

Montauk Union Free School District

Technology Plan 2022-2025

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1. INTRODUCTION

1.1 Mission Statement

The students of Montauk School will be successful learners; confident and motivated to perform in a global society with excellence, dignity, and pride.

1.2 School District Background

Montauk is a small hamlet at the eastern tip of Long Island. There is one Pre-K-8 elementary school in the district, which feeds into the East Hampton High School. There are 324 students attending the elementary school. Montauk School employs 47 teachers in a staff of 70.

2. VISION AND GOALS

2.1 School District Vision

Montauk School seeks to provide the best possible educational environment to the students. The use of technology not only enhances the educational environment, but also improves the efficiency and productivity of the teaching staff. The scope of education is also improved by the teaching of technology skills to the students. Students will utilize these skills to problem-solve and adapt to a changing world. Therefore, Montauk School plans to provide its students with the technologies available that allow them to succeed.

2.2 School District Goals

Montauk School has three (3) major goals in technology for the 2022-2025 school years.

1. Montauk Union Free School District will continue improving our district's technology-based professional development opportunities for faculty and staff to be able to successfully utilize the technology our district has access to.
 - Strategy to Meet the Goal – Not only will Montauk UFSD provide additional professional development on conference days, but we will also continue to grow and develop our MS-MIT professional development program. MS-MIT is a weekly optional professional development that focuses on one topic a week. We will continue to add topics based on teachers' needs and requests and have office hours with the technology department to be able to solve small classroom technology issues.

2. Update network infrastructure to better handle all of the new devices we have added to our school over the past 4 years.
 - Strategy to Meet the Goal – With the addition of about 500 Chromebooks in the past 5 years, our network in certain parts of the school is beginning to struggle to keep up. We plan to add additional wireless access points and update our network switches in certain parts of the school to be able to handle all of the newly found devices in the building. Some new network cable will need to be run where no drops are currently and some outdated cable needs to be replaced. We also plan to add outdoor access points to set up areas outside the building with internet coverage. Doing so will allow for outdoor classes with devices and allow us to be better prepared for another distance learning situation. The school will also evaluate moving to fiber for our internet to increase bandwidth and network speed.
3. Update the district's computer curriculum to align with the New York State Education Department's new Computer Science and Digital Fluency Learning Standards, ISTE Standards, as well as new advancing technologies.

During the 2022-2025 Technology Committee meetings, the previous year's goals will be reviewed to determine the success of each goal and modify them as needed. Therefore, mid-year changes can be discussed and implementations for these changes can be planned.

3. Curriculum

3.1 Curriculum Integration

3.1.1 Alignment with Standards

Montauk School aligns its goals and exit outcomes with the National Educational Technology Standards, NETS and is currently in the process of updating our standards to align with the NYSED Computer Science and Digital Fluency Learning Standards. Standards are available at <https://www.iste.org/standards/iste-standards-for-students> and <http://www.nysed.gov/curriculum-instruction/computer-science-and-digital-fluency-learning-standards>

3.1.2 Strategies to Improve Academic Achievement

Below is a list of strategies that are used to improve the academic achievement of all students:

- Differentiated Instruction - Through interactive whiteboard lessons, multimedia presentations, and web-video providers, teachers are able to address the different learning styles of their students.
- Combined Computer/Library Media Instruction-Research process and critical evaluation skills are developed through the combination of the two areas.
- Simulation Instruction – Instruction via the computer provides students multiple opportunities to tackle real world problems and tasks. Applications such as Bridge Builder and Froguts allow students to experience lifelike situations that they would otherwise not be able to without a computer.
- Online Collaboration and Discussion – Students are using The Google Suite for online collaboration and discussion. The Google Suite offers the ability to engage students and allow them collaborate live in any location with an internet connection using tools like Google Classroom and sharing documents.
- Assistive Technology – Any student who requires assistive technology to allow them equal participation in the regular education classrooms will be provided with such items deemed necessary.

3.1.3 Identifying and Promoting Curricula that Integrate Technology Effectively into Instruction

The district will identify and promote curricula and teaching strategies that integrate technology effectively into curricula and instruction in a few different ways.

- Teacher Observation – Through teacher observation, administrators will be allowed a first-hand look at what practices are being used in the classrooms. Administrators may then highlight and share best practices with the faculty at monthly faculty meetings
- Teacher Survey – Teachers can share, via a survey, what practices they find to work in their classrooms. Best practices may be shared to the faculty through staff development conferences, faculty meetings, and in-service programs. These surveys will help to track growth and learning.

3.2 Student Achievement - How Technology will be integrated into Instruction

See Appendix A for the Software Inventory List.

3.3 Technology Delivery

3.3.1 Current Uses to Access Distant Resources

Montauk School uses the internet as its primary source for distant learning. Teachers take advantage of the Eastern Suffolk Boces Digital Media Library which includes Discovery Streaming and Learn360, which bring educational content to their classrooms via the internet. Students “visit” other countries through the internet to research and learn about other cultures. In preparation of school trips, teachers and their classes visit museums to prepare themselves for the experience. Teachers use applications such as Google Meet to collaborate with teachers and students in other districts. Teachers also make use of the Eastern Suffolk Boces Virtual Reference Collection, which gives them access to resources such as World Book Online and CultureGrams as well as periodicals and newspapers.

3.3.2 Goals for Future Uses to Access Distant Resources

As mentioned above, Montauk School uses desktop web cameras to collaborate with teachers and students in other districts. As the proficiency of these skills grows, teachers will venture out for more distant-learning experiences. These teachers can be utilized to help train others in the area of distant learning.

3.3.3 Student Safety

The school district has an Acceptable Use Policy (Chromebook Rules and Guidelines) that all students and their parents must sign before the students may use the technology in school. In the beginning of each school year, the students refresh on internet safety according to the Children's Internet Protection Act (CIPA.) and the AUP before they are allowed access. These safety protocols are also readdressed during the school year. (See Appendix D for the Acceptable Use Policy.)

The school district also follows CIPA by utilizing a Lightspeed Rocket and Relay internet filter that blocks unwanted and inappropriate web sites while at school and using district devices at home. The filter is updated as needed with any unwanted sites being blocked. In addition, at this time, instant messaging, e-mail, chat rooms, and most game sites are filtered for students.

3.4 Parental Communications & Community Relations

3.4.1 Dissemination of Technology Plan

The Montauk School District Technology Plan will be accessible in several different ways. A hard copy will be on hand in the district's main office. Members of the community wishing to read the plan may request the copy from the district office. A copy of the plan will also be accessible through the Montauk School website. Anyone wishing to access the file will be able to do so by visiting www.montaukschool.org and following the appropriate links.

3.4.2 Communication with Parents

Montauk School is open to and encourages participation with the parents of the community in regards to its technology plan. Parents and community members can contact the school either by phone (631) 668-2474, fax (631) 668-1107, or e-mail (info@montaukschool.org.)

4 Professional Development

4.1 Development of School Faculty and Staff

4.1.1 Current Strategies in Place

Montauk School uses a variety of strategies to provide professional development to its teachers and staff in technology including MS-MIT, which is a weekly optional professional development that focuses on one topic a week. We will continue to add topics based on teachers' needs and requests and have office hours with the technology department to be able to solve small classroom technology issues.

Montauk Public School will provide opportunities for professional development among faculty, staff, and administration to increase use and benefits of Virtual Reference Collection (VRC), Digital Media Library (DML), and the automated library catalog (Destiny). The technology department recommends half or full day training conducted by an official trainer from Eastern Suffolk Boces School Library System and the Montauk School Librarian and technology department.

Montauk Public School will provide opportunities for professional development among faculty, staff, and administration to increase the use and benefits of the digital offerings from our local public library: Montauk Library and the Suffolk County Library System. The Technology Department recommends on site visits to the Montauk Library and training from the public librarians on the use of the *Live-brary* resources and services available to all Suffolk County patrons. Documentation of all class work and training is kept in the District's personnel files.

4.1.2 Integration of Teachers' Knowledge

While skill development is important, professional development is designed so that teachers can integrate their knowledge into all aspects of their curriculum and classroom.

4.1.3 Timeline for Professional Development

Professional development in the area of technology will be delivered throughout the year in different ways. Superintendent's Conference Days usually devote some time to technological instruction. Furthermore, over the course of the year, faculty and staff who choose to will participate in online courses and MS-MIT sessions that help address their technology needs. Currently, the Superintendent documents professional development opportunities and attendees based on the Montauk School Professional Development Plan.

4.1.4 State and National Standards Addressing Technology Competencies

Montauk School uses ISTE's National Educational Technology standards to address standards for students, teachers, and administration and is in the process of updating our curriculum to follow the NYSED Computer Science and Digital Fluency Learning Standards. The standards are available at <https://www.iste.org/standards/iste-standards-for-students> and <http://www.nysed.gov/curriculum-instruction/computer-science-and-digital-fluency-learning-standards>

4.2 Supporting Resources

There are a variety of resources that are utilized to support the entire technology program. The following are a list of these resources:

- Online Courses – Online technology courses are available to faculty and staff.
- MS-MIT – Weekly optional professional development that focuses on one topic a week.
- IT Staff – Staff is available during the day for teachers who need help with their technology needs. This may be either hardware or software related. Montauk School has an onsite technical consultant provided by L.I. Computer Networks who, in conjunction with L.I. Computer Networks, maintains the overall network and advises the district on future purchases and upgrades to the network.
- Online Subscription Services – Montauk School subscribes to the School Library System's Virtual Reference Collection, United Streaming, Enchanted Learning, Earobics, and BrainPop. Individually, teachers subscribe to their own online services such as Reading A-Z.
- School Library/Professional Library Materials - See Attachment D for School Library/Professional Library Magazines, Journals, and Books – Selected List
- eBoard - Informational Teacher Board

5 Infrastructure, Hardware, Technical Support, and Software

5.1 Infrastructure Needs/Technical Specification

See Appendix B for Diagram of School Hardware Infrastructure and detailed list of technology disbursement throughout the building.

5.1.1 Description and Inventory of Technology

Domain Controllers

2 HP ProLiant DL 380 G9

Network Storage Devices

HP Storage works X1600 G2
Intel Xeon CPU E5520 @ 2.27 GHz
Windows 2008 Server R2 Standard
6GB RAM

Application Servers

HP ProLiant DL 380 G7
Intel Xeon CPU E5620@2.4GHz
24 GB RAM
Windows Server Standard

Network Switches

10/100/1000 Fast Ethernet connections to all workstations and servers

Wireless Access Points

1 Aruba AP-505-US
3 Aruba AP-515-US
22 Aruba IAP-305-US

Cable Modem

Cable Modem is provided by Optimum Online and has High Bandwidth enabled.

Computers – Desktops

- 4 Apple iMac
- 2 Apple Mac mini
- 12 Dell OptiPlex 3050 Micro
- 12 Dell OptiPlex 7400 AIO Series
- 9 Dell OptiPlex 7470 AIO Series
- 24 Dell OptiPlex 7440 AIO Series
- 7 Dell OptiPlex 7490 AIO Series
- 10 Dell OptiPlex 9030 AIO Series
- 1 Dell SVW-501E

Chromebooks/Tablets

- 1 Acer Chromebook 311 (C733, C733U, C733T)
- 161 Acer Chromebook R11 (CB5-132T, C738T)
- 1 Acer Chromebook Spin 11 (CP311-1H, CP311-1HN)
- 161 Acer Chromebook Spin 11 (R751T / CP511)
- 256 Acer Chromebook Spin 311 (R721T)
- 3 HP Chromebook 14 G5 Chromebook
- 26 Apple iPad (6th Generation)
- 3 Apple iPad (9th Generation)

Printers

- 6 HP Color LaserJet Pro M452nw
- 3 Epson Artisan 1430
- 2 Xerox WorkCentre 5865
- 2 Xerox WorkCentre 7970
- 2 HP LaserJet P1606dn
- 2 HP LaserJet Pro M402dw
- 1 HP Designjet T520
- 1 HP LaserJet Pro M477fdw
- 1 HP LaserJet Pro 200 Color M451dn
- 1 HP LaserJet Pro 400 M401dne
- 1 Dell 1710n

Scanners and Document Viewers

- 6 Epson Perfection 4490 Photo Scanners
- 7 SMART Document Viewers
- 4 SOLO 8 Hover Cam

SMART Boards

- 15 77" SMART Boards w/ NEC Projector
- 8 65" 6065 Touchscreen SMART Boards
- 6 64" SMART Boards w/NEC Projector
- 6 77" SMART Boards with Unifi 45 Projector
- 2 77" E70 Touchscreen SMART Boards
- 1 50" SMART Board w/ Mitsubishi Projector

1 75" 6075 Touchscreen SMART Board

5.1.2 Technology Needed to Improve Instruction

As the technology needs change for the district, an assessment will be made as to the technology hardware needed in the district to sustain the demands being made on the system. Servers, routers, storage space, accessibility, and processing speed will all be taken into account when decisions are made about purchases that will be made to improve future instruction. The Montauk School Technology Committee meets monthly to look at current uses of technology and how they are being used to meet the current goals of the district. Any changes deemed necessary will be taken from this committee to the Superintendent to work on a plan to bring the necessary changes to fruition.

5.1.3 Strategies for Ensuring Interoperability of Equipment

Each year, the technology consultant will meet with the Technology Committee and discuss the upcoming needs for the district. The current system will be discussed and the needs for the future will be addressed. Consideration will be given to speed and space while ensuring that any additions to the system will be compatible with existing equipment.

5.1.4 Technical Support Available within District

Montauk School employs L.I. Computer Networks that is available for all faculty and staff for both problem-solving and instruction. L.I. Computer Networks provides on-site personnel to help with issues. This consultant is kept aware of ongoing issues and addresses problems on site as needed.

5.1.5 Email Archiving, Financial, Student Management Systems, and Asset Management

Montauk School has taken advantage of the off-site back-up services provided by L.I. Computer Networks using Quest Rapid Recovery. We not only have onsite backups of all servers, but also, nightly backups to L.I. Computer Networks office. This backup protects critical servers which includes the financial server.

Montauk School uses eSchool Data for its Student Management System. Members of the faculty and staff have been trained in the input and manipulation of the student data entered into the system. Montauk School uses this data when it uploads to Level 0 and the NYS data repository.

Currently Montauk School employs Destiny Resource Manager for its asset management. New purchases being put into the system for inventory management and tracking.

Emails are archived with Google Vault. Google Vault is a product that is offered with the Google Suite to their Enterprise customers. They are kept and can be easily searched for and exported.

5.2 Plans to Increase Access

The Montauk School District is aware that all students need access to technology and is always looking for ways to increase access to all. The school has a working relationship with the local public library which offers their members access to computers and the internet. All students are made aware that the local library offers this service and are encouraged to take advantage of it. Furthermore, we have provided our instructional staff and students with 1:1 Chromebooks.

6 Funding and Budget

6.1 2022-2025 Detailed Budget

See Appendix C for the 2022-2025 budgets.

6.2 Long-term Investment and Sustainability

The Montauk School District is currently a member of the Eastern Suffolk BOCES Model Schools Program. As a member, Montauk School receives aid in technology purchases as well as support and training with new technologies.

APPENDIX A: School District's Computer Curriculum

Montauk Union Free School District

Montauk, New York

Computer Curriculum - 2021-2025

Grade Level K	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Basic Computer Skills	<ul style="list-style-type: none"> • Mouse operation • Double-clicking • Dragging objects • Copy/Paste 	<ul style="list-style-type: none"> • Login • User Name • Password • Home Row • Space Bar • Enter Key • Delete • Backspace • Shift • Caps Lock • Font • Toolbars • Icon 	<ul style="list-style-type: none"> • Elementary Key-boarding Intro-duction • Web-based games 	<ul style="list-style-type: none"> • Animal Pictures in paint program
Internet / Research	<ul style="list-style-type: none"> • Rules of Usage: Ac-ceptable Usage Policy (AUP) • E-Board 	<ul style="list-style-type: none"> • Home Page • Link • Web site 	<ul style="list-style-type: none"> • Google Chrome • Virtual Refer-ence Collection (VRC) 	<ul style="list-style-type: none"> • Animal project

APPENDIX A: School District's Computer Curriculum

Montauk Union Free School District

Montauk, New York

Computer Curriculum - 2021-2025

Grade Level K	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Desktop Publishing	<ul style="list-style-type: none"> • Add text • Insert picture • Change font 	<ul style="list-style-type: none"> • Text • Insert 	<ul style="list-style-type: none"> • Microsoft Word • Microsoft Publisher 	<ul style="list-style-type: none"> • Holiday Cards
Multimedia / Graphics	<ul style="list-style-type: none"> • Resize 	<ul style="list-style-type: none"> • Resize 	<ul style="list-style-type: none"> • Microsoft PowerPoint • Microsoft Publisher 	<ul style="list-style-type: none"> • Resize images added in PowerPoint

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Montauk Union Free School District

Montauk, New York

Computer Curriculum - 2021-2025

Grade Level 1	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Basic Computer Skills	<ul style="list-style-type: none"> • Mouse operation • Double-clicking • Dragging objects • Copy/Paste • Page Set-up: Orientation • Format: Font Color, Size, Style • Save • Master Toolbars / Icons • Copy / Paste 	<ul style="list-style-type: none"> • Login • User Name • Password • Home Row • Space Bar • Enter Key • Delete • Backspace • Arrow Keys • Caps Lock • Orientation • Font • Toolbars • Icon 	<ul style="list-style-type: none"> • Elementary Key-boarding Introduction • Microsoft Office • Web-based games 	<ul style="list-style-type: none"> • Food Pyramid • Riddles
Internet / Research	<ul style="list-style-type: none"> • Rules of Usage: Acceptable Usage Policy (AUP) • E-Board 	<ul style="list-style-type: none"> • Home Page • Search Engine • Web Address / URL • Link 	<ul style="list-style-type: none"> • Google Chrome • Virtual Reference Collection (VRC) 	<ul style="list-style-type: none"> • Rainforest – Science Project

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Montauk, New York

Computer Curriculum - 2021-2025

Grade Level 1	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Desktop Publishing	<ul style="list-style-type: none"> • Add text • Insert picture • Change font • Copy/Paste 	<ul style="list-style-type: none"> • Header/Footer • Format • Crop • Anchors • Word Processing 	<ul style="list-style-type: none"> • Microsoft Word • Microsoft Publisher • PowerPoint 	<ul style="list-style-type: none"> • Holiday cards • Animal info page • Halloween PowerPoint
Spread-sheet / Chart / Tables	<ul style="list-style-type: none"> • Input Data • Label Data Fields • Create Chart 	<ul style="list-style-type: none"> • Table • Cell • Column • Row • Chart 	<ul style="list-style-type: none"> • Microsoft Excel • Microsoft Word • Microsoft Publisher 	<ul style="list-style-type: none"> • Survey • Excel Maze

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Montauk, New York

Computer Curriculum - 2021-2025

Grade Level 2	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Basic Computer Skills	<ul style="list-style-type: none"> • Mouse operation • Double-clicking • Dragging objects • Page Set-up: Orientation • Format: Font Color, Size, Style • Save/Save As • File Management; File Name; File Location • Master Toolbars / Icons • Spell check / Thesaurus • Copy / Paste • Windows Management: Switching Windows (Alt + Tab); Keyboard Shortcuts; Max. / Min.; Zoom • Choosing Printer 	<ul style="list-style-type: none"> • Login • User Name • Password • Home Row • Space Bar • Enter Key • Delete • Backspace • Arrow Keys • Tab • Shift • Caps Lock • Orientation • Font • JPEG • Toolbars • Icon • Alignment 	<ul style="list-style-type: none"> • Elementary Key-boarding Introduction • Microsoft Office • Web-based games • Smartboard Software 	<ul style="list-style-type: none"> • Book Writing Project • Book Covers
Internet / Research	<ul style="list-style-type: none"> • Rules of Usage: Acceptable Usage Policy (AUP) • E-Board 	<ul style="list-style-type: none"> • Home Page • Authoritative Source • Search Engine • Web Address / URL • ISP address • Link 	<ul style="list-style-type: none"> • Google Chrome • Virtual Reference Collection (VRC) 	<ul style="list-style-type: none"> • Weather • Landforms • Animals

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Montauk, New York

Computer Curriculum - 2021-2025

Grade Level 2	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Desktop Publishing	<ul style="list-style-type: none"> Format Picture/Textbox: Color; Crop; Borders/Shading; Text Wrapping; Set Transparent Color; Auto-Flow; Add text Insert picture Change font Copy/Paste 	<ul style="list-style-type: none"> Header/Footer Text File Format Crop Anchors Word Processing Template 	<ul style="list-style-type: none"> Microsoft Word Microsoft Publisher Citation Machine (Website) 	<ul style="list-style-type: none"> Holiday Cards Thank You Cards
Spread-sheet / Chart / Tables	<ul style="list-style-type: none"> Create Workbook and/or Table, Multiple Sheets Page Setup: Orientation Format Workbook: Create Chart: Pie, Line, Bar 	<ul style="list-style-type: none"> Workbook Table Cell Column Row Chart 	<ul style="list-style-type: none"> Microsoft Excel Microsoft Word Microsoft Publisher 	<ul style="list-style-type: none"> Create Images from Excel Cells

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Montauk, New York

Computer Curriculum - 2021-2025

Grade Level 3	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Basic Computer Skills	<ul style="list-style-type: none"> • Keyboarding • Page Set-up: Orientation • Format: Font Color, Size, Style • Save/Save As • File Management; File Name; File Location • Save As "JPEG" • Master Toolbars / Icons • Spell check / Thesaurus • Copy / Paste • Choosing Printer 	<ul style="list-style-type: none"> • Control + Alt + Delete • Login • User Name • Password • Home Row • Space Bar • Enter Key • Delete • Backspace • Arrow Keys • Tab • Shift • Caps Lock • Orientation • Font • JPEG • Toolbars • Icon • Alignment 	<ul style="list-style-type: none"> • TypingClub • Kid Pix • Microsoft Office • Web-based games • Smartboard Software 	<ul style="list-style-type: none"> • Space • PowerPoint • Kite Poetry • Animal Drawing • Multiplication Chart
Internet / Research	<ul style="list-style-type: none"> • Rules of Usage: Acceptable Usage Policy (AUP) • E-Board 	<ul style="list-style-type: none"> • Home Page • Authoritative Source • Search Engine • Web Address / URL • ISP address • Link • Virus • Bookmark / Favorite 	<ul style="list-style-type: none"> • Google Chrome • Virtual Reference Collection (VRC) 	<ul style="list-style-type: none"> • Solar System • Zoo/Animals

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Montauk, New York

Computer Curriculum - 2021-2025

Grade Level 3	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Desktop Publishing	<ul style="list-style-type: none"> • Insert: Page; Page Numbers; Picture; Text-box; Text File; Cap-tions; • Format Picture/Textbox: Color; Crop; Borders/ Shading; Text Wrap-ping; Set Transparent Color; Auto-Flow; • “Works Cited” Page 	<ul style="list-style-type: none"> • Header/Footer • Text File • Auto-Flow • Format • Crop • Anchors • Word Processing • Template • Web Crawler 	<ul style="list-style-type: none"> • Microsoft Word • Microsoft Publisher • Citation Machine (Website) 	<ul style="list-style-type: none"> • Holiday Cards • Current Events
Spread-sheet / Chart / Tables	<ul style="list-style-type: none"> • Create Workbook and/ or Table, Multiple Sheets • Page Setup: Orienta-tion; Margins: Gridlines • Format Workbook: Column/Cell Height/ Width; Borders/ Shading; Header/ Footer; Alignment; Au-to-fit • Create/Insert Functions • Copy/Paste Functions • Merge/Split Cells • Data: Sort; List; Show/ Hide Columns • Create Chart: Pie, Line, Bar 	<ul style="list-style-type: none"> • Workbook • Table • Cell • Column • Row • Chart • Function • Gridline • Alignment • Merge/Split • Ascending / De-scending • X, Y Axis • Database • Field 	<ul style="list-style-type: none"> • Microsoft Excel • Microsoft Word • Microsoft Publisher 	<ul style="list-style-type: none"> • Weather Charts

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Montauk Union Free School District

Montauk, New York

Computer Curriculum - 2021-2025

Grade Level 4	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Basic Computer Skills	<ul style="list-style-type: none"> • Keyboarding • Page Set-up: Orientation; Margins • Format: Font Color, Size, Style • Save/Save As • File Management; File Name; File Location • Save As "JPEG" • Master Toolbars / Icons • Spell check / Thesaurus • Arrange / Order / Group/Ungroup • Copy / Paste • Windows Management: Switching Windows (Alt + Tab); Keyboard Shortcuts; Max. / Min.; Zoom • Choosing Printer 	<ul style="list-style-type: none"> • Control + Alt + Delete • Login • User Name • Password • Home Row • Space Bar • Enter Key • Delete • Backspace • Arrow Keys • Tab • Shift • Caps Lock • Orientation • Font • JPEG • Toolbars • Icon • Alignment 	<ul style="list-style-type: none"> • TypingClub • Adobe Photoshop • Microsoft Office • Google Suite 	<ul style="list-style-type: none"> • PowerPoint Project • Calendar
Internet / Research	<ul style="list-style-type: none"> • Rules of Usage: Acceptable Usage Policy (AUP) • E-Board 	<ul style="list-style-type: none"> • Home Page • Authoritative Source • Search Engine • Web Address / URL • ISP address • Link • Virus • Bookmark / Favorite 	<ul style="list-style-type: none"> • Google Chrome • Virtual Reference Collection (VRC) • Digital Media Library 	<ul style="list-style-type: none"> • L.I. History

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Computer Curriculum - 2021-2025

Grade Level 4	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Desktop Publishing	<ul style="list-style-type: none"> • Insert: Page; Page Numbers; Picture; Text-box; Text File; Captions; Header/Footer; Personal Information • Format Picture/Textbox: Color; Crop; Borders/Shading; Text Wrapping; Set Transparent Color; Auto-Flow; “Works Cited” Page • Create Logo • Create PDF • Create Paneled 2-Sided Document 	<ul style="list-style-type: none"> • Header/Footer • Text File • Auto-Flow • Format • Crop • Anchors • Word Processing • Template • Web Crawler 	<ul style="list-style-type: none"> • Microsoft Word • Microsoft Publisher • Google Docs • Citation Machine (Website) 	<ul style="list-style-type: none"> • Holiday Cards • Newsletter
Spread-sheet / Chart / Tables	<ul style="list-style-type: none"> • Create Workbook and/or Table, Multiple Sheets • Page Setup: Orientation; Margins; Gridlines • Format Workbook: Column/Cell Height/Width; Borders/Shading; Header/Footer; Alignment; Auto-fit • Create/Insert Functions • Copy/Paste Functions • Merge/Split Cells • Data: Sort; List; Show/Hide Columns • Create Chart: Pie, Line, Bar 	<ul style="list-style-type: none"> • Workbook • Table • Cell • Column • Row • Chart • Function • Gridline • Alignment • Merge/Split • Ascending / Descending • X, Y Axis • Database • Field 	<ul style="list-style-type: none"> • Microsoft Excel • Microsoft Word • Microsoft Publisher • Google Docs • Google Sheets 	<ul style="list-style-type: none"> • Weather Graphs • Surveys

APPENDIX A: School District's Computer Curriculum

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Grade Level 5	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Basic Computer Skills	<ul style="list-style-type: none"> • Keyboarding • Page Set-up: Orientation; Margins; Auto-Fit • Format: Font Color, Size, Style • Save/Save As • File Management; File Name; File Location • Save As "JPEG" • Master Toolbars / Icons • Spell check / Thesaurus • Arrange / Order / Group/Ungroup • Copy / Paste • Windows Management: Switching Windows (Alt + Tab); Keyboard Shortcuts; Max. / Min.; Zoom • Choosing Printer 	<ul style="list-style-type: none"> • Control + Alt + Delete • Login • User Name • Password • Home Row • Space Bar • Enter Key • Delete • Backspace • Arrow Keys • Tab • Shift • Caps Lock • Orientation • Font • JPEG • Toolbars • Icon • Alignment 	<ul style="list-style-type: none"> • TypingClub • Adobe Photoshop • Microsoft Office • Google Suite 	<ul style="list-style-type: none"> • Powerpoint/ Google Slide Presentations • Sports Night Posters
Internet / Research	<ul style="list-style-type: none"> • Rules of Usage: Acceptable Usage Policy (AUP) • E-Board 	<ul style="list-style-type: none"> • Home Page • Authoritative Source • Search Engine • Web Address / URL • ISP address • Link • Virus • Bookmark / Favorite 	<ul style="list-style-type: none"> • Google Chrome • Virtual Reference Collection (VRC) • Digital Media Library 	Native American Research Project

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Grade Level 5	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Desktop Publishing	<ul style="list-style-type: none"> • Insert: Page; Page Numbers; Picture; Text-box; Text File; Captions; Header/Footer; Personal Information • Format Picture/Textbox: Color; Crop; Borders/Shading; Text Wrapping; Set Transparent Color; Auto-Flow; “Works Cited” Page • Create Logo • Create PDF • Create Paneled 2-Sided Document 	<ul style="list-style-type: none"> • Header/Footer • Text File • Auto-Flow • Format • Crop • Anchors • Word Processing • Template • Web Crawler 	<ul style="list-style-type: none"> • Microsoft Word • Microsoft Publisher • Google Docs • Google Slides • Citation Machine (Website) 	<ul style="list-style-type: none"> • Mr. Met Letter • Google Slides Collaboration Project
Spread-sheet / Chart / Tables	<ul style="list-style-type: none"> • Create Workbook and/or Table, Multiple Sheets • Page Setup: Orientation; Margins; Gridlines • Format Workbook: Column/Cell Height/Width; Borders/Shading; Header/Footer; Alignment; Auto-fit • Create/Insert Functions • Copy/Paste Functions • Merge/Split Cells • Data: Sort; List; Show/Hide Columns • Create Chart: Pie, Line, Bar 	<ul style="list-style-type: none"> • Workbook • Table • Cell • Column • Row • Chart • Function • Gridline • Alignment • Merge/Split • Ascending / Descending • X, Y Axis • Database • Field 	<ul style="list-style-type: none"> • Microsoft Excel • Microsoft Word • Microsoft Publisher • Google Docs • Google Sheets 	<ul style="list-style-type: none"> • Survey • Probability Chart

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Grade Level 6	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Basic Computer Skills	<ul style="list-style-type: none"> • Keyboarding • Page Set-up: Orientation; Margins; Auto-Fit • Format: Font Color, Size, Style • Save/Save As • File Management; File Name; File Location • Save As "JPEG" • Master Toolbars / Icons • Spell check / Thesaurus • Arrange / Order / Group/Ungroup • Copy / Paste • Windows Management: Switching Windows (Alt + Tab); Keyboard Shortcuts; Max. / Min.; Zoom • Choosing Printer 	<ul style="list-style-type: none"> • Control + Alt + Delete • Login • User Name • Password • Home Row • Space Bar • Enter Key • Delete • Backspace • Arrow Keys • Tab • Shift • Caps Lock • Orientation • Font • JPEG • Toolbars • Icon • Alignment 	<ul style="list-style-type: none"> • TypingClub • Adobe Photoshop • Microsoft Office 	<ul style="list-style-type: none"> • PowerPoint Research • Science Fair
Internet / Research	<ul style="list-style-type: none"> • Rules of Usage: Acceptable Usage Policy (AUP) • E-Board 	<ul style="list-style-type: none"> • Home Page • Authoritative Source • Search Engine • Web Address / URL • ISP address • Link • Virus • Bookmark / Favorite 	<ul style="list-style-type: none"> • Google Chrome • Virtual Reference Collection (VRC) • Digital Media Library 	<ul style="list-style-type: none"> • Egypt Project • Ancient Rome • Treasure Hunt • Science Fair

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Grade Level 6	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Desktop Publishing	<ul style="list-style-type: none"> • Insert: Page; Page Numbers; Picture; Text-box; Text File; Cap-tions; Header/Footer; Personal Information • Format Picture/Textbox: Color; Crop; Borders/ Shading; Text Wrap-ping; Set Transparent Color; Auto-Flow; • “Works Cited” Page • Create Logo • Create PDF • Create Paneled 2-Sided Document 	<ul style="list-style-type: none"> • Header/Footer • Text File • Auto-Flow • Format • Crop • Anchors • Word Processing • Template • Web Crawler 	<ul style="list-style-type: none"> • Microsoft Word • Microsoft Publisher • Google Docs • Citation Machine (Website) 	<ul style="list-style-type: none"> • Science Fair • Poster Project
Spread-sheet / Chart / Tables	<ul style="list-style-type: none"> • Create Workbook and/ or Table, Multiple Sheets • Page Setup: Orienta-tion; Margins; Gridlines • Format Workbook: Column/Cell Height/ Width; Borders/ Shading; Header/ Footer; Alignment; Au-to-fit • Create/Insert Functions • Copy/Paste Functions • Merge/Split Cells • Data: Sort; List; Show/ Hide Columns • Create Chart: Pie, Line, Bar 	<ul style="list-style-type: none"> • Workbook • Table • Cell • Column • Row • Chart • Function • Gridline • Alignment • Merge/Split • Ascending / De-scending • X, Y Axis • Database • Field 	<ul style="list-style-type: none"> • Microsoft Excel • Microsoft Word • Microsoft Publisher • Google Docs • Google Sheets 	<ul style="list-style-type: none"> • Haul Seine Charts and Spreadsheets • Science Fair

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Grade Level 7	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Basic Computer Skills	<ul style="list-style-type: none"> • Keyboarding • Page Set-up: Orientation; Margins; Auto-Fit • Format: Font Color, Size, Style • Save/Save As • File Management; File Name; File Location • Save As "JPEG" • Master Toolbars / Icons • Spell check / Thesaurus • Arrange / Order / Group/Ungroup • Copy / Paste • Windows Management: Switching Windows (Alt + Tab); Keyboard Shortcuts; Max. / Min.; Zoom • Choosing Printer 	<ul style="list-style-type: none"> • Control + Alt + Delete • Login • User Name • Password • Home Row • Space Bar • Enter Key • Delete • Backspace • Arrow Keys • Tab • Shift • Caps Lock • Orientation • Font • JPEG • Toolbars • Icon • Alignment 	<ul style="list-style-type: none"> • TypingClub • Adobe Photoshop • Microsoft Office • WestPoint Bridge Builder 	<ul style="list-style-type: none"> • Plot Diagram • Short Story • PowerPoint • Comic Strip
Internet / Research	<ul style="list-style-type: none"> • Rules of Usage: Acceptable Usage Policy (AUP) • E-Board • I - Notes • Documenting and Citing Sources 	<ul style="list-style-type: none"> • Home Page • Authoritative Source • Search Engine • Web Address / URL • ISP address • Link • Virus • Bookmark / Favorite • Works Cited 	<ul style="list-style-type: none"> • Google Chrome • Virtual Reference Collection (VRC) • Citation Machine • Digital Media Library 	<ul style="list-style-type: none"> • Inventions • Historical Essay

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Grade Level 7	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Desktop Publishing	<ul style="list-style-type: none"> • Insert: Page; Page Numbers; Picture; Text-box; Text File; Captions; Header/Footer; Personal Information • Format Picture/Textbox: Color; Crop; Borders/Shading; Text Wrapping; Set Transparent Color; Auto-Flow; • “Works Cited” Page • Create Logo • Create PDF • Create Paneled 2-Sided Document 	<ul style="list-style-type: none"> • Header/Footer • Text File • Auto-Flow • Format • Crop • Anchors • Word Processing • Template • Web Crawler 	<ul style="list-style-type: none"> • Microsoft Word • Microsoft Publisher • Citation Machine (Website) 	<ul style="list-style-type: none"> • Business Cards • Brochures
Spread-sheet / Chart / Tables	<ul style="list-style-type: none"> • Create Workbook and/or Table, Multiple Sheets • Page Setup: Orientation; Margins; Gridlines • Format Workbook: Column/Cell Height/Width; Borders/Shading; Header/Footer; Alignment; Auto-fit • Create/Insert Functions • Copy/Paste Functions • Merge/Split Cells • Data: Sort; List; Show/Hide Columns • Create Chart: Pie, Line, Bar 	<ul style="list-style-type: none"> • Workbook • Table • Cell • Column • Row • Chart • Function • Gridline • Alignment • Merge/Split • Ascending / Descending • X, Y Axis • Database • Field 	<ul style="list-style-type: none"> • Microsoft Excel • Microsoft Word • Microsoft Publisher 	<ul style="list-style-type: none"> • Survey • Population Chart • Social Studies Demographics.

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Montauk, New York

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Grade Level 7	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
S.T.E.A.M.	<ul style="list-style-type: none"> Create a HTML document Create Lego Mindstorm/Sphero Programs 	<ul style="list-style-type: none"> Header/Footer Body HTML Robot Program Function Sensor Data 	<ul style="list-style-type: none"> Lego Mindstorm Sphero Program WYSIWYG (What You See Is What You Get) 	<ul style="list-style-type: none"> Web page creation project. Robot maze project.

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Grade Level 8	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Basic Computer Skills	<ul style="list-style-type: none"> Keyboarding Page Set-up: Orientation; Margins; Auto-Fit Format: Font Color, Size, Style Save/Save As File Management; File Name; File Location Save As "JPEG" Master Toolbars / Icons Spell check / Thesaurus Arrange / Order / Group/Ungroup Copy / Paste Windows Management: Switching Windows (Alt + Tab); Keyboard Shortcuts; Max. / Min.; Zoom Choosing Printer 	<ul style="list-style-type: none"> Control + Alt + Delete Login User Name Password Home Row Space Bar Enter Key Delete Backspace Arrow Keys Tab Shift Caps Lock Orientation Font JPEG Toolbars Icon Alignment 	<ul style="list-style-type: none"> TypingClub Adobe Photoshop Microsoft Office WestPoint Bridge Builder 	<ul style="list-style-type: none"> Plot Diagram Short Story PowerPoint Comic Strip
Internet / Research	<ul style="list-style-type: none"> Rules of Usage: Acceptable Usage Policy (AUP) E-Board I - Notes Documenting and Citing Sources 	<ul style="list-style-type: none"> Home Page Authoritative Source Search Engine Web Address / URL ISP address Link Virus Bookmark / Favorite Works Cited 	<ul style="list-style-type: none"> Google Chrome Virtual Reference Collection (VRC) Citation Machine Digital Media Library 	<ul style="list-style-type: none"> Inventions Historical Essay

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Grade Level 8	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
Desktop Publishing	<ul style="list-style-type: none"> • Insert: Page; Page Numbers; Picture; Text-box; Text File; Cap-tions; Header/Footer; Personal Information • Format Picture/Textbox: Color; Crop; Borders/ Shading; Text Wrap-ping; Set Transparent Color; Auto-Flow; • “Works Cited” Page • Create Logo • Create PDF • Create Paneled 2-Sided Document 	<ul style="list-style-type: none"> • Header/Footer • Text File • Auto-Flow • Format • Crop • Anchors • Word Processing • Template • Web Crawler 	<ul style="list-style-type: none"> • Microsoft Word • Microsoft Publisher • Citation Machine (Website) 	<ul style="list-style-type: none"> • Business Cards • Brochures
Spread-sheet / Chart / Tables	<ul style="list-style-type: none"> • Create Workbook and/ or Table, Multiple Sheets • Page Setup: Orienta-tion; Margins: Gridlines • Format Workbook: Column/Cell Height/ Width; Borders/ Shading; Header/ Footer; Alignment; Au-to-fit • Create/Insert Functions • Copy/Paste Functions • Merge/Split Cells • Data: Sort; List; Show/ Hide Columns • Create Chart: Pie, Line, Bar 	<ul style="list-style-type: none"> • Workbook • Table • Cell • Column • Row • Chart • Function • Gridline • Alignment • Merge/Split • Ascending / De-scending • X, Y Axis • Database • Field 	<ul style="list-style-type: none"> • Microsoft Excel • Microsoft Word • Microsoft Publisher 	<ul style="list-style-type: none"> • Survey • Population Chart • Social Studies Demographics.

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Grade Level 8	Skill	Vocabulary	Suggested Application(s)	Suggested Project(s)
S.T.E.A.M.	<ul style="list-style-type: none"> Web Design and Coding Sphero Programming 	<ul style="list-style-type: none"> Header/Footer Body HTML Robot Program Function Sensor Data 	<ul style="list-style-type: none"> Sphero Program WYSIWYG (What You See Is What You Get) 	<ul style="list-style-type: none"> Web page crea- tion project. Extended robot maze project.

Appendix A: Software Inventory

Software Title	Subject
West Point Bridge Builder	Technology
Photoshop	Misc.
SMART Notebook	Misc.
Follett Circulation Plus	Library/Media
Follett Catalog Plus	Library/Media
Destiny Resource Manager	Technology
TypingClub	Keyboarding
Microsoft Office	Misc.
Gateway – Fast Forward	L. Arts/Speech
Boardmaker	Special Ed.
Stellarium	Science
SalsaJ	Science
Lego Mindstorms	S.T.E.A.M.
Google Suite	All
WYSIWYG	S.T.E.A.M.
Lego SPIKE	S.T.E.A.M.
ClassLink	Technology
Clever	Technology
Hapara	Technology
eSchoolData	Technology
BrainPop	Technology
Hapara	Technology
Kami	Technology
SchoolMessenger	Technology

APPENDIX B: Hardware Inventory as of July 2022

Hardware in Classrooms

Pre-Kindergarten (2 classrooms)	
2 PC's	2 77" SMART Boards w/NEC projector
1 Epson Artisan 1430	
Kindergarten (2 classrooms)	
2 PC's	2 77" SMART Boards w/Unifi projector
2 Document Cameras	
First Grade (2 classrooms)	
2 PC's	1 77" SMART Boards w/ NEC projector
1 Document Camera	1 65" SMART Board
Second Grade (2 classrooms)	
2 PC's	2 77" SMART Boards w/ NEC projector
2 Document Cameras	
Third Grade (2 classrooms)	
2 PC's	2 77" SMART Boards w/Unifi projector
2 Document Cameras	
Fourth Grade (2 classrooms)	
2 PC's	2 77" SMART Boards w/ NEC projector
2 Scanners	
Fifth Grade (2 classrooms)	
2 PC's	2 77" SMART Boards w/ NEC projector
1 Epson Artisan 1430	1 HP LaserJet Printer
Sixth Grade (2 classrooms)	
2 PC's	1 77" SMART Boards w/ NEC projector
1 65" SMART Board	
Seventh/Eighth Grades (7 classrooms)	
1 HP Color Laser Printer	3 77" SMART Boards w/ NEC projectors
26 Dell Laptops	3 65" SMART Boards
5 Document Cameras	1 75" SMART Board
2 Scanners	
Art (2 classrooms)	
2 PC's	1 77" SMART Boards w/Unifi projector
1 65" SMART Board	
Music (2 classrooms)	
2 PC's	1 77" SMART Boards w/ NEC projector
1 65" SMART Board	
Spanish (1 classroom)	
2 PC's	2 65" SMART Board w/ NEC projector
1 Document Camera	
Reading (2 classrooms)	
2 PC's	1 77" SMART Board w/ NEC projector

Appendix B: Hardware Inventory as of July 2022 continued

Hardware in rooms other than the PreK-8 Classroom

Upper Computer LAB	
1 HP Color laser printer	1 Touchscreen SMART Board
1 PC	
School Library Media Center	
32 PC's	4 Chromebooks
1 iPad	1 Card Reader
Custodians Office	
1 PC	1 Laser Printer/Copier
Special Education Rooms	
9 PCs	5 iPads
5 65" SMART Boards w/ NEC projector	6 HP Laptops
Nurse	
1 PC	1 HP color inkjet printer
District Offices/Administration	
9 PC's	2 Dell LaserJet printers
2 HP Laser printers	
School Psychologist	
1 PC	1 color inkjet printer
1 50" SMART Board w/Mitsubishi Projector	
Social Worker	
1 PC	1 HP Inkjet Printer
1 77" SMART Board w/NEC Projector	
P.E. (2 offices)	
1 PC	1 Dell laptop
ENL	
5 HP Laptops	1 65" SMART Board
3 PC's	
Technology Department and Networking	
2 PC's	29 Aruba APs
1 NEC Projector	1 CD/DVD copier
1 HP T520 Plotter Printer	3 Panasonic HD video cameras
1 Nikon digital cameras	1 Card Reader

Appendix C: 2022-2025 Proposed Montauk School Technology Budgets

Technology Categories	2022-2023	2023-2024	2024-2025
Equipment	\$50,000	\$50,000	\$50,000
Contractual	\$45,000	\$45,000	\$45,000
Materials	\$20,000	\$20,000	\$20,000
State-Aided Software	\$2,700	\$2,700	\$2,700
BOCES Services	\$0.00	\$0.00	\$0.00
Total	\$117,700	\$117,700	\$117,700

Equipment:

- Chromebooks
- SMART Boards
- PCs
- Laptops
- Etc.

Contractual:

- Printing Services
- Network Services
- Website Hosting
- Etc.

Materials:

- Keyboards and Mice
- Ink
- Paper
- Etc.

State-Aided Software:

- See software inventory (Appendix A)