



Region IX Education Cooperative

TECHNOLOGY POLICY

Adopted August 2007

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Region IX Education Cooperative TECHNOLOGY PLAN

Mission

An educational service agency committed to children, families, schools and communities.

Vision

In five years, technology support affecting REC IX children, families, schools and communities will be based on a rigorous infrastructure that:

- Supports staff to be actively engaged in meaningful activities in a technology rich environment which enhances teaching, educational outcomes, communication and productivity;
- Supports advancement of a technology literate staff;
- Maintains an organized, accessible and flexible hardware and software infrastructure;
- Builds capacity of staff through technical assistance and professional development;
- Maintains adequate human and fiscal resources to support technology needs;
- Collaborates with state, regional and agency departments and member districts to support agency initiatives and outcomes;
- Enhances communication and increases efficiency of the agency and member districts.

Values

We will develop, implement, maintain and evaluate an appropriate technology plan.

We will provide technical assistance and professional development to agency and member districts.

We will collaborate with appropriate agencies to increase technological capacity and funding.

We will align technology programs and fiscal budget and to reflect the mission, vision, values and goals of the technology plan.

We will leverage the technology infrastructure to increase efficiency of communication across districts, with outside agencies and within the agency.

1. OVERVIEW

Region IX Education Cooperative (REC IX) provides a wide variety of computing and networking resources to all qualified staff. Access to computers, computing systems and networks owned by REC IX is a privilege which imposes certain responsibilities and obligations and which is granted subject to policies and procedures, and local, state and federal laws. All users of these resources must comply with specific policies and guidelines governing their use, and act responsibly while using shared computing and network resources including wireless.

2. PURPOSE

The purpose of this policy is to promote the efficient, ethical and lawful use of the Region IX Education Cooperative's computer and network resources.

3. SCOPE

This policy applies to all users of REC IX computing and network resources, whether initiated from a computer and/or network device located on or off campus

4. POLICY

Responsible Use

- REC IX's technology and network resources will be used for official agency business.
- REC IX owned or leased computer hardware, software, and software licenses are the property of REC IX. Data stored on agency property is the property of REC IX.
- Only REC IX employees will use REC IX owned or leased computer hardware, software or software licenses.
- Computing resources are finite and must be shared.
- Users may use REC IX's computer and network resources for incidental personal purposes, provided that such use does not (A) unreasonably interfere with the use of computing and network resources by other users, or with the REC IX's operation of computing and network resources; (B) interfere with the user's employment or other obligations to REC IX; or (C) violate this policy or other applicable policy or law.

- REC IX email, web and other electronic services may not be used for commercial and/or private gain.
- REC IX retains the right to set priorities on use of the system, and to limit recreational or personal uses when such uses could reasonably be expected to cause, directly or indirectly, strain on any computing facilities, or to interfere with research, instructional or administrative computing requirements, or to violate applicable policies or laws.
- No administrative computing system may be used for improper purposes, such as computer games.

Network

- The owner of a private computer connected to REC IX's network is responsible for the behavior of its users and for all network traffic to and from that computer. A private computer is defined as a non-REC IX owned computing device, including any type of PC (personal computer) or a PDA (personal digital assistant). Private computers must not be used to provide network access to individuals who do not have access through official REC IX systems or as a router to other networks or to non-REC IX affiliated systems. Private computers must not use the REC IX network for commercial gain or profit.
- Users may not alter the REC IX network infrastructure by installing any unauthorized networking equipment including (but not limited to) hubs, switches, routers, or wireless access points of any kind without the expressed permission of the Information Technology (I.T.) Department.
- It is a violation to install any devices or programs on REC IX networked or any other PC or computing device connected to the REC IX network that are designed to alter, reshape, affect, monitor, or intercept network traffic.
- Installations of devices or programs must be authorized by the I.T. Department.
- The REC IX School reserves the right to terminate or limit the network connectivity of any user whose online activities are deemed detrimental to the health of the network.

Right to Privacy

- Though users can expect the REC IX to respect their privacy, the privacy rights of individuals using REC IX owned equipment have some limits. In particular, REC IX reserves the right to monitor volume of traffic, investigate potential policy abuses, and take steps necessary to suppress viruses and other damaging programs.

- REC IX personnel will not access programs, files or data without permission from one of the following:
 - The creator/ custodian of the materials or
 - The Executive Director of Region IX Education Cooperative
- Computer files are a form of property and the contents of a file will be treated as physical property. Users are expected to respect the privacy and restrictions placed upon information stored or transmitted across computers and network systems, even when that data or information is not adequately secured.

Accounts

- Computer accounts are owned by REC IX and are to be used for REC IX-related activities only.
- Accounts remain in effect as long as the user maintains an official relationship with REC IX.
- Access managers will immediately delete the access of employees who have been terminated by REC IX or resign their position with REC IX..
- Providing false or misleading information for the purpose of obtaining access to computing facilities is prohibited and may be regarded as an offense to the disciplinary code and treated accordingly by REC IX.
- Employees are accountable for the activities on their workstation. Sharing of IDs is prohibited. Workstations must be logged off to a point that requires a new logon whenever employees leave their work area.

Ethics

- Users must not conceal or cover up violations by anyone.
- REC IX, in general, cannot and does not wish to be the arbiter of content maintained, distributed or displayed by users of the REC IX's computing and network resources. For example, REC IX, in general, cannot protect users from receiving e-mail they may find offensive.
- Accessing files or directories of other users is not permitted without consent of the other user.
- Using REC IX's computer or network resources for illegal activities, however, is strictly prohibited. Unlawful use of REC IX computer and network resources can expose the individual user and REC IX to damages claims, or potential criminal liability. Unlawful uses may include, but are not limited to: harassment and intimidation of individuals on the basis of race, sex, religion, ethnicity, sexual orientation or disability; obscenity; child pornography; threats; theft; attempting unauthorized access to data; attempting to breach security

measures on any electronic communications software or system; attempting to intercept electronic communication transmissions without proper authority; and violation of intellectual property or defamation laws.

- Do not use computer systems to send, post, or display slanderous or defamatory messages, text, graphics, or images.
- By using REC IX's computer and network services, each user accepts the responsibility to become informed about, and to comply with, all applicable laws and policies.

Integrity of Use

- Any person authorized to access information is not to knowingly include in any record or report a false, inaccurate, or misleading entry.
- The creation, alteration, or deletion of any electronic information contained in or posted to any REC IX computer or affiliated network will be considered forgery.
- Knowingly accepting or using information that has been obtained by illegal means is a violation of others' rights and is subject to disciplinary action.
- The use of REC IX computing facilities to effect or receive unauthorized electronic transfer of funds is prohibited.

Copyright

- Users must abide by all applicable copyright laws and licenses.
- Users are responsible to use available mechanisms and procedures to protect their own programs, programs in software libraries, and data.
- Users are also responsible for assisting in the protection of the systems they use.
- Employees are not allowed to copy programs, download copyrighted materials, take them home, distribute, or sell them to others.
- REC IX reserves the right to refuse to defend any faculty, student, or staff member named in a lawsuit arising out of alleged copyright infringement activity, and to refuse to pay any damages awarded by a court of law against such person.

Protection of Confidential Information

- Once an individual is granted access to data, he or she is responsible as a custodian of that data. Data custodians are held accountable for maintaining the security and confidentiality of those records to which they are granted access.

- Any person-authorized access to information of any type is not to remove any official record, report or copy from the office where it is kept except in performance of job responsibilities.
- Additionally, all staff must comply with the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) guidelines regarding the release of student information.

Security and Proprietary Information

- Employees should take all necessary steps to prevent unauthorized access to this information.
- Monitors should be positioned to prevent unauthorized reading of sensitive information.
- Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts.
- System level passwords should be changed quarterly, user level passwords should be changed every six months.
- Any user who finds a possible security lapse on a REC IX system is obliged to immediately report it to the system administrator.
- Loopholes in system security or knowledge of a special password are not to be used to damage systems or obtain unauthorized services.
- All PCs, laptops and workstations should be secured with a screen locking mechanism or logging off of computer.
- All electronic storage media (i.e., jump drives/flash drives, floppy discs, CD/DVDs, etc) containing REC IX data and information must be stored in a secure manner as would any other confidential information.
- All hosts used by the employee that are connected to the REC IX Internet/Intranet/Extranet, whether owned by the employee or REC IX, shall be continually executing approved virus-scanning software with a current virus database. Unless overridden by departmental or group policy.
- Because information contained on portable computers is especially vulnerable, special care should be exercised.
- Department heads are responsible for implementing procedures to maintain access security and for educating their employees regarding these procedures.

Encryption Use

- REC IX will support proxy and encryption networking for outbound employees (not on-site).

- Security encryption shall be used at all times for REC IX business functions.

E-mail and Worldwide Web Applications

- REC IX maintains electronic mail, web, and other systems to facilitate agency business. Although e-mail correspondence can take on a more informal tone, all messages composed, sent, or received on the electronic mail system should be considered official agency correspondence and could be subpoenaed by a court of law.
- Employees who utilize an alternative email provider, other than the official REC IX email (recixnm.org), for REC IX business will consider the alternative email provider communications as official agency correspondence that could be subpoenaed by a court of law.
- REC IX expects e-mail messages to be treated as confidential by other employees and accessed only by the intended recipient. Employees should not attempt to gain access to another employee's messages without permission.
- Communications via e-mail are subject to all REC IX standards and policies that govern other forms of communication.
- Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.
- The following will be considered violation of acceptable email/communication usage:
- Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
- Any form of harassment via email, telephone, paging, or instant messaging whether through language, frequency, or size of messages.
- Unauthorized use, or forging, of email header information.
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- Creating or forwarding "chain letters" or "pyramid" schemes of any type, using unauthorized peer-to-peer file sharing.

Retention and Disposition of Documents

- Information recorded on paper or electronically that is created or received by REC IX in the conduct of official business must be maintained in compliance with applicable rules of the New Mexico State Records Center and Archives (SRCA).

- Information that meets the SRCA definition of a public record must be retained for the minimum time prescribed by SRCA rules and may be accessible to members of the public under the Inspection of Public Records Act.
- Electronically stored information includes e-mails, instant messages, word processing files, spreadsheets, databases, digital photographs, audio files, graphics files, and any other information that is encoded electronically and is retrievable only with the help of a computer or other technological aid.
- Information recorded on paper or electronically by REC IX staff should be limited to the official topic at hand, should be presented in language appropriate to the topic, and should avoid irrelevant personal commentary.
- The Information Technology Department will periodically back up e-mails and other information stored on network drives. Non-IT staff members may not delete e-mails or other electronically stored information that relates to REC IX business from network or local drives unless authorized to do so by IT staff.
- All REC IX staff will be responsible for storing REC IX-related files/data from the local desktop to either network storage (strongly advised) and/or removable backup storage (daily in rotation for new or changed files).
- Employees are strongly encouraged NOT to store important REC IX files on the computer itself (the "C:" drive, or internal hard drive) without daily backups of new or changed files.
- Personal files, such as music (mp3), video, and high-resolution pictures, may NOT be stored in a shared network folder/server.
- Personal files may be stored on the computer (the "C:" drive, or internal hard drive). The IT Department is NOT responsible for the preservation or content of these files, and may remove any applications or files that interfere with the proper operation of REC IX computers or violate the REC IX Technology Use Policy.
- Floppy disks, other electronic storage media and paper copies should be stored in secure places. When it is necessary for authorized staff members to discard information, data should be removed from disks and paper copies should be shredded.
- A records disposal schedule will be developed and implemented annually by REC IX. The disposal schedule will adhere to the following SRCA rules:
 - Education Records Retention and Disposition Schedules, 1.20.2 NMAC;

- Records Retention and Disposition Schedule for General Administrative Records, 1.15.3 NMAC;
 - Records Retention and Disposition Schedule for General Financial Records, 1.15.5 NMAC;
 - Records Retention and Disposition Schedule for General Personnel Records, 1.15.7 NMAC;
 - Records Retention and Disposition Schedule for General Medical Records, 1.15.8 NMAC.
- In accordance with SRCA rules, retention periods shall be extended until six months after all current, pending or threatened litigation, claims, audit issues, court orders or Inspection of Public Records Act requests involving a record have been resolved or concluded.
 - When destruction of a record is required, all versions of the record will be electronically over-written on machine readable media on which it is stored or the media will be destroyed.
 - Intellectual property (i.e., forms, resources, materials) are the property of REC IX and will be retained by the agency upon termination of employment.

Disaster Recovery Relocation & Back-up

- Technology staff will develop and maintain a current and accurate backup and disaster recovery manual detailing procedures for accessing and/or restoring data after disaster situations in order to restore base level business operations.
- Technology staff will certify removal of fixed assets hardware from computers identified for disposal and provide notification to the State Auditor.

Maintenance

- REC IX technology support will maintain agency hardware and networking based on determined severity and necessity as well as financial ability per agency budget.
- REC IX technology support will maintain appropriate software licensing based on current and planned use as well as financial ability per agency budget.

Inventory

- REC IX will maintain a detailed and current list of hardware and software to support REC IX-related business.

- Technology-related purchases should be coordinated through the I.T. Department and maintained on the web-based inventory.
- Hardware/Software selection and evaluation will utilize REC IX framework guidelines.
- Technology replacement will adhere to the approved replacement schedule. Emergency replacements will be approved by the I.T. Department and REC IX Executive Director.
- Donated technology will be accepted based adherence with REC IX software selection and hardware framework guidelines.

Technology Professional Development

- REC IX staff is required to receive training in appropriate and basic technology skills. Documentation of required training will be placed in individual staff personnel files.

Program Development

- I.T. Department staff will collaborate with state, regional and agency departments and member districts to support agency initiatives and outcomes.

Staffing

- REC IX will maintain sufficient technology staff, consistent with budget, to support technology-based requirements of the agency.

Discipline

- Violations of this policy will be governed under the disciplinary procedures as stated in the REC IX Policies & Procedures manual. Generally, denial of service will be justified by well-documented violations of policy and warnings.
- Any user of computing and networking resources is subject to disciplinary action up to and even including termination of employment for serious violations of this policy. Examples of serious violations include, but are not limited to, violations of the law (child pornography, FERPA), software piracy, and unauthorized access to and/or modification of data (data records, financial, payroll). *FERPA information may be found at <http://www.ed.gov/ferpa>.*

RELEVANT FEDERAL LAWS

- Communications Decency (47 USCS § 223)
- Computer Software Rental Amendment (17 USCS § 109)
- Copyright Act (17 USCS)
- Electronic Communications Privacy:
- Destruction or Removal of Property to Prevent Seizure (18 USCS § 2232)
- Disclosure of Contents (18 USCS § 2702)
- General Prohibition on Pen Register and Trap and Trace Device Use; Exception (18 USCS § 3121)
- Interception and Disclosure of Wire, Oral or Electronic Communications Prohibited (18 USCS § 2511)
- Unlawful Access to Stored Communications (18 USCS § 2701)
- Family Educational and Privacy Rights—FERPA (20 USCS § 1232g)
- Fraud and Related Activity in Connection with Computers (18 USCS § 1030)
- Search or Seizure of Work Product Materials (42 USCS § 2000aa)

APPENDIX A

Policy for Purchasing New and Replacement Computers

Replacement Computers

Replacement Philosophy

Computers have an effective life in specific installations. The average life cycle of computers are listed in the Guidelines for Replacement section below. In general, units should be replaced in specific locations when the hardware becomes a barrier to the user. This occurs primarily when the standard software suite, or the software required for instruction or job performance not run effectively on the existing hardware.

Guidelines for Replacement

In an effort to balance the need to upgrade with the negative effects of replacement, computer purchasing must be orderly and planned in advance. Guidelines outlined here cover all devices whether student, faculty, staff or administrative, and includes all PC's at Region 9.

- 1) The life cycle for computers and servers is 3 years. This policy will be evaluated annually to determine whether the time frame meets productivity needs in the work environment and budgetary considerations.
 - a.) The minimum timeframe for computer use in an initial location is three years. Shorter initial uses may be accommodated in unique situations, but require the approval of the technology department and REC IX director.
 - b.) Computers that are replaced after 3 years will be recycled into locations to strive for an effective five years of use.
 - i) Recycled computers should remain in their second location for a least one year.
 - ii) The distribution of recycled equipment is to be identified in the replacement schedule and managed by the technology department.
- 2) For budgeting purposes, computer replacement should be included as an annual, specifically identified line item in the budget. Funding for this account should be based upon the replacement schedule. Reliance on "One Shot" initiatives to catch up should be avoided.
 - a) A replacement schedule will be maintained as part of the REC's computer inventory. The inventory/schedule will be maintained by the REC technology department.
 - b) For planning purposes, a computer's projected replacement date should be established when initially acquired. Information on the time frame a computer

should be installed in a specific location is to be established by REC technology department.

- c) Replacement ordering will occur within the REC's established computer ordering cycles.
- 3) Computers purchased should be deployed so they equip entire departments, labs or offices during one purchase cycle. Users within definable networks, classes, offices and areas should all be working with hardware and software of the same vintage, except as follows:
- a) Some office computers will not have the same software requirements as the rest of the office's equipment. A PC may be a single function device used where compatibility or efficiency of use is not a major factor. Here, a recycled PC or a PC replaced less often may be more appropriate as long as the presence of this computer on the network does not inhibit network security or functionality. The computer inventory/replacement schedule will document where these ancillary computers are used.
 - b) Computers should be purchased with enough technical capacity to support the user through the entire life cycle. The recommended technology standards document will establish a standard PC that will be order each cycle. The selection should seek to balance an increased life cycle resulting from purchasing increased capabilities against the initial cost. The standard PC configuration should not be modified external to the review/approval of the REC technology department and director.
- 4) Within its life cycle, computers should require only one major software upgrade (operating system or office suite) and should not require a hardware upgrade. If the user's requirements change, necessitating a change in hardware configuration, only one upgrade (RAM, hard disk, processor, etc.) should be scheduled during the equipment's initial installation. This upgrade should not occur in the computers last year at its initial location, unless the upgrade contributes significantly to the utilization of the equipment in its second location.
- a) Computers not slated for replacement that require additional capacity should be identified by department supervisors and communicated to the technology department. An assessment of upgrade vs. replacement will be done at that time.
- 5) Recycling Computers

Computers are the property of the REC and are provided as tools to support the mission. When a computer is replaced, it becomes available for reassignment to other uses within the REC or disposal under state code. Recycling plans are identified in the REC's replacement schedule and will be managed by the technology department.

- a) Please be aware, distribution decisions are made on a REC-wide basis in advance of replacement. Upon the installation of a replacement computer, the recycled PC is normally returned to the REC main office location awaiting redistribution or disposal after all new replacement computers are installed.
 - b) Requests for recycled computers should be made to the technology department.
 - c) If an additional PC is needed within a department, the technology department will first look for a unit from stock, of the same vintage as the rest of the department's equipment. The goal is to keep the entire department/facility on its initial replacement schedule and all users on the same software/hardware versions.
- 6) Where labs exist, lab replacement should be handled on a staggered schedule as such that there is at least one new facility available at any one time.

Purchasing New Computers

- 1) New computers are also to be purchased on a REC-wide basis using the existing purchasing cycle.
 - a) Upon purchase, new computers will be added to the inventory and to the replacement schedule.
 - i) Grant purchases are to be included in the purchasing cycle and added to the inventory and replacement schedule as appropriate given the requirements of the grant. In general, this includes equipment that becomes REC property or that the REC is expected to assume replacement responsibility for.
- 2) REC cyclical purchasing should include the purchase of a small stock of extra computers. These would be available to fulfill off-cycle requests for needs such as providing equipment for new hires. The stock would be kept current by distributing any unused product from the previous cycle, to individuals requesting machines on the upcoming cycle, and replenishing the stock of spares with the new order.
 - a) It is expected that all individuals in new positions will need access to computing technology. When evaluating the PC needs of an individual in a new position, if possible, equipment of similar vintage should be obtained. If new equipment is appropriate, its acquisition should be included in the purchase cycle prior to the individual's arrival.
 - b) Individuals hired on existing lines are expected to use equipment currently in place.

APPENDIX B

Technology Minimum Adequacy Standards

Network Connectivity	Deficient	Minimum	Recommended
Internet Access (Commercial)	None/Dial-Up	Broadband less than 1.5Mbps	Broadband of 1.5Mbps
Internet Access (ITV)	None	1.0Mb	1.0Mb Per 2 Units
Connectivity			
Number of CAT 5E drops (Classroom)	Less than 4	4 Drops	9 Drops or More
Number of CAT 5E drops (Office)	Less than 2	2 Drops	4 Drops or More
Number of CAT 5e drop (Workroom)	1 or Less	2 Drops	4 Drops or More
Wireless Access (Classroom)	None	Shared building Access	1 per 2 Classrooms
Wireless Access (Office)	None	Shared building Access	Shared building Access
Wireless Access (Workroom)	None	Shared building Access	1 per Workroom
Distribution Facility (Main)			
Routers, Switches	10Mb	100Mb/1Gb same mfr	100Mb/1Gb same mfr managed
Servers (See Min. Specifications)	gt. than 5yrs old	3-5 yrs old	Less than 3yrs old
Distribution Facility (IDF)			
Switches, Hubs	10/100Mb Hubs or 10Mb Switches	10/100Mb same mfr	100Mb/1Gb same mfr managed
Connectivity to MDF	Less than 100Mb Fiber	100Mb Fiber	1Gb
Cable run distance	Over 200 feet	Less than 200 feet	Less than 200 feet
Security			
Firewall	None	Any Brand	3Com® OfficeConnect® VPN Firewall / SonicWall Pro 3060
Content Filtering	None	Any Brand That Meets CIPA	Surf Control/ SonicWall Filter
Intruder detection service	None	None	
Virus protection (Server)	None	Any Brand	Symantec AV
Virus protection (Desktop)	None	Any Brand	Server Managed AV
Computers			
Workstations	gt. than 5yrs old	3-5 yrs old	Less than 3yrs old
Operating Systems	Win 95/98 or OS 8	Win 2000 or OS X	Win XP/Vista/OS X
Memory	Less than 256Mb	256Mb-512Mb	1Gb or gt
Network Card	10Mb	10/100Mb	100/1000Mb
Wireless Network (Laptop)	None	802.11b	802.11bg/n

Peripherals			
Video Conferencing	None	1 per presentation area	1 per presentation area
Projectors	None	1 per presentation area Less than 2000 lumens SVGA	1 per presentation area Gt than 2000 lumens XGA
Printers	1 B&W NW printer per building	1 B&W and 1 Color NW printer per building	1 B&W and 1 Color NW printer per 10 users
Scanners	1 per building	1 per department	1 per department
Network Copiers	None	1 per building	1 per building
Interactive whiteboards	None	1 per presentation area	1 per presentation area
Software			
Productivity Software	None MS Works/Word Perfect Lotus 123	MS Office compatible	Microsoft Office 2003 or gt
Supported Student Information Software		PowerSchool Pro or Premier	PowerSchool Premier
Network OS	Older Network OS (Windows NT)	Windows Server 2000, Novell, Linux/ XServe	Windows Server 2003 X Serve
Staff Literacy			
Technical Staff expertise	None	ICDL/ IC3 certification	A+
Staff	None	IC3	ICDL/IC3
Staffing levels			
Network Staff	1 per 5000 computers	1 per 3500 computers	1 per 2000 computers
Technical maintenance staff	1 per 1000 computers	1 per 500 computers	1 per 300 computers
Telephone/Communications	PBX no voice mail	PBX with voice mail	Network IP system with voice mail, PA, auto attendant

Recommended Minimum Configurations

Equipment	Brand/Configuration
Desktop Workstations	<p>Recommended: Dell OptiPlex /Macintosh Imac</p> <div style="border: 1px solid black; padding: 5px;"> <p>Hardware Configuration: (Minimum) Intel® Core™ 2 Duo Processor E6400 (2.13GHz, 2M, 1066MHz FSB) 1.0GB DDR2 Non-ECC SDRAM, 667MHz 80GB SATA 3.0Gb/s and 8MB DataBurst Cache™ DVD+/-RW 10/100/1000 Lan Card Integrated Video Graphics Media Accelerator 17 inch Flat Panel USB Keyboard & Optical Mouse</p> </div>

	<p>Software Configuration: (Minimum) Windows® XP Professional, SP2 or Windows Vista™ business Mac OS X</p>		
Laptop/Notebook	<p>Recommended: Dell Latitude/Macintosh Macbook</p> <table border="1"> <tr> <td> <p>Hardware Configuration: (Minimum) Intel® Core™ 2 Duo T5600 (1.83GHz) 2M L2 Cache, 667Mhz Dual Core 14.1 inch Wide Screen WXGA LCD Panel 1.0GB, DDR2-667 SDRAM 80GB Hard Drive, 9.5MM, 7200RPM DVD+/-RW 802.11a/g Dual-Band Mini Card Integrated 10/100/1000 Lan Card Integrated Video Graphics Media Accelerator</p> </td> </tr> <tr> <td> <p>Software Configuration: (Minimum) Windows® XP Professional, SP2 or Windows Vista™ business Mac OS X</p> </td> </tr> </table>	<p>Hardware Configuration: (Minimum) Intel® Core™ 2 Duo T5600 (1.83GHz) 2M L2 Cache, 667Mhz Dual Core 14.1 inch Wide Screen WXGA LCD Panel 1.0GB, DDR2-667 SDRAM 80GB Hard Drive, 9.5MM, 7200RPM DVD+/-RW 802.11a/g Dual-Band Mini Card Integrated 10/100/1000 Lan Card Integrated Video Graphics Media Accelerator</p>	<p>Software Configuration: (Minimum) Windows® XP Professional, SP2 or Windows Vista™ business Mac OS X</p>
<p>Hardware Configuration: (Minimum) Intel® Core™ 2 Duo T5600 (1.83GHz) 2M L2 Cache, 667Mhz Dual Core 14.1 inch Wide Screen WXGA LCD Panel 1.0GB, DDR2-667 SDRAM 80GB Hard Drive, 9.5MM, 7200RPM DVD+/-RW 802.11a/g Dual-Band Mini Card Integrated 10/100/1000 Lan Card Integrated Video Graphics Media Accelerator</p>			
<p>Software Configuration: (Minimum) Windows® XP Professional, SP2 or Windows Vista™ business Mac OS X</p>			
Servers	<p>Recommended: Dell PowerEdge / X Serve</p> <p>Configuration: (Minimum) 2 x 2.66GHz/800Mhz/2x1mb Cache, Dual-Core Intel® Xeon 7020 Processor 4GB DDR2 400MHZ(4X1GB), Single Ranked DIMMs (2Gb per Dual-Core or 4Gb per Quad-Core) Windows Server® 2003 R2, Standard Edition or Windows Server® 2003 R2, Enterprise Edition (When Required) PERC5/i SAS RAID Controller, PCI Express or Embedded RAID - PERC4 Embedded Minimum 3 x 73GB, 3Gbps, SAS, 3.5 inch, 10K RPM Hard Drive or 3 x 73GB 10K RPM Ultra 320 SCSI Hard Drive Dual Onboard NICs Dual 200 - 240 Volt Power Supply Versa Rails for Third Party Rack 3 year warranty</p>		
NAS box (network attached storage device)	<p>X Serve Raid / HP NAS (4) 250gb hds</p>		
Printers	<p>Recommended: HP</p> <p>Configuration: (Minimum)</p> <p>B & W Speed - 45 ppm Duplex Unit Duty Cycle – 200000 Connectivity – Hi-Speed USB 2.0 port IEEE 1284-B compliant parallel port Ethernet embedded print server 600 x 600 dpi Paper Handling – 500-sheet input tray 100-sheet multipurpose tray Optional input trays available</p>		

	<p>Color Speed – 22ppm Duplex Unit Duty Cycle – 50000 Connectivity – Hi-Speed USB 2.0 port IEEE 1284-B compliant parallel port Ethernet embedded print server 600 x 600 dpi Paper Handling – 500-sheet input tray 100-sheet multipurpose tray Optional input trays available</p>
Document Cameras	<p>Recommended: Elmo Configuration: (Situational)</p>
Firewall	<p>Recommended: SonicWall / 3Comm office Connect Configuration: (Situational) Ports – LAN, WAN, DMZ Content Filter Option</p>
Projectors	<p>Recommended: Infocus, Epson, NEC, Viewsonic Configuration: (Minimum) 2000 min ANSI lumens Data Compatibility – 640 x 480 600 x 800 1024 x 768 Video Compatibility – NTSC, PAL, SECAM 480i, 576i, 480p, 576p, 720p, 1080i Native Resolution – XGA Projector Placement – Ceiling, Front, Rear Lamp Life – 3000 hours</p>
Routers	<p>Recommended: Cisco Configuration: (Situational)</p>
Switches	<p>Recommended: 3Com Configuration: auto-negotiating 10BASE-T/100BASE-TX ports included or optional Gigabit ports optional ports for Gigabit fiber stackable management tools option for PoE where needed</p>
Video Conferencing Units	<p>Recommended: Tandberg, Polycom Configuration: (Situational) Multipoint Capable</p>
Wireless	<p>Small: Cisco Access Points (ex. Aironet 1100 or 1200 series) Medium: Cisco Mobility Express (Up to 12 AP) Large: Cisco Unified Wireless Network</p>
Whiteboards (Interactive)	<p>Recommended: Polyvision Configuration: (Situational)</p>

APPENDIX C

Goals, Objectives, and Strategies

GOAL 1: Increase technology proficiency and basic literacy for all employees at Region IX Education Cooperative.					
OBJECTIVE 1.1: Increase all aspects of technology into departments, increasing use and proficiency of existing equipment and resources.					
<i>REC IX Strategic Plan:</i> SPED Goal 1, Obj. 1; Goal 2, Obj. 4, Goal 3, Obj. 1; Obj. 2, Obj. 3; Goal 4, Obj. 2; Goal 5; Obj 1; SBHC Goal 2, Obj. 1, Obj. 2, Obj. 3; LCHS Goal 3, Obj 1, Obj. 2; Emergency Management Goal 2, Obj 1, Obj 2, Obj 3, Obj 4; Career Education Goal 1, Obj 1, Goal 4, Obj 2; Technology Goal 2, Obj 1, Professional Development Goal 1, Obj 1, Obj 2 and Developmental Services Goal 1, Obj 1.					
E-Rate Correlates: REC IX is not eligible for E-Rate NCLB Correlates: ESEA Title II-A; Title II (A-5-2151(B); Title II (D -1 & 2); Title IV-A					
<i>Strategies</i>	<i>State/Status:</i>	<i>Timeline:</i>	<i>Person(s) Responsible:</i>	<i>Evidence:</i>	
1.1.1: Train existing REC IX employees with Self-paced instruction leading to IC3 certification. Allow 2 days of work time to achieve 80% score. Comments: REC IX Technology Plan Correlates - 1.1.2, 1.1.4, 1.2.1, and 2.1.1	State: Original Status: Planned	20 employees trained per month certifying all staff by 12/07	Employees facilitated by Informational Technology Staff and individual supervisor	Existing REC IX employees master IC3 Certification. Certification of IC3 or REC IX Certificate completed and in individual personnel file.	
1.1.2: Supplemental training for all REC IX staff who can not master self-paced instruction for IC3 Certification. Comments: REC IX Technology Plan – 1.1.1, 1.1.4, 1.2.1, and 2.1.1	State: Original Status: Planned	Remedial training for all staff by 5/08. Conduct remediation on one Friday per month	IT Department	All employees complete IC3 program. Certification of Proficiency in each member’s personnel file.	
1.1.3: Provide staff access to a training track for job/department relating continuous improvement Comments: REC IX Technology Plan Correlates – 1.2.1,1.2.2,1.3.3, 2.1.2, 2.1.3 and 5.3.5	State: Original Status: Planned	Ongoing	Individuals and supervisor	Participant sign up listed in online registration system, participant sign-in sheets and completion of course work	
1.1.4: New REC IX employees given IC3 during 1 st week of employment Comments: REC IX Technology Plan Correlates – 1.1.1, 1.1.2, 1.2.1 and 2.1.1	State: Original Status: Planned	Ongoing.	Supervisor and IT Department	New employees complete training. Certification on file in individual’s personnel file.	

OBJECTIVE 1.2: Provide staff technology training resources on-line, anywhere, and staff access.

REC IX Strategic Plan: SPED Goal 3, Obj. 2, Obj. 3; Goal 4, Obj. 2; Goal 5; Obj 1; Career Education Goal 1, Obj 1, Goal 4, Obj 2; Professional Development Goal 1, Obj 1, Obj 2; Technology Goal 2, Obj 1, Obj 2; and Developmental Services Goal 1, Obj 1.

E-Rate Correlates: REC IX not eligible for E-Rate

NCLB Correlates: ESEA Title II-A; Title II (A-5-2151(B)); Title II (D -1 & 2); Title IV-A

	<i>Strategies</i>	<i>State/Status:</i>	<i>Timeline:</i>	<i>Person(s) Responsible:</i>	<i>Evidence:</i>
1.2.1:	Continue to add staff development resources to online management system. Comments: Atomic Learning, IC3, staff development and other online delivery systems. REC IX Technology Plan Correlates-1.1.1, 1.1.2, 1.1.4, 1.2.2, 2.1.1, 2.1.2 and 5.3.5	State: Original Status: Planned	Video streaming hardware purchased and implemented. Dependent on approval of USDA RUS Grant. Anticipated completion Spring 2008.	IT Staff DLCNM Staff	Curriculum Management system is populated with resources. REC IX obtain certification in areas other than IC3. Certification in individual's personnel files.
1.2.2:	Create a portal site where students, staff, and parents can access curriculum, online resources, testing to increase proficiency. Comments: REC IX Technology Plan Correlates - 1.1.3, 1.3.3, 2.1.2 and 5.3.5.	State: Original Status: Planned	Video streaming hardware purchasing and implementation	IT Staff Tim Lewis	Portal created, accessible and used by all REC IX staff.

OBJECTIVE 1.3: Provide distance learning opportunities for REC IX staff and member school districts.

Budget Amount \$xxxxxxx

REC IX Strategic Plan: Career Education Goal 4, Obj 3 and Professional Development Goal 1, Obj 2.

E-Rate Correlates: EC IX not eligible for E-Rate

NCLB Correlates: ESEA Title II-A; Title II (A-5-2151(B)); Title II (D -1 & 2); Title IV-A

	<i>Strategies</i>	<i>State/Status:</i>	<i>Timeline:</i>	<i>Person(s) Responsible:</i>	<i>Evidence:</i>
1.3.1:	Determine which courses will be taught utilizing distance learning technology. Comments: REC IX Technology Plan correlates – 1.4.3	State: Original Status: Planned	Upon availability of video streaming hardware	DLCNM Staff	Thru link of DLCNM Website calendar
1.3.2:	Select and train online instructors for creation of distance learning courses. Comments: REC IX Technology Plan Correlates – 6.2.1	State: Original Status: Planned	August 2007	DLCNM and IT Staff	Courses accessible online and via videoconferencing.

1.3.3:	Increase staff use of distance learning opportunities Comments: REC IX Technology Plan Correlates – 1.1.3, 1.2.1, 1.2.2, 2.1.2, and 2.1.3	State: Original Status: Planned	Aug 2007 to May 2008	DLCNM and IT Staff	Evidenced by scheduled use of DL equipment
1.3.4	Implement a Management System to schedule Distance Learning Events Comments: REC IX Technology Plan Correlates – 5.1.4, 5.3.2 and 5.3.3	State: Original Status: Planned	Aug 2007 to May 2008	DLCNM Staff	System Management Calendar functioning and being used. Evidenced by scheduled use of DL equipment

OBJECTIVE 1.4: REC IX will provide telecommunication tools for staff.

REC IX Strategic Plan: LCHS Goal 3, Obj 1; Emergency Management Goal 3, Obj 1

E-Rate Correlates: REC IX not eligible for E-Rate

NCLB Correlates: ESEA Title II-A; Title II (A-5-2151(B); Title II (D -1 & 2); Title IV-A

	<i>Strategies</i>	<i>State/Status:</i>	<i>Timeline:</i>	<i>Person(s) Responsible:</i>	<i>Evidence:</i>
1.4.1:	Upgrade and maintain e-mail service for REC IX staff and secondary students. Comments: REC IX Technology Plan Correlates: - None	State: Original Status: Planned	June 2007	IT Staff	Log-files of First Class server increased, Use of email by staff.
1.4.2:	Upgrade and maintain the unified messaging (voicemail) for REC IX staff. Comments: REC IX Technology Plan Correlates: - None	State: Original Status: Planned	June 2007	Fred Romero	Log-files of First Class Server. Voice mail service improved.
1.4.3:	Provide curriculum materials using a video-streaming service to staff and member districts. Comments: REC IX Technology Plan Correlates: - 1.3.1	State: Original Status: Planned	June 2007	IT Staff	Usage files of Video Streaming.

GOAL 2: Provide professional development on integrating technology into teaching and learning instructional management, administration and acceptable use.

OBJECTIVE 2.1: Develop and implement a technology staff development plan to improve basic staff technology literacy.

REC IX Strategic Plan: SPED Goal 1, Obj. 1; Goal 2, Obj. 4, Goal 3, Obj. 1; Obj. 2, Obj. 3; Goal 4, Obj. 2; Goal 5; Obj 1; SBHC Goal 2, Obj, 1, Obj, 2, Obj. 3; LCHS Goal 3, Obj 1, Obj. 2; Emergency Management Goal 2, Obj 1, Obj 2, Career Education Goal 4, Obj 2, Technology Goal 2, Obj 1, Obj 2, Professional Development Goal 1, Obj 1, Obj 2; Developmental Services Goal 1, Obj 1.

E-Rate Correlates: REC IX not eligible for E-Rate

NCLB Correlates: ESEA Title II-A; Title II (A-5-2151(B); Title II (D -1 & 2); Title IV-A

<i>Strategies</i>	<i>State/Status:</i>	<i>Timeline:</i>	<i>Person(s) Responsible:</i>	<i>Evidence:</i>
<p>2.1.1: Certificate of completion of IC3 in employees file.</p> <p>Comments: Utilize a staff development day in the fall. REC IX Technology Plan Correlates – 1.1.1, 1.1.2, 1.1.4 and 1.2.1</p>	<p>State: Original</p> <p>Status: Planned</p>	<p>Implementation to begin in 7/2008 and ongoing</p>	<p>Leadership and IT Staff</p>	<p>Certificate in employee's file.</p>
<p>2.1.2: Provide staff development to help instructional staff move to Proficient (application/analysis) level of technology proficiency.</p> <p>Comments: Training tied to specific applications and/or web based tools. REC IX Technology Plan Correlates – 1.1.3, 1.2.1, 1.2.2 and 5.3.5.</p>	<p>State: Original</p> <p>Status: Planned</p>	<p>Ongoing</p>		<p>Course schedules for development, sign in sheets. Additional certificates in employee's files</p>
<p>2.1.3: Expand offerings of Technology Courses for staff at REC IX to target department responsibilities, Microsoft Office training for administration and secretarial staff, Tech support training for IT Department, use of peripherals for all staff.</p> <p>Comments: REC IX Technology Correlates – 1.1.3 and 1.3.3</p>	<p>State: Original</p> <p>Status: Planned</p>	<p>Implementation to begin 07/08 and ongoing</p>		<p>Courses scheduled for development, sign in sheets. Additional certificates in employees files</p>
<p>2.1.4: Provide staff development to staff that don't achieve proficiency on acceptable computer use, Internet etiquette and REC IX technology policy information.</p> <p>Comments: REC IX Technology Correlates – 4.3.2</p>	<p>State: Original</p> <p>Status: Planned</p>	<p>Implementation to begin 07/08 and ongoing</p>		<p>Sign in sheets and additional certificates in employee files.</p>

GOAL 3: Provide technical support for the technology infrastructure.

OBJECTIVE 3.1: Provide software that will assist in the support of client machines and servers.

REC IX Strategic Plan: SPED Goal 1, Obj. 1; Goal 2, Obj. 4, Goal 3, Obj. 1; Obj. 2, Obj. 3; Goal 4, Obj. 2; Goal 5; Obj 1; SBHC Goal 2, Obj, 1, Obj, 2, Obj. 3; LCHS Goal 3, Obj 1, Obj. 2; and Technology Goal 1, Obj 1 and Obj 2.

E-Rate Correlates: REC IX not eligible for E-Rate
 NCLB Correlates: ESEA Title II-A; Title II (A-5-2151(B); Title II (D -1 & 2); Title IV-A

	<i>Strategies</i>	<i>State/Status:</i>	<i>Timeline:</i>	<i>Person(s) Responsible:</i>	<i>Evidence:</i>
3.1.1:	Provide and sustain technical support to the infrastructure Comments: REC IX Technology Plan Correlates – 3.3.2 and 5.2.1.	State: Original Status: Planned	On going	Tim Lewis and Bryan Dooley	Software installed and utilized
3.1.2	Provide remote management software so that technical staff can efficiently deploy and repair software. Comments: REC IX Technology Plan Correlates - None	State: Original Status: Planned	On going	Tim Lewis and Bryan Dooley	Software installed and utilized
3.1.3:	Provide antivirus and anti-spam strategies and software. Comments: REC IX Technology Plan Correlates - None	State: Original Status: Planned	Ongoing	Tim Lewis and Bryan Dooley	Decrease in the number of call-tickets related to virus and spam problems

OBJECTIVE 3.2: Provide network monitoring and content filtering.

REC IX Strategic Plan: Technology Goal 1, Obj 1 and Obj 2.

E-Rate Correlates: REC IX not eligible for E-Rate
 NCLB Correlates: ESEA Title II-A; Title II (A-5-2151(B); Title II (D -1 & 2); Title IV-A

	<i>Strategies</i>	<i>State/Status:</i>	<i>Timeline:</i>	<i>Person(s) Responsible:</i>	<i>Evidence:</i>
3.2.1:	Provide content filtering so that access to inappropriate websites will be minimized. Comments: REC IX Technology Plan – 3.2.2 and 3.2.3.	State: Original Status: Planned	Ongoing	Tim Lewis and Bryan Dooley	Network logs indicate a decrease in inappropriate access.

3.2.2:	Provide monitoring tools for technical staff to monitor the traffic on the network. Comments: REC IX Technology Plan Correlates – 3.2.1	State: Original Status: Planned	July 2007	NM CHECs Net Staff	NM CHECs Net
3.2.3	Provide training on and enforce ethical use of technology and hardware on the REC IX system. Comments: REC IX Technology Plan Correlates – 3.2.1 and 3.2.2	State: Original Status: Planned	July 2007	IT Staff	Responsible use of REC IX technology system.
OBJECTIVE 3.3: Provide a staff that will support implementation of the technology plan					
<i>REC IX Strategic Plan: Emergency Management Goal 1, Obj 4; Career Education Goal 4, Obj 2; Technology Goal 1, Obj 2, Goal 2, Obj 1, Obj 2; Administration Goal 1, Obj 4; and Developmental Services Goal 2, Obj 1.</i>					
E-Rate Correlates: REC IX not eligible for E-Rate NCLB Correlates: ESEA Title II-A; Title II (A-5-2151(B); Title II (D -1 & 2); Title IV-A					
<i>Strategies</i>		<i>State/Status:</i>	<i>Timeline:</i>	<i>Person(s) Responsible:</i>	<i>Evidence:</i>
3.3.1:	The Region will provide technical support staff for outlying REC IXs, support state reporting and technology acquisitions and implementation. Comments: REC IX Technology Plan Correlates - None	State: Original Status: Planned	Ongoing	IT Staff	Technology logs. Use of TA Forms. Use of network. • STARS • Network Support • Server Maintenance • Staff Development • Student Information System Maintenance (SIS) • Purchasing Support • Distance Learning Support • E-Rate Support • Website Management
3.3.2:	Provide network staff to maintain the network. Comments: REC IX Technology Correlates – 3.1.1 and 5.2.1.	State: Original Status: Planned	Ongoing	IT Staff	The network is efficiently managed. Use of the network. Technology logs. Use of DL networks. ITV sessions conducted
3.3.3:	Provide staff that will inventory, move, and dispose of equipment. Comments: REC IX Technology Plan Correlates – 4.2.3. See appendix for cost breakdown.	State: Original Status: Planned	2007-2008 school year	IT Staff. Business Manager	Decrease in the time it takes to inventory and deliver new equipment and the time it takes to dispose of obsolete equipment. All equipment is inventoried and entered into the Visions system. Inventory is conducted annually.

OBJECTIVE 3.4: Evaluate systems in place to secure REC IX data.

REC IX Strategic Plan: Emergency Management Goal 1, Obj 4, Career Education Goal 1, Obj 2.

E-Rate Correlates: REC IX not eligible for E-Rate

NCLB Correlates: ESEA Title II-A; Title II (A-5-2151(B); Title II (D -1 & 2); Title IV-A

	<i>Strategies</i>	<i>State/Status:</i>	<i>Timeline:</i>	<i>Person(s) Responsible:</i>	<i>Evidence:</i>
3.4.1:	Review and update disaster recovery plan. Comments: REC IX Technology Plan Correlates -None. See appendix for cost breakdown.	State: Original Status: Planned	2007-2008 School Year	IT Staff and REC IX Emergency Management Coordinator	Written plan in place

OBJECTIVE 3.5: Establish a list of software that will be installed on REC IX computers and implement recommendations in 2005-06 and 2006-07.

REC IX Strategic Plan: SPED Goal 1, Obj. 1; Goal 2, Obj. 4, Goal 3, Obj. 1; Obj. 2, Obj. 3; Goal 4, Obj. 2; Goal 5; Obj 1; SBHC Goal 2, Obj. 1, Obj. 2, Obj. 3; LCHS Goal 3, Obj 1, Obj. 2; Emergency Management Goal 3, Obj 1.

E-Rate Correlates: REC IX not eligible for E-Rate

NCLB Correlates: ESEA Title II-A; Title II (A-5-2151(B); Title II (D -1 & 2); Title IV-A

	<i>Strategies</i>	<i>State/Status:</i>	<i>Timeline:</i>	<i>Person(s) Responsible:</i>	<i>Evidence:</i>
3.5.1:	Establish and respond to computer hardware repair requests Comments: REC IX Technology Plan correlates 3.1.1. See Appendix for cost breakdown.	State: Original Status: Planned	Ongoing	IT Staff	Hardware repair request available to all staff. Staff using request form and not calling IT Staff. Staff handling minor problems themselves.
3.5.2:	Establish a committee of administrators and support staff to create a list of software that will be loaded on instructional, administrative, and support staff computers. Comments: REC IX Strategic Plan correlates 3.5.3. See Appendix for cost breakdown.	State: Original Status: Planned	2007-2008 School Year		Software list distributed to staff.
3.5.3:	Install software to REC IX computers that reflect the committee's recommendations. Comments: REC IX Strategic Plan correlates – 3.5.2.	State: Original Status: Planned	2007-2008 School Year		Software inventory will reflect committee's recommendations

GOAL 4: Integrate technology into the administrative processes to support data driven management decisions.

OBJECTIVE 4.1: REC IX will have a central technology base and the personnel to support it to ensure that all key data is entered in a timely fashion and accessible to teachers, administrators, coordinators and identified staff within each department. With appropriate security measures in place, the data will be accessible quickly and in a user-friendly manner.

REC IX Strategic Plan: SPED Goal 1, Obj. 1; Goal 2, Obj. 4, Goal 3, Obj 1; SBHC Goal 2, Obj, 1, Obj, 2, Obj. 3; LCHS Goal 3, Obj 1, Obj. 2; Career Education Goal 1, Obj 2; and Technology Goal 1, Obj 1 and Obj 2.

E-Rate Correlates: REC IX not eligible for E-Rate

NCLB Correlates: ESEA Title II-A; Title II (A-5-2151(B)); Title II (D -1 & 2); Title IV-A

	<i>Strategies</i>	<i>State/Status:</i>	<i>Timeline:</i>	<i>Person(s) Responsible:</i>	<i>Evidence:</i>
4.1.1:	<p>Identification of fiscal resources to support adequate technology FTE</p> <p>Comments: Additional required to support Distance Learning Consortium New Mexico initiative.</p> <p>REC IX Technology Plan Correlates – 4.4.2</p>	<p>State: Original</p> <p>Status: Planned</p>	2007-2008	Executive Director, Human Resources Manager	All program will identify technical support required and budget accordingly
4.1.2:	<p>Identify by department, data and collection and submission requirements in order to develop a data management plan per department/agency</p> <p>Comments: REC IX Technology Plan Correlates – None</p>	<p>State: Original</p> <p>Status: Planned</p>	June 2007 - July 2008	Department Heads and IT Department	Written data management plan. Use of Visions, Powerschool, VOSS, Quick Writer, Solutions, Early Intervention, 3 Tiered Licensure support, other
4.1.3:	<p>Identify training needs in relation to data collection systems by department/agency</p> <p>Comments: REC IX Technology Plan Correlates – None</p>	<p>State: Original</p> <p>Status: Planned</p>	June 2007 to May 2008	Department Heads and IT Department	Professional Development Survey and Needs Assessment
4.1.4:	<p>Development of a business plan for the long-term electronic storage of department/agency data</p> <p>Comments: REC IX Technology Plan Correlates - None</p>	<p>State: Original</p> <p>Status: Planned</p>	June 2007- May 2008	IT Staff	Business Plan

4.1.5:	Review, develop and implement long-term data storage management system. Recommend updates for integration into management systems Comments: REC IX Technology Plan Correlates – None	State: Original Status: Planned	June 2007- May 2008	IT Staff	Operational Storage System
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OBJECTIVE 4.2: REC IX will have technology that will disaggregate information into user-friendly formats that can be of immediate use to teachers, administrators, students, and parents.

REC IX Strategic Plan: SPED Goal 1, Obj. 1; Goal 2, Obj. 4, Goal 3, Obj.1; SBHC Goal 2, Obj, 1, Obj, 2, Obj. 3; LCHS Goal 3, Obj 1, Obj. 2; Emergency Management Goal 2, Obj 2; Career Education Goal 1, Obj 2; Administration Goal 1, Obj4; Technology Goal 1, Obj 1, Obj 2; Developmental Services Goal 1, Obj 2.

E-Rate Correlates: REC IX not eligible for E-Rate

NCLB Correlates: ESEA Title II-A; Title II (A-5-2151(B)); Title II (D -1 & 2); Title IV-A

	<i>Strategies</i>	<i>State/Status:</i>	<i>Timeline:</i>	<i>Person(s) Responsible:</i>	<i>Evidence:</i>
4.2.1:	Develop plans, policies and operational procedures to sustainability of regional technology plan Comments: REC IX Technology Plan Correlates – 4.2.2	State: Original Status: Planned	June 2008	Technology Plan committee and IT Staff	Technology plan develop, adopted by REC Coordinating Council and implemented by staff.
4.2.2:	Review data management plan and recommend updates as appropriate Comments: REC IX Technology Plan Correlates – 4.2.1 and 4.4.1.	State: Original Status: Planned	June 2008 to May 2009	IT Staff	Data Management Plan updated
4.2.3	Implementation of Fixed Asset Bar-coding System Comments: REC IX Technology Plan Correlates – 3.3.2	State: Original Status: Planned	June 2007- July 2008		Equipment and software will be selected and installed to facilitate the bar-coding of all REC IX fixed assets. Data collected will allow for the automation of annual inventory audits. Data collected will integrate fully with the REC IX's inventory and financial management systems.

OBJECTIVE 4.3: REC IX will have technology in place that allows for the exchange of information across systems and buildings.

REC IX Strategic Plan: SPED Goal 1, Obj. 1; Goal 2, Obj. 4, Goal 3, Obj.1; SBHC Goal 2, Obj. 1, Obj. 2, Obj. 3; LCHS Goal 3, Obj 1, Obj. 2; Emergency Management Goal 1, Obj 1, Obj 2, Obj 3, Obj 4, Obj 5; Career Education Goal 1, Obj 1; Technology Goal 1, Obj 1, Obj 2 Goal 2, Obj 2.

E-Rate Correlates: REC IX not eligible for E-Rate

NCLB Correlates: ESEA Title II-A; Title II (A-5-2151(B); Title II (D -1 & 2); Title IV-A

<i>Strategies</i>	<i>State/Status:</i>	<i>Timeline:</i>	<i>Person(s) Responsible:</i>	<i>Evidence:</i>
4.3.1: Maintain network systems for basic regular network communication Comments: REC IX Technology Plan Correlates – 4.5.1 and 5.2.1	State: Original Status: Planned	Ongoing	IT Staff	REC IX will maintain network systems for basic network communications
4.3.2: Develop, implement and train staff regarding procedures to secure appropriate exchange of information across systems/departments Comments: REC IX Technology Plan Correlates – 2.1.4	State: Original Status: Planned	June 2007- July 2008	IT Staff and Director of Educational Services	REC IX staff is trained on procedures to exchange information electronically. Comply with requirements of FERPA, HIPPA, etc.

OBJECTIVE 4.4: All REC IX supervisors will have access to electronic management tools and assessment capabilities along with electronic portfolio/record keeping systems for managing student classroom/academic performance if appropriate.

REC IX Strategic Plan: SPED Goal 1, Obj. 1; Goal 2, Obj. 4, Goal 3, Obj.1; SBHC Goal 2, Obj. 1, Obj. 2, Obj. 3; LCHS Goal 3, Obj 1, Obj. 2; Emergency Management Goal 1, Obj 1, Obj 4; Career Education Goal 2, Obj 1; Technology Goal 1, Obj 1, Obj2.

E-Rate Correlates: REC IX not eligible for E-Rate

NCLB Correlates: ESEA Title II-A; Title II (A-5-2151(B); Title II (D -1 & 2); Title IV-A

<i>Strategies</i>	<i>State/Status:</i>	<i>Timeline:</i>	<i>Person(s) Responsible:</i>	<i>Evidence:</i>
4.4.1: Implementation of a electronic management system for all Student Record Information Comments: REC IX Technology Plan Correlates - 4.2.2	State: Original Status: Planned	June 2007 – July 2008	Department Heads and case managers	Equipment and software will be implemented which will support case management of student data and forms. All records will be in compliance of FERPA, etc. (i. e. VOSS, Quick Writer, Solutions, Early Interventions, etc.)

4.4.2:	Implementation of fiscal management software (VISIONS) for all supervisors Comments: REC IX Technology Plan Correlates – 4.1.1	State: Original Status: Planned	June 2007- July 2008	Department Heads	VISIONS software will be implemented to facilitate purchasing by REC IX Department Heads. Single entry access will be provided for the VISIONS fiscal management system.
<p>OBJECTIVE 4.5: All REC IX departments will have technology that allows for electronic/technology based exchange with appropriate outside agencies</p> <p><i>REC IX Strategic Plan:</i> SBHC Goal 2, Obj, 1, Obj, 2, Obj. 3; SPED Goal 2, Obj. 4; Emergency Management Goal 1, Obj 1, Obj 3; Career Education Goal 1, Obj 1; Technology Goal 1, Obj 1, Obj 2; Goal 2, Obj 1, Obj 2; Developmental Services Goal 2, Obj 1.</p> <p>E-Rate Correlates: REC IX not eligible for E-Rate NCLB Correlates: ESEA Title II-A; Title II (A-5-2151(B)); Title II (D -1 & 2); Title IV-A</p>					
	<i>Strategies</i>	<i>State/Status:</i>	<i>Timeline:</i>	<i>Person(s) Responsible:</i>	<i>Evidence:</i>
4.5.1:	Maintain departmental technology network systems to facilitate communication needs with outside agencies Comments: REC IX Technology Plan Correlates – 4.3.1 and 5.2.1.	State: Original Status: Planned	June 2007- July 2008	Department Heads	Network established to facilitate communications with outside agencies. (i. e. VOSS, Cameo)
<p>GOAL 5: Design, install and maintain a technology and telecommunications infrastructure for all areas of instruction and support services.</p> <p>OBJECTIVE 5.1: Provide a hardware infrastructure for technical resources to implement and maintain REC IX endeavors dependant on technology.</p> <p><i>REC IX Strategic Plan:</i> SPED Goal 1, Obj. 1; Goal 2, Obj. 4, Goal 3, Obj. 1; Obj. 2, Obj. 3; Goal 4, Obj. 2; Goal 5; Obj 1; SBHC Goal 2, Obj, 1, Obj, 2, Obj. 3; LCHS Goal 3, Obj 1, Obj. 2; Emergency Management Goal 1, Obj 1; Career Education Goal 1, Obj 1; Technology Goal 1, Obj 1, Obj 2.</p> <p>E-Rate Correlates: RECIX not eligible for E-Rate NCLB Correlates: ESEA Title II-A; Title II (A-5-2151(B)); Title II (D -1 & 2); Title IV-A</p>					
	<i>Strategies</i>	<i>State/Status:</i>	<i>Timeline:</i>	<i>Person(s) Responsible:</i>	<i>Evidence:</i>
5.1.1:	Implement a replacement schedule for computers to reach a 3-year replacement cycle. Comments: REC IX Technology Plan Correlates – 5.1.2 and 5.1.3.	State: Original Status: Planned	Phased in between July 2007-June 2008.	IT Department and Department	Computer inventory

5.1.2:	Provide 1:1 ratio of computers for REC IX staff. Comments: REC IX Technology Plan Correlates: - 5.1.1	State: Original Status: Planned	Ongoing	Department Heads	Annual Computer purchases and Inventory
5.1.3:	Provide access to other technical equipment for; distance learning equipment, copiers, printers, scanners, digital cameras, and other emerging technologies. Comments: REC IX Technology Plan Correlates – 5.1.1	State: Original Status: Planned	Ongoing	Department Supervisors and IT Staff	REC IX inventory of technical equipment purchased during this time frame and needs assessment.
5.1.4:	Provide a distance learning system at REC IX and provide support for all DL sites and member REC IXs. Comments: REC IX Technology Plan Correlates – 1.3.4, 5.3.2 and 5.3.3	State: Original Status: Planned	July 2007-June 2008	DLCNM and Department Staffs	Inventory equipment and document use of DL system
<p>OBJECTIVE 5.2: Provide a telecommunication infrastructure for technical resources to implement and maintain REC IX endeavors dependent on technology.</p> <p><i>REC IX Strategic Plan:</i> SPED Goal 1, Obj. 1; Goal 2, Obj. 4, Goal 3, Obj. 1; SBHC Goal 2, Obj. 1, Obj. 2, Obj. 3; LCHS Goal 3, Obj. 1, Obj. 2; Emergency Management Goal 3, Obj. 1; Technology Goal 1, Obj. 1, Obj. 2, Goal 2, Obj. 2.</p> <p>E-Rate Correlates: REC IX not eligible for E-Rate NCLB Correlates: ESEA Title II-A; Title II (A-5-2151(B); Title II (D -1 & 2); Title IV-A</p>					
	<i>Strategies</i>	<i>State/Status:</i>	<i>Timeline:</i>	<i>Person(s) Responsible:</i>	<i>Evidence:</i>
5.2.1:	Create a regional network that includes hardware and human resources required to insure REC IX and REC IX staff have the technology infrastructure and resources to meet their needs. Comments: REC IX Technology Plan Correlates – 3.1.1, 3.3.3, 4.3.1, 4.5.1, 5.2.2, 5.2.3, 5.2.4, 5.2.5, 5.2.6,5.2.7 and 5.2.8.	State: Original Status: Planned	July 2007-08 school year then ongoing	IT Staff, DLCNM staff and Executive Director	Develop policies, procedures and budget for regional system. System usage. Review and update REC IX strategic plan and technology plan.

5.2.2:	Maintain, upgrade or Install wireless access points for complete wireless coverage. Comments: REC IX Technology Plan Correlates – 5.2.1 and 5.2.3	State: Original Status: Planned	July 2007-08 school year	IT Staff	Computer Inventory. Departments have wireless computer access
5.2.3:	Add wireless access at REC IX sites as needed Comments: REC IX Technology Plan Correlates – 5.2.1 and 5.2.2	State: Original Status: Planned	2007-2008 School Year	IT Staff	Needs assessment survey
5.2.4	Upgrade and add switches and servers at REC IX sites as needed to maintain a consistent and modern network for all users. Comments: REC IX Technology Plan Correlates – 5.2.1	State: Original Status: Planned	Ongoing	IT Staff and Department Heads	The network is available for use on a consistent basis
5.2.5	Install telecommunications cabling infrastructure for new and existing REC IX sites based upon needs. Comments: REC IX Technology Plan correlates – 5.2.1	State: Original Status: Planned	Ongoing	IT Staff and Department Heads	Available networking at new and existing sites
5.2.6	Evaluate VOIP Systems for use at REC IX sites with possibility of replacing current system and developing cost analysis Comments: REC IX Technology Plan Correlates – 5.2.1	State: Original Status: Planned	2007-2008 school year	Fred Romero and IT Staff	Telephone service is available 99.9% of the time.
5.2.7:	Maintain and upgrade data connectivity to service providers for telephone. Comments: REC IX Technology Plan Correlates – 5.2.1	State: Original Status: Planned	Ongoing	Fred Romero and IT Staff	Telecommunication service is available 99.9% of the time.

5.2.8:	Provide long-distance service for REC IX telephone system. Comments: REC IX Technology Plan Correlates – 5.2.1	State: Original Status: Planned	Annually	IT Department and Fred Romero	Long-distance is available for REC IX personnel 99% of the time.
5.2.9:	Determine REC IX in need of business cell phones and provided for appropriate personnel Comments: REC IX Technology Plan Correlates – 5.2.1	State: Original Status: Planned	Ongoing	Departments and Business Office	Effective use of cell phones by individuals
<p>OBJECTIVE 5.3: Provide an infrastructure for video-distribution system to implement distance learning for the REC IX.</p> <p><i>REC IX Strategic Plan:</i> SPED Goal 3, Obj. 2, Obj. 3; Goal 4, Obj. 2; Goal 5; Obj 1; Emergency Management Goal 2, Obj 1; Career Education Goal 1, Obj 1, Goal 4, Obj 2 and Technology Goal 1, Obj 1 and Obj 2.</p> <p>E-Rate Correlates: REC IX not eligible for E-Rate NCLB Correlates: ESEA Title II-A; Title II (A-5-2151(B); Title II (D -1 & 2); Title IV-A</p>					
	<i>Strategies</i>	<i>State/Status:</i>	<i>Timeline:</i>	<i>Person(s) Responsible:</i>	<i>Evidence:</i>
5.3.1:	Provide a classroom for broadcasting information and instruction to schools, sites and community Comments: REC IX Technology Plan Correlates – 5.3.2	State: Original Status: Planned	2007-2008 and Ongoing	DLCNM	Classroom is available for instructional and community information distribution.
5.3.2:	Provide video conferencing systems to member school districts, SBHCs, and REC IX. Comments: REC IX Technology Plan Correlates – 1.3.4, 5.1.4, 5.3.1 and 5.3.3	State: Original Status: Planned	2007-2008 and then ongoing	DLCNM	Equipment is available for use by member districts, SBHC and REC IX.
5.3.3:	Establish and develop and Regional Support Center as a component of the NMLN Comments: REC IX Technology Plan Correlates – 1.3.4, 5.1.4 and 5.3.2	State: Original Status: Planned	2007-2008 school year and then ongoing	NMLN, IT and DLCNM Staff	Center is established and operational.

5.3.4:	Develop Distance Learning Plans, Policies and MOUs Comments: REC IX Technology Plan Correlates – None	State: Original Status: Planned	2007-2008 school year and then ongoing	NMLN, IT and DLCNM Staff	DL Plans, Policies and MOUs and developed and used.
5.3.5:	Develop and provide professional develop for staff and member district teachers Comments: REC IX Technology Plan Correlates – 1.1.3, 1.2.1, 1.2.2 and 2.1.2	State: Original Status: Planned	2007-2008 school year and then ongoing	IT and DLCNM Staff	Staff development is coordinated and conducted. Teachers certified to conduct on-line classes.

GOAL 6: Build community support through collaborative planning, education, and public information.

OBJECTIVE 6.1: The REC IX will collaborate with community entities to promote the use of and the support for technology.

REC IX Strategic Plan: Emergency Management Goal 4, Obj 1, Obj 2, Obj 3, Obj 4 and Obj 5; Career Education Goal 3, Obj 1, Obj 2, Obj3, Goal 4, Obj 3, Obj 4; and Administration Goal 1.

E-Rate Correlates: REC IX not eligible for E-Rate

NCLB Correlates: ESEA Title II-A; Title II (A-5-2151(B); Title II (D -1 & 2); Title IV-A

<i>Strategies</i>		<i>State/Status:</i>	<i>Timeline:</i>	<i>Person(s) Responsible:</i>	<i>Evidence:</i>
6.1.1:	Establish and maintain collaborative community relations that supports the this tech plan Comments: REC IX Technology Plan Correlates – 6.1.2, 6.1.3 and 6.1.4	State: Original Status: Planned	2007-2008 School year and the ongoing	Executive Director and Department Heads. Tech Plan committee.	Community Support of technology. Community use of DL network. Joint use agreements.
6.1.2:	The REC IX will take lead and participate as an active member in the Distance Learning Consortium New Mexico (DLCNM) Comments: REC IX Technology Plan Correlates – 6.1.1 ,6.1.3, 6.1.4	State: Original Status: Planned	2007-2008 School year and the ongoing	DLCNM Staff	Notes of DLCNM meetings.
6.1.3:	Seek partnerships with ENMU-Ruidoso, ENMU-Roswell and NMSU-Alamogordo that will assist in implementing the REC IX's technology plan. Comments: REC IX Technology Plan Correlates – 6.1.1, 6.1.2, 6.1.4	State: Original Status: Planned	2007-2008 School Year and then ongoing	DLCNM Staff	Increase in partnerships with post secondary institutions

6.1.4:	The REC IX (DLCNM) will collaborate with the community partners in the management of the video distribution studio. Comments: REC IX Technology Plan Correlates – 6.1.1, 6.1.2, and 6.1.3	State: Original Status: Planned	2007-2008 and the ongoing	Gary Cozzens	Joint-use agreement signed by local community partners and the REC IX Coordinating Council.
OBJECTIVE 6.2: Identify and communicate the best technology practices to the community					
<i>REC IX Strategic Plan:</i> SPED Goal 3, Obj. 2, Obj. 3; Goal 4, Obj. 2; Goal 5; Obj 1; Emergency Management Goal 3, Obj 1, Obj 2, Obj 3, Obj 4, Obj 5; Career Education Goal 3, Obj 1, Obj 2, Obj 3, Goal 4, Obj 3; Technology Goal 1, Obj 1, Obj 2; Technology Goal 1, Obj 1, Obj 2; Developmental Services Goal Three, Obj 1, Obj 2 and Obj 3.					
E-Rate Correlates: REC IX not eligible for E-Rate NCLB Correlates: ESEA Title II-A; Title II (A-5-2151(B); Title II (D -1 & 2); Title IV-A					
<i>Strategies</i>		<i>State/Status:</i>	<i>Timeline:</i>	<i>Person(s) Responsible:</i>	<i>Evidence:</i>
6.2.1:	Identify staff members and teachers who can model the effective use of technology. Comments: REC IX Technology Plan Correlates – 1.3.2	State: Original Status: Planned	2007-2008 School Year	DLCNM Staff	Published examples of model technology practices. Use of hardware and system by Adult Basic Education (ABE), Community Education and community use of facilities.
6.2.2:	Create website that highlights the best technology practices of REC IX staff. Comments: REC IX Technology Plan Correlates – None. See Appendix for cost breakdown.	State: Original Status: Planned	Ongoing	Tim Lewis	Website available.

Evaluation

Evaluation Process:

The evaluation will center on determining if the goals and objectives of the plan are being met and to what extent. Both quantitative and qualitative data will be gathered to provide information regarding implementation and impact of technology in REC IX. The evaluation process should reveal the extent to which the goals and activities in the plan have been implemented, the effectiveness of the activities, and the impact of the activities on the participants. Both formative and summative evaluations will be used. In doing so, the following will guide the evaluation:

- Is the integration of technology into teaching and learning increasing academic and technology performance across the Region and REC IX support?
- What is the impact of professional development on integrating technology into teaching and learning, instructional management, and administration?
- What is the quality of technical support for the technology infrastructure?
- To what extent is technology integrated into the administrative processes to support data driven management decisions?
- Is the technology and telecommunications infrastructure that is designed for all areas of instruction and support services appropriately maintained?

Evaluation Method:

The following will be used to gather data and to assist the Technology Services Department in evaluating the level of implementation of the Technology Plan Goals:

- REC IX Technology Committee / Strategic Plan Committee
- VISIONS budget performance
- REC IX surveys and evaluations
- IC3 Essential Proficiencies
- Sign-in sheets from meetings and training sessions
- Needs Assessments
- CHECs Monitoring
- STARS
- Student Information Systems (SIS)
- Meetings
- Professional Development
- Distance Learning Data Collection

A REC IX Technology Planning Committee, comprised of both REC IX administration and staff members, was established to advise the REC IX leadership regarding goals for technology in education. The Technology Plan was developed by this committee and approved by the Region IX Coordinating Council. This committee will meet twice a year to review the Technology Plan and evaluate the degree of implementation of the plan.

Additionally, a REC IX Technology committee made up of school personnel will be established to meet semi-annually to review the Technology Plan and determine the level of implementation of the plan, to make suggestions, and to provide continuous formative evaluation.

REC IX uses web based software to generate call tickets for technology assistance and repair. The system has been programmed to randomly generate surveys to be sent to some of the people who open the call tickets. The questions are tailored to gather information regarding timeliness of response, courtesy, solution to the problem, and satisfaction of service. These surveys will continue to be read by the Executive Director of Technology Services and the Supervisor of Technical Support on a monthly basis with adjustments in services being made as necessary.

All staff will complete an IC3 Program and attain 80% all the skills listed. Staff who are deficient in any area will access necessary resources, either attending training sessions or accessing online tutorials, to become proficient in those areas. This will be monitored by supervisors and technology training staff.

Regional technology training sessions will be provided throughout the year. Sign-in sheets from all trainings will be kept for documentation.

Surveys will be completed by participants and staff on an ongoing basis. The results of these surveys are sent to the Coordinator of Information Technology Services and will be compiled to provide an overview of REC IX perception of technology support and integration. The Information Technology Services Department will analyze the data, and then provide feedback to REC IX regarding the REC IX technology support and implementation.

2004-2007 REC IX Strategic Plan: Technology Strategic Goals

REC IX Technology Strategic Goals – as identified in the 2004-2008 REC IX Strategic Plan approved by the Region IX Education Cooperative Coordinating Council in 2004.
Goal One: Provide districts with a diverse range and coordinated set of technological services.

OBJECTIVE 1: Conduct annual assessment to determine service level and funding support of each district.

Time: April, 2004

Resources: REC IX technology staff, district staff, Coordinating Council

In collaboration with computer technology staff and Executive Director, the needs of each program and district for the upcoming year have been determined.

OBJECTIVE 2: Re-define service descriptions through technology needs assessment of each district.

Time: June, 2004

Resources: REC IX technology staff, district staff and AESA.
Following the assessment described above, realignment of service delivery for 2004-05 has occurred. An additional computer technology staff will be employed for 2004-2005.

Goal Two: Align provision of services with resources available including staff and funding

OBJECTIVE 1: Conduct staff development activities at the site level designed to support needs determined in technology assessment.

Time: July, 2004

Resources: REC IX technology staff, district staff

On-site PowerSchool training has been completed and additional trainings are scheduled. School staff, as well as REC IX staff, will be attending PowerSchool University – Summer, 2004

OBJECTIVE 2: Use of REC IX website for software management and support.

Time: January, 2004

Resources: PowerSchool, REC IX technology staff, district staff

As districts activate PowerSchool capabilities, website software management will occur during 2004-2005.

REC IX does not discriminate on the basis of sex, disability, race, color, age, or national origin in its educational programs, activities, or employment as required by Title IX, Section 504 and Title VI.