



Technology Plan 2013 - 2016

Shrewsbury, New Jersey 07702

Brent A. MacConnell, Superintendent

Stakeholders:

Title	Name	Signature
Superintendent/Principal	Brent MacConnell	
Supervisor Of Curriculum and Instruction	Erica Reynolds	
Technology Coordinator	Donna Leston	
Teacher	Sallyann Jauch	
Technology Committee Member	Natalie Carroll	
Technology Committee Member	Carolyn Barber-Sena	
Technology Committee Member	Kim Rose	

Narrative: Due to the size of our school district, our superintendent serves the roles of principal and superintendent

II. Executive Summary

Shrewsbury Borough School continues to expand technology integrated learning opportunities for our staff and students. We aim to prepare our students to excel in the 21st century workplace and world by ensuring that they are equipped with comprehensive problem solving skills, a rich background of technology experiences, and the necessary skills to be able, successful, lifelong learners in a technologically literate society.

III. Technology Summary

A. Technology

Inventory of networking and telecommunications equipment

Shrewsbury Borough School's network infrastructure runs a Windows 2008 domain. Our internet service is currently powered by a 20M broadband connection protected by 2 firewall devices.

Our current hardware inventory includes the following:

- Technology Lab equipped with 25 student IMAC computers, an instructor IMac, interactive white board, scanner, and color printer.
- Library Computer Lab with 24 student Windows 7 multimedia laptops, 1 instructor laptop connected to interactive white board and color printer.
- Cable television access in classrooms
- 8 Mobile Labs, each equipped with 30 DELL laptop units
- 2 mobile media carts equipped with laptop, projector & speakers
- 1 Exchange mail server
- 6 Windows 2008 servers
- 22 Wireless access points
- 8 Network based printers
- 1 WAN Router
- 6 LAN Switches
- 1 Wireless Controller
- 1 Barracuda Spam firewall
- 1 Sonic Content filter firewall
- 1 telephone switch with voice mail services
- 40 Teacher Windows 7 multimedia desktop computers
- 15 Administrative Windows 7 multimedia desktop computers
- 90 Student Windows 7 multimedia desktop computers
- 20M Comcast Internet Access
- Avaya telephones are located in all administrative offices, Media Center and classrooms
- Our school website provides access to our parent portal, teacher pages and school news and announcements.
- Emergency notification system hosted by Code Red for Two River Alerts.

III. Technology Summary

Three-Year Technology Plan Inventory Table			
Area of Need	Describe for 2013-14	Describe for 2014-15	Describe for 2015-16
Technology Equipment	<ul style="list-style-type: none"> • Replace Obsolete Windows XP mobile labs(2) with Windows 7 • Pilot iPads in MS Math and Art • Wireless Network Enhancement to accommodate additional portable technology 	<ul style="list-style-type: none"> • Acquire 6 mobile laptop labs • Wireless Network Enhancement to accommodate additional portable technology and provide better wireless access saturation throughout the campus 	<ul style="list-style-type: none"> • Continue to implement portable technology for staff and students • Portable technology for teachers to enable more mobility during instruction • Implement Smart Classroom software enabling teachers to monitor student computers and interact with students to promote more individualized instruction.
Software used for curricular support and filtering	<ul style="list-style-type: none"> • Genesis Student Information System • On-Course Lesson Planner • Study Island (renewal) • Brain pop & Brain pop Jr. (renewal) • Web Hosting for staff pages (renewal) • Annual software updates to Barracuda & Sonic instruments • Annual software license renewal for MS Office Suite • Acquire additional user licenses for MS Office suite • Easy Tech keyboarding. • Raz kids • Simple K12 • NWEA-MAP • Gizmos • AESOP • Teach Scape • Essay Scorer • Learn360 • Enchanted Learning • Destiny • Animoto • Ezbib 	<ul style="list-style-type: none"> • Genesis Student Information System On-Course Lesson Planner (renewal) • Brain pop & Brain pop Jr. (renewal) • Web Hosting for staff pages (renewal) • Annual software updates to Barracuda & Sonic instruments • Annual license & support renewal for Barracuda & Sonic instruments • Acquire additional user licenses for MS Office suite as required • Easy Tech keyboarding. • Raz kids • Simple K12 • NWEA-MAP • Gizmos • AESOP • Teach Scape • Essay Scorer • Learn360 • Enchanted Learning • Destiny 	<ul style="list-style-type: none"> • Genesis Student Information System • Genesis Lesson Planner • Brain pop & Brain pop Jr. (renewal) • Web Hosting for staff pages (renewal) • Annual software updates to Barracuda & Sonic instruments • Annual license & support renewal for Barracuda & Sonic instruments • Annual software license renewal for MS Office Suite • Acquire additional user licenses for MS Office suite as required • Continue to monitor student web use and identify sites suitable for use. • Easy Tech keyboarding. • Raz kids • Simple K12 • NWEA-MAP • Gizmos

		<ul style="list-style-type: none"> • Animoto • Ezbib 	<ul style="list-style-type: none"> • AESOP • Teach Scape • Essay Scorer • Learn360 • Enchanted Learning • Destiny • Animoto • Ezbib
Technology maintenance policy and plans	<ul style="list-style-type: none"> • Same-Day support for servers and network components • Next day ON site repair for computers Weekly & incremental server backups • Maintain Server & Network hardware warranties • 4 year replacement for computers 	<ul style="list-style-type: none"> • Same-Day support for servers and network components • Next day ON site repair for computers Weekly & incremental server backups • Maintain Server & Network hardware warranties • 4 year replacement for computers 	<ul style="list-style-type: none"> • Same-Day support for servers and network components • Next day ON site repair for computers Weekly & incremental server backups • Maintain Server & Network hardware warranties • 4 year replacement for computers
Telecommunications Services	<ul style="list-style-type: none"> • Comcast Broadband 20M 	<ul style="list-style-type: none"> • Install Xtel 50M Internet access providing VOIP technology for voice communications in addition to Internet access. 	<ul style="list-style-type: none"> • Monitor network throughput. Make bandwidth increases as data indicates
Technical Support	District Technology Coordinator assisted by part time help as needed.	District Technology Coordinator assisted by part time help as needed.	District Technology Coordinator assisted by part time help as needed.
Facilities – infrastructure including central telephone & security systems	<ul style="list-style-type: none"> • Implement new backup Generator for facility • Annual maintenance of telephone switch • Wireless Network Implementation • Upgrade existing LAN switches to Gigabit capability • Upgrade or replace “Lobby Guard” visitor management system 	<ul style="list-style-type: none"> • Replace telephone system with VOIP (Voice Over IP) network technology. • Complete wireless network implementation. 	<ul style="list-style-type: none"> • Implement network based surveillance cameras and building management systems. • Implement web based facility management system.

III. Technology Summary

III.A.3 Assistive Technology:

- The district provides specialty keyboards on computers where students have difficulty.
- Student computers are equipped with headphones.
- Specialty software is available such as Victor Reader, Earobics, Typing quickly and Easy, and other basic skills software.
- Classrooms and the Library Media Center have audio enhancement units.

III.A.4 Teacher access to educational technology:

- Each teacher desk is equipped with a multimedia desktop
- iPad cart for Music
- All classrooms have surround sound, VCR/DVD players and interactive whiteboards.
- Art lab has large format color printer and an iPad cart.
- 8 Mobile laptop labs available on request.
- Hand held radios.
- Media Center Computer lab.
- Classrooms have a minimum of 3 student desktop computers.
- The MAC Computer lab has a scanner and color printer.

III.A.5 Administrator access to technology in their workplace:

- Administrators have desktop computers, laptop computer, printers, iPad and smartphone.
- Hand held radios.
- Access to mobile carts for staff and community presentations.
- Access to network printers and scanners.

III.A.6 Website Accessibility:

The district website is accessible for all users following section 508 guidelines. It does not depend on image maps, color-coding, frames or animations. It provides alt-tags for navigational elements.

III. Technology Summary

III.A.7 Obsolescence:

Generally, our computer replacement strategy is to maintain hardware for a period of 4 years. Retention period of equipment is further identified by the consideration of how well the computer is capable of running our key applications and Internet web browser software. Other considerations for replacement would include the following situations; Equipment is discontinued, Vendor drops support, or a unit fails without available parts for repair.

III.B Cyber Safety:

- The district uses Dell's Sonic Firewall for intrusion protection and web filter and Barracuda's appliance for email spam filter and firewall.
- Our acceptable use policy is provided to students and staff. Each year staff is provided with a copy of the AUP and acknowledge it's receipt.
- Content filtering with customized URL lists identifying Forbidden Domains, Allowed Domains and Keyword blocking.
- Sonic WALL firewall content filtering is used to restrict access to the categories below.

Violence/Hate/Racism
Pornography
Adult/Mature Content
Illegal Skills/Questionable Skills
MP3/Streaming
Gay and Lesbian Issues
Hacking/Proxy Avoidance Systems

Intimate Apparel/Swimsuit
Weapons
Drugs/Illegal Drugs
Sex Education
Personals and Dating
Alcohol/Tobacco Chat/Instant Messaging (IM)

Nudism
Cult/Occult
Gambling

2. Identify the Acceptable Use Policies (AUP) used for students and staff and include a copy of the AUPs with the submission of this technology plan.

The following pages include district AUPs

POLICY

**SHREWSBURY BOROUGH
BOARD OF EDUCATION
SUPPORT STAFF MEMBERS
4321**

page 1 of 3

Acceptable Use of Computer Network(s)/Computers
and Resources by Support Staff Members

**4321 ACCEPTABLE USE OF COMPUTER NETWORK(S)/COMPUTERS AND
RESOURCES BY SUPPORT STAFF MEMBERS**

The Board recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred that those changes will alter the nature of teaching and learning. Access to telecommunications will allow support staff members to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by support staff members to information sources but reserves the right to limit in-school use to materials appropriate to educational purposes. The Board directs the Superintendent to effect training of support staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes that telecommunications will allow support staff members access to information sources that have not been pre-screened using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer network(s) and declares unethical, unacceptable, inappropriate or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, instituting legal action or taking any other appropriate action as deemed necessary.

The Board provides access to computer network(s)/computers for administrative and educational purposes only. The Board retains the right to restrict or terminate support staff members' access to the computer network(s)/computers at any time, for any reason. The Board retains the right to have the Superintendent or designee monitor network activity, in any form necessary, to maintain the integrity of the network(s) and ensure its proper use.

POLICY

**SHREWSBURY BOROUGH
BOARD OF EDUCATION
SUPPORT STAFF MEMBERS**
4321

page 2 of 3

Acceptable Use of Computer Network(s)/Computers
and Resources by Support Staff Members

Standards for Use of Computer Network(s)

Any individual engaging in the following actions declared unethical, unacceptable or illegal when using computer network(s)/computers shall be subject to discipline or legal action:

A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities which violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network(s). Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.

B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.

C. Using the computer network(s) in a manner that:

1. Intentionally disrupts network traffic or crashes the network;
2. Degrades or disrupts equipment or system performance;
3. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
4. Steals data or other intellectual property;
5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
6. Gains or seeks unauthorized access to resources or entities;
7. Forges electronic mail messages or uses an account owned by others;
8. Invades privacy of others;
9. Posts anonymous messages;
10. Possesses any data which is a violation of this policy; and/or
11. Engages in other activities that do not advance the educational purposes for which computer network(s)/computers are provided.

POLICY

SHREWSBURY BOROUGH BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4321

page 3 of 3

Acceptable Use of Computer Network(s)/Computers and Resources by Support Staff Members

Violations

Individuals violating this policy shall be subject to appropriate disciplinary actions as defined by Policy No. 4150, Discipline which includes but are not limited to:

1. Use of the network(s)/computers only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension;
7. Dismissal;
8. Legal action and prosecution by the authorities; and/or
9. Any appropriate action that may be deemed necessary as determined by the Superintendent and approved by the Board of Education.

N.J.S.A. 2A:38A-3

Adopted: May 2009

POLICY

SHREWSBURY BOROUGH

BOARD OF EDUCATION

PUPILS 5512.02/ page 1 of 3

Cyber-Bullying

5512.02 CYBER-BULLYING

Policy Statement

A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Cyber-bullying by a pupil in the district directed toward another school district pupil or school staff member is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

The Board of Education prohibits acts of cyber-bullying by school district pupils through the use of any school district owned, operated, and supervised technologies. The Building Principal or designee may report allegations of cyber-bullying to law enforcement authorities.

Definitions

"Cyber-Bullying" is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

1. Deliberately threatens, harasses, intimidates an individual or group of individuals;
or
2. Places an individual in reasonable fear of harm to the individual or damage to the individual's property; or
3. Has the effect of substantially disrupting the orderly operation of the school.

"School district owned, operated, or supervised technologies" is any computer, networking system, electronic equipment, or any other equipment or device that may be used by a person to communicate to another which is owned, leased, operated, or under the control or supervision of the school district and/or school district staff.

Reporting Procedure and Investigation

Any pupil or school staff member who believes he/she has or is being subjected to cyberbullying, as well as any person who has reason to believe a pupil or school staff member has knowledge or reason to believe another pupil or school staff member is being subjected to or has been subjected to cyber-bullying shall immediately make a report to the Building Principal or designee.

POLICY

SHREWSBURY BOROUGH BOARD OF EDUCATION

PUPILS
5512.02/page 2 of 3
Cyber-Bullying

The Building Principal or designee shall investigate all reports of such conduct. If the investigation results indicate cyber-bullying was not committed, the Building Principal or designee will inform the affected parties of the investigation results. In the event the investigation results indicate cyber-bullying was committed by a school district pupil on school grounds and/or using school district technologies, the pupil will be subjected to appropriate discipline.

In the event the investigation results indicate cyber-bullying was committed by a school district pupil using non-school district technologies away from school grounds, the Building Principal or designee may report the investigation results to local law enforcement. In addition, school authorities have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct, which is the subject of the proposed consequence, materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

Any investigation regarding an allegation of cyber-bullying will provide all parties the appropriate due process rights, including the right to appeal the determination of the Building Principal or designee as outlined in Regulation 5512. Discipline and Consequences Some acts of cyber-bullying may be isolated incidents requiring the school district to respond appropriately to the individual committing the acts. Other acts may be so serious or part of a larger pattern of cyber-bullying that require a response either at the classroom, school building, or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils. In addition, cyber-bullying using district technology violates Policy 2361 – Acceptable Use of Computer Network/Computer and Resources and subjects the pupil to discipline and sanctions of Policy and Regulation 2361. Prevention and intervention techniques to prevent cyber-bullying and to support and protect victims shall include appropriate strategies and activities as determined by the Building Principal or designee.

POLICY

SHREWSBURY BOROUGH BOARD OF EDUCATION

PUPILS
5512.02/page 3 of 3
Cyber-Bullying

Reprisal or Retaliation Prohibited

The school district prohibits reprisal or retaliation against any person who reports an act of cyber-bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Building Principal or designee after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures.

Consequences for False Accusation

Consequences and appropriate remedial action for a pupil found to have falsely accused another of an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

Consequences and appropriate remedial action for a school employee found to have falsely accused another of an act of cyber-bullying shall be disciplined in accordance with district policies and procedures.

Policy Publication

This Policy will be disseminated annually to all school staff, pupils, and parent(s) or legal guardian(s).

Adopted: May 2009

POLICY

SHREWSBURY BOROUGH BOARD OF EDUCATION

PROGRAM

2361/page 1 of 4

Acceptable Use of Computer Network/Computers
and Resources

2361 ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES

The Board of Education recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred that those changes will alter the nature of teaching and learning. Access to telecommunications will allow pupils to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by pupils to information sources but reserves the right to limit in school use to materials appropriate to educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes that telecommunications will allow pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action.

The Board provides access to computer network/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to the computer network/computers at any time, for any reason. The Board retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and ensure its proper use.

Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

POLICY

SHREWSBURY BOROUGH BOARD OF EDUCATION

2361/page 2 of 4

Acceptable Use of Computer Network/Computers and Resources

A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.

B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.

C. Using the computer network(s) in a manner that:

1. Intentionally disrupts network traffic or crashes the network;
2. Degrades or disrupts equipment or system performance;
3. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
4. Steals data or other intellectual property;
5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
6. Gains or seeks unauthorized access to resources or entities;
7. Forges electronic mail messages or uses an account owned by others;
8. Invades privacy of others;
9. Posts anonymous messages;
10. Possesses any data which is a violation of this policy; and/or
11. Engages in other activities that do not advance the educational purposes for which Computer networks/computers are provided.

Internet Safety/Protection

The school district is in compliance with the Children's Internet Protection Act and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to

POLICY

SHREWSBURY BOROUGH BOARD OF EDUCATION

PROGRAM
2361/page 3 of 4
Acceptable Use of Computer Network/Computers
and Resources

The school district will certify on an annual basis, that the school, including media centers/libraries, in the district are in compliance with the Children's Internet Protection Act and the school district enforces the requirements of this policy.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors. Notwithstanding blocking and/or filtering the visual depictions prohibited in the Children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors. The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly board meeting or during a designated special board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361.

Consent Requirement

No pupil shall be allowed to use the computer network and the Internet unless they shall have filed a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

Violations

Individuals violating this policy shall be subject to the consequences as indicated in Regulation No. 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;

POLICY

SHREWSBURY BOROUGH BOARD OF EDUCATION

PROGRAM
2361/page 4 of 4
Acceptable Use of Computer Network/Computers
and Resources

5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

N.J.S.A. 2A:38A-3
Federal Communications Commission: Children's Internet
Protection Act.

Adopted: May 2009

POLICY

SHREWSBURY BOROUGH BOARD OF EDUCATION

TEACHING STAFF MEMBERS

3321/page 1 of 3

Acceptable Use of Computer Network(s)/Computers and
Resources by Teaching Staff Members

3321 ACCEPTABLE USE OF COMPUTER NETWORK(S)/COMPUTERS AND RESOURCES BY TEACHING STAFF MEMBERS

The Board recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred that those changes will alter the nature of teaching and learning. Access to telecommunications will allow teaching staff members to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world.

The Board supports access by teaching staff members to information sources but reserves the right to limit in-school use to materials appropriate to educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes that telecommunications will allow teaching staff members access to information sources that have not been pre-screened using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer network(s) and declares unethical, unacceptable, inappropriate or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, instituting legal action or taking any other appropriate action as deemed necessary.

The Board provides access to computer network(s)/computers for administrative and educational purposes only. The Board retains the right to restrict or terminate teaching staff member's access to the computer network(s)/computers at any time, for any reason.

The Board retains the right to have the Superintendent or designee monitor network activity, in any form necessary, to maintain the integrity of the network(s) and ensure its proper use.

POLICY

SHREWSBURY BOROUGH BOARD OF EDUCATION

TEACHING STAFF MEMBERS

3321/page 2 of 3

Acceptable Use of Computer Network(s)/Computers and
Resources by Teaching Staff Members

Standards for Use of Computer Network(s)

Any individual engaging in the following actions declared unethical, unacceptable or illegal when using computer network(s)/computers shall be subject to discipline or legal action:

1. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities which violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network(s). Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
2. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
3. Using the computer network(s) in a manner that:
 - a. Intentionally disrupts network traffic or crashes the network;
 - b. Degrades or disrupts equipment or system performance;
 - c. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
 - d. Steals data or other intellectual property;
 - e. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
 - f. Gains or seeks unauthorized access to resources or entities;
 - g. Forges electronic mail messages or uses an account owned by others;
 - h. Invades privacy of others;
 - i. Posts anonymous messages;
 - j. Possesses any data which is a violation of this policy; and/or
 - k. Engages in other activities that do not advance the educational purposes for which computer network(s)/computers are provided.

POLICY

SHREWSBURY BOROUGH BOARD OF EDUCATION

TEACHING STAFF MEMBERS

3321/page 3 of 3

Acceptable Use of Computer Network(s)/Computers and
Resources by Teaching Staff Members

Violations

Individuals violating this policy shall be subject to appropriate disciplinary actions as defined by Policy No. 3150, Discipline which includes but are not limited to:

1. Use of the network(s)/computers only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension;
7. Dismissal;
8. Legal action and prosecution by the authorities; and/or
9. Any appropriate action that may be deemed necessary as determined by the Superintendent and approved by the Board of Education.

N.J.S.A. 2A:38A-3

Adopted: May 2009

III. Technology Summary

III.C. Needs Assessment

- A. *Evaluate educators' current practices in integrating technology across the curriculum.*
- Interactive whiteboard use has engaged students and encourages class participation.
 - Classroom student computer centers have enabled differentiated instruction. Benchmark assessment software is used for instruction reinforcement and evaluation.
 - Mobile computer labs are available on request and shared across grade levels.
 - Media Center computer lab hosts classes for research and shared across grade levels connected to curriculum content areas.
 - As part of the district professional development plan, cohorts of teachers are developing and implementing units of instruction that integrate technology on a regular basis.
 - iPads used by educators of Pre-K, speech, Music and Art to enhance instruction.
- B. *Provide a summary of educators' proficiency in the use of technology within the district.*

Most of our staff's proficiency in the use of technology is the intermediate level.

- C. *Determine the current educational environment and barriers by describing how:*
- i. Educators are assured access to technology to facilitate technology integration across the curriculum with the following:
- Simple K12 Teacher subscriptions
 - Multimedia classroom computers
 - Multimedia teacher computers
 - Interactive whiteboard technology
 - Media Center computer lab
 - Mobile computer labs
 - Email
 - School website
 - High Speed Internet access
 - Teacher room computers
 - District wide software subscriptions such as BrainPOP
 - Online textbooks
 - iPad carts

III. Technology Summary

III.C. Needs Assessment cont'd

ii. Students have access to technology to support the use of 21st century skills in their learning environment with the following:

- Multimedia classroom computers
- Interactive Whiteboard technology
- Media Center computer lab
- Mobile computer labs
- iPad carts
- NWEA MAP assessment and evaluation software
- District wide software subscriptions such as Brain pop, Study Island
- Online textbooks
- Media center webpage links
- Teacher webpages
- High speed Internet access

iii. The needs of educators are evaluated during formal administrative evaluations, professional development programs and PLC meetings.

iv. The needs of students are evaluated, at Board of Education Committee meetings, curriculum committee meetings, during administrative evaluations, teacher recommendations and staff collaboration.

v. Past professional development for all administrators has included training in the implementation and administration of NWEA-Map, Interactive Whiteboard 5 day Intensive Workshop, Gizmos for Middle School and Simple-K12.

vi. The Supervisor of Curriculum and Instruction and Technology Coordinator collaborate to address the needs of the staff and students, identifying requirements of new digital curriculum programs and assess needs for instructional websites such as Kahn Academy.

vii. Sustained professional development is provided for all educators to further the effective use of technology in the classroom and library media center, through software subscriptions to Gizmos, Simple K12, NWEA and Teach-scape.

viii. Administrative staff provides ongoing technology training and support needed for the completion of SGOs using Teach-scape.

III. Technology Summary

III.C. Needs Assessment cont'd

- ix. Support provided for educators other than professional development,
- Superintendent
 - Supervisor Of curriculum and Instruction
 - Technology coordinator
 - Tuition reimbursement program
 - Common preparation time in scheduling provides the opportunity for our staff to collaborate on developing techniques to integrate technology into instruction.
- x. Professional development needs and barriers relating to using educational technology as part of instruction have been identified and are annually evaluated through the school professional development plan. Lack of time and funding are our biggest barriers.

Based on the answers given above, indicate the needs of the district to improve academic achievement for all students through the integration of technology across all curricular areas.

- Continued hardware acquisitions, network improvements and ongoing professional development and continued cohort IDE professional development that identify emerging instructional technology trends.
- Our priority is to use technology to target our instruction to best meet the needs of all learners.

IV. THREE-YEAR GOALS AND OBJECTIVES

A. Goals from the 2010-2013 Technology Plan:

- Provide a learning environment where students will attain the educational technology and literacy skills that will assist them in achieving core curriculum content standards and to succeed in the workplace of the 21st century.
- Provide ongoing and sustained professional development activities for educators to attain the skills and knowledge necessary to effectively use educational technology to assist students to achieve core curriculum content standards.
- Provide its students, teachers and administrators with access to educational technology in all learning environments, including classrooms and media center.
- Establish and maintain the technology infrastructure necessary for students and educators to access electronic information and to communicate freely via technology.

Evaluation of these goals:

- SBS continues to acquire hardware and learning technologies for teachers and students. Our newly revised curricula in all content areas reflect learning goals and objectives that utilize technology and workplace readiness skills aligned with NJCCCS.
- Staff competence in using technology to enhance instruction and improve student learning continues to improve.
- The district as a whole has become proficient in email communications with parents. Continued improvements in our professional development programs and individualized assistance with the technology coordinator have increased the staff's capacity to embrace technology for district operations and to infuse technology into instruction on a regular basis.
- We continue to build our technology infrastructure with focus on internet safety and etiquette. This is supported by board policy and efforts directed towards educating students about responsible on line behavior and digital citizenship.
- A district App is now easily accessible for parents via their smartphones for the latest updates in communication from the district. In addition to meeting our goals, we have surpassed our expectations with the implementation of communications to parents via email, Genesis Parent Portal, Online fee processing, Two River Alerts-Emergency notification System, Online report cards, teach Scape, AESOP-staff attendance.

IV. THREE-YEAR GOALS AND OBJECTIVES

B. Goals for the 2013-2016 Technology Plan:

- Prepare students for aspects of 21st century information technology literacy.
- PARCC Preparedness: Continue to ensure system hardware and infrastructure needs are met for reliable online PARCC assessment administration, access of curriculum resources for teachers and students.
- Provide ongoing and sustained professional development activities for educators to attain the skills and knowledge necessary to effectively use technology to assist students to achieve core curriculum standards
- Establish and maintain the technology infrastructure necessary for students and educators to access electronic information and to communicate freely via technology

V. Three Year Implementation Strategy:

District Goal and Objective	Strategy/Activity for 2013-2014	Strategy/Activity for 2014-2015	Strategy/Activity for 2015-2016
<p>Prepare students for aspects of 21st century information technology literacy</p>	<p>Continue our K-8 Technology curriculum, adding keyboarding skills software subscription that provides at home use beginning in grade 2.</p> <p>NWEA/MAP student Assessment administered to grades K-4</p> <p>Continue and expand the deployment of Mobile technology, Deploying Ipads to Art, Middle School Math, Speech and OT Services.</p> <p>Deploy 2 mobile labs each containing 30 laptops</p> <p>Study Island Subscription grades K-8</p>	<p>Continue our K-8 Technology curriculum, adding keyboarding skills software subscription that provides at home use beginning in grade 2.</p> <p>Transition to web based NWEA/MAP Assessment administered to grades K-4</p> <p>Establish Google Leadership Team</p> <p>Google Leadership Team to develop strategy for Google deployment within the school district.</p> <p>Continue and expand the deployment of Mobile technology, Deploying Ipads to Art, Music, Speech and OT Services.</p> <p>Deploy 6 mobile labs each containing 30 laptops</p> <p>Investigate educational software aligned with Common Core State Standards and PARCC</p>	<p>Continue our K-8 Technology curriculum, adding keyboarding skills software subscription that provides at home use beginning in grade 2.</p> <p>Continue web based NWEA/MAP Assessment administered to grades K-4</p> <p>Implementation of Google strategy</p> <p>Continue to deploy mobile technology</p> <p>Evaluate educational software aligned with Common Core State Standards and PARCC</p>

<p>PARCC Preparedness: Continue to ensure system hardware and infrastructure needs are met for reliable online PARCC assessment administration, access of curriculum resources for teachers and students.</p>	<p>Continue our K-8 Technology curriculum, adding keyboarding skills software subscription that provides at home use beginning in grade 2.</p> <p>Study Island Subscription grades K-8</p> <p>Deploy 2 mobile labs each containing 30 laptops</p> <p>Wireless network upgrades</p> <p>Upgrade backbone</p>	<p>Continue our K-8 Technology curriculum, adding keyboarding skills software subscription that provides at home use beginning in grade 2.</p> <p>Formalize PARCC Implementation Committee</p> <p>Deploy 6 mobile labs each containing 30 laptops</p> <p>Wireless network upgrades</p> <p>Upgrade backbone</p> <p>Investigate educational software aligned with Common Core State Standards and PARCC</p> <p>Staff introduction and training</p>	<p>Continue our K-8 Technology curriculum, adding keyboarding skills software subscription that provides at home use beginning in grade 2.</p> <p>Continue to deploy mobile technology</p> <p>Evaluate PARCC implementation and test results</p>
<p>Provide ongoing and sustained professional development activities for educators to attain the skills and knowledge necessary to effectively use technology to assist students to achieve core curriculum standards</p>	<p>Simple K12 subscription for instructional staff K-8.</p> <p>IEP Direct training</p> <p>Re-Think training</p>	<p>Simple K12 subscription for instructional staff K-8.</p> <p>PARCC</p> <p>IEP Direct training</p> <p>Re-Think training</p> <p>New NWEA Reporting System</p> <p>Formalize and train Google Leadership Team on Google functionality and concepts.</p> <p>New phone system training</p>	<p>Simple K12 subscription for instructional staff K-8.</p> <p>PARCC</p> <p>IEP Direct training</p> <p>Re-Think training</p> <p>NWEA Reporting System</p> <p>Develop Google strategy</p>

<p>Establish and maintain the technology infrastructure necessary for students and educators to access electronic information and to communicate freely via technology</p>		<p>Continue to monitor infrastructure and make adjustments as needed or required by state or other programs. Continue to investigate and deploy technologies that support student safety while accessing online content.</p>	<p>Continue to monitor infrastructure and make adjustments as needed or required by state or other programs. Continue to investigate and deploy technologies that support student safety while accessing online content.</p>
--	--	--	--

VI. FUNDING PLAN July 2013 - June 2016

The Board of Education has included a recurring fund of approximately \$30,000 annually for the upgrade of classroom technology throughout the school district.

Most of the funding for SBS technology resources made available for staff and students is through the district's local operating budget. The Shrewsbury Foundation for Education has also granted the district funds for technology-enhancements.

Other sources of Technology funding in the current year include funds secured through the Federal American Recovery and Reinvestment Act (ARRA).

Shrewsbury Borough School

Three-Year Technology Plan Anticipated Funding Table (2013-2016)				
ITEM	FEDERAL FUNDING	STATE FUNDING	LOCAL FUNDING	MISC. (e.g. Donations, Grants)
Digital curricula ZUMU	None	None	Tax Levy	SBS Foundation for Education
Print media needed to achieve goals	None	None	Tax Levy	SBS Foundation for Education
Technology Equipment Various Hardware acquisitions	None	None	Tax Levy	SBS Foundation for Education
Network	None	None	Tax Levy	SBS Foundation for Education
Capacity	None	None	Tax Levy	SBS Foundation for Education
Filtering	None	None	Tax Levy	SBS Foundation for Education
Software	None	None	Tax Levy	SBS Foundation for Education
Maintenance	None	None	Tax Levy	SBS Foundation for Education
Upgrades	None	None	Tax Levy	SBS Foundation for Education
Policy and Plans	None	None	Tax Levy	SBS Foundation for Education
Other services	None	None	Tax Levy	SBS Foundation for Education

VII. PROFESSIONAL DEVELOPMENT

The Supervisor of Curriculum and Instruction, under the guidance of the Superintendent, will coordinate the professional development activities outlined in this plan.

Administrative Staff Professional Development opportunities and resources include, but are not limited to:

- Attendance to technology conferences seminars and workshops
- Onsite training and webinars for subject specific programs such as SMART, GENESIS, NWEA MAP
- County Technology roundtables
- Professional journals, publications and Internet resources
- Vendor seminars, webinars and presentations for hardware and software

Staff Professional Development opportunities and resources include, but are not limited to:

- In-class support from peer technology coaches
- Attendance at conferences, seminars and workshops specific to the area of teaching
- Onsite training and webinars for subject specific programs such as SMART and GENESIS, NWEA MAP
- Visits to other districts
- Professional workshops
- Professional journals, publications and Internet resources

Technical Staff Professional Development opportunities and resources include, but are not limited to:

- Attendance to Annual NJ Technology Conference in Atlantic City
- County Technology roundtables
- Professional journals, publications and Internet resources
- Free Vendor seminars, webinars and presentations for hardware and software

EVALUATION PLAN

The district's Technology Committee views the Technology Plan as a work in progress rather than a fixed document: therefore the goals and guidelines will be reviewed, evaluated and updated on an ongoing basis and the committee will make changes as necessary. The SBS Technology Committee will continue to meet on a regular basis. Agendas and minutes from the meetings will be kept on file in the office of the Supervisor of Curriculum and Instruction.

Shrewsbury Borough School will use a variety of methods, including existing software tools, to measure and evaluate the 2013-2016 Technology Plan.

Methods to evaluate the progress of the plan will include:

- Observations conducted utilizing Teachscape to note areas of strength and need for improvement.
- Software subscription usage statistics
- Teacher response to surveys
- Lesson Plan review