

# **Gowanda Central School District**

## **Educational Technology Plan**



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## Table of Contents:

### Introduction

Stakeholders/Technology Committee Members .....	page 3
Mission and Vision .....	page 4
Goals .....	page 5

### Curriculum

Curriculum Integration.....	page 6
Student Achievement .....	page 7
Technology Integration Goal Action Plan .....	page 11
Technology Delivery .....	page 12
Parental Communication & Community Relations .....	page 12
Parental Communication & Community Goal Relations Action Plan.....	page 13

Professional Development .....	page 14
Professional Development Goal Action Plan .....	page 15

### Infrastructure, Hardware, Technical Support, and Software

Infrastructure Needs/Technical Specification and Design.....	page 16
Inventory/Current Technology Status.....	page 16
Technology Equipment and Infrastructure Goal Action Plan.....	page 27
Technology Services Goal Action Plan .....	page 28
Increase Access .....	page 29

### Monitoring and Evaluation

Evaluation .....	page 29
Policies.....	page 30

### Appendices

Internet Safety .....	page 30
Computer Network for Education.....	page 32
Digital Data Management & Security.....	page 36

## **Stakeholders**

### **Technology Committee Members**

Edward Bugenhagen, High School Business Teacher

Alicia Gominiak, Elementary Technology Teacher

James Klubek, District Superintendent

Candy Phillips, Middle School Science Teacher

Doug Pine, Technology Coordinator

Paula Troutman, Director of Curriculum and Assessment

## **Introduction**

The Gowanda Central School District (GCSD) is located in the far west corner of NYS on the tip of Appalachia. The District straddles the borders of three counties, Cattaraugus, Chautauqua and Erie Counties. The District includes a significant portion of the Seneca Nation of Indians Cattaraugus Territory and 25% of our students are Native American.

An enrollment of approximately 1,306 is housed equally in our Elementary School (Pre-Kindergarten – 4<sup>th</sup> Grade), Middle School (5<sup>th</sup> – 8<sup>th</sup> Grade) and High School (9<sup>th</sup> – 12<sup>th</sup> Grade) buildings. The district has 64% of the students eligible for free or reduced lunches and it is estimated that 14.2% of the community lives below poverty levels. A professional faculty of approximately 131 teachers and 147 non-instructional staff members serve this school community that is committed to excellence in education. The educational program is comprehensive and includes the core curriculum, performing arts, technology, home & careers, interscholastic athletics, student clubs and extra-curricular activities. There is much interest among the staff and with the school community for expanding technology resources in support of instruction and improved management.

## **District Mission Statement**

The central mission of our district is to provide a quality education to all children in our district enabling them to reach their full potential.

## **Vision**

Gowanda Central School is committed to continual improvement in student achievement, in which we strive to stimulate and enable a desire for learning in all our children, while providing a caring learning environment.

# Goals

## **Technology Integration**

Empower students with 21<sup>st</sup> century knowledge and skills to allow them to become independent, life-long learners that can use technology to work collaboratively and creatively to be prepared for the global world.

## **Parental Communications & Community Relations**

Communicate effectively with the Gowanda school community using technology such as, the district website, Facebook, parent/student portal, meetings, and printed materials and other various online tools.

## **Professional Development**

Using technology models for educators to gain knowledge of and implement the New York State Common Core and ISTE standards to enhance student learning, and to create lifelong learners.

## **Technology Equipment and Infrastructure**

Support district technology infrastructure and provide effective technical support to continually maintain availability of technology resources and work toward continued growth of Gowanda District's learning and work environment.

## **Technology Services**

Balance safety and security while optimizing opportunities for learning, access to information, and management of technology resources.

# Curriculum

## Curriculum Integration

### Technology Integration Goals

- The integration of technology into the curriculum will enhance student learning and will prepare them for college and careers outside of Gowanda Central School.
- Continue implementation of the technology benchmarks based on the New York State Common Core Standards and ISTE Standards.
- Through different on-line assessment tools, continue to offer students various ways to show their learning in digital formats to help them prepare for online assessments.
- Increase and expand the use of distance learning and virtual field trips to provide additional class electives and technology engaging opportunities.
- Provide teachers and staff with hardware and software that will allow them to create 21<sup>st</sup> century learning environments that will engage all students.
- Provide students opportunities to work collaboratively and creatively to develop skills needed to be college and career ready.
- Provide staff opportunities to work collaboratively to promote, support and model innovative curriculum opportunities.

### Integration Strategies

- Continue to use technology integrators (Erie1 & 2 BOCES) for ideas and to help with students where applicable.
- Look for ways to leverage technology to create student-centered opportunities to build confidence in student learning and to allow students to feel more empowered over their learning.
- Make use of all the computer labs and mobile devices available throughout the district to help model positive digital citizenship in classrooms.

## Technology Integration into Curricula and Instruction

- Provide opportunities to discuss and demonstrate technology at building/district level technology committees and grade/building meetings.
- Provide opportunities to attend workshops to enhance teacher learning, and also have the help of a technology integrator from Erie 1 or 2 BOCES.
- Provide days for teachers to learn from CSLO and E2BOCES Model Schools trainings.
- Offer opportunities to work with the Curriculum Director/Integration Specialist to understand the scope and sequence of their classes and ways to infuse technology to increase the technology literacy and abilities of their students.
- Display technology related projects and lessons throughout the school, on the district website, district newsletter, at parent information nights, and at public areas of the district.
- Include technology training on staff development days and allow for teachers to share how they use the learned technology within the curriculum.

## Student Achievement

Gowanda Central School uses achievement strategies that are based on research and that integrate technology into curricula and instruction for purposes of improving student academic achievement.

- **i-Ready**
  - I-Ready is an online platform that offers a computer-adaptive diagnostic, personalized data-drive instruction on foundational skills, standards-based practice, and a Common Core readiness screener. Material is aligned with New York State learning standards and the Common Core.
- **Renaissance Place**

**STAR** is a comprehensive K12 assessment solution, allowing educators to screen and group students for targeted instruction, measure student growth, predict performance on PARCC exams, and monitor achievement on Common Core State Standards.

**Accelerated Reader** is a program that provides a balance of independent reading practice with nonfiction reading and close-reading skills practice.

- **Castle Learning** is a program that creates assessments using Common Core aligned questions. Deliver pre-tests and post-tests to show growth. Analyze data to differentiate instruction and eliminate surprises.
- **GradPoint** is a program that gives you the power to address virtual and blended learning, credit recovery, dropout prevention, alternative education, English language learning, summer school, and more all on one platform and all with engaging curriculum developed by industry leaders.

Specific examples of content area technology integration (based on ISTE Standards)

### **Creativity and Innovation**

Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology

Examples:

- Students utilize computer software to create digital files that will guide a laser to produce name plates, cutouts, and 3-D projects.
- Students create video and slide presentations as math tutorials for parents and other students to explain concepts.
- Students create interactive electronic posters that enable them to use technology to connect multiple disciplines and curriculum.
- Students use/take pictures to link real world situations and connect it to the curriculum.

### **Communication and Collaboration**

Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.

Examples:

- Students work collaboratively to develop code that successfully manipulates an object.
- Students use distance learning to experience virtual field trips in which they collaborate and communicate with peers and educators in alternate locations.
- Students can communicate digitally and share their learning through broadcast software, forms, and programs such as Socrative.
- Students use distance learning to access courses taught within other districts.
- Students will utilize Google Apps for Education to communicate and collaborate with peers and teachers.



**Research and Information Fluency**

Students apply digital tools to gather, evaluate, and use information.

Examples:

- Use how-to or supplemental videos to help differentiate learning that are both available online as well as student or teacher created.
- Students use online journal databases to gain credible access when researching, such as Grolier, EBSCO, Gale Group Novel, and Sirs Researcher.
- Students learn to do productive research online and verify legitimate sources of information.

**Critical Thinking, Problem Solving, and Decision Making**

Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.

Examples:

- Students create brochures to provide information on an original product for members of the community and/school district.
- Student use tools, such as t-shirt printer/digital press, laser, 3D printer, and other computer software in Creativity Class to create and produce an original product.
- Students use online information and advertisements to shop according to a budget. They also compare future occupation choices and compare to various lifestyle possibilities.

**Digital Citizenship**

Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.

Examples:

- Students use digital resources to gain knowledge on how to use technology safely and appropriately, such as NetSmartz.org and i-Safe.
- Students receive information annually from the school SRO on technology safety.
- Students will properly cite resources when creating personal projects and papers.

**Technology Operations and Concepts**

Students demonstrate a sound understanding of technology concepts, systems, and operations.

Examples:

- Students receive specific technology instruction K-6 and are offered additional instruction in 7-12<sup>th</sup> grades.
- Students utilize word processing and database programs, such as Microsoft Word and Excel within the curriculum.
- Students will gain skills to navigate and function in basic operating systems, such as Windows, Chrome, IOS.

### Technology Integration Goal Action Plan

Empower students with 21<sup>st</sup> century knowledge and skills to allow them to become independent, life-long learners that can use technology to work collaboratively and creatively to be prepared for the global world.

<b>Actions needed to achieve goal</b>	<b>Staff Development</b>	<b>Person(s) Responsible</b>	<b>Date each action will be Completed</b>	<b>Indication of Success</b>
Identify and share successful curriculum and technology integration practices among teachers	Staff Development Days  CSLO Courses  Erie 2 BOCES Courses  Faculty and Staff who attend NYSCATE Conferences  Targeted In-Service  Technology Committee	Administration  All Teaching Staff  Integration Specialist  Technology Staff	2015-2018	Department and grade level meetings, staff development days, and curriculum maps
Implement and maintain programs that use innovative technology in a global and digital society				Observed teacher instruction and/or use teacher evaluation
Model and implement distance learning strategies that will use telecommunications to enhance curriculum and instruction				Monitor Use
Reinforce digital citizenship and internet safety when integrating technology				Students demonstrating responsible and safe use of devices
Investigate the readiness and feasibility of one-to-one devices to support learning				Recommendations from all parties for implementation of one-to-one devices
Update student and teacher technology competencies and align them with the ISTE, NYS Technology Standards, and Common Core Standards				Updated competencies available
Provide time to implement strategies which support global communication and the collaboration of technology use				Staff and Students demonstrate the proper choice and use of technology tools
Active technology committee that meets on a regular basis and report out to Faculty, Administration, and BOE				Documented meeting minutes and presentation dates
Provide our teachers devices for their use at home				K-4 teachers received iPads in June 2015, 6-12 implementation 2016-17
Partner with outside agencies and government to provide wireless access during non-school hours				Community feedback/surveys and use of resources

## Technology Delivery

Gowanda Central School uses a variety of tools and services for delivering technology to students and staff.

- Technology services purchased through the Western New York Regional Information Center (WNYRIC) and Erie 2 Chautauqua-Cattaraugus BOCES to maintain a useable network system.
- Computing devices, such as desktops, laptops, tablets to students and teachers.
- Visual Presenters such as, interactive boards, projectors, printers, and copiers.
- Distance learning rooms and mobile video conferencing units which deliver online classes for 21<sup>st</sup> Century Curriculum.

## Parental Communications & Community Relations

The technology committee will share this plan with the faculty and staff, and administrative teams. Community members will be kept abreast of technological advances through a variety of sources.

The district utilizes several tools to aid in the communication with parents and the community:

- District Website – The district website is an important communication tool that provides important news and event information to parents, students, and the community. Many teachers maintain a teacher website as part of the larger district website. Teachers use the website to communicate homework, class notes, and even video lessons to their students.
- School Messenger– The district utilizes this notification service to communicate with our students households.
- eSchool Data – This provides our parents and students with access to grades and attendance via the Internet for grades 5-12.
- District Newsletter, Local Paper, and Facebook – Share notices, achievements, important dates, and upcoming events.
- BoardDocs – Contains Board of Education meeting minutes and agendas.
- Texting – Teachers send nightly reminders and assignments to parents from email via text message
- Community Relations Committee – Provides an avenue for community members, business owners, teachers, and students to collaborate on ideas to foster improved relations.
- Homework Hotline – Utilizes phone mailbox to communicate nightly assignments.

## Parental Communications & Community Relations Goal

### Action Plan

Communicate effectively with the Gowanda school community using technology such as, the district website, Facebook, parent/ student portal, meetings, and printed materials and other various online tools.

<b>Actions needed to achieve goal</b>	<b>Staff Development</b>	<b>Person(s) Responsible</b>	<b>Date each action will be Completed</b>	<b>Indication of Success</b>
Increase community knowledge of access to district technology resources	N/A	Administration	2015-2018	Community feedback/surveys and use of resources
Increase community access to information through district website	Local in-service for teacher webpages	Administration Technology Staff	2015-2018	Community feedback/surveys and use of resources
Continue to review, and if necessary update policies pertaining to the District website	N/A	Administration	2015-2018	Policies are adjusted to keep abreast with current communication practices and laws
Increase teacher-parent-student communications through teacher webpages, eSchool, telephone, email and parent telephone broadcasts	Provide training as needed	Administration Technology Staff Teachers Parents	2015-2018	Teacher and parent feedback/surveys
Maintain/enhance the eSchool user experience – increase parent/student access to student information (add middle school student portal)	Provide training as needed	Administration Technology Staff Teachers	2015-2018	Teacher, parent, and student feedback/surveys
Investigate alternative school website service	N/A	Administration Technology Committee	2015-2018	Committee recommendations to the Superintendent

## **Professional Development**

The goal of technology in relation to professional development and planning must be to continue to train instructional staff to integrate technology into their respective curriculum and to give administrators and support staff the tools they need to efficiently perform their duties. As all staff become more proficient with technology tools and applications through targeted training activities, they need ongoing support and access to school-based technology to reinforce learning and sustain their continuous improvement and development. The strategies available from CSLO and Erie 1 & 2 BOCES ensure that all staff and administrators gain knowledge in the use of available technology. The continued use of various strategies ensures that teachers and administrators assist students in becoming college and career ready.

The district is aware of state and national standards addressing technology competencies for students, teachers, and administrators and other relevant educators.

### ISTE (NETS) for Students:

1. Creativity and Innovation
2. Communication and Collaboration
3. Research and Information Fluency
4. Critical Thinking, Problem Solving, and Decision Making
5. Digital Citizenship
6. Technology Operations and Concepts

### ISTE (NETS) for Teachers:

1. Facilitate and Inspire Student Learning and Creativity
2. Design and develop Digital – Age Learning Experiences and Assessments
3. Model Digital – Age Work and Learning
4. Promote and Model Digital Citizenship and Responsibility
5. Engage in Professional Growth and Leadership

### ISTE (NETS) for Administrators:

1. Visionary Leadership
2. Digital – Age Learning Culture
3. Excellence in Professional Practice
4. Systematic Improvement
5. Digital Citizenship

## Professional Development Goal Action Plan

Using technology models for educators to gain knowledge of and implement the New York State Common Core and ISTE standards to enhance student learning, and to create lifelong learners.

<b>Actions needed to achieve goal</b>	<b>Staff Development</b>	<b>Person(s) Responsible</b>	<b>Date each action will be completed</b>	<b>Indication of Success</b>
Continue to train teachers K-12th grade on ways to integrate technology into the curriculum	Staff Development Days  BOCES Offerings  CSLO Offerings	Administration Curriculum Coordinator BOCES Training Staff	2015-2018	Staff survey, curriculum maps, and tracking of individual PDP hours
Provide comprehensive technology training to address the needs of all staff, including the use of ISTE standards		Administration Curriculum Coordinator BOCES Training Staff	2015-2018	Staff survey, curriculum maps, and tracking of individual PDP hours
Continue to support technology goals and objectives as outlined in the Professional Development Plan (PDP)		Administration Curriculum Coordinator BOCES Training Staff	2015-2018	Staff survey and individual PDP hours
Continue to articulate the role of Technology integrator(s) to reach capacity for content/curriculum driven technology integration		Administration Technology Integrator(s)	2015-2018	Consistent technology integration tied to the curriculum
Train teachers in the use of data retrieval for assessments and develop strategies to meet student needs		Administration Curriculum Coordinator All Teaching Staff	2015-2018	Faculty, Staff, and Student Feedback

## Infrastructure, Hardware, Technical Support, and Software

### Infrastructure Needs/Specification and Design

In an effort to develop a long range technology plan, it is important to realize that none of the vision statements proposed in this plan will be possible without adequate access to technology. To create life-long learners and help our students reach their academic potential, we need to continue to procure and upgrade our hardware and software. Currently the district offers a wealth of access to all shareholders through classroom connections, computers labs, and limited one-to-one iPads.

### Current Technology Status

#### *Gowanda Elementary School (GES)*

- GES is connected to the Gowanda High School with gigabit fiber optic cabling. The building has three wiring closets which are all connected with gigabit fiber. The classrooms are all patched with 1 gb copper. Typically a classroom will have at least 6 drops with the labs having over 25 drops.
- All of the core classrooms have a teacher computer, 5 student computers and a printer.
- All classrooms have visual presenters, ceiling mounted projectors and SMART interactive white boards.
- All classrooms are connected to a distributed Media/TV system, which allows for cable access, satellite feed, computer presentations, and digital streaming through the computer, projector, interactive white board, and speaker system.
- Two computer labs are available. One has 25 computers, the other has 30. Both have ceiling mounted digital projectors, SMART interactive whiteboards, ELMO visual presenters and a laser jet printer.
- Three mobile shared notebook carts are available. One has 24, one has 18, and one has 7. These are housed in the library or lab area.
- One mobile shared iPad cart with 25 iPads is available.
- One classroom in each of Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grades has an iPad cart with 25 iPads.
- The library has five computers in it. Four of the computers are student accessible and one is for the librarian. The librarian's computer runs the Alexandria library software. The library shares one networked printer.
- The main office has three computers. They share a networked multi-function fax/copier/printer and a high speed networked color printer/copier.
- The building shares a high speed networked printer/copier housed in the staff lounge.



- The building shares digital cameras and camcorders.
- This building is equipped with 3 portable VCR/TV units and 1 camcorder.
- The building is has a fully functional phone system integrated with a public address system.
- The Pre-K program has 6 computers and two color DeskJet printers.
- There are 5 sets of SMART Response “Clickers”. One for grades 1-4 plus special education.
- There are 4 additional sets of wireless keyboards/mice in the special education classrooms for use with the interactive white boards.
- There is a portable “Polycom” distance learning unit available for use.
- There are two common areas equipped with HD audio/video systems which include AV computers, projectors, electric screens, amplifiers, surround speakers, and Blu-ray disk players.
- The cafeteria is also set up as a presentation area equipped with a computer, ceiling mounted projector, screen and audio system.
- There is a “green” room for video production complete with video cameras and video editing hardware and software. This is mainly used for morning announcements.

### ***Gowanda Middle School (GMS)***

- GMS is connected to the Gowanda High School with gigabit fiber optic cabling. The building has two wiring closets which are all connected with gigabit fiber. The classrooms are all patched with 1 gb copper. Typically a classroom will have at least 6 drops with the labs having over 25 drops.
- Every core classroom has at least one computer system, printer, visual presenter, ceiling mounted projector and wall mounted SMART interactive whiteboard.
- The 5<sup>th</sup> grade classrooms have 5 student desktop computers.
- All classrooms are connected to a distributed Media/TV system, which allows for cable access, satellite feed, computer presentations, and digital streaming through the computer, projector, interactive white board, and speaker system.
- There are three computer labs with a teacher computer, visual presenter, ceiling mounted digital projector, interactive white board, laser printer and 25 student computers.
- There are four shared mobile notebook carts available. Each with 25 notebooks.
- There are two shared iPad carts available. Each with 28 iPads.
- The library has 5 student computers. There is a computer for the librarian to use at the circulation station. The Alexandria Patron Catalog software is used.
- The Main Office has two computers that share a networked color laser printer and a networked high speed printer/copier. The Guidance Counselors and Principal each have a computer and printer.
- The building shares cameras and camcorders.

- There is a dedicated “green” room for video production complete with video cameras and video editing hardware and software.
- The building shares a high speed networked printer/copier housed in the staff lounge.
- There are 8 sets of interactive response “clickers”. Two sets shared for each grade.
- There are 9 additional sets of wireless keyboards/mice in the special education classrooms for use with the interactive white boards.
- The cafeteria is set up as a presentation area equipped with a computer, ceiling mounted projector, electronic screen and audio system.

### ***Gowanda High School (GHS)***

- GHS has three wiring closets which are all connected with gigabit fiber. The classrooms are all patched with 1 gb copper. Typically a classroom will have at least 6 drops with the labs having over 25 drops.
- Every core classroom has at least one computer system, printer, visual presenter, ceiling mounted projector and wall mounted interactive white board.
- All classrooms are connected to a distributed Media/TV system, which allows for cable access, satellite feed, computer presentations, and digital streaming through the computer, projector, interactive white board and speaker system.
- The Business Lab (Room 126) has 18 student computers.
- The Keyboarding/Business Lab (Room 124) has a 16 student computers.
- The Technology Lab (Room 122) has 12 student computers.
- The library has 22 student computers and librarian circulation station computer that hosts the Alexandria card catalog system.
- There are three computer labs available. Two labs have 25 student desktop computers and one lab has 30 student desktop computers.
- There is a dedicated “green” room for video production complete with video cameras and video editing hardware and software.
- The digital photography and graphic arts program have their own computer lab with 10 beefed up computers and a mobile computer lab with 10 beefed up laptop computers.
- The cafeteria is also set up as a presentation area equipped with a computer, ceiling mounted projector, electronic screen and audio system.
- The auditorium is also set up as a presentation area equipped with a computer, ceiling mounted projector, screen and audio system.
- The main office has 4 computers, a networked color laser printer and a large networked printer/copier.
- The guidance counselors each have a computer and share a networked high speed printer/copier.
- There are 14 sets of shared interactive response “clickers”.

- There are 9 additional sets of wireless keyboards/mice in the special education classrooms for use with the interactive white boards.
- There are four shared mobile notebook carts available. Three have 24 notebooks and one has 10.
- There is a portable “Polycom” distance learning unit available for use.
- There are two science multi-media instruction classrooms equipped with 80” flat panel high definition TV/monitors, video conferencing units, Blu-ray players, visual presenters, 12 beefed up laptop computers, and a 3D presentation computer.

### ***Distance Learning***

- Two distance learning classrooms are available for use in the High School. These rooms are used to offer courses to students which are being taught from a remote location. The DL rooms are equipped with cutting edge distance learning technology including 4 wall mounted high definition flat panel TV monitors in each room. A copy machine and a fax machine are also available.
- Both of the DL rooms will be available to the general public for use in continuing education courses.

### ***Business Office & Central Administration***

- This office has nine PC’s running the MS Windows operating system.
- A financial software suite is installed on an in house server with backup.
- There is one shared high speed networked color print/copy/scan/fax unit.
- There are several other networked b/w and color laser printers available.

### ***Nurses’ Offices***

- Each school’s nurse’s office has a computer and a LaserJet Printer.

### ***Special Education Department***

- The special education administrative office has three computers and a shared networked printer/copier. They also have an individual laser printer and color deskjet printer.
- Adaptive technology has been placed in several classrooms. Examples of this technology include the use of Dragon Systems Naturally Speaking software for speech to text, USB touch screens, IntelliKeys keyboard as an alternate input device, and Biggie Cursor software and a BrailleNote keyboard for the visually impaired user, and 17 wireless keyboards/mice for use by special needs students and Aides.

### ***Teachers' Printer/Copier Area***

- The staff lounge in the Elementary, Middle and High Schools have a large capacity high speed networked printer/copier for the teachers' heavy printing and copying needs.

### ***Server Room / Data Center***

- We have a redundant core server/storage system. This consists of a duplicate physical server and iSCSI SAN. One system is located in our main server room and the other is in the science wing wiring closet.
- The physical server is running VMware and hosts the following virtual servers:
  - Two domain controllers
  - One storage server for students
  - One storage server for teachers
  - One storage server for other school admin and staff
  - One storage server for the business and district office
  - One application server for our financial software (Wincap)
  - One application server for our email system (IBM Domino/Lotus Notes)
  - One application server for our wireless management system is also a domain controller
  - One application server for our nurses health system (SNAP)
  - One application server for the software ReadNaturally
  - One application server for the software Read180
- We have two security camera management servers connected to two direct attached storage devices to manage and store security cameras and video.
- We also have individual physical servers for the following:
  - Application server for Companion – Alexandria library software
  - Application server for Versatrans transportation software
  - Application server for Toshiba re-rite software
  - Application server for Microsoft System Center Configuration Manager
  - Application server for Microsoft Windows Deployment Services
  - Application server for Honeywell Winpak software system for door & badge security.

### ***Main Wiring Closet – Gigabit Broadband Wide Area Network***

- The main wiring closet is located in the server room in the High School. This is connected to the Western New York Regional Information System via a gigabit fiber connection.
- The main wiring closet also connects to our elementary, high, and middle schools, bus garage and athletic “Hillis” field via a gigabit fiber connection.
- The main wiring closet connects to our high school science wing with a 10 gigabit fiber connection.
- All wiring closets utilize managed and stacked gigabit POE switches.

### ***Wireless Network Access***

- The entire District is set up for 802.11n Wi-Fi access including the outside practice fields, athletic facility, and bus garage. Currently, there is approximately one access point for every four classrooms.

### ***Telephone Systems***

- Phone services are provided by Time Warner via a T1 fiber connection and Verizon via several POTS lines.
- The internal district phone system consists of 305 active telephone ports, 5 active trunk ports, 2 voice mail/cdr PCs, 72 T1/PRI Circuits, and 3 UPS systems.
- The district has several cell phones for Administrators.

### ***E-Mail System***

- The District utilizes a Lotus Notes / Domino email system. This resides on an in house server. The system is backed up to tape nightly.
- The system utilizes Symantec Anti-Virus software to protect the email from viruses.
- The District provides access to this system for all staff.

### ***Paging System***

- Each school has a Bogen paging system with speakers/microphones in every room.
- The system integrates with the phone system

### ***Surveillance System***

- The District has a security surveillance system with 81 cameras covering all three schools plus the athletic facility and bus garage.

### ***Notable Software***

- Most desktop and notebook computers have the Microsoft Windows 7 operating system.
- Music department computers have the Apple OS X operating system.
- Most tablet computers are iPads with the latest iOS software.
- All Microsoft OS computers have Microsoft System Center Endpoint Protection.
- The district subscribes to the Microsoft Enrollment for Education Solutions (EES) which provides the Microsoft OS upgrades and the latest Microsoft Office suite for all district computers.
- The email system is Lotus/Domino.
- The financial system is Wincap.
- The student information system is eSchooldata.
- SMART Notebook collaborative learning software.
- SMART Response interactive response system.
- SMART Sync classroom management software (lab environments).
- 500 user license for Adobe CS4.
- 500 user license for Adobe CS6.
- READ180.
- Renaissance Place – Accelerated Math/Reading, Star Math/Reading.
- School Island / Study Island.

## Inventory and Planned Future Acquisitions

Inventory	Computer Labs	Class-rooms	Library	Admin. Office	Other Location	Planned Future Acquisitions		
Devices (list by type)						Year 1	Year 2	Year 3
A. Desktop Computers	215	311	34	114		75	75	75
B. Notebook Computers	286			33		10	400	400
C. Tablet devices		385		24		400	50	50
<b>Peripherals</b>								
A. Printers	8	156	3	39		10	10	10
B. Projection Devices	8	92	3	7		30	30	30
C. Interactive White Boards	7	92		7		2	2	2
D. Flat Panel Televisions		18		13		5	5	5
E. Digital Cameras		35				2	2	2
F. Scanners	3					0	0	0
G. High Speed Printers/Copiers		2		8	3	2	2	2
<b>Software- see software list on following page</b>								
<b>Network Equipment</b>								
A. Servers					20	0	0	1
B. Switches					52	8	0	50
C. Wireless Access Points					90	200	5	5
Number of rooms wired for internal connections	6	146	3	50	45			
<b>Telecommunication</b>								
A. T1 (Voice)					1	N/A	N/A	N/A
B. Gigabit Broadband					1	N/A	N/A	N/A
C. Copper (Voice)					17	0	0	0
D. Telephones Digital/Analog	6	146	3	50	45	5	5	5
E. Telephones – VOIP System	N/A					0	200	5

***Educational Licensing Software***

Macromedia	Academic Macromedia Studio MX Education	1
Renaissance Learning Inc	Accelerated Reader (ES)	500
Adobe	Adobe Creative Suite Design Premium 6	500
Adobe	Adobe Creative Suite Master Collection 4	500
Adobe	Adobe Visual Communicator 3	15
Companion	Alexandria Controller v6	1
Companion	Alexandria v6 (ES)	1
Companion	Alexandria v6 (HS)	1
Companion	Alexandria v6 (MS)	1
Southwestern Computer Intera	Algeblocks Vol 1 : Site	1
Southwestern Computer Intera	Algeblocks Vol 2 : Site	1
Nova Development Corp	Art Explosion 750,000 Clip Art MAC	1
Lingui Systems	Autism & PDD Basic Questions	1
Lingui Systems	Autism & PDD Concept Development	1
Autodesk Inc	Autodesk Design Academy 2012 2012	10
Autodesk Inc	Autodesk Inventor / iDesign	Site
PG Music	Band in a Box Pro 12 12	7
RCI Software	Band Music Library 5.3	1
BrainPop	BrainPop	Bldg
Brainpop	BrainPop Jr	Bldg
Venturaes	Calculation Skill Builder	5
Castle Software	Castle Learning	Site
Flinn Scientific Inc.	Chemventory 5.5	1
RCI Software	Choral Music Library Program 5.3	1
William K. Bradford	Class Master 4.0 Windows 4.0	5
Pasco Scientific	DataStudio 1.9.7	Site
School World	Dr Seuss's Kindergarten	18
School World	Dr Seuss's Preschool	21
Cognitive Concepts	Earobics Step 1 Clinician	1
Cognitive Concepts	Earobics Step 2 Clinician	1
Cognitive Concepts	Earobics Step 2 Clinician	1
Cognitive Concepts	Earobics Step 2 Clinician	3
Edhelper	Ed Helper everything package	20
Microsoft	EES - Enterprise CAL Suite – OS & Office plus Office 365	Site
Sunburst	Emergent Reader	10
EXAMgen Inc.	EXAMgen Global History & Geography 4.4	Site
Make Music	Finale	5
Sunburst	First Phonics	10
KCP Technologies	Geometer's Sketchpad 5.0	50
Arbond Education	Global History and Geography 4.0	1
Pearson	GRADPOINT	4
Vernier	Graphical Analysis 3 3.4	6
Various	iPad apps - Multiple	
Freedom Scientific	Jaws Professional for Windows 14	1
Lakeshore	Jet-Boat Harbor Short Vowels Game	1
Jumpstart	Jumpstart 1st Grade	1



Jumpstart	Jumpstart 2nd Grade	1
Jumpstart	Jumpstart Kindergarten	1
Jumpstart	Jumpstart Numbers	1
Jumpstart	Jumpstart Spy Masters	1
Inspiration	Kidspiration 2.0	199
Lab-Volt Systems, Inc	Lab-Volt - Mindsight	Hosted
Lab-Volt Systems, Inc	Lab-Volt Aerodynamics	1
Lab-Volt Systems, Inc	Lab-Volt Engineering and Stress	1
Lab-Volt Systems, Inc	Lab-Volt Exploratory Electronics	1
Lab-Volt Systems, Inc	Lab-Volt Exploring Mechanisms	1
Lab-Volt Systems, Inc	Lab-Volt Fiber Optics and Lasers	1
Lab-Volt Systems, Inc	Lab-Volt Fluid Power	1
Lab-Volt Systems, Inc	Lab-Volt Plastics	1
Learning Ally	Learning Ally	16
Learning A-A	Learning A-Z online site license	20
Lexia Learning	Lexia Reading Core5	20
Knowledge Adventure	Math Blaster Ages 6-8	Network
Riverdeep	Mavis Beacon Teaches Typing- Deluxe	3
Riverdeep	Mighty Math Calculating Crew 3.1	6
Riverdeep	Mighty Math Number Heroes 3.1	6
Harmonic Vision	Music Ace Maestro 5.2	5
Harmonic Vision	Music Ace Volume 1 3.0	5
Harmonic Vision	Music Ace Volume 2 3.0	5
Dragon Systems	Naturally Speaking	1
Lingui Systems Inc	No Glamor Language	1
Lingui Systems Inc	NO-Glamor Grammer	1
Neuratron	PhotoScore Professional 4.	1
Pinnacle	Pinnacle Studio Plus	20
ARS Nova Software, LLC	Practica Musica	Site
Riverdeep	Print Shop 15	Network
Intuit	Quicken for Business	19
RCI Music Library 6.0	RCI Music Library 6.0	1
Scholastic	Read 180 Rskills	90
Scholastic	Read 180 Scholastic Reading Counts	550
Scholastic	Read 180 SRT	90
Scholastic	Read 180 Stage B	45
Scholastic	Read 180 Stage C	45
Read Naturally Inc.	Read Naturally SE 2.1.3	Site
Learning A-Z	Reading A-Z	25
Knowledge Adventure	Reading Blaster Ages 6-8	Network
Digiplay	Showmaker	1
Lakeshore	Sight-Words Carnival Game	1
MakeMusic	Smart Music for Educators	5
MakeMusic	Smart Music for Students (School PracticeRoom)	5
Smart Technologies	Smart Notebook	Site
Smart Technologies	Smart Notebook Math Tools	10
Solidworks	Solidworks 2010/2011	20
Don Johnston	SOLO 6 6.0.1	1

GOWANDA CENTRAL SCHOOL

Lakeshore	Sound Sorting Beginning Sounds	1
Lakeshore	Sound Sorting Ending Sounds	1
Knowledge Adventure	Spelling Blaster Ages 6-9	Network
Vocabulary - Spelling City	Spelling City	90
Renaissance Learning Inc.	Star Math (ES)	500
Renaissance Learning Inc.	Star Reading (ES)	500
Pinnacle	Studio Plus 12	19
Edmentum	Study Island (ES)	Bldg
Super Teacher Worksheets	Super Teacher Worksheets	Bldg
Smart Technologies	Synchroneyes School License	Site
Prentice Hall	Teacher Online Access Pack, America	1
Prentice Hall	Teacher Online Access Pack, Biology	1
Prentice Hall	Teacher Online Access Pack, World History	1
Educational Fontware Inc.	Teacher Pack Fonts	30
Sunburst	Tenth Planet Combining & Breaking Apart Numbers 1.0	10
Sunburst	Tenth Planet Grouping & Place Value 1.0	10
Sunburst	Tenth Planet Number Meanings and Counting 1.0	10
Texas Instruments	TI-Smart View Emulator 2.0	2
Texas Instruments	TI-Smartview 2.0	4
Riverdeep	Trudy's Time and Place House	Network
Sunburst	Type to Learn 3 Network Version	Network
Sunburst	Type to Learn 4 Network Version	Network
Demarque	Typing Pal Online	399
Arbond Education	US History and Government 1.0	1
Knowledge Matters Inc	Virtual Business Retailing 2.0 2.0	1
Knowledge Matters, Inc	Virtual Business Sports 1.0.0	19
Knowledge Matters Inc	Virtual Businessw Sports Assessment 1.0.0	1

## Technology Equipment and Infrastructure Goal Action Plan

Support district technology infrastructure and provide effective technical support to continually maintain availability of technology resources and work toward continued growth of Gowanda District's learning and work environment.

<b>Actions needed to achieve goal</b>	<b>Staff Development</b>	<b>Person(s) Responsible</b>	<b>Date each action will be completed</b>	<b>Indication of Success</b>
Follow a replacement plan for district technology devices such as, computers/tablets, printers, interactive whiteboards, projectors, etc.	N/A	Administration Technology Department	2015-2018	Desktops and laptops are replaced in accordance with the district's replacement plan
Upgrade voice communication internally with a VOIP Phone System	N/A	Administration Technology Department	2015-2018	System upgrade
Investigate/Implement the desirability, necessity, readiness and feasibility of increasing the one-to-one device program	N/A	Administration Technology Committee WNYRIC Staff	2015-2018	Recommendations are made regarding increasing our one-to-one device initiatives
Investigate the use of new technologies which promotes 21 <sup>st</sup> century learning	N/A	Administration Technology Committee WNYRIC Staff	2015-2018	Areas have the appropriate technologies to support integration
Enhance wireless services to support future device needs	N/A	Administration Technology Staff	2015-2018	Wireless services able to support future devices
Maintain and increase, as needed, LAN/WAN infrastructure to the internet to allow for sufficient bandwidth	N/A	Administration Technology Staff	2015-2018	Monitoring of Network Usage and Capacity
Maintain a district email service to assure reliable email communication for faculty, staff, and students	N/A	Administration Technology Staff	2015-2018	Technology Staff monitoring of email system
Maintain and increase broadband internet connection through BOCES to allow for sufficient bandwidth for all devices	N/A	Administration Technology Staff	2015-2018	Monitoring of broadband connection capacity

## Technology Services Goal Action Plan

Balance safety and security while optimizing opportunities for learning, access to information, and management of technology resources.

<b>Actions needed to achieve goal</b>	<b>Staff Development</b>	<b>Person(s) Responsible</b>	<b>Date each action will be completed</b>	<b>Indication of Success</b>
Ensure that technology equipment and software are secure	Use Technology Staff and WNYRIC	Administration All Staff	2015-2018	Feedback from Staff and Technology Department Staff
Audit systems to assure proper location, security levels, and storage of confidential files	N/A	Administration Technology Staff	2015-2018	Adjustments made if necessary
Provide access of student assessment results to teachers from data sources	Curriculum Director BOCES Trainers	Administration Curriculum Director All Staff	2015-2018	Teacher and user feedback
Establish sufficient support personnel to address hardware, software, and integration issues	N/A	Administration Technology Department	2015-2018	Response time and staff survey
Continue to stay updated on legal requirements and guidelines for technology use	In-Service Work sessions/Meetings	Administration Technology Committee	2015-2018	Adjusting policies and practices to address changes
Investigate Bring Your Own Device (BYOD) Policy	N/A	Technology Committee	2015-2018	Recommendation to the Superintendent
Investigate alternative teaching stations	N/A	Technology Committee	2015-2018	Recommendation to the Superintendent
Establish Technology Integration position (s)	N/A	Administration Technology Committee	2015-2018	Recommendation to the Superintendent
Establish cloud solution, Office 365 and Google Apps for Education	Curriculum Director BOCES Trainers	Administration Curriculum Director	2015-2018	Teacher and user feedback

## **Increase Access**

The Gowanda Central School District will use the following strategies to increase access to technology for our faculty, staff and students.

- Assess and increase availability of notebooks and tablet devices.
- One to one implementation.
- Increase support and training opportunities for faculty staff and administrators.
- Technology Committee meet every other month.

## **Monitoring and Evaluation**

Evaluating and implementing the technology plan will be the responsibility of the Chief Information Officer in conjunction with the District Technology Committee.

- Meetings of the District Technology Committee (every other month) to review the Technology Plan's progress and to make reports, recommendations and /or adjustments with appropriate staff.
- Formal and informal surveys to staff and students.
- Report the Technology Plan's progress to the District Administration Team and BOE when appropriate.
- Observation in classrooms and review of data to assess student learning.
- Communications and update to Faculty and Staff will be reviewed at Faculty meetings and/or Staff Development Days.
- Update the community with plan status via the website and/or school newsletter.

Policies:

Methods are in place to monitor faculty, staff, and student use of technologies based upon the district's Acceptable Use Policy.

**Student Internet Content Filtering/Safety Policy****The Children's Internet Protection Act**

In compliance with The Children's Internet Protection Act (CIPA) and Regulations of the Federal Communications Commission (FCC), the District has adopted and will enforce this Internet safety policy that ensures the use of technology protection measures (i.e., filtering or blocking of access to certain material on the Internet) on all District computers with Internet access. Such technology protection measures apply to Internet access by both adults and minors with regard to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, considered harmful to such students. Further, appropriate monitoring of online activities of minors, as determined by the building/program supervisor, will also be enforced to ensure the safety of students when accessing the Internet.

Further, the Board of Education's decision to utilize technology protection measures and other safety procedures for staff and students when accessing the Internet fosters the educational mission of the schools including the selection of appropriate teaching/instructional materials and activities to enhance the schools' programs; and to help ensure the safety of personnel and students while online.

However, no filtering technology can guarantee that staff and students will be prevented from accessing all inappropriate locations. Proper safety procedures, as deemed appropriate by the applicable administrator/program supervisor, will be provided to ensure compliance with the CIPA.

In addition to the use of technology protection measures, the monitoring of online activities and access by minors to inappropriate matter on the Internet and World Wide Web *may* include, but shall not be limited to, the following guidelines:

- a) Ensuring the presence of a teacher and/or other appropriate District personnel when students are accessing the Internet including, but not limited to, the supervision of minors when using electronic mail, chat rooms, and other forms of direct electronic communications. As determined by the appropriate building administrator, the use of e-mail and chat rooms may be blocked as deemed necessary to ensure the safety of such students;
- b) Monitoring logs of access in order to keep track of the web sites visited by students as a measure to restrict access to materials harmful to minors;
- c) The dissemination of the District's Acceptable Use Policy and accompanying Regulations to parents and students in order to provide notice of the school's requirements, expectations, and student's obligations when accessing the Internet. In compliance with this Internet Safety Policy as well as the District's Acceptable Use Policy, unauthorized access (including so-called "hacking") and other unlawful activities by minors are prohibited by the District; and student violations of such policies may result in disciplinary action; and
- d) Appropriate supervision and notification to minors regarding the prohibition as to unauthorized disclosure, use and dissemination of personal information regarding such students.

The determination of what is "inappropriate" for minors shall be determined by the District and/or designated school official(s). It is acknowledged that the determination of such "inappropriate" material

may vary depending upon the circumstances of the situation and the age of the students involved in online research.

The terms "minor," "child pornography," "harmful to minors," "obscene," "technology protection measure," "sexual act," and "sexual contact" will be as defined in accordance with CIPA and other applicable laws/regulations as may be appropriate and implemented pursuant to the District's educational mission.

Under certain specified circumstances, the blocking or filtering technology measure(s) may be disabled for adults engaged in bona fide research or other lawful purposes. The power to disable can only be exercised by an administrator, supervisor, or other person authorized by the School District.

The School District shall provide certification, pursuant to the requirements of CIPA, to document the District's adoption and enforcement of its Internet Safety Policy, including the operation and enforcement of technology protection measures (i.e., blocking/filtering of access to certain material on the Internet) for all School District computers with Internet access.

### **Internet Safety Instruction**

In accordance with New York State Education Law, the School District may provide, to students in grades K through 12, instruction designed to promote the proper and safe use of the Internet. The Commissioner shall provide technical assistance to assist in the development of curricula for such course of study which shall be age appropriate and developed according to the needs and abilities of students at successive grade levels in order to provide awareness, skills, information and support to aid in the safe usage of the internet.

### **Notification/Authorization**

The District's Acceptable Use Policy and accompanying Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and student's obligations when accessing the Internet. Student access to District computers is conditioned upon written agreement by the student and his/her parent acknowledging that the use will conform to the requirements of the District's Acceptable Use Policy. All agreements shall be kept on file in the District office. The District has provided reasonable public notice and has held at least one (1) public hearing or meeting to address the proposed Internet Content Filtering/Safety Policy prior to Board adoption. Furthermore, appropriate actions will be taken to ensure the ready availability to the public of the District's Internet Content Filtering/Safety Policy, as well as any other District policies relating to the use of technology.

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

47 Code of Federal Regulations

**COMPUTER NETWORK FOR EDUCATION**

The Board of Education is committed to the optimization of teachers and student learning and teaching. The Board considers a computer network to be a valuable tool for education, and encourages the use of computers and computer- related technology in district classroom.

The Board encourages computer network use as an integral part of the curriculum. Through software applications, online databases, bulletin boards and electronic mail, the network will significantly enhance educational experiences and provide statewide, national and global communications opportunities for staff and students.

The Board directs the Superintendent of Schools to designate a technology coordinator to oversee the use of district computer resources. The technology coordinator will prepare programs for the training and development of district staff in computer skills, and for the incorporation of computer use in appropriate subject areas.

The Superintendent, working in conjunction with the designated Purchasing Agent for the district, the technology coordinator and the District Technology Curriculum Team, will be responsible for the purchase and distribution of computer software and hardware throughout district schools. They shall prepare and submit for the Board's approval a comprehensive multi-year technology plan which shall be revised as necessary to reflect changing technology and/or district needs.

The Superintendent shall establish rules and regulations governing the use and security of the district's computer network. Failure to comply with district policy and regulations for use of the network may result in disciplinary action as well as suspension and/or revocation of computer access privileges.



## **COMPUTER NETWORK FOR EDUCATION REGULATION**

The following comprise the rules and regulations relating to the use of the district's computer network system:

### *Administration*

1. The Superintendent of Schools shall designate a computer coordinator to oversee the district's computer network.
2. The computer coordinator shall monitor and examine all network activities as deemed appropriate to ensure proper use of the system,
3. He/She shall disseminate and interpret district policy and regulations governing use of the district's network at the building level with all network users.
4. He/She shall provide employee training for proper use of the network and will ensure that staff supervising students using the district's network provide similar training to their students, including copies of district policy and regulations governing use of the district's network.
5. He/She shall ensure that all disks and software loaded onto the computer network have been scanned for computer viruses.
6. All student agreements to abide by district policy and regulations shall be kept on file in the district office.

### *System Access*

The following individuals may be designated as members with access to the computer network system:

1. Elementary, middle and secondary students may be granted an account for up to one academic year at a time.
2. Teachers may apply for an individual and/or a class account.
3. Other district employees as deemed necessary.
4. Community members as deemed necessary.

### *Procedures for Proper Use*

1. The district's computer network shall be used only for educational purposes consistent with the district's mission and goals.
2. The individual in whose name an account is issued is responsible at all times for its proper use.
3. Network users will be issued a login name and password. Passwords must be changed every 30 days.
4. Only those network users with written permission from the supervisor and computer coordinator may access the district's system from off-site (e.g., from home).
5. Network users identifying a security problem on the district's system must notify the appropriate teacher, administrator or computer coordinator. Do not demonstrate the problem to anyone.
6. Student account information will be maintained in accordance with applicable education records law and district policy and regulations 5500.

7. Copyrighted material may not be placed on any computer connected to the district's network without the author's permission. Only staff specifically authorized may upload copyrighted material to the network.
8. Network users may download copyrighted material for their own use, copyrighted material shall be used in accordance with the fair use doctrine and district policy and regulations 8650.
9. Any network user identified as a security risk or having a history of violations of district computer use guidelines may be denied access to the district's network.

**GOWANDA****4526-R***Prohibitions*

The following is a list of prohibited actions concerning use of the district's computer network. Violation of any of these prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the network.

1. There must be no sharing of passwords without written permission from the teacher/administrator or computer coordinator, as appropriate.
2. Attempts to read, delete, copy or modify the electronic mail of other system users is prohibited as is deliberate interference with the ability of other system users to send/receive electronic mail. Forgery or attempted forgery of electronic mail messages is prohibited.
3. No personal software or disks may be loaded onto the district's computers and/or network, without permission of the teacher/administrator or computer coordinator.
4. Attempts by a student to log on to the district's system in the name of another individual, with or without the individual's password, is prohibited.
5. System users shall not encourage the use of tobacco, alcohol or controlled substances or otherwise promote any other activity prohibited by district policy, state or federal law.
6. Use of computer access to data and access to secure areas other than for educational purposes is prohibited.
7. System users shall not evade, change or exceed resource quotas as set by the administration. A user who continues to violate disk space quotas after seven calendar days of notification may have their file removed by the system coordinator. Such quotas may be exceeded only by requesting to the appropriate administrator or system coordinator that disk quotas be increased and stating the need for the increase.
8. Transmission of material, information or software in violation of any district policy or regulation, local, state or federal law or regulation is prohibited.
9. Vandalism will result in cancellation of system use privileges. Vandalism is defined as a malicious attempt to harm or destroy district equipment or materials, data of another user of the district's system or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses.
10. Tampering with or misuse of the computer system or taking any other action inconsistent with this policy and regulation will be viewed as a security violation.

**GOWANDA****1506****DIGITAL DATA MANAGEMENT AND SECURITY**

The Board of Education views technology as an important aspect of the educational program it provides to the students of the District. The Board of Education also realizes the important of safeguarding the District's data. Therefore the Board of Education sets forth the following guidelines:

- A. Establishing User Access and Changing Passwords: User access and initial passwords will be assigned by the Technology Coordinator and/or the designated administrator assigned to govern the specific software application. New users must customize their passwords within the period of time deemed appropriate by the Technology Coordinator and/or the designated administrator.
- B. Suspending or Terminating User Accounts: The Technology office will review Board of Education minutes to identify employee accounts that need to be either disabled or modified in some degree. The Technology Coordinator and/or the designated administrator will determine whether the account will be terminated and/or if the files need to be transferred to a replacement user or archived.
- C. Workstation – Server Audit: Technology Coordinator will delegate an individual to perform routine maintenance or software upgrades to workstations within the District. During this routine work the workstation will also be examined to determine:
  - No unauthorized software has been installed
  - The antivirus software is working properly
  - The workstation is being used appropriately as outlined in the
- D. Technology Handbook: The Technology Coordinator will report unauthorized use of computers and/or data to the Superintendent. The Technology Coordinator will routinely audit the District servers to identify each is protected by an antivirus software and are not susceptible to unauthorized use. At the discretion of the Superintendent s/he can direct the Technology Coordinator to examine an individual workstation for inappropriate use.
- E. Data Security: Users are encouraged to save all school related data on the server. In the event school related data is saved on a hard drive then the user is responsible for backing up the data. The District will perform backups of information saved on the District's server on a routine basis. The backup is performed on a daily or weekly basis as determined appropriate by the Superintendent, the Technology Coordinator, and the School Business Administrator. Backup data is also stored offsite at the Gowanda Elementary School for major software applications and are retained for a four (4) week

average. District information that is saved on servers housed outside the District will be backed up and maintained by the contracted vendor.