Galloway Township Public Schools
Three-Year Technology Plan
July 1, 2010 through June 30, 2013

Three-Year Local School District/ Charter School Technology Plan

July 1, 2010 through June 30, 2013
New Jersey Department of Education

Page #	
I. Stakeholders	
1	Stakeholder Sample Table *Provide the title, name and signature of each member of the technology planning committee. It is expected that there will be representation from at least nine of the positions indicated on the stakeholder sample table. Please provide an explanation if there is not a minimum of nine members on the technology planning committee.*
II. EXECUTIVE SUMMARY	
4	*Describe the school district's or charter school's vision or mission statement.*
III. TECHNOLOGY OVERVIEW	
A. Technology	
5 Appendix A	1. *Provide an inventory of current technology networking and telecommunications equipment.*
6	Inventory Sample Table | Help 2. *Describe the technology inventory <u>needed to improve</u> student academic achievement through 2013 including, but not limited to:* ▪ *Technology equipment* ▪ *Networking capacity* ▪ *Software used for curricular support and filtering* ▪ *Technology maintenance policy and plans* ▪ *Telecommunications services* ▪ *Technical support* ▪ *Facilities infrastructure* ▪ *Other services*
8 Appendix B	3. *Describe how the district integrates assistive technology devices into the network to accommodate student needs.*
8	4. *How educators have access to educational technology in their instructional areas such as using desktops, mobile laptop and wireless units, PDAs.* *(**NOTE:** For purposes of this document, educators are defined as school staff members who teach children, including librarians and media specialists.)*

8	5.	*How administrators have access to technology in their workplace (such as using desktops, mobile laptop and wireless units, PDAs).*
8	6.	*Describe how the district's web site is* accessible to all *stakeholders (for example using Federal Accessibility Standards)*
9	7.	*Describe the plan for replacing obsolete computers/technology and include the criteria for obsolescence.* Help

B. Cyber Safety

		Help
10	1.	*List the filtering method(s) used.* *(**NOTE:** Be specific as this is a federal mandate.)*
10 Appendix C	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.*
10 Appendix D	3.	*Describe the district's Internet safety policy that addresses the* *a) technology protection measure that protects against access through computers with Internet access to visual depictions by adults or minors that are—* *(I) obscene; or* *(II) child pornography; or* *(III) harmful to minors; and* *b) process for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response, as required by the Protecting Children in the 21st Century Act.*
10	4.	*Indicate the dates when the school district provided the community with public notice and a hearing to address any proposed Internet safety policies adopted by the school district pursuant to CIPA. (**Note**: This is a requirement by e-rate only for those entities that have not already provided such notice and hearing related to an Internet safety policy and technology protection measure.)* **Resource:** *Information from Universal Service Code:* *http://www.law.cornell.edu/uscode/html/uscode47/usc_sec_47_00000254----000-.html*

	C. Needs Assessment	
		Help
11	1.	Complete a needs assessment for educational technology in your school district or charter school. Begin by determining current status. Afterwards, determine the educational needs, prioritize the identified needs and plan for necessary changes through goals and objectives.
11	a.	Evaluate educators' current practices in integrating technology across the curriculum.
13	b.	Provide a summary of educators' proficiency in the use of technology within the district.
14	c.	Determine the current educational environment and barriers by describing how:
14	i	Educators are assured access to technology to facilitate technology integration across the curriculum,
14	ii.	Often students have access to technology to support the use of 21st century skills in their learning environment,
14	iii.	The needs of educators are evaluated,
14	iv.	The needs of students are evaluated,
14	v.	Past professional development addressed the educators' and students' needs for technology integration,
15	vi.	Past professional development for all administrators was provided to further the effective use of technology in the classroom or library media center,
15	vii.	Ongoing, sustained professional development was provided in 2009-2010 for all educators to further the effective use of technology in the classroom and library media center,
15	viii.	Ongoing, sustained professional development was provided in 2009-2010 for administrators to further support the effective use of technology in the classroom or library media center,
15	ix.	Supports were provided for educators other than professional development,
15	x.	Professional development needs and barriers relating to using educational technology as part of instruction have been identified.

16	2. *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.*
16	3. *Prioritize the identified needs*

IV. THREE-YEAR GOALS AND OBJECTIVES

A. History

17	*Evaluate each goal from the previous plan, in one or two sentences, detailing each goal's success, or reasons for continuation, or issues preventing its success.*

B. Goals and Objectives for 2010-2013

18	*Modify goals and write new goals to meet the needs identified from the assessments. Goals for 2010-2013 should support district need and align with the state plan.*

V. THREE-YEAR IMPLEMENTATION AND STRATEGIES TABLES (July 2010 – June 2013)

20	[Implementation Activity Sample Table](#) A. *Describe the implementation strategies/activities that relate to the goals and objectives. Include in the description the timeline, person responsible and documentation (or evidence) that will prove the activity occurred.*
25	B. *Develop strategies to ensure that the technology plan addresses the use of technology, including assistive technology, to support 21st century learning communities.*
25	C. *Provide details of the process for meeting the NCLB requirement that all students be technologically literate by the end of grade eight.* [Help](#)
20	D. *Identify specific telecommunications and information technologies and any other specific resources that are useful to reach the stated goal.*

VI. FUNDING PLAN (July 2010 – June 2011)

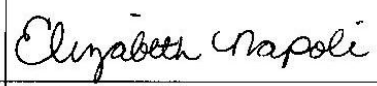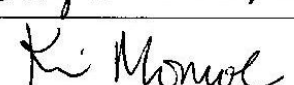|	
28	*[Funding Plan Sample Table](#)	[Help](#)* A. *Provide the anticipated costs for 2010-2011 and then indicate the projected funding for 2012-2013 of the technologies to be acquired. Include expenses such as hardware/software, digital curricula including [NIMAS](#) compliance, upgrades and other services including print media that will be needed to achieve the goals of this plan. Also incorporate specific provisions for interoperability among components of such technologies to successfully achieve the goals of this plan.*
28	B. *Indicate the federal, state, local and other sources of funds used to help ensure that <u>students</u> have access to technology and ensure that <u>educators</u> are prepared to integrate technology effectively into curricula and instruction.*
Appendix E	C. *Attach a copy of the board approval for this technology plan. Be sure it includes the budget for the first year of this plan.*
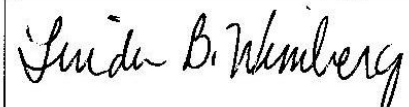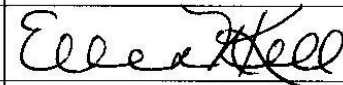
29	D. *A board approved budget for each successive year of this plan must be filed with the technology plan for e-rate auditing purposes.*
29	E. *Provide your technology plan's creation date which, as defined by e-rate, is the point when these five elements are in your plan.* *Those elements are:* • *Goals and strategies for using telecommunications and information technology;* • *A professional development strategy;* • *An assessment of telecommunications services, hardware, software, and other services needed;* • *Budget resources; and* • *An ongoing evaluation process.*

VII. PROFESSIONAL DEVELOPMENT

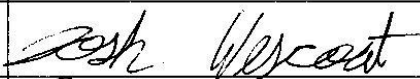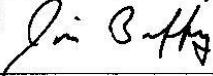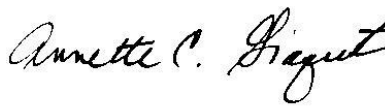|	
30	A. *Provide the name and title of the person responsible for coordinating the professional development activities as stated in the district's professional development plan and noted in this plan.*
30	B. *Describe the planned professional development activities for teachers, administrators, and school library media personnel that include:*
30	[Help] 1. *How ongoing, sustained professional development for all administrators will be provided to further the effective use of technology in all learning environments.*
30	2. *How ongoing, sustained professional development for all educators will be provided that furthers the effective use of technology, models 21st century skills and demonstrates global outreach and collaboration in the classroom or library media center.*
30	3. *The professional development opportunities and resources that exist for technical staff.*
30	4. *How professional development is provided to all staff on the application of assistive technologies to support all students in their learning.*
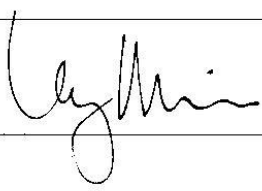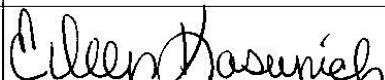
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31	**Professional Development Sample Table** C. *Based on educators' proficiency and the identified needs for professional development, describe only the ongoing, sustained high-quality professional development opportunities planned for 2010-2011 as they relate to the infusion of technology into the curricular process. Include a description of in-class support, such as coaching, that is used to ensure effective use of technology to improve learning. Also, include a description of the involvement of all partners associated with professional development for the district.*
32	D. *Project professional development activities that will continue to support* *identified needs through 2013, including all partners.*

VIII. EVALUATION PLAN

33	**Evaluation Plan Sample Table** *Describe the evaluation process and accountability measures that monitor progress and mid-course corrections that are used to regularly evaluate the extent to which goals, objectives, activities, resources and services are effective in* 1. *Integrating technology into curricula and instruction to promote 21st century skills and global collaboration and outreach,*
33	2. *Enabling students to meet challenging state academic standards, and*
33	3. *Developing life-long learning skills.*

Stakeholder Table		
Title	**Name**	**Signature**
Superintendent	Douglas B. Groff	
Principal		
Technology Coordinator (Manager of Technical Services)	Gilbert Chapman	
Curriculum Director/Curriculum Committee Member (Supervisor of Curriculum, Instructional and Assessment - Math, Science, and Technology)	Elizabeth Napoli	
Teacher	Kim Monroe	
Special Education Teacher	Barbara Olson	
Library Media Specialist	Linda Wimberg	
Guidance	Ellen Kell	
Board Member	George Schwenger	

Parent		
Student	Joshua Wescoat	*(signature)*
Community Member	Jim Bruffy	*(signature)*
Business Sector Representative*		
Other Titles		
Assistant Superintendent for Curriculum and Instruction	Annette C. Giaquinto	*(signature)*
Communications Officer	Joanna Westcott	*(signature)*
Technology Action Team Members	Please see attached list.	
Network Administrator	Gary Kirschenmann	*(signature)*
Board of Education President	Ernest Huggard	*(signature)*
		(signature)

*Do not use a business member who may wish to provide the district with e-rate services.
Providers of e-rate services should not be part of the committee's make-up. Follow district
and state ethics policy as it relates to conflict of interest.*

Narrative (explanation if other members were part of the discussion, or if less than the required nine members were reported above):

In addition to meeting with our Board Technology Committee and Technology Action Team, this year we met with the entire Middle School Student Council to hear the students' perspectives on technology use in our district.

Technology Action Team Members:

Lab Teachers:

Toni Fauntleroy
Marilyn Lewin
Bill Manganiello
Kim Monroe
Jeremy Post

Classroom Teachers:

Meghan Bruscato
Marie Geary
Jennifer Sturgess
Terry Wenig
Brian Dunn
Sean McCarthy
Kevin Throckmorton

Special Ed Teachers:

Paula Junker
Barbara Olson

Specials Teachers:

Ellen Kell
Jamie Sarraiocco
Cindy Verdeber
Linda Wimberg

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Executive Summary

Technology: The Common Thread to Educational Excellence! This statement continues to emphasize the focus of technology in the Galloway Township Public School District. We are committed to ensuring that technology serves as a teaching and learning tool, while enabling our school community to communicate more effectively and increasing our efficiency as administrators, teachers, and support staff.

Our *Technology Plan* was developed through collaborative efforts of the Curriculum/Instruction and the Technical Services Departments. The District Manager of Technology, the Assistant Superintendent, and Supervisor of Curriculum, Instruction, and Assessment – Math, Science, and Technology, provided leadership for this process and created the final plan submitted to the State Department of Education. It should be noted that this department collaboration was not something initiated only for the purpose of developing the Technology Plan; rather, it is an ongoing process with formal meetings scheduled twice monthly and informal communication on a daily basis.

Two key groups contributed to the plan development: *The Technology Action Team* - representative of faculty, staff, and administrators from all district schools/departments - focused on the needs assessment, district vision goals, and professional development. The Board of Education Technology Committee - comprised of the Board Vice President and two members - provided input at meetings, and, more importantly, offered support and resources for goal attainment. We are proud of the fact that these two groups serve as outstanding committees which meet on a regular basis all year long to ensure that technology integration is at the forefront of district planning and the decisions regarding technology are made with input of all the stakeholders.

Overall, the development of the 2010-2013 plan was based on input from stakeholder groups, observation of technology use in action, shared successes and challenges during the past three years, and our vision for creating a 21st century learning and working environment. The Galloway Township Public Schools continue to hold a strong belief that technology contributes positively to virtually every facet of our school district.

III. Technology Overview

A1. See Attached Inventory – Appendix A

A2. Technology Inventory Needed to Improve Student Academic Achievement Through 2013

Three-Year Technology Plan Inventory Table			
Area of Need	**Describe for 2010-11**	**Describe for 2011-12**	**Describe for 2012-13**
Technology Equipment	Technology Enriched Classrooms (1-8) • LCD projector – ceiling mounted • Document camera • Multimedia computer w/DVD/CDRW drive • printer Student Workstations • 5 student workstations (4-8) • 3 student workstations (1-3) • 1 student workstation (K) Additional Equipment • 25 file servers for district-wide use • 75 station central media distribution system at middle school • 60 ipods • Smartboards for self contained classrooms • 12 Student Response Systems • Color image production system for in-house printing systems district-wide Note: All items listed above are currently owned by the school district.	Due to limited funding, no new equipment will be purchased	Due to limited funding, no new equipment will be purchased

Software used for curricular support and filtering	- Microsoft Office Suite 2003/2007 (upgrade to 2010) - Scholastic Keys (K-3) - Encarta for Kids - Smartboard Notebook - Lexia - Gizmos - Kidspiration (K-3) - Inspiration (4-8) - Google Earth (1-8) - Brainpop (K-8) - eBoards (K-8) - Photostory (1-8) - Sibelius, Music Ace, Jam Trax (Music) - Earobics (K-3 – Title I & ELL) - Adobe Photoshop (7-8 Art) - Photoshop Elements (1-6 Art) - Type to Learn, Jr. - New Keys for Kids (K-3) - Ie86 filtering system	Purchase additional software as need arises and funds are available	Purchase additional software as need arises and funds are available
Technology maintenance policy and plans	Equipment is reviewed yearly. Preventative maintenance is performed on all computing equipment district wide. Mission critical units are tested for power and correct operations.	Maintain current policy & plans	Maintain current policy & plans
Telecommunications Services	2/1.544 ATM T-1 2 – 100MBPS Ethernet TLS connections 1 – 25MBPS ATM T-3 connection 2 – PT to PT T-1 for voice	Reduce 1 T1 circuit	Maintain services
Technical Support	Director of Technical Services Senior Systems Manager 2 Help Desk Support Technicians.	Maintain current support	Maintain current support

Facilities – infrastructure including central telephone & security systems	7 PBX system 800 fast Ethernet (100mb) port capability 800 GB port capability 24 fiber connection in campus layout connected at 1000 MBPS	Reduce 1 PBX system	Maintain services
Other Services:			

III   Technology Overview

A3. **Integrating Assistive Technology**

All classrooms in Galloway Township are outfitted with technology resources to meet the needs of all students. There are times, however, when individuals with special needs require more advanced support. Resources that have been utilized include: medical professionals including audiologists, the Commission for the Blind and Visually Impaired and CP of New Jersey. In addition, all elementary self contained classrooms have Smartboards to give support to students both visually and kinesthetically. Dragon Speak software is used with students who have communication disabilities.

The district maintains a contract with CP of New Jersey that provides services on demand (as needed). The school district contacts CP of New Jersey each time they need a service for a particular student. The types of evaluations include augmentative communication evaluations: low-tech to high-tech aids to communication using symbols (objects, photos, illustrations, words) with or without voice output along with assistive technology evaluations including computer access, technology to support reading and writing (voice recognition software), educational accommodations and accessibility, etc. They also provide technology lending services. The Commission for the Blind also provides services upon request.

See Appendix B for a complete listing of GTPS Assistive Technology Resources.

A4. Educator Access to Technology

Galloway Township Public Schools prides themselves in providing all classrooms with the technology that is needed to enhance learning and meet the needs of all students. Over the past several years, we have developed technology-enriched classrooms that include projection devices, document cameras and multi-media computers with DVD drives in all classrooms in grades 1 through 8. Each staff member has a dedicated teacher workstation and access to the school's computer lab. In addition, all electronic resources are available through our GTPS staff homepage. At home, educators have access to network files and resources via the district's terminal server.

A5. Administrative Access to Technology
All Galloway administrators have a dedicated workstation and access to the network from home via the terminal server. Similar to teachers, all electronic resources are available through our GTPS staff homepage. Based on their position, administrators have access to student management, human resources, and budget software.

A6. District Web Site Accessible to All
We are working towards making out district's website Bobi-compliant. Our webmaster is currently reviewing the following website to work towards meeting criteria found on the following web site:http://www.access-board.gov/sec508/standards.htm

1194.22 Web-based intranet and internet information and applications.
(a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.
(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.
(d) Documents shall be organized so they are readable without requiring an associated style sheet.
(e) Redundant text links shall be provided for each active region of a server-side image map.
(f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.
(g) Row and column headers shall be identified for data tables.
(h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.
(i) Frames shall be titled with text that facilitates frame identification and navigation.
(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.
(k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.
(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.
(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).
(n) When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.
(o) A method shall be provided that permits users to skip repetitive navigation links.
(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

A7. Technology – Plan for Obsolescence

All computing units purchased by the district as new and placed into service as such will stay in the computing equipment complement for a period of not less than five years. After the five year period, the technical services staff reviews each piece of equipment to determine its viability in remaining in our current operations platform. The district's goal is to, whenever possible, exceed the projected life expectancy of all purchased technology equipment. When equipment has been determined to be of no continuing value it is either disposed of in the proper manner or traded-in

for new equipment. Each technology component is used until it can no longer produce viable results and is no longer needed to improve student achievement or staff efficiency.

III   Technology Overview

B. **Cyber Safety**

1. List the filtering method(s) used. (**Note:** Be specific as this is a federal mandate)
    Marshall 8e6 Internet filtering appliance

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.
    See attached AUP – Appendix C

3. District's Internet Safety Policy
    a. See attached Policy Appendix D
    b. Our library media specialists, and classroom teachers work collaboratively and independently to educate our students about appropriate online behavior. As per our district Technology Curriculum, this includes but is not limited to:

    • Reviewing security and safety procedures including the district AUP with their students as well as the ethical legal implications of misusing technology
    • Discussing online safety measures and appropriate Internet usage when students are taught about and experience Internet research and use of online databases
    • Explaining copyright law to students
    • Teaching the technology standards

4. Dates of Public Notice & Hearing

The district provided notice to the public on February 12, 2010 and held a public hearing regarding our internet safety policies on February 17, 2010. The Board of Education conducted a first reading of the policy on February 17, 2010 and approved the policy upon second reading on February 22, 2010**.**

III   Technology Overview

C. **Needs Assessment**

1.   Complete a needs assessment for educational technology in your school district or charter school. Begin by determining current status. Afterwards, determine the educational needs, prioritize the identified needs and plan for necessary changes through goals and objectives.
a.   Evaluate educators' current practices in integrating technology across the curriculum. The technology survey administered in the winter of 2010 included questions related to frequency and types of technology use. The results are as follows:

Technology Integration by Subject
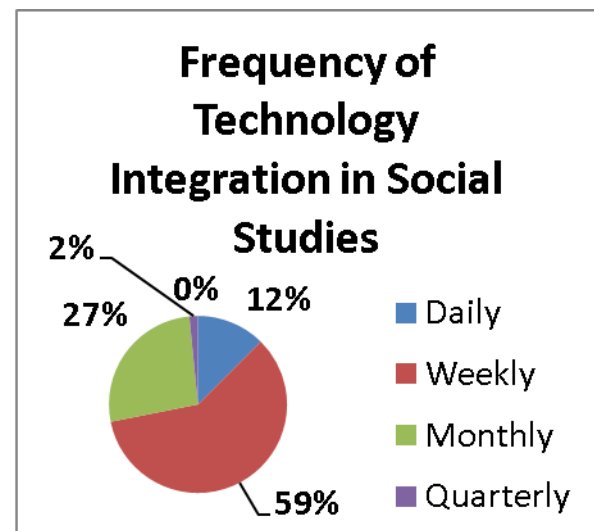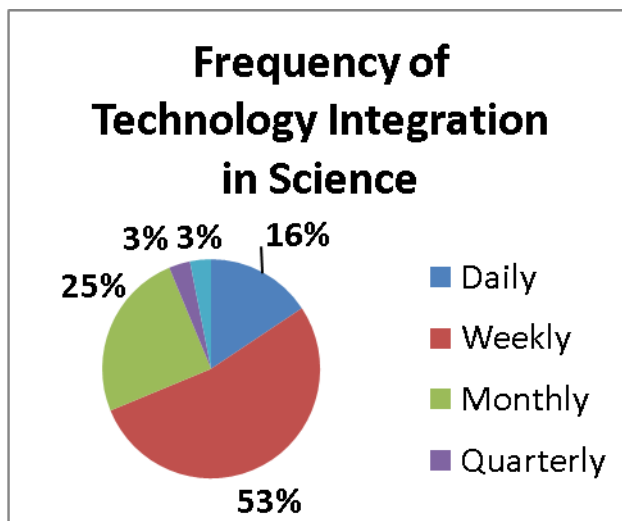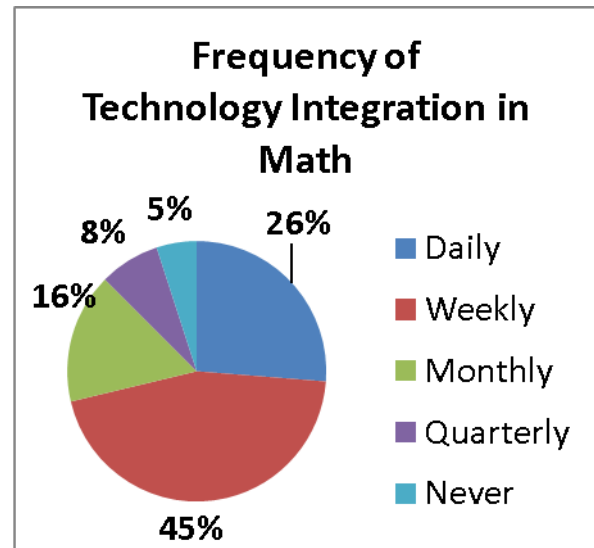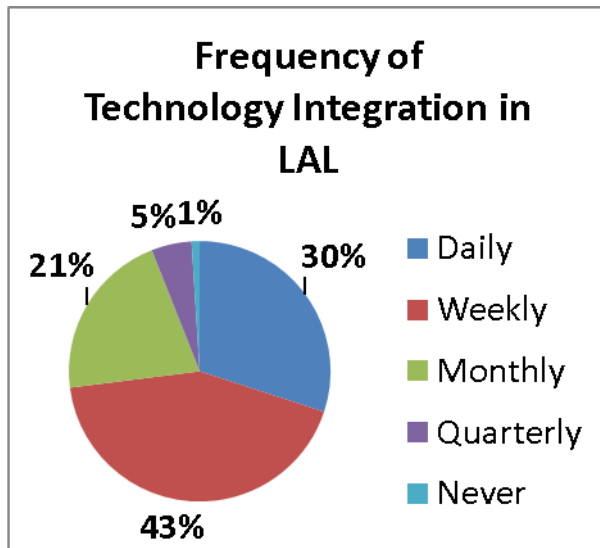
Frequency of Technology Integration in Other Content Areas

- 26% Daily
- 38% Weekly
- 20% Monthly
- 14% Quarterly
- 2% Never

Frequency of Student Computer Use

- 36% Daily
- 44% Weekly
- 10% Monthly
- 6% Quarterly
- 4% Never

Types of Technology Use

% of Teachers Whose Students Use Each Technology

- Word Processing
- Multimedia
- Data Collection & Spreadsheets
- Internet
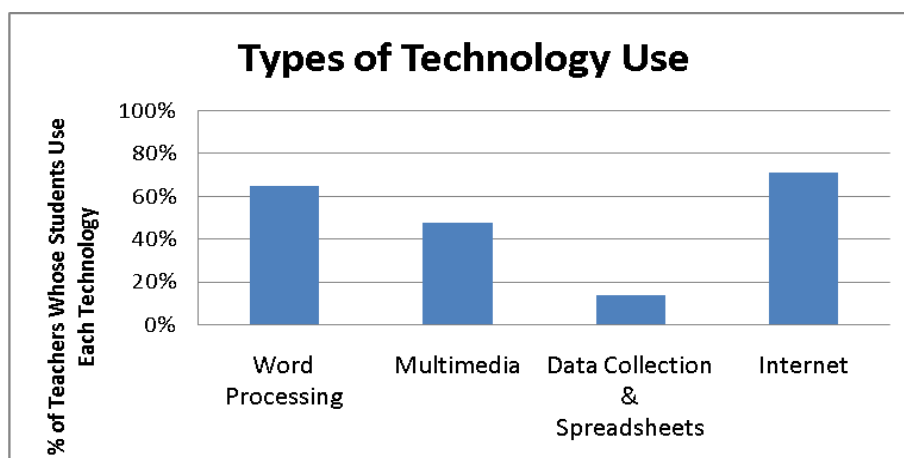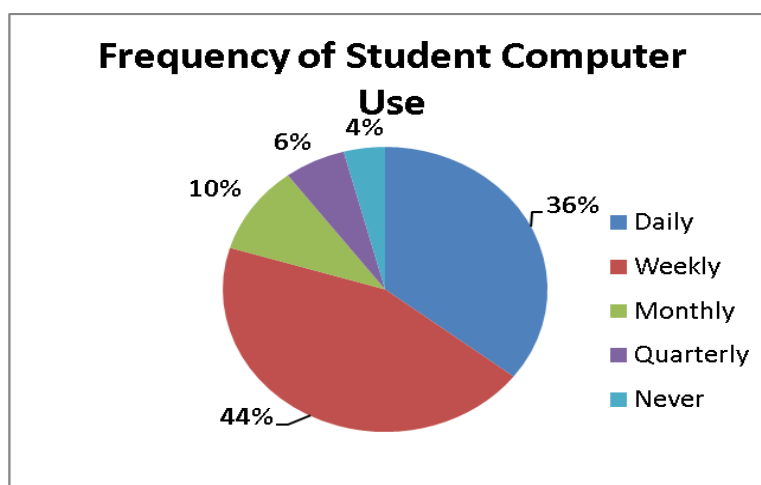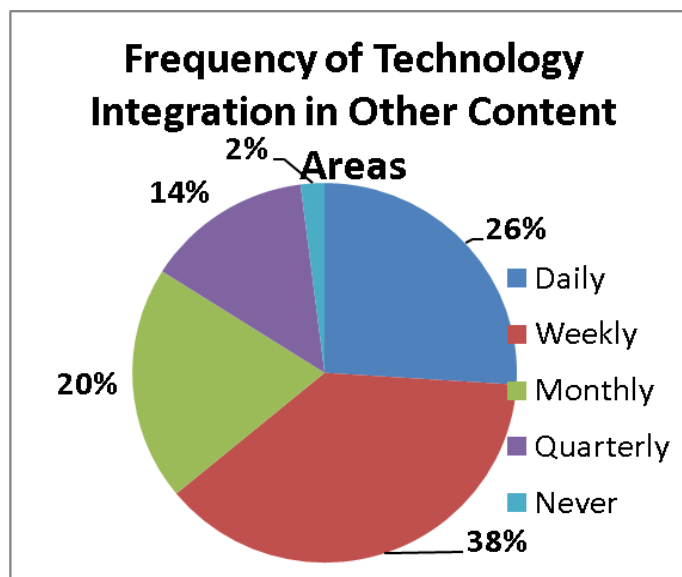
b. Provide a summary of educators' proficiency in the use of technology within the district
In the winter of 2010, educators were given a survey to determine their technology proficiency.
They were asked to rate their skill level on a scale of 1 to 4 in five areas. They included: text,
numbers, images, audio, and video. Based on the results of the survey, teachers were placed into
four levels of proficiency similar to levels required on the annual tech survey. The results by
school are as follows:

AR – Grades 1-6		
Beginner	9	20%
Intermediate	25	57%
Advanced	7	16%
Instructor	3	7%

Middle School		
Beginner	8	17%
Intermediate	24	51%
Advanced	10	21%
Instructor	5	11%

RR – Grades 1-6		
Beginner	9	15%
Intermediate	30	51%
Advanced	12	20%
Instructor	8	14%

OV – K Center		
Beginner	3	20%
Intermediate	7	47%
Advanced	4	27%
Instructor	1	7%

RO – Grades 1-6		
Beginner	18	36%
Intermediate	25	50%
Advanced	4	8%
Instructor	3	6%

PO – K Center		
Beginner	12	63%
Intermediate	4	21%
Advanced	2	11%
Instructor	1	5%

SM – Grades 1-6		
Beginner	18	31%
Intermediate	23	40%
Advanced	13	22%
Instructor	4	7%

c.   Determine the current educational environment and barriers by describing how:

Descriptors	Current Educational Environment	Barriers
i Educators are assured access to technology to facilitate technology integration across the curriculum	• Each has own workstation • Grades 1-8 access to labs & projection devices • Student computers are available in every classroom	Limited funding can cause older less able machines to stay in service
ii Often students have access to technology to support the use of 21st century skills in their learning environment	• All have access to whole class instruction via projection devices • Labs are available in all elementary schools & at Middle School • Teachers can schedule time in lab • Utilize classroom computers	• Skill level of individual teachers • Limited funding can cause older, less able machines to stay in service • Lack of computer lab teachers in each building lessens student contact time with trained personnel • Limited funding and time makes systemic training of all staff difficult
iii.The needs of educators are evaluated	• Tech survey • Administrator observation • Training sessions • Informal meetings	• Time • Ensuring consistency • Evaluation is partially self reporting
iv.The needs of students are evaluated	• Teacher observation • Teacher designed assessments • Student input	• Time • Ensuring consistency
v.Past professional development addressed the educators' and students' needs for technology integration	• Workshops offered focused on technology integration by subject & software for specific curricular goals • Advanced topics (Web 2.0) also were offered	• Time • Funding needed to ensure all teachers receive training

vi. Past professional development for all administrators was provided to further the effective use of technology in the classroom or library media center	• Follow-up training in student, budget, and personnel software • Updates on new initiatives at staff meetings	• Time • Ensuring consistency
vii. Ongoing, sustained professional development was provided in 2009-2010 for all educators to further the effective use of technology in the classroom and library media center	• Computer lab teachers provide support, as schedule allows • Teaching & Learning Facilitators, based on their level of expertise, offer in-classroom support and training and model lessons	• Time • Funding • Ensuring consistency
viii. Ongoing, sustained professional development was provided in 2009-2010 for administrators to further support the effective use of technology in the classroom or library media center	• Very limited	• Time • Limited trainers
ix. Supports were provided for educators other than professional development	• Computer lab teachers provide support, as schedule allows • Teaching & Learning Facilitators, based on their level of expertise, offer in-classroom support and training and model lessons • Curriculum supervisors provide technical support with software and training as needed	• Time • Limited trainers & technicians
x. Professional development needs and barriers relating to using educational technology as part of instruction have been identified.	• Our technology integration survey results provided us with data to make decisions about professional development needs	• Limited staff • Limited funding

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

- Based on significant state aid reductions, the resources that have existed in the district's budget for the past three years have been reduced. This will impact the availability of personnel and the opportunity to purchase new equipment and software. Accordingly, the district will need to seek outside funding sources to support initiatives in technology.

- Seek various time opportunities within the contractual day as well as beyond the regular day as funding allows

- Work with the administrative team and teacher leader groups to further enhance understanding of the technology standards and the need for technology integration across the curriculum

- Create an updated road map aligned to the new 2009 technology standards for technology integration that is embedded in our content area curriculum guides, pacing charts, and road maps

- Standardized professional development for all teachers of a particular grade level, content area, and / or position

3. Prioritize the identified needs

The needs are listed, to an extent, in the order of priority. Like most situations, time and money are often the greatest needs. However, much of this work will happen simultaneously rather than in a linear fashion. This is possible due to the varied stakeholder group and district staff involved in technology leadership and work.

IV Three Year Goals & Objectives

A History

Evaluate each goal from the previous plan, in one or two sentences, detailing each goal's success, or reasons for continuation, or issues preventing its success.

Goal I: Increase technology proficiency of all students through mastery of the NJ Technology Standards

Over the last three years, we have raised the bar in the area of student mastery of the standards. In the fall of 2008, we hired two elementary computer lab teachers. As a result, for the first time, all students in grades 1-6 receive comparable instruction in the technology standards. Our middle school staff can now take the students to another level since students are coming to them with more consistent skills.

Since the state technology standards were recently updated, we will need to continue this goal. This will include rewriting our curriculum and creating new projects across the curriculum to integrate the new technology skills expected of students. The challenge in accomplishing this is due to the reduction in state aid. The computer lab positions may be eliminated at the elementary and middle school level.

Goal II: Increase technology skill level of staff

During the term of the previous plan, Galloway has offered a variety of workshops in the area of technology. However, due to limited time and funding, the results have been inconsistent. We still need work in this area to ensure that all staff members have the skill needed to integrate 21st Century skills across the curriculum.

Goal III: Provide the technology infrastructure needed to meet district needs across the grade levels

We have updated the technology infrastructure throughout the district over the last three years. All student computers have been replaced during this time period. Since technology needs to be maintained and updated, this goal will continue.

Goal IV: Enable staff members to find, analyze, and present information in effective and efficient ways for purposes such as state and federal reports

Through the hiring of a data processing technician, we have improved our efficiency in finding, analyzing, and presenting data to stakeholders and the state and federal government. We no longer need to continue this goal.

Goal V: To expand and develop partnerships that use technology to provide life-long learning opportunities for parents/guardians, senior citizens, and the greater community

Every year, more staff members have a web presence. Twenty-three additional staff members created eBoards since September 09. Due to limited personnel and funding, we were unable to offer technology classes to the community.

B Goals & Objectives for 2010-13

I   Increase technology proficiency of all students through mastery of the NJ Technology Standards

     A   Create a road map for technology integration that is embedded in our content area curriculum guides, pacing charts, and road maps aligned to the 2009 standards

     B   Create assessments at targeted grade levels

     C   Create a system to manage student data to achieve the standards

     D   As noted in Section IV Goal 1, the computer lab positions may be eliminated. If the funding scenario changes we would re-establish the positions of computer lab teachers.

     E   Identify and purchase developmentally appropriate, content-based software, online resources, equipment to enhance instruction (as funding allows)

     F   Provide assistive technology to support students with needs as identified in their Individualized Education Plans, 504 plans, and / or Multidisciplinary Assistance Team (intervention and referral services) plans

     G   Continue regularly scheduled meetings of the Technical Services and Curriculum & Instruction Departments to ensure a focus on the technology plan and to provide for articulation between and among departments

II   Increase technology use of staff for instructional purposes

     A   Provide standardized professional development for all teachers of a particular grade level, content area, and / or position

     B   Continue to assess skill level of all staff members, teachers, administrators, support staff

C Continue the role of the Technology Action Team to support implementation of technology initiatives, to provide input regarding the decision making process, and to assist with job-embedded training

D Utilize computer lab teachers on a bimonthly basis to model lessons and provide ongoing job-embedded support for teachers to integrate technology (if funding allows)

E Continue to save training materials on the district's shared drive (GT Common) and staff home page

F Create Professional Learning Communities who will work on Professional Growth Alternatives (PGA's) to enhance their technology skills and share with others

G Require every teacher to have a regularly updated web presence (web site, eBoard, blog, wiki, etc)

III Provide the technology infrastructure needed to meet district needs across the grade levels

A Maintain, upgrade and expand the wide area network (WAN) that supports voice, data and video in all buildings throughout the District for the purpose of supporting both the educational institution and facility operations

B Maintain our technology enriched classrooms

C Increase use of wireless devices for staff & students (as funding allows)

D Provide network design, installation, administration, maintenance, upgrades and timely repairs for networks, computers and peripherals

E Provide materials, supplies, proper licensing and other essentials to keep the technology functioning, productive and current according to district departments and individual schools' plans and budgets

V. T**hree-Year Implementation Activity Table**

A & D. Describe the implementation strategies/activities that relate to the goals and objectives. Include in the description the timeline, person responsible and documentation (or evidence) that will prove the activity occurred.

Strategies and activities that relate to the school district or charter school's goals and objectives may be completed on the sample implementation table. If the goals and objectives were numbered in the above section, the corresponding numbers may be used in the table below.

District Goal and Objective	Strategy/Activity		Time-line	Person Responsible	Documentation	Telecommunications/ Information Technologies/ Resources
Goal 1 Increase technology proficiency of all students through mastery of the NJ Technology Standards	A	Create a road map for technology integration that is embedded in our content area curriculum guides, pacing charts, and road maps aligned to the 2009 standards	2010-13	Supervisor of Math, Science, and Technology Identified teachers	Curriculum Document	N/A
	B	Create assessments at targeted grade levels	2010-13	Supervisor of Math, Science, and Technology Identified teachers	Assessments	N/A

District Goal and Objective		Strategy/Activity	Time-line	Person Responsible	Documentation	Telecommunications/ Information Technologies/ Resources
Goal 1 Increase technology proficiency of all students through mastery of the NJ Technology Standards (cont)	C	Create a system to manage student data to achieve the standards	2010-11	Supervisor of Math, Science, and Technology	Database	Student Management System/Spreadsheet
	D	As noted in Section IV Goal 1, the computer lab positions may be eliminated. If the funding scenario changes we would re-establish the positions of computer lab teachers.	2010-13	Superintendent and the BOE	Staff List	N/A
	E	Identify and purchase developmentally appropriate, content-based software, online resources, equipment to enhance instruction (as funding allows)	2010-13	Curriculum Supervisors	Curriculum Document	N/A
	F	Provide assistive technology to support students with needs as identified in their Individualized Education Plans, 504 plans, and / or Multidisciplinary Assistance Team (intervention and referral services) plans	2010-13	Director of Special Education	Inventory	Various Assistive technology devices purchased based on individual student needs

District Goal and Objective	Strategy/Activity		Time-line	Person Responsible	Documentation	Telecommunications/ Information Technologies/ Resources
Goal 1 Increase technology proficiency of all students through mastery of the NJ Technology Standards (cont)	G	Continue regularly scheduled meetings of the Technical Services and Curriculum & Instruction Departments to ensure a focus on the technology plan and to provide for articulation between and among departments	2010-13	Curriculum Supervisors & Manager of Technical Services	Meeting Minutes	SharePoint
Goal 2 Increase technology use of staff	A	Provide standardized professional development for all teachers of a particular grade level, content area, and / or position	2010-13	Supervisor of Math, Science, and Technology	Workshop Agendas Sign In Sheets	N/A
	B	Continue to assess skill level of all staff members, teachers, administrators, support staff	2010-13	Curriculum Supervisors Principals Asst Principals	Survey & Assessment results	Online Survey Software
	C	Continue the role of the Technology Action Team to support implementation of technology initiatives, to provide input regarding the decision making process, and to assist with job-embedded training	2010-13	Supervisor of Math, Science, and Technology	Meeting Minutes Training Agendas Sign In Sheets	SharePoint

District Goal and Objective		Strategy/Activity	Time-line	Person Responsible	Documentation	Telecommunications/ Information Technologies/ Resources
	D	Utilize computer lab teachers on a bimonthly basis to model lessons and provide ongoing job-embedded support for teachers to integrate technology (if funding allows)	2010-13	Principals	Computer Lab Teacher Schedules	N/A
	E	Continue to save training materials on the district's shared drive (GT Common) and staff home page	2010-13	Supervisor of Math, Science, and Technology Technology Action Team	Technology Folder on GT Common Web site resources on staff home page	Web Sites
	F	Create Professional Learning Communities who will work on Professional Growth Alternatives (PGA's) to enhance their technology skills and share with others	2010	School Professional Development Committees Principals Curriculum Supervisors	Workshop Agendas Sign In Sheets	N/A
	G	Require every teacher to have a regularly updated web presence (web site, eBoard, blog, wiki, etc)	2010-13	Supervisor of Math, Science, and Technology Principals	Staff Web Site	eBoards, Edublogs, pbwiki, wikispaces, etc.

District Goal and Objective	Strategy/Activity	Time-line	Person Responsible	Documentation	Telecommunications/ Information Technologies/ Resources
Goal 3 Provide the technology infrastructure needed to meet district needs across the grade levels	A Maintain, upgrade and expand the wide area network (WAN) that supports voice, data and video in all buildings throughout the District for the purpose of supporting both the educational institution ad facility operations.	2010-13	Manager of Technical Services	Inventory	Various Hardware Resources
	B Maintain our technology enriched classrooms	2010-13	Manager of Technical Services	Inventory	Various Hardware Resources
	C Increase use of wireless devices for staff & students (as funding allows)	2010-13	Manager of Technical Services	Inventory	Various Hardware Resources (netbooks/ipads)
	D Provide network design, installation, administration, maintenance, upgrades and timely repairs for networks, computers and peripherals	2010-13	Manager of Technical Services	Help Desk Logs	Various Network Equipment
	E Provide materials, supplies, proper licensing and other essentials to keep the technology functioning, productive and current according to district departments and individual schools' plans and budgets	2010-13	Manager of Technical Services	Inventory Licenses	N/A

V. Three-Year Implementation Activity Tables July 2010 – June 2013

  B. Develop strategies to ensure that the technology plan addresses the use of technology, including assistive technology, to support 21st Century Learning Communities.

- Use technology (including assistive technology) to support learner-centered strategies that address the diverse needs of students.
- Use methods and strategies for integrating technology resources that support the needs of diverse learners including adaptive and assistive technology.
- Use methods and strategies for teaching concepts and skills that support integration of technology productivity tools.
- Use and apply major research findings and trends related to the use of technology in education to support integration throughout the curriculum.
- Use methods and strategies for teaching concepts and skills that support integration of research tools.
- Use methods and strategies for teaching concepts and skills that support integration of problem solving/decision-making tools.
- Use methods and strategies for teaching concepts and skills that support use of media-based tools such as television, audio, print media, and graphics.
- Use and describe methods and strategies for teaching concepts and skills that support use of distance learning systems appropriate in a school environment.
- Use methods for teaching concepts and skills that support use of web-based and non web-based authoring tools in a school environment.
- Use methods and classroom management strategies for teaching technology concepts and skills in individual, small group, classroom, and/or lab settings.
- Use current research and district/region/state/national content and technology standards to build lessons and units of instruction.

V.   Three-Year Implementation Activity Tables July 2010 – June 2013

  C. Technology Literate 8th grade - NCLB requirement

Background:

The process to ensure that all students are technologically literate by the end of eighth grade begins in Kindergarten. Students are introduced to technology via teacher's use of multimedia teaching tools. Additionally, one of the learning centers in our kindergarten classrooms is a computer. Our elementary schools all have computer labs in which students are introduced to basic computer use along with completing activities and projects that are supported by technology. All of our 1st through 8th grade classrooms are Technology Enriched Classrooms which include an LCD projector connected to the teacher's workstation, a document camera and

a printer. Additionally, each classroom has 3-5 student computers that are used to differentiate instruction, allow for completion of activities started in the lab, serve as centers, and the like. Our district's Technology Action Team members support classroom teachers and students in technology integration. Our Library Secretaries also work with students and teachers in the lab. This K-6 foundation sets the stage for students' transition to middle school, where the technology resources and personnel are even greater.

Galloway Township Middle School possesses the hardware, software, and personnel resources that promote technology integration and application throughout the students' school day. To help ensure that all students are technologically literate by the end of 8th grade, the following process is followed:

All students experience regularly scheduled computer lab visits. Therefore, the technology skills or application being learned are integrated with the content they are studying. In planning these lessons, the Technology Teachers work with the content teachers to ensure that all major Core Curriculum Content Standards for Technology are covered. Additionally, since there are always at least two teachers in the lab, students receive instruction and assistance geared to their own level of technology proficiency. In inclusive classrooms, there is often a third adult – either a special education support teacher or a classroom assistant.

Like our 4th-6th grade classrooms, all middle school classrooms are Technology Enriched Classrooms which include an LCD projector connected to the teacher's workstation, a document camera, and a printer. Each teaching team shares a scanner.   There is also a hub of 3-5 computers in each classroom that support differentiate instruction, allow for completion of activities started in the lab, serve as centers, and the like.

In addition to technology instruction and utilization in language arts, math, science, and social studies, our students also experience technology through our Arts and Humanities program which includes the following courses:

Graphic Arts – In this class, the Art and Technology Teachers co-teach students who learn Adobe Photoshop and develop real life products such as advertisements and logos; design pieces of art reflective of different artistic styles; and create illustrations to accompany literary works.

Music – In addition to the more traditional music instruction, students in this class experience music composition through the use of Sibelius which allows them to analyze the structure of existing pieces as well as create their own.

Engineering Design – This program combines some of the traditions of shop with the world of technology. Student work with modules such as: computer aided drafting, flight simulators, bridge design and building, wind tunnels, robotics, and digital photography.

TV/ Media – This classroom is equipped with a TV studio. Students learn and experience both on-camera and behind the scenes work. On a daily basis, students broadcast an in-house news

program, GMTV. Additionally, they create real life items such as school advertisements and special announcements. Further, the work of recording, editing, etc. is a vital part of the program.

We are working to further delineate the Technology Standards to align specific indicators to each grade and content area. Although we are working toward the benchmarks at 4th and 8th grade, we believe that more specific grade level / content area benchmarks will better guide our teachers in technology instruction and integration. The end result will be a technology curriculum "road map" to help ensure consistency throughout our district and schools.

Process:

Our seventh and eighth grade computer lab teachers have taken a leadership role in the process. They have worked with our middle school team teachers to develop various tools to assess the state technology standards. These tools have included quizzes, checklists, and performance based assessments. The performance based assessments were directly aligned to the curriculum and included both content and technology skills in the rubrics.

The students were "cycled through" the computer labs to complete the instruction and assessments. The results are compiled in a spreadsheet that will allow us to analyze and disaggregate the data.

If limited funding prevents us from continuing the computer lab teacher positions, classroom teachers will be scheduled in the lab on a rotating basis to complete integrated technology projects throughout the year. The Technology Action Team will create a single assessment for the standards. Students will be cycled through the lab to take the assessment online so that the results imported into a spreadsheet to be analyzed.

V   Three-Year Implementation Activity Tables July 2010 – June 2013

    D. Identify specific telecommunications and information technologies and any other specific resources that are useful to reach the stated goal.

    see last column of table in part V A

VI. Funding Plan July 2010 – June 2011

A. Provide the anticipated costs for 2010-2011 and then indicate the projected funding for 2012-2013 of the technologies to be acquired and expenses such as hardware/software, digital curricula including *NIMAS* compliance, upgrades and other services including print media that will be needed to achieve the goals of this plan, including specific provisions for interoperability among components of such technologies to successfully achieve the goals of this plan.

B. Indicate the federal, state, local and other sources of funds used to help ensure that students have access to technology and ensure that educators are prepared to integrate technology effectively into curricula and instruction

Funding Plan Table (2010-20011)

<table>
<tr><td colspan="5" align="center">Three-Year Technology Plan Anticipated Funding Table (2010-2011)</td></tr>
<tr><td align="center">ITEM</td><td align="center">FEDERAL FUNDING</td><td align="center">STATE FUNDING</td><td align="center">LOCAL FUNDING</td><td align="center">MISC. (e.g. Donations, Grants)</td></tr>
<tr><td>Digital curricula (see NIMAS in the HELP section)</td><td></td><td></td><td>$37,580</td><td></td></tr>
<tr><td>Print media needed to achieve goals</td><td></td><td></td><td>$25,000</td><td></td></tr>
<tr><td>Technology Equipment</td><td></td><td></td><td>$30,000</td><td></td></tr>
<tr><td>Network</td><td></td><td></td><td>$95,100</td><td></td></tr>
<tr><td>Filtering</td><td></td><td></td><td>$4,500</td><td></td></tr>
<tr><td>Software</td><td></td><td></td><td>$82,600</td><td></td></tr>
<tr><td>Telecommunications</td><td>$72,000.00 (e-rate)</td><td></td><td>$92,000</td><td></td></tr>
<tr><td>Professional Development</td><td>$3,236 (Title IID – estimated for FY10)</td><td></td><td>$14,000 (SRI/ETTC)</td><td></td></tr>
</table>

Funding Plan Table (2012-2013)

Three-Year Technology Plan Anticipated Funding Table (2012 - 2013)*				
ITEM	FEDERAL FUNDING	STATE FUNDING	LOCAL FUNDING	MISC. (e.g. Donations, Grants)
Digital curricula (see NIMAS in the HELP section)			$37,580	
Print media needed to achieve goals			$25,000	
Technology Equipment			$30,000	
Network			$95,100	
Filtering			$4,500	
Software			$82,600	
Telecommunications	$72,000.00 (e-rate)		$92,000	
Professional Development Stipends and Salaries	$3,236 (Title IID – estimated for FY10)		$14,000 (SRI/ETTC)	

*Costs and funding indicated in the 2012-13 table are listed exactly the same as 2010-2011.

C. Attach a copy of the board approval for this technology plan. Be sure it includes the budget for the first year of this plan.

D. A board approved budget for each successive year of this plan must be filed with the technology plan for e-rate auditing purposes.

E. Provide your technology plan's creation date which, as defined by e-rate, is the point when these five elements are in your plan. May 24, 2010

VII. Professional Development

A. Provide the name and title of the person responsible for coordinating the professional development activities noted in this plan
  Betty Napoli, Supervisor of Math, Science, and Technology

B. Describe the planned professional development activities for teachers, administrators, and school library media personnel that include:

1. How ongoing, sustained professional development for all administrators will be provided to further the effective use of technology in the classroom or library media center.
   - Our administrators receive technology training each summer.
   - In addition, at least one staff meeting a year is dedicated to technology. Building administrators along with the staff receive training at that time regarding new initiatives.
   - One-on-one training takes place throughout the year on an as needed basis to meet the individual needs of each administrator

2. How ongoing, sustained professional development for all educators will be provided that furthers the effective use of technology, models 21st Century skills and demonstrates global outreach and collaboration in the classroom or library media center.
   - At least one staff meeting a year will have a technology focus
   - Staff development days and articulation afternoons will contain workshops related to technology
   - Technology Action Team Members will be available to provide training
   - ETTC workshops will be available to staff
   - Access to Atomic Learning Training and resources on 21st Century skills will be available to staff members

3. The professional development opportunities and resources that exist for technical staff.
   - Technical staff may attend ETTC workshops
   - Our network engineer participates in out of district workshops on special topics on an as needed basis
   - The county listserv of technicians provides an avenue to ask questions about of variety of topics and issues and receive feedback

4. How professional development is provided to all staff on the application of assistive technologies to support all students in their learning.
   - Professional Development is usually provided to student's educational providers (speech, aide, teachers, OT, PT) by the company representatives providing the technology.
   - County ETTC staff also provides training in assistive technology.

VII. Professional Development (2010-11 only)

C. Based on educators' proficiency and the identified needs for professional development, describe only the ongoing, sustained, high-quality professional development opportunities planned for 2010-11 as it relates to the infusion of technology into the curricular process. Include a description of in-class support such as coaching that is used to ensure effective use of technology to improve learning. Also, include a description of the involvement of all partners associated with professional development for the district.

Educators' proficiency/ Identified Need	Ongoing, sustained, high-quality professional development planned for 2010-11	Support
New Staff Orientation to Technology	August 2010 – New staff will be trained in the use of technology in the district	Supervisor of Math, Science & Technology will provide initial training. TAT members will provide individual support as needed by modeling lessons and sharing lesson ideas
Technology Enriched Classroom Training	Fall 2010 – Kindergarten Staff will receive initial training in the use of tech equipment and integration strategies Ongoing follow-up training will occur as needed throughout the year	Supervisor of Math, Science & Technology will provide initial training. TAT members will provide individual support as needed by modeling lessons and sharing lesson ideas made available on the GT Common drive
Technology Standards Lessons	Training will take place at staff development days, staff meetings Lessons will be also be modeled in classrooms and in the computer labs	Technology Action Team members will create technology lessons and plan workshops focusing on student achievement of the 8.1 technology standards
Integrating technology into each curricular area	Training will take place at staff development days, staff meetings, and monthly technology training days	Technology Action Team members will create technology lessons and plan workshops focusing on integrating technology in each curricular area

VII. Professional Development

D. Project professional development activities that will continue to support identified needs through 2010, including all partners

As our district needs evolve and change over the next three years, our district is committed to train all necessary personnel. We will continue to provide in class support and modeling of lessons by the Technology Action Team and computer lab teachers if funding allows. We will also continue to provide access to workshops offered by our county ETTC.

The following list contains workshops offered over the last three years. We will continue to work toward ensuring that all staff members are trained in similar topics over the next three year period.

Integrating Technology Workshops Offered:
- Grades PK-3
- LAL Grades 4-8
- Math Grades 4-8
- Science Grades 4-8
- Soc. Studies Grades 4-8
- Art
- PE
- Engineering design

Software
- Lexia reading
- Audacity
- Kidspiration
- Google Sketchup
- Photostory
- Gizmos for math & science
- Gimp

Equipment
- Technology Enriched Classrooms
- Star Lab
- Student Response Systems

Advanced Technology
- Cool Web 2.0 tools
- Voice Thread
- Blogging
- Podcasting
- Ipods for Differentiating Instruction

VIII. Evaluation Plan

Describe the process and accountability measures that are used to regularly evaluate the extent to which goals, objectives, activities, resources and services are effective in:

1. integrating technology into curricula and instruction,
2. enabling students to meet challenging state academic standards, and
3. developing life-long learning skills.

The Galloway Township Public Schools are committed to ensuring that the available financial and personnel resources utilized for technology have a positive impact on teaching and learning of the Core Curriculum Content Standards. Further, in-district, home-school and community communication, as well as management and administrative efficiency, will be assessed. To that end, the district will utilize multiple measures to evaluate the overall plan implementation, the effectiveness of technology employed, and the attainment of stated goals.

A. The district Technology Action Team will review goals, objectives, and activities three times each year. This will be accomplished by the members gathering information via reports of technology usage, surveys, and informal interviews of staff at their respective schools / departments.

B. The Board of Education Technology Committee will meet at least twice yearly to view technology use in action and to review progress toward implementation of the plan and attainment of objectives.

C. Principals, Assistant Principals, Supervisors, Directors, and the Superintendent will assess technology integration and effectiveness in improving teaching and learning via review of lesson plans, in-class observation, and evaluation of teachers using the district rubric and assessment of PDP goals.

D. Staff members will complete the district technology self-assessment to determine individual and group needs. Training sessions developed to assess needs will be evaluated through feedback forms completed by participants as well as formal observation of sessions by the Superintendent.

E. Representative groups of parents/guardians and students will be surveyed with focus groups, selected at random, being interviewed by members of the Technology Action Team.

F. Use of on-line resources and available software will be monitored by the Manager of Technical Services and the Superintendent through available report and tracking programs.

Galloway Township Public Schools
Three-Year Technology Plan
July 1, 2010 through June 30, 2013

Appendix A

Grade	# of Classes	# of computers per class	Total # of Computers	# of Printers	# of LCD Projectors	# of Document Cameras
PK	7	1	7	7		
K	17	2	34	17		
1	17	4	68	17	17	17
2	16	4	64	16	16	16
3	15	4	60	15	15	15
4	17	6	102	17	17	17
5	18	6	108	18	18	18
6	17	6	102	17	17	17
7	20	6	120	20	20	20
8	20	6	120	20	20	20
ES Self Contained	13	4	52	13	13	13
MS SC/Galaxy	4	4	16	4	4	4
ES LRC	17	4	68	17	10	10
MS LRC	8	4	32	8	8	8
ESL/Bridges	10	2	20	10	10	10
GEM	4	7	28	4	4	4
EI	6	3	18	6	6	6
ES Art	5	6	30	5	5	5
ES Music	5	4	20	5	5	5
ES PE	4	1	4	4	4	4
MS A&H	6		35	6	6	6
World Language	7	4	28	7	7	7
Library	5		77	5	3	3
ES Computer Labs	4		120	4	4	4
MS Computer Labs	3		93	5	3	3
Total Instructional			**1426**	**267**	**232**	**232**

Galloway Township Public Schools
Three-Year Technology Plan
July 1, 2010 through June 30, 2013

Non-Instruction Computers			# of Comps
Principal/Office			28
CST			24
Nurse			8
Counselors			12
CO			27
FS			9
SRO			1
Maintenance			18
Video survail			7
Solar			2
Extra Teacher Wks.			24
District Servers			25
Laptops & Netbooks			50
Tech Services			80
Computer Totals			**1741**

Printers			
Xerox Laser Printers			170
HP Laser Printers			30
Inkjet Printers			150
Multi-function Printers			20
Dell Laser Printers			15
Other PCS			20
Printer Totals			**405**

Misc. Equipment			QTY
Digtal Cameras			20
Digtal Video Cameras			5
Student Response Systems			12
Ipod Classics			60
3Com 5500 Switch			26
3Com 4400 Switch			20
Cisco 3662 Router			1
Cisco 2851 Router			2
Cisco 2501 Router			2

Cisco 3825 Router			1
LightStream 1010			1

Appendix B

Assistive Technology Hardware	
Student Laptops	2
FM Systems	10
NEO 2 with Cowriter preinstalled	1
Small Keyboard (by ADESSO)	1
Tango	1
Dynavox	2
Alphaword	1
Smartboards	13
Pro Digital System with IR Phonic Ear Surround Sound	12
Half Keyboard for WIN/MAC- Left handed	1
Braille Typewriter	1

Assistive Technology Software
Dragon Speak
Kurzweil
Read Naturally ME
WIST – Word ID
TOSWRF- Reading Fluency
Just for Words

Appendix C

Galloway Township Public Schools
Acceptable Use Policy - Students

General Information:

The Galloway Township Public School District provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination, and the use of global communication resources. The "system administrators" referred to herein are employees of the Galloway Township Public School District. They are the administrators of the computer system, and, as such, reserve the right to monitor all activity on network facilities.

Because of the complex association between so many government agencies and networks, the end user of these networks must adhere to strict guidelines. They are provided here so that staff, community, and student users and the parents/guardians of students are aware of their responsibilities. The district may modify these rules at any time by publishing modified rule(s). The signatures of the students and/or parents on the district-approved permission form are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the rules established under this policy.

Students are responsible for good behavior on school computers and networks, just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is given only to students who agree to act in a considerate and responsible manner. Parent permission is required. *Access is a privilege – it is not a right.* Access entails responsibility. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Students should not expect that files stored on district servers will be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate material. Older students will have more responsibility for locating appropriate materials. As outlined in the Board policy and procedures on student rights and responsibilities, copies of which are available in school offices, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another person's account
- Trespassing in another person's files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Printing without permission

- ♦ Viewing personal email
- ♦ Instant Messaging
- ♦ Opening/saving files from outside school network that have not been scanned for viruses
- ♦ Photographing or videotaping on school property without permission
- ♦ Accessing social media sites: i.e., myspace, youtube, etc.
- ♦ Accessing unapproved blogs, podcasts, wikis, etc.

Violations may result in a loss of access as well as other disciplinary or legal action. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior (in addition to district level penalties).

Information Content and Uses of the System:

Students agree not to publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive to an average person, or which, without the approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services. The user agrees not to disclose or post personal contact information about themselves or other people (address, telephone number, etc). The user agrees not to use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity which is prohibited by law.

Because Galloway Township Public Schools provide, through connection to the Internet, access to other computer systems around the world, students and their parents understand that the District and system administrators have no control over content. While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. The District will permit Internet access by students only in supervised environments, but potential dangers do remain. Students and their parents / guardians are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. The Galloway Township Public School District and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Parents of minors having accounts on the system should be aware of the existence of such materials and should monitor future home usage of the District's resources. Students knowingly bringing such materials into the school environment will be dealt with according to the discipline policies of the District and such activities may result in the termination of student network accounts and privileges.

On-Line Conduct and Expectations:

Any action by a student or other user (member) of the computer network that is determined by a system administrator to constitute an inappropriate use of network resources or to improperly restrict or inhibit other members from using and enjoying those resources is strictly prohibited and may result in termination of the offending member's account and other action in compliance with the District's discipline code. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information, or software in violation of any local, state, or federal law is also prohibited and is a breach of the Terms and Conditions.

Students and their parents / guardians specifically agree to indemnify the Galloway Township Public School District and the system administrators for any losses, costs, or damages, including reasonable attorney's fees incurred by the District relating to, or arising out of any breach of this section (On-Line Conduct) by the user.

Network resources are to be used by the user for his/her person only; commercial uses are strictly prohibited. Each user is personally responsible for his/her own behavior.

Galloway Township Public Schools
Three-Year Technology Plan
July 1, 2010 through June 30, 2013

Software Libraries:

Software is provided to students as a curricular resource. No student may install, upload, or download software, without the expressed written consent of the system administrator. Any software having the purpose of damaging other members' accounts or the District network (example: computer viruses) is specifically prohibited. The system administrators, at their sole discretion, reserve the right to refuse the posting of files. Additionally, files may be removed at any time without notice. The system administrators, at their sole discretion, further reserve the right to immediately terminate the account or take action consistent with the District's discipline code of a member who misuses the software libraries.

Copyrighted Material & Plagiarism:

Copyrighted material must not be placed on any system connected to the network without the author's permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material to the system. Members may review copyrighted materials for their own use. Software copyright laws will be followed to the fullest extent. Additionally, I understand that I am not permitted to use copyrighted materials and not site their authors.

Real-Time, Interactive Communication Areas:

The system administrators, at their sole discretion, reserve the right to immediately terminate the account of a member who misuses real-time conference features (talk, chat, Internet relay chat, etc).

Electronic Mail:

Students will not have Electronic mail (email) accounts and will be prohibited from access to third party email (ie. AOL, Comcast, Verizon, Hotmail, Yahoo, etc.) as well as instant messaging on the district computer network. E-mail accounts may be set up for classroom use by individual teachers upon written request to the network administrators.

Disk Storage:

The system administrators reserve the right to set quotas for disk storage on the system. A student who exceeds his/her quota will be advised to delete files to return to compliance. A student who remains in non-compliance of disk space quotas after seven days of notification will have their files removed by a system administrator.

Security:

Security on any computer system is a high priority, especially when the system involves many students. If a student feels that he/she can identify a security problem on the system, the student must notify his/her teacher. The member should not demonstrate the problem to anyone except the teacher and system administrator. In order to maintain proper system security, a member must not let others know their password, as this would allow others access to their account. Attempts to log in to the system using another member's account or as a system administrator will result in termination of the account of the member in violation. Students should immediately notify a system administrator if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any member identified as a security risk will have his/her account terminated and be subject to other disciplinary action.

Vandalism:

Vandalism will result in cancellation of system privileges and other disciplinary measures in accordance with the District's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other networks that are connected to the Internet backbone or of doing intentional damage to hardware or software resident on the system. This includes, but is not limited to, the uploading or creation of computer viruses.

Game Playing:

Game playing is permitted on the Galloway Township Public School system only when terminals are not needed for other purposes and the game conforms to the curricular goals of the District. Game playing over dial-up links or other inter-machine communication is prohibited.

Printing:

The printing facilities of the Galloway Township Public School network should be used judiciously. Unnecessary printing is a drain of the capacity of the networks, adds expense, and shortens the life of equipment. By developing on-screen proofreading skills and practicing proper use of cut and paste techniques, students can and should conserve printing resources and help the system run more efficiently. Prior to printing a document, it is recommended to "print preview" first, to be certain that the document appears as you intend.

Galloway Township Public Schools
Acceptable Use Policy
Student Account Agreement

When completing the Acceptable Use Policy, please print all information, except when a signature is required.

My Name: _____   My School: _____

My Teacher's Name: _____   My Grade (and team, if 7 or 8): _____ _____

I, _____, have read the Acceptable Use Policy for the Galloway Township Public School District. As a user of the school's network, I hereby agree to comply with all stated rules in the Acceptable Use Policy. In summary, I understand the following:

1. Communications and files on the network should be considered as public information.
2. Students are responsible for good behavior on the school's computers and networks.
3. Access to the school's computers, networks, and the Internet is a privilege – it is not a right.
4. I will not send or display offensive messages or pictures, and I will not use vulgar or obscene language.
5. I will not harass, insult, or attack others through the use of the computer.
6. I will not intentionally damage computers or networks.
7. I agree not to violate copyright laws, and I understand I may not download or install files without proper approval.
8. I will not access another person's account, and I will not trespass or destroy another person's files.
9. I will not use the network for commercial reasons.
10. I agree to abide by quotas set for file storage, and I agree to delete files no longer needed. Further, I agree not to waste system resources or supplies. I will only print with permission.
11. I will not view my personal email at school. In accordance with class projects, my e-mail may be sent out by my teacher.
12. I will not use instant messaging services at school.
13. I agree not to plagiarize works I locate on the Internet, just as I agree not to plagiarize works I find in a library book or in a magazine.
14. I will not open files that I bring in from outside school (CD's, flash drives, any storage devices) that have not been scanned by a staff member.
15. I will not photograph or videotape anything on school property without permission.
16. I will not access social media sites: i.e., myspace, youtube, etc.
17. I will not access unapproved blogs, podcasts, wikis, etc.
18. I understand that if I violate any condition in the acceptable use policy, I may lose my privilege of using the computers, the networks, and/or the Internet. Additionally, I understand that I may face further penalties at either the building or district level, or both. Based on the severity of my actions, I understand that legal action may become necessary.

Signature of the Student: _____   Date Signed: _____

As the parent or legal guardian of the minor signing above, I grant permission for my son or daughter to access networked computer services such as software, electronic mail, and the Internet. I understand that individuals and families may be held liable for violations, as stated in the Acceptable Use Policy. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information and media. I accept the terms and conditions of the Acceptable Use Policy, as adopted by the Galloway Township Public Schools Board of Education.

Signature of the Parent: _____   Date Signed: _____

Galloway Township Public Schools
Acceptable Use Policy - Staff

General Information:

The Galloway Township Public School District provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination, and the use of global communication resources. The "system administrators" referred to herein are employees of the Galloway Township Public School District. They are the administrators of the computer system, and, as such, reserve the right to monitor all activity on network facilities.

Because of the complex association between so many government agencies and networks, the end user of these networks must adhere to strict guidelines. They are provided here so that staff, community, and student users and the parents/guardians of students are aware of their responsibilities. The district may modify these rules at any time by publishing modified rule(s). The signatures of the students and/or parents on the district-approved permission form are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the rules established under this policy.

Students are responsible for good behavior on school computers and networks, just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is given only to students who agree to act in a considerate and responsible manner. Parent permission is required. *Access is a privilege – it is not a right.* Access entails responsibility. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate material. Older students will have more responsibility for locating appropriate materials. As outlined in the Board policy and procedures on student rights and responsibilities, copies of which are available in school offices, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another person's account
- Trespassing in another person's files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Instant Messaging
- Opening/saving files from outside school network that have not been scanned for viruses

Violations may result in a loss of access as well as other disciplinary or legal action. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior (in addition to district level penalties).

Information Content and Uses of the System:

Users agree not to publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive to an average person, or which, without the approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services. The user agrees not to disclose or post personal contact information about themselves or other people (address, telephone number, etc). The user agrees not to use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity which is prohibited by law.

Because Galloway Township Public Schools provide, through connection to the Internet, access to other computer systems around the world, students and their parents understand that the District and system administrators have no control over content. While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. The District will permit Internet access by students only in supervised environments, but potential dangers do remain. Students and their parents / guardians are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. The Galloway Township Public School District and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Parents of minors having accounts on the system should be aware of the existence of such materials and should monitor future home usage of the District's resources. Students knowingly bringing such materials into the school environment will be dealt with according to the discipline policies of the District and such activities may result in the termination of student network accounts and privileges.

On-Line Conduct and Expectations:

Any action by a student or other user (member) of the computer network that is determined by a system administrator to constitute an inappropriate use of network resources or to improperly restrict or inhibit other members from using and enjoying those resources is strictly prohibited and may result in termination of the offending member's account and other action in compliance with the District's discipline code. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information, or software in violation of any local, state, or federal law is also prohibited and is a breach of the Terms and Conditions.

Users and their parents / guardians specifically agree to indemnify the Galloway Township Public School District and the system administrators for any losses, costs, or damages, including reasonable attorney's fees incurred by the District relating to, or arising out of any breach of this section (On-Line Conduct) by the user.

Network resources are to be used by the user for his/her person only; commercial uses are strictly prohibited. Each user is personally responsible for his/her own behavior.

Software Libraries:

Software is provided to students as a curricular resource. No student may install, upload, or download software, without the expressed written consent of the system administrator. Any software having the purpose of damaging other members' accounts or the District network (example: computer viruses) is specifically prohibited. The system administrators, at their sole discretion, reserve the right to refuse the posting of files. Additionally, files may be removed at any time without notice. The

system administrators, at their sole discretion, further reserve the right to immediately terminate the account or take action consistent with the District's discipline code of a member who misuses the software libraries.

Copyrighted Material & Plagiarism:

Copyrighted material must not be placed on any system connected to the network without the author's permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material to the system. Members may review copyrighted materials for their own use. Software copyright laws will be followed to the fullest extent. Additionally, I understand that I am not permitted to use copyrighted materials and not site their authors.

Real-Time, Interactive Communication Areas:

The system administrators, at their sole discretion, reserve the right to immediately terminate the account of a member who misuses real-time conference features (talk, chat, Internet relay chat, etc).

Electronic Mail:

Electronic mail (also referred to as "mail" or "e-mail") is an electronic message that is sent by or to a member on correspondence with another person having Internet mail access. Members are expected to delete read messages in a timely fashion; it should be noted that system administrators may delete messages not erased in a timely fashion. It should be noted that e-mail messages may be inspected for content, and users should not consider these messages as private. The system administrators may inspect the contents of mail sent by one member to an identified addressee, and disclose such content to other than the sender or intended recipient, without the consent of the sender or identified recipient, in order to comply with the law and/or policies of the Galloway Township Public School District, or to investigate complaints regarding mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. Galloway Township Public Schools reserve the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any mail transmitted on the Galloway Township Public School network. In summary, *users should not expect that all files or e-mail stored on district servers will always be private*. All e-mail is archived and monitored.

Disk Storage:

The system administrators reserve the right to set quotas for disk storage on the system. A member who exceeds his/her quota will be advised to delete files to return to compliance. A member who remains in non-compliance of disk space quotas after seven days of notification will have their files removed by a system administrator.

Security:

Security on any computer system is a high priority, especially when the system involves many users. If a staff member feels that he/she can identify a security problem on the system, the member must notify a system administrator. The member should not demonstrate the problem to anyone except the system administrator and building administrator. In order to maintain proper system security, a member must not let others know their password, as this would allow others access to their account. Attempts to log in to the system using another member's account or as a system administrator will result in termination of the account of the member in violation. Staff members should immediately notify a system administrator if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any member identified as a security risk will have his/her account terminated and be subject to other disciplinary action.

Vandalism:

Vandalism will result in cancellation of system privileges and other disciplinary measures in accordance with the District's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of

the agencies or other networks that are connected to the Internet backbone or of doing intentional damage to hardware or software resident on the system. This includes, but is not limited to, the uploading or creation of computer viruses.

Game Playing:

Game playing is permitted on the Galloway Township Public School system only when terminals are not needed for other purposes and the game conforms to the curricular goals of the District. Game playing over dial-up links or other inter-machine communication is prohibited.

Printing:

The printing facilities of the Galloway Township Public School network should be used judiciously. Unnecessary printing is a drain of the capacity of the networks, adds expense, and shortens the life of equipment. By developing on-screen proofreading skills and practicing proper use of cut and paste techniques, users can and should conserve printing resources and help the system run more efficiently. Prior to printing a document, it is recommended to "print preview" first, to be certain that the document appears as you intend.

Galloway Township Public Schools
Acceptable Use Policy
Staff Account Agreement

When completing the Acceptable Use Policy, please print all information, except when a signature is required.

My Name: _____   My School: _____

I, _____, have read the Acceptable Use Policy for the Galloway Township Public School District. As a user of the school's network, I hereby agree to comply with all stated rules in the Acceptable Use Policy. In summary, I understand the following:

1.   Communications and files on the network should be considered as public information.
2.   Staff members are responsible for professional behavior on the school's computers and networks.
3.   Access to the school's computers, networks, and the Internet is a privilege – it is not a right.
4.   I will not send or display offensive messages or pictures, and I will not use vulgar or obscene language.
5.   I will not harass, insult, or attack others through the use of the computer.
6.   I will not intentionally damage computers or networks.
7.   I agree not to violate copyright laws, and I understand I may not download or install files without proper approval.
8.   I will not intentionally waste system resources.
9.   I will not use the network for commercial reasons.
10. I agree to abide by quotas set for file storage, and I agree to delete files no longer needed. Further, I agree not to waste system resources or supplies.
11. I understand that my e-mail will be internal and external and may be subject to preview. In accordance with class projects, you may incorporate the works of your students as e-mail messages.
12. I understand that if I violate any condition in the acceptable use policy, I may lose my privilege of using the computers, the networks, and/or the Internet. Additionally, I understand that I may face further penalties at the district level. Based on the severity of my actions, I understand that legal action may become necessary.

Signature of the Staff Member: _____   Date Signed: _____

Street Address: _____

City, State & Zip: _____

Home Telephone: _____

Appendix D: Internet Safety Policy

▶▶6142.10 ◀◀TECHNOLOGY

The board shall develop a technology plan that effectively uses electronic communication to advance and promote learning and teaching. This system of technology shall be used to provide local, statewide, national and global communications opportunities for staff and students. Educational technology shall be infused into the district curriculum to maximize student achievement of the Core Curriculum Content Standards.

<u>ACCEPTABLE USE OF THE INTERNET</u>

<u>Purpose</u>

To support its commitment to providing avenues of access to the universe of information available, the district's system of electronic communication shall include access to the Internet for students and staff.

<u>Limitation</u> of <u>Liability</u>

The Internet constitutes an unregulated collection of resources that changes constantly, so it is not possible to totally predict or control the resources that users may locate. The board cannot guarantee the accuracy of the information or the appropriateness of materials that a user may encounter. Furthermore, the board shall not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Nor shall the board be responsible for financial obligations arising through the unauthorized use of the system.

<u>District</u> <u>Rights</u> <u>and</u> <u>Responsibilities</u>

The computer system and its data is the property of the district, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the Internet.

The board designates the chief school administrator as the coordinator of the district system. He/she shall recommend to the board of education qualified staff persons to ensure provision of individual and class accounts necessary for access to the Internet, designation of quotas for disk usage on the system, establishment of a document retention schedule, establishment of a virus protection process and coordination of other activities as required to maintain the system.

Each principal shall coordinate the district system in his/her building by approving all activities for that building; ensuring that teachers receive proper training in the use of the system; ensuring that students are adequately supervised when using the system; maintaining executed student agreements; and interpreting this acceptable use policy at the building level. Executed user agreements for students are kept at the building level. Staff agreements are maintained at the board office.

<u>Access</u> <u>to</u> <u>the</u> <u>System</u>

This acceptable use policy shall govern all use of the system. Sanctions for student misuse of the system shall be included in the disciplinary code for students, as set out in regulations for policy 5131 <u>Conduct/Discipline.</u> Employee misuse may result in appropriate discipline in accord with the collective bargaining agreement and applicable laws and regulations.

The board shall ensure the acquisition and installation of blocking/filtering software to deny access to certain areas of the Internet.

World Wide Web

All students and employees of the board shall have access to the Web through the district's networked or stand alone computers. An agreement shall be required. To deny a child access, parents/guardians must notify the building principal in writing.

Classroom E-mail Accounts

Students in grades K-8 shall be granted e-mail access through classroom accounts only. To deny a child access to a classroom account, parents/guardians must notify the building principal in writing.

Individual E-mail Accounts for Students

Students in grades K-8 may have individual accounts at the request of teachers and with the consent of parents/guardians. An individual account for any such student shall require an agreement signed by the student and his/her parent/guardian.

Individual E-mail Accounts for District Employees

District employees may be provided with an individual account and dial-up access to the system. An agreement shall be required.

Supervision of Students

Student use of the Internet shall be supervised by qualified staff.

District Web Site

The board authorizes the chief school administrator to establish and maintain a district web site. The purpose of the web site will be to inform the district educational community of district programs, policies and practices.

Individual schools and classes may also establish web sites that include information on the activities of that school or class. The building principal shall oversee these web sites.

The chief school administrator or his/her designee shall publish and disseminate guidelines on acceptable material for these web sites. The chief school administrator shall also ensure that district and school web sites do not disclose personally identifiable information about students without prior written consent from parents/guardians. Consent shall be obtained on the form developed by the state department of education. "Personally identifiable information" refers to student names, photos, addresses, e-mail addresses, phone numbers and locations and times of class trips.

Parental Notification and Responsibility

The chief school administrator shall ensure that parents/guardians are notified about the district network and the rules governing its use. Parents/guardians shall sign an agreement to allow their child(ren) to have an individual account. Parents/guardians who do not wish their child(ren) to have access to the Internet must notify the principal in writing.

Acceptable Use

Student Safety Practices

Students shall not post personal contact information about themselves or others. Nor shall students engage in any

kind of personal contact with individuals they meet online. Attempts at contact from such individuals shall be reported immediately to the staff person monitoring that child's access to the Internet. Personal contact information includes but is not limited to names, home/school/work addresses, telephone numbers, or personal photographs.

Prohibited Activities

Users shall not attempt to gain unauthorized access to the district system or to any other computer system through the district system, nor shall they go beyond their authorized access. This includes attempting to log in through another individual's account or accessing another's files.

Users shall not deliberately attempt to disrupt the district's computer system performance or destroy data by spreading computer viruses, worms, "Trojan Horses," trap door program codes or any similar product that can damage computer systems, firewalls, servers or network systems.

Users shall not use the district system to engage in illegal activities.

Users shall not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or hate. Inadvertent access to such material should be reported immediately to the supervising staff person.

Users shall not plagiarize material that is available on the Internet. Plagiarism is presenting another's ideas/words as one's own.

Users shall not infringe on copyrighted material and shall follow all dictates of copyright law and the applicable policies of this district.

Prohibited Language

Prohibited language applies to public messages, private messages, and material posted on web pages.

Users shall not send or receive messages that contain obscene, profane, lewd, vulgar, rude, inflammatory, or threatening language.

Users shall not use the system to spread messages that can reasonably be interpreted as harassing, discriminatory or defamatory.

System Security

Users are responsible for their accounts and should take all reasonable precautions to prevent unauthorized access to them. In no case should a user provide his/her password to another individual.

Users shall immediately notify the supervising staff person or data processing department if they detect a possible security problem. Users shall not access the system solely for the purpose of searching for security problems.

Users shall not install or download software or other applications without permission of the supervising staff person.

Users shall follow all district virus protection procedures when installing or downloading approved software.

System Limits

Users shall access the system only for educational, professional or career development activities. This applies to discussion group mail lists, instant message services and participation in Internet "chat room" conversations.

Users shall check e-mail frequently and delete messages promptly.

<u>Privacy</u> <u>Rights</u>

Users shall respect the privacy of messages that they receive and refrain from reposting messages without the approval of the sender.

Users shall not publish private information about another individual.

<u>Implementation</u>

The chief school administrator shall prepare regulations to implement this policy.

Appendix E: Board Approval of the Plan

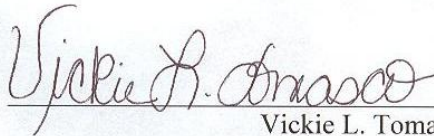## GALLOWAY TOWNSHIP BOARD OF EDUCATION RESOLUTION

A motion was made by Mr. Dase, and seconded by Mrs. Evensen, and unanimously carried by a roll call vote, to approve the Superintendent's recommendation to approve the following:

Resolution to approve the 2010-2013 District Technology Plan as presented on May 17, 2010.

I, Vickie L. Tomasco, School Business Administrator / Board Secretary to the Galloway Township Board of Education, in the County of Atlantic, New Jersey, The Galloway Township Board of Education, do herby certify that the resolution entitled **"RESOLUTION OF THE OF THE GALLOWAY TOWNSHIP PUBLIC SCHOOL DISTRICT IN THE COUNTY OF ATLANTIC, NEW JERSEY,** " is a copy of the resolution which was duly adopted by the Board at a meeting duly called and held on May 24, 2010 in full compliance with the Open Public Meetings Act, N.J.S.A. 10:4-6, et. seq., at which meeting a quorum was present and acting throughout and which resolution has been compared by me with the original thereof as contained in the minutes as officially recorded in my office in the Minute Book of the Board and is a true, complete and correct copy thereof and the aforesaid resolution has not been repealed, amended or rescinded by remains in full force and effect on and as of the date thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said Board this 25th day of May, 2010.

Vickie L. Tomasco
School Business Administrator/
Board Secretary

(SEAL)