

# Technology Plan for Edmeston Central School 2009-2011

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## Section 1 – Introduction and School Narrative

Edmeston Central School is a K-12 school district located in Edmeston, NY. The school consist of a single building and has a present enrollment of 535 students. The main building was built in 1939, with several additions completed throughout the years. A major renovation was completed during the 2005-06 school year and an Excel based capital building project begins in June, 2009 that will continue through January 2010. A wireless overlay will be installed during this project. Each classroom has Internet access. The business room and computer labs (2) are wired for 20+ computers each. The new media centers (2), created during the 2000-01 building project, each have 12 student workstations with Internet access.

In 2006, the district instituted a major campaign to upgrade the technology capacity and the use of technology over a 3 year time period. In June, 2006 we purchased a Mobile wireless laptop cart with 20 laptops for use in classrooms. In May, 2007, we purchased another Mobile wireless laptop cart with 15 laptops for use in the art/technology room. In October, 2007, we purchased an additional mobile wireless cart with 20 laptops. Each year we replace 12 computers in one of the two media centers through a BOCES COSER. This way the computers are never any more than 2 years old in either media center. During the 2007-08 and 2008-09 school years we installed 9 SMARTboards equipped with Elmos and ceiling mounted digital projectors. We have begun converting teachers desktops over to laptops with wireless capability, so they can do school work at home as well as in the classroom. Additionally, major improvements to the school website were implemented during this time period. We will continue upgrading in the years to come.

In August of 2008, we added a new Main Server and new switches to increase capacity, security, and flexibility for the District wide technology programs. Students have no access to the new Main Server. The older Main Server is now used to store student folders, documents the teachers want to share with the students and the teacher/staff E-mail Exchange. During the 2009-2010 school year we will upgrade our Business Office's Finance Manager Server to increase capacity and flexibility for the District. We plan to upgrade the Student Server during the 2010-11 school year.

The long-range goal for the Edmeston Central School District Technology Plan is to improve student achievement through the progressive improvement of technology infrastructure and the integration of technology applications into the curriculum. This goal presents two challenges for a small rural school such as Edmeston because of the uncertainties associated with education funding over the next two years. The first challenge is the difficulty of budgeting sufficient monies to upgrade hardware, while the second is allocating sufficient monies to provide professional development that will lead to students and staff being proficient in the use of technology for learning.

Section 2 – Establishment of Goals  
Goal #1

Replace 12 workstations in 2009 - 2010 in the High School media center through a BOCES COSER. Replace 12 workstations in 2010 - 2011 in the Elementary media center through a BOCES COSER.

Target timeframe – 2 yrs.

Replace 2 workstations used in media center used by Library Teaching Assistants in 2009-2010.

Target timeframe – 1 yr.

Staff Development

The librarian/media specialist will provide staff training in accessing the evolving and expanding online resources from the classrooms.

Hardware, Software, and Services Needed

- 12 - Workstations for Media Center furnished by (COSER)
- 2 - Additional workstations for Library Teaching Assistants

Budget

Description of Hardware/Software/Service	Qty	Price	Ext'd
New Workstations 12/yr. (COSER)	12	900	\$10,800
New Workstations	2	900	\$1,800
		total	\$12,600

Evaluation Criteria

Staff will be surveyed as to critique the system and to offer possible changes, which might be used to enhance the service and improve access for all.

Section 2 – Establishment of Goals

Goal #2

Upgrade the Business Office Finance Manager Server in 2009-2010, to increase capacity and flexibility for the district. In 2010-2011 the Student Server will be upgraded.

Target time frame 2 year

Staff Development

NA

Hardware, Software, and Services Needed

One new Finance Manager Server and one new Student Server

Budget

Description of Hardware/Software/Service	Qty	Price	Ext'd
New Finance Manager Server	1		\$7,000
Upgraded Anti virus software	1		\$0
New Student Server	1		\$7,000
Labor			\$2,000
		Total	\$16,000

Evaluation Criteria

Goal will be met upon purchase of hardware.

Section 2 – Establishment of Goals.  
Goal #3

Update Elementary Computer lab with 12 XP computers from the High School Library in 2009-2010 and 12 XP computers from the Elementary Library in 2010-2011.

Target timeframe – 2 years

Staff Development

Professional Development for Office 2007 has been implemented and will be applied on an as needs basis by turn-key staff trainers throughout the school year.

Hardware, Software, and Services Needed

Budget

Relocate 12 workstations from the H.S. Library to the Elementary computer lab	12	\$0	\$0
Relocate 12 workstations from the Elementary Library to the Elementary computer lab	12	\$0	\$0
		Total	\$0

Evaluation Criteria

Staff will be surveyed as to their comfort level in using the software and their satisfaction level of this technology. Survey will be performed on a yearly basis.

## Section 2 – Establishment of Goals

### Goal #4

Replace/upgrade machines for professional staff. Continue replacing these workstations with Laptops with wireless capabilities.

Target timeframe – 2 years.

### Staff Development

Train staff on new equipment as needed. Set up regular staff development schedules that match equipment purchases.

### Hardware, Software, and Services Needed

Purchase laptop computers to upgrade all staff

### Budget

Description of Hardware/Software/Service	Qty	Price	Ext'd
Windows XP Laptops	16	\$1,000	\$16,000
		Total	\$16,000

### Evaluation Criteria

Update inventory each year and categorize the machines. Monitor future need of replacement/upgrading of hardware.

## Section 2 – Establishment of Goals

### Goal #5

Continue developing an active school web page, which communicates general information about the district, news, calendar, menu, academic interests, highlights, activities, class information, teacher notes/lists, homework helpers & reference links, club pages, etc.  
Target timeframe – Ongoing.

### Staff Development

Staff will be trained in creating and maintaining web pages by the Web Master. This training would be held along with other computer training (network use, grades, attendance,...) during regularly scheduled conference days. We have a “Web-Master” on site that will train district staff and maintain the site.

### Hardware, Software, and Services Needed

The web service would be housed on the school’s server. Other software/hardware needs to be determined as website capability expands.

### Budget

Description of Hardware/Software/Service	Qty	Price	Ext'd
Domain name registration	1	\$25	\$25
Training seminars for turn-key trainers	6		\$4,000
Hardware/inhance capability	1	\$200	\$200
Webmaster Stipend	1		\$1,817
		Total	\$6,042

### Evaluation Criteria

Feedback provided from school personnel, community members, parents, and students.

## Section 2 – Establishment of Goals

### Goal #6

Continue to purchase SMARTboards, Elmos and LCD projectors for use in classrooms.  
Continue to train professional staff.

Target timeframe: 2 years

### Staff Development

Training will take place during Conference Days and in-house turn-key training throughout the year as needed.

### Hardware, Software, and Services Needed

Purchase 10 Elmos, 10 LCD projectors 15 Smart boards and hardware/cables to mount projectors in the ceiling during the 2009-10 and 2010-2011 school years.

### Budget

Description of Hardware/Software/Service	Qty	Price	Ext'd
SMARTboard w/ speakers & Airliner	15	\$1,779	\$26,685
Elmo	10	\$1,200	\$12,000
LCD projector	10	\$1,000	\$10,000
Hardware to mount projectors and Cables	8	\$320	\$2,560
		Total	51,245

### Evaluation Criteria

Staff will be surveyed as to satisfaction with the training and also to determine frequency of use and integration into the various curriculums. Feedback will be solicited as to how to make the training more productive and to identify areas of need.

Section 2 – Establishment of Goals  
Goal #7

EXCEL PROJECT:

Wire all elementary classrooms with new networking cables, adding student network area and separate teacher station area. All elementary classrooms will also be pre-wired for SMARTboard installation. Set up wireless access points throughout the building. Rewire Intermediate Computer Lab and H.S. Business Lab. Implementation of full wireless network in 2010-11

Target time frame – 2 years

Staff Development

Training on wireless will be implemented upon completion of wireless overlay and installation of all hardware.

Hardware, Software, and Services Needed

TBA

Budget

Description of Hardware/Software/Service	Qty	Price	Ext'd
As per EXCEL Project bids and specifications		Total	

Evaluation Criteria

TBA

Section 2 – Establishment of Goals

Goal #8

Upgrade Final 6 Workstations in the HS Business Lab and 6 Workstations in the Intermediate School Lab in 2009-2010.  
Target time frame – 1 year

Staff Development

No staff development or training is required.

Hardware, Software, and Services Needed

12 New desktop Workstations

Budget

Description of Hardware/Software/Service	Qty	Price	Ext'd
New Desktop Workstations	12	\$900	\$10,800
		Total	\$10,800

Evaluation Criteria

Use of hardware is part of a currently established and well-defined curriculum.

Section 3 – Staff Development Summary

<p>YEAR 1 - 2009-10                      Training for upgraded programs.                      2007 version of Word, Excel, Access, Outlook Internet Explorer 7</p>	<p>YEAR 2 - 2010-11                      Training for upgraded programs.                      2007 version of Word, Excel, Access, Outlook Internet Explorer 7</p>
<p>Attendance Software- E-School Plus</p>	<p>Attendance Software- E-School Plus</p>
<p>Training for SMARTboards, Power point presentations, Video Streaming, Video Conferencing, and the use of the Classroom DL cart.</p>	<p>Training for SMARTboards, Power point presentations, Video Streaming, Video Conferencing, and the use of the Classroom DL cart.</p>
<p>Ongoing training for staff of utilization the Web Page and it's applications and parental use of the website.</p>	<p>Ongoing training for staff of utilization the Web Page and it's applications and parental use of the website.</p>
<p>Interested individuals go to seminars/workshops for training to offer class electives.</p>	<p>Interested individuals go to seminars/workshops for training to offer class electives.</p>
<p>Coordinator training for DL cart and its applications for class room use.</p>	<p>Coordinator training for DL cart and its applications for class room use.</p>
<p>Training for expanded use of wireless Laptop cart applications</p>	<p>Training for expanded use of wireless Laptop cart applications</p>
<p>Training for implementation of wireless network</p>	<p>Training for implementation of wireless network</p>

## Section 4 – Assessment of Telecommunication Services, Hardware and Software Summary

### Summary of Existing Technology Infrastructure

A 10/100 Ethernet network exists throughout the building with most classrooms having two network connections. Multiple connections are located in the intermediate lab, business classroom, elementary lab, media centers and science labs. There are two main wiring closets with the one next to the elementary media center housing the school servers. The new Main Server is for teacher and staff use only and approximately 75 accounts have been issued. Personal storage space on the server is set up. Our Microsoft Exchange server also serves as storage space for the students. Every student in grades 4-12 has a personal account. Another NT server contains the Business Office's Finance Manager software and information. One PC computer lab presently exists in the business lab classroom with 20 computers connected to the network & Internet. The Intermediate computer lab contains 22 windows XP computers and is using the network. The Elementary lab has 29 Windows XP machines. All faculty members have a PC in their classroom and have network/internet access. The special education rooms generally house 3-networked PCs. All classrooms have printers. Nine regular education classrooms are equipped with SMARTboards, digital projectors, and Elmos. We have two mobile/wireless laptop cart with 20 laptops that travel from classroom to classroom as needed and one mobile/wireless laptop cart for use in our technology lab with 15 laptops.

### Categorization of Existing Computer Hardware

Category	Description	Qty
1	Windows XP---- Pentium IV (Desktops and Laptops)	251
2	Windows NT ---- (Servers)	3
3	Snap Server 2200 (300 GB) Media/Technology	1
4		
5		
	Total	255

### Categorization of Existing Support Equipment

Category	Description	Qty
1	Laser Printers	68
2	Color Inkjet Printers (HP)	18
3	Color Laser Jet Printers	2
4	SMARTboards	9
5	Projectors	22
6	Elmos	14
	Total	133

Section 5 – Development of Budget (Year 1) 2009-10

Description of Need	Qty	Price	Extended
PCs for High School media center (Library Automation COSER)	12	900	10800
PCs for Business Lab	6	900	5400
Workstation Memory upgrades (RAM)	25	50	1250
Software for PCs in elem. Comp. lab (Title II D and REAP Grants)		4000	4000
Training Seminars for school trainers	5	50	250
Workshop/Seminar fees (Course development/curriculum training)	5	50	250
Miscellaneous supplies & equipment (for new courses)		1000	1000
Server (Finance Manager)	1	8000	8000
Workstations for Library teaching assistants	2	900	1800
SMARTboards w/speakers & Airliner	10	1779	17790
Elmo	7	1200	8400
Projector with Mounting Hardware and Cables	3	1320	3960
PCs for Intermediate Lab	6	900	5400
		Total	68300

Notes:

Workstation upgrades consist of memory (ram), storage (hard drive), and processor additions/replacements



Section 6 – Evaluation of Success Summary

Goal #	Goal Description	Review Time
1	Obtain PCs through Library Automation COSER	2010-2011
2	Upgrade Finance Manager & Student Servers	2010-2011
3	Upgrade Elementary Lab with XP computers from Libraries	2010-2011
4	Replace professional staff desktops with laptops	2010-2011
5	Continue building and maintaining school web site	2010 -2011
6	Purchase SMARTboards, Elmos, and Projectors for classroom use	2010-2011
7	Wire elementary wing for wireless networking; rewire Business lab and Intermediate Comp. Lab - Excel Project	2009-2010
8	Upgrade Business Lab with 6 new computer workstations Upgrade Intermediate Lab with 6 new computer workstations	2009-2010
*	Survey of staff via-a-visit for type and frequency of use of various technology applications	2009-2011
*	Survey of staff with regard to satisfaction of professional development	2009-2011
*	Administrative observation of staff as it relates to proficiency of use	2009-2011

Review of Goals

When each goal is reviewed, a report should be attached to this section outlining the findings of the review. It should follow this simple format:

Goal #\_\_\_

Restate Goal:

Report Findings:

Record Adjustments to Strategy:

Was Goal Met?

**When the goal is met, it should be replaced with another goal, and the process continued.**

Appendix A – Alignment of Technology to NYSED Standards

**NYS**  
**Standards** Technology Grade Level  
**Alignment** Goals: K-12

Submitted by Mary MacNaught and Cathy Rappleyea (RCS)

I=Introduced R=Reinforced  
C=Competency

		K	1	2	3	4	5	6	7	8	9	10	11	12
	<b>Computer Use and Terminology</b>													
MST 2 & 5	Launches a computer program	I	R	R	C									
MST 5	Identifies monitor	I	R	R	C									
MST 5	Identifies keyboard	I	R	R	C									
MST 5	Identifies CPU (central processing unit)	I	R	R	C									
MST 5	Identifies printer	I	R	R	C									
MST 5	Identifies scanner			I	R	C								
MST 5	Identifies computer communication				I	R	R	R	R	C				
MST 5	Identifies digital camera				I	R	R	R	R	C				
MST 5	Identifies laser disc player								I	R	R	C		
MST 5	Identifies laser light pen					I	R	R	C					
MST 2	Uses basic computer vocabulary (see appendix A)	I	R	R	R	R	R	C						
MST 2	Uses advanced computer vocabulary (see appendix A)								I	R	R	R	R	C
MST 5	Assembles computer system (components)					I	R	C						
MST 2	Is aware of school networking/software				I	R	R	R	R	C				
MST 2, CDOS 3A	Selects appropriate hardware for given task	I	R	R	C									
MST 2, CDOS 3A	Selects appropriate software for given task	I	R	R	R	C								
MST 5	Understands a virus						I	R	R	C				
MST 2	Uses information provided on screen to operate a program	I	R	R	R	R	R	C						
MST 5	Identifies input-output memory processing				I	R	R	R	R	C				
MST 5	Discusses reasons for back-up procedures			I	R	C								
MST 5	Demonstrates back-up procedure			I	R	R	R	C						
MST 5, CDOS 3A	Identifies ways technology has changed the lives of people		I	R	R	C								
MST 5, CDOS 3A	Identifies ways technology has impacted society		I	R	R	C								
HPEFCS 3	Identifies roles of technology for variety of career areas						I	R	R	R	R	R	R	C
MST 5	Identifies computer as machine for work & play	I	R	R	C									
MST 5, HPEFCS 3	Identifies uses of technology in community		I	R	R	R	R	C						
MST 5	Writes a simple computer program							I	R	R	R	R	R	C

		K	1	2	3	4	5	6	7	8	9	10	11	12
	<b>Computer Etiquette</b>													
CDOS 3A	Discusses acceptable behavior –working near a computer	I	R	R	C									
CDOS 3A	Demonstrates proper lab etiquette	I	R	R	C									
MST 5	Demonstrates proper start-up and shut-down procedures				I	R	C							
MST 5	Demonstrates proper care of diskettes and CD's	I	R	C										
MST 5	Demonstrates respect of computer work of others				I	R	C							
SS 1	Is aware of rights of ownership of individual work				I	R	C							
SS 1	Explains copy-right laws				I	R	C							
SS 1, MST 5	Knows consequences of disobeying copyright laws				I	R	C							
SS 1	Discusses reasons for security measures (password, lock-out)				I	R	C							
	<b>Keyboarding</b>													
MST 2, 5, CDOS 3B	Identifies home row characters (a, s, d, f, g, h, j, k, l, ;)		I	R	C									
MST 2, 5, CDOS 3B	Identifies other keyboard characters (not home row)		I	R	C									
MST 2, 5, CDOS 3B	Maintains hand control over home row				I	R	R	C						
MST 2, 5, CDOS 3B	Maintains hand control over keyboard				I	R	R	R	R	C				
MST 2, 5, CDOS 3B	Demonstrates proper reaches for alphabet keys				I	R	C							
MST 2, 5, CDOS 3B	Uses numbers, space bar and enter key				I	R	C							
MST 2, 5, CDOS 3B	Uses shift key	I	R	R	C									
MST 2, 5, CDOS 3B	Uses delete, and arrow keys				I	R	C							
MST 2, 5, CDOS 3B	Uses punctuation keys and caps lock				I	R	C							
MST 2, 5, CDOS 3B	Identifies shift command	I	R	R	C									
MST 2, 5, CDOS 3B	Uses keyboard commands (alt, control, window keys)					I	R	C						
MST 2, 5, CDOS 3B	Demonstrates proper spacing, after words, punctuation				I	R	R	C	C					
MST 2, 5, CDOS 3B	Demonstrates proper position in front of the keyboard				I	R	C							
MST 2, 5, CDOS 3B	Maintains eyes on copy, not keyboard					I	R	R	R	C				
MST 2, 5, CDOS 3B	Demonstrates proper touch-typing techniques					I	R	R	R	C				
MST 2, 5, CDOS 3B	Uses shortcuts in programs					I	R	R	R	R	R	R	C	
MST 2, 5, CDOS 3B	Keyboard 25 wpm with no more than 3 errors, 3 minutes						I	R	R	C				
MST 2, 5, CDOS 3B	Keyboard 40 wpm with no more than 3 errors, 3 minutes									I	R	R	C	

		K	1	2	3	4	5	6	7	8	9	10	11	12
	<b>Researching (software and Internet)</b>													
ELA 2, MST 2, 5, HPEFCS 3	Locates research resources				I	R	R	C						
ELA 2, MST 2, 5, HPEFCS 3	Analyzes data found from research						I	R	R	C				
ELA 2, MST 2, 5, HPEFCS 3	Determines accuracy/relevancy of primary source						I	R	R	C				
ELA 2, MST 2, 5, HPEFCS 3	Determines accuracy/relevancy of secondary source						I	R	R	C				
ELA 2, MST 2, 5, HPEFCS 3	Locates specific information				I	R	R	C						
ELA 2, MST 2, 5, HPEFCS 3	Identifies keywords for research				I	R	R	C						
ELA 2, MST 2, 5, HPEFCS 3	Downloads information					I	R	C						
ELA 2, MST 2, 5, HPEFCS 3	Retrieves downloaded information (uploading)					I	R	C						
ELA 2, MST 2, 5, HPEFCS 3	Eliminates excess information from research					I	R	R	R	C				
ELA 2, MST 2, 5, HPEFCS 3	Recognizes scams					I	R	C						
ELA 2, MST 2, 5, HPEFCS 3	Recognizes bias and opinions						I	R	R	C				
ELA 2, MST 2, 5, HPEFCS 3	Readability of primary source				I	R	R	C						
ELA 2, MST 2, 5, HPEFCS 3	Readability of secondary source						I	R	R	C				
ELA 2, MST 2, 5, HPEFCS 3	Understands "And", "or", "But" keywords ( Boolean)						I	R	C					
ELA 2, MST 2, 5, HPEFCS 3	Understands spooling								I	R	R	R	R	C
ELA 2, MST 2, 5, HPEFCS 3	Understand queue								I	R	R	R	R	C
ELA 2, MST 2, 5, HPEFCS 3	Accesses websites				I	R	R	C						
CDOS 1	Performs college career searches									I	R	R	R	C
ELA 2, MST 2, 5, HPEFCS 3	Uses up-to-date authoritative resources					I	R	R	R	C				
ELA 2, MST 2, 5, HPEFCS 3	Clarifies information from research					I	R	R	R	C				

		K	1	2	3	4	5	6	7	8	9	10	11	12
	<b>Word Processing/Desktop Publishing</b>													
ELA 1, MST 2, 5	Identifies basic word-processing terminology	I	R	R	C									
ELA 2, MST 2, 5	Identifies advanced word-processing terminology				I	R	R	R	R	R	C			
ELA 1	Enters ideas about topic on computer				I	R	R	R	R	R	C			
ELA 1, MST 2, 5	Demonstrates proof reading techniques				I	R	R	R						
ELA 1, MST 2, 5	Uses of tab key to mark paragraphs				I	R	C							
ELA 1, MST 2, 5	Uses word wrap				I	R	C							
ELA 1, MST 2, 5	Uses "enter" key				I	R	C							
MST 2, 5	Demonstrates scrolling				I	R	C							
ELA 1, MST 2, 5, ARTS 1	Demonstrates ways to enhance text				I	R	R	R	R	R	C			
ELA 1, MST 2, 5	Uses spell-check				I	R	R	R	R	C				
ELA 1, MST 2, 5	Uses Grammar check for appropriate software								I	R	R	R	R	C
ELA 1, MST 2, 5	Uses electronic thesaurus						I	R	R	C				
ELA 1, MST 2, 5, ARTS 1	Identifies difference between graphic and text	I	R	R	C									
ELA 1, MST 2, 5, ARTS 1	Uses meaningful graphics appropriate to documents				I	R	R	R	R	C				
ELA 1, MST 2, 5, ARTS 1	Inserts clip-art				I	R	R	C						
ELA 1, MST 2, 5, ARTS 1	Inserts graphics from a variety of sources						I	R	R	C				
ELA 1, MST 2, 5, ARTS 1	Integrates graphics and text to produce documents						I	R	R	C				
ELA 1, MST 2, 5	Demonstrates Copy and paste						I	R	C					
ELA 1, MST 2, 5	Demonstrates text justification				I	R	C							
ELA 1, MST 2, 5, ARTS 1	Uses software for banners and greeting cards					I	R	C						
ELA 1, MST 2, 5, ARTS 1	Uses of borders for publishing				I	R	C							
ELA 1, MST 2, 5	Formats a disk								I	R	C			
ELA 1, MST 2, 5	Understands bmp, gif, bif, (file extensions)						I	R	R	C				
ELA 1, MST 2, 5	Understands Wizards					I	R	R	C					
ELA 1, MST 2, 5	Saves on a disk				I	R	C							
ELA 1, MST 2, 5	Saves on a hard drive				I	R	C							
ELA 1, MST 2, 5	Decompresses data when hard drive is full											I	R	C
ELA 1, MST 2, 5	Compresses data											I	R	C
ELA 1, MST 2, 5	Uses a zip drive				I	R	C							
ELA 1, MST 2, 5, ARTS 1	How to crop an image					I	R	C						
ELA 1, MST 2, 5	Integrates applications (mail-merge)								I	R	R	C		

		K	1	2	3	4	5	6	7	8	9	10	11	12
	<b>Communication Links</b>													
ELA 1, 4, MST 2, 5, 7, HPEFCS 3, SS 3.	Interprets electronic mail				I	R	R	C						
ELA 1, 4, MST 2, 5, 7, HPEFCS 3, SS 3.	Creates and responds to e-mail				I	R	R	C						
ELA 1, 4, MST 2, 5, 7, HPEFCS 3, SS 3.	Designs a web page										I	R	R	C
ELA 1, 4, MST 2, 5, 7, HPEFCS 3, SS 3.	Identifies how telecomputing promotes global community(e-mail)				I	R	R	R	R	R	C			
ELA 1, 4, MST 2, 5, 7, HPEFCS 3, SS 3.	Uses library on-line catalog			I	R	R	R	C						
ELA 1, 4, MST 2, 5, 7, HPEFCS 3, SS 3.	Accesses bulletin board services											I	R	C
ELA 1, 4, MST 2, 5, 7, HPEFCS 3, SS 3.	Accesses News database								I	R	C			
ELA 1, 4, MST 2, 5, 7, HPEFCS 3, SS 3.	Defines telecommunications				I	R	R	C						
ELA 1, 4, MST 2, 5, 7, HPEFCS 3, SS 3.	Identifies telecommunications				I	R	R	C						
ELA 1, 4, MST 2, 5, 7, HPEFCS 3, SS 3.	Discusses proper use of Internet					I	R	C						
ELA 1, 4, MST 2, 5, 7, HPEFCS 3, SS 3.	Explains school policy for Internet use					I	R	C						
ELA 1, 4, MST 2, 5, 7, HPEFCS 3, SS 3.	Demonstrates and gathers info from e-mail							I	R	C				
ELA 1, 4, MST 2, 5, 7, HPEFCS 3, SS 3.	Integrates applications								I	R	R	R	R	C
ELA 1, 4, MST 2, 5, 7, HPEFCS 3, SS 3.	Participates in Video-conferencing											I	R	R
ELA 1, 4, MST 2, 5, 7, HPEFCS 3, SS 3.	Accesses on-line homework						I	R	R	C				
	<b>Multi-Media</b>													
ELA 1,2,3., MST 2, 5, 7, ARTS 1.2	Introduces hypermedia programs					I	R	R	R	R	R	R	R	C
ELA 1,2,3., MST 2, 5, 7, ARTS 1.2	Creates a two-card stack for hypermedia programs					I-C								
ELA 1,2,3., MST 2, 5, 7, ARTS 1.2	Creates a five-card stack for hypermedia programs					I	R	C						
ELA 1,2,3., MST 2, 5, 7, ARTS 1.2	Creates a ten-card stack for hypermedia programs					I	R	R	R	R	R	R	R	C
ELA 1,2,3., MST 2, 5, 7, ARTS 1.2	Organizes stack in a sequential order					I	R	C						
ELA 1,2,3., MST 2, 5, 7, ARTS 1.2	Imports graphics from CD-ROM						I	R	R	C				
ELA 1,2,3., MST 2, 5, 7, ARTS 1.2	Imports charts from word-processor						I	R	C					
ELA 1,2,3., MST 2, 5, 7, ARTS 1.2	Uses buttons to create links between cards					I	R	C						
ELA 1,2,3., MST 2, 5, 7, ARTS 1.2	Animates an object								I	R	R	R	R	C
ELA 1,2,3., MST 2, 5, 7, ARTS 1.2	Uses digital cameras				I	R	C							
ELA 1,2,3., MST 2, 5, 7, ARTS 1.2	Uses scanner				I	R	C							
ELA 1,2,3., MST 2, 5, 7, ARTS 1.2	Manipulates and imports data using scanner						I	R	R	R	R	R	R	C
ELA 1,2,3., MST 2, 5, 7, ARTS 1.2	Manipulates and imports data using digital cameras						I	R	R	R	R	R	R	C
ELA 1,2,3., MST 2, 5, 7, ARTS 1.2	Manipulates and imports data using clip-art						I	R	R	R	R	R	R	C
ELA 1,2,3., MST 2, 5, 7, ARTS 1.2	Presents multimedia project at grade level					I	R	R	R	R	R	R	R	C

		K	1	2	3	4	5	6	7	8	9	10	11	12
	Database													
MST 1,2,5,7	Knows database terms						I	R	R	R	C			
MST 1,2,5,7	Enters information into pre-designed database						I	R	C					
MST 1,2,5,7	Searches and sorts using database						I	R	R	R	C			
MST 1,2,5,7	Designs project- specific database						I	R	R	R	C			
MST 1,2,5,7	Creates labels								I	R	C			
MST 1,2,5,7	Deciphers directory tree										I	R	R	C
	Spreadsheets													
MST 2, 5	Knows spreadsheet terms						I	R	R	R	C			
MST 2, 5	Enters data into pre-designed spreadsheet						I	R	C					
MST 2, 5	Sets up and enters data into spreadsheet						I	R	C					
MST 2, 5	Enters calculations into spreadsheet						I	R	C					
MST 2, 5	Edits data in spreadsheet						I	R	C					
MST 2, 5	Creates graphs using chart wizard						I	R	R	R	R	R	R	C
MST 2, 5	Demonstrates more complex graphing								I	R	R	R	R	C
MST 2, 5	Calculates, sorts and interprets spreadsheet info						I	R	R	R	C			

Appendix B – Physical Inventory/Equipment Categorization

**EDMESTON CENTRAL SCHOOL INVENTORY BY CLASSROOM PAGES 18-A – 18-E**

101	DL ROOM - BUELL	1	DELL OPTIPLEX GX 280 WIN XP	HP LASERJET 1020
		1	DELL OPTIPLEX GX 620 WIN XP (BOCES)	
102	BUS. LAB - BRIDGER	12	DELL OPTIPLEX 755 WIN. XP	HP LASERJET4000
		5	DELL OPTIPLEX GX 270 WIN XP	HP COLOR LASERJET 3500
		1	<b>DELL LATITUDE D620 WIN XP LAPTOP</b>	HP BUSINESS INKJET 1100
		1	DeLL OPTIPLEX 745 (DESKTOP) WIN XP	HP COLOR COPIER 290
		1	DELL OPTIPLEX GX 260 WIN XP	DELL 2300 PROJECTOR
				SMART BOARD & ELMO
103	MUSIC ROOM - GASTON	1	<b>DELL LATITUDE D620 WIN XP LAPTOP</b>	HP LASERJET 1022
				SMART BOARD, PROJ. & ELMO
104	INTERMEDIATE COMP. LAB	8	DELL OPTIPLEX GX 745 WIN XP	HP LASER JET 4000
	CORNNELL	7	DELL OPTIPLEX GX 270 WIN XP	HP LASER JET P1005
		1	DELL OPTIPLEX GX 280	HP COLOR LASERJET 5
		6	DELL OPTIPLEX GX 620 WIN XP	HP LASER JET 1200
105	BAND RM. - DUQUETTE	1	DELL OPTIPLEX GX 260 WIN XP	HP LASERJET 1020
		1	<b>APPLE I - MAC LAPTOP</b>	
106	GUIDANCE-DENTON	1	DELL OPTIPLEX GX 745 XP	HP LASER JET 5si
106A	GUIDANCE-CONKLIN	1	DELL OPTIPLEX GX 270 XP	HP LASERJET 1200
108	SUPER. - ROWLEY	1	<b>DELL LATITUDE D 820 LAPTOP WIN XP</b>	HP LASERJET 1020
110	BUS OFFICE- -BELDEN	1	DELL OPTIPLEX 755 WIN. XP	HP LASER JET 1200 SERIES
110	BUS OFFICE- BOWEN	1	DELL OPTIPLEX 755 WIN. XP	HP LASER JET 4000
		1	<b>DELL LATITUDE 800 LAPTOP WIN. XP</b>	
112	MAIN OFF. PLOWS	1	DELL OPTIPLEX GX 270 WIN. XP	HP LASER JET 1012
112A	PRINCIPAL-WINSOR	1	<b>DELL LATITUDE D830 LAPTOP WIN XP</b>	HP LASER JET 1012
114	HEALTH ZONE - DYE		BASSETT SUPPLIES COMPUTER	HP DESKJET 970 Cxi (COLOR)
116	V. JOHNSON	1	DELL OPTIPLEX GX 745 WIN XP	HP LASER JET 1200
	WADSWORTH	1	DELL OPTIPLEX GX 260 WIN XP	
117	MCENROE	1	DELL OPTIPLEX GX 280 WIN XP	<b>HP LASER JET 1100</b>
	LINDBERG	1	DELL OPTIPLEX GX 260 WIN XP	HP DESKJET 5550 (COLOR)
118	SP. ED. SEC/ SWAYER	1	DELL OPTIPLEX GX 745 WIN XP (DESKTOP)	HP LASER JET 1150
118B	SP. ED. BATES	1	DELL OPTIPLEX 755 WIN XP	HP DESKJET 5550 (COLOR)

		1	DELL LATITUDE D800 LAPTOP WIN XP	
		1	DELL INSPIRON 4000 WIN XP (SLOW)	STORED IN ELEM LAB
118C	RUSSELL	1	DELL OPTIPLEX GX 280 WIN XP	HP LASER JET P1005
118D	PSYCH. - BOOAN	1	DELL OPTIPLEX GX 280 WIN. XP	HP LASER JET 1022
119	PUGH	1	DELL OPTIPLEX GX 270 WIN XP	HP LASER JET 1100
120	??? SOCIAL WORKER	1	DELL OPTIPLEX GX 260 WIN XP	HP LASER JET 1022
125	VIBBARD	1	DELL LATITUDE D620 WIN XP LAPTOP	HP LASER JET 1022
122	ELEM. COMP./SWEET	13	DELL OPTIPLEX GX 620 WIN XP	HP LASER JET 4000
		2	DELL OPTIPLEX GX 260 WIN XP	HP COLOR CP 1160
		12	DELL OPTIPLEX GX 280 WIN XP	KYOCERO MITA FS 3800
		1	DELL OPTIPLEX 745 WIN XP (DESKTOP)	DELL 2400 PROJECTOR
		1	DELL OPTIPLEX GX 520 WIN XP (DESKTOP)	ELMO
		1	DELL LATITUDE D620 WIN XP LAPTOP	MITSUBISHI PROJECTOR
123	GALLEY	1	DELL OPTIPLEX 270 WIN XP (STUDENT)	HP LASER JET 1022
		1	DELL LATITUDE D620 WIN XP LAPTOP	
124	SALO	1	DELL OPTIPLEX GX 270 WIN XP	HP LASER JET P1005
		1	DELL OPTIPLEX GX 260 WIN. XP (STUDENT)	HP DESK JET 5550 (COLOR)
124A	CROWELL	1	DELL OPTIPLEX GX 270 WIN XP	HP LASER JET 1100
	GELATT	1	DELL OPTIPLEX GX 260 WIN XP	
121	PAYNE	1	DELL OPTIPLEX GX 280 WIN XP	HP LASER JET 1022
126	FIKES	1	DELL OPTIPLEX GX 280 WIN. XP	HP LASER JET 1020
	BOND	1	DELL OPTIPLEX GX 260 WIN XP	HP LASER JET 1100
126-A	CROP	1	DELL OPTIPLEX GX 260 WIN XP	HPF335 ALL IN ONE PRINTER
		1	DELL LATITUDE D630 LAPTOP	PROJECTOR & ELMO
127	VETTER	1	DELL OPTIPLEX GX 280 WIN XP	HP LASER JET 1022
128	KITCHEN - BELKNAP	3	ULTIMATE TECHNOLOGY WIN. XP	HP LASER JET P1005
		1	DELL OPTIPLEX 755 WIN XP	
129	ELEM. LIBRARY	12	DELL OPTIPLEX 755 WIN.XP	HP LASER JET 4050 N
		1	DELL OPTIPLEX GX 620 WIN. XP (LAURA)	HP LASER JET 6L
		1	DELL OPTIPLEX 755 WIN XP (SUSAN)	HP LASER JET 1200
		1	DELL LATITUDE D630 LAPTOP WIN XP	PROJECTOR & ELMO

130	JOHNSON	1	DELL OPTIPLEX GX 270 WIN XP	HP DESKJET 5740 (COLOR)
131	REISEN	1	DELL OPTIPLEX GX 270 WIN XP	HP LASER JET 1020
132	FREDERICK	1	<b>DELL LATITUDE D630 LAPTOP WIN XP</b>	HP LASER JET P1005
133	WELSH	1	DELL OPTIPLEX GX 620 WIN XP	HP LASER JET P1005
134	FRANKEL	1	DELL OPTIPLEX GX 620 WIN XP	HP LASER JET P1005
135	CONBOY	1	DELL OPTIPLEX GX 620 WIN XP	HP DESKJET 5650 (COLOR)
	STANTON	1	DELL OPTIPLEX GX 620 WIN XP	HP LASER JET 1100
	BLISS	1	DELL OPTIPLEX GX 620 WIN XP	HP LASER JET P1005
136	KAPP	1	<b>DELL LATITUDE D620 WIN XP LAPTOP</b>	HP LASER JET 1022
137	MARZESKI	1	<b>DELL LATITUDE D620 WIN XP LAPTOP</b>	HP LASERJET 1020
138	BRYDEN	1	<b>DELL LATITUDE D620 WIN XP LAPTOP</b>	HP LASER JET 1020 SMART BOARD & PROJECTOR
139	BENJAMIN	1	<b>DELL LATITUDE D620 WIN XP LAPTOP</b>	HP LASER JET 1022
	HENDERSON	1	DELL OPTIPLEX GX 260 WIN XP	
140	THOMAS	1	DELL OPTIPLEX GX 620 WIN XP	HP LASER JET 1020
		1	<b>DELL LATITUDE 800 LAPTOP WIN. XP</b>	HP DESKJET 3650 (COLOR)
141	SLENTZ	1	DELL OPTIPLEX GX 620 WIN XP	HP DESKJET 5740 (COLOR)
145	SMITH, GLORIA	1	<b>DELL INSPIRON 2200 WIN XP LAPTOP</b>	HP DESKJET 5150 (COLOR)
146	CLARK, MIKE	1	DELL OPTIPLEX GX 280 WIN XP	HP LASER JET 1022
201	SMITH, JIM	1	DELL OPTIPLEX GX 270 WIN XP	HP LASER JET 1022
		1	<b>DELL LATITUDE D630 LAPTOP</b>	PROJECTOR & ELMO
202	CHRISTENSEN	1	DELL OPTIPLEX GX 270 WIN XP	HP LASER JET 1022
203	HALLBERG	1	SONY ISD WIN. XP W/ 2 MICROTEK 815C MONITORS	
		1	ISD WIN 2000	HP LASER JET 1022
		1	<b>GATEWAY WIN XP LAPTOP</b>	HP DESKJET 9800 WIDE(COLOR)
		15	<b>DELL LATITUDE D620 WIN XP LAPTOP CART</b>	PROJECTOR
			CART & WIRELESS ACCESS POINT	
204	SMITH, JEFF	1	<b>DELL LATITUDE D620 WIN XP LAPTOP</b>	HP LASER JET 1022

204A	BRETT	1	DELL OPTIPLEX GX 270 WIN XP	HP LASER JET 1150
		2	DELL OPTIPLEX GX 260 WIN XP (STUDENTS)	HP DESKJET 3650 (COLOR)
205	STEPHENS	1	<b>DELL LATITUDE D620 WIN XP LAPTOP</b>	HP PHOTOSMART 3 IN 1 C4380
206	MILLER	1	<b>DELL LATITUDE D620 WIN XP LAPTOP</b>	HP LASER JET 1022 SMARTBOARD, PROJ. & ELMO
207	HORVATH	1	<b>DELL LATITUDE D630 WIN XP LAPTOP</b>	HP LASER JET P1005
208	STENSLAND	1	<b>DELL LATITUDE D620 WIN XP LAPTOP</b>	LASER JET 1150 ELMO SMART BOARD DELL LCD 2400MP PROJECTOR
209	KNIGHT	1	DELL OPTIPLEX GX 270 WIN XP	HP DESK JET 3650 COLOR HP LASERJET P1005
211	BOLTON	1	DELL OPTIPLEX GX 270 WIN XP	<b>HP LASER JET 1100</b>
		2	DELL OPTIPLEX GX 260 WIN. XP	HP DESKJET D2360 (COLOR)
212	NICHOLS	1	<b>DELL LATITUDE D620 WIN XP LAPTOP</b>	HP LASER JET 1022 SMARTBOARD, PROJ., & ELMO
213	CHASE	1	DELL OPTIPLEX GX 280 WIN XP	<b>HP LASER JET 1100</b>
214	HICKLING	1	<b>DELL LATITUDE D630 WIN XP LAPTOP</b>	HP LASER JET 1022 PROJ. & ELMO
215	GOODRICH	1	<b>DELL LATITUDE D620 WIN XP LAPTOP</b>	HP LASER JET 1020 SMARTBOARD, PROJ., & ELMO
216	HAIT	1	DELL OPTIPLEX GX 280 WIN XP	HP LASER JET 1022
		1	<b>DELL LATITUDE D630</b>	PROJECTOR & ELMO
217	COLE	1	<b>DELL LATITUDE D620 WIN XP LAPTOP</b>	HP LASER JET 1022 SMARTBOARD, PROJ., & ELMO
218	BURGESS, BRIAN	1	<b>DELL LATITUDE D630 WIN XP LAPTOP</b>	HP LASER JET P1005 SMARTBOARD, PROJ., & ELMO
219	SLESINSKY	1	<b>DELL LATITUDE D630 WIN XP LAPTOP</b>	HP LASER JET P1005 PROJ. & ELMO
220	H. S. LIBRARY	12	DELL OPTIPLEX 745 WIN. XP (STUDENTS)	HP LASERA JET 4050N
		1	<b>DELL LATITUDE D630 WIN XP LAPTOP</b>	<b>HP LASER JET 1200</b>
		3	DELL OPTIPLEX 755 WIN. XP (SALAD	PROJECTOR & ELMO

			BAR)	
		1	DELL OPTIPLEX GX 620 WIN. XP (ROOD)	
220	H.S. LIBRARY (CONT)	1	DELL OPTIPLEX 755 WIN. XP (CIRC)	
222	FAST FORWARD	4	DELL OPTIPLEX GX 280 WIN XP (STUDENTS)	HP BUSINESSJET 1200N COLOR
		1	DELL OPTIPLEX GX 260 WIN XP (TEACHER)	
B-1	SHOP (ISS ROOM)	1	DELL OPTIPLEX GX 260 WIN XP	HP LASER JET P1005
	BUS GARAGE (JACK)	1	DELL OPTIPLEX 755 WIN XP	HP LASER JET 1200 SERIES
		1	<b>DELL LATITUDE D600 LAPTOP WIN XP</b>	
	TELFER	1	DELL PRECISION T5400 (DAY AUTOMATION) XP	HP LASER JET 1020
		1	<b>GATEWAY SOLO LAPTOP WIN. 95</b>	
	MOBILE CART (UPSTAIRS)	20	<b>DELL LATITUDE D610 WIN XP LAPTOPS</b>	
			MOBILE CART & WIRELESS ACCESS POINT	
	MOBILE CART(DOWNSTAIRS)	20	<b>DELL LATITUDE D630 WIN XP LAPTOPS</b>	
			MOBILE CART & WIRELESS ACCESS POINT	
	SERVERS	1	IBM-e SERVER 67GB WIN 2003 (ECS_SERVER1) MAIN SERVER	
		1	PENTIUM III WIN 2003 (ECS_SERVER) FINANCE MANAGER	
		1	HP PENT. D WIN. 2003 11.7 GB (MANDARIN2) LIBRARY SERVER	
		1	SNAPsERVER 2200 300 GB/SPLIT (ECS_STORAGE) U:\DRIVE ART MEDIA	
		1	<b>TOSHIBA SATELLITE 320CDT LAPTOP WIN 95 ?</b>	<b>STORED IN ELEM LAB</b>
		1	<b>COMPAQ NOTEBOOK 100 WIN. 98 NO NET. CARD</b>	<b>STORED IN ELEM LAB</b>
		1	<b>COMPAQ NOTEBOOK 100 WIN. 98</b>	<b>STORED IN ELEM LAB</b>

Appendix C – 2-Year Budget Worksheet

Appendix D – Floor Plans

## **Computer Access Report**

### **Students:**

- Each student has his/her own logon screen name and password
- Students have the right to use the internet for research, as long as they and a parent have signed and agree to the internet user permission form
- Students have the right to store up to 100MB of documents on an individual secure location on the server
- Students do NOT have the rights to access any other students/teachers folder or Grade Quick
- Students do NOT have the right to install programs on any computer
- Students do NOT have e-mail rights unless used for D. L. classes and then must use their own personal e-mail ( the school does NOT provide an account for them)

### **Teachers:**

- Each teacher has his/her own logon screen name and password
- Teachers have the right to use the internet as needed
- Teachers have unlimited storage capabilities but need to conserve space as we only have a 67GB server
- Teachers have the right to open any students personal folder on the server
- Teachers have an e-mail account set up for their use
- Teachers have access to Grade Quick, but only for their own students
- Teachers do NOT have the right to install programs on any computer

### **Administration:**

- Administration personnel have their own logon screen name and password
- Administration personnel have the right to use the internet as needed
- Administration personnel have unlimited storage capabilities but need to conserve space as we only have a 67GB server
- Administration personnel have the right to open any students/teachers personal folder on the server
- Administration personnel have an email account setup for their use
- Administration personnel have access to Grade Quick and all Administrator Plus programs
- Administration personnel have the right to install programs on any computer
- Only the Business office personnel have access to Finance Manager and Tax Info Programs

### **Administrators:**

- The administrator has the right to access anything on the server, the rights to install programs as needed and to make any necessary changes

## **Acceptable Internet Usage Policy: Edmeston Central School**

Edmeston Central School can now provide access for its students to the Internet, an electronic highway connecting thousands of computers and people from all over the world. The ability to access the Internet from school is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and/or disciplinary action by school officials. Students are expected to act in a responsible, ethical and legal manner at all times. To gain access to this new information resource, all students must obtain parental permission and must sign and return the User Agreement and Parent Permission Form.

Access to the Internet is provided to students, under supervision, to conduct global research and to communicate with others around the world. This earned privilege demands responsibility. The student exercising his/her privilege to use the Internet, as an educational resource shall accept the responsibility for all material received and for all online activities which take place during his/her connection. Students will not hold ECS responsible for the accuracy or quality of information obtained over the Internet. With access to computers and people all over the world also comes the availability of materials that may not be considered appropriate for the classroom. It also presents the danger of encountering other potentially controversial topics. ECS has taken available precautions to restrict access to questionable information; however, on a global network it is impossible to control all places an industrious user might discover. Within reason, freedom of speech and access to information will be honored. Students will be responsible for setting and conveying the standards that their children should follow when using media and information sources (television, telephones, movies, software, magazines, radio and other potentially offensive media).

A responsible user of Edmeston's Internet access may:

- Use the Internet to research assigned classroom projects
- Use the Internet to explore the wealth of information contained in other computer systems

A responsible user of Edmeston's Internet access:

- May NOT use the Internet for any illegal or commercial (profit making) purpose
- May NOT send or display offensive messages or images
- May NOT use obscene, insulting, harassing, or threatening language
- May NOT send or receive copyrighted material without permission
- May NOT reveal/share anyone's password, address, phone #, account # or credit card info
- May NOT view, tamper with, or alter computer files that do not belong to the user
- May NOT remove or alter any hardware, software or supplies contained within the school

Violation of any of the above mentioned rules and responsibilities (where not specified here, the "Student Code of Conduct" will be used as a guideline) will result in a loss of access and may result in other disciplinary or legal actions. To insure that users are using this resource tool responsibly, one should not expect their work to be always immune and private from authority inspection. Logs, files, and communications may be reviewed and inspected at any time by school officials. Remember – ACCESS IS A PRIVILEGE, NOT A RIGHT! All students using the Internet must be supervised and have returned the signed Parental permission form.

## User Agreement and Parent Permission Form

After reading the Acceptable Usage Policy, please complete this form to indicate that you agree with the terms and conditions outlined. The signatures of both the student and parents/guardian are mandatory before access to the Internet from E.C.S. can be granted.

As a student/user of Edmeston Central School's computer access to the Internet, I have read and hereby agree to comply with the Acceptable Usage Policy for Edmeston Central School.

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Grade: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

As a parent/legal guardian, of the student signing above, I grant permission for my child to access the Internet from Edmeston Central School. I understand that this access is designed for educational purposes and E.C.S. has taken precautions to make their connection as "safe" as possible. I also realize that E.C.S. may not be able to restrict access to all controversial materials found on the Internet and I will not hold them responsible for what my son or daughter acquires as a result of its use. Further, I accept full responsibility for supervision if and when my child's use is not in the school setting.

I have read and agree to the Acceptable Usage Policy and I understand that I may be held responsible for violations made by my child. I agree to accept responsibility for guiding my child, and for conveying to her/him appropriate standards for selecting, sharing, and/or exploring information and media.

Parent/Guardian Name (Please Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

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

## Acceptable Internet Usage Policy: Edmeston Central School (School Personnel Form)

Edmeston Central School can now provide access for its students/staff to the Internet, an electronic highway connecting thousands of computers and people from all over the world. The ability to access the Internet from school is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and/or disciplinary action by school officials. Users are expected to act in a responsible, ethical and legal manner at all times. To gain access to this new information resource, all personnel must sign and return the User Agreement.

Access to the Internet is provided to students, under supervision, to conduct global research and to communicate with others around the world. This earned privilege demands responsibility. The student exercising his/her privilege to use the Internet, as an educational resource shall accept the responsibility for all material received and for all online activities which take place during his/her connection. Users will not hold ECS responsible for the accuracy or quality of information obtained over the Internet. With access to computers and people all over the world also comes the availability of materials that may not be considered appropriate for the classroom. It also presents the danger of encountering other potentially controversial topics. ECS has taken available precautions to restrict access to questionable information; however, on a global network it is impossible to control all places an industrious user might discover. Within reason, freedom of speech and access to information will be honored. Users will be responsible for setting and conveying the standards that their children should follow when using media and information sources (television, telephones, movies, software, magazines, radio and other potentially offensive media).

A responsible user of Edmeston's Internet access may:

- Use the Internet to research assigned classroom projects
- Use the Internet to send electronic mail (e-mail) to other users
- Use the Internet to explore the wealth of information contained in other computer systems

A responsible user of Edmeston's Internet access:

- May NOT use the Internet for any illegal or commercial (profit making) purpose
- May NOT send or display offensive messages or images
- May NOT use obscene, insulting, harassing, or threatening language
- May NOT send or receive copyrighted material without permission
- May NOT reveal/share anyone's password, address, phone #, account # or credit card info
- May NOT view, tamper with, or alter computer files that do not belong to the user
- May NOT remove or alter any hardware, software or supplies contained within the school

Please sign to indicate your support of this policy and your agreement to adhere to it. I understand that this access is designed for educational purposes only and I will use it only in a professional manner. Violation of any of the above mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary or legal actions. To insure that users are using this resource tool responsibly, one should not expect their work to be always immune and private from authority inspection.

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