#### Hardware Acquisition through BOCES COSER 562.040

*Proposed budget dependent on state and local approval			
<u>Purchases and locations</u>	<u>Year 1 / 2007-2008</u>	<u>Year 2 / 2008-2009</u>	<u>Year 3 / 2009-2010</u>
<b><u>Total Budgets*</u></b>	<b><u>\$115,000.00</u></b>	<b><u>\$115,000.00</u></b>	<b><u>\$115,000.00</u></b>
<b><u>Elementary School</u></b>			
Increase Peripherals	\$10,000	\$10,000	\$10,000
Increase Wireless Deployment	\$6,000	\$6,000	\$6,000
System Upgrades	\$10,000	\$10,000	\$10,000
New Systems	\$14,000	\$14,000	\$14,000
<b><u>Junior-Senior High School</u></b>			
Increase Peripherals	\$10,000	\$10,000	\$10,000
Increase Wireless Deployment	\$6,000	\$6,000	\$6,000
System Upgrades	\$10,000	\$10,000	\$10,000
New Systems	\$14,000	\$14,000	\$14,000
<b><u>Infrastructure</u></b>			
VPN	\$10,000	\$10,000	\$10,000
Storage/Recovery	\$10,000	\$10,000	\$10,000
<b><u>Reserve for end of year Purchases</u></b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>

#### State Aided Funds

These funds are spent based on faculty requests made during the fiscal year.

*Proposed budget dependent on number of students			
<u>Purchases and locations</u>	<u>Year 1 / 2007-2008</u>	<u>Year 2 / 2008-2009</u>	<u>Year 3 / 2009-2010</u>
<b>2630.220.10 COMPUTER HARDWARE ELEM</b>	\$9,000	\$9,000	\$9,000
<b>2630.220.20 COMPUTER HARDWARE HS</b>	\$8,806	\$8,806	\$8,806
<b>2630.400.10 CONTRACTUAL EXPENSES ELEM</b>	\$1,102	\$1,102	\$1,102
<b>2630.400.20 CONTRACTUAL EXPENSES HS</b>	\$1,102	\$1,102	\$1,102
<b>2630.450.10 MATERIALS AND SUPPLIES ELEM</b>	\$2,258	\$2,258	\$2,258
<b>2630.450.20 MATERIALS AND SUPPLIES HS</b>	\$2,100	\$2,100	\$2,100
<b>2630.460.10 SOFTWARE ELEM</b>	\$10,287	\$10,287	\$10,287
<b>2630.460.20 SOFTWARE HS</b>	\$10,287	\$10,287	\$10,287

Jr. / Sr. High

- 10 Desktops
- 5 Laptops
- Increased Wireless Deployment
- Upgrades for Current Systems

Elementary

- 10 Desktops
- 5 Laptops
- Increased Wireless Deployment
- Upgrades for Current Systems

Additional Peripherals. Tully will be evaluating the need for:

- Printers
- Projection units
- Document Cameras

### **Software**

Tully Central School District provides all computers with basic Business Applicable Software. We plan to continue to provide this software with regular upgrades.

Additional software and web based services will be provided to teachers based on curriculum needs and justifications, supporting New York State Curriculum Standards. All software purchases are initiated by teacher requests and the use of the Software Requisition form (Attachment B).

### **Telecommunications**

- Nortel digital phone system. Each classroom has a phone to increase home and school communication.
- Lotus Notes web based email to allow for staff access via internet, both inside and outside the district network.
- Target Vision System- Student produced announcements and emergency alert notification, and continuous streaming of important news and events.
- Tully Central Schools offers access to outside world via e-mail, web access, and digital telephone systems.

### **Services**

#### **Computer and Internet Access**

- Internet Access
- Teachers and Administrators utilize the following services purchased via CNYRIC (BOCES): record keeping, grades, attendance, test scoring, WIN SNAP-automated lunch programs allowing the identifying of socio-economic patterns of students. Also, Mandarin Library Automation, VERSITRAN-tracking transportation costs allowing for more efficient delivery of services.

## **Web Resources**

- The Tully Central Schools provides an active Web Page to facilitate communication between the school and the community, in addition to teacher and student interaction. This provides an additional avenue for instruction.
- Tully is also offering web based file and project collaboration through Share Point Server Services. This allows for a simple yet robust means for staff to communicate and share information. There are also future possibilities for student applications with this product. Share Point Server Services are available at no charge as part of Windows Server 2003.

## **Other**

- Over the next 3 years our district will be active in investigating the many elements involved in distant learning. This would then allow for an informed decision in regards to Tully Central Schools implementing Portable Distant Learning.

## **Infrastructure**

Tully Central School District currently utilizes an Ethernet network with a combination of Category 6 and Category 5 copper wire and a 1 GBS optical fiber backbone. We have an OC3 optical fiber cable connecting the school district to the OCM BOCES CNYRIC. The network is connected to the OC3 cable with a Cisco Catalyst 3560G they are connected with Bay Networks 24 or 48 port POE and NON POE switches.

All classrooms have at least 3 Cat6e drops with one placed high on the wall for use with the POE Wireless AP.

A renovation project in 1995 added seven new classrooms to the High School: a Chorus room, a Band room, and two new computer labs. All these rooms except for the Band room were wired for six (6) Category 5 ports. The two (2) Computers labs were each wired for thirty one (31) computers. This Category 5 wiring was all tested at 160 MBS. Twelve (12) strands, six (6) pairs, of optical fiber were run from the Switch to a closet near the new rooms. Four (4) new twenty four (24) port Bay Networks 10/100 Auto Sense Switches serve as switches for these areas. One pair optical fiber is connected to each of these switches.

After a switch upgrade in the Elementary in the summer 2006 the Tully Elementary instructional side is fed by optical fiber from the switch in the High School server room. This optical fiber plugs into a switch in a wiring closet located in downstairs of the “1930 building”. Optical fiber then feeds 4 other switches in four (4) other wiring closets, one in the Kindergarten wing, one in the “1954 wing”, one in the “1959 wing”, and one upstairs in the “1930 building”. These switches serve the classrooms in their area with at least one Category 5 copper wire to each room and one POE connection for wireless. In rooms where multiple computers are located, small five (5) or eight (8) port hubs are used.

Servers: One HP Proliant server with dual 3.4 Ghz xeon processors, three, 146.8 Gb hard drives and one 146.8 Gb Hot spare HDD, used as a application server and as the Primary Domain Controller; One NAS SnapServer with 1 AMD 2.4 Ghz with 1 Gig RAM and 2 TB of disk space to serve as the districts primary File Server. One mail server hosted and maintained at BOCES for the Lotus Notes mail service. One Dell Workstation used for library automation and as a Backup Domain Controller, 3 IBM e-servers that are used for WinSnap.

The 1995 renovation project added a total of ten (10) new classrooms to the Elementary School. Six (6) were added to the “1954 wing” and 4 to the “1959 wing”. These classrooms each have two (2) Category 5 ports. A computer lab was created from classrooms in the “1930 building” and wired with thirty (30) Category 5 copper wire ports. A total of five (5) twenty four (24) port Bay Networks Bay Stack 350F-HD350 10/100 Auto Sense Switches were added to the four wiring closets.

During the 1995 renovation the District office was connected directly to Elementary and Jr-Sr High offices by six (6) strand optical fiber connected to switches in each office area. All the offices were wired with Category 5 copper wire.

The Tully Jr – Sr High School Library Media Center was automated in February 1998 with a grant that involved the OCM BOCES School Library System and 5 other school districts.

E-rate money was used to upgrade wiring and electrical supply in 11 classrooms in the high school during the 2001 – 2002 school years. This added 5 Cat 5 network ports and 10 electrical plugs in each classroom.

A building and renovation project was approved in May of 2000. Work started in June 2003. This added 12 classrooms to the Junior Senior High School. Wiring upgrades adding 1 digital telephone, 4 electrical, 1 coaxial (TV) cable and 3 Category 6 network ports to each classroom are being done in both buildings in the district during the 2003 – 2004 School year. The district has an OC3 line that is delivered to the district by Verizon. This line also delivers our internet connection from the Central New York Regional Information Center. The telephone system was upgraded to a digital phone system with messaging. The telephone system in the district is maintained by Gaffney Communications. Network Switches were upgraded beginning in April 2004 which will give the school a gigabyte optical fiber backbone and a minimum of a 100 megabyte at each wired port.

A full implementation of the gigabyte optical fiber backbone was achieved in the summer of 2006 with the replacement of old Nortel 450 switches in the elementary closet with new Nortel 5510 and 5520 switches. At least one form of POE switch was made available in each closet in both the HS and Elementary buildings. Available POE switches are Nortel 5520 24 or 48 port switches, 3com WX 1200 wireless management switch, and a 3COM 4500 48 port POE switch.

Wireless was also deployed throughout the HS and smaller areas of the Elementary school. There are a total of 28 3COM POE switches connected. We have achieved nearly complete coverage for the HS and moderate coverage for the Elem. Over the next three years further AP's and switches will be added to increase WiFi density and overcome limitations such as signal loss, specifically an issue in the older Elementary building.

### **Related Programs**

The district currently has a full time Technology Coordinator. We are assessing the current and future need for a secondary technician position.

The Central New York Regional Information Center provides the district with a firewall to block unauthorized access to the network and internet filtering using Xstop to prevent users from accessing inappropriate information on the internet as per the requirements of the Children's Internet Protection Act.

See attachment C for district wide internet access policy.

Deepfreeze is utilized to alleviate maintenance and software piracy issues.

The district is using a system called Target Vision to supply announcements and emergency broadcasts. This is available separately per building on their local Channel 19. Plans are in place to create permanent fixtures in the HS lobby for display.

### **Deployment Schedule**

- Purchasing of hardware will be completed July/August of each of the next three years.
- Deployment will begin August/September of each classroom.

Year 1-3: 2007-2010      All teachers will be equipped with one computer that meets current district standards. This is necessary for web page development, and to facilitate ongoing services provided by the district.  
Wireless deployment will be increased based on high usage areas. Entire campus should be covered by final year.  
New student systems will be deployed to labs and older systems will be moved down to classrooms to allow for more student access.  
Software requests will be considered in February purchased July/August. Deployed in August-October.

### **Staffing and Training**

Devise a means to proficiently communicate district expectations and policies regarding all facets of technology use. Possible an outline of key items in the Staff Handbook

#### **Technology Coordination**

- Annual survey of faculty and administrator's computer and networking skills will be conducted using Share Point Surveys.
- With the addition of new faculty and administration, along with new technology, a survey will be disseminated to all faculty and administration in the fall of each year. The survey will be revised annually to reflect changes in technology and progress toward distinct goals.

#### **Curriculum Planning**

Year one of this plan, building level Tech Committees will aid classroom teachers with the integration of computer skill into curriculum units throughout the school year. This will ensure instruction to enable students to master skills defined in the *Scope and Sequence* (Attachment A).

Year two and three of this plan, the District Technology Committee will begin to plan a method for evaluating student achievement i.e. a student portfolio containing projects showing technology achievement.

In each year subcommittees of each Building Technology Committee, will review and provide input on any necessary changes to the *Tully Central School District Computer Skills Scope and Sequence K-12*. We will monitor to assure continued alignment with New York Standards.

## **Staff Training to Include Administrators**

Training sessions will be offered and organized by the District Technology Coordinator on a regular basis. The district will offer skills training for teachers, students, parents, and other community members.

Results from the annual web survey will drive staff development training. This will be done with the following vehicles:

- In-service
- Mentoring
- Teaching Center/BOCES Workshops
- Staff Development Days
- Release Time
- New Teacher Orientation
- Parent /Community Training
- Online

The most effective staff development addresses individual learning needs. With this, the content of staff development will vary according to the yearly survey results. Staff development in relation to the survey results will be offered quarterly.

### **Topics for Staff Development**

The Staff Development Committee will be given a copy of this Tech. Plan to help with planning their days.

- **I**ntroducing and training teachers to any new software purchased.
- Training on Lotus e-mail as needed to communicate effectively on a professional level with colleagues, and parents.
- Training on online database purchased via COSER BOCES: NOVEL, Info-bits, Grolier Online, etc..
- Training online subscriptions to educational reference web sites: Brain Pop, Enchanted Learning, School Island, etc.
- Availability of print and audio resources from other school districts, via Interlibrary Loan.
- Use of BOCES for onsite, individual teacher web page development, as required by the district as a vital communication, informational, tool, while also providing curriculum support.
- Effective integration of technology into instruction.
- New Technologies- as new hardware becomes deployed (as per equipment plan) faculty and administration must undergo formal training.
- Instruction on bandwidth usage and best practices to avoid network bottlenecks during school open hours.
- Website Development- Tully Central School District encourages each faculty and staff member to operate an active webpage. The webpage will facilitate communication between parents, students and the community. On going staff development will address both basic and advanced website use. This will be done with annual training by OCM BOCES and the District Web Master.

### **Other Resources**

- CNY Teaching Center
- In District Personnel

- OCM BOCES Curriculum Resource Center, Center for Learning Technologies

### **Support and Maintenance**

- Budget to retain a full time Technology Technician as a district employee. Analyze the need for additional Tech. Support Staff. Will use our current Work Order Software (Quecentre) to look at data and anecdotal diaries.
- We have a full time Technology Technician as a district employee..
- CNY Regional Information Center provides hourly technology support for repair, LAN, and WAN.

### **III. Plan Administration and Budgeting**

#### **Current Plan Approval Status**

##### **A. Current plan approval status**

**Add reviewed and adopted by BOE**

**This current Technology Plan** has been reviewed and approved by district building principals and district Superintendent.

The district Technology Committee has developed this plan in accordance with building librarians, art department, computer lab TAs, and administrators.

#### **Independent Review and Approval**

OCM BOCES Curriculum Resource Center, Center for Learning Technologies will review this initial submission with comments and suggestion for change.

#### **Budgeting**

- Equipment purchases and services Schedule
- Annual budgeting and approval
- Special bond issuance and approvals
- Other funding sources
  1. Grants
  2. E-Rate discounts

#### **Ongoing planning and review**

##### **A. Technology program monitoring and evaluation process**

- The District will create a single sheet documentation of four major units completed throughout the school year, demonstrating the integration of tech. onto their curriculum. (using scope and sequence as a guide of appropriate skills)
- We will develop an evaluation method that will allow us to formally look at our current telecommunications services, hardware, software on a yearly basis to improve education and /or library services.
- This will be a visionary, proactive process to be sure new technologies are implemented, to enhance the learning process.
- We will formalize topics to be included on our meeting agendas that will serve as a means to monitor our progress toward our goals and assist us in making any adjustments to our current technology plan. \*\* This will involve keeping official minutes of our meetings as a reference for determining current and future technology needs.

#### **Plan review and revision plans**

District Technology Committee will create a form for teachers to request classroom, grade level, department or administrative hardware needs, with proper justifications. The district committees

members are: Superintendent, Technology Coordinator, Business Manager, Principals, Computer Lab TAs and Librarians.

- The district committee will need to review and revise the technology plan, to reflect teacher needs and budgetary capabilities.

There are two building level Technology Committees. These committees will consist of grade/subject area teachers, Technology Coordinator, Business Manager, Librarians, Computer Lab TA, and a Principal.

- Each building committee will make recommendations to the district committee, helping to prioritize needs.

Monthly communication will be disseminated after each of the District Technology Meetings, to all committee members and faculty.

### **Technology program monitoring and evaluation process**

- In the next three years of our plan, an assessment method is in the process of development. This process will allow for monitoring of teacher integration and student achievement.
- Twice per year, a District Technology committee will revise and change the Computer Technology Plan as needed.
- Administrators will review and evaluate usage of equipment and technology plan yearly.

## IV. Information Technology Assessment

### Current Inventory of equipment and services

#### Computer Inventory Tully School District

Hardware	Junior-Senior High	Elementary
P4 Laptops <= 3 years old	29	35
P4 Laptops > 3 years old	72	53
P4 PC's <= 3 years old	23	6
P4 PC's > 3 years old	31	12
P3 PC's > 3 years old	45	14
Macs >= 5 years old	59	100



# Tully Central Schools Technology Plan

## **V. Attachments**





**I** = Instruct (provide DIRECT instruction)  
**R** = Review and Reinforce  
**P** = Practice and Refine

12/03/2003

<i>File</i>		I	R	R	R	P	P	P	P	P	P	P	P
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**I** = Instruct (provide DIRECT instruction)  
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12/03/2003

<b>Foundations (continued)</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>Use basic computer terminology, including:</b>													
<i>Save</i>		I	R	R	R	P	P	P	P	P	P	P	P
<i>Hard drive</i>			I	R	R	P	P	P	P	P	P	P	P
<i>Printer</i>	I	I	R	R	R	P	P	P	P	P	P	P	P
<i>Internet</i>		I	R	R	R	P	P	P	P	P	P	P	P
<i>URL (Uniform Resource Locator)</i>		I	R	R	R	P	P	P	P	P	P	P	P
<i>Bookmarks/Favorites</i>		I	R	R	R	P	P	P	P	P	P	P	P
<i>Favorites</i>		I	R	R	R	P	P	P	P	P	P	P	P
<i>Spreadsheet terminology</i>						I	I	I	I	R	R	R	R
<i>Database terminology</i>									I	R	R	R	R



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12/03/2003

<i>Question mark (?)</i>		I	R	R	R	P	P	P	P	P	P	P	P
<i>Exclamation mark (!)</i>	I	I	R	R	R	P	P	P	P	P	P	P	P
<i>Tab</i>			I	R	R	P	P	P	P	P	P	P	P



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12/03/2003

<b>Applications: Word Processing (WP) Skills</b> (CDOS 1,2,3a,3b; A 2, 3; ELA 1, 2, 3, 4; MST 2)	K	1	2	3	4	5	6	7	8	9	10	11	12
Compose text based documents	I	I	I	R	R	P	P	P	P	P	P	P	P
<b>Perform basic formatting tasks, such as:</b>													
<i>Select text</i>			I	I	I	R	R	P	P	P	P	P	P
<i>Choose font</i>			I	I	I	R	R	P	P	P	P	P	P
<i>Choose font size</i>			I	I	I	R	R	P	P	P	P	P	P
<i>Choose font style (bold, italicize, etc.)</i>			I	I	I	R	R	P	P	P	P	P	P
<i>Align text</i>			I	I	I	R	R	P	P	P	P	P	P
<i>Set margins</i>			I	I	I	R	R	P	P	P	P	P	P
<i>Set line spacing</i>			I	I	I	R	R	P	P	P	P	P	P
Edit and revise documents			I	I	I	R	R	P	P	P	P	P	P
Properly insert graphics into WP document			I	I	I	R	R	P	P	P	P	P	P
Move and resize selected text/graphic within a WP document					I	R	R	P	P	P	P	P	P
Use spell check					I	R	R	P	P	P	P	P	P
Use Thesaurus					I	R	R	P	P	P	P	P	P
Create bibliographic citation (footnotes and endnotes)					I	R	R			I	R	P	P
Navigate through a document using multiple methods (scroll, page up/down, home/end, go to, etc.)			I	I	I	R	R	P	P	P	P	P	P

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12/03/2003

<b>Applications: Word Processing (WP) Skills (continued)</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Enter and arrange text/graphics using multiple columns						I	R	P	I	P	P	P	P
Navigate windows of multiple open documents			I	I	I	R	R	P	P	P	P	P	P
Navigate windows of multiple open applications (multi-task)			I	I	I	R	R	P	P	P	P	P	P

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12/03/2003

<b>Applications: Spreadsheet Skills</b> (MST 1, 2, 3, 5, 7; CDOS 1, 2, 3a, 3b)	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Input data/text into an existing spreadsheet						I	I	R	P	P	P	P	P
Generate chart from spreadsheet						I	I	R	P	P	P	P	P
Incorporate spreadsheet graphs into publications (WP documents, etc.)							I	R	P	P	P	P	P
Format cell attributes							I	I	R	P	P	P	P
Create a simple spreadsheet							I	I	R	P	P	P	P
Edit appearance of a spreadsheet chart							I	I	R	P	P	P	P
Select, cut, copy, paste information							I	I	R	P	P	P	P
Create simple calculation formulas							I	I	R	P	P	P	P

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12/03/2003

Should this be removed? (NO)

<b>Applications: Database Skills</b> (MST 1, 2, 3, 5, 7; ELA 1, 2; CDOS 1, 2, 3a, 3b)	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Create a database									I	R	R	R	R

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12/03/2003

<b>Research – Information Access / Media Literacy</b> (MST 2; ELA 1, 2, 3, 4; CDOS 1, 2, 3a, 3b; A 1, 2, 3, 4)	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Use electronic resources to gather information		I	I	I	I	R	P	P	P	P	P	P	P
Access, evaluate, and select electronic information					I	I	I	I	R	R	P	P	P
Copy/paste information from electronic sources into documents					I	I	I	I	R	R	P	P	P
Use key words to search the internet								I	I	I	P	P	P
Use advanced search techniques such as Boolean (and, not, etc.) to search the internet								I	I	I	P	P	P

**I** = Instruct (provide DIRECT instruction)  
**R** = Review and Reinforce  
**P** = Practice and Refine

12/03/2003

<b>Ethics</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Demonstrate appropriate behavior in regard to using information technology (ownership, content, acceptable use policies)	?	I	I	I	R	P	P	P	P	P	P	P	P
Follow copyright law					I	I	R	R	R	R	R	R	R
Use accepted format to cite electronic source					I	I	I	R	R	I	P	P	P
Demonstrates knowledge of personal safety guidelines when using the Internet			I	R	R	R	R	I	R	R	R	R	R

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12/03/2003

<b>Computer Processes (Graphics)</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Students can open and create simple pictures with the painting and drawing programs	I	I	I	R	P	P	P	R	P	P	P	P	P
Students use both pre-made clip art and simple original graphics in word processed documents and presentation.	I	I	I	R	P	P	P	R	R	P	P	P	P
Students can edit clip art, change its size, rotate and place					I	I	I	R	R	R	P	P	P
Students can purposefully use most of the drawing tools, and can group and un-group objects.								I	I	R	R	P	P
Students can transfer various and use graphics and the word processor to create a professional looking newsletter or multi media presentation.								I	I	R	R	P	P
Students understand how to and appropriately use different File extensions for particular graphics											I	R	R
Students understand the difference between raster and vector graphics											I	R	R

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12/03/2003

<b>Computer Processes (Tools/Peripherals)</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Scan documents and/or graphics										I	R	P	P
Use video camera to record experiences								I	R	P	P	P	P
Integrate electronic devices (e.g. document projector,LCD projector, videotape, CD, DVD, digital camera, Laser disk) with computer technology										I	I	I	I
Use probeware to collect information									I	R	R	R	R
Use of graphing calculators										I	I	I	R

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12/03/2003

<b>Presentations</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Create and/or deliver a multimedia/digital presentation			I	R	R	R	R	P	P	P	P	P	P
Use peripherals in multimedia/digital presentations			I	R	R	R	R			I	P	P	P

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12/03/2003

<b>Simulations and Modeling</b> <i>(as electives)</i>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Use computer hardware and software to draw and dimension prototypical designs										I	I	I	I
Use computer aided drawing and design (CADD) software to model solutions to problems										I	I	I	I

# **Tully Central School District**

## **Internet Access and Acceptable Use Policy**

### **For Students, Faculty, and Staff**

#### **Computer Privileges and Internet Use Agreement**

We are pleased to offer the students, faculty, and staff of the Tully Central School District use of the latest in computer technology hardware and software as well as access to the Internet and the World Wide Web.

Families should be aware, however, that some material available via the Internet and Word Wide Web may contain things that are not age-appropriate, and could be potentially offensive, defamatory, inaccurate, or even illegal.

Independent use of the computers at Tully is a privilege, not a right. Independent access is defined as access that is not under DIRECT teacher supervision and that is for any purpose other than access to web-delivered course content assigned by a teacher (e.g. classroom support sites and District-purchased web-delivered electronic materials). This privilege may be, and will be revoked or denied as a result of improper account holder behavior. System administrators may deny independent access at any time as required. The administration, faculty and staff at Tully Central School District as well as parents/guardians may request the System Administrator to deny, revoke, or suspend such independent access.

1. Prior to access to the Internet, training will be given in both its use and etiquette (“netiquette”).
2. Users are expected to treat computers, other hardware peripherals, and software with respect. Failure to do so will be considered misuse/abuse. This includes, but is not limited to:
  - Placing/installing personal software or information on District workstations;
  - Placing/installing unlawful information on District workstations;
  - Willfully destroying District property, stored information, and/or system programs/software;
  - Accessing and/or using obscene, abusive, or otherwise objectionable text, sounds, or images
  - Downloading unauthorized information to workstations, file servers, or diskettes;
  - Ignoring rules of cleanliness in workstation work areas (e.g. no food or drink spills)
3. Users are to protect their passwords at all times. The network is intended for the exclusive use of its registered users, who are responsible for the use and security of their passwords and accounts. **ANY PROBLEMS WHICH ARISE FROM MISUSE OF A USER’S ACCOUNT ARE THE RESPONSIBILITY OF THE ACCOUNT HOLDER. Any misuse of password security, such as a person using another person’s account, will result in the immediate suspension of account privileges for one or both parties involved in that misuse.**
4. Account holders should understand that District-supplied Electronic Mail is not secure and can be read by others.
5. Student, Faculty, and Staff data files and electronic storage areas shall remain the property of Tully Central Schools, subject to District control and inspection. The system administrator may access all such files and communications to insure system integrity and that users are complying with the requirements of this policy.
6. All communications and information collected via the Internet are assumed to be private property and must be properly cited by users, as would any other copyrighted material.
7. In order to support the vision and mission of the Tully Central School District, the district may maintain a website for the following purposes:
  - As a place to showcase innovative student and staff educational projects, presentations, and learning experiences;
  - As a gateway to district and community resources and educational websites that support the instructional goals of the District;

- A method for community members to access district information and publications;
- A means of communications to and from students, district personnel, the community, and associated organizations.

8. All web authors (students, faculty, or staff) must participate in training to familiarize themselves with appropriate and acceptable website posting procedures. Failure to follow the outlined regulations and procedures may result in the loss of authoring privileges or more stringent disciplinary measures.

9. Documents may not contain objectionable material or link to objectionable material. Objectionable material is defined as text, images, sounds, etc. of an obscene, abusive, or violent nature, or any materials not directly congruent with the purpose and mission of the Tully Central School District. Web pages must also adhere to copyright laws.

10. Where feasible, links to non-district supported servers should contain a disclaimer indicating that the user is leaving the District server and that the District does not necessarily approve the linked material. Web pages on the District's server are the property of the District. The web server may be examined periodically to check for the timeliness and relevance of its pages.

#### **Safeguards for the Students:**

**This is not in compliance with BOE policy. Include Board policy as an addendum.**

- Web pages may include only the first name and initial of the last name of any student. Pages or filenames may not include a student's phone number, address, Email address, or names of other family members, friends, and/or relatives.
- Use of individual student pictures (video/still) and audio clips on the District web page must have signed parent/guardian approval on file for students under 18 years of age. Group pictures (video/still) and audio clips may be published without parent/guardian approval if names are omitted.

#### **Safeguards for the Staff:**

- Personal information about employees (home address, home phone number, personal Email, picture (video/still), audio clip, etc may be published only with their written permission. School contact information may be published without employee approval.
- No classroom support web pages shall be created by a teacher or staff member on a non-District-supported server, and claimed to be a Tully Central School District support site, without prior Administrative approval. **Is this in Board policy, if so Board policy needs to be recognized and included in addendum?**

### **Internet Content Filtering**

The Tully Central School District, in accordance with the provisions of the Children's Internet Protection Act, requires all District computers with Internet access that are used by elementary and secondary students and staff to be equipped with filtering or blocking technology.

No filtering technology can guarantee that students will be prevented from accessing all inappropriate locations. Proper supervision will be provided to students while accessing the Internet to further ensure appropriate usage.

The District shall provide certification to document the installation of filtering/blocking technology for its computers with Internet access for students. This certification will fulfill the requirements under the Children's Internet Protection Act to ensure the continuation of Federal Universal Service Discounts.

#### **Consequences for the misuse/abuse of District property and/or the Internet**

*Depending on the severity of the misuse, the disciplinary process may include combinations of the following:*

- Verbal warning
- Written warning and parental notification
- Referral to Building Principal

- Loss of Email and Internet accounts
- Possible criminal charges



**Tully Central School Attachment E**  
***Computer Software Justification and Use Form***

Name \_\_\_\_\_ Date \_\_\_\_\_ School building/room/grade \_\_\_\_\_

**Software Desired:** \_\_\_\_\_

**Minimum hardware requirements:**

Operating System \_\_\_\_\_ Processor \_\_\_\_\_ Ghz/Mhz Ram \_\_\_\_\_ Hard Disk space \_\_\_\_\_ GB/MB

**Description (or title) of Learning Activity it supports:** \_\_\_\_\_

I will \_\_\_\_\_ or will not \_\_\_\_\_ need **training** to support this project.

**Date** I would like to have this ready for training/ planning/ use by: \_\_\_\_\_

Check all NY StateCORE areas in which you anticipate using this software:

ELA  Social Studies  Science  Math  Art  Music  Foreign Language  Technology  Other: \_\_\_\_\_

List at least ONE NY State Standard supported by this software (be as specific as possible): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State specific rational or need (optional, but may be used to prioritize requests)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Be sure to fill in other side of the Requisition Form    Return form to Technology Coordinator**

*Tully Central School District*  
**SOFTWARE REQUISITION FORM**  
 (Use Separate Form For Each Vendor)

<b>Requisitioner</b>	
_____	
Building/Program	
_____	
Room	Date
_____	_____
Grade and/or Subject Area	
_____	
<b>BUDGET CODES</b>	
_____	

Quote Source: (catalog or URL, date, page)		
_____		
Company		
_____		
Address		
_____		
City	State	Zip
_____	_____	_____
Telephone: _____		
Fax: _____		
_____		
1. Tech Check:	_____	Date: _____
2. Curriculum Check:	_____	Date: _____
3. Budget Check:	_____	Date: _____

Routing Procedure:  
 Submit to Technology Coordinator to check for hardware compatibility  
 He/She will then forward to the building administrator for curricular approval.  
 He/She will then submit to the district office for final budget approval.

Quantity	Catalogue Number/Product Number	Item Description (including color, size, style, etc.)	Cost Each	Total
<b>Page Total =</b>				
Shipping and Handling Charges				
<b>Total for Vendor</b>				

**Attention: Business Office** – Copies of all **approved** Software Requisitions must be forwarded back to the Technology Coordinator for notification

# Tully CSD Technology Budget for 07-10

Code	Org	Ext	Description	2007-2008 Proposed Budget	2008-2009 Proposed Budget	2009-2010 Proposed Budget
<b>BOCES</b>						
<b>Tully Acct Codes</b>		<b>BOCES Coser #'s</b>				
<b>1680.490</b>	<b>Central Data Processing</b>					
620.100	306		FM-Basic Package Maintenance	\$ 3,090.00	\$ 3,090.00	\$ 3,090.00
620.100	307		FM-Requisition Manager Maintenance	\$ 770.00	\$ 770.00	\$ 770.00
620.100	320		Finance Manager-Base Fee	\$ 13,375.00	\$ 13,375.00	\$ 13,375.00
620-100	322		FM-Complete Application Support	\$ 7,776.00	\$ 7,776.00	\$ 7,776.00
620.100	330		FM-Server Access Fees	\$ 1,680.00	\$ 1,680.00	\$ 1,680.00
620.300	004		CNY-Regional Network-OCM BOCES	\$ -	\$ -	\$ -
620.300	200		Network Server	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
620.300	210		External Server Backup	\$ 200.00	\$ 200.00	\$ 200.00
620.300	230		10/100 meg Switch	\$ 7,200.00	\$ 7,200.00	\$ 7,200.00
620.300	240		Gigabit Switch	\$ 750.00	\$ 750.00	\$ 750.00
620.300	300		Ntwrk Server Support-Contracted Hrs.	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
620.300	???		Computer Technician- Summer	\$ 6,300.00	\$ 6,300.00	\$ 6,300.00
620.300	???		Computer Technician- .2 FTE	\$ 14,700.00	\$ 14,700.00	\$ 14,700.00
620.300	302		Ntwrk Technician-Contracted Hrs	\$ 2,205.00	\$ 2,205.00	\$ 2,205.00
620.300	305		Daily Dist Delivry Srvc-dir to dis	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00
620.300	335		Insurance for Technology Projects	\$ 1,343.00	\$ 1,343.00	\$ 1,343.00
620.300	345		Lotus Notes Server Support	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00

620.300	346	Lotus Notes Licenses	\$	450.00	\$	450.00	\$	450.00
620.300	347	Lotus Notes Policies	\$	1,500.00	\$	1,500.00	\$	1,500.00
620.300	361	Centralized Firewall Protect-Base Fee	\$	-	\$	-	\$	-
620.300	380	Facilities Mgmt Application (WebTMA)	\$	6,500.00	\$	6,500.00	\$	6,500.00
620.300	399	Other, not listed	\$	300.00	\$	300.00	\$	300.00
620.301	001	Computer Supplies Service	\$	6,500.00	\$	6,500.00	\$	6,500.00
620.400	036	IEP Direct Base Fee	\$	9,450.00	\$	9,450.00	\$	9,450.00
620.400	038	IEP Direct Annual Support	\$	1,072.00	\$	1,072.00	\$	1,072.00
620.400	039	Medicaid Direct	\$	3,000.00	\$	3,000.00	\$	3,000.00
620.450	001	SIS Base Fee	\$	2,500.00	\$	2,500.00	\$	2,500.00
620.450	002	SIS Census	\$	1,533.00	\$	1,533.00	\$	1,533.00
620.450	003	SIS Comprehensive	\$	20,146.50	\$	20,146.50	\$	20,146.50
620.450	010	Grade Machine Software Support	\$	1,000.00	\$	1,000.00	\$	1,000.00
620.450	020	Envelope Stuffing of Report Cards	\$	473.60	\$	473.60	\$	473.60
620.450	041	AIS Web Annual Support	\$	2,604.00	\$	2,604.00	\$	2,604.00
620.650	001	WinSnap Software Supt-Central Office	\$	7,370.00	\$	7,370.00	\$	7,370.00
620.650	002	WinSnap Software Supt-Site	\$	1,510.00	\$	1,510.00	\$	1,510.00
620.650	018	WinSnap Equip Priority-POS	\$	350.00	\$	350.00	\$	350.00
620.700	001	Data Warehouse Srvcs-Level I	\$	6,635.52	\$	6,635.52	\$	6,635.52
<b>Subtotal</b>			<b>\$</b>	<b>143,684</b>	<b>\$</b>	<b>143,684</b>	<b>\$</b>	<b>143,684</b>

BOCES Instructional

Tully Acct Codes

BOCES Coser #'s

2630.490		Computer Assisted Instruction						
562.010	010	Insurance for Technology Projects	\$	200.00	\$	200.00	\$	200.00
562.030	001	Xerox Lease	\$	49,000.00	\$	49,000.00	\$	49,000.00
562.030	003	Xerox Network Overage Charges	\$	-	\$	-	\$	-
562.040	001	Hardware Acquisitions-Instructional	\$	115,000.00	\$	115,000.00	\$	115,000.00
562.110	001	Common Set of Learn Obj-2 Days	\$	4,500.00	\$	4,500.00	\$	4,500.00
562.120	001	Software Acquisition	\$	14,500.00	\$	14,500.00	\$	14,500.00
562.120	032	Bridges-Choices Planner	\$	780.00	\$	780.00	\$	780.00
562.120	150	Web Design & Construction	\$	4,240.00	\$	4,240.00	\$	4,240.00
563.010	001	Model Schools Planning	\$	3,100.00	\$	3,100.00	\$	3,100.00
<b>Subtotal</b>			<b>\$</b>	<b>191,320</b>	<b>\$</b>	<b>191,320</b>	<b>\$</b>	<b>191,320</b>

Regular School THESE ARE ALL TULLY CSD FUND A Acct Codes

Computers								
2630	160	SUPPORT STAFF SALARIES	\$	50,199	\$	50,199	\$	50,199
2630	220	10 COMPUTER HARDWARE	\$	9,000	\$	9,000	\$	9,000
2630	220	20 COMPUTER HARDWARE	\$	8,806	\$	8,806	\$	8,806
2630	400	10 CONTRACTUAL EXPENSES	\$	1,102	\$	1,102	\$	1,102
2630	400	20 CONTRACTUAL EXPENSES	\$	1,102	\$	1,102	\$	1,102
2630	450	10 MATERIALS AND SUPPLIES	\$	2,258	\$	2,258	\$	2,258
2630	450	20 MATERIALS AND SUPPLIES	\$	2,100	\$	2,100	\$	2,100
2630	460	10 SOFTWARE	\$	10,287	\$	10,287	\$	10,287
2630	460	20 SOFTWARE	\$	10,287	\$	10,287	\$	10,287
<b>Subtotal</b>			<b>\$</b>	<b>95,141</b>	<b>\$</b>	<b>95,141</b>	<b>\$</b>	<b>95,141</b>

Other Funds

Training								
Title II D		Technology Workshops	\$	338	\$	338	\$	338
Staff Development HS			\$	9,000	\$	9,000	\$	9,000
Staff Development ELEM			\$	9,000	\$	9,000	\$	9,000
Computers								
Title II D		Hardware	\$	1,015	\$	1,015	\$	1,015
Communications								
Cingular Phones 1	5510	400 2/3 Cost of Cingular Services	\$	2,037	\$	2,037	\$	2,037
Cingular Phones 2	1621	400 1/3 Cost of Cingular Services	\$	1,018	\$	1,018	\$	1,018
Pagers	610	200 District Pagers	\$	900	\$	900	\$	900
<b>Subtotal</b>			<b>\$</b>	<b>19,353</b>	<b>\$</b>	<b>19,353</b>	<b>\$</b>	<b>19,353</b>

BOCES Erateable

BOCES COSER's								
	601	TLC Telecommunications	\$	45,500	\$	45,500	\$	45,500
	602	TIC Telecommunications Interconnect Services	\$	22,447	\$	22,447	\$	22,447
	620	INT Internet Services	\$	-	\$	-	\$	-

620	Telecommunications Network Connection Line NCL Cost	\$	-	\$	-	\$	-
<b>Subtotal</b>		<b>\$</b>	<b>67,947</b>	<b>\$</b>	<b>67,947</b>	<b>\$</b>	<b>67,947</b>

Budget Totals

<b>Total Budget amount requested:</b>	<b>\$</b>	<b>517,445</b>	<b>\$</b>	<b>517,445</b>	<b>\$</b>	<b>517,445</b>
<b>Total Cost of non-Erated items:</b>	<b>\$</b>	<b>449,498</b>	<b>\$</b>	<b>449,498</b>	<b>\$</b>	<b>449,498</b>