

Peekskill City School District



2015-2018 Technology Plan

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District Overview

The Peekskill City School District is a pre-kindergarten to grade twelve school district with an enrollment of approximately 3,295 students.

School Enrollment Data as of BEDs Day October 1, 2014:

School	Grades	Enrollment
Uriah Hill	Pre-K	149
Woodside Elementary	K - 1	526
Oakside Elementary	2 - 3	535
Hillcrest Elementary	4 - 5	492
Peekskill Middle School	6 - 8	732
Peekskill High School	9 - 12	861

District Mission

The mission of the Peekskill City School District is to:

- Educate students in a caring, inspiring environment characterized by a spirit of excellence and high expectations,
- Prepare graduates to meet or exceed state standards,
- Graduate students who respect and appreciate cultural diversity,
- Prepare students to pursue adult lives as contributing citizens of our local and global community

Board Goals

District Aspirational Goals:

1. By the year 2020, graduation rates will increase to 100%
2. By the year 2020 all students will achieve grade level literacy by the end of grade 3.
3. Actively engage parents/guardians and the community in the education of all students.
4. Create safe, discipline, state of the art environments where everyone works to help students achieve.

Technology Vision Statement

A community of learners who collaborate, explore, and seamlessly apply technology throughout all aspects of teaching and learning in preparation to be productive and responsible members of a global information rich society.

Executive Summary

The Peekskill City School District understands the importance of preparing students as they journey all pathways toward success. Technology plays an important role in teaching and learning across our schools and this plan documents our goals and objectives for the next few years.

We will provide teachers with the tools and professional development that will support their instructional goals through the improvement of their knowledge and skills within instructional technology. Our current state of technology has a shortage of mobile devices for instructional use. Mobile devices and other technology resources will be purchased to improve the student to device ratio.

As we expand the availability of technology resources throughout the district it is important that we promote safe and ethical use of technology through instruction and modeling by teachers and administrators.

We will continue to build out a robust infrastructure and wireless system to provide access to technology for students and teachers in support of classroom instructional goals of a rigorous curriculum. This infrastructure is essential to support the increased number of devices used in the classrooms. Research shows that students in schools with high-speed internet become “accustomed to the digital world at an early age,” placing them at a competitive advantage in schools and the workforce (Communications Workers of America, n.d.).

In addition to curriculum and instruction focused technology resources, we will also expand the IP telephony and security systems for safety and better communication during emergencies and security incidents.

Technology planning is long-term and continuous. We will continue to evaluate, expand and revise this plan annually as we implement a technology-rich environment for our students, staff, and community.

Communications Workers of America. (n.d.). *High speed internet and K-12 education* [Fact sheet]. Retrieved from http://files.cwa-union.org/speedmatters/FactSheets/SpeedMatters_K-12.pdf?nocdn=1

Technology Planning Process

The district technology committee is comprised of stakeholders from throughout the Peekskill school community. The committee is charged with the task of monitoring, evaluating and making any needed updates the technology plan. They meet a minimum of three times a year and provide feedback into the technology plan as well as communication to the buildings and broader community regarding status, effective use and best practices around instructional technology.

Committee Meetings:

Dates	Location	Outcomes
5/13/15, 6/1/15, 6/25/15	District	Review of previous Technology Plan Update of Technology Plan Vision
7/15/15, 8/6/15, 8/13/15, 8/18/15	District	Development of 2015-2018 Technology Plan
Fall 2015	District	Develop the Clarity Evaluation timeline and review prior year data.
Spring 2016	District	Update Technology Plan for 2019

Committee Members (stakeholder representation)

The Comprehensive Technology Committee is comprised of the following district stakeholders:

- Manager, Educational Technology/CIO
- Assistant Superintendent for Secondary Education
- Classroom teachers K-5
- Classroom teachers 6-12
- Library Media Specialists
- Technology Teaching Assistants
- At large community members (Parents Community/Board Members)

Evaluation

Brightbytes Clarity:

The district will use the Brightbytes Clarity tool for benchmark and improvement data to measure the impact of technology on teaching and learning. Students (3-12), teachers, and administrators will be surveyed twice a year annually. The technology committee, building level administrators, the technology staff will use the data to develop improvement plans and measure the impact of the technology plan.

Classroom Observation:

Observe appropriate incorporation of technology in teaching and learning

Curriculum & Instruction

Digital connectivity and technology are used to support teaching and learning. The district will continue to infuse classrooms with digital learning tools including, but not limited to: computers, Chromebooks, laptops, Interactive Whiteboards, and document cameras. Teachers and students use databases, computer-based assessment tools, web 2.0 tools and other software resources. These tools increase student motivation and allow for students to and teachers to attain the goals of the curriculum and technology plan.

As part of this plan, inclusion of students with disabilities will be accommodated with input from a contracted assistive technology evaluator. The evaluator works with the CSE committee to evaluate and recommend assistive technology when it is recommended. The Director of Special Services works with the Manager of Educational Technology/CIO to purchase and implement recommended assistive technology and provide professional development and training to the staff, students, and parent/guardians.

Goals

Goal 1: Promote the safe ethical use of technology resources across all stakeholders.			
What	Who	When	Comments
Develop an approach and implementation plan that teaches and promotes digital citizenship throughout the community. (e.g. October - Digital Citizenship Month, district wide demonstration of student work).	Manager, Educational Tech, Teacher Leaders, Teachers, Library Media Specialists	September 2015 - May 2018	
Administrators will model safe and ethical use of technology at staff and student meetings and gatherings where technology is used.	Administrators	Sept 2015 - June 2018	
Teachers will reinforce the safe and ethical use of technology throughout the school year by highlighting it in lessons that integrate technology.	Teachers, Teacher Leaders	Sept 2015 - June 2018	Rubicon Atlas
Teachers will participate in professional development to increase skills around the topic of digital citizenship.	Teachers, Teacher Leaders, Technology Teaching Asst., Library Media Specialists		Provided by LHRIC Model schools; district staff

Goal 2: Ensure teaching and learning provides the opportunity for authentic experiences to encourage flexibility, risk taking, and problem solving through the use of technology

Who	What	When	Comments
Provide professional development to increase knowledge, skills and awareness of the use of appropriate technologies. (e.g. literacy, SAMR)	Teacher Leaders, Tech TAs	September, 2015 - June 30, 2016	
Infuse technology literacy skills throughout all aspects of the curriculum and curriculum maps	Teacher Leaders, Teachers	September, 2015 - June 30, 2016	Rubicon Atlas

Goal 3: Inspire students to question, research, explore, learn and grow through a technology infused environment.

Who	What	When	Comments
Classroom lessons will be designed and/or modified to provide students with opportunities for self directed learning.	Library Media Specialist, Teacher, Teacher Leaders		
Teachers will participate in professional development to build the skills and knowledge to teach in a student centered, self directed classroom.	Library Media Specialist, Teacher, Teacher Leaders		
Library media specialists will pilot the assessment of Information Literacy Skills for students in	Library Media Specialists Grade 6 Students	September 2015 May 2016	Trails Pre-assessment Post-assessment

grades 6 as a way to inform instruction.			
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Goal 4: Provide technology-rich environment that supports a rigorous curriculum.			
Who	What	When	Comments
Pilot and evaluate appropriate technology software and hardware to supplement teaching and learning.	Everyone	September, 2015 - June 30, 2016	3D Printing Makey Makey Chromebooks Coding Robotics
Promote the appropriate use of existing technology resources in schools.	Library Media Specialists, Teacher Leaders, Teachers		
Identify appropriate and necessary funding for professional development, hardware and software through the general fund, aid, grants and e-rate.	District Administrators, Building Administrators		

Goal 5: Ensure all members of the school community are safe and secure through updated systems and procedures.			
Who	What	When	Comments
Expand the IP Telephony system to include all buildings for emergencies and security.	Director of Facilities Director of Technology	January, 2016 - September, 2018	
Upgrade to digital Security Software and Cameras and integrate IP Telephone system thought out the district.	Director of Facilities Director of Technology	January, 2016 - September, 2018	
Implement visitor control system through the school buildings.	Director of Facilities Director of Technology	January, 2016 - September, 2016	

Professional Development

As Technology becomes more widely available and continues to change, there is a compelling need to provide on-going professional development to support educational reform goals, New York State standards and Common Core Standards to model collaborative inquiry-based learning and to guide staff toward incorporating the global infrastructure in instruction and productivity.

Topic	Audience	Method
Google Apps for Education	All members of Peekskill City School District	LHRIC Model Schools District Staff PLA days/PLC
Personalized Learning with 1:1 devices	Teachers, Teacher Leaders & Administrators	LHRIC Model Schools District Staff PLA days/PLC
Blended & Online Learning for Improved Student Outcomes (Ensemble, etc)	Teachers, Teacher Leaders & Administrators	LHRIC Model Schools District Staff PLA days/PLC
Supplemental Online Tools for Credit Recovery (Edgenuity)	Teachers, Teacher Leaders & Administrators	LHRIC Model Schools PLA days/PLC
Digital Citizenship	Teachers, Teacher Leaders, Administrators and support staff	Library Media Specialists LHRIC Model Schools PLA days/PLC
The 4Cs in the Classroom (Communication, Collaboration, Critical Thinking, Creativity)	Teachers, Teacher Leaders and Administrators	LHRIC Model Schools District Staff
Interactive Whiteboards	Teachers, Teacher Leaders and Administrators	Steelcase LHRIC Model Schools
Available Databases and Online Tools	Teachers, Teacher Leaders and Administrators	Library Media Specialists

Technology Budget

	Anticipated Item or Service	Estimated Cost	One Time or Annual Cost	Potential Funding Source
1	Network Cabling	\$250,000	Annual	Smart Schools Bond Act (SSBA), Lease, Erate
2	Wifi	\$75,000	Annual	SSBA , Lease, IPA, Erate
3	Professional Development	\$30,000	Annual	General Fund, Grants
4	Mobile Devices	\$105,000	Annual	SSBA
5	Security Upgrades (includes VoIP)	\$210,500	Annual	SSBA, IPA, Erate
6	Interactive whiteboards	\$100,000	One Time	IPA, SSBA

Appendix A - Technology and Infrastructure Inventory

NETWORK BROADBAND BANDWIDTH	Minimum CAPACITY	Maximum Capacity
Network Bandwidth: Incoming connection to district schools (WAN)	50 GB	50 GB
Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)	1 GB	1 GB
Bandwidth: Connections WITHIN school buildings (LAN)	1 GB	10 GB

WIRELESS PROTOCOLS	Available	In Use
802.11A	X	X
802.11B	X	X
802.11G	X	X
802.11N	X	X
802.11AC		
802.11AD		
802.11AF		

COMPUTING DEVICES	Number of devices in use that are less than five years old	How many of these devices are connected to the LAN?
Desktop computers	941	941
Laptops	214	214
Chromebooks	194	194
Tablets less than nine (9) inches with keyboard access	0	0
Tablets nine (9) inches or greater with keyboard access	0	0
Tablets less than nine (9) inches without keyboard access	20	10
Tablets nine inches or greater without keyboard access	0	0

PERIPHERAL DEVICES	Number of devices in use that are less than five years old
Document Cameras	35
Flat Panel Displays	2
Interactive Projectors	4
Interactive Whiteboards	100
Multi-function Printers	20
Projectors	106
Scanners	0
Other Peripherals	0

Appendix B - Policies & Guidelines

Student Acceptable Use Policy (October, 2015)

Student Acceptable Use Policy – Technology

Introduction: Computer access is available to all students, teachers, staff, and administrators who acknowledge and sign this policy. These resources are provided and maintained at the district's expense and are to be used by members of the school community with respect for the public trust through which they have been provided. Our goal is to promote innovation and educational excellence by using technology tools for research, collaboration, communication, and storage of student work.

The Internet is an electronic highway connecting computers all over the world. Internet services provide access to electronic mail, public shareware of all types, and massive databases at universities, government agencies, and private industry. Students may be assigned several student accounts with passwords granting access to different data. Students will be assigned a network account with a data storage area on one of the district servers. Students may also be assigned a Google Apps for Education account and that service is hosted on many Google servers off campus. Students must remember that accounts are not private and can be viewed at any time by district administration. In order to ensure the appropriate use of the network, the district administrator reserves the right to monitor, access, and disclose files contained, stored, or transmitted using district equipment.

Peekskill City School District uses a content filtering system to comply with CIPA (Children's Internet Protection Act) regulations. The filtering is designed to block web sites that educators believe are inappropriate for students. Even though content filtering is automatically maintained and customized on a daily basis, it is impossible on a global network to control access to all materials that are objectionable or inappropriate. The filter will block most of the inappropriate sites, however, no system is perfect. With the constantly changing internet landscape, students may be able to gain access to sites that were previously filtered. The district cannot guarantee that users will not have access to inappropriate or objectionable material.

Responsibilities: Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end-users who must adhere to strict guidelines. The guidelines set forth in this Acceptable Use Policy (AUP) are provided so that students are aware of the responsibilities that they are about to acquire. In general, student responsibilities require ethical, efficient, and legal use of the network resources. If a student user violates any of these terms and conditions, his or her network/Internet access may be terminated and future access could be denied. The signature(s) at the end of this document states that the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance and agree(s) to abide by these terms.

Terms and Conditions – Peekskill City School District

1. **Acceptable Use:** Network/Internet use must be consistent with the educational objectives of the district. Students will use only their school district assigned username and password to gain

access to the computer network.

2. **The following are considered unacceptable uses of the district network:**

- Attempts to obtain access to restricted sites, servers, files, databases, etc. are prohibited. Unauthorized access to other systems from district computers (e.g. “hacking”) is prohibited.
- Use of Internet games, multi-user internet games (Halo, World of Warcraft, etc.) are not allowed.
- Use of online radio (Pandora, etc), audio broadcast or video streaming unrelated to class curriculum is not allowed.
- Use of social forums (e.g. Google Classroom, My Big Campus, Edmodo) must be related to educational research and not used for personal activities.
- Transmission of any material in violation of any law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.
- Use of district network to communicate personal addresses, phone numbers, and/or financial information is not allowed.
- Use of internet for commercial purposes, financial gain, personal business, product advertisement, or political lobbying is prohibited.
- Vandalism is not permitted and will be strictly disciplined. Vandalism of data is defined as any attempt to harm or destroy data of another user or of another agency or network that is connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses. It also includes attempts to gain unauthorized access to any network. Vandalism of hardware/software includes intentionally making computer systems inoperable by deleting, disconnecting or disabling components.
- Harassment, intimidation or bullying, including any intentional electronic, written, verbal or physical act, also called cyber bullying, is not acceptable.

3. **Privileges:** Network/Internet use is a privilege, not a right, and inappropriate use will result in a loss of network privileges, disciplinary action, and/or referral to legal authorities. At the direction of the district administration, student user access and /or accounts may be denied, revoked, or suspended as a result of misuse of network privileges.

4. **Netiquette:** Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following: Be polite. Do not be abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities or any other language inappropriate in a school setting.

5. **Services:** The district makes no guarantees of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages an individual suffers while on this system. These damages include loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via Internet is at your own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. **Security:** If a student identifies a security problem, he/ she must notify school personnel immediately. He/she is not to demonstrate the problem to other users. Students may not use the Internet to discuss or disseminate information regarding security problems or how to gain

unauthorized access to sites, servers, files, etc.

7. **School Account:** Students will be issued a student account and password. If any information on a student's account changes or the account password is lost or stolen, it is the student's responsibility to notify school personnel.
8. **Google Apps for Education accounts:** Peekskill City School District may provide students with Google Apps for Education accounts. Google Apps for Education includes free, web-based programs like email (secondary students), document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and Peekskill City School District.

Google Apps for Education runs on an Internet domain purchased and owned by the district and is intended for educational use. Your student's teachers will be using Google Apps for lessons, assignments, and communication.

Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times.

9. **Other services:** Peekskill City School District may also utilize computer software applications and web-based services that are operated by third parties. These services include: Google, IXL, and other similar educational programs. A complete list of the programs may be viewed on the Peekskill City School District Technology website.

Acceptable Use (Privacy and Safety)

1. Privacy – School staff, administrators, and parents all have access to Google Apps for monitoring purposes. Students have no expectation of privacy on the Apps system.
2. Safety
 - Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
 - Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
 - Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a student provide his or her password to another person.
3. Access Restriction - Access to computer network, internet and Google Apps for Education is considered a privilege accorded at the discretion of the district. The district maintains the right to immediately withdraw the access and use of these systems when there is reason to believe that violations of law or district policies have occurred. In such cases, the alleged violation will be referred to the principal for further investigation and account restoration, suspension, or termination. Peekskill City School District also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

Peekskill City School District's Guidelines for Access and/or Accounts

Elementary students applying for access must understand all guidelines outlined in the AUP. This agreement is formalized through the parent's/guardian's signature on the application.

Secondary students applying for access and/or an account may be granted an account for as long as they are associated with the district on the following conditions:

- a. All users must read and sign the agreement to follow all guidelines outlined in the AUP.
- b. Students must obtain the signature of a parent or guardian on the application.

Student user accounts will become inactive upon leaving the district.

Student Internet Acceptable Use Policy Agreement–Technology

User Application/Agreement: I certify that I have read the district’s Acceptable Use Policy (AUP). I understand and agree to follow the terms and conditions for the district’s Internet/network use. I understand any violation of the district’s Internet AUP will result in the loss of Internet/network access and/or my user account; may result in other disciplinary action; and may constitute a criminal offense. I agree to report any misuse of the Internet/network resources to school personnel. I use the Internet entirely at my own risk and I hereby release the district from any claims arising from my use of the Internet.

Note: This agreement will be placed in the user’s permanent file.

Student’s Name: (First, M, Last) _____
(Please Print)

School _____

Student Signature _____ Date _____
**Signature required for students in grades 6-12*

PARENT/GUARDIAN: As the parent/guardian of this student, I have read the district’s Acceptable Use Policy (AUP) and this agreement. I understand that access to the Internet/network resources is designed for educational purposes. I understand that controversial material is available on the Internet and I permit my child to use the Internet despite this potential availability. By doing so, I agree to enforce acceptable use when my child is off district property. I will not hold the district responsible for materials my child acquires on the network. My child uses the Internet at my child’s own risk and at my own risk. I hereby release the district from any claim arising from my child’s use of the Internet. I agree to report any misuse of the Internet resources to a district administrator. I understand that my child’s violation of the district’s computer AUP may result in the loss of Internet access and/or my child’s user account; may result in other disciplinary action; and may constitute a criminal offense. I hereby give my permission for my child to access the Internet/network and I give permission to the district to issue an account for my child. I certify that the information contained on this application is correct.

I also give permission for my child to use Google Apps for Education and other third-party services. The law allows the District to consent to the collection of personal information (e.g. first name, last name, ID) on behalf of its students, thereby eliminating the need for individual parental consent given directly to the service operator. A complete list of these services offered by the District for educational purposes is available from the District office. This form will constitute consent for our schools to provide your child’s personal identifying information to the service operators on file with the District office.

Parent/Guardian: Name(First, M, Last) _____
(Please Print)

Parent/Guardian Signature _____ **Date** _____

Staff Acceptable Use Policy

Staff Acceptable Use Agreement

I have read and understand the district's Computer Network for Education policy and regulations (4526) and agree to abide by their provisions.

I understand that I have no right to privacy when I use the district's computer network and the Internet, and I consent to district staff monitoring of my communications.

I further understand that any violation of these provisions may result in suspension or revocation of my system access and related privileges, other disciplinary action, as appropriate, and possible legal action.

I understand that by signing this form I will follow the District's computer network use policy and that I will:

- Not deliberately access educationally inappropriate materials or show others how to do the same.
- Respect the rights of other to the privacy of the files they store on a computer or a disk and not view those files without the owner's permission or alter or damage such files. I understand that I may view student's saved work as part of the educational process.
- Respect and uphold copyright laws and the District's policy on copyrighted material. This includes making copies of software for personal or other purposes beyond that which license allows.
- Respect the limited resources such as disk space and printing capacity.
- Not use the District's hardware, software, internet access, or email for personal gain at any time or for personal purposes unless there are reasonable and necessary circumstances.
- Notify my supervisor immediately if I encounter situations which violate the rules of student or staff appropriate use.

Name (*print*) _____

Signature _____

Date _____

Internet safety Policy (May, 2012)

http://policy.microscribepub.com/cgi-bin/om_isapi.dll?clientID=2305441761&advquery=cyberbullying&depth=2&headingswithhits=on&hitsperheading=on&infobase=peekskill.info&record={919}&softpage=Document42

Parent Bill of Rights

<http://www.peakskillcsd.org/cms/lib07/NY01913880/Centricity/Domain/4/PeekskillParentsBillofRights.pdf>