

Computer Network Plan
Kim Ward
University of West Georgia
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Table of Contents

Acceptable Use Policy3

Network Protocol7

Disposal/ Repurposing Policy.....8

Disaster Recovery10

Hardware/Software Standards12

Hardware/Software Selection, Purchase, and Installation13

Professional Development16

Accessibility and Security.....19

References.....21

Acceptable Use Policy

Internet access has been made available to students and teachers. This access offers vast, diverse, and unique resources to both students and teachers. The goal of providing this service is to promote educational excellence by facilitating resource sharing, production, innovation and communication.

With international access to computers and people also comes the availability of material considered to be of little educational value in the school setting. Each Internet user is personally responsible for, and expected to restrict access to controversial materials.

Internet access is coordinated through a complex association of government agencies as well as regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided herewith so that users are aware of pursuant responsibilities. In general, this responsibility requires efficient, ethical, and legal utilization of network resources. If a School System user violates any of these provisions, access to the Internet will be terminated and future access jeopardized.

INTERNET—TERMS AND CONDITIONS

1. Acceptable use—Internet use must be in support of educational endeavors and research consistent with the objectives of the School System. Use of other networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal or state regulations and laws is prohibited.
2. Privileges—The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.
3. Netiquette—Be polite, use appropriate language, respect confidentiality, and respect other users of the network.
4. The School System makes no warranties of any kind, whether expressed or implied, for the Internet service it provides. The school system, providers, and grantors are not responsible for any damages suffered by users. This includes the loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused or any reason. Use of information obtained is at the user's risk. The school system specifically denies responsibility for the accuracy or quality of information obtained through its Internet services.
5. Commercial services are available on the Internet. If a user chooses to access these services, the individual is liable for any incurred costs.
6. Security—If any security problem on Internet is identified the responsible lab supervisor, teacher, media specialist or administrator must be notified immediately.

7. Vandalism—Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or networks connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

8. Accountability—Teachers will not be held accountable for what the student may access through the Internet or other technology beyond instructional directives.

9. Updating Your User Information - Internet may occasionally require new registration and account information from you to continue the service. Currently, there are no user fees for this service; however, this is subject to change with twenty-four hours notice.

10. Acceptance of Terms and Condition - All terms and conditions as stated in this document are applicable to Coweta County students. These terms and conditions reflect the entire agreement and understandings of the parties. These terms and conditions shall apply to the laws of the State of Georgia and the United States of America.

11. A permission form must be signed by each participating student and their parent or guardian.

INTERNET USER REQUIREMENTS

ENFORCEMENT:

Violating any of the guidelines above can result in

1. Restricted access to computing facilities.
2. Temporary or permanent loss of access to computing facilities and equipment.
3. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws. Violations of state law will be reported to proper enforcement authorities.
4. Financial responsible for damage incurred.

INTERNET USE PERMISSION FORM

I understand and will abide by the above Terms and Conditions for Internet. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be initiated.

User Signature: Date: _____

User Name (Please Print): Home Phone: _____

Home address: _____

Parent(s) or Guardian(s) Agreement: Signature required for all student Internet Access Privileges

As the parent or guardian of this student, I have read the Terms and Conditions for Internet access. I understand that this access is designed for educational purposes and that the School System, providers, and grantors have taken some available precautions to eliminate controversial materials. I will **not** hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision, if and when my child's use of the Internet is extended beyond the school and/or school building. I hereby give permission to issue Internet privileges for my student and certify that the information contained on this form is correct. I may withdraw my permission at any time and my student's access privileges will be canceled within twenty-four hours (working days only). I understand that the Coweta County School System may cancel my student's access privileges at any time for any reason.

Parent (s) or Guardian (s) Name (please print) _____

Signature Date _____

Sponsoring Teacher (Must be signed if the applicant is a student)

I have read the Terms and Conditions and agree to promote this agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student's use of the network. As the sponsoring teacher, I do agree to instruct the student on the acceptable use of the network and proper network etiquette.

Teacher 's Name (Please print) _____

Signature _____ Date _____

APPLICATION PORTION OF DOCUMENT: Student Access to Internet

STUDENT'S FULL NAME (please print)

Student ID#: _____ Homeroom teacher: _____

School: Grade: _____

School System Internet Access

We have received a copy of the School System Internet Access document.

Student Signature: _____

Parent Signature : _____

When you have met the requirements stated in this document, you will be notified of your login name and user password. Thank you for your interest and support of this educational resource.

Network: Hardware Protocols

The following information describes the Atkinson Elementary hardware and protocols used in the Coweta County School system network.

The basic architecture of the Coweta County School System is a hierarchical star. TCP/IP Ethernet protocol is used throughout the county.

Atkinson Elementary's network supports approximately 130 personal computers, 4 laptops, and 50 printers. Each classroom is connected with a single mode fiber of 100Mbps. Atkinson has a combination of HP Procurve switches of models 4000M, 2610, 2650, 2524, and 2324. The fiber connection and switches give 100Mbps to the desktop. Two Intermediate Distribution Frames (IDF) return to the media center on 62.5 nanometer Multimode fiber, connecting to a 4000M that forms the center of Atkinson's network. Atkinson received one of the earlier upgrades to 100Mbps, so it still has an older base technology. Hopefully within the next year or two, Atkinson could receive the 1000Mbps upgrade. The 4000M connects to a media converter, that connects to a single mode fiber at 100Mbps. This fiber travels to Newnan High School's media center to another media convertor and an HP 2610. The 2610 has a mini gbic connected to another single mode fiber at 1Gbps leading to the data center at Central Education Center. The mini gbic connects to a HP 5406 which serves as the center of the school system's network, and is the final connection point and gateway of the entire system. The Coweta County School System uses a VLANed network, so this trail across three campuses is on the same subnet, even though traffic from each of the three schools is separate until it reaches the 5406.

If the traffic is addressed to a destination inside the school system, the 5406 directs it to the proper path. If it is destined to an external location, it travels to the web filters, then back to the 5406, where it is routed out to the Coweta County School System ISP connection with BellSouth.

Disposal/Repurposing Policy

Computer Replacement Policy

- Technology materials will be purchased and distributed equitably as local and district funding is made available. All purchases must go through the bidding process as determined by local policy.
- All academic computer labs will be replaced on a 4 year rotation plan. An electronic whiteboard and projector will be provided for each computer lab when the new lab is purchased if one is not present. A scanner will be provided per lab setting with the purchase of a new lab.
- Self contained classrooms will be provided 1 modern teacher workstation and 4 student workstations on a 4 year rotation plan along with 1 laser printer.
- WAN will be established and maintained on a yearly based on infrastructure growth and minimum WAN specifications.

Computer Disposal Policy

The policy for disposal of equipment that is surplus to the requirements of the unit that originally purchased it is as follows:

- a. Reasonable efforts should be made to see if any other unit within the school is able to make use of the equipment.
- b. Equipment that has residual value may be sold, either to school employees or to outside bodies, subject to the School system financial guidelines.
- c. Attention should be given to what to do about indelible asset labelling which may have been applied to the computer.
- d. Where equipment has limited resale value, consideration should be given to whether it can be donated to any charitable or community project .
- e. If the equipment cannot be reused, then it should be recycled or disposed of in an environmentally-friendly manner.
- f. All sensitive data held on such computers must be irrevocably erased (see below) before disposal; consideration should be given to doing this even if disposal is within the school system.
- g. These requirements apply to all computers (PCs, Macintoshes, Unix computers, etc), as well as to other items of computer equipment (eg printers, scanners).
- h. Note that all computer media (disks, tapes, CD-ROMs, etc) should also be disposed of properly, in accordance with the strictures on data contained within this Policy.

Importance of Data Removal

When moving or disposing of equipment, sensitive or confidential School system data on the machine, and any software licensed to the school system should be removed.

Ensuring adequate destruction of data is the responsibility owner of the equipment, and must not be delegated to any person outside the school system without adequate contractual obligations being imposed.

Where a disk drive or similar device which is not in working order is to be disposed of, whether incorporated within a computer or not, then data on it must still be erased.

Deleting Data: Technical Aspects

Before disposing of any computer system, it is vital to remove all traces of sensitive data files (since identification may be difficult, it is normally far better to remove all data).

Merely deleting the visible files is not sufficient to achieve this, since data recovery software could be used by a new owner to “undelete” such files. The disk-space previously used by deleted files needs to be overwritten with new, meaningless data – either some fixed pattern or random data. Similarly, even reformatting the whole hard disk may not in itself prevent the recovery of old data as it is sometimes possible for disks to be “unformatted”.

The most well-known tool for fully wiping old data files is the “Wipe Info” module of the Norton Utilities suite for PC and Macintosh systems. This will completely wipe the contents of any specified files, or the whole of the free space on the disk. However, this approach still assumes that you have located every file that needs to be taken care of, which may not always be easy.

A better approach is to reformat the hard disk, installing a clean copy of the original operating system, and then run Wipe Info on the free space. This should leave a machine in a suitable state for disposal. Older versions of Norton Utilities included a utility called “WipeDisk” which could fully wipe the entire hard disk on a PC booted-up from a floppy disk. Other utilities of this type are available such as Sanitizer (<http://www.pinionsoftware.com/Products/Sanitizer.php>).

Virtually every PC is bought with a license for the operating system supplied with it. A machine can therefore normally be legitimately disposed of with a freshly installed copy of the same system. However, you should not install a later copy of the system software.

Disaster Recovery

The disaster recovery plan is in place to ensure the school administrative and instructional computer systems are backed up. This plan takes into account many other areas that will need to be addressed in case of a disaster. The purpose of this disaster recovery plan is to provide the necessary policies and procedures that would be followed in the event of a disaster which would provide a path to recovery and to resume normal business operations.

1. Disaster Recovery Team

- Superintendent of Schools
- School Principal
- Technology Specialist
- Media Specialist
- Network Administrator
- Directory of Facilities
- School Building Leadership Team

2. Informational needs

- Financial records
- Student records including attendance and grades
- Personnel records
- Special education records
- Hardware and Software inventory and records
- School food service records
- Network information

The above data records will be duplicated in nightly backups. Once a month, the backup data will be burned to a DVD or an external drive, which will be stored off-site at a secure location in a bank vault or in a government agency.

Disaster Reciprocity Agreement

Work with other schools systems to collaboratively develop a Disaster Recovery Plan. In the event of a disaster when the computer equipment at one of the systems is out of service for an extended period of time, the non-functioning user district will have access to the computer resources located at one of the collaborating school systems so that necessary data processing can be performed.

Data Recovery Strategies

If a disaster occurs, the Recovery Team will convene as quickly as possible and follow the outlined steps, as appropriate:

- 1) A command center will be chosen, according to the availability of pre-determined sites. In the event there is no surviving public agency in the area, an alternate site in one of our reciprocal school systems will be selected.
- 2) Data retrieval needs will be determined.
- 3) As needed, appropriate data will be retrieved from the offsite location.

- 4) The platform (which includes hardware, operating environment, and application to access data) will be recreated or copied.
- 5) Needed data will be uploaded into the newly copied or created platform.
- 6) A workspace environment for appropriate system end users will be set up so that needed data can be utilized and there will be as little disruption as possible in administrative services to the schools.

Plan Maintenance

The Disaster Recovery Team will convene annually to review and/or revise the above procedures. In addition, a test environment for data recovery verification will be created bi-annually, or more often if necessary, to insure that the backup procedures of the school system are functioning properly.

Hardware/Software Standards

All new hardware purchased will have the following specifications.

<p>Minimum PC specifications: 2.4 GHz 1GB RAM 80GB HDD CDRW/DVD Windows XPSP3</p>	<p>New PC Specifications: Intel Dual Core processor 2.x GHz 4GB RAM 160GB HDD CD/DVD-RW drive Integrated audio & video Windows XPSP3 19” flat panel with sound bar Optical scroll mouse Standard keyboard 3-year warranty Floppy Drive Windows XP Operating System Microsoft Office 2007 Antivirus Software</p>	<p>District-approved hardware: Dell PC’s & Laptops SmartBoards HP Laser printers HP Deskjet printers HP Color laserjet printers HP Scanners 3Com 3101, 3102, 3105 IP phones Flat panel monitors Digital cameras IEEE Firewire cards USB flash drives without software</p>
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Printers and scanners: HP Laserjet printers will be purchased for each classroom. One HP deskjet printer, scanner, copier will be provided one for each classroom. A Lexmark laser color printer will be provided one per school.

Employees needing computer hardware other than what is stated above must request such hardware based on the requirements in the hardware-purchasing section of this document.

Current school or systemwide software include:

- Destiny
- EduPlace
- eHarcourt Math
- ExamView
- GALILEO
- Infinite Campus
- MegaMath
- OAS
- Premier Assistive Technology
- SkillsTutor
- United Streaming/Discover Education Streaming

A software evaluation form must be completed on all proposed software purchases. The software approval committee will review the software and recommend or reject software purchases based on Georgia Performance Standards, local School Improvement plan, and curriculum needs.

Hardware/Software Selection, Purchase, and Installation

Purpose

This hardware/software policy will be used to guide the Technology Department in protecting and enhancing the effectiveness of network operations while delivering, implementing, and maintaining hardware and software suitable to the educational needs of the school district as well as its students, staff, and community.

Hardware

All hardware acquired for, or on behalf of The School District, will at all times remain the property of the district. All such hardware must be acquired and used in compliance with applicable licenses, notices, contracts, and agreements.

Hardware Purchasing

All purchasing of district hardware will be centralized within the Technology Department to ensure that all equipment conform to district standards and are purchased at the best possible price. All hardware requests must be approved by the department and building administrators prior to being forwarded to the Technology Department. Building Administrator approved purchases will be forwarded to the Technology Department via a help desk ticket who will provide the final recommendation and approval prior to placing the order.

Hardware Installation

The Technology Department is exclusively responsible for installing hardware on all district-owned and operated computers. Hardware installed by staff members will not be supported.

Outside Equipment

Under no circumstances will outside equipment be allowed to connect to the district network. Staff or students who connect outside equipment to the district network, without written permission from the Technology Department, will be held accountable for any physical or logical damages that may occur. Outside equipment includes but is not limited to personal PC's, laptops, MAC's, iPods, wireless routers, hubs, switches, phones, printers, all-in-one scanners, cameras, USB flash drives containing 3rd party software, or cell phones.

Software

All software acquired for, or on behalf of the school district, will at all times remain the property of the district. All such software must be acquired and used in compliance with applicable licenses, notices, contracts, and agreements.

Software Purchasing

All purchasing of district software will be centralized within the Technology Department to ensure that all applications conform to district software standards and are purchased at the best possible price. All software requests must be submitted via the software request form which drives both the curriculum needs justification as well as the test process that ensures compatibility on the network.

Software Licensing

All staff members are responsible for reading, understanding, and following all applicable licenses, notices, contracts, and agreements for software that he/she uses or seeks to use on district computers. If assistance is needed in interpreting license agreements, they should contact the Technology Department. Unless otherwise provided in the applicable license, notice, contract, or agreement, any duplication of copyrighted software, except for backup and archival purposes, may be a violation of federal and state law. In addition to violating such laws, unauthorized duplication of software is a violation of the district's hardware/software policy.

Software Standards

The following is a list of district approved majority-use software:

- Adobe Acrobat Reader
- Destiny
- Infinite Campus
- Inspiration
- Kidspiration
- Macromedia Flash
- Macromedia Shockwave
- Microsoft Internet Explorer
- Microsoft Office 2003/2007
- Microsoft Front Page 2003
- Microsoft Windows Media Player
- Microsoft Windows XP
- Mozilla Firefox
- Novell GroupWise
- Quicktime
- Symantec Antivirus
- Skills Tutor
- MegaMath
- Exam View
- eHarcourt Math
- Eduplace
- Discovery Education Streaming
- Premier Assistive Technology
- OAS
- GALILEO

The following is a list of district approved alternative-use software:

- Renaissance Learning
- Education City
- Tumblebooks
- Various online subscriptions for library & reference
- Brainpop

The following is a list of software that is strictly prohibited on the district network:

- Software consistent with packet sniffing, hacking, or security acquisition
- Any software used for a purpose other than instructional purposes.

Staff members needing software other than those listed above must request such software from the Technology Department via a software request form.

Software Installation

The Technology Department is exclusively responsible for installing software on all district-owned and operated computers. Software installed by staff members will not be supported.

Summary

This policy is intended to promote network operation effectiveness as well as optimize educational opportunities. Full cooperation with this policy is mandatory so that all goals can be met in accordance with district board policies. Any deviation from this policy will require the Technology Department to redeploy hardware or software solutions which will ultimately result in a loss of educational opportunities

Professional Development

The School System Professional Learning program has three levels — individual, school, and district wide. The focus on all three levels is on improving student achievement. Individual and building level professional development plans are aligned with the district’s initiatives and goals. The goals and initiatives are reviewed yearly. Suggested activities include, but are not limited to, the following:

- Book talks/studies
- Peer coaching
- Study groups
- Teacher collaboration
- Workshops
- Conferences
- Action research
- Professional Learning and presenters
- Designing of curriculum

NSDC Standards for Professional Learning-The [National Staff Development Council](#) (NSDC) standards establish a knowledge base of effective staff development practices. They serve as a tool to strengthen current efforts in the design and implementation of professional growth plans.

Context Standards

- Professional Learning that improves the learning of all students:
- Organizes adults into learning communities whose goals are aligned with those of the schools and district. (Learning Communities)
- Requires skillful school and district leaders who guide continuous instructional improvement (Leadership)
- Requires research to support adult learning and collaboration. (Resources)

Process Standards

- Professional Learning that improves the learning of all students:
- Uses disaggregated student data to determine adult learning priorities, monitor progress, and help sustain continuous improvement. (Data-Driven)
- Uses multiple sources of information to guide improvement and demonstrate its impact. (Evaluation)
- Prepares educators to apply research to decision making. (Research-Based)
- Uses learning strategies appropriate to the intended goal. (Design)
- Applies knowledge about human learning and change. (Learning)
- Provides educators with the knowledge and skills to collaborate. (Collaboration)

Content Standards

- Professional Learning that improves the learning of all students:
- Prepares educators to understand and appreciate all students, create safe, orderly and supportive learning environments, and hold high expectations for their academic achievement. (Equity)

- Deepens educators' content knowledge, provides them with research-based instructional strategies to assist students in meeting rigorous academic standards, and prepares them to use various types of classroom assessments appropriately. (Quality Teaching)
- Provides educators with knowledge and skills to involve families and other stakeholders appropriately. (Family Involvement)

Strategies Promoting Research-Based, Best-Practice Use of Technology

- Essential Condition for Success: Equitable Access to High-Quality Technology Programs for all students, parents, and educators.
- District goals and performance objectives to ensure equitable access to high-quality technology programs for all students, parents, and educators.
- Increase the use of network and Internet based applications such as SkillsTutor, Destiny, Galileo, Destiny, Nova Net, Accelerated Reader and Math, GALE, GCIS, etc.
- All new textbooks will come with web enhanced and/or CD ROM content and versions. More computers, display devices such as Proxima Projectors and more training will be needed to help teachers use the materials efficiently.
- Continue to expose students to the technology in the schools to encourage them to continue to develop their computer skills.
- Work towards compliance with state guidelines for site and network licenses with all academic software.
- Expand current software licenses
- Increase outreach to community by providing technology training
- Provide annual technology staff development locally following protocol established by annual technology needs/interest surveys
- Expand Central Education Center (CEC) to include adult technical continuing education program in the evenings.
- Expand West Central Tech course offerings in the evenings at CEC
- Expand the information and resources available to parents and students via the School system Web site.
- Encourage more electronic communication between parent and school.
- Create and maintain district web portals for parents to access useful information such as Passport for Success, Curriculum Benchmarks, and Connections pages.

Responsibility List

Educational Technology Support Specialists located at each building perform two tasks to the best of their ability. The primary job function is to support Instructional / Information Technology at the local school level. Perform all aspects of repair, maintenance, and trouble shooting on all computers, printers, scanners, switches, wiring, network equipment, servers, or any related equipment or system deemed appropriate by the School Principal, or the CIO of the School System. The secondary job function is to educate and train teachers and staff on the proper and best use of technology in the classroom and administrative offices or any topic deemed appropriate by the School Principal, or the CIO of School System.

Annual Review

The School System uses several methods to annually review and revise the plan for improving academic achievement.

Quarterly meetings are scheduled to monitor the progress toward the goals of CLIP. The system improvement planning team reviews the data annually to revise the CLIP to meet the current needs of the system. Root cause analysis will assist in analyzing the strategies and in guiding revisions.

Accessibility and Security

Accessibility

Instructional Use:

Each teacher and student will have a personalized username and password. Teacher usernames will be created at the system level, but teachers can create their own password. The password should include 6 characters including 1 number. All students are assigned a username and password at the system level. Students should not share the password with anyone other than the appropriate school personnel. At the school level, teachers use various methods of technology integration to achieve the county goal of providing high-level, engaging work. Teachers in all schools have access to a computer and printer in their classroom. Microsoft Office software is provided on each computer. In addition, there is at least one computer lab available in each school. The larger schools have more computer labs since the distribution is based on the FTE count. Also, each school has at least one projector and electronic whiteboard. Beyond the hardware and software supplied by the district, some schools are able to provide students with additional resources. The eight elementary schools and two middle schools designated as Title I schools receive more funds and have purchased various curriculum based software packages and hardware. While all schools have Accelerated Reader, only the Title I Schools have Accelerated Math. Likewise, some schools have received grants to purchase software packages like Destination Reading. Also, the PTO/PTA and business partners of many schools are actively involved with software purchases. For example, in one elementary school, 17 Promethean ACIV classrooms were purchased by these groups. The district purchased internet-based SkillsTutor for all students in the system. The students have access to skills building at school and at home. Also, the district purchased Destiny Library Manager for media centers. All students may access library resources 24-7.

One of the most important parts of the Employee Intranet is the access to curriculum matters. Teachers share lesson plans and activities based on the QCC's and Georgia Performance Standards. Benchmarks are accessible for grade-specific teachers. The objective of the curriculum portion of the Intranet is to provide teachers with up-to-date curriculum data, information, teaching resources, and communicate current trends.

Administrative Uses:

Each administrator will have a personalized username and password. Usernames will be created at the system level, but administrators can create their own password. The password should include 6 characters including 1 number. The administration and clerical staff use technology daily to complete important tasks necessary for the smooth operation of the schools in the system. The support personnel in schools and the central office use:

- Email to communicate with parents and staff
- Word processing and data collection
- Multimedia presentations
- Internet
- Student Information System (Infinite Campus) is used by all teachers for attendance and grade reporting. The administrative staff uses IC to report and obtain discipline, attendance, and other data analysis.

- Each school has a web site devoted to providing update information for parents and the community.

Parent/Community Use:

The community of Coweta County and parents of the students that attend the district schools are important stakeholders in every aspect of the school system. The system hosts a web site that is updated daily with information for both parents and the community. The following can be found on www.cowetaschools.org:

- Press releases from the Public Information department
- Ongoing projects including the After-school Program, Mentoring Program,
- Information for newcomers, registration information, attendance information
- Bus routes
- Individual school web sites offering information pertaining to the school
- County email addresses
- Beginning with the 2008-2009 will have access to student information using Infinite Campus. The system is web based and parents will be able to see their children's grades and attendance in real time. Parents must show a valid ID in order to receive log in information for Infinite Campus.

Security

Antivirus software will be installed on all workstations. If at any time a threatening action has occurred the school ETSS should be notified immediately. All passwords should be guarded with extreme safety. If at any time an account is breached, the school ETSS should be notified immediately for appropriate action.

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