



CITY SCHOOL DISTRICT OF NEW ROCHELLE

NEW ROCHELLE TECHNOLOGY DEPARTMENT

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TECHNOLOGY PLAN

July 1, 2014 – June 30, 2017



This Technology Plan is based on future approved* budgets from 2014 through 2017 school years. If during the next three years budget structures change or advances in technology become available, this plan will be revised to reflect those changes.

** The 2014-15 Technology budget is pending a May 2014 budget vote. The 2014-15 Technology Department budget is slated for adoption by the City School District of New Rochelle Board of Education on May 21, 2014.*



CITY SCHOOL DISTRICT OF NEW ROCHELLE

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Shannon Mulqueen – Jefferson Elementary School
Reggie Richardson – New Rochelle High School
Jeannine Shields – Ward & Barnard Elementary Schools
Ana Wiesner – Ward Elementary School
Marc Yannocone – New Rochelle High School
Mary Ann Gallick – Office Support

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CITY SCHOOL DISTRICT OF NEW ROCHELLE

MISSION STATEMENT

The mission of the New Rochelle School System, acknowledging its richly complex history, is to produce responsible, self-sufficient citizens who possess the self-esteem, initiative, skills, and wisdom to continue individual growth, pursue knowledge, develop aesthetic sensibilities, and value cultural diversity by providing intellectually challenging educational programs that celebrate change but affirm tradition and promote excellence through an active partnership with the community, a comprehensive and responsive curriculum, and a dedicated and knowledgeable staff.

ASSUMPTIONS

The City School District of New Rochelle 2014-2017 Technology Plan, its goals, strategies, and actions are based on the following assumption:

The City School District of New Rochelle will continue to provide multi-year financial support for the development, use and expansion of technology and technology staff development throughout the school system.

Any change in this assumption will have impact on the ability to successfully complete the goals and objectives of this multi-year plan.

TECHNOLOGY PLANNING EFFORTS

There have been many national technology-planning initiatives that have assisted with developing goals and standards for technology in school district settings. These efforts have been sponsored by major educational technology leadership organizations and the Superintendent's Committee for Technology reviewed the following in developing this technology plan:

- International Society for Technology and Education (ISTE)
- National K-12 Common Core State Standards
- National Educational Technology Standards (NETS) Project.
- New York State Education Department Common Core - Engage NY
- New York State Technology Plan 2010
- Partnership for Assessment for College and Career Readiness - PARCC
- U.S. Department of Education National Education Technology Plan

SUPERINTENDENT'S COMMITTEE FOR TECHNOLOGY

The Superintendent's Committee for Technology is responsible for developing the goals and strategies for the 2014-2017 Technology Plan and makes recommendations for technology projects based on this Plan. The group members include administrators, teachers, staff, and parents. Groups represented by the committee members included Elementary, Middle and High School Teachers, Special Education, English Language Learner Services, Pupil Personnel Services, Library Services, District Data Services, District Communications Services, Instructional Technology Facilitators who provide technology staff development, and Parent Teacher Association members. The Superintendent's Committee for Technology is chaired by the District's Director of Technology and meets monthly throughout the school year.

2013-14 SUPERINTENDENT'S COMMITTEE FOR TECHNOLOGY

Dr. Christine Coleman – Director of Technology – Committee Chairperson
Dan Cocciardi – Columbus Elementary School
Moises Freja – Trinity Elementary School
Yvette Goorevitch – Director of Special Education
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Ana Wiesner – Ward Elementary School
Marc Yannocone – New Rochelle High School

INTRODUCTION

There are nearly 10,880 students in the City School District of New Rochelle, educated in one early childhood center, six elementary schools, two middle schools, one high school and one alternate high school. A total staff of 2,274 includes 898 school related employees and 1,376 pedagogic staff members.

Staff numbers include specialists in reading, learning disabilities, nursing, psychology, social work, speech and hearing clinical services, guidance counseling, in addition to attendance and teaching faculty. Special programs include magnet elementary schools that feature the humanities, math and science, communication arts, and the performing arts. The District also provides extensive special education services; programs for English Language Learners; comprehensive arts-in-education programs; K-12 computer literacy programs; a unique space science curriculum; model full-and part-time gifted programs; and, innovative dual-language programs beginning in kindergarten.

The United States Department of Education and the New York State Education Department's school recognition programs commended several New Rochelle schools for excellence. Students and staff continue to bring honor and distinction in regional, state, and national academic competition and awards programs.

The grade configuration of District schools is one Pre-K to Grade 2 early childhood center, five K to 5 elementary schools, two middle schools with grades 6 to 8, and one comprehensive high school housing grades 9 to 12. Today, New Rochelle High School serves a diverse population of over 3,400 students. About 240 courses are offered to provide students the opportunity to pursue studies in the performing and visual arts, advanced science research and electives in forensics, engineering, environmental research and foreign languages including Italian, French, Spanish, and Latin. The high school offers many honors/advanced placement courses. Approximately 95% of the students attend college.

When compared to 38 public high schools in Westchester County, the SAT scores of students attending New Rochelle High School placed within the top 10. High school students earn accolades in competitive national programs including the National Merit Scholarship programs and the Intel Science Talent Search. Students are accepted into the most competitive and prestigious colleges and universities in the nation.

Complementing the instructional program, multiple co- and extra-curricular activities and interscholastic sports offer students numerous opportunities to develop leadership skills, provide community service, and extend intellectual, social, artistic, and athletic interests.

The wide range of nationalities in this small city, which is home to a number of embassy representatives, broadens opportunities for international partnerships that enrich academic activities.



2013-14 City School District of New Rochelle Schools

FACTS AND FIGURES

Enrollment: 10,880 students*

**As of 3/31/14 - Includes Homebound, CSE Out of District Students, CSE BOCES Students and CBO Pre-K Students*

Employees: Total- 2,274

Pedagogic Employees: 1,376

Civil Service-Full Time: 318

Civil Service part Time: 580

Per Pupil Expenditure: \$20,857

Total Budget 14-15: \$245,457,331

Elementary Schools *Enrollment as of 4/23/14*

Barnard Early Childhood Center 129 Barnard Road Pre-K to Grade 2 Pre K, Head Start and All Day Kindergarten. Principal – Ms. Joanna Genovese	576-4386 548
Columbus Elementary School 275 Washington Ave. Kindergarten to Grade 5 Magnet Program: Science, Math, Technology Principal – Ms. Sonia Nunez	576-4401 846
George M. Davis Jr. Elementary School 80 Iselin Dr. Kindergarten to Grade 5 Magnet Overlay Program in the Performing Arts Neighborhood attendance zone District-wide Kaleidoscope program Principal – Mr. Michael Galland	576-4420 734
Jefferson Elementary School 131 Weyman Ave Kindergarten to Grade 5 Neighborhood attendance zone Principal – Ms. Kimmerly Nieves	576-4430 594
Trinity Elementary School 180 Pelham Road Kindergarten to Grade 5 Communication Arts and Technology Magnet Neighborhood attendance zone District-wide CILA dual language program Principal – Mr. Anthony DiCarlo	576-4440 856
William B. Ward Elementary School 311 Broadfield Road Kindergarten to Grade 5 International Peace theme Neighborhood attendance zone District-wide CILA dual language program Principal – Mr. Franco Miele	576-4450 998

Elementary School *Enrollment as of 4/23/14*

Daniel Webster Elementary School 95 Glenmore Road Kindergarten to Grade 5 Humanities Magnet Program – Studio arts, jurisprudence, philosophy, literature, economics, sociology, foreign languages, dance. Apply in March for Magnet Lottery Principal – Ms. Melissa Passarelli	576-4460 525
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Middle Schools *Enrollment as of 4/23/14*

Albert Leonard Middle School 25 Gerada Lane Grade 6 to 8 Neighborhood attendance zone Principal – Mr. John Barnes	576-3339 1241
Isaac E. Young Middle School 270 Centre Avenue Grade 6 to 8 Neighborhood attendance zone Principal – Mr. Anthony Bongo	576-4360 1139

High School & Campus Alternative *Enrollment as of 4/23/14*

New Rochelle High School 265 Clove Road Grade 9 to 12 Principal – Mr. Reginald Richardson	576-4500 3,406
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SECTION I – GOALS & STRATEGIES

Developed by the 2013-14 Superintendent's Committee for Technology

SECTION I-SED TECHNOLOGY PLAN CRITERIA

GOAL 1: To embed technology into the delivery of instruction and continue to provide equitable access to technology tools to prepare all learners to be college and career ready.

STRATEGIES:

- Enhance the teaching and learning experience through the integration of technology in the classroom and 24/7 access to educational learning portals.
- Insure that students, upon graduation, are prepared to use and apply technological tools to effectively express their ideas, compete for opportunities in their higher education or work experiences, and contribute to the community.
- Provide a technology-enhanced learning environment for students to develop competencies and skills in technology literacy.
- Enable students to evaluate, interpret, analyze, and utilize information purposefully in support of the Common Core standards.
- Continue to provide increased opportunities for student-centered learning in Pre K-12 utilizing technology, including mobile computing.
- Create global classrooms that promote cross-cultural and multi-discipline learning experiences.
- Continue to develop local and global communication networks to share information and ideas among students, faculty, staff, parents and the community.
- Integrate web-based tools into the curriculum and continue to build on our current email and videoconference solutions in place.
- Continue to provide online content and curriculum portals for students and homebound students in blended learning environments.
- Integrate technology into the classroom and provide 24/7 access to educational learning portals.

GOAL 2: Continue to provide technical support, infrastructure upgrades, and network maintenance for all users of the network.

STRATEGIES:

- Extend and increase web-based technology access programs into established school, funded, and after-school programs.
- Develop internal capabilities to support and implement assistive technology evaluations, hardware and software.
- Upgrade servers, routers and switches at sites that are out of warranty and at end-of-life.
- Continue to upgrade virtual solutions to provide a more energy efficient network. This includes upgrades, replacements, technology consumables, virtualization of servers, and cloud environments.
- Continue to implement software tools that can reduce technical support.
- Continue to upgrade filters and virus protection software.
- Continue to support wireless mobile computer instruction units in elementary and secondary schools.

- Continue to support and expand wireless access in elementary, secondary and office locations.
- Increase access and equipment in all environments.
- Continue to upgrade school library technology to increase information resource centers.
- Continue to upgrade wiring, electrical and communications support for local area networks and Internet access from all buildings.
- Provide additional cable management panels for routing of patch cords.
- Continue to support and upgrade Centrex, local, long distance and cellular services in the District.
- Continue to develop mobile access for students who do not have Internet access at home.
- Continue to support web hosting, e-mail services, and emergency web based calling systems.
- Expand Bandwidth capabilities at all sites and explore dark fiber solutions.
- Expand and continue to expand digital video surveillance and student/staff ID systems for improved security in all buildings. Develop handheld mobile web based access devices to our student information system for security staff.
- Develop and integrate live Board of Education meetings through our educational cable channels and live web casting to the Internet. Provide these, District events and professional development videos on-demand through the Internet.
- Explore and develop filtered Internet access for students who do not have access at home and for Assistive Technology solutions for homebound students.

GOAL 3: Continue the District’s Universal Design initiative to empower all students, teachers, and administrators with equity of access to technology.

STRATEGIES:

- Explore and implement new hardware and software options that support the Universal Design model.
- Provide on-going professional development and explore new technologies that support District administrators and teachers with research-based Universal Design elements and technological options.
- Continue to form professional learning networks (PLNs) for teachers, instructional technology facilitators/educational tech specialists and administrators surrounding Universal Design to establish Common Core Standards approaches and College and Career readiness.

GOAL 4: Continue to develop and integrate K-12 students' technical competencies and learning strategies that seamlessly integrate ISTE Technology Strategies, National Common Core Standards for K-12 and PARCC College and Career Readiness.

STRATEGIES:

- Further, develop and integrate benchmarks of technological skills for K-12 students.
- The standards will serve as a framework to spiral from grade to grade and will be embedded into the daily instruction via digital media strategies and web based learning tools.
- Keyboarding and PARCC Readiness technology skills will be explored and expanded within the curriculum. Students will be exposed to a variety of online testing environments.
- Continue to develop global connections within the school day via internet-based video conferences and webinars to expand virtual connections.

GOAL 5: Maximize college and career readiness through multimedia tools and online learning environments.

STRATEGIES:

- Continue to develop multiple means of communicating such as audio video, filming, live broadcasting, and graphic arts tools.
- Improve students' ability to analyze, critically evaluate, and produce communication in a variety of artistic forms and creative formats.
- Continue to develop and provide online courses and online hybrid learning courses for middle and high school students, and K-12 teachers.

GOAL 6: Systemically support on-going technology and assistive technology training and development for teachers, staff, administrators and parents to encourage consistency, collaboration, and innovation throughout the District to support teaching and learning.

STRATEGIES:

- Identify the needs of the targeted groups.
- Communicate the value of technology education and its application and alignment to the user's priorities.
- Provide in-service courses, workshops, online tutorials and small group sessions for professional development in technology.
- Continue providing support and instruction by the Instructional Technology Facilitators, through courses at the New Rochelle Staff Resource Center, and/or utilizing online professional development portals.
- Continue to collaborate with BOCES Southern Westchester Information Center to provide additional on-site technology professional development for teachers, administrators and staff.

- Continue to develop and maintain web-based archive professional development materials for individualized, self- guided learning. Continue to engage and encourage the use of these materials by administration, teachers, and staff.
- Remove last bullet because we no longer use TPACK

GOAL 7: Continue to implement ISTE Administrator and Teacher Technology Standards (NETS) practices to ensure that curriculum, instructional strategies, and the learning environments integrate appropriate technologies.

STRATEGIES:

- Continue to provide quality professional development in using technology for all users in the District.
- Continue communication at all levels regarding the availability and equitable distribution of resources to staff members.
- Design developmentally appropriate learning environments for professionals to further their own growth in adding to their knowledge base of technology concepts and skills.
- Support teachers in integrating technology-enhanced instructional strategies to support the diverse needs of all learners.
- Continue to develop data resources and training for administrators and teachers to utilize electronic results and data of NYS EXAMS, STAR testing, and PARCC testing.
- Assist administration in intentionally modeling effective use of technology to provide an environment receptive to technology integration throughout the building.
- Continue to employ technology for communication and collaboration among colleagues, staff, parents, students, and the larger community.

SECTION II – PROFESSIONAL DEVELOPMENT

SECTION II-SED TECHNOLOGY PLAN CRITERIA

PROFESSIONAL DEVELOPMENT

As Technology becomes more widely available and continues to change, there is a compelling need to provide on-going professional development to support educational reform goals, New York State standards and Common Core Standards to model collaborative inquiry-based learning and to guide staff toward incorporating the global infrastructure in instruction and productivity.

Technology Professional Development Goals

- Continue to use the Instructional Technology Facilitators as the foundational source of on-going and on-demand technology staff development experiences for administrators, teachers, and staff in our schools.
- Continue to support other staff developers from in-district staff and/ or others who are knowledgeable about local curriculum and learning goals to integrate technology into the classroom.
- Continue to provide technology staff development by examining District and curricular needs, working individually with colleagues, planning, presenting workshops during the school day, at faculty meetings, through online professional development portals, tutorials and media.
- Continue to expand the variety of technology staff development offerings. This includes: online courses, streaming video and online tutorials that allow teachers and staff to have access to training that can take place “anytime, anywhere”.
- Continue to investigate how technology can provide staff development experiences.
- Offer differentiated training opportunities to address the increasing specialized applications of technology. Staff development should include technology and workshops targeted to staff members who possess different levels of technology proficiency.
- Seek to hire new staff members who have competency in technology.
- Continue to train Parents/Guardians of District students to utilize and access our Home Access Portal. This portal provides information about student attendance, report cards, progress reports, transcripts, GPA, emergency contact information, and teacher communication resources.
- Provide on-going technology staff development for Administrators, Supervisors and Support Staff in data, productivity and communications.

**SECTION III – ASSESSMENT OF PRODUCTS
AND SERVICES NEEDED**

SECTION III-SED TECHNOLOGY PLAN CRITERIA

ASSESSMENT OF PRODUCTS AND SERVICES NEEDED

During Fall of 2013, the City School District of New Rochelle conducted a technology infrastructure analysis and needs assessment. Each site was visited and information was collected and provided the enclosed evaluation in **Appendix A**.

Weekly analysis is conducted of bandwidth utilization for each school. This data is used to determine bandwidth needs based on utilization trends. During the 2013-2014 year, the District is building and implementing a fiber mesh network. By July 1, 2014, this will increase the bandwidth availability for each site from 200 Megabytes to 1 Gigabyte. In 2015-16, the 1-Gigabyte bandwidth speed for each site will increase to 10 Gigabytes for each site.

The data provided in the document has been reviewed, utilized, and integrated for the three-year period of this technology plan. A new technology infrastructure analysis and needs assessment will be conducted when the next technology plan for 2017-2020 is being drafted.

SECTION IV – ONGOING EVALUATION PROCESS

SECTION IV-SED TECHNOLOGY PLAN CRITERIA

ONGOING EVALUATION PROCESS

A thoughtful evaluation component of this technology plan is necessary to ensure implementation and to measure success. The following benchmarks and procedures are used to gauge each year of the successful implementation and subsequent results of this technology plan:

Evaluation Benchmarks:

- The list of goals and objectives for use, access, infrastructure, technical support, user service, and professional development in this plan are reviewed yearly and fulfilled.
- Each department/division has a technology in place and uses data for decision-making.
- Professional development is in place and available to meet user's needs.
- All faculty and staff use technology for work processes and decision making consistent with the Technology Plan.

Evaluation Procedures:

- Superintendent's Committee for Technology reviews the plan yearly.
- Administrators discuss and reflect on the success in improving efficiency and student outcomes.
- Technicians note decline in support calls and basic service assistance based on Help Desk data indicators. Tracking yearly data in this area is currently on going.
- Users report on the access and use of technology in the classrooms or offices.
- Each school site and department notes the participation levels in technology staff development to confirm they continue to be appropriate for the technology available to the faculty and/or staff member's needs.
- Weekly reviews of bandwidth utilization is reviewed for each school location
- Network infrastructure equipment analysis is reviewed each year.

APPENDIX

APPENDIX A

Network Wiring Closet Summary – Fall 2013

APPENDIX B

Acceptable Use Policy for Employees

Acceptable Use Policy for Students



ACCEPTABLE USE POLICY FOR TECHNOLOGY AND THE INTERNET

4550

— SCHOOL DISTRICT EMPLOYEES —

The following Policy must be agreed to by the employee before access will be provided to School District computer and Internet facilities. Use of such facilities after receipt of this Policy is deemed to constitute agreement.

Introduction

The City School District of New Rochelle (“School District”) furnishes computers and network facilities and equipment, 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 School District 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 School District also recognizes that with this access come uses and the availability of material which are unrelated to scholarship, and which in many instances are inappropriate for places of work and/or learning.

For this reason, computer, network and Internet facilities (including, without limitation, e-mail, discussion groups and Web-based tools) are to be used only for purposes directly related to work, teaching or scholarship. Except for strictly limited incidental (and in all instances, appropriate) use, employees should use their own computers and their own Internet access arrangements for all other purposes.

Much of the responsibility for appropriate use of School District computers, network facilities and Internet access must rest on employees themselves. Therefore, the School District requires that employees act responsibly by reading and following the policies outlined below.

Employees must understand that access to School District computers, network and Internet facilities is a revocable privilege, and not a right. Use of the system can and will be monitored by the School District, and there is no expectation of privacy in employee use.

Applicability and General Principles

These policies apply to all employees who use School District computers, networked hardware, or who otherwise gain access to School District network facilities and/or the Internet via computer equipment and/or access lines located in the School District or elsewhere. This includes any remote access which employees may gain from off-site, but which involves the use of School District sites, servers, intranet facilities, e-mail accounts or software.

Except for limited incidental and appropriate use, as aforesaid, all access to and use of School District computers, network facilities and Internet access must be for the purposes of work, teaching or scholarship consistent with the educational goals of the School District. 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. In addition to the fact that the Internet use is inherently insecure, School District network administrators may review any and all individual computers and/or areas of the network at any time to ensure that the system is being used 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.

Both internal and external network and Internet 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 School District hardware, for their own individual use. Authorized users will be personally responsible for maintaining the integrity of the School District’s 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 subject to the provisions of this Policy, and such updates or modifications as may hereafter be promulgated.

Computer and network users must respect the integrity and security of the School District’s systems and network, and the access privileges, privacy and reasonable preferences of other users. The School District reserves the right to limit access time and disk space in order to optimize an equitable allocation of resources among users.

The School District 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 School District’s negligence, or by a user’s errors or omissions. Information obtained from the Internet is used at the user’s own risk, and the School District specifically disclaims any responsibility for the accuracy or quality of information obtained by employees via access provided by or through the School District.

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 privileges suspended or revoked by the network administrator. 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 School District computers.

1. The network may not be used to download, upload copy, or modify materials which are the subject of any third-party copyright, specifically including third-party still, video and audio media files, and text files without the express prior approval of a network administrator. For the purposes of this prohibition, “third-party copyright” refers to materials created by third parties not employed by or enrolled as students in the School District. This prohibition shall not apply to “fair use” for teaching or scholarly purposes, as permitted by the United States copyright laws, where such use is strictly limited to small excerpts from a work no greater than required for a permitted purpose; but in the case of any doubt, “fair use” questions should be referred to a network administrator and/or the School District’s library professionals prior to any such downloading, uploading, copying or storage.
2. Computer and network users may not add (or attempt to add) any software, shareware, freeware or other applications to the School District’s network or computers, or add to or modify any existing software or applications, without the express permission of the network administrator. Any software which is installed must be properly acquired by the School District and licensed to the School District from the copyright owner thereof, and any modifications must comply with the terms of the applicable license(s). Software installation requests will not be implemented until required proof of ownership and license status has been reviewed and approved.
3. The School District’s computers and network (including the use of such computers or the network to access the Internet) may not be used for any commercial purposes, and users may not buy or sell products or services through the system.
4. The School District’s computers and network (including the use of such computers or the network to access the Internet) may not be used for advertising, political campaigning, or political lobbying.
5. The School District’s computers and network (including the use of such computers or the network to access the Internet) 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.
6. The School District is a place of tolerance and good manners. Use of the network or any School District 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, use vulgar, derogatory, or obscene language is prohibited. Network users may not post anonymous messages or forge e-mail or other messages.
7. Computer and network users are strongly advised to use caution about revealing any information on the Internet, or storing such information on the School District's computers or the network, which would enable others to exploit them or their identities: this includes last names, home addresses, Social Security numbers, passwords, credit card numbers or financial institution account information, and photographs. Under no circumstances should a user reveal such information about another person without that person's express or prior consent.
 8. Computer and 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 School District network may be susceptible to "hacking" by a third party, and such information may be reviewed by the School District at any time, with or without prior notice.
 9. Computer and network users may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. Likewise, use of the network to access, process or store pornographic material (whether visual or written), or material which contains dangerous recipes, formulas or instructions, is prohibited.
 10. The attention of all computer and network users is specifically directed to the School District's separate Internet Safety Policy, which applies to all users of School District computer and network facilities, and which is incorporated herein by reference. Any attempt to bypass, defeat or circumvent the Internet Safety Policy Technology Prevention Measures, which are designed to prevent access to visual depictions that are obscene, involve child pornography, or are harmful to minors is punishable as a violation of this Acceptable Use Policy. In addition, evidence of use of any computer or the network to access, store or disseminate child pornography will be referred to law enforcement authorities for investigation and prosecution as may be appropriate.
 11. Computer and network users may not access newsgroups, blogs, chat rooms, social networking websites (including but not limited to MySpace and Facebook), list servers, or other services where they may communicate with people outside of the School District (specifically including e-mail) except for District business. This prohibition shall not apply to blog or social networking access which is used as an integral part of classroom instruction. While incidental personal use of e-mail facilities may be permitted, such incidental use will not be deemed a waiver of the School District's right to prohibit all such use, either on an individually-applicable or on a generally-applicable basis.

12. Computer and network users may not engage in “spamming” (sending irrelevant or inappropriate electronic communications individually or en masse) or participate in broadcast electronic communications (such as chain letters or other mass communications) other than for official School District purposes.
13. Computer and network users who maliciously access, alter, delete, damage or destroy any computer system, computer network, computer program, or data may be subject to criminal prosecution as well as to disciplinary action by the School District. This prohibition 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 School District property. Users may not develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computer system (e.g., create viruses, worms).
14. Computer and network 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. Computer and network users may not add any software or applications to the School District's network or computers, or add to or modify any existing software or applications, without the express permission of the network administrator.
15. Computer and network users may not use such facilities to plagiarize, which is a serious academic offense. Plagiarism is “taking ideas or writings from another person and offering them as your own.” Credit must always be given to the person who created the article or the idea. A person who, by cutting and pasting, or otherwise reproducing, text or data, leads readers to believe that what they are reading is the person's original work when it is not, is guilty of plagiarism.
16. Computer and network users may not copy any copyrighted or licensed software from the Internet or from the network without the express permission of the copyright holder. Software must be purchased or licensed before it can legally be used.
17. Computer and network 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 School District printers and paper must be reasonable.
18. The City School District of New Rochelle assumes no responsibility for student, faculty or staff websites created and hosted outside of the District network. Decisions to provide access to such external websites from the District network will be made on a case-by-case basis.

Violations and Consequences

Consequences of violations include but are not limited to:

- Suspension or revocation of information network access;
- Suspension or revocation of network privileges;
- Suspension or revocation of computer access;
- Disciplinary action, up to and including termination of services;
- Criminal prosecution.

In addition, the School District may 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 School District reserves the right to restrict or terminate information network access at any time for any reason. The School District 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. School and District-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, suspension or revocation of access privileges will be determined by the network administrator, acting in consultation with school and District-wide administrators.

Cross-Ref.: Policy No. 5550, Acceptable Use Policy for Technology and the Internet – Students

Policy No. 6550, Internet Safety Policy

Policy

Adopted: Res. No. 02-132 – Nov. 7, 2001

Revised: Res. No. 02-146 – Dec. 4, 2001

Revised: Res. No. 02-162 – Jan. 8, 2002

Revised: Res. No. 05-104 – Oct. 5, 2004

Revised: Res. No. 09-189 – Feb. 3, 2009

CITY SCHOOL DISTRICT OF
NEW ROCHELLE
New Rochelle, New York



ACCEPTABLE USE POLICY FOR TECHNOLOGY AND THE INTERNET

5550

– STUDENTS – Introduction

The City School District of New Rochelle (“School District”) furnishes computers and network facilities and equipment, 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 School District 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 School District also recognizes that with this access come uses and the availability of material which are unrelated to scholarship, and which in many instances are inappropriate for places of learning, and inappropriate for young people in particular.

For this reason, computer, network and Internet facilities (including, without limitation, e-mail and discussion groups) are to be used only for purposes directly related to learning. Students should use their own computers and their own Internet access arrangements for all other purposes. Resources such as e-mail and discussion groups are only to be used under directed supervision by faculty, and will be limited to teacher-authorized projects. In addition, the School District, in cooperation with the Board of Cooperative Educational Services (BOCES), has taken precautions to restrict access to questionable materials, but students and parents need to know that it is impossible to control all materials.

Much of the responsibility for appropriate use of School District computers, network facilities and Internet access must rest on students themselves. Therefore, the School District requires that students act responsibly by reading and following its policies regarding Technology and the Internet. Copies of these policies are available to parents upon request.

Ultimately, we realize that the parents/guardians of minors are responsible for setting and conveying the standards that their students should follow. Likewise, parents and students must understand that access to School District computer, network and Internet facilities is a revocable privilege, and not a right. Use of the system can and will be monitored by the School District, and there is no expectation of privacy in student use.

Applicability and General Principles

These policies apply to all students who use School District computers, or who otherwise gain access to the School District network facilities and/or Internet via computer equipment and/or access lines located in the School District or elsewhere. This includes any remote access which students may gain from off-site, but which involves the use of School District sites, servers, intranet facilities, e-mail accounts or software.

All access to and use of the School District computers, network facilities and Internet access must be for the purposes of education and research consistent with the educational goals of the School District. Students must make efficient, ethical and legal utilization of network resources. Students must be aware that material created, stored on, or transmitted from or via the system is not guaranteed to be private. In addition to the fact that the Internet is inherently insecure, School District network administrators may review any and all individual computers and/or areas of the network at any time to ensure that the system is being used properly. For this reason, students 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.

Both internal and external Network and Internet 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 School District hardware, for their own individual use. Authorized users will be personally responsible for maintaining the integrity of the School District’s 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 subject to the provisions of this Policy, and such updates or modifications as may hereafter be promulgated.

Computer and network users must respect the integrity and security of the School District’s systems and network, and the access privileges, privacy and reasonable preferences of other users. The School District reserves the right to limit access time and disk space in order to optimize an equitable allocation of resources among users.

The School District 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 School District’s negligence, or by a user’s errors or omissions. Information obtained from the Internet is used at the user’s (student’s) own risk, and the School District specifically disclaims any responsibility for the accuracy or quality of information obtained by students via access provided by or through the School District.

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

Students who violate this Acceptable Use Policy may have their access privileges suspended or revoked by the network administrator. In addition, because the School District's information networks and systems are used as part of the educational program, the School District's Code of Conduct also applies to network activities. This Acceptable Use Policy is an extension of the Code of Conduct, and the disciplinary penalties set out in the Code of Conduct will apply if the student acts in violation of this Acceptable Use Policy.

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

1. The network may not be used to download, copy, or store any software, shareware, or freeware. This prohibition specifically includes still, video and audio media files, and text files, created by third parties not employed by or enrolled as students in the School District. In order to avoid copyright issues, this prohibition applies to any such downloading, copying or storage, regardless of copyright status, unless approved by a network administrator. Moreover, only the network administrator is authorized to consent to the terms of any software license with respect to downloaded programs.
2. Computer and network users may not add (or attempt to add) any software, shareware, freeware, or other applications to a School District computer or to the network without the prior approval of the appropriate faculty member/administrator (in the case of an individual computer) or the network administrator (in the case of the network).
3. The School District's computers and network (including the use of such computers or the network to access the Internet) may not be used for any commercial purposes, and users may not buy or sell products or services through the system.
4. The School District's computers and network (including the use of such computers or the network to access the Internet) may not be used for advertising, political campaigning, or political lobbying.
5. The School District's computers and network (including the use of such computers or the network to access the Internet) 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.
6. The School District is a place of tolerance and good manners. Use of the network or any School District 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 or disability is prohibited. Network users may not use vulgar, derogatory, or obscene language. Network users may not post anonymous messages or forge e-mail or other messages.

7. Computer and network users are strongly advised to use caution about revealing any information on the Internet, or storing such information on the School District's computers or the network, which would enable others to exploit them or their identities: this includes last names, home addresses, Social Security numbers, passwords, credit card numbers or financial institution account information, and photographs. Under no circumstances should a user reveal such information about another person without that person's express or prior consent.
8. Computer and 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, students must be aware that any information stored on or communicated through the School District network may be susceptible to "hacking" by a third party, and such information may be reviewed by the School District at any time, with or without prior notice.
9. Computer and network users may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator. Likewise, use of the network to access, process or store pornographic material (whether visual or written), or material which contains dangerous recipes, formulas or instructions, is prohibited.
10. The attention of all computer and network users is specifically directed to the School District's separate Internet Safety Policy, which applies to all users of School District computer and network facilities, and which is incorporated herein by reference. Any attempt to bypass, defeat or circumvent the Internet Safety Policy Technology Prevention Measures, which are designed to prevent access to visual depictions that are obscene, involve child pornography, or are harmful to minors is punishable as a violation of this Acceptable Use Policy. In addition, evidence of use of any computer or the network to access, store or disseminate child pornography will be referred to law enforcement authorities for investigation and prosecution as may be appropriate.
11. Computer and network users may not access newsgroups, blogs, chat rooms, social networking websites (including, but not limited to MySpace and Facebook), list servers or other services where they may communicate with people outside of the School District (specifically including e-mail) unless they are supervised by a teacher and have been given explicit approval to do so.
12. Computer and network users may not engage in "spamming" (sending irrelevant or inappropriate electronic communications individually or en masse) or

participate in broadcast electronic communications (such as chain letters or other mass communications) unless they are supervised by a teacher and have been given explicit approval to do so.

13. Computer and network users who maliciously access, alter, delete, damage or destroy any computer system, computer network, computer program, or data may be subject to criminal prosecution as well as to disciplinary action by the School District. This prohibition 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 School District property. Users may not develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computer system (e.g., create viruses, worms).
14. Computer and network 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. Computer and network users may not add any software or applications to the School District's network or computers, or add to or modify any existing software or applications, without the express permission of the network administrator.
15. As is the case with all student work, computer and network users may not plagiarize, which is a serious academic offense. Plagiarism is "taking ideas or writings from another person and offering them as your own." Credit must always be given to the person who created the article or the idea. A student who, by cutting and pasting, or otherwise reproducing, text or data, leads readers to believe that what they are reading is the student's original work when it is not, is guilty of plagiarism.
16. Computer and network users must comply with the "fair use" provisions of the United States copyright laws. "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 School District's library professionals can assist students with fair use issues.
17. Computer and network users may not copy any copyrighted or licensed software from the Internet or from the network without the express permission of the copyright holder: software must be purchased or licensed before it can legally be used.
18. Computer and network 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 School District printers and paper must be reasonable.

19. Computer and network users must behave properly in any computer lab setting. Normal rules of classroom decorum and compliance with instructions from faculty and administrators will apply.
20. The City School District of New Rochelle assumes no responsibility for student, faculty or staff websites created and hosted outside of the District network.

Violations and Consequences

Consequences of violations include but are not limited to:

- Suspension or revocation of information network access;
- Suspension or revocation of network privileges;
- Suspension or revocation of computer access;
- Suspension from school;
- Expulsion from school;
- Criminal prosecution.

In addition, the School District may 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 School District reserves the right to restrict or terminate information network access at any time for any reason. The School District 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. School and District-wide administrators will make the final determination as to what constitutes unacceptable use.

Disciplinary penalties involving possible suspension or expulsion from school will be determined in accordance with the School District's Code of Conduct. However, suspension or revocation of access privileges will be determined by the network administrator, acting in consultation with school and District-wide administrators.

*Cross-Ref.: Policy No. 4550, Acceptable Use Policy for Technology and the Internet –
School District Employees
Policy No. 6550, Internet Safety Policy*

Policy

Adopted: Res. No. 02-132 – Nov. 7, 2001
Revised: Res. No. 02-146 – Dec. 4, 2001
Revised: Res. No. 02-162 – Jan. 8, 2002
Revised: Res. No. 03-70 – Aug. 6, 2002
Revised: Res. No. 05-105 – Oct. 5, 2004
Revised: Res. No. 09-190 – Feb. 3, 2009

CITY SCHOOL DISTRICT OF
NEW ROCHELLE
New Rochelle, New York

APPENDIX C

District Internet Safety Policy

INTRODUCTION

It is the policy of the City School District of New Rochelle (“The School District”) to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act (“CIPA”) [Pub. L. No. 106-554 and 47 USC § 254(h)]. It is the goal of this policy not only to prevent and protect, but to educate employees, students, parents and the community of New Rochelle in Internet safety. The CIPA guidelines for an Internet Safety Policy have also been incorporated by the School District into its Acceptable Use Agreement.

The Children’s Internet Protection Act, enacted December 21, 2000, requires recipients of federal technology funds to comply with certain Internet filtering and policy requirements. Schools and libraries receiving funds for Internet access and/or internal connection services must also meet the Internet safety policies of the Neighborhood Children’s Internet Protection Act that addresses the broader issues of electronic messaging, disclosure of personal information of minors, and unlawful online activities.

This policy is intended to be read together with the School District’s Acceptable Use Policies for Technology and the Internet (Policy No. 4550 as applicable to School District employees, and Policy No. 5550 as applicable to School District students). All limitations and penalties set forth in the Acceptable Use Policies are deemed to be incorporated into this policy. Terms used in this policy which also appear in the Children’s Internet Protection Act have the meanings defined in the Children’s Internet Protection Act.

COMPLIANCE WITH THE REQUIREMENTS OF CIPA:**Technology Protection Measures**

A Technology Protection Measure is a specific technology that blocks or filters Internet access. It must protect against access by adults and minors to visual depictions that are obscene, involve child pornography, or are harmful to minors. In addition to the filtering system that is incorporated with the Internet service provided by Southern Westchester BOCES, the School District subscribes to a content filtering system, on all computers that access the Internet, which is compliant with CIPA and NCIPA.

Access to Inappropriate Material

To the extent practical, Technology Protection Measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual and textual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Any attempt to bypass, defeat or circumvent the Technology Prevention Measures is punishable as a violation of this policy and of the Acceptable Use Policies.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the City School District of New Rochelle online computer network when using electronic mail, chat rooms, blogging, instant messaging, online discussions and other forms of direct electronic communications. Without limiting the foregoing, access to such means of communication is strictly limited by the Acceptable Use Policies.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all professional employees (pedagogical and administrative staff) of the City School District of New Rochelle to supervise and monitor usage of the School District’s computers, computer network and access to the Internet in accordance with this policy, the Acceptable Use Policies, and the Children’s Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Technology or designated representatives.

Education

The City School District of New Rochelle will advocate and educate employees, students, parents and the New Rochelle community on Internet safety and “cyber-bullying.” Education will be provided through such means as professional development training and materials to employees, PTA presentations, and community outreach opportunities such as local public access television and School District websites.

Cyber-bullying

The Acceptable Use Policies include provisions intended to prohibit and establish penalties for inappropriate and oppressive conduct, including cyber-bullying.

The School District is a place of tolerance and good manners. Students may not use the network or any School District 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 or disability.

Network users may not use vulgar, derogatory, or obscene language.

Network users may not post anonymous messages or forge e-mail or other messages.

Furthermore, School District computers and network facilities 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 any threat or act of intimidation or harassment against another person.

Cross-Ref.: Policy No. 4550, Acceptable Use Policy for Technology and the Internet – School District Employees

Policy No. 5550, Acceptable Use Policy for Technology and the Internet – Students

Policy

Adopted: Res. No. 09-191 – Feb. 3, 2009

CITY SCHOOL DISTRICT OF
NEW ROCHELLE
New Rochelle, New York

APPENDIX D

Budget for eRate and Supporting Resources

2014-2015 CSDNR Technology Department Budget

Budget for eRate and Supporting Resources

The District will use several funding sources for the planned expenditures in the 2014-2017 years. Our major sources are the installment purchase agreements (IPA) with Southern Westchester BOCES, yearly District budgeted funds intended for technology, New York State aided hardware and software funds, and eRate funding. We have developed a multi-year expenditure plan that utilizes installment purchase agreements (IPA) to lessen the effects on any one school year. The District will pursue State aid and funds through our BOCES, and available categorical aid.

State aid funds are available to assist the District in lowering the local share for installment purchase agreements (IPA) with Southern Westchester BOCES; the District currently receives an estimated 52% in State aid for approved expenses. For general fund expenditures, State categorical aids are available on a per-pupil basis for instructional computer hardware, technology equipment, and software.

In 2013-14, a \$500,000 IPA has been implemented. These funds were targeted to meet year one of the 2014-17 Technology Plan. In 2015-16 and 2016-17 future IPA's and budgeted resources are projected and planned.

Technology Department 2014-15* Budget *Pending May 20, 2014 Budget Vote Approval

CITY SCHOOL DISTRICT OF NEW ROCHELLE 2014 - 2015 BUDGET

INSTRUCTION - INSTRUCTIONAL MEDIA (con'd)	2012 - 2013 ACTUAL	2013 - 2014 ADJUSTED BUDGET	2014 - 2015 BUDGET
2630 -COMPUTER ASSISTED INSTRUCTION			
150 INSTRUCTIONAL SALARIES	679,529	675,820	815,223
160 NON-INSTRUCTIONAL SALALRIES	130,778	109,528	107,501
220 STATE AIDED HARDWARE*			
Public Schools	103,562	58,428	68,428
Private Schools	14,792	12,420	12,420
400 CONTRACTUAL EXPENSES	507,658	226,549	226,444
400.01 DATA ANALYSIS/CONTRACTUAL	2,133	34,934	40,000
450 SUPPLIES AND MATERIALS	149,775	215,624	219,920
450.01 DATA ANALYSIS/SUPPLIES & MATERIALS	3,881	1,977	1,977
45E DURABLE SUPPLIES	15,166	0	0
460 STATE AIDED SOFTWARE*			
Public Schools	181,970	247,100	247,100
Private Schools	32,588	40,627	45,000
490 BOCES SERVICES	2,453,403	2,298,756	2,284,482
491 DISTRICT TECH PLAN - PHASE 12			184,311
491 DISTRICT TECH PLAN - PHASE 13			131,116
491 DISTRICT TECH PLAN - PHASE 14			131,251
491 DISTRICT TECH PLAN - PHASE 15			134,136
491 BOCES SERVICES/IPA	548,370	487,596	580,814
TOTAL COMPUTER AIDED INSTRUCTION	4,823,606	4,409,349	4,649,309
INSTRUCTIONAL MEDIA	5,903,986	5,579,079	5,826,076
2610.150 - 2630.490 TOTAL			

*Includes Per-Pupil Allocation