

SOUTHERN WESTCHESTER BOCES COMPREHENSIVE TECHNOLOGY PLAN

The Southern Westchester BOCES Educational Technology Committee
SOUTHERN WESTCHESTER BOCES 17 Berkley Drive Rye Brook, NY 10573

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Southern Westchester BOCES
Comprehensive Technology Plan
2015-2018

District Mission

To collaborate with districts, agencies, and communities to meet their educational challenges by providing regional leadership and cost effective, high quality services.

Technology Vision Statement

Southern Westchester BOCES will provide high quality instruction to facilitate creativity, critical thinking, communication and collaboration that is responsive to the constantly changing demands of our diverse educational community through the integration of instructional technology.

Executive Summary

Southern Westchester Board of Educational Cooperative Services (SWBOCES) is a place of learning and collaboration. SWBOCES is made up of many different centers that service our students and regional school districts. These different centers provide a myriad of services and educational opportunities for students, employees and external clientele. To this end, Southern Westchester BOCES has made a large investment in their students and employees to provide them with the tools necessary to be successful in today's fast paced world. This investment has provided SWBOCES with the opportunity to refresh many parts of the technology infrastructure. Through this refresh, our technology backbone and many of the systems we currently use will be updated to today's standards and beyond. As part of this process, SWBOCES will also be engaging the Model Schools division of our Joint Management Team (JMT) LHRIC Center. This division provides Professional Development in the area of technology and its integration into the classroom. Through this service, teachers and administrators will have the opportunity to broaden their skill sets which translates into a higher quality educational experience for our students.

To continue in the spirit of collaboration that is SWBOCES, an Educational Technology Committee was formed in June of 2015. This committee was charged with collaborating to design a new updated technology plan for Southern Westchester BOCES. Part of this design was the use of the Clarity Evaluation Tool provided by Model Schools. For the K-12 divisions of SWBOCES, we surveyed both teachers and students to determine what the educational technology environment looks like for these groups. Through the use of this data, the members of the committee who represented these areas focused their goals and plans around the portions of data that Clarity showed there was a need to address. This committee met regularly to discuss the adoption of a vision for educational technology, goals and plans for professional development. The culmination of those meetings and the work that was done both at these meetings and behind the scenes can be viewed throughout the accompanying documents.

The goal of Southern Westchester BOCES is to provide an environment where the integration of technology is a natural tool in the learning process and in the work place. Through these upgrades, many of the barriers that prevented students and teachers from accessing more technology based opportunities will be removed. SWBOCES seeks to provide their students with a high quality level of education that is cognizant of an environment that meets their individualized needs and provides the necessary opportunities to grow and learn new skills.

To foster the growth of new skills, SWBOCES will be providing access to high quality professional development for its employees. The development of new skills is essential to providing our students with experiences that mirror real world application. In one aspect, some of our teachers will be embarking on the use of Google to integrate the use of real-time online collaboration between peers. In other aspects of the plan, teachers will be exploring the use of different software applications that can help to address the needs of students with disabilities as well as assistive technologies. In any of these endeavors, professional development is a necessary tool for our teachers and employees to learn mastery of new skills and knowledge.

Access to professional development will be engaged through different means of delivery such as, but not limited to:

- Access to in person professional development through Model Schools
- Small group trainings delivered by Technology Facilitators
- Turn Key training done by cohort teachers with other cohort members or SWBOCES Teachers.

Funding any technology based projects is done very carefully and with great planning and discussion. In planning some of our more intense upgrades, we engaged the center leadership as well as our Business Official to collaborate on different ways in which we could meet some of our goals. Since our BOCES centers operate independently in a business model, funding is generated via the revenue gained by the success of their programs.

However, this method alone is sometimes not enough to fund large infrastructure upgrades, which is currently happening at our Campus for Career Services. In cases where a large scale infrastructure implementation is being sought, we would chose to utilize the option of an Installment Purchase Agreement or IPA. This allowed us to procure the necessary funds to upgrade this campus and work with a vision of what their goals are for providing their students with a technology rich educational environment. At the same time, this gives the center the ability to pay back the funds used over a five year period without impacting their financial status.

In other cases where implementations were of a smaller scale, centers would budget for upgrades that were needed to help them move toward a successful technology goal. In either case, collaboration amongst the SWB Leadership is engaged to help think through the different options available and make the best choice that reflects the vision and mission of SWBOCES.

It is the hope of this committee that this plan will continue to evolve, grow and foster a continued dialogue about how best to provide the service that both our internal and external clients have come to expect from our organization.

Goals

Organizational Wide Goals:

Southern Westchester BOCES as an organization has several overarching goals for all of its employees and/or students in addition to the center specific goals listed below. With the creation of this plan all employees will have the ability to:

- Utilize an organization wide e-mail for all official communications
- Access to technology that provides them with the tools to meet the demands of productivity in 2015 and beyond.
- A stable and secure network environment that is permission driven and allows the transmission of any data to be secure.
- Upgrades to the technology infrastructure on a 5 year rotation for all centers in order to provide all students and/or employees with access to technology that meets the ever changing needs of the world around them.
- Access to professional development in various forms to foster the new skills and knowledge needed to compete and succeed in a technology rich environment.

Center Specific Goals:

ADULT EDUCATION AND COMMUNITY SERVICES

Goal #1: Enhance Availability and Access to Technology Applications Used for Instruction				
Action Item	Category	Measure	Owners	By When
-A. Instructor folders are formatted in the computer lab. Supervisor will provide names of each day and evening instructor	Access	-A. Checklist monitoring each teacher has active folder in designed network drive	CE/PN Supervisor Teachers Students	A. October 2015
-B. Teachers are trained to post assignments in their folders		-B. Randomly select five students from full, part time day and part time evening programs to measure percentage of system use (ie; student use of computer labs to access assignments)		B. November 2015
-C. Students are trained to access assignments in lab				C. December 2015

<p>-A. Two volunteer teachers will be trained in use of Google Docs for instructional purposes</p> <p>-B. Trained teachers provided turn-- -key training to additional curriculum and clinical teachers</p> <p>-C. Students will receive training in accessing assignments online(for use at home or away from school).</p>	<p>Access Professional Development</p>	<p>-A. Teachers will attend series of Google Doc trainings and utilize trainings available through Model Schools program</p> <p>-B. Teachers will demonstrate proficiency by being able to utilize system to post student assignments on line.</p> <p>-C. Students will be surveyed to determine data reflecting system use</p>	<p>CE/PN Supervisor Teachers Students</p>	<p>A. February 2016</p> <p>B. May 2016</p> <p>C. October 2017</p>
<p>-A. Clinical teachers will utilize XENEGRADE system to record notes regarding student attendance and in remote clinical sites</p> <p>-B . Evaluate use and proficiency</p>	<p>Access Professional Development</p>	<p>-A. Teachers will be trained in use of XENEGRADE system notate student participation during clinical rotations</p> <p>B. Provide training based on proficiency and shortcomings of teacher ability</p>	<p>CE/PN Supervisor Teachers Students</p>	<p>A. January 2016</p> <p>B. February 2016</p>

Goal #2: Enhance training and use of Computer Technology				
Action Item	Category	Measure	Owners	By When
-A. Survey and assess training needs for ability to utilize computer operated mannequins for clinical lab work -B. Contract with Laerdal to provide instruction on SimMan use for clinical instruction -C. Goals are established for instruction in Clinical Lab -D. Training is provided -E. Teachers demonstrate skills	Professional Development	-A. Supervisor will develop survey distributed to clinical nursing instructors -B. Supervisor and Curriculum Coordinator will assess levels of teacher ability and devise training plan and checklist to evaluate proficiency with Laerdal Educational Services and Training Services divisions	CE/PN Supervisor Teachers	A. May 2017 B. July 2017 C. August 2017 D. October 2017 E. February 2018
Database ASISTS will be overseen by supervisor. Staff who enter data will attend to updates training and meetings. Evaluate use and proficiency	Access Professional Development	Clerical (Database personnel) will be re-trained in use of ASISTS to keep student records.	ALC Supervisor Clerical (Database personnel)	-June 2016 through 2018

Center for Special Services:

Goal #1: Evaluate existing hardware, software and develop a plan for implementation:				
Action Item	Category	Measure	Owners	By When
Hardware inventory at CSS	Access	Implement a system for tracking to determine number and type of hardware items	Technology Facilitators/DOT	Yearly
Review software packages	Access	Based on the Clarity Survey- use of software- data and success based on student performance	Principals Teachers Technology Facilitators	June 2016
Evaluation process for new software	Digital Citizenship Access	Success of iLit, Iready, STAR, Gradpoint, and Google in the classrooms	Teachers Principals	June 2016

Goal #2: Track usage of assistive Technology access for students with disabilities				
Action Item	Category	Measure	Owners	By When
Review usage of TOBI System	Access Digital Citizenship	Creation of Data Tracking tool to identify student usage of BOARDMAKER Program	Teachers Principals Technology Facilitators	June 2016
Google Pilot	Access Digital Citizenship	Track how often teachers and students utilize Google for online collaboration and communication	Teachers Principals Students	June 2017

The Center for Career Services:

Goal #1: Center for Career Services will increase staff access to online professional development in order to foster collaboration between programs through the use of turnkey training:				
Action Item	Category	Measure	Owners	By When
Online Courses – Model Schools, Lynda.com	Professional Development Access	Online PD opportunities utilized by at least 10% of staff mid-year 2015-2016 (survey)	Teachers	By end of year (2015-2016) we expect 20% of staff to take advantage of online PD; by 2016-2017 40% and 2017-2018, 50 - 60%
Turnkey Training – includes technology, Google Docs, RSE TASC (SPED), Google Classroom	Professional Development	Turnkey opportunities to CTE staff will be provided by at least 5% of staff doing PD in 2015 – 2016	Teachers and monitored by Administration	End of CTE academic classes in June, 2016; ongoing turnkey in 2016 – 2017 for 15% of staff and 30% by end of 2017 - 2018

Goal #2: Center for Career Services will strive to increase the use of interdisciplinary project based learning opportunities integrating the use of technology through inter BOCES partnerships that foster regional or statewide competitions involving component and non-component districts.:				
Action Item	Category	Measure	Owners	By When
PBL Activities/Lessons – Staff needs training	Professional Development	Number of PBL activities/opportunities given to students 2015 – 2018.	Teachers with supervision of administration	At least one activity per quarter in 2015 – 2016, 2 per quarter in 2016 – 2017, and at least 10 for PBL activities for 2017-2018

<p>PBL Competitions – done with component and non- component district invites</p>	<p>Access – CCS will strive to have one-to-one access on campus as needed.</p>	<p>Number of participating districts – at least 15 – 20% participation rate</p> <p>Students will have access to laptop carts – CCS Tech Policy.</p>	<p>Administration and staff</p>	<p>May 31st of each academic year from 2015 – 2018 we anticipate a 5% growth in district participation each year (maximum 35-40%)</p>
<p>Technology Integration – classroom instruction</p>	<p>Digital Citizenship</p>	<p>Number of demonstrated lessons involving technology use will increase on a yearly basis - demonstrated in teachers’ plan books</p>	<p>Teachers</p>	<p>At least 20% during 2015 – 2016; 30% during 2016 – 2017; maximum 40% during 2017 - 2018</p>

Human Resources:

Goal #1: <i>Increase access to employment information for all employees</i>				
Action Item	Category	Measure	Owners	By When
Create a "Staff Links" tab under the HR section of the SW BOCES website	<ul style="list-style-type: none"> • Contracts • Terms and Conditions • Benefits • Attendance • Win Cap web • Etc. 	<ul style="list-style-type: none"> ➤ Help Desk Calls ➤ Website hits 	JG, VP, DQ, AS, CB, JR, AS, GS, JB	<p>Implementation by December 31, 2015</p> <p>Training and Professional Development will be on-going throughout 2015 - 2018</p>

Goal # 2: <i>Implement My Learning Plan to track Professional Development (and APPR)</i>				
Action Item	Category	Measure	Owners	By When
Plan and implement the configuration of My Learning Plan	<ul style="list-style-type: none"> • Certified Staff 	<ul style="list-style-type: none"> • Regularly scheduled configuration meetings 	JG, VP, SD, DQ, CB, GS, LS, DJ, CM, new Assistant Director	December 2015
Provide training for users, including awareness of PD opportunities	<ul style="list-style-type: none"> • Certified Staff 	<ul style="list-style-type: none"> • Plan and schedule training sessions 	JG, VP, SD, DQ, CB, GS, LS, DJ, CM, new Assistant Director	School year 2015 - 2016
Require user registration	<ul style="list-style-type: none"> • Certified Staff 	Documentation of registration	Supervisors	January 2016 and on-going
Add non-certified staff	<ul style="list-style-type: none"> • Non-certified staff 	Documentation of registration	Supervisors	School year 2016 - 2017 and on-going

The Center for Professional Development:

Goal #1: Research and implement a blended learning model for the Center for Professional Development.				
Year 1				
Action Item	Category	Measurement	Owner	Completion Date
Investigate technology solutions to support blended learning models for instruction and development of professional learning communities.	PD	A one-page report is created and presented to team.	Pam Berger	Nov. 2015
Provide staff development to PD Team on blended learning models and present a few options.	PD	75% of PD staff attends session.	Larry Paska, Pam Berger	Jan. 2016
Conduct pilot projects integrating new technologies into workshops to test feasibility based on the SAMR model.	PD	Every staff member tests at least one option.	Suzanne Doherty	June 2016

Goal #1: Research and implement a blended learning model for the Center for Professional Development.				
Year 2				
Action Item	Category	Measurement	Owner	Completion Date
Review year 1 and continue to investigate technology solutions to support blended learning models.	PD	A one-page report is created and presented to staff.	Pam Berger	Nov.2016
Provide staff development to PD Team on blended learning models and	PD	75% of PD staff attend session	Larry Paska, Pam Berger	Jan. 2017

present a few options.				
Conduct pilot projects integrating new technologies into workshops to test feasibility based on the SAMR model.	PD	Every staff member tests at least one option.	Suzanne Doherty	June 2017

Goal #1: Research and implement a blended learning model for the Center for Professional Development.				
Year 3				
Action Item	Category	Measurement	Owner	Completion Date
Review year 1 & 2 to investigate technology solutions to support blended learning models.	PD	A summary document report is created and presented to staff.	Pam Berger	Nov. 2017
Provide staff development to PD Team on blended learning models and present a few options.	PD	75% of PD staff attend session	Larry Paska, Pam Berger	Jan. 2018
Conduct pilot projects integrating new technologies into workshops to test feasibility based on the SAMR model.	PD	Every staff member tests at least one option.	Suzanne Doherty	June 2018

Goal #2: Increase the use of electronic media to engage with our districts in building a regional learning community.				
Year 1				
Action Item	Category	Measurement	Owner	Completion Date
1. Identify current and	PD	A one-page summary document is created	Pam Berger	Nov. 2015

desired tools for communication via electronic (including social) media.		and approved by the team. 2-3 appropriate communication tools are selected for a 2015-16 pilot.		
2. Implement external communication plan.	PD	Protocols and calendars are developed to manage specific PD Center information via electronic media (e.g., web site maintenance, social media accounts). Professional development will be provided to the team on managing PD Center information and media accounts.	Larry Paska	Jan.2016
3. Evaluate implementation of the external communication plan.	PD	Online posts are tracked by topic and team member. The numbers of individual and organizational followers are tracked. Course/workshop evaluations are updated to track how participants learned about the event.	Suzanne Doherty	June 2016

Goal #2: Increase the use of electronic media to engage with our districts in building a regional learning community.				
Year 2				
Action Item	Category	Measurement	Owner	Completion Date
1. Identify current and desired tools for communication via electronic (including social) media.	PD	A one-page summary document is created and approved by the team. If needed, additional appropriate communication tools are selected.	Pam Berger	Nov. 2016
2. Review external communication plan.	PD	Protocols and calendars are developed to manage specific PD Center information via electronic media (e.g., web site maintenance, social media accounts). Professional development will be provided to the team on managing PD Center information and media accounts.	Larry Paska	Jan.2017
3. Evaluate implementation of the external communication plan.	PD	Online posts are tracked by topic and team member. The number of individual and organizational followers are tracked.	Suzanne Doherty	June 2017

		Course/workshop evaluations are updated to track how participants learned about the event.		
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Goal #2: Increase the use of electronic media to engage with our districts in building a regional learning community.

Year 3				
Action Item	Category	Measurement	Owner	Completion Date
1. Identify current and desired tools for communication via electronic (including social) media.	PD	A one-page summary document is created and approved by the team. 2-3If needed additional communication tools are selected.	Pam Berger	Nov. 2017
2. Review external communication plan.	PD	Protocols and calendars are developed to manage specific PD Center information via electronic media (e.g., web site maintenance, social media accounts). Professional development will be provided to the team on managing PD Center information and media accounts.	Larry Paska	Jan.2018

<p>3. Evaluate implementation of the external communication plan.</p>	<p>PD</p>	<p>Online posts are tracked by topic and team member.</p> <p>The number of individual and organizational followers are tracked.</p> <p>Course/workshop evaluations are updated to track how participants learned about the event.</p>	<p>Suzanne Doherty</p>	<p>June 2018</p>
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Technology Planning Process

The Southern Westchester BOCES Educational Technology Committee is comprised of stakeholders from throughout the BOCES community. The committee is charged with the task of evaluating the former plan and determining the needs for designing a new plan that reflects the present needs of BOCES. The committee met five times between the 2014-15 and 2015-16 school year. The members of the committee provided feedback into the comprehensive technology plan as well as communication to the buildings and broader community regarding status, effective use and best practices around instructional technology.

Committee Meetings (dates/outcomes)

May 21, 2015 – The Committee convenes for the first time to discuss our role in designing a new educational technology plan. At this meeting we establish the criteria for what our purpose will be in creating and designing a new plan for Southern Westchester BOCES.

June 12, 2015 – The committee met to discuss the creation and of a new vision for Educational Technology in Southern Westchester BOCES. The members present engaged in activities to flesh out what a possible vision could look like.

July 7, 2015 – At this meeting the committee discussed and adopted a common language that is now the Southern Westchester BOCES Educational Technology Vision. After adoption of the vision, the committee also began working on goal setting activities for the new plan. At the end of this meeting members of the committee were to go back to their centers and work with stakeholders on this task.

July 28 2015 – At this recent meeting we went over the goals that each center began creating for the new tech plan. We discussed the need to link the goals back to our Clarity Data for the K-12 divisions as well as determining what common goals were for SWB vs. unique goals for a center. We also discussed making sure that our goals are measurable and span a 3 year life cycle of the new plan. As part of this design we will need to determine how we are aligning our needs with a Professional Development Plan.

August 24, 2015 –

- In lieu of another meeting in September, all goals and PD plans are due to electronically by September 6th.
- If PD plan required our facilitators to lead professional development for goals, collaboration was encouraged with those staff members.
- As part of the PD plan, centers were asked to review the Model Schools catalog to determine what sessions would provide professional development needed for the their goals.
- Committee members were asked to make sure that all goals and PD plans reflect a 3 year timeline along with measurable outcomes.

September 6, 2015 – Final Goals and PD Plans are submitted by committee members.

Committee Members

Members of the Southern Westchester BOCES Educational Technology Committee include:

Claudia Murphy – Director of Adult and Community Services
Lisa Schuchman – Assistant Director of the Center for Special Services
Kevin McSweeney – Technology Facilitator
Orande Daring – Principal of the Center for Career Services
Susan Arnold – Teacher for the Center for Special Services
Phillip Rucci - Teacher for the Center for Special Services
Sarah Martabano – Manager of Model Schools
Frank D'Ambrosio – Technology Facilitator
Jacqueline O'Donnell – COO/Deputy Superintendent
Steve Tibbetts – Assistant Superintendent for Business
James A. Gratto – Director of Human Resources
Jennifer Simmons – Director of Athletics
Jeanne Graham – Principal for the Center for Special Services
Dahlia Jackson – Assistant Director for the Center for Career Services
David C. Pulley – Assistant Superintendent of Educational Services
Suzanne Doherty – Assistant Director of Professional Development
Maria Guerrero – Supervisor for Adult and Community Services
Pam Berger – Director of the School Library Systems
Tom DiBuono – Director of Facilities and Operations
James Matera – Principal for the Center for Career Services
Lawrence Paska – Director of Professional Development
Will Guterman – Supervisor of Adult and Community Services
Victor Pineiro – Director of Technology

Professional Development Planning

Center for Adult & Community Service

PD Plan for Goal #1:				
PD Topic	Audience	Method of Delivery	Clarity Data Topic	Time Line
Computer Training PN	-Clinical Instructors -Classroom Instructors -Students	-Workshop -Staff Meetings		By October 2017
Smart Board for beginners ALC	ESOL teachers	In person training	ESOL techniques	June 30, 2016
Smart Board for beginners ALC	HSE prep teachers	In person training	Math and English Techniques	June 30, 2016
Smart Board advanced ALC	ESOL teachers	In person training	Interactive use of smart board including vocabulary building and grammar.	June 30, 2016
Smart Board advanced ALC	HSE prep teachers	In person training	Interactive use of Smart board including math problem solving	June 30, 2016
Microsoft Word: Excel beginners ALC	ESOL and HSE prep teachers	In person training Hands on	Spread sheets the basics	June 30, 2017
Microsoft Word: Excel advanced ALC	ESOL and HSE prep teachers	Hands on	Formulas	June 30, 2017

The Center for Career Services

PD Plan for Goal #1:				
PD Topic	Audience	Method of Delivery	Clarity Data Topic	Time Line
Google Pilot	Select Teachers	PD through: Model Schools Google Pilot Program	Teacher use of 4 Cs <i>65% of teachers NEVER ask students to collaborate with one another</i>	by next clarity checkpoint: < 55% Long-term goal: < 50%
Google Pilot	Students	Teacher direct instruction	Student Use of the 4 C's <i>42 % NEVER asked to collaborate online with classmates</i> <i>60 % never asked to collaborate online with teachers</i>	< 35% < 50%

PD Plan for Goal #2:				
PD Topic	Audience	Method of Delivery	Clarity Data Topic	Time Line
Digital Citizenship	Teachers TAs Counselors	PD through Model Schools DASA Presentations and follow-up through guidance dept.	Teacher Digital Citizenship <i>52 % of teachers DO NOT teach Digital Citizenship</i>	By next clarity checkpoint, decrease as follows: < 50 %

Center for Special Services

Clarity Survey:

1. Work with Kevin, Frank and Victor to review the survey with principals
2. Principals will review survey with teachers- set building goals to increase the use of technology in the classroom- have teachers sign up for model school PD that will help align to Center Goals
3. Review the needs on clarity and target specific needs and develop PD around it on extended days or half days
4. Review quarterly goals as a Center at faculty meetings
5. Implement the survey to faculty, staff and students at the end of May- see if there are changes and growth

Mobile Devices:

1. Review policies around the state- create a small committee incorporating all sites. Create a guiding document to share with tech committee.
2. Review policy- set up expectations for each site- Irvington/Farragut/IY and RLC HS/MS should have similar expectations and goals
3. Implement policies

Evaluate:

1. Implementation of the clarity survey in June to monitor the efforts of the year.

The Department for Human Resources

PD Plan for Goal #1: Increase access to employment information for all employees

PD Topic	Audience	Method of Delivery	Clarity Data Topic	Time Line
Staff Links on the SW BOCES website	All employees, divided into sub-groups	Email notification Face-to face trainings		Fall 2015 On-going throughout 2018

PD Plan for Goal #2: Implement *My Learning Plan* to track Professional Development Hours and APPR

PD Topic	Audience	Method of Delivery	Clarity Data Topic	Time Line
MLP: Course Offerings Registration/ Approval Attendance/ verification Reporting	<u>Certified Staff:</u> Administrators Teachers Teaching Assistants	Email notification Face-to-face trainings		School year 2015 – 2016 On-going use through 2018 Addition of uncertified staff: 2016 - 2017

The Center for Professional Development:

PD Plan for Goal # <u> 1 </u> :				
PD Topic	Audience	Method of Delivery	Clarity Data Topic	Time Line
Blended Learning	PD Center staff	Face to face workshop		Jan, 2016, 2017, 2018

PD Plan for Goal # <u> 2 </u> :				
PD Topic	Audience	Method of Delivery	Clarity Data Topic	Time Line
Social Media	PD Center Staff	Face to Face		Jan, 2016, 2017, 2018

Technology Budget

1. Please list the top five planned technology investments in priority order over the next three years.

	Anticipated Item or Service (Drop Down menu)	Estimated Cost	Is Cost one-time or Annual?	Potential Funding Source
1	Managed Fiber (Broadband)	\$100,00.00	Annual	eRate
2	Desktops	\$150,000.00	One time	IPA
3	Laptops	\$100,000.00	One time	IPA
4	VOIP for all of SWB	\$350,00.00	One time	IPA/ District Funds
5	WIFI	\$300,000.00	One time	eRate/District Funds

Appendix A - Technical Inventory

Berkley Drive (District Office)

NETWORK BROADBAND BANDWIDTH	Minimum CAPACITY	Maximum Capacity
Network Bandwidth: Incoming connection TO district schools (WAN)	N/A	TLS 100 MB
Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)	N/A	N/A
Bandwidth: Connections WITHIN school buildings (LAN)	N/A	9 MB

Adult Education/Professional Development/Athletics – 450 Location

NETWORK BROADBAND BANDWIDTH	Minimum CAPACITY	Maximum Capacity
Network Bandwidth: Incoming connection TO district schools (WAN)	N/A	TLS 100 MB
Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)	N/A	N/A
Bandwidth: Connections WITHIN school buildings (LAN)	N/A	22.5 MB

Sprain Brook Academy

NETWORK BROADBAND BANDWIDTH	Minimum CAPACITY	Maximum Capacity
Network Bandwidth: Incoming connection TO district schools (WAN)	N/A	Cablevision 100 MB
Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)	N/A	N/A
Bandwidth: Connections WITHIN school buildings (LAN)	N/A	6MB

Career Center

NETWORK BROADBAND BANDWIDTH	Minimum CAPACITY	Maximum Capacity
Network Bandwidth: Incoming connection TO district schools (WAN)	N/A	TLS 100 MB
Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)	N/A	100 MB Fast Ethernet
Bandwidth: Connections WITHIN school buildings (LAN)	N/A	20MB

Rye Lake Campus

NETWORK BROADBAND BANDWIDTH	Minimum CAPACITY	Maximum Capacity
Network Bandwidth: Incoming connection TO district schools (WAN)	N/A	TLS 100 MB
Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)	N/A	1GB
Bandwidth: Connections WITHIN school buildings (LAN)	N/A	20 MB

Tappan Hills School

NETWORK BROADBAND BANDWIDTH	Minimum CAPACITY	Maximum Capacity
Network Bandwidth: Incoming connection TO district schools (WAN)	N/A	Cablevision 100
Internal Network Bandwidth: Connections BETWEEN school buildings (LAN)	N/A	N/A
Bandwidth: Connections WITHIN school buildings (LAN)	N/A	6 MB

Wireless Protocols in use

Berkley Drive (District Office)

WIRELESS PROTOCOLS	Schools	Qty
802.11A		
802.11B		
802.11G		
802.11N	X	9
802.11AC		
802.11AD		
802.11AF		

LHRIC/Adult Education/Professional Development/Athletics - 450 Location

WIRELESS PROTOCOLS	Schools	Qty
802.11A		
802.11B		
802.11G		
802.11N	X	45
802.11AC		
802.11AD		
802.11AF		

Center for Career Services

WIRELESS PROTOCOLS	Schools	Qty
802.11A		
802.11B		
802.11G		
802.11N	X	45
802.11AC		
802.11AD		
802.11AF		

Rye Lake Campus

WIRELESS PROTOCOLS	Schools	Qty
802.11A		
802.11B		
802.11G		
802.11N	X	15
802.11AC		
802.11AD		
802.11AF		

Tappan Hill School

WIRELESS PROTOCOLS	Schools	Qty
802.11A		
802.11B		
802.11G		
802.11N	X	10
802.11AC		
802.11AD		
802.11AF		

Hardware Inventory

Berkley Drive (District Office)

COMPUTING DEVICES	Number of devices in use that are less than five years old	How many of these devices are connected to the LAN?
Desktop computers	29	29
Laptops	2	2
Chromebooks		
Tablets less than nine (9) inches with keyboard access		
Tablets nine (9) inches or greater with keyboard access		
Tablets less than nine (9) inches without keyboard access		
Tablets nine inches or greater without keyboard access		

Professional Development/Athletics/Library

COMPUTING DEVICES	Number of devices in use that are less than five years old	How many of these devices are connected to the LAN?
Desktop computers	26	26
Laptops	26	26
Chromebooks		
Tablets less than nine (9) inches with keyboard access		
Tablets nine (9) inches or greater with keyboard access		

Tablets less than nine (9) inches without keyboard access		
Tablets nine inches or greater without keyboard access		

PERIPHERAL DEVICES	Number of devices in use that are less than five years old
Document Cameras	5
Flat Panel Displays	
Interactive Projectors	
Interactive Whiteboards	
Multi-function Printers	
Projectors	
Scanners	
Other Peripherals	

The Center for Career Services

COMPUTING DEVICES	Number of devices in use that are less than five years old	How many of these devices are connected to the LAN?
Desktop computers	163	163
Laptops	51	51
Chromebooks		
Tablets less than nine (9) inches with keyboard access	1	1
Tablets nine (9) inches or greater with keyboard access		
Tablets less than nine (9) inches without keyboard access		
Tablets nine inches or greater without keyboard access		

PERIPHERAL DEVICES	Number of devices in use that are less than five years old
Document Cameras	
Flat Panel Displays	2
Interactive Projectors	
Interactive Whiteboards	1
Multi-function Printers	5
Projectors	10
Scanners	
Other Peripherals	

The Center for Special Services: Rye Lake Campus

COMPUTING DEVICES	Number of devices in use that are less than five years old	How many of these devices are connected to the LAN?
Desktop computers	30	30
Laptops	12	12
Chromebooks		
Tablets less than nine (9) inches with keyboard access		
Tablets nine (9) inches or greater with keyboard access		
Tablets less than nine (9) inches without keyboard access		
Tablets nine inches or greater without keyboard access	10	10

PERIPHERAL DEVICES	Number of devices in use that are less than five years old
Document Cameras	
Flat Panel Displays	1
Interactive Projectors	
Interactive Whiteboards	1
Multi-function Printers	
Projectors	
Scanners	
Other Peripherals	

The Center for Special Services: Career Campus Classroom

COMPUTING DEVICES	Number of devices in use that are less than five years old	How many of these devices are connected to the LAN?
Desktop computers	3	3
Laptops		
Chromebooks		
Tablets less than nine (9) inches with keyboard access		
Tablets nine (9) inches or greater with keyboard access		
Tablets less than nine (9) inches without keyboard access		
Tablets nine inches or greater without keyboard access		

The Center for Special Services: Farragut MS Classrooms

COMPUTING DEVICES	Number of devices in use that are less than five years old	How many of these devices are connected to the LAN?
Desktop computers		
Laptops	16	16
Chromebooks		
Tablets less than nine (9) inches with keyboard access		
Tablets nine (9) inches or greater with keyboard access		
Tablets less than nine (9) inches without keyboard access		

Tablets nine inches or greater without keyboard access		
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The Center for Special Services: Irvington Main Street Classrooms

COMPUTING DEVICES	Number of devices in use that are less than five years old	How many of these devices are connected to the LAN?
Desktop computers	1	1
Laptops		
Chromebooks		
Tablets less than nine (9) inches with keyboard access		
Tablets nine (9) inches or greater with keyboard access		
Tablets less than nine (9) inches without keyboard access		
Tablets nine inches or greater without keyboard access		

The Center for Special Services: Isaac Young Classrooms

COMPUTING DEVICES	Number of devices in use that are less than five years old	How many of these devices are connected to the LAN?
Desktop computers		
Laptops	16	16
Chromebooks		
Tablets less than nine (9) inches with keyboard access		
Tablets nine (9) inches or greater with keyboard access		
Tablets less than nine (9) inches without keyboard access		
Tablets nine inches or greater without keyboard access		

The Center for Special Services: NY Presbyterian Hospital Classrooms

COMPUTING DEVICES	Number of devices in use that are less than five years old	How many of these devices are connected to the LAN?
Desktop computers	1	1
Laptops	8	8
Chromebooks		
Tablets less than nine (9) inches with keyboard access		
Tablets nine (9) inches or greater with keyboard access		
Tablets less than nine (9) inches without keyboard access		

Tablets nine inches or greater without keyboard access		
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The Center for Special Services: Pocantico Hills Classrooms

COMPUTING DEVICES	Number of devices in use that are less than five years old	How many of these devices are connected to the LAN?
Desktop computers	5	5
Laptops		
Chromebooks		
Tablets less than nine (9) inches with keyboard access		
Tablets nine (9) inches or greater with keyboard access		
Tablets less than nine (9) inches without keyboard access		
Tablets nine inches or greater without keyboard access	8	8

PERIPHERAL DEVICES	Number of devices in use that are less than five years old
Document Cameras	
Flat Panel Displays	
Interactive Projectors	
Interactive Whiteboards	1
Multi-function Printers	
Projectors	

Scanners	
Other Peripherals	
PERIPHERAL DEVICES	
Document Cameras	
Flat Panel Displays	
Interactive Projectors	
Interactive Whiteboards	
Multi-function Printers	
Projectors	
Scanners	
Other Peripherals	

The Center for Special Services: St. Mathews

COMPUTING DEVICES	Number of devices in use that are less than five years old	How many of these devices are connected to the LAN?
Desktop computers	5	5
Laptops	6	6
Chromebooks		
Tablets less than nine (9) inches with keyboard access		
Tablets nine (9) inches or greater with keyboard access		
Tablets less than nine (9) inches without keyboard access		
Tablets nine inches or greater without keyboard access		

The Center for Special Services: Tappan Hill School

COMPUTING DEVICES	Number of devices in use that are less than five years old	How many of these devices are connected to the LAN?
Desktop computers	13	13
Laptops		
Chromebooks		
Tablets less than nine (9) inches with keyboard access		
Tablets nine (9) inches or greater with keyboard access		
Tablets less than nine (9) inches without keyboard access		
Tablets nine inches or greater without keyboard access	20	20

PERIPHERAL DEVICES	Number of devices in use that are less than five years old
Document Cameras	
Flat Panel Displays	
Interactive Projectors	
Interactive Whiteboards	6
Multi-function Printers	
Projectors	
Scanners	
Other Peripherals	
PERIPHERAL DEVICES	

Document Cameras	
Flat Panel Displays	
Interactive Projectors	
Interactive Whiteboards	
Multi-function Printers	
Projectors	
Scanners	
Other Peripherals	

Adult and Community Services

COMPUTING DEVICES	Number of devices in use that are less than five years old	How many of these devices are connected to the LAN?
Desktop computers	73	73
Laptops	10	10
Chromebooks		
Tablets less than nine (9) inches with keyboard access		
Tablets nine (9) inches or greater with keyboard access		
Tablets less than nine (9) inches without keyboard access		
Tablets nine inches or greater without keyboard access		

Appendix B – Policies

Acceptable Use Policy

SUBJECT: SOUTHERN WESTCHESTER BOCES ACCEPTABLE USE POLICY FOR TECHNOLOGY AND THE INTERNET: SOUTHERN WESTCHESTER BOCES EMPLOYEES

The following Policy and related Consent Form must be read and signed by the employee before access will be provided to SWBOCES computer and Internet facilities.

Introduction

The SWBOCES furnishes computers and provides access to the Internet in order to support learning and enhance instruction. By providing access to the Internet, a vast information highway connecting thousands of computers all over the world, the SWBOCES intends to promote educational excellence and to prepare students for an increasingly technological world. This use should facilitate resource sharing, research, innovation and communication.

However, the SWBOCES also recognizes that with this access comes the availability of material that is unrelated to scholarship, and which in many instances is inappropriate for places of learning.

For this reason, computers, network and Internet facilities are to be used primarily for SWBOCES-related purposes. Incidental personal use of SWBOCES computers must not interfere with the employee's job performance, must not violate any of the rules contained in this policy and must not damage SWBOCES' hardware, software, or computer communications systems.

Much of the responsibility for appropriate use of the Internet must rest on employees themselves. Therefore, the SWBOCES requires that employees act responsibly by reading and following the policies outlined below. Furthermore, employee use is contingent upon execution of a signed Consent and Waiver Agreement.

Use of the system can and will be monitored by the SWBOCES, and there is no expectation of privacy in employee use.

Applicability and General Principles

These policies apply to all employees who gain access to the Internet via computer equipment and/or access lines located in the SWBOCES. This includes any remote access which employees may gain from off-site, but which involves the use of SWBOCES sites, servers, Intranet facilities, e-mail accounts or software.

The primary access to and use of the Internet must be for the purposes of work, teaching or scholarship consistent with the educational goals of the SWBOCES. Employees must make efficient, ethical and legal utilization of network resources. Employees must be aware that material created, stored on, or transmitted from or via the system is not guaranteed to be private.

SUBJECT: SOUTHERN WESTCHESTER BOCES ACCEPTABLE USE POLICY FOR
TECHNOLOGY AND THE INTERNET: SOUTHERN WESTCHESTER BOCES
EMPLOYEES (Cont'd.)

In addition to the fact that the Internet is inherently insecure, SWBOCES network administrators may review the system at any time to ensure that the system is working properly. For this reason, employees should expect that e-mails, materials placed on personal Web pages, and other work that is created on the network may be viewed by a third party.

External access will be provided to authorized users by the assignment of unique log-in identification codes ("usernames" and passwords) and, where appropriate, with limited hard disk space on SWBOCES hardware, for their own individual use. Authorized users will be personally responsible for maintaining the integrity of the SWBOCES' access policy, and may not permit other persons to use their usernames, passwords, accounts or disk space, or disclose their usernames, passwords or account information to any third party.

Usernames and passwords will be furnished only to persons who have signed and returned a copy of this document, and such updates or modifications as may hereafter be promulgated. The user's signature certifies that he/she has read this document, understands it, and agrees to be bound by its terms.

Users must respect the integrity and security of the SWBOCES' systems and network, and the access rights, privacy and reasonable preferences of other users. The SWBOCES reserves the right to limit access time and disk space in order to optimize an equitable allocation of resources among users.

The SWBOCES makes no warranties of any kind, whether express or implied, for the service it is providing. It is not responsible for any damages, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions, whether caused by the SWBOCES' negligence, or by a user's errors or omissions. Information obtained from the Internet is issued at the user's own risk, and the SWBOCES specifically disclaims any responsibility for the accuracy or quality of information obtained by employees via access provided by or through the SWBOCES.

The following policies are intentionally broad in scope and, therefore, may include references to resources, technology and uses not yet available.

Rules of Conduct and Compliance

Employees who violate this Acceptable Use policy may have their access rights suspended or revoked by the network administrator in accordance with applicable due process rights. In addition, further disciplinary action may be taken as permitted by applicable law and the terms of any applicable collective bargaining agreement

Except as otherwise indicated below, all policies and prohibitions regarding users of the network also apply to users of individual SWBOCES computers.

SUBJECT: SOUTHERN WESTCHESTER BOCES ACCEPTABLE USE POLICY FOR
TECHNOLOGY AND THE INTERNET: SOUTHERN WESTCHESTER BOCES
EMPLOYEES (Cont'd.)

- a) With the exception of educational software installed and/or modified by a faculty member for instructional purposes, users may not add any software or applications to the Southern Westchester BOCES' network or computers, or add to or modify any existing software or applications, without the express permission of the network administrator. Any software that is installed must be properly licensed from the copyright owner thereof, and any modifications must comply with the terms of the applicable license(s).
- b) The network may not be used for any commercial purposes.
- c) The network may not be used for advertising, political campaigning, or political lobbying.
- d) The network may not be used for any activity, or to transmit any material, that violates United States, New York State or local laws. This includes, but is not limited to, fraudulent acts, violations of copyright laws, and any threat or act of intimidation or harassment against another person.
- e) The SWBOCES is a place of tolerance and good manners. Use of the network or any SWBOCES computer facilities for hate mail, defamatory statements, statements intended to injure or humiliate others by disclosure of personal information (whether true or false), personal attacks on others, and statements expressing animus towards any person or group by reason of race, color, religion, national origin, gender, sexual orientation, disability, or any other category protected by law is prohibited.
- f) Network users may not use vulgar, derogatory, or obscene language.
- g) Network users may not post anonymous messages or forge e-mail or other messages.
- h) Network users may not log on to someone else's account, attempt to access another user's files, or permit anyone else to log on to their own accounts. Users may not try to gain unauthorized access ("hacking") to the files or computer systems of any other person or organization. However, employees must be aware that any information stored on or communicated through the SWBOCES network may be susceptible to "hacking" by a third party.
- i) Network users may not access' Web Sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. Likewise, using the network to access or process pornographic material (whether visual or written), or material which contains dangerous recipes, formulas or instructions, is prohibited.

SUBJECT: SOUTHERN WESTCHESTER BOCES ACCEPTABLE USE POLICY FOR
TECHNOLOGY AND THE INTERNET: SOUTHERN WESTCHESTER BOCES
EMPLOYEES (Cont'd.)

- j) Users may not access newsgroups, chat rooms, list servers, or other services where they may communicate with people outside of the SWBOCES (specifically including e-mail) except for SWBOCES business. While some incidental personal use of such facilities may be permitted, such incidental use will not be deemed a waiver of the SWBOCES' right to prohibit all such use, either on an individually-applicable or on a generally-applicable basis.
- k) Users may not engage in "spamming" [sending an electronic communication to more than ten (10) people at the same time] or participate in chain letters.
- l) Users who maliciously access, alter, delete, damage or destroy any computer system, computer network, computer program, or data will be subject to criminal prosecution as well as to disciplinary action by the SWBOCES. This includes, but is not limited to, changing or deleting another user's account; changing the password of another user; using an unauthorized account; damaging any files; altering the system; using the system to make money illegally; destroying, modifying, vandalizing, defacing or abusing hardware, software, furniture or any SWBOCES property.
- m) Users may not intentionally disrupt information network traffic or crash the network and connected systems; they must not degrade or disrupt equipment or system performance. They must not download or save excessively large files without the express approval of the network administrator.
- n) Users must comply with the "fair use" provisions of the United States Copyright Act of 1976. "Fair use" in this context means that the copyrighted materials of others may be used only for scholarly purposes, and that the use must be limited to brief excerpts. The SWBOCES' library professionals can assist employees with fair use issues.
- o) Users may not copy any copyrighted or licensed software from the Internet, from the network or from another user without the express permission of the copyright holder. Software must be purchased or licensed before it can legally be used.
- p) Users may not take data, equipment, software or supplies (paper, toner cartridges, disks, etc.) for their own personal use. Such taking will be treated as theft. Use of SWBOCES printers and paper must be reasonable.

SUBJECT: SOUTHERN WESTCHESTER BOCES ACCEPTABLE USE POLICY FOR TECHNOLOGY AND THE INTERNET: SOUTHERN WESTCHESTER BOCES EMPLOYEES (Cont'd.)

Violations and Consequences

Consequences of violations include but are not limited to:

- a) Suspension or revocation of information network access;
- b) Suspension or revocation of network privileges;
- c) Suspension or revocation of computer access;
- d) Disciplinary action, up to and including termination of services.

In addition, the SWBOCES will seek monetary compensation for damages in appropriate cases.

Repeated or severe violations will result in more serious penalties than one-time or minor infractions.

This Acceptable Use Policy is subject to change. The SWBOCES reserves the right to restrict or terminate information network access at any time for any reason. The SWBOCES further reserves the right to monitor network activity as it sees fit in order to maintain the integrity of the network and to monitor acceptable use. Building and SWBOCES-wide administrators will make final determination as to what constitutes unacceptable use.

Disciplinary penalties involving adverse employment action will be determined in accordance with applicable state law and the terms of applicable collective bargaining agreements. However, by signing the Consent Form to this Acceptable Use Policy, employees agree that suspension or revocation of access will be determined by the network administrator, acting in consultation with Building and SWBOCES-wide administrators.

The Consent and Waiver Agreement must be signed and returned by the employee as a condition of access to SWBOCES computer and Internet facilities.

NOTE: Refer also to Policy #7250 -- The Children's Internet Protection Act: Internet Content Filtering/Safety Policy

Adopted: 6/23/10

Children's Internet Protection Act

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

In compliance with The Children's Internet Protection Act (CIPA) and Regulations of the Federal Communications Commission (FCC), the SWBOCES has adopted and will enforce this Internet safety policy that ensures the use of technology protection measures (i.e., filtering or blocking of access to certain material on the Internet) on all SWBOCES computers with Internet access. Such technology protection measures apply to Internet access by both adults and minors with regard to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, considered harmful to such students. Further, appropriate monitoring of online activities of minors, as determined by the building/program supervisor, will also be enforced to ensure the safety of students when accessing the Internet.

Further, the Board's decision to utilize technology protection measures and other safety procedures for staff and students when accessing the Internet fosters the educational mission of the SWBOCES including the selection of appropriate teaching/instructional materials and activities to enhance SWBOCES' programs; and to help ensure the safety of personnel and students while online.

However, no filtering technology can guarantee that staff and students will be prevented from accessing all inappropriate locations. Proper safety procedures, as deemed appropriate by the applicable administrator/program supervisor, will be provided to ensure compliance with the CIPA.

In addition to the use of technology protection measures, the monitoring of online activities and access by minors to inappropriate matter on the Internet and World Wide Web *may* include, but shall not be limited to, the following guidelines:

- a) Ensuring the presence of a teacher and/or other appropriate SWBOCES personnel when students are accessing the Internet including, but not limited to, the supervision of minors when using electronic mail, chat rooms, and other forms of direct electronic communications. As determined by the appropriate building administrator, the use of e-mail and chat rooms may be blocked as deemed necessary to ensure the safety of such students;
- b) Monitoring logs of access in order to keep track of the web sites visited by students as a measure to restrict access to materials harmful to minors;
- c) The dissemination of the SWBOCES' Acceptable Use Policy and accompanying Regulations to parents and students in order to provide notice of the school's requirements, expectations, and student's obligations when accessing the Internet. Parental and/or student consent, as may be applicable, shall be required prior to authorization for student use of SWBOCES computers. In compliance with this Internet

SUBJECT: THE CHILDREN'S INTERNET PROTECTION ACT: INTERNET CONTENT FILTERING/SAFETY POLICY (Cont'd.)

Safety Policy as well as The Southern Westchester BOCES' Acceptable Use Policy, unauthorized access (including so-called "hacking") and other unlawful activities by minors are prohibited by the SWBOCES; and student violations of such policies may result in disciplinary action; and

- d) Appropriate supervision and notification to minors regarding the prohibition as to unauthorized disclosure, use and dissemination of personal information regarding such students.

The determination of what is "inappropriate" for minors shall be determined by the SWBOCES and/or designated school official(s). It is acknowledged that the determination of such "inappropriate" material may vary depending upon the circumstances of the situation and the age of the students involved in online research. In using the computer network and Internet, minors are not permitted to reveal personal information such as home addresses, telephone numbers, their real last names or any other information which might allow someone they are communicating with online to locate them. No minor may arrange a face-to-face meeting with someone he/she "meets" on the computer network or Internet without his/her parent's permission.

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

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

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

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

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

Adopted: 6/23/10

Bullying Policy

SUBJECT: BULLYING: PEER ABUSE IN THE SWBOCES

Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and/or activities whether occurring on or off campus. The Board shall require the prohibition of bullying - along with the range of possible intervention activities and/or sanctions for such misconduct - to be included in the *Southern Westchester BOCES Code of Conduct* for all grade levels.

The term "bullying" among children is defined as: "a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful." Bullying can take three forms:

- a) Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
- b) Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); and
- c) Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).

The SWBOCES also prohibits "Internet bullying" (also referred to as "cyber-bullying") including the use of instant messaging, e-mail, web sites, chat rooms, and text messaging when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of SWBOCES students or employees.

However, it is important to note that a single negative act as enumerated above may also constitute "bullying" (if not more serious misconduct) based upon the particular circumstances such as the seriousness of the act and/or the intent of the actor.

Any student who believes that he/she is being subjected to bullying behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying, shall report the bullying to any staff member or the Building Principal. The staff member/Building Principal to whom the report is made (or the staff member/Building Principal who witnesses bullying behavior) shall investigate the complaint and take appropriate action to include, as necessary, referral to the next level of supervisory authority and/or other official designated by the SWBOCES to investigate allegations of bullying. Investigation of allegations of bullying shall follow the procedures utilized for complaints of harassment within the SWBOCES. Allegations of bullying shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints.

(Continued)

SUBJECT: BULLYING: PEER ABUSE IN THE SOUTHERN WESTCHESTER BOCES
(Cont'd.)

Prohibition Against Retaliation

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of bullying. Follow-up inquiries and/or appropriate monitoring of the alleged bully and victim shall be made to ensure that bullying behavior has not resumed and that all those involved in the investigation of allegations of bullying have not suffered retaliation.

Personnel at all levels are responsible for taking corrective action to prevent bullying behavior of which they have been made aware at SWBOCES sites or activities and/or reporting such behavior to their immediate supervisor. Further, staff training shall be provided to raise awareness of the problem of bullying within the schools and to facilitate staff identification of and response to such bullying behavior among students.

Prevention and intervention techniques within the SWBOCES to prevent against bullying behavior and to support and protect victims shall include building-level and classroom-level strategies and activities as determined by administration. Individual intervention will be provided by appropriate staff members to bullies, victims and their parents to help ensure that the bullying stops.

Rules against bullying shall be publicized SWBOCES-wide and shall be disseminated as appropriate to staff, students and parents. Disciplinary sanctions for violation of this policy shall be outlined in the *Southern Westchester BOCES Code of Conduct* as enumerated above and may also be incorporated in staff and student handbooks.

NOTE: Refer also to Policies #2410 -- Code of Conduct on Southern Westchester BOCES Property
#2420 -- Anti-Harassment in the Southern Westchester BOCES
#6440 -- Sexual Harassment (Students)
#6463 -- Hazing of Students
Southern Westchester BOCES Code of Conduct on Southern Westchester BOCES Property

Adopted: 6/23/10

Information Security:

SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION

SWBOCES values the protection of private information of individuals in accordance with applicable law and regulations. Further, SWBOCES is required to notify affected individuals when there has been or is reasonably believed to have been a compromise of the individual's *private* information in compliance with the Information Security Breach and Notification Act and Board policy.

- a) "*Private information*" shall mean ****personal information** in combination with any one or more of the following data elements, when either the personal information or the data element is not encrypted or encrypted with an encryption key that has also been acquired:
1. Social security number;
 2. Driver's license number or non-driver identification card number; or
 3. Account number, credit or debit card number, in combination with any required security code, access code, or password which would permit access to an individual's financial account.

"*Private information*" does not include publicly available information that is lawfully made available to the general public from federal, state or local government records.

****"Personal information"** shall mean any information concerning a person which, because of name, number, symbol, mark or other identifier, can be used to identify that person.

- b) "*Breach of the security of the system,*" shall mean unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security, confidentiality, or integrity of personal information maintained by SWBOCES. Good faith acquisition of personal information by an employee or agent of SWBOCES for the purposes of SWBOCES is not a breach of the security of the system, provided that private information is not used or subject to unauthorized disclosure.

Examples of Determining Factors

In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or person without valid authorization, SWBOCES may consider the following factors, among others:

- a) Indications that the information is in the physical possession and control of an unauthorized person, such as a lost or stolen computer or other device containing information; or
- b) Indications that the information has been downloaded or copied; or
- c) Indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported.

(Continued)

SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION (Cont'd.)

Notification Requirements

- a) For any computerized data owned or licensed by SWBOCES that includes private information, SWBOCES shall disclose any breach of the security of the system following discovery or notification of the breach to any New York State resident whose private information was, or is reasonably believed to have been, acquired by a person without valid authorization. The disclosure to affected individuals shall be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system. SWBOCES shall consult with the State Office of Cyber Security and Critical Infrastructure Coordination (CSCIC) to determine the scope of the breach and restoration measures.
- b) For any computerized data maintained by SWBOCES that includes private information which SWBOCES does not own, the SWBOCES shall notify the owner or licensee of the information of any breach of the security of the system immediately following discovery, if the private information was, or is reasonably believed to have been, acquired by a person without valid authorization.

The notification requirement may be delayed if a law enforcement agency determines that such notification impedes a criminal investigation. The required notification shall be made after the law enforcement agency determines that such notification does not compromise the investigation.

Methods of Notification

The required notice shall be directly provided to the affected persons by one of the following methods:

- a) Written notice;
- b) Electronic notice, provided that the person to whom notice is required has expressly consented to receiving the notice in electronic form; and a log of each such notification is kept by SWBOCES when notifying affected persons in electronic form. However, in no case shall SWBOCES require a person to consent to accepting such notice in electronic form as a condition of establishing any business relationship or engaging in any transaction;
- c) Telephone notification, provided that a log of each such notification is kept by SWBOCES when notifying affected persons by phone; or

(Continued)

SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION (Cont'd.)

- d) Substitute notice, if SWBOCES demonstrates to the State Attorney General that the cost of providing notice would exceed \$250,000, or that the affected class of subject persons to be notified exceeds \$500,000, or that the SWBOCES does not have sufficient contact information. Substitute notice shall consist of all of the following:
1. E-mail notice when SWBOCES has an e-mail address for the subject persons;
 2. Conspicuous posting of the notice on SWBOCES' website page, if SWBOCES maintains one; and
 3. Notification to major statewide media.

Regardless of the method by which notice is provided, the notice shall include contact information for the notifying SWBOCES and a description of the categories of information that were, or are reasonably believed to have been, acquired by a person without valid authorization, including specification of which of the elements of personal information and private information were, or are reasonably believed to have been, so acquired.

In the event that any New York State residents are to be notified, SWBOCES shall notify the State Attorney General, the Consumer Protection Board, and the State Office of Cyber Security and Critical Infrastructure Coordination as to the timing, content and distribution of the notices and approximate number of affected persons. Such notice shall be made without delaying notice to affected New York State residents.

In the event that more than 5,000 New York State residents are to be notified at one time, SWBOCES shall also notify consumer reporting agencies, as defined pursuant to State Technology Law Section 208, as to the timing, content and distribution of the notices and approximate number of affected persons. Such notice shall be made without delaying notice to affected New York State residents. A list of consumer reporting agencies shall be compiled by the State Attorney General and furnished upon request to school districts required to make a notification in accordance with Section 208(2) of the State Technology Law, regarding notification of breach of security of the system for any computerized data owned or licensed by SWBOCES that includes private information.

State Technology Law Sections 202 and 208

Adopted: 6/23/10

Parents' Bill of Rights for Data Privacy and Security

In accordance with New York State Education Law Section 2-d, the Southern Westchester Board of Cooperative Educational Services hereby sets forth the following Parents' Bill of Rights for Data Privacy and Security, which is applicable to all students and their parents and legal guardians.

- (1) New York Stated Education law Section 2-d (Section 2-d") and the Family Educational Rights and Privacy Act ("FERPA") protect the confidentiality of personally identifiable information. Section 2-d and FERPA assures the confidentiality of records with respect to "third parties," and provides parents with the right to consent to disclosures of personally identifiable information contained in their child's education records. Exceptions to this include school employees, officials and certain State and Federal officials who have a legitimate educational need to access such records. In additions, the District will, upon request of parents, or adult students, or if otherwise required by law, disclose student records to officials of another school district in which a student seeks to enroll.
- (2) A student's personally identifiable information cannot be sold or released for any commercial purposes;
- (3) Personally identifiable information includes, but is not limited to:
 - i. The student's name;
 - ii. The name of the student's parent or other family members;
 - iii. The address of the student or student's family;
 - iv. A personal identifier, such as the student's social security number, student number, or biometric record;
 - v. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
 - vi. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
 - vii. Information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

(4) In accordance with FERPA, Section 2-d and Southern Westchester BOCES Policy No. 6320, Student Records: Access and Challenge, parents have the right to inspect and review the complete contents of their child's education record.

(5) The District has the following safeguards in place: Encryption, firewalls and password protection, which must be in place when data is stored or transferred.

(6) New York State, through the New York State Education Department, collects a number of student data elements for authorized uses. A complete list of all student data elements collected by the State is available for public review, at:

http://www.p12.nysed.gov/irs/data_reporting.html
<http://data.nysed.gov/>
<http://www.p12.nysed.gov/irs/sirs/documentation/nyssisguide.pdf>

(7) Parents have the right to submit complaints about possible breaches of student data or teacher or principal APPR data. Any such complaint must be submitted, in writing, to:

Mrs. Jacqueline O'Donnell
Chief Operating Officer
Southern Westchester
Board of Cooperative Educational Services
17 Berkley Drive
Rye Brook, New York 10573
914-937-3820
jodonnell@swboces.org

Supplemental Information for Third-Party Contracts

Southern Westchester BOCES, in an effort to provide the most up to date and accurate information to our parents is compiling the information required to complete this section. We will provide further information when this section is completed and available. If you have specific questions about Third Party Contracts, please contact:

Mrs. Jacqueline O'Donnell Chief
Operating Officer Southern
Westchester
Board of Cooperative Educational Services
17 Berkley Drive
Rye Brook, New York 10573
914-937-3820

Approved by the BOCES Board of Education on October 14, 2015