

TECHNOLOGY PLAN

South Dakota Department of Education
Office of Curriculum, Technology, and Assessment
700 Governors Drive
Pierre, SD 57650



New Plan effective date July 1, 2014 through June 30, 2017.

Technology Plan Submitted by:
Eric Skillingstad 1/22/2014-Document Creation Date

School Board approved 1/23/2014

1. District Information:

Smee School District 15-3
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Wakpala
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Date of Submission:

2. Technology Committee:

<u>Committee Member</u>	<u>Title</u>
Eric Skillingstad	Technology Coordinator
Jay Shillingstad	Grant Writer/ Federal Programs
Shanon Mack	Social Studies Educator
Colleen Froseth	Alternative School Coordinator
Rebecca LeFebre	4 th Grade Educator
Jeanne Janson	Librarian
Lin Martian	Paraprofessional

3. Vision (Technology Vision):

Our vision is to provide our students with the necessary 21st Century skills to prepare them for a role in society in a growing technological age. The planned use of technology is to expand educational and occupational knowledge and encourage responsible citizenship. It is the hope of the Smee School District that technology will make teaching more productive and learning more meaningful.

4. Needs Assessment:

GROUPS DATA WAS COLLECTED FROM:

- **Staff And Students:** The Technology Coordinator conducts a yearly survey of staff and students.
- **Other Districts:** Other Technology Coordinators and school districts are used to ascertain where the district stands with technology use. There is always a need to compare where other schools are at, and try to keep up or ahead of the other school districts.
- **School Board:** The Smee School Districts School Board will weigh in on the direction the school takes as it pertains to technology. In most all cases any major direction the school takes in technology will be examined by the board and put to a vote.
- **Technology Committee CWG (Collaborative Work Group):** The Smee School District's Technology committee weighs in on the direction the school takes when it comes to technology. A large amount of data came from this committee.

HOW DATA WAS USED TO FORMULATE GOALS & OBJECTIVES:

All data was taken from person(s) defined above and pooled into the groups and objectives clarified in our Technology Plan. Priority was given based on what would have the biggest impact on a student education.

5. Consolidated Application:

Academic Goals & Reform Strategies

Reading Goal: Smee School District will work for improvement in reading scores.

Technology programs, strategies and activities to achieve goal:

- 1) Study Island software program.
- 2) STAR reading and state assessments programs to test students three times per year.
- 3) Smarter Balanced assessment programs used with instruction.

Math Goal: Smee School District will work for improvement in math scores.

Strategies for Improvement:

- 1) Study Island software program.
- 2) STAR math and state assessment programs to test students three times per year.
- 3) Smarter Balanced assessment used with instruction.

Evaluation of Strategies

Reading

- 1) Accelerated Reading to track areas for improvement.
- 2) Star Reading given three times per year to evaluate academic progress.
- 3) AIMSweb will be used 3 times per year for evaluation purposes.

Math

- 1) Study Island Series address standards met and track areas for improvement.
- 2) Star Math given three times per year to evaluate academic progress.
- 3) AIMSweb will be used 3 times per year for evaluation purposes.

6. Three Year Goals

Goal 1: The Smee School District will improve the academic achievement of all students with the use of technology.						
Objective	Activity	Timeline	Evaluation Method or Benchmark	Quantity	Cost	Funding Source
Utilize learning.com to educate students on (NETS) National Education Technology Standards.	Contract for 1 year	2014-2017	Pre and Post Technology Assessments	K-8 th Grade students. (100+ Licenses)	\$6000	General
Increase student achievement through the use of data analysis.	Use SD STARS for data collection	2014-2017	Increased student achievement as measured by Smarter Balance/ACT/Dakota STEP	District License provided by SD DOE	N/A	N/A
Students will use SDMyLife for college and career exploration activities and ACT prep.	Students complete personal learning plans for high school, career exploration activities, and ACT prep questions.	Yearly	Student progress of SDMyLife activities is monitored by the Career Counselor after students are given assignments to complete.	District License provided by SD DOE	N/A	N/a
Establish a typing course to be used in conjunction with the technology standards	Online web based program for typing instruction	2014-2017	Implement course	K-8 th Grade Students	No Cost	No Cost for program

Goal 2: The Smee School District will provide professional development to all staff (teachers, administrators, support staff and parents) to increase technology proficiency.

Objective	Activity	Timeline	Evaluation Method or Benchmark	Quantity	Cost	Funding Source
Provide professional development to staff members based on needs assessment through testing.	Develop online technology class for staff with learning.com.	2014-2017	Establish	30 + staff members	D/A	General
	Use In-service days for staff testing and/or learn new technology skills.	2014-2017	Observation/ Evaluation	30+ staff members	N/A	HS/ EL Title I
Provide professional development for Distance learning courses (APEX)	Provide development for new staff.	2014-2017	Observation/ Evaluation	2-5 staff members	\$2000	HS

Goal 3: The Smee School District will improve technology integration into curriculum and instruction.

Objective	Activity	Timeline	Evaluation Method or Benchmark	Quantity	Cost	Funding Source
Educators will utilize computer systems to address writing standards.	Pearsons Write to Learn software will be used.	2014-2017	Observation/Evaluation	N/A	N/A	Funded by State in conjunction w/ School District
The Lakota curriculum will continue to use the Lakota Keyboard and Fonts Software Bundle in the Instructional day.	Lakota Instructors use software to teach.	2014-2017	Standing Rock Sioux Tribe assessment	60	Provided by Tribe	N/A
Accelerated Reader will continue to be utilized in the Elementary Classrooms. The program will also be used by the Reading Specialist	Star Math and Star Reading Testing will measure student progress.	2014-2017	Observation/Evaluation	150-180	Varies Yearly	School Improvement
Technology used in the classroom address common core standards	Star Math & Star Reading will be used to assess students.	2014-2017	Testing Scores/ Observation Evaluation	Site License		Title I
	Study Island will be used by the after school program.	2014-2017	Observation Evaluation	Site License		Title I
	Smarter Balanced online resources will be used by teaching staff.	2014-2017	Evaluation	N/A	N/A	N/A
	AIMSweb will be utilized by educators for Reading and Math	2014-2017	Evaluation occurs 3 times per year	N/A	N/A	N/a
Technology Competency will be established with students for online testing requirements. Technology skills addressed at all grade levels K-8.	A keyboarding program will be used w/State Technology standards to establish technology competency.	2014-2017	Observation/Evaluation	Site License	\$6000	General

Goal 3: The Smee School District will improve technology integration into curriculum and instruction. (Continued from previous page)						
Objective	Activity	Timeline	Evaluation Method or Benchmark	Quantity	Cost	Funding Source
Oceti Sakowin Essential Lakota Standards established.	Online resources will be utilized for standard use.	2014-2017	Observation	N/A	Provided by Tribe	N/A

Goal 4: The Smee School District will improve the use of Distance Learning and DDN.						
Objective	Activity	Timeline	Evaluation Method or Benchmark	Quantity	Cost	Funding Source
Implement additional educators and involve the High School Principal in the credit recovery program.	Provide APEX professional development for HS Principal and additional educators.	2014-2017	Observation/ Evaluation	D/A	\$2000	HS
Begin using Teachscape to address Teacher/Principal effectiveness.	Develop a policy and instrument	2014-2017	Eval purposes as required under state law as per the Danielson Model.	D/A	D/A	D/A
Provide improved credit recovery and A/P options to our students through distance learning.	Continued use of the Apex credit recovery software.	2014-2017	N/A	Site License		HS

Projected DDN Usage:				
Activity	Timeline	Quantity	Projected Cost	Funding Source
Special one time events.	Yearly	1-2	N/A	N/A

Goal 5: The Smee School District will improve the infrastructure necessary for the district to meet the needs of the students to achieve the goals and objectives of the Technology Plan.

Objective	Activity	Timeline	Evaluation Method or Benchmark	Quantity	Cost	Funding Source
Upgrade the Smee School District's servers/ domain controllers.	Move to a Windows 2012 Server platform.	2014-2017	Establish	2 Domain Controllers	\$10,000	Tech. Budget
Provide new hardware for the Alternative/ E-Learning site.	Purchase 14 systems.	2014-2017	Purchase	14 Computer systems,	\$14,000 Equipment will need to be replaced/ upgraded on a 3 to 5 year cycle	Tech. Budget
Provide additional security through surveillance technology.	A camera will be purchased to monitor the gas pump.	2013-2017	Purchase	1 camera	\$1,841	Tech. Budget
Update technology used for computer graphics curriculum.	Purchase 8 new computer system for computer graphics.	2014-2017	Purchase	8 computer systems.	\$8,000 Equipment will need to be replaced/ upgraded on a 3 to 5 year cycle	Tech. Budget
	Upgrade Adobe CS series software.	2014-2017	Purchase software	8 Licenses	\$3000	
Replace Promethean boards & bulbs, printers, iPads, & misc. equipment as necessary.	Maintain schools equipment.	2014-2017	Purchase	Varies	N/A	N/A

Goal 6: The Smee School District will plan for future procurement and expansion of telecommunication services and equipment.

Objective	Activity	Timeline	Evaluation Method or Benchmark	Quantity	Cost	Funding Source
Increase access to information technologies	Increase bandwidth	2014-2017			N/A	Provided by the State

Goal 7: The Smee School District will promote parent involvement and increase communication with parents and community members.

Objective	Activity	Timeline	Evaluation Method or Benchmark	Quantity	Cost	Funding Source
Involve one parent and a student in the CWG (Collaborative Work Group) meetings.	A student and parent will attend the districts monthly technology meeting.	2014-2017	Establish	N/A	N/A	N/A
Inform parents of school information.	Purchase school reach to communicate with parents.	2014-2017	Community feedback	1 Site License	\$600	General Fund
	Use school website to post the school calendar of events	2014-2017	Community feedback			
	Encourage parents to utilize the parent portal component of Infinite Campus	2014-2017	Community feedback			

7. Inventories

Model	Quantity	RAM	CPU	Hard Drive	Networked
Fujitsu T732	63	4 Gig	Intel Core 15301 Core	280	Yes/w wireless
ByteSpeed SP15 Laptops (Staff)	50	4 Gig	Intel Core I5	200 Gig	Yes/with wireless
Mac Mini Server	1				Yes
HP Z420 Server	1				Yes
Lenovo 2764AD4 SL 500	8	2 Gig	Intel Core Duo 2.0	200 Gig	Yes/ With Wireless
HP Elitebook 6930p notebook	23	2 Gig	Intel	80 Gig	Yes/w wireless
Byte Speed S96SP notebook	6	2 Gig	Intel	80 Gig	Yes/ w wireless
HP Elite Book 8440p	40	1 Gig	Intel Core i5 M520 @ 2.4gh	200 Gig	Yes/w wireless
HP Proliant ML370 Server	2	2 Gig	Intel Xeon 3.20Ghz	140 Gig	Yes
Dell Power Edge 600SC Server	1	1 Gig	P4 X86 2.40 GHz	150 Gig	Yes
Dell Power Edge 2500 Server	1	1 Gig	Intel X86 1390 MHz	160 Gig	Yes
Macbook Air	3				Yes
Byte Speed BTX	14	2 Gig	Intel Core 2 Duo E6550 2.33GHz	80 Gig	Yes
IPAD	3 (Ipad 1) 45 Ipad 3			16 Gig	Yes

Other I.T. Hardware:

Item	Quantity	Value (Subject to Depreciation)
Savin Printer C9145 Main Office Copy/Fax/Print	1	Leased
Savin Staff Room/ Copier Printer 9060	2	Leased
HP Laserjet 4L Printer Staff Room Laser	1	\$650
HP 2430n Printer Student Laser jet	3	\$650
Cisco Switches 2950 Network Manageable	3	\$1000
HP Procurve Switches X2 POE 2610 x9 2610 x 1 2910 Core Switch	12	\$10,000-\$15,000
Dell Power Connect 2024 Unmanaged	2	\$350
Cisco 2811 ATM Main Network Switch	1	? (Owned by the State)
APC Smart UPS 1500	5	\$300
Ruckus Zone Director 3000 Wireless Controller	1	\$1,500
Ruckus Wireless Access Points	10	\$2,000
NEC VT Projectors	4	\$4000
NETGEAR Poe switch	1	\$300
Promethean Active Board II	19	\$60,800
TV/VCR Combos	20	??
1 Sony Video Cameras	1	\$800
School Camera Security System	15 cams	\$20,000-\$30,000
DDN Video Conferencing equipment, Doc Cam, Remote, Main Unit	1	Owned by State

This documentation includes the School Districts current technology inventory list. This document should supersede the inventory on file with the K-12 Data Center.

The Smee School district keeps a record of hardware and software utilized by the staff and students. This inventory includes brand, quantity, RAM, CPU, Hard Drive, networking, and software the district is licensed to use. Items less than \$200-\$300 typically are not inventoried

Software needs and issues will be addressed based on the educational need of the school district. Software will be reviewed on a yearly basis.

Software Applications

Quantity	Application Title of License on File <i>(All licenses listed will be on file with the Tech. Coordinator unless specified otherwise)</i>	Vendor/Supplier	License Duration D/A=Don't Apply or no expiration date.
10	Adobe CS5 Software	CDW	D/A
2	Backup Assist	Ultra Inc	D/A
3	Microsoft Windows Server 2003 Standard Edition	Ultra Inc./ASAP	D/A
3	VLA Microsoft Windows Server 2000	ASAP	D/A
216	VLA Windows 2000 client	ASAP	D/A
216	Microsoft Windows 2003 Server User CALs	Ultra Inc	D/A
5	VLA Microsoft Publisher 2003 WIN32	ASAP	D/A
16	Microsoft Office XP Pro (Academic)		D/A
1	SQL Server STD 2000	ASAP	D/A
1	VLA Office Pro 2003	ASAP	D/A
200 nodes	Renaissance Place software (Star Math/Reader Enterprise, Accelerated Reader, Math Facts in a flash, Early literacy)	Renaissance Place	User Nodes don't expire. Yearly contract
1	Altiris Deployment Solution 6.9 SP4	Altiris/ Ultra Inc	D/A
200	Altiris Deployment Solution 6.9 client nodes	Altiris/ Ultra Inc	D/A
Site	Lan School	Stone Ware	D/A
Site	Gover Lan		D/A
1	Systems Management Server ENT 2003 Microsoft	ASAP	D/A
14	VLA Office XP Pro with Frontpage Microsoft	ASAP	D/A
170	Office XP Pro Microsoft	ASAP	D/A
38	Microsoft Office XP	ASAP	D/A
160	VLA Windows XP Pro	ASAP	D/A
Site	Symantec Antivirus	K12/Data Center	D/A <i>License on file with K12 Data Center</i>
Site License	Microsoft EES Licensing with the State		Yearly
150	Easy Tech. Software	Learning.com	Yearly Contract
Site License	Study Island Software	Study Island	Yearly Contract
Site License	Time Clock Plus	Data Management Inc	D/A
3	Efile Software	Efile	Yearly Contract
Site	Onssi Camera License	ONSSI	D/A

8. Acceptable Use Policy

Smee School District staff and students must sign a Technology Use Agreement (attached) at the beginning of each school year to verify that they have read and will abide by the policies of the district which have been attached to this document.

Students, staff members, and community members are also allowed to use computers for their personal use with permission and in accordance with the enclosed policy. Log-ins and passwords are issued to all staff members and students.

The school district retains rights of ownership for all software from school licenses. The School District will not take any responsibility for software not owned by the district. Teacher-created documents such as lesson plans and instructional activities are owned by the creator. Student-compiled papers and work are owned by the student, but monitored by district staff members. Confidentiality of records is protected by passwords and the acceptable use policy. School-owned documents require a separate log-in and password, giving users access only to their own professional documents. Individuals found to have violated policy may be subject to penalties provided for in other district policies dealing with the underlying conduct. Violators may also face IT-specific penalties, including temporary or permanent reduction or elimination of some or all IT privileges. The appropriate penalties shall be determined by the applicable disciplinary authority in consultation with the Systems Administrator.

Smee Public School District #15-3 Information and Technology Acceptable Use Policy

This Policy addresses circumstances that are particular to the Information Technology arena and is intended to augment but not to supersede other relevant district policies.

In making decisions regarding student access to the school district computer system and to the Internet, the school district considers its own stated educational mission, goals, and objectives.

The school district is providing students and employees with access to the school district's computer system, which includes Internet access. The purpose of the system is not to provide students and employees with general access to the Internet. The school district system has an educational purpose, which includes use of the system for classroom activities, professional or career development, and limited high-quality, self-discovery activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network. The use of the school district system and access to use of the Internet is a privilege, not a right.

II. Purpose

The purpose of this Policy is to ensure an information technology infrastructure that promotes the basic missions of the district in teaching, learning, research, and administration. In particular, this Policy aims to promote the following goals:

- To ensure the integrity, reliability, availability, and superior performance of IT Systems;
- To ensure that use of IT Systems is consistent with the principles and values that govern use of other district facilities and services;
- To ensure that IT Systems are used for their intended purposes; and
- To establish processes for addressing policy violations and sanctions for violators.

III. Scope

This Policy applies to all Users of IT Systems, including but not limited to district students, staff, visitors, and community. It applies to the use of all IT Systems. These include systems, networks, and facilities administered by ITS, as well as those administered by individual departments, or other district-based entities.

Use of IT Systems, even when carried out on a privately owned computer that is not managed or maintained by the district, is governed by this policy.

IV. Acceptable Use of IT Systems

Although this Policy sets forth the general parameters of appropriate use of IT Systems, students, and staff should consult their respective district policy manuals for more detailed statements on permitted use and the extent of use that the district considers appropriate in light of their varying roles within the district. The schools Acceptable Use policy is to be used in conjunction with the Internet Safety Policy. In the event of conflict between IT policies, this Acceptable/Appropriate Use Policy will prevail.

A. Acceptable Use. IT Systems may be used only for their authorized purposes -- that is, to support the research, education, administrative, and other functions of Smee Public School District. The particular purposes of any IT System as well as the nature and scope of authorized, incidental personal use may vary according to the duties and responsibilities of the User.

B. Proper Authorization. Users are entitled to access only those elements of IT Systems that are consistent with their authorization. Staff members and students will be assigned an account by the Technology Coordinator. To use a different account other than what you are assigned is a violation of school policy. Disciplinary action may be taken for those who violate this policy.

In accordance with the CIPA law and S.D. Codified Laws Ann. § 22-24-55 to 59, all school owned & personal devices on campus will utilize the state of South Dakota's web filter equipment. As to how these laws will affect the devices on the network please refer to the table below.

Who owns the device?	Where is it being used?	Is internet E-rated	Is filtering required?
School	On campus	Yes	Yes
School	On campus	No	Yes
School	Off campus	Yes	Yes
School	Off campus	No	Yes
Personal	On campus	Yes	Yes
Personal	On campus	No	Yes
Personal	Off campus	Yes	Yes

These devices include, but are not limited to: Laptops, Desktops, iPads, Kindles/Nooks, etc., Smartphones, iPhones, Android, Tablet devices, and Mobile devices.

Should visitors or community members elect to bring their own devices, it is their responsibility to comply with school's web filter policy. Any visitor caught using technology that allows the circumvention of the web filter will be asked to refrain from using the device until they are off campus. The school will take no responsibility for any guest's lost, damaged, or stolen technology.

C. Specific Proscriptions on Use. The following categories of use are inappropriate and prohibited. The following includes but is not limited to:

1. Use that impedes, interferes with, impairs, or otherwise causes harm to the activities of others. Users must not deny or interfere with or attempt to deny or interfere with service to other users in any way, including by "resource hogging," misusing mailing lists, propagating "chain letters" or virus hoaxes, "spamming" (spreading email or postings widely and without good purpose), or "bombing" (flooding an individual, group, or system with numerous or large email messages). Knowing or reckless distribution of unwanted mail or other unwanted messages is prohibited. Other behavior that may cause excessive network traffic or computing load is also prohibited.

2. Use that is inconsistent with Smee Public School District's non-profit status. The district is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state, and local laws regarding sources of income, political activities, use of property, and similar matters. As a result, commercial use of IT Systems for non-district purposes is generally prohibited, except if specifically authorized and permitted under district conflict-of-interest, outside employment, and other related policies. Prohibited commercial use does not include communications and exchange of data that furthers the district's educational, administrative, research, and other roles, regardless of whether it has an incidental financial or other benefit to an external organization.

Use of IT Systems in a way that suggests district endorsement of any political candidate or ballot initiative is also prohibited. Users must refrain from using IT Systems for the purpose of lobbying that connotes district involvement, except for authorized lobbying through or in consultation with the district school board.

3. Harassing or threatening use. This category includes, for example, display of offensive, sexual material in the workplace and repeated unwelcome contacts with another. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

Users will not use the school district system to knowingly or recklessly post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks

4. Use damaging the integrity of district or other IT Systems. This category includes, but is not limited to, the following six activities:

a. Attempts to defeat system security. Users must not defeat or attempt to defeat any IT System's security -- for example, by "cracking" or guessing and applying the identification or

password of another User, or compromising room locks or alarm systems. (This provision does not prohibit, however, ITS or Systems Administrators from using security scan programs within the scope of their Systems Authority.)

b. **Unauthorized access or use:** The district recognizes the importance of preserving the privacy of Users and data stored in IT systems. Users must honor this principle by neither seeking to obtain unauthorized access to IT Systems, nor permitting or assisting any others in doing the same. For example, a non-district organization or individual may not use district IT Systems without specific authorization. Similarly, Users are prohibited from accessing or attempting to access data on IT Systems that they are not authorized to access. Furthermore, Users must not make or attempt to make any deliberate, unauthorized changes to data on an IT System. Users must not intercept or attempt to intercept or access data communications not intended for that user, for example, by "promiscuous" network monitoring, running network sniffers, or otherwise tapping phone or network lines.

c. **Disguised use.** Users must not conceal their identity when using IT Systems, except when the option of anonymous access is explicitly authorized. Users are also prohibited from masquerading as or impersonating others or otherwise using a false identity.

d. **Distributing computer viruses.** Users must not knowingly distribute or launch computer viruses, worms, or other rogue programs.

e. **Modification or removal of data or equipment.** Without specific authorization, Users may not remove, move, or modify any district-owned or administered equipment or data from or within IT Systems.

5. **Use in violation of law.** Illegal use of IT Systems -- that is, use in violation of civil or criminal law at the federal, state, or local levels -- is prohibited. Examples of such uses are: promoting a pyramid scheme; distributing illegal obscenity; receiving, transmitting, or possessing child pornography; infringing copyrights; and making bomb threats.

With respect to copyright infringement, Users should be aware that copyright law governs (among other activities) the copying, display, and use of software and other works in digital form (text, sound, images, and other multimedia). The law permits use of copyrighted material without authorization from the copyright holder for some educational purposes (protecting certain classroom practices and "fair use," for example), but an educational purpose does not automatically mean that the use is permitted without authorization.

6. **Use in violation of district contracts.** All use of IT Systems must be consistent with the district's contractual obligations, including limitations defined in software and other licensing agreements.

7. **Use in violation of district policy.** Use in violation of other district policies also violates this AUP. Relevant district policies include, but are not limited to, those regarding sexual harassment and racial and ethnic harassment, as well as district, departmental, and work-unit policies and guidelines regarding incidental personal use of IT Systems.

8. **Use in violation of external data network policies.** Users must observe all applicable policies of external data networks when using such networks.

9. **Use in violation of policy or laws governing pornography.** Users will not use the school district system to access, review, upload, download, store, print, post, or distribute pornographic,

obscene, illegal or sexually explicit material.

Users will not use the school district system to transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.

Users will not use the school district system to access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate to the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption.

10. Posting of personal information. Users will not use the school district system to post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

11. Use of "Chat Rooms". Chat Rooms are blocked by the schools firewall.

12. Permission to use.

a. **Students:** All students must obtain permission before using any computer or technology systems owned, managed, or connected to the district's systems. All students must be monitored during use of said systems. Students must also have a Technology Use Agreement signed and on file before they are allowed to use the internet on any computer or technology systems owned, managed, or connected to the district's systems. If the student does not have an Internet Consent form on file they may be allowed to use a temporary account for testing only. In this case the Testing Coordinator will log on for the student. See also item 15. Use of Internet) NOTE: Should the situation arise, K-2 educators are permitted to allow students to use their own personal account to log on to a computer system.

b. **Staff:** Staff members will be issued I.T. equipment by the Technology Coordinator. This will be based on the Technology Coordinators and the Administrative team's assessment of needed resources. Staff members will use this equipment to perform work related tasks. Staff members are encouraged to work with the Technology Team and Administration to voice their classroom needs. Student systems are not to be reassigned to different areas by educators. Only administration and the Technology Coordinator will reassign equipment based on the district's needs. Staff members not issued equipment will be allowed to check out student systems from the library to take off campus to perform work related tasks. The amount of time of checkout is not to exceed two weeks in duration per semester. Staff members are not permitted to keep student equipment any longer than this time frame. After a two week duration requests for continued use of student resources will be denied. Staff members will need to speak to a member of administration to request a permanent I.T. solution.

13. Prohibited use of e-mail systems. Staff, students, visitors and community are only permitted to use those e-mail systems as approved by policy. Currently the DDN K12 webmail system is the primary email client approved for students and staff. Staff members who elect to use other third party e-mail systems do so at their own risk. The school will not take any responsibility for data loss, connectivity issues, or performance factors with third party e-mail clients. Students are prohibited from using other third party e-mail clients by the school

firewall(s).

14. **Gambling.** Gambling in any form, either for money or other compensation, is strictly forbidden.

D. **Free Inquiry and Expression.** Users of IT Systems may exercise rights of free inquiry and expression consistent with the principles and the limits of the law.

E. **Personal Account Responsibility.** Users are responsible for maintaining the security of their own IT Systems accounts and passwords. Any User changes of password must follow published guidelines for passwords. Accounts and passwords are normally assigned to single Users and are not to be shared with any other person without authorization by the applicable Systems Administrator. Users are presumed to be responsible for any activity carried out under their IT Systems accounts or posted on their personal web pages.

F. **Responsibility for Content.** Official district information may be published in a variety of electronic forms. The Certifying Authority under whose auspices the information is published is responsible for the content of the published document.

15. **Use of Internet.** The internet is to be used at the Smee School District for educational purposes. Educators need to prioritize that students in their classroom are using the internet to complete an assignment or educational activity. Students can obtain permission from an educator to use the internet for personal reasons (e.g. to shop, play video games, etc). The educator must monitor their students and make sure the content the student is viewing is acceptable. Students must obtain permission every time they wish to use the internet for personal reasons as specified in the schools AUP. Educators will assume full responsibility for allowing students unmonitored internet access for personal reasons. As specified in the schools AUP all students must have an Internet Consent form on file before they are allowed to have their own account for internet access.

Printing images from the internet also needs to be for educational purposes only. Students are not allowed to use printers for personal use. Students can obtain permission to use the printer for a personal print job from an educator. (The educator needs to make sure the content is acceptable) However, students must obtain permission for each job they want to print as specified in the schools AUP.

This policy will be enforced through auditing and preventative measures. When using the I.T. systems on the Smee School District network students should be on task. Educators need to be very proactive in making sure their students have an Internet Consent Form signed and on file.

If the student does not have an Internet Consent form on file and needs to access the internet for educational reasons please follow this procedure. Instructors have the option of logging on for the student with their own personal account. The educator can also request a temporary account to be created for this purpose. Requests must be made to the Technology Coordinator only. When requesting a temporary account the Educators must still log in for the student. The student will not be provided with any log in credentials for internet access. After the student has performed the educational task internet access will no longer be available to the student. The instructor will then provide the student with an internet consent form to take home and have the parent/guardian sign it. The completed form should then be turned into the Technology Coordinators mailbox.

Educators who attempt to bypass this policy and procedure by allowing students to log on under

a different students account or staff member account will be subject to review by administration where school disciplinary action may be taken, and/or appropriate legal action may be taken.

V. Conditions of District Access

The district places a high value on privacy and recognizes its critical importance in an academic setting. There are nonetheless circumstances in which, following carefully prescribed processes, the district may determine that certain broad concerns outweigh the value of a User's expectation of privacy and warrant district access to relevant IT Systems without the consent of the User. Those circumstances are discussed below, together with the procedural safeguards established to ensure access is gained only when appropriate.

A. Conditions. In accordance with state and federal law, the district may access all aspects of IT Systems, without the consent of the User, in the following circumstances:

1. When necessary to identify or diagnose systems or security vulnerabilities and problems, or otherwise preserve the integrity of the IT Systems. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law; or
2. When required by federal, state, or local law or administrative rules. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with school district policies conducted through the school district system; or
3. When there are reasonable grounds to believe that a violation of law or a significant breach of district policy may have taken place and access and inspection or monitoring may produce evidence related to the misconduct, or as ordered by a court of law.

By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.

Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.

School district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under authority of the district and any applicable laws; or

4. When such access to IT Systems is required to carry out essential business functions of the district; or
5. When required to preserve public health and safety.

B. Process. Consistent with the privacy interests of Users, district access without the consent of the User will occur only with the approval of the Superintendent/CE) and/or Smee Public School District Board of Education, except when an emergency entry is necessary to preserve the integrity of facilities or to preserve public health and safety.

Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.

An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

C. User access deactivations. In addition to accessing the IT Systems, the district, through the appropriate Systems Administrator, may deactivate a User's IT privileges, whether or not the User is suspected of any violation of this policy, when necessary to preserve the integrity of facilities, user services, or data. The Systems Administrator will attempt to notify the User of any such action.

D. Use of security scanning systems. By attaching privately owned personal computers or other IT resources to the district's network, Users consent to district use of scanning programs for security purposes on those resources while attached to the network.

VI. Enforcement Procedures

A. Complaints of Alleged Violations. An individual who believes that he or she has been harmed by an alleged violation of this Policy may file a complaint in accordance with established district grievance procedures (including, where relevant, those procedures for filing complaints of sexual harassment or of racial or ethnic harassment) for students and staff. The individual is also encouraged to report the alleged violation to the Systems Authority overseeing the facility most directly involved, or to the System Administrator, which must investigate the allegation and (if appropriate) refer the matter to district disciplinary and/or law enforcement authorities.

B. Reporting Observed Violations. If an individual has observed or otherwise is aware of a violation of this Policy, but has not been harmed by the alleged violation, he or she must report any evidence to the Systems Authority overseeing the facility most directly involved, or to the System Administrator, which must investigate the allegation and (if appropriate) refer the matter to district disciplinary and/or law enforcement authorities.

C. Disciplinary Procedures. Alleged violations of this policy will be pursued in accordance with the appropriate disciplinary procedures for faculty, staff, students, and community as outlined in the Smee Public School District Handbook, various student regulations (e.g., the student handbook), and other applicable materials. Staff members will be disciplined for violations of this policy in accordance with the relevant disciplinary provisions set forth in the Smee Public School District's Policy Manual.

Systems Administrators may participate in the disciplinary proceedings as deemed appropriate by the relevant disciplinary authority. Moreover, at the direction of the appropriate disciplinary authority, Systems Administrators are authorized to investigate alleged violations.

D. Penalties. Individuals found to have violated this policy may be subject to penalties provided for in other district policies dealing with the underlying conduct. Violators may also face IT-specific penalties, including temporary or permanent reduction or elimination of some or all IT privileges. The appropriate penalties shall be determined by the applicable disciplinary authority in consultation with the Systems Administrator.

E. Legal Liability for Unlawful Use. In addition to district discipline, Users may be subject to criminal prosecution, civil liability, or both for unlawful use of any IT System.

F. **Appeals.** Users found in violation of this policy may appeal or request reconsideration of any imposed disciplinary action in accordance with the appeals provisions of the relevant district procedures.

VII. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

VIII. USER NOTIFICATION

All users shall be notified of the school district policies relating to Internet use.

This notification shall include the following:

Notification that Internet use is subject to compliance with school district policies.

Disclaimers limiting the school district's liability relative to:

Information stored on school district diskettes, hard drives or servers.

Information retrieved through school district computers, networks or online resources.

Personal property used to access school district computers, networks or online resources.

Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.

A description of the privacy rights and limitations of school sponsored/managed Internet accounts.

Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.

Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student or the student's parents.

Notification that should the user violate the school district's acceptable use policy, the student's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

IX. PARENT RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

X. Oral Policy

From time to time an oral policy may be issued by the District School Board, Administrative Staff, or the System Administrator and will be enforceable under these policy guidelines until such time as this policy can be amended to include the oral policy.

XI. Use of Smees Public School District property away from school.

All staff, students, visitors, and community members are responsible for ensuring technology does not leave campus. Anyone taking unauthorized equipment off campus will be subject to school disciplinary action, and/or appropriate legal action may be taken.

All school owned I.T. equipment will need to be first approved by the acting superintendent. Once permission is granted, the user must then visit the Technology Coordinator to sign out for a specific device. The only exception will be the machines that are specifically assigned to staff. These machines are configured with the required off-site web-filter for compliance with CIPA regulations.

.XII. Electronic Device Policy

DEFINITION

Cell phones should not be seen, heard or utilized once you enter the classroom. If cell phones contain music the classroom teacher will determine if they may be used in the classroom to listen to music.

Students who use cell phones to bully or harass through text or social media during school will lose the privilege of bringing the cell phone to school and the issue will be referred to the school policy regarding bullying or harassment.

Students taking photographs, videos, or any other type of recording without permission will also lose the privilege of bringing their cell phone to school and will face other disciplinary action.

Other electronic devices (IPODS, cameras, IPADS, etc.) should not be seen, heard or utilized in the classroom without permission of the classroom teacher. Music volume levels should be as such that they are not heard by another student and causing a distraction. No electronic devices or headphones will be visible when entering the classroom.

If a student refuses to turn over the electronic device to a staff member the issue will then turn

into a discipline referral and the appropriate consequences will be followed with our discipline matrix.

After school tutoring, make up time and 21st CCLC are all extensions of the school day and the same rules apply during these programs as during the school day.

Consequences for violating the above regulations:

- 1st Offense - Confiscated until the end of the next school day.
- 2nd Offense - Parents must come in to the office and pick up the phone after the next school day.
- 3rd Offense - Parents must come in to the office and pick up the phone after the 4th school day.
- 4th Offense- Student will lose the privilege of bringing these electronic devices to school.

Examples: If a device is used against this policy on a Friday, the student would not get their device until Monday after school.

XIII. Remote Access to systems.

Any user accessing the district's systems remotely is responsible for any intentional or unintentional damage, security breaches, loss of information, hardware or software corruption caused by use of the remote connection. It is the user's responsibility to ensure that no introduction of damaging software is entered into the system while connected remotely. Users may only access the systems via a secure connection as determined by the System Administrator.

XIII. Right of enforcement

If any part of this policy is found to be unconstitutional in any legitimate court of law, the Smee Public School District reserves the right of enforcement of any remaining part of this policy.

TECHNOLOGY USE AGREEMENT

STUDENT: I have read and understand the school district policies relating to acceptable use of the school district's networked computer system, the Internet, and other technology. I agree to abide by these policies and understand that any violation of the policies above may be unethical and may constitute a violation of law. I am also aware that access my to the schools network is granted solely for educational purposes. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

Students Full Name (please print): _____

Students Signature: _____

Students Grade: _____ Date: _____

PARENT OR GUARDIAN: As the parent or guardian of this student, I have read the school district policies relating to acceptable use of the school district's networked computer system, the Internet, and other technology. I understand that this access is designed for educational purposes. I also recognize it is impossible for the school district to restrict access to all controversial material. I will not hold the school district, its employees, or agents responsible for materials acquired on the internet by my child. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct. I also understand that ***the school district will put my phone number on the School Reach calling list and use my child's image in media and materials defined below by default.*** I'm aware it is my responsibility to clarify on this form if I want my phone number withheld or if I want to deny permission to use my child's image.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

Phone Number: () - _____ - _____ Date: _____

SCHOOL REACH: This service is used to contact parents and community members concerning school events. These events include program changes, conference dates, community events, sporting announcements, and weather related incidents. The school may possibly contact your household at a time you may consider inconvenient. It is also possible that a message may be sent to your household in error. In the event this happens, your above signature will be used clarify you understand these conditions and that you agree to these terms. Please check the box below to opt out. (NOTE: Leaving both boxes unchecked will enroll you into the School Reach program by default.)

- I want to be contacted via School Reach.
- I don't want to be contacted via School Reach.

PARENTAL RELEASE FOR MEDIA RECORDING: Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images such as those on the school district's website. (NOTE: Leaving both boxes unchecked will allow permission by default.)

- Grant permission to use my child's image.
- Deny permission to use my child's image.

9. Distance Learning Policy

Smee School District encourages college-bound students to enroll in any upper-level classes that are not a part of district curriculum. It is also the intent of the district to make sure distance learning opportunities are accessible to those students who require credit recovery options in order to graduate.

Any distance learning course offered must meet the approval process of the Department of Education.

The Smee School District will elect to use distance learning to address these areas:

- Students who encounter **scheduling conflicts**.
- Students who want to take **courses** not offered in their resident district.
- Students looking for **advanced** coursework.
- Students needing **credit recovery** due to failure, illness or other issues.
- **Home school students** wishing to take advantage of virtual coursework.
- Schools **not able to find qualified staff** to teach a particular course.

The Smee School District reserves the right to deny a student's request to take a distance learning course.

Distance Learning Definition: The Smee School District recognizes distance learning as the incorporation of technologies so that students can "attend" classes and training sessions that are being presented at a remote location or "off-site". Access to the course is gained through technology such as the Internet, and/or interactive videoconferencing. This includes the APEX distance learning courses and the DDN tele-courses.

Students will receive credit for distance learning courses. While the course provider issues the grade for a course, the Smee School District will issue any credit associated with the course. The distance learning program does not grant credit or diplomas.

The Smee School District's policy for Distance Learning addresses all aspects of the distance learning process. Academic, Fiscal, Geographic, Governance, Student Behavior, Site Coordinator Designee, Student Protocol and Student Policy are outlined within the policy. The Technology Committee is responsible for reviewing this policy and making changes when needed.

Rapid advancements in technology will undoubtedly create new methods for providing and delivering distance education. Therefore, policies and procedures that impact distance education will continuously change and these guidelines reflect the latest developments at the time of printing.

ACADEMIC:

1. Academic Calendars: The starting and ending dates for Apex and DDN classes as well as other holidays, in-service days, or non-class days will be determined by the Distance Learning Coordinator.
2. Late Starts: If the Smee School District starts late, it would attempt to teach any classes that are scheduled.
3. School cancellation: When the Smee schools are cancelled or closed due to inclement weather or unforeseen circumstances, Apex and DDN classes are cancelled. The teacher will determine necessary class adjustments for that particular day.
4. Course quality: We adhere to the state standards and aligned course guidelines.

5. Course and program evaluation: This program will follow the established course assessments for the Smee School District.
6. Credits earned: To be determined by Distance Learning Coordinator or educator.
7. Grading: Students will be graded according to the Smee School Districts established grade system.
8. Admission: Enrollment will be determined by the space available.
9. Curriculum review: All courses offered will follow the established curriculum review procedure.
10. Approval process: The Distance Learning Coordinator will assure that students have the class pre-requisite requirements and the ability necessary to be successful in the program.

FISCAL, GEOGRAPHIC, AND GOVERNANCE:

1. Tuition rates: Tuition rates for classes by the Smee School District will be determined by the Smee School District School Board on a yearly budget review. The fee does not include materials or textbooks. **The deadline for registration is the spring prior to the start of the class.** Registration is considered complete when the Smee School District principal receives student registration form and the principal sends confirmation. For all drops the receiving school will pay full cost of the registration.
2. Consortia agreements: This agreement will function solely for Smee School District use. If at a later date a consortium is developed, an addendum to this agreement will be considered.
3. Contracts with collaborative associations: Partnerships and associations will be considered. A cooperative agreement may be with, but is not limited to, surrounding school districts:
4. Board oversight: The policy will be Smee School District School Board approved.
5. Administration cost::
 - a. A teacher will be paid a stipend per semester or per hour based on the type of class. Compensation will be determined and negotiated by the Smee School District School Board.
 - i. A stipend/extra duty pay will be determined by the Smee School District Board on a yearly budget review to be paid for delivery of a class during normal/outside class instruction.
 - ii. Release time for training instructors and class preparation will be determined by the Smee School District. Teachers new to the interactive system will receive training prior to teaching. The opportunity to do visitation to other sites doing similar instruction. Professional leave will be at the discretion of the site administrator. Smee School District will pay the cost of substitute pay and transportation to visit another site.

STUDENT BEHAVIOR:

See responsibilities of Smee School District Students in Their Use of the Network. Each student taking a class will sign a student contract which outlines expected behavior.

FACULTY:

1. Class requirements, grading, make-up requirements, schedules, etc. will be provided by the teacher or Distance Learning Coordinator. These policies will be the policies of the Smee School District; if you have questions, see your local site administrator.
2. The rate for the teacher stipend will be set by the Smee School District Board of Education.

SITE COORDINATOR/ DESIGNEE:

1. The site coordinator will be the primary contact for all matters dealing with distance learning courses. The Majority of duties will be completed by the site coordinator. Site coordinator responsibilities include/ but are not limited to.
 - a. Supervise the setup of classroom, including cameras, microphones, and computer equipment *The School Technical coordinator will be available to assist in this process in DDN equipment hookups.*
 - b. The Distance Learning Coordinator will monitor student progress in the course and proctor any related assessments.
 - c. Collect assignments from students and fax, mail, or delivery, copy and distribute the materials to students as required by the host teacher.
 - d. Collect assignments from students and fax, mail, or deliver them to the host teacher (if applicable) as required.
 - e. Safeguard all testing materials received.
 - f. Provide supervision of students during testing as needed.
 - g. Assist students in contacting host teacher (If host teacher exists) outside of normal class time by phone or conference.
 - h. Receive updates and information regarding further programs; distribute this information within school district as needed.
 - i. Participate in meetings for administrators to exchange information.
 - j. Inform host teacher of any special health or learning disability needs of remote students.
 - k. Inform host teacher of any disciplinary actions regarding remote students.
 - l. Coordinate the downloading of classes for known absences when remote site does not have class and class is still being conducted by the host.
 - m. Make daily contact over DDN with the host teacher at beginning or end of each class.
 - n. The completion of all documentation related to distance learning will be the responsibility of the Distance Learning Coordinator.
 - o. The Distance Learning Coordinator along with the HS/EL Principals will make sure that distance learning classes are the best option available for each individual student.
 - p. Issue any credit associated with the course upon completion
 - q. Make sure students follow protocol, policy and procedures related with distance learning.
 - r. Make all necessary attendance data entries into the DDN Infinite Campus database.
 - s. Must designate a time for asynchronous courses and make sure students attend courses at designated time.
 - t. Should students require a live tutor or teacher the distance learning coordinator needs to provide it.
 - u. Must monitor students at all times when taking online courses. It is the responsibility of the distance learning coordinator to make sure students are on task.
 - v. Consult with guidance counselor, principals, and students regularly about recovery credit options and course options through distance learning for students. (Including complete course offerings from Dial, E-Learning, Apex, etc.)
 - w. Provide direction and training for teachers in the effective use of digital learning tools and class options for students both on and off campus.
 - x. Delegate distance learning responsibilities to other staff members should the instance arise.

STUDENT PROTOCOL:

The following procedures will ensure effective classes:

- a. Microphones should be positioned nearby the students. When talking to the teacher, state your name and location. Leave your microphones on mute when not speaking.
- b. Assume you are on camera at all times and can be recorded; therefore, act appropriately. Stay in view of the camera at all times. Failure to do so is considered a disciplinary referral.
- c. Each school has a local class facilitator/coordinator who will assist you in collection of papers, tests, etc. and getting additional help as you request.
- d. Notify the teacher at the start of the class if you need to be excused.
- e. Class requirements, grading, make up requirements, and policies will be that of the host school.
- f. Handouts and materials will be provided to you by your site coordinator or available online.
- g. It is your responsibility to have materials as provided; see your coordinator or principal for assistance. Your coordinator will be responsible for mailing, faxing, or delivering materials; however, you are responsible to turn in these items to the coordinator by the due date. Whenever possible, work will be emailed or submitted online.
- h. On the first day of class, teachers will give alternatives for contacting him/her for assistance.
- i. In the event that the network should fail or disconnect, contact your site coordinator for assistance.
- j. If you have any questions in regard to student guidelines or procedures, contact your site coordinator, principal or teacher.

STUDENT POLICY:

This document enables students and parents to clearly understand the responsibilities of a distance learner. If students have any questions, they should contact a teacher, a system administrator, or school administrator. Students taking distance learning courses must be aware that.

- a. Insubordination will not be tolerated. Insubordination has been defined as anything that interferes with teaching or learning in the classroom.
- b. Inappropriate language or gestures will not be tolerated.
- c. The two-way audio/video classes may be taped.
- d. Students will sit within camera view at all times.
- e. Students will handle the equipment in the classroom appropriately.
- f. Students will schedule make-up work and tests with the teacher.
- g. Students will follow classroom rules as specified by the teacher.
- h. The distance learning classrooms may be monitored.

10. Three Year Telecommunications Services and Equipment

USAGE POLICY: The Smee School District provides telecommunications services to both staff and students for personal use on a conditional basis. Students must receive permission from a staff member before phone use is allowed. Personal calls are allowed for emergency or important family circumstances. Any non-emergent personal phone call should be very

short in duration. Telecommunications services are intended primarily for school related business.

TELECOMMUNICATIONS EQUIPMENT:

Voice: The Smee School District currently utilizes West River Telecommunications as the vendor for all local and long distance services and also for the district DSL circuits. We currently have a total of fifty voice lines and one fax line. The phone system is run off of a small Vodavi XTS switch. All classrooms are equipped with a digital handset for telecommunications services.

Data: The Districts router is provided by the state (SDN / BIT). Firewall management is handled locally by the technology coordinator in collaboration with SDN/ BIT. The schools router is handled entirely by the state. The school currently has a wireless access point in the library and one in the high school technology lab. The District currently has switches in the main building and at the alternative site. The switches are a mix of managed and unmanaged hardware (see inventory for switch models). All equipment is protected by APC battery backups in case of power fails/or surges.

The Schools firewall is handled locally, This includes management and purchasing.

Video: The district utilizes the ONSSI camera system. This 15 camera system is setup through the main building.

MAINTENANCE/ UPGRADING/ REPLACING EQUIPMENT: To ensure efficient operation of the districts system(s), the vendor is contacted in a timely manner when repairs or additional extensions/lines are needed. If maintenance needs to be performed on telecommunications equipment usually the technology coordinator will perform this task. If the technology coordinator is unable to perform this task the vendor will be contacted. The Technology Committee will evaluate the Districts telecommunications services. Should equipment need updating or replacement the technology committee will recommend sufficient equipment to replace the outdated hardware.

FUTURE PLANS/ EXPANSION: The Technology Committee will assess the telecommunications services of district yearly. Should the Technology Committee find the need for expansion, a necessity funding will come from the General Technology Fund. In this case, different vendors will bid for the contract. Vendors generally will be selected on the price of their services and quality of their product.

11. E-rate Document Retention Policy

The Smee School District retains E-rate documentation, to the extent applicable, for five years after the last date of service. Last date of service is the last day of the service delivery period of the E-rate funding year for recurring services. Last date of service for equipment purchases funded through E-rate is the latest date of (1) date of purchase of equipment; (2) installation date; or, (3) the date of the E-rate funding commitment decisions letter.

12. Internet Safety Policy

(ADOPTED TO COMPLY WITH THE CHILDREN'S INTERNET PROTECTION ACT AND SOUTH DAKOTA CONSOLIDATED STATUTES SECTION 22-24-55)

I. Introduction:

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5), and South Dakota Consolidated Statutes Section 22-24-55 require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. This policy is adopted to implement these state and federal requirements.

II. Internet Safety

It is the policy of the Smee School District to protect computer users from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator.

- a) The Smee School District has implemented a technology protection measure that blocks access to inappropriate matter such as child pornography, obscene material and material that is harmful to minors.
- b) In order to protect their safety and security of its students, network users are prohibited from revealing personal information to other users when engaging in online activities including but not limited to chat rooms, email, social networking web sites.
- c) All network users are prohibiting from hacking and engaging in any unlawful online activity.
- d) All network users are prohibited from disclosing or disseminating personal information without proper authorization regarding minors.
- e) All network users are prohibited from accessing sites or online materials that are blocked by the technology protection measure.

III. Implementation of Technology Protection Measure

- a) All computers owned by the Smee School District must be equipped with a technology protection measure.
- b) Adult users may request the Technology Protection Measure to be temporarily disabled in order to conduct bona fide research or for another lawful purpose. The Technology Protection Measure must be re-activated as soon as the adult finishes using the computer for the authorized bona fide research or other lawful purpose.

IV. Acceptable Use Policy

Each network user shall be required to sign an Acceptable Use Policy annually in the form prescribed by the Superintendent or his/her designee. The Acceptable Use Policy shall implement this Internet Safety Policy. Violation of this policy and/or the Acceptable Use Policy shall be subject appropriate discipline and sanctions.

V. Monitoring of Online Activities

It shall be the responsibility of all personnel of this organization to monitor students' online activities and use of the network to ensure that their use is in compliance with CIPA and this Internet Safety Policy.

VI. Cyber bullying and Appropriate Online Education

Students will be educated annually about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response. The implementation of this provision is delegated to the Superintendent who shall report annually to the Board on the educational activities undertaken to comply with this subsection.

The Smee School District will utilize the curriculum provided by Learning.com to educate students about online safety. Here is the material that covers the State Requirements, NETS, and SD State technology standards as they pertain to appropriate online behavior:

1. Online Ethics (Discussion)-D
2. Acceptable Use Policy Video (Activity)-A
3. Sourcing and Ethics (Lesson)-L
4. Examining Content (Activity)-A
5. Acceptable Use Policies (Discussion)-D

Students that do not receive the curriculum as stated above will be instructed during a school assembly.

VII. Definitions Used in this Policy:

- a) *Minor*: The term "minor" means any individual who has not attained the age of 17 years.
- b) *Obscene*: The term "obscene" is defined as material – (1) the dominant theme of which, taken as a whole, appeals to the prurient interest; (2) which is patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct; and (3) lacks serious literary, artistic, political, or scientific value.
- c) *Child pornography*: The term "child pornography" is a visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.
- d) *Harmful to minors*: The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that—(i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an

- actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and, (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- e) *Technology protection measure:* The term "technology protection measure" means a specific technology that blocks or filters Internet access to the material that is obscene, contains child pornography and/or is harmful to minors.
 - f) *Computer:* Any electronic device that has the ability to connect to the Internet including but not limited to desktop computers, laptop computers, tablet computers and electronic book readers.

13. Collaboration with Adult Literacy

Not Applicable

14. Evaluation

The technology plan review is an ongoing process to be updated annually by the technology committee. The committee will review and make recommendations for purchases, which will be presented to the school board for approval. The Technology Plan does require approval from the District School Board. This document is a workable document. The data contained in this plan is relevant to the Smee School District. It is important to note that this document is in no way binding to the Smee School District. This plan and the data elements contained within are always subject to approval by the Smee School District's Superintendent and the School Board.

Should the Technology Committee find that a revision to this plan is necessary they will submit the revision to the Technology Coordinator. The Technology Coordinator will submit the revised plan to the Department of Education after being approved by the Smee Board of Education. The Smee School District has no policy in place that would restrict its staff from submitting a revision to the Department of Education. However revision submissions will need to coincide with the guidelines from the Department of Education.

Results of annual student, staff, and parent surveys will inform us of needs for technology in the district and will help to measure the impact of technology on student performance. Annual surveys of recent graduates will keep us informed of how well technology skills are transferred into the work force.

Attachment (Public Internet Safety Meeting- Minutes)

Signup For Internet Safety Meetings
1. Margie Hauer - Jan 29, 2014
Rich K Gb - 013014

Valerie Hood Shield Jan. 29, 2014

1. Would like refresh course of review Margie
Rules that get changed should be brought attention.