FAIRFIELD PUBLIC SCHOOLS

INFORMATION TECHNOLOGY DEPARTMENT

Mission Statement

Fairfield Public Schools Department of Information Technology is a professional customer service based organization that advances the District's delivery of cost effective and innovative educational and business services, through coordinated application of technology.

Responsibilities

Within the framework of our Mission Statement the Information Technology Department of Fairfield Public Schools, as a customer service based team, has the following broad responsibilities:

1. Developing Strategic and Operational Planning related to technology and its use by the District. This is provided primarily through the preparation and development of a continuously updated five (5) year IT Strategic Plan.

2. Providing an efficient and stable Technology Infrastructure for the District's Information and Telecommunication needs. This includes the selection, acquisition, maintenance, and support of the District's Local Area Networks (LAN) and Wide Area Networks (WAN) equipment and cabling, as well as all of the attached computers and their peripherals.

3. Supplying the assorted Departments of the District with reliable, high-speed Internet Access and email services.

4. Facilitating the construction and maintenance of the District's Web Site.

5. Delivering and maintaining a dependable telecommunication system.

6. Administering the District's various IT initiatives, including preparation of Requests for Proposals (RFPs), vendor selection, acquisition, installation and infrastructure support.

7. Installing and maintaining the standardized core software applications of the District including Operating Systems, Network Operating Systems, Database Systems, Office Suites and curricular approved software.

8. Facilitating applicable computer training to District staff on all core applications.

9. Assisting the various District Departments with cooperative ventures, information sharing, common program development, and other integration/interface projects.

10. Securing the District's Information, through proper establishment and administration of security policies and procedures. This involves such items as effective backup and restore procedures, disaster recovery, physical security for all IT equipment, enforced adherence to the District's security policy, appropriate password control systems, accurately configured firewalls, correctly administered authority rights, robust and redundant virus protection systems, high-level data encryption schemes, intrusion detection systems, etc.

11. Effectively establishing and maintaining a work order system and preventative maintenance programs for district equipment and software support.

Goals

The overall goals of the Information Technology Department are as follows:

1. Information Integrity - It is the intention of the department to provide for 100% integrity of the District's information on the network level from any loss or corruption.

2. Customer Service - The objective of the department is to provide excellent customer service. We have established and are constantly evaluating and enhancing Customer Service Core Values in order to strive to provide a service level that exceeds our customer's expectation.

3. Excellence - The IT Department is committed to performing all tasks with excellence.

4. Professionalism - The ambition of all staff in the department is to relate to employees in our department and in the various departments of the District with the highest standards of professionalism. This includes treating other people with courtesy, respect and honesty, as well as doing our work in a timely and proficient manner.

5. Technology - The goal of the department is to provide District offices with modern and efficient technical resources to "advance their delivery of cost-effective and innovative educational and business services."