Local Area Network Security

Access: Procedures control available resources, personal settings for mobile students.

Tuan Nguyen, Microsoft Corporation

First things first

One of the most important issues confronting network administrators when setting up a network is identifying a means of separating one individual's activity from another's. This is most commonly accomplished by separating user IDs into groups. This means students and staff must identify themselves with an ID and password in order to gain access to network resources such as file servers, printers, Internet services, and individual folders. Access is granted based on individual and group profiles, protecting restricted areas from unauthorized intrusion.

Home directories

If a local-area network (LAN) is not well developed, work saved on one computer cannot be conveniently accessed from another computer. This forces students and staff to use a less efficient means of sharing files-saving work on floppy disks, which are easily damaged or lost. Incorporating home directories into the LAN can eliminate such problems.

Home directories are personal storage locations assigned to each user. They enable users to save their work to a network folder and access it from other stations throughout the site. For example, users of Microsoft® Windows® frequently organize their personal files in the "My Documents" folder. On a network, a home directory acts as the "My Documents" folder for each user. With an ID and password, students have access to their work from any station on the network without intrusion from others.

And instead of saving work to the local hard drives, students place all data files on the server.

Roaming profiles

But what about storing application settings? Where will each student's Web bookmarks and email messages be stored? These settings and personal data are usually stored as a local profile on each hard drive. This creates a problem because when a student uses an unfamiliar computer, he or she must reconfigure certain settings on that computer in order to recreate the local profile. Roaming profiles can solve this problem.

Roaming profiles store application settings-such as email, Internet links, the desktop, and Start-menu items - on the server. "We really believe in roaming profiles

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CEDPA Information

CEDPA is an association of K-12 Technologists. Founded in 1960, the major emphasis of the association's activities are directed towards improving K-12 Technology in public education within the State of California and to prepare its membership to better meet and support the technological needs of Administrative and Instructional Programs.

CEDPA is a California non-profit corporation, as recognized by the Internal Revenue Service.

As cited in CEDPA's bylaws, the purpose of this organization shall be:

(a) To provide information to the California public educational community concerning educational data processing via dissemination at an annual conference and through periodicals and special interest seminars.

(b) To foster the exchange of knowledge of educational data processing concepts, systems and experiences between educational data processing installations and other associations both at the state and national level.

(c) To inform the association membership of important information concerning educational data processing.

(d) To provide recommendations to the State Department of Education, State Legislature, school districts, County Offices of Education and other public educational organizations concerning educational data processing.

(e) To develop professional standards for the Educational Information Systems Community within the State of California.

Yearly membership in CEDPA is granted to attendees of the Association's annual conference. Individuals interested in the Association's mailings may request to be added to CEDPA's mailing list by writing to the address below or filling out the interest form at CEDPA's website.

President's Corner

Terrell Tucker
Panama Buena-Vista Union School District

As another year comes to a close, I am forced to reflect upon the one gone by. Countless planning sessions, phone calls and hours in front of our computers have culminated in one of the most successful conferences in memory. Once again, attendance was at a near-record high with many of those attending their first CEDPA conference. The constant infusing of new members into our group helps us to stay in tune with the needs of those we try to serve.

Special interest group meetings (SIGs) were offered throughout the year to provide useful information to our members as well as giving them a chance to share experiences, both successful and not so successful. The round table sessions at SIG meetings are some of the fondest memories of my early days in CEDPA. For those of you who have not attended a SIG meeting, I urge you to consider attending the next one in your part of the state. Besides the ability to glean helpful information, it is an excellent opportunity to get to know your peers. Convenience is offered by alternating the locations between North- and South-State locations. We will also be offering two SIG meetings in 1999 that will be follow the format of the "old-time" Manager's meetings.

Your Board of Directors will continue to keep the CEDPA name in the forefront of California's technology sector. We are always eager to hear from our members regarding direction and ideas for new arenas to pursue. Now that we are officially known as K-12 Technologists, the time has come for us to step forward and offer assistance to others in the education community. As Technologists, we hold a wealth of information and experience and need to be willing to share it with others involved in the education of our children.

Listservs will continue to allow our members to stay in touch and help each other solve problems and explore new technologies. Be sure to check out the CEDPA web page (www.cedpa-k12.org) to subscribe to the Erate, Edtech and/or SIG listservs. The communications are always interesting and can be very helpful in solving many of your problems. They provide an excellent forum for sharing information and getting answers to any question you might have. After subscribing, you will soon see there are many answers to just about any question, but the variety of answers can provide a better perspective on many complex issues. The SIG listserv provides the latest information on future SIG meetings and any last-minute changes that may occur. The listservs are maintained by Addison Ching, our *DataBus* Editor. Be sure to stop by the CEDPA web page and leave comments and high praise for his relentless work on our many communication forums.

As we look forward to the 1999 CEDPA Conference in Monterey, we must stay focused on the duties as put forth by our employers. Hopefully, CEDPA will continue to be a focal point in meeting your needs as a Technologist in the Education Community. As this year's President, I admonish you to communicate any ideas, criticism or praise to any of your Board of Directors. The CEDPA web page gives you an easy way to keep in touch with your Directors (http://www.cedpa-k12.org/directors.html). Helping us to serve you better will assist in developing an organization capable of serving all of us every day.

CEDPA Listservs

As a service to K-12 Technologists, CEDPA hosts several e-mail discussion distribution forums (listservs) on current topics of interest. These lists are open to anyone with an interest in the topic area.

Edtech - A discussion forum for educational technology issues.

Erate - A discussion forum for E-Rate, the FCC ruling on Universal Service that provides schools and libraries significant discounts on telecommunications services.

SIG - A discussion forum for K-12 information management issues; also used to assist with the planning and announcement of CEDPA SIG meetings.

To join a distribution list, send an e-mail message to listserver@cedpa-k12.org. Leave the message subject blank. The message body should contain only two words: the word **subscribe** and the name of the discussion list you wish to join. The rest of the message should remain blank. Do not append your signature line or any other text to the message.

To leave a list, send a message to listserver@cedpa-k12.org as above, except use the words **unsubscribe** and the name of the list you wish to leave.

1998 Conference Recap

Terrell Tucker
Panama Buena-Vista Union School District

As we look forward to Monterey in 1999, reflections of our second visit to Palm Springs are quite pleasant. The Marquis Hotel once again has proven to be a gracious host. More spectacular surroundings will be difficult to find and a more valuable venue seems to not exist. Attendance was again at a near-record high and all attendees seemed to bask in the glow of yet another job well done.

Vendors were well represented with the help of Mike Caskey. He accepted the challenge of arranging the first ever kiosk setup in addition to another excellent exhibit display. The variety of exhibiting vendors was evidence of Mike's hard work and efforts to coordinate the event.

Our speaker program brought us keynote speakers from the upper echelons of the computer industry. Thanks go out to Eric Boutwell and Judy Acosta for their efforts on a very difficult task. Many hours were spent putting the program together; then some fancy footwork was required to keep it together in the last hours. Thanks also to Warren Williams for filling in due to a late cancellation.

The unveiling of our first Network Operations Center was a great success due to the efforts of Darryl LaGace. The countless hours invested by Darryl and _____ were reflected in the finished product. Many thanks also go to the supporting vendors who gave of their time and donated thousands of dollars of equipment to help the NOC become a success. Cisco Systems, Sehi Computers, Lightspeed Net, Microsoft Corporation, Novell Corporation and Internet Products Incorporated each made significant contributions and are to be commended for their efforts in supporting the Education Community.

Last but not least, the operation of the 1998 CEDPA Conference was considerably aided by the tremendous labors of Jane Kauble. Her efforts as Secretary of our organization often go unnoticed, but her contributions continue to indicate her commitment to our organization.

Now the task of putting together another great conference in Monterey is upon us. Mike Caskey will be serving once again as the Vendor Chair. Given his experience, knowledge and commitment demonstrated this year, we are in store for another command performance. Oswaldo Galarza, one of our newest Board Members, has been selected as this year's Speaker Chair. His zeal for education and willingness to help will serve him well in forming an exciting and informative agenda. Greg Lindner will be tackling the daunting task of our second Network Operations Center. Darryl LaGace has been selected as the President-Elect, which means he will be responsible for combining all of the individual efforts and coordinate them into a successful Conference.

Please feel free to contact any of your Directors to offer suggestions or any ideas you may have about improvements to this year's Conference. Above all else, begin making plans to attend this year's event to bask in the beauty of Monterey and enjoy three of the most beneficial days of 1999.

1998 Conference Speaker Program

Judy Acosta
Ventura County Superintendent of Schools

The 1998 CEDPA Conference in Palm Springs was a great one. If you were unable to attend, you missed some very valuable information and a really good time. This was due to great speakers, wonderful presenters for the breakout sessions, good food, great President's Reception, wonderful Hospitality Suites, best Exhibit Show ever, and a chance to "network" with your peers.

We want to thank each and every one of you who participated in making this year's Conference a success. Eric Boutwell, Speaker Chair, and I worked on the breakout sessions this year. We appreciate all of you who volunteered to present, and especially those of you who were called in at virtually the last minute to do a presentation when cancellations occurred. Greg Deeschemaker of Quest, Warren Williams and Greg Lindner of the CEDPA Board went above and beyond the call of duty to help fill the "holes" in the program with less than a full day's notice. You all deserve a great big trophy!!!

Oswaldo Galarza of ABC USD is Speaker Chair for next year's Conference in Monterey. I'm sure you will all want to volunteer to do presentations so that you can win a trophy too!! You can contact Oswaldo at 562-926-5566 ext. 2260 or email: galarza@abcusd.k12.ca.us.

See you in Monterey!!

Vendor Show – 1998

Mike Caskey
Stanislaus County Office of Education

The 1998 CEDPA Vendor Exposition featured a wide variety of hardware and software products including network equipment and connectivity hardware and software, document imaging hardware and software, scanning hardware and software, administrative systems, Internet providers, Internet hardware and software, general computer hardware and software, printing systems, and database systems. There were 53 vendors displaying their products in 54 booths and 4 Kiosks. There were several vendors that had not previously been to a CEDPA Vendor Show.

The introduction of Kiosks was a new feature of the 1998 Vendor Exposition. These "island" style booths, situated in the ballroom foyer, were very popular with the attendees. The Vendors with Kiosk booths were Intel, Microsoft, National Computer Systems (NCS), and Novell.

The vendors truly appreciated your interest in their products and services. These vendors support education in general, K-12 education in the State of California, and these vendors support CEDPA. Be sure to visit the CEDPA web site occasionally for a list of the vendors who helped make the 1998 CEDPA conference a success.

Thanks to all the vendors who donated prizes for the drawing. Also, CEDPA wishes to thank Apple Computer for providing the Pens, Microsoft for co-sponsoring the portfolios, Novell for the bags, Quintessential School Systems for the pocket tape measures, and to Quest Media and Supplies for the coffee mugs. And a very special thanks to National Computer Systems, Cisco Systems, and Quest Media and Supplies for the great Hospitality Suites and to Ncompass for sponsoring the golf tournament. And how about Bubba Paris!!

We're looking forward to seeing you in Monterey in 1999!!

CEDPA's 39ᵗʰ Annual Conference
November 17-19, 1999
DoubleTree Hotel
Monterey, California

1999 CEDPA Directors Announced

The following individuals were elected to CEDPA's Board of Directors at the Fall Conference in Palm Springs:

> President-Elect: Darryl La Gace, Lemon Grove School District
> Secretary: Jane Kauble, Los Angeles County Office of Education
> Treasurer: Judy Acosta, Ventura County Superintendent of Schools
> *DataBus* Editor: Addison Ching, California State University Office of the Chancellor
> Director (2000): Oswaldo Galarza, ABC Unified School District
> Director (2000): Greg Lindner, Yolo County Superintendent of Schools

President Terrell Tucker, Panama-Buena Vista Union School District, reappointed Warren Williams, Ramona Unified School District, as Special Interest Group (SIG) chairperson. President Tucker also appointed Scott Sexsmith, Merced County Office of Education, to fill the remaining term of the directorship previously held by Eric Boutwell, San Francisco Unified School District. Boutwell, whose term expires in 1999, informed the board that he would not be able to continue to serve as a CEDPA director due to professional commitments. CEDPA appreciates Eric's many years dedication and of service he gave to CEDPA.

Sexsmith is Information Systems Manager for the Merced County Office of Education and has been a CEDPA supporter for many years. CEDPA welcomes Scott to the board and appreciates his dedication and willingness to serve.

Other continuing members of CEDPA's board are Russ Brawn, WestEd, Past President and Mike Caskey, Stanislaus County Office of Education, Director (1999).

Various changes to CEDPA's By-Laws were approved at conference business meeting. Generally, the changes were made to update CEDPA's By-Laws to more accurately reflect the general nature of the Association (replacing "Data Processing" with "technologies"), relaxing the SIG meeting schedules ("three times per year" to "periodically"), and adding a section defining the duties and responsibilities of the DataBus Editor's position. The position was approved at the Fall, 1994, conference held at Long Beach but the By-Laws changes enacted at that meeting failed to include the actual definition of the position's responsibilities.

Online Auctions—Bargains For A Mouseclick

Items: Common and hard-to-find, used and brand-new all available in Cyberspace.

Addison Ching, California State University

Have you been spending too much on technology upgrades? Do you find yourself gritting your teeth each time you fork out hundreds of dollars for the latest version of Adobe Photoshop or Microsoft Office? Don't want to pay $300 for that Pentium II processor?

Try the auction!

This auction is not the Saturday morning affair that's held in the industrial warehouse to clear out refurbished Packard Bell computers and unwanted components. These are the *virtual* online auctions held on the Internet. These auctions are absent the ever-irritating hawker but nevertheless contain the excitement and potential of getting that special item at a much-reduced cost.

Two of the most popular auction sites are Ebay and OnSale. Each runs their online auctions slightly differently from the other, but both offer great potential savings for both new and used merchandise. Technology-related items are but a few of the thousands of items offered for auction each day by these online purveyors which include vacations, antiques and collectibles, stamps and coins, dolls, jewelry, and almost everything you can imagine. As with most auctions, winning bids are enforceable contracts, sales are final and "Buyer Beware!"

Both auctions act as brokers between potential sellers and buyers, and both require a potential bidder to register online before bidding. A bidder needs to register only once. Additionally, OnSale requires a credit card reference that will be used to pay for successfully bid items. Both auctions derive their income from transaction fees and commissions charged to merchandise sellers. Anyone can buy, and anyone can sell, as long as the registration requirements are fulfilled.

OnSale (www.onsale.com) auctions items with a one-day auction period. Most auctions are set to close at mid-day. Many items start at $1. Bidding follows the "Yankee Auction" format, meaning that there are one or more identical items offered for sale at the same time. When the auction closes, the highest bidders win the available merchandise at their bid price. Bids are ranked in order of price, then quantity, then time. If multiple bids are entered at the same price, larger quantity bids win over smaller quantity bids, earlier bids (based on the time of the initial bid) win over later bids, and all bids are subject to a minimum bid.

Ebay (www.ebay.com) holds three, five, and seven day auctions. Auctions close at the time of day the item was originally posted for auction. Bidding follows a traditional format including reserve prices, but if multiple quantities are offered, they follow a "Dutch Auction" format. In this case, at the close of the auction, the highest bidders purchase the items at the lowest successful bid price. For example, if there are ten items available with winning bids ranging from $5-1,000, the top ten bidders (as determined by the highest bid with equal bids being ranked by earlier time precedence) all pay $5 for the item, no matter what their bid was.

Both auctions have available proxy bidding agents. In this case, you specify the highest price you want to pay for the item, and the bidding agent automatically enters your initial and subsequent bids at the prescribed bid increments when someone else outbids you. This avoids the necessity of manually entering higher bids one at a time when you are outbid but it removes some of the excitement of bidding against someone.

At the auction close, you receive notification via e-mail that you have the winning bid. OnSale transactions are automatically concluded and billed to your credit card. Ebay, however, provides instructions on concluding the sale directly with the seller (which must be done within a reasonable period of time) and does not participate in the actual exchange of payment and merchandise. Ebay also offers a public ranking system that buyers and sellers can use to reflect their "feedback" about other buyers or sellers. In fact, many items offered for sale carry the proviso that they will not accept bids from bidders with "negative feedback" and also will give negative feedback to anyone who does not honor a winning bid.

In addition to being fun and exciting, online auctions can also allow you to get items at ridiculously low prices. Many items are used and carry an "As-is" or "Guaranteed against DOA" designation, but others can carry a 30-day money back guarantee or be brand new and carry a full manufacturer's warranty. Auctions are also used to clear our manufacturer's overruns or dealer OEM items. At recent auctions, I was able to get an authentic, new, sealed and registerable copy of Microsoft Office97 Professional for $25 (sans documentation) and an authentic, new OEM sealed version of Windows 98 for $63. I also successfully

The Fall Conference Network Operations Center (NOC)

Darryl La Gace, Lemon Grove School District

The NOC (Network Operations Center) was a great success! The NOC provided a technical forum to hear about new technologies and meet with a variety of product and system engineers. Vendors brought in over $500,000 of their latest networking technologies for hands-on demonstrations during the conference. Special thanks go to Cisco Systems, Sehi Computers, Lightspeed Net, Internet Products and Microsoft for contributing technical assistance and equipment to set up the NOC.

Several Tech-Talks were held in the NOC, the majority of them centering on a "network management" theme. Microsoft provided information on their Systems Management Server (SMS) and gave the group useful implementation strategies. We also saw a demonstration of Novell's ManageWise. Both Intel and Allied Telesyn gave us tips on their switching technologies and showed us tools we could use to manage their products. Cisco Systems demonstrated CiscoWorks and CWSI, two great tools for managing our local and wide area networks. Hewlett Packard gave a presentation on HP's Open View and Internet products showed us how their equipment can help manage your school or district's Internet connection. The Tech-Talks were informative and well attended.

In addition to systems management tools, we saw products that can greatly improve our network's performance and new technologies that we can expect to implement over the coming months. Everything from Microsoft's Proxy Server to Cisco's IP TV was up-and-running for people see and ask questions about implementation strategies and performance issues.

Along with the Tech-Talks and new product demonstrations, attendees had the chance to meet one-on-one with product and system engineers. Having engineers on hand was a great opportunity to get answers to specific questions about new products or problems with our existing networks. Many thanks go to the engineers that gave a week out of their busy schedules to be on hand for the conference. These people were the key to success of the NOC and, as a result, many of the attendees left the conference armed with valuable information about the tools that can make their jobs easier and new ideas for the future of their networks.

Participation Awards

Judy Acosta
Ventura County Superintendent of Schools

CEDPA likes to recognize those of you who consistently support the organization. We sincerely appreciate you, and thank you for the time and effort you give to CEDPA. At the 1998 CEDPA Conference held in Palm Springs, the following people received five year attendance awards (5 consecutive years):

Jack Blaylock, Robert Burks, Dana Hunt, Donald Kiger, David Paulson, Terry Pritchard, Ken Prosser, Sherry Trade, Tom Valterria, and Jerry Waymire. Each of the **five** year attendance award recipients were presented with a nice pen and pencil set.

Those receiving an engraved clock from CEDPA for **ten** consecutive years of attendance were: Tony Bellacera, Russ Brawn, and Terrell Tucker. Tony should have received his award last year, so this is Tony's 11th year.

Thanks to all of you!

Editor's note: Judy Acosta should have been honored this year as the second recipient of a 15-year Participation Award! CEDPA's board of directors will make sure Judy gets appropriate recognition for her support and dedication!

Auctions
(Continued from Page 6)

bid on a brand new Intel Venus (Pentium Pro) motherboard for $15.50. Shipping is added to the winning price (except where noted by the seller) and sales tax may be added as appropriate. Some older and more esoteric items can also be found at auction. Recent computer listings included a Silicon Graphics Indigo computer system (complete with monitor and keyboard,) RAID disk arrays, and even a Commodore 64 computer!

Ebay payment is usually in the form of a Money Order or Cashiers/Certified check, but personal checks and Visa/Mastercard are sometimes accepted, depending on the requirements of the seller. But whatever the terms, there is always something new and different being offered for sale every day, and it might even be that special "something" that you've been trying to locate for a long time. Drop by these virtual auctions and poke around; you're sure to find something interesting. Who knows? You might submit a bid on it, and you might end up being the successful high bidder! Happy bidding!

Security

where a student doesn't have to go to a particular computer to work," says Peter Reilly, a director at Southern Westchester BOCES in New York. "We try to limit access to the hard drive, so students see only their own home directory and a shared directory. This eliminates confusion and the possibility of lost files when students must work on a variety of computers."

Desktop protection software

Another important addition to your school- or district-wide network is desktop protection software to protect local hard drives. Most desktop protection software, such as SchoolView, SchoolVista, Fortress, or FoolProof, displays a front-end interface that is easy for students to use. The new interface presents the student with only the applications needed, while filtering out extraneous ones.

Systems Engineer Denny Bobeldyk of Kentwood Public Schools in Kentwood, Mich., combines his use of desktop protection software with cloning software that automatically compares a local drive to its ideal version stored on the server. If a file or an application has been changed on the local drive, the cloning software replaces it with a standard copy. This process helps to ensure the proper configuration of the computers on the LAN. And it prevents students from replacing or revising files or applications, intentionally or otherwise.

Reilly does not believe these security measures create an environment that is too restrictive. Moreover, they facilitate the rebuilding of hard drives when problems occur. He recommends Symantec Ghost to clone computers on the network. "We try to put perfect images of machines on the server, and when a machine is altered, we just re-ghost that machine. That way, someone with a basic knowledge of the network can fix the systems," explains Reilly. "We were big on desktop protection software. But now we've been able to do a lot on our own with Policy Editor on our Windows workstations." Zero Administration Kit for Windows, a bundle used to ease network administration, works closely with Policy editor to standardize network security.

Most desktop protection software actively changes the user interface. Policy Editor, a security application included with Windows operating systems, secures the local machine by restricting certain features of Windows, such as the Run command, control panel or the MS-DOS® prompt, without changing the overall interface students use.

Internet Security

Securing your local area network is one thing. But how can anyone control the structure of the Internet? Since it's impossible to know what sort of content a student will locate using Internet search engines, and impossible to guarantee that malicious hackers won't attempt an assault on your LAN, a great deal of Internet security centers around filtering and firewalls.

Before connecting a school network to the Internet, it's important to develop a plan for keeping the two networks separate. Perhaps the most important component in this plan is the firewall. A firewall acts as a gatekeeper between the two networks. The firewall intercepts any internal Internet request and executes that request, sending the information back to the user. If an outside hacker attempts to access the LAN, the firewall intercepts the request and denies the hacker access.

Microsoft Proxy Server can act as a firewall as well as providing increased efficiency in Web page access. A proxy server keeps a cache of the Internet sites it retrieves. If multiple users request the same site, the cached site will be sent from the proxy server. This saves time and bandwidth in retrieving Internet sites.

Once a network is secure from hackers, it's important to develop a plan for student access to the Internet. Should all students have access to any site on the Internet? Should the school implement filtering software to block inappropriate material?

Peggy Buffington, director of technology for the School City of Hobart, Ind., requires both students and parents to sign an Acceptable Use Policy (AUP) before students can use the Internet. "Our AUP is handed out to every student and we go over it with them. It explicitly states the do's and don'ts of the Internet. We explain to students that there will be actions taken against them if they violate the principles of the AUP." The School City of Hobart has a separate AUP for email access. The district's AUPs are available on its Web site.

Another approach is to implement Internet filtering software such as CyberPatrol, SurfWatch, or NetNanny. Filtering software oversees Internet use and blocks access to inappropriate sites. It does this by comparing the requested site with its own list of rated sites. "The problem with the Internet," says Reilly "is that it's growing too fast to solely rely on the objectionable site lists as they

Posting #049   (98-99)

Cupertino Union School District

10301 Vista Drive   •   Cupertino, CA 95014-2091   •   (408) 252-3000   •   Fax (408) 255-4550

START DATE: ASAP

COMMUNICATIONS SYSTEMS ANALYST

BASIC FUNCTIONS
Under supervision, implements and coordinates the telecommunications data communications networks of the districts

QUALIFICATIONS
• Demonstrated training and experience to ensure successful job performance.
• Two (2) years experience in telecommunications, data communications with responsibility in one or more of the following areas desired: Managing medium to large size telephone systems; Installing and maintaining telephone and data communications networks; Installing and maintaining local area computer networks; Experience using computers to monitor and manage communications systems; Implementing and maintaining a records management system. Ability to communicate effectively with those contacted in the course of work
• Basic knowledge of correct English usage, spelling, grammar, and punctuation.
• Ability to work independently and without supervision in assigned areas. Knowledge of office methods, organization and procedures.
• Ability to maintain cooperative relationships with those contacted in the course of work.
• Ability to organize, plan and implement communications system procedures.
• Ability to pass district physical examination.
• Possession of a valid California driver's license.

RESPONSIBILITIES
Coordinates all moves, training and service changes for telephones. Manages, monitors and documents the communications wiring networks. Monitors and reviews all telecommunications billings, budgets and reports. Coordinates and monitors the use of communication technologies for the district. Coordinates all vendor service and maintenance contracts for communications technologies. Develops and maintains communications technology procedures and support documentation. Provides local area network installation and support. Performs other related duties in data processing support as assigned.

SALARY AND BENEFITS
Salary Range: $2,943 to $3,576 per month. **Effective date of Employment:** ASAP. **Work Year:** 12 months. **Vacation:** 12 days per year. **Sick Leave:** 12 working days of sick leave per year. **Insurance:** Employees are eligible for health and medical, dental, vision and life insurance. **Holidays:** 14 paid holidays per year. **Retirement:** Public Employees Retirement System coordinated with Social Security Benefits.

APPLICATION PROCEDURE
Completed application must be received by Tuesday, December 15, 1998. Individuals interested in applying for the position of Communications Systems Analyst, Posting Number 049 (98-99) may obtain an application from:

Terry Nolan
Human Resources Manager
Cupertino Union School District
10301 Vista Drive, Cupertino, CA 95014-2091
(408) 252-3000, ext. 433
FAX (408) 255-4450

We are an Affirmative Action/Equal Opportunity Employer

Presentations Now Available Online

A Presentations archive has been added to CEDPA's website. This archive contains various Microsoft PowerPoint presentations that have been given at various past CEDPA conferences and Special Interest Group meetings. Recent additions to the archive include Keynote Speaker presentations from Kathryn Yates and Rich Seidner that were given at the Fall 1998, CEDPA conference in Palm Springs. Also recently added is the breakout presentation, "Setting District Technology Standards," that was given by SIG chairperson Warren Williams at the 1998 conference.

These presentations may be viewed directly from your web browser. Some presentations may require a browser add-in in order to view special effects—blends, wipes, fades, etc.,—that have been incorporated into the presentation. In this case the add-in will be automatically presented to you for downloading if you desire.

Other items in the archive include presentations delivered at 1998 SIG meetings at Oracle and Microsoft, and selected presentations from breakout sessions given at the 1997 CEDPA conference in Sacramento. Additional breakout presentations from this year's conference will be added to the archive as they are received from the presenters.

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come with filtering software. It is important to look at filtering as a long-term project." Over time, the school staff will add and remove sites to and from the filtering list, customizing it to fit the preferences of the school district and community.

Though it doesn't include a filtering list, Microsoft Internet Explorer 4.0 supports ratings standards called PICS, ratified by the World Wide Web Consortium. This ratings standard let you choose different levels of allowable language, nudity, sex, and violence.

There are many ways to go about securing a network. A few examples have been highlighted in this article. It's important to take into consideration the concerns and needs of your staff, students, schools, and community before deciding on an approach that's best. Once you've developed a plan, find the technology that will provide your staff and students with a network security system and policies that are easy to use and don't get in the way of student learning and productivity.

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