

## A. Standardization of Hardware and Software

### 1. PC vs. Macs

- a. One manufacturer, or a variety
- b. Direct from the manufacturer, or from a reseller
  - i. NM Procurement Code-- [http://www.ruidoso-nm.gov/FinWBPurch/Pdf\\_Documents/State%20Ordinances.pdf](http://www.ruidoso-nm.gov/FinWBPurch/Pdf_Documents/State%20Ordinances.pdf)
  - ii. GSA, CES, and other entity contract issues and options
- c. Basic software for your machines
  - i. Productivity software
    1. Open source
      - a. Indiana University Open Source Suggestions-- <http://uits.iu.edu/page/anns>
      - b. Sometimes tricky to switch between Microsoft Office versions and open source software
        - i. Save as RTF (rich text format)
    2. Microsoft or something else
      - a. State pricing agreements for education
      - b. Some industries use different packages, i.e. Oracle vs. Microsoft Access for databases
  - ii. Instructional Software
    1. What do you need at each grade level
    2. How does it fit in with your EPSS?
    3. Does your implementation plan follow publisher recommendations for maximum effectiveness?
    4. Professional development needs
    5. Recurring costs and updates
    6. Bandwidth, server, workstation requirements
  - iii. Antivirus software
  - iv. Setting updates to all of your software
  - v. Adobe Acrobat Reader
  - vi. Browser software
  - vii. Email software
    1. Hosted solutions
      - a. Gagle.net
      - b. eChalk.org
      - c. SchoolCenter.com
    2. Running your own server
  - viii. Job specific software
    1. Accounting and/or financial (Many small districts use Visions)
    2. Human Resources (Many small districts use Visions)

3. Student Information System (SIS) (Many small districts use JMAC)
4. Special Education (Many small districts use forms developed in Word by the RECs)
5. Purchasing and procurement (Many small districts use Visions for POs)
6. SchoolDude Suite provided by PSFA

## **B. Outsourcing or Hiring Full-time Technology Support**

1. Contract Labor—
  - a. Only pay for the services you use
  - b. Some components may be “erateable”
  - c. Contract providers may not have a personal connection or relationship with the district; it may be easier for them to walk away if there is “drama”
  - d. Getting them up to speed on your network, resources, standards and
2. Full-Time Technical Support
  - a. Locating staff you can afford
  - b. Maintaining training and/or providing certification
  - c. Wide body of knowledge expected if all district technology is to be maintained by district staff
    - i. Network administration
    - ii. Technicians
    - iii. Student technicians
    - iv. Technology integration training for teachers
    - v. Web site development and maintenance
    - vi. User services such as email, log-in to network, user access to different systems, different user access levels
3. Multi-tasking Tech Support
  - a. How many hours are there in the day?
    - i. Tasks take more time since you don’t do it all of the time
    - ii. What is the best investment of the time you have?
    - iii. How much training do you have access to?
    - iv. Most of these staffers are teachers who were “early adopters” and who learned as they went along.
    - v. Fair Labor Standards Act-- <http://www.dol.gov/esa/whd/flsa/>
4. Back Up of Critical Data
  - a. On-site, regular, scheduled back up
    - i. Have you verified the back up?
    - ii. Have you restored from back up?
  - b. Off-site back up options
  - c. On-site, but not just in the server room

Prepared by Patricia D. Miller & Dr. Marcy Oxford

---

[patriciam@gmail.com](mailto:patriciam@gmail.com) or [marcy.oxford@gmail.com](mailto:marcy.oxford@gmail.com)

- i. Network attached storage (NAS)
- d. How about your professional laptop and/or desktop computer?
  - i. Security of your files
  - ii. Security of “thumb drives” and other media
  - iii. Have you given any thought to what happens if your school issued laptop is stolen from your hotel room at the summer administrators’ conference?
    - 1. Who is liable?
    - 2. What about your data?
    - 3. What about confidential information, i.e. how easy is your password?
      - a. Phrase phrases and letter/number substitutions
      - b. Your date of birth, social security number, middle name, pet name, etc. are not acceptable passwords.
        - i. <http://www.cs.umd.edu/faq/Passwords.shtml>
        - ii. <http://www2.slac.stanford.edu/computing/security/password/goodpassword.htm>
        - iii. <http://www.us-cert.gov/cas/tips/ST04-002.html>
- e. If it was worth creating, it is worth backing up—TWICE.
  - i. Daily, incremental back-ups may work for you
  - ii. Some back-up software comes with your computer
  - iii. Back-up to some source other than your same computer
  - iv. Take back-ups off-site regularly

## C. Acceptable Use Policies

- 1. Virginia Department of Education Handbook to Develop AUPs--  
<http://www.doe.virginia.gov/VDOE/Technology/AUP/home.shtml>
- 2. Getting Started on the Internet: Developing an AUP-- [http://www.education-world.com/a\\_curr/curr093.shtml](http://www.education-world.com/a_curr/curr093.shtml)
- 3. Chicago Public Schools AUP--  
[http://www.cps.k12.il.us/aboutcps/acceptable\\_use\\_policies/acceptable\\_use\\_policies.html](http://www.cps.k12.il.us/aboutcps/acceptable_use_policies/acceptable_use_policies.html)
- 4. Los Angeles Unified School District: AUP, Photo Release, Web Page Development Guidelines--  
[http://notebook.lausd.net/portal/page?\\_pageid=33,136640&\\_dad=ptl&\\_schema=PTL\\_EP](http://notebook.lausd.net/portal/page?_pageid=33,136640&_dad=ptl&_schema=PTL_EP)
- 5. Web page development, make sure you have releases for student information and pictures
  - a. FERPA-- <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
  - b. Sample photo release forms—
    - i. <http://www.iss.k12.nc.us/tech/issphoto.html>
    - ii. [http://www.iwss.ilstu.edu/downloads/minor\\_photo\\_release.pdf](http://www.iwss.ilstu.edu/downloads/minor_photo_release.pdf)
    - iii. [http://www.lausd.k12.ca.us/lausd/lausdnet/photo\\_release.pdf](http://www.lausd.k12.ca.us/lausd/lausdnet/photo_release.pdf)
- 6. CyberStalking, Bullying, Harassment
  - a. National Center for Victims of Crime--  
<http://www.ncvc.org/ncvc/main.aspx?dbName=DocumentViewer&DocumentID=32458>

- b. Wired Safety-- [http://www.wiredsafety.org/cyberstalking\\_harassment/index.html](http://www.wiredsafety.org/cyberstalking_harassment/index.html)
  - c. iSafe-- <http://www.isafe.org/>
  - d. WrightsLaw-- <http://www.wrightslaw.com/info/harassment.index.htm>
7. Children's Internet Safety Act (CIPA)
- a. <http://www.fcc.gov/cgb/consumerfacts/cipa.html>
8. Children's Online Protection and Privacy Act (not without some legal challenges)
- a. <http://www.ftc.gov/ogc/coppa1.htm>
  - b. <http://www.cdt.org/speech/copa/>

## **D. Educator Ethics Law in New Mexico**

1. Educator Ethics Bureau— Jerry Apodoca Education Building  
300 Don Gaspar  
Santa Fe, NM 87501  
Ph: 505.827.6649  
Fx: 505.827.6447  
Email: [ethics@state.nm.us](mailto:ethics@state.nm.us)
2. 6.60.9 NMAC-- <http://www.nmcpr.state.nm.us/NMAC/parts/title06/06.060.0009.htm>
- a. Suggestion: Include in staff handbooks and suggest some sort of affidavit of acknowledgement and adherence each year.
  - b. Required to report specific criminal allegations to the Educator Ethics Bureau
3. State of New Mexico Court Cases and New Mexico Statutes--  
<http://www.conwaygreene.com/nmsu/lpext.dll?f=templates&fn=main-h.htm&2.0>

## **E. Personal Equipment on the District Network**

1. Potential Hazards—
- a. Personal equipment may be infected with virus, spyware, malware, etc.
  - b. Personal equipment may require multiple "profiles" and users may consume too much technical assistance time getting set up.
  - c. If the district network somehow infects or otherwise disables the personal property, liability is incurred.
  - d. In the event of theft, loss or damage, personal property will be excluded by the district insurance.
  - e. Staff cell phone use and potential hazards--  
[http://papers.ssrn.com/sol3/papers.cfm?abstract\\_id=568303](http://papers.ssrn.com/sol3/papers.cfm?abstract_id=568303)
2. Potential Benefits—
- a. Visitors and vendors to the district can access personal files and materials on presentation computers they bring from home or their work.
  - b. Extends limited district resources.
  - c. Increases accessibility for those using increasingly sophisticated PDAs, SmartPhones, or personal laptops.

## **F. Managing Students with School Issued Technology**

1. Assistive Technology Considerations for Students with Special Education and Section 504 Plans
2. School Issued Laptops, PDAs, Scientific Calculators, iPods, Zunes, etc.
3. Anti-virus, Malware, Zombi Attacks
4. Theft, Loss, Damage

## **G. Managing Students' Personal Technology**

1. Cell Phones
  - a. Picture Capacity and Privacy Issues
  - b. Texting and Security
  - c. Bullying & Harassment
  - d. To confiscate or not to confiscate, that is the question—
    - i. Education Law Quarterly--  
[http://www.cuddylaw.com/events\\_news/elq\\_march06.htm](http://www.cuddylaw.com/events_news/elq_march06.htm)
    - ii. Education Law Quarterly--  
[http://www.cuddylaw.com/events\\_news/elq\\_sept07.htm](http://www.cuddylaw.com/events_news/elq_sept07.htm)
    - iii. Other school law links-- <http://divelys.googlepages.com/schoollaw54102>
2. MP3 Players, iPods, Zunes
  - a. Objectionable Content
  - b. Theft and Loss
  - c. Classroom Interruptions

## **H. Erate**

1. Schools and Libraries Division (SLD)-- <http://www.universalservice.org/sl/>
2. Other Resources
  - a. <http://www.e-ratecentral.com/>
  - b. <http://www.fundsforlearning.com/>

## **I. ADA Compliance**

Section 508 of the Rehabilitation Act requires federal agencies to ensure that online training provided to their employees is accessible to those who are deaf, blind, or physically impaired. Many corporations and government agencies, who are not specifically bound by Section 508, have nonetheless adopted those standards as best practice.