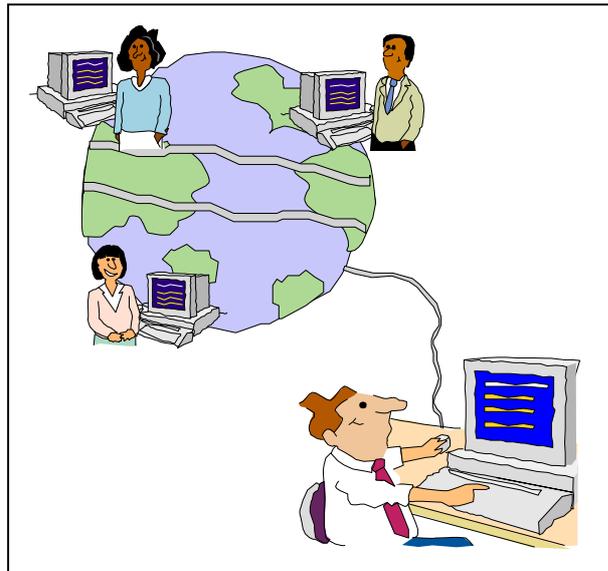


# MILLBROOK

## CENTRAL SCHOOL DISTRICT



# ***2010-2013***

## ***TECHNOLOGY PLAN***

Millbrook Central School District  
PO Box AA  
Millbrook, New York 12545  
[www.millbrookcsd.org](http://www.millbrookcsd.org)

Contact: Diane Morey, Technology Director  
V: 845.677.4216 F: 845.677.4206  
[diane.morey@millbrookcsd.org](mailto:diane.morey@millbrookcsd.org)  
Plan URL: [www.millbrookcsd.org/technology](http://www.millbrookcsd.org/technology)

03/31/10

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# Millbrook Central School District

## Administration

Dr. R. Lloyd Jaeger, Superintendent of Schools  
Kurt Robb, Business Administrator  
Karen Fitzgerald, Elm Drive Elementary School Principal  
Thomas Libka, Alden Place Elementary School Principal  
Brian Fried, Millbrook Middle School Principal  
Dr. Christine Ackerman, Millbrook High School Principal  
Brian Devincenzi, Millbrook High School Assistant Principal  
James Walker, Interim Director of Pupil Personnel Services

## Board of Education

Thomas M. Hurley, President  
John Rudy, Vice President  
Dawn Blackburn  
Philip Campbell  
Joseph Forte  
James Ross  
Craig Wolff

**District Technology Task Force (DTTF)**  
**Committee Members**

Jeffrey Barnes, Teacher, Millbrook Middle School  
Corinne Goerlich, Teacher, Alden Place Elementary School  
R. Lloyd Jaeger, Superintendent of Schools, Millbrook Central School District  
Thomas Libka, Principal, Alden Place Elementary School  
Diane Morey, Technology Director, Millbrook Central School District  
Jessica Quint, Technology Integration Specialist, Grades K-5  
Chris Wilson, Millbrook Community Member  
William Yager, Teacher, Alden Place Elementary School  
TBA, Teacher, Elm Drive Elementary School  
TBA, Teacher, Elm Drive Elementary School  
TBA, Teacher, Millbrook High School  
TBA, Teacher, Millbrook High School  
TBA, Teacher, Millbrook Middle School

The committee was given these tasks:

1. Gather and analyze broad based data regarding the District's current technology problems, needs, and status, including an inventory.
2. Develop strategies and solutions that are necessary to address the District's needs and problems and to fulfill the District's technology mission.
3. Determine what hardware and software are best suited to implement the strategies and solutions.
4. Develop an implementation process which includes a cost analysis, a recommended series of steps or phases for implementation (including a time line), and a recommendation for the staff training that will be necessary.
5. Develop a means to measure the success of the plan.
6. Explore possible alternative methods of funding.
7. Present the long range technology plan to the Board of Education at a public meeting.

## DEMOGRAPHIC PROFILE

The Millbrook Central School District is located in the geographical center of Dutchess County. It has an area of 80 square miles in a rural/suburban setting. The district is comprised of approximately 1200 students who are housed in four buildings: Elm Drive Elementary School, Grades K-2; Alden Place Elementary School, Grades 3-5; Millbrook Middle School, Grades 6-8; and Millbrook High School, Grades 9-12.

District-Wide	Administrators	7.5
	Students	1,196
	Teachers	91
	Support Staff	63
Ethnic Statistics	Black	38
	Asian or Pacific Islander	28
	Hispanic	67
	White	1065
Annual Budget for 2009-10		\$24,256,271
Millbrook High School	Students (Grade 9-12)	394
	Teachers	31
Millbrook Middle School	Students (Grade 6-8)	282
	Teachers	22
Alden Place Elementary	Students (Grade 3-5)	274
	Teachers	20
Elm Drive Elementary	Students ( Grade K-2)	246
	Teachers	18

## **District Mission Statement:**

“It is our mission to prepare our students to deal effectively with the challenge of an ever changing society, and to guide them in becoming humane critical thinkers, decision makers and problem solvers.”

## **Board Of Education Technology Goals (2009-10):**

Note: The goals below are technology related goals identified by our Board of Education, and represent a subset of the Board of Education Goals: 2009-10, adopted 11-02-09. See Appendix B for the complete document.

### 1. Emphasize the Culture of Learning:

- Continue K-12 curriculum planning [using Curriculum Connector software]
- Revise and adopt a new District K-12 Professional Development Plan, which
  - provides technology integration workshops at every level
- Implement both existing and new instructional intervention support systems
  - Reintroduce RTI Direct, a software tool to monitor student progress and program participation, with renewed administrative and staff training
- Continue to support high school, middle level and elementary program development:
  - HS- Introduce/Implement Naviance Career Development and College Planning program
  - MS- Introduce and utilize Accelerated Reader program to increase independent reading
  - ELEM- Study current grading/report cards for potential revision
  - K-12 – Increase use of Thinking Maps to empower students’ learning strategies
  - K-12 – Use data to inform/evaluate grade level transition programs among school levels

### 2. Policy Review and Revision:

- Continue BOE policy revision based upon a work plan approved by BOE Policy Committee

### 3. Facilities Planning and Management:

- Develop a multi-year plan for replacing, upgrading, or acquiring operational equipment

### 4. Budget:

- Develop plans and policies which will enable the district to be fiscally prudent while continuing to invest wisely toward achieving educational excellence.
  - Consider increased tech support for significantly expanded K-12 technology systems

- Continue commitment to early and ongoing communication with the community

#### 5. Technology:

Update the District's K – 12 Technology Plan to support students and staff in the effective use of our emerging and existing technology resources.

To achieve these purposes, our focus and priorities for 2009-2010 include:

- Adopt a renewed K – 12 technology plan for 2010-2013 in compliance with State regulations by mid- March 2010.
- Continue to evolve faculty integration of technology with weekly training at each school:
  - Assist faculty in incorporating grade level technology standards for students as part of their design of instructional lessons and units
  - Introduce and implement Thinking Maps software
  - Expand faculty use of web based student and parent communication
- Install annual upgrades to district hardware and to desktop/laptop security software
- Redesign and deploy an updated district website
- Implement the new Schooltool student management system in time for 2010-11 scheduling
- Develop an updated 2010-11 budget plan for replacing/upgrading K-12 technology equipment

#### **District Technology Vision Statement:**

Provide every student with access to a full range of educational technology tools to develop higher-order thinking skills (problem solving, critical and creative thinking, decision making).

Identify, use, evaluate, and promote appropriate technologies to enhance and support instruction and standards-based curriculum leading to high levels of student achievement.

Create a culture that promotes the use of technology whereas the following instructional strategies are valued and implemented:

- Incorporation of real-life applications and career standards
- Encouragement of exploration and discovery learning methods
- Engagement of students in project-oriented, student-centered learning.

Provide on-going, technology-based, interactive learning opportunities for students, teachers, and administrators that can be accessed anytime and anywhere.

Encourage strategies for instructional delivery that routinely utilize available and emerging technology.

## A Look Back at 2007-2010

The Millbrook Central School District experienced a productive surge of technological enhancements over the past three years:

- 90% of all classrooms contain Smartboard/projector systems, and 100% of our teaching staff utilize district provided laptops.
- A full-time technology integration specialist is completing a second year with the elementary buildings while part time (0.4 FTE) technology integration assistance has been provided to the secondary program.
- Each of our 4 libraries has automated the circulation of materials utilizing Follett/Destiny software. Access to library resources is also available off-campus through a web browser Internet connection.
- Via district initiative, email has taken hold as the primary source for internal memos. The district website provides published email access to teachers and administration for parents, students, and community members.
- Multi-year projects are underway that will significantly enhance our K-12 academic program. Software implementations that will help accomplish this purpose include Accelerated Reader, Thinking Maps, Curriculum Connector, and RTIm Direct.
- A district initiative to provide Internet Safety instruction for all students has begun with courses at the elementary grade level.

Improvements to district infrastructure have accelerated programmatic goals and promoted extended direction of district initiatives:

- Each of our 4 buildings has full wireless capability.
- Zenworks provided an updated desktop delivery system and security software.
- Continued server upgrades and a new centralized backup service have been put into place to support the integrity of our systems.
- Data driven decision making received support through nySTART: Individual Student Reports (ISR's), school and district report cards.

# Curriculum and Instruction

A. Goals and strategies, aligned with state and national standards, for using telecommunications and technology to improve teaching and learning:

- **District staff who have leadership roles will participate in and create opportunities for all students and staff to increase the understanding of technology necessary for life-long learning and success.**
  - Review and adopt ISTE NETS for teachers and administrators. See implementation timeline in Professional Development section (G).
  - Teachers will present successful uses of technology to grade level or building groups of their colleagues, in order to encourage and expand the use of these applications.
    - 2010-11
      - Introduce colleague presentations of technology.
      - Have monthly technology showcases in each building to include a presentation from each grade level.
    - 2011-12
      - Continue and expand technology presentations and showcases.
  
- **Integrate technology at all levels (K-12) in support of NYS Content Standards, and ISTE National Standards.**
  - Students will engage in teacher facilitated, technology-dependent learning that is project-based, using open-ended questions and higher order thinking skills.
  - Teachers and administrators will implement curriculum mapping project utilizing Curriculum Connector software.
    - 2010-11
      - Document core technology skills for grades K-12 using curriculum mapping software.
      - Create benchmarks/projects that will demonstrate students understanding of core technology skills integrated with classroom curriculum.
      - Expand pilot group of teachers entering curriculum maps into software program. Pilot group will mentor other K-12 teachers.
    - 2011-12
      - Implement benchmark projects with multiple grade levels.
      - Make lesson plan repository available to all teachers.
      - Review curriculum maps for vertical correlation (grade levels above and below).
    - 2012-13
      - Complete curriculum mapping for all subject areas and grade levels.

B. Strategies to Integrate technology into Curricula and Instruction:

• **Encourage strategies for instructional delivery that make use of emerging technology and 21<sup>st</sup> Century learning skills.**

- Teachers will encourage students to select from a variety of technology to organize and to summarize material (e.g., Office Suite, Thinking Maps, wikis).
- Students will select appropriate tools and electronic devices to gather, organize, analyze, and display real time data.
- Teachers will develop their own electronic resources and lessons for students (Moodle, webquests).
- Students will communicate ideas through a variety of media and Web 2.0 tools, including video, images, and collaboration software tools (wikis, delicious bookmarking, teachertube, boxit).
- Expand the use of interactive and collaborative software (Moodle, wikis, Skype) as an opportunity for teachers to engage in dialogue and virtual mentoring relationships with colleagues.
- Expand capabilities for providing audio/video files as a tool for administration and instruction (podcasts, Skype, video capture of class lessons/lectures, United Streaming).

- 2010-11
  - Post audio/video and presentation files in appropriate areas on the websites (student projects using flip video, camcorder, Photostory, Movie Maker).
  - Develop electronic student portfolios to organize/display/archive student work.
  - Recognition programs for students & staff posted on website using video/audio (athlete of the month, interviews with faculty/staff)

- 2011-12
  - Website link for video on demand presentation of Board of Education meetings.
  - Publish our district newsletter in-house, using podcasting, RSS feeds, video stream weekly news from administrators.

- 2012-13
  - Launch digital photography classes using digital cameras.
  - TV/video production & broadcasting for student instruction, and for use by school sponsored clubs.
  - Website link for video on demand viewing of public presentations (speakers, concerts, plays).

• **Utilize technology resources to differentiate instruction (i.e., to provide students with the appropriate remediation and/or enrichment to achieve individual academic excellence).**

- Select and use appropriate software for staff to manage and monitor progress of students receiving AIS services and other remediation programs.
- Select and use appropriate software for student enrichment programs.

- Purchase assistive technology devices as needed to comply with individualized education program (IEP) requirements.
  - 2010-11
    - Expand use of Accelerated Reader for grades K-8.
    - Incorporate use of web-based programs such as eLearning for Kids.org for enrichment and/or remediation.
    - Continue implementation of RTIm Direct software to monitor student academic interventions.
  - 2011-12
    - Explore/investigate free online web resources for enrichment and remediation.

C. Delivery Strategies for specialized courses:

- **Actively seek out and implement technology based instructional tools that enrich learning experiences.**
  - Implement Project Lead The Way (PLTW) Program.
    - 2010-11 Add Civil Engineering & Architecture course at MHS, (pre-req)
    - 2011-12 Add capstone independent study course at MHS
    - 2012-13 Maintain program (no new courses added)
  - Provide Information Literacy instruction at appropriate grade levels, to instruct students on evaluation of electronic resources and encourage use of all appropriate resources to solve authentic problems.
    - 2010-11 Librarian prepare and deliver lessons for grades 9-12
    - 2011-12 Librarian prepare and deliver lessons for grades 6-8
    - 2012-13 Librarian prepare and deliver lessons for grades K-5

D. Strategies to promote parent involvement:

- **Improve communication between the District and our community to enhance the community's knowledge of our programs and of our use of technology.**
  - Use the district website to allow teachers and administrators to build relationships with community members.
  - Conduct surveys and polls to solicit community feedback.
  - Offer parents the opportunity to access web-based information about their children's learning environment, climate, and outcomes, as well as a wide range of student activities that can help them to monitor and reinforce the instruction their child receives at school.
    - 2010-11
      - Post all District printed materials (publications, presentations, letters to parents or community members) on the website.
      - Continue/expand the Accelerated Reader Home Connect program.

- Expand AlertNow phone notification system to include email and text communications to parents.
- Expand teacher web page content to include information in pdf format (memos, notices handed out to students)
- 2011-12
  - Create topic based listservs, and encourage parents/community members to sign up for automatic e-mail notifications in any area that interests them (cancellations.com, MCSD web calendar, building announcements, etc.)
  - Activate Schooltool Parent Portal to allow parents to view their child's academic progress and attendance information.
  - Encourage teacher communication with parents via email (memos, reminders)
- 2012-13
  - Expand information posted by teachers in Schooltool Parent Portal.
- **Provide equitable access to, and distribution of, appropriate technology for the entire school district and community.**
  - Promote the installation and use of open source software.
  - Open computer labs/libraries for student and/or community use when school is not in session.
  - Research equipment discount programs, make available to parents and staff.
    - 2010-11
      - Provide continuing education for parents (like Thinking Maps Parent University). Internet Safety, Avoiding Internet/Email Scams, basic MS-Office skills.
    - 2011-12
      - Install Open Office suite on all district computers.
      - Promote use of Open Office software by staff and students.
      - Publish equipment discount programs available for parents, students, or staff.
    - 2012-13
      - Decision on continuous upgrade of MS-Office or switch to Open Office.

## Public Library ~ Adult Literacy

### E. Strategies for Collaborating with public libraries and adult literacy service providers:

- Elm Drive Elementary School students periodically visit the Millbrook Free Library (MFL), ranging anywhere from four visits per school year to monthly visits. The children's librarian does a literature-based program with the students, and students are then allowed to check out books.
- Middle School and High School Book Clubs receive their monthly selections through collaboration with the library staff and children's librarian.
- Public and school librarians exchange information concerning programming. They also work together to promote New York State's annual summer reading program.
- Access to the Millbrook Central School District's library automation system is available from any computer with an Internet browser, including those at the Millbrook Free Library.
- The Millbrook Free Library is an MCSD courier stop, allowing for the inter-library loan of materials between the school district and public library.
- Our district participates in the Millbrook Literature Festival that takes place annually in May.

- 2010-11
- Collaborative efforts between school and public librarians will be increased to raise awareness of programming at both sites, as well as programs developed in conjunction with one another.
  - MCSD faculty will create a recommended summer reading list to be distributed to students and supplied to public libraries.

# Internet Safety

## F. Internet Safety Curriculum and delivery strategies:

The District, in compliance with Children's Internet Protection Act, strives to create a safe learning environment for all students in accordance with the following:

- Use of the Marshall 8E6 Internet Filtering system to block and filter Internet access by minors to inappropriate matter on the Internet and World Wide Web.
- Providing instruction for students on safety and security measures to follow when using electronic mail, chat rooms, and other forms of direct electronic communications
- Strategies to prevent unauthorized disclosure, use, and dissemination of personal information regarding minors
- Monitoring of unauthorized access, including so-called "hacking", and other unlawful activities by minors online.
- Creating or adopting Internet Safety Programs for students and parents.
  - 2010-11 Implement i-Safe Internet Safety curriculum for students in grades K-12, using e-rate mandated topics from i-Safe and supplemental material from Cybersmart or other resources. This instruction will be given by our district librarian, as part of our current Information Literacy curriculum.
  - 2011-12 Internet Safety Presentations for Parents  
Publish a recommended list of Online Internet Safety Resources for students and parents (learning.com, netsmartz, cybersmart, etc.)
  - 2012-13 Evaluate a closed/secure Internet environment for teaching social networking (Dolphin)

# Professional Development

## G. Strategies for providing professional development:

- **Support and expand professional development for teachers by providing training that satisfies a range of technological competencies, and by the use of a wide variety of delivery methods.**

- Create additional programs and materials for teacher and staff training (before/after school, summer sessions).
- Identify teachers and staff with advanced skills to be trainers, leaders, and/or mentors.

- |         |   |
|---------|---|
| 2010-11 | - PD activities will focus on a sequence of introduction, modeling, co-teaching, coaching techniques.<br>- Include technology integration component in annual evaluation for teachers.<br>- Training sessions: individual & small group, in-service, BOCES Model Schools. |
| 2011-12 | - Introduce 2008 (revised) ISTE NETS for teachers and administrators.<br>- Implement a mentor program where skilled staff are assigned to help novice users in specific areas throughout the school year.   |
| 2012-13 | - NETS for Teachers Assessment - biannually   |

## H. Services, software, and other electronically delivered learning materials (to be used for PD)

- Provide opportunities to bring in experts for higher level training (Model Schools, Technology Integration Teachers, vendors, webinars).
- Research alternative methods of providing support for teachers (GenYes, online courses, self-study packages, education conferences, online resources).

- |         |   |
|---------|---|
| 2010-11 | - Explore online professional development courses for teachers.<br>Utilize Skype/webcam to connect teachers with support staff and trainers.  |
| 2011-12 | - Create in-house independent study PD courses using Moodle for teachers to learn various district software and multimedia tools (Photostory, Movie Maker, Smart Notebook, Office Suite). |
| 2012-13 | - Promote use of above independent study PD courses through an in-district Teacher Academy.   |

## Administrative Support

- **Enhance the efficiency and effective use of administrative software (scheduling, grades, attendance, financial, Special Education, etc.).**
  - Software will be integrated, or processes created for transfer of data between systems whenever possible.
  - Administrators will use student management software to cull information for completion of state and federally mandated reports (e.g., BEDS, VADIR, Civil Rights Surveys) and any other report requiring demographic data.
  - Staff will use a standard set of software tools for efficient sharing of information (e-mail, calendar, resource scheduler, word processing, spreadsheet, e-mail archive server).
  - Periodic review and update of district procedures and policies in order to maintain compliance with state/federal reporting and data retention requirements
    - 2010-11
      - Convert to Schooltool student management system software.
      - Implement Groupwise resource allocation modules at all buildings for room and equipment utilization.
    - 2011-12
      - Convert K-5 report cards to Schooltool electronic system, including teacher use of Schooltool gradebook.
      - Implement Parent Portal Schooltool module.
      - Implement Schooltool IQ software for creation of ad-hoc queries and reports for use by administrators and teachers to provide data for improving student learning.

## Equipment, Software & Technical Support

### I. Current Inventory, Planned Acquisitions, and Technical Support:

- **Establish standards for hardware, software, and required technology skills (for students, teachers, administrators) as appropriate for district, building, and grade/department levels:**
  - Evaluate current hardware distribution and recommend purchases as needed to maintain equity and to ensure that planned program expansion will take place.

- Make broad software recommendations and purchases based on curriculum requirements by grade level, building, and/or department, after identifying areas of need (including general purpose, remediation, enrichment, independent study).
- Purchase site licenses for reviewed/approved software when possible, to reduce installation and maintenance costs, and to ensure access for all students.
  - 2010-11 - Implement a 5 year replacement plan for all desktop and laptop computers.
- **Monitor and upgrade network infrastructure, and ensure adequate levels of technical support as the demand increases.**
  - Respond to network growth needs with increased capacity (Internet bandwidth, internal network speeds, video streaming requirements)
  - Survey all rooms to make sure there is adequate power for using computer equipment and all other required electronic devices.
  - Monitor and maintain hardware infrastructure (servers, switches, routers, and management devices) to provide adequate access to the network.
  - Identify ways to increase technical support staffing levels in order to decrease down time of equipment, reduce wait time for teachers, and maximize use of the computer labs, libraries, and specialized equipment.
  - Periodically upgrade server and workstation operating systems, security software, and other tools (MS-Office, anti-virus, plugins-Flash, QuickTime, Media Player, etc.) as needed to maintain a properly functioning infrastructure.
  - Install and use software that will allow computer technicians to provide remote support (VNC, Network Streaming, Windows RDP, Zenworks- for mass deployment of updates), to reduce the manpower needed to support existing hardware and software.
  - Purchase and install security devices (internal/external cameras, building code/card access systems).
  - Explore feasibility of purchasing integrated phone/intercom systems as old systems are phased out.
    - 2010-11 - All new computers or laptops will be purchased with Windows 7 operating system. Provide staff training for basic use of new version.
      - Increase technology support staff from 0.6 to 0.8 FTE
    - 2011-12 - Replace fiber cabling and obsolete wiring closet hardware at Elm Drive and Alden Place schools.
      - Increase total Internet bandwidth available for District use.
      - Increase technology support staff from 0.8 to 1.0 FTE

## Access To Technology

### J. Strategies to increase access to technology for all students and teachers:

- **Increase the use of technology tools that allow learning to take place anytime, anywhere.**
- **Provide access to digital content information resources to enhance curriculum beyond the physical limits of existing facilities.**
  - Expand videoconferencing program offerings.
  - Increase online learning opportunities for students and teachers.
  - Provide remote access to district resources for students and parents (full text encyclopedia/print media subscription databases, education based search engines).
  - Purchase textbooks with online or digital access whenever possible.
  - Open computer labs/libraries for student use after school.
    - 2010-11
      - Add e-books and readers to district library materials and services
      - Research available virtual field trips for all grade levels and schedule as appropriate.
      - Create web page for K-5 students and parents with recommended educational websites to enrich their learning.
      - Teacher participation (as a student) in online courses for their PD needs
      - PD for teachers to prepare them for developing their own online course content (PBS Teacher Line, AccelerateU, DCBOCES)
    - 2011-12
      - Set up inter-building conferences to facilitate collaborative instructional projects that may involve a mentoring component.
      - Create web page for 6-12 students and parents with recommended educational websites to enrich their learning.
      - Offer full online courses for students using outside services (Novanet, Virtual High School)
    - 2012-13
      - Set up collaborative instructional projects with students from other districts.
      - All students in grades 3-12 will have an online course/learning experience created by teachers using Moodle.

# Budget

## K. Timeline and Budget for planned acquisitions, implementations, maintenance, and professional development:

The District will participate in various BOCES CoSers. Membership in these CoSers allows for participation in county-wide technology purchases in the area of infrastructure, hardware, software and staff development.

### **Hardware:**

2010-11	\$75,000
2011-12	\$75,000
2012-13	\$75,000

This amount will be budgeted for educational technology hardware purchases for new and replacement equipment. Supplemental funds for administrative technology will be provided annually on an as needed basis.

The District will continue to assess the option of hardware expenditures from the general fund that would be eligible for partial reimbursement through NYS aid to public schools.

### **Software:**

2010-12	\$18,000
2011-13	\$18,000
2012-13	\$18,000

This amount is reimbursed fully each year by NYS aid. These funds will be distributed at the district or building level each year as a result of identifying and prioritizing program needs during the budgeting process, then selecting software to meet those needs.

### **Professional Development:**

2010-13	\$85,000
2011-14	\$85,000
2012-13	\$85,000

For 2009-10, this amount included one Millbrook technology integration specialist, 0.4 FTE technology integration support through Dutchess County BOCES, professional development courses offered through Dutchess County BOCES Model Schools and the Mid-Hudson Teacher Center (MHTC), and on-site support for various software initiatives (Thinking Maps, Curriculum Connector).

L. Coordination of state and local resources to implement activities and acquisitions:

The District will file an annual application through Dutchess County BOCES to take advantage of any discounts available through the federal E-Rate program.

The District will continue to work closely with the Millbrook Educational Foundation, an organization that has generously provided funds for many projects that are vital to our operation and contribute to the success of our students.

The District will explore additional opportunities to form community partnerships and/or secure grant funding and/or donations from businesses and organizations (NYS Senator Saland, Tribute Gardens, Dyson, IBM, Marist College, Cary Institute, and our PTO).

The District will research and apply for any grants that might result in additional funding for the support of technology in education. Hiring a grant writer (either part-time or as a consultant) to research and apply for technology related grants will likely result in generating additional funds to support our technology program.

## Evaluation Strategies

M. Strategies to evaluate the extent to which activities are effective in integrating technology into instruction:

- **Provide assessment tools that will give teachers and administrators the ability to use data to make decisions that will improve teaching and learning.**
  - Annual surveys will be distributed to teachers and appropriate staff to evaluate status of programs, to determine additional needs, and to identify further professional development goals.
  - Administrators will collect and analyze data (student use of electronic resources, workshop attendance, etc.) to make recommendations about program revisions or expansion.
  - All students will be given a Technology Literacy Assessment at the end of their 8<sup>th</sup> grade year. The assessment currently being used is an online tool called SimpleAssessment, based on the revised ISTE NETS for students, and provided free of charge by Infosource Learning.
  - Use of ISTE classroom observation tool (ICOT) for teacher evaluations.
  - The district will make data/statistics available to teachers and administrators for use in assessing/revising programs, disaggregated by building, grade level, course, teacher, and/or student as needed.

- 2010-11
  - Make assessment data available to administrators and teachers using Data Mentor or a similar tool.
  - Expand use of RTIm Direct for monitoring and assessing individual student needs and progress.
  - Pilot the use of ISTE classroom observation tool (ICOT), develop administrative procedures for its use.
- 2011-12
  - Develop surveys and local assessments for ongoing review of student progress.
  - Include ISTE classroom observation tool (ICOT) as a part of the annual observation process for all teachers.

## District Policies

N. Monitoring of Districts Acceptable use policy for staff and students

- **Review *Acceptable Use Policy* for student and staff Internet use.**
  - Revise AUP to include new federal, state, or district requirements.
    - 2010-11 Introduce updated AUP for student and staff Internet use.

## Assessment of Current Resources

### Support Staff:

- 1.0 FTE Technology Coordinator (Millbrook employee)
- 0.8 FTE Network Technician (DC BOCES Shared Service)
- 1.0 FTE Technology Integration Specialist, Grades K-12 (Millbrook employee)
- 1.0 FTE Library/Media Specialist, Grades K-12 (Millbrook employee)

### Current Course Offerings:

- Grades K-5: Core Technology Skills computer classes (required, content based on MCSD K-12 Core Technology Skills document, see Appendix C)
- Grades 3-5: Library Skills (required, once per month sessions)
- Grade 5: Robotics/Basic Programming Skills (elective course)
- Grades 6-8: GTT (required courses)
- Grades 9-12: PLTW (elective courses)
- Grades 9-12: Graphic Arts (elective course)

## Plan Development

The revised Technology Plan for 2010-13 was created by the District Technology Task Force (DTTF), comprised of teachers, administrators, community members, and support staff, along with input from the Board of Education and the Superintendent of Schools.

The DTTF and the District will encourage and solicit volunteers from the community to be part of the implementation of the plan, and the ongoing evaluation process. Parents, community members, and local business owners will be welcome to contribute. School newsletters, District newsletters, the Poughkeepsie Journal, and the MCSD Website will be used as tools for distributing information.

The DTTF will meet periodically to review progress on the technology plan implementation and will revise/update the technology plan as warranted.

**USE OF COMPUTERS AND NETWORKED INFORMATION  
RESOURCES (INTERNET USE)**

The Millbrook Central School District is committed to the optimization of student learning and teaching and therefore encourages the use of computers and networked resources, including the Internet (a global network made up of smaller contributing networks). The District encourages computer network use as an integral part of the curriculum. Through software applications, on-line databases, bulletin boards and electronic mail, the network will enhance educational experience and provide statewide, national, and global communication opportunities for staff and students.

Technology protection measures (i.e. filtering software) have been installed on networked computers with access to the Internet in order to protect against user access to images and materials that are obscene and child pornography (as those terms are defined under federal law), and in the case of users who are under age 17, additionally protect against access to images and materials that are harmful to minors as the term is defined under federal law. When access is needed for bona fide research or other lawful purposes, these technology protection measures may be disabled.

The use of school computers, software, network resources and/or the Internet for non-educational purposes such as for profit activity, personal business or illegal activity is prohibited.

Each student or staff member who wishes to use a school's network must establish a user (ID) account in order to assure the integrity of the network and Internet in the District. Each account holder must agree to act responsibly and to comply with this policy and the administrative procedures promulgated by the Superintendent of Schools regarding access to and use of computers and networked information resources. Therefore, prior to establishing a user account, each student and staff member must sign a user agreement. In the case of students, the student's parent or legal guardian must also sign the user agreement.

Any account user who, after due process has been afforded, is determined to have used the District's computers, networked information resources and/or the Internet in violation of this policy and its administrative procedures may have his/her user account suspended and/or revoked. Also, a breach of the terms of this policy and administrative procedures may result in disciplinary action consistent with applicable laws and regulations, the Student Code of Conduct and collective bargaining agreements. A breach of the terms of this policy and administrative procedures may further result in a referral to appropriate law enforcement officials where the breach involves suspected illegal or criminal activities.

Users acknowledge that in the course of using the Internet, there may occur interruptions in service, which may result in the loss of data, information or files. The District disclaims any and all responsibility for loss of data, information or files caused by such service interruptions.

Users shall not use the Internet for any purpose that would violate any District policy and/or regulation, or that would violate any State or Federal law or regulation.

Adoption Date: November 3, 1997

Revised: November 5, 2001

## USE OF COMPUTERS AND NETWORKED INFORMATION RESOURCES (INTERNET USE) REGULATION

### *General*

A user account issued pursuant to District policy and these administrative regulations may be suspended or revoked in the event of a breach of any of the provisions set forth below. A breach of the terms of the District policy and these administrative regulations may also result in disciplinary action against the user consistent with the Student Code of Conduct, any applicable collective bargaining agreement, and State and Federal laws and regulations, and where the breach is suspected to be illegal, referral to appropriate law enforcement officials.

### *Responsibility*

An individual user is not permitted to damage, tamper with or hack into computers, computer systems, networks that are accessible over the Millbrook Central School District computer network, or other users' folders, work or files. Due to the wide availability of services and information on the Internet, some of which may be potentially offensive to certain groups of users, the individual user must be responsible for his/her actions in navigating the network.

### *Privacy*

Users possess no reasonable expectation of privacy rights with respect to their on-line activities and acknowledge that the network administrator may periodically review users on-line activities during the course of performing routine maintenance of the system. Users further acknowledge that if they are suspected of having violated this policy or any other District policy, rule and/or regulation, or any law, in any manner, the network administrator and/or appropriate school official may access the users' files. The District and/or any of its agents and employees who review on-line activities of account holders suspected of having violated this policy, shall not be subject to any claims arising out of such review of on-line activities.

### *Security*

Security on any computer system is a high priority, especially when the network involves many users. Anyone suspecting a security problem on the Internet must notify a network administrator.

### *Network Etiquette (Etiquette)*

Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to: being polite; not being abusive in messages to others; using appropriate language; not swearing or using vulgarities. Illegal activities are strictly forbidden.

### *Copyright*

Users must respect all copyright issues regarding software and attributions of authoring. The unauthorized copying or transfer of copyrighted materials may result in the suspension or revocation of a user's account.

*Improper Use*

Users shall not post, send, transmit, publish, download, upload, copy, print or otherwise disseminate information containing any advertising or solicitation of other members to use goods and services that are not for school-related purposes. Users shall not use an account to conduct business or activity which is prohibited by law. The District shall not be responsible for any financial obligation that may arise from a user's unauthorized use of the network/Internet.

*Communicating*

When using the District's computers and networked information resources, all users should use language appropriate in the school context. Profanity, obscenity, vulgar or sexually offensive language is prohibited. The unauthorized disclosure, use or dissemination of any personally identifiable information regarding any minor is prohibited.

Users must respect the rights of others and be mindful of the age and maturity of those with whom they are communicating.

*Information on Other Systems on the Internet*

Some systems contain information that contains defamatory, abusive, obscene, profane, pornographic, age-inappropriate and otherwise offensive, threatening, inflammatory, hate-promoting, violence-promoting, anti-social, or illegal materials. The Millbrook Central School District does not condone or permit the use of such materials in the school environment. Users and parents/guardians of student users should be aware of the existence of such materials. Users who bring such materials into the school environment may have their account suspended or revoked, may be subject to school disciplinary action, consistent with the Student Code of Conduct, applicable collective bargaining agreements, and State and Federal laws and regulations and may be referred to appropriate law enforcement officials where such activities are suspected to be illegal.

*Use of Network for Illegal Activities*

Users shall not tamper with, hack into, vandalize, read, modify, edit, delete or otherwise engage in unauthorized use of any computer files, including other users, that are accessible over the network.

*Safety*

Any user who receives obscene, child-pornographic, violent, harassing, threatening, or unwelcome content shall immediately bring them to the attention of the supervising teacher or administrator.

*Due Process*

Any student user who is suspected of using the Internet in a manner that would violate this policy or any other District policy, rule and/or regulation, or would violate any State or Federal law or regulation, will be notified of the alleged violation and provided with an opportunity to respond to and discuss the allegation.

Any staff user who is suspected of using the Internet in a manner that would violate this policy or any other District policy, rule and/or regulation, or would violate any State or Federal law or regulation, will be notified of the alleged violation and provided with an opportunity to respond to and discuss the allegation in a manner consistent with the applicable collective bargaining agreement.

Adoption Date: November 3, 1997  
Revised: November 5, 2001

**USE OF COMPUTERS AND NETWORKED INFORMATION  
RESOURCES (INTERNET USE) EXHIBIT**

**Student User Agreement and  
Parent Permission Form**

As a user of the Millbrook Central School District’s computers and networked information resources (including the Internet), I hereby agree to comply with the stated rules for communicating over the network in a reliable fashion while honoring all relevant laws and restrictions. If I violate any of the provisions of the District’s policy and administrative procedures, I understand that my network access may be suspended or revoked; that I may be subject to school-related disciplinary action consistent with the District’s Student Code of Conduct and State and Federal laws and regulations; and that, if I engage in suspected illegal activities, I may be referred to appropriate law enforcement agencies.

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

\_\_\_\_\_  
Date

(If you are under the age of 18, a parent or guardian must also read and sign this policy.)

As the parent or legal guardian of the minor student signing above, I grant my permission for my son or daughter to use District computers and to access networked computer resources including electronic mail and the Internet. I have read the attached regulations and understand that the individual student may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for setting and conveying strictly educational standards for my son or daughter to follow when selecting, sharing or exploring information and media. I also recognize that it is impossible for the Millbrook Central School District to restrict access to all controversial materials, and I will not hold it responsible for materials my child may acquire on the network. Therefore, I release the Millbrook Central School District, its officers, employees, agents and successors, and hold them harmless from any and all claims, demands, actions, causes of action, suits, damages and judgments as a result of my child’s use of the District’s networked computer resources, including but not limited to the Internet.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Please print the following information:

Name of Student \_\_\_\_\_

Name of School \_\_\_\_\_ Grade \_\_\_\_\_

Your Street Address \_\_\_\_\_

Town/State \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Place \_\_\_\_\_

Adoption Date: November 3, 1997

**USE OF COMPUTERS AND NETWORKED INFORMATION  
RESOURCES (INTERNET USE) EXHIBIT**

Staff User Agreement

As a user of the Millbrook Central School District’s computers and networked information resources (including the Internet), I have read and understand the attached District policy and administrative procedures. I agree to comply with the attached policy and procedures for communicating over the network in a reliable fashion while honoring all relevant laws and restrictions. If I violate any of the provisions of the policy and/or procedures, I understand that I may have my network access suspended or revoked; that I may be subject to disciplinary action consistent with the applicable collective bargaining agreement; and that if I engage in a suspected illegal or criminal activity while using the network, I may be referred to the appropriate law enforcement agencies. I further understand that some materials on the Internet may be objectionable and not appropriate for educational purposes. I accept responsibility for using the Internet for strictly educational purposes and conveying these standards of use to my students when selecting, sharing or exploring information and media.

\_\_\_\_\_

Staff Signature

Date

Print Name \_\_\_\_\_

School \_\_\_\_\_

Adoption Date: November 3, 1997

**Appendix E**  
**Hardware Inventory – March 2010**

**Elm Drive:**

Computers	76
Laptops	23
Printers	32
SmartBoards	14
Projectors	18
Digital Cameras	11
Digital Video Cameras	0

**Alden Place:**

Computers	68
Laptops	45
Printers	31
SmartBoards	14
Projectors	17
Digital Cameras	8
Digital Video Cameras	3

**Middle School:**

Computers	132
Laptops	28
Printers	50
SmartBoards	16
Projectors	17
Digital Cameras	2
Digital Video Cameras	0

**High School:**

Computers	150
Laptops	88
Printers	39
SmartBoards	24
Projectors	27
Digital Cameras	3
TV/Multimedia	30

**Appendix E (cont.)**  
**Hardware Inventory – March 2010**

**District Offices:**

Computers	11
Laptops	9
Printers	8
SmartBoards	0
Projectors	1
Digital Cameras	1
Digital Video Cameras	1

**Infrastructure:**

Servers	15 *
Management Workstations	3 **

\* - Servers:

Internet Traffic Monitor (8E6 Reporter)  
Windows, Anti-virus signature updates (WSUS)  
Desktop/Security Management (Zenworks)  
Server/Workstation Problem Alerts (Procure)  
Wireless Controller (WCS)  
SASI/Citrix (group of 3 servers)  
Novell Instructional (mhs-1)  
Elm Drive Novell Authentication (ees-1)  
E-mail (Groupwise)  
Web enabled applications (Groupwise, Destiny)  
District Office (Finance Manager)  
Library Catalog (Destiny)  
Multimedia Manager (High School Library)

\*\* - Management Workstations:

Deep Freeze  
Zenworks  
SASI

## **Appendix F**

### **Standard Software – March 2010**

#### All Buildings:

1. Smart Notebook V10
2. Thinking Maps
3. Moodle (open source version of Blackboard)
4. Curriculum Connector – curriculum mapping (Performance Pathways)
5. Destiny - Library Catalog (Follett)
6. Microsoft Office Professional – Word, Excel, Powerpoint, Access
7. OpenOffice Suite
8. Groupwise – Electronic Mail, Calendar, Resource Scheduling (Novell)
9. eTrust/Pest Patrol – Anti-virus, anti-spyware (Computer Associates)
10. Zenworks – Desktop Management/Security (Novell)
11. Deep Freeze – Desktop Security (labs & libraries)
12. Netware V6.5 – Network Operating System (Novell)
13. Windows 2003/2007 Server – Network Operating System
14. Citrix Presentation Server – Application Delivery System

#### Elm:

1. Student Writing Center (The Learning Company)
2. Bernie's Typing Travels V1.01
3. 2Type (2Simple)
4. Accelerated Reader Enterprise (Renaissance Learning)
5. TLC Math 1 & 2 V3.1.0 (Bright Blue Software)
6. Splish Splash Math
7. Numbers Undercover
8. Wild West Math
9. Alphabet Soup (2Simple)
10. 2Create a Story (2Simple)
11. Early Learning Toolkit (2Simple) containing titles:
  - a. 2Paint
  - b. 2Publish
  - c. 2Count
  - d. 2Go
  - e. 2Graph
  - f. 2Question
12. Kid Works Deluxe
13. Science:
  - a. Learn About Weather
  - b. Learn About Animals
  - c. Learn About Simple Machines
  - d. Learn About Matter
  - e. Learn About Plants
  - f. Learn About Senses
14. Rainbow Readers Interactive Pack

**Appendix F (cont.)**  
**Standard Software – March 2010**

15. Stories & More 1 & 2
16. Letterbugs
17. Clock Faces
18. Penny Panda's Sticker Store

**Alden:**

1. Student Writing Center (The Learning Company)
2. Bernie's Typing Travels V1.01
3. Mavis Beacon Teaches Typing Deluxe V16
4. Timeliner V5.0
5. Inspiration V7.6
6. Accelerated Reader Enterprise (Renaissance Learning)
7. TLC Math 3/4 V3.1.0 (Bright Blue Software)
8. TLC Math 5/6 V3.1.0 (Bright Blue Software)
9. GAMCO – (5 titles)
10. GAMCO Paws & Pyramids
11. ThinkAnalogy Level A
12. Math Munchers
13. Mindstorms Robolab V2.9

**Middle School:**

1. Project Lead The Way – Gateway to Technology (GTT)
2. Accelerated Reader Enterprise (Renaissance Learning)
3. 2Animate (2Simple)
4. Photoshop (Adobe)
5. Student Writing Center

**High School:**

1. Project Lead The Way (CAD)
2. Photoshop (Adobe)
3. Pagemaker (Adobe)
4. Creative Suite V4 (Adobe)
5. Automated Accounting V8.0
6. Electronic Auditor V8.0
7. Boxer Introductory Algebra
8. Boxer Intermediate Algebra
9. EMC Keyboarding
10. Geometer's Sketchpad V3.10
11. Student Writing Center

**Appendix F (cont.)**  
**Standard Software – March 2010**

Administrative:

1. SASIxp – Student Scheduling, Attendance, Grades, Progress Reports, NYS Data Warehouse
2. Integrate Pro – Gradebook, Grade Reporting
3. IEP Direct – Student Management for Classified & 504 students, AIS Services (Centris)
4. RTIm Direct – “Response To Intervention” - managing student academic interventions (Centris)
5. Finance Manager – Payroll, Human Resources, Accounts Payable, Accounts Receivable, Budgeting
6. InfoTax