

I. Technology Committee

**Morris County Vocational Technical School District
Technology Committee Members**

Stakeholder Table		
Title	Name	Signature
Director of Adult Education	Kenneth Williams	
Principal	Thomas Barnard	
Business Administrator	Scott Moffitt	
Technology Coordinator	Keith Azzolina	
Supervisor of Curriculum and Instruction	MaryAnne Regan	
Teacher	Melissa Sevola	
Special Education Teacher	Michael LeRose	
Board Member	John Hyland	
Parent	Marilyn Donahue	
Student	Louis Donalds	
Business Sector Representative*	Carol A. Fitzpatrick	
School Secretary	Rosemary DeCagna	

II. Executive Summary

Mission Statement

The Morris County Vocational School District, the source of State-of-the-Art professional and Technical Education, will provide all students with academic and technical skills, civic responsibility and exploration in partnership with business, labor, industry and post-secondary institutions.

Vision

Morris County Vocational School District uses technology in virtually every aspect of instruction, academic learning, occupational learning and administrative procedures. The infusion of technological resources has been and will continue to be our central commitment. In keeping with the mission and goals of the district, Morris County Vocational School District is committed to graduating students who possess the knowledge and skills needed to succeed in an ever increasing complex society.

The ability to process and assimilate information has already becomes one of the most important determiners of an individual's economic success, as well as the success of society. In the 21st century, the ability to gather, synthesize and assimilate information through electronic communication is vital in every aspect of life. Therefore, it is the goal of Morris County Vocational School District to progressively prepare our students to graduate with the proficiency in using technology in all its forms. Our students will be prepared to utilize technology as information resource, and they will possess the skills necessary to interact with individuals, agencies and organizations within the economic arena using technological media.

As our school district continues the transition from a share time vocational school to full time specialized academies, we continue to integrate and apply technology across all areas of the curricula. Student focus is now on how technology is used to analyze, apply and communicate information across the academic and technical content of the curricula. Technology is not an independent curriculum in and of itself, separate and distinct from the curriculum developed for each academy program. Rather, any technology must be compatible for infusion into current and future curriculum. Our teachers are the key to the full utilization of technology in the educational process. To that end, the district is committed to provide support and staff development opportunities to assist each staff member in becoming competent with technology infusion in daily instruction.

Morris County Vocational School District is committed to providing a comprehensive academic and technical curriculum for all our students. The goal is for each student to gain knowledge and marketable skills needed to continue in higher education, enter the adult community and succeed in the work place. Our district is prepared to stay current with technological advances and upgrade or replace technology on an on-going basis.

III. Technology Overview

1. Inventory of Technology networking and telecommunications equipment:

Vocational Summary

VOC	lcd projector	12
VOC	lighting system trainer	1
VOC	paint mixing system	2
VOC	pipe cutting machine	2
VOC	plasma cam cutting system	1
VOC	plotter	1
VOC	power mac	15
VOC	scanner	3
VOC	Switch 24 port	1
VOC	Television	22
VOC	training simulator	2
VOC	training unit hvac system	4
VOC	wireless computer	2

Category	Area	Room	Description	Qty	Detail
VOC	auto	402	analyzer engine complete	4	Dell Pentium 4 class 50 Mhz 80 GB
VOC	VPA	107	audio system dance studio	1	Dell Pentium 4 class 50 Mhz 80 GB
VOC	auto	401	balancer wheel computerized	4	Dell Pentium 4 class 50 Mhz 80 GB
VOC	auto	402	balancer wheel computerized	2	Dell Pentium 4 class 50 Mhz 80 GB
VOC	digital	406	booth spray floor type	1	Dell Pentium 4 class 50 Mhz 80 GB
VOC	animal tech	412	Computers	1	Dell Pentium 4 class 50 Mhz 80 GB
VOC	auto	404	Computers	2	Dell Pentium 4 class 50 Mhz 80 GB
VOC	bus fin	108	Computers	15	Dell Pentium 4 class 50 Mhz 80 GB
VOC	CADD	105	Computers	15	Dell Pentium 4 class 50 Mhz 80 GB
VOC	Cosmo	101	Computers	6	Dell Pentium 4 class 50 Mhz 80 GB
VOC	CRC	414	Computers	7	Dell Pentium 4 class 50 Mhz 80 GB
VOC	culinary	416a	Computers	2	Dell Pentium 4 class 50 Mhz 80 GB
VOC	digital	406	Computers	20	Dell Pentium 4 class 50 Mhz 80 GB
VOC	food service	129	Computers	1	Dell Pentium 4 class 50 Mhz 80 GB
VOC	health	417	Computers	4	Dell Pentium 4 class 50 Mhz 80 GB
VOC	supermarket	109	Computers	3	Dell Pentium 4 class 50 Mhz 80 GB
VOC	vocational	302a	Computers	4	Dell Pentium 4 class 50 Mhz 80 GB

Category	Area	Room	Description	Qty	Detail
VOC	vocational	bldg 3	Computers	15	Dell Pentium 4 class 50 Mhz 80 GB
VOC	vocational	bldg 4	Computers	11	Dell Pentium 4 class 50 Mhz 80 GB
VOC	VPA	107	Computers	4	Dell Pentium 4 class 50 Mhz 80 GB
VOC	welding	408	Computers	7	Dell Pentium 4 class 50 Mhz 80 GB
VOC	VPA	107	Digital camera	4	Canon digital camera
VOC	VPA	107	digital video	17	Canon mini dv camcorders
VOC	health	417	DNA electrophoresis lab set	1	
VOC	VPA	107	DV Cam	1	Panasonic dvx 100 prof dv cam
VOC	VPA	107	DV Cam	1	canon XL2 prof dv cam
VOC	bus fin	108	DVD/VCR	1	
VOC	CADD	105	DVD/VCR	1	
VOC	Cosmo	101	DVD/VCR	2	
VOC	supermarket	109	DVD/VCR	1	
VOC	auto	401/402	DVD/VCR	2	
VOC	auto	403/404	DVD/VCR	2	
VOC	diesel	405	DVD/VCR	1	
VOC	welding	408	DVD/VCR	1	
VOC	CRC	414	DVD/VCR	2	
VOC	culinary	416a	DVD/VCR	1	
VOC	network	407	DVD/VCR	1	
VOC	vocational	bldg 3	DVD/VCR	7	
VOC	auto	402	engine control systems	1	
VOC	auto	402	Engine performance troubleshooting trainer	1	
VOC	VPA	107	Epson power lite multimedia projector	1	
VOC	health	417	Ethernet Switch	2	Cisco
VOC	network	407	Ethernet Switch	10	Cisco
VOC	vocational	bldg 3	Ethernet Switch	2	Cisco
VOC	diesel	405	gen alternator starter tester	1	
VOC	animal tech	412	laser printers	1	HP Laser jets (black & white)
VOC	auto	404	laser printers	1	HP Laser jets (black & white)
VOC	bus fin	108	laser printers	1	HP Laser jets (black & white)
VOC	bus fin	108	laser printers	1	HP Laser jets (color)
VOC	CADD	105	laser printers	1	HP Laser jets (black & white)
VOC	CADD	105	laser printers	1	HP Laser jets (black & white)
VOC	Cosmo	101	laser printers	4	HP Laser jets (black & white)
VOC	CRC	414	laser printers	1	HP Laser jets (black & white)

Category	Area	Room	Description	Qty	Detail
VOC	CRC	414	laser printers	1	HP Laser jets color)
VOC	CRC	414	laser printers	1	HP inkjet laser
VOC	culinary	416a	laser printers	2	HP Laser jets (black & white)
VOC	digital	406	laser printers	2	HP Laser jets (black & white)
VOC	food service	129	laser printers	1	HP Laser jets (black & white)
VOC	health	417	laser printers	1	HP Laser jets (black & white)
VOC	network	407	laser printers	1	HP Laser jets (black & white)
VOC	network	407	laser printers	1	HP Laser jets (color)
VOC	supermarket	109	laser printers	1	HP Laser jets (black & white)
VOC	supermarket	109	laser printers	1	HP Laser jets (color)
VOC	vocational	302a	laser printers	4	HP Laser jets (black & white)
VOC	vocational	bldg 3	laser printers	7	HP Laser jets (black & white)
VOC	vocational	bldg 4	laser printers	5	HP Laser jets (black & white)
VOC	VPA	107	laser printers	1	HP Laser jets (black & white)
VOC	VPA	107	laser printers	1	HP Laser jets (black & white)
VOC	welding	408	laser printers	1	HP Laser jets (black & white)
VOC	bus fin	108	lcd projector	1	dell dlp lcd 3000+contrast ratio
VOC	CADD	105	lcd projector	1	dell dlp lcd 3000+contrast ratio
VOC	CADD	105	lcd projector	1	dell dlp lcd 3000+contrast ratio
VOC	Cosmo	101	lcd projector	2	dell dlp lcd 3000+contrast ratio
VOC	Cosmo	102	lcd projector	1	dell dlp lcd 3000+contrast ratio
VOC	culinary	416a	lcd projector	1	dell dlp lcd 3000+contrast ratio
VOC	digital	406	lcd projector	1	dell dlp lcd 3000+contrast ratio
VOC	network	407	lcd projector	1	dell dlp lcd 3000+contrast ratio
VOC	vocational	302a	lcd projector	1	dell dlp lcd 3000+contrast ratio
VOC	vocational	bldg 4	lcd projector	1	dell dlp lcd 3000+contrast ratio
VOC	VPA	107	lcd projector	1	dell dlp lcd 3000+contrast ratio
VOC	auto	402	lighting system trainer	1	
VOC	network	407	MAC Computer	1	G4 class 500mhz 80GB
VOC	auto	403	paint mixing system	1	
VOC	auto	404	paint mixing system	1	
VOC	plumbing	306	pipe cutting machine	2	
VOC	welding	408	plasma cam cutting system	1	
VOC	CADD	105	Plotter	1	
VOC	VPA	107	power mac	15	G5 class 500 mhz 80GB
VOC	network	407	Scanner	2	
VOC	VPA	107	Scanner	1	

Category	Area	Room	Description	Qty	Detail
VOC	VPA	107	still camera	1	SLR EOS still camera
VOC	network	407	switch 24 port	1	
VOC	auto	401/402	Television	2	
VOC	auto	403/404	Television	2	
VOC	diesel	405	Television	1	
VOC	welding	408	Television	1	
VOC	CRC	414	Television	2	
VOC	culinary	416a	Television	1	
VOC	network	407	Television	1	
VOC	vocational	bldg3	Television	7	
VOC	bus fin	108	Television	1	
VOC	CADD	105	Television	1	
VOC	Cosmo	101	Television	2	
VOC	supermarket	109	Television	1	
VOC	electrical	305	training simulator	2	
VOC	vocational	302a	training unit HVAC system	4	
VOC			wireless computer	2	Dell Pentium M Class 250-512MHZ 40GB Wireless Capability

ETTC Summary

Category	Description	QTY
ETTC	computers	14
ETTC	DVD/VCR	2
ETTC	laser printers	1
ETTC	lcd projector	1
ETTC	scanner	1
ETTC	Television	2

Category	Area	Room	Qty	Description	Detail
ETTC	ETTC	104a	14	Computers	Dell Pentium 4 class 50 Mhz 80 GB
ETTC	ETTC	104a	2	DVD/VCR	
ETTC	ETTC	104a	1	laser printers	HP Laser jets (black & white)
ETTC	ETTC	104a	1	lcd projector	dell dlp lcd 3000+contrast ratio
ETTC	ETTC	104a	1	Scanner	
ETTC	ETTC	104a	2	Television	

IT Summary

Category	Description	QTY
IT	Cisco 7200 router	1
IT	CCTV	1
IT	computers	2
IT	firewalls	3
IT	laser printers	1
IT	lucent audix	1
IT	Mac Book Pro	1
IT	Merlin legion system	1
IT	servers	9
IT	switches	5

Category	Area	Room	Qty	Description	Detail
IT	IT	Telecomm	1	Cisco 7200 router	
IT	IT	Tech	1	CCTV	Broadband Video Dist Systems
IT	IT	tech	2	Computers	Dell Pentium 4 class 50 Mhz 80 GB
IT	IT	tech	3	Firewalls	
IT	IT	tech	1	laser printers	HP Laser jets (black & white)
IT	IT	Telecomm	1	lucent audix	
IT	IT	tech	1	Mac Book Pro	G4 class 500 MHZ 80GB
IT	IT	Telecomm	1	Lucent Merlin Legend system	
IT	IT	tech	9	Servers	hp Pentium III xeon 3gb ram 300 gb raid 5 array
IT	IT	tech	5	Switches	

Adult Education Summary

Category	Description	QTY
Adult Ed	computers	49
Adult Ed	DVD/VCR	5
Adult Ed	laser printers	11
Adult Ed	switch ports	3
Adult Ed	Televisions	5
Adult Ed	Wireless Laptop Computers	10

Category	Area	Room	Qty	Description	Detail
Adult Ed	a/e	203	15	computers	Dell Pentium 4 class 50 Mhz 80 GB
Adult Ed	a/e	admin	7	computers	Dell Pentium 4 class 50 Mhz 80 GB
Adult Ed	a/e	library	10	computers	Dell Pentium 4 class 50 Mhz 80 GB
Adult Ed	a/e	lpn	17	computers	Dell Pentium 4 class 50 Mhz 80 GB
Adult Ed	a/e	202	1	DVD/VCR	
Adult Ed	a/e	203	1	DVD/VCR	
Adult Ed	a/e	204	1	DVD/VCR	
Adult Ed	a/e	library	1	DVD/VCR	
Adult Ed	a/e	lpn	1	DVD/VCR	
Adult Ed	a/e	GED	10	wireless laptop	Dell Pentium M Class 250-512MHZ 40GB Wireless Capability
Adult Ed	a/e	203	2	laser printers	HP Laser jets (black & white)
Adult Ed	a/e	admin	6	laser printers	HP Laser jets (black & white)
Adult Ed	a/e	admin	1	laser printers	HP Laser jets (color)
Adult Ed	a/e	library	1	laser printers	HP Laser jets (black & white)
Adult Ed	a/e	lpn	1	laser printers	HP Laser jets (black & white)
Adult Ed	a/e	208	3	switch ports	
Adult Ed	a/e	202	1	Television	
Adult Ed	a/e	203	1	Television	
Adult Ed	a/e	204	1	Television	
Adult Ed	a/e	library	1	Television	
Adult Ed	a/e	lpn	1	Television	

Administrative Summary

Category	Description	QTY
ADMIN	computers	33
ADMIN	cpu monitor	1
ADMIN	DVD/VCR	1
ADMIN	laser printers	33
ADMIN	lcd projector	1
ADMIN	copiers	5
ADMIN	switch ports	4
ADMIN	Television	2
ADMIN	Wireless Computers	5

Category	Area	Room	Qty	Description	Detail
ADMIN	admin	bngr	1	computers	Dell Pentium 4 class 50 Mhz 80 GB
ADMIN	admin	board	9	computers	Dell Pentium 4 class 50 Mhz 80 GB
ADMIN	admin	old copy room	4	computers	Dell Pentium 4 class 50 Mhz 80 GB
ADMIN	admin	grant	2	computers	Dell Pentium 4 class 50 Mhz 80 GB
ADMIN	admin	guidance	6	computers	Dell Pentium 4 class 50 Mhz 80 GB
ADMIN	athletics	121	3	computers	Dell Pentium 4 class 50 Mhz 80 GB
ADMIN	principal	110	8	computers	Dell Pentium 4 class 50 Mhz 80 GB
ADMIN	admin	board	1	cpu monitor	
ADMIN	admin	bngr	1	laser printers	HP Laser jets (black & white)
ADMIN	admin	board	11	laser printers	HP Laser jets (black & white)
ADMIN	admin	conf	1	laser printers	HP Laser jets (color)
ADMIN	admin	old copy room	3	laser printers	HP Laser jets (black & white)
ADMIN	admin	old copy room	1	laser printers	HP Laser jets (color)
ADMIN	admin	grant	2	laser printers	HP Laser jets (black & white)
ADMIN	admin	guidance	6	laser printers	HP Laser jets (black & white)
ADMIN	athletics	121	3	laser printers	HP Laser jets (black & white)
ADMIN	principal	110	5	laser printers	HP Laser jets (black & white)
ADMIN	admin	café	1	lcd projector	dell dlp lcd 3000+contrast ratio
ADMIN	admin	café	1	dvd/vcr	
ADMIN	admin	café	2	Televisions	
ADMIN	admin	board	5	copier	
ADMIN	admin	bngr	3	switch ports	
ADMIN	admin	boil	1	switch ports	
ADMIN			5	Wireless Laptops	Dell Pentium M Class 250-512MHZ 40GB

Academic Summary

Category	Description	QTY	
ACAD	computers	98	
ACAD	digital camera	3	
ACAD	DVD/VCR	10	
ACAD	Ethernet	3	
ACAD	file servers	4	
ACAD	wireless computer	3	
ACAD	laser printers	27	
ACAD	lcd projector	3	
ACAD	Scanner	1	
ACAD	Smart boards	10	
ACAD	switches	2	
ACAD	Televisions	3	
ACAD	video Recorder	5	
ACAD	wireless computer	20	

Category	Area	Room	Qty	Description	Detail
ACAD	Acad	bldg 6	3	Computers	Dell Pentium 4 class 50 Mhz 80 GB
ACAD	Acad	bldg 6	40	Computers	Dell Pentium 4 class 50 Mhz 80 GB
ACAD	Acad	gym 1	4	Computers	Dell Pentium 4 class 50 Mhz 80 GB
ACAD	Acad	bldg 6	8	DVD/VCR	
ACAD	Acad	bldg 6	4	file servers	HP Pentium 3 xeon
ACAD	Acad	bldg 6	3	laser printers	HP Laser jets (black & white)
ACAD	Acad	bldg 6	12	laser printers	HP Laser jets (black & white)
ACAD	Acad	gym 1	2	laser printers	HP Laser jets (black & white)
ACAD	Acad	gym 1	2	Televisions	
ACAD	ACAD	MISC	10	Smart boards	
ACAD	Acad	bldg 6	2	Switches	
ACAD	ACAD	MISC	2	Wireless Laptops	Dell Pentium M Class 250-512MHZ 40GB Wireless Capability
ACAD	Math	104	6	Computers	Dell Pentium 4 class 50 Mhz 80 GB
ACAD	Math	104	1	laser printers	HP Laser jets (black & white)
ACAD	Math	104	1	lcd projector	dell dlp lcd 3000+contrast ratio
ACAD	MEDIA	media	26	Computers	Dell Pentium 4 class 50 Mhz 80 GB
ACAD	MEDIA	media	2	laser printers	HP Laser jets (black & white)
ACAD	MEDIA	media	1	laser printers	HP Laser jets (color)

Category	Area	Room	Qty	Description	Detail
ACAD	MEDIA	media	1	lcd projector	dell dlp lcd 3000+contrast ratio
ACAD	MEDIA	media	3	digital cameras	
ACAD	MEDIA	media	5	video cameras	
ACAD	MEDIA	media	1	Scanner	
ACAD	world lang	106	1	DVD/VCR	
ACAD	world lang	106	1	Televisions	
ACAD	resource	412a	14	Computers	Dell Pentium 4 class 50 Mhz 80 GB
ACAD	resource	412a	2	laser printers	HP Laser jets (black & white)
ACAD	resource	412a	1	laser printers	HP Laser jets (color)
ACAD	resource	412a	1	lcd projector	dell dlp lcd 3000+contrast ratio
ACAD	resource	412a	1	DVD/VCR	
ACAD	Science	410	4	Computers	Dell Pentium 4 class 50 Mhz 80 GB
ACAD	Science	418	1	Computers	Dell Pentium 4 class 50 Mhz 80 GB
ACAD	Science	410	3	Ethernet Switches	Cisco
ACAD	Science	410	2	laser printers	HP Laser jets (black & white)
ACAD	Science	418	1	laser printers	HP Laser jets (black & white)
ACAD	Science	cart	3	lcd projector	dell dlp lcd 3000+contrast ratio
ACAD	Science	cart	3	wireless Laptops	Dell Pentium M Class 250-512MHZ 40GB Wireless Capability
ACAD	Science	418	15	wireless Laptops	

1. Technology inventory needed to improve student academic achievement through 2010.

As a school district focused on career and technical education, Morris County Vocational School District strives to provide “*state-of-the-art*” instruction. To this end the allocation of resources and materials continues to be a priority. A review of our current technology inventory indicates a wealth of services, support and equipment that exceeds the requisites needed to infuse technology into the curriculum while employing best practices for education.

While this inventory exceeds what many would consider exceptional, the following recommendations are presented to insure an enhanced level of services:

- The installation of wireless technology in all new classrooms, while transitioning all other areas as equipment fails or becomes obsolete. This includes wireless access to the internet, intranet and school network; wireless video projection through tablet PCs; wireless connection to printers and networked assistive technology devices.
- Expand current network infrastructure to support the growing student and teacher population as well as the District hosted Morris Internet Consortium (*16 school district internet service provider*).
- The continued allocation of resources to purchase emerging curricular support software and software updates required to meet current and future educational standards.
- Technology maintenance policy and plans are to be updated as new regulations arise.
- Although our current telecommunications equipment was installed in 1990 it continues to provide reliable service and features needed to support district needs. At this time there are no recommendations to be made regarding this system.
- With the significant increase in student and teacher population the need for increased technical support has become apparent. To improve current end-user support an increase in this area will be crucial during the term of this plan. The Committee and Needs Assessment Survey confirm the allocation of additional personnel to assist with program applications and user support.
- Based upon our enhanced infrastructure, significant improvements to facilities are not warranted over the next three years.

2. The flexibility of stand-alone assistive technology has enabled our district to provide superior accommodation of student needs outside of the network. Some of the assistive technology in current use includes: Alpha Smart, hand-held computers; i-communicator, sign language translator; electronic reading software; e-books; books on tape; laptop computers; speech enhancement hardware/software and Microsoft Office support features.

3. The current Needs Assessment Survey indicates that the District Website is utilized more than any other technology tool across the learning community. The poll further indicates that as many as 98% percent of the respondents regularly access the District Website. Morris County Vocational School District has a well established Website Planning Committee made up of faculty and administrators. Regular meetings and active participation have ensured that the website remains current and serves as a resource for

the entire school community. Feedback from the Technology Planning Committee and survey data indicate that any additional resources allocated to expanding the functionality of this tool will be valued.

4. Currently determinations regarding the replacement of obsolete or broken hardware are made by the Network Administrator. Such equipment is disposed of according to School Board policy. Later in this plan specific recommendations for the formation of a technology committee, which will be responsible for addressing the replacement of obsolete equipment, will be made.

B. Cyber Safety

1. Content filtering:

The firewall solution consists of 3 Symantec Gateway Security 5000 3.01 appliances configured for high availability and load balancing, content filtering by database (updated nightly), DDR, and supported by annual service contracts for software, support and hardware.

2. Email filtering:

The email spam filtering is done by Tangent Barracuda, <http://www.tangent.com>.

3. Infrastructure:

The MCVSD campus network consists of a 12-strand, multimode fiber backbone running at 1 Gbps, and distributed via multiple Cisco 10/100/1000 layer 2 switches. The MDF contains one Cisco Catalyst switch that is configured for layer 3 networking. Internet access is delivered at 10 Mbps via a Cisco 7200 Router.

Power to the IT infrastructure is supplemented by multiple UPS systems as well as a 120KW natural gas electric generator. All server facilities and their related climate control systems utilize this generator.

4. Morris County Vocational District Board of Education Student Acceptable Use Policy

STUDENT INTERNET ACCESS

1. All students will have access to the Internet for information and resources through their classroom or computer lab.
2. If approved by your Principal and the Network Administrator, you may create a personal Web page on the Internet. All material placed on your Web page must be preapproved in a manner specified by the school. Material placed on your Web page must be related to your school and career preparation activities.

UNACCEPTABLE USES

The Following uses of the Internet are considered unacceptable:

1. Personal Safety
 - a. Users will not post personal contact information about themselves or other people. Personal contact information includes address telephone, school or work address.
 - b. Users will not agree to meet with someone they have met online without their parent's approval and participation.
 - c. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
2. Illegal Activities
 - a. Users will not attempt to gain unauthorized access to the Internet or to any other computer system through the District network, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
 - b. Users will not make deliberate attempts to disrupt computer or network performance or destroy data by hacking or spreading of computer viruses or by any other means. These actions are illegal.
 - c. Users will not use the Internet to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening safety of persons, etc.
3. Security
 - a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no condition should a user provide their password to another person.
 - b. Users will immediately notify an appropriate supervisor if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
 - c. Users will avoid the inadvertent spread of computer viruses by following District virus protection procedures if they download software.
4. Inappropriate Language
 - a. Users will not use inappropriate language on the Internet, which is defined as language which is obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
 - b. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
 - c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
 - d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
 - e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending those messages, they must stop.

- f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.
5. Respect of Privacy
 - a. Users will not re-post a message that was sent to them privately without permission of the person who sent them the message.
 - b. Users will not post private information about another person.
 6. Respecting Resource Limits
 - a. Users will use the Internet only for educational and professional or career development activities (no time limit), and limited, high-quality, self-discovery activities. For students, the limit on self-discovery activities is no more than an approved number.
 - b. Users will not download files unless absolutely necessary.
 - c. Users will not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.
 - d. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.
 7. Plagiarism and Copyright Infringement
 - a. Users will not plagiarize works that they find on the Internet.
Plagiarism is taking the ideas or writing of others and presenting them as if they were original to the user.
 - b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
 8. Inappropriate Access to Material
 - a. Users will not use the Internet to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made for hate literature if the purpose of such access to conduct research and access is approved by both the teachers and the parent. District employees may access the above material only in the context of legitimate research.
 - b. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.

YOUR RIGHTS

1. Free Speech

Your right to free speech as set forth in the Student Handbook applies also to your communication on the Internet. The internet is considered a limited forum, similar to the school newspaper, and therefore, the school may restrict your speech for valid educational reasons. The school will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

2. Search and Seizure

- a. You should expect only limited privacy in the contents of your personal files on the Internet system. The situation is similar to the rights you have in the privacy of your locker.
- b. Routine maintenance and monitoring of the Internet may lead to discovery that you have violated this Policy or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy or the law. The investigation will be reasonable and related to the suspected violation.

3. Due Process

- a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the system.
- b. In the event there is a claim that you have violated this Policy in your use of the Internet, you will be provided with a written notice of the suspected violation and will be provided with notice and opportunity to be heard in the manner set forth in the Student Handbook.
- c. If the violation also involves a violation of other provisions of the Student Handbook, it will be handled in a manner described therein. Additional restrictions may be placed on your use of your Internet account.

LIMITATION OF LIABILITY

The Morris County Vocational School District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The Morris County Vocational School District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions to service. It is not responsible for the accuracy or quality of the information obtained through or stored on the system. The Morris County Vocational School District will not be responsible for financial obligations arising through the unauthorized use of the system.

PERSONAL RESPONSIBILITY

When you are using the Internet, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little “electronic footprints”, so the odds of getting caught are really about the same as they are in the real world. But the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don’t get caught, there is always one person who will know whether you have done wrong – and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

DISTRICT ACCEPTABLE USE POLICY

The following uses of the Internet are considered unacceptable:

1. Personal Safety

- a. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school or work address.
- b. Users will not agree to meet with someone they have met online without their parent's approval and participation.
- c. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

2. Illegal Activities

- a. Users will not attempt to gain unauthorized access to the Internet or to any other computer system through the District Network, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b. Users will not make deliberate attempts to disrupt computer network performance or destroy data by hacking or spreading of computer viruses or by any other means. These actions are illegal.
- c. Users will not use the Internet to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening safety of persons, etc.

3. Security

- a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no condition should a user provide their password to another person.
- b. Users will immediately notify an appropriate supervisor if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. Users will avoid the inadvertent spread of computer viruses by following District virus protection procedures if they download software.

4. Inappropriate Language

- a. Users will not use inappropriate language on the Internet, which is defined as language which is obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- b. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. Users will not post information that, if acted upon, could cause damage or a danger of disruption to the district.
- c. Users will not engage in personal attacks, including prejudicial or Discriminatory attacks.
- d. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
- e. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect of Privacy

- a. Users will not re-post a message that was sent to them privately without permission of the person who sent them the message.
- b. Users will not post private information about another person.

6. Respecting Resource Limits

- a. Users will use the Internet only for educational and professional or career development activities (no time limit), and limited, high-quality, self-discovery activities. For students, the limit on self-discovery activities is no more than an approved number. Users will not download files unless absolutely necessary.
- b. Users will not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.
- c. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.

7. Plagiarism and Copyright Infringement

- a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were original to the user.
- b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

8. Inappropriate Access to Material

- a. Users will not use the Internet to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made for hate literature if the purpose of such access to conduct research and access is approved by both the teachers and the parent. District employees may access the above material only in the context of legitimate research.
- b. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.

9. Cyber Safety Education

Providing a safe learning environment and educating students with skills that encourage discernment in their personal lives is paramount to the Morris County Vocational School Community. The following efforts have been established to encourage appropriate and safe use of the internet both in and outside of school. Students and faculty attend presentations by the Morris County Prosecutors Office on cyber safety. These presentations will continue during the term of this plan. In addition, students are educated on acceptable use and internet safety during the mini seminar: *Introduction to Media Services*. The Acceptable Use Policy that includes a section on cyber safety is

signed by all students and a parent/guardian. In addition this same policy is printed in the Student Handbook, and all students/parents signoff affirming that they have reviewed the document.

10. Parental Resources for Cyber Safety

The Acceptable Use Policy that includes a section on cyber safety is signed by all students and a parent/guardian. In addition this same policy is printed in the Student Handbook, and all students/parents signoff affirming that they have reviewed the document.

C. Needs Assessment

1. Current Status:

The Technology Planning Committee, at its first meeting, developed a series of surveys to be administered to faculty, students and administrative staff. The results of these surveys determined the current status, educational needs for student success and served as a vehicle to prioritize the changes through goals and objectives of the new three year plan.

- a. The former three year plan specifically addressed the staff's ability to integrate technology across the curriculum. This goal has been continued in the new plan.
- b. The following tables will show that over 80% of faculty and media personnel are proficient in the use of all major technology tools.

- c. Educational Environment and Barriers:

The Needs Assessment Surveys (included) addressed: staff access to technology for integration; student access; staff needs and *their* ability to communicate those needs; student needs; current and past professional development for faculty and administrators; supports or constraints to the effective use of technology in the classroom, media center and computer labs.

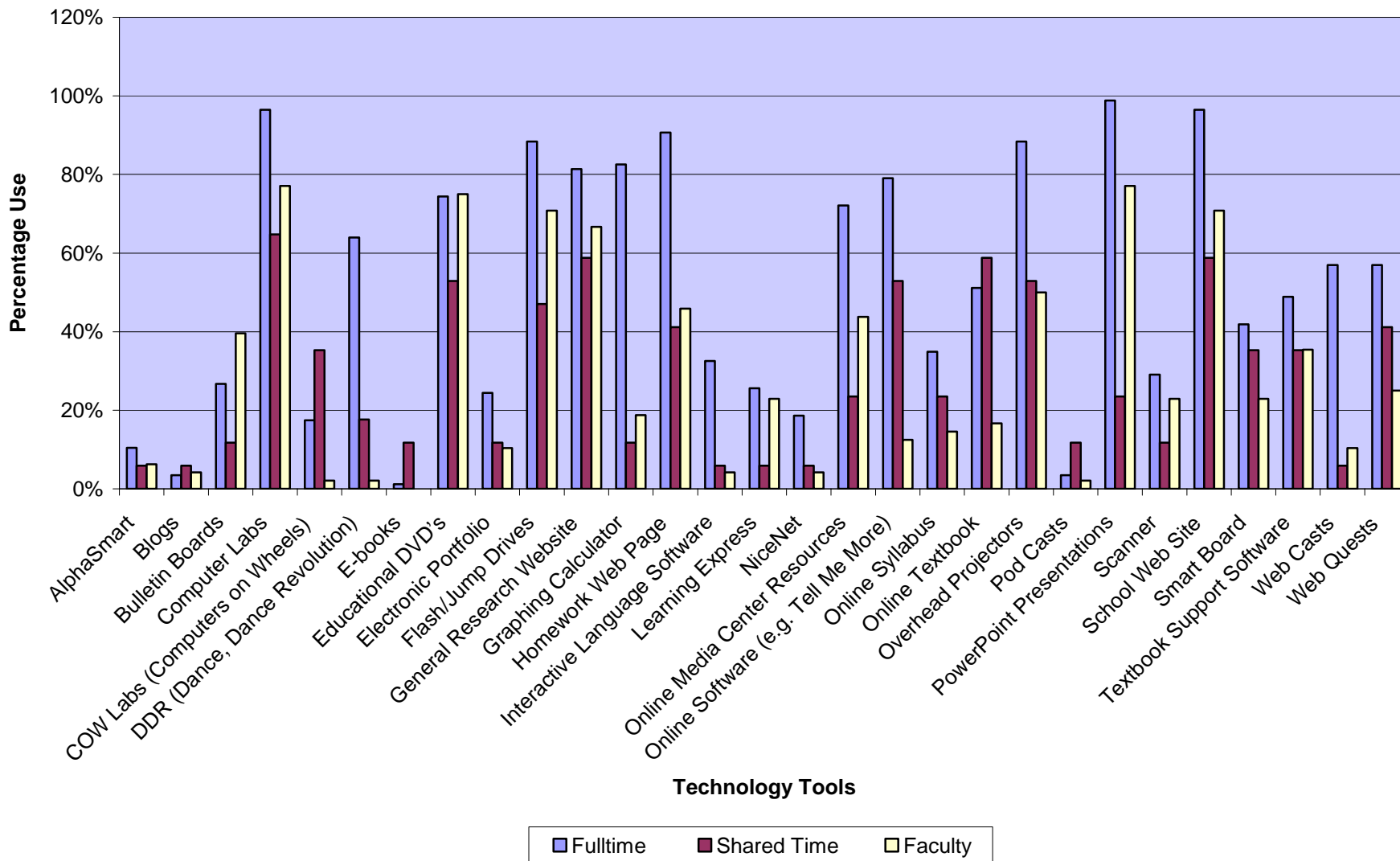
2. District Needs for Academic Achievement through Technology:

The results of the Assessment prioritized these needs: New Equipment; Infrastructure and Support; New and Varied Applications; More Access in the Vocational Departments; Expanded Media Center/More Computer Labs; Improved Planning and Oversight; Funding.

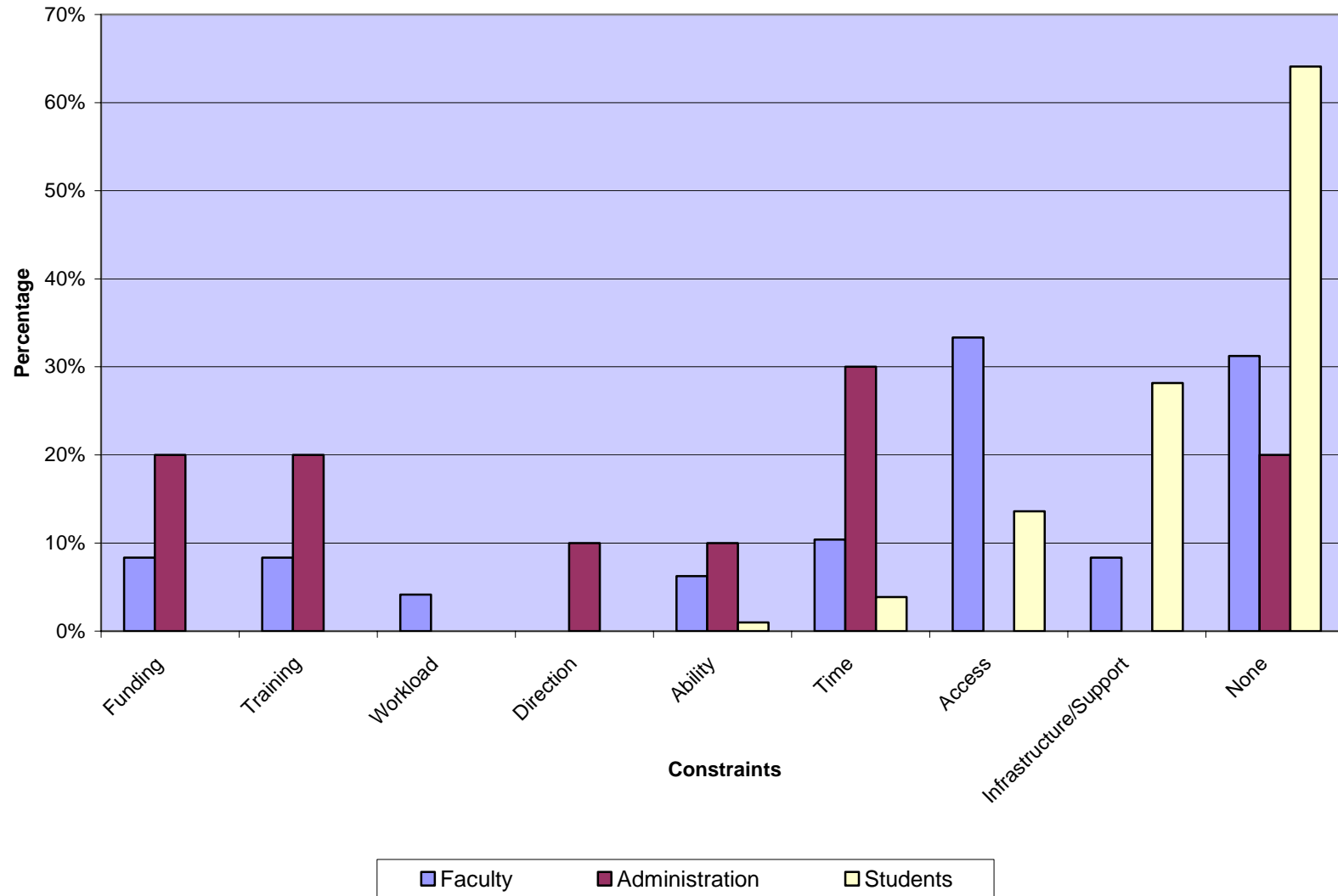
3. Prioritization of Needs

District will continue to make update and replace technological equipment and software. In order to remain current, staff development activities will be implemented to concur with the additional of new technology. Infusion of the new technology will be implemented into academic and technical curricula.

Educational Technology Use



Technology Constraints



Morris County Vocational Technical School District
Technology Planning Committee
Survey Results
Recommendations for Improving Technology

- New Equipment 20%
 - Personal laptops
 - Faster infrastructure/processors
 - Increased capability
 - Smart boards (activate)
 - Updated computers
 - Ceiling mounted projectors

- Infrastructure/Support 16%
 - Less restrictive firewall
 - Faster network
 - Better repair
 - Address glitches
 - Resource person to assist with program applications
 - Turnkey training
 - Remote access to network

- New Applications 13%
 - More Apple/Mac computers
 - Try something new
 - More projects
 - Mandatory use of computers for assigned work

- Access 12%
 - More technology in auto and carpentry shops

- Expand Media Center/Computer Lab 6%

- Planning and Oversight 4%
 - Create a comprehensive plan
 - Strategic plan
 - Committee to prioritize allocation of resources

- Funding 1%

- None 24%
 - “Nothing, everyone is doing great.”
 - “So far so good.”

Administrator Technology Assessment Questionnaire

Name: _____

1. Please list the technology related professional development activities in which you have participated over the last three years.

2. Please describe how you assess faculty members to assure that technology is being effectively integrated into daily instruction:

3. Please list any problems that may prohibit you from integrating technology into your role as a school administrator:

4. What suggestions do you have for improving technology at MCST?

Faculty Technology Assessment Questionnaire

Name: _____

1. Which of the following technology tools have you used in the past three months in relation to your school work? **(Please √ all that applies)**

- | | | |
|------------------------------------|--------------------------|--|
| PowerPoint Presentations ____ | Bulletin Boards ____ | Online Software (e.g. <i>Tell Me More</i>)
_____ |
| Overhead Projectors ____ | School Web Site ____ | E-books ____ |
| Online Syllabus ____ | Scanner ____ | Online Textbook ____ |
| Computer Labs ____ | Alpha Smart ____ | DDR (<i>Dance, Dance Revolution</i>) ____ |
| General Research Website ____ | Graphing Calculator ____ | Smart Board ____ |
| Online Media Center Resources ____ | Homework Web Page ____ | Flash/Jump Drives ____ |
| Textbook Support Software ____ | Web Casts ____ | Learning Express ____ |
| Educational DVD's ____ | Pod Casts ____ | Interactive Language Software ____ |
| Electronic Portfolio ____ | Blogs ____ | COW Labs (Computers on Wheels) ____ |
| Web Quests ____ | NiceNet ____ | |

2. List three learning activities in which you have used technology in your instruction:

- _____
- _____
- _____

3. Please list the technology related professional development activities in which you have participated in the last three years.

4. Please list three ways that you assess the technology related skills and ability levels of your students:

- _____
- _____
- _____

5. Please list any problems that may prohibit you from integrating technology into your daily instruction:

6. What suggestions do you have for improving technology at MCST?

Student Technology Assessment Questionnaire

Name: _____

Fulltime Shared Time

Program: _____

Grade: _____

1. Which of the following technology tools have you used in the past three months in relation to your school work? (Please \checkmark all that applies)

- | | | |
|------------------------------------|--------------------------|--|
| PowerPoint Presentations ____ | Bulletin Boards ____ | Online Software (e.g. <i>Tell Me More</i>)
_____ |
| Overhead Projectors ____ | School Web Site ____ | E-books ____ |
| Online Syllabus ____ | Scanner ____ | Online Textbook ____ |
| Computer Labs ____ | Alpha Smart ____ | DDR (<i>Dance, Dance Revolution</i>) ____ |
| General Research Website ____ | Graphing Calculator ____ | Smart Board ____ |
| Online Media Center Resources ____ | Homework Web Page ____ | Flash/Jump Drives ____ |
| Textbook Support Software ____ | Web Casts ____ | Learning Express ____ |
| Educational DVD's ____ | Pod Casts ____ | Interactive Language Software ____ |
| Electronic Portfolio ____ | Blogs ____ | COW Labs (Computers on Wheels) ____ |
| Web Quests ____ | NiceNet ____ | |

2. List three learning activities in which you have used technology in your academic classes this year (Fulltime students only):

- _____

- _____

- _____

3. List three learning activities in which you have used technology in your career/technical program this year:

- _____

- _____

- _____

4. Please list any problems that may prohibit you from integrating technology into your daily school work:

- _____
- _____
- _____

5. What suggestions do you have for improving technology at MCST?

- _____
- _____
- _____

IV. Three Year Goals and Objectives

A. History

Goals from the 2004-2007 Plan:

- 1. All students and teachers will have access to information technology in their classrooms, schools, communities and homes.*

Evaluation:

The needs assessment survey, equipment inventory and Committee feedback affirm the success of this goal.

- 2. All teachers will use technology effectively to help students achieve high academic standards.*

Evaluation:

While there has been a significant increase in the technology skill level of our faculty (through new hires and professional development) a small segment of the teaching staff still falls short of an acceptable level of competency. For this reason Goal 2 will be continued in modified form in the new plan.

- 3. All students will have technology and information literacy skills.*

Evaluation:

Through curriculum infused goals and objectives, technology specific mini-seminars and related general courses, it is evidenced that this goal has been achieved.

- 4. Research and evaluation will improve the next generation of technology applications for teachers and learning.*

Evaluation:

This goal has been met; internet technology is integrated throughout the curriculum, students use technology on a daily basis and ample access is available to students and faculty.

- 5. Digital content and networked applications will transform teaching and learning.*

Evaluation:

While digital content and network applications will continue to be a focus in the new plan, significant achievement in internet use by students and effective communication through multimedia and digital content have resulted from this goal.

Unexpected Outcomes:

“Unexpected” accurately describes the sentiment of the Planning Committee as we reviewed faculty, student and administrative surveys. We were all pleased, and rather amazed, with just how satisfied the community is with our current technology efforts. Almost everyone surveyed felt that funding, access, training and oversight met or exceeded expectations. The Committee attributed this to Board of Education and administrative support, the interests and talents of new faculty and professional development efforts by senior faculty. These results were enhanced by a clear professional development plan, District operation of the Morris County Educational Technology Training Center and regular teacher training workshops.

B. Goals and Objectives for 2007-2010

1. Goal Continuation:

Two goals will continue in the 2007-2010 Plan:

As previously mentioned, “All teachers will use technology effectively to help students achieve high academic standards.” Instructional methodology related to technology as well as ever improving technological resources require that teachers stay current with their profession development. Assessment of faculty is facilitated through professional development logs and formal observation. This goal in modified form shall continue with assessment benchmarks developed in an action plan.

“Digital content and networked applications will transform teaching and learning.” The needs assessment overwhelmingly demonstrated that technology literacy must remain a vital focus for the foreseeable future. To this end our technology literacy goal in the new plan specifically targets enhanced student communication through the use of multimedia and digital content. The adaptation of these two goals into the new plan will insure continuity with measured progress.

2. New Goals:

Goal 1:

Morris County Vocational School District will establish and maintain a technology committee responsible for decision making, quality assurance and resource allocation for the entire school community.

Goal 2:

All students will develop technology literacy skills to realize their personal, career, technical and academic potential.

Goal 3:

Morris County Vocational School District will provide information technology support for all community members.

Goal 4:

Professional development based on best practices will sustain the effective use of technology for administration, faculty and staff.

Goal 5:

Morris County Vocational School District will continue to expand the technology inventory necessary to support anticipated growth in student and teacher population.

Goal 6:

Morris County Vocational School District will maximize the use of Network and communication technology to share information with the entire school community.

3. Specific Objectives for Integrating Technology Aligned with NJCCCS:

Goal 1:

Morris County Vocational School District will establish and maintain a technology committee responsible for decision making, quality assurance and resource allocation for the entire school community.

Objective 1:

By June 2007 the Superintendent of Schools shall establish the Technology Committee.

Objective 2:

This Committee shall consist of five members and meet a minimum of four times per school year.

Objective 3:

The Committee will make recommendations to the Superintendent of Schools regarding all technology related initiatives.

Goal 2:

All students will develop technology literacy skills to realize their personal, career, technical and academic potential.

Objective 1:

Student assignments will require the use of the internet and technology as part of literacy in the digital age.

Objective 2:

Web Quests, Pod Casts, Blogs, and Electronic Portfolios will be utilized in the classroom for learning and effective communication.

Objective 3:

The Career Information Data System shall be made available to all students through the Guidance Department for career decision making.

Goal 3:

Morris County Vocational School District will provide information technology support for all community members.

Objective 1:

By September 2008 create a staff position to provide technology application support and training.

Objective 2:

By December 2008 establish an Electronic Help Desk available online.

Objective 3:

By November 2007 provide turnkey training to select community members on STI (student management software) for subsequent in-house training.

Goal 4:

Professional development based on best practices will sustain the effective use of technology for administration, faculty and staff.

Objective 1:

Ongoing teacher training workshops will showcase best practices for technology application in the classroom.

Objective 2:

Educational Technology Training Center (ETTC) will develop and offer five new classes on the delivery of instruction through technology.

Objective 3:

By September 2009 all Professional Improvement Plans will include a minimum of one objective related to upgrading technology skills.

Goal 5:

Morris County Vocational School District will continue to expand the technology inventory necessary to support anticipated growth in student and teacher population.

Objective 1:

The Technology Committee will develop an acquisition plan and supporting budget to provide the requisite technology inventory to meet the goals of this plan

Objective 2:

The Network administrator will make recommendations to the Technology Committee regarding the expansion of the school network to assure adequate capacity.

Goal 6:

Morris County Vocational School District will maximize the use of Network and communication technology to share information with the entire school community.

Objective 1:

The Director of Student Personnel Services will make a recommendation to the Technology Committee for implementation of online student records.

Objective 2:

By September 2008 the district will have operational an automated notification system to deliver critical information in voice, text, e-mail and video format.

Objective 3:

By September 2008 the Website Committee will have completed a survey to solicit recommendations for improvement and enhancement of the District Website.

Objective 4:

By July 2008 the District shall backup and store all archived student records in an electronic format.

Three-Year Implementation Activity Table July 2007 – June 2010

Three-Year Technology Implementation Activity Table				
District Goal and Objective	Strategy/Activity	Timeline	Person Responsible	Documentation
Objective 1:1	Superintendent selects members to serve on the Technology Committee	By June 2007	Superintendent of Schools	Minutes from first meeting
	Committee meets and drafts policy and procedures	By October 2008	Committee Chair	Policy and Procedures
Objective 1:2	The Technology Committee will consist of five members and meet at least four times per school year	By June 2008	Committee Chair	Meeting Minutes
	The Committee shall establish a protocol to elicit suggestions from the entire school community	By June 2008	Technology Committee	Protocol entered into faculty handbook
Objective 1:3	The Committee shall develop a list of specific recommendations for presentation to the Superintendent twice each school year	January and June of each year	Technology Committee	List of recommendations
	The Committee shall review and prioritize all requests for major technology purchases	Ongoing	Technology Committee	Recommendations to Superintendent
	The Committee will develop a NIMIS compliant action plan for replacement of obsolete hardware/software	By March 2008	Technology Committee	- Action plan - Related purchase orders

Three-Year Implementation Activity Table July 2007 – June 2010

Three-Year Technology Implementation Activity Table				
District Goal and Objective	Strategy/Activity	Timeline	Person Responsible	Documentation
Objective 2:1	All teachers will plan and implement lessons that require students to incorporate the use of the internet and technology to enhance learning	By January 2008	- Teachers - Supervisors - Principal - Director of Adult Education	- Review of Lesson Plans - Observation
	Mini Seminars promoting the use of online resources will be delivered to students in the Media Center	Ongoing	- Media Specialist	Student Transcripts
	Mini Seminars promoting the development of electronic portfolio use will be delivered to students in the Media Center	Ongoing	Media Specialist	- Teacher review of student portfolios - Student Transcripts
Objective 2:2	Performances and lectures by guest artists and speakers will be recorded for future Pod Casts	Ongoing	- Media Specialist - Supervisors - Web Master	- Website links - Site visit log
	All teachers will develop or implement at least one Web quest per year	By June of each year	- Teachers - Supervisors - Media Specialist	- Review of Lesson Plans - Observation - Student work
	Each department will select a relevant topic and establish a journal of commentary (Blog) for utilization by students and staff	By January 2009	- Web Master - Supervisor of Curriculum and Development	- Teacher log of participation
	Teachers will identify one entry from each student for inclusion in the student's electronic portfolio	Annually	- Teachers - Supervisors - Media Specialist	Electronic Portfolio
Objective 2:3	Each sophomore student will use the CIDS system to explore career opportunities and make decisions regarding postsecondary requirements	By June 2008	Director of Student Personnel Services	- Counselor logs - Software log

Three-Year Implementation Activity Table July 2007 – June 2010

Three-Year Technology Implementation Activity Table				
District Goal and Objective	Strategy/Activity	Timeline	Person Responsible	Documentation
Objective 3:1	Create a job description/position for an Information Technology Specialist	September 2008	- Technology Committee - Superintendent - Board of Education	- Job Description - Posting - Board Minutes
Objective 3:2	Establish an Electronic Helpdesk accessible via. The internet, telephone, e-mail	December 2008	Information Technology Specialist	Service log
	Recruit student internships for Electron Helpdesk as support requests increase	Ongoing	- Information Technology Specialist - CIE Coordinator - Supervisor	- Internship Time Sheets - Internship Proposals
Objective 3:3	Recruit supportive teachers, administrators and other vital staff for turnkey training on student management software	November 2007	- Director of Student Personnel Service - Director of Discipline and Athletics	- In-service calendar - STI training purchase order

Three-Year Implementation Activity Table July 2007 – June 2010

Three-Year Technology Implementation Activity Table				
District Goal and Objective	Strategy/Activity	Timeline	Person Responsible	Documentation
Objective 4:1	Teacher Training Workshops will once again be scheduled monthly for the 2007-2008 school year	July 2007	Supervisor of Curriculum and Instruction	- School Calendar - Attendance Sheers
Objective 4:2	The Supervisor of Curriculum and Instruction and ETTC Coordinator will identify five technology workshops relevant to the classroom instructor	July 2007	- Superintendent - Supervisor of Curriculum and Instruction - ETTC Coordinator	ETTC Catalogue
Objective 4:3	Supervisors will collaborate with faculty to include at least one objective related to upgrading technology skills in the Professional Improvement Plan	September 2009	- Department Supervisors - Faculty Members	Professional Improvement Plans

Three-Year Implementation Activity Table July 2007 – June 2010

Three-Year Technology Implementation Activity Table				
District Goal and Objective	Strategy/Activity	Timeline	Person Responsible	Documentation
Objective 5:1	The Technology Committee shall identify existing financial sources and anticipated expenditures	Annually	- School Business Administrator - District Grants Administrator	Appropriations
	The Technology Committee shall develop a schedule for replacement of outdated hardware/software and prioritize appropriately	Annually	- Technology Committee	3 year replacement schedule
	Recommendations for expenditure of Perkins Secondary and Postsecondary funds shall be made to the Superintendent after reviewing department proposals	Annually	- Technology Committee	Expenditure plan
	The Business Administrator shall develop a NIMAS compliant acquisition plan for all technology related capital improvements	Annual	- Business Administrator	Acquisition Plan
Objective 5:2	The Network Administrator shall conduct an audit of existing network capability and make recommendations for expansion as needed	Ongoing	- Network Administrator	Report to Technology Committee

Three-Year Implementation Activity Table July 2007 – June 2010

Three-Year Technology Implementation Activity Table				
District Goal and Objective	Strategy/Activity	Timeline	Person Responsible	Documentation
Objective 6:1	The Director of Student Personnel Services shall review capability of existing student management software for online parental access to student progress reports and grades	February 2008	Director of Student Personnel Services	Report to Technology Committee
	The Superintendent shall review New Jersey Administrative Code regarding privacy issues related to online student information	February 2008	Superintendent	Board approval
Objective 6:2	The Network Administrator shall recommend options regarding an automated notification system/service to the technology committee	September 2007	Network Administrator	Report to Technology Committee
	The Network Administrator shall explore and report to the Technology Committee on the capability of the current telecommunications system	September 2007	Network Administrator	Report to Technology Committee
Objective 6:3	The Website Committee will conduct a survey seeking recommendations on District website enhancement	September 2008	Webmaster	Survey results
Objective 6:4	The Network Administrator, Director of Student Personnel Services and Information Technology Specialist shall recommend a system/service/procedure for achieving student records	July 2008	- The Network Administrator - Director of Student Personnel Services	Report to Technology Committee

VI. Funding Plan

A. & B. Anticipated Costs and Funding Sources:

The following technology budget projections, FY 2008-2010, represent total dollar amounts from federal, state, local and other sources for all hardware/software acquisition and upgrade, licensing agreements and print media purchase.

		Technology Budget Projections		
		07/08	08/09	09/10
Board office				
	systems 3000	\$ 17,000.00	\$ 17,510.00	\$ 18,035.30
	ed data	\$ 1,500.00	\$ 1,545.00	\$ 1,591.35
	internet consortium	\$ 6,754.00	\$ 6,956.62	\$ 7,165.32
IT				
	license agreement	\$ 1,500.00	\$ 1,545.00	\$ 1,591.35
	license agreement	\$ 1,000.00	\$ 1,030.00	\$ 1,060.90
	Symantec	\$ 7,700.00	\$ 7,931.00	\$ 8,168.93
	sun java	\$ 4,000.00	\$ 4,120.00	\$ 4,243.60
District				
	Blackboard	\$ 700.00	\$ 721.00	\$ 742.63
Media				
	online Follett license	\$ 1,846.00	\$ 1,901.38	\$ 1,958.42
Acad				
	lcd projector	3 \$ 4,500.00	\$ 4,635.00	\$ 4,774.05
	smart board	3 \$ 4,500.00	\$ 4,635.00	\$ 4,774.05
	teacher computer station	1 \$ 1,000.00	\$ 1,030.00	\$ 1,060.90
	software relicense	\$ 3,000.00	\$ 3,090.00	\$ 3,182.70
	dvd player	\$ 300.00	\$ 309.00	\$ 318.27
VOC				
	software upgrade	\$ 1,750.00	\$ 1,802.50	\$ 1,856.58
	software ft	\$ 2,000.00	\$ 2,060.00	\$ 2,121.80
	LCD projector	2 \$ 3,000.00	\$ 3,090.00	\$ 3,182.70
	software crc	\$ 2,000.00	\$ 2,060.00	\$ 2,121.80
	computer workstations	4 \$ 4,000.00	\$ 4,120.00	\$ 4,243.60
	software accts	\$ 850.00	\$ 875.50	\$ 901.77
A/E				
	online registration program	\$ 15,000.00	\$ 15,450.00	\$ 15,913.50
	tech equip purch	\$ 2,000.00	\$ 2,060.00	\$ 2,121.80
	Sub Total	\$ 85,900.00	\$ 88,477.00	\$ 91,000.00
Grants				
	Perkins Secondary	\$105,000.00	\$106,050.00	\$107,110.50
	Perkins Post	\$ 13,000.00	\$ 13,130.00	\$ 13,261.30
	NCLB	\$ 2,000.00	\$ 2,020.00	\$ 2,040.20
	Ideia	\$ 1,800.00	\$ 1,818.00	\$ 1,836.18
	Sub Total	\$121,800.00	\$123,018.00	\$124,200.00
	Total	\$207,700.00	\$211,495.00	\$215,200.00

**B. Abstract of Board of Education Approval of Three Year Technology Plan
July1, 2007 - June 30, 2010**

Insert Here

VII. Professional Development

A. Person Responsible-Professional Development Committee:

Rosemary Leonardo: Chairperson

B. Activities

1. Teachers and the Media Specialist have full access to educational technology in their instructional areas with networked computer workstations, LCD Projectors, Scientific Graphing Calculators and Smart Boards. We are beginning to transition to a wireless environment and teachers have Tablet Laptops and Wireless LCD Projectors. All have full access to the District Network, Software, Email and Internet.
2. Administrators have full access to technology with networked computer workstations, Laptops, and instant communication via Handheld Radios. The use of PDA's is limited by personal preference.

3. District Professional Development Vision Statement and Goals

(from the Professional Development Plan)

The Morris County Vocational School District Local Professional Development Committee recognizes the importance of collaborative planning and shared responsibilities for faculty and staff professional development. The ultimate goal of Morris County Vocational School District Local Professional Development Committee is to promote student learning. As professional educators, we believe our job is to facilitate lifelong learning among our students. To accomplish this, we strive to improve content knowledge; incorporate a wide array of instructional methodologies; create an atmosphere conducive to learning; incorporate varied assessment instruments; promote human growth and development of our students; engage in meaningful partnerships with community resources to further enhance our instruction; recognize students as diverse learners; and understand the importance of planning in the instructional process. We believe that administrators, teachers and support staff must engage in a wide range of reflective practices, pursue opportunities to grow professionally and establish collegial relationships to enhance the teaching and learning process.

For long-term growth and excellence, the Local Professional Development Committee believes that:

1. It is necessary to establish a school culture that promotes collaboration and productive learning environments for faculty and students;
2. The long-range planning needs of the district are considered in the professional development plan; it is important to develop plans that address the needs and requests of the faculty and staff;

3. It is critical to create opportunities and challenges in the teaching environment that provide the conditions necessary for continued effective teaching and authentic assessment that maximize student learning;
4. It is necessary to encourage a healthy environment that reduces and/or eliminates isolation and creates an atmosphere of collegiality, collaboration, and trust;
5. It is necessary for professional development activities to be ongoing, sustained and focused on preparing students to meet the challenges of high student performance as measured by the New Jersey High School Proficiency Assessment, on achieving proficiency in the New Jersey Core Curriculum Content Standards, on expanding the learning opportunities to incorporate technology into the curriculum and on providing instructional strategies that prepare our students to succeed in their career goals.

District Professional Development Goals

The Local Professional Development Committee believes it is important for professional staff members to maintain their industry licenses and/or credentials. They must continue to complete the mandated requirements established and identified by industry and the National Skills Standards Board. The district will continue to support individual initiatives in meeting this annual goal through course/workshop reimbursement. This will enhance student learning in all aspects of their industry and insure that instructors are cognizant of industry requirements in their respective field. The Local Professional Development Committee recognizes the importance of the “Eight Key Elements of High Quality Professional Development for Teachers from the Elementary and Secondary Education Act” (No Child Left Behind (NCLB) as essential to our professional development activities. The “Eight Key Elements of High Quality Professional Development for Teachers” are:

1. All activities are referenced to student learning;
 2. Schools use data to make decisions about the content and type of activities that constitute professional development;
 3. Professional development activities are based on research-validated practices;
 4. Subject matter mastery for all teachers is a top priority;
 5. There is a long-term plan that provides focused and ongoing professional development with time well allocated;
 6. Professional development activities match the content that is being instructed;
 7. All professional development activities are fully evaluated;
 8. Professional development is aligned with state standards, assessment, and the local school curriculum.
4. Following the eight key elements mentioned above, during the 2006-2007 school year, certificated and non-certificated staff members at Morris County Vocational School District will continue the process initiated in 2003-2004, in order to achieve the following goals:
1. **Develop** and implement a staff survey regarding priorities for in-service activities and ratings of in-service offered in the preceding year;
 2. **Evaluate** each professional development activity;
 3. **Develop** and implement industry standard/licensure examinations in each vocational program; resulting in the creation of program completers;
 4. **Develop** and implement learner and employer satisfaction surveys;

5. Review the grades in occupational as well as applied academic programs;
6. Review the recommendations of the Program Advisory Committees for each occupational area;
7. Research the emerging labor demand in each occupational area and the need for new or varied occupational skills

In addition, the Local Professional Development Committee will seek *to*:

- develop and implement a clearly defined communication process that establishes partnerships among the stakeholders and reinforces consistent communication in an effort to achieve goals, set expectations, and develop policies that promote effective teaching and learning;
 - develop and implement flexible, alternate instructional and assessment programs for all students. Professional development and other strategies will be explored to identify programs that facilitate the instructional/learning process and foster innovation. Support staff will continue to define their needs and develop action plans to address them;
 - participate in increased activities to promote and foster differentiated instructional techniques;
 - prioritize curriculum needs, recommend refinements to the curriculum in order to meet the needs of our stakeholders, explore tools such as technology that optimize instructional resources, and develop systems that involve the plan-do-check-act cycle for systematic improvements;
 - schedule visits with vocational magnet and comprehensive high schools already providing a grade nine instructional model;
 - continue to align the curriculum and learning with the New Jersey State standards;
 - develop a process that fosters mutual respect for peers, faculty, and staff.
 - identify educational technology that supports the curriculum goals and objectives and facilitates both access and training for all staff members.
5. Professional development resources that exist for staff are:
- Educational Technology Training Center for Morris County. All workshops and training opportunities are fully available for staff. Workshops include instruction in the use of both hardware and software and the administrative and instructional applications for both.
 - new teacher seminars are operated on a monthly basis to support new teachers in the use of available technologies
 - district in-services on an annual basis include updates and initial training in the use of the network and student management software. Annually staff is trained in the use of the Media Center and all support services and software.
 - Administrators and staff are encouraged to identify targeted training for their respective areas and take advantage of both release time and financial support provided via each respective contract.
 - Teachers meet departmentally throughout the school year and are trained on new available technologies and software's available

District Professional Development Vision Addressing No Child Left Behind Requirements

The Local Professional Development Committee is aware of the importance of the “Eight Key Elements of High Quality Professional Development for Teachers from the Elementary and Secondary Education Act” (NCLB) as presented during the Student Achievement and School Accountability Conference of October 2002 as key to our professional development activities. The federal No Child Left Behind Act (NCLB), authorized in 2001, requires that all teachers be or become highly qualified in the core academic

content area(s) they teach. The Morris County Vocational School District's Professional Development Plan and *NCLB* place major emphasis upon teacher quality as a factor in improving achievement for all students. The Local Professional Development Committee has structured its professional development activities based on research-validated practices, and promotes student learning aligned with state standards, assessment, and the local school curriculum. Each professional development activity is fully evaluated, long-term and focused on mastery for all our teachers.

6. Assistive Technology

The Learning Disabilities Teacher Consultant (LDT-C) and three in-class support instructors work individually with instructors to implement assistive technologies in all appropriate classrooms. In addition to working with instructors and students on a daily basis, the special education personnel attend department meetings as well as New Teacher Seminars to update staff on existing assistive technologies.

C. Professional Development Tables *(including narrative of resources)*

Educators' proficiency/ Identified Need	Ongoing, sustained, high-quality professional development planned for 2007-2010	Support
Administrators and Instructional staffs use of student management software	Refresher In-Service for existing staff as part of Teacher Orientation New training for new staff members as part of New Teacher Orientation and continuing as part of the New Teacher Seminar Series	Tech assistance available on a daily basis from Network Administrator. Four teachers identified as trainers and provided release time to work with individuals throughout the school year
Integrating Technology into the Mathematics and Science curriculum	Texas Instruments workshops present content in the use of the Scientific Graphing Calculator and TI Navigator while modeling the use of the technology in the classroom Departmental meetings	Teachers trained as turn-key trainers who offer mentoring and co-teaching among department members
Integrating technology into the World Language curriculum	Course on the use of Tell Me More and refresher training on Aurolog	Teacher-trainer works with fellow instructors to implement program by co-teaching and offering additional after school seminars after initial training is completed. Partner with Hudson and Union Technical Schools to share resources and training opportunities
Implementing the use of Electronic Portfolios in English and Social Studies classes	Workshop offered at initial teacher orientation. That presents content and instruction in use of software	Two teacher trainers present ongoing seminars as part of New Teacher Seminar Series and model effective use of portfolios in the classroom
Integrating assistive technologies into all classrooms	Workshops in the use of the Kurzweil Reader, Alphasmarts and Collaborative Teaching	LDT-C models effective instructional strategies in the use of assistive technologies and co-teaches. Special Education instructors provide on-going in class support in the use of the available technologies with special needs students
Implementation of a Homework webpage in all academic classrooms	Teacher trainer offers workshop as part of New Teacher Orientation	Teacher trainers provide ongoing coaching and mentoring as part of New Teacher Seminar Series
Integration of new instructional content and strategies	Seminars in the use of Web Quests, Pod casts, Blogs and Digital peripherals such as Digital Cameras and Scanners	Workshops offered by ETTC throughout the school year. Teacher trainers provide modeling of instructional strategies throughout the school year Partner is the ETTC of Morris County
Integration of new technologies in career and technical programs	Use of emerging technologies and innovative materials in industry. Training offered by business partners and vendors as part of acquisitions program	Partners are Business and industry members of the Program Advisory Councils. Training provided at school, or business site as technologies are acquired and implemented in the classroom
Integration of new wireless technologies	Workshop on the instructional applications of the tablet laptops in a wireless environment	Partner is Hudson County Technical Schools. Teachers will provide workshop and turnkey training and co-teaching strategies. Modeling will be ongoing throughout the school year in department meetings

VII. Evaluation Plan

Three-Year Technology Plan Evaluation Narrative	
Methods of Regular Evaluation:	
<i>a. integrating technology</i>	The District will integrate instructional online programs and software into daily lessons that will make instruction more accessible to students, provide varied learning/instructional styles and in particular, address students with special needs. Performance analysis for each program is tailored to meet individual needs. Guidelines for proficiency in each applicable program will be used by instructors. Instructors will measure progress through the analysis and guidelines and provide the committee with students' results each marking period. Collaborative recommendations will be made for future technological instructional methods applicable to current student population
<i>b. enabling students to meet challenging state academic standards</i>	Students will be evaluated using proficiency guidelines that focus on the skills needed to access information and research educational topics through various technology means. This will prepare students with skills required for post secondary education and workplace.
<i>c. developing life-long learning skills</i>	Integration of multi- technological resources will prepare students for technology present in workplace and post secondary education. Instructors will measure progress of students from basics to advanced skills in use of computer programs, calculators, video modes and other technological methods. Proficiency guidelines will be developed and implemented. Instructors will assess the progress of students using the established guidelines and provide recommendations to the technology committee.

The six goals of the Three Year Plan directly address the allocation of resources to meet the specific objectives. The Technology Committee will provide oversight and make recommendations for action to the Superintendent. This process will assure continual assessment and prioritization.