

**Southern Regional School District  
Three-Year Local School District/ Charter School  
Technology Plan  
July 1, 2010 through June 30, 2013  
\*\*\*\*\***

**County:**         Ocean              **County Code:**         29        

**District/Charter School or Affiliation:**         Southern Regional        

**District Code:**         4950        

**Grade Levels:**         7-12        

**Web Site:**         www.srsd.net        

**Date Technology Plan approved by school board or governing  
body**         April 28, 2010        

**Is the district compliant with the Children's Internet Protection Act  
(CIPA)? (Y/N)**         Yes        


**Please indicate below the person to contact for questions regarding this technology  
plan:**

**Name: (print)**         Daniel MacPhee        

**Title:**         Assistant Superintendent        

**E-mail:**         dmacphee@srsd.net        

**Phone**         609-597-9481 Ext. 4412        

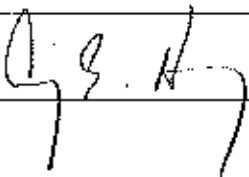
**Signature:**               **Date:**         4-29-10

**Superintendent/Lead Person Approval:**

District Superintendent/Lead Person:(print) Craig E. Henry, Superintendent

E-mail: chenry@srsd.net

Phone 609-597-9481 Ext. 4210

Signature:  Date: 4-29-10

**County Coordinating Council Approval:**

Lead Agent: (print) \_\_\_\_\_

Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Southern Regional School District  
 Three-Year Local School District/ Charter School  
 Technology Plan  
 July 1, 2010 through June 30, 2013**

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 2010 MAY -3 A 9 48  
 SUPERVISOR OF  
 CURRICULUM

**Directions:** Indicate in the *PAGE #* column of the template, the page number from the district technology plan where the corresponding information can be found.

| Page #                          |   |
|---------------------------------|---|
| <b>I. Stakeholders</b>          |   |
| 9                               | <i>Provide the title, name and signature of each member of the technology planning committee. It is expected that there will be representation from at least nine of the positions indicated on the stakeholder sample table. Please provide an explanation if there is not a minimum of nine members on the technology planning committee.</i>   |
| <b>II. EXECUTIVE SUMMARY</b>    |   |
| 10                              | <i>Describe the school district's or charter school's vision or mission statement.</i>  |
| <b>III. TECHNOLOGY OVERVIEW</b> |   |
| <i>A. Technology</i>            |   |
| 11                              | 1. <i>Provide an inventory of current technology networking and telecommunications equipment.</i>   |
| 12                              | 2. <i>Describe the technology inventory <u>needed to improve</u> student academic achievement through 2013 including, but not limited to:</i> <ul style="list-style-type: none"> <li>▪ <i>Technology equipment</i></li> <li>▪ <i>Networking capacity</i></li> <li>▪ <i>Software used for curricular support and filtering</i></li> <li>▪ <i>Technology maintenance policy and plans</i></li> <li>▪ <i>Telecommunications services</i></li> <li>▪ <i>Technical support</i></li> <li>▪ <i>Facilities infrastructure</i></li> <li>▪ <i>Other services</i></li> </ul> |
| 12                              | 3. <i>Describe how the district integrates assistive technology devices into the network to accommodate student needs.</i>  |
| 12                              | 5. <i>How administrators have access to technology in their workplace (such as using desktops, mobile laptop and wireless units, PDAs).</i>   |
| 12                              | 6. <i>Describe how the district's web site is <u>accessible</u> to all stakeholders (for example using Federal Accessibility Standards)</i>   |
| 12                              | 7. <i>Describe the plan for replacing obsolete computers/technology and include the criteria for obsolescence.</i>  |

| <i>B. Cyber Safety</i>     |   |
|----------------------------|---|
| 13                         | 1. <i>List the filtering method(s) used.<br/>(NOTE: Be specific as this is a federal mandate.)</i>  |
| 13                         | 2. <i>Identify the Acceptable Use Policies (AUP) used for students and staff and include a copy of the AUPs with the submission of this technology plan.</i>  |
| 13                         | 3. <i>Describe the district's Internet safety policy that addresses the</i><br><i>a) technology protection measure that protects against access through computers with Internet access to visual depictions by adults or minors that are---</i><br><i>(I) obscene; or</i><br><i>(II) child pornography; or</i><br><i>(III) harmful to minors; and</i><br><br><i>b) process for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response, as required by the Protecting Children in the 21st Century Act.</i>   |
| 13                         | <ul style="list-style-type: none"> <li><i>Indicate the dates when the school district provided the community with public notice and a hearing to address any proposed Internet safety policies adopted by the school district pursuant to CIPA. (Note: This is a requirement by e-rate only for those entities that have not already provided such notice and hearing related to an Internet safety policy and technology protection measure.)</i></li> </ul> <p><i>Resource:</i><br/> <i>Information from Universal Service Code:</i><br/> <a href="http://www.law.cornell.edu/uscode/html/uscode47/usc_sec_47_00000254--000-.html">http://www.law.cornell.edu/uscode/html/uscode47/usc_sec_47_00000254--000-.html</a></p> |
| <i>C. Needs Assessment</i> |   |
| 14                         | 1. <i>Complete a needs assessment for educational technology in your school district or charter school. Begin by determining current status. Afterwards, determine the educational needs, prioritize the identified needs and plan for necessary changes through goals and objectives.</i>  |
| 15                         | a. <i>Evaluate educators' current practices in integrating technology across the curriculum.</i>  |
| 15                         | b. <i>Provide a summary of educators' proficiency in the use of technology within the district.</i>   |
| 15                         | c. <i>Determine the current educational environment and barriers by describing how:</i>   |
| 15                         | i <i>Educators are assured access to technology to facilitate technology</i>  |

|    |  |
|----|--|
|    | <i>integration across the curriculum,</i>  |
| 15 | ii. <i>Often students have access to technology to support the use of 21<sup>st</sup> century skills in their learning environment,</i>  |
| 15 | iii. <i>The needs of educators are evaluated,</i>  |
| 15 | iv. <i>The needs of students are evaluated,</i>  |
| 15 | v. <i>Past professional development addressed the educators' and students' needs for technology integration,</i>   |
| 15 | vi. <i>Past professional development for all administrators was provided to further the effective use of technology in the classroom or library media center,</i>                                  |
| 15 | vii. <i>Ongoing, sustained professional development was provided in 2009-2010 for all educators to further the effective use of technology in the classroom and library media center,</i>          |
| 15 | viii. <i>Ongoing, sustained professional development was provided in 2009-2010 for administrators to further support the effective use of technology in the classroom or library media center,</i> |
| 15 | ix. <i>Supports were provided for educators other than professional development,</i>   |
| 15 | x. <i>Professional development needs and barriers relating to using educational technology as part of instruction have been identified.</i>  |
| 15 | 2. <i>Based on the answers given above, indicate the needs of the district to improve academic achievement for all students through the integration of technology across all curricular areas.</i> |
| 15 | 3. <i>Prioritize the identified needs</i>  |

#### **IV. THREE-YEAR GOALS AND OBJECTIVES**

##### *A. History*

16-18 *Evaluate each goal from the previous plan, in one or two sentences, detailing each goal's success, or reasons for continuation, or issues preventing its success.*

##### *B. Goals and Objectives for 2010-2013*

*Modify goals and write new goals to meet the needs identified from the assessments. Goals for 2010-2013 should support district need and align with the state plan.*

#### **V. THREE-YEAR IMPLEMENTATION AND STRATEGIES TABLES (July 2010 – June 2013)**

20-22


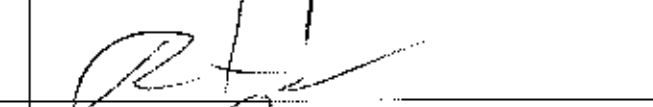

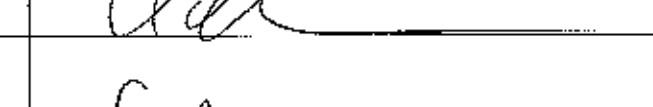
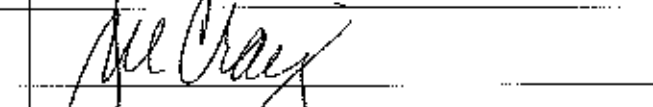

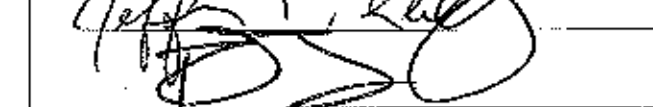
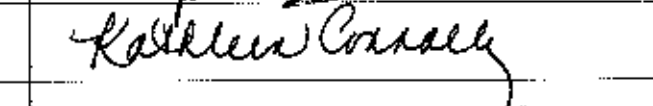

##### Implementation Activity Sample Table

A. *Describe the implementation strategies/activities that relate to the goals and objectives. Include in the description the timeline, person responsible and documentation (or evidence) that will prove*

|   |   |
|---|---|
|   | <i>the activity occurred.</i>   |
| 20-22   | B. <i>Develop strategies to ensure that the technology plan addresses the use of technology, including assistive technology, to support 21<sup>st</sup> century learning communities.</i>   |
| 20-22   | C. <i>Provide details of the process for meeting the NCLB requirement that all students be technologically literate by the end of grade eight. <a href="#">Help</a></i>   |
| 20-22   | D. <i>Identify specific telecommunications and information technologies and any other specific resources that are useful to reach the stated goal.</i>  |
| <b>VI. FUNDING PLAN (July 2010 – June 2011)</b> |   |
| 23  | <i>Funding Plan Sample Table   <a href="#">Help</a></i><br><br>A. <i>Provide the anticipated costs for 2010-2011 and then indicate the projected funding for 2012-2013 of the technologies to be acquired. Include expenses such as hardware/software, digital curricula including <u>NIMAS</u> compliance, upgrades and other services including print media that will be needed to achieve the goals of this plan. Also incorporate specific provisions for interoperability among components of such technologies to successfully achieve the goals of this plan.</i>              |
| 23  | B. <i>Indicate the federal, state, local and other sources of funds used to help ensure that <u>students</u> have access to technology and ensure that <u>educators</u> are prepared to integrate technology effectively into curricula and instruction.</i>  |
| 23  | C. <i>Attach a copy of the board approval for this technology plan. Be sure it includes the budget for the first year of this plan.</i>   |
| 23  | D. <i>A board approved budget for each successive year of this plan must be filed with the technology plan for e-rate auditing purposes.</i>  |
| 23  | E. <i>Provide your technology plan's creation date which, as defined by e-rate, is the point when these five elements are in your plan.</i><br><br><i>Those elements are:</i> <ul style="list-style-type: none"> <li>• <i>Goals and strategies for using telecommunications and information technology;</i></li> <li>• <i>A professional development strategy;</i></li> <li>• <i>An assessment of telecommunications services, hardware, software, and other services needed;</i></li> <li>• <i>Budget resources; and</i></li> <li>• <i>An ongoing evaluation process.</i></li> </ul> |
| <b>VII. PROFESSIONAL DEVELOPMENT</b>            |   |
| 24  | A. <i>Provide the name and title of the person responsible for coordinating the professional development activities as stated in the district's professional development plan and noted in this plan.</i>   |
| 24  | B. <i>Describe the planned professional development activities for teachers, administrators, and school</i>   |

|                              |   |
|------------------------------|---|
|                              | <i>library media personnel that include:</i>  |
| 24                           | 1. <i>How ongoing, sustained professional development for all administrators will be provided to further the effective use of technology in all learning environments.</i>  |
| 24                           | 2. <i>How ongoing, sustained professional development for all educators will be provided that furthers the effective use of technology, models 21<sup>st</sup> century skills and demonstrates global outreach and collaboration in the classroom or library media center.</i>  |
| 24                           | 3. <i>The professional development opportunities and resources that exist for technical staff.</i>  |
| 24                           | 4. <i>How professional development is provided to all staff on the application of assistive technologies to support all students in their learning.</i>   |
| 24                           | <p style="text-align: center;"><u>Professional Development Sample Table</u></p> <p>C. <i>Based on educators' proficiency and the identified needs for professional development, describe only the ongoing, sustained high-quality professional development opportunities planned for 2010-2011 as they relate to the infusion of technology into the curricular process. Include a description of in-class support, such as coaching, that is used to ensure effective use of technology to improve learning. Also, include a description of the involvement of all partners associated with professional development for the district.</i></p> |
| 24                           | D. <i>Project professional development activities that will continue to support identified needs through 2013, including all partners.</i>  |
| <b>VIII. EVALUATION PLAN</b> |   |
| 25-26                        | <p style="text-align: center;"><u>Evaluation Plan Sample Table</u></p> <p><i>Describe the evaluation process and accountability measures that monitor progress and mid-course corrections that are used to regularly evaluate the extent to which goals, objectives, activities, resources and services are effective in</i></p> <p>1. <i>Integrating technology into curricula and instruction to promote 21<sup>st</sup> century skills and global collaboration and outreach,</i></p>  |
| 25-26                        | 2. <i>Enabling students to meet challenging state academic standards, and</i>   |
| 25-26                        | 3. <i>Developing life-long learning skills.</i>   |

## I. Stakeholders

| Stakeholder Table                                     |                   |  |
|---|-------------------|--|
| Title   | Name              | Signature  |
| Superintendent  | Craig Henry       |    |
| Principal   | Eric Wilhelm      |    |
| Coordinator Technology<br>Middle School               | Bob Schoka        |    |
| Curriculum<br>Director/curriculum committee<br>member | Daniel MacPhee    |    |
| Teacher   |                   |  |
| Special Education Teacher                             | Sue Craig         |   |
| Library Media Specialist                              |                   |  |
| Guidance  | Jeff Reilly       |  |
| Board President                                       | Scott Zoladz      |  |
| Parent  | Kathleen Connolly |  |
| Student   |                   |  |
| Community Member                                      |                   |  |
| Business Sector<br>Representative*                    |                   |  |
| IT Manager  | Tim Daly          |  |
|   |                   |  |
|   |                   |  |

## II. Executive Summary

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The Southern Regional High School District is committed to providing its students and staff with exposure to technology as it relates to the district's fundamental goals. Specifically, the district believes that technology can be an effective tool across the disciplines in developing students' skills in framing questions for investigation, acquiring information, analyzing and synthesizing data, and presenting results. The district further believes that technology should be seen not as an end in itself, but as a tool for intellectual, social, and skill development and that thoughtful and long-lasting understanding is achieved more by what students do than by what they hear. The district, therefore, accepts as part of its mission an obligation to provide its students with sequenced opportunities to develop technological competencies, to help students view technology as a useful tool in solving real-world problems and to encourage students to place knowledge and themselves in a global context.

### Mission Statement

The Southern Regional experience, a community partnership, will assure our students challenging learning opportunities in order to become contributing members of society.

### **III. Technology Overview**

#### ***A. Technology***

Southern Regional High School District has a campus wide LAN. We currently have Cisco Catalyst switches located in sixteen communication closets throughout the district that provide 100MB of throughput to each desktop. These closets are connected by multimode fiber creating a Gigabit backbone throughout the LAN. Each closet has its own IP subnet segmenting the network to improve data transfer and reduce collisions.

Insuring our data integrity is paramount to us. To that end we have Cisco ASA firewall protection, Sophos virus scan and Spam control and a Symantec Backup Exec backup solution. All traffic that uses the Internet must go through our firewall. Group Policy is used to restrict student access to the network and to create home directories for all users to store their data.

The district currently has multiple traditional and virtual servers hosting student databases, applications, email and domain controllers along with a two SAN's for data storage. The district has a wireless network consisting of Cisco 802.11 B Access Points. These access points support multiple laptop carts and labs as well as laptops for administrative use.

Campus Internet access is provided through a DS3 circuit at a speed of 5MB. Verizon serves as the district's Internet Service Provider (ISP). All instructional and administrative computer work stations throughout the district have Internet access.

The district has a PRI circuit for inbound and outbound calls. There are also several POTS lines for faxes and emergency circuits. Broadview Network provides these services while the phones and call managers are Cisco IP telephony products. All teachers and staff members have voice mail through Cisco's unified messaging system that integrates with their email.

Technology inventory needed to improve student academic achievement through 2013 includes but is not limited to:

- Upgrading our wireless infrastructure to faster more efficient 802.11 N access points that are centrally managed for security purposes.
- Upgrading our internet router to increase bandwidth to 12MB
- Adding additional interactive whiteboards and ceiling mounted projectors to classrooms
- The continued replacement of obsolete workstations

Special needs software such as speech recognition, touch screens, brail keyboards are located throughout the district and can be installed wherever necessary to accommodate students or staff. The district website is also fully *Bobby* compliant.

Educators have access to a minimum of one computer per classroom along with the ability to sign out computer labs, mobile labs, laptop/projector carts and handheld devices such as iPod's. Administrator's also have access to computers in their work space along with laptops and wireless handheld devices.

In an effort to improve the technology experience for students and efficiency for staff the district constantly assesses bandwidth and network performance while following a five year rotation cycle for obsolete computer workstations. Software licenses are evaluated on an annual basis for cost effectiveness and to make sure the most current applications are available in the classroom.

Our in-house support staff regularly maintains all district technology equipment while responding promptly to daily trouble tickets.

Computers are deemed obsolete when their functional capacity decreases beyond a useful level. Currently computers are replaced on a four to five year cycle. The district continually strives to increase the functional life of computers and other technology resources.

## ***B. Cyber Safety***

Southern Regional School District has a comprehensive internet filtering system that integrates with the web browser along with a Barracuda Web Filter which blocks inappropriate content by category such as: pornography, gambling, games, occult, etc. Teachers or administrators can also request specific URI's to be blocked or unblocked if necessary and running logs are kept of student web browsing history. Each school year students are instructed in the proper use of internet resources while being warned of potential dangers in the cyber community. Links for parents and online safety are on the district website.

Acceptable Use Policy Board approved on October 10, 2007.

Acceptable Use Policy attached – (Attachment I)

### ***C. Needs Assessment***

Southern Regional assesses technology needs annually. Instructional technology uses and needs are evaluated on a regular basis.

- Technology is not an independent curriculum area. The technology plan must be compatible with the present and future needs of the curriculum.
- Teachers are key to the successful implementation of this plan. Teacher training on all aspects the technology holds for education is critical.
- Teachers will utilize technological tools to expand and enrich learning opportunities for students.
- The district continues its commitment to stay current with advances in technology and upgrade on an on-going basis.
- The implementation of all aspects of the plan will be accompanied by an annual assessment of the needs and will, therefore, be flexible and dynamic, responding to new developments in technology.

### ***C. Needs Assessment***

1.
  - a. *All educators at Southern Regional utilize technology within the curriculum. Common technology implementation includes: internet searches, utilizing the Microsoft Office suite to create documents, Excel spreadsheets, PowerPoint presentations, designing web pages, embedding video into presentations and projects, etc.*
  - b. *All educators have received technology training. Each new employee attends a technology orientation session for which they receive Professional Development credits. Each department conducts technology training periodically throughout the year.*
  - c.
    - i. *Educators have access to technology in multiple ways. Each teacher has a computer in their room. Each building has multiple computer labs. Each building has a mobile computer lab. Many classrooms have mounted projectors in their classrooms. Each building contains Interactive Whiteboards. Many classrooms have multiple computers and all computers in the district have internet access. Each faculty room has multiple computer work stations.*
    - ii. *Students have access to technology in all classrooms, computer labs, and all libraries in the district.*
    - iii. *All staff are queried about their technology needs from a materials and Professional Development perspective. Much of our technology based in-service opportunities come from direct teacher related requests.*
    - iv. *Student needs are continually evaluated. Hardware and software is made available for students to facilitate procuring the technology skills needed for 21<sup>st</sup> century learners.*
    - v. *Multiple Professional Development opportunities have been offered to enhance teachers' technology skills and to help integrate educational technology into the curriculum to enhance student learning.*
    - vi. *Administrators have participated in multiple Professional Development opportunities to enhance their technology skill levels and competencies.*
    - vii. & viii. *Ongoing Professional Development has been and will continue to be provided for all teachers and administrators to improve and enhance the use of educational technology in the classroom*
    - ix. *Technology support has been provided to all professional staff through our technology services team.*
    - x. *Professional Development needs for educational technology have been provided by various elements. Needs have been identified through the Professional Development survey, department surveys and teacher requests.*
2. *Needs of the district as identified by the teachers and administration include, improving student learning utilizing a variety of technology tools. These include multimedia presentations, improved use of graphing scientific calculators in math and science classes, accessing information utilizing the internet, developing web pages, creating and developing multimedia projects and developing skills to enhance life long learning of technology.*
3. *Priority Needs:*
  - *Continue to offer high quality professional development in the area of educational technology to all Stakeholders.*
  - *Continue to use educational technology as a tool to improve student learning.*
  - *Continue to incorporate appropriate educational technology strategies into the curriculum.*

## **IV. Three-Year Goals and Objectives**

### ***A. History – Goals and Objectives for 2007-2010***

All department curriculums will be aligned with the New Jersey Core Content Standards which infuses technology across all disciplines. Curriculum in all disciplines will be continually updated to keep up with the educational and technology advances over time.

All students will be required to produce projects using various technology across the disciplines. The integration of technology will improve student communication skills and increase student productivity as well as enhance creativity. Southern Regional has a wide array of software and online resources available for student and staff utilization.

All teachers and administrators will be provided professional development to enhance their technological skills and to help improve student achievement. All staff are provided online email accounts and internet access. In-service opportunities will be developed based on staff needs. We will use in-district resources, as well as out-of-district expertise, as needed to accomplish this goal.

Students and staff will have access to technology resources throughout the educational community. These resources include networked computers, wireless mobile computer lab, computer labs, CBR and CBL technology and others. Students and staff will be subject to an acceptable use policy that is updated annually.

The district will also maintain a user friendly website ([www.srsd.net](http://www.srsd.net)) that will provide links to the educational community as well as to outside educational resources for students, staff, parents and the community at large.

## ***B. Goals and Objectives for 2007-2010***

### **Goal 1**

Students will attain the educational technology and information literacy skills that will provide the vehicle to achieve the Core Curriculum Content Standards and to succeed in the future workplace of this century. New Jersey Core Curriculum Content Standards for Technology Literacy 8.1 and 8.2 are infused throughout Goal 1 and are ongoing.

- 1.1 Our curriculum will be aligned with the New Jersey Core Curriculum Content Standards which insures technology infusion over all disciplines.
- 1.2 All students will demonstrate proficiency in using educational technology and information literacy skills to enhance learning, increase productivity and promote creativity.
- 1.3 All students will have access to effective and engaging software, online resources for content delivery as an integral part of every school curriculum.
- 1.4 All students will use technology tools and applications for problem solving, to collaborate, publish and interact with peers, making informed decisions and problem based learning.

Goal 1 has been successfully accomplished. All students have the opportunity and are required to utilize technology throughout the curriculum.

### **Goal 2**

Teachers will develop the skills and knowledge necessary to teach students the skills necessary to use educational technology to meet the New Jersey Core Curriculum Content Standards. New Jersey Core Curriculum Content Standards for Technology Literacy 8.1 and 8.2 are infused throughout Goal 2 and are ongoing.

- 2.1 All educators will use technology tools and applications that provide opportunities for authentic, student-centered, problem-based learning.
- 2.2 All supervision and evaluation practices will address the effective use of educational technology for student achievement of the Core Curriculum Content Standards.
- 2.3 All educators will participate in high-quality professional development activities and attain intermediate proficiency levels in utilizing educational technology to enhance student achievement.
- 2.4 All educators will have access to e-mail and other interactive tools to communicate with parents, students and other resources.

All teachers have received and continue to be offered extensive technology training. Communication among staff is conducted extensively through online activities.

### **Goal 3**

Students, teachers and administrators will have access to educational technology in all learning environments, including classrooms, media centers, schools, and other educational settings.

- 3.1 All students and educators will have regular and equitable access (including students with disabilities) to technology equipment for varied learning environments.
- 3.2 The district will operate and maintain a highly-informative and user friendly website.
- 3.3 All staff will have easy access to a variety of technical support options.
- 3.4 The district will continue to update and monitor the Acceptable Use Policy and other means to ensure that all students, teachers and administrators are able to use technology systems, online resources and software in a safe, ethical and secure manner.
- 3.5 The school district will continue and expand relationships with public, private and community organizations as well as educational institutions to increase opportunities for technology access and establish collaborative learning environments.

All teachers and students continue to have access to educational technology throughout the district in classrooms, media centers, computer labs, etc. The AUP has been updated periodically.

### **Goal 4**

New Jersey school districts will establish and maintain the technology infrastructure necessary for students and educators to access electronic information and to communicate freely via technology.

- 4.1 The district maintained broadband, high-speed networks and reliable Internet access enabling students and educators to support their curricula activities.
- 4.2 The district will have the equipment necessary to provide distance learning opportunities.
- 4.3 All schools will maintain quality hardware/software with adequate capacity and capability to support successful learning in classrooms, media centers and throughout the learning environment.

The district continues to upgrade Broadband infrastructure. Upgrades include new servers, switches, increased internet capacity to 100% and increased band width.

## Goals & Objectives for 2010-2013

### Goal 1

Students will be trained in and have access to educational technology that will ensure the ability to communicate and become productive members of the 21<sup>st</sup> century learning community.

- 1.1 Curriculum will be aligned with New Jersey Core Content Curriculum Standards which insures the infusion of technology across all disciplines.
- 1.2 Students will demonstrate proficiency in using educational technology and information literacy skills to enhance learning, increase productivity and promote creativity.
- 1.3 Students will have access to current and effective software, hardware, assistive technology and other educational technology tools to enhance student learning
- 1.4 Middle School students will meet NCLB requirements for technology literacy.

### Goal 2

Provide high quality professional development activities for all staff in the area of utilizing educational technology to enhance student learning.

- 2.1 Continue to provide educational technology training for all staff, teachers and administrators.
- 2.2 Supervision and evaluation practices will address the effective use of educational technology to enhance student learning.
- 2.3 Provide resources necessary for teachers and staff to communicate with parents, students and peers.

### Goal 3

Students, teachers and administrators will have access to educational technology in all classrooms, media centers, and other educational settings.

- 3.1 All students and educational staff will have regular and equitable access (including students with learning disabilities) to educational and assistive technology resources including online access.
- 3.2 The district will maintain a user friendly website to enhance community awareness.
- 3.3 The district will maintain an up to date Acceptable Use Policy to ensure all students, teachers, administrators and other staff are able to use available technology in a safe, ethical and secure manner.

## **V. Three-Year Implementation Plan**

### **Goal 1**

| <b>District Goal</b> | <b>Activity</b>   | <b>Timelines</b> | <b>Person Responsible</b>    | <b>Person Facilitating</b>                         | <b>Evaluation</b>                      |
|----------------------|---|------------------|------------------------------|--|--|
| 1.1                  | The curriculum plan for each course in all disciplines will support technology literacy through the provision of opportunities for application of the appropriate technology tool to the learning experience. | 2010-2013        | Subject Supervisor           | Assistant Superintendent                           | Evaluation using the curriculum model. |
| 1.2                  | Students will create multimedia presentations as part of learning units.  | Ongoing          | Teaching staff               | Subject Supervisor                                 | Student presentations                  |
| 1.3                  | Technology will be continually upgraded to ensure students will have access to technology in the classroom, in fixed labs, with mobile labs and the media center.   | Ongoing          | IT Manager                   | Assistant Superintendent                           | Periodic evaluation                    |
| 1.4                  | Assessments have been created to ensure 8 <sup>th</sup> grade students meet proficiency standards as established by NCLB.   | Ongoing          | Middle School Administration | Middle School Curriculum and Technology Supervisor | 8 <sup>th</sup> Grade Assessment       |

## **Goal 2**

| <b>District Goal</b> | <b>Activity</b>  | <b>Timelines</b> | <b>Person Responsible</b>         | <b>Person Facilitating</b> | <b>Evaluation</b>   |
|----------------------|--|------------------|-----------------------------------|----------------------------|---|
| 2.1                  | All educators will have access to high-quality professional development activities in order to utilizing educational technology to enhance student achievement.                | Ongoing          | IT Manager/<br>Subject Supervisor | Subject Supervisor         | Staff development opportunities and support for all teachers to learn, use and infuse 21 <sup>st</sup> century technology skills. |
| 2.2                  | Professional Improvement Plans for teachers, media specialists and administrators will be individualized to develop skills necessary to infuse technology into daily practice. | Ongoing          | Subject Supervisor                | Subject Supervisor         | Evidenced by PIP  |
| 2.3                  | All professional staff will have email and online Internet account.  | Ongoing          | IT Manager                        | IT Manager                 | Accounts will be provided for all staff.  |

### **Goal 3**

| <b>District Goal</b> | <b>Activity</b>   | <b>Timelines</b> | <b>Person Responsible</b> | <b>Person Facilitating</b> | <b>Evaluation</b>   |
|----------------------|---|------------------|---------------------------|----------------------------|---|
| 3.1                  | The district will maintain an acceptable student to computer ratio and other technology resources will be provided across the curriculum. | Ongoing          | IT Manager                | IT Manager                 | Continue to comply with state student computer ratio and maintain an acceptable technology inventory list.          |
| 3.2                  | The website will be regularly updated.  | Ongoing          | IT Manager                | IT Manager                 | List of resources for students and parents will be available to students and parents through web-based information. |
| 3.3                  | Continue to use the Acceptance Use Policy and to monitor online activity.   | Ongoing          | IT Manager                | IT Manager                 | Collection of AUP and use of technology logs.   |

## VI. Funding Plan

### BUDGET SUMMARY

|                                      | <u>HARDWARE/SOFTWARE</u>   | <u>NETWORK/INTERNET</u>   |
|--------------------------------------|--|---|
| <u>Year 1 2010-2011</u>              | <ul style="list-style-type: none"> <li>• Computers (ongoing replacement of equipment 4 years old and older), 70,000</li> <li>• Printers and supplies, \$50,000</li> <li>• LCD projectors/ whiteboards \$40,000</li> <li>• Software Licensing \$95,000</li> </ul>     | <ul style="list-style-type: none"> <li>• Internet Access/ Provider Line (Verizon) \$38,500</li> <li>• Internet router \$14,000</li> </ul>   |
| <u>Year 2 Projected</u><br>2011-2012 | <ul style="list-style-type: none"> <li>• Computers (ongoing replacement of equipment 4 years old and older), \$250,000</li> <li>• Printers and supplies, \$50,000</li> <li>• LCD Projectors/Whiteboards, \$29,000.</li> <li>• Software Licensing \$95,000</li> </ul> | <ul style="list-style-type: none"> <li>• Wireless network electronics, \$75,000</li> <li>• Internet Access/ Provider Line (Verizon) ) \$38,580</li> <li style="padding-left: 40px;">Upgrade bandwidth \$12,000</li> </ul> |
| <u>Year 3 Projected</u><br>2012-2013 | <ul style="list-style-type: none"> <li>• Computers (ongoing replacement of equipment 4 years old and older), \$200,000</li> <li>• Printers and supplies, \$50,000</li> <li>• LCD Projectors/Whiteboards, \$40,000</li> <li>• Software Licensing \$95,000</li> </ul>  | <ul style="list-style-type: none"> <li>• Wireless network electronics, \$10,000</li> <li>• Internet Access/ Provider Line (Verizon) ) \$38,580</li> <li>• Upgrade bandwidth \$12,000</li> </ul>                           |

Anticipated funding will be provided from local funds, Title II and V, E-Rate and other sources as they become available. These funds will also assist in providing professional development opportunities for staff and administration.

## **VII. Professional Development Plan**

**Person Responsible for implementation:** Daniel MacPhee, Assistant Superintendent.

All staff members and administrators have been trained in the use of educational technology equipment including; desktop computers, wireless lap tops, mobile computer laboratories, projectors etc. Individual staff members have also been trained in assistive technologies when appropriate.

As demonstrated in our previous technology plan, Southern Regional has been and will continue to be committed to staff development. This concept is evident in our action plans for the future. For the last several years, our teaching and administrative staff have been trained in the Microsoft Office Suite, Genesis, our student management system and in the use of incorporating video clips into presentations. Research is greatly enhanced via the Virtual Library, which is updated on a regular basis, and is available to students, teachers, and the entire educational community. Throughout the school year, teachers are assisted with integration of technology into their curriculum. Courses have been offered during the spring, summer, and fall to teachers departmentally and within the classroom with student and teacher participation. This effort will continue with classes offered on web page design, productivity software, and other areas as the need arises. Training opportunities throughout the state are routinely distributed to school faculty and systems operators within the district. Teachers, administrators, and the technology staff will continue to have opportunities for training outside the district. Our professional development has been and will continue to be data-driven. Technological advancement and training needs are planned, implemented, and evaluated through survey results and periodic review by the technology team. Staff is encouraged to pursue training in integrating technology through local ETTC's, local conferences such as NJAET, and various other outside training facilities. Every teacher has been offered courses through our in house providers for integration of technology to accomplish NJCCC Standards. Southern Regional will continue to train district educational leaders who will supply turnkey training for staff within the district for optimal distribution of staff development.

These efforts are supported through local monies as well as various grant opportunities. Evidence of our success in these sustained efforts is illustrated through the technology proficiency of our staff.

## **VIII. Evaluation Plan**

The district's administrative team annually evaluates the progress toward the implementation of our technological goals and objectives. Comprehensive needs assessments will be used to gather information about the impact and progress of each of the implementation activities. While it is relatively easy to establish the completion of activities related to the installation of hardware, software and network components, it is much more elaborate to clearly identify the impact of staff development activities beyond the mere numbers of participants.

The most important piece of the evaluative process will be the collection of feedback as well as demographic data through online forms. These forms will be developed using the criteria and guidelines established by the National School Standards Evaluation (NSSE) or those used for the Online Internet Institute (OII) at Southern Regional as well as other national organizations.

The typical evaluation instrument will be directly linked into a database which will enable us to determine the effectiveness of programs and the degree to which the training is being transferred to the classroom. We will also conduct annual follow-up surveys to determine how the training has affected technology programs at the local level, including student achievement correlated to teacher training. Based on the analysis of data and comparison to the NSSE's indicators of excellence in educational technology, we will develop recommendations for the improvement of the program offerings. The compilation of year-end summative reports will easily be accomplished through the use of the above-mentioned connection between online forms and databases (see survey results and sample evaluation in Appendix V.)

Our web site and the district intranet will provide an additional opportunity for ongoing feedback and evaluation. Even after returning to their classrooms, participants can share information and make recommendations for the ongoing improvement of the programs and express curriculum-specific needs. In

addition to these more goal-specific evaluative materials, we will obviously maintain minutes of meetings, attendance lists, and a 'library' of resources such as professional literature related to our objectives.

While some of the planned activities will impact the students directly, others will have a more indirect impact once teachers return to their classrooms. The success of this – like any other initiative -- will, to a significant degree, depend on our willingness to set realistic expectations and to allow for the time necessary to achieve true and lasting change. As L.B. Resnick pointed out, "Something with a longer perspective is needed, something that can look down the whole venture and see whether change is happening..." (*Debating the Future of American Education, 1995.*)



## Southern Regional High School District

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### Acceptable Use Policy (AUP), 2010-2013

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#### **General Information**

The Southern Regional High School District provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. Computers are located in classrooms, labs, and libraries. All online activity may be monitored.

Southern Regional has established procedures to comply with the Children's Internet Protection Act (CIPA), which mandates that:

- All computers incorporate technology to protect students from obscene material, child pornography, and other harmful material,
- **Student Online activity is monitored, and**
- The district establishes an online safety policy.

Although Southern Regional uses filtering software, all parties must be aware that filters are imperfect. Material that should not get through does get through and material that should not be blocked does get blocked.

Students or staff who inadvertently access inappropriate material, should notify the supervising teacher or the Technology Department so that the site may be blocked and to avoid any problems if the access is picked up during the monitoring process.

Users who are blocked from accessing sites that are erroneously blocked can request that the site be unblocked. Students can process the request through the teachers for whom they are doing work. Teachers may request the unblocking through the technical support conference in Outlook.

These guidelines are provided so that staff, community, student users, and the parents/guardians of students are aware of their responsibilities. The district may modify these rules at any time. The signatures at the end of this document are legally binding and indicate that the parties who signed have read the terms and conditions carefully, understand their significance, and agree to abide by established rules.

#### **Information Content and Uses of the System**

The user agrees not to publish on or over the system any information, which violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive

to the average person. The user agrees not to use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity that is prohibited by law.

Because Southern Regional provides access to the Internet, students and their parents understand that the district and the system administrators have no control over content. The district will provide student access to internet resources only in supervised environments and has taken steps to prevent access to objectionable areas, but potential dangers remain. Students and their parents/guardians are advised that some systems may contain objectionable or illegal material. Southern Regional and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Students knowingly bringing such materials into the school environment will be dealt with according to the discipline policies of the district and such activities may result in termination of such students' accounts on the network. At any time, the systems administrator may prohibit the use of smart phones, foreign disks, or other devices (i.e., floppy disks, CD-Roms, USB key chains, etc.) on the district network. Remote access to the network is also prohibited for students.

#### **Online Conduct**

All users are prohibited from signing in as another user on the network. Any action by a member that is determined by a system administrator and/or District Administration to constitute an inappropriate use of network resources or to improperly restrict other members from using those resources is strictly prohibited and may result in appropriate action in compliance with the district's discipline code.

Transmission of material, information, or software in violation of any local, state, or federal law is also prohibited and is a breach of the Terms and Conditions. Users and their parents/guardians specifically agree to indemnify the Southern Regional School District and the system administrators for any losses, costs, or damages, including reasonable attorneys' fees incurred by the district relating to or arising out of any breach of this section (Online Conduct) by the user.

#### **Software Libraries**

Software is provided to all users as a resource. No user may install, update, or download software without the consent of the system administrator. Any software having the purpose of damaging other members' accounts or the district network (e.g., computer viruses) is specifically prohibited. The system administrators, at their sole discretion, reserve the right to refuse posting of files and to remove files. The system administrators, at their sole discretion, further reserve the right to immediately terminate the account or take other action consistent with the district's discipline code of a member who misuses the software libraries.

#### **COPPA**

Under the provisions of COPPA (Children's Online Privacy Protection Act) all commercial web sites must get prior consent before children 13 and under are permitted to share any personal information about themselves, or are permitted to use any interactive communication technologies where they would be able to share personal information with others. This includes chat rooms, e-mail, instant messaging, personal profiles, personal web sites, registration forms, and mailing lists. Although school sites are exempt and may provide these interactive forums for students, we cannot allow students under 13

years of age to visit outside sites without parental consent. Both students in this age group and their teachers will be educated as to the provisions of the law and our AUP.

#### **COPPA and Parents**

COPPA requires expressed parental permission before any web site that can or is able to collect information via interactive components, allows children under the age of 13 to access their site. It must secure this permission regardless of whether information is collected. Simply having the ability to collect the information requires the parental permission for access. (Consent forms sent by parents/guardians via e-mail are not sufficient as parental permission).

The Southern Regional School District is aware of the provisions of and educates its staff and effected students about their rights and responsibilities. By signing this document, you as the parent/guardian are granting permission for your child under the age of 13 to access such sites as part of the curricular activities of the school.

#### **COPPA and Students**

Students under the age of 13 may not visit any web site capable of collecting personal information unless it is for curricular reasons and is under the direction or supervision of a teaching staff member of Southern Regional. Students under the age of 13 visiting such sites without permission or direction will be in violation of this policy.

#### **Online Safety and Privacy**

The Children's Internet Protection Act (CIPA) requires that schools establish an online safety program which is separate from this AUP. It details specific measures that the school is taking to ensure the students' safety while working online. This and other curricular documents are available upon request from the office of the superintendent.

Staff is reminded to follow safe Internet communications practices outlined below:

- Never tell anyone personal information about yourself.
- Never meet anyone in person whom you have met online.
- Remember to never write any personal things about yourself in your online profile.
- Be civil and polite online.
- If people are conducting themselves poorly online, leave and report the conduct.
- Report any activity that makes you uncomfortable or if someone sends you inappropriate e-mail.
- Remember that you never really know who the other person is online.
- Don't do things online that you know you wouldn't do in person.
- If you find an inappropriate web site, just click the back button and go somewhere else.

### **Electronic Mail**

Electronic mail ("e-mail") is an electronic message sent by or to a member in correspondence with another person having Internet mail access. E-mail messages on the Southern Regional network are the property of the district and may be accessed at any time. Messages received by the system are retained on the system until deleted by the recipient or until they reach the expiration date set by the system administrator.

Southern Regional will provide e-mail accounts to students who require them for curricular/ educational purposes upon their teacher's request. Business, personal entertainment, or other non-educational uses are to be avoided. Student use of outside mail accounts or web-based e-mail is prohibited and a violation of this policy.

A canceled Southern Regional account will not retain its mail. Members are expected to remove old messages in a timely fashion. The system administrators may remove such messages if not attended to regularly by the member.

The Children's Internet Protection Act (CIPA) mandates that student online activity is monitored. Though appropriate staff does not regularly read e-mail, it may be spot checked or monitored electronically.

It is a violation of this AUP to send mail that is defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal. Anyone receiving such mail should refer it to the proper authorities for investigation. Southern Regional reserves the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any mail transmitted on the Southern Regional network.

### **Real-time, interactive communication areas**

The system administrators, at their sole discretion, reserve the right to immediately terminate the account of a member who misuses real-time conference features (talk/chat/Internet/relay chat).

### **Disk Usage**

The system administrators reserve the right to set quotas for disk usage on the system. A user who exceeds his quota will be advised to delete files to return to compliance. A user who remains in noncompliance of disk space quotas after seven (7) days of notification will have their files removed by a system administrator.

### **Security**

Security on any computer system is a high priority. If a member feels that he can identify a security problem on the system, the member must notify a system administrator or @srsd.net. The member should not demonstrate the problem to others. Members may not allow others to use their account and password. Attempts to log in to the system using either another member's account or as a system administrator will result in termination of the account. Members should immediately notify a system administrator if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any member identified as a security risk will have his/her account terminated and is subject to other disciplinary action.

### **Vandalism**

Vandalism will result in cancellation of system privileges and other disciplinary measures in compliance with district policy and the discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other networks that are connected to the Internet backbone or of doing intentional damage to hardware or software resident on the system.

### **Game Playing and Painting**

Game playing is permitted on the Southern Regional system only when the terminal is not needed for other purposes and the game conforms to the curricular goals of the district. Permission must be obtained in advance by the teacher in charge. Game playing over dial-up links or other inter-machine communication is prohibited. Although drawing and painting have legitimate academic use, those activities are prohibited when done for recreational purposes.

### **Printing**

The printing facilities of the Southern Regional network should be used judiciously. Unnecessary printing is a drain of the capacity of the networks, adds expense, and shortens the life of the equipment. By developing on-screen proofreading skills and practicing proper use of cut and paste techniques, users must conserve printing resources and help the system run more efficiently.

## **COMPUTER USE CONTRACT**

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **ID#** \_\_\_\_\_

### **Student Contract:**

I have read the Terms and Conditions for use of technology resources in the Southern Regional School District. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the regulations is unethical, a violation of school rules, and may constitute a criminal offense. Should I commit any violation, I understand that my access privileges may be revoked and school disciplinary action may be taken. These include, but are not limited to, suspension and removal from the class with a failing grade. In addition, appropriate legal action will be pursued.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Parent/Guardian:**

As the parent or guardian of this student, I have read the Terms and Conditions for acceptable use of technology resources in the Southern Regional School District. I understand that this access is designed for educational purposes and that the district has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for Southern Regional and its system administrators to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

**Parent Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_