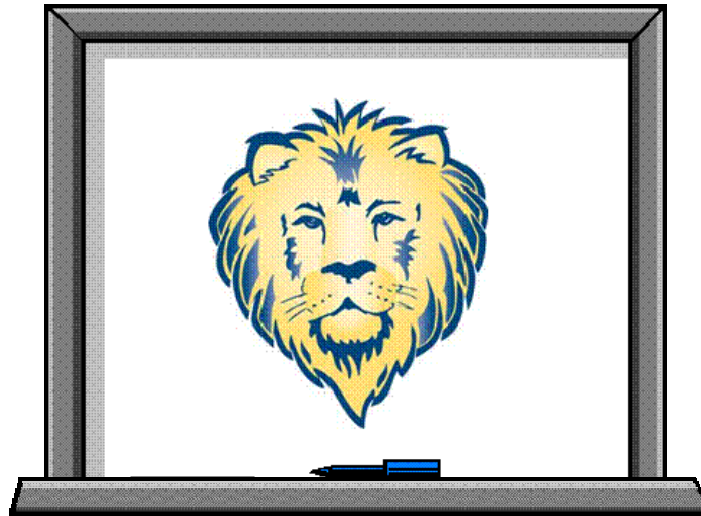


# **General Brown Central School District**

**17643 Cemetery Road  
P.O. Box 500  
Dexter, NY 13634  
315-779-2300**



## **Technology Plan** **July 1, 2013 - June 30, 2016**

***Technology Plan URL: [www.gbliions.org/techplan](http://www.gbliions.org/techplan)***

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## ***EXECUTIVE SUMMARY***

General Brown Central School District operates two pre-kindergarten through grade 6 primary buildings, located in the villages of Dexter and Brownville and a 7 – 12 junior-senior high school located in Dexter. The District Office is located in the Junior-Senior High School building.

General Brown Central School District is principally located in Jefferson County in Northern New York State. It is approximately three miles northwest of Watertown and encompasses the villages of Dexter, Brownville, and Glen Park and parts of the towns of Lyme, Pamela, Brownville, Hounsfield, and Watertown. Encompassing more than 100 square miles, the District enrolls approximately 1600 students.

The administering of District affairs emanates from its Board of Education, assisted by the superintendent of schools, a business administrator, four building level administrators, and a curriculum coordinator. The District's faculty and staff numbers more than 130 certified employees, including teachers as well as subject area specialists. Additionally, approximately 100 instructional support personnel are employed in the clerical, aid, custodial, maintenance, health, and food service areas. Further employment of faculty and staff will parallel the growth in student enrollment. A transportation supervisor/operations manager supervises the District transportation system and over 35 individuals are employed in this department.

The District is governed by a seven-member Board of Education collectively committed to a quality educational program while representing their respective stakeholder groups.

During these changing times General Brown Central School District is committed to maintaining its reputation as a quality rural school system fostering and encouraging academic excellence, good citizenship, and a healthy spirit of competition through its interscholastic athletic programs.

## ***District Strategic Action Plan***

The General Brown Central School District has developed and adopted the following strategic action plan goals:

**Goal 1:** By June 2013, each student will meet or exceed the expectations of the curriculum of the General Brown Central School District and the New York State Standards.

**Goal 2:** By June 2013, each graduate will be prepared to identify and pursue his/her personal goals that enhance the global community.

**Goal 3:** By June 2011, each student will participate in and contribute to his/her community.

## ***District Mission Statement***

The mission of the General Brown Central School District is to prepare and inspire each student to meet future challenges.

## ***Technology Advisory Committee***

### **Technology Committee Configuration and Schedule**

| 2013-2014                      | 2014-2015                      | 2015-2016                     | 2016-2017                      | 2017-2018                     | 2018-2019                      |
|--------------------------------|--------------------------------|-------------------------------|--------------------------------|-------------------------------|--------------------------------|
| K-3 Teacher                    |                                | K-3 Teacher                   |                                | K-3 Teacher                   |                                |
| K-3 Teacher                    | K-3 Teacher                    |                               | K-3 Teacher                    |                               | K-3 Teacher                    |
| 4-6 Teacher                    |                                | 4-6 Teacher                   |                                | 4-6 Teacher                   |                                |
| 4-6 Teacher                    | 4-6 Teacher                    |                               | 4-6 Teacher                    |                               | 4-6 Teacher                    |
| 7-8 Teacher                    |                                | 7-8 Teacher                   |                                | 7-8 Teacher                   |                                |
| 7-8 Teacher                    | 7-8 Teacher                    |                               | 7-8 Teacher                    |                               | 7-8 Teacher                    |
| 9-12 Teacher                   |                                | 9-12 Teacher                  |                                | 9-12 Teacher                  |                                |
| 9-12 Teacher                   | 9-12 Teacher                   |                               | 9-12 Teacher                   |                               | 9-12 Teacher                   |
| K-6 Special Education Teacher  |                                | K-6 Special Education Teacher |                                | K-6 Special Education Teacher |                                |
| 7-12 Special Education Teacher | 7-12 Special Education Teacher |                               | 7-12 Special Education Teacher |                               | 7-12 Special Education Teacher |
| K-6 Library Media Specialist   |                                |                               |                                |                               |                                |
| 7-12 Library Media Specialist  |                                |                               |                                |                               |                                |
| Network Administrator          |                                |                               |                                |                               |                                |
| PK-6 Administrator             |                                |                               |                                |                               |                                |
| 7-12 Administrator             |                                |                               |                                |                               |                                |
| PK-12 Curriculum Coordinator   |                                |                               |                                |                               |                                |

## ***Technology Mission Statement***

The computer technology mission of the General Brown Central School District is to incorporate technology into its educational program in order to:

- Develop an understanding of the capabilities, applications and limitations of technology.
- Integrate and utilize technology in the interdisciplinary curricula.
- Provide a learning environment that is flexible and responsive to change.
- Expand the knowledge base of students, staff, and community.

## ***Technology Vision Statement***

- The General Brown Central School District will strive to provide students, staff, administrators, and the community with technology-infused learning experiences and tools that will empower all stakeholders to be effective and responsible communicators and knowledge-builders in a Digital Age.
- Technology will be utilized as a primary means by which to solve problems, construct knowledge, and effectively communicate.
- Technology will be the foundation by which students learn, teachers and administrators instruct, and stakeholders communicate.

## ***Goals and Strategies***

### **Goal I - Integrate technology into regular classroom instruction.**

#### Strategies

- Examine each content area's curriculum maps for areas in which technology may enhance the students' opportunities to reach the objectives
- Provide teachers and staff with research-based technology instructional strategies that help students to meet the New York State and Common Core Learning Standards
- Provide opportunities for stakeholders to become effective users of 21st century technologies and strategies
- Develop student critical thinking and problem solving skills through the use of technologies such as software, hardware, and the Internet

- Teach students to evaluate and select information sources and digital tools based on the pertinence to tasks

**Goal 2 – Utilize technology as a tool to enhance communication and collaboration.**

Strategies

- Provide teachers and staff with the skills and information they need to use electronic communications, including the school website, blogs, the student information system, and *SchoolMessenger* safely and effectively
- Promote the use of e-mail, blogs, *SchoolMessenger*, the school website, and the student information system to communicate with parents
- Use videoconferencing resources to network with teachers and students from different schools and organizations
- Explore, offer, and share additional distance learning courses with high schools and colleges

**Goal 3 – Improve teacher and student access to technological resources in classrooms and other learning centers through the thoughtful distribution of grants, equipment, software, and technical assistance.**

Strategies

- Provide up-to-date information on hardware/software upgrades and availability through the Computer Network Manager and library media specialists
- Acquire technology to meet the needs of all students so that they may see achievement
- Increase the role of the technology committee as an information-gathering group which helps formulate plans for professional development based on surveys of teacher needs and preferences
- Research and apply for technology grants
- Continue to deploy technology support staff with an ongoing emphasis on meeting the technical needs of all stakeholders

**Goal 4 – Provide educators, administrators, parents, and students with student performance data so that data-driven instruction and decision-making may be enhanced.**

Strategies

- Analyze and collect data to be used in conducting regular data chats to discuss the data and develop action plans to adjust instruction according to students' needs
- Participate in data chats with the District data analyst, curriculum coordinator, and principal for the purpose of examining individual student data -- targeted instructional strategies based on this data will then be discussed and implemented during the chats
- Provide teachers, staff, and parents with the professional development necessary to effectively access data
- Provide students and parents with their own personal data achievement results

## **Goal 5: Educate stakeholders to be ethical digital citizens**

### Strategies

- Ensure that both the General Brown Central School District Code of Conduct and the Technology Acceptable Use Policy are relevant and thoroughly communicated
- Educate faculty, staff, and students on the ethical and responsible use of information and technology
- Practice safe, legal, and responsible use of information and technology
- Utilize outside resources (i.e. N.Y.S. Police, Model Schools Instructional Technology Specialist, etc.) to present to students on the ethical use of the Internet

## **Section I.**

## ***Curriculum***

Curriculum maps exist for all grades/courses within the General Brown Central School District. The maps are updated on an annual basis. The *Technology Benchmarks* section will be added to each curriculum map, and teachers will complete the map to include this information. The curriculum maps may be accessed online via the link below:

<http://www.gblions.org/education/dept/dept.php?sectionid=239&>

A sample of the curriculum map template is below.

Grade \_\_\_\_\_

Subject: \_\_\_\_\_

**Curriculum Map**

| Month /Days/ Week | NY Standard(s) | Concepts (Unit/Theme) | Student Objectives<br>The student will... (TSW) | Essential Questions | Assessments | Vocabulary | Resources |
|-------------------|----------------|-----------------------|---|---------------------|-------------|------------|-----------|
|                   |                |                       |   |                     |             |            |           |
|                   |                |                       |   |                     |             |            |           |

**Technology Benchmarks**

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

**Reflection:**

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Prepared By: \_\_\_\_\_



## ***Student Technology Literacy Measure***

This plan includes provisions for student technology literacy to be assessed via the following means:

- The General Brown Central School District Student Technology Benchmarks are in place for all kindergarten through grade 12 students. The benchmarks encompass the computer technology skills that should be addressed at each grade level and meet each of the International Society for Technology in Education's National Educational Technology Standards for Students (NETS). The student technology benchmarks charts will be amended to include the following information:

- ✓ The name of each ISTE Standard that is addressed within the curriculum map
- ✓ The objective(s) of the lessons/units

\*The above plan should also include the creation of a technology portfolio for each student.

\*The merits of the plan above include encouraging accountability for student technology literacy at every grade level.

## ***Technology Delivery***

### Distance Learning

- Students are able to enroll in college courses and receive college credit through the use of the DANC Fiber Network within the General Brown High School Distance Learning Classroom.
- Students and teachers are able to videoconference with sites around the world through the use of two Tandberg IP videoconferencing units and three mobile videoconference units.
- Teachers and administrators are able to enroll in online workshops through Model Schools.

## ***Parental Communications and Community Relations***

The following strategies are designed to promote and increase communication with parents and the community:

- The technology plan is posted on the General Brown Central School District website at [www.gbions.org/techplan](http://www.gbions.org/techplan).
- Technology is utilized to disseminate information in order to promote parental and community involvement via the district web page, building newsletters, district newsletters, *SchoolMessenger*, *myschoolbucks.com*, *SchoolTool Parent Portal*, and public meetings.
- The technology committee consists of district residents, parents, teachers, and administrators who plan, implement, and assess the technology plan.

## ***Collaboration***

- The General Brown High School Library Resource Web Page contains literacy resources and links to public libraries. These resources may be accessed by students, staff, and the community.
- The following is a list of possible future collaborations with adult literacy service providers and public libraries:
  - ✓ Adult education classes for community members – Fall 13
  - ✓ Collaboration with a SUNY college for the availability of online course offerings for teachers and administrators – Fall 13

## **Section II.**

## ***Professional Development***

Consistent with the District's revised Professional Development Plan (June, 2012), the District is committed to consistent, sustained technology training and staff development for all staff. Current levels of technology proficiency will be assessed annually through the implementation of the Teacher Technology Skills Inventory and various surveys (Appendix E).

| <b>Strategies</b>                          | <b>Activities</b>  | <b>Timeline</b>     |
|--|--|---------------------|
| Provide teacher and administrator training | Model Schools Technology integration training; District trainings on <i>SchoolTool</i> and <i>SchoolWires</i> , and other student management software at Professional Development days | Throughout the year |

| <b>Strategies</b>   | <b>Activities</b>   | <b>Timeline</b>     |
|---|---|---------------------|
| Identify and implement grade-appropriate activities and projects in support of each curriculum map  | Grade Level and Department meetings<br>K-12 Technology Committee meetings   | Throughout the year |
| Familiarize teachers with available technologies and provide instruction to teachers on how to integrate these technologies within their pre-existing curriculums | Participation on Regional Model Schools Curriculum Committees; K-12 Technology Committee/faculty/grade level/ department presentations / introductions to staff;<br>Collaboration with District Instructional Technology Specialist in developing classroom activities                                  | Throughout the year |
| Support the efforts of special area and non-core area teachers in implementing technology applications to enhance student learning                                | Participation on Regional Model Schools Curriculum Committees; Model Schools Technology integration trainings; time and support for departmental sharing of pertinent technologies; collaboration with District Instructional Technology Specialist in developing and implementing classroom activities | Throughout the year |
| Introduce and adapt use of assistive technology to address the needs of students with disabilities, as needed   | Presentations and demonstrations on assistive technology at special education meetings  | Throughout the year |

\*The above professional development opportunities will be evaluated after each program.

### ***Teacher and Administrator Technology Competency Measure***

#### Current Status

A teacher technology skills inventory self-assessment is currently implemented at the conclusion of each school year. This inventory and its accompanying results are maintained on-line. The results are utilized to implement data-driven technology integration professional development programming.

#### Plan

Assessment of staff computer technology literacy is now required for federal reporting purposes. This plan includes provisions for staff technology proficiency to be assessed via the following means:

- At the conclusion of every technology integration workshop, each attendee must indicate how the information imparted will be utilized to enhance classroom instruction. These products are currently maintained via electronic and paper copy. Each staff member essentially has a virtual portfolio, which contains artifacts from the workshops.

- A database containing the following information is being created and maintained to demonstrate evidence of staff technology literacy:

- ✓ Staff member's name (listed according to grade level/department)
- ✓ Name of workshop attended
- ✓ Duration of workshop (in hours)
- ✓ ISTE standard addressed through the workshop

\*The merits of this plan include the creation of a virtual technology integration professional development portfolio for each staff member. Evidence of workshop alignment with the ISTE Standards will also be evident to all attendees.

## ***Supporting Resources***

- District policies that support the entire technology program are located within the Appendix section of this document.
- Resource manuals for teachers and staff are accessible via the local area network.
- The General Brown Central School District website is located at [www.gblions.org](http://www.gblions.org).

### **Section III. *Infrastructure, Hardware, Technical Support, Software***

#### **INFRASTRUCTURE**

Technology began in the clerical areas of the District in the 1990's and has ultimately reached the hands of our incoming kindergarten students today. This evolution has been the direct result of the District's commitment to an ever-changing technology environment.

The current network infrastructure utilizes dedicated gigahertz fiber connections; both between data closets, and between buildings. This solid and reliable backbone has supported the automation of many internal systems, as well as, facilitated the move to web-based

platforms in many cases. These systems include: Cafeteria System, Heating System, Surveillance System, Door Access System, a District-wide Voice over Internet Protocol (VOIP) Telephone System, Student Management System, E-Mail System, Library Databases, District Website, Video Streaming, and Video Conferencing.

In 2011, a District-wide wireless infrastructure was implemented. This wireless umbrella facilitated the infusion of new mobile devices into the hands of students, thus creating a 'virtual' learning environment anywhere in the building. In addition to traditional wireless laptops, iPod touches, and iPads can now deliver internet content and pre-loaded 'apps' in any setting. The wireless network also provided for the expansion of the VOIP telephone system using wireless IP phones and 'smart' phones installed with the Cisco mobile app.

SMART interactive whiteboards were also introduced during 2011. Nearly 100 SMART Boards have been installed in classrooms, libraries, and labs. SMART Response clickers were also introduced as a means of formatively collecting assessment data for immediate feedback and differentiated instruction. This interactive technology engages students like never before and greatly enhances the learner's experience. Content delivery in such a visual and interactive manner improves classroom communication, participation, and collaboration.

Digital and mobility changes were implemented during 2012. First, all the publication production equipment was upgraded and connected to the internal LAN. As a result, documents can now be scanned and sent electronically, thus increasing the instructional benefit in the classroom. Secondly, E-Mail communication is now accessible on personal phones and mobile devices and will sync up to the District system. Lastly, three additional ninety unit mobile laptop carts were purchased, which will help prepare the District for upcoming computer based testing requirements.

New technologies and upgrade opportunities will be never ending. At the present time, the current infrastructure inventory has grown to 18 network/application servers, 63 data switches, over 800 networked workstations/laptops, over 250 printers/scanners, over 250 ios devices (iTouch/iPad), and over 150 interactive devices (whiteboards/video conferencing/wireless tablets/wireless response systems).

## **TELECOMMUNICATIONS PLANNING**

With the completion of the final stage of the District-wide Construction/Renovation Project, all areas of telecommunications have been upgraded to accommodate:

- Voice-Over-IP (VOIP) telephone system
- Wireless infrastructure
- IP –based Security system
- High speed switches and servers

\*Planning will be considered to ensure that equipment will be replaced on a consistent scale and to ensure reliability in operations.

## NETWORK SUPPORT RESOURCES

Network support is critical in order to maximize technology resources to their fullest potential. Technology should be user-friendly, and it should enhance the learning process of students. The District has identified two key elements that will ensure that technology is an educational tool. The first is the technical management element, which is under the direction of the Network Administrator. The second is the integration element, which is guided by the Instructional Technology Specialist. These two positions form the core necessary to maintain an efficient and productive network environment for technology utilization and integration.

The Network Administrator is responsible for all aspects of maintenance, procurement, and operation, as it pertains to both hardware and software. Users can report problems and questions to the Network Administrator via E-Mail, written requests, and even verbal notifications. Problems are addressed as soon as possible, unless other technical priorities are in progress. Hardware and software requests are handled in conjunction with the budgetary process, unless deemed to be of an immediate nature. Equipment and software upgrades are satisfied through routine inspection and analysis, so users do not need to be concerned with keeping up with the latest specifications. The approach to technical support is to be as user friendly and accommodating as possible. Additionally, there are currently two BOCES technicians in the District who provide support under the supervision of the Network Administrator. These technicians provide a combined five days of on-site support per week.

## TECHNOLOGY ASSESSMENT INVENTORY March 2013

| <b>NOTE: Detail location map available</b>        | <b>Instructional</b>        | <b>Administrative</b> | <b>Other</b> |
|---|-----------------------------|-----------------------|--------------|
| <b>COMPUTERS / MOBILE DEVICES</b>                 |                             |                       |              |
| Windows Desktops                                  | 550                         | 65                    |              |
| Windows Laptops                                   | 200                         | 14                    |              |
| MacBooks  | 13                          | 2                     |              |
| iPads   | 7                           | 2                     |              |
| iPod Touches                                      | 240                         | 3                     |              |
| <b>PERIPHERAL DEVICES:</b>                        |                             |                       |              |
| Printers  | 170                         | 50                    |              |
| Plotters  | 1                           |                       |              |
| Scanners  | 23                          | 4                     |              |
| Digital Cameras                                   | 54                          | 6                     |              |
| Digital Production Printers                       | 4                           | 13                    |              |
| Document Cameras                                  | 20                          |                       |              |
| Interactive Tablets – <i>SMART Airliner/Slate</i> | 26                          |                       |              |
| Interactive Tablets – <i>InterWrite</i>           | 11                          |                       |              |
| Projection Devices (LCD)                          | 160                         | 5                     |              |
| Interactive Whiteboards – <i>SMART Boards</i>     | 111                         | 2                     |              |
| Video Cameras                                     | 32                          | 1                     |              |
| Video Conferencing Unit                           | 6                           |                       |              |
| 'Clickers' – <i>SMART Response Unit</i>           | 11                          |                       |              |
| 'Clickers' - <i>CPS</i>                           | 4                           |                       |              |
| Wireless Laptop Cart                              | 7                           |                       |              |
| <i>iPod Touch</i> Cart                            | 8                           |                       |              |
| <i>iPod Shuffle</i>                               | 12                          |                       |              |
| <b>NETWORK EQUIPMENT:</b>                         |                             |                       |              |
| Switches  |                             |                       | 63           |
| Routers   |                             |                       | 3            |
| Servers   |                             |                       | 18           |
| Wireless Access Points                            |                             |                       | 80           |
| <b># of rooms wired for internal connections</b>  | Every room in the District. |                       |              |
| <b>TELECOMMUNICATION LINKS:</b>                   |                             |                       |              |
| DANC Fiber  |                             |                       | 4            |
| Dedicated Cable                                   |                             |                       | 3            |
| VOIP Gateway/Router                               |                             |                       | 3            |
| VOIP Server                                       |                             |                       | 1            |
| <b># of rooms equipped with IP Phones</b>         | Every room in the District  |                       |              |

**PLANNED FUTURE ACQUISITIONS:** Equipment will be replaced as needed. No new acquisitions are planned.

## STANDARD SOFTWARE APPLICATIONS March 2013

| <b>SOFTWARE TITLES</b>                        |
|---|
| <i>Accelerated Reader</i>                     |
| <i>Adobe Creative Suite 5</i>                 |
| <i>AutoCad LT</i>                             |
| <i>Boardmaker V.6</i>                         |
| <i>Bridge Builder</i>                         |
| <i>Chief Architect</i>                        |
| <i>CPS</i>                                    |
| <i>Dragon Speak</i>                           |
| <i>DreamWeaver</i>                            |
| <i>Finale</i>                                 |
| <i>Fitness Gram</i>                           |
| <i>Gameco (Number Sense, Money Challenge)</i> |
| <i>GoogleEarth</i>                            |
| <i>Graphers</i>                               |
| <i>Ice Cream Truck</i>                        |
| <i>Inspiration</i>                            |
| <i>Intellitools Classroom Suite</i>           |
| <i>Internet Explorer</i>                      |
| <i>InterWrite Learning</i>                    |
| <i>iTunes</i>                                 |
| <i>Kidspiration</i>                           |
| <i>Microsoft Office/Publisher</i>             |
| <i>Music Ace</i>                              |
| <i>Photo Story 3</i>                          |
| <i>Scantek Modular Classroom</i>              |
| <i>Sibelius</i>                               |
| <i>SMART Notebook</i>                         |
| <i>Super Duper Music Looper</i>               |
| <i>Tenth Planet Literacy</i>                  |
| <i>Type to Learn</i>                          |
| <i>Visual Essentials</i>                      |

| <b>ONLINE LEARNING/SYSTEMS</b>                           |
|--|
| <i>BrainPop</i>  |
| <i>OPAC Card Catalog</i>                                 |
| <i>E-Books</i>   |
| <i>Kurzweil On-Line</i>                                  |
| <i>School Center</i>                                     |
| <i>United Streaming</i>                                  |
| <i>Enchanted Learning</i>                                |
| <i>NexGen Student Information System /<br/>Gradebook</i> |
| <i>Reading A to Z</i>                                    |
| <i>Writing A to Z</i>                                    |
| <i>Castle Learning</i>                                   |
| <i>Wizard TestMaker On-Line</i>                          |
| <i>Online Databases</i>                                  |
| <i>Online Encyclopedias</i>                              |



**Section IV.*****Funding and Budget***

\*Inventory is reviewed and assessed on an annual basis considering fluctuations in enrollment, student and instructional needs, and the onset of technology innovations.

|   | <b>ACTUAL</b>               | <b>PROJECTED</b>            | <b>PROJECTED</b>              | <b>PROJECTED</b>            |
|---|-----------------------------|-----------------------------|-------------------------------|-----------------------------|
| <b>DESCRIPTION</b>  | <b>2012-13<br/>EXPENSES</b> | <b>2013-14<br/>EXPENSES</b> | <b>2014-2015<br/>EXPENSES</b> | <b>2015-2016<br/>BUDGET</b> |
| <i>HARDWARE/EQUIPMENT</i>   | 25,793                      | 27,000                      | 27,000                        | 27,000                      |
| <i>CONTRACTUAL EXPENDITURES</i>   | 1,000                       | 1,000                       | 1,000                         | 1,000                       |
| <i>SOFTWARE</i>   | 22,759                      | 24,000                      | 24,000                        | 24,000                      |
| <i>BOCES SERVICES - MOHAWK<br/>RIC/MODEL SCHOOLS/NETWORK<br/>SUPPORT/EQUIP MAINT./ON- LINE<br/>ACCESS</i> | 638,957                     | 640,000                     | 665,000                       | 680,000                     |
| <i>SUPPLIES<br/>(INSTRUCTION/MAINT./UPGRADES)</i>   | 15,000                      | 15,000                      | 15,000                        | 15,000                      |
| <b>TOTALS</b>   | <b>703,509</b>              | <b>727,132</b>              | <b>732,000</b>                | <b>758,300</b>              |

**Revenue Sources**

General Brown Central School maximizes the use of both State and Federal resources to fund its technology needs.

**Computer Software Aid** (State Aid) – This aid is based on student attendance figures and the amount per student the State allocates on an annual basis. This year’s allocation is estimated to be \$23,968.

**Hardware & Technology Aid** (State Aid) – Based on a state aid ratio and student count, this aid is computed to be approximately \$25,445 for the current year.

**BOCES Aid** – This is an aid based on expenditures – both through the Madison Oneida BOCES (MORIC) and the Jefferson-Lewis BOCES.

Jefferson-Lewis BOCES – General Brown purchases access to the DANC line, used as a fiber backbone for current operations and anticipated future expansion programs and receives partial funding through BOCES aid.

Madison-Oneida BOCES (MORIC) – Current operations, both for contracted services and for multi-year purchases funded through the RIC receive following year BOCES aid.

**Federal Grants** – Money received from Federal Grants is also used, when appropriate, to fund specific technology needs supported by the grant’s mission.

In conjunction with the sources of funding listed above, additional tax payer dollars are used to invest in technology for the District. Local resources fund salaries, non-aidable portions of equipment purchases and the local share of BOCES expenditures. In addition, the District is actively seeking grant opportunities in support of the District’s Strategic Action Plan goals that focus on preparing each student for the global community, and increasing student achievement through differentiated instructional strategies integrating technology.

## **Section V. *Technology Plan Monitoring and Evaluation***

### **Process**

Evaluation of General Brown Central School District’s Technology Plan will blend the qualitative and quantitative data through an annual review by the technology committee. Review will include a direct analysis of goal progress using the Technology Plan Evaluation Worksheet below as well as the collection of any additional direct or indirect information. Using the collected data and the current needs of the District, the review will result in the modification of the Technology Plan goals and related components. Unmet goals will be considered for inclusion in the ensuing technology plan according to their future merit and/or pertinence to district needs.

### **Technology Plan Evaluation Timeline**

|                           |   |   |
|---------------------------|---|---|
| Plan Evaluation Cycle     | ⇒ | Annual evaluation, Three-year plan length   |
| Evaluation Responsibility | ⇒ | Technology Committee  |
| Tools                     | ⇒ | Technology Plan Evaluation Worksheet, professional development evaluations, surveys, needs assessments, informal conversations, meeting discussions, direct observations, and feedback from students, teachers, administrators, and the community |
| Timeline Data Collection  | ⇒ | Complete by December of each year<br>Revision – To be completed during January of each year   |

Approval – Submission of revised Tech plan to General  
Brown Central School District Board of Education before  
first February meeting

### Technology Plan Evaluation Worksheet

**Goal 1: Integrate technology into regular classroom instruction.**  
**Please mark the appropriate box and offer comments and/or evidence.**

| Strategies   | Complete | In Progress | No Progress | Evidence/Comments |
|--|----------|-------------|-------------|-------------------|
| 1. Examine each content area's curriculum maps for areas in which technology may enhance the students' opportunities to reach the objectives                           |          |             |             |                   |
| 2. Provide teachers and staff with research-based technology instructional strategies that help students to meet the New York State and Common Core Learning Standards |          |             |             |                   |
| 3. Provide opportunities for stakeholders to become effective users of 21st century technologies and strategies  |          |             |             |                   |
| 4. Develop student critical thinking and problem solving skills through the use of technologies such as software, hardware, and the Internet                           |          |             |             |                   |
| 5. Teach students to evaluate and select information sources and digital tools based on the pertinence to tasks  |          |             |             |                   |

20

Suggested changes or additions:

Overall Comments:

|  |
|--|
|  |
|--|

**Goal 2: Utilize technology as a tool to enhance communication and collaboration.  
Please mark the appropriate box and offer comments and/or evidence.**

| Strategies   | Complete | In Progress | No Progress | Evidence/Comments |
|--|----------|-------------|-------------|-------------------|
| 1. Provide teachers and staff with the skills and information they need to use electronic communications, including the school website, blogs, the student information system, and <i>SchoolMessenger</i> safely and effectively |          |             |             |                   |
| 2. Promote the use of e-mail, blogs, <i>SchoolMessenger</i> , the school website, and the student information system to communicate with parents.  |          |             |             |                   |
| 3. Use videoconferencing resources to network with teachers and students from different schools and organizations  |          |             |             |                   |
| 4. Explore, offer, and share additional distance learning courses with high schools and colleges   |          |             |             |                   |

Suggested changes or additions:

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Overall Comments:

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**Goal 3: Improve teacher and student access to technological resources in classrooms and other learning centers through the thoughtful distribution of grants, equipment, software, and technical assistance.  
Please mark the appropriate box and offer comments and/or evidence.**

| Strategies  | Complete | In Progress | No Progress | Evidence/Comments |
|---|----------|-------------|-------------|-------------------|
| 1. Provide up-to-date information on hardware/software upgrades and availability through the Computer Network Manager and library media specialists   |          |             |             |                   |
| 2. Acquire technology to meet the needs of all students so that they may see achievement  |          |             |             |                   |
| 3. Increase the role of the technology committee as an information-gathering group which helps formulate plans for professional development based on surveys of teacher needs and preferences |          |             |             |                   |
| 4. Research and apply for technology grants   |          |             |             |                   |
| 5. Continue to deploy technology support staff with an ongoing emphasis on meeting the technical needs of all stakeholders  |          |             |             |                   |

Suggested changes or additions:

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Overall Comments:

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**Goal 4: Provide educators, administrators, parents, and students with student performance data so that data-driven instruction and decision-making may be enhanced.**

**Please mark the appropriate box and offer comments and/or evidence.**

| Strategies   | Complete | In Progress | No Progress | Evidence/Comments |
|--|----------|-------------|-------------|-------------------|
| 1. Analyze and collect data to be used in conducting regular data chats to discuss the data and develop action plans to adjust instruction according to students' needs.   |          |             |             |                   |
| 2. Participate in data chats with the District data analyst, curriculum coordinator, and principal for the purpose of examining individual student data. Targeted instructional strategies based on this data will then be discussed and implemented during the chats. |          |             |             |                   |
| 3. Provide teachers, staff, and parents with the professional development necessary to effectively access data   |          |             |             |                   |

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|--|--|--|--|--|
| 4. Provide students and parents with their own personal data achievement results |  |  |  |  |
|--|--|--|--|--|

Suggested changes or additions:

Overall Comments:

| <b>Goal 5: Educate stakeholders to be ethical digital citizens</b><br>Please mark the appropriate box and offer comments and/or evidence.                       |          |             |             |                   |
|---|----------|-------------|-------------|-------------------|
| Strategies  | Complete | In Progress | No Progress | Evidence/Comments |
| 1. Ensure that both the General Brown Central School District Code of Conduct and the Technology Acceptable Use Policy are relevant and thoroughly communicated |          |             |             |                   |
| 2. Educate faculty, staff, and students on the ethical and responsible use of information and technology  |          |             |             |                   |
| 3. Practice safe, legal, and responsible use of information and technology  |          |             |             |                   |



|  |  |  |  |  |
|--|--|--|--|--|
| 4. Utilize outside resources (i.e. N.Y.S. Police, Model Schools Instructional Technology Specials, etc.) to present to students on the ethical use of the Internet |  |  |  |  |
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Suggested changes or additions:

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Overall Comments:

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# ***Appendix***

Acceptable Use Policy.....A

Internet Safety Policy.....B

Disciplinary Codes.....C

## Appendix A

# Electronic Technology: Acceptable Use Policy

The purpose of the General Brown Central School District-Level and Wide Area Networks, and Internet Access Network is to advance and promote education in all its school buildings within the District. It is intended to assist in the collaboration and exchange of information among all who are concerned and involved with education. The goal of infusing technology into daily operations of our classrooms, libraries, and offices is to promote high quality technological resources in an equitable, efficient and cost effective manner. Such technology includes and is not limited to electronic mail, local computer networks, the Internet, and other online services.



The benefit of being connected to the Internet and other on-line services is that it expands classroom teaching dramatically by making many fascinating resources, including original source materials from all over the world, available to students, teachers, parents and administrators. These services bring information, data, images, and even computer software into the classroom from places around the globe, and it does this almost instantaneously.

Access to these resources can involve students in individual and group projects, cross-cultural collaborations, and idea-sharing not found in schools that lack Internet and on-line services access.

While the benefits of the Internet and other on-line services are enormous, parents need to be aware that they are open systems which contain pockets of material that many people would disapprove of and keep away from children. The General Brown Central School District will make an effort to prevent student's access to inappropriate materials on the Internet and other on-line services, but we cannot guarantee that they will not encounter text, pictures, or references that are objectionable. The District asks parents for assistance in developing responsible attitudes, reinforcing appropriate behaviors, and observing security practices on the network. System users should have no expectation of privacy with respect to files saved or maintained on the District's computer systems. Network administrators and District officials will have access to all files in order to ensure system integrity and compliance with this policy.

Access to these resources can involve students in individual and group projects, cross-cultural collaborations, and idea-sharing not found in schools that lack Internet access.

The use of the Local Area Network, Wide Area Network, and Internet is a privilege, not a right. Users are responsible for what they say and do on the networks. Because communications with thousands of others is so quick and widespread, it is important to think before communicating to others and to show respect for other people and for their ideas. The use of computers must be in support of education and research, and consistent with the educational objectives and the Mission Statement of the General Brown Central School District. Use of the General Brown District's network or that of another organization's connected network or computing resources must comply with the rules appropriate for each network.

It is imperative that staff, students and visitors conduct themselves in a responsible, decent, ethical, and polite manner while using such equipment and networks. This policy does not attempt to articulate all required or proscribed behavior by its users.

**NOTE: Explicit acceptable Internet use is defined in the *General Brown Central School District Internet Safety Policy*, which is an extension of this policy.**

The following general guidelines are provided to illustrate appropriate conduct and use. This is not an exhaustive list, but rather indicative of the type of conduct which will be considered acceptable by the district:

The benefit of being connected to the Internet is that it expands classroom teaching dramatically by making many fascinating resources, including original source materials from all over the world, available to students, teachers, and parents.



A. Any use of General Brown Central School District equipment or information networks for inappropriate, illegal, obscene or sexual harassment purposes is prohibited. Illegal activities shall be defined as a violation of local, state and/or federal laws, as well as the District's rules and regulations. Inappropriate use shall be defined as a violation of the intended purpose of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle;

B. Any use of the district's equipment for commercial purposes, or for individual profit or gain, or unauthorized access to databanks is prohibited;

C. Any use of equipment for private business advertisement or political lobbying is prohibited;

D. Any use of the district's equipment that will disrupt other users or invade the privacy of individuals is prohibited;

E. The district's on-line network accounts are to be used only by authorized students and staff approved by the Building Principal. Users are ultimately responsible for all activity under their operating or individual accounts, which includes but is not limited to necessary long distance charges, per minute (unit) surcharges and/or equipment or line costs, liability or damages caused by users who misuse the equipment, software or networks;

F. Prudent use of the district's finite resources and shared technological resources is expected. Users may not intentionally write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self replicate (e.g. computer virus), damage or otherwise hinder the performance of any computer's memory, file system or software;

G. Only approved hardware is to be connected to the network. Similarly, student and staff software must be approved by the administration of the district. Users may not tamper with

networks, terminals, printers, wiring, etc.;

H. Students, staff, parents and administration must agree not to give out student records, personnel information, confidential records, internal financial data or personal information to unauthorized receivers;

I. Any user's traffic that traverses another network's will be subject to that network's acceptable use policy;

J. As applicable, student use will be permitted provided there is parent notification and administrative authorization, and proper supervision is maintained by the staff;

K. District users must recognize and observe applicable copyright laws and regulations. Unauthorized duplication or other forms of infringement of copyright materials is prohibited;

L. Students who leave or graduate and staff who leave the employ of the district may not maintain a network account or have access to district equipment;

M. Each building administrator shall have the first level of responsibility to review alleged infractions and to determine appropriate action. The Superintendent shall receive a report on any incident and the results of the administrator's investigations;

N. The Superintendent of Schools for the General Brown Central School District shall remain the final authority on the issuance of user accounts and on use of the networks.

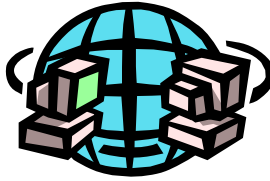
For additional information contact:  
Tina M. Heckman  
Technology Coordinator  
General Brown Central School District  
Junior-Senior High School  
(315) 639-5100

## Acceptable Use Policy for Network and Internet Use June 2002

You can contact us on the web at:  
[www.gblions.org](http://www.gblions.org)



Board of Education  
General Brown Central School  
District  
17643 Cemetery Rd.  
Dexter, New York 13634



# General Brown Central School District Internet Safety Policy June 2002

- I. **Rationale.** The General Brown Central School District realizes the rich educational value of information contained on the Internet. The World Wide Web is of immense utility to teachers, staff, and students. It may be utilized to undertake research, participate in electronic lessons, such as virtual field trips, and the information that it provides is derived from sources that span the entire world.
  - A. While the General Brown Central School District realizes the immense educational value that the Internet brings to our schools and the value of the Internet as an educational tool, it also understands that information with no redeeming social value is accessible through the Internet.
  - B. The General Brown Central School District has developed and will enforce this Internet Safety Policy in compliance with the Children’s Internet Protection Act (CIPA) and the Neighborhood Children’s Internet Protection Act (NCIPA). In addition, the General Brown Central School District maintains its “Acceptable Use Policy for Network and Internet Use,” which governs the acceptable use of the network by students and employees.
  - C. General Brown Central School District personnel located at component schools will abide by that district’s Internet safety policy implemented at that school. If the district does not have an Internet safety policy in place, General Brown Central School District personnel will follow the Internet safety policy as specified in this document.
  - D. All General Brown Central School District personnel and students located at any location other than a local school district building will follow the Internet safety policy as specified in this document.
- II. **Access to the Internet using the General Brown Central School District computer equipment is subject to the following restrictions:**
  - A. **Filtering** – Filtering software will be used to block minors’ access to visual depictions that are:
    1. **obscene**<sup>1</sup> – any work that an average person (applying contemporary community standards) would find, taken as a whole, appeals to a prurient interest. The work also must depict

or describe, in a patently offensive way, sexual conduct as specifically defined in state law. Moreover, the work, taken as a whole, has to lack serious literary, artistic, political or scientific value (See 18 U.S.C. §1460 and the cases interpreting that statute.)

2. **child pornography**<sup>1</sup> - any visual depiction, including a photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical or other means, of sexually explicit conduct, where (a) the production of visual depiction involves the use of a minor [someone under the age of 18] engaging in sexually explicit conduct; (b) such visual depiction is or appears to be, of a minor engaging in sexually explicit conduct; (c) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or (d) such visual depiction is advertised, promoted, presented, described or distributed in such manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct. (18 U.S.C. §2256[8]).

or

3. **harmful to minors**<sup>1</sup> - any picture, image, graphic image, file, or other visual depiction that (a) taken as whole and with respect to minors [defined here as anyone under the age of 17], appeals to a prurient interest in nudity, sex or excretion; (b) depicts, describes, or presents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors. (Public Law 106-554, §1703{b}{2}.)

**B. Adult Access to the Internet** - Adult access to visual depictions that are obscene and/or child pornography will also be blocked. However, the Superintendent or his/her designee may disable the filtering software to enable access to blocked sites for bona fide research or other lawful purposes.

**C. Matter Inappropriate for Minors.** The Board will (from time to time)

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<sup>1</sup> The terms "obscene," "child pornography," "harmful to minors," and "matter inappropriate for minors," used throughout the policy, are defined in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act (Public Law 106-554).

determine by resolution what Internet material is “inappropriate for minors” in the General Brown Central School District. This determination will be based on community standards.

#### **D. Safety of Minors When Using Direct Electronic Communications**

1. In using the computer network and Internet, minors are not permitted to reveal personal information such as home addresses, telephone numbers, their real last names, or any information.
2. As per the *General Brown Central School District Computer Technology Disciplinary Code*, there is to be “No student e-mail or accessing of any computer account outside of the General Brown Network” and “Interactive communication is strictly prohibited (i.e. chat rooms, instant messengers, e-mail).”

#### **E. Unauthorized Access and Other Unlawful Activities.** It is a violation of this Policy to:

1. use the General Brown School District computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access;
2. damage, disable or otherwise interfere with the operation of computers, computer systems, software or related equipment through physical action or by electronic means; and/or
3. violate state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or any other applicable law or municipal ordinance.

#### **F. Unauthorized Disclosure and Dissemination of Personal Identification Information Regarding Minors.** Personally identifiable information concerning minors may not be disclosed or used in any way on the Internet (e.g., on the General Brown School District webpage or otherwise) without the permission of a parent or guardian. If a student is 18 or over, the permission may also come from the student himself/herself.

### **III. Procedure for Review of Filtering Policy In Which an Individual Has a Concern About Implementation.**

- A. For any complaint concerning implementation of filtering, an attempt should be made to resolve the issue informally.

B. If the complaint is not resolved informally, the individual will fill out a "Request for Review of Internet Filtering Form" and a committee appointed by the District Superintendent will consider this form. The committee may at the discretion of the District Superintendent include legal counsel. The individual submitting the request shall have the right to attend the meeting of the committee and present any arguments in support of his/her position. The committee will prepare a report containing recommendations. These recommendations may include, but are not limited to:

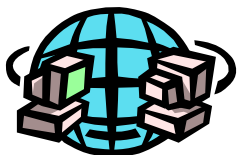
1. If the request is from a student, the General Brown School District will provide adult supervision during scheduled times to allow the student access to the requested material.
2. Make the necessary changes to the filtering servers.
3. Deny the request.

The committee recommendation will be forwarded to the District Superintendent for disposition of the matter.

C. If the complainant is still not satisfied, he/she may ask the Superintendent to present an appeal to the Board of Cooperative Educational Services Board which will make a final determination of the issue. The District Superintendent will deliver a copy of the Complaint, the report of the committee and his/her determination to The Board. The Board of Education may seek assistance from its legal counsel and outside organizations such as the American Library Association for Supervision and Curriculum Development.

**IV. Regulations and Dissemination.** The Superintendent is authorized to develop and implement regulations consistent with this policy. The Superintendent will also be responsible for disseminating the policy and associated regulations to school personnel and students.





# General Brown Central School District Request for Review of Internet Filtering Form

1. Date of Request \_\_\_\_\_

2. Request Initiated by \_\_\_\_\_

3. Address \_\_\_\_\_

4. City \_\_\_\_\_ 5. Zip Code \_\_\_\_\_

6. Telephone \_\_\_\_\_

7. Complainant Represents: Self: \_\_\_\_\_

Name of Organization \_\_\_\_\_

Other: \_\_\_\_\_

8. Address of Internet material (Uniform Resource Location i.e.  
www.location.com)

\_\_\_\_\_

9. Description of material

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

10. I would like this material blocked \_\_\_\_ unblocked \_\_\_\_

11. My objections to the way this material is currently handled is \_\_\_\_\_

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

12. I would like the outcome of this review to be:

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

Signature of Complainant \_\_\_\_\_

## Appendix C

### General Brown Central School District Faculty and Staff

#### COMPUTER TECHNOLOGY DISCIPLINARY CODE

March 2011

At General Brown you have been extended the privilege of computer access. The computers are a resource tool and can assist you in progressing and excelling in many activities. Any disruption to the computer system can cause an inconvenience to the entire General Brown Central School District and other schools on the Wide Area Network. Breaking of the disciplinary rules in part or whole may lead to disciplinary actions.

#### **PROTOCOL:**

1. The use of computers should be treated as a privilege; it is not a right.
2. Treat computers with respect and with the realization that incorrect use can cause extensive damage.
3. **YOU** alone are responsible for **YOUR** actions on the computer.
4. All files and documents stored on the computers and networks are the property of General Brown Central School District and may be subject to review by the Administration and Network Administrator.
5. Anyone who discovers technical problems, damages, abuse, or violations of the GBSCD Acceptable Use Policy or Disciplinary Code is required to report the problem or incident immediately to the Administration or Network Administrator.

#### **DISCIPLINARY RULES:**

1. Obtain permission from the proper authority before using a *non-instructional* computer.
2. Do not threaten, harass or use profanity or pornography.
3. Do not give out **YOUR** password.
4. Do not copy other people's work and take credit for it.
5. Do not enter or attempt to access network resources other than your own or those otherwise shared.
6. Scan external storage devices, such as thumb drives, prior to use.
7. Use all hardware and software properly. Do not damage any hardware or software. Do not attempt to change the settings or the configuration of a computer, system or network, excluding desktop backgrounds.
8. No outside software or programs are to be run on General Brown computers.
9. No software is to be copied, deleted, removed or moved without permission from the Superintendent, Building Principal or Network Administrator. Only software owned by General Brown Central School district can be added to our network. Only the Network Administrator will load all software and add system hardware.
10. No hardware is to be moved within or taken from a building without permission from the Superintendent, Building Principal or Network Administrator.
11. Internet use shall be for educational purposes only.
12. Internet file downloads are restricted to text files and research-related *media*. Programs and executable files of any kind are strictly prohibited.
13. Always log off the computer when finished. Do not remain logged in and leave workstation unattended *when the room is not secure*. Always shut down the computer before leaving at the end of the day.
14. Student use of teacher computer workstations is strictly prohibited.

15. Personal equipment may not be connected to the school's Network. The District is not liable for lost, stolen, and/or damaged personal equipment. There will be no expectation of technical support for personally-owned equipment.
16. Abide by all other applicable Acceptable Use Policies.

**DISCIPLINARY PROCEDURE:**

The District recognizes the right of the General Brown Teachers' Association and School Related Personnel to notify their members of Union related business.

TEACHER ASSOCIATION: Any disciplinary action shall be in accordance with Article V, Discipline and Dismissal, of the GBTA contract.

SCHOOL RELATED PERSONNEL: There shall be no disciplinary action as a result of a violation of this policy without just cause.

**From the Superintendent of Schools:**

*Welcome to our General Brown Computer Network. We hope our technology helps your endeavors. Please read and follow the Disciplinary Code. If you have any questions regarding this directive, please contact a Building Principal or the Network Administrator.*

**Stephan J. Vigliotti Sr.**

**General Brown Central School District**  
Students in Grades K-12

**COMPUTER TECHNOLOGY  
DISCIPLINARY CODE**

March 2011

At General Brown you have been extended the privilege of computer access. The computers are a resource tool and can assist you in progressing and excelling in many activities. Any disruption to the computer system causes an inconvenience to the entire student body. Breaking of the disciplinary rules in part or whole may lead to disciplinary action.

**PROTOCOL:**

1. The use of computers should be treated as a privilege; it is not a right.
2. Treat computers with respect and with the realization that misbehavior will be dealt with severely.
3. **YOU** alone are responsible for **YOUR** actions on the computer.
4. All files and documents stored on the computers and networks are the property of General Brown Central School District and are subject to review by the Administration, Network Administrator, and Teachers.
5. Anyone who discovers technical problems, damages, abuse, or violations of the GBSCD Acceptable Use Policy or Disciplinary Code is required to report the problem or incident immediately to the Administration, Network Administrator, or any teacher.

**DISCIPLINARY RULES:**

1. Obtain permission from the proper authority and do not use any computer without direct supervision.
2. Do not threaten, harass or use profanity or pornography.
3. Do not give out **YOUR** password or attempt to use a password that is not your own.
4. Do not enter or attempt to access network resources other than your own or those otherwise shared. No passwords are to be placed on individual files or directories.
5. Scan external storage devices, such as thumb drives, prior to use.
6. Do not copy other people's work and take credit for it.
7. Use all hardware and software properly. Do not attempt to change the settings or configuration of a computer, system, or network, including desktop backgrounds.
8. No outside software or programs are to be run on General Brown computers. Do not attempt to use programs other than those available on the computer desktop/start menu or approved by the supervising teacher.
9. Internet use *shall be for educational purposes only. Do not attempt to access any on-line account or system that is not affiliated with General Brown.*
10. Any electronic communication is strictly prohibited (i.e., chat rooms, instant messengers, e-mail, blogs).
11. Internet file downloads are restricted to text files and researched related media. Programs and executable files of any kind are strictly prohibited.
12. Always log off the computer when finished. Do not remain logged in and leave workstation unattended, even when the room is left secure.
13. Student use of teacher computer workstations is strictly prohibited.
14. Personally-owned laptops and computers are prohibited in school.

## **DISCIPLINARY PROCEDURE:**

### **ALL Offenses:**

- A.1 The Building Principal and Network Administrator will be notified of such action and proceedings.
- A.2 The situation shall be documented, kept on file, and parents notified of the situation.
- A.3 Vandalism will require financial reimbursement of damages.

### **FIRST Offense:**

**NOTE:** Severe breaking of rules may go directly to the third offense consequences.

Individual will be restricted to using the computer for classroom work only under teacher supervision for a period of two weeks.

### **SECOND Offense:**

Individual will be suspended from computer use for an indefinite period of time to be determined by the Building Principal and teacher and may be required to make up all computer work after school under that teacher's supervision. Students without access to computers at home will have the opportunity to make up work at school, but only on their time and under direct supervision.

### **THIRD Offense:**

A meeting will be held among the individual, parents/guardians of the individual, Building Principal and teacher to determine the period of restriction from computer use and other appropriate consequences (legal action, restitution, suspension from school, etc.).