

**Lynn Public Schools
Technology Plan 2013 - 2018**

DRAFT

DRAFT

Overview

Lynn Public Schools is dedicated to providing optimal learning opportunities that improve student achievement while delivering standards-based instruction in a technology rich educational environment. The district is committed to the effective use of information technologies available in education to support and enrich the curriculum.

The district will follow the guidelines recommended by the Massachusetts Department of Education to be met by the end of the school year 2014 – 2015. The goals are organized into the key areas defined in the Massachusetts STaR chart.

(<http://www.doe.mass.edu/boe/sac/edtech/?section=star>)

DRAFT

Table of Contents

Contents

Introduction 5

 Technology Mission Statement 5

 Technology Vision Statement 5

 Technology Planning Team 6

Benchmark 1 8

Benchmark 2 23

Benchmark 3 24

Benchmark 4 25

Benchmark 5 27

Benchmark 6 288

Lynn Public Schools Acceptable Internet Usage Policy 29

Federal E-Rate Funding from Schools and Libraries Division 32

Instructional Software and Hardware Purchases 355

DRAFT

Introduction

Technology Mission Statement

Our mission is to provide students and staff access to the technology needed to advance both teaching and learning. Providing current and effective access to the resources available as well as the skillful use of it will help prepare our 21st century learners to be students to enter the global community. Technology will allow teachers, administrators, and support staff to be more efficient and effective in facilitating, managing and creating new learning environments.

Technology Vision Statement

Lynn Public Schools will strive to insure our staff and students are using 21st century skills to be critical thinkers, problem solvers, communicators, and responsible digital citizens in information and media literacy. The use of technology is vital in helping our community excel as learners and develop as leaders.

To achieve this vision, Lynn Public Schools is committed to:

- Integrate curriculum and technology to inspire a collaborative learning community that can effectively find, evaluate, use, and create content.
- Identify and utilize existing, emerging, and cost-efficient technologies that enhance learning.
- Promote the safe and ethical use of technology.
- Provide professional development and technologies necessary to deliver the curriculum, to communicate, and to access, manage, and evaluate student-related information.

Technology Planning Team

Dr. Catherine Latham	Superintendent
Dr. Jaye E. Warry	Deputy Superintendent
Susan Rowe	Deputy Superintendent
Kevin McHugh	Business Manager
Dan McManus	Network Manager
Tim Roach	Technology Manager
Kimberlee Powers	Executive Director of Curriculum
Shannon Stevens	Assistant Director of Curriculum – Instructional Technology

DRAFT

Benchmarks

Benchmark 1

Commitment to a Commitment to a Clear Vision and Implementation Strategies

Benchmark 2

Technology Integration and Literacy

Benchmark 3

Technology Professional Development

Benchmark 4

Accessibility of Technology

Benchmark 5

Virtual Learning and Communications

Benchmark 6

Safety, Security, and Data Retention

DRAFT

Benchmark 1

Commitment to a Clear Vision and Implementation Strategies

Technology Goals and Initiatives

Teaching and Learning

Goal 1: The district will put forth a clearly stated Mission and Vision for Technology to run through School Year 2017/2018.		
Action	Status	Next Steps
Technology Team formed with representation from a variety of stakeholder groups, including administrators, school committee, and teachers.	Ongoing.	Include community members.
Technology Team developed goals to run through 2018.	Ongoing.	Continue to evaluate and update as new technologies emerge.

Goal 2: The district will use technology to collect and analyze K-12 student data to differentiate and inform instruction.		
Action	Status	Next Steps
Provide schools with a technology integration director who will support and coordinate the use of data.	Administrators have been added in the high schools.	Work to include this full time position in the budget for all schools.
Standardize tools and coordinate access to allow for the input and analysis of benchmark tests.	Several members of the leadership team have been trained in the software.	Working to train all staff members.
Implement professional development for all LPS staff on accessing and utilizing data.	Several members of the leadership team in each school have been trained in the software.	Working to train all staff members to create and access the online data.
Implementation of online programs to guide instruction in both Math and ELA. <i>Programs include: Benchmark Anchor Comprehension Online, EasyCBM, First in Math, Imagine Learning, Reading A-Z, Scholastic Read 180, Scholastic Systems 44 Scholastic FasttMath, Study Island, SuccessMaker, Think Through Math, Waterford, and Zaner-Bloser Writing.</i>	Most schools have licenses for use with at risk populations.	Expand usage to more students and teachers district wide. Continue to provide training on programs in use.

Goal 3: The district will improve appropriate data availability for administrators and teachers.		
Action	Status	Next Steps
Upgrade TestWiz program.	Ongoing. LVTI is currently using online assessment functions of the program. Working to add item of test bank items.	Expand online assessment capabilities to all schools.
Expand teacher access to TestWiz.	All principals and leadership teams currently have access. Trainings have been ongoing.	To provide all teachers access to the information about their students. Continue to provide trainings as needed.
All school PIM plans will be added to district website.	Webmaster has put most school improvement plans on district site, accessible through each school's page.	Continue to update and provide current plans through the website.
Create an online database for access to and analysis of quarterly benchmark tests in ELA and Math, DIBELS, GRADE, and Houghton Mifflin math assessments.	Data and data analysis of benchmark testing currently given to schools and teachers in paper format. Leadership team has access to electronic format.	Starting in October.

Goal 4: Lynn Public School teachers will integrate technology to enhance the modeling, demonstration, and exploration of key concepts into appropriate content areas and improve learning.		
Action	Status	Next Steps
Recommend that teachers include a technology goal as part of their professional development plan.	Contractually administration cannot require this goal.	Continue to highly recommend teachers work toward technology skills to meet the 85% technology requirement.
Development of central database in which teachers can collaborate, communicate and share lesson plans.	All schools have a shared drive in which they can collaborate and share. Several schools have started with a leadership team recording digital lesson plans.	Continue to work toward development of central database organized by grade level and content area.
Central database with access to curriculum maps in all content areas.	Maps have been posted for ELA, Math and Technology.	Continue to develop all content areas.
Use of video conferencing to facilitate long distance learning.	Equipment has been purchased to allow interactive learning to occur in a "virtual classroom."	Continue to purchase, use and provide training on this equipment in all schools.
Installation of interactive whiteboards into all classrooms.	Over 600 interactive boards are in use in the district.	Continue to purchase and install interactive boards as well as provide high quality professional development to implement.
Use of document cameras during instruction.	Most schools have multiple document cameras available for use.	Continue to purchase and install.

Goal 5: The district will improve the access of electronic information for the staff, students, parents and community in general.		
Action	Status	Next Steps
District website will remain current.	The district website is constantly updated.	Webmaster working with administration to keep the website up to date.
Development of both school and classroom websites.	Many schools have current websites.	Work to ensure all school websites remain current as well as develop classroom websites to facilitate improved communication with the community.
Implementation and use of Blackboard Connect to distribute information.	Many schools are now using the program to distribute information to staff as well as students and their families.	Work toward training appropriate personnel in all schools to facilitate the distribution of information digitally through Blackboard Connect.
District curriculum materials will be made available on-line for home, school and community access.	High school and middle school ELA, math and science curricula currently available.	District will work toward publishing all grade levels / content areas curricula.
Implement K–12 web application, Home Access Center, for family / teacher communication.	In progress.	In progress as funding is available.
Work with community agencies to foster utilization of resources and subscriptions students could access while there.	In progress.	Continue work as more students join programs and more subscriptions are purchased.

Educator Preparation and Development

Goal 6: The district will provide professional development in existing and emerging technologies.		
Action	Status	Next Steps
Provide training in collection and analysis of data. (including TestWiz, Pentamation, TAC, Grade Book)	Ongoing.	Continue to train new staff as needed. Develop new trainings as updates occur.
Continuous training in School Improvement Plan (PIM)	Ongoing.	Continue to train new staff on access for development of their plan.
Provide training for access to quarterly benchmark testing.	Currently school leadership teams have been trained.	Data Center will continue to provide training on conversion of test data to usable electronic format.
Provide training in web-based student data management.	Currently all schools have had multiple staff members trained to be the building contacts.	Working toward all teachers having the capability to access the management system. Training will be provided by the Data Center as needed.
Provide mini workshops in popular areas – Technology Tuesdays.	Assistant Director of Curriculum for Instructional Technology providing workshops during faculty meetings and other times requested by principals.	Develop schedule for continuous workshops.

Goal 7: The district will provide professional development in existing and emerging technologies to enhance content area learning.		
Action	Status	Next Steps
Provide training in latest versions of Microsoft Office.	As district updates computers to Office 2010, training is provided as needed.	Continue training as needed.
Provide training in safety and ethical issues in technology.	Ongoing.	Continue to develop current trainings.
Provide district wide training on use of interactive whiteboards and student response systems.	The district has offered and continues to offer multi-level trainings for interactive boards.	Working to develop training for all staff.
Professional development for video conferencing and long distance learning via the internet.	Several teachers have been trained and are considered the contact people.	Working to develop training for all staff.
Provide training for implementation of iPads in the classroom.	All administrators have been trained. The district has provided multiple opportunities for content area training.	Continue training as needed.
Provide training in the integration of technology in content areas. (Example: Technology Tuesdays)	Continue to develop up to date professional development on integrating technology across the curriculum.	As new technologies arise, continue development of programs.

Infrastructure and Networking

Goal 8: The district will provide reliable school wide connectivity for Administrative, Educational and Safety Programs.		
Action	Status	Next Steps
Improve the connection in all buildings.	All buildings are connected and most have wireless access as well.	Finish the wireless connection for all buildings.
Connect every classroom with five student and one teacher connection.	All classrooms have a connection. Currently there is an average of four computers per classroom.	Continue to add connections to each classroom.
The district will install electrical outlets to adequately supply all peripherals for above hardware.	Ongoing progress.	Continue installation as needed.
The district will continue the use of email for all staff utilizing: MS Exchange 2010 Outlook Web Access (from home)	Working to upgrade to newest version of exchange in all buildings.	Continue upgrades.
The district will work toward connecting all schools with fiber optic from Data Center.	Leverage Comcast/Verizon to continue to support the Technology Fund.	Continue to upgrade the connection.
Continue to use the following internet connections: Verizon/Comcast Primus ISA Servers Websense	Ongoing progress.	Continue to provide high-speed, top quality internet access.
The district will maintain the current wireless connection to Lynn City Hall.	System is currently being upgraded.	Continue to upgrade as available.

The highest level of schools security will be provided by the district.	All staff members are required to wear a security badge for entry into a building as well as identification.	All staff members have badges. Continue to provide badge for all new employees.
All schools in the district will have video door access.	Most schools currently have this technology.	Complete installation.
All schools will have security cameras and DVRs, monitored via the internet.	Ongoing progress.	Will continue installation at all buildings.
The district will provide a monitoring system with a direct link to the Lynn Police Department.	Currently being developed and deployed.	Continue to install systems in individual schools.

DRAFT

Hardware

Goal 9: Develop hardware standards appropriate for the district.		
Action	Status	Next Steps
Increase the school and student computer ratio.	Ongoing.	Continue to allocate funds to facilitate. Ultimately the district would like to have a one:one ratio of student to high capacity computer.
Upgrade, maintain and cycle out existing hardware including desktops, laptops, tablets, servers and printers to provide high capacity computers and high speed accessibility.	Ongoing.	As hardware becomes obsolete it will be assessed for usable spare parts and then disposed of properly.
Maintain detailed inventory of all existing systems.	Ongoing. A new system – inventory program and barcode scanners was rolled out in school year 2010 – 2011.	Continue to inventory all pieces of hardware.
All systems will be upgraded based on 3 year cycle.	Ongoing.	The district is currently looking into leasing some of its hardware.
The district will provide adaptive equipment for all special circumstances including visual, hearing, speech and multi-lingual.	Adaptive learning devices and computer based instruction are provided for students with disabilities. Several iPads have been issued to students to meet their specific needs.	Continue to assess technology and needs of students with disabilities.
The district will develop and adopt a plan for purchasing and using tablets.	Ongoing.	Continue to assess and plan for the use of tablets.
Purchase additional classroom instructional technology.	iPads, interactive whiteboards, document cameras, LCD projectors, and student response systems are currently used in all schools.	The district will continue to purchase these instructional tools as funding allows.

Software

Goal 10: Develop software standards that are appropriate for the district.		
Action	Status	Next Steps
The district will inventory and evaluate all current subscriptions for software programs that increase learning in all academic areas.	In progress.	Continue to assess needs and usage. Purchase more subscriptions as funding allows.
District will continue to maintain and update all adaptive applications for individual circumstances/ disabilities.	In progress.	Continue to assess technology and needs of students with disabilities as funding allows.
The district will upgrade to desktop virtualizing software.	In progress.	Ongoing as funding is available.
Migrate to web-based platform for the central database hardware and software.	In progress.	Ongoing as funding is available.
Maintain and update K–12 web application, eSchool Plus, for administrators, and Teacher Access Center for teachers.	All schools and staff have access to appropriate data.	Continue to update and train new staff.
Implement Gradebook program into the Teacher Access Center.	Several schools have been successful using the Gradebook.	As funding is available, the district will provide training to move all schools to Gradebook.
The district will continue to supply NTI ConnectEd to automatically notify parent / guardian of student daily absence.	All schools have access to the program.	As funding is available, the district will provide training to increase use of this program.

Needs Assessment

The Lynn Public School district works to continually assess and evaluate existing and emerging technologies. All academic resources and programs, including technology resources are and will continue to be evaluated regularly by department heads, principles, program directors and the curriculum department. Any new technologies are first piloted by several teachers and department heads as a first step toward integration.

DRAFT

Budget

In order to provide students of the Lynn Public Schools with an education which is appropriate for 21st century learners, we must attain the following budgetary support:

- Hardware for staff and students (software and licensing must be included with hardware).
- Software for staff and students
- Network infrastructure
- Instructional Technology Specialists
- Technology Technicians
- Technology Administrative Personnel
- Professional Development

The district has a budget for its local technology plan with line items for technology in its operational budget. It included funding for staffing, district wide administrative hardware and software, technology professional development, support, and contracted services. The district sets aside funding annually for the co-payment and non-discounted elements of each E-rate application. A copy of this budget, which is updated regularly, is available from the Office of the School Business Administrator.

For all other staffing, hardware, software, professional development, support, and contracted services, the district leverages the use of federal, state, and private resources. Copies of these budgets are available from the Lynn Public Schools External Grants Office.

Network Infrastructure, Hardware and Upgrades

Lynn has implemented a Wide Area Network since 1998 utilizing Full Data T1's from Verizon. These connections no longer provide adequate bandwidth for some of our classroom initiatives including video streaming. We have added other burdens to the existing network, including VIOP, Security video, online Student Information Systems. We have installed Fiber Optic cables and associated networking from our central data center to all school buildings. This will provide almost unlimited bandwidth for the foreseeable future. We then plan to upgrade the connections to other municipal buildings as funding sources allow. Internally, buildings are wired utilizing Cat-5e copper wire and Fiber Optic cables where necessary. Internet access for the district is provided by an Ethernet connection purchased through Cogent Communications. Many school buildings have a broadband Internet connection provided by Comcast and/or Verizon. Wherever Internet service is available, the district configures a Windows Server, with a firewall and WebSense Internet filtering. The district is supporting around 60 servers, some for Internet access, some for E-Mail, some for DNS DHCP WINS and other infrastructure functions. The district provides an institutional X-Drive to all users for collaboration and informational purposes. Special Internet access is provided for Personnel and Payroll to insure high availability. Special servers and support are provided for Database purposes, Security Systems, Cafeteria Systems, Transportation and other departments. The school district is attempting to take advantage of a special Technology Fund provided by Comcast in lieu of their Institutional I-Loop, which Comcast removed from their contractual requirements in the most recent contract renewal. This Technology Fund was designated as a one-time payment to the city, to be used to replace the I-Loop functionality. E-Mail is provided to district staff through MS Exchange 2010. We currently do not provide E-Mail to students, and do not allow student access to external E-Mail systems. Network infrastructure and servers upgrades and maintenance will utilize E-Rate Funding whenever possible.

Evaluation

An ongoing evaluation of the effectiveness of existing technologies will be through:

- Maintenance requests by classroom teachers;
- Maintenance requests and use of computer labs in individual schools;
- Use of student performance assessments to indicate to what degree technology integrated lessons are helping students achieve on standardized tests, such as MCAS; and
- Use of student performance assessments to indicate to what degree access to technology is helping students achieve on standardized tests such as MCAS.

An outside evaluator collects and collates reports, surveys, interviews and observation results as a part of the formal evaluation of our technology plan. Resultant changes to program are and will continue to be communicated to the Superintendent and staff and taken into consideration during the budget process. Program changes are reported to the local school board. The technology team will work to continue to align the plan with district goals, curriculum goals and seek to inform the community.

Benchmark 2

Technology Integration and Literacy

Teachers in Lynn Public Schools will work to integrate technology into their instruction. The district hired an Assistant Director of Curriculum and Instruction – Instructional Technology to help with the integration of new technologies.

In all elementary, middle and high schools, grades are submitted online. All classroom teachers are responsible for online attendance records submitted daily. All teachers have access to a computer in their classroom, as well as to the district website where they can access MassOne, and links to educational websites that include lesson plans and ideas for teachers. In the secondary schools, parents can request access to their students' records online (HAC.)

Each school in the district has its own website. Teachers are encouraged to add information to their school's website through the webmaster. Many classrooms post homework, upcoming assignments, and other information to a class page that both students and families can access.

Teachers in the district are participating in videoconferencing over the internet, webinars, and long distance learning and collaboration to improve the student learning. Interactive white boards have been installed in all schools in the district, with access to online lessons to enrich curriculum. Each school has a shared on the network where teachers are encouraged to share lessons and information with colleagues. District trained trainers are working to ensure all teachers are able to access and properly use this technology.

The district is working to encourage teachers to include technology as part of their professional development plans. Teachers are also encouraged to take more professional development around technology integration. Through the online portal, MyPDC, all teachers are able to access all district course offerings.

Benchmark 3

Technology Professional Development

The district has partnered with Ed Tech Leaders Online(ETLO), Gordon College, Northeast Consortium, North Shore University, Salem State University, Salem State Collaborative, and the Massachusetts Department of Education to provide course offerings in technology. In order to ensure the use and implementation of new technology purchases, the district offers in-service day trainings for teachers and other courses to meet the instructional needs of both teachers and students. Teacher requests for training and the results from the Massachusetts Department of Education's TSAT survey also drives the courses and trainings offered. All professional development is electronically recorded by the district.

Teachers in our district have been trained in and are involved with multiple different technologies. Additionally, the district has sent several teachers and administrators for training in the data assessment tools in order to guide instruction.

DRAFT

Benchmark 4

Accessibility of Technology

Every classroom teacher has at least one computer in their classroom as well as access to many others in their building. The Lynn Public Schools maintains an updated website and encourages each school to keep an updated school website. Staff is educated about district policies and legal issues related to technology, online communications, and other district policies through the Acceptable Internet Use Policy. Students and parents can also access the Usage Policy through the district website. Schools are expanding the use of technology as a primary mode of communication amongst faculty.

The district works with the public libraries, Girls, Inc, Gregg House, YMCA and Boys and Girls Club to provide additional internet access to students after school hours. The agencies have been given iPads along with instruction on how to properly implement them for frequent use to support their curriculum. Many schools provide access to their computer labs extended hours, including Harrington, Connery and Ford Elementary Schools.

Technology Support Staff

The current support staff for the Lynn Public Schools is:

POSITION TITLE
Network Manager 1 FTE
Network Assistant Manager 1 FTE
Technical And Network Support Specialists 5 FTE
Custom Project Manager 1 FTE
Database Manager 1 FTE
Instructional Technology Specialists 2.9 Elementary 2.6 MS 10.8 HS
Library Media Specialists 3 Elementary 3 MS 3 HS
Technology Education Teachers 6 MS 4 HS
Educational Television Studio Teachers 1 MS 4 HS

The district will strive to meet the Massachusetts DOE benchmark that calls for 1 FTE instructional technology teacher per 60-120 instructional staff, and one designated district-level technology coordinator/director.

DRAFT

Benchmark 5

Virtual Learning and Communications

The district will continue to update its website with information for staff, teachers, parents, students and other community members. Individual schools will be encouraged to keep their websites up to date as well.

The district will continue to encourage the development and use of innovative strategies for delivering specialized courses through the use of technology. Partnerships with local colleges and universities to provide online AP courses will continue to be developed. APEX Learning digital curriculum is used to allow kids to recover required course credits and graduate on time. Access to web based and/or interactive video learning on the local, state, regional, national and international level will be maintained and use of it will also be encouraged.

DRAFT

Benchmark 6

Safety, Security, and Data Retention

The district has a CIPA-compliant Acceptable Use Policy (AUP) regarding internet and network use. The policy is updated as needed to help ensure the safe and ethical use by both staff and students. A copy is available to all students in the student handbook, as well as on the website.

The district educates its students and staff about acceptable behavior when online. Prior to use of the network, all users are required to read and sign the AUP and therefore are informed that any information distributed over the district or school network are a public record.

The district maintains spyware detection software (McAfee) and firewall hardware to protect the confidential data of both students and staff. The filtering program Websense works to provide student safety while on the internet.

The district complies with federal and state law for archiving electronic communications produced by both staff and students.

DRAFT

Lynn Public Schools Acceptable Internet Usage Policy

Internet Usage Policy Committee

Dr. Jaye E. Warry, Ed. D., Deputy Superintendent
Daniel McManus, Lynn Public Schools Technology Department
Timothy Roach, Lynn Public Schools Technology Department
Shannon Stevens, Assistant Director of Curriculum and Instruction – Instructional Technology

THIS POLICY WAS APPROVED BY THE FOLLOWING LYNN SCHOOL COMMITTEE MEMBERS:

Mayor Judith Flanagan Kennedy, Chairwoman
Thomas Iarrobino, Secretary of the School Committee

Date Approved:

THIS NEW POLICY SUPERCEDES ANY PREVIOUS INTERNET POLICY USED BY LYNN PUBLIC SCHOOLS

Purpose

The Lynn Public School district is pleased to offer its students and staff access to information technology resources to enhance teaching and learning, including access to the Internet. Access to the Internet enables students to explore millions of libraries, databases, and bulletin boards from around the world. This educational tool allows students to collaborate and communicate with others to significantly expand their knowledge base. Electronic information research skills are now fundamental in the preparation of our citizens.

There is high educational value in the Internet; however with this access to people and computers all over the world, information and material may become available that may not be considered of value in the classroom setting. The Lynn Public School district uses an Internet filtering, blocking, and monitoring solutions to restrict access. School staff supervises students during their time “online.” However, on a global network, it is impossible to control all materials and an industrious user may encounter inappropriate information while on the Internet. The valuable information and interaction available on the worldwide network far outweigh the possibility of students attaining material inconsistent with the educational goals of the Lynn Public Schools.

Strict guidelines and proper conduct of end users will keep the networking running properly. Guidelines are provided to make users aware of the responsibilities they are about to acquire. Violations of this school policy will result in the loss of account and future access may be denied. Disciplinary action at the school level will result.

Privilege

For all users, Internet access through Lynn Public Schools is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. Based on the acceptable use guidelines outlined in this document, the system administrator may revoke, deny or suspend privileges.

Terms and Conditions

- Respect and protect the privacy of others.
 - Users will not use another individual's account.
 - Users will not share passwords with other individuals.
 - Users will not attempt to log on as administrators.
 - Users will not distribute information about others or themselves.
 - Network users will not respond to unsolicited online contact.
- Respect and protect the intellectual property of others.
 - Users will not infringe copyrights (no making illegal copies of music, games or movies).
- Users will not plagiarize.
- Respect and protect the integrity, availability and security of all electronic resources.
 - Users will not install any software on any school computer.
 - Users will not download files from the internet.
 - Users will not distribute mass e-mail, spam or chain letters.
 - Users will not subscribe to list servers or news groups.
 - Users will not make any changes to the computer settings or change nor delete any files or directories stored on school computers.
 - Users will not bring laptops or any other type of computer or wireless device from home and attempt to connect to the Lynn Public Schools network.
 - Users will report security risks or violations to teacher or network administrator.
- Respect and practice the principles of the educational community.
 - **Use of the Internet is for educational purposes only.** "Web surfing," social networking (facebook, myspace), watching non-educational videos and listening to music are forbidden.
 - Instant messenger services such as AOL messenger, MSN messenger, etc are forbidden.
 - Users will be polite – do not write or send abusive messages to others. Use appropriate language at all times. Bullying of others is not allowed.
 - Users will not post false or defamatory information about a person or organization.
 - Users may not use the network for commercial profit purposes, private business, product advertisement, or for political lobbying.
 - Users will be filtered/blocked from the following categories of URLs: adult, chat rooms, web-based e-mail, gambling, personal web space hosts, dating, offensive,

etc. However if a student encounters such a site, they should close the program and inform a teacher.

- Users will not intentionally access, transmit, copy, or create material that is illegal (including obscenity, stolen material, or illegal copies of copyrighted works.)
- Users will not use the school network to further acts that are criminal or violate the school's code of conduct.
- E-mail and computer use of the school network are not private. Any data transmitted over the network is property of the Lynn Public Schools and may be monitored by administrators.

Consequences for violation

Violations of these rules may result in disciplinary action as outlined in the Lynn Public Schools' disciplinary code, including the loss of privileges to use the school's information technology resources. Administrators reserve the rights to examine, use and share any data found on the school's network.

Teacher and staff conduct, as outlined in the Massachusetts General Laws, applies to computer and internet use in Lynn Public Schools.

Lynn Public School district reserves the right to change and amend this policy at any time.

As an independent user of the Lynn Public Schools network, I agree to follow the terms and conditions as indicated above. I will be an ethical, efficient and responsible user. My signature indicates that I have read and understand the rules as stated above.

Student Signature: _____

Date: _____

Parent

Signature: _____ Date: _____

**Parents, please discuss these rules with your student to ensure he or she understand them. These rules provide a good framework for your student's use of computers not only at school, but at home, libraries, etc.

Federal E-Rate Funding from Schools and Libraries Division

An assessment of the telecommunication services, hardware, software and other services that will be needed to maintain and improve education.

This section is an assessment of the E-Rate eligible telecommunication services, software, and other services that are requested yearly by the Lynn Public Schools. The following is for Schools and Libraries funding year 10, FY08, a year in which the Lynn Public Schools qualifies for a shared discount of 85% (eighty – five percent reimbursements). The user ID field to be used on the corresponding funding request identifies each of the following sub-sections.

TELECOMMUNICATION CENTREX/POTS

The Lynn Public Schools has approximately 230 Centrex like /POTS lines and (3) T1/PRI trunks in its schools and central offices. We are also in the process of adding “Voice over IP” Technology for Intercom use in schools and between schools and offices. This VIP Technology will, in time, drastically reduce the need for Centrex like/POTS lines. This is essential for communication between schools, district offices and parents.

INTERNET SERVICE PROVIDER

Access to the Internet is a key infrastructure component to many of the Lynn Public Schools instructional technology programs. The Lynn Public Schools utilizes an Internet link through a T1 connection directly to the Internet and then uses numerous T1 lines to create a wide area network to provide for high network reliability for all schools and offices. The Lynn Public Schools monitors Internet access bandwidth utilization on a continuous basis. These measurements were used to define Internet access link capacity requirements and are the basis for an E-Rate funding request.

Internet service is requested for all schools and district offices.

LONG DISTANCE

Long distance telephone service is necessary to provide effective communication between the schools and various stakeholders and information and support providers. The Lynn Public Schools carefully monitors its long distance service utilization by providing access codes to its users. Funding will be requested based on the results of this monitoring. Long distance telephone service is requested for all schools and district offices.

NETWORK MAINTENANCE

The Lynn Public Schools has phone lines and networking wiring at all its schools. In many cases Lynn Public School's staff, 3 Technicians are used to ensure effective communication and network access for students. Also, funding is requested of the SLD to maintain the infrastructure that supports these functions.

SERVERS- INTERNAL CONNECTIONS

As schools receive technology upgrades, which include extensive network wiring, LAN equipment and a number of workstations they require network servers for such E-Rate eligible purposes as providing DHCP, DNS services. A funding request is submitted for upgrading servers at schools that have problematic servers and servers that are out of warranty.

SERVER MAINTAINENCE

The Lynn Public Schools maintains a complete inventory of server equipment used in its network and for what purposes they are used. Most such servers are used for E-Rate eligible uses. This inventory is to be used as a basis for the server maintenance funding request to the E-Rate.

Server maintenance is requested for all schools.

SWITCHES

As schools undergo network upgrades and purchase additional workstations, switches are needed to be able to add these workstations to the network.

WIRELESS LAN

To keep pace with the additional workstations being purchased and facilitate network and internet access, wireless LANs are being added to all schools where data wiring isn't available.

WIRELESS PHONES

The Lynn Public Schools has approximately 220 wireless phones that enhance communication between schools, district office and parents. A continuous assessment is made of usage.

Wireless phone service is requested for all schools and district offices.

POLICY AND ASSESSMENT

The Schools and Libraries Division E-Rate Program has strict guidelines, assessments and auditing procedures. The Lynn Public School District strictly follows these policies and complies with yearly requests for assurances of compliance.

SUMMATION

The Lynn Public Schools has utilized and plans to continue to utilize, to the best of its abilities, the reimbursements provided by the Schools and Libraries Division E-Rate Program. This program has greatly increased our ability to provide effective technology to help meet the instructional needs of Lynn students. SLD Year 10 Funding was detailed and each year Lynn Public Schools will have internal issues addressed based on many factors, i.e. long term plan, budgetary and needs.

DRAFT

Instructional Software and Hardware Purchases

Effective technology plans begin with a focus on learning goals and they must be approved by the Lynn Public School's Central Office to insure learning and technology are "compatible" with the district's existing hardware/software and the district's plan. Lynn Public School's basic rule of technology acquisition is that hardware (equipment) purchases should be driven by the software (instructional materials and applications) that best suit our school district's instructional needs as determined by the curriculum team. Reliability, compatibility and ease of use are important considerations in acquiring both hardware and software. Focusing on "cutting edge" or "state-of-the-art" items can be a waste of resources, unless they address a specific need.

All purchases are made through the City of Lynn's Purchasing Office and comply with all State and Federal regulations. One challenge in outlining hardware and supporting equipment needs is determining the right degree of specificity. We must account for important constraints, such as cost or compatibility. In addition, we must be vigilant in our planning, to include collaboration with the appropriate departments to ensure a degree of consistency and compatibility with our hardware, software and network capabilities. To that end, the following guidelines have been established:

- All technology purchase considerations must be approved centrally through the Network Administrator. These technology purchases will be evaluated using the "Recommended Criteria for Evaluating Instructional Materials" that has been provided by the Massachusetts Department of Education. (April 2003)
- The Network Administrator will be responsible for consulting with appropriate departments to determine:
 - Necessity
 - Compatibility
 - Reliability
 - Affordability
 - Alignment with the Lynn Public Schools District Improvement Plan
- The Network Administrator and will then approve or make recommendations to the requests.
- The Network Administrator will maintain an inventory and the location of the following:
 - Computer Hardware / Peripherals
 - Software / Licenses
 - Warrantees

- E-Rate Specific Equipment

DRAFT