

**PAUL CUFFEE SCHOOL  
THREE YEAR TECHNOLOGY PLAN  
2006-2009**

**PART ONE: EQUIPMENT AND CONNECTIVITY****Year 2006-2007****Hire a Part-Time Computer Technician**

By August 2006, hire a part-time computer technician to address the equipment needs and provide technical support on all hardware and network related issues. Technology Coordinators will provide assistance when necessary. The goal is to increase time for Technology Coordinators to spend working with faculty and students to advance student skills and improve academic outcomes for students.

**Labor Hours: 12 hours per week**

**Labor Cost: approx 13,900 (in house labor)**

**Lexia Early Reading, Primary Reading, and Strategies for Older Readers**

By August of 2006, purchase and deploy a Lexia Server to store data and manage client connections. Train teachers to integrate Lexia products in their teaching of Reading.

**Intranet Server for Faculty and Staff**

By August of 2006, design and implement a collaboration site, using the Plone CMS, accessible by all PCS employees. Initial uses include shared calendars for staff and collaboration space for school committees. Use extensible design so that the site can grow into other future uses.

**Purchase: Existing hardware**

**Labor Hours: 40**

**Labor Cost: in-house labor**

**Email Antivirus/Spam Gateway Filter**

By August 2006, implement a spam and virus filter to remove incoming spam before it reaches our email server. This will have the dual benefit of reducing the current load on our email and antivirus servers and the amount of time that employees spend deleting spam.

**Purchase: Existing hardware**

**Labor Hours: 30**

**Labor Cost: in-house labor**

**Purchase a Color Laser Printer for each school**

To encourage use of computers in the arts and save money on ink-jet printing, purchase and install one color laser printer in each school. Implement a system for controlling access, increasing efficiency and assuring cost effective purchase of supplies.

**Purchase: \$2000**

**Labor Hours: 5**

**Labor Cost: in-house labor**

**Transition all Student Database Functions to PowerSchool**

Student data is currently kept in a number of different databases. In order to consolidate our data into PowerSchool and prepare to use it school-wide, we will need to train all administrative users, migrate data, and test data for integrity. By or before July of 2007 we will be ready to use PowerSchool school-wide.

**Purchase: Existing hardware**

**Labor Hours: 100**

**Labor Cost: in-house labor**

**Training Cost:\$5000**

**Improve Disaster-Readiness in School Servers**

In order to go beyond our current revolving backups of all key files on our file- and groupware-servers, we will test methods of creating “virtual machine” images of servers to allow for minimum downtime in the event that a physical server goes and data is unrecoverable.

**Purchase: Existing hardware**

**Labor Hours: 20**

**Labor Cost: in-house labor**

**Lower School Library Computer Plan**

Evaluate hardware and software needs for the Lower School Library by spring 2007.

**Purchase: Existing hardware**

**Labor Hours: 20**

**Labor Cost: in-house labor**

**Improving Instructional use of Electronic Resources**

As part of a three-year process to improve the use of electronic resources, such as online encyclopedias, research tools, and learning software, survey teachers about how electronic resources are used in the classroom today and opportunities to increase and improve that use.

**Purchase: Existing hardware**

**Labor Hours: 20**

**Labor Cost: in-house labor**

**Year Two: 2007-2008****Reformat All Classroom Computers**

By August 2007, reformat all teacher- and student-use computers at Paul Cuffee School. In order to streamline technical support, hardware systems need to be standardized. The Technology Department will help computer users backup data and prepare for the reformat by May 2007. The Technology Department will create a master image for each computer model and then deploy that image to every computer. Additional temporary help is needed to complete this project on time.

**Purchase: Existing hardware**

**Labor Hours: 80**

**Labor Cost: ½ in-house/\$600 outside assistance**

**Increase Faculty/Staff Intranet's Value**

By August of 2007, implement new features of our intranet site to meet needs of faculty and staff. In order to determine those needs, survey employees in the Spring of 2007 to determine new ways that the intranet could provide resources and support student learning.

**Purchase: Existing hardware**

**Labor Hours: 30**

**Labor Cost: in-house labor**

**Additional Educational Software**

By May 2007, survey all teachers and identify 2-5 software packages that will best support the educational goals of the school. By August 2007, purchase and install chosen networked software.

**Purchase: \$2,000**

**Labor Hours: 40**

**Labor Cost: in-house labor**

**Implement a Wide Area Network (WAN) to join our two networks**

A WAN will join our two networks into one, saving duplication in server resources and allowing users to move between locations seamlessly. Investigate cost effectiveness of using the same infrastructure to join the school's two phone networks.

**Purchase: unknown**

**Labor Hours: 30**

**Labor Cost: in-house labor**

**Improvements in Network Security and Intrusion-Detection**

Undertake a comprehensive study of our network's integrity and security. Work with independent security analysts to determine and prioritize our vulnerabilities. Develop roadmap to fix any vulnerabilities found, in order of priority.

**Purchase: Existing hardware**

**Labor Hours: 15**

**Labor Cost: 5 hours = \$500**

**School-Wide Wireless Network for Lower School**

Implement a secure, reliable wireless network in the Lower School Building for administrative, faculty, and student use. Allow for guest use on a DMZ or secure network segment to protect network integrity.

**Purchase: \$500**

**Labor Hours: 15**

**Labor Cost: in-house labor**

**Lower School Library Computers**

Evaluate hardware and software needs for the Lower School Library by spring 2007.

**Purchase: Existing hardware**

**Labor Hours: 10**

**Labor Cost: in-house labor**

**Improving Instructional use of Electronic Resources**

As part of a three-year process to improve the use of electronic resources, such as online encyclopedias, research tools, and learning software, create a plan for improving access to and instructional use of electronic resources, to be implemented in 2008-2009.

**Purchase: Existing hardware**

**Labor Hours: 20**

**Labor Cost: in-house labor**

**Replacing Older Machines**

Begin replacing older machines, based on a minimum-spec list and replacement timetable. As per industry standard, aim to replace or upgrade one-fifth to one-quarter of all machines school-wide, each year.

**Purchase: \$25,000**

**Labor Hours: 40**

**Labor Cost: in-house labor**

**Improve Disaster-Readiness in School Servers**

As a result of tests done the previous year, we will implement methods of creating “virtual machine” images of servers to allow for minimum downtime in the event that a physical server goes is unrecoverable.

**Purchase: Existing hardware**

**Labor Hours: 30**

**Labor Cost: in-house labor**

**Year Three: 2008-2009****Improving Instructional use of Electronic Resources**

As part of a three-year process to improve the use of electronic resources, such as online encyclopedias, research tools, and learning software, implement the 2007-08 plan.

**Purchase: unknown**

**Labor Hours: 30**

**Labor Cost: in-house labor**

**Assessing Network Virus Scanning**

Undertake a comprehensive review of the school’s virus scanning systems at the server and PC level. Review new technologies and approaches to ensure that we are adequately protecting individual users and the entire network from virus threats.

**Purchase: Existing hardware**

**Labor Hours: 15**

**Labor Cost: in-house labor**

**Replacing Older Machines**

Continue replacing older machines, based on a minimum-spec list and replacement timetable. As per industry standard, aim to replace one-fifth to one-quarter of all machines, school-wide each year.

**Purchase: \$25,000**

**Labor Hours: 40**

**Labor Cost: in-house labor**

**Assess Backup Strategies**

In order to be sure school data is properly protected, we will study the effectiveness, redundancy, and security of the data backup systems at use in the school.

**Purchase: unknown**

**Labor Hours: 15**

**Labor Cost: in-house labor**

**Reformat All Administrative Computers**

By August 2008, reformat all administrator-use (and other non-classroom) computers at Paul Cuffee School. In order to streamline technical support, hardware systems need to be standardized. The Technology Department will help computer users backup data and prepare for the reformat by May 2008. The Technology Department will create a master image for each computer model and then deploy that image to every computer. We will need to hire additional help on a temporary basis for this process.

**Purchase: Existing hardware**

**Labor Hours: 40**

**Labor Cost: in-house labor**