



District 75 Instructional Technology Handbook 07-08

Bonnie Brown, Superintendent

Gary Hecht, Deputy Superintendent

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INSTRUCTIONAL TECHNOLOGY SUPPORT

- Instructional/Assistive Software support
- Instructional/Assistive Technology support and training to teachers
- Instructional/Assistive Technology support and training to administrators
- Resolution A support
- Assistive, augmentative and adaptive support
- Multi-media presentations
- Computer Classroom layout and design

TABLETS FOR COACHES

As part of the Instructional Technology Strategic Plan for Student Achievement, the Office of Instructional Technology (OIT) designed and delivered toolkits to a majority of district and school based coaches. The toolkits consisted of the following:

- Tablet PC (HP TC1100) w/keyboard, portfolio case and power supply
- An additional tablet battery
- An external CDRW/DVD drive w/multi-bay casing and power supply
- Mobile Printer (HP Deskjet 450) w/battery and power supply
- Carrying case w/various required cables

The aforementioned toolkit is described in greater detail on the tablet inventory sheet signed by every toolkit recipient. It is the expectation that every school has or will receive **two** toolkits. More specifically, the toolkits were designed for and should be in the possession of the "city-hired" mathematics and literacy coaches or the high school equivalent; *Math/Literacy APs*. In the case of 'exempt schools' the equipment should reside with the staff member that functions in the similar role of school-based mathematics and/or literacy leadership.

The instructional technology toolkits are part of the school's inventory and should reside at the eligible coach's "home" school. Should a change in coaching assignments occur, the coach will return the tablet to the District Office to be re-inventoried, re-imaged, and reissue the toolkit to the newly assigned, eligible **iCoach** participant. **iCoach** participants can not carry their toolkits to a different coaching assignment, as they are nontransferable. The toolkits must remain on the inventory of the home school and the district office. Should an **iCoach** participant change schools, he/she will relinquish their toolkit to the district and retrieve a new toolkit. Toolkits issued at the regional level are the responsibility of the Regional Superintendent and must reside within the regional inventory. As a result, the regional toolkits are nontransferable between regions, schools or central offices.

Recipients of reissued toolkits should contact Leslie Schecht or Angelo Scuderi, who will direct them to the regional tablet depot center for reconditioning. During the reconditioning process, the tablet will be "re-imaged" with updated software/resources. As a result of the re-imaging process, all data will be erased from the entire machine and updated software/resources will be reinstalled, as part of the standard image.

HELP DESK INFORMATION

For technical support, such as Internet connectivity, Outlook questions, and computer repairs, all schools must contact the Help Desk @ 718-935-5100 or go online to help desk support at <http://magic75.nycenet.edu/SelfSupport/>.

It is easiest and most reliable if one person in the school calls in all incidents (single point of contact). This person is responsible for maintaining a log of all incident numbers and for monitoring the status of each ticket.

Method 1

Call the Help Desk at (718) 935-5100. Listen carefully then select an option from the touch tone menu for appropriate assistance. Be sure to get an incident number before you conclude the call for your records and follow-up.

Method 2

You can open a ticket by going to the following URL <http://magic75.nycenet.edu/SelfSupport/>. Provide the information that is requested in order to submit a ticket. You will receive an incident number after you submit the form.

If your MAGIC ID is not found then you are a new user (you have never called the help desk before or had someone submit an incident on your behalf). You will have to call the help desk as outlined in Method 1 in order to get an incident number.

For Dell issues (from orders to installation) please contact:

David Swomley
NYCDOE Sr. Project Manager
Office: 718-935-5046
Mobile: 732-939-5073
Email: David_Swomley@dell.com

For Apple issues

Sam Levine
Help Desk Support
718-935-5639
917-287-7592 (cell)
slevine@apple.com

BLACKBERRY INFORMATION

Wireless Communications

As of this printing current purchasing info is not available, please check with your ISC network team for purchasing information.

INITIAL BLACKBERRY SETUP

Blackberry devices will first require configuration by the Exchange & Email Service Unit. To begin the process, contact the Help Desk at (718) 935-5100 to add your user name to the Blackberry Enterprise Server. You will need to provide them with your Client Access License (CAL) number which is included in the envelope you received with the Blackberry. The Help Desk will give you an incident number. Follow up with the Help Desk within 1-2 business days to confirm that your license has been added to the Blackberry Enterprise Server. At this point you can have the Help Desk walk you through activating your Blackberry over the phone.

For additional Blackberry support call the Help Desk. You may also need to call your Blackberry vendor for any hardware problems.

Cingular Blackberry:

Customer Service: 1-866-293-4634

Verizon Blackberry:

Customer Service: 1-866-463-2244

Sprint Nextel Blackberry:

Customer Service: 1-800-390-7545

For a Verizon Blackberry:

- If a product is purchased and needs to be totally returned for credit, that can be done for 30 days from the date of purchase under the Verizon Wireless Worry Free Guarantee. If the device is initially defective you can either go to a local store (we will clear the way for you once you notify Eddie Burch of the situation) or we can exchange it via mail for 30 days.
- After the initial 30 days, the devices come with a one year limited manufactured warranty (from initial purchase date), which can be processed through the local Verizon Wireless store for a phone or through our Wireless Data Technical Support # for a converged device (866-463-2244). If the device is trouble shot and determined to be defective a FRU (Factory Refurbished Unit) will be supplied and put into service to replace the defective unit. For a converged device, the WDTS will send the unit to the specified address via FedEx, the unit will need to be activated by normal processes and the defective device will be returned at our cost in the supplied shipping box.

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Capital Budget & Financial Planning
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Phone: 212-374-4934
ggordon@schools.nyc.gov

Sprint Nextel Technical Support 1-800-390-7545

OUTLOOK INFORMATION

I. How to request a single Outlook e-mail account

- Step 1 If you are requesting an e-mail account for a single user please complete the first five rows of the attached spreadsheet (see sample below) for the user for whom you are requesting an e-mail account
- Step 2 * Forward the completed spreadsheet as an attachment to your principal or supervisor
- Step 3 The principal or supervisor will forward the spreadsheet to Laura Ng
- Step 4 The spreadsheet will be returned to your administrator with the User Name and Password information for the new user (last two rows). Please note that users will be required to change their password after the first log in

*** Requests from school administration only will be honored**

	<u>New Outlook Account</u>
Last Name	
First Name	
Job Title	
Work Telephone Number	
Previous DOE Work Site (District, Boro, School)	
(Office Use) User Name	
(Office Use) Password	

II. How to request a single Outlook password reset

- Step 1 If you are requesting password reset for a single user, please complete the first three columns of the attached spreadsheet (see sample below) for the user for whom you are requesting a password reset
- Step 2 * Forward the completed spreadsheet as an attachment to your principal or supervisor
- Step 3 The principal or supervisor will forward the spreadsheet to Claire Verdi (CVerdi)
- Step 4 The spreadsheet will be returned to your administrator with the Password information for the single user (last row). Please note that the user will be required to change their password after the first log in

• Requests from school administration only will be honored

	<u>Outlook Password Reset</u>
Last Name	
First Name	
User Name	
Password	

III. How to change Outlook passwords

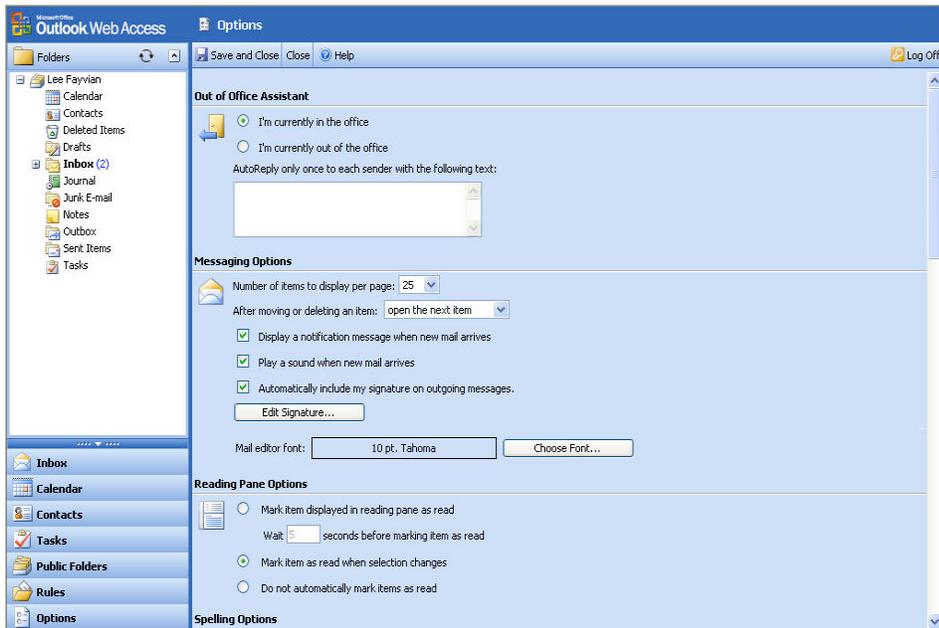
Method 1

You can change your password after you have logged on to Outlook Web Access (OWA) by following these easy steps:

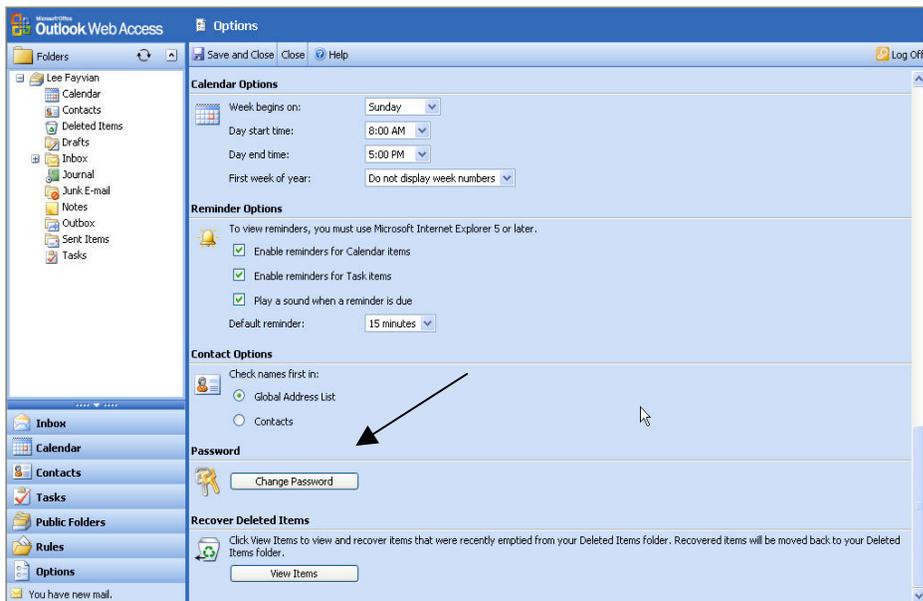
1. Left-click the **Options** button located on the bottom left of your screen.



You will see the following screen:



2. Scroll to the bottom of the screen. Then left-click on the **Change Password** button.



You will see the **Internet Service Manager** dialog box.

3. In the **Domain** text box, type: **central**

4. Type in your Outlook Username (jdoe)

5. Type in your current password.

6. Type in your new password (6 characters or more, alphanumeric).

7. Type your new password again.

8. Left-click the **OK** button.

The screenshot shows a Windows dialog box titled "IIS - Authentication Manager - Microsoft ...". The main heading is "Internet Service Manager for Internet Information Server 6.0". Below the heading are five text input fields labeled "Domain", "Account", "Old password", "New password", and "Confirm new password". At the bottom of the dialog are three buttons: "OK", "Cancel", and "Reset". Arrows from the numbered instructions point to the "Domain" field, the "Account" field, the "Old password" field, the "New password" field, the "Confirm new password" field, and the "OK" button.

Left-click the **Back to** link to return to the **Options** screen.

The screenshot shows the same dialog box after the password change is complete. The main heading is "Internet Service Manager for Internet Information Server 6.0". Below the heading, the text "Password successfully changed." is displayed. At the bottom, there is a link that reads: "Back to <https://mail.nycboe.net/Exchange/Fayvian.Lee/?Cmd=close>". An arrow from the instruction points to the "Back to" link.

Method 2

If you encounter difficulties following the outlined steps and screens, please contact the Help Desk @ 718-935-5100. Be sure to get an incident number.

IV. How to request Full Client Outlook (For Principals)

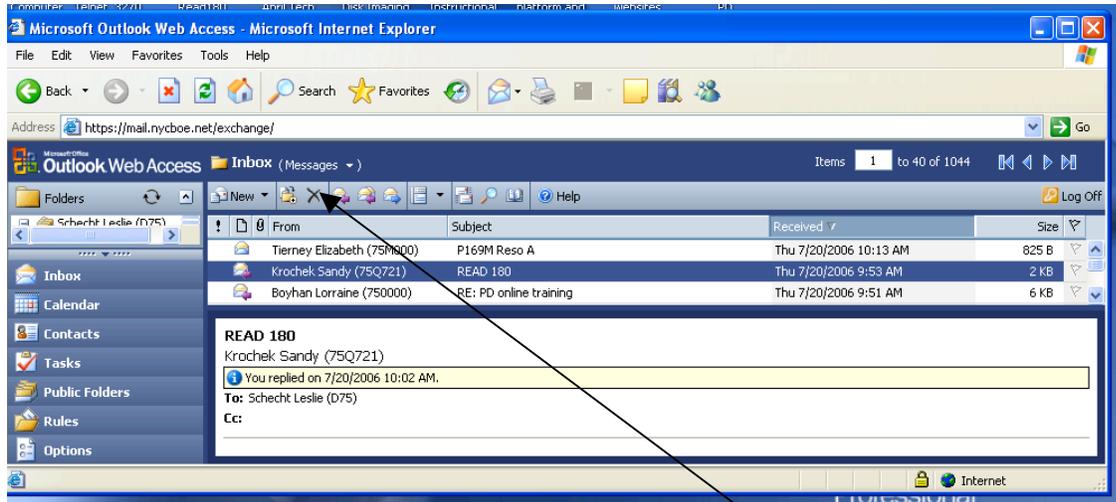
Contact the Help Desk @ 718-935-5100. Tell the Help Desk agent that you are the principal and that you would like Full Client Outlook installed on your workstation.

- Full-client Outlook should be installed only on one computer since the e-mail is stored on the local hard drive.

V. How To Permanently delete email

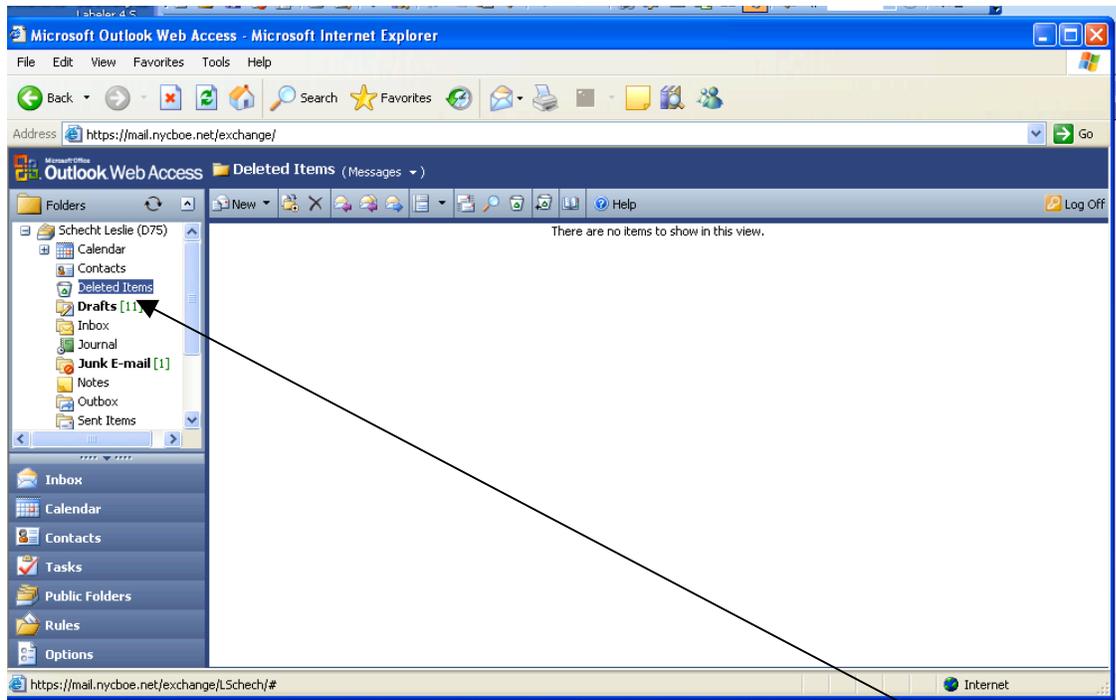
Permanently Deleting Email

1.



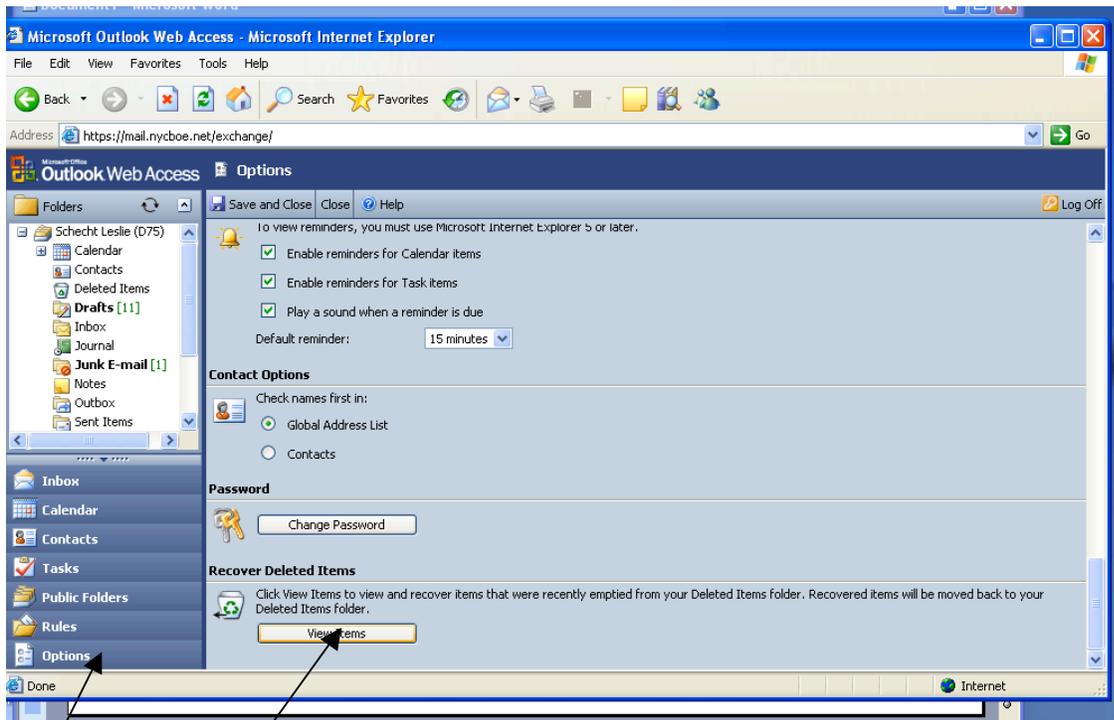
Highlight the email you want to delete and click on the **X** to delete it.

2.



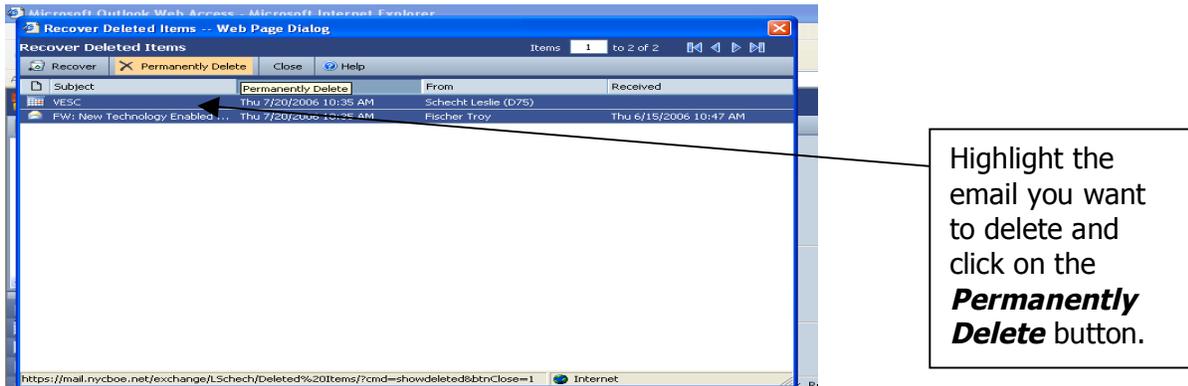
Click on **Deleted Items** folders and highlight again those emails you want to delete and again click on the **X**.

3.



Go to **Options** and click on **View Items** under **Recover Deleted Items**.

4.



Highlight the email you want to delete and click on the **Permanently Delete** button.

5. Remember to also delete your items from your sent folder.

DISPOSAL OF OBSOLETE COMPUTER EQUIPMENT As of: August 2007

1. The Site Supervisor must classify the equipment into one of two categories:
 - a. Category A - Unrepairable or Not Cost Effective to Repair.
 - b. Category B - Technologically and/or Educationally Inappropriate for the Site or A Safety Hazard to the Site.
 - c. You must notify Dell Managed Services regarding disposal by calling the Help Desk at 718-935-5100.
 - d. Note that there is a cost to the site for this service.

Legal Mandate

The Department of Education (DOE) is required by federal and state law to appropriately recycle computer equipment. Improper disposal can result in substantial monetary penalties.

At the DOE, disposal and recycling may only be performed by Dell Managed Services, which is the DOE contracted vendor. Note that there is a fee for this service.

Prior to disposal, schools should also review the DOE's Standard Operating Procedures Manual (SOPM) at: <http://nycenet.edu/Offices/DFO/SOP/SOPChapters/inventory.htm>
Click "SOP Inventory Chapter "See Section 3.10.

What is Dell's Asset Recovery Service (ARS)?

Dell's Asset Recovery Services (Dell ARS) is a disposal service designed to remove and recycle outdated or unneeded computer-related technology, owned by the NYCDOE, from your school.

What does ARS cost?

The initial fee for a pick up is \$314.00 using FasTrack item # 70.8404.42.1. A minimum of 20 pieces are required per pick up. Each additional piece over the 20 piece minimum costs \$15.70 using FasTrack item # 70.8404.43.X.

A desktop, a monitor, a notebook, a server, or a printer is each considered to be one separate piece. A typical PC includes a monitor and the CPU. Therefore, the cost to dispose of a PC with a monitor and CPU would be \$31.40. Monitors and computers combined in a single casing and weighing less than 40 pounds will count as one piece. These single-unit, sub-forty pounds, computers would cost \$15.70 to dispose. With the exception of one keyboard and mouse being included in the \$15.70 pickup fee per computer, items such as keyboards, mice, cables, external drives, etc. will be billed at the weight rate of \$15.70 for every 40 pounds.

Smaller items weighing less than 10 pounds, such as external drives, hubs, etc. (see list of eligible and ineligible items below) will be assessed at the weight rate. Units weighing more than 40 pounds such as large printers are subject to an additional fee, over the \$15.70 per unit fee, based on their weight. The weight of the unit will be divided by 40 to determine how many units will be billed. For example, a unit weighing 200 pounds would be billed at 5 times the \$15.70 per unit weight.

How do I schedule a pick up?

Disposal Services must be ordered on FasTrack, using FasTrack item #70.8404.42.1 for the initial pickup of 20 pieces. Use FasTrack item #70.8404.43.X for each additional unit. Once an order has been received, Dell ARS will contact the school to arrange a convenient pick up date and confirm contact information, and the availability of an elevator, a loading dock and parking. It is recommended that schools provide both a main and an alternate contact. Pick-ups are scheduled

Monday thru Friday between the hours of 8 am and 5 pm. Dell ARS cannot guarantee an arrival time. The school contacts must be available between 8 AM and 5 PM on the scheduled pick up day.

What are the School's and Dell's responsibilities?

Prior to the scheduled pick up, the school should make sure that the units are unplugged from electrical outlets and network connections. It is the school's responsibility to download or back-up any needed data that may exist on the hard drive. Units should be free of any lockdown or security devices. Dell will remove units from classrooms and offices. It is recommended that units are placed in a location which will enable minimal class disruption during the removal process.

School contacts are advised to observe and count each piece as it is being removed from the building. School officials should keep students away from the removal path until the job is complete.

At the conclusion of the pickup, Dell personnel will note the number of pieces taken on the logistics bill of lading. School contacts will be asked to counter-sign the bill of lading to confirm the unit count. The school will get a copy at that time.

At least twenty-four hour cancellation notice is required. To cancel the pickup, please send a request to **US_Dell_Asset_Recovery@Dell.com** or call 1-800-234-1490 ext 724-4301. If less notice is given, Dell will charge \$150.00 attempt fee.

Dell will wait up to twenty minutes after arrival at the school to start the job. If Dell cannot start the job within twenty minutes after arrival at the school due to school issues, Dell will leave. The school will have to reschedule the pick up; and the \$150 attempt fee will be charged. If Dell is asked to wait longer than twenty minutes before starting the job, the school will be charged \$100.00 per hour per two-person team for wait time until the job can commence.

Conditions that prolong the pick up process such as the elevator being unavailable at time of pickup, or units that are still in security devices, may result in an additional wait fee or attempt fee.

If Dell is unable to pick up between the hours of 8 AM and 5 PM on the scheduled date, Dell will notify the school as soon as possible. A return pick up date will be scheduled. Dell is required to provide at least twenty-four hour cancellation notice. If less than twenty-four hours notice is given, Dell will credit \$150 toward the pick up charges.

How will I know which units were removed and what assurance do I have that the identity and data on those units were properly destroyed?

Approximately thirty business days after the pick up date, Dell will send the school contact a detailed Settlement Report and Certificate of Disposal. The Settlement Report includes item description including serial number, cosmetic condition and, if present, asset tag numbers. At the same time, Dell will also remove all items from the NYCDOE's Managed Seat Inventory List and suspend any associated maintenance charges.

The Certificate of Disposal verifies that the hardware received under a specific tracking number has had or will have the data overwritten or reformatted by using an automated script (for example, data is overwritten with 0's and 1's). In cases of non-functional hard drives, the data will be made non-readable by shredding or otherwise destroying the hard drives. Asset tags and other NYCDOE identification will be removed from the unit and destroyed. In addition, the Certificate of Disposal will confirm that all recycling complies with local, state and federal

guidelines, including those of the EPA (Environmental Protection Agency).

NYCDOE-owned computer equipment eligible for pickup:

CPUs
Notebooks
Servers
CRTs (monitors)
Flat panel monitors
Printers
Docking stations
Scanners
Lock down devices
Hubs, routers, switches
Loose cabling (boxed – up to 40 lbs.)
Loose keyboards (boxed – up to 40 lbs.)
Loose mice (boxed – up to 40 lbs.)

NYCDOE-owned equipment NOT eligible for pickup:

Laboratory Equipment
Medical Equipment
Nuclear Waste
Chemical Waste (other than toner cartridges)
Biological Waste
Furniture
Appliances
Copiers
TVs
Typewriters
Overhead projectors
Telephones
Fax Machines

Still have questions?

Please contact Dell Asset Recovery at 1-800-234-1490 ext 724-4301 or send an email to **US_Dell_Asset_Recovery@Dell.com**.

2. For Computer Equipment classified as Category B:
 - a. See SOPM Section 3.9, "*How to Dispose of Obsolete Equipment Located in Schools and Administrative Offices*"
 - b. This process requires that the equipment be advertised for a period of two (2) weeks.
 - c. If no responses are received by the end of that two (2) week period, you must notify Dell Managed Services regarding disposal by calling the Help Desk at 718-935-5100.

FREE INTERNET CONNECTION

As part of the franchise agreements between The City of New York, Time Warner Cable and Cablevision, these cable providers are required to provide one cable modem and one small router to each one of our public school sites. There is no installation fee or monthly service charge. The cable can be placed in any location within the school and does not have to be tied to the current Cable TV location. Each connection can handle approximately 25 computers with the purchase of additional equipment. Time Warner Cable does not offer any type of content filtering. Cablevision can provide filtering for a monthly fee. Free Internet Connection brings the necessary infrastructure to each site.

- **Time Warner Cable**
- **Cablevision**

For service requests contact Baruch Rapaport, Director of Media Services at 718-935-5524 or brapapo@schools.nyc.gov

Recommended Software

	K-2	3-5	6-8	9-12
ELA	<p>WriteOutloud ** Earobics* ** Kidspiration Reader Rabbit Learn to Read* (series) Amazing Writing Machine Baileys BookHouse* Simon S.I.O. (Phonics)** Lexia** Comic Life Lexia Early Reading Program Phonics Lexia Quick reading Test Words and Concepts Twenty Categories Simple Sentence Structure Talking Nouns Talking Verbs Simon Speaks Stages 1-7 and related software</p>	<p>Write Outloud ** Earobics* ** Inspiration Imagination Express Kurzweil 3000 Reading For Meaning Amazing Writing Machine Simon SIO (Phonics)** Lexia** Comic Life Don Johnston Start to Finish Books Lexia Early Reading Program Phonics Lexia Quick reading Test Laureate Sentence Master Levels 1-4 Words and Concepts Twenty Categories Simple Sentence Structure Talking Nouns Talking Verbs Stages 1-7 and related software</p>	<p>Write Outloud** Earobics* ** Inspiration Kar2ouche Kurzweil 3000 Lexia** Simon S.I.O. (Phonics)** Comic Life Don Johnston Start to Finish Books Lexia SOS Lexia Quick reading Test Words and Concepts Twenty Categories Simple Sentence Structure Talking Nouns Talking Verbs Stages 1-7 and related software</p>	<p>Write Outloud** Inspiration Kar2ouche Reading Strategies Plato Reading Strategies Lexia** Simon S.I.O. (Phonics)** Comic Life Don Johnston Start to Finish Books Lexia SOS Lexia Quick reading Test Words and Concepts Twenty Categories Simple Sentence Structure Talking Nouns Talking Verbs Stages 1-7 and related software</p>
Math	<p>Graph Club Deluxe Mighty Math Series Shapes with Shapes Tenth Planet Series Millie's Math House Big Calc**</p>	<p>Graph Club Deluxe Mighty Math Series Geometer's Sketchpad Destination Math Math Blaster Don Johnston Big Calc Access to Math</p>	<p>Geometer's Sketchpad PrimeTime Math Series Investigations Graph Master Deluxe Tesselation Math for the Real World Destination Math Don Johnston Big Calc Access to Math</p>	<p>Geometer's Sketchpad PrimeTime Math Series Investigations Algebra Series Anywhere Learning Systems Destination Math Don Johnston Big Calc Access to Math</p>
Science	<p>Amazing Animals Magic School Bus Sammy's Science House</p>	<p>Amazing Animals CyberEd Series Rainforest Designer Thinking Science Zap Science Court</p>	<p>Science Probes and Probe Software CyberEd Series Rainforest Researchers Science Seekers Series Virtual Labs Science Court EOA Scientific</p>	<p>Science Probes and Probe Software CyberEd Series Logal HS Science Explorer Series EOA Scientific</p>

Social Studies	Choices, Choices Community Construction Kit Anywhere Learning Systems Atlas Travel the World with Timmy Step into History** Classic Adventure**	Trails-Oregon Timeliner collection Choices, Choices Mapmakers Toolkit Deluxe Imagination Express Step into History** Classic Adventure**	Trails Oregon Timeliner collection Mapmakers Toolkit Deluxe Decisions, Decisions Series History of the world Step into History** Classic Adventure**	Anywhere Learning Systems Decisions, Decisions Series Mapmakers Toolkit Deluxe Hot Dog Stand World View Series TimeLiner Step into History** Classic Adventure**
Reference	Eyewitness Children's Encyclopedia My First Incredible Amazing Dictionary* My First Amazing World Explorer*	Worldbook OnLine	Worldbook OnLine Encarta Grolier's Electric Library Geokits	World Book On-Line Encarta Grolier's
Toolware/ Graphics and/or Drawing Graphics	KidPix Studio Linton Publishing Printshop Ultimate Writing and Creativity Center Kidware2Plus*	iMovie (Mac) Ezedia MX/QTI Tom Snyder Neighborhood Map Machine Diarama Designer Kidpix Studio Pixie Frames Clay Animation Kit ImageBlender 3	iMovie (Mac) Erzedia MX/QTI Mavis Beacon Typing 15 Type to Learn Kidpix Studio Adobe Photoshop Adobe Photoshop Elements Macromedia MX Pixie Frames Clay Animation Kit ImageBlender 3	iMovie (Mac) Mavis Beacon Typing 15 Filemaker Pro Final Cut Pro Omnipage Professional Adobe Photoshop Adobe Photoshop Elements Macromedia MX Frames Clay Animation Kit ImageBlender 3
Web		Tech4Learning WebBlender 2 iWeb	Adobe Director Dreamweaver Flash iWeb	Adobe Director iWeb

<p>Communication Software</p>	<p>Mayer Johnson Boardmaker Boardmaker Addendum Libraries Boardmaker System Upgrades Boardmaker Educational Bundles Beyond Boardmaker Writing With Symbols 2000 Speaking Dynamically Intellitools Software Laureatte Don Johnston R.J. Cooper Tech 4 Everyone Words and Concepts Twenty Categories Simple Sentence Structure Talking Nouns Talking Verbs Don Johnston Out and About A Day at Play Eensy and Friends</p>	<p>Mayer Johnson Boardmaker Boardmaker Addendum Libraries Boardmaker System Upgrades Boardmaker Educational Bundles Beyond Boardmaker Writing With Symbols 2000 Speaking Dynamically Intellitools Software Laureatte Don Johnston R.J. Cooper Tech 4 Everyone Laureate Sentence Master Levels 1-4 Words and Concepts Twenty Categories Simple Sentence Structure Talking Nouns Talking Verbs Don Johnston Out and About A Day at Play Eensy and Friends Press to Play Animals, Zoo or Speedy Draftbuilder Start to Finish Books</p>	<p>Mayer Johnson Boardmaker Boardmaker Addendum Libraries Boardmaker System Upgrades Boardmaker Educational Bundles Beyond Boardmaker Writing With Symbols 2000 Speaking Dynamically Intellitools Software Laureatte Don Johnston R.J. Cooper Tech 4 Everyone Words and Concepts Twenty Categories Simple Sentence Structure Talking Nouns Talking Verbs Draftbuilder Start to Finish Books</p>	<p>Mayer Johnson Boardmaker Boardmaker Addendum Libraries Boardmaker System Upgrades Boardmaker Educational Bundles Beyond Boardmaker Writing With Symbols 2000 Speaking Dynamically Intellitools Software Laureatte Don Johnston R.J. Cooper Tech 4 Everyone Words and Concepts Twenty Categories Simple Sentence Structure Talking Nouns Talking Verbs Draftbuilder Start to Finish Books</p>
<p>Additional Items (Vision/ Hearing)</p>				
<p>Cause and Effect/ Simple Switch</p>	<p>SoftTouch Old MacDonald's Farm Concepts on the move Attention Getter Switch Basics Teach me to Talk Teach Me Phonemics (series available) Don Johnston Out and About A Day at Play Eensy and Friends Press to Play Animals, Zoo or Speedy</p>	<p>SoftTouch Old MacDonald's Farm Concepts on the move I know American History Attention Getter Switch Basics Teach me to Talk Teach Me Phonemics (series available) Don Johnston Out and About A Day at Play Eensy and Friends Press to Play Animals, Zoo or Speedy</p>	<p>SoftTouch Old MacDonald's Farm Concepts on the move I know American History Attention Teens Attention Getter Switch Basics Teach me to Talk Teach Me Phonemics (series available) Don Johnston Out and About A Day at Play Eensy and Friends Press to Play Animals, Zoo or Speedy</p>	<p>SoftTouch Old MacDonald's Farm Concepts on the move I know American History Attention Teens Attention Getter Switch Basics Teach me to Talk Teach Me Phonemics (series available)</p>
<p>Life Skills</p>	<p>Attainment Software</p>	<p>Attainment Software</p>	<p>Attainment Software</p>	<p>Attainment Software</p>

<p>Across the Curriculum</p>	<p>Intellitools Classroom Suite Overlay Maker Don Johnston Solo</p> <p>Kidspiration SmartBoard Software and Smart Essentials for Teachers.</p> <p>Hyperstudio MediaBlender Clay Animation Kit</p>	<p>Intellitools Classroom Suite Overlay Maker Don Johnston Solo</p> <p>Kidspiration SmartBoard Software and Smart Essentials for Teachers.</p> <p>Hyperstudio MediaBlender Clay Animation Kit</p>	<p>Intellitools Classroom Suite Overlay Maker Don Johnston Solo</p> <p>Inspiration/Kidspiration SmartBoard Software and Smart Essentials for Teachers.</p> <p>Hyperstudio MediaBlender Clay Animation Kit</p>	<p>Intellitools Classroom Suite Overlay Maker Don Johnston Solo</p> <p>Inspiration SmartBoard Software and Smart Essentials for Teachers.</p> <p>Hyperstudio MediaBlender Clay Animation Kit</p>
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**ELL

Recommendations for 12:1:4 Program

- | | |
|--|--|
| 1. AbleNet
Little and/or Big Step-By-Step communicator
w/ strap
Big Mac | 6. Meizner
Touch Window |
| 2. Enabling Devices
7 level communication builder | 7. Switch Software:
Switch Basics
Teach Me To Talk |
| 3. AMDI
Tech Talk (8) w/ Jacks & 6 levels
Partner 4 | 8. AbleNet
JellyBean switch |
| 4. AbleNet
BIGmack | 9. Tash
Mini-click
*All programs/schools should have a
dynamic display device to use for evaluation
purposes |
| 5. AbleNetPowerlink | |

Recommendations for 6:1:1 Programs

- | | |
|---|---|
| 1. AbleNet
Little and/or Big Step-By-Step communicator
w/ strap | 5. Meizner
Touch Window |
| 2. Enabling Devices
7 level communication builder | 6. Mayer-Johnson
Communication wallets & chains (the
retractable kind) |
| 3. AMDI
Tech Talk (8) with 6 levels | 7. AMDI
TechSpeak (32) w/ 6 levels |
| 4. AbleNet
BIGmack | *All programs/schools should have a dynamic
display device to use for evaluation purposes. |

This is a basic list, please contact Karen Gorman for additional information

PLEASE POST



INTERNET USAGE POLICY

THE PURPOSE OF ACCESS TO OR USE OF THE INTERNET THROUGH BOARD CONNECTIONS OR EQUIPMENT IS SOLELY EDUCATIONAL. THEREFORE, ANYONE WHO UTILIZES THE BOARD'S CONNECTION MUST FOSTER THAT PROPOSE BY USING INTERNET RESOURCES ONLY FOR EDUCATIONAL PURPOSES AND IN AN APPROPRIATE AND LEGAL MANNER.

ALL PERSONS ACCESSING OR USING THE INTERNET THROUGH BOARD CONNECTIONS OR EQUIPMENT, WHETHER FROM A BOARD LOCATION OR FROM A REMOTE LOCATION USING BOARD HARDWARE, SOFTWARE, AND/OR ACCOUNTS, ARE PROHIBITED FROM USING SUCH CONNECTIONS OF EQUIPMENT FOR OTHER THAN EDUCATIONAL PURPOSES AND SPECIFICALLY PROHIBITED FROM:

- Sending or receiving personal messages
- Using the Internet for commercial purposes advertising or similar objectives
- Utilizing copyrighted materials without permission
- Lobbying for political purposes or soliciting votes
- Accessing pornographic or obscene materials
- Sending or receiving messages that are racist, sexist, inflammatory, hateful or obscene
- Vandalizing data, software or equipment
- Sending or receiving another person's messages without authorization
- Requesting or providing home phone numbers, addresses, or other personal information without authorization

THE BOARD AND/OR CHANCELLOR RESERVE THE RIGHT TO REVOKE THE INTERNET ACCESS OR USE OF ANY PERSON WHO USES THE BOARD CONNECTIONS OR EQUIPMENT IN AN INAPPROPRIATE, ABUSIVE OR ILLEGAL MANNER OR IN VIOLATION OF THE BOARD'S POLICY ON ACCESS TO AND USE OF THE INTERNET OR OF LOCAL, STATE, OR FEDERAL LAW.

VIOLATORS TO THIS POLICY MAY BE SUBJECT TO DISCIPLINARY AND/OR LEGAL ACTION.



TECHNOLOGY & LEARNING

Copyright and Fair Use Guidelines for Teachers

This chart was designed to inform teachers of what they may do under the law. Feel free to make copies for teachers in your school or district, or download a PDF version at www.halldavidson.net.

More detailed information about fair use guidelines and copyright resources is available at www.techlearning.com.

Medium	Specifics	What you can do	The Fine Print
Printed Material (short)	<ul style="list-style-type: none"> Poem less than 250 words; 250-word excerpt of poem greater than 250 words Articles, stories, or essays less than 2,500 words Excerpt from a longer work (10 percent of work or 1,000 words, whichever is less) One chart, picture, diagram, or cartoon per book or per periodical issue Two pages (maximum) from an illustrated work less than 2,500 words, e.g., a children's book 	<ul style="list-style-type: none"> Teachers may make multiple copies for classroom use, and incorporate into multimedia for teaching classes. Students may incorporate text into multimedia projects. 	<ul style="list-style-type: none"> Copies may be made only from legally acquired originals. Only one copy allowed per student. Teachers may make copies in nine instances per class per term. Usage must be "at the instance and inspiration of a single teacher," i.e., not a directive from the district. Don't create anthologies. "Consumables", such as workbooks, may not be copied.
Printed Material (archives)	<ul style="list-style-type: none"> An entire work Portions of a work A work in which the existing format has become obsolete, e.g., a document stored on a Wang computer 	<ul style="list-style-type: none"> A librarian may make up to three copies "solely for the purpose of replacement of a copy that is damaged, deteriorating, lost, or stolen." 	<ul style="list-style-type: none"> Copies must contain copyright information. Archiving rights are designed to allow libraries to share with other libraries case-of-a-kind and out-of-print books.
Illustrations and Photographs	<ul style="list-style-type: none"> Photograph Illustration Collections of photographs Collections of illustrations 	<ul style="list-style-type: none"> Single works may be used in their entirety, but no more than five images by a single artist or photographer may be used. From a collection, not more than 15 images or 10 percent (whichever is less) may be used. 	<ul style="list-style-type: none"> Although older illustrations may be in the public domain and don't need permission to be used, sometimes they're part of a copyright collection. Copyright ownership information is available at www.loc.gov or www.mpa.org.
Video (for viewing)	<ul style="list-style-type: none"> Videotapes (purchased) Videotapes (rented) DVDs Laserdiscs 	<ul style="list-style-type: none"> Teachers may use these materials in the classroom. Copies may be made for archival purposes or to replace lost, damaged, or stolen copies. 	<ul style="list-style-type: none"> The material must be legitimately acquired. Material must be used in a classroom or nonprofit environment "dedicated to face-to-face instruction." Use should be instructional, not for entertainment or reward. Copying OK only if replacements are

<p>Video (for integration into multimedia or video projects)</p>	<ul style="list-style-type: none"> • Videotapes • DVDs • Laserdiscs • Multimedia encyclopedias • QuickTime Movies • Video clips from the Internet 	<ul style="list-style-type: none"> • Students "may use portions of lawfully acquired copyright works in their academic multimedia," defined as 10 percent or three minutes (whichever is less) of "motion media." 	<p>unavailable at a fair price or in a viable format.</p> <ul style="list-style-type: none"> • The material must be legitimately acquired; a legal copy (not bootleg) or home recording. • Copyright works included in multimedia projects must give proper attribution to copyright holder.
<p>Music (for integration into multimedia or video projects)</p>	<ul style="list-style-type: none"> • Records • Cassette tapes • CDs • Audio clips on the Web 	<ul style="list-style-type: none"> • Up to 10 percent of a copyright musical composition may be reproduced, performed, and displayed as part of a multimedia program produced by an educator or students. 	<ul style="list-style-type: none"> • A maximum of 30 seconds per musical composition may be used. • Multimedia program must have an educational purpose.
<p>Computer Software</p>	<ul style="list-style-type: none"> • Software (purchased) • Software (licensed) 	<ul style="list-style-type: none"> • Library may lend software to patrons. • Software may be installed on multiple machines, and distributed to users via a network. • Software may be installed at home and at school. • Libraries may make copies for archival use or to replace lost, damaged, or stolen copies if software is unavailable at a fair price or in a viable format. 	<ul style="list-style-type: none"> • Only one machine at a time may use the program. • The number of simultaneous users must not exceed the number of licenses; and the number of machines being used must never exceed the number licensed. A network license may be required for multiple users. • Take aggressive action to monitor that copying is not taking place (unless for archival purposes).
<p>Internet</p>	<ul style="list-style-type: none"> • Internet connections • World Wide Web 	<ul style="list-style-type: none"> • Images may be downloaded for student projects and teacher lessons. • Sound files and video may be downloaded for use in multimedia projects (see portion restrictions above). 	<ul style="list-style-type: none"> • Resources from the Web may not be reposted onto the Internet without permission. However, links to legitimate resources can be posted. • Any resources you download must have been legitimately acquired by the Website.
<p>Television</p>	<ul style="list-style-type: none"> • Broadcast (e.g., ABC, NBC, CBS, UPN, PBS, and local stations) • Cable (e.g., CNN, MTV, HBO) • Videotapes made of broadcast and cable TV programs 	<ul style="list-style-type: none"> • Broadcasts or tapes made from broadcast may be used for instruction. • Cable channel programs may be used with permission. Many programs may be retained by teachers for years—see Cable in the Classroom (www.ciconline.org/) for details. 	<ul style="list-style-type: none"> • Schools are allowed to retain broadcast tapes for a minimum of 10 school days. (Enlightened rights holders, such as PBS's <i>Reading Rainbow</i>, allow for much more.) • Cable programs are technically not covered by the same guidelines as broadcast television.

Sources: United States Copyright Office *Guide 21*; Sections 107, 108, and 110 of the Copyright Act (1976) and subsequent amendments, including the Digital Millennium Copyright Act; *Fair Use Guidelines for Educational Multimedia*; cable systems (and their associations); and *Copyright Policy and Guidelines for California Schools*; Division, California Department of Education. Note: Representatives of the institutions and associations who helped to draw up many of the above guidelines wrote a letter to Congressional March 19, 1996, stating "There may be instances in which copying that does not fall within the guidelines stated [above] may nonetheless be permitted under the criterion of fair use."

COPYRIGHT AND FAIR USE GUIDELINES FOR MULTIMEDIA

MOTION MEDIA

Up to 10 percent of the total or three minutes, whichever is less .



TEXT MATERIAL

Up to 10 percent of the total or 1,000 words, whichever is less

An entire poem of less than 250 words may be used, but no more than three poems by one poet or five poems by different authors in an anthology. For poems exceeding 250 words, 250 words should be used but no more than three excerpts from one poet or five excerpts from different poets in the same work

MUSIC, LYRICS, AND MUSIC VIDEO

Up to 10 percent of the work but no more than 30 seconds of the music or lyrics from an individual musical work.

ILLUSTRATIONS OR PHOTOGRAPHS

No more than five images from one artist or photographer. No more than 10% or 15 images, whichever is less, from a collection



NUMERICAL DATA SETS

Up to 10 percent or 2,500 fields or cell entries, whichever is less, from a copyrighted database or data table.

COPYING OF A MULTIMEDIA PROJECT

No more than two copies may be made of a project



Adapted from *Copyright and Fair Use in the Classroom, on the Internet, and the World Wide Web*. ©1996-2202. (<http://www.umuc.edu/library/copy.html#guide>)
URL of this handout: <https://kathyschroek.net/planting/fairuse.pdf>



DOE WWW - DISTRICT 75 SCHOOL APPROVAL FORM

The enclosed submission has been reviewed for accuracy and content, and adheres to all of the guidelines set forth in the **DOE'S INTERNET ACCEPTABLE USE POLICY**. Our school accepts full responsibility for the information contained therein and requests the District 75 Web Publisher to post this information on the DOE World Wide Web site at the earliest convenience.

Date of Submission

Name of School

Address of School

City/State/Zip

Contact Person

Contact Person's Email Address

Telephone Number

Print name (Principal/Head of School)

Title

Approving Signature of Principal/Head of School

Date Signed

Check one:

Self Developed Collection Vendor Developed

Name of Vendor

Return To:

District 75/Citywide Programs
Attn: Technology Solutions
400 First Avenue
New York, NY 10010
Phone (212) 802-1507 • Fax (212)802-1681



DOE WWW PARENTAL CONSENT FORM

I hereby give permission for my child's photograph, artwork, poetry or other work produced in conjunction with a school project, class or extracurricular activity, to be put on the Department of Education's World Wide Web (WWW) site, in accordance with the policies set forth in the DOE's Internet Acceptable Use Policy.

I understand that the information to be posted does not include information from my child's academic, guidance, permanent or cumulative record (i.e. grades or attendance records). I also understand that the information to be posted does not include other personal identifiable information such as my child's address, phone number, or social security number.

Name of Student:

Parent's Signature:

Date:

This document is to be sent to and retained by the school.



WWW DOE TEACHER & STAFF CONSENT FORM

I hereby give permission to display my photograph, artwork, poetry or other work produced in conjunction with a school project, class or extracurricular activity, to be put on the Department of Education's World Wide Web (WWW) site, in accordance with the policies set forth in the DOE's Internet Acceptable Use Policy.

I understand that the information to be posted does not include any personal identifiable information such as my address, phone number, or social security number.

Name of Teacher/Staff Member:

Teacher/Staff Member Signature:

Date:

This document is to be sent to and retained by the school.

Finding the Assistive Technology Evaluation Forms on the District 75 website:

D75 website

<http://schools.nycenet.edu/d75/>

Left hand menu bar select forms and files, then there will be horizontal menu, select technology, scroll down until you see ATEA, then print out each document that says "print this form". There is also a file with instructions you may want to print out to review the process.

For the Consideration Referral form, follow same procedure as above and look for **Consideration for AT/AAC** form and print (this is a 3 page 5 page document.)

SOMETHING NEW

The ATEA form has been used as both an evaluation form for schools preparing their own evaluations for approval from the district and as a referral form to have an evaluation prepared by Technology Solutions.

THIS IS NOW CHANGING!

The ATEA form is a State Approved Evaluation Form and will be used only by Schools that feel they are capable of preparing their own team assessments for AAC or AT equipment. State mandates for this include:

A team of 3 or more people involved in the assessment.

Documented attempts to get information and participation from the parent of guardian.

An assessment of student skills using several devices.

Documentation of previous efforts.

SCHOOL TEAM ASSESSMENTS are sent to SBST and forwarded by them to Technology Solutions for Approval. Once approved instructions are provided to the SBST for adding to the IEP. Technology Solutions supplies equipment and sets up initial training. Additional trainings are provided upon request.

THE NEW FORM IS CALLED:

"CONSIDERATION FOR ASSISTIVE TECH AND AAC"

This form is for staff that would like to have students referred to Technology Solutions for an Evaluation. Technology Solutions has a staff of individuals devoted to the understanding of this equipment, are savvy regarding what options are available and have access to equipment to try with the students. Difficult access cases should always consider the involvement of Tech Solutions as individual adaptations are often needed.

Referral/Consideration Forms are submitted to the SBST team by the school. The SBST team sends to tech solutions. Tech Solutions schedules the evaluation, prepares evaluation report and sends letter of instruction to SBST for adding to the IEP.

Technology Solutions supplies equipment and sets up initial training. Additional trainings are provided upon request.

Special Notes:

1. Programatic Equipment should be used with students prior to referring for assessment.

2. Low tech solutions need to have been exhausted.
3. Student is indicated a need for a personalized communication device, has the ability to initiate communication attempts.
4. An AT or AAC evaluation should not be the first exposure to equipment of this nature.
5. Students should be assessed for access to curriculum, which may involve computers.
6. Students should be assessed for access to take advantage of programmatic equipment, all students should have the advantage of utilizing programmatic equipment as part of their instructional experience, if their ability to access this equipment interferes with this an assessment to remove this roadblock should be facilitated.
7. IEP mandated equipment is documented on the IEP, in the Data base at Tech Solutions
And in CAP.

Repair Procedure for IEP Driven AAC/Computer Equipment

- 1) Call the manufacturer (use the number located on the back of the device)
- 2) Ask for Technical Support
- 3) Describe to Technical Support what is wrong with the device
- 4) Ask for a Repair Authorization number (RA#)
- 5) Ship the device back to the manufacturer in the original packaging in which the device was given
 - a. Include in the package:
 - i. A brief summary describing what is wrong with the device
 - ii. The RA #
 - iii. The return address of where the repaired device is to be shipped
 - b. Include on the package:
 - i. The RA#
 - ii. The return address of where the repaired device is to be shipped
- 6) If you need a loaner device, check with Technology Solutions to see if there is a loaner available. Always have a secondary manual communication system as a back-up. In most cases a device will turn around very quickly as we pre-pay repairs through an open PO.

Fiscal responsibility for the repair process:

- 1) Shipping Cost:
 - a. Technology Solutions does not reimburse for shipping. This is the school's responsibility. If you pay the shipping out of pocket your school should be able to reimburse you through imprest payment if you provide them with the receipt.

- 2) Repair Cost: Technology Solutions is responsible for the cost of the repair.

Note: The repair procedure is the same for programmatic equipment.
ALL Computer repairs are handled through the help desk, even if it is an IEP student mandated computer. The Help Desk # 718 935 5100.

USEFUL WEBSITES

To access the **DOE Home Page**:

<http://www.schools.nyc.gov>

District 75 Web Site

<http://schools.nycenet.edu/d75>

To register for Professional development workshops

<http://District75pd.org>

To access the **DOE Intranet** (only accessible on an administrative workstation):

<http://www.nycboe.net>

To **update school information** on the DOE web site:

<https://www.nycboe.net/AdminOrg/Divisions/diit/Schwebdataform.aspx>

To **block/unblock web sites** (Only available on the DOE Intranet):

<http://www.nycboe.net/adminorg/divisions/diit/sws/>

To access the **online FAMIS Catalog**:

<https://dfoforms.nycenet.edu/FamisPortal/login.aspx?Sessiontoken=uavxukipafsamd55pgmkk045>

To access the **Dell Managed Services Portal**:

<http://www.managedservices.nycenet.edu/>

To get some information about **spam filtering**:

<http://www.nycenet.edu/Administration/Offices/FinanceandAdministration/DIIT/Email/SpamTips/antispam.htm>

To access the **Online Standard Operating Procedures Manual (SOPM)**:

<http://www.nycenet.edu/dfo/dfo/sopindexbodynew.html>

To access the **DOE School and Zone Finder** (only accessible on an administrative workstation):

<http://maps.nycboe.net/>

To **report technical difficulties with NYCENET Web Pages**:

<http://www.nycenet.edu/Administration/Contact+Us/ContactUs.htm?type=tech>

To access ordering information **FAMIS Preview**

<https://dfoforms.nycenet.edu/PO/ItemPreview.aspx>

Apple NYCDOE Web Site

<http://www.nycdoemacs.com/>

District 75 Web Policies and Guidelines

http://schools.nycenet.edu/d75/forms/tech/policies_guidelines.pdf

Internet DOE Student Consent Form Internet Permissions

http://schools.nycenet.edu/d75/forms/tech/consent_parent.pdf

Internet DOE Staff Consent Form

http://schools.nycenet.edu/d75/forms/tech/consent_teacher_staff.pdf

Copyright Permissions

http://schools.nycenet.edu/d75/forms/tech/copyright_chart.pdf

E-IEP

Classic

http://schools.nycenet.edu/d75/iep/eiep/resources/mac/E_IEP40_OSX.sit

Native Version

http://schools.nycenet.edu/d75/iep/eiep/resources/mac/E_IEP40X.zip

ATEA

http://schools.nycenet.edu/d75/forms/tech/AT/0atea_complete.pdf

IAUP (1-page)

<http://schools.nycenet.edu/d75/forms/tech/iaup.jpg>

IAUP Full

<http://www.nycenet.edu/Administration/Offices/FinanceandAdministration/DIIT/Departments/WebServices/iaup/default.htm>

IndTech

<http://schools.nycenet.edu/d75/technology/assistive/indtech.htm>

Learning Times

<http://www.district75.net>

To upload school web pages onto D75 site **School Web Approval Form**

http://schools.nycenet.edu/d75/forms/tech/www_principal_approval.pdf

Integration Services

Custom Computer

E-mail: dleonardo@customonline.com

Contract # 9401126

Donna Leonardo

631-864-6699

Computer Logic Group

E-mail: bingordo@goclg.com

Contact # 9401188

Barbara Ingordo

888-466-5775

Data Industries

E-mail: praifaizen@dataind.com

Contract # CMS455C

Paul Raifaizen

212-471-1012

Update Outlook Profile

<https://directory.nycboe.net/Admin>