

# UPSTATE CHRISTIAN ACADEMY

A Ministry of the SDA Church

EDGE Rubric Criteria #9

## TECHNOLOGY PLAN

2011-2012



# Table of Contents

## In This Plan

➤ Mission and Vision	2
➤ Current Technology Maintenance	2
➤ Technology Plan	3
➤ Technology Inventory	6
➤ Student/Teacher Access to the Internet	8
➤ Internet Safety Software	9
➤ Technology & Instruction	10
➤ Software Licensing	11
➤ Appointed IT Person	12
➤ Appendix 1	13
➤ Appendix 2	18
➤ Appendix 3	19
➤ Appendix 4	20
➤ Appendix 5	21
➤ Appendix 6	22
➤ Appendix 7	23

# UCA Vision & Mission

**Vision-** Upstate Christian Academy is a recognized educational organization in the Upstate Greenville Area by the North American Division Board of Regents and the National Council for Private School Accreditation. Since our school inception back in the early 1940's as the Greenville SDA Church School, now Upstate Christian Academy, we have continually endeavored to develop the physical, mental and spiritual adequacy of young children.

We provide a spiritual atmosphere in which prayer, worship, and doing the will of God will be seen as the ideal and accepted pattern of living. We help students achieve a Christian philosophy of life, and acquire the attitude, knowledge and skills for a Christian character. We help instill a personal commitment to the service of their God, their church and fellow men. We help to promote independent thinking and the highest academic achievement possible for each individual. We help students to learn habits of healthful living, industry, promptness, reliability, accuracy, thoroughness, and self-reliance. We seek to inspire love and loyalty for their country, and respect for recognized authority.

**Mission-** Unconditional loving community with Christ like values and an attitude of service.

## Current Technology & Maintenance:

*Information for guidance:* Describe what technology is in place and how it serves the school and staff. Items you might include are:

- Databases and Information Resources
- Servers
- PC Workstations
- Integrated Library System (online catalog, circulation, etc.)
- Network Equipment and Software (hubs, routers, etc.)
- Telephone System

### **Technology in place:**

**2011-2012**

Current Technology: *for this information see the **Technology Inventory** section.*

Maintenance of current technology:

1. Provide Hardware Support for both Server and student Computers.
2. Provide Software Support for both Server and student Computers
3. Provide hardware replacement, maintenance, upgrades and troubleshooting for Student Computers.
4. Provide Printer installation and setup for 2 network printers.
5. Upgrades, configuration, and routine maintenance will be performed after hours, weekends, and during the summer break.
6. Maintain software licensing for both Server and Student Computers via CDWG and Microsoft Licensing website.
7. Provide support for network infrastructure such as cabling, switches, wall jacks, etc.

# The Technology Plan

## Technology Plan:

*Information for guidance:* It should have specific goals stated, with objectives and actions for accomplishing those goals listed. The plan must include an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education.

### Plan:

#### 2011-2012

To buy new computers for both classrooms. To buy at least 1 SMART board, 2 if possible. To upgrade all software systems. To buy an internet safety software.

### Action Plan:

*Information for guidance:* How does the school plan to achieve the goals for the future? What must be implemented for this to happen? Who will be responsible to evaluate the efforts made? Who will be responsible to lead the project/s? How much time is available to achieve the goal? What is the goal intended?

#	Action sy11-12	Responsible	Start Date	End Date	Milestone
1	Fundraising	David Pasos	Beginning of school year.	Until reached	Available financial means
2	Information gathering for new systems	Dean Kitsos	SY 2010-2011.	Before Budget reached.	Information necessary to buy appropriate systems for the school
3	School Board to approve systems to be bought	School Board Members	As soon as finances and information necessary is available		All members to approve goal
4	Buy approved systems	Dean Kitsos	When finance available		Upgrade of systems
5	Installation of new systems	Dean Kitsos	As soon as systems arrive	Before the next school begins	New experience for all students and staff

**Staff Training/Professional Development Strategy:** The plan must have a professional development strategy to ensure that staff knows how to use these new technologies to improve education.

*Information for guidance:* What are the specific resources and strategies that you plan to implement to ensure that your staff is ready to use and maintain the telecommunications and information technologies? Who will be in charge of coordinating the professional development activities? Are there in-service slots set aside for technology-related professional development? Do you have the resources in house to train these staff members or do they need to go to outside courses, or a combination of the two? What financial and time resources exist to keep the staff up-to-date in learning about new technologies? What professional development opportunities are available from outside sources (such as service providers, courses at institutions of higher education, conferences, courses delivered via distance learning or over the Internet: courses sponsored by your state education)? What professional development opportunities and resources exist for your professional to ensure that they can not only use the new technologies, but to use them to deliver improved service? What classes or seminars are available to your staff on an ongoing basis within your organization?

## **Staff Training:**

### **2011-2012**

The staff members at UCA are able to work with all available technology in the school without extra training. If a new technology is brought to the school a professional in the specific area will be brought to school to train, explain and answer any questions the staff, or anyone involved in its use, may have.

The MOBI system was added to the upper grades classroom this year, with the MOBI Company providing all necessary training upon installation.

**Timeline:**

*Information for guidance:* When do you propose to begin your plan? What will you do first, second and third, etc.? The timeline can be broad, i.e., first quarter FY, second quarter FY, or more specific, or both, depending on the technology. For example, you might want to purchase a web server in January, but training may take place throughout the third quarter of your FY. The goal may be to have your new web site up by the first quarter of the next fiscal year.

**Timeline Description:****2011-2012**

**Budget:** The plan must provide for a sufficient budget to acquire and support the non-discounted elements of the plan: the hardware, software, professional development, and other services that will be needed to implement the strategy

*Information for guidance:* Planning and consulting fees, Computer hardware and peripheral equipment, Application and network software, Cabling and telecommunications, Library database conversion, Security, External databases and systems, Training, Support and maintenance, Be sure to include initial costs, recurring costs and additional costs for each goal. Indicate where the funding will come from.

**Budget Description:****2011-2012**

During the 2010-2011 school year UCA's goal was to fundraise towards the EDGE Certification Award Program. We achieved our goal and received the award of \$18,000. This money was used to upgrade all technology in the school.

**Evaluation:** The plan must include an evaluation process that enables the school to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

*Information for guidance:* How frequently will you update the plan? Who is responsible for updating the plan? How will you determine if the technology plan was successful in meeting the goals of your institutional plans? What goals and objectives of the Technology Plan were you able to meet? What goals and objectives of the technology plan did you not meet? Why? Are there ways to overcome these barriers? Are there any goals and objectives that are no longer relevant to your situation and should be deleted from the plan? What developments in technology have emerged that you can take advantage of to improve service for the school?

## Evaluation Description:

### 2011-2012

August 2011- By the beginning of this school year all computers had been bought, installed and were ready to use.

January 2012- All systems working perfectly.

## Technology Inventory

	How many?	Date Obtained
<b>1. Client Devices &amp; Software</b>		
<b>Client Devices</b>		
Character-based terminal Protocol (“dumb terminals”)		
PC	10	2011
Processor Type and Speed	Core duo E7500	
RAM	8GB	
Disk space available		
Operating System	Windows 7 pro 64 bit	
Color monitor resolution	1280 x 1024	
Sound card	Integrated	
Speakers or headphones	Headphones	
<b>Client Software</b>		
IP Services		
Telnet		
Browser	Internet Explorer 9	
Helper Applications		

Application-specific client software	Symantec Antivirus	Client/Server
Commercial Applications	Office 2012 Home/student	
<b>2. Servers and Printers</b>		
<b>Servers</b>		
Function:	File, print, storage	
Processor type and speed	Intel core I3 540 3.06	GHZ, 4m cache
RAM	8GB	
Disk space available	465 GB	
Operating System	Windows server 2008 R2	64 bit
Function:		
Processor type and speed		
RAM		
Disk space available		
Operating System		
CD server	-	
Number of drives	-	
Speed	-	
Other	-	
<b>Printers</b>	1 laser B&W, 1 Laser color	
Serial	N/A	
Parallel	N/A	
Networked (Y/N):	Yes	
Color (Y/N):	Yes	
Resolution	N/A	
<b>LAN</b>		
Hubs	(4) switches	10/100/1000 cisco GB
Total Ports		
Unused Ports		
Network Type		
Speed		
Terminal Servers		
Total ports		
Unused ports		
Network Type	Ethernet	
Speed	10/100 MB	
Network Operating System		
<b>WAN</b>		
Internal	10/100 MB	
Multiplexors		
Bridges/routers		
Protocol(s) supported	TCP/IP	
Speed		
<b>External</b>		
Bandwidth to ISP	10 GB Charter Cable	



# Student/Teacher access to the Internet Policy:

**Internet Policy:** On this section is important to reflect the regulations, acceptable use and privileges that staff and students will have to follow for the technology use. It is important to have a clear and specific description since the use of the technology can be abused if not used properly.

*Information for guidance:* Who approves the use of computers and/or internet? What are the goals for providing internet access? What is an acceptable use of the technology? Can privileges be revoked and if so how? What is an acceptable etiquette when using the technology? What is considered to be vandalism and its consequences? Does the technology available has a safety software that can safeguard minors?

## **Policy:**

**2011-2012**

**2011-2012 Policy is as follows:**

“U.C.A. believes the use of Computers and the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication.

All use of the computers must be approved by the teacher. No personal games or discs from home are accepted or used on the computers except those approved by the teachers. The school’s computer’s cannot be tampered with or changed in any way except with the consent of the director or school administration.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that students are aware of the responsibilities they are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If an U.C.A. user violates any of these provisions, his or her account will be terminated and future access could be denied.

The signature(s) at the end of the Computer/Internet Use Form is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

### **Internet--Terms and Conditions of Use**

1) **Acceptable Use** - The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Upstate Christian Academy. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

2) **Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student or teacher who receives an account will be

## **Policy Description:**

part of a discussion with a U.C.A. staff member pertaining to the proper use of the network.) The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may deny the use at any time as required. The administration, faculty, and staff of U.C.A. may request the system administrator to deny, revoke, or suspend specific user accounts.

3) **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a) Be polite. Do not get abusive in your messages to others.
- b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- c) Illegal activities are strictly forbidden.
- d) Do not reveal your personal address or phone numbers of students or colleagues.
- e) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- f) Do not use the network in such a way that you would disrupt the use of the network by other users.
- g) All communications and information accessible via the network should be assumed to be private properly.

4) **U.C.A. makes no warranties** of any kind, whether expressed or implied, for the service it is providing. U.C.A. will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. U.C.A. specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5) **Security** - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or teacher. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

6) **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but not limited to, the uploading or creation of computer viruses.” P. 26-29 UCA Handbook.

## **Internet Safety Software:**

**Safety Software:** This software is of most importance since without this children could be exposed to malicious sites targeting young minds. Make sure to have a full description of the software capabilities and how much coverage it has.

*Information for guidance:* Make sure to add under this section all product and technical information regarding the Internet safety software.

## **Safety Software Description:**

**2011-2012**

We have installed since sy 2010-2011 a SonicWall network TZ100 Network Appliance. SonicWALL TotalSecure™ solution, conveniently bundling all hardware and services needed for comprehensive protection. This program is updated yearly.

### **SonicWall Product Information and technical information**

- a) SonicWALL deep packet inspection protects against network risks such as viruses, worms, Trojans, spyware, phishing attacks, emerging threats and Internet misuse. Application Intelligence Service adds highly-configurable controls to prevent data leakage and manage bandwidth at the application level.
- b) The TZ Series includes innovative SonicWALL Clean VPN™ technology that protects against vulnerabilities and decontaminates malicious code in traffic from remote users, mobile users and branch offices before it enters the corporate network, all without user intervention. The TZ Series supports both IPSec and SSL VPN termination.
- c) The TZ Series provides dynamic network protection through continuous, automated security updates, protecting against emerging and evolving threats without requiring any administrator intervention.
- a) The SonicWALL Reassembly-Free Deep Packet Inspection™ (RFDPI) engine comprehensively scans entire packets in real-time without stalling traffic in memory. This functionality allows threats to be identified and eliminated over unlimited file sizes and unrestricted concurrent connections, without interruption.

## **Technology and Instruction:**

**Integration of technology in the classroom:** This section is important as it shows what the school is trying to achieve by exposing and supplying technology to the students.

*Information for guidance:* How is each teacher using the technology available? Through what programs are the teacher been able to achieve their goals?

## **Integration Description:**

**2011-2012**

UCA teachers integrate technology in several ways.

1<sup>st</sup> thru 4<sup>th</sup> grade classroom, technology is integrated in the following ways:

- a) Educational videos together with reports.
- b) Typing of assignment.
- c) Internet research (ex. Class pet, countries, etc...)

5<sup>th</sup> thru 8<sup>th</sup> grade classroom, technology is integrated in the following ways:

- a) Microsoft Office Word Programs for School papers.
- b) Microsoft Office Power Point Program for geographic presentations.
- c) Internet access for scholastic research
- d) MOBI-

# Software Licensing:

**Software Licensing:** UCA School Board must make appropriate arrangements with the involved vendor to have appropriate licenses and/or sufficient copies for the schools needs.

*Information for guidance:* Name of agency responsible for software availability. Accounts Information. How many copies are needed? Does the computer available already come with an operating system that includes special software's?

## **Software Licensing Description:**

**2011-2012**

*Agency/Representative responsible for desktops:*

Dell Catalog Sales L.P.  
Box 676032  
1200 East Campbell Rd.  
Suite 108  
Richardson, TX 75081

Rashadd Coburn  
(800)571.3355 x80000

Customer #: 58514864

Quote #'s: 581415929  
578051848  
581415560

Software: Windows 7

\*\*See the itemized description list of all computers and software on appendix 1- p.13-17.  
All computer licenses in file. ID's attached to all computers.

*Server (Software license purchase. Microsoft Server, Client, Windows Pro Licenses)*

CDWG

[www.cdwg.com](http://www.cdwg.com)

Open license details: 48528839 (See the itemized description list on appendix 2- p.18)

Open license details: 47329421 (See the itemized description list on appendix 3- p.19)

Open license details: 47408301 (See the itemized description list on appendix 4- p.20)

Open license details: 48528839 (See the itemized description list on appendix 5- p.21)

License summary: (See the itemized description list on appendix 6- p.22)

Symantec Antivirus License: sales order #: 17819201(See the itemized description list on appendix 7- p.23-26)

## Appointed IT Person:

Upstate Christian Academy has two volunteers that help our educational system work to its full potential while managing a budget. They have a combined IT experience of 40 years.

Mr. Kitsos & Mr. Brookshire have been helping UCA for many years with the school's technology department. Mr. Kitsos has been in charge of all the computer details.

	Skills Needed		Skills Available		Additional Tech Support
	Staff	Outside	Staff	Outside	
<b>Technical Staff Skills</b>				X	
<b>PC skills</b>					
Install & configure hardware				X	
Load & update software				X	
Troubleshoot & repair problems				X	
<b>LAN Skills</b>					
Design Network				X	
Install & configure hardware				X	
Load & update software				X	
Troubleshoot and repair problems				X	
<b>WAN Skills</b>					
Install & configure hardware				X	
Load & update software				X	
Troubleshoot & repair problems				X	