

Montauk Union Free School District

Technology Plan 2018-2021

June 26th, 2018

(631) 668-2474

(631) 668-1107 (Fax)

info@montaukschool.org

www.montaukschool.org

Submitted by the Montauk School Technology Committee:
J. Philip Perna, Superintendent of Schools
Brigid Collins, Assistant Principal
Rachel Kleinberg, School Library Media Specialist/Computer Teacher
Donna Etzel, Math/Computer Teacher
L.I. Computer Networks, Technical Consultants

Table of Contents

1. Introduction

- 1.1 Mission Statement**
- 1.2 School District Background**

2. Vision and Goals

- 2.1 School District Vision**
- 2.2 School District Goals**

3. Curriculum

- 3.1 Curriculum Integration**
 - 3.1.1 Alignment with Standards**
 - 3.1.2 Strategies to Improve Academic Achievement**
 - 3.1.3 Identifying and Promoting Curricula that Integrate Technology Effectively into Instruction**
- 3.2 Student Achievement - How Technology will be Integrated into Instruction**
- 3.3 Technology Delivery**
 - 3.3.1 Current Uses to Access Distant Resources**
 - 3.3.2 Goals for Future Uses to Access Distant Resources**
 - 3.3.3 Student Safety**
- 3.4 Parental Communications & Community Relations**
 - 3.4.1 Dissemination of Technology Plan**
 - 3.4.2 Communication with Parents**
- 3.5 Collaboration with Adult Literacy Service Providers**

4. Professional Development

- 4.1 Development of School Faculty and Staff**
 - 4.1.1 Current Strategies in Place**
 - 4.1.2 Integration of Teachers' Knowledge**
 - 4.1.3 Timeline for Professional Development**
 - 4.1.4 State and National Standards Addressing Technology Competencies**
- 4.2 Supporting Resources**

5. Infrastructure, Hardware, Technical Support, and Software

5.1 Infrastructure Needs/Technical Specification

5.1.1 Description and Inventory of Technology

5.1.2 Technology Needed to Improve Instruction

5.1.3 Strategies for Ensuring Interoperability of Equipment

5.1.4 Technical Support Available within District

**5.1.5 Email Archiving, Financial, Student Management Systems,
and Asset Management**

5.2 Plans to Increase Access

6. Funding and Budget

6.1 2018-2021 Detailed Budget

6.2 Long-term Investment and Sustainability

Appendix A: School District's Computer Curriculum

Appendix B: Software Inventory List

Appendix C: School Library/Professional Library Magazines, Journals, and Books

Appendix D: Diagram of School Hardware/Hardware Inventory

Appendix E: Technology Budget 2018-2021

Appendix F: Acceptable Use Policy

1. INTRODUCTION

1.1 Mission Statement

The students of Montauk School will be successful learners; confident and motivated to perform in a global society with excellence, dignity, and pride.

1.2 School District Background

Montauk is a small hamlet at the eastern tip of Long Island. There is one Pre-K-8 elementary school in the district which feeds into the East Hampton High School. There are 268 students attending the elementary school. Montauk School employs 44 teachers in a staff of 67.

2. VISION AND GOALS

2.1 School District Vision

Montauk School seeks to provide the best possible educational environment to the students. The use of technology not only enhances the educational environment, but also improves the efficiency and productivity of the teaching staff. The scope of education is also improved by the teaching of technology skills to the students. Students will utilize these skills to problem-solve and adapt to a changing world. Therefore, Montauk School plans to provide its students with the technologies available which will allow them to succeed.

2.2 School District Goals

Montauk School has four (4) major goals in technology for the 2018-2021 school years.

1. Enhance and increase visibility and use of new school website.
 - Strategy to Meet the Goal – Montauk School plans to train its faculty and staff in website page building. This will be done through staff conference days as well as common planning times. The school will also publicize the new site to parents asking for their input on how to improve the site.
2. Continue to increase the mobility of technology in the district.
 - Strategy to Meet the Goal – Montauk School has been moving toward a Chromebook future over the traditional Windows machines. This has allows teachers more flexibility in their teaching delivery. Montauk School plans on increasing the

amount of Chromebooks in the building working toward a 1 to 1 future for all students 5-8 and Chromebook carts for grades below.

3. Expand and grow S.T.E.A.M. Program

- Strategies to Meet the Goal – Currently the 7th and 8th grades have a period in their day devoted to S.T.E.A.M. Each year the S.T.E.A.M. teachers look for ways to expand their program such as the possibility of using programmable drones. Montauk School purchased Lego's Mindstorm robotic program which will be introduced to the 7th and 8th grades through S.T.E.A.M. Programs such as these will give our students an opportunity to learn programming and increase their technology skills. Montauk School will continue to search for these types of programs to help bolster its S.T.E.A.M. program.

4. Provide Assistive Technologies to Students Who Need Them

- Strategies to Meet the Goal – The CSE chairpersons will meet with the technology committee twice a year to review current and upcoming students in need of assistive technologies. Plans at that time will be made for budgeting. A timeline for training will be made at that time as well.

During the 2018-2021 Technology Committee meetings, the previous year's goals will be reviewed to determine the success of each goal and modify them as needed. Therefore, mid-year changes can be discussed and implementations for these changes can be planned.

3. Curriculum

3.1 Curriculum Integration

3.1.1 Alignment with Standards

Montauk School aligns its goals and exit outcomes with the National Educational Technology Standards, NETS. Standards are available at <http://www.iste.org/standards.aspx>.

3.1.2 Strategies to Improve Academic Achievement

Below is a list of strategies that are used to improve the academic achievement of all students:

- Differentiated Instruction - Through interactive whiteboard lessons, multimedia presentations, and web-video providers, teachers are able to address the different learning styles of their students.
- Combined Computer-Library Media Instruction-Research process and critical evaluation skills are developed through the combination of the two areas.
- Simulation Instruction – Instruction via the computer provides students multiple opportunities to tackle real world problems and tasks. Applications such as Bridge Builder and Froguts allow students to experience lifelike situations that they would otherwise not be able to without a computer.
- Online Collaboration and Discussion – Students are being introduced to the Google Suite as a replacement for Microsoft Suite. The Google Suite offers the ability to engage students and allow them collaborate live in any location with an internet connection. Teachers are also exploring other new collaboration websites such as Kahoot and Quizlet live.
- Assistive Technology – Any student who requires assistive technology to allow them equal participation in the regular education classrooms will be provided with such items deemed necessary.

3.1.3 Identifying and Promoting Curricula that Integrate Technology Effectively into Instruction

The district will identify and promote curricula and teaching strategies that integrate technology effectively into curricula and instruction in a few different ways.

- Teacher Observation – Through teacher observation, administrators will be allowed a first-hand look at what practices are being used in the classrooms. Administrators may then highlight and share best practices with the faculty at monthly faculty meetings
- Teacher Survey – Teachers can share, via a survey, what practices they find to work in their classrooms. Best practices may be shared to the faculty through staff development conferences, faculty meetings, and in-service programs. These surveys will help to track growth and learning.

3.2 Student Achievement - How Technology will be integrated into Instruction

See Appendix B for the School District's Computer Curriculum and Appendix C for the Software Inventory List.

3.3 Technology Delivery

3.3.1 Current Uses to Access Distant Resources

Montauk School uses the internet as its primary source for distant learning. Teachers take advantage of the Eastern Suffolk Boces Digital Media Library which includes Discovery Streaming and Learn360, which bring educational content to their classrooms via the internet. Students "visit" other countries through the internet to research and learn about other cultures. In preparation of school trips, teachers and their classes visit museums to prepare themselves for the experience. Teachers use applications such as Skype to collaborate with teachers and students in other districts. Teachers also make use of the Eastern Suffolk Boces Virtual Reference Collection which gives them access to resources such as World Book Online and CultureGrams as well as periodicals and newspapers.

3.3.2 Goals for Future Uses to Access Distant Resources

As mentioned above, Montauk School uses desktop web cameras to collaborate with teachers and students in other districts. As the proficiency of these skills grows, teachers will venture out for more distant-learning experiences. These teachers can be utilized to help train others in the area of distant learning.

3.3.3 Student Safety

The school district has an Acceptable Use Policy that all students and their parents must sign before the students may use the technology in school. In the beginning of each school year, the students refresh on internet safety according to the Children's Internet Protection Act (CIPA.) and the AUP before they are allowed access. These safety protocols are also readdressed during the school year. (See Appendix F for the Acceptable Use Policy.)

The school district also follows CIPA by utilizing a Lightspeed internet filter that blocks unwanted and inappropriate web sites. The filter is updated as needed with any unwanted sites being blocked. And, at this time, instant messaging, e-mail, chat rooms, and most game sites are filtered for students.

3.4 Parental Communications & Community Relations

3.4.1 Dissemination of Technology Plan

The Montauk School District Technology Plan will be accessible in several different ways. A hard copy will be on hand in the district's main office. Members of the community wishing to read the plan may request the copy from the district office. A copy of the plan will also be accessible through the Montauk School website. Anyone wishing to access the file will be able to do so by visiting www.montaukschool.org and following the appropriate links.

3.4.2 Communication with Parents

Montauk School is open to and encourages participation with the parents of the community in regards to its technology plan. Parents and community members can contact the school either by phone (668-2474), fax (668-1107), or e-mail (info@montaukschool.org.)

3.5 Collaboration with Adult Literacy Service Providers

Currently, the Montauk School Adult Education Program offers courses to the community in various areas of technology. Over the next three years, the Adult Education coordinator plans to offer more of the same type of courses to the public as well a Parent Internet/Child Safety Course.

4 Professional Development

4.1 Development of School Faculty and Staff

4.1.1 Current Strategies in Place

Montauk School uses a variety of strategies to provide professional development to its teachers and staff in technology. During the past year, teachers and staff were trained in the Google Suite which includes Google Classroom. These trainings will be a great asset to teachers whom will be teaching students with Chromebooks.

Website training for the 2018-2019 school year will be scheduled for faculty and staff. Montauk School is currently migrating to a new website to promote communication between the school and the community, and the faculty and staff training will help achieve this goal. Two full days of training at the beginning of the school year will allow faculty and staff instruction on how to post their information to the website. Ongoing training and support will be available to the faculty during their common planning times throughout the year.

Montauk Public School will provide opportunities for professional development among faculty, staff, and administration to increase use and benefits of Virtual Reference Collection (VRC), Digital Media Library (DML), and the automated library catalog (Destiny). The technology department recommends half or full day training conducted by an official trainer from Eastern Suffolk Boces School Library System and the Montauk School Librarian.

Montauk Public School will provide opportunities for professional development among faculty, staff, and administration to increase the use and benefits of the digital offerings from our local public library: Montauk Library and the Suffolk County Library System. The Technology Department recommends on site visits to the Montauk Library and training from the public librarians on the use of the *Live-brary* resources and services available to all Suffolk County patrons. Documentation of all class work and training is kept in the District's personnel files.

4.1.2 Integration of Teachers' Knowledge

While skill development is important, professional development is designed so that teachers can integrate their knowledge into all aspects of their curriculum and classroom.

4.1.3 Timeline for Professional Development

Professional development in the area of technology will be delivered throughout the year in different ways. Superintendent's Conference Days usually devote some time to technological instruction. Furthermore, over the course of the year, faculty and staff who choose to will participate in online courses that help address their technology needs. Currently, the Superintendent documents professional development opportunities and attendees based on the Montauk School Professional Development Plan.

4.1.4 State and National Standards Addressing Technology Competencies

Montauk School uses ISTE's National Educational Technology standards to address standards for students, teachers, and administration. The standards are available at <http://www.iste.org/standards.aspx>.

4.2 Supporting Resources

There are a variety of resources that are utilized to support the entire technology program. The following are a list of these resources:

- Online Courses – Online technology courses are available to faculty and staff.
- IT Staff – Staff is available during the day for teachers who need help with their technology needs. This may be either hardware or software related. Montauk School has an onsite technical consultant provided by L.I. Computer Networks who, in conjunction with L.I. Computer Networks, maintains the overall network and advises the district on future purchases and upgrades to the network.
- Online Subscription Services – Montauk School subscribes to the School Library System's Virtual Reference Collection, United Streaming, Enchanted Learning, Earobics, and BrainPop. Individually, teachers subscribe to their own online services such as Reading A-Z.
- School Library/Professional Library Materials - See Attachment D for School Library/Professional Library Magazines, Journals, and Books – Selected List
- eBoard - Informational Teacher Board

5 Infrastructure, Hardware, Technical Support, and Software

5.1 Infrastructure Needs/Technical Specification

See Appendix E for Diagram of School Hardware Infrastructure and detailed list of technology disbursement throughout the building.

5.1.1 Description and Inventory of Technology

Domain Controllers – HP1, HP2

HP ProLiant DL 380 G9

Network Storage Devices – Storage 1, Backup

HP Storage works X1600 G2

Intel Xeon CPU E5520 @ 2.27 GHz

Windows 2008 Server R2 Standard

6GB RAM

Application Servers – CL1, CL2

HP ProLiant DL 380 G7

Intel Xeon CPU E5620@2.4GHz

24 GB RAM

Windows Server Standard

Network Switches

10/100/1000 Fast Ethernet connections to all workstations and servers

Router

Router is owned and managed by Optimum Online. They are providing content filtering and Firewall protection on the router.

Wireless Access Points

21 Aruba Instant IAP-105 - Wireless Access Points

8 Aruba AP 135 Wireless Access Points

Cable Modem

Cable Modem is provided by Optimum Online and has High Bandwidth enabled.

Computers – Desktops

30 Dell OptiPlex 7440 AIO Intel Core i3

11 Dell OptiPlex 9030 AIO Intel Core i5

11 Dell OptiPlex 3050 Intel Core i5

- 4 Dell OptiPlex 990 Intel Core i5
- 1 Dell OptiPlex 3050 Intel Core i7
- 1 Dell OptiPlex 390 Intel Core i3
- 1 Dell OptiPlex 7440 AIO Intel Core i3
- 1 Dell OptiPlex 7440 AIO Intel Core i7

Computers – Laptops

- 98 HP Probook 4540 Core i3, 2.4 GHz, 4 GB RAM
- 77 HP Probook 450
- 5 Dell Latitude E5420 Intel Core i3-2330M, 2.20GHz, 4GB RAM

Printers

- 6 HP Color LaserJet Pro M452nw
- 3 Epson Artisan 1430
- 2 Xerox WorkCentre 5865
- 2 Xerox WorkCentre 7970
- 2 HP LaserJet P1606dn
- 2 HP LaserJet Pro M402dw
- 1 HP Designjet T520
- 1 HP LaserJet Pro M477fdw
- 1 HP LaserJet Pro 200 Color M451dn
- 1 HP LaserJet Pro 400 M401dne
- 1 Dell 233d
- 1 Dell 1710n

Scanners and Document Viewers

- 6 Epson Perfection 4490 Photo Scanners
- 7 SMART Document Viewers
- 4 SOLO 8 Hover Cam

SMART Boards

- 15 77" SMART Boards w/ NEC Projector
- 8 65" 6065 Touchscreen SMART Boards
- 6 64" SMART Boards w/NEC Projector
- 6 77" SMART Boards with Unifi 45 Projector
- 2 77" E70 Touchscreen SMART Boards
- 1 50" SMART Board w/ Mitsubishi Projector
- 1 75" 6075 Touchscreen SMART Board

5.1.2 Technology Needed to Improve Instruction

As the technology needs change for the district, an assessment will be made as to the technology hardware needed in the district to sustain the demands being made on the system. Servers, routers, storage space, accessibility, and processing speed will all be taken into account when decisions are made about purchases that will be made to improve future instruction. The Montauk School Technology Committee meets monthly to look at current uses of technology and how they are being used to meet the current goals of the district. Any changes deemed necessary will be taken from this committee to the Superintendent to work on a plan to bring the necessary changes to fruition.

5.1.3 Strategies for Ensuring Interoperability of Equipment

Each year, the technology consultant will meet with the Technology Committee and discuss the upcoming needs for the district. The current system will be discussed and the needs for the future will be addressed. Consideration will be given to speed and space while ensuring that any additions to the system will be compatible with existing equipment.

5.1.4 Technical Support Available within District

Montauk School employs L.I. Computer Networks that is available for all faculty and staff for both problem-solving and instruction. L.I. Computer Networks provides on-site personnel to help with issues. This consultant is kept aware of ongoing issues and addresses problems on site as needed.

5.1.5 Email Archiving, Financial, Student Management Systems, and Asset Management

Montauk School has taken advantage of the off-site back-up services provided by L.I. Computer Networks using Quest Rapid Recovery. We not only have onsite backups of all servers, but also, nightly backups to L.I. Computer Networks office. This backup protects critical servers which includes the financial server.

Montauk School uses eSchool Data for its Student Management System. Members of the faculty and staff have been trained in the input and manipulation of the student data entered into the system. Montauk School uses this data when it uploads to Level 0 and the NYS data repository.

Currently Montauk School employs AssetWorks for its asset management. New purchases are updated yearly to an asset spreadsheet which includes all previous purchases as well.

Emails are archived with Google Vault. Google Vault is a product that is offered with the Google Suite to their Enterprise customers. They are kept and can be easily searched for and exported.

5.2 Plans to Increase Access

The Montauk School District is aware that all students need access to technology and is always looking for ways to increase access to all. The school has a working relationship with the local public library which offers their members access to computers and the internet. All students are made aware that the local library offers this service and are encouraged to take advantage of it. Furthermore, we have provided our staff and students with a Virtual Desktop Interface where they can access a virtualized desktop environment from any device with a network connection. This allows them to access any network file and any applications we provide on the Virtual Desktops.

6 Funding and Budget

6.1 2018-2021 Detailed Budget

See Appendix F for the 2018-2021 budgets.

6.2 Long-term Investment and Sustainability

The Montauk School District is currently a member of the Eastern Suffolk Boces Model Schools Program. As a member, Montauk School receives aid in technology purchases as well as support and training with new technologies.

APPENDIX A: School District's Computer Curriculum

Montauk Union Free School District

Montauk, New York

Computer Curriculum - 2018-2021

Grade Level K	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
<p>Basic Computer Skills</p>	<ul style="list-style-type: none"> • Mouse operation • Double-clicking • Dragging objects • Copy/Paste 	<ul style="list-style-type: none"> • Login • User Name • Password • Home Row • Space Bar • Enter Key • Delete • Backspace • Shift • Caps Lock • Font • Toolbars • Icon 	<ul style="list-style-type: none"> • Elementary Key-boarding Introduction • Web-based games 	<ul style="list-style-type: none"> • Animal Pictures in paint program
<p>Internet / Research</p>	<ul style="list-style-type: none"> • Rules of Usage: Acceptable Usage Policy (AUP) • E-Board 	<ul style="list-style-type: none"> • Home Page • Link • Web site 	<ul style="list-style-type: none"> • Google Chrome • Virtual Reference Collection (VRC) 	<ul style="list-style-type: none"> • Animal project

APPENDIX A: School District's Computer Curriculum

Montauk Union Free School District

Montauk, New York

Computer Curriculum - 2018-2021

Grade Level K	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Desktop Publishing	<ul style="list-style-type: none">• Add text• Insert picture• Change font	<ul style="list-style-type: none">• Text• Insert	<ul style="list-style-type: none">• Microsoft Word• Microsoft Publisher	<ul style="list-style-type: none">• Holiday Cards
Multimedia / Graphics	<ul style="list-style-type: none">• Resize	<ul style="list-style-type: none">• Resize	<ul style="list-style-type: none">• Microsoft PowerPoint• Microsoft Publisher	<ul style="list-style-type: none">• Resize images added in PowerPoint

APPENDIX A: School District's Computer Curriculum

Montauk Union Free School District

Montauk, New York

Computer Curriculum - 2018-2021

Grade Level 1	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Basic Computer Skills	<ul style="list-style-type: none"> • Mouse operation • Double-clicking • Dragging objects • Copy/Paste • Page Set-up: Orientation • Format: Font Color, Size, Style • Save • Master Toolbars / Icons • Copy / Paste 	<ul style="list-style-type: none"> • Login • User Name • Password • Home Row • Space Bar • Enter Key • Delete • Backspace • Arrow Keys • Caps Lock • Orientation • Font • Toolbars • Icon 	<ul style="list-style-type: none"> • Elementary Keyboarding Introduction • Microsoft Office • Web-based games 	<ul style="list-style-type: none"> • Food Pyramid • Riddles
Internet / Research	<ul style="list-style-type: none"> • Rules of Usage: Acceptable Usage Policy (AUP) • E-Board 	<ul style="list-style-type: none"> • Home Page • Search Engine • Web Address / URL • Link 	<ul style="list-style-type: none"> • Google Chrome • Virtual Reference Collection (VRC) 	<ul style="list-style-type: none"> • Rainforest – Science Project

APPENDIX A: School District's Computer Curriculum

Montauk Union Free School District

Montauk, New York

Computer Curriculum - 2018-2021

Grade Level 1	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Desktop Publishing	<ul style="list-style-type: none"> • Add text • Insert picture • Change font • Copy/Paste 	<ul style="list-style-type: none"> • Header/Footer • Format • Crop • Anchors • Word Processing 	<ul style="list-style-type: none"> • Microsoft Word • Microsoft Publisher • PowerPoint 	<ul style="list-style-type: none"> • Holiday cards • Animal info page • Halloween PowerPoint
Spreadsheet / Chart / Tables	<ul style="list-style-type: none"> • Input Data • Label Data Fields • Create Chart 	<ul style="list-style-type: none"> • Table • Cell • Column • Row • Chart 	<ul style="list-style-type: none"> • Microsoft Excel • Microsoft Word • Microsoft Publisher 	<ul style="list-style-type: none"> • Survey • Excel Maze

APPENDIX A: School District's Computer Curriculum

Montauk Union Free School District
 Montauk, New York
 Computer Curriculum - 2018-2021

Grade Level 2	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
<p>Basic Computer Skills</p>	<ul style="list-style-type: none"> • Mouse operation • Double-clicking • Dragging objects • Page Set-up: Orientation • Format: Font Color, Size, Style • Save/Save As • File Management; File Name; File Location • Master Toolbars / Icons • Spell check / Thesaurus • Copy / Paste • Windows Management: Switching Windows (Alt + Tab); Keyboard Shortcuts; Max. / Min.; Zoom • Choosing Printer 	<ul style="list-style-type: none"> • Login • User Name • Password • Home Row • Space Bar • Enter Key • Delete • Backspace • Arrow Keys • Tab • Shift • Caps Lock • Orientation • Font • JPEG • Toolbars • Icon • Alignment 	<ul style="list-style-type: none"> • Elementary Keyboarding Introduction • Microsoft Office • Web-based games • Smartboard Software 	<ul style="list-style-type: none"> • Book Writing Project • Book Covers
<p>Internet / Research</p>	<ul style="list-style-type: none"> • Rules of Usage: Acceptable Usage Policy (AUP) • E-Board 	<ul style="list-style-type: none"> • Home Page • Authoritative Source • Search Engine • Web Address / URL • ISP address • Link 	<ul style="list-style-type: none"> • Google Chrome • Virtual Reference Collection (VRC) 	<ul style="list-style-type: none"> • Weather • Landforms • Animals

APPENDIX A: School District's Computer Curriculum

Montauk Union Free School District
 Montauk, New York
 Computer Curriculum - 2018-2021

Grade Level 2	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Desktop Publishing	<ul style="list-style-type: none"> • Format Picture/Textbox: Color; Crop; Borders/Shading; Text Wrapping; Set Transparent Color; Auto-Flow; • Add text • Insert picture • Change font • Copy/Paste 	<ul style="list-style-type: none"> • Header/Footer • Text File • Format • Crop • Anchors • Word Processing • Template 	<ul style="list-style-type: none"> • Microsoft Word • Microsoft Publisher • Citation Machine (Website) 	<ul style="list-style-type: none"> • Holiday Cards • Thank You Cards
Spread-sheet / Chart / Tables	<ul style="list-style-type: none"> • Create Workbook and/or Table, Multiple Sheets • Page Setup: Orientation • Format Workbook: Create Chart: Pie, Line, Bar 	<ul style="list-style-type: none"> • Workbook • Table • Cell • Column • Row • Chart 	<ul style="list-style-type: none"> • Microsoft Excel • Microsoft Word • Microsoft Publisher 	<ul style="list-style-type: none"> • Create Images from Excel Cells

APPENDIX A: School District's Computer Curriculum

Montauk Union Free School District

Montauk, New York

Computer Curriculum - 2018-2021

Grade Level 3	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Basic Computer Skills	<ul style="list-style-type: none"> • Keyboarding • Page Set-up: Orientation • Format: Font Color, Size, Style • Save/Save As • File Management; File Name; File Location • Save As "JPEG" • Master Toolbars / Icons • Spell check / Thesaurus • Copy / Paste • Choosing Printer 	<ul style="list-style-type: none"> • Control + Alt + Delete • Login • User Name • Password • Home Row • Space Bar • Enter Key • Delete • Backspace • Arrow Keys • Tab • Shift • Caps Lock • Orientation • Font • JPEG • Toolbars • Icon • Alignment 	<ul style="list-style-type: none"> • TypingClub • Kid Pix • Microsoft Office • Web-based games • Smartboard Software 	<ul style="list-style-type: none"> • Space • PowerPoint • Kite Poetry • Animal Drawing • Multiplication Chart
Internet / Research	<ul style="list-style-type: none"> • Rules of Usage: Acceptable Usage Policy (AUP) • E-Board 	<ul style="list-style-type: none"> • Home Page • Authoritative Source • Search Engine • Web Address / URL • ISP address • Link • Virus • Bookmark / Favorite 	<ul style="list-style-type: none"> • Google Chrome • Virtual Reference Collection (VRC) 	<ul style="list-style-type: none"> • Solar System • Zoo/Animals

APPENDIX A: School District's Computer Curriculum

Montauk Union Free School District
 Montauk, New York
 Computer Curriculum - 2018-2021

Grade Level 3	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Desktop Publishing	<ul style="list-style-type: none"> • Insert: Page; Page Numbers; Picture; Text-box; Text File; Captions; • Format Picture/Textbox: Color; Crop; Borders/Shading; Text Wrapping; Set Transparent Color; Auto-Flow; • “Works Cited” Page 	<ul style="list-style-type: none"> • Header/Footer • Text File • Auto-Flow • Format • Crop • Anchors • Word Processing • Template • Web Crawler 	<ul style="list-style-type: none"> • Microsoft Word • Microsoft Publisher • Citation Machine (Website) 	<ul style="list-style-type: none"> • Holiday Cards • Current Events
Spreadsheet / Chart / Tables	<ul style="list-style-type: none"> • Create Workbook and/or Table, Multiple Sheets • Page Setup: Orientation; Margins; Gridlines • Format Workbook: Column/Cell Height/Width; Borders/Shading; Header/Footer; Alignment; Auto-fit • Create/Insert Functions • Copy/Paste Functions • Merge/Split Cells • Data: Sort; List; Show/Hide Columns • Create Chart: Pie, Line, Bar 	<ul style="list-style-type: none"> • Workbook • Table • Cell • Column • Row • Chart • Function • Gridline • Alignment • Merge/Split • Ascending / Descending • X, Y Axis • Database • Field 	<ul style="list-style-type: none"> • Microsoft Excel • Microsoft Word • Microsoft Publisher 	<ul style="list-style-type: none"> • Weather Charts

APPENDIX A: School District's Computer Curriculum

Montauk Union Free School District
Montauk, New York
Computer Curriculum - 2018-2021

Grade Level 4	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Basic Computer Skills	<ul style="list-style-type: none"> • Keyboarding • Page Set-up: Orientation; Margins • Format: Font Color, Size, Style • Save/Save As • File Management; File Name; File Location • Save As "JPEG" • Master Toolbars / Icons • Spell check / Thesaurus • Arrange / Order / Group/Ungroup • Copy / Paste • Windows Management: Switching Windows (Alt + Tab); Keyboard Shortcuts; Max. / Min.; Zoom • Choosing Printer 	<ul style="list-style-type: none"> • Control + Alt + Delete • Login • User Name • Password • Home Row • Space Bar • Enter Key • Delete • Backspace • Arrow Keys • Tab • Shift • Caps Lock • Orientation • Font • JPEG • Toolbars • Icon • Alignment 	<ul style="list-style-type: none"> • TypingClub • Adobe Photoshop • Microsoft Office • Google Suite 	<ul style="list-style-type: none"> • PowerPoint Project • Calendar
Internet / Research	<ul style="list-style-type: none"> • Rules of Usage: Acceptable Usage Policy (AUP) • E-Board 	<ul style="list-style-type: none"> • Home Page • Authoritative Source • Search Engine • Web Address / URL • ISP address • Link • Virus • Bookmark / Favorite 	<ul style="list-style-type: none"> • Google Chrome • Virtual Reference Collection (VRC) • Digital Media Library 	<ul style="list-style-type: none"> • L.I. History

APPENDIX A: School District's Computer Curriculum

Montauk Union Free School District
 Montauk, New York
 Computer Curriculum - 2018-2021

Grade Level 4	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Desktop Publishing	<ul style="list-style-type: none"> • Insert: Page; Page Numbers; Picture; Text-box; Text File; Captions; Header/Footer; Personal Information • Format Picture/Textbox: Color; Crop; Borders/Shading; Text Wrapping; Set Transparent Color; Auto-Flow; “Works Cited” Page • Create Logo • Create PDF • Create Paneled 2-Sided Document 	<ul style="list-style-type: none"> • Header/Footer • Text File • Auto-Flow • Format • Crop • Anchors • Word Processing • Template • Web Crawler 	<ul style="list-style-type: none"> • Microsoft Word • Microsoft Publisher • Google Docs • Citation Machine (Website) 	<ul style="list-style-type: none"> • Holiday Cards • Newsletter
Spreadsheet / Chart / Tables	<ul style="list-style-type: none"> • Create Workbook and/or Table, Multiple Sheets • Page Setup: Orientation; Margins; Gridlines • Format Workbook: Column/Cell Height/Width; Borders/Shading; Header/Footer; Alignment; Auto-fit • Create/Insert Functions • Copy/Paste Functions • Merge/Split Cells • Data: Sort; List; Show/Hide Columns • Create Chart: Pie, Line, Bar 	<ul style="list-style-type: none"> • Workbook • Table • Cell • Column • Row • Chart • Function • Gridline • Alignment • Merge/Split • Ascending / Descending • X, Y Axis • Database • Field 	<ul style="list-style-type: none"> • Microsoft Excel • Microsoft Word • Microsoft Publisher • Google Docs • Google Sheets 	<ul style="list-style-type: none"> • Weather Graphs • Surveys

APPENDIX A: School District's Computer Curriculum

Montauk Union Free School District
Montauk, New York
Computer Curriculum - 2018-2021

Grade Level 5	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Basic Computer Skills	<ul style="list-style-type: none"> • Keyboarding • Page Set-up: Orientation; Margins; Auto-Fit • Format: Font Color, Size, Style • Save/Save As • File Management; File Name; File Location • Save As "JPEG" • Master Toolbars / Icons • Spell check / Thesaurus • Arrange / Order / Group/Ungroup • Copy / Paste • Windows Management: Switching Windows (Alt + Tab); Keyboard Shortcuts; Max. / Min.; Zoom • Choosing Printer 	<ul style="list-style-type: none"> • Control + Alt + Delete • Login • User Name • Password • Home Row • Space Bar • Enter Key • Delete • Backspace • Arrow Keys • Tab • Shift • Caps Lock • Orientation • Font • JPEG • Toolbars • Icon • Alignment 	<ul style="list-style-type: none"> • TypingClub • Adobe Photoshop • Microsoft Office • Google Suite 	<ul style="list-style-type: none"> • Powerpoint/ Google Slide Presentations • Sports Night Posters
Internet / Research	<ul style="list-style-type: none"> • Rules of Usage: Acceptable Usage Policy (AUP) • E-Board 	<ul style="list-style-type: none"> • Home Page • Authoritative Source • Search Engine • Web Address / URL • ISP address • Link • Virus • Bookmark / Favorite 	<ul style="list-style-type: none"> • Google Chrome • Virtual Reference Collection (VRC) • Digital Media Library 	Native American Research Project

APPENDIX A: School District's Computer Curriculum

Montauk Union Free School District
 Montauk, New York
 Computer Curriculum - 2018-2021

Grade Level 5	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Desktop Publishing	<ul style="list-style-type: none"> • Insert: Page; Page Numbers; Picture; Text-box; Text File; Captions; Header/Footer; Personal Information • Format Picture/Textbox: Color; Crop; Borders/Shading; Text Wrapping; Set Transparent Color; Auto-Flow; “Works Cited” Page • Create Logo • Create PDF • Create Paneled 2-Sided Document 	<ul style="list-style-type: none"> • Header/Footer • Text File • Auto-Flow • Format • Crop • Anchors • Word Processing • Template • Web Crawler 	<ul style="list-style-type: none"> • Microsoft Word • Microsoft Publisher • Google Docs • Google Slides • Citation Machine (Website) 	<ul style="list-style-type: none"> • Mr. Met Letter • Google Slides Collaboration Project
Spreadsheet / Chart / Tables	<ul style="list-style-type: none"> • Create Workbook and/or Table, Multiple Sheets • Page Setup: Orientation; Margins; Gridlines • Format Workbook: Column/Cell Height/Width; Borders/Shading; Header/Footer; Alignment; Auto-fit • Create/Insert Functions • Copy/Paste Functions • Merge/Split Cells • Data: Sort; List; Show/Hide Columns • Create Chart: Pie, Line, Bar 	<ul style="list-style-type: none"> • Workbook • Table • Cell • Column • Row • Chart • Function • Gridline • Alignment • Merge/Split • Ascending / Descending • X, Y Axis • Database • Field 	<ul style="list-style-type: none"> • Microsoft Excel • Microsoft Word • Microsoft Publisher • Google Docs • Google Sheets 	<ul style="list-style-type: none"> • Survey • Probability Chart

APPENDIX A: School District's Computer Curriculum

Montauk Union Free School District
 Montauk, New York
 Computer Curriculum - 2018-2021

Grade Level 6	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Basic Computer Skills	<ul style="list-style-type: none"> • Keyboarding • Page Set-up: Orientation; Margins; Auto-Fit • Format: Font Color, Size, Style • Save/Save As • File Management; File Name; File Location • Save As "JPEG" • Master Toolbars / Icons • Spell check / Thesaurus • Arrange / Order / Group/Ungroup • Copy / Paste • Windows Management: Switching Windows (Alt + Tab); Keyboard Shortcuts; Max. / Min.; Zoom • Choosing Printer 	<ul style="list-style-type: none"> • Control + Alt + Delete • Login • User Name • Password • Home Row • Space Bar • Enter Key • Delete • Backspace • Arrow Keys • Tab • Shift • Caps Lock • Orientation • Font • JPEG • Toolbars • Icon • Alignment 	<ul style="list-style-type: none"> • TypingClub • Adobe Photoshop • Microsoft Office 	<ul style="list-style-type: none"> • PowerPoint Research • Science Fair
Internet / Research	<ul style="list-style-type: none"> • Rules of Usage: Acceptable Usage Policy (AUP) • E-Board 	<ul style="list-style-type: none"> • Home Page • Authoritative Source • Search Engine • Web Address / URL • ISP address • Link • Virus • Bookmark / Favorite 	<ul style="list-style-type: none"> • Google Chrome • Virtual Reference Collection (VRC) • Digital Media Library 	<ul style="list-style-type: none"> • Egypt Project • Ancient Rome • Treasure Hunt • Science Fair

APPENDIX A: School District's Computer Curriculum

Montauk Union Free School District
 Montauk, New York
 Computer Curriculum - 2018-2021

Grade Level 6	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Desktop Publishing	<ul style="list-style-type: none"> • Insert: Page; Page Numbers; Picture; Text-box; Text File; Captions; Header/Footer; Personal Information • Format Picture/Textbox: Color; Crop; Borders/Shading; Text Wrapping; Set Transparent Color; Auto-Flow; “Works Cited” Page • Create Logo • Create PDF • Create Paneled 2-Sided Document 	<ul style="list-style-type: none"> • Header/Footer • Text File • Auto-Flow • Format • Crop • Anchors • Word Processing • Template • Web Crawler 	<ul style="list-style-type: none"> • Microsoft Word • Microsoft Publisher • Google Docs • Citation Machine (Website) 	<ul style="list-style-type: none"> • Science Fair • Poster Project
Spreadsheet / Chart / Tables	<ul style="list-style-type: none"> • Create Workbook and/or Table, Multiple Sheets • Page Setup: Orientation; Margins; Gridlines • Format Workbook: Column/Cell Height/Width; Borders/Shading; Header/Footer; Alignment; Auto-fit • Create/Insert Functions • Copy/Paste Functions • Merge/Split Cells • Data: Sort; List; Show/Hide Columns • Create Chart: Pie, Line, Bar 	<ul style="list-style-type: none"> • Workbook • Table • Cell • Column • Row • Chart • Function • Gridline • Alignment • Merge/Split • Ascending / Descending • X, Y Axis • Database • Field 	<ul style="list-style-type: none"> • Microsoft Excel • Microsoft Word • Microsoft Publisher • Google Docs • Google Sheets 	<ul style="list-style-type: none"> • Haul Seine Charts and Spreadsheets • Science Fair

APPENDIX A: School District's Computer Curriculum

Montauk Union Free School District
Montauk, New York
Computer Curriculum - 2018-2021

Grade Level 7	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Basic Computer Skills	<ul style="list-style-type: none"> • Keyboarding • Page Set-up: Orientation; Margins; Auto-Fit • Format: Font Color, Size, Style • Save/Save As • File Management; File Name; File Location • Save As "JPEG" • Master Toolbars / Icons • Spell check / Thesaurus • Arrange / Order / Group/Ungroup • Copy / Paste • Windows Management: Switching Windows (Alt + Tab); Keyboard Shortcuts; Max. / Min.; Zoom • Choosing Printer 	<ul style="list-style-type: none"> • Control + Alt + Delete • Login • User Name • Password • Home Row • Space Bar • Enter Key • Delete • Backspace • Arrow Keys • Tab • Shift • Caps Lock • Orientation • Font • JPEG • Toolbars • Icon • Alignment 	<ul style="list-style-type: none"> • TypingClub • Adobe Photoshop • Microsoft Office • WestPoint • Bridge Builder 	<ul style="list-style-type: none"> • Plot Diagram • Short Story • PowerPoint • Comic Strip
Internet / Research	<ul style="list-style-type: none"> • Rules of Usage: Acceptable Usage Policy (AUP) • E-Board • I - Notes • Documenting and Citing Sources 	<ul style="list-style-type: none"> • Home Page • Authoritative Source • Search Engine • Web Address / URL • ISP address • Link • Virus • Bookmark / Favorite • Works Cited 	<ul style="list-style-type: none"> • Google Chrome • Virtual Reference Collection (VRC) • Citation Machine • Digital Media Library 	<ul style="list-style-type: none"> • Inventions • Historical Essay

APPENDIX A: School District's Computer Curriculum

Montauk Union Free School District

Montauk, New York

Computer Curriculum - 2018-2021

Grade Level 7	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Desktop Publishing	<ul style="list-style-type: none"> • Insert: Page; Page Numbers; Picture; Text-box; Text File; Captions; Header/Footer; Personal Information • Format Picture/Textbox: Color; Crop; Borders/Shading; Text Wrapping; Set Transparent Color; Auto-Flow; “Works Cited” Page • Create Logo • Create PDF • Create Paneled 2-Sided Document 	<ul style="list-style-type: none"> • Header/Footer • Text File • Auto-Flow • Format • Crop • Anchors • Word Processing • Template • Web Crawler 	<ul style="list-style-type: none"> • Microsoft Word • Microsoft Publisher • Citation Machine (Website) 	<ul style="list-style-type: none"> • Business Cards • Brochures
Spreadsheet / Chart / Tables	<ul style="list-style-type: none"> • Create Workbook and/or Table, Multiple Sheets • Page Setup: Orientation; Margins; Gridlines • Format Workbook: Column/Cell Height/Width; Borders/Shading; Header/Footer; Alignment; Auto-fit • Create/Insert Functions • Copy/Paste Functions • Merge/Split Cells • Data: Sort; List; Show/Hide Columns • Create Chart: Pie, Line, Bar 	<ul style="list-style-type: none"> • Workbook • Table • Cell • Column • Row • Chart • Function • Gridline • Alignment • Merge/Split • Ascending / Descending • X, Y Axis • Database • Field 	<ul style="list-style-type: none"> • Microsoft Excel • Microsoft Word • Microsoft Publisher 	<ul style="list-style-type: none"> • Survey • Population Chart • Social Studies Demographics.

APPENDIX A: School District's Computer Curriculum

Montauk Union Free School District

Montauk, New York

Computer Curriculum - 2018-2021

Grade Level 7	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
S.T.E.A.M.	<ul style="list-style-type: none"> • Create a HTML document • Create Lego Mindstorm/Sphero Programs 	<ul style="list-style-type: none"> • Header/Footer • Body • HTML • Robot • Program • Function • Sensor • Data 	<ul style="list-style-type: none"> • Lego Mindstorm • Sphero Program • WYSIWYG (What You See Is What You Get) 	<ul style="list-style-type: none"> • Web page creation project. • Robot maze project.

APPENDIX A: School District's Computer Curriculum

Montauk Union Free School District
Montauk, New York
Computer Curriculum - 2018-2021

Grade Level 8	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Basic Computer Skills	<ul style="list-style-type: none"> • Keyboarding • Page Set-up: Orientation; Margins; Auto-Fit • Format: Font Color, Size, Style • Save/Save As • File Management; File Name; File Location • Save As "JPEG" • Master Toolbars / Icons • Spell check / Thesaurus • Arrange / Order / Group/Ungroup • Copy / Paste • Windows Management: Switching Windows (Alt + Tab); Keyboard Shortcuts; Max. / Min.; Zoom • Choosing Printer 	<ul style="list-style-type: none"> • Control + Alt + Delete • Login • User Name • Password • Home Row • Space Bar • Enter Key • Delete • Backspace • Arrow Keys • Tab • Shift • Caps Lock • Orientation • Font • JPEG • Toolbars • Icon • Alignment 	<ul style="list-style-type: none"> • TypingClub • Adobe Photoshop • Microsoft Office • WestPoint • Bridge Builder 	<ul style="list-style-type: none"> • Plot Diagram • Short Story • PowerPoint • Comic Strip
Internet / Research	<ul style="list-style-type: none"> • Rules of Usage: Acceptable Usage Policy (AUP) • E-Board • I - Notes • Documenting and Citing Sources 	<ul style="list-style-type: none"> • Home Page • Authoritative Source • Search Engine • Web Address / URL • ISP address • Link • Virus • Bookmark / Favorite • Works Cited 	<ul style="list-style-type: none"> • Google Chrome • Virtual Reference Collection (VRC) • Citation Machine • Digital Media Library 	<ul style="list-style-type: none"> • Inventions • Historical Essay

APPENDIX A: School District's Computer Curriculum

Montauk Union Free School District
 Montauk, New York
 Computer Curriculum - 2018-2021

Grade Level 8	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Desktop Publishing	<ul style="list-style-type: none"> • Insert: Page; Page Numbers; Picture; Text-box; Text File; Captions; Header/Footer; Personal Information • Format Picture/Textbox: Color; Crop; Borders/Shading; Text Wrapping; Set Transparent Color; Auto-Flow; • “Works Cited” Page • Create Logo • Create PDF • Create Paneled 2-Sided Document 	<ul style="list-style-type: none"> • Header/Footer • Text File • Auto-Flow • Format • Crop • Anchors • Word Processing • Template • Web Crawler 	<ul style="list-style-type: none"> • Microsoft Word • Microsoft Publisher • Citation Machine (Website) 	<ul style="list-style-type: none"> • Business Cards • Brochures
Spreadsheet / Chart / Tables	<ul style="list-style-type: none"> • Create Workbook and/or Table, Multiple Sheets • Page Setup: Orientation; Margins; Gridlines • Format Workbook: Column/Cell Height/Width; Borders/Shading; Header/Footer; Alignment; Auto-fit • Create/Insert Functions • Copy/Paste Functions • Merge/Split Cells • Data: Sort; List; Show/Hide Columns • Create Chart: Pie, Line, Bar 	<ul style="list-style-type: none"> • Workbook • Table • Cell • Column • Row • Chart • Function • Gridline • Alignment • Merge/Split • Ascending / Descending • X, Y Axis • Database • Field 	<ul style="list-style-type: none"> • Microsoft Excel • Microsoft Word • Microsoft Publisher 	<ul style="list-style-type: none"> • Survey • Population Chart • Social Studies Demographics.

APPENDIX A: School District's Computer Curriculum

Montauk Union Free School District
 Montauk, New York
 Computer Curriculum - 2018-2021

Grade Level 8	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
S.T.E.A.M.	<ul style="list-style-type: none"> • Web Design and Coding • Sphero Programming 	<ul style="list-style-type: none"> • Header/Footer • Body • HTML • Robot • Program • Function • Sensor • Data 	<ul style="list-style-type: none"> • Sphero Program • WYSIWYG (What You See Is What You Get) 	<ul style="list-style-type: none"> • Web page creation project. • Extended robot maze project.

Appendix B: Software Inventory

Software Title	Subject
West Point Bridge Builder	Technology
Photoshop	Misc.
Penny Panda	Math
Clock Faces	Math
SMART Notebook 17	Misc.
Follett Circulation Plus	Library/Media
Follett Catalog Plus	Library/Media
TypingClub	Keyboarding
Microsoft Office 10	Misc.
Google Earth	Social Studies
Graph Club 2.0	Math
Irfan View	Misc.
WYNN Reader	Reading
WYNN Wizard	Reading
Thinking Reader – Bridge to Terabithia	Reading
Thinking Reader – Tuck Everlasting	Reading
Co:Writer	L. Arts
Draft Builder	L. Arts
Kidspiration	All
Inspiration	All
Gateway – Fast Forward	L. Arts/Speech
Boardmaker	Special Ed.
Earobics	Reading
Study Island	Math
Stellarium	Science
SalsaJ	Science
Lego Mindstorms	S.T.E.A.M.
Google Suite	All
WYSIWYG	S.T.E.A.M.

Appendix C: School Library/Professional Library Magazines, Journals, and Books – Selected List

School Library/Professional Library Magazines & Journals – Selected List

Edutopia (GLEF)
Kids Discover
LMC
Learning & Leading with Technology (ISTE)
Multimedia & Internet @ Schools
MUSE
National Geographic Kids
Popular Science
Popular Mechanics
School Library Journal

School Library/Professional Library Books – Selected List

Computers all around us
[Book] 004 DRA Drake, Jim, 1955-
Published 1999

Play with computers
[Book] 004 DRA Drake, Jim, 1955-
Published 1999

What is a computer?
[Book] 004 DRA Drake, Jim, 1955-
Published 1999

The computer glossary : the complete illustrated dictionary
[Book] 004 FRE Freedman, Alan, 1942-
Published 1998

Cyber space : virtual reality and the World Wide Web
[Book] 004 JEF Jefferis, David.
Published 1999

Internet : electronic global village
[Book] 004.67 JEF Jefferis, David.
Published 2002

Communicating on the Internet
[Book] 004.67 WOL Wolinsky, Art.
Published 1999

The history of the Internet and the World Wide Web
[Book] 004.67 WOL Wolinsky, Art.
Published 1999

A kid's guide to creating web pages for home and school
[Book] 005.7 SEL Selfridge, Benjamin.
Published 2004

Creating and publishing Web pages on the Internet
[Book] 005.7 WOL Wolinsky, Art.
Published 1999

YouTube
[Book] 006.7 WOO Woog, Adam, 1953-
Published 2009

Destiny quest an educators guide
[eBook] 025 HOF Hoffart, Jeff.
Published 2013

Cool sites. Homework help for kids on the Net
[Book] 025.04 TRU Trumbauer, Lisa, 1963-
Published 2000

Locating and evaluating information on the Internet
[Book] 025.04 WOL Wolinsky, Art.
Published 1999

The kid's guide to research
[Book] 025.5 HEI Heiligman, Deborah.
Published 1999

Computers and schools
[Book] 372.133 DRA Drake, Jim, 1955-
Published 1999

Everything you need to know : an encyclopedia for inquiring young minds
[Book] 500 EVE [authors, Deborah Chancellor ... [et al.]].
Published 2007

Electricity

[Book] 537 PAR Parker, Steve.
Published 2005

Cool stuff and how it works

[Book] 600 COO written by Chris Woodford ... [et. al.].
Published 2005

The way things work

[Book] 600 MAC Macaulay, David.
Published 1988

Cool stuff 2.0 and how it works

[Book] 600 WOO Woodford, Chris.
Published 2010

2030 : a day in the life of tomorrow's kids

[Book] 601 ZUC Zuckerman, Amy.
Published 2009

Inventing the television

[Book] 621.388 RIC Richter, Joanne.
Published 2006

Shop tech : the science of cars

[Book] 629.2 KEN Kenney, Karen Latchana.
Published 2012

Alternative cars

[Book] 629.22 WHE Wheeler, Jill C., 1964-
Published 2008

Space exploration

[Book] 629.4 STO Stott, Carole.
Published 2004

Bound by law? : tales from the public domain

[Book] 741.5 BOY Boyle, James, 1959-
Published 2008

Bill Gates

[Book] B GAT Lesinski, Jeanne M.
Published 2000

Steve Jobs
[Book] B JOB Goldsworthy, Steve.
Published 2012

Steve Jobs : the man who thought different : a biography
[Book] B JOB Blumenthal, Karen.
Published 2012

Who was Steve Jobs?
[Book] B JOB Pollack, Pam.
Published 2012

Goblins don't play video games
[Book] CHAP DAD Dadey, Debbie.
Published 1999

When Marion copied : learning about plagiarism
[Book] E BER Berg, Brook.
Published 2006

Doug unplugged
[Book] E YAC Yaccarino, Dan.
Published 2013

The Berenstain Bears lost in cyberspace
[Book] FIC BER Berenstain, Stan, 1923-2005.
Published 1999

Artemis Fowl
[Book] FIC COL Colfer, Eoin.
Published 2001

Artemis Fowl : the eternity code
[Book] FIC COL Colfer, Eoin.
Published 2003

Little brother
[Book] FIC DOC Doctorow, Cory.
Published 2008

Cyberia
[Book] FIC LYN Lynch, Chris.
Published 2008

When Marion copied
[Book] J 372.4 BER Berg, Brook.
Published 2006

Internet for active learners : curriculum-based strategies for K.12
[Book] PRF 025.04 BER Berger, Pam.
Published 1998

Copyright for teachers and librarians
[Book] PRF 346.7304 BUT Butler, Rebecca P.
Published 2004

Copyright for schools : a practical guide
[Book] PRF 346.7304 SIM Simpson, Carol, 1949-
Published 2005

Digital-age literacy for teachers : applying technology standards in everyday practice
[Book] PRF 370 BRO Brooks-Young, Susan.
Published 2007

The Internet and the World Wide Web for teachers
[Book] PRF 371.33 PRO Provenzo, Eugene F.
Published 2002

Science discoveries on the net : an integrated approach
[Book] PRF 372.3 FRE Fredericks, Anthony D.
Published 2000

When Marrion copied. Library lessons on plagiarism
[Book] PRF 372.4 BER Berg, Brook.
Published 2006

Social studies discoveries on the net : an integrated approach
[Book] PRF 372.83 FRE Fredericks, Anthony D.
Published 2000

Math, science and technology resource guide.
[Book] PRF MAT

Montauk Public School computer skills curriculum.
[Book] PRF MON

How to do research in the library
[Video] VID 025.5 HOW producer, Aprille Hollis ; writer, Judy Wallace ;
Teacher's Video Company.

Math, science and technology resource guide.
[Book]

Montauk Public School computer skills curriculum.
[Book]

Popular Science : [current issue].
[Serial]

Virtual Reference Collection

School Library/Professional Library Magazines & Journals – Selected List

Discovery Education Classroom Resource Guide
EdTech Focus on K-12 (CDW)
Edutopia (GLEF)
i.e. Interactive Educator (SMART Technologies)
the idea book for educators (A&E/History Channel)
Learning & Leading with Technology (ISTE)
Multimedia & Internet @ Schools
T.H.E. Journal
Technology & Learning
Popular Science
Popular Mechanics
Consumer Reports
MUSE

School Library/Professional Library Books – Selected Annotated List

Computers all around us
[Book] 004 DRA Drake, Jim, 1955-
Published 1999

Play with computers
[Book] 004 DRA Drake, Jim, 1955-
Published 1999

What is a computer?
[Book] 004 DRA Drake, Jim, 1955-
Published 1999

Cyber space : virtual reality and the World Wide Web
[Book] 004 JEF Jefferis, David.
Published 1999

Internet : electronic global village
[Book] 004.67 JEF Jefferis, David.
Published 2002

Communicating on the Internet
[Book] 004.67 WOL Wolinsky, Art.
Published 1999

APPENDIX D: Hardware Inventory as of July 2018

Pre-Kindergarten (2 classrooms)	
2 PC's	2 77" SMART Boards w/NEC projector
2 Card Readers	1 Epson Artisan 1430
Kindergarten (2 classrooms)	
2 PC's	2 77" SMART Boards w/Unifi projector
2 Document Cameras	
First Grade (2 classrooms)	
2 PC's	1 77" SMART Boards w/ NEC projector
1 Document Camera	1 65" SMART Board
Second Grade (2 classrooms)	
2 PC's	2 77" SMART Boards w/ NEC projector
2 Document Cameras	
Third Grade (2 classrooms)	
2 PC's	2 77" SMART Boards w/Unifi projector
2 Document Cameras	
Fourth Grade (2 classrooms)	
2 PC's	2 77" SMART Boards w/ NEC projector
2 Scanners	
Fifth Grade (2 classrooms)	
2 PC's	2 77" SMART Boards w/ NEC projector
42 Chromebooks	1 HP Inkjet Printer
1 Epson Artisan 1430	
Sixth Grade (2 classrooms)	
2 PC's	1 77" SMART Boards w/ NEC projector
1 65" SMART Board	
Seventh/Eighth Grades (7 classrooms)	
1 HP Color Laser Printer	3 77" SMART Boards w/ NEC projectors
26 Dell Laptops	3 65" SMART Boards
36 HP Laptops	1 75" SMART Board
5 Document Cameras	2 Scanners
Art (2 classrooms)	
2 PC's	1 77" SMART Boards w/Unifi projector
1 65" SMART Board	
Music (2 classrooms)	
2 PC's	1 77" SMART Boards w/ NEC projector
1 65" SMART Board	
Spanish (1 classroom)	
2 PC's	2 65" SMART Board w/ NEC projector
1 Document Camera	
Reading (2 classrooms)	
2 PC's	1 77" SMART Board w/ NEC projector

2 HP Laptops

Hardware in Classrooms

Appendix D: Hardware Inventory as of July 2018 continued

Hardware in rooms other than the PreK-8 Classroom

Upper Computer LAB	
36 HP Laptops	1 Touchscreen SMART Board
1 HP Color laser printer	1 PC
School Library Media Center	
32 PC's	4 Chromebooks
1 iPad	1 Card Reader
Custodians Office	
1 PC	1 Laser Printer/Copier
Special Education Rooms	
9 PCs	5 iPads
5 65" SMART Boards w/ NEC projector	6 HP Laptops
Nurse	
1 PC	1 HP color inkjet printer
District Offices/Administration	
9 PC's	2 Dell LaserJet printers
2 HP Laser printers	
School Psychologist	
1 PC	1 color inkjet printer
1 50" SMART Board w/Mitsubishi Projector	
Social Worker	
1 PC	1 HP Inkjet Printer
1 77" SMART Board w/NEC Projector	
P.E. (2 offices)	
1 PC	1 Dell laptop
ENL	
5 HP Laptops	1 65" SMART Board
3 PC's	
Technology	
2 PC's	
29 Aruba APs	Multimedia Cart
3 Laptop Carts	1 NEC Projector
108 HP Laptops (Total)	1 CD/DVD copier
1 HP T520 Plotter Printer	3 Panasonic HD video cameras
1 Nikon digital cameras	1 Card Reader

Appendix E: 2018-2021 Proposed Montauk School Technology Budgets

Technology Categories	2018-2019	2019-2020	2020-2021
Equipment	\$50,000	\$50,000	\$50,000
Contractual	\$45,000	\$45,000	\$45,000
Materials	\$20,000	\$20,000	\$20,000
State-Aided Software	\$2,700	\$2,700	\$2,700
BOCES Services	\$0.00	\$0.00	\$0.00
Total	\$126,650	\$127,650	\$128,150

Equipment:

- Chromebooks
- SMART Boards
- PCs
- Laptops
- Etc.

Contractual:

- Printing Services
- Network Services
- Website Hosting
- Etc.

Materials:

- Keyboards and Mice
- Ink
- Paper
- Etc.

State-Aided Software:

- See software inventory (appendix B)

Appendix F: Acceptable Use Policy

NAME: _____ DATE: _____ CLASS: _____

ATTENTION PARENTS AND STUDENTS:
PLEASE READ, REVIEW AND SIGN

MONTAUK UNION FREE SCHOOL DISTRICT COMPUTER NETWORK ACCEPTABLE USE POLICY

RESPONSIBILITIES OF ALL COMPUTER USERS OF THE MONTAUK UNION FREE SCHOOL DISTRICT COMPUTER NETWORK

Privileges, Rights and Responsibilities

The use of the District's computer resource is a privilege. It is expected that all individuals utilizing the District's computers and networks will undertake responsibility for their actions and words and will, furthermore, respect the rights and privileges of other network users. Users need to familiarize themselves with these responsibilities. Failure to adhere to the policy will result in the loss of network and/or computer privileges, suspension and possible legal actions. Exemplary behavior is expected at all times. The following actions are not permitted.

- Damaging, abusing or breaking the hardware, software or the network.
- Sharing your password or account number with anyone.
- Leaving your account open and unattended. For example, signing on to the computer and leaving it without logging off. (You will have full responsibility for the use of your account, and you will be held responsible for any policy violations that are traced to your account.)
- Using someone else's account or signing on as someone else.
- Cheating, plagiarizing or using copyrighted material without permission.
- Using the computers for illegal activities or for commercial gain. Sending, using or displaying inappropriate language, pictures or any other type of communication, including profanity, pornography or inflammatory speech.
- Disrespecting the rights and property of others.
- Improperly accessing, destroying or misusing files or data of others.
- Attempting to work in or modify the Network Operating System.
- Exploring or changing any system files.
- Intentionally wasting limited resources.
- Installing or attempting to install software, which only designated employees are allowed to do.

Safety From Harassment

Users who feel harassed or threatened by somebody on the network should bring the situation to the attention of a teacher or system administrator immediately. Users who suspect that someone may have accessed their accounts or otherwise violated the acceptable use policy must report to a teacher or system administrator immediately.

We have read and reviewed the above policy and agree to abide by these guidelines.

Print parent name

Parent signature

Date

Print student name

Student signature

Date