Mt. Lebanon School District

Technology Map

Revised January 6, 2020
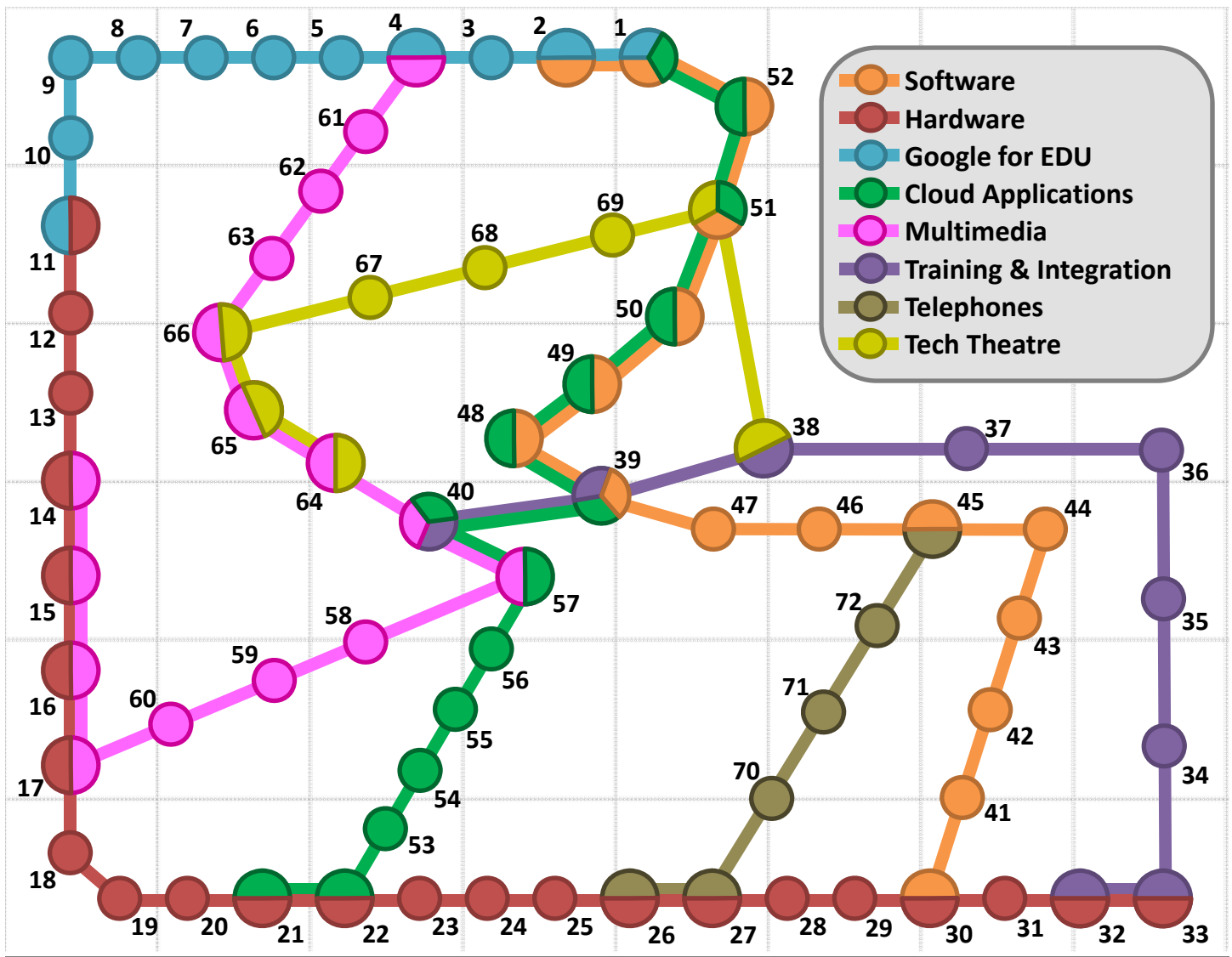
Legend (lines):
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Cloud Applications

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Multimedia

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Telephones

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Tech Theatre

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Software (1)

User Accounts

As students, faculty, and staff rotate through our schools, we ensure that user accounts are created for them that provide needed access to our network, Wi-Fi, and Google environments. When students graduate and when employees leave the District, we make sure that accounts are disabled as well as preserved for potential future needs.

Clever

Clever is a free portal solution that allows us to provide single sign-on access to a number of the applications that we use with our students. Students sign in to Clever using their MTLSD credentials and are then able to log on to a growing number of curricular websites that we utilize including Dreambox, Lexia, AimsWeb, Quaver, Reflex, Sapling, Scholastic, Sphero, and Naviance.

MTLSD Website

Mt. Lebanon uses Finalsite's Content Management System to create and update our District website as well as websites for each school and Athletics. Numerous user accounts exist to enable distributed content ownership by principals, building webmasters, PTA volunteers, and other groups.

Classroom Software

The Technology Department facilitates the acquisition, installation, and maintenance of numerous software products on computers throughout the District. With the growth in use of cloud-based applications, fewer of these products actually require installation on computers, but still require maintenance and updates throughout the year.

MTLSD*Home*

We created (and continue to maintain) a District intranet site for faculty and staff that provides them with access to their HR data as well as other frequently used links and documents. For staff who do not use the Frontline substitute management system, MTLSD*Home* also provides an interface to request and authorize absences. For teachers, MTLSD*Home* has a comp time management component that includes approval by principals.

Scheduling Software

There are a number of software tools utilized and maintained by the District to support scheduling of busses, parent teacher conferences, "career day" events, and in-service days that are structured like conferences where attendees sign up for specific sessions.

PowerSchool & Dashboard

PowerSchool is our Student Information System. Student information including scheduling, attendance, discipline, grades, health, demographic, etc. is captured in this system which is utilized every day by our teachers and administrators. PowerSchool also provides a portal to parents (Dashboard) that shares this information to the home. PowerSchool also feeds a number of other software systems for rostering, lunch accounts, and numerous state and federal reporting requirements.

Software (2)

Work Order System

Our custom-developed work order system allows the Technology Department (as well as the Facilities Department) to receive requests for support, assign those requests to the most appropriate support technician, communicate between the submitter and the technician, and collect feedback when the request is resolved.

SchoolMessenger

This system connects to our PowerSchool and our employee databases to provide mass-communication services via SMS text, Email, and voice calling. It is the instrument for communicating weather and hazard-related delays and cancellations. Our administrators use it to send emails to our families with district and school news and updates.

Online Assessments

The District conducts a number of online assessments throughout the course of the year that require technology support for rostering and configuration. Examples include MAP Testing, DRC, Keystones, and Dibels.

Voicemail

Our telephone voicemail system is a virtual program that runs on a server maintained by the Technology Department. Throughout the year, we update the operating system and the software code to keep the most current feature set available to our faculty and staff. We also manage an integration with Gmail for some of our administrative users.

Athletics Systems

We support a number of software systems for the athletics and Health/PE areas of the District including Family ID and FitnessGram. Athletic schedules are now integrated with the District website.

Inventory System

We utilize Asset Tiger and custom MTLSD Technology asset tags to track the physical location of our technology assets. In addition to continuous updating, we audit our data every summer to make sure that entries are consistent with our standards and to account for equipment that we take offline.

ProSoft

ProSoft is our financial and budgetary accounting software product. The District utilizes this program for requisitions, accounts receivable, accounts payable, and budgeting. Additionally, this system handles payroll including an employee portal for pay stubs and W-2 access. We maintain licensing as well as server maintenance and technical issue resolution.

Operating Systems

We effort to keep all of our operating systems up-to-date with patches as well as the most recent versions for Windows, Chrome, and Apple operating systems.

iPad Apps

Apps for all of our student iPads are managed centrally for best pricing and to maintain consistency across levels. A complete list of the iPad apps can be found on the District website.

Hardware (1)

Chromebooks

Chromebooks are a great device for student computing and offer a variety of learning paths to student learning that would not be available without them. We have Chromebooks deployed at every elementary school classroom (grades 3-5). Every middle school team has 2 carts of Chromebooks and each middle school has three "roving" carts of Chromebooks. Every department at the high school has a number of Chromebooks that they use for student learning. All of our libraries have Chromebooks for student use.

PC's/Laptops

PC's are used as the teachers' primary workstations throughout our district. In a number of our "labs" (writing labs, information technology labs, language labs, etc.) we utilize PC's. We maintain an average of a 4 year life cycle on our PC's and laptops. Every summer we seek to replace approximately 25% of those devices.

Printers & Document Management

While we continue to encourage innovative learning paradigms that involve online collaboration as well as rapid feedback using digitally submitted work, printers continue to be needed for some of our areas. We facilitate the purchase and installation of network printers and manage the software that tracks printer use. Maintenance of printers is performed by the District's printer company, ComDoc.

Projectors & Document Cameras

Displaying what the teacher sees onto the wall of the classroom for students to follow along is a crucial element of learning. We supply every classroom in the elementary and middle schools with a projector connected to the teacher PC. Every elementary classroom is also provided a document camera. Some departments provide their classrooms at the middle school level with these cameras as well.

Televisions

Since the renovation of the high school, most classrooms (all but Math and Special Education) have 70 inch flat screen TV's installed at the front of the room. This provides a brighter image as well as sound for learning with video.

SmartBoards & Mimios

All classrooms in grades 3-5 (as well as Math and Special Education classrooms at the high school) have SmartBoards installed for teacher-led instruction. A number of middle school classrooms have these provided by their departments as well.

Portable Podiums

The Technology Department has built a number of portable podiums that contain a microphone, speakers, and sometimes even a projector for presentations in non-traditional classroom spaces.

Servers & SAN's

The District maintains a number of physical servers as well as virtualized servers that are hosted by our SAN. A secondary SAN serves as a disaster recovery device in one of our other buildings.

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Hardware (2)

Core & Edge Switching

When we renovated our high school, we implemented a new switching structure that provides for the District as a whole. Our network technicians continue to receive professional development on this equipment so it can be effectively maintained and improved over time.

Wireless Network

With centrally controlled wireless controllers in each building and access points throughout our ten buildings, our goal is to provide robust wireless connectivity throughout all of our learning spaces.

Visitor Management System

The District has deployed the Raptor visitor management system to every building reception area. From a hardware perspective, we work to keep the ID scanners and label printers operational.

Data Backup

On the hardware side, the data on our network as well as snapshots of our servers are backed up on premise using a non-production SAN in a District building other than the high school.

WAN Improvements

Our phone traffic from each building is converted to data so that we can use both of our WAN configurations (star and loop) as redundant pathways. Our star (point-to-point) runs our 10G network while our loop handles 1G traffic. If either network suffers an outage, the other will handle that traffic.

LAN Improvements

We continue to make improvements within our buildings to ensure that the switching and networking are up-to-date. In the high school, we have eliminated data closets in favor of zone boxes that are connected to our MDF via home runs of blown fiber.

Firewall & Filtering

We employ a redundant pair of Fortinet web filters to block unwanted traffic as well as ensure that our students' access to the Internet is compliant with relevant laws while still providing the best learning experiences possible.

IP Telephones

IP telephones operate on any data port rather than a dedicated phone port. We currently maintain hundreds of these phones at the High School and Central Office. Each of these phones need to be individually programmed.

Digital Telephones

Digital Telephones operate on dedicated phone ports but use the same network as all of our digital devices. We maintain hundreds of these phones at our elementary and middle schools. These phones are programmed centrally.

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Hardware (3)

Virtual Desktops

We offer and maintain a number of "thin client" machines in our elementary buildings which are primarily used as "printing stations" in each classroom. These machines boot from the network and provide basic windows functionality to our students.

Classroom Standards

We work continuously with the elementary principals and the Assistant Superintendent for Elementary Education to maintain a specific "technology standard" for each grade level. This standard is supported by a specific budgetary account and is re-evaluated every year.

iPads

We provide iPads for student learning in every elementary school. In grades K-2, there are 12 iPads per classroom and library. In each building, there are one or more carts of iPads as well.

Apple TV's

In each building, there are a number of Apple TV's connected to TV monitors for educators and students to share their work on their iOS device. In the high school, there is an Apple TV on each science classroom TV as well.

BYOT

Bring Your Own Technology (BYOT) continues to be a successful tool for our students' learning. Students in all grades are permitted (at the teacher's discretion) to bring in their own devices and connect them to our wireless network. We utilize student focus groups to ensure that this network is valuable to their experiences here at Mt. Lebanon.

Emergency Equipment

The Technology Department maintains a number of "emergency packs" that contain devices, MiFi (Mobile Wi-Fi) hotspots, and other technological items that would be able to support an evacuation or ALiCE situation. We ensure throughout the year that these packs are ready to go at a moment's notice.

Google for EDU (1)

Clever

Clever is a free portal solution that allows us to provide single sign-on access to a number of the applications that we use with our students. Students sign in to Clever using their Google credentials and are then able to log on to a growing number of curricular websites that we utilize including Dreambox, Lexia, AimsWeb, Quaver, Reflex, Sapling, Scholastic, Sphero, and Naviance.

User Accounts

As students, faculty, and staff rotate through our schools, we ensure that user accounts are created for them that provide needed access to our Google environment. When students graduate and when employees leave the District, we make sure that accounts are disabled as well as preserved for potential future needs. We also help graduating seniors move their Google documents into a personal Google account before their accounts are terminated.

Google Drive

Google Drive is a file storage and synchronization service that lets our students, faculty, and staff store documents, spreadsheets, presentations, and other files in the cloud and access those files from any computer at any time. Storage is unlimited. Google Drive also offers "Team Drives" (aka "Shared Drives") which allow teams to collaborate on a set of documents without needing an individual owner for those documents. Additionally, we deploy a desktop application that allows our users to synchronize documents on their PC with their Google Drive storage.

YouTube

YouTube is a Google product that enables our faculty, staff, and high school students with the ability to upload and share videos for learning. As Google brings YouTube closer to "core app" status (where it will be fully supported by the Google for EDU team), we look to transition more of our District multimedia offerings from our in-house application to YouTube.

Google Docs & Sheets & Slides

Docs, Sheets, and Slides are the "core 3" products that Google for EDU offers our faculty, staff, and students. These applications promote collaboration for learning and workplace efficiency, while also providing seamless cloud storage for documents so that they can be accessed from any device at any time.

Gmail & Calendar

Gmail accounts exist for all of our students, faculty, and staff. Gmail, combined with Google Calendar, provides simple and effective communication from any device and provides our students with valuable life skills lessons in using such digital applications. All emails through Gmail are archived for discovery purposes. The Board's Student Communications policy (GBEE) provides guidelines for the safe and effective use of Gmail with our students.

Google for EDU (2)

Google Classroom

Google Classroom simplifies creating, distributing, and grading assignments in a paperless way. The primary purpose of Google Classroom is to streamline the process of sharing files between teachers and students. While this is not a replacement for Dashboard, Google Classroom can be a valuable supplement for classes where documents and assignments are shared digitally.

Google Forms

Where we formerly developed our own custom online forms engine , we have now transitioned to the use of Google Forms for online form collection. This can be a great learning tool for our students as well as useful for formative assessment. Our current challenge is converting existing MTLSD forms to Google Forms for more efficient collection of data across the District.

Google Sites

Google Sites offers what Wikispaces always promised: true collaboration between our students and our teachers in the creation of websites. We utilize this resource frequently and ever more so in our classes by allowing our students to create Google Sites as an artifact of their learning.

Google Hangouts

Google offers Hangouts as its online chat engine and we have found it to be beneficial when students collaborate on an assignment. Additionally, Hangouts provides our faculty and staff with the ability to quickly and easily video conference when the need for a meeting should arise.

Chromebooks

Chromebooks are essentially a "Chrome browser with a keyboard." Since so many of our educational tools are a part of the Google for EDU suite, a Chromebook is a great solution for providing students with a device at an affordable cost.

Cloud Applications (1)

Clever

Clever is a free portal solution that allows us to provide single sign-on access to a number of the cloud applications that we use with our students. Students sign in to Clever using their MTLSD credentials and are then able to log on to a growing number of curricular websites that we utilize including Dreambox, Lexia, AimsWeb, Quaver, Reflex, Sapling, Scholastic, Sphero, and Naviance.

MTLSD Website

Mt. Lebanon uses Finalsite's Content Management System in the cloud to create and update our District website as well as websites for each school. Numerous user accounts exist to enable distributed content ownership by principals, building webmasters, PTA volunteers, and other groups in the District.

Classroom Software

The Technology Department facilitates the acquisition and configuration (rostering, accounts, etc.) of numerous cloud-based software products within the District.

MTLSD*Home*

We created (and continue to maintain) a District intranet site for faculty and staff that provides them with access to their HR data as well as other frequently used links and documents. For staff who do not use the Frontline substitute management system, MTLSD*Home* also provides an interface to request and authorize absences. For teachers, MTLSD*Home* has a comp time management component that includes approval by principals. Access to this application is available anywhere through the Internet.

Scheduling Software

There are a number of cloud-based tools utilized and maintained by the District to support scheduling of busses, parent teacher conferences, "career day" events, and in-service days that are structured like conferences where attendees sign up for specific sessions.

PowerSchool & Dashboard

PowerSchool is our Student Information System. Student information including scheduling, attendance, discipline, grades, health, demographic, etc. is captured in this system which is utilized every day by our teachers and administrators. PowerSchool also provides a cloud-based portal to parents (Dashboard) that shares this information to the home. PowerSchool also feeds a number of other software systems for rostering, lunch accounts, and numerous state and federal reporting requirements.

Work Order System

Our custom-developed work order system allows the Technology Department (as well as the Facilities Department) to receive requests for support, assign those requests to the most appropriate support technician, communicate between the submitter and the technician, and collect feedback when the request is resolved.

Cloud Applications (2)

Technology Videos

We host a number of District videos on our in-house multimedia website. One of the public channels on this website is a library of Technology "help videos" that we create to help students, educators, and parents.

Safari Montage

We host a video repository for learning called Safari Montage that offers students and educators access to a large number of educational content. In addition, Safari Montage provides our classrooms with access to approximately one dozen cable TV channels during the day. Teachers can create playlists and lesson plans on this cloud-based product.

Blogs

Mt. Lebanon Blogs are one of our oldest custom-developed cloud solutions. This product provides for communication streams for buildings and departments as well as classrooms. Teachers can create blogs to encourage asynchronous conversation among students. Parents can log into our blogs using their Dashboard credentials.

MTLSD App

Another cloud-based communication we utilize is the MTLSD app which can be downloaded for both Apple iOS and Android. This app provides news streams from the District including notification of events such as school delays and cancellations.

Domain Registration/Certificates

Every website owned by the District must have a valid certificate to provide secure (https) traffic. Our department maintains these certificates as well as the actual registration of all domains.

Naviance

Naviance is a cloud-based college and career readiness solution that provides students with college planning and career assessment tools. We maintain logins and provide data integration, demographic info, and other information from our student records into this system.

Data Backup

In addition to our on-premise backups, we utilize Backupify from Datto to take snapshots of all of our Google documents and emails three times per day. We utilize this data periodically to do restorations of lost or damaged files and documents.

Visitor Management

The District has deployed the Raptor visitor management system to every building reception area. Using their cloud-based tools, we maintain administrator login information. Additionally, we plan to soon upload parent information from our student information system, PowerSchool.

Multimedia (1)

YouTube

YouTube is a Google product that enables our faculty, staff, and high school students with the ability to upload and share videos for learning. As Google brings YouTube closer to "core app" status (where it will be fully supported by the Google for EDU team), we look to transition more of our District multimedia offerings from our in-house application to YouTube.

Board Meeting Production

Our staff produces and records meetings of the MTLSD Board of Directors. We also archive and provide on-demand access to these video recordings for up to 1 year on the Internet. Audio recordings of the Board's Policy Committee meetings are also provided for up to 1 year.

Digital Signage

Throughout the High School as well as at many of our other schools, we coordinate the broadcast of internal signage communications through public TV's at various locations around the buildings.

Local Access Programming

Mt. Lebanon broadcasts on public access channels 19 (Xfinity Comcast) and 33 (Verizon Fios) throughout the school year. In addition to rebroadcast of the most recent School Board meetings, we broadcast a variety of school events, concerts, etc. Between scheduled broadcasts, we maintain a message board. Our program lineup and message board is accessible on the District website.

Microphone & Speaker Setups

At many locations throughout our buildings, presentations are made that require support for temporary microphone and speaker setup and strike-down.

Auditorium Setups

Each of our buildings has an auditorium space (the High School has two!) that we support throughout the year both in executing programming and in keeping the technology of these spaces up to date.

Stage Setups

We work very closely with the High School Theatre Department to facilitate stage production for all of their performances. Additionally, numerous concerts with performers from our other buildings (orchestra, band, vocal music) take place at the High School every year and require our assistance to setup and strike-down the performance stage.

Technology Videos

We host a number of District videos on our in-house multimedia website. One of the public channels on this website is a library of Technology "help videos" that we create to help students, educators, and parents.

Multimedia (2)

Safari Montage

We host a video repository for learning called Safari Montage that offers students and educators access to a large number of educational content. In addition, Safari Montage provides our classrooms with access to approximately one dozen cable TV channels during the day. Teachers can create playlists and lesson plans on this cloud-based product.

Video Conferencing

We utilize video conferencing for learning in venues from one-on-one to classroom-to-classroom as well as our auditoriums throughout the District. We also conduct some interviews using this technology. While we try to standardize on a single platform (Google), many times the choice of platform is not ours to make, depending on the person/group with whom we are conferencing, so we support a wide variety of video conferencing solutions.

Live Streaming

For MTLSD events that take place during the day (and even those in the evening) we provide live streaming services to the venue that also produce a recorded version available for playback after the event.

Morning Announcements

At a number of our schools, including the High School, we provide assistance and technology for the production and broadcast of daily video announcements that are broadcast live and archived for later playback.

Portable Podiums

The Technology Department has built a number of portable podiums that contain a microphone, speakers, and sometimes even a projector for presentations in non-traditional classroom spaces.

SmartBoards & Mimios

All classrooms in grades 3-5 (as well as Math and Special Education classrooms at the high school) have SmartBoards installed for teacher-led instruction. A number of middle school classrooms have these provided by their departments as well.

Televisions

Since the renovation of the high school, most classrooms (all but Math and Special Education) have 70 inch flat screen TV's installed at the front of the room. This provides a brighter image as well as sound for learning with video.

Projectors & Document Cameras

Displaying what the teacher sees onto the wall of the classroom for students to follow along is a crucial element of learning. We supply every classroom in the elementary and middle schools with a projector connected to the teacher PC. Every elementary classroom is also provided a document camera. Some departments provide their classrooms at the middle school level with these cameras as well.

Training & Integration

BYOT
Bring Your Own Technology (BYOT) continues to be a successful tool for our students' learning. Students in all grades are permitted (at the teacher's discretion) to bring in their own devices and connect them to our wireless network. The Technology Department works to demonstrate and train our teachers on the potential benefits of utilizing this capability.

Emergency Equipment
The Technology Department maintains a number of "emergency packs" that contain technological items that would be able to support an evacuation or ALiCE situation. We work with our faculty and staff through drills to train them on the effective use of this equipment.

Online Safety
Online safety is a critical component to our encouraging students to be online with their learning. Through a continuously updated safety resources page (http://www.mtlsd.org/safety) as well as formal instruction by our librarian/media specialists, we seek an environment that is free from bullying and open to enriched learning opportunities.

Technology Coaches
Each of our schools has a Teacher who is designated as the "Instructional Technology Coach" for that building. The Technology Coach works with the Technology Department to plan formal in-service events as well as less formal technology learning events throughout the year for their fellow teachers.

Technology Assured Experiences
We work hand in hand with both the leadership and the teachers in our elementary schools to create a set of "technology assured experiences" for our students. At the end of each grade level, students have been exposed to and trained on specific technological skills as outlined in this document.

Principles & Procedures
As technologies change and as technology becomes an increasingly significant part of student life both in and out of the classroom, we must stay focused on our policies as well as our principles and procedures that govern our students, faculty, and staff. Inasmuch as policy sets the rules, the Technology Department creates Principles and Procedures documents that translate policy into current-day language and provide additional guidance to our faculty, staff, and students.

In-Services/Professional Development
We work throughout the year to provide quality technology training to our employees in both formal in-service settings as well as sessions with the assistance of our Technology Coaches and frequent email communications to our faculty and staff.

Work Order System
We continuously work with our faculty and staff to train them on the effective use of our custom-developed work order system so that their requests can be quickly and efficiently handled.

Technology Videos
We host a number of District videos on our in-house multimedia website. One of the public channels on this website is a library of Technology "help videos" that we create to help students, educators, and parents.

2020.01.06

Telephones

IP Telephones

IP telephones operate on any data port rather than a dedicated phone port. We currently maintain hundreds of these phones at the High School and Central Office. Each of these phones need to be individually programmed.

Digital Telephones

Digital Telephones operate on dedicated phone ports but use the same network as all of our digital devices. We maintain hundreds of these phones at our elementary and middle schools. These phones are programmed centrally.

Cell Phones

The district maintains cellular devices for a number of its employees in the Facilities and Health Services Departments. Administrators receive a stipend for the school-related use of their personal smartphones.

E911/Emergency

Enhanced 9-1-1 (E911) is a system used in North America to automatically provide the caller's location to 911 dispatchers. With 10 different buildings in the District and over 1,000 IP and digital telephones, maintaining this system is a challenging but critical task for our department.

Phone Bridge

We maintain an in-house telephone bridge that allows multiple people to call into a central call. We have also secured an offsite solution for this service as a backup, should the need arise.

Voicemail

Our telephone voicemail system is a virtual program that runs on a server maintained by the Technology Department. Throughout the year, we update software to keep the most current feature set available to our faculty and staff. We also manage an integration with Gmail for some of our administrative users.

Tech Theatre

In-Services/Professional Development

We frequently utilize our Auditorium/Theatre venues for in-service and other professional development purposes. We work to ensure that the technology in these locations is operational and functions as expected at these events.

Classroom Software

We work with Theatre Tech students at the High School, using AutoCAD software, to plan and construct sets for our productions.

Technical Production

During performances in our High School theatre, we work with students to ensure that all of the technology, sound, lights, and other production elements are executed well.

Scene Shop Management

There are a number of spaces at the High School that are dedicated to the storage and construction of stage elements. Our High School Theatre Specialist is tasked with the responsibility of maintaining these spaces for safety and providing the best learning environment possible for our Theatre Tech students.

Production Design

Our High School Theatre Specialist works closely with our Theatre students and teachers to help in the design of performance sound, lighting, props, costumes, and other theatrical elements.

Microphone & Speaker Setups

At many locations throughout our buildings, presentations are made that require support for temporary microphone and speaker setup and strike-down.

Auditorium Setups

Each of our buildings has an auditorium space (the High School has two!) that we support throughout the year both in executing programming and in keeping the technology of these spaces up to date.

Stage Setups

We work very closely with the High School Theatre Department to facilitate stage production for all of their performances. Additionally, numerous concerts with performers from our other buildings (orchestra, band, vocal music) take place at the High School every year and require our assistance to setup and strike-down the performance stage.