



Mount Morris Central School

A Commitment to Excellence ~ A Tradition of Success

Technology Plan 7/1/2022-6/30/2025

(Revised 4/2022)

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Superintendent of Schools

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Director of Information Technology Services



MMCS Technology Plan 2022-2025

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Introduction

Mount Morris Central School District is a progressive and creative institution where technology is embraced and fostered at all levels. We believe in reaching our technology goals by education the whole student. Through every core area of study also including art, music and physical education we believe that technology enhances every aspect of academic study. This technology plan places students first with the objective of reaching our goals through differentiated instruction.



Starting with measurable and significant student impact objectives in mind, a comprehensive plan was created to outline the district educational technology and information literacy goals. The following plan explains both strategic and tactical goals that meet and exceed existing technology planning standards currently in use nationwide.

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Executive Summary

i. District Mission

“At Mount Morris, we prepare all of our students for participating in a diverse democratic society, setting realistic goals and achieving their individual potential. The responsibility for achieving this purpose involves the family, the student, the community and the school in a team effort with the mutual support of each other.”

District Aims:

- Improve student achievements.
- Improve the effectiveness of technology based Liaison committees by clarifying the process that guides its agendas thus creating an environment that thrives from every committee member's input.
- Establish a team that will guide the district's information technology needs in a direction that will improve technology building wide.

ii. Technology Mission

To foster an environment fit for 21st century learners, where students and staff embrace information and technology as viable tools for the education of everyone at Mount Morris Central Schools.

In support of this strategic mission, our technology goals are:

- To lead, promote and ensure that objectives of the technology plan.
- To guide teachers and staff members to achieve an excellent competency level in utilizing technology.
- To work with teachers to integrate technology into their curriculum, creating dynamic and interactive environments that will engage our students in learning.
- To provide a clear structure and procedure for managing and maintaining equipment within the Mount Morris community.
- To provide excellent technical support in a timely and efficient manner.
- Direct practical choices for the use of available funding and resources, with a focus on maximizing technology's impact on student instruction.

Mount Morris Central School District Administrative Team:

- Greg Bump, Superintendent
- Jesse Hamilton, 7-12 Principal
- Danielle Dean, PK-6 Principal

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- Mike Cox, Business Manager
- Brandon Zingaro, Director of Information Technology / Facilities / Safety & Security

Mount Morris Central School District Technology Committee:

- Brandon Zingaro, Director of Information Technology Services
- Shawn Petti, Technology Consultant
- Judi Wheeler, Instructional Technology Coach / Teacher
- Jesse Hamilton, 7-12 Principal
- Danielle Dean, PreK-6 Principal
- Phillip Footer, Network Technician
- Student, 7-12 Student TBD Annually

Alternates

- Patty Martire, Library Media Specialist

Plan Narrative:

The Mount Morris Central School District Technology Plan was created with the collective efforts of the schools technology committee, the senior administrative team, and the ongoing feedback of students, parents, community members and industry leaders. The technology committee meets quarterly to discuss best practices, as well as the integration of technology into the classroom. The outcomes of these meetings, presentations and workshops result in recommendations for changes and growth in the technology plan. Mount Morris believes that in order to meet and exceed technology standards at every level the review of educational technology and information literacy must be a continual process throughout every school year.

Looking ahead to the next three academic years, the technology leaders at Mount Morris will examine technology in the classroom to establish which theories, fundamentals, and practices have produced positive results. The results and indicators will influence on-going and planned professional development and budgetary decisions for technology.

With a clear mission and philosophy in view, the three-year goals and objectives for technology for Mount Morris will revise the current model to meet the needs of each of our schools and help each school meet and exceed the core curriculum content standards for technology in every academic area.

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Technology Inventory

i. Technology Assessment and Connectivity

The district supports over 800 chrome devices, 200 various mobile devices and 100 networked computers creating a one to one student to computer ratio. These are currently distributed across the district's three schools (Elementary, Middle and High). At the elementary building the majority of classrooms have a teacher PC workstation and a cart of classroom use Chromebooks to share per grade level. The middle school classrooms contain a teacher PC workstation and a cart of classroom use Chromebooks per room to create a one to one technology environment. Within the high school, typically one teacher workstation is located in each classroom. All high schools have been issued a Chromebook that they are allowed to take off site for instructional purposes. This environments crease a true one to one learning environment. In addition to providing a Chromebook to every student the district also looks at home connectivity to the internet. In the rare case a student does not have internet access at hone the district will provide a site audit and provide filtered and directed internet services for instructional purposes only. In addition to the computers available in each classroom there are two PC labs consisting of 35 computers available throughout the day for student use.

Mount Morris also supports technology within a combined PreK-12 Library environment (Elementary and Jr. High/High School). The library offers computers mainly for research purposes and audio/visual equipment is also available for instructional purposes.

Along with these computers is an array of peripheral devices such as desktop printers, Internet tablets, scanners, LCD projectors, DVD players, Digital Cameras, Interactive White Boards, Interactive Display Panels, Sound Amplification Devices and Chromebooks. The district also supports and maintains a full Wi-Fi distribution system.

Connectivity and networking services at Mount Morris is built around modular network drops running to shared switches connecting every classroom and office space. The current network operates on a redundant fiber optic backbone that connects the Main Distribution Frame (MDF) facility to every Ethernet switch throughout our centralized facility. The switches are connected to each modular connection via twisted pair copper wire. In turn each network device and workstation are connected to each modular connection by a twisted pair copper patch cable thus providing connectivity speeds up to 1000MB per second to each networkable device providing internet and local domain access. In addition to the wired network infrastructure currently in place the district also supports a facility wide wireless network system. The wireless system is distributed by 86 wireless access points that are located throughout the facility. These access points are connected to the buildings wired network infrastructure via power over ethernet switches that provide both connectivity and power to operate each wireless network appliance. The current wireless network operates on 802.11ac technology standard for wireless networking thus supporting a minimum bandwidth of 433 Mbps.

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All staff and students have individual logins with user specific and shared disk space, accessible from any campus workstation. All students and staff members have a web-based email account.

ii. Software Used for Curricular Support and Filtering

In support of the district's standards-based curriculum, Mount Morris installs on each workstation Microsoft Office, Internet Explorer and other Windows based networking applications. Additional applications are installed such as Adobe Acrobat, Google Chrome and basic multimedia plug-ins such as Quick Time. In addition to these basic desktop utilities, teachers may request that subject specific software be loaded onto their workstations and the equipment used by their classes.

All system, network infrastructure and software for all district wide Operating Systems (OS) are upgraded on a continual basis in alignment to conform with stable release updates. Currently the district operates primarily under a Windows 10 platform with a Windows Server 2019 management console. Continual planning is needed to ensure that all systems that are relied upon will support Window upgrades as necessary. There is no set schedule or scope for this upgrade as this is driven by technology industry upgrades and releases in comparison to our data security framework. The District also applies this upgrade framework to all Google driven hardware. The upgrades and management are controlled through a management console that disperses upgrades and monitors all OS versions.

Internet filtering is provided and maintained by the district's WAN provider, Lakenet/Edutech. The filter we are currently running is the iBoss content filtering system. This is an inline console that constantly monitors all incoming and outgoing internet traffic and blocks all unapproved content from being displayed on all PC workstation within Mount Morris Central School. An additional system is used to manage deployment and content for all district owned Chromebook devices. The GO Guardian system provides content and device management both on and off site 24-7, this is cloud based service.

The Internet and Mount Morris Central School District (MMCSd) local area and wide area network access is available to students in Mount Morris Central School District, through District property. MMCSd provides these services as they create opportunities to access dynamic educational information resources for students and faculty. Our goal in providing these services to students is to support a complete and rigorous curriculum by offering information access, with diverse resource collaboration, and improved communication.

Mount Morris Central School enforces a board approved district technology acceptable use policy outlining privileges, rules of use, special notices, electronic mail use and other electronic communication, disk usage, use of personal technology on the district's network, instillation of software on district computers, copyrighted materials, use of encryption and termination of accounts. Policy 7315 is referenced as addendum A within this document.

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iii. Technology Maintenance Policy and Plans

The district technology is maintained by a staff that includes the following positions:

- Director of Information and Technology Services
- Shared Services Technology Staff
- Technology Consultants
- Teaching Assistant

The technology staff meets regularly to discuss the needs of technology upgrades, enhancements and repair as needed.

iv. Telecommunication Services

The district maintains telecommunication services by using an Inter-Tel based telephone system with integrated voice mail capabilities. There are a total of 130 telephone extensions in use district wide, with a least one telephone in each classroom and office area. By design, classroom telephones are not Direct Inward Dial (DID) capable, but rather are extensions within the system and cannot be called directly from the outside. All outside line correspondence is handled by specific predefined extensions located throughout the facility. Due to the evolving needs in relation to educational service certain classrooms have been designated DID capability via a fully manageable GUI PBX platform. For emergency purposes all telephone extension throughout the district will dial 911 and be directly connected to outside emergency services.

Mount Morris additionally, operates a small scale CCT television station over a dedicated channel within the building. This channel can be viewed by three centralized monitors throughout the district. In addition to these three viewing areas every classroom is outfitted with coaxial connection to the CCT station allowing potential CCT access. During the school day programming is a mix of school produced information including school events, lunch menus, club meetings, community announcements and other events and services.

v. Technical Support

Desktop level software support is available to all Mount Morris faculty, staff and students. The Mount Morris community received support for office applications electronic research, presentations, student data and other academic and operational applications. The information technology staff additionally offers curricular support for the evaluation, selection and purchase of hardware and software.

In-house desktop based support is provided from 7:30 AM to 3:30 PM, Monday through Friday by the Director of Information and Technology Services. Additional support is provided by the regional Board of Cooperative Educational Services (BOCES). Support provided by BOCES is typically timely and efficient. A new equipment inventory has been developed in an effort to minimize downtime, as well as a running list of technical support and service requests are kept on file. The district maintains an on-line/ web-based work order system and database for work tickets, inventory, and repair tracking.

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vi. Facilities Infrastructure

The district operates and maintains several servers providing a variety of functions including network / internet connectivity, data storage, telephone and voice mail services, call accounting, video camera surveillance, building security / access and wireless networking support. All of these servers are centrally located in a Main Distribution Frame (MDF) room that is secure and environmentally controlled. The servers are operated with back-up battery supplies with generator support in case of an extended power failure. The district's magnetic tape backup utility performs nightly tape backups of the informational and domain control servers. Ten working days of backups are archived locally for retrieval purposes.

The entire infrastructure operates on a Windows based networking platform that is controlled by Windows 2019 Server Operating Systems using Active Directory (AD) to manage networkable services.

vii. Other Services

Mount Morris Central School District is a professional learning community (PLC) district therefore follows the P.L.C. decision making model. To support this process, the district is selecting and implementing additions to our current student information systems (SchoolTool, IEP Direct and AISN Direct) to bridge all areas of student data to quickly and efficiently monitor and enhance student information.

viii. Plan for Replacing Obsolete Computers

Mount Morris Central School District is in the process of implementing a 5 year life cycle for computers, replacing approximately 150 Chromebooks and 20 workstations and additional peripherals components during the 2022-2023 school year. This replacement cycle will focus on meeting collegiate and industry standards as well as operating system requirements for software updates and enhancements.

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Three Year Goals and Objectives

i. History

Mount Morris Central School District is widely recognized for its dedicated staff and culture of life-long learning. A central tenant for this recognition is centered on a clear dedication to educational technology and information literacy programs. After an extensive building improvement project and addition project, Mount Morris developed a unique model of technology integration, focusing on data driven decision-making. Through this approach Mount Morris has been known for innovative and creative approaches that are sought after by many schools throughout the Genesee Valley and Wayne Finger Lakes region.

The district elementary school's Reading First program has placed five computers in every Reading First instructional classroom, created mini-labs in technology, business and computer programming. Additionally, interactive distance learning programs for students have been introduced and offered at all levels of study.

By significantly investing in a technology rich 21st century philosophy Mount Morris Central School District has been recognized with several accolades and grants including;

- The R.U.S. Distance Learning Grant
- NYS School Library Grants
- Rochester Community Foundation Grant

ii. Timeline

The following three years will focus on three main objectives per year. These objectives are meant to build off and promote the previous year's objectives creating a strong and fundamentally interlaced technology implementation plan.

- 2022-2023
 - ✓ Inventory
 - ✓ Research
 - ✓ Planning
- 2023-2024
 - ✓ Departmental Pilots
 - ✓ Training
 - ✓ Application
- 2024-2025
 - ✓ Evaluation
 - ✓ Revision

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✓ Planning

It is the goal of Mount Morris Central School District to set goals and objectives that align closely with 21st century learning skills and aptitudes. By focusing on goals and objectives which will help bridge the digital divide between Mount Morris students and industry standards, the following goals have been aimed at providing students with innovative processes to learn skills for them to adopt. These skills will guide them in the building of an advanced global view of technology in learning and in the workplace.

iii. Specific Goals and Objectives

Goal #1 – Identify existing technology baseline resources and evaluate / implement new technologies that facilitate classroom learning.

Objectives:

1. The district will perform a complete audit of all functional and non-functional equipment
2. Using information gathered by the audit, the district will begin a three-year acquisition and “upgrade” cycle for computers in classrooms and labs.
3. The district will provide relevant and current information as to the newest technologies and the implementation of those technologies in schools.
4. The district will support the implementation of new technologies with professional development.
5. Classroom teachers will pilot the use of technologies in their specific classrooms.

Goal #2 – Promote and integrate educational technology (E.T.I.L.) and information literacy into every discipline and co-curricular E.T.I.L. goal to meet or exceed national technology standards.

Objectives:

1. The district will assess the current alignment of national technology standards infusing, NCBL, NETS and ISTE into teaching across disciplines.
2. The district technology committee will help teachers prepare and institute the integration of technology standards.
3. The district will provide teachers with information on best practices for the integration of effective technologies and student skills that meet or exceed national standards.

Goal #3 – Develop, promote and implement professional development courses that support individual and district goals for integrating best practices for educational technology and information literacy.

Objectives:

1. The information technology staff will establish a bi-weekly session of technology based professional development training that supports staff using technology.

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2. The district will actively engage in long-term partnerships that support the promotion and expansion of staff member's knowledge in the use and instruction of educational technology.
3. The district will make every effort to provide all staff with access to technologies relevant to their coursework and recognize technology standards (I.S.T.E., NETS and Others).
4. The district will offer data driven and other professional development opportunities for administrators.
5. The district will recommend a significant technology component in staff goals and / or teacher professional development plans.

Goal #4 – Create and apply consistent annual assessments and evaluation studies for the application and use of technology district wide.

Objectives:

1. The district technology committee will assist in the creation of a district-wide assessment of technology integration
2. The technology committee will create a regular assessment cycle for their specific disciplines.
3. The evaluation process within the second and third year of this plan, will advise the writing of the next updated technology plan.

Technology Goals as stated by No Child Left Behind (NCLB):

Mount Morris Central School District's goals and objectives will work in concert and evolve with the technology goals spelled out by NCLB:

1. All students and teachers will use information technology in their classroom, schools, communities and homes.
2. All teachers will use technology effectively to help students achieve high academic standards.
3. All students will increase their technology and information literacy skills.
4. Research and evaluation will improve the next generation of technology applications for teaching and learning.
5. Digital content and networked applications will transform teaching and learning.

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Implementation Plan

Year 1 – 2022-2023: Align Technology Use with Curricular Goals

The first year of the three-year Mount Morris technology plan focuses on detailed analysis of the current use of technology within the district. The work will generally be guided by the following three essential questions:

- ✓ How can we use technology to achieve our department's curricular goals?
- ✓ What technology needs to be in place to fulfill that vision?
- ✓ What training will teachers require to implement that vision?

Activities will include:

- Formation of EITL committee
- Survey of current level of success in meeting technology needs.
- Inventory of current uses of technology in the classroom and research into potential models and emerging technologies.
- Site visits to best practice school districts.
- Assessment of level of expertise among staff.
- Propose a pilot project using technology initiatives proposed by committee(s).

Year 2 – 2023-2024: Implementation

The second year will involve departmental pilots of their models, continued revision of the curriculum, and an implementation plan for the third year.

Activities will include:

- Planning and execution of professional development courses.
- Acquisition of model technologies.
- Implementation of mini-labs and pilot classrooms.
- District budgeting for technology.

Year 3 – 2024-2025: Measurement and Adjustment

The third year of the plan will focus on long term integration and professional development, implementation of the model, and development of systematic assessments for the department.

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Activities will include:

- Implementation of model throughout year.
- Long term budgeting.
- Long range professional development plan.
- Development and use of systematic assessment procedure.

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Technology Budget

Category Description	Appropriations for the 2018-2019 School Year	Anticipated Appropriations for the 2019-2020 School Year	Anticipated Appropriations for the 2020-2021 School Year
SUPPLIES AND MATERIALS	\$16,995.00	\$17,845.00	\$18,737.00
EQUIPMENT STATE AIDED	\$10,647.00	\$10,647.00	\$10,647.00
STATE AIDED COMPUTER SOFTWARE	\$7,881.00	\$7,881.00	\$7,881.00
BOCES SERVICES	\$479,000.00	\$491,870.00	\$505,125.00
Salaries	\$51,786.00	\$53,858.00	\$56,425.00
Totals	\$566,309.00	\$582,101.00	\$598,815.00

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Addendum A

**SUBJECT: MOUNT MORRIS CENTRAL SCHOOL DISTRICT TECHNOLOGY
ACCEPTABLE USE POLICY**

General Information

The Internet and Mount Morris Central School District (MMCS) local area and wide area network access is available to students in Mount Morris Central School District, through District property. MMCS provides these services as they create opportunities to access dynamic educational information resources for students and faculty. Our goal in providing these services to students is to support a complete and rigorous curriculum by offering information access, with diverse resource collaboration, and improved communication.

The Internet is an international network of "host" computers that store and relay information, connecting billions of users all over the world. Users have access to a wide variety of communication and retrieval systems including electronic mail, news groups, blogs/forums, media streaming, messaging systems and other sources of content including research based educational information. Within Mount Morris Central Schools the Internet serves as a means for accessing the following:

- a) Expanding educational information resources from sites on the World Wide Web.
- b) Local and national libraries including city, state and university libraries, and other approved research databases.
- c) Electronic mail or other communication systems at school with teachers, authors, experts and other students all over the world using commercial email systems approved by Mount Morris Central Schools. (Note: These services are not provided or maintained by MMCS.)
- d) Professional news services and forums.
- e) Software libraries, services, developers and providers.

The information accessed using District property and Network Services should reflect the educational mission and goals of MMCS. The District and the Board of Cooperative Educational Services (BOCES) has taken precautions to restrict access to materials not in alignment with standards based curriculum and classroom instruction. However, with access to computers and people all over the world also comes the availability of material that may not be considered of educational value within the context of a school setting.

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Internet access is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of these networks relies upon the proper conduct of the end-users who must adhere to formal guidelines. The following guidelines are provided so that you are aware of the responsibilities you are about to acquire. They encompass the efficient, ethical and legal utilization of District network services and resources. This agreement may be superseded in the future if a newer agreement is designed.

Internet/Network Use - Terms and Conditions

Privileges

The use of District property and Network Services in MMCS is a privilege and not a right. Inappropriate use will result in a cancellation of network privileges. The system administrators reserve the right to monitor activity on District Network Services. The system administrators may close an account at any time should inappropriate activity be detected. In addition, the administration, faculty, and staff of MMCS may request the system administrator to deny, revoke, or suspend specific member accounts when it is determined a member has inappropriately used the services available through District Network Services.

Rules of Use

- a) The services provided by District Network Services may not be used to publish, access, download, store, review and/or distribute any material (text, graphic, photo, audio) that contains material that would be classified as defamatory, abusive, untrue, obscene, profane, threatening, or sexually explicit.
- b) The property provided for use by MMCS and the services provided by District Network Services may not be used in any fashion that results in the violation of District policies or city, county, state, or federal law. Federal copyright regulations are of particular concern. Each member is responsible for knowing and abiding by the obligations and restraints outlined in the law and District policy. All communications and information accessible via the network should be considered to be copyright protected unless otherwise stated.
- c) Divulging or allowing another individual to use your password is strictly forbidden. Such actions pose security and legal problems. Members shall not attempt to use a password, email name, or Internet address that has been assigned for use to another person. Members found experimenting in this way will be denied continued access to the network. Members are expected to create and use a secure, private password (see glossary). Passwords must not be written down unless kept on your person. Your password represents your electronic identity. If used by another person for malicious purposes, it is difficult to prove that you were not involved. MMCS will occasionally attempt to "crack" passwords to preserve the integrity of the network.
- d) The District accepts no liability or other responsibility for costs related to commercial services accessible on the Internet, flat or metered surcharges, or any other costs that might be related to the

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use of the Internet. Individual members are not to incur charges that may in any fashion be invoiced to the District.

- e) Using MMCS District property and Network Services for product advertisement, personal web sites or political lobbying of other District network users is prohibited.
- f) Security on District Network Services is a high priority. If you feel you can identify a security problem on District Network Services or the Internet, you must notify a system administrator or the District Technology Information Services Department immediately. Do not demonstrate the problem to other members.
- g) Vandalism will result in cancellation of privileges and other appropriate disciplinary action including suspension or expulsion. Vandalism is defined as any malicious attempt to harm or destroy data or equipment of District Network Services; another member, system, or entity on the Internet; or attempts to disrupt services to another member. This includes, but is not limited to, the creation or uploading of computer viruses. Possession of software that is solely designed to defeat computer security or other "hacking" software is prohibited on District property. This includes but is not limited to keyboard capturing and network observation software.
- h) The member (and parent/guardian where applicable) understands that the growth of the Internet is occurring at an exponential rate. Despite controls placed on the MMCS District network, it is impossible to monitor all materials that could be considered controversial in nature. Use of any information obtained via the Internet is at the member's own risk. MMCS District specifically denies any responsibility for the accuracy or quality of the information obtained through the use of District Network Services.

Special Notices

Electronic Mail

Electronic mail is a communications tool that will be available at school to District students using commercial email systems approved by MMCS District.

(Note: These services are not provided or maintained by MMCS District.) Access to commercial email providers for students will be granted based on security, spam control, virus scanning and other criteria. Your school will have a list of these approved email systems.)

Email messages should not be considered private. Both the text of these messages and the sender's email address can be intercepted as the message travels the Internet. The following rules should be followed when using email:

- a) Do not reveal personal information about yourself or others in any email message. This includes your home address, passwords, phone numbers, social security numbers and other personal information.

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- b) Do not use email for unsolicited bulk mailings such as chain letters.
- c) Inform your teacher or Technology Coordinator immediately if you receive any improper email messages.

Other Electronic Communication

The use of Instant Messaging services, chat, bulletin boards, threaded discussion groups (newsgroups) and Internet (anonymizer) proxy servers by students on the MMCS network is prohibited unless used as part of the curriculum as a class-sponsored activity and under the supervision of your teacher.

Disk Usage

The system administrators reserve the right to set quotas for disk usage on District Network Services. A member who exceeds his/her quota will be advised to delete files to bring their account back into compliance. A member who remains in noncompliance of disk space quotas after seven (7) days of notification will have his/her files removed by the system administrator. All files used and/or stored on MMCS equipment are not private and may be accessed by administrators and used in discipline proceedings, if needed as evidence. Copyrighted material may not be stored on District property unless the user owns the right to use the material.

Use of Personal Technology Equipment on the District Network

The use of personally owned technology equipment on the District network (using a wired or wireless connection) is prohibited unless written permission is obtained from the site administration. This includes but is not limited to laptops, PDA's, wireless access points, and personal computers. The use of a modem by students is prohibited on District property.

Installation of Software on District Computers

Do not load any software on District computers without written authorization from your Principal. Privately owned software should never be loaded on District equipment for any reason.

Copyrighted Material

Downloading, storing, sharing, or distributing material that you have not purchased the right to use is prohibited. This includes but is not limited to: manuscripts, videos (movies), musical recordings, and software. This includes downloading such material to a personally owned device that is connected to the District network.

Use of Encryption

The use of encryption to cloak network traffic, data files, or email communications within the District network is prohibited without written authorization from Technology Information Services. The

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exception to this is the access of SSL (Secure Socket Layer) enabled websites to enter and observe personal information on the Internet. All student web email must be accessed "in the clear" with no encryption except for password communications.

Termination of Account

Any system member that has graduated or otherwise left the District will have his/her account terminated.

Disclaimer

MMCS D makes no warranties of any kind, whether expressed or implied, for the services it is providing through District Network Services. MMCS D will not be responsible for any damages you suffer. This includes but is not limited to, loss of data resulting from delays, email routing failures, or service interruptions caused by hardware or software problems or member errors or omissions.

NETWORK AND DISTRICT TECHNOLOGY EQUIPMENT USER AGREEMENT GLOSSARY

Internet: The Internet is a vast collection of computer networks that have been linked together. Students or staff with District Network Services Member Accounts will be able to access resources that are available on the Internet.

Electronic: Electronic Mail, or email, is a message (like a postcard) that can

Mail: Be "mailed" via a computer network.

Email Address: An electronic address used by others to send you electronic mail.

Server: A server is a computer dedicated to providing a variety of network services for computer users that have a user account on that computer.

Disk Space: This is the amount of space allocated to each network computer user on a server computer's hard disk drive.

Local Area Network: A computer network located within each District location.

Wide Area Network: A computer network that links all the local area network computers utilizing a wired or wireless connection to the Internet.

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District Technology: District-owned hardware includes but is not limited to: Computers, laptop computers, printers, fax machines, telephones, cell phones, personal digital.

Equipment: Computers, personal data assistants (PDAs), network equipment, projection equipment and computer peripherals.

Secure: A secure password does not contain words or phrases from any known language.

Private: A good method to create a secure password is to think of a phrase and use the first.

Password: Letter of each word as part of the password and add numbers and punctuation. Example: Every Good Boy Does Fine! The password would be: EGBDF! (Do not use this example) 8 characters maximum.