



# Sustainable Jersey Digital Schools Deep Dive: Digital Technology Access

December 9, 2021





# Sustainable Jersey Digital Schools

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## Presenters

### ***Franklin Township Public Schools***

**Edward Ward**, Supervisor of Instructional Technology

### ***Hackensack School District***

**Adrian Cepero**, District Technology Coordinator

### ***Essex County Schools of Technology***

**Emily Bonilla**, Vice Principal & District Digital Learning Initiatives Coordinator

**Daniel Delcher**, Career & Technical Education Teacher & District Sustainability Coordinator



# Sustainable Jersey Digital Schools



## Presenters

### ***Howell Township Public Schools***

**Claire Engle**, Director of Digital Learning & Innovation

**Stephen Rao**, Computer Teacher

### **Laurence Cocco**

Senior Program Consultant, Sustainable Jersey Digital Schools



# Sustainable Jersey for Schools

Not-for-profit program providing tools, training, and grants to help implement sustainability initiatives and achieve certification.



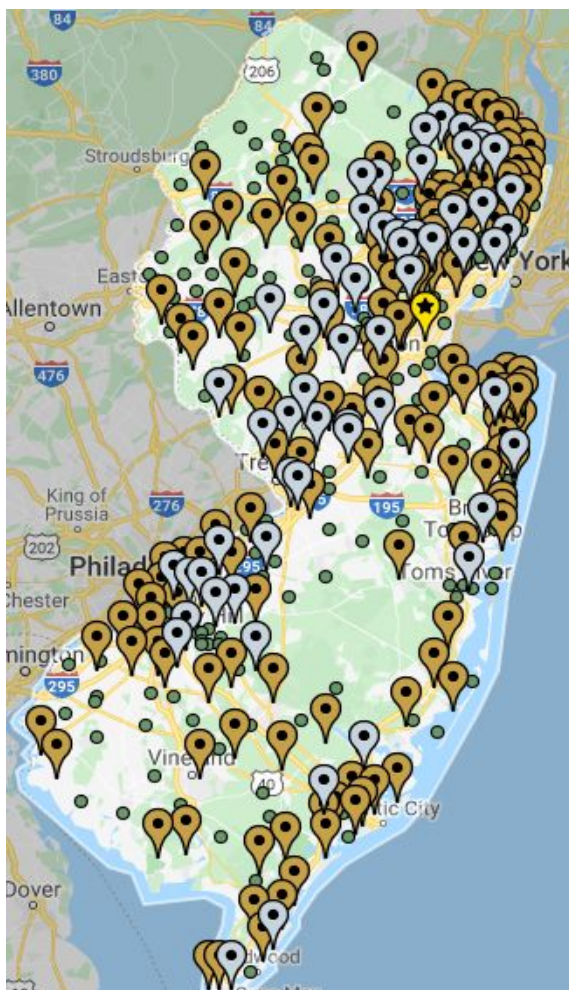
- Launched in 2014
- Modeled after successful municipal program
- Free and voluntary
- NJ-based and consensus driven
- Awards certification to individual schools, requires School Board and district level support



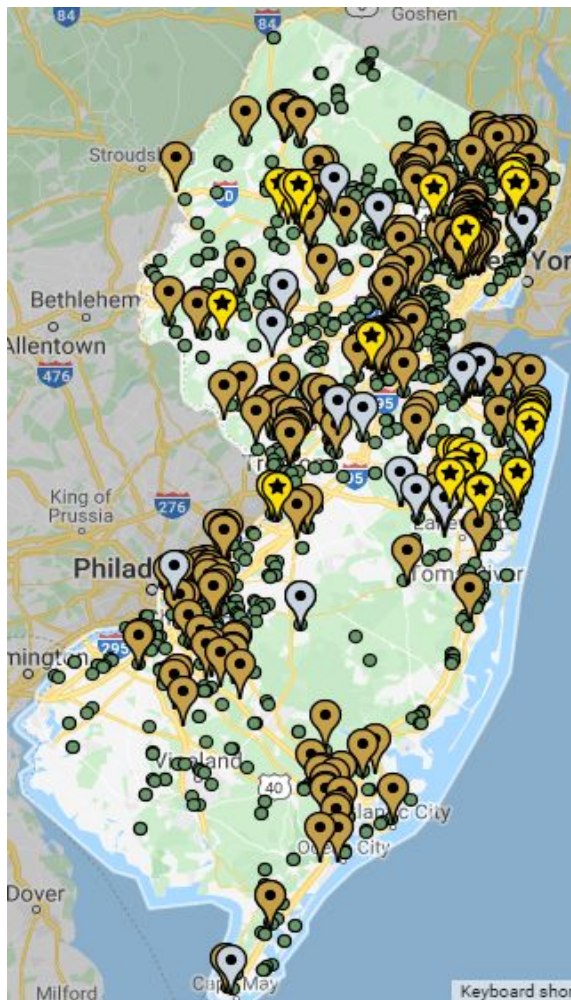


# Sustainable Jersey Participants

## Municipal Program Participants



## School Program Participants



## School Program

374 Districts Registered

- 64% of NJ Districts

1025 Schools Registered

- 40% of NJ Schools

335 Schools Certified

- 292 Bronze,
- 43 Silver

37 Digital Schools Stars

## Municipal Program

460 Registered

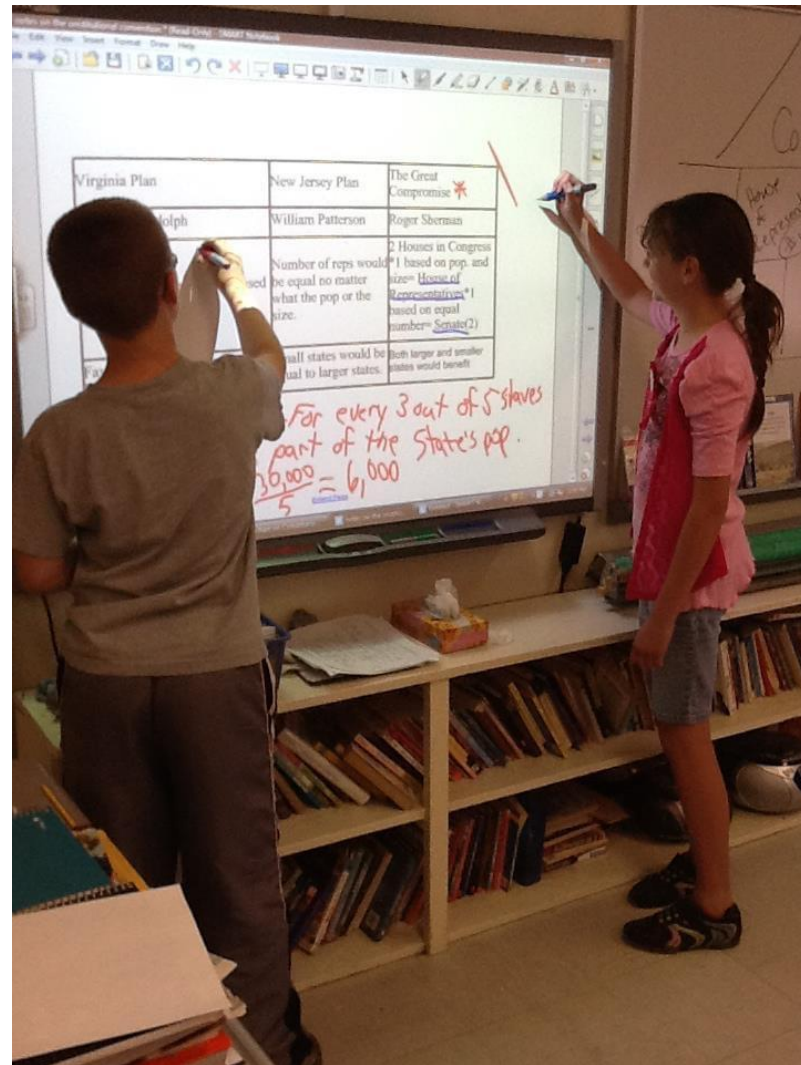
- 81% of NJ municipalities

219 Certified

- 155 Bronze
- 64 Silver
- 1 Gold Star

# What is a Digital School?

A **Digital School** embraces the mindful implementation of effective digital learning and communication tools, resources, and practices, which is evident in its mission, culture, classrooms, and interactions with its stakeholders





- Continuing work of Future Ready Schools - NJ
- Integrating and expanding SJ Schools actions
- Officially launched December 15, 2021
- Partnership with key stakeholders
- Supported by the [New Jersey LEE Group](#)

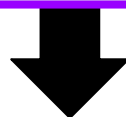


# Sustainable Jersey Digital Schools



## Future Ready Schools – New Jersey

- Was a powerful force for equity and progress in New Jersey
- Designed based on the Sustainable Jersey model
- Certified 259 schools from 76 districts as Future Ready
- Ceased operations in 2019



## Transition to Sustainable Jersey Digital Schools

- 48 FRS-NJ Indicators integrated into
  - 12 new SJS Actions
  - 17 Existing SJS Actions
- FRS-NJ certification counts towards Sustainable Jersey for Schools certification

# Partners & Funders

## Program Partners



## Underwriter



## Corporate Sponsors

### Gold



### Silver



### Bronze



## Interested in becoming a Corporate Sponsor?

Click [here](#) or our contact Development Director, Joe Grillo at 908-406-1901 or email [grilloj@tcnj.edu](mailto:grilloj@tcnj.edu).



# Program Goals

- Provide guidance and resources to improve learning
- Help prepare students for college and careers in an evolving digital world
- Advocate for mindful and sustainable implementation of digital tools, resources, and practices
- Foster a culture in which authentic and personalized digital learning thrive



# Why Participate?

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- Assess and validate existing practices
- Clarify vision and develop common language
- Join community of learners
- Be recognized for accomplishments
- Access research, exemplars, and grants
- Self pace and choose what works best for you
- Improve sustainable practices during the pandemic and beyond



# Recognition Requirements

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- Register district and school(s)
- Form a Green Team
- Complete minimum 7 of 12 digital schools actions
- Complete 3 student learning actions that use digital learning strategies
- Complete 1 school culture and climate action that includes digital learning strategies
- Complete SJS certification (includes SJDS points)

*FRS-NJ certified schools eligible for additional points*



# 2021 Digital Schools Stars



- ★ 37 schools in 9 Districts earned DS Star (95% success rate)
- ★ 14 schools in 4 Districts also certified for the first time

Districts with DS Star Schools	County
Essex County Schools of Technology	Essex
Florence Township School District ( <i>All Star Schools!</i> )	Burlington
Franklin Township Public Schools	Somerset
Franklin Township District	Hunterdon
Hackensack School District	Bergen
Howell Township District ( <i>All Star schools and all Silver Certified!</i> )	Monmouth
Long Branch Public School District	Monmouth
Mount Olive Township School District ( <i>All Star Schools!</i> )	Morris
Spring Lake Heights School District	Monmouth
<i>District with first-time certified schools</i>	



# 2022 Certification Cycle



- **January 13** – Initial Application Deadline
- Late February – Reviewer Comments
- **March 29** – Second Submission
- Early May – Reviewer Comments
- **June 15** – Final Application Submission
- Early August – Certified Schools Notified
- **October** – Certified Schools Celebration



Unity Charter School – 2020 Silver



Winslow Twp Middle School – 2020 Silver



# Want More Information?

- ***Individual Digital Schools Technical Assistance sessions available by request***  
([schools@sustainablejersey.com](mailto:schools@sustainablejersey.com))



# The SJS Platform

[www.sustainablejerseyschools.com/actions](http://www.sustainablejerseyschools.com/actions)

## 2021 Certification Cycle

## Action Types

## Digital Schools Program

## Action Development

## Program Updates

## Search Participating Districts, Schools & Approved Actions

## Resources

Download Master  
Action Tracking  
Spreadsheet

## Certification Actions

Sustainable Jersey for Schools actions are designed with flexibility to meet the varying needs of all districts and schools. Successful completion of actions contributes points towards Bronze or Silver certification and Digital Schools Star recognition. Actions are organized within action categories and some actions have special attributes that are important to be aware of when pursuing certification.

When you click on one of the boxes below only the actions with that attribute will be open in the action list. For example, if you click on Digital Schools the actions that open are those that could count toward Digital Schools Star recognition. Be sure to Clear Search before you click on a different box.



## Search Actions

Type in a word(s) to identify all actions with that word(s) in the title

Click a box below to open all the actions with that attribute. Clear Search before selecting a different box.

- ☐ Mandatory ☐ Priority ☐ District Only ☐ School Only  
☐ Collaboration

☒ Digital Schools

Search Actions

Clear Search



# Digital Learning Domains



## LEADERSHIP

- ★ Commitment to Digital Learning
- ★ Community Engagement
- ★ Professional Development
- ★ Equitable Access

## LEARNING

- ★ Authentic Applications
- ★ Digital Citizenship
- ★ Personalized Learning
- ★ Professional Growth

## TECHNOLOGY

- ★ Data Safety and Security
- ★ Device Management
- ★ Infrastructure
- ★ Support for Teaching & Learning



Student Learning  
Actions  
School Culture &  
Climate



# Digital Technology Access

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- ★ Data Safety & Security Policy
- ★ Digital Device Life Cycle
- ★ Infrastructure
- ★ Support for Digital Teaching & Learning



# Digital Technology Access



## Data Safety & Security Policy

This action encourages districts to create a District Data Team tasked with producing a Data Safety and Security Policy. This initiative will help the District effectively manage its information/data programs and assets by determining valid data sources, stewardship, data quality, policies and procedures, and standards (see Resources). This team will function as a liaison between the various district stakeholders.

Districts need to take reasonable steps to ensure the security of their data systems in addition to the integrity and privacy of collected data. Written policies help ensure hosted data systems are secure and the data systems they interact with have a sufficient breach notification mechanism and strong privacy policies. The policies developed by the team should also provide role-specific guidance to staff in order to safeguard data and ensure best practices are followed when accessing, collecting, storing and/or using data.



# Digital Technology Access



## Data Safety & Security: Spotlight

### Franklin Township Public Schools

“The process used to develop and periodically update Franklin Township Public Schools Data Safety and Security Policy, involves multiple stakeholders. The IT department, the instructional technology department as well as representatives from the Cabinet (Superintendent, Assistant Superintendent) collectively arrive at decisions to ensure digital safety for students and staff.”



## *Technology Plan for Digital Learning*

**2019 - 2022**





# Digital Technology Access

## Data Safety & Security Policy



- Introduction
- Curriculum, Instruction, and Assessment
- Use of Time
- Technology, Networks, and Hardware
- Data and Privacy
- Community Partnerships
- Professional Learning
- Budget and Resources
- Empowered, Innovative Leadership

### Introduction

If students are to graduate college and career ready in today's high tech, technology, the Internet, 21<sup>st</sup> Century skills, and digital learning. This framework out a roadmap to achieve that success and to commit districts to move ahead thrive today and tomorrow. This can only be accomplished through a system must align each of the eight (8) key categories, also called Gears, in order are listed below. The eight (8) Gears are as follows:



### Learning Results 2016-2018

Format Data Tools Add-ons Help Accessibility [Last edit was seconds ago](#)

		B	C	D	E	F	G	H
1	GEAR	District Average 2016	District Average 2017	District Average 2018				
2						FMS 2016	FMS 2017	FMS 2018
3	Overall Digital Readiness	5.3	5.7	6.6		5.4	6.1	6.8
4	Overall Digital Implementation	5.5	5.7	6.1		5.2	5.7	6.6
5	Curriculum, Instruction, and Assessment - Readiness	5.8	6.1	6.9		6.3	6.2	7.0
6	Curriculum, Instruction, and Assessment - Implementation	5.4	5.7	6.0		5.7	5.8	6.5
7	Use of Time - Readiness	4.8	5.0	5.7		4.8	5.7	6.7
8	Use of Time - Implementation	5.8	5.9	6.0		4.2	6.0	6.8
9	Technology, Networks and Hardware - Readiness	5.5	5.5	7.1		5.2	5.7	7.7
10	Technology, Networks and Hardware - Implementation	5.7	6.6	6.4		4.7	5.3	7.3
11	Data and Privacy - Readiness	6.1	7.1	7.3		5.6	6.3	7.5
12	Data and Privacy - Implementation	6.8	7.2	7.0		5.9	6.4	7.2
13	Community Partnership - Readiness	6.1	6.2	7.0		6.5	6.9	7.0
14	Community Partnership - Implementation	4.7	4.8	5.0		4.5	5.2	5.3
15	Professional Learning - Readiness	5.4	5.7	6.4		5.5	5.8	6.1
16	Budget and Resources - Readiness	3.9	4.2	5.4		4.4	5.3	5.5
17	Empowered, Innovative Leadership - Readiness	5.5	6.0	6.6		6.1	6.6	7.1



# Digital Technology Access

## Data Safety & Security Policy



For Your Information - Updated Policies - Local Events

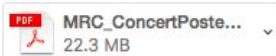


**Clark, Mary**

All Staff - Entire School District2

Friday, October 19, 2018 at 2:32 PM

[Show Details](#)



[Hide Attachments](#)

[Download All](#)

[Preview All](#)

Hi Everyone,

At the Board of Education meeting last night, the following policies were adopted:

new [Policy 8561 Procurement Procedures for School Nutrition Programs](#)

new [Policy 9242 Use of Electronic Signatures](#) – procedures regarding the use of this policy will be coming soon;

a revision to [Policy 5350 Student Suicide Prevention](#) – Dr. Ravally has issued the accompanying [regulation](#) to this policy as well.

These policies and regulation are linked here and available on the district website.

The Board also adopted revisions to the [school calendar](#) for this year and next year. These changes pertain to parent teacher conferences at our middle school campuses and at FHS.

Attached are flyers pertaining to several upcoming events:

Hot Dog Sunday – Police Department and Food Bank Event this Sunday, October 21, 2018

Concert to Raise Awareness and Prevent Suicide at FHS on Sunday as well

SAC and Municipal Alliance Parent Workshop on Teen Drug Use – Monday evening at the Municipal Center

Finally, in December our PBIS teams will be hosting an event with an organization called The Three Doctors Foundation. This Positive Peer Challenge and Holiday Health Basketball Benefit will be held on Saturday, December 8<sup>th</sup> from 1-3 pm at FHS. More information about the event can be found on the attached flyer and will be provided in future emails as well.



# Digital Technology Access

## Data Safety & Security Policy



### Franklin Township Public Schools DATA GOVERNANCE CHARTER

#### I. MISSION STATEMENT

*Our mission is to improve the overall procedural efficiency of the District by ensuring that the highest quality data is delivered via a District-wide data governance strategy.*

#### II. GOALS

1. By the end of the 2019-2020 school year, 50% department heads and system managers should have data procedures available to all staff.
2. By the end of the 2020-2021 school year, 75% department heads and system managers should have data procedures available to all staff.
3. By end of 2021-2022 school year, 100 % department heads and system managers should have data procedures available to all staff.

#### III. PLAN

1. Project Timeline
2. District Technology Meeting - Teacher and staff procedures for data systems addressed
3. Principal and Supervisor Meetings - Administrative procedures for data systems addressed

#### IV. SUCCESS MEASURES

1. Results of 2019-2020 FTPS Data Systems Survey
2. Results of 2020-2021 FTPS Data Systems Survey
3. Results of 2021-2022 FTPS Data Systems Survey
4. Results of Digital Learning Assessments for all schools each year



# Digital Technology Access



## Data Safety & Security Policy

### Tuesday Tech Tips

October 12, 2021

Tuesday Tech Tips is a weekly blog that contains interesting technology tips, & articles

[Check out our Weekly Tech Tips Challenge!](#)

#### October is NATIONAL CYBERSECURITY AWARENESS MONTH

National Cybersecurity Awareness Month in October is an excellent time to remind everyone about the importance of cybersecurity. Serious threats to personal data are at an all-time high. Everyone needs to remain diligent in their protecting themselves from the bombardment of pop-ups, viruses, e-mails, phone calls, and more to protect yourself.

- Create secure passwords and don't share them.
- Avoid common words, phrases, and personal information when creating passwords.
- Keep your anti-virus, software, and operating system up to date.
- These updates keep your computer as current as possible to protect your computer.
- Never give personal information over the phone or in an e-mail. Verify their authenticity by contacting the company directly.
- Don't click on links in e-mails. Links are an excellent way to spread malware.
- Turn on the pop-up blocker on your anti-virus. If you still receive pop-ups, consider using a different browser.
- Never visit unfamiliar websites and beware of look-a-like links. .net versus .com will be an infected link attacking your computer.
- Laptop owners should install software to ensure the laptop is encrypted and transfer files securely.
- When using social networks, use the privacy settings to protect your information.
- As with e-mail, clicking unknown links within social network posts, requests, messages, and even innocent-looking videos.

#### Tech Updates from Edward

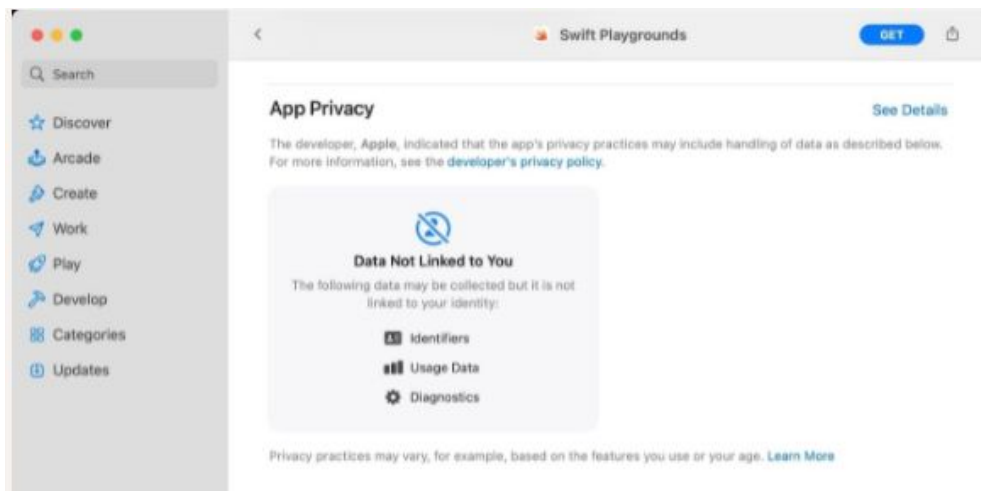
Tuesday Tech Tips is a weekly blog that contains interesting technology tips, articles, and videos.

#### Important Reminder:

As you may be aware, on May 8, 2021, there was a [ransomware attack on Colonial Pipeline](#). Colonial Pipeline carries 45 percent of the East Coast's fuel supplies.

Recently, some school districts in NJ were hit with a ransomware attack whereby outside actors were able to lock the district's network and data and demanded large sums of money to unlock it. This situation is so serious that state and federal law enforcement agencies, including the FBI, are involved in the investigation. The majority of these attacks are facilitated by staff who opened attachments they shouldn't have, or clicked on a link and supplied username and password information.

If you receive any emails and are unsure of the source **PLEASE DO NOT** click on the links. Delete the email and feel free to contact the Help Desk.



Size  
232.1 MB

#### MAC OS Security Tip

It is important for all users to be in the know when it comes to your data and how it's collected. Make sure you're aware of any privacy concerns, and with Big Sur 11.1, you may have missed.

Each app page has a section called App Privacy. This section tells you if and how the app is collecting and sending data to the developer. It's a great feature you can use to get an [explanation](#) of what developers are not required to disclose in the App Store's strict criteria listed in that article are not required to list the data.

Knowing about the app's approach to your privacy.



# Digital Technology Access

## Data Safety & Security Policy

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## Privacy Policy for Website Visitors

Last Updated Date: December 17, 2019

### Introduction

Welcome to GoGuardian's Website! GoGuardian (formally — Liminex, Inc. doing business as GoGuardian — "**GoGuardian**", "**we**", "**us**", "**our**") is an educational technology company that provides K-12 schools and school districts with software facilitating safer access to online educational materials along with technology management. GoGuardian's Website refers to our general-audience, public-facing website with a main landing page of [goguardian.com](https://goguardian.com) ("**Website**"). This Website Privacy Policy applies to visitors and users of our Website and explains how we collect, use, share, disclose, and protect information from these visitors and users of our Website ("**Website Privacy Policy**").

#### **This Website Privacy Policy does not apply to:**

- the use of GoGuardian's Products by one of our school or school district customers or other organizational customers ("**School(s)**" or "**your Organization**"). For more information about how we treat information in our



# Digital Technology Access



## Digital Device Life Cycle Management

The technological foundation of a digital school consists of network infrastructure and end user digital devices. These must be combined with appropriate software/applications and technical support in order to be effective. These technology fundamentals must be implemented, managed and revised as needed to meet digital learning goals. Network infrastructure is addressed in the Infrastructure action, and the Support for Digital Teaching and Learning action addresses digital devices, software/applications and technology support.

This action provides guidance on how to infuse sustainable practices into technology device management, by encouraging districts to effectively and efficiently plan, implement, and manage a digital device life cycle process that helps ensure equitable access to the appropriate digital devices for students and staff, supports the curriculum, and is aligned with district goals. The process should include tracking needed equipment repairs to inform future purchases, adequately budgeting for replacement parts, and ascertaining the extent to which repairs can cost effectively prolong device usability. It promotes the management, procurement, decommissioning, and proper disposal of technology hardware in an environmentally responsible way.



# Digital Technology Access



## Digital Device Life Cycle: Spotlight

### **Hackensack School District**

“Our 2019-2022 Future Ready Plan includes an obsolescence plan that outlines the expected lifespan of most district technology items and a timeline for replacing devices. Our Standard Operating Procedures Manual provides detailed procedures for decommissioning equipment as needed or when scheduled for replacement.”



# Digital Technology Access

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## Digital Device Life Cycle Management

### Our Approach:

- Established Guidelines for Obsolescence with Projected Life Expectancy (PLE) by Type of Technology
- Developed SOPs for purchasing, inventorying and decommissioning technology
- Implemented Inventory Management Solution
- Formalized decommissioning/e-recycling process



# Digital Technology Access

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## Defining Obsolescence



# Digital Technology Access



## Guidelines for Obsolescence

In devising guidelines for planned obsolescence the following facts are considered:

The software that is needed determines the specifications of the hardware required:

- ✓ Software drives Hardware
- ✓ Newer hardware has requirements that obsolete old software.
- ✓ Hardware and Operating Systems drive available software.

For the District to operate cohesively and to reduce support burdens we need standardization such as:

- ✓ Standardized Operating Systems
- ✓ Standardized Antivirus Software
- ✓ Standardized Office Productivity Platform

### Hardware:

Computer technology can be divided into “generations or stages”. These are listed from newest to oldest.

### Premium Stage:

This generation is high cost. It is marketed towards high-end software requirements. This generation will soon be “industry standard” and significantly cheaper. There must be a specific curricular reason for the district/school/office to purchase this generation of equipment since it will soon be Industry Standard.

This is based on the following formula:

$$\text{Annual Replacement} = \frac{\text{Number of Computers}}{\text{Expected Year of Service}}$$

For example, if you have 10 computers and expect them to last 5 years, then you should replace the 2 oldest computers every year.

$$\frac{10 \text{ Computers}}{5 \text{ Expected Year of Service}} = \text{Replace 2 Computers per Year}$$

## Expected Years of Service

Technology	Warranty	Useful Life <sup>7</sup>
Desktops (OEM)	3 years	6 years
Laptops/Chromebooks (New)	3 years	5 years
Desktops/Laptops (Refurbished)	3 years	4 years
Projectors	2 years	5 years
SMARTBoard	5 years	10 years
Network Equipment (Firewall, Routers, Switches, etc.)	5 Years	5 Years

<sup>7</sup> Based on published life expectancies and experience. Depends on use.



# Digital Technology Access

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Eventually, this regular replacement will ensure a stable, predictable computing environment. A stable environment will reduce costs dramatically and reduce downtime.

These guidelines are merely a recommendation for assessing needs and planning for the replacement of equipment. They are flexible and not mandated. Other variables may affect budget plans during a school year. Priorities may also change from year to year based on local, state and federal initiatives and new technologies and best practices may emerge that do not fit these guidelines. Manufacturer-published End-of-Life dates may also impact lifespan.



# Digital Technology Access

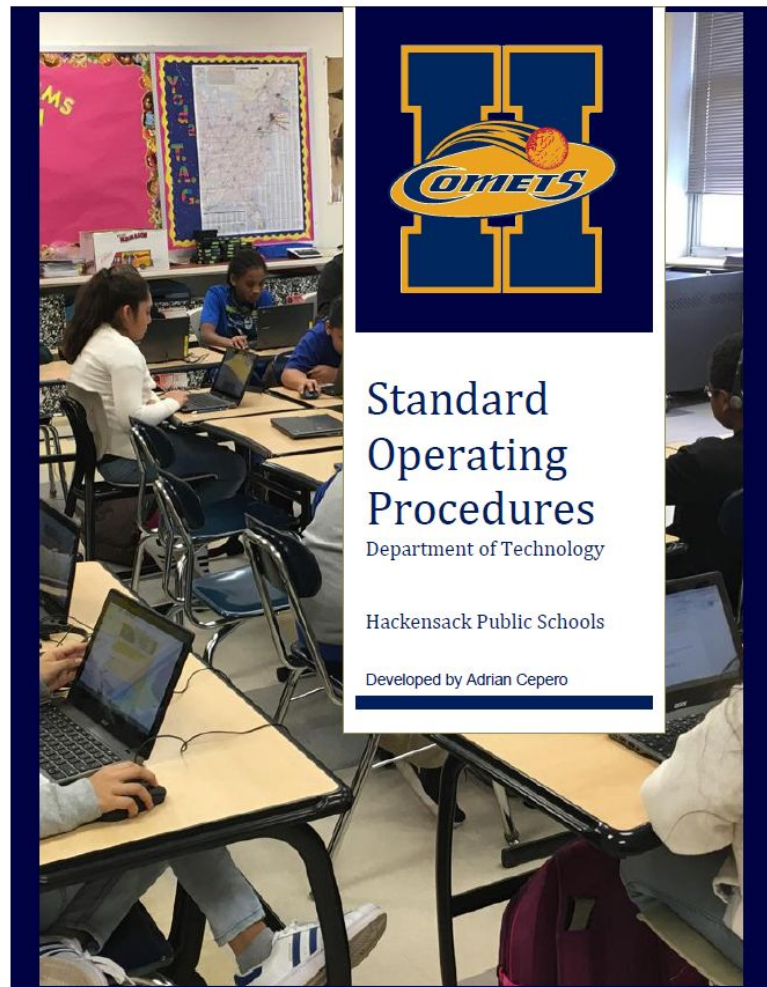
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## Standard Operating Procedures



# Digital Technology Access



## HACKENSACK PUBLIC SCHOOLS TECHNOLOGY STANDARD OPERATING PROCEDURES

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# Digital Technology Access



## RECEIVING DELIVERIES

### Purpose

To ensure all items are properly inspected and inventoried upon receipt.

### Procedure

1. Inspect shipment for damage. If significant damaged is observed, delivery should be refused.
2. Match the received items to the description stated on the accompanying bill of lading as well as the description on the related purchase order. Any discrepancies should be communicated to immediate supervisor as soon as possible.
3. Determine location for storage based on deployment timeline or next steps. For example, if deployment is not planned within the next 30 days, items could be placed into long term storage until a later date. Items to be deployed immediately should be delivered to the next point in the deployment process.
4. Complete delivery checklist, initial the checklist and attach to bill of lading (if shipment was accepted).
5. Tag all items with the appropriate bar coded asset tag.
6. Update the receiving log with the date and time of receipt of each delivery as well as the serial number and associated asset tag of each item.
7. Send original copy of delivery checklist and bill of lading to the District Technology Coordinator. Store a copy for your records.



# Digital Technology Access



## HARDWARE DEPLOYMENT

### Purpose

To ensure all items are properly configured and cataloged upon deployment.

### Procedure

1. Determine timeline and deployment location of all items. Allot sufficient time for any required prepping and/or delivery.
2. Ensure all items to be deployed have a bar coded asset tag.
3. Contact end-user(s) to coordinate earliest convenient deployment date and time.
4. Prep/configure items as necessary.
5. If moving a significant amount of items, contact District Courier (Buildings and Grounds) and building Head Custodian(s) to arrange for pickup and delivery prior to scheduled deployment. To reduce the likelihood of a conflict, give at least 5-7 days' notice.
6. Upon delivery to deployment location, items should be moved to assigned locations immediately or placed in a secure storage location.
7. If replacing existing hardware, equipment should be removed ahead of deployment (if possible) and serial numbers and asset tags of all associated hardware should be logged. All removed hardware, unless otherwise specified, should be moved to central storage. No removed equipment should be left at the building unless it is being re-assigned.
8. After installation is completed, inventory must be updated to ensure all items installed are logged along with all associated serial numbers, asset tags, purchase order numbers, install date and assigned room numbers or staff members.



# Digital Technology Access

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## Inventory Management



# Digital Technology Access



0 Open Tickets

0 Total Tickets

+ SUBMIT TICKET

OPTIONS

Asset Tag: 14054 | s/n: PF2N0C07 | Lenovo 300e Gen 2 AST | Central Office | John Kikwa

Asset Details

Timeline

General Information

Owner: John Kikwa

(Hackensack High School)

Asset Type: Devices

Asset Status: In Service

Model: Lenovo 300e Gen 2 AST

Location: Central Office

Asset Tag: 14054

Serial Number: [REDACTED]

App Link(s): Google Devices

Owner Management: Currently, only agents can modify this asset

Purchase Info

Funding Source

Purchased Date: Jul 16, 2020

Vendor: CDW

Warranty Info: ADP Extended Service

PO Number: 199995

Purchase Price: \$257.00

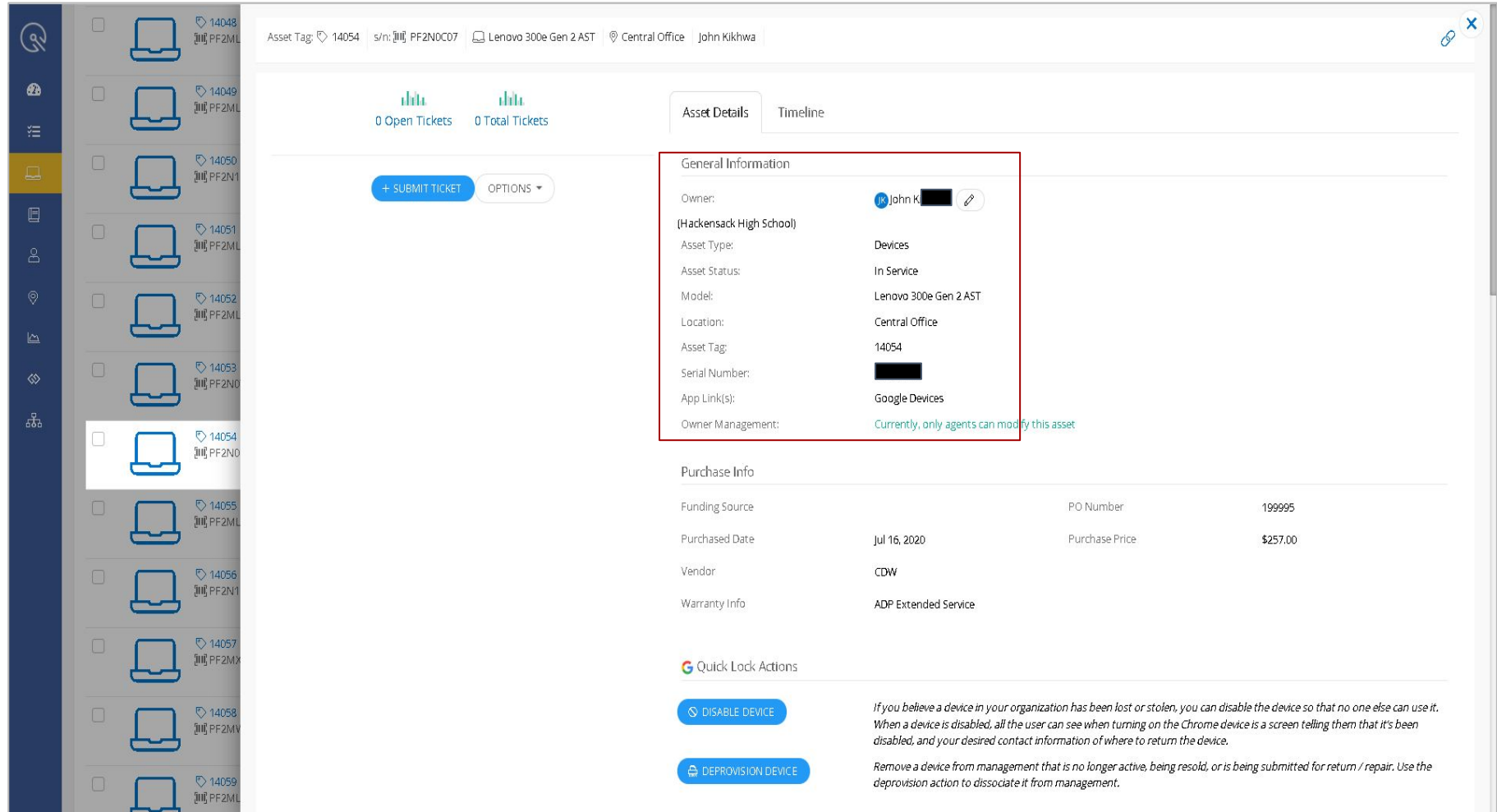
Quick Lock Actions

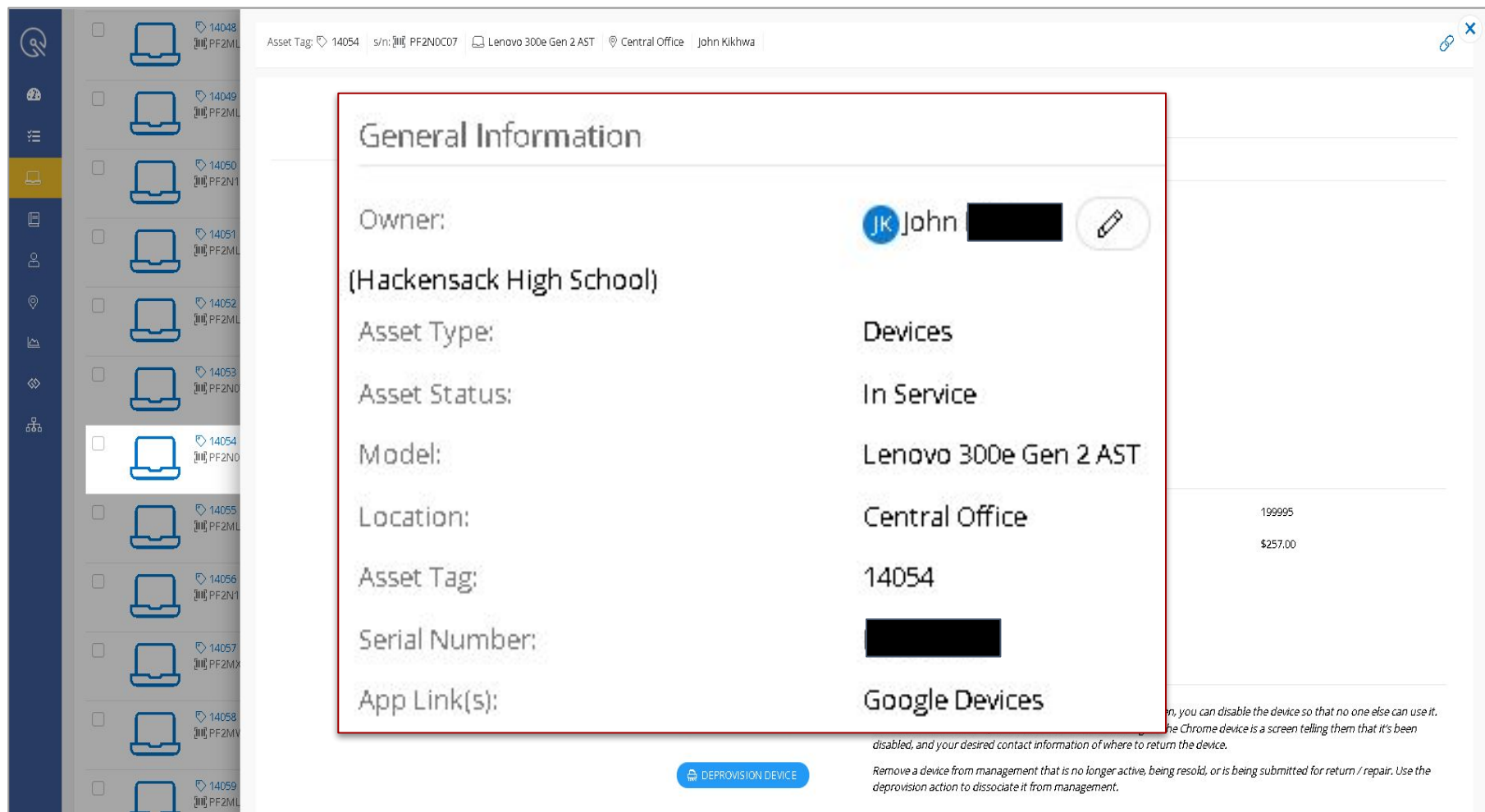
DISABLE DEVICE

DEPROVISION DEVICE

If you believe a device in your organization has been lost or stolen, you can disable the device so that no one else can use it. When a device is disabled, all the user can see when turning on the Chrome device is a screen telling them that it's been disabled, and your desired contact information of where to return the device.

Remove a device from management that is no longer active, being resold, or is being submitted for return / repair. Use the deprovision action to dissociate it from management.







# Digital Technology Access



14048  
PF2ML

14049  
PF2ML

14050  
PF2N1

14051  
PF2ML

14052  
PF2ML

14053  
PF2NO

14054  
PF2NO

14055  
PF2ML

14056  
PF2N1

14057  
PF2MX

14058  
PF2MV

14059  
PF2ML

Asset Tag: 14054 | s/n: PF2N0C07 | Lenovo 300e Gen 2 AST | Central Office | John Kikwa

0 Open Tickets

0 Total Tickets

+ SUBMIT TICKET

OPTIONS

Asset Details

Timeline

General Information

Owner: John Kikwa (Hackensack High School)

Asset Type: Devices

Asset Status: In Service

Model: Lenovo 300e Gen 2 AST

Location: Central Office

Asset Tag: 14054

Serial Number: [REDACTED]

App Link(s): Google Devices

Owner Management: Currently, only agents can modify this asset

Purchase Info

Funding Source	PO Number	199995	
Purchased Date	Jul 16, 2020	Purchase Price	\$257.00
Vendor	CDW		
Warranty Info	ADP Extended Service		

Quick Lock Actions

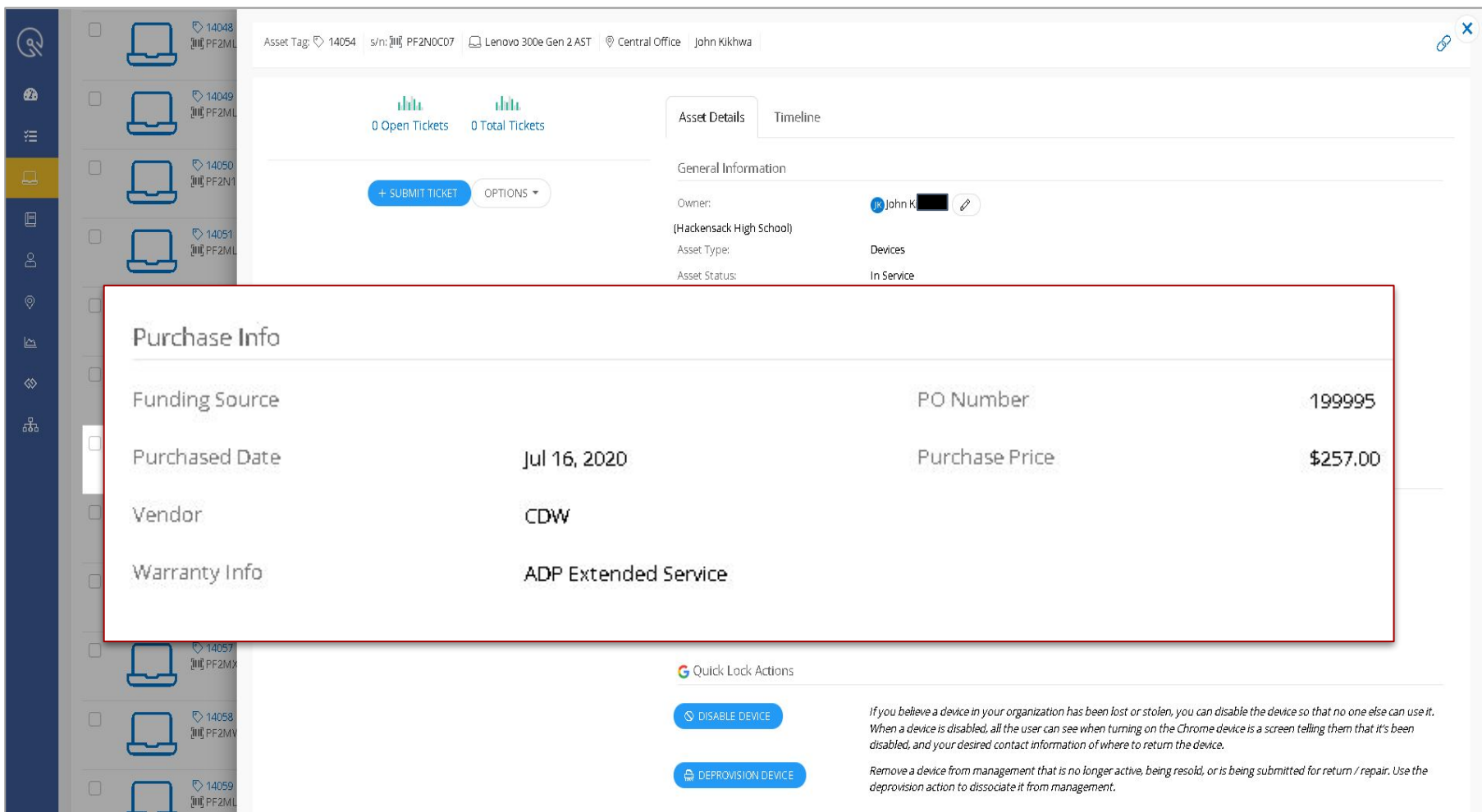
DISABLE DEVICE

DEPROVISION DEVICE

If you believe a device in your organization has been lost or stolen, you can disable the device so that no one else can use it. When a device is disabled, all the user can see when turning on the Chrome device is a screen telling them that it's been disabled, and your desired contact information of where to return the device.

Remove a device from management that is no longer active, being resold, or is being submitted for return / repair. Use the deprovision action to dissociate it from management.

Facebook: SustainableJersey | Twitter: @SJ\_Program, @SJ\_Schools | Insta: sustainable\_jersey | LinkedIn: sustainable-jersey

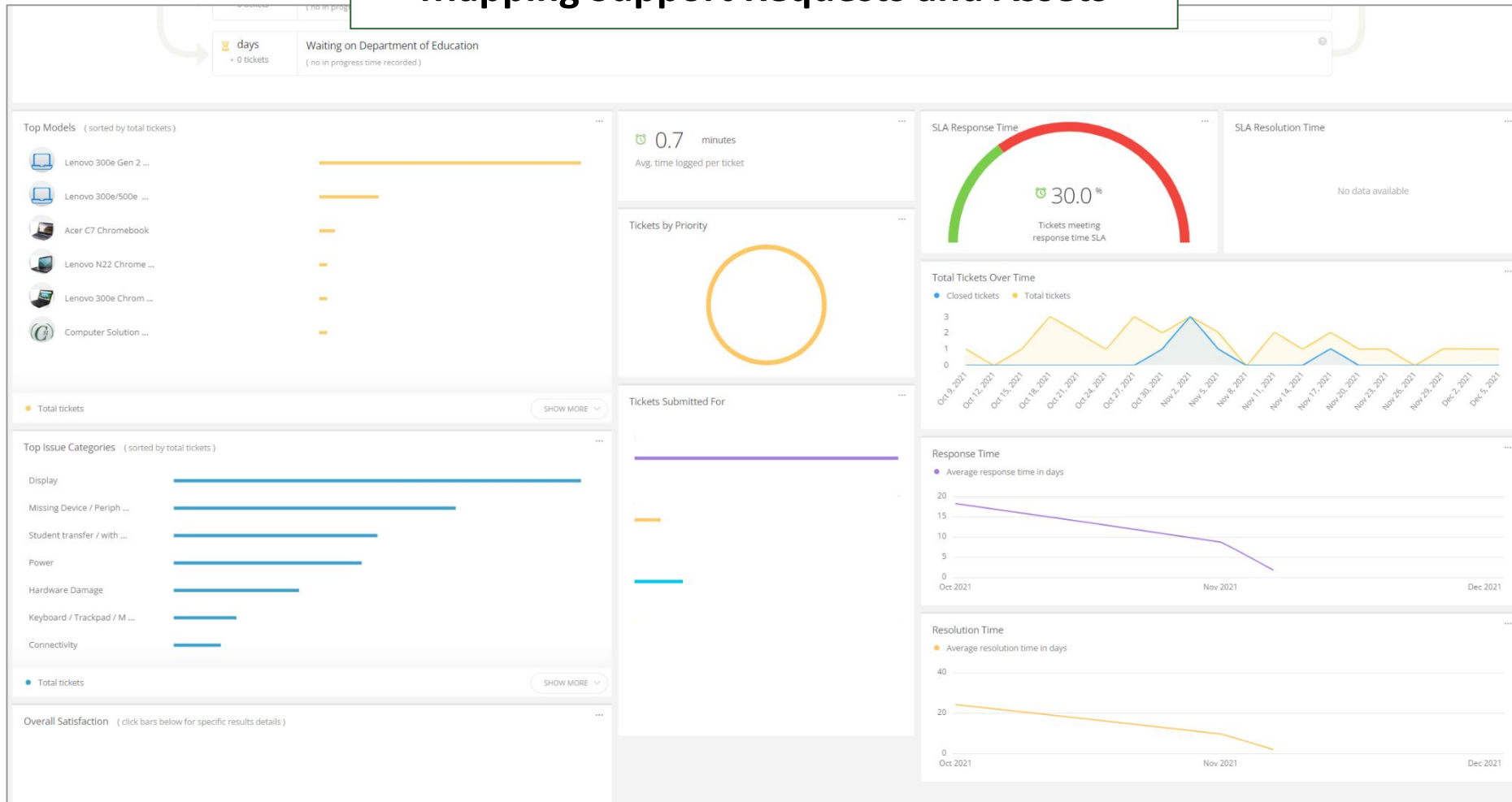




# Digital Technology Access



## Mapping Support Requests and Assets





# Digital Technology Access



## Top Models (sorted by total tickets)



## Top Issue Categories (sorted by total tickets)





# Digital Technology Access



## Automatic Verifications

### Conduct audits without touching a device.

With automatic verifications, devices are successfully audited when the assigned user logs into their device. If a device isn't used within a defined window, it will be automatically flagged for a manual follow-up.

## My Classes

### Distribute the auditing workload.

Empower teachers to assist device audits with the My Classes feature. Teachers can use a connected webcam or scanner to verify devices in their classroom. With My Classes, auditing student devices is as simple as taking attendance.

[Learn more >](#)



# Digital Technology Access

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## Decommissioning



# Digital Technology Access



## DISCARDING OF EQUIPMENT

### Purpose

To ensure equipment is retired in accordance with District, State and Federal guidelines.

### Procedure

1. District equipment may not be thrown away or given away by any individual in the District. Equipment purchased using special funding (i.e., ESSA/NCLB, Perkins, IDEA) may have additional restrictions regarding retirement/disposal.
2. Any school or department wishing to dispose of any technology equipment should prepare a list including the make, model, serial number, asset tag numbers, if any, and condition of the equipment.
3. A work order must be completed requesting disposal of equipment. The list of designated equipment should be included.
4. All equipment designated for disposal should be placed in one specific location in the building.
5. The list of equipment for disposal will be submitted to the Board Secretary's Office for approval by the Board of Education.
6. The Technology Department will attempt to place any working/non-obsolete equipment in another building or department. Any working equipment that is not wanted anywhere else in the district will be offered for sale through a bidding process. Any remaining equipment will be disposed of through an electronics recycling vendor, if possible.
7. Technicians from the Technology Department will pick up all equipment that has been approved for disposal.



# Digital Technology Access



## IT Equipment Recycling Procedure

### 1. Compile list of devices with the following information:

- Manufacturer
- Model
- Original Location
- Serial Number
- Tag Number
- Original PO (if available)
- Condition
- Planned/Unplanned

### 2. Prepare devices for pickup (factory reset device and/or remove hard drive(s), if possible)

### 3. Add to BOE Agenda with following resolution:

#### ○ Approval of Disposal of Technology Equipment

**WHEREAS**, the Hackensack Public School possesses technology equipment which is no longer needed for school district purposes; and

**WHEREAS**, the equipment is declared to be obsolete, and of no use or value to the District;

**THEREFORE BE IT RESOLVED**, that the Superintendent authorizes the disposal of such remaining technology equipment through an appropriate waste disposal site, or other such means as he determines.

### 4. Contact following vendors for bids:

#### ○ **Upcycle USA**

Contact: Michelle Polo

[michellep@upcyclellc.com](mailto:michellep@upcyclellc.com)

O: (973) 575-5800 x116

C: (973) 216-3027

#### ○ **IT-RE, Inc.**

Contact: Kortne Copple

[kortne@it-re.com](mailto:kortne@it-re.com)

(405) 601-0020

#### ○ **CDR Global, Inc.**

Contact: Shana Castle

[scastle@cdrglobal.com](mailto:scastle@cdrglobal.com)

(405) 749-7989 x1325

#### ○ **Universal Waste Solutions**

Contact: Glorinda Cook

[glorinda@universalwastesolutions.net](mailto:glorinda@universalwastesolutions.net)

(484) 239-9750

### 5. Schedule pickup with the winning vendor.

### 6. After pickup, mark all items as "disposed" in inventory management system



# Digital Technology Access

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## Additional Recommendations:

- Transition bulk purchases of technology to multi-year lease purchases to align with life expectancies
- Review/revise procedures regularly
- Train all staff on SOPs, not just Tech Department
- Conduct inventory audit periodically



# Digital Technology Access



## Infrastructure

Successful digital learning experiences require consistent and high-quality on-demand connectivity to digital resources. Districts must have the network infrastructure, cloud-based services, and servers to provide Intranet and Internet network availability, both wired and wireless (WiFi), optimized for anytime, anywhere learning to enable the utilization of digital learning technologies.

To receive points for this action, a district must show evidence that:

- There is an established process for evaluating the performance of network infrastructure components and services
- A disaster recovery plan and/or business continuity plan is in place
- An Internet access satisfaction survey is implemented to track user experiences and help guide network infrastructure services and planning



# Digital Technology Access



## Infrastructure: Spotlight

### Essex County Schools of Technology

“The District has migrated many of its microcomputer applications to the Internet platform instead of running on the local machine. This new cloud-based environment makes it easier to maintain the most recent product versions provided by the vendor. We conduct regular stakeholder, staff, students, and parents surveys to assess our technology, internet access, and access to digital applications.”



# Digital Technology Access



## Infrastructure

1. Description of Action Implementation including in the description the district's process for evaluating network hardware and services with a recent example of the process.
2. Upload a Description of the District Disaster Recovery Plan/Business Continuity Plan
3. Upload Copies of the School Level Internet Access Satisfaction Surveys from all Stakeholders and a Summary of the Survey Results
4. Upload a summary of the Areas in Need of Improvement



# Digital Technology Access



## Infrastructure



PowerSchool



onelogin

### Network Audit

The following prioritized list summarizes NRESC's recommended areas that need attention.

1. Backup methodology and procedures / Disaster Recovery policies
2. Proper tracking of all Information Technology related calls and issues.
3. Job Descriptions and escalation procedures for Tier 2 / Tier 3 Information Technology related Projects and issues.
4. Tracking of individuals on the Internet.
5. Proper Universal Power Supply sizing for all locations for longer runtimes.
6. Professional Development for current Information Technology specialists.



# Digital Technology Access



## Infrastructure

### 1. *Upload a Description of the District Disaster Recovery Plan/Business Continuity Plan*

***Our mission is to ensure information system uptime, data integrity, data availability, and business continuity.***

- *The District shall develop a comprehensive Technology Disaster Recovery Plan (TDRP).*
- *A risk assessment shall be undertaken to determine the requirements for the TDRP.*
- *The TDRP should cover all essential and critical infrastructures elements, systems and networks, in accordance with key business activities.*
- *The TDRP should be tested annually to ensure that it can be implemented in emergency situations and that the management and staff understand how it is to be executed.*
- *All staff must be made aware of the TDRP and their own respective roles.*
- *The TDRP is to be kept up to date to take into account changing circumstances.*



# Digital Technology Access



## Infrastructure

### ***2. Upload a Description of the District Disaster Recovery Plan/Business Continuity Plan***

***Objectives The principal objective of the TDRP is to develop, test and document a well-structured and easily understood plan which will help the District recover as quickly and effectively as possible from an unforeseen disaster or emergency which interrupts information systems and/or business operations. Additional objectives include the following:***

- The need to ensure that all employees fully understand their duties in implementing such a plan
- The need to ensure that operational policies are adhered to within all planned activities
- The need to ensure that proposed contingency arrangements are cost-effective



# Digital Technology Access



## Infrastructure

Potential disasters have been assessed as follows:

Potential	Probability Rating	Impact Rating	Description of Potential Consequences & Remedial Actions
Flood	5	3	Technology in the basement at risk of damage & may require replacement.
Fire	5	3	Technology in affected locations is a risk of damage and may require to be replaced. If a device was the source of fire, investigate the cause and take steps for prevention.
Tornado	5	3	
Electrical storms	3	3	Technology at risk of abrupt shutdown including servers and switches and at risk of power failure. All devices should be plugged into a power strip with surge protection. In the event of a power surge/outage. A hard reset is maybe required for switches and servers. Servers will be checked to ensure integrity. Devices throughout the school will have to be rebooted afterwards. Any devices damaged will need to be replaced.

Act of sabotage	4	3	Investigate the source of sabotage, its nature, and if possible the individual responsible. Depending on the nature of sabotage steps may be taken to ensure data security for all staff and students in the district. This may include a change in policy or shutdown of a service until further notice.
Electrical power failure	2	4	All servers and switches should be plugged into a UPS to ensure operation in the event of a power outage. Upon return of power all devices should be turned back on and checked to ensure it is not damaged.
Loss of communications	3	3	Technology will reach out and coordinate with relevant sources to bring back communications. This may include Voice over IP and internet service providers.

Probability: 1 – Very High, 5 – Very Low; Impact: 1 – Total Destruction, 5 – Minor Annoyance



# Digital Technology Access

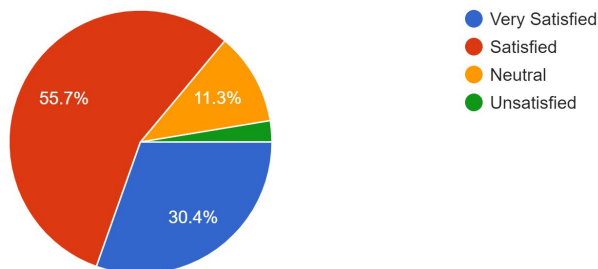


## Infrastructure

Digital Access/Learning Survey netted 347 Parent responses, 324 Student responses, and 115 Faculty/Staff responses.

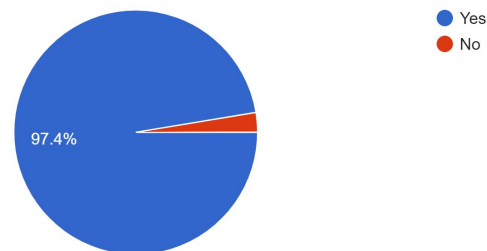
How satisfied are you with school internet access?

115 responses



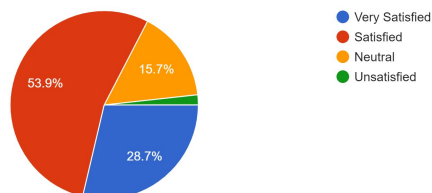
Can you connect to the school's digital resources from home? From other locations?

115 responses



How satisfied are you with off-campus access to school digital resources?

115 responses





# Digital Technology Access



## Infrastructure





# Digital Technology Access



## Support For Digital Teaching & Learning

Technology support for a district can entail many areas of responsibility, including digital learning as well as administrative, financial and security systems. The ever-evolving digital world creates increasing demands for digital learning support for educators and students. A sufficient level of such support needs to be in place to effectively create and maintain an equitable digital learning environment that empowers staff to be effective digital educators, supports students as digital learners whether on or off campus, and helps implement the district's digital learning vision (see District Commitment to Digital Learning action).

Educators and students are the end users of digital learning devices, tools, software and applications. The technology support system and staff are responsible for evaluating, procuring, installing, and maintaining all aspects of the digital learning environment. This requires adequate planning, evaluation, technical support services, staffing and budgeting (see District Commitment to Digital Learning action).



# Digital Technology Access



## Support For Digital Teaching & Learning: Spotlight

### **Howell Township Public Schools**

“Rapid changes in the way technology is utilized in an educational setting required the district to develop a comprehensive process for supporting technology and creating a reliable end-user experience. Surveys results and a Technology Task Force, comprised of district citizens, identified the support structure needed to maintain a 21st Century learning environment.”



# Support for Digital Teaching & Learning



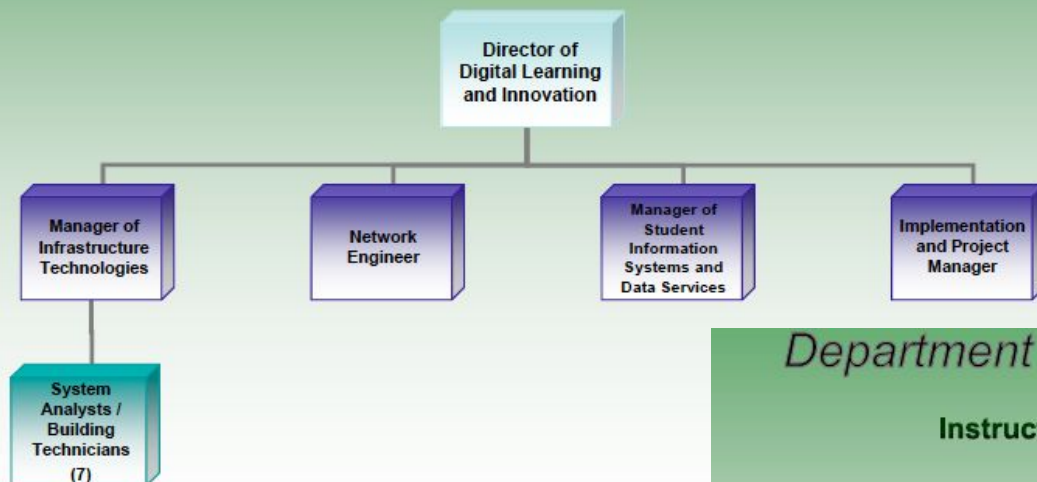


# Support for Digital Teaching & Learning



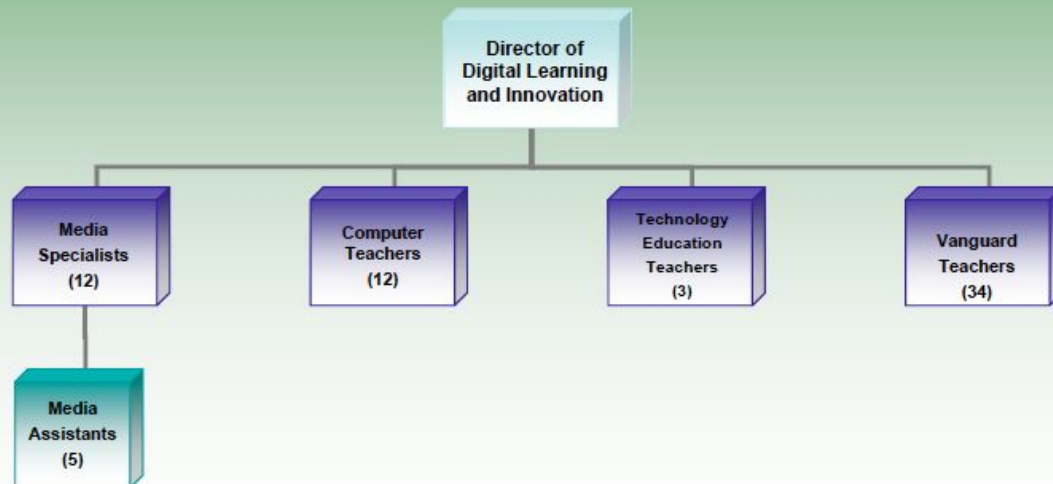
## Department of Digital Learning and Innovation

### Office of Information Technology: Organizational Chart



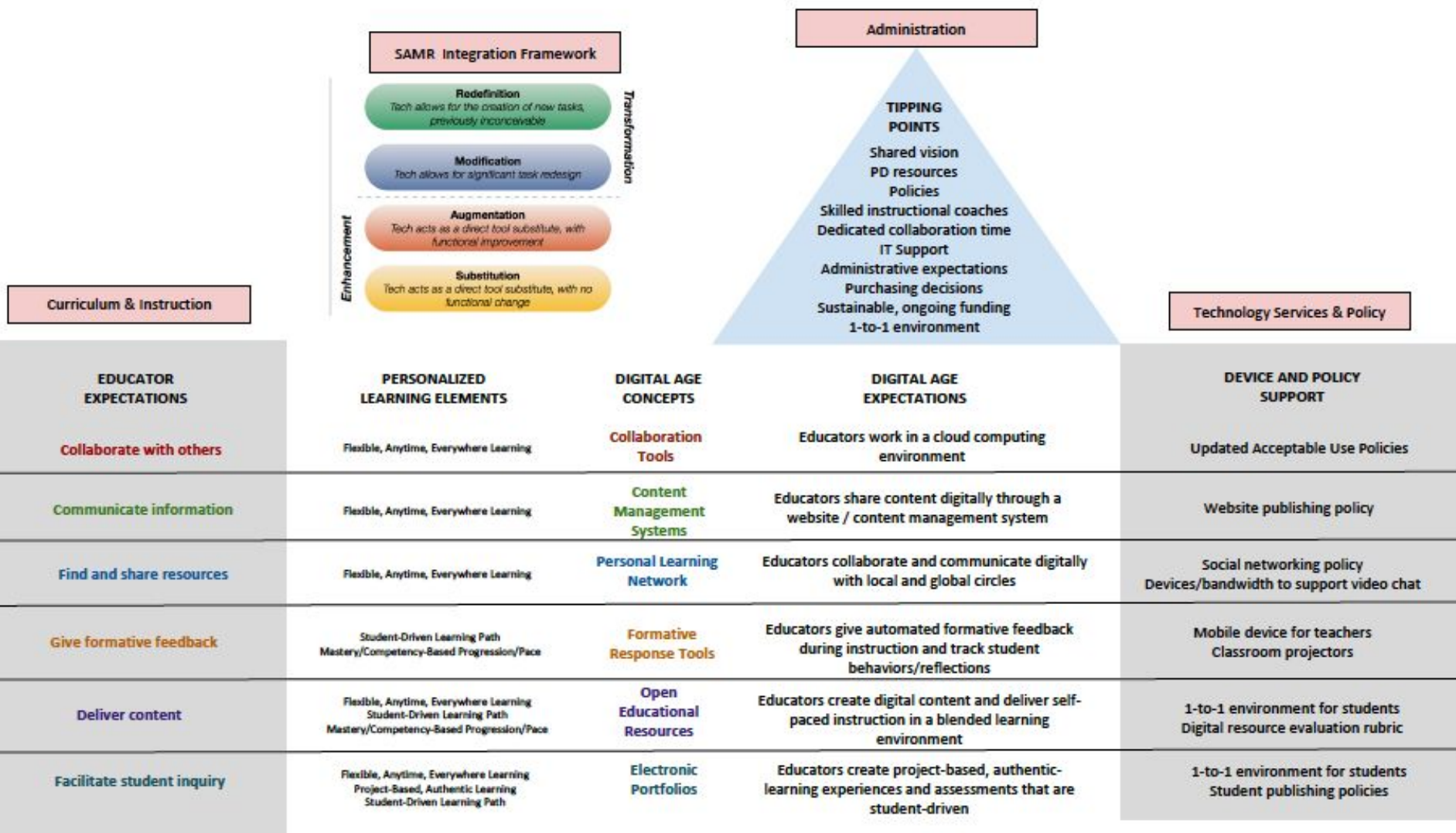
## Department of Digital Learning and Innovation

### Instructional Technology: Organizational Chart





# Support for Digital Teaching & Learning



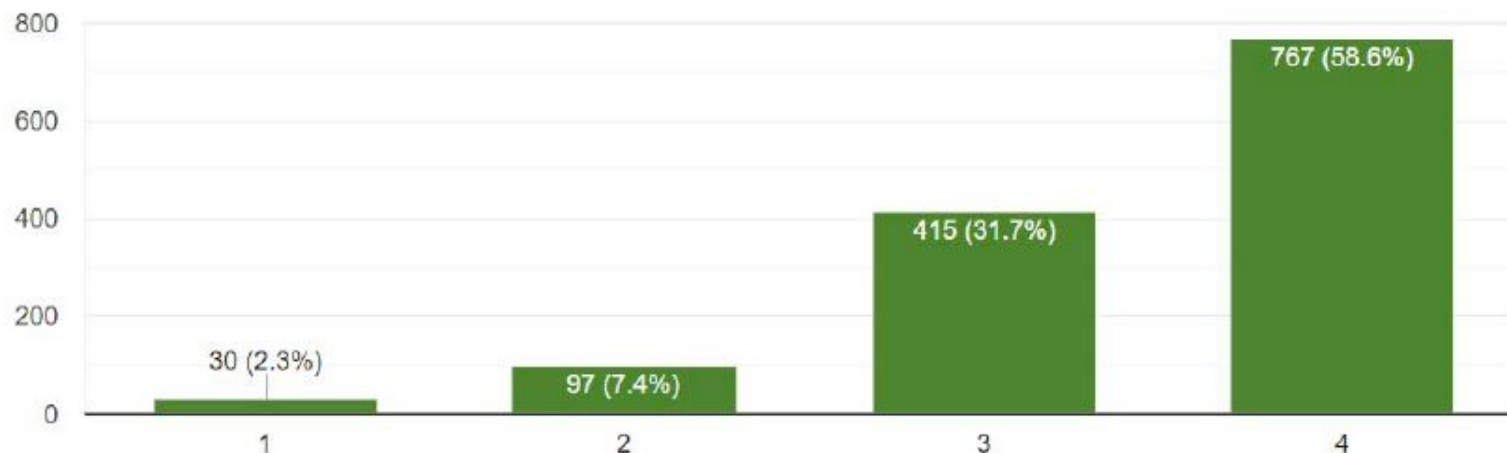


# Support for Digital Teaching & Learning



There are numerous support resources for parents (e.g. Tech Tutorial website, the School's Technician, Computer Teacher, Classroom Teacher, Guidance, School Secretary, Administration, etc.).

1,309 responses



If you would like to be contacted, please provide your name, phone number and/or email address below:

75 responses

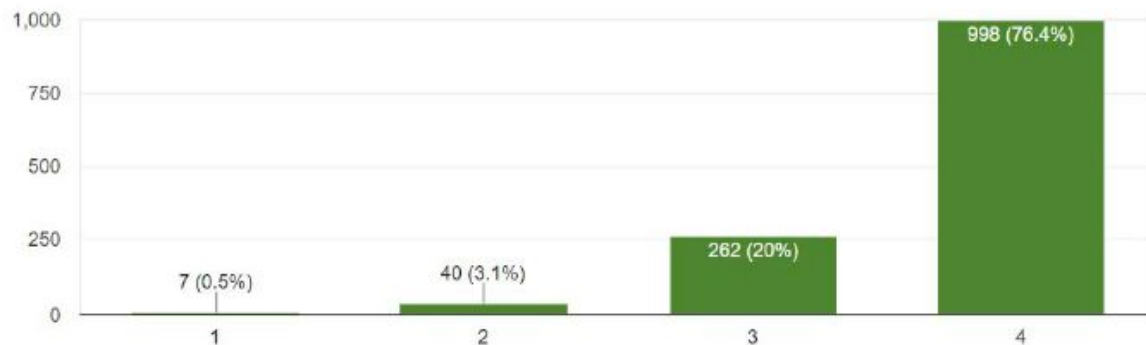


# Support for Digital Teaching & Learning



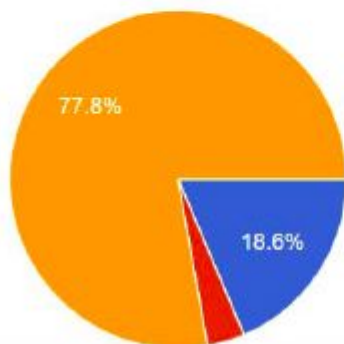
During at home learning days or while attending school 100% virtually, my child(ren) can access the Internet and district resources (Example: Schoology, Seesaw, Google, etc.).

1,307 responses



If your home Internet/WiFi connection is not consistent and adequate for your child's learning needs, have you contacted your in-home service provider for remediation (e.g. Optimum, Altice, Verizon, Cablevision, etc.)?

1,307 responses



- Yes
- No
- N/A - my Internet connection at home is adequate for my child's learning needs.

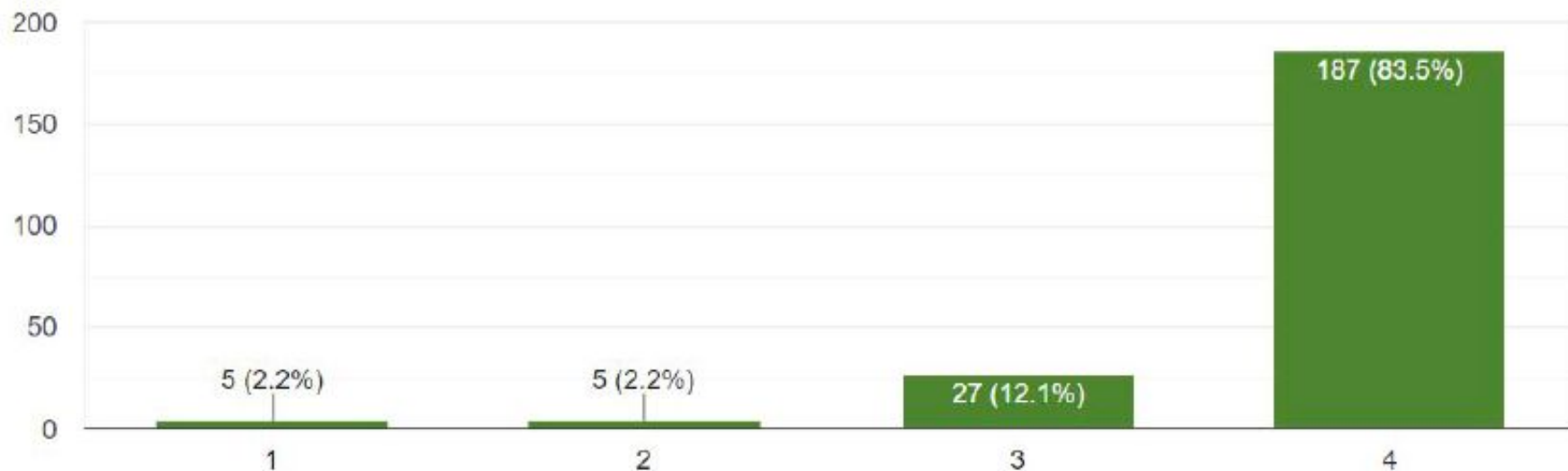


# Support for Digital Teaching & Learning



My district issued device allows me to utilize the district's digital resources.

224 responses





# Daily Learning Plan

TITLE I ESY REMOTE LEARNING PLAN			
Student Daily Learning Activities for July 6, 2020			
8:30-8:40	<b>Morning Meeting</b>  <a href="#">Click here at 8:30am to join our Morning Meeting Video Conference</a>	Our strength for this week is <b>belonging</b> . Let's create a sense of belonging as learners at home. Designate an area for home learning. Find a quiet, comfortable place to work and store your materials nearby. Create a cozy nook for reading. Make the home a place of belonging and safety for the learning experience.	<b>TIP:</b>  <b>Print this page and highlight your meeting times OR get a blank sheet of paper and write down your meeting times so you never miss a meeting!</b>
8:40-9:00	<b>LITERACY Lesson</b>  Stay in video conference for lesson.	<i>Readers read long words part by part to see if a word looks right.</i>  You will need: <i>One Love</i>	
9:00-10:00	<b>Independent Work, Small Groups, and Conferences</b>  <a href="#">Click here when it is time for your conference or small group.</a>	9:00-9:15am Literacy Small Group: Sam, Jamal, Ashlyn 9:20-9:30am Conference: Kevin 9:30-9:40am Conference: Melody 9:45-10:00am Math Small Group: Katharine, Peter, Genevieve  Choice Board: - MUST DO: Read for 20 minutes (book or <a href="#">LitPro</a> ) - MAY DO: Watch strength video OR Reading power/writing power OR Virtual field trip	
10:00-10:20	<b>MATH Lesson</b>  Meet in video conference at 10am OR link here to pre-recorded video lesson.	<i>Write math learning target here.</i>  You will need: Counters, paper, pencil	



# 2021-2022 Remote Learning Program

**WELCOME TO MIDDLE SCHOOL VIRTUAL LEARNING**  
Tuesday, October 12th  
Today is a **A** Day

*Today's Zoom Schedule*

7:20 - 7:35	<u>Attendance &amp; Morning Check In</u>	11:30 - 12:15	World Language/ Elective (Independent Work)
7:35 - 8:35	<b>ELA Support</b>	12:15 - 1:15	<b>Live Check-In</b> (if needed)
8:45 - 9:45	<b>MATH Support</b>	1:15 - 1:55	Phys Ed (Independent Work)
10:00 - 11:00	<b>Science or SS Support</b>	1:55 - 2:00	Afternoon Check Out
11:00 - 11:30	30 Minute Break		

**\*NEW Zoom Link posted below\***

- 1) students learn remotely from caring, well-trained teachers
- 2) students connect, interact, and collaborate with peers
- 3) remote learning teacher facilitators maintain the instructional pace set by classroom teachers



# Support Structures & Resources for Our Students



10:26 PM Sun Oct 3 howell.schoology.com

Section McCreight

Submissions Received (0/2)

No users match the selected filter.

To return files to students, please attach them to comments by clicking on a student's name in the "Submissions" area above.

This assignment will help you learn how to use split view on your iPad.

**Split view** will allow you to have two screens open at once on Safari. You can use it to take notes while reading or watching a video.

**Slide Over** works by having a small pop over screen over the full screen of your application.

**Today we will create a pumpkin.**

View the following video to use Slide over to display the requirements for your pumpkin and how to create it in Show Me. When you are finished, upload the SCREEN SHOT of your iPad to show that you used slide over.

**Pumpkin Requirements**

- Your pumpkin must have a stem
- You must have at least one pumpkin
- Your pumpkin needs to have eyes, a nose, and a mouth
- Please give your pumpkin a name.

**How To Submit Your Assignment on Schoology.**

Posted Today at 2:16 pm

[How To Split Screen](#)

Access Code

J2UR-CA4J-QWBFG  
Reset

8BH-VXMTT-G7ZRB  
Reset

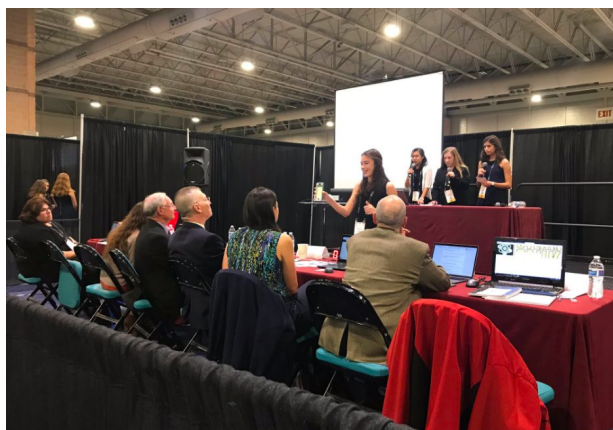
JKP2-W5F9-8JSM8  
Reset

G5RZ-4VCD-RBPZF  
Reset

PZTB-2M7N-SK8XB  
Reset



# Support Structures & Resources for Our Students



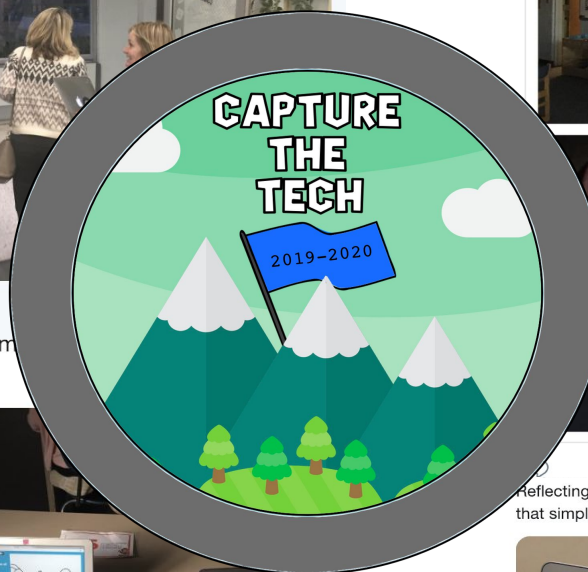
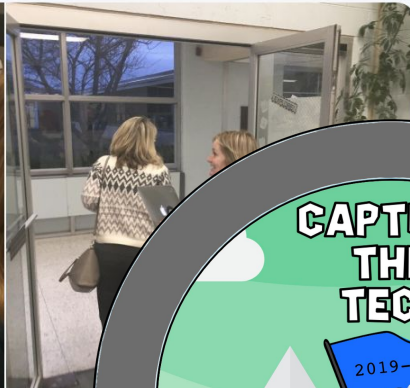


# Support Structures & Resources for Our Staff



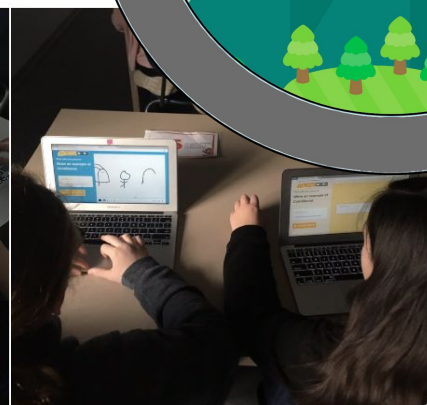
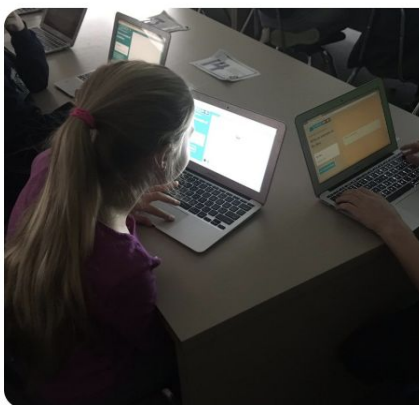
Stephen Hoo

#FlipHunt is happening at the #CaptureTheTech CEU. The game is being played!!!! T minus 20 minutes!! #howellLearns

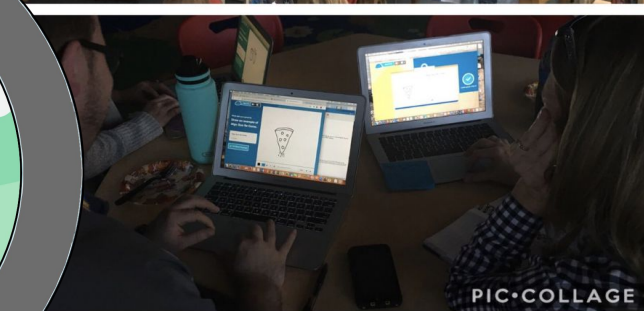


1 1 7

classroom first allowing students to become com  
additional classroom integration.

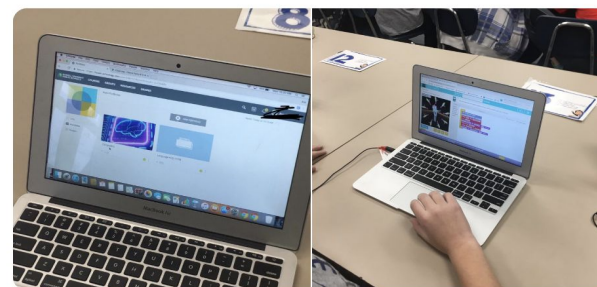


1 1 3



PIC•COLLAGE

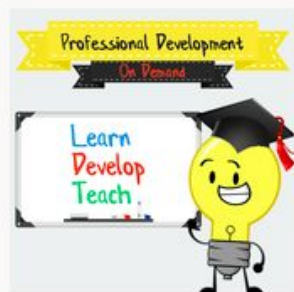
2  
Reflecting on portfolios and coding new adventures in the same class? Yes! It's that simple! #CaptureTheTech #CEU @Schoolology @codeorg



2 13



# Support Structures & Resources for Our Staff



Course Options

Materials

Updates

Gradebook

Grade Setup

Mastery

Badges

Attendance

Members

Analytics

Workload Planning

LockDown Browser

Newsela

## Professional Development On Demand: 19-20

Ramtown School

Add Materials Options Student Progress

All Materials



Introduction to PD On Demand- View First



Primary School- Introduction to Schoology



This module will train you in the basics of Schoology. It includes how creating assignments, discussions, and assessments to use in the classroom. It will also show how to create badges and use them with your class. The primary school module will focus on using the iPads with Schoology.

Must Complete



Elementary School- Introduction to Schoology



This module will train you in the basics of Schoology. It includes how creating assignments, discussions, and assessments to use in the classroom. It will also show how to create badges and use them with your class. The elementary school module will focus on integrating Schoology into your classroom.

Must Complete



Middle School- Introduction to Schoology



This module will train you in the basics of Schoology. It includes how creating assignments, discussions, and assessments to use in the classroom. It will also show how to create badges and use them with your class. The middle school module will focus on integrating Schoology into your classroom.

Must Complete





# Gamifying Continuing Education Classes





# Support Structures & Resources for Our Staff



The screenshot displays the Schoology Professional Learning interface for Stephen Rao at Ramtown School for the 2020-2021 school year. The top navigation bar includes links for Courses, Groups, Resources, and Tools, along with a search icon and a user profile for Stephen Rao. The left sidebar lists various navigation options: Materials, Updates, Gradebook, Grade Setup, Mastery, Badges, Attendance, Members, Analytics, Workload Planning, LockDown Browser, Newsfeed, PowerSchool, and StudyMate. The main content area shows a list of materials with expandable sections. The first section is 'Back to School-ogy Webinars'. The second section is 'Ramtown Hybrid Learning Design' with a sub-item '1 group - 0 Unpublished'. The third section is 'Schoology Breakout Game CEU' with a 'Must Complete' status. The fourth section is 'Course and Banner Graphics' with a 'GRAPHICS' banner. The fifth section is 'Schoology Assessments' with a 'SCHOLOGY' banner. The right sidebar shows 'Reminders' with 1 ungraded assignment submission and 'Upcoming' with no upcoming assignments or events. A blue 'S' icon is visible in the bottom right corner.



# Support Structures for BOE

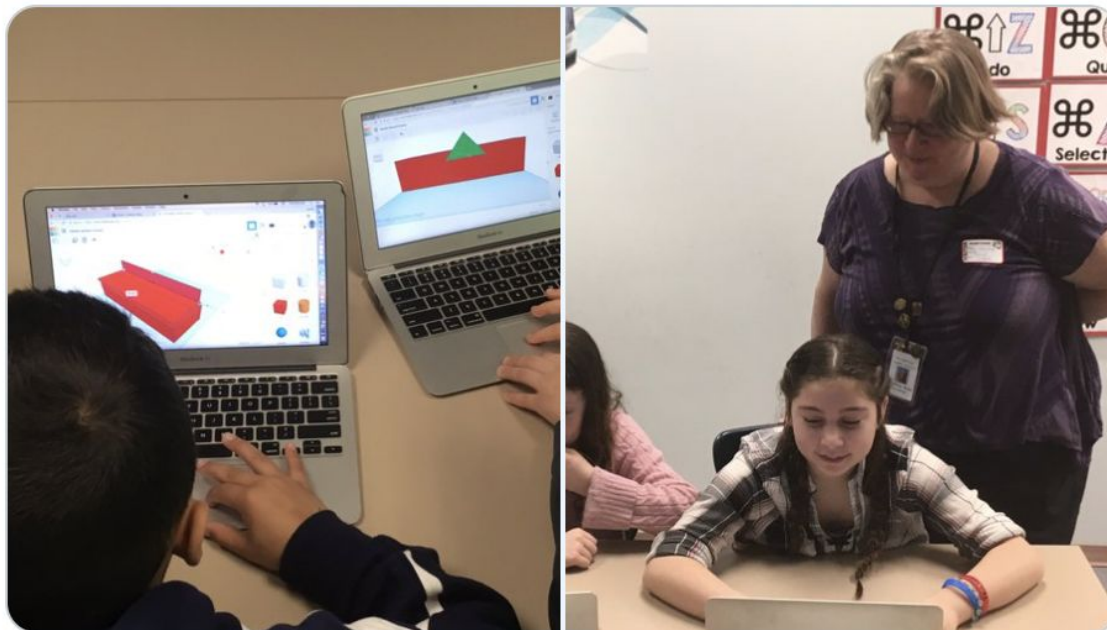


**Ramtown**

@HowellTwpRamtn

...

Architects in training...BOE member, Mrs. Malley, joins Mr. Rao for Digital Learning Day



# Support Structures for Parents/Guardians





# Support Structures for Parents/Guardians





# Student Climate Challenge

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- All NJ Students Grades 6 - 12 eligible
- Teachers register and integrate the Climate Challenge into their educational activities
- Student teams complete a school or community-based climate action project and create a short digital story video.
- Deadline April 1, 2022
- Virtual Educational Sessions Dec - Feb



# Student Climate Challenge

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- Schools with winning submissions receive a grant to support their climate education initiatives: first place \$2,500, second place \$1,000 and third place \$500.
- Student team winners and their teachers are recognized at an June 2022 awards ceremony hosted by the Drumthwacket Foundation with the New Jersey Governor and First Lady.
- More information at:

<http://bit.ly/NJStudentClimateChallenge>



# Student Climate Challenge

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## Partners

- Drumthwacket Foundation
- Atlantic City Electric
- Exelon
- Sustainable Jersey for Schools



# Sustainable Jersey for Schools Grant Opportunity



- PSEG Grant Cycle

- Deadline 3/11/22
  - \$10,000 and \$2,000 grants
  - \$100,000 total
- Join Our Mailing List for more grant opportunities (see “Join” at bottom of all webpages)





# Digital Schools Informational Webinars



- Action - Specific Webinars
  - Dec 16 (Leadership)
  - See [Events Page](#) for more information and registration
- ***Individual Digital Schools Technical Assistance sessions available -***  
[schools@sustainablejersey.com](mailto:schools@sustainablejersey.com)

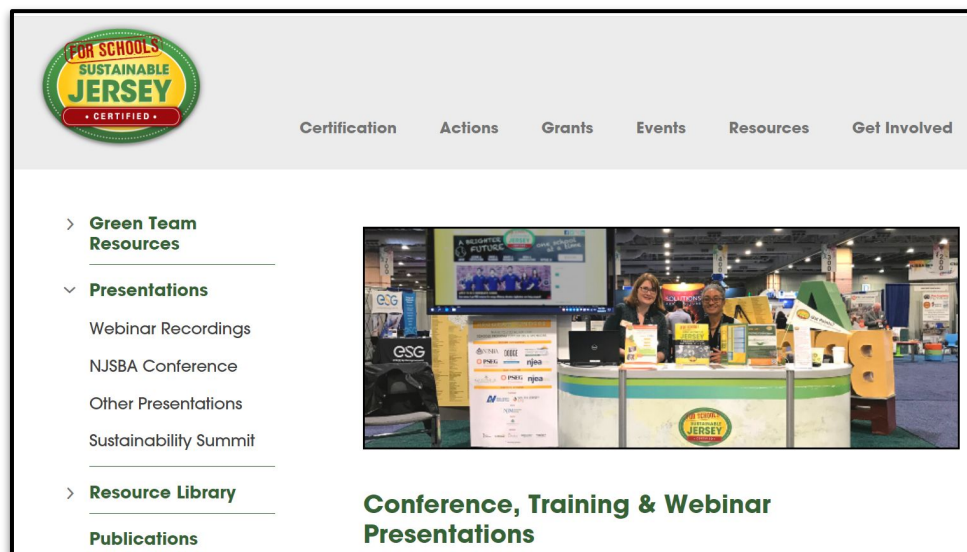




# Digital Schools Website Tour



- Home Page – [www.sustainablejerseyschools.com](http://www.sustainablejerseyschools.com)
- [Digital Schools Landing Page](#)
- [Fact Sheet](#)
- [Actions](#)
- [Star Recognition Page](#)
- [Webinar Recordings](#)
- [Digital Schools History](#)
  - [Transition Committee](#)
  - [SJDS – FRS-NJ Crosswalk](#)
- [Remote Digital Learning Roadmap](#)
- [Sign Up Page](#)





# Sustainable Jersey Digital Schools

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# Q & A



# Webinar Recording

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**The recorded webinar and slides  
will be available at**

**<https://www.sustainablejerseyschools.com/resources/presentations/webinar-recordings/>**



# Contact Information

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Adrian Cepero - [acepero@hackensackschools.org](mailto:acepero@hackensackschools.org)

Emily Bonilla - [ebonilla@essextech.org](mailto:ebonilla@essextech.org)

Mr. Daniel Delcher - [ddelcher@essextech.org](mailto:ddelcher@essextech.org)

Claire Engle - [cengle@howell.k12.nj.us](mailto:cengle@howell.k12.nj.us)

Stephen Rao - [srao@howell.k12.nj.us](mailto:srao@howell.k12.nj.us)

***Contact for Digital Schools Information***

Laurence Cocco - [schools@sustainablejersey.com](mailto:schools@sustainablejersey.com)



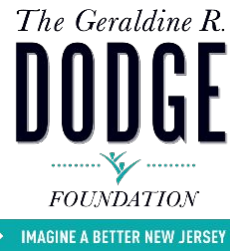
# Sustainable Jersey for Schools Program Partners

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# Supporters & Sponsors

## Program Underwriters



## Grants Program



## Corporate Sponsors

### PLATINUM



### GOLD



### SILVER



### BRONZE

