

Little Flower Union Free School District

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TECHNOLOGY PLAN

2014 – 2017

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Technology Mission Statement

Little Flower Union Free School District's mission is to equip students, faculty, staff, and administrators with the knowledge, skills, and abilities that will enable them to function as successful citizens in our rapidly changing society. A firm foundation of curricular excellence, united with technological knowledge, and enhanced by a nurturing educational environment will create students capable of infusing technology into their academic and social endeavors.

The vision of the educational program at Little Flower is to develop a community empowered who knows how to conduct research, share it, and learn from it. Little Flower UFSD will continuously train teachers to integrate technology into their teaching and their students' work so that students will be able to use technology to gain knowledge, access, and communicate information from different locations using a variety of methods. As teachers research and design curriculum with increased technological capabilities their goals center on combining academics and technology to guide students in learning activities. Technology will further help teachers to accommodate different curriculum needs and learning styles. Students will be expected to demonstrate knowledge and skills in rich and varied capacities. Students will be the researchers and producers using technology to guide and strengthen their own learning.

Little Flower UFSD aspires to create an environment where students are actively engaged in learning. Three-fourths of Little Flower students are functioning two or more years below grade level in reading and math. There is a huge disparity between students' ages and expected performance levels. Therefore, Little Flower will use technology as a tool to improve student motivation and learning, enabling students to function as productive members of the 21st century.

Little Flower Union Free School District
Instructional Technology Policy (# 8250)

SUBJECT: INSTRUCTIONAL TECHNOLOGY

The Board of Education recognizes its responsibility to further the District's educational goals through the use of appropriate and high quality technological materials and equipment. For the purpose of this policy, technology refers to computers, interactive videodiscs, Compact Disc-Read Only Memory (CD-ROM) devices, local area networks, satellite transmission and other telecommunications equipment.

Continuing advances in technology are bringing about changes that have an increasing impact on the way we obtain, process, evaluate and use information. Therefore, the District is committed to:

- a) A comprehensive staff development program to ensure appropriate and effective use of technology.
- b) The preparation of students to utilize multiple types of technology.
- c) The integration of technology within and across all curriculum areas.
- d) The equitable distribution and access to technological equipment and materials for all students.
- e) The promotion of technology as an alternative to traditional methods of gathering, organizing and synthesizing information.
- f) The provision of sufficient funds, within the budgetary constraints of the Board, for the implementation of technology instruction.

The Board directs the Superintendent or his/her designee to assess the technological needs of the District's instructional program, research and review current materials and make recommendations to the Board.

Criteria 1- Goals and Strategies

Through the following goals and strategies Little Flower plans to improve education and Library Services through the use of telecommunications and information technology.

Goal 1

To move toward a digital community that integrates existing and new technology, resources, and tools into the classroom and throughout the educational community.

- Development and maintenance of a comprehensive Web site to connect Little Flower UFSD with the local community

Strategies:

- Evaluate existing usage through surveys, discussions, and administrative observations
- Provide additional training if needed through faculty meetings, conference days, and individual mentoring on such items as videoconferencing, Web 2.0 tools, interactive whiteboards, creating teacher webpages and other resources
- Technology Committee will research potential new hardware and software

Goal 2

To explore ways to provide seamless educational and informational experiences to students, staff, and parents.

Strategies:

- Common planning sessions and professional service periods will provide a forum for exchanging and sharing information pertaining to technology use experiences
- Remote access capabilities will be developed and encouraged for use by students, staff, and parents
- Technology Committee meet at scheduled times to review and discuss all aspects of the technology plan
- All faculty will have equal access to all school district technology resources

Goal 3

To review, evaluate, revise and maintain policies, procedures and routines associated with securing a safe environment for staff and students.

Strategies:

- Little Flower UFSD will adhere to the guidelines put forth by *The Child Internet Protection Act* (See Appendix A) by:
 - Promotion and enforcement *Little Flower UFSD Acceptable Use Policy* (See Appendix B)
 - Business teacher has been trained to deliver the *I-Safe Curriculum*
 - All instructional staff will be given access to the ISTE NETS and encouraged to apply the them to their curriculum
 - Desktop Monitoring System has been implemented
 - Internet Filtering and Firewall has been implemented through CIPA FILTER
 - Secure Data Transfer methods will be reviewed by the Technology Committee
 - Secure Data and Email Archiving will be provided via Google

Goal 4

To improve the competency level of technology literacy among all present and future employees of the Little Flower UFSD.

Strategies:

- Continue to implement a technology component in the interview process, i.e., require job candidates to demonstrate technological literacy.
- Evaluate the competency level of present employees.
- Offer professional development opportunities for those in need of additional training.

Criteria 2 – Professional Development

Through a strong professional development plan the Technology Committee will insure that all staff knows how to use new technologies to improve education and library services. These tutorials will be provided by the Technology Committee members or outside technical support companies when necessary. Staff will be informed about opportunities for additional trainings through the local BOCES and teacher center. The trainings will address new technological hardware, software, services, and the implementation of policies and procedures related to technology.

Hardware	Participants	Trainer	When
Turning Point Response Cards	Instructional Staff	Technology Committee member	Small Group or Individual Basis as needed 2014 - 2017
Interactive White Boards	Instructional Staff	Technology Committee member	Small Group or Individual Basis as needed 2014 - 2017

Software	Participants	Trainer	When
School Fusion: Webpage development	Instructional Staff	Technology Committee member	Small Group or Individual Basis as needed 2014 - 2017
Accelerated Math	Classroom Teachers	Technology Committee member	Small Group or Individual Basis as needed 2014 - 2017
Mac OS: iLife: iMovie, Garageband, iPhoto	Science Teacher Music Teacher Art Teacher Business Teacher Classroom Teachers	Technology Committee member	Individual Basis as needed 2014 - 2017
Web 2.0 tools and applications	Instructional Staff	Technology Committee member	Small Group or Individual Basis as needed 2014 - 2017
Microsoft Office Suite	All Staff as needed	Technology Committee member	Small Group or Individual Basis as needed 2014 - 2017

Services	Participants	Trainer	When
Digital Media Library and Virtual Reference Collection from School Library Systems (ESBOCES)	Instructional Staff	Librarian	Small Group or Individual Basis as needed 2014 - 2017
Power School	All Staff as needed	BOCES, Technology Committee member	Small Group or Individual Basis as needed 2014 – 2017
IEP Direct	All Staff as needed	BOCES, Technology Committee member	Small Group or Individual Basis as needed 2014 – 2017

Policies and Procedures	Participants	Trainer	When
Enforcing the Internet Acceptable Use Policy <ul style="list-style-type: none"> • What the policy is • How to enforce it • Consequences for misuse 	All Staff	Administration	September Conference Day
National Educational Technology Standards:	All Instructional Staff	Technology Committee	Faculty meetings and common planning

Applying the ITSE NETS across the curriculum			time 2014-2017
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Staff	Technology Committee members	Sign up schedule for individual or small group professional development related to use of technology.
Year	2014-2017	

	Monday	Tuesday	Wednesday	Thursday	Friday
1. 8:50-9:30					Rob Scappatore
2. 9:30-10:10	Patricia Cittadino				
3. 10:10-10:50		Maria Genna			
4. 10:50-11:30			Rob Scappatore		
5. 11:30-12:10				Jonathan Bannon	
6. 12:10-12:50		Jonathan Bannon			Sean Colfer
7. 12:50-1:30				Patricia Cittadino	
8. 1:30-2:10	Sean Colfer				
9. 2:10-2:50			Maria Genna		

Note: The following topics may be addressed by these Technology Committee members:

Patricia Cittadino – Digital Media Library
Virtual Reference Collection
Web 2.0 Tools and Applications

Maria Genna – School Fusion: Webpage Development
Microsoft Office Suite
ITSE NETS applications

Sean Colfer – Turning Point Response Cards and Testing Point
Mac OS, iMovie

Jonathan Bannon – Interactive White Boards
Internet Acceptable Use Policy

Rob Scappatore – Accelerated Math
IEP Direct
Power School
Interactive White Boards
Mac OS
All iLife applications
Turning Point Response Cards

Criteria 3 –Enhancement of Education and Library Services via Use of Technology

See Appendix C for Current Inventory of Hardware, Software, and Services

See Appendix D for Network Schematic

Assessment of telecommunication services:

- We have internet speed to 1000 mb for all hardwired computers.
- We have limited wireless connectivity throughout the building. We plan to upgrade our wireless technology.
- We have upgraded videoconferencing capabilities and will be promoting increased use of it.
- Google for emailing, and emails are available to staff from any computer in any location.
- Google Aps for Education for handling our email archiving for 10 years.
- We have VCS phone service. Are looking to update phone systems
- We have Calling Post to notify staff of emergency situations.

Little Flower UFSD will continue to offer school and library services that:

- House an inventory of educational software that is compatible with current hardware, PC and network operating systems
- Coordinate with core subject curriculum
- Plan for system maintenance and upgrades
- Continuously evaluate technology implementation and adapt it to the organization’s changing circumstances

APlus Technologies is contracted to provide technical support to accommodate the District’s needs. ESBOCES is contracted to maintain the District’s student data system (Power School) , Student IEP system (IEP Direct), and finance management system (Finance Manager).

Hardware:

2014– 2015	2015– 2016	2016– 2017
Wireless LAN headend and access points		
4 Speakers for classrooms	4 Speakers for classrooms	4 Speakers for classrooms
3 Projectors	3 Projectors	3 Projectors
50 Headphones	25 Headphones	25 Headphones
2 color lasernprinters		
6 Black and white Printers for classrooms.	6 Black and white Printers for classrooms	6 Black and white Printers for classrooms
12 macbook pros in cart for CBT	12 macbook pros in cart for CBT	
		18 mac minis for classrooms
		12 mac minis for science lab
5 Replacement keyboards and mice	5 Replacement keyboards and mice	5 Replacement keyboards and mice

Software:

2014 – 2015	2015 – 2016	2016 – 2017
Power School Student Data Management System	Power School Student Data Management System	Power School Student Data Management System
Read 180 Level License Renewal	Read 180 Level License Renewal	Read 180 Level License Renewal
Renew Web-based Application Subscription (Renaissance Place)	Renew Web-based Application Subscription (Renaissance Place)	Renew Web-based Application Subscription (Renaissance Place)
Phoenics inventory assessment (Read 180)		
BOCES IEP Direct	BOCES IEP Direct	BOCES IEP Direct
BOCES Finance Manager	BOCES Finance Manager	BOCES Finance Manager

Services:

2014 – 2015	2015 – 2016	2016 – 2017
BOCES SLS Digital Media Library	BOCES SLS Digital Media Library	BOCES SLS Digital Media Library
BOCES SLS Virtual Reference Collection	BOCES SLS Virtual Reference Collection	BOCES SLS Virtual Reference Collection
OPALS Library Management Service	OPALS Library Management Service	OPALS Library Management Service
Email Hosting and Archiving (Google Aps for Education)	Email Hosting and Archiving (Google Aps for Education)	Email Hosting and Archiving (Google Aps for Education)
	OPALS Textbook Management	OPALS Textbook Management
		OPALS Asset Manager (Inventory)
School Fusion	School Fusion	School Fusion
CIPA Filter (internet filtering)	CIPA Filter (internet filtering)	CIPA Filter (internet filtering)

Criteria 4 – Budget

D = District E= ERate

Technology Plan Budget 2014 – 2017			
	2014-2015	2015-2016	2016-2017
HARDWARE			
Wireless LAN head end and access points, phone system	(E) 130,000 (D) 32,000		
12 speaker sets (4per year)	500	500	500
9-Projectors 3 per year as needed to replace current projectors that fail	1,800	1,800	1,800
100 Headphones 50 in 14-15 25 in 15-16 & 16-17	225	225	225
2 Color Laser Printer	1400		
18 Black and white Printers for classrooms (6 per year)	960	960	960
2 mac laptop carts for NYS Computer Based Testing 12 laptops per cart 1 in 14-15 1 in 16-16	16,000	16,000	
12 Mac Mini's science room			14,000
18 Mac Mini's 1 per classroom			9800
15 Replacement keyboards and mice (5 per year)	150	150	150

Technology Plan Budget 2014 – 2017						
STAFF DEVELOPMENT	2014-2015		2015-2016		2016-2017	
Training/Workshops						
NETWORK SUPPORT						
LAN System Maintenance	29,200 (D)	0 (E)	29,900 (D)	0 (E)	30,650 (D)	0 (E)
SOFTWARE						
Power School Data Student Data Management System		4,500		4,590		4,680
Phoenics Inventory Assessment (Read 180)		1050				
Renew Web-based Application Subscription (Renaissance Place)		4,200		4,250		4,300
Read 180 License Renewal		3,000		3,100		3,200
BOCES IEP Direct		8,930		8,955		8,990
BOCES Finance Manager		12,970		13,230		13,490

Technology Plan Budget 2014 – 2017						
CONNECTIVITY	2014-2015		2015-2016		2016-2017	
Internet	91 (D)	808 (E)	91 (D)	808 (E)	91 (D)	808 (E)
TELECOMMUNICATIONS						
Phone Service	334 (D)	2,911 (E)	334 (D)	2,911 (E)	334 (D)	2,911 (E)
Phone Maintenance	2,000 (D)	0 (E)	2,150 (D)	0 (E)	2,250 (D)	0 (E)
ED. TECH. SERVICES						
BOCES SLS Digital Media Library		552		600		620
BOCES SLS Virtual Reference Collection		1463		1500		1550
Email Hosting and Archiving (65 User Accounts)		715		715		715
OPALS Library Automation and Management		2190		2300		2,500
OPALS Textbook Management				155		160
OPALS Asset Manager (Inventory)						110

School Fusion (website)	1,350	1,390	1,430
CIPA Filter (internet filtering)	2,700	2,850	3,000

Criteria 5 – Evaluation

Through a comprehensive evaluation process that includes surveys, administrative observations, teacher-submitted lesson plans, and roundtable discussions during common planning periods, we will monitor progress of the use of technologies that improve education and library services. We will also monitor progress of the use of these technologies and their contribution to student achievement. Staff will be given copies of the NETS, ISTE, SCAN Skills, and Information Literacy Skills. These will serve as checklists against which we can assess the students' proficiency in the use of technology, their ability to research information, and their ability to communicate what they know and understand.

Based on the results of the evaluation process, mid course corrections will be implemented as needed. Surveys will be distributed mid-year and end of school year. All other aforementioned evaluation processes will be conducted on an ongoing basis. Based on the results of the evaluation process, assistance will be offered either through small workshops or one-on-one coaching. The technology plan will be reviewed and updated during bi-monthly meetings of the Technology Committee.

Hardware	Evaluation Process
Interactive Whiteboards	Survey, Administrative Observation
Laptops	Survey, Administrative Observation
Laptop cart	Discussion, Administrative Observation
Midi Keyboards	Discussion
USB Microphones	Inventory Control Survey
Printers	Survey
Headphones	Inventory Control Survey
Scanners	Survey
Digital Cameras	Discussion
Video Production Equipment	Discussion
Digital Microscopes	Discussion, Administrative Observation
Video Conferencing/Distance Learning	Survey, Administrative Observation
IPads	Survey, Administrative Observation
Macbooks	Survey, Administrative Observation
Mac minis	Survey, Administrative Observation

Software	Evaluation Process
Renaissance Place	Software-generated report
Adobe Photoshop	Discussion, student work artifacts
Illustrator	Discussion, student work artifacts
Quark	Discussion, student work artifacts
Power School	Software-generated report, discussion
Apple Applications	Discussion, student work artifacts
Remote Desktop (additional user licenses)	Survey, discussion
Microsoft Office Suite	Discussion, student work artifacts

Services	Evaluation Process
SLS Virtual Reference Collection	Survey, software-generated reports
OPALS	Survey, software-generated reports
SLS DML	Survey, discussion
Email Hosting and Archiving Account Administration Service	Survey, discussion

Appendix A

Little Flower Union Free District Policy (# 8251)

SUBJECT: THE CHILDREN'S INTERNET PROTECTION ACT: INTERNET CONTENT FILTERING/SAFETY POLICY

The determination of what is "inappropriate" for minors shall be determined by the District and/or designated school official(s). It is acknowledged that the determination of such "inappropriate" material may vary depending upon the circumstances of the situation and the age of the students involved in online research.

The terms "minor," "child pornography," "harmful to minors," "obscene," "technology protection measure," "sexual act," and "sexual contact" will be as defined in accordance with CIPA and other applicable laws/regulations as may be appropriate and implemented pursuant to the District's educational mission.

Under certain specified circumstances, the blocking or filtering technology measure(s) may be disabled for adults engaged in bona fide research or other lawful purposes. The power to disable can only be exercised by an administrator, supervisor, or other person authorized by the School District.

The School District shall provide certification, pursuant to the requirements of CIPA, to document the District's adoption and enforcement of its Internet Safety Policy, including the operation and enforcement of technology protection measures (i.e., blocking/filtering of access to certain material on the Internet) for all School District computers with Internet access.

Notification/Authorization

The District's Acceptable Use Policy and accompanying Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and student's obligations when accessing the Internet.

Student access to the DCS will automatically be provided unless the parent has submitted written notification to the District that such access not be permitted. Procedures will be established to define the process by which parents may submit a written request to deny or rescind student use of District computers.

The District has provided reasonable public notice and has held at least one (1) public hearing or meeting to address the proposed Internet Content Filtering/Safety Policy prior to Board adoption. Furthermore, appropriate actions will be taken to ensure the ready availability to the public of the District's Internet Content Filtering/Safety Policy, as well as any other District policies relating to the use of technology.

47 United States Code (USC) Sections 254(h) and 254(l)
47 Code of Federal Regulations (CFR) Part 54

Adopted: 7/11/07

Appendix B

Little Flower Union Free School District Policy (#7314)

SUBJECT: COMPUTER AND NETWORK USE POLICY

The Little Flower UFSD Board of Education affirms the District's commitment to preparing students for the 21st century. Students need to be technologically literate to become successful, productive citizens and to succeed in an internationally competitive work force.

It is important for students to understand and use the Internet, an electronic superhighway connecting thousands of computers all over the world and millions of individual subscribers. The key concept underlying the Internet is interconnectivity, which will allow students, as well as administrators and teachers, to access an unparalleled array of communication and information resources.

Educational technology should be appropriately and equitably integrated into instruction and management to promote student learning while enhancing both the teaching process and the operations of the school system. The use of technology is a means of delivery of instruction which enables students and adults to access, process, manage and communicate information.

The proper use of computers and technology will be communicated to all users throughout the District. The use of computers and networks will provide for the facilitation of the exchange of information to further communication education and research and is, accordingly, consistent with the mission of the Little Flower School District. The messages and documents residing on, created and/or transmitted on any computer or network may be subject to the District's monitoring and review. The District's designated employees reserve the right to supervise the use of all computers and networks and to inspect the information and content they contain. An authorization form must be completed by each person requesting access to the District's computers or networks. Any use without authorization is prohibited.

Use of District computers and networks for private or commercial business and political or religious purposes is prohibited. Use of District computers and/or networks to engage in illegal activity or to access or transmit obscene or pornographic material is prohibited. Transmitting, displaying or storing offensive or objectionable material is prohibited on District computers or networks. The District's determination as to whether the nature of any material is considered offensive or objectionable is to be considered as final. Using programs that harass or infiltrate a computing system and/or damage the hardware or software components is prohibited.

Any use of District computers to access outside resources must conform to the terms and conditions of the Little Flower School District's Internet Use Agreement. Subscribers to listservs, bulletin boards, and online services must be pre-approved by the District.

(Continued)

SUBJECT: COMPUTER AND NETWORK USE POLICY (Cont'd.)

Privileges, Rights and Responsibilities

The use of the District's computer resources is a privilege. It is expected that all individuals utilizing the District's computers and networks will undertake responsibility for their actions and words and will, furthermore, respect the rights and privileges of other network users. Users need to familiarize themselves with these responsibilities. Failure to adhere to them may result in the loss of network and/or computer privileges, suspension and possible legal actions. **Exemplary behavior is expected at all times. The following actions are not permitted:**

- a) Sharing your password or account number with anyone
- b) Using impersonating, anonymity or pseudonyms
- c) Leaving your account open and unattended
- d) Damaging, abusing or breaking hardware, software or the network
- e) Plagiarizing or using copyrighted material without permission
- f) Using the computers for illegal activities or for commercial gain, for sending, using or displaying inappropriate language, pictures or any other type of communication, including profanity, pornography or inflammatory speech
- g) Disrespecting the rights and property of others
- h) Improperly accessing, destroying or misusing files or data of others
- i) Attempting to work in or modify the Network Operating System
- j) Exploring or changing any system files
- k) Intentionally wasting limited resources
- l) Installing or attempting to install software, which only designated employees are allowed to do

Safety from Harassment

Users who feel harassed or threatened by someone on the network should bring the situation to the attention of a teacher or system administrator immediately.

(Continued)

**LITTLE FLOWER UNION FREE SCHOOL DISTRICT
ACCEPTABLE USE POLICY**

The following behaviors will not be permitted by students, teachers, administrators or support staff with district access to the Internet:

- a) Sending or displaying offensive messages or pictures
- b) Using obscene language
- c) Harassing, insulting, or attacking others
- d) Damaging computers, computer systems or computer networks
- e) Violating copyright laws
- f) Using another's password
- g) Trespassing in another's folders, work or files
- h) Intentionally wasting limited resources
- i) Employing the network for commercial purposes

Violations may result in a loss of access, as well as other disciplinary or legal action.

I have read the above policy and understand the responsibility I have in maintaining acceptable use of the network and Internet resources for the safety and well being of our learning community here at Little Flower.

Signature

Date

Adopted: 7/11/07

Appendix C

Little Flower Union Free School District Current Inventory of Hardware, Software, and Services

	Computer Lab	Class-rooms	Library Media Ctr	Admin. Offices	Other Locations	Out of use, damaged, outdated or replaced
Computers (list by type)						
A. Imacs		20	1	1		16
B. Mac pros				1		2
C. Pc's	8			11		36
D. Laptops (fujitsu)		8	1	2		22
E. Laptops (hp's)						18
F. Laptops (macbooks)		14	8	2		4
G. Mac Mini	11	27				
Number of computers listed above that are Internet ready	Total	Total	Total	Total	Total	
Number of computers listed above equipped for multimedia	Total	Total	Total	Total	Total	
Peripheral Devices						
A. Printers	2	10	1	4		
B. Scanners	2	6	1			
c. Microphones		23	1			
E. Alphsmart 3000						28
F. Digital Cameras	3	9				6
G. TV Monitors		4	2		4	
H. VCRs/Laser Disk Players		4	1		4	

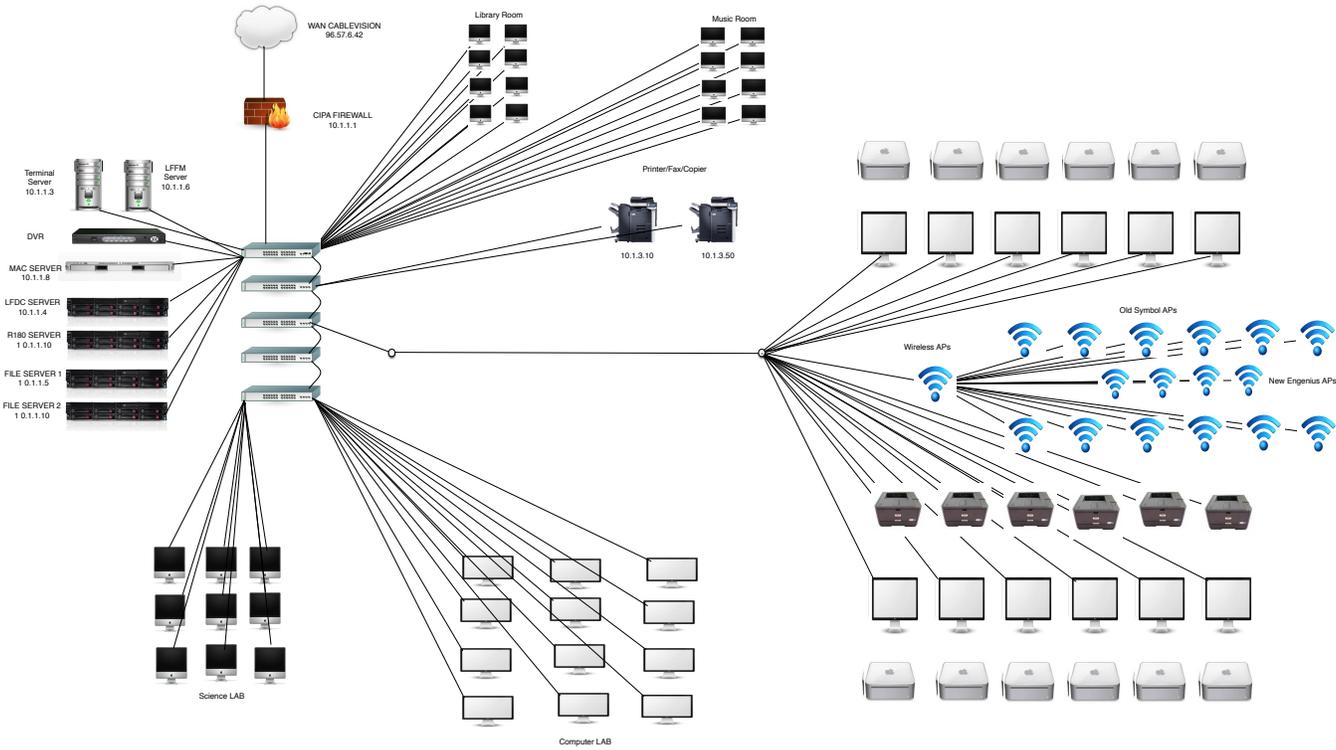
I. Intelliboards	1	15			1	
J. FLIP Cameras		5				
K. Video Cameras					3	
L. Broadcast system						1
M. Heads for broadcast system						10
N. Turning Point response cards		7				
O. Drawing Tablets		6				
P. Microscopes		7				
Q. Midi Keyboards		12				
R. mobile presenter	1	12				
S. Mobile Inteliboard		1	1			
T. Ipad Tablets		16		5		
U. Polycom VSX7000 (videoconferencing)			1			
Software (list by type)						
A. adobe suite photoshop,illustrator	16	14				
B. Kid Pix						12
C. Microsoft office mac		40				
D. Microsoft office pc	16	57	10			
E. Piano wizard		12				
F. Mac applications Garageband, iphoto,comiclfe,itunes		40				
G. Glencoe keyboarding	16					
H. Follett Catalog Circulation						1
I. Read 180		60				
Teacher's Helper Plus						2

Math Companion						2
Office 2000 (Standard)						1
Front Page 2000						1
Picture It! 99						2
Print Artist						10
The Cruncher (Spreadsheet)						20
Kid Works Deluxe						20
1999 Encyclopedia						15
Type to Learn tty4	100					
Type to Learn Junior	10					
Make-a-Map 3D						10
Numbers Undercover						10
Every Child a Reader						20
Beginning Writing Skills						10
Web Workshop 2.0						10
Hyper Studio						15
Dr. Seuss' ABC						15
Stellaluna						12
Kid Pix Deluxe						12
Map Maker's Toolkit						20
The Graph Club						10
Curious George Learns Phonics						16
Math Steps Skills Tutorial						15
Imagination Express Destination: Castle Destination: Neighborhood						18
Max's Sandbox						18
Clicker4	1					
Penfriend	1					

Text Aloud MP3	1					
Fortres 101 3.0						1
Fortres 101 4.0						1
Fortres 101 4.1						1
PrecisionScan LT Software						1
Deskjet 895 Cxi Printer Software						2
Norton Antivirus 5.0						1
Norton Antivirus 6.0						1
Norton Antivirus Corporate 7.0						1
Adobe Acrobat 5.0						1
Network Equipment						
A. Hubs				5		
B. Routers				1		
C. Servers PC	5					2
D. servers mac	2					
E. network switches 1000 mb	5					
Number of rooms wired for internal connections	all	all	all	all	All	
Telecommunication Links						
A. Full or fractional T1 ????				1		

Appendix D

Little Flower Union Free School District Network Schematic



Appendix E

Little Flower Union Free School District Disaster Recovery Plan

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Disaster Recovery Team

Our Disaster Recovery Team is responsible for implementing and maintaining the recovery plan. The team is made up of school personnel, an outside IT company, and our local Board of Cooperative Education (BOCES). The members of the team are:

A+ Technology Solutions (IT Company)

Eastern Suffolk BOCES

School Business Administrator: Ann Romeo

School Director of Technology & Student Data: Robert Scappatore

School Head Custodian: Scott Lambeck

Duplication and Storage of Data

Financial Data:

Financial data is housed in Finance Manager. The Finance manager server is maintained off site by Eastern Suffolk BOCES. In the event of an emergency all functions that finance manager is used for can be performed at ES BOCES. ES BOCES maintains their own comprehensive disaster recovery plan to ensure the safety of our data.

Email Data

Email is provided by Google APPS for education. Google maintains the email server and email archiving off site. Email can be accessed from any computer with an Internet connection. Google maintains their own comprehensive disaster recovery plan to ensure the safety of our data.

Student Data:

Student records are maintained in several systems; Power School, IEP Direct, and Renaissance Place. The Power School and IEP Direct servers are both maintained off site by Eastern Suffolk BOCES.

Renaissance Place maintains the Renaissance Place server off site. The data from all of these systems can

be accessed from any computer with an Internet connection. ES BOCES and Renaissance Place maintain their own comprehensive disaster recovery plan to ensure the safety of our data.

Power School data includes: demographics, transcripts, report cards, and program services. Power school also maintains teacher of record, teacher demographics, and Violent and Disruptive Incident Reports (VADIR) for state reporting.

IEP Direct data includes: all special education data including student's Individual education plans IEP's

Renaissance Place data includes: Student evaluations and growth in math and English language arts. This system is used to test students three times a year and tracks their growth.

Library Data:

The library database is maintained at an offsite location by Open-source Automated Library System (OPALS). OPALS is a Web-based, open source program providing Internet access to information databases and library collections. OPALS maintains their own comprehensive disaster recovery plan to ensure the safety of our data.

Little Flower's Servers:

The Little Flower servers contain; the home folders of all staff in the district, the schools shared recourses and curriculum, and the students saved work. The servers are backed up onto two removable hard drives. One hard drive is kept off site at A Plus technologies. The hard drives are rotated and updated on a weekly basis. In the event of an emergency all data can be recovered from the external hard drive in the off site location.

Data Recovery Strategies

If a disaster occurs, the Recovery team will convene as quickly as possible and follow the outlined steps, as appropriate:

- 1) A command center will be chosen. Little Flower School is located on the grounds of a residential treatment center (RCT). The RCT works hand and hand with the school. If the scope of the disaster is limited to the school building an appropriate command center will be located in one of the administrative or other buildings on the grounds. If the grounds of both the school and agency are affected we will determine an appropriate site at that time.
- 2) Data retrieval needs will be determined
- 3) As needed, appropriate data will be retrieved from the offsite locations.
- 4) The platform (which includes hardware, operating environment, and application to access data) will be recreated or copied.
- 5) Needed data will be uploaded into the newly copied or created platform.
- 6) A workspace environment for appropriate system end users will be set up so that needed data can be utilized and there will be as little disruption as possible in administrative services to the system's school.

Plan Maintenance

The Disaster Recovery Team will convene annually to review and/or revise the above procedures. In addition, a test environment for data recovery verification will be created bi-annually, or more often if necessary, to insure that the backup procedures of the school system are functioning properly.