CHARTER SCHOOL
Site Overview

Table of Contents

Planning

Discuss and explain methodology used to determine goals of technology for the school(s). List parties involved. If the process is ongoing this should be discussed as well. Wherever necessary e-rate should be discussed.

Network Infrastructure

Discuss vendor/ technology team observations. This section should include discussions on items such as cabling, switches, diagnostic testing, network drops, industry standards and any ordinances/ codes that are affected by the infrastructure. Pictures should also be used to give visual confirmation of negative/findings. In addition detailed lists of problems can be included in the appendix.

Broadband & Network Connections

Discuss the method of connectivity, current ISP provider with pricing, future ISP provider with pricing, varying connection types (T1), routers (CPE), and any resolution to issues (for e.g. demarcation points) that is corrected with the network.

Overview of Broadband and Network Connections

School	Connection	Service Provider	Speed	IP Assignment	Additional Server IP

Wireless Connection

Discuss any wireless connection points. Should also include changes to routers, location, maintenance, etc.

Telecommunications (telephones)

Discuss telephone service provider (AT&T, Cox, etc.). Detail the number of phone lines in the school, the location of the line and the total cost associated with the lines. Include contact information for the provider. Also include information regarding the system, handsets and software used if there is a PBX in place. Discuss any warranties associated with the equipment as well as billing.

Note: Private Branch Exchange (PBX) is a private telephone network used within a business. Users share a certain number of outside lines for making calls out of the PBX. This is used in many small to medium companies because it is less expensive than connecting each phone to an external line. PBX's also allow the users to dial short extensions to reach users in the PBX.

Security

Discuss content filtering software in place and any changes anticipated. Discuss how they are used, what they filter, how often they are filtered and any back end filtering that is occurring. A discussion of abuse and how it is handled (i.e. disabling of accounts) may be included as well. A copy of the acceptable use policy should be included in the appendix.

Servers

Discuss the following: number of physical servers, number of virtual servers, type of server (active Directory, print, etc.), warranty on servers, service providers and services provided, disc backup (responsibility, how often, where stored), location of server room, age of server, life expectancy of server, and any server issues (battery backup, Operating system, etc.). Any anticipated /

suggested migration should be discussed as well as costs associated. A brief discussion of plan to back up data in the event of a natural disaster should also be included.

Switches

Discuss switches that are currently being used to support system, including consumer grade (3Con, Cisco, Netgear, etc.) Any replacements that have been or need to be made. Warranty information should be included if available. Any system issues caused by switches, including but not limited to system degrade, should be discussed and solutions presented. System diagrams should be included in the Appendix to demonstrate breakdowns caused by switches in need of replacement. If there are pictures available those should be included as well.

Networking Equipment Purchased On	Quantity

Desktops

See below for an overview of the desktop inventory. More detailed information may be provided in Appendix. Also discuss Certificates of Authenticity, Operating Systems, warranty info and the need to upgrade if necessary. May want to include the overall deployment of desktops (i.e. # per class, lab, etc.)

PC's								
Room	Physical Count	2000	XP	Vista	Powers On (Y)	Logs Onto Network (Y)	Internet Access (Y)	Cert of Authenticity (Y)
LABS								
Classrooms								
Graveyard								
Sub Total								
Library								
Total								

Laptops

Below is a table for use of laptop inventory. More detailed information may be provided in Appendix. Also discuss Certificates of Authenticity, Operating Systems, warranty info and the need to upgrade if necessary. Usage/maintenance plan should also be included.

Laptops								
Room	Physical Count	2000	XP	Vista	Powers On (Y)	Logs Onto Network (Y)	Internet Access (Y)	Cert of Authenticity (Y)

Printing

Discuss the location of printers, the ability to easily replace, networking, total number of printers, need to replace, capacity, ink, etc. The overall design / location of printers should also be included.

Printer	IP	Location

Tracking Technology Issues

Discuss how technology issues are tracked and addressed. Service level Agreements and responsible parties should also be included.

Other Technology Initiatives (e.g. Read 180)

Discuss any additional technology initiatives at the school. Include any information critical to the success of the initiative. Pictures, diagrams, inventory, contacts, etc should all be included.