LAGUNA
DEPARTMENT of EDUCATION
2019-2025
Technology Plan

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Overview

I.   **Laguna Department of Education:**

        Students: 1663

        Teachers: 75

        Employees: 130

        Annual Technology Budget: $ 243,438

II.   **Proposed Improvements:** Upgrade server room environment; Set and follow a computer replacement schedule; Backup generator for building 1124; Phone System.

III.   **Timeframe:** 2019-2025

IV.   **Goals:** Improve classroom instruction with new technology

V.   **I.T. Budget Equipment and Software:** $300,000 (projected cost)

     i. $243,438 (actual cost)

Introduction

Organization Mission:

Vision Statement

Academic excellence develops successful life-long learners by demonstrating that we:

- Create exemplary environments that maximize staff and student satisfaction toward academic excellence
- Are rooted in love and respect
- Embrace our history, traditions, and culture by respecting our Laguna perspective to maximize holistic learning and bi-cultural prosperity/success
- Recognize learning opportunities from infancy through adulthood
- Encourage and demonstrate community support for self-sufficiency
- Are the school of choice for Laguna students and parents
- Are a nationally recognized educational system

Ultimately, we envision a community with a teacher in every household, a family in every classroom, providing a quality educational environment for parent and child alike.

Mission Statement

Reflecting the importance we place on the integration of the Laguna language and culture into our programs, our mission statement is expressed in our Keres language and though there is no direct literal translation, in English it is stated as:

"Helping People Prepare for Life's Journey"

"Hanu heya nayuutsi gunishe"

The mission of the Laguna Department of Education (LDoE) is to provide quality education to the students of the Pueblo of Laguna (POL) by providing fast, reliable internet service, telecommunications, and connectivity. This effort is provided to students from Early Childhood Development (Pre-school) to students completing the 8th grade and higher education.
We are committed to enhancing customer satisfaction cultivating civility, respecting Laguna culture and promoting equity for all. We are striving not only to bring educational advancements to those young children in school, but those who are yearning to improve and complete their education after graduation. For it is these people who are manning the front lines to ensure our tribal survival.

Organization Description:

The Laguna Department of Education (LDoE) is operated under the auspices of the Pueblo of Laguna. It is located approximately 45 miles west of Albuquerque in the high desert country of West-Central New Mexico.

LDoE serves approximately 1663 Students from early childhood to adulthood with the assistance of 130 employees. Our education system includes our **Division of Early Childhood Program, Laguna Elementary**, **Laguna Middle School**, and our **Partners for Success** program.

Integrated Technology and Support:

1. Emphasis on numeracy, literacy and science at all school locations based on the Creative Curriculum.
2. Updated curriculum to Common Core standards for ELA and Math. Science curriculum aligned to the Next Generation's Science Standards.
3. Implementation of testing at LES and LMS:
   - Measures of Academic Progress (MAP) assessment (three times per year), a computer-based assessment will monitor student progress and growth. The purpose of the assessment is to provide real time data (results are within 24 hours) for enhancing instruction and student achievement.

   The following assessments are also given to the students to measure overall academic progress:
   - WIDA Screener (As needed)
   - WIDA Access
   - NM-ASR
   - NM-MSSA
   - NWEA
   - Star Reading

   Division of Early Childhood
   - Teaching Strategies Gold
4. Interactive Digital boards provide enriched instruction and student engagement to assist with the diversified instruction implemented by LDOE.
5. Professional development and training are aligned to improve student achievement.

Existing technologies will be utilized in the implementation of these strategies. The infrastructure will be maintained and upgraded by applying for E-Rate funding each year.

Proposed Technology Planning Team:

Name	Title	Phone	Email
Amy Suman	Superintendent	505-552-6008	a.suman@lagunaed.net
Thomas Mabrey	Director Of Operations	505-552-6008	t.mabrey@lagunaed.net
Tamera Allison	LMS Principal	505-552-9091	t.allison@lagunaed.net
Marina Sondergaard	Director of Finance	505-552-6008	m.sondergaard@lagunaed.net
Gionna Jaramillo	Student Services Director	505-552-9200	g.jaramillo@lagunaed.net
David McGee	IT Manager	505-552-3080	d.mcgee@lagunaed.net
Dax Thomas	IT Technician	505-552-3080	d.thomas@lagunaed.net
Francine Correa	IT Technician	505-552-9200	f.correa@lagunaed.net
Petra Solimon	PFS/LAC/DES Director	505-552-9322	p.solimon@lagunaed.net
Willard Romero	Facilities Director	505-552-6087	w.romero@lagunaed.net
Ruth Hidalgo	DEC Director	505-552-1013	r.hidalgo@lagunaed.net
Eric Olsen	Grants Manager	505-552-6008	e.olsen@lagunaed.net

The technology committee's primary functions are to provide guidance on technology in the following areas:

- Technology purchases will be reviewed by the committee, and members will assist with budgeting for new technologies.

- Network Security for Students and Staff

- Compliance of Internet Acceptable Use Policy
- Technology Plan Implementation.
- Professional Development Training on technologies for all staff.
- Technology upgrades.
- Assurance that new technologies are compatible with the existing technologies and infrastructure.

The Committee will meet as necessary to complete the tasks outlined. Primary dates for the committee to meet will be once a month, and any other time as required, to monitor, evaluate the progress, and make modifications when necessary to the technology plan. The school is CIPA (Children Internet Protection Act) compliant due to the filtering provided through on-site Content Keeper network filtering and Meraki firewall devices.

Current State of Technology:

Laguna Elementary School (Students: 215)
- 1 Teacher Laptop
- 1 Teacher Desktop computer per room.
- 1 Smartboard or Digital Board per classroom.
- 1 Document Camera per classroom.
- 6 mobile COWs (25 Chromebooks in each)
- 2 COMPUTER LABS: Minimum 30 desktops in each
- 4 Program Cell Phones
- 10 Printers
- 40 Relay Devices

Laguna Middle School (Students: 102)
- Minimum 4 desktop computers per classroom.
- 1 Teacher Laptop computer.
- 1 Smartboard or Digital Board per classroom.
- 1 computer whiteboard interactive teaching device (Math Teacher).
- 2 COMPUTER LABS: Minimum 30 desktops in each.
- 2 mobile COWs (40 laptops)
- 20 Chromebooks per Homeroom
- 3 Program Cell Phones
- 10 Printers
- 24 Relay Devices

Pre-School Head Start (Students: 60)
- 1 Smartboard or Digital Board per classroom
- 1 iPad per classroom.
- 1 Teacher Laptop computer per classroom.
- 5 Program Cell Phones
- 5 Printers
- 20 Relay Devices

Early Head Start (Students: 34)
- 1 Smartboard or Digital Board per classroom.
- 1 Laptop for Teacher or Teaching Assistant
- 1 iPad, 1 desktop in each classroom
- 5 Program Cell Phones
- 5 Printers
- 14 Relay Devices

Partners For Success/Laguna Acoma Connections (PFS Participants: 750/LAC: 300/ DES:202)
- 25 laptop computers in the PFS Training Center.
- 1 Digital interactive board in PFS Training Center.
- 4 All-in-One computers in PFS hallway.
- 4 Program Cell phones
- 5 Laptops
- 6 Printers

- 6 Relay Devices

Facilities
- 1 Digital interactive board
- 2 Desktop computers
- 2 laptop computers
- 4 Relay Devices
- 4 Program Cell Phones
- 2 Printers

Accounting
- 4 Desktop computers
- 4 laptop computers
- 2 Program Cell phones
- 4 Printers
- 3 Relay Devices

Administration
- 4 Desktop computers
- 4 laptop computers
- 3 Program Cell phones
- 4 Printers
- 3 Relay Devices

LDOE District-wide
- 4 server cluster with 30 virtual servers (OS versions running Datacenter 2016)
- Current Microsoft Office versions 2016 and 2021 Professional
- Accounting Program: Skyward (web-based) In 2018, moved to ERP Pro Accounting System

- Wireless access points: 76
- The current server cluster was purchased in 2019 and is still under warranty until 2025. The oldest server we have in operation is Server 2008, which will be upgraded to Datacenter 2021 in summer 2024.
- Network connectivity: Point-to-point dark fiber runs from building 1124 to LES and LMS, respectively. This was implemented under our 2011 E-rate plan. Also, all switches were replaced at LMS, DEC, PFS/LAC, and the administration building in 2017.

- Current broadband connection: 5GB (due to the increase in online testing and programs we are going to increase LDOE broadband connection to 10Gb.)

Technology Improvements and Acquisitions:

SERVERS
LDOE uses a four-server cluster that houses 30 Virtual Server and a UNITRENDS backup device:

  - 4 virtual servers to absorb the data of the existing servers.
  - 1 backup device, a SAN server, will back up mission-critical servers and desktops (e.g., Superintendent, Executive Director Of Operations, Accounting Dept., Principal's computers.)

SOFTWARE
- Upgrade Microsoft Office products to the latest available version.
- Latest version of Adobe Reader.
- Chrome is the default internet browser.
- Renew anti-virus software.
  - Current Software used at LES:
    - Nasis
    - Microsoft Office Suite
    - ClassDojo
    - Google Classroom
    - Google Docs
    - Google Sheets
    - DOGOnews
    - FOSSweb
    - HMH Ed Learning Platform SSO
    - HMH Think Central SSO
    - IXL
    - Lexia Core5
    - Lexia Powerup
    - My Lexia
    - Read 180
    - Renaissance
    - Renaissance Place
    - ThinkLink
    - Wonders
    - Canva
    - Aristotle K-12
    - Kami
    - Adobe
    - JotForm

- ERP Pro

- Current Software used at LMS:
    - Nasis
    - Microsoft Office Suite
    - Google Classroom
    - Google Docs
    - Google Sheets
    - HMH Ed Learning Platform SSO
    - HMH Think Central SSO
    - IXL
    - Lexia Core5
    - Lexia Powerup
    - My Lexia
    - Read 180
    - Renaissance
    - Renaissance Place
    - Wonders
    - HMH Science
    - Khan Academy
    - LEGO Mindstorm
    - Canva
    - Aristotle K-12
    - Kami
    - Adobe
    - JotForm
    - ERP Pro

- Current Software used at DEC:
    - Microsoft Office Suite
    - ChildPlus
    - Canva
    - Aristotle K-12
    - Kami
    - Adobe
    - JotForm
    - ERP Pro
    - Teaching Strategies Gold

CLASSROOM

Each classroom has a digital touchscreen or an all-in-one electronic touch panel and camera to help enhance lesson plan presentation. These tools would enable teachers to provide clearer classroom content and guidance in both individual and classroom settings and promote student engagement. The ease of use of the new technology would reduce time spent learning new software and configuring hardware, as teachers could simply plug and play.

DISTRICT-WIDE REPLACEMENT SCHEDULE

Each year, all devices (desktop, laptop, iPad, electronic board, printers, fax machines) that are 3-5 years old will be assessed and replaced as needed. With proper budgeting, we could replenish technology annually to ensure that computing resources are up-to-date and that we continue to fulfill our operational needs.

Note: The life expectancy of a laptop computer is 3-4 years; that of a desktop computer is 3-5 years; and that of a server is 5-10 years.

NETWORK

LDOE network transitioned from a standard cat 5 or cat 6 cabling connection to a fiber-to-the-classroom connection. This transition made it easier to support more IP-based devices, such as (i.e. access points and security cameras, door access, and mobile devices. The network footprint increases by adding Key card access to all LES, LMS, and DEC exterior doors. Network Upgrades also included moving from standard switches to ONTs, wireless controllers, and Core routers at the data center & LMS. The switches and wireless access points at LMS, PFS, DEC, and building 1124 (where the D-mark is located) were upgraded to the latest Cisco Meraki hardware. These upgrades were done at each location after the building of the new elementary school so the other LDOE locations would not be left behind technologically.

ANNUAL RENEWAL

I. Network Infrastructure/Mobile Management
- Phone System
- Security Cameras
- Card Reader Door Access
- Extend server cluster warranty
- Battery Back-up (LMS/DEC Locations)

II. Software
- See the Software Breakdown Spreadsheet below

Technology Expenditures

Breakdown of cost	Total	LES 200	LMS 300	PHS 500-05300 EHS 500-5400	LAC 700	PFS 600	FAC 400
Computer Software	**$85,072.70**	$12,153.24	$12,153.24	$24,306.49	$12,153.24	$12,153.24	$12,153.24
Computers Hardware	**$38,600.00**	$5,514.29	$5,514.29	$11,028.57	$5,514.29	$5,514.29	$5,514.29
Broadband	**$35,000.00**	$5,000.00	$5,000.00	$10,000.00	$5,000.00	$5,000.00	$5,000.00
Telephones	**$12,000.00**	$1,714.29	$1,714.29	$3,428.57	$1,714.29	$1,714.29	$1,714.29
Cell Phones	**$18,353.52**	$2,084.36	$3,142.52	$4,555.80	$3,524.84	$2,566.24	$1,512.08
School Dude	**$1,800.00**	$257.14	$257.14	$514.29	$257.14	$257.14	$257.14
Copiers	**$56,000.00**	$11,683.62	$11,683.62	$26,771.20	$1,720.78	$1,720.78	$0.00
Total		**$38,406.94**	**$39,465.10**	**$80,604.91**	**$29,884.58**	**$28,925.98**	**$26,151.04**
	$246,826.22	LES	LMS	PHS	LAC	PFS	FAC
Actual Budget							
Difference		-38,406.94	-39,465.10	-80,604.91	-29,884.58	-28,925.98	-26,151.04

Software Breakdown

Breakdown of cost	Total	LES 200	LMS 300	PHS 500-05300 EHS 500-5400	LAC 700	PFS 600/ DES	FAC 400		
Computer Software	**$85,072.70**								
Website	$2,730.00	$390.00	$390.00	$780.00	$390.00	$390.00	$390.00		
Gaggle (Archiving)	$4,500.00	$642.86	$642.86	$1,285.71	$642.86	$642.86	$642.86		
School Messenger	$1,680.00	$240.00	$240.00	$480.00	$240.00	$240.00	$240.00		
Solarwinds	$3,500.00	$500.00	$500.00	$1,000.00	$500.00	$500.00	$500.00		
Office 365	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Adobe	$2,500.00	$357.14	$357.14	$714.29	$357.14	$357.14	$357.14		
VMWARE	$5,000.00	$714.29	$714.29	$1,428.57	$714.29	$714.29	$714.29		
Contentkeeper	$12,842.70	$1,834.67	$1,834.67	$3,669.34	$1,834.67	$1,834.67	$1,834.67		
Bit-Defender	$9,000.00	$1,285.71	$1,285.71	$2,571.43	$1,285.71	$1,285.71	$1,285.71		
True Image	$500.00	$71.43	$71.43	$142.86	$71.43	$71.43	$71.43		
Skyward	$4,500.00	$642.86	$642.86	$1,285.71	$642.86	$642.86	$642.86		
JotForm	$22,462.92	$257.14	$257.14	$514.29	$257.14	$257.14	$257.14		
ReGroup	$2,520.00	$360.00	$360.00	$720.00	$360.00	$360.00	$360.00		
Smartnet	$19,000.00	$2,714.29	$2,714.29	$5,428.57	$2,714.29	$2,714.29	$2,714.29		
Emergencies	$15,000.00	$2,142.86	$2,142.86	$4,285.71	$2,142.86	$2,142.86	$2,142.86		

Hardware Breakdown

Breakdown of cost	Total	LES 200	LMS 300	PHS 500-05300 EHS 500-5400	LAC 700	PFS 600	FAC 400
Computers Hardware	**$38,600.00**						
Back-up	$15,000.00	$2,142.86	$2,142.86	$4,285.71	$2,142.86	$2,142.86	$2,142.86
Basic Maintenance	$8,600.00	$1,228.57	$1,228.57	$2,457.14	$1,228.57	$1,228.57	$1,228.57
Emergencies	$15,000.00	$2,142.86	$2,142.86	$4,285.71	$2,142.86	$2,142.86	$2,142.86

Laguna Elementary School

Breakdown of cost	GL-Codes	Total
Computer Software	**** E. 2200.56113.0.Loc.0000.0000	**$12,153.24**
Computers Hardware	**** E. 2200.57332.0.Loc.0000.0000	**$5,514.29**
Broadband	**** E. 2600.54416.0.Loc.0000.0000	**$5,000.00**
Telephones	**** E. 2600.54416.0.Loc.0000.0000	**$1,714.29**
Cell Phones	**** E. 2600.54416.0.Loc.0000.0000	**$2,084.36**
School Dude	**** E.2600.54416.0.Loc.0000.0000	**$257.14**
Copiers	**** E. 2600.54620.0.Loc.0000.0000	**$11,683.62**

Total   **$38,406.94**

Laguna Middle School

Breakdown of cost	GL-Codes	Total
Computer Software	**** E. 2200.56113.0.Loc.0000.0000	**$12,153.24**
Computers Hardware	**** E. 2200.57332.0.Loc.0000.0000	**$5,514.29**
Broadband	**** E. 2600.54416.0.Loc.0000.0000	**$5,000.00**
Telephones	**** E. 2600.54416.0.Loc.0000.0000	**$1,714.29**
Cell Phones	**** E. 2600.54416.0.Loc.0000.0000	**$3,142.52**
School Dude	**** E.2600.54416.0.Loc.0000.0000	**$257.14**
Copiers	**** E. 2600.54620.0.Loc.0000.0000	**$11,683.62**

Total   **$39,465.10**

Division of Early Childhood

Breakdown of cost	GL-Codes	Total
Computer Software	**** E. 2200.56113.0.Loc.0000.0000	$24,306.49
Computers Hardware	**** E. 2200.57332.0.Loc.0000.0000	$11,028.57
Broadband	**** E. 2600.54416.0.Loc.0000.0000	$10,000.00
Telephones	**** E. 2600.54416.0.Loc.0000.0000	$3,428.57
Cell Phones	**** E. 2600.54416.0.Loc.0000.0000	$4,555.80
School Dude	**** E.2600.54416.0.Loc.0000.0000	$514.29
Copiers	**** E. 2600.54620.0.Loc.0000.0000	$26,771.20

Total		$80,604.91

Laguna Acoma Connections

Breakdown of cost	GL-Codes	Total
Computer Software	**** E. 2200.56113.0.Loc.0000.0000	$12,153.24
Computers Hardware	**** E. 2200.57332.0.Loc.0000.0000	$5,514.29
Broadband	**** E. 2600.54416.0.Loc.0000.0000	$5,000.00
Telephones	**** E. 2600.54416.0.Loc.0000.0000	$1,714.29
Cell Phones	**** E. 2600.54416.0.Loc.0000.0000	$3,524.84
School Dude	**** E.2600.54416.0.Loc.0000.0000	$257.14
Copiers	**** E. 2600.54620.0.Loc.0000.0000	$1,720.78

Total		$29,884.58

Partners For Success

Breakdown of cost	GL-Codes	Total
Computer Software	**** E. 2200.56113.0.Loc.0000.0000	$12,153.24
Computers Hardware	**** E. 2200.57332.0.Loc.0000.0000	$5,514.29
Broadband	**** E. 2600.54416.0.Loc.0000.0000	$5,000.00
Telephones	**** E. 2600.54416.0.Loc.0000.0000	$1,714.29
Cell Phones	**** E. 2600.54416.0.Loc.0000.0000	$2,566.24
School Dude	**** E.2600.54416.0.Loc.0000.0000	$257.14
Copiers	**** E. 2600.54620.0.Loc.0000.0000	$1,720.78

Total		$28,925.98

Facilities

Breakdown of cost	GL-Codes	Total
Computer Software	**** E. 2200.56113.0.Loc.0000.0000	**$12,153.24**
Computers Hardware	**** E. 2200.57332.0.Loc.0000.0000	**$5,514.29**
Broadband	**** E. 2600.54416.0.Loc.0000.0000	**$5,000.00**
Telephones	**** E. 2600.54416.0.Loc.0000.0000	**$1,714.29**
Cell Phones	**** E. 2600.54416.0.Loc.0000.0000	**$1,512.08**
School Dude	**** E.2600.54416.0.Loc.0000.0000	$257.14
Copiers	**** E. 2600.54620.0.Loc.0000.0000	$0.00

Total   **$26,151.04**

Measures of Technology Plan:

Coordinating with LDoE Technology Plan: The planning process for school-level professional development is conducted in conjunction with site administrators and considers needs, goals, and objectives identified in Technology Plan, including training as needed or required for school-wide or content area changes and improvements.

Monthly Meetings: 1st Thursday of every month

- Each department will withhold a percentage of its yearly budget towards purchasing new and replacement technology.

- Technology purchases will be reviewed by the committee and/or technology department before purchase so that new technologies are compatible with the existing technologies and infrastructure.

- Each department, in conjunction with the Technology committee or technology department, will create a replacement schedule in alignment with the Technology Plan.

- Professional Development Training will be provided for new or ongoing technologies by content experts for all staff.

Technology Replacement Schedule:

Purpose

Each year, all devices (desktop, laptop, iPad, electronic board, printers, fax machines) that are 3-5 years old will be assessed and replaced as needed. *The life expectancy of a laptop computer is 3-4 years; for a Desktop computer, 3-5 years; and for Servers, 5-10 years. With proper budgeting,* we could replenish technology annually to ensure that computing resources are up-to-date and continue to fulfill our operational needs.

Additional goals for this strategy include:

- Ensuring full-time faculty and staff have access to a computer with sufficient capability to support basic computing needs in fulfilling their work responsibilities and the LDOE's operational needs.
- Ensuring that appropriate computing resources are available.
- Establish a budget strategy that provides basic resources for all locations.
- Implementing minimum standards for computing resources to increase the supportability of LDOE's installed technology.
- Streamlining the specification, acquisition, deployment, and support of new equipment and re-deployment or disposal of old equipment and ensuring that inventory processes are followed.

Hardware Standards
- To maintain a reliable and efficient computing environment for all users of the LDOE network, Information Technology has developed standards for hardware. The purpose of these standards is to:
- Optimize the support levels that IT provides
- Manage the cost of purchasing, replacing, and support of technology at LDOE
- Improve service by the use of automatic deployment of software
- Ensure that there is network compatibility for security and upgrades

Due to the standards, only certain models of computers issued to Faculty and Staff from supported manufacturers are supported. Many computer models are not designed for networked business needs and are more suitable for home or gaming use. The following computer models are fully supported by IT:

Desktops
- Dell computers.
- Apple Computers

Laptops
- Dell Laptops
- Apple Laptops

iPads
- Apple products

Smartboards
- Digital Interactive Board

NOTE: When purchased, all LDOE computers must meet the district's hardware standards; if not, the purchase request will be denied.

For example, all computers must have a *minimum of 8Gb RAM, a Core i7 processor, and a 250Gb hard drive*.

End of Life – Hardware
It does not support desktop hardware older than seven years, including iPads and laptop hardware older than six years.

IT Procedures:

New Hire Employee – IT Procedures

The I.T. Department requires advance notice to process a New Employee network account and Office 365 E-mail account. In addition, new hires must be entered into the accounting system and assigned an employee number. An LDOE employee number is required to add the employee to the Safe Schools training system and to print their employee number on an LDOE I.D. badge. If the new hire requires NASIS access, the school staff will provide credentials and training.

Additionally, their network account gives the employee access to a secured area on the main LDOE

website (www.lagunaed.net) containing posted LDOE sensitive documents, such as the Employee Handbook, Accounting Manual, Human Resources documents, and useful How-To's.

Active Directory account creation
- Log into a domain controller
- Open Active Directory Users and Computers
- Click on the designated organization unit
- Create a new account
- Make the new employee a member of the Office 365 user group
- Double-check the user's properties for proper access level

365 Office Email account creation
- After a user account has been created in Active Directory
- Log into Office 365 admin portal to activate product licenses for said user.

365 Office Email training
- New employees are trained to access the Outlook Email System via the LDOE website using their email address and active directory password.
- A desktop version of the app is available and may be installed, and training is provided as needed.

ID Badge photo and printing
- Employee photo is taken and added to ID badge software with name, position, location, and employee number.

Create a SafeSchool Training Account
- Log into SafeSchools
- Click "Employee Management"
- Create a new employee account using the employee's number
- The employee is trained in how to access SafeSchools Training via the LDOE website using their employee number as login.

Accounting Software Overview
- HR creates new employee accounting software account
- Employees are trained on how to access accounting software via the LDOE website

Network log-in Training
- New employees are trained on how to log into the network using their username and password and how to change their password if needed.
- The employee is advised not to share his or her password with anyone.

LDOE Website Navigation Training
- New employees are shown how to navigate the LDOE website and LDOE various School websites and useful links
- New employees are trained on how to access the secure page using account login and password

Employee Exit – I.T. Procedures for Accounts:

The HR department will provide the IT Department with the Employee Exit Checklist. Any equipment issued by the IT Department must be returned to the IT Department by the employee, and the inventory documentation must be signed and dated. An employee's user profile could be copied and archived at the supervisor's request. The exiting employee's password is changed for the network, NASIS, Safe Schools, ERP PRO, and Microsoft Office Email. The Accounts are disabled for approximately 30 days. After 30 days, IT staff consults with the site supervisor before the network and email accounts are permanently deleted.

Employee Exit – Equipment Return to the IT Department:

Technology equipment is the property of LDOE. When a faculty or staff member exits LDOE, the technology equipment assigned to them must be returned to the IT Department before their last day of employment. The I.T. department will reimage and update the equipment and prepare it for re-issue. The equipment is then inventoried and may be reassigned to the originating department as needed. Exceptions to this procedure require LDOE Superintendent approval.

Physical Security:

Server rooms (MDF/IDF) and closets are secured and accessible only by IT and Facilities Staff. Switches and routers are housed in lockable storage containers, accessible only by IT Staff.

Cybersecurity:

LDOE's network is protected by a Cisco Meraki firewall as the first layer of defense, Darktrace Security Appliance as the second layer of network defense, and e-mail is secure. The ContentKeeper web filter and Aristotle K-12 are our third layer of network defense, ensuring we remain CIPA compliant. Our fourth layer of network security is BitDefender anti-virus software.

Backup and Disaster Recovery:

LDOE currently utilizes a UNITRENDS backup device for network data storage. Scheduled daily incremental backups of critical data in the Accounting Department, crucial/key administrative staff, and network servers are performed automatically. These backups are saved to the device, and the data is uploaded to an off-site "cloud-based" system managed by UNITRENDS systems.

In the event of a catastrophic incident involving the loss of network access, we can spin up a virtual machine in a secure cloud space that replicates our current network infrastructure.

IT Staff Policies:

509 COMPUTER AND INTERNET USE BY EMPLOYEES
The Laguna Department of Education's computers, network, and Internet access are provided to support the educational mission of the schools. This policy and the accompanying rules also apply to other school devices issued directly to employees (such as laptops and iPads), whether in use at school or off school premises.

LDoE computers/devices, networks, and Internet services are provided for purposes related to school programs and operations and the performance of employees' job responsibilities. Incidental personal use of school computers/devices is permitted as long as such use:
1) does not interfere with an employee's job responsibilities and performance.
2) does not interfere with system operations or other system users; and
3) does not violate this policy and the accompanying rules or any other policies, procedures, or rules. "Incidental personal use" is defined as use by an individual employee for occasional personal communications that do not interfere or conflict with his/her job responsibilities.

Compliance with this policy and the accompanying rules is mandatory. An employee who violates this policy and/or any rules governing the use of LDoE computers/devices shall be subject to disciplinary action,

up to and including termination. Illegal use of LDoE computers/devices will also result in referral to law enforcement.

The LDoE utilizes filtering technology designed to block materials that are obscene or harmful to minors and child pornography.

LDoE computers/devices remain under the control, custody and supervision of the school department at all times. The LDoE reserves the right to monitor all computer/device and Internet activity by employees, whether on or off school premises. Employees have no expectation of privacy in using school computers/devices, network and Internet services.

Rules

Each employee is responsible for his/her actions and activities involving LDoE computers/devices, network and Internet services, and for his/her computer files, passwords, and accounts. These rules provide general guidance concerning using LDoE computers/devices and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by employees. Employees questioning whether a particular activity or use is prohibited should contact their supervisor.

A. Access to School Computers/Devices and Acceptable Use

The level of employee access to LDoE computers/devices, network, and Internet services is based upon specific job requirements and needs. Unauthorized access to secure areas of LDoE computers/devices and networks is strictly prohibited.

All policies, school rules, and expectations for professional conduct and communications apply when employees use LDoE computers/devices, networks, and Internet services, whether on school or off-school premises.

Employees are expected to check their LDoE email and the calendar at least twice each workday. Employees are expected to respond to emails promptly. Failure to check e-mail and calendars is not considered an acceptable reason for ignorance of directives, requests, and/or upcoming events.

B. Prohibited Uses

Examples of unacceptable uses which are expressly prohibited include, but are not limited to, the following:
1. Any use that is illegal or which violates this policy and/or other Board policies/procedures or school rules, including harassing, discriminatory, threatening, or bullying/cyberbullying communications and behavior; violations of copyright laws or software licenses; gambling; etc. The LDoE assumes no responsibility for illegal activities of employees while using school computers/devices.
2. Attempts to disable or circumvent LDoE filtering/blocking technology. Employees who believe filtering should be disabled or made less restrictive for their own temporary, bona fide research or other lawful purposes should discuss the matter with their building administrator.
3. Any use involving materials that are obscene, pornographic, sexually explicit, or sexually suggestive, harmful to minors, or intended to appeal to prurient interests.
4. Any communications with students or minors for non-school-related purposes or allowing students to use employee computers or passwords.

5. Downloading "apps" without prior authorization.
6. Any use for private financial, commercial, advertising or solicitation purposes.
7. Any sending of email or other messages to groups of school employees (except in performing their duties as school employees) without permission of the Superintendent. Prohibited uses of the school's message systems also include but are not necessarily limited to:
    a. Solicitation of membership in any non-school-sponsored organization.
    b. Advocacy or expression by or on behalf of individuals or non-school-sponsored organizations or associations.
    c. Political or religious purposes.
    d. Raising funds for non-school-sponsored purposes, whether profit-making or not-for-profit.
    e. Selling articles or services of any kind, advertising or promoting any kind of business; or
    f. Any communications that represent an employee's views as those of the school unit or that could be misinterpreted as such.
8. Any communication that represents an employee's personal views as those of the LDoE or that could be misinterpreted as such.
9. Sending mass emails or messages to school users or outside parties for any purpose without the permission of the Superintendent.
10. Any malicious use, damage, or disruption of LDoE computers/devices, network and Internet services; any breach of security features; any failure to report a security breach; or misuse of computer passwords or accounts (the employee's or those of other users).
11. Any attempt to delete, erase, or otherwise conceal any information stored on an LDoE school computer/device that violates these rules or other policies or school rules or refuses to return computers/devices or related equipment issued to the employee upon request.

C. Disclosure of Confidential Information

Employees are expected to use appropriate judgment and caution in communications concerning students and employees to ensure that personally identifiable information remains confidential and is not disclosed, used, or disseminated without proper authorization.

D. Employee/Volunteer Responsibility to Supervise Student Computer/Device Use

1. Employees and volunteers who use school computers/devices with students for instructional purposes have a duty of care to supervise such use and to enforce the LDoE policies and rules concerning student computer/device and Internet use. When employees or volunteers become aware of a student violation or are concerned about student safety on the Internet, they must stop the activity and inform the Principal.
2. Allowed student use of direct electronic communications must be closely monitored.

E. Compensation for Losses, Costs, and/or Damages

An employee is responsible for compensating the LDoE for any losses, costs or damages incurred by the school unit for violations of policies and school rules while the employee uses school unit computers/devices, including the cost of investigating such violations.
The LDoE assumes no responsibility for any unauthorized charges or costs incurred by an employee while using LDoE computers/devices.

511 USE OF LDoE EQUIPMENT

Employees are expected to exercise care in using all Laguna Department of Education equipment. The following rules apply to the use of particular LDoE equipment.

A. Telephone and Mail Systems

Employees must be courteous and professional in all their business telephone calls. It is understood that employees may occasionally need to make personal calls during work hours. Instructional staff are expected to make calls when they are not responsible for students. Any personal use of LDoE telephones is expected to be minimal. Employees are required to reimburse the LDoE for any long-distance telephone calls.

Employees are not permitted to use LDoE mail systems for personal use or have personal mail or packages delivered to the LDoE.

B. LDoE-Issued Cell Phones

The Laguna Department of Education provides cell phones to employees who need them to perform job responsibilities and for the efficiency of LDoE operations. Incidental personal use of LDoE cell phones is permitted as long as such use: 1) does not interfere with the job responsibilities and performance of the employee and/or co-workers and 2) does not violate this policy or any other policies or rules. "Incidental personal use" is defined as use by the employee to whom the cell phone is assigned for occasional personal communications.

The following rules apply to the use of LDoE cell phones:
1. Employees must lock their cell phones and provide the IT Manager with their password when not in use.
2. There is no expectation of privacy in LDoE-owned cell phones. The LDoE reserves the discretion to monitor cell phone use and review cell phone content.
3. Employees are expected to take reasonable care of their cell phone and safeguard it from loss or theft.
4. If a cell phone is damaged, lost, or stolen, this should be reported to the IT Manager as soon as possible.
5. Employees whose job responsibilities include driving are prohibited from using their cell phones (including calls, texting, and all other activities) while driving. If an employee must make a call while driving, he/she is expected to pull over in a safe place to make the call
6. Employees may not download "apps" or use their cell phones to access pornography, gamble or engage in any other conduct prohibited by LDoE policy. Cell phones with cameras will not be used to take pictures of secure or confidential documents or work areas.
7. Non-exempt employees may not use their cell phones outside of scheduled work hours without the prior authorization of a supervisor.
8. Cell phone bills will be reviewed monthly, and the employee is responsible for any usage over the contracted minutes or plan unless such use is work-related.
9. Employees are required to turn in LDoE cell phones whenever requested by the Executive Director of Operations or the IT Manager and upon termination of employment.
10. Employees must sign a copy of this policy acknowledging that they understand it before being issued an LDoE cell phone.

512 USE OF PERSONAL ELECTRONIC DEVICES

The Laguna Department of Education does not allow personal cell phones or other electronic devices to

be used in a manner that interferes with the performance of job duties. Employees are expected to limit use of cell phones and other electronic devices to scheduled break times except

in an emergency. Cell phones and other devices should be kept on silent or vibrate as a courtesy. Employees may not make personal calls or use personal electronic devices in the presence of students.

517 SOCIAL MEDIA USE

For the purposes of this policy, "social media" is defined as online media applications such as social networking sites, blogs, podcasts, forums, tweets, and other online information sources.
Employees may use social media for personal purposes on their or personal electronic devices during non-work time such as authorized breaks, and before or after work. Social media may not be used during work time except as specifically authorized in accordance with this policy. Employees are expected to use good judgment in their personal use of social media to ensure that posts, photographs, videos and other content do not violate Laguna Department of Education policies, including harassment and confidentiality policies. If the LDoE becomes aware of social media or any web content that violates this policy, the employee will be asked to remove the content and/or may be disciplined depending on the facts and circumstances of the case.

The LDoE maintains an official website and may maintain a presence on specific online media applications in order to provide important information to the public. Only authorized employees are allowed to create, modify, or remove content in these applications, and Supervisors/Directors/Principals are responsible for monitoring content to ensure that it meets the LDoE's professional standards and computer use policy. Copyrighted information cannot be posted unless prior permission has been obtained from the copyright holder.

Employees may not "friend" students or interact with students on social media without prior written authorization from the Superintendent. Any such request must include the educational rationale and purpose of the social media use. Individual employees may be authorized to utilize particular social media for business purposes. Any use of social media for authorized educational purposes must be professional in tone and content, comply with all LDoE policies, and not disclose any confidential business information. If an employee is unsure whether information may be discussed or disclosed, he/she is expected to consult with his/her supervisor.

The use of personal social media accounts and user IDs for company use is prohibited. Social media shall be utilized to promote LDoE in a positive manner and not as a forum to voice workplace politics, complaints, or gossip; this type of behavior goes against the LDoE Vision Statement and LDoE policies.

The use of company social media user IDs for personal purposes is prohibited. Examples of prohibited use of company User IDs include downloading and installing plug-ins or helper applications, such as those that try to access the company email directory, joining groups using a company user ID for personal reasons, or adding personal friends to an employee's friends list.

518 Marquee Board Postings

The Laguna Department of Education marquee board is reserved for communicating district-wide information with the communities. Exceptions will be considered for the sole purpose of communicating general information for the Pueblo of Laguna, which includes all villages, and not for individual villages, specialty requests, and/or interest groups. Granting approval of marquee board message postings is at the sole discretion of the Laguna Department of Education.

030 EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about the Laguna Department of Education and my employment, and I understand that I should consult the Program Director regarding any questions not answered in the handbook. I have entered my employment relationship with the Laguna Department of Education voluntarily. I acknowledge that there is no right to employment and that my employment with the Laguna Department of Education is "at-will", which means that the Department or I can terminate the employment relationship at any time, with or without cause and with or without prior notice, so long as there is no violation of applicable federal, state or Pueblo law.

I acknowledge that no one has the power on behalf of the Department to alter my at-will status except by a written agreement signed by myself and the Superintendent on behalf of the Department. This written agreement must specifically state that it is amending my at-will employment relationship with the Department.

Since the information, policies, and benefits described here are subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Education can adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is not a contract of employment. I have received it, and I understand that it is my responsibility to read and comply with its policies and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

 (EMPLOYER'S COPY)

Revised 06/18/08

CELL PHONE ACCEPTABLE USE POLICY

I have read and understood the Laguna Department of Education Cell Phone Acceptable Use Policy and agree to adhere to its rules.

_____
Employee Name (print)

_____   _____
Employee Signature Date

E-MAIL USER AGREEMENT

I, _____, have read and understand the Laguna Department of Education E-Mail Acceptable Use Policy. I understand if I violate the rules explained herein, I may face legal or disciplinary action according to applicable laws or company policy.

_____

Employee Name (print)

_____   _____

Employee Signature Date

INTERNET ACCEPTABLE USE POLICY USER AGREEMENT

I, hereby acknowledge that I have read and understand the Internet Acceptable Use Policy of LDoE. I, agree to abide by these policies and ensure that persons working under my supervision abide by these policies. I understand that if I violate such rules, I may face legal or disciplinary action according to applicable law or departmental policy.

I,_____, hereby agree to indemnify and hold Laguna Department of Education and its officers, trustees, employees, and agents harmless for any loss, damage, expense or liability resulting from any claim, action or demand arising out of or related to the user's use of LDoE-owned computer resources and the network, including reasonable attorney fees. Such claims shall include, without limitation, those based on trademark or service mark infringement, trade name infringement, copyright infringement, unfair competition, defamation, unlawful discrimination or harassment, and invasion of privacy.

_____
Employee Name (print)

_____   _____
Employee Signature Date

IT Student Policies:

ACCEPTABLE INTERNET USAGE

Student Internet Policy

CIPA. All Internet users must comply with the Children's Internet Protection Act (CIPA), 47 U.S. C 254. Access by minors to inappropriate matter on the Internet and World Wide Web is prohibited on the LDOE network. Using electronic mail, chat rooms, and other forms of direct electronic communications is prohibited on the LDOE network. Unauthorized access, including "hacking" and other unlawful activities by minors online, is prohibited on the LDOE network. Unauthorized disclosure, use, and dissemination of personal information regarding minors is prohibited by LDOE. Measures designed to restrict minors' access to materials harmful to minors are in place at LDOE.

The Laguna Department of Education provides Internet access to global electronic information resources on the World Wide Web to assist students in obtaining school-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage: All Internet usage is filtered through a web filter and firewall.

All Internet data composed, transmitted, or received via our computer communications systems is considered part of the Department's official records and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, students should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone based on race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. Abuse of the Internet access provided by LDOE in violation of law or LDOE policies will result in disciplinary action, up to and including suspension from school. Students may also be held personally responsible for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary
- Failing to observe licensing agreements.
- Engaging in unauthorized transactions that may cost the organization or initiate unwanted Internet services and transmissions.
- Sending or posting messages or material that could damage the organization's image or reputation.
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.

- Sending or posting chain letters, solicitations, or advertisements unrelated to business purposes or activities.
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any other illegal activities

The I.T. department or designated representatives will provide age-appropriate training for students who use the LDOE's Internet facilities. The training provided will be designed to promote the LDOE's commitment to:

1. The standards and acceptable use of Internet services as set forth in the LDO E's Internet Safety Policy.
   a. Appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
   b. Cyberbullying awareness and response.
2. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA")
3. Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

LAGUNA ELEMENTARY SCHOOL/LAGUNA MIDDLE SCHOOL
ACCEPTABLE USE POLICY: STUDENTS

As a user of the Laguna Department of Education computer network, the Internet, and the World Wide Web, I agree to comply with the rules and policies stated below and to use the above in a constructive manner.

Policies for Acceptable Use:
1. Do not install any software, shareware, or freeware.
2. Do not violate copyright laws. (No plagiarism-cite your sources)
3. Do not view, send, or display offensive messages or pictures. This includes but is not limited to, profanity, racist material, and images or text concerning drug abuse and pornography.
4. Save any important data to the designated folder on the network or another media as directed by your teacher. Do not save work to any computer hard drive unless otherwise instructed. Save always, early, and often.

Rules for Acceptable Use:
1. Do not use the computer to harm others or their work.
2. Do not check or send email, enter or participate in chat rooms, or check or send Instant Messages while on school computers.

Consequences for Breaking the Rules for Acceptable Use:
- First Offense: 3-week suspension of all computer privileges.

• Second Offense: 6-week suspension of all computer privileges.

• Third Offense: Suspension of all computer privileges for the remainder of the school year.

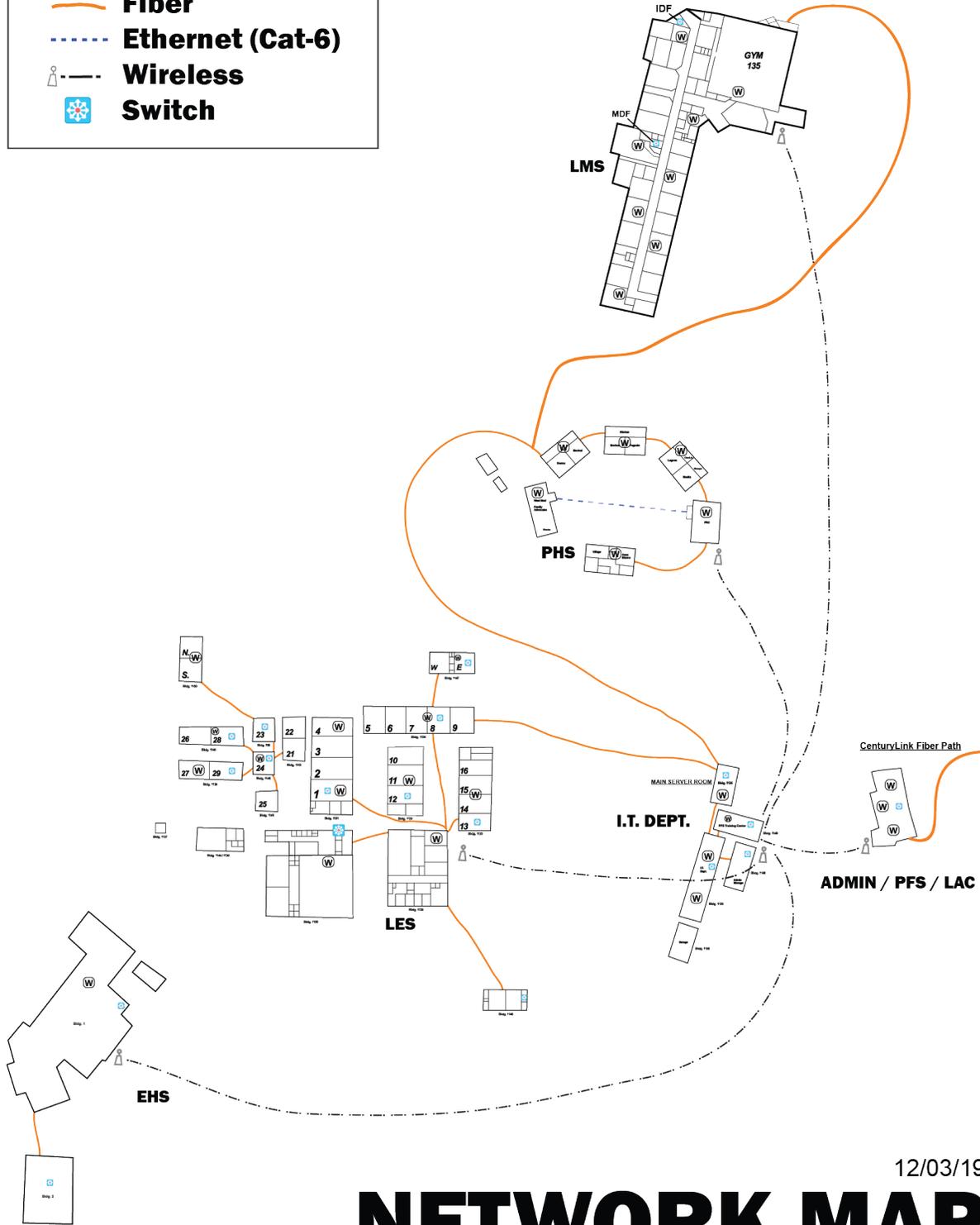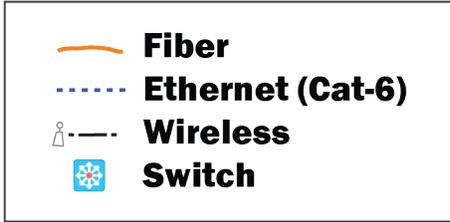• Any further infractions will result in suspension from school.

Equipment Replacement Cost for lost or damaged technology equipment	Cost
Chromebook Replacement Cost	$300.00
Chromebook Charging block/cable replacement Cost	$60.00
Damaged Chromebook Screen - Repair/Bench Fee	$200.00

I acknowledge that I have read and understand the above information and pledge to use the hardware, software, and network resources at my disposal responsibly. Furthermore, I understand that if l misuse the privilege, my access will be denied.

Student Name (print):_____Date:_____

Parent Name (print):_____Date:_____

Parent Signature:_____

Fiber
Ethernet (Cat-6)
Wireless
Switch

LMS

GYM
135

IDF

MDF

PHS

CenturyLink Fiber Path

N.
S.

E
W

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MAIN SERVER ROOM

I.T. DEPT.

ADMIN / PFS / LAC

LES

EHS

12/03/19

NETWORK MAP