



YONKERS PUBLIC SCHOOLS

# Technology Plan

July 1, 2009 – June 30, 2012

# Yonkers Public Schools

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## Introduction

The Technology Plan of the Yonkers Public Schools was originally presented during the 1998-1999 school year. Updates to the plan have been reported on an annual basis, and this report covers the 2009-2012 school years.

The Yonkers Public Schools has based all of its previous Technology Plan updates on a federally mandated plan (Five Year Plan) in which the District was responsible for implementing several initiatives in an effort to bridge the achievement gap among its students. The plan identified specific areas to be addressed not only by technology but by many other facets of the District in order to meet the requirements of the mandate. Technology was a critical part of the plan of which the main focus was the integration of technology into the curriculum. As a result of this, the direction needed was in place and it was the responsibility of the District to ensure that all initiatives were met. The plan outlined all specifics including budgetary information and allocations for each of the five years the plan/mandate was in effect. This mandate became the Technology Plan through which we based our course of action and all of our E-Rate applications and projects.

Since the conclusion of the mandate, June 30, 2006, the District continued the work that was accomplished through the court order, as the initiatives delineated in the plan provided the foundation from which the District could continually grow. The initiatives set forth in the plan moved the District in a positive direction which required nurturing to maintain our growth in an area filled with volatility and change. Implementation of the mandate's initiatives required staff development, maintenance, repairs, installation of new hardware and software etc. In order to keep the momentum originating from the federal mandate requires the same.

We have, and continue to, made great strides over the past several years and believe continuing along this path is the best direction for the District to follow. This plan describes the vision, goals and initiatives that we will maintain in order to continue the advancement of technology in our schools so that all students, teachers and staff will benefit from the use of technology in the classroom and beyond.

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## **Vision Statement**

The vision of the Yonkers Public Schools is to provide every student with both the opportunity and the support that he or she needs to benefit from a high-quality educational experience that is founded on a results-oriented teaching and learning process.

### Our Vision for Technology Integration

We will enhance the learning experience of all students through the equitable use of technology.

When infused into the curriculum, we will be certain that:

Students are provided with means to benefit from a challenging curriculum that incorporates the concepts of new technology and hands-on learning.

Ongoing professional development is available for all teachers so they can acquire the knowledge and skills to integrate technology into a curriculum that meets students' needs.

The need to fully automate administrative functions is addressed, thereby allowing more resources to be available for the education of students.

Technology infused into the curriculum supports new strategies for teaching and learning by addressing diverse learning styles. Individual learning rates of students will be accommodated. Technology will also encourage cooperative learning, provide a means to communicate globally, and improve academic achievement in all areas.

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## Goals

For the past several years a great deal of attention has been focused on the creation of an infrastructure capable of sustaining the future of technology throughout the District. We have exhausted all efforts to provide our schools with stability thereby creating an environment that is able to take technology in the classroom to a new level and afford students and teachers a technology rich teaching and learning experience. Creating a technology environment such as one that exists in the Yonkers Public Schools lends itself to the exploration and implementation of various technologies. As we look forward at the direction the District will take we look to the following as goals in school technology that will continue to cultivate the technology rich teaching and learning experience.

<b>Goal</b>	<b>Description</b>	<b>Timeline</b>
Online Staff Development	Will offer flexibility and alternate modes of delivery and content	This is currently in progress and will expand throughout the life of this plan.
YPS Pod Casting	Will offer flexibility and alternate modes of delivery of content for students and staff.	This is currently in progress and will expand throughout the life of this plan.
YPS Blogging	Will create A District blogging community for students and staff as an alternate method of sharing.	This remains in the beginning stages of implementation and will continue to expand throughout the life of this plan.
Video Distribution to the Classroom	Creates an environment by which teachers will have access to online video resources which can be distributed from centralized locations directly into classrooms, libraries etc. via the network.	This is currently in progress and will expand throughout the life of this plan.
Distance Learning/Video Conferencing	Will afford the District another means of content delivery of instructional material to the classrooms as well as greater access to professional development for faculty members and enhanced communication between District personnel.	This is currently in progress and will expand throughout the life of this plan.

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<b><i>Goal</i></b>	<b><i>Description</i></b>	<b><i>Timeline</i></b>
Voice over IP District-wide	Will provide District personnel greater access to voice resources.	This is in progress. The infrastructure is in place and the expansion of the system is ongoing. Several schools have been converted and additional schools are being scheduled.
Expanded Wireless capabilities	Will provide District students and staff greater flexibility for accessing network resources.	This is in progress and will continue throughout the life of this plan. Several issues surrounding security of the District's network slow the process.
Digital portfolios for students	Provide students with the appropriate network resource for storage of a compilation of work produced and the means to access the information.	This is currently in progress and will expand throughout the life of this plan.
Student Teacher collaboration projects	Generation Yes which gives teachers the opportunity to learn from their students in a collaborative manner.	This is currently in progress and will expand throughout the life of this plan. This is currently being piloted in a few schools.
Instructionally based search engines	Including Net Trekker. Provides safe searching for students to ensure that only instructionally relevant material is returned in the search results. Also includes the ability to do image searches and provide student safe results.	This is currently in progress and will expand throughout the life of this plan. This was piloted during the 2006-2007 school year and has now been expanded to several schools throughout the District.
System interoperability	Will allow the District's various systems to communicate with one another in an automated fashion, thereby providing greater access to and control of data throughout the District.	This is currently in progress and will expand throughout the life of this plan. We are currently working with Microsoft to examine their solution as compared to the SIF solution.
Data Warehouse expansion	Provides a means of consolidating and reporting data to the State and Federal governments as well as access to specific users throughout the District.	This is currently in progress and will expand throughout the life of this plan.

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Expansion of various diagnostic prescriptive software applications	This will provide teachers the data necessary to assess and meet individual student's needs.	This is currently in progress and will expand throughout the life of this plan.
Standardization of hardware within the classrooms, libraries and computer labs	This provides a level platform for all users, which will help increase access to network resources.	This is ongoing and will expand throughout the life of this plan.
Development of an obsolescence plan.	Will ensure that hardware continues to meet the needs of software.	This is currently in progress and will expand throughout the life of this plan.
Provide instructor led staff development	This is in line with the technological direction of the District.	This is ongoing and will expand throughout the life of this plan.
SMART Boards	Continue to distribute and provide training for the use of this tool in the classroom	This is ongoing and will expand throughout the life of this plan.
Assistive Technologies	Work with the Special Education Department to explore the potential use and implementation of various assistive technologies for students and teachers.	This is ongoing and will expand throughout the life of this plan.
Digital technology to provide point-of-sale capabilities.	In areas such as food services, libraries and student information	This is ongoing and will expand throughout the life of this plan. The District has already implemented a system in Transportation for the sale of bus passes and is completing an implementation in the area of Food Services.
Storage Solution	Provide storage space for digital portfolios and the like.	This is ongoing and will expand throughout the life of this plan.
Student Information System	Provide a new SIS for the entire District to replace SASixp.	This is currently in progress and will expand throughout the life of this plan. An RFP was released and we are in the vendor conference phase of this implementation. We hope to select a vendor prior to the end of this school year.
Non-public School hardware	Provide non-public schools with hardware as requested by them. This is based on NY State legislation.	This is currently in progress and will continue throughout the life of this plan.

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## **Professional Development Strategy**

The Technology Department continually provides training for members of the Yonkers Public Schools community. A variety of classes are offered that teach basic computer knowledge and applications for teachers, administrators, civil service employees and parents. New and diverse educational opportunities for all involved in the educational community are constantly being reviewed, revised and planned to ensure that our trainings offer participants exposure and insight into existing, new and emerging technologies.

The Technology Department, in conjunction with the Professional Development Department and the course instructors compose a course listing and syllabus for each course that will be offered for the corresponding semester or summer session. The course listing is submitted to the Professional Development Department for approval and becomes part of the Professional development Catalog which is distributed to all teachers and is also available online. All registration is done online and the class rosters are comprised of those registrations. The majority of technology courses are three hour workshops. Teachers receive compensation for their participation in the courses offered. We also offer courses, that when completed, will afford the participant(s) in-service credit, which requires approval from both the Personnel and Professional Development Departments. *Appendix A* represents the updated course listing for the 2008-2009 school year as well as enrollment for those courses offered. Each spring the course catalog for the upcoming fall semester and summer session is discussed and put into the approval cycle. Once again in late fall the course outlines for the spring semester are discussed and agreed upon.

### **eChalk**

eChalk is a web based communication and resource network that connects students, teachers, parents and administrators within a school and/or district. It provides each school with its own private, secure easy-to-use intranet. The eChalk application includes student safe email, a school directory, online classrooms, web-based file storage, online school calendar, web publishing tools and ongoing dedicated support. Looking forward, future trainings will focus on greater communication with students and parents and virtual classrooms. These trainings will be either onsite at each school or in the Technology Department's centralized training facility.

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## **Staff Training**

Throughout the course of this plan we will be reinstating workshops for school support staff, which will be conducted throughout the school year. These workshops will address topics relevant to their daily operation and provide practical information. The workshops will mainly focus on Microsoft Office applications but will diversify into more specific school based application as needed. Additionally, in an effort to meet the needs of employees assigned to the District's Central Office, we will begin conducting "mini-workshops" to be held several times throughout each month. These sessions will traditionally last for approximately 30 minutes per session. Each workshop will be intended to focus on one function of a Microsoft Office application (Word, Excel, Outlook, Access and PowerPoint). The topics will be coordinated to reflect the daily use of these applications in the Central Office. The workshops will be informal in nature, practical and flexible. Suggestions for additional topics will be encouraged and well received.

## **Technical Training and Conferences**

In order to meet the demands of ever-changing technology, members of the Technology Department have participated, and will continue to do so, in appropriate off site training courses, online courses and conferences to make certain the skills necessary to maintain hardware and software are attained. This translates into the ability of the technical support staff being able to provide suitable support to the schools and to keep abreast of emerging technologies as we continue to move forward.

## **Instructional Technology Committee**

The Yonkers Public Schools Technology Department initiated the formation of the Instructional Technology Committee (ITC) in May of 2003. The mission of the ITC is to develop technology infusion strategies and lesson plans that are aligned with New York State standards for each of the core subject areas and methods of sharing them. Members of this committee were recruited through the Principals of every school, and currently there are approximately 20 members that include teachers, Central Office Administrators and members of the Technology Department. Members of the committee focus on sharing ideas and plans, as well as, providing help and inspiration to colleagues who are less proficient with technology. The members of this committee are mainly key technology personnel and resources in their respective buildings and offer extended support

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and motivation to students and teachers District-wide. Committee members provide the leadership necessary to forge ahead with all technology related projects that affect teaching and learning. This committee meets monthly and will continue to meet on a regular basis.

## **SMART Board Training**

Over the past several years the interest and demand for interactive white boards has grown exponentially. As a result of this the Technology Department has added numerous SMART Board specific courses and will continue to offer these courses to all staff. These workshops range from beginner to advanced. Aside from our regularly scheduled courses we have provided schools with special training upon request, and will continue to work with schools to provide the necessary support, either technical or professional development, to ensure that the SMART Boards are used as an effective learning tool for students.

## **ESL Teachers Workshop**

This is an ongoing effort between the ESL Department and the Technology Department. Training workshops are coordinated through the two departments and provide the necessary resources. Workshops are also offered at the Bi-Lingual Symposium every summer, which is attended by parents, teachers, students and community members. These workshops are always well received and we will continue to work with and support the ESL Department in all of their training endeavors as they relate to technology. Additionally, the District has implemented Rosetta Stone software for the District's ESL programs as an additional tool for teachers and students. We have also incorporated the software into our foreign language programs.

## **Workshops for Parents**

To fulfill a commitment to serve all district stakeholders, the Technology Department continues to work with various Central Office departments, schools and the PTA to provide workshops for parents that are focused on technology.

The Technology Department continues to provide training on an as needed basis in addition to our regularly scheduled workshops. These trainings often times take place on staff development or testing days. We also accommodate schools with sessions either after normal school hours or during their morning faculty meetings as requested.

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## Assessment of Hardware, Software and Services

### Hardware

The District, during the 2008-2009 school year, had approximately 12,000 computer desktops and laptops distributed throughout all 40 schools, see *Appendix B*. The majority of these computers reside in classrooms, libraries and computer labs. All schools have a Local Area Network (LAN) operating at a minimum of 100 mega-bits per second (mbps). There are approximately 150 servers distributed District-wide. These servers offer the schools a host of functionality such as Terminal Services, Dynamic Host Configuration Protocol (DHCP) addressing, File and Print sharing etc. The greater part of the District's schools possess mobile laptop carts available for student use, and the request for laptops is ever increasing. All schools have at least one SMART Board with the average per school being three to four, as well as digital imaging equipment in the form of digital video and still cameras, CD duplicators, computers and printers. This hardware is all available for student use to increase their access to technology beyond the classroom. Wireless networking is in the process of being re-instituted in all schools. It had been shut down due to security concerns which we are in the process of rectifying. This will provide the necessary network access particularly with the mobile computer labs and eliminates the need to hardwire laptops for access to network resources. Each school is part of the District's fiber Wide Area Network (WAN) via Transparent LAN Services (TLS) which affords a 100mbps access to WAN resources. Schools are always in need of additional network wiring in the form of adds, moves or repairs, and the Technology Department works with the schools to determine needs of individual buildings and addresses the issue. This is done in conjunction with the District's Operations Department.

The Technology Department, in cooperation with the building administration, frequently assesses the hardware needs of each school. This includes but is not limited to computers, printers, peripherals, wiring, servers and various infrastructure components.

Additionally, as required by the State of New York Department of Education, the Yonkers Public Schools works closely with the non-public schools to provide hardware and software as required and requested. These requests are in writing and are based on building aid ratios to determine the dollar amount required to

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be spent to provide the hardware and software. These schools are entitled to computers, printers, peripherals and other non-infrastructure equipment through written request to the District. The information provided to the non-public schools along with the District's requirements for these requests is included in *Appendix B*.

## Software

BookKing – Facilities scheduling software

BridgeTrak – District's HelpDesk system

Children's Progress – Online elementary school student assessment software

ClassroomXP – Live attendance module to SASIxp

Compass Learning – Diagnostic Prescriptive software for elementary students

eChalk – web based communication and resource network including student email

Geometer's Sketchpad – Mathematics visualization software

Inspiration/Kidspiration – Visual thought organizational software for students and teacher

InteGrade Pro – Electronic gradebook module for SASIxp

Mandarin Library Automation – Automated library system

Marco Polo – Online teacher resource library

Microsoft Exchange 2003 – District-wide email solution

Microsoft Office Suite

MindManager - Visual thought organizational software for administrators

Neighborhood Map Machine – Map creation and exploration software

Plato Learning System – Diagnostic Prescriptive software for secondary students

SASIxp – Student Information System

SchoolDude – Online system for managing work requests and inventory for the Operations Department. In the process of acquiring for the Technology Department to replace BridgeTrak as the HelpDesk software

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SurfControl – Spam filtering engine

Symantec Enterprise Anti Virus software

WebSense – District-wide content filtering solution

WorldBook Online – Online encyclopedia available for all students and staff

## **Services**

### **Technicians**

Twelve technicians service the technology needs of the Yonkers Public Schools. They are responsible for the installation and maintenance of all computer hardware and software. In addition, the installation and maintenance of servers, email wiring, Active Directory, content filtering, Anti Virus, SPAM control, data needs of various departments and any other aspect of technology as required.

### **Help Desk**

The Technology Help Desk is the means for District users to report computer hardware problems, software problems and requests for service. The technicians respond to the reported issues in order of priority for their assigned schools. The Technology Department recently restructured the schools which technicians were assigned. Previously each technician had set schools that they were responsible for. Currently we are using a team approach to servicing the schools. The technicians have been rearranged into teams (3 to a team – leaving 2 for special projects, including wiring, and one for dedicated to servers, email and content filtering, to name a few.) First line technical support is also available for questions and problems that can be resolved over the phone or via a remote session. We are continuing our efforts to provide the schools with the best support possible, and Principals seem to have a positive outlook on the structure as it exists today. One Systems Engineer supervises the technical support staff and reports to the Director of Technology.

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## **Website**

A website for the Technology Department is in the process of going live. We are working collaboratively with our Instructional Technology Committee to develop the appropriate content in order to provide staff members the information they need to keep them up to date on what is going on with technology throughout the District. We intend to include information about the support services, technicians, schedules, upcoming workshops and user login information for both staff and students. We will review and revise the content as needed. We will continue to work with our ITC members for their input to ensure that relevant information is consolidated in one location and available for all.

## **Newsletter**

The Technology Newsletter will be reinvented using the website that is in its final stages of development. We will provide those accessing the site with quarterly updates containing informative articles and information for all levels of computer users. In essence the website will be our newsletter. All information pertaining to technology within the District will be hosted there.

## **School to Home Communications**

The District has employed the use of ConnectED to provide schools and Central Office the ability to communicate, via telephone, with all District community members, including parents and staff. This service is a web based service which is used for various types of communications from informational to attendance notifications. The District continues to expand its usage of the system to ensure that parents are notified of all events whether they are of a critical nature or merely an informative call to remind parents of upcoming events within a particular school or the District as a whole. Every evening a call is made to the home of a student who was marked absent to inform the parents of this absence. The system has received accolades for all District stakeholders and has become an integral part of school to home communications.

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## **Transparent LAN Services (TLS)**

This service currently provides schools with 100mbps WAN connectivity. This increased bandwidth affords our schools access to the delivery of additional content such as video conferencing, video distribution to the classroom, Voice Over IP (VOIP) and countless other opportunities. To account for the possibilities listed above, we have been taking steps to upgrade this WAN service to a minimum of 1giga-bit per second (gbps) communication. This will allow for the expansion of the mentioned prospects.

## **District Policies**

District computer users are required to abide by the policies stated in the following two documents, which are included in *Appendix C* of this report:

*The Yonkers Public Schools District Policy for Internet, Intranet, Electronic Mail and Computer Access*

*Policy on Student Acceptable Use of the Yonkers Public Schools Network Student and Parental Permission Forms*

In addition, the District has made these Acceptable Use Policies for students and staff part of the formal Code of Conduct for the entire District.

## **Hardware**

The implementation of the fiber WAN via TLS enables the use and distribution of projects such as distance learning, video conferencing, digital portfolios for all students, podcasting and video distribution to name a few. We continue our effort to provide computer platform standardization for all schools. This in turn creates a stable environment and allows for better and more efficient technical support.

## **Software**

The District makes use of several diagnostic prescriptive applications designed to align with New York State standards. These applications

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provide teachers with the ability to target instruction for students in specific areas. These programs are spread throughout the District with the expectation that they will become more prevalent as the integration of technology continues to advance into our teaching and learning. The District continues its research into system interoperability. We have reviewed the Schools Interoperability Framework (SIF) standard and are now working with Microsoft Corporation to examine their solution. The results of this endeavor will provide the Yonkers Public Schools with a resource that will enable systems District-wide, the ability to communicate and exchange data from a single entry point. Once in place data can be queried from a central location and retrieve pertinent information from various systems in order to create comprehensive reports. These reports will provide schools with information from virtually any system with just a few mouse clicks. This is a tremendous undertaking and will require a great of time and effort for this implementation to be fully realized. Departments will continue their collaboration to ensure that appropriate software is installed and used throughout the District. In addition, the Technology Department will continue to align its Professional Development endeavors to make sure that new applications are addressed in their staff development offerings.

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## Funding

<b>Yonkers Public Schools Technology Plan Funding Summary 2009-2010</b>			
<b>Agency</b>	<b>Account</b>	<b>Description</b>	<b>Allocation</b>
222	All	Professional Development	\$478,477
420	1621-4700	Building Repairs	\$2,512,750
434	1620-4000	Maintenance	\$100,000
434	1680-2000	Hardware	\$70,000
434	2630-2000	Hardware	\$110,438
434	2630-2200	Hardware	\$552,213
434	1620-1600	Salary Item	\$54,316
434	1680-1600	Salary Item	\$1,078,007
434	2630-1600	Salary Item	\$318,042
434	1620-1750	Departmental Overtime	\$50,000
434	2630-1750	Departmental Overtime	\$70,000
434	2630-4000	Contractual	\$756,800
903	2630-4830	Software	\$400,000
903	1620-4900	Telephone	\$503,500
434	2070-4000	Contractual	\$49,200
434	1620-4000	Contractual	\$100,000
434	2070-1900	Teacher Overtime	\$25,000
434	1620-4500	Supplies	\$35,000
434	2630-4500	Supplies	\$75,000
Prior Year Equipment Accounts	Various	Hardware	\$561,240
			<b>\$7,899,983</b>

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<b>Yonkers Public Schools Technology Plan</b>			
<b>Funding Summary 2010-2011</b>			
<b>Agency</b>	<b>Account</b>	<b>Description</b>	<b>Allocation</b>
222	All	Professional Development	\$502,401
420	1621-4700	Building Repairs	\$2,638,388
434	1620-4000	Maintenance	\$105,000
434	1680-2000	Hardware	\$73,500
434	2630-2000	Hardware	\$115,960
434	2630-2200	Hardware	\$579,824
434	1620-1600	Salary Item	\$57,032
434	1680-1600	Salary Item	\$1,131,907
434	2630-1600	Salary Item	\$333,944
434	1620-1750	Departmental Overtime	\$52,500
434	2630-1750	Departmental Overtime	\$73,500
434	2630-4000	Contractual	\$794,640
903	2630-4830	Software	\$420,000
903	1620-4900	Telephone	\$528,675
434	2070-4000	Contractual	\$51,660
434	1620-4000	Contractual	\$105,000
434	2070-1900	Teacher Overtime	\$26,250
434	1620-4500	Supplies	\$36,750
434	2630-4500	Supplies	\$78,750
Prior Year Equipment Accounts	Various	Hardware	\$589,302
			<b>\$8,294,982</b>

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<b>Yonkers Public Schools Technology Plan Funding Summary 2011-2012</b>			
<b>Agency</b>	<b>Account</b>	<b>Description</b>	<b>Allocation</b>
222	All	Professional Development	\$527,521
420	1621-4700	Building Repairs	\$2,770,307
434	1620-4000	Maintenance	\$110,250
434	1680-2000	Hardware	\$77,175
434	2630-2000	Hardware	\$121,758
434	2630-2200	Hardware	\$608,815
434	1620-1600	Salary Item	\$59,883
434	1680-1600	Salary Item	\$1,188,503
434	2630-1600	Salary Item	\$350,641
434	1620-1750	Departmental Overtime	\$55,125
434	2630-1750	Departmental Overtime	\$77,175
434	2630-4000	Contractual	\$834,372
903	2630-4830	Software	\$441,000
903	1620-4900	Telephone	\$555,109
434	2070-4000	Contractual	\$54,243
434	1620-4000	Contractual	\$110,250
434	2070-1900	Teacher Overtime	\$27,563
434	1620-4500	Supplies	\$38,588
434	2630-4500	Supplies	\$82,688
Prior Year Equipment Accounts	Various	Hardware	\$618,767
			<b>\$8,709,731</b>

***The funding summaries depicted above are exclusive of E-Rate funding and other sources such as grants.***

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## **Evaluation Process**

### **Instructional Technology Committee**

This committee provides a source of feedback from within the schools as well as an additional means of disseminating information to the schools as it relates specifically to training, hardware, software and networking. The information gathered gives the District the opportunity to shift focus and redirect resources as needed to ensure the needs of the schools are being met.

### **eChalk**

This service offers the District an electronic means of communicating amongst all stakeholders involved in the education of the students of the Yonkers Public Schools.

### **Survey of Teacher Technology Skills**

The Technology Department administers a survey of technology levels of all teachers in the Yonkers Public Schools. This survey is administered in conjunction with several other departmental surveys. The results of this survey are compiled and reviewed to aid in the preparation of workshops offered by the Technology Department.

### **Technology Planning Committee**

In researching effective technology plans, it was found that traditional methods of assessment seldom measure the things that technology supports best, such as critical thinking, problem solving, creativity, design, productivity and communication. Therefore, actual achievements of students are truly the best measures of success. It is with this view that the Technology Planning committee, in concert with the Instructional Technology Committee, will continue to focus on developing a District-wide method of evaluating learning achievements.

### **Parent/Guardian Technology Survey**

This survey will be offered to parents to gain a better understanding of community access to and involvement in technology. The goal of this survey is to better understand the needs of the students as it relates to technology. From the data collected the District will be better suited to assist in providing equal access to technology to all educational community members.

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## **HelpDesk Reports**

Reports generated from the District's helpdesk system provide information relative to the status and quality support of the technology available. This affords the Technology Department the ability to distribute support resources appropriately.

## **Staff Training Evaluation Sheets**

At the close of each training session all participants are given the opportunity to complete an evaluation sheet. This feedback offers invaluable information in our continuing efforts to provide teachers with fitting and relevant courses as we further the integration of technology into the curriculum.

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## **Appendix A Technology Department Training Schedules**



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# Professional Development Catalog Summer 2008

Department of Technology and Information  
Systems

*Yonkers Public Schools  
Board of Education  
1 Larkin Center  
Yonkers, New York 10701*

**Tel. 914-376-4554  
Fax 914-376-8633**

*Register Online at*

<https://profdev.yonkerspublicschools.org>

**Free Online Curriculum Tools for Teachers****2 Hrs.**

Make use of free online teacher tools that make management tasks such as test making, rubric development and creation of web based worksheets a snap.

**Date(s)**

Wednesday, July 16, 2008 9:30am - 11:30am (1 Larkin Center)

Monday, July 21, 2008 9:30am - 11:30am (1 Larkin Center)

Tuesday, July 29, 2008 9:30am - 11:30am (1 Larkin Center)

**Internet Content for the Classroom Using Thinkfinity****2 Hrs.**

Thinkfinity is a non-profit program that provides teachers and students with the highest quality of Internet content for the K-12 classroom free of charge. Explore the wealth of resources Thinkfinity provides for the educators.

**Date(s)**

Tuesday, July 15, 2008 9:30am - 11:30am (1 Larkin Center)

Wednesday, July 23, 2008 9:30am - 11:30am (1 Larkin Center)

Thursday, July 31, 2008 9:30am - 11:30am (1 Larkin Center)

**Internet Smarts****2 Hrs.**

Power to Learn presents online tools for Internet Safety – Cablevision has partnered with educators to create resources that teach students Internet Smarts. This workshop will teach you how to create a safe learning environment for your students and their families.

**Date(s)**

Monday, July 14, 2008 9:30am - 11:30am (1 Larkin Center)

Monday, July 14, 2008 3:00pm - 5:00pm (1 Larkin Center)

Monday, July 21, 2008 3:00pm - 5:00pm (1 Larkin Center)

Thursday, July 24, 2008 9:30am - 11:30am (1 Larkin Center)

Monday, July 28, 2008 3:00pm - 5:00pm (1 Larkin Center)

Wednesday, July 30, 2008 9:30am - 11:30am (1 Larkin Center)

**PhotoStory****2 Hrs.**

Create multimedia photo presentations using software that exists on every computer after an easy download.

**Date(s)**

Thursday, July 17, 2008 3:00pm - 5:00pm (1 Larkin Center)

Thursday, July 24, 2008 3:00pm - 5:00pm (1 Larkin Center)

Thursday, July 31, 2008 3:00pm - 5:00pm (1 Larkin Center)



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Department of Technology and Information  
Systems

*Yonkers Public Schools  
Board of Education  
1 Larkin Center  
Yonkers, New York 10701*

**Tel. 914-376-4554  
Fax 914-376-8633**

*Register Online at*

<https://profdev.yonkerspublicschools.org>

**Internet Smarts****2 Hrs.**

Power to Learn presents online tools for Internet Safety – Cablevision has partnered with educators to create resources that teach students Internet Smarts. This workshop will teach you how to create a safe learning environment for your students and their families.

**Date(s)**

Thursday, November 27, 2008 3:45- 5:45pm Saunders  
Tuesday, Dec 16, 2008 3:45pm - 5:45pm Saunders

**Digital Storytelling using Photo Story****2 Hrs.**

Create multimedia photo presentations using software that exists on every computer after an easy download.

**Date(s)**

Tuesday, November 18, 2008 3:45- 5:45pm Saunders  
Thursday, December 4, 2008 3:45 – 5:45pm Saunders

**Introduction to Microsoft MovieMaker****2 Hrs.**

Windows Movie Maker is a free video-editing tool included with Microsoft Windows XP. With MovieMaker, you can turn digital movies and photos into videos that you can share across the Internet, or burn to a CD or DVD.

**Date(s)**

Tuesday, November 25, 2008 3:45 - 5:45pm Saunders  
Thursday, December 11, 2008 3:45 – 5:45pm Saunders

**eChalk – Creating Class Pages****2 Hrs.**

In this two-hour session, you will learn how to set up your class page, post notices and assignments, and develop web resources for your students (Please bring your class roster)

**Date(s)**

Thursday, November 20, 2008 3:45 - 5:45pm Saunders  
Tuesday, December 9, 2008 3:45 - 5:45pm Saunders

<b>Smartboard Basic Training</b>	<b>2 Hrs.</b>
In this two-hour session you will learn the basics of classroom presentation using a Smartboard.	
<b>Date(s)</b> Thursday, November 6, 2008 3:45- 5:45pm Saunders Tuesday, December 2, 2008 3:45- 5:45 pm Saunders	



YONKERS PUBLIC SCHOOLS

# Professional Development Catalog

## Spring 2009

Department of Technology and Information  
Systems

*Yonkers Public Schools  
Board of Education  
1 Larkin Center  
Yonkers, New York 10701*

**Tel. 914-376-4554  
Fax 914-376-8633**

*Register Online at*

**<https://profdev.yonkerspublicschools.org>**



**Beginning Microsoft Excel (Spreadsheet)****2 Hrs.**

This workshop is designed as an introduction to the use of electronic spreadsheets using Microsoft Excel. Topics will include the fundamentals of creating a worksheet, formatting formulas, and functions.

**Date(s)**

Thursday, February 5, 2009 3:45pm – 5:45pm (Gorton H.S.)

Tuesday, May 19, 2009 3:45pm – 5:45pm (Gorton H.S.)

**CD – Making CDs****2 Hrs.**

CD (Compact Disk) – Prepare and write data to a CD. Learn to write data files to a writeable CD Rom disk for longtime storage. The option is available to use a writeable or rewriteable CD format. This process is sometimes called “burning” a CD.

**Date(s)**

Saturday, February 7, 2009 9:00am – 11:30am (1 Larkin Center)

Saturday, March 7, 2009 9:00am – 11:30am (1 Larkin Center)

**Desktop Publisher****2 Hrs.**

Use Microsoft Word to publish newsletters, flyers, and letterheads using graphic design and page layout techniques.

**Date(s)**

Tuesday, Feb 24, 2009 3:45pm – 5:45pm (Gorton H.S.)

Thursday, May 7, 2009 3:45pm – 5:45pm (Gorton H.S.)

**Electronic Gradebooks using Microsoft Excel****2 Hrs.**

This two hour workshop will focus on the creation and implementation of basic electronic gradebooks using Microsoft Excel. Teachers will learn how to set up the basic class structure and input various types of data. The workshop will also cover basic formulas to use in tabulating grades. All classes held at Yonkers High School, Room 3015 except where noted.

**Date(s)**

Thursday, January 29, 2009 3:45 – 5:45pm (YMHS) room 3015  
Tuesday, February 3, 2009 3:45 – 5:45pm (YMHS) room 3015  
Thursday, February 12, 2009 3:45 – 5:45pm (YMHS) room 3015  
Tuesday, March 3, 2009 3:45 – 5:45pm (YMHS) room 3015  
Thursday, March 12, 2009 3:45 – 5:45pm (YMHS) room 3015  
Thursday, March 19, 2009 3:45 – 5:45pm (YMHS) room 3015  
Tuesday, March 24, 2009 3:45 – 5:45pm (YMHS) room 3015  
Thursday, April 16, 2009 3:45 – 5:45pm (YMHS) room 3015  
Tuesday, April 28, 2009 3:45 – 5:45pm (YMHS) room 3015  
Thursday, May 7, 2009 3:45 – 5:45pm (YMHS) room 3015  
Tuesday, May 12, 2009 3:45 – 5:45pm (YMHS) room 3015  
Thursday, May 28, 2009 3:45 – 5:45pm (YMHS) room 3015  
Tuesday, June 2, 2009 3:45 – 5:45pm (YMHS) room 3015  
Thursday, June 11, 2009 3:45 – 5:45pm (YMHS) room 3015  
Wednesday, February 11, 2009 3:45- 5:45pm (Gorton H.S.)  
Thursday, April 30, 2009 3:45- 5:45pm (Gorton H.S.)

**Echalk for Beginners****2 Hrs.**

This workshop will focus on the two key features of eChalk...email and class pages. You will learn how to send and receive emails as well as other key features of the email system. In this two-hour session, you will learn how to set up your class page, post notices and assignments, and develop web resources for your students (Please bring your class roster)

**Date(s)**

Tuesday, January 27, 2009 3:45 – 5:45pm (YMHS) room 3015  
Tuesday, February 3, 2009 3:45- 5:45pm (Gorton H.S.)  
Thursday, February 5, 2009 3:45 – 5:45pm (YMHS) room 3015  
Tuesday, February 10, 2009 3:45 – 5:45pm (YMHS) room 3015  
Thursday, February 26, 2009 3:45 – 5:45pm (YMHS) room 3015  
Thursday, March 5, 2009 3:45 – 5:45pm (YMHS) room 3015  
Tuesday, March 17, 2009 3:45 – 5:45pm (YMHS) room 3015  
Thursday, March 26, 2009 3:45 – 5:45pm (YMHS) room 3015  
Thursday, April 2, 2009 3:45 – 5:45pm (YMHS) room 3015  
Thursday, April 23, 2009 3:45 – 5:45pm (YMHS) room 3015  
Thursday, April 30, 2009 3:45 – 5:45pm (Gorton)  
Tuesday May 5, 2009 3:45 – 5:45pm (YMHS) room 3015  
Thursday May 14, 2009 3:45 – 5:45pm (YMHS) room 3015  
Thursday, June 4, 2009 3:45 – 5:45pm (YMHS) room 3015  
Tuesday, June 16, 2009 3:45 – 5:45pm (YMHS) room 3015

<b>Filamentality</b>	<b>2 Hrs.</b>
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Filamentality is a fill-in-the-blank tool that guides you through picking a topic, searching the Web, gathering links and turning them into learning activities.

**Date(s)**

Wednesday, March 11, 2009 3:45pm - 5:45pm (Gorton H.S.)

<b>Internet Content for the Classroom Using Thinkfinity (Formerly Marco Polo)</b>	<b>2 Hrs.</b>
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Thinkfinity is a non-profit program that provides teachers and students with the highest quality of Internet content for the K-12 classroom free of charge. Explore the wealth of resources Thinkfinity provides for the educators.

**Date(s)**

Tuesday, April 14, 2009 3:45pm - 5:45pm (Gorton H.S.)

<b>Internet Smarts</b>	<b>2 Hrs.</b>
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Power to Learn presents online tools for Internet Safety – Cablevision has partnered with educators to create resources that teach students Internet Smarts. This workshop will teach you how to create a safe learning environment for your students and their families

**Date(s)**

Monday, February 23, 2009 3:45pm - 5:45pm (Saunders H.S.)

Monday, March 9, 2009 3:45pm - 5:45pm (Saunders H.S.)

Saturday, March 21, 2009 9:00 am- 11:30 am (Saunders H.S.)

Monday, April 13, 2009 3:45pm - 5:45pm (Saunders H.S.)

Monday, May 4, 2009 3:45pm - 5:45pm (Saunders H.S.)

<b>Inspiration for Secondary Teachers</b>	<b>2 Hrs.</b>
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Inspiration's integrated diagramming and outlining environments work together to help students from Grade 6 to adult comprehend concepts and information. Learn how to use Inspiration for brainstorming, webbing, diagramming, planning, critical thinking, and organizing.

**Date(s)**

Tuesday, March 3, 2009 3:45pm - 5:45pm (Gorton H.S.)

Thursday May 21, 2009 3:45pm - 5:45pm (Gorton H.S.)

**MovieMaker****2 Hrs.**

Windows Movie Maker is a free video-editing tool included with Microsoft Windows XP. With MovieMaker, you can turn digital movies and photos into videos that you can share across the Internet, or burn to a CD or DVD.

**Date(s)**

Monday, February 9, 2009 3:45pm – 5:45pm (Saunders H.S.)

Monday, March 16, 2009 3:45pm – 5:45pm (Saunders H.S.)

Monday, May 11, 2009 3:45pm – 5:45pm (Saunders H.S.)

Saturday, June 6, 2009 9:00am – 11:30am (1 Larkin Center)

**On-line Databases and Encyclopedias for Research****2 Hrs.**

Explore the different sites that Yonkers subscribes to that will provide your students with the information they need when they do inquiry-based lessons.

**Date(s)**

Tuesday, April 21, 2009 3:45pm - 5:45pm (Gorton H.S.)

**Digital Storytelling****2 Hrs.**

Create multimedia photo presentations using software that exists on every computer after an easy download.

**Date(s)**

Monday, February 2, 2009 3:45pm – 5:45pm (Saunders H.S.)

Monday, March 2, 2009 3:45pm – 5:45pm (Saunders H.S.)

Monday, April 20, 2008 3:45pm – 5:45pm (Saunders H.S.)

Saturday, May 2, 2008 9:00am – 11:30am (1 Larkin Center)

Monday, May 18, 2009 3:45pm - 5:45pm (Saunders H.S.)

**PowerPoint for Absolute Beginners****2 Hrs.**

Explore the most popular presentation program. This class is for beginners only!!

**Date(s)**

Tuesday, April 28, 2009 3:45pm - 5:45pm (Gorton H.S.)

**SmartBoard****2 Hrs.**

You will learn the basics to enable you to navigate the SmartBoard software to meet your instructional needs. (Limit of eight (8) teachers!!)

**Date(s)**

Monday, March 23, 2009 3:45pm – 5:45pm (Saunders H.S.)

Monday, April 27, 2009 3:45pm – 5:45pm (Saunders H.S.)

Saturday, May 9, 2009 9:00- 11:30 am (1 Larkin Center)

**Quia.com****2 Hrs.**

Quia's online exercises, learning games, and assessments to provide effective distance learning experiences, and also provide a resource to supplement traditional classroom-based education, bringing a new dimension to teacher-student interaction. With Quia's functionally rich assessment tools, educators can administer online exams, automatically track student scores, and choose between computer grading, instructor grading, or a combination of both.

**Date(s)**

Wednesday, March 25, 2009 3:45pm - 5:45pm (Gorton H.S.)

**TrackStar****2 Hrs.**

TrackStar is your starting point for online lessons and activities. Simply collect Web sites, enter them into TrackStar, add annotations for your students, and you have an interactive, online lesson called a Track. Create your own Track or use one of the hundreds of thousands already made by other educators. Search the database by subject, grade, or theme and standard for a quick and easy activity. There is a fun Track already made for each day of the year, too!

**Date(s)**

Tuesday, March 17, 2009 3:45pm - 5:45pm (Gorton H.S.)

**Web Search Strategies for Research Projects****2 Hrs.**

Learn how to teach your students how to do a research project, which search engines to use, and search engines' strategies.

**Date(s)**

Tuesday, February 3, 2009 3:45pm - 5:45pm (Gorton H.S.)

Tuesday, May 5, 2009 3:45pm - 5:45pm (Gorton H.S.)



## **Appendix B**

- **District Computer Statistics Summary**

This section contains the District Computer Statistics, which is a summary of a hardware inventory. This inventory is conducted by an outside vendor of all District assets. This summary represents only the computer hardware portion by school for the 2007-2008 school year.

- **Instructional Computer Loan Program Procedures**

**2007-2008 Computer Totals by School**

<i>Property Code</i>	<i>Property Name</i>	<i>Property Total</i>
000	THROUGHOUT DISTRICT	0
001	ADMINISTRATION LARKIN PLAZA	554
002	ADMIN. ANNEX	N/A
003	CENTER FOR CONTINUING EDUCATION/HUDSON RIVER ACADEMY	Included in 001 & 010
004	(YECAC)YONKERS EDUCATION AND CULTURAL ARTS CENTER	16
005	SCHOOL NO. 5	287
006	SCHOOL NO.19 (OLD)	N/A
007	THE FOXFIRE SCHOOL	229
008	PATRICIA A. DICHIARO SCHOOL (NO.8)	189
009	SCHOOL NO.9	152
010	EARLY CHILDHOOD CENTER (NO.10)	131
011	MONTESSORI SCHOOL 11/MARK TWAIN M.S.	707
013	SCHOOL NO.13	249
014	ROSEMARIE ANN SIRAGUSA SCHOOL NO. 14	207
015	PAIDEIA SCHOOL NO. 15	226
016	SCHOOL NO.16	168
017	SCHOOL NO.17	189
018	SCHOLASTIC ACADEMY FOR ACADEMIC EXCELLENCE NO.18	338
019	EUGENIO MARIA DE HOSTOS MICROSOCIETY NO. 19	226
020	COMMERCE M/S	438
021	SCHOOL NO.21	354
022	SCHOOL NO.22	228
023	SCHOOL NO.23	289
024	PAIDEIA SCHOOL NO. 24	169
025	MUSEUM SCHOOL NO.25	254
026	CASMIR PULASKI NO.26	193
027	MONTESSORI SCHOOL NO. 27	187
028	KAHLIL GIBRAN SCHOOL NO. 28	204
029	SCHOOL NO.29	316
030	SCHOOL NO.30	196
031	MONTESSORI SCHOOL NO. 31	149
032	FAMILY SCHOOL NO. 32	252
033	M.L.KING JR. HIGH TECH AND COMPUTER MAGNET SCHOOL	203
034	EMERSON MIDDLE SCHOOL	534
040	CEDAR PLACE ELEMENTARY SCHOOL	266
042	YONKERS MIDDLE/HIGH SCHOOL	795
044	WAREHOUSE	7
045	ENRICO FERMI SCHOOL	341
046	PEARLS HAWTHORNE SCHOOL	406
047	ROBERT C. DODSON	377
048	MUSEUM MIDDLE SCHOOL	368
051	LINCOLN HIGH SCHOOL	648
052	GORTON HIGH SCHOOL	639
061	ROOSEVELT HIGH SCHOOL	799
064	SAUNDERS TRADES AND TECHNICAL HIGH SCHOOL	874

13,354



## YONKERS PUBLIC SCHOOLS

### **Procedure for the Loan of Instructional Computer Hardware to Non-Public Schools**

The Yonkers Public Schools shall make available, in accordance with the regulations set forth by the New York State Education Department, computer equipment for students attending non-public schools within the City of Yonkers. The statute declares that the District's responsibility in this endeavor is to provide the equivalent of our per pupil allocation of \$24.20 times our building aid ratio of .387% ( $\$24.20 \times .387 = \$9.3654$ ).

All requests for computer hardware to be loaned to an individual institution *must* be communicated to the Yonkers Public Schools in writing, preferably via email. Included in the request should be:

- The name of the class or instructional program for which the equipment shall be used in conjunction with
- A single point of contact identified by the requesting school for all requests made on behalf of the receiving school, and including phone number, fax number and email address of contact person
- The enrollment of the requesting school for grades K-12
- Storage capabilities of the requesting school for the equipment on loan while school is not in session. Schools able to facilitate the storage of the equipment on loan shall make the Yonkers Public Schools aware of that ability
- Those unable to house the equipment will be notified as to when the equipment is to be returned to the District. The requesting school shall be the custodian of the individual students or group of students making the request name, address and phone number in the event that the lending District requests such information.

All equipment will be asset tagged by Yonkers Public Schools personnel and added to the District's inventory. The inventory information for the equipment on loan to each school will be provided upon fulfillment of the request. The equipment eligible for this loan program includes the following:

- Mini computers
- Micro Computers
- Peripheral devices such as:
  - Printers
  - Video displays
  - Plotters
  - Disk storage units
- Telecommunications hardware, including modems
- Special hardware boards
- Cables
- Audio, video, touch-sensitive and other electronic to human interface hardware
- Other such computer hardware as may be required for the operation of a computer-based instructional program.

As this is the first year of this statute, the Yonkers Public Schools will be providing computers to requesting schools in accordance with the per pupil allocation for the receiving institution. The number of computers available will be calculated based on the 2007-2008 enrollment of each non-public school within the City of Yonkers and the District's funding responsibility under the State's regulation. Subsequently the District will prepare a form to be completed for requesting items available under the directive. This form will be which will be disseminated to the appropriate contact person, electronically, at the requesting schools and will make said equipment available for the 2008-2009 school year.

**Appendix C District Computer Policies**

# **THE YONKERS PUBLIC SCHOOLS POLICY ON THE USE OF THE INTERNET, THE YONKERS PUBLIC SCHOOLS INTRANET, ELECTRONIC MAIL, AND COMPUTER ACCESS BY AUTHORIZED USERS**

## **User Agreement Form** *(Teachers, Staff, Consultants, Volunteers, etc.)*

### **PURPOSE:**

This policy sets forth the standards governing Yonkers Public Schools (YPS) authorized users access to local, state, national and international sources of information through the Internet, the YPS Intranet, and computer and electronic mail access. This policy also sets forth the rules under which authorized users may continue their access to and use of these resources. This policy promotes the ethical, legal, and work-related use of the Internet, Intranet, electronic mail and computer access.

Pursuant to this policy, use of information resources must be consistent with the purposes for which these resources have been provided. Access to the Internet, Intranet, and computer and electronic mail access is a privilege that is provided to authorized users to help transact YPS business through job related functions. These resources provide the means with which users may communicate effectively with schools, central service center departments, region offices, the public, other government entities, and the business sector. These resources are to be used to respond to work-related inquiries, to research YPS related information, and to inform the public about district programs and services. They are to be used in a manner which does not violate the public trust, and which is in accordance with this policy and regulations established from time to time by the Board of Education.

The purpose of the system is not merely to provide students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, professional or career development, and limited high quality, self-discovery activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses that might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network.

### **I. GENERAL PROVISIONS**

All authorized users (defined as YPS employees, consultants, parent or community volunteers under the supervision of a school principal and non-Board employees such as interns) are to adhere to the provisions of this policy. Use of Internet, Intranet, computer access, and YPS electronic mail must be in compliance with federal and state laws, City ordinances, and Yonkers Board of Education Board Rules, policies, and procedures including, but not limited to, the Ethics Policy, personnel procedures, and policies prohibiting discrimination in all forms.

The Internet, Intranet, computer access, and electronic mail resources are to be used only for business pertaining to the Yonkers Public Schools.

Users are responsible for appropriate behavior on the school's computer network. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth in this document. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources.

Department supervisors, the principals of schools and the Director of Technology of the Yonkers Public Schools have the authority to enroll and terminate use privileges of the Internet, Intranet, computer access, and electronic mail.

## **II. ACCESSIBILITY**

Access to e-mail and the Internet will enable staff to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Users should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, users may find ways to access other materials. The YPS believe that the benefits to the user from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages.

## **III. SECURITY**

The YPS Board of Education shall establish rules and regulations governing the use and security of the district's computer network. Failure to comply with district policy and regulations for use of the network may result in disciplinary action, as well as suspension and/or revocation of computer access privileges.

Security issues which impact use of these resources include, but are not necessarily limited to, the following:

All authorized users are to report promptly any breaches of computer security and violations of acceptable use to their supervisor, the principal of the school or the Director of Technology of the Yonkers Public Schools.

Users shall not use a modem to dial into any online service provider or Internet Service Provider (I.S.P.) while connected to the Network, as this poses a security risk to the Network through these connections.

Users shall not disclose the contents or existence of YPS computer files, electronic mail, or other information to anyone other than authorized recipients.

Users shall not distribute their password(s) or information regarding other users' passwords or security systems.

Users shall not distribute confidential documents, files, or correspondence without taking appropriate steps such as encryption to prevent unauthorized access.

Users are not to engage in "hacking" of any kind, including, but not limited to, the unlawful entry into an electronic system to access information.

## **IV. USE OF INTERNET, COMPUTER ACCESS, AND ELECTRONIC MAIL**

### **A. ACCEPTABLE USES**

Acceptable uses of the Internet, computer access, and electronic mail include, but are not necessarily limited to, the following:

Use of these resources shall not disrupt service to other authorized users.

Users may access appropriate technologies related to job-related functions, such as effective communications with schools, central office departments, the public, other government entities, and the business sector. These resources are to be used to respond to work-related inquiries, to research YPS related information, and to inform the public about authorized programs and services.

Materials, including Public Domain materials, may be downloaded or uploaded using the network as long as these materials are related to business functions only. Users may distribute authorized

materials in the Public Domain. The user assumes all responsibility regarding the determination of whether the materials are in the Public Domain; further, the user assumes all responsibility regarding his or her decision to place unauthorized materials in the Public Domain. The Board of Education is not liable for copyright violations that may occur.

Due to system-wide standardization, users may not be able to download stand-alone applications from the Internet.

Some materials on the global Internet are termed "Shareware." These materials may be downloaded and used, but they are copyrighted materials. The copyright holder usually gives permission to use the material for examination. If users choose to continue using these materials, the copyright holder often requests that the user registers his/her usage and may ask that a license fee be paid. The user assumes responsibility for all license fees charged for the utilization of Shareware materials. No employee, consultant, volunteer or other user is permitted under any circumstance to incur fees or charges on behalf of the Yonkers Board of Education for any goods or services through the use of the Internet, Intranet or E-mail.

## **B. UNACCEPTABLE USES**

Unacceptable uses of the Internet, Intranet, computer access, and electronic mail include, but are not necessarily limited to, the following:

No outgoing message on the Internet, Intranet, or via electronic mail may purport to make a statement of policy, either expressly or by implication, except for messages that quote policies, Board Rules, procedures, documents published by the YPS, or other official sources.

Non-work related uses - - including but not limited to games, wagering, gambling, junk mail, shopping, chain letters, jokes, private business activities, raffles, fundraisers, political lobbying, or religious activities - - are prohibited under this policy.

Unauthorized advertising of YPS projects or programs is prohibited.

Soliciting or distributing information with the intent to cause personal harm, bodily injury, harassment, or which describe or promote the use of weapons or devices associated with terrorist activities, or which is likely to or intended to incite violence, is prohibited.

Accessing information which may contain sexually explicit images or information in violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle, or which could be considered to be harassing or disparaging of others on the basis of, but not necessarily limited to, race, national origin, sex, sexual preference, marital status, age, disability, religion, ancestry, parental status, military discharge status, or lawful source of income is prohibited.

Use of the Internet, Intranet, computer access, or electronic mail for the purpose of intentionally spreading computer viruses or programs which loop repeatedly, or for the purpose of infiltrating a computer system without authorization, or for damaging or altering without authorization the software components of a computer or computer system is prohibited.

Seeking to gain or gaining unauthorized access to information contained in students' records is prohibited.

Destruction, alteration, dismantlement, disfigurement, prevention of rightful access to or interference with the integrity of critical computer-based information and/or information resources, without authorization, is prohibited.

Interference with the privacy rights of individuals or entities who are creators, authors, users, or subjects of the information resources, without authorization, is prohibited.

Providing or permitting access to unauthorized individuals is prohibited.

Use of copyright or proprietary information without permission of the author is prohibited. As provided by federal law and international treaties, copyrighted materials shall not be uploaded without prior permission of the copyright holder. Except as expressly permitted, copyrighted materials shall not be distributed to others. Copyrighted materials shall not be altered, nor shall the author's attribution or copyright notices be modified.

## **V. USER CONDUCT**

User conduct while on the Internet, Intranet, or the electronic mail system should reflect standards of use for public interaction with other users.

Users are to conduct themselves in a professional manner, as representatives of the Yonkers Public Schools. Users are to be clear and cogent in all communications, and are to read and spell-check all documents before sending.

Users are to respect privacy and are not to represent themselves as another user, unless explicitly authorized to do so by that user.

## **VI. ASSUMPTION OF RISK**

The Yonkers Public Schools will make a good faith effort to keep the system and its available information accurate. However, authorized users acknowledge that there is no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of any of the data or information available. For example, and without limitation, the YPS does not warrant that the network will be error free or free of computer viruses. In making use of these resources, the user agrees to release the Board of Education of the City of Yonkers from all claims of any kind, including claims for direct or indirect, incidental, or consequential damages of any nature, arising from the user's use or inability to use the network, and from any claim for negligence in connection with the operation of the Network, provided, however, that claims for legal defense and /or indemnification pursuant to Education Law Secs. 3023, 3028, or other statute or contractual provision, are not released herein and are reserved to the user.

The user further acknowledges that the information available through interconnecting networks may be inaccurate. The Network has no ability to maintain such information and has no authority over these materials. The YPS makes no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of the data and/or information residing on or passing through the network from outside networks. Use of the Network is at the risk of the authorized user.

## **VII. POLICY MODIFICATIONS**

The Yonkers Public Schools reserves the right to amend this Acceptable Use Policy and will notify users of the amendments, when such amendments are made. Use of the network shall constitute acceptance of this policy and acceptance of all future amendments that may be adopted. Any user who determines that he or she cannot comply with all terms and conditions of this policy must request in writing that a Network Administrator of the YPS Technology Department terminate his or her access.

## **VIII. INDEMNIFICATION**

The authorized user indemnifies and holds harmless the Board of Education of the City of Yonkers from any claims, including attorney's fees, resulting from the user's activities while utilizing the Network that cause direct or indirect damage to the user, the Yonkers Public Schools, the Yonkers Board of Education or third parties. Provided, however, that this indemnification and hold harmless provision shall not apply to any claims, including attorney's fees, resulting from activities of the user taken during the discharge of his duties within the scope of his employment or authorized volunteer duties.

## **IX. PRIVACY, MONITORING AND ENFORCEMENT**

Users do not have a personal privacy interest in anything created, received or stored on the Internet, Intranet, or electronic mail systems, as these systems are neither secure nor private. The YPS has the right to monitor Internet, Intranet, and electronic mail use to ensure that these resources are being used for appropriate purposes, consistent with this policy. An individual search will be conducted if there is reasonable suspicion that a user has violated this policy, the YPS disciplinary code or the law. Searches may include computer hard drives, related discs and other data storage media belonging to the school district or used in district owned computers.

When the supervisor of an authorized user determines inappropriate use, the supervisor will notify, in writing, a Network Administrator of the YPS, who is authorized to terminate the user's access privileges. An employee may appeal this decision through the Superintendent of schools; a consultant may appeal this decision directly to his or her supervisor; and a parent- or community-volunteer may appeal this decision directly to the school principal.

The Yonkers Public Schools will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Network. Inappropriate use of these resources in violation of this policy may subject the user to corrective action consistent with YPS personnel rules, Board Rules, policies, and the discipline policies for employees. Corrective actions may range from suspension of access privileges up to and including discharge and criminal prosecution.

## **Tips to Protect Against Internet Viruses**

- ❑ Use an antivirus program and update it at least once a week.
- ❑ Check the Web-site to your operating system maker – like Microsoft – frequently for free security updates.
- ❑ Don't let your guard down just because an e-mail came from someone you know. Some viruses will pick your name from your friend's mailbox and automatically send you a copy.
- ❑ If in doubt about whether the attachment is a virus, DON'T OPEN IT. Instead, e-mail or call the sender to see if they sent it to you on purpose.
- ❑ Look at the text of the message. If it's not in English, and/or bad capitalization, it may be a virus.
- ❑ The attachment is frequently the dangerous part. Look at it closely, especially the part that comes after a period. If it ends in: .pif, .ink, .com, or .exe, then it may be a virus.
- ❑ Although you might trust file names that end in .doc, the extender for Microsoft Word documents, the attached file may actually read **'document docInk.'**  
This is not a Word document; it is most likely a virus.
- ❑ When choosing a computer password, don't use 'password, your name or birthdate, or any word found in a dictionary. Pick something that means something only to you. Misspelled words can work, or a combination of letter and numbers.
- ❑ To avoid spreading viruses, please refrain from sending or receiving chain letters, jokes, etc. Sending these chain letters exposes your e-mail address to thousands of people and could mean viruses in the future.

**Yonkers Public Schools Network Policies**  
**User Agreement Form**

Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

School/Department: \_\_\_\_\_

As a user of the Yonkers Public Schools computer network, I have read and agree to abide by the District's network, Internet, Intranet and e-mail policies. I understand that my use of the District's Internet and e-mail accounts are for a limited educational purpose.

I agree to limit my use of my account to activities to job-related functions. As a user on an educational system, I understand that my use of the system is a privilege and that free speech rights are limited.

I hereby release the district, its personnel, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the Network, including, but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services provided, however, that claims for legal defense and /or indemnification pursuant to Education Law Secs. 3023, 3028, or other statute or contractual provision, are not released herein and are reserved to the user. I understand that I can be held liable for damages caused by my misuse of the system.

I understand my account may be terminated as follows:

I may terminate my account at any time by notifying the Yonkers Public Schools Technology Department.

My account may be terminated at any time upon written notice to me. In this event, I will be given the opportunity to remove my personal files.

If my account is unused for more than 90 days, it may be terminated and my personal files removed without notice.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



YONKERS PUBLIC SCHOOLS

## **THE USE OF COMPUTERS, THE INTERNET AND ELECTRONIC MAIL**

### **STUDENT PERMISSION FORM**

The Yonkers Public Schools are pleased to offer students access to a computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students must obtain permission as verified by the signatures on the form following. Should a parent prefer that a student not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as word processing.

#### **What is possible?**

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

#### **What is expected?**

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

#### **What are the rules?**

Privacy -- Network storage areas may be treated like school lockers. Network administrators, who may review communications to maintain system integrity, will insure that students are using the system responsibly.

Storage capacity -- Users are expected to remain within allocated disk space and delete e-mail or other material, which takes up excessive storage space.

Illegal copying -- Students should never download or install any copyrighted material, including movies, television programs or sound recordings, commercial software, shareware or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.

Inappropriate materials or language -- No profane, abusive or impolite language should be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials, which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

### **Advice**

These are guidelines to follow to prevent the loss of network privileges at School:

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware
4. Do not violate copyright, including the unauthorized sending or receiving on the Internet, files of movies, television programs or sound recording. This also includes the unauthorized copying of these files.
5. Do not view, send or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not trespass in another's folders, work, or files.
9. Do notify an adult immediately, if by accident, you encounter materials, which violate the rules of appropriate use.
10. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.
11. Students may not use computers to make purchases of any kind. The School District retains sole discretion to revoke usage privileges in any case where District policies or guidelines are violated.

## **PARENT/GUARDIAN PERMISSION FORM & USER AGREEMENT**

As a parent or guardian of a student at School, I have read the above information about the appropriate use of computers at the school and I understand this agreement will be kept on file at the school. Please return this completed form to the school. (Questions should be directed to the principal for clarification.)

**Check one:**

My child may use e-mail and the Internet while at school according to the rules outlined.

\_\_\_\_\_

I would prefer that my child not use e-mail and the Internet while at school.

\_\_\_\_\_

Parent Name (print) \_\_\_\_\_

Parent Signature \_\_\_\_\_

date: \_\_\_\_\_

### **PARENT/GUARDIAN PERMISSION FOR THE PUBLICATION OF STUDENT WORK/PICTURES**

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server.

**Check one:**

My child's work can be published on the Internet and photographs of my child can be published \_\_\_\_\_

I would prefer that my child's work and picture not be published on the Internet

\_\_\_\_\_

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

date: \_\_\_\_\_

### **STUDENT AGREEMENT FORM**

As a user of the School computer network, I agree to comply with the above stated rules and to use the network in a constructive manner.

Student's Name (print) \_\_\_\_\_

Student's Signature \_\_\_\_\_

Teacher \_\_\_\_\_

date: \_\_\_\_\_