

# Technology TOP 10

10 items to talk with your Technology department about!

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## #1 USF Funding

- Funding from fees added to everyone's phone bill
- Distributed to schools based on need (Lunch Count)
- Two types of services allowed
  - Priority One
    - Telephone, data lines
  - Priority Two
    - Hardware to support Technology
    - Switches, email servers, firewalls

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## USF items you can impact!

- Maximize your lunch count
  - Letter to parents explaining the importance of the application to school funding and Grants
  - Stress confidentiality to parents.
- Cut your losses
  - Does it pay to do the paperwork for a 30% discount on a \$100 long distance bill?
- Assist your Tech Department
  - USF is truly a Business office function that is used to fund tech.

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## #2 Purchasing

- Use cooperative purchasing programs for Low Quantity purchases
  - Vendors have figured out that they have to offer the same price for a single unit.
- Use cooperative purchasing programs for Large Quantity purchases
  - Then renegotiate a better price with the same or a different vendor.
  - Many times REMC includes extended service etc that you can piggyback on.

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## Purchasing Continued

- Don't blindly accept internet pricing
  - Most online vendors can beat the price on large ticket items if you call them directly

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## #3 Recycling

- Did you know computers contain:

| Material | Pounds/Ton | Material   | Pounds/Ton |
|----------|------------|------------|------------|
| Plastics | 600        | Cadmium    | 0.79       |
| Copper   | 286        | Tantalum   | 0.38       |
| Iron     | 90         | Molybdenum | 0.31       |
| Bromine  | 56         | Palladium  | 0.25       |
| Lead     | 54         | Beryllium  | 0.18       |
| Tin      | 44         | Cobalt     | 0.17       |
| Nickel   | 40         | Cerium     | 0.1        |
| Antimony | 22         | Platinum   | 0.07       |
| Zinc     | 9          | Lanthanum  | 0.06       |
| Silver   | 1          | Mercury    | 0.02       |
| Gold     | 1          |            |            |

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## Recycling Continued

- Old computers are a Liability
- Hazardous Waste
  - All generators are responsible for determining if waste is hazardous.
- Universal Waste
  - Items are still hazardous but more common and typically have a simpler handling method.
- Documentation for all out of district transfers
- Data mining...Clearing All Hard Disks
  - Copiers
- Distinct Procurement and Disposal Rule

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## #4 Staffing

- There is no rule of thumb (1 person/200 computers)
- Staff is your most important part of a successful technology program
  - Current relevant training is Key
  - Participation in user groups/association is crucial
- Assess your existing staff's skills
  - Cooperatively develop a plan that includes training, outsourcing and cooperation

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## Staffing Continued

- Certifications are a good start for hiring
  - A+, Net+ and product specific (Novell, Microsoft)
- Product update training is more critical for existing staff

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## #5 Consortium and ISD's

- Encourage and support local and ISD user groups
- Consolidate tiered pricing software for huge discounts (Virus, Surfwatch etc)
- Consolidate Computer purchases for bigger discounts
- Share technical staff

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## #6 Policies

- Acceptable Use Policy
  - Staff and Student
  - Reviewed by lawyer or endorsed by a good source
- Technology Privacy Policy
  - Mother in-law rule
  - FOIA – Everyone is fair game...
  - Private devices used at school
- Email/Document retention policy
- CyberSafety/Cyber Bullying

*Review these annually as technology changes rapidly*

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## #7 Total Cost of Ownership

- Old PC's cost more than you know
  - Energy Costs
  - Maintenance of out of warranty equipment
- Implement a standardized *single* computer purchase for the year
- Ask for a warranty equal to time in service
- Rotate 2 year old machines to typing labs, support staff (Custodial, para's etc)

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## TCO Continued

- Determine End of Lifecycle and stick to it!
  - Avoid Technology creep, you can't afford it!
- Consolidate printing and copying
  - Copiers typically are cheaper to operate
  - Eliminate inkjets at all costs, in the long run it will be much cheaper
- Consider turning on Duplexing on copiers as the default – cut your paper bill in half!

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## #8 Platform

- Desktops
  - Mac vs. PC
    - Pick one, and never look back!
- Servers
  - Novell vs. Linux vs. Microsoft
    - Pick one and supplement where needed
- Technology Staff training should be critical in your decision
  - Supporting multiple platforms efficiently is impossible!

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## #9 Security

- Security is critical, but manageable
- Vandals, unlike most organizations schools face internal threats as well
- Scale security to your situation
  - SIS, Payroll, Finance, confidential files
- Password Policy
  - School bank accounts are huge targets recently, ask a member of your bank to come in and address this with CO staff.

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## Security Continued

- Disaster Recovery Plan
  - Offsite backups of data
  - Offsite operations
    - Consortiums help with this
  - Inventory and documentation
    - Do you know what you have
    - Both soft and tangible items
  - Password vault
    - Accidents and firings do happen, what would you do?

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## #10 Hotlist of Resources

- [www.remc.org](http://www.remc.org) – Purchasing and TCO
- <http://Universalservice.org> – USF Resources
- <http://www.michigan.gov/deq/> - Recycling Resources
- <http://www.rbrc.org> – Recycling Batteries
- <http://classroomtco.cosn.org/> - TCO
- <http://www.remc.org> - Great Purchasing Resource
- [www.maeds.org](http://www.maeds.org) – Technical Training Resource
- [www.schoolpurchasingpages.org](http://www.schoolpurchasingpages.org) – Purchasing and RFP resource
- [www.msbo.org](http://www.msbo.org) – Technology Certifications
- [www.macu.org](http://www.macu.org) – Instructional Tech Resources
- [www.miem.org](http://www.miem.org) – Management Tech Resources
- [www.michigan.gov/hal/0,1607,7-160-17445\\_19273\\_21738-96210--,00.html](http://www.michigan.gov/hal/0,1607,7-160-17445_19273_21738-96210--,00.html) – Document Retention Standards

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