

Catoosa County Public Schools
Ringgold, Georgia

Strategic Plan: Technology Plan
July 1, 2015 – June 30, 2020

Superintendent
Denia Reese

Technology Director,
Steve Sawyer
706-965-2297
ssawyer@catoosa.k12.ga.us

Components for System-Level Technology Plan

I. Vision for Technology Use

Compose an overall mission and/or vision which describes the steps the LEA is taking to ensure all students/teachers have increased access to technology. Include a list of specific vision statements for system educational improvement over a three year period.

II. Current Reality

Identify your data sources. What data does your technology inventory survey tell you? Compose a narrative analyzing the gap in access to technology across the district. Address the following groups— instructional, administrative, parent/community, system readiness/system support—personnel/resources.

a. ***Elementary***

b. ***Middle***

a. ***High School***

b. ***Strategic Objectives, Focus Areas and Action Steps***

III. Communication and Marketing

c. Describe strategies to share system progress, disseminate evaluation results, encourage broad stakeholder involvement, and market the role technology can have in helping students achieve in innovative ways. How are we sharing what we are doing? How can we show that the way we are sharing is meeting our needs? How are we encouraging more people to be actively involved with the system?

III. Professional Development

a. Describe how the local education agency will provide professional development and ensure that specific funds like E Rate and other resources are spent on scientifically and/or evidence based practices in relation to the purchase of technology and technology tools.

Appendices

Table of Contents

- I. Vision for Technology Use4
- II. Current Reality5
 - Instructional Technology Use.....6
 - Instructional Gap Analysis.....8
 - Administrative Technology Use9
 - Administrative Gap Analysis9
 - Parent/Community Uses of Technology10
 - Parent/Community Gap Analysis10
 - Strategic Objectives, Focus Areas, Action Steps12
- III. Communication and Marketing.....20
- IV. Professional Development21
- V. Appendix.....22
 - Acceptable Use Policy.....22
 - Interoperability Procedures27
 - Internet Safety Policy27

Board Agenda Policy Adoption 30

I. Vision for Technology Use

Compose an overall mission and/or vision describes the steps the LEA is taking to ensure all students/teachers have increased to technology. Include a list of specific vision statements for system educational improvement over a three year period.

The mission of Catoosa County Public Schools is to be a student-focused learning community, where excellence is expected from staff and students, every day, without exception. Along with our vision statement that states Catoosa County Schools will prepare every child to reach their full potential, so they graduate prepared to be good citizens and leaders of the future. The Catoosa County Public Schools Technology Services Team desires to provide support for our school community members which will allow technology to be continually integrated into instruction. The Technology Services Team's goal is for technology to be a key tool that school staff members use to improve academic excellence.

All system goals and objectives were developed through a thorough strategic planning process. The current strategic plan will expire in the spring of 2020. The process began with the establishment of a vision and mission from the Board of Education, the establishment of strategic goals and objectives from the Central Office and the development and refinement of action steps from the school stakeholders. The technology goals were developed as a part of this strategic planning process. An AdvancED review team will visit in the spring of 2017 to assess our strategic plan and make recommendations. The strategic plan has six key areas:

- Maximize academic achievement so every student graduates prepared for college or a career.
- Create and maintain school cultures and facilities that are safe, orderly, and nurturing to support teaching and learning.
- Encourage stakeholder engagement by maintaining strong partnerships with families, businesses, faith-based groups and community organizations to provide a system of support for students and families
- Recruit, develop, retain, and reward a premier workforce.
- Optimize district performance and student success by maintaining effective, efficient and innovative support systems.
- Manage fiscal resources effectively and efficiently to achieve strategic plan objectives while being good stewards of taxpayer resources.

A key component of the strategic planning process is the district's 1:1 initiative called Let's Get CONNECTed. The initiative calls for all students in kindergarten through second grade to receive an iPad for use at school and students in grades three through twelve to receive a Chromebook. The students in grades three through eight will work on their Chromebook at school while students in grades nine through twelve will be able to take their Chromebook home as well as use at school. In order for our students to be prepared for college and career opportunities once they graduate from high school, they need to be competent and capable in the use of technology. Our students can achieve this through consistent and widespread use of technology.

Therefore our stakeholders placed technology use through instruction an important component of the districts strategic planning process. A second key component of the Strategic Plan in the area of technology is the establishment of CatoosaU. The district will hire one student on a part time basis to assist with the implementation and technology support for Let's Get CONNECTed.

II. Current Reality

Identify your data sources. What does your technology inventory tell you? Compose a narrative analyzing the gap in access to technology across the district. Address the following groups—instructional, administrative, parent/community, system readiness/system support—personnel/resources.

Data Sources

Catoosa County Schools uses the following data sources to evaluate technology decision making.

- Catoosa County Strategic Plan
- Annual budgeting process to evaluate:
 - Spending by line item (hardware/software, support)
- Technology inventory submitted to the Georgia Department of Education
- WASP inventory reports
- Review of funding resources
- Gap analysis of hardware by school
- Instructional technology cohort team meeting minutes
- Parent Portal usage statistics
- Support requests from the district help desk

Instructional Technology Use

Elementary Schools

There are ten elementary schools in Catoosa County and all utilize a variety of instructional technology resources. School technology resources consist of desktop and laptop computers, electronic whiteboards, projectors, iPads and Chromebooks as well as other mobile learning technology devices.

All students have access to a variety of instructional software via the network or Internet. The resources provide the students with valuable learning opportunities and teachers with valuable diagnostic information that is used for instructional planning. The elementary schools have a computer lab and additional computers or mobile learning devices available in the media centers and classrooms. The previous strategic plan in combination with ESPLOST focused on all elementary schools upgrading their network infrastructure to 1 GB capacity as well as having a wireless solution installed. The ESPLOST and strategic planning also resulted in all elementary classrooms having 21st Century components. Each classroom is now equipped with an electronic whiteboard, projector and laptop for each teacher.

Middle Schools

There are three middle schools in the district. Each of the middle schools in Catoosa County is equipped with computer labs and classrooms which may have workstations available. The computer labs are available to teachers and each school has a lab for connections classes to aid students in the development of business application skills. The media centers at each middle school also feature additional computers. All students have access to a variety of instructional software via the network or Internet. The resources provide the students with valuable learning opportunities and teachers with valuable diagnostic information that is used for instructional planning. The previous strategic plan in combination with ESPLOST focused on all middle schools upgrading their network infrastructure to 1 GB capacity as well as increasing their wireless capacity capabilities. The ESPLOST and strategic planning also resulted in all middle school classrooms having 21st Century components. Each classroom is now equipped with an electronic whiteboard, projector and laptop for each teacher.

High Schools

There are three traditional high schools in Catoosa County. All high schools feature computer business labs, media center computers and wireless labs. Classrooms also provide additional workstations for student access. The business labs and vocational labs address curriculum from business application skills to drafting and graphic arts and design. All students have access to a

variety of instructional software via the network or Internet. The resources provide the students with valuable learning opportunities and teachers with valuable diagnostic information that is used for instructional planning. The high schools are utilizing the APEX learning platform resources for instruction and remediation as well as a credit recovery software piece. There are two non-traditional high schools in Catoosa County. The Performance Learning Center and the Catoosa Online Academy offers Catoosa County students content delivery in an alternative setting that is technology centered. Content is delivered through APEX. Students in these specific programs spend the majority of instructional time engaged in the use of technology. The previous strategic plan in combination with ESPLOST focused on all high schools upgrading their network infrastructure to 1 GB capacity as well as having their wireless capacity capability increased. The ESPLOST and strategic planning also resulted in all high school classrooms having 21st Century components. Each classroom is now equipped with an electronic whiteboard, projector and laptop for each teacher.

All Schools

Catoosa County Public Schools are CONNECTed to the internet through the K-12 network and utilize a 100 Mbps connection at each site while the district WAN has a 1 GB connection with each site. The district data center is housed in a commercial data center providing the district with improved performance across the entire network. Currently there are 713 classrooms with 7082 potential instructional computing devices which calculates to a student to computer ratio of 1.53 students per device. All schools participate in using digital formative assessment tools to monitor progress toward the Georgia Milestones. The district uses common benchmarks to evaluate student growth throughout the year as well as monitoring individual student progress. All schools have access to Google Apps for Education suite of tools. Additionally GAFE contains the Google Classroom tools so that all teachers can make classroom content available to all students on an anywhere, anytime basis. All teachers also have access to SchoolinSites which provides a website for all schools and teachers. All schools have access to the State Longitudinal Data System. The system is also working with an E Rate consultant to maximize the potential of technology funding resources.

Instructional Gap Analysis

The development of the district's strategic plan built upon the goals achieved in the previous plan. The district utilized ESPLOST, E Rate and grant opportunities to upgrade the capacity of the network (both wired and wireless) as well as establish district classrooms with 21st century components for all classrooms. The district also utilized the bandwidth upgrade provided by the Georgia Department of Education. The combination of these factors has fostered an increase in the use of technology inside and outside the classroom. With the increase in demand for instructional technology tools, training for teachers has been and will continue to be a focus. The district has formed an Instructional Technology Cohort Team made up of representatives from each school. The team formed in the 2014-2015 school year and the group meets monthly. A key component of this group is the attendance by members at the GaETC conference with redelivery within the district. An important goal of the group is to develop trainers who can help support the growth of instructional technology as the district moves toward the Let's Get CONNECTed 1:1 initiative. The group provides invaluable feedback and support for training that occurs within each building. The group is led by members of the district technology team and the Coordinator of Professional Learning. The most important piece of the Let's Get CONNECTed initiative is building a strong instructional base. Catoosa County Schools is also providing all staff with an Instructional Fair to start to begin each school year. Instructional technology continues to be a focus of the fair.

In order to prepare for Let's Get CONNECTed the district has initiated pilot programs throughout the district that featured an iPad classroom and several Chromebook classrooms. The pilot classrooms provided schools with device scaling and staff training opportunities in order to be better prepared for the district initiative. Some schools have increased their device availability for students through various funding sources while others have not been able to do so. The district passed another ESPLOST in the spring of 2016 to provide each school with 1:1 device density for all students. The current plan for distribution involves grades K-2, elementary Chromebooks grades 3-5, middle school Chromebooks grades 6-8 and high school Chromebooks in fall of 2017. CCPS recognizes that the increase in the amount of technology will result in sustained training for staff.

Administrative Technology Use

Administrative technology for Catoosa County Public Schools consists of student data information software, finance and human resource software, inventory software and child nutrition software. Catoosa County Schools uses Infinite Campus as its student information system. The software is web based and allows real time updates with on demand access and seamless backup of student demographics and offsite. The student information system allows for a central entry point which results in cleaner data for improved reporting and analysis. Infinite Campus provides the system with many built in features and the ability to build custom reporting services to meet stakeholder needs. In the fall of 2016 the district will begin to implement the SWISS system for discipline data analysis. Each participating school will enter discipline data into the system and use the software tools to analyze incidents and develop strategies to reduce overall incidents.

Catoosa County uses Munis from Tyler Technologies as its finance and human resource software. The use of Munis allows the system to combine employee resources into one application. The application allows employees to check important information within the Self-Service feature of Munis. Employees have access to pay and tax information as well as other areas. The school system has made available to the community an online job application feature. Internally Munis has allowed the system to work more efficiently through a series of workflows and approvals to streamline important business functions.

The school system uses WASP as its inventory software. The inventory management system provides analysis from a system and school level. The system will allow analysis of our system's technology on a detail level helpful for planning purposes. The child nutrition software is called Meals Plus. Meals Plus a web based system for real time data transfer and an efficient means of managing and reporting data for the school nutrition department. The district also utilizes the transportation system software called VersaTrans. The software allows the transportation department to schedule bus routes, track important vehicle information and schedule school field trips. The evaluation of staff takes place in the Teacher Effectiveness System and administrators use the platform to record formative and summative evaluations.

Administrative Gap Analysis

The main software platforms for our administrative personnel revolve around Infinite Campus, Virtual Asset Manager, Munis and VersaTrans. The Munis package is undergoing an upgrade as well as module addition and user interfaces will change and as a result there will be a need for additional training in order to continue daily business practices. The VersaTrans system is currently implementing the field trip and vehicle maintenance tracking portion of the program. There will be training needs for users when these modules become operational. Infinite Campus continues to upgrade and training for users is ongoing. Additionally, there will be training needs related to the introduction of

the SWISS system for administrative personnel. Training has been ongoing for administrators in the Teacher Effectiveness System and each year the district provides guidance and training as TKES updates or changes. The district administration will also have an opportunity to become part of the RESA regional data warehouse. RESA and Otis Ed recently partnered to work with districts on the development of a data warehouse. Training will be required in order to maximize the use of the warehouse.

Parent/Community Uses of Technology

In order to promote a successful communication link with our parents and community, Catoosa County Public Schools uses several means of communication. Infinite Campus provides a secure web access to grades, attendance and other important information. Each school maintains a website and teachers have access to SchoolinSites. Teachers have the ability to communicate with parents through e-mail while the district and all of our schools utilize a text messaging service called Schoolcast. Additionally the schools have begun to utilize social media through Twitter to communicate school events and other important notices.

The school district communicates the entire strategic plan process and progress through the web based application from E Board. The E Board software provides on demand access to board meetings, policies, strategic plan initiatives and action steps and a balanced scorecard. The district scorecard displays progress on action steps and strategies which are driven by the strategic plan.

Parent/Community Gap Analysis

The Infinite Campus parent portal is a very valuable feature to the school system. Parents and students have account access so that they can access their information on their internet ready device at any time. Current analysis shows use of the parent portal is highest in the middle grades and high school while the lowest areas are in the elementary grades. Barriers to increased use of the portal include limited internet access in some areas of our community.

The area of school websites continues to be evaluated as instructional technology continues to change where learning can take place in the classroom. The system moved to SchoolinSites in order to provide all schools and teachers with a common website platform. In 2014-2015 the school system began to offer training on Twitter for schools and teachers in order to supplement the school website information. More training is needed but current indications have shown Twitter to be a valuable means of transmitting important updates and information to our stakeholders. Schools have also indicated additional social media outlets such as Facebook so the district is planning on providing training to schools for the establishment of a school page. In order to consolidate a variety of social

media and other communication tools the district will explore the use of a district app to unify communications for stakeholders.

The use of Google Apps for Education has also changed the delivery of classroom content and potential for additional classroom tools for students and parents. More training is needed but initial district wide integration of GAFE and Google Classroom has been successful. The number of users and documents created continues to increase. The district will continue to explore the functionality of GAFE to utilize parent notification features when this becomes available.

Strategic Objectives, Focus Areas and Action Steps

Focus Area: Effective and Efficient Processes and Systems

Focus Area 1:	Optimize district performance and student success by maintaining effective, efficient, and innovative support systems.			
STRATEGIES	ACTION STEP	TIMELINE	FUNDING SOURCE	PERSON RESPONSIBLE
Streamline the flow of information throughout the system and increase efficiency by transforming paper forms into electronic images.	Continue the implementation of the Tyler Content Management System and Dashboard in the areas of Finance and Human Resources	2015-2017	Local Funds	Director of Technology Coordinator of Technology Support Services
Streamline the flow of information throughout the system and increase efficiency by transforming paper forms into electronic images.	Develop a plan to transition the student enrollment process to a digital process	2016-2018	Local Funds ESPLOST	Director of Technology Coordinator of Technology Support Services Student Services 504/Enrollment Coordinator
Streamline the flow of information throughout the system and increase efficiency by transforming paper forms into electronic images.	Develop an plan for the update and capture of student permanent record files to a digital process	2017-2020	Local Funds ESPLOST	Director of Technology Coordinator of Technology Support Services Student Services 504/Enrollment Coordinator
Streamline the flow of information throughout the system and increase efficiency by transforming paper forms into electronic images.	Continue the maximization of the student information system (Infinite Campus) student portal record options.	2015-2017	Local Funds ESPLOST	Director of Technology SIS Coordinators

Focus Area: Effective and Efficient Processes and Systems

Focus Area 1:	Optimize district performance and student success by maintaining effective, efficient, and innovative support systems.			
STRATEGIES	ACTION STEP	TIMELINE	FUNDING SOURCE	PERSON RESPONSIBLE
Evaluate processes and procedures and develop plans to eliminate duplicate processes and improve efficiency	Continue the implementation of the Tyler Content Management System and Dashboard to improve the efficiency of daily business operations.	2016-2018	Local Funds	Director of Technology Coordinator of Technology Support Services
Evaluate processes and procedures and develop plans to eliminate duplicate processes and improve efficiency	Review the student enrollment process to develop a plan for streamlining the process including the capturing of hard copy records.	2016-2017	Local Funds ESPLOST	Director of Technology Coordinator of Technology Support Services Student Services 504/Enrollment Coordinator
Evaluate processes and procedures and develop plans to eliminate duplicate processes and improve efficiency	Review the bus transportation notification system options for parents and develop a plan to maximize the options into existing school software.	2016-2018	Local Funds	Director of Technology Coordinator of Technology Support Services Operations Director
Evaluate processes and procedures and develop plans to eliminate duplicate processes and improve efficiency	Develop a plan to enhance school system communication options beyond the school website presence.	2016-2017	Local Funds	Director of Technology Communication Specialist

Focus Area: Strategic Use of District Resources

Focus Area 2:	Optimize district performance and student success by maintaining effective, efficient, and innovative support systems.			
STRATEGIES	ACTION STEP	TIMELINE	FUNDING SOURCE	PERSON RESPONSIBLE
Provide a sustainable infrastructure and resources to support technology by increasing network capacity, updating hardware & software, and providing technology training and support.	Continue the network capacity upgrade for the Georgia DOE 100MB per school broadband initiative	2015-2016	E-Rate Awards	Director of Technology Coordinator of Technology Support Services
Provide a sustainable infrastructure and resources to support technology by increasing network capacity, updating hardware & software, and providing technology training and support.	Establish and maintain a Technology Cohort Group to provide training and support for the integration of technology instruction.	2015-2020 (ongoing)	Local Funds Professional Learning	Director of Technology Coordinator of Technology Support Services Professional Learning Coordinator
Provide a sustainable infrastructure and resources to support technology by increasing network capacity, updating hardware & software, and providing technology training and support.	Establish pilot groups within schools to review hardware and software for the purposes of evaluating effective classroom instructional tools.	2015-2020 (ongoing)	ESPLOST E-Rate Awards	Director of Technology Coordinator of Technology Support Services Professional Learning Coordinator

Provide a sustainable infrastructure and resources to support technology by increasing network capacity, updating hardware & software, and providing technology training and support.	Upgrade the wireless capacity at each campus	2015-2020	ESPLOST E-Rate Awards GOSA Grant	Director of Technology Coordinator of Technology Support Services
Provide a sustainable infrastructure and resources to support technology by increasing network capacity, updating hardware & software, and providing technology training and support.	Research the feasibility of upgrading the network to meet the recommendations of the Digital Learning Task Force (10 GB WAN and LAN)	2017-2018	ESPLOST E-Rate Awards GOSA Grant	Director of Technology Coordinator of Technology Support Services
Develop a plan for a one-to one technology initiative to provide students opportunities to communicate, collaborate, and participate in rigorous learning activities – anywhere/anytime	Ratio of student to digital devices for learning	Annual Hardware Inventory WASP Inventory Software	ESPLOST	Director of Technology Coordinator of Technology Support Services
Provide a sustainable infrastructure and resources to support technology by increasing network capacity, updating hardware & software, and providing technology training and support.	CCPS E-rate application will be filed annually to apply for discounts on WAN and CCPS VOIP systems.	USAC Status Reporting Website	Eligible E-rate funding – contingent upon USAC funding Local Funds	Director of Technology Coordinator of Technology Support Services E Rate Consultant

<p>Focus Area 2:</p>	<p>Optimize district performance and student success by maintaining effective, efficient, and innovative support systems.</p>			
<p>STRATEGIES</p>	<p>ACTION STEP</p>	<p>TIMELINE</p>	<p>FUNDING SOURCE</p>	<p>PERSON RESPONSIBLE</p>
<p>Develop a plan for one-to-one technology initiative to provide students opportunities to communicate, collaborate, and participate in rigorous learning activities-anywhere, anytime.</p>	<p>Establish pilot groups within schools to review hardware and software for the purpose of evaluating effective classroom tools in one environment.</p>	<p>2015-2016</p>	<p>Local Funds Professional Learning</p>	<p>Director of Technology PL Coordinator</p>
<p>Develop a plan for one-to-one technology initiative to provide students opportunities to communicate, collaborate, and participate in rigorous learning activities-anywhere, anytime.</p>	<p>Establish and maintain a Technology Cohort Group to provide training and support for the integration of technology instruction within a one to one environment.</p>	<p>2015-2020 (ongoing)</p>	<p>Local Funds Professional Learning</p>	<p>Director of Technology PL Coordinator</p>
<p>Develop a plan for one-to-one technology initiative to provide students opportunities to communicate, collaborate, and participate in rigorous learning activities-anywhere, anytime.</p>	<p>Review pilot cohort feedback for software and hardware to recommend for Let's Get CONNECTed</p>	<p>2015-2016</p>	<p>E-Rate Awards</p>	<p>Director of Technology PL Coordinator</p>

<p>Develop a plan for one-to-one technology initiative to provide students opportunities to communicate, collaborate, and participate in rigorous learning activities-anywhere, anytime.</p>	<p>Purchase and configure the hardware/software recommended for Let's Get CONNECTed</p>	<p>2016-2018</p>	<p>ESPLOST</p>	<p>Director of Technology Coordinator of Technology Support Services Technology Services Staff</p>
<p>Develop a plan for one-to-one technology initiative to provide students opportunities to communicate, collaborate, and participate in rigorous learning activities-anywhere, anytime.</p>	<p>Develop and implement a plan for the distribution and maintenance of the Let's Get CONNECTed initiative.</p>	<p>2016-2018</p>	<p>ESPLOST</p>	<p>Director of Technology Coordinator of Technology Support Services Technology Services Staff</p>

Focus Area: Strategic Use of District Resources

GOAL 1:	Optimize district performance and student success by maintaining effective, efficient, and innovative support systems.			
STRATEGIES	ACTION STEP	TIMELINE	FUNDING SOURCE	PERSON RESPONSIBLE
Provide a sustainable infrastructure and resources to support technology by increasing network capacity, updating hardware & software, and providing technology training and support.	Continue the network capacity upgrade for the Georgia DOE 100MB per school broadband initiative	2015-2016	E-Rate Awards	Director of Technology Coordinator of Technology Support Services
Provide a sustainable infrastructure and resources to support technology by increasing network capacity, updating hardware & software, and providing technology training and support.	Establish and maintain a Technology Cohort Group to provide training and support for the integration of technology instruction.	2015-2020 (ongoing)	None Needed	Director of Technology Coordinator of Technology Support Services Professional Learning Coordinator
Provide a sustainable infrastructure and resources to support technology by increasing network capacity, updating hardware & software, and providing technology training and support.	Establish pilot groups within schools to review hardware and software for the purposes of evaluating effective classroom instructional tools.	2015-2020 (ongoing)	ESPLOST E-Rate Awards	Director of Technology Coordinator of Technology Support Services Professional Learning Coordinator
Provide a sustainable infrastructure and	Upgrade the wireless capacity at each campus	2015-2020	ESPLOST E-Rate Awards GOSA Grant	Director of Technology

resources to support technology by increasing network capacity, updating hardware & software, and providing technology training and support.				Coordinator of Technology Support Services
Provide a sustainable infrastructure and resources to support technology by increasing network capacity, updating hardware & software, and providing technology training and support.	Research the feasibility of upgrading the network to meet the recommendations of the Digital Learning Task Force (10 GB WAN and LAN)	2017-2018	ESPLOST E-Rate Awards GOSA Grant	Director of Technology Coordinator of Technology Support Services
Develop a plan for a one-to one technology initiative to provide students opportunities to communicate, collaborate, and participate in rigorous learning activities – anywhere/anytime	Ratio of student to digital devices for learning	Annual Hardware Inventory WASP Inventory Software	ESPLOST	Director of Technology Coordinator of Technology Support Services
Provide a sustainable infrastructure and resources to support technology by increasing network capacity, updating hardware & software, and providing technology training and support.	CCPS E-rate application will be filed annually to apply for discounts on WAN and CCPS VOIP systems.	USAC Status Reporting Website	Eligible E-rate funding – contingent upon USAC funding Local Funds	Director of Technology Coordinator of Technology Support Services E Rate Consultant

III. Communication and Marketing

Describe strategies to share system progress, disseminate evaluation results, encourage board stakeholder involvement and market the role of technology can have in helping students achieve in innovative ways. How are we sharing what we are doing? How can we show that the way we are sharing is meeting our needs? How are we encouraging more people to be actively involved with the system?

Catoosa County Public schools employs a communication specialist to help the school system effectively communicate with all stakeholders. The communication specialist works with the Superintendent's office to issue regular press releases and communicate with the district personnel through digital newsletters called the District Connection and Board Bulletin. The district and schools maintain a web presence through SchoolinSites. In order to increase communication avenues the district is promoting the use of Twitter at each school along with the introduction of Facebook pages at each school. The district is also in the process of developing an app to consolidate district communication for availability on mobile devices. This communication avenue supplements the information on the school websites to provide timely updates and announcements.

The district website features updated press releases, department information, and links for parents and staff members. The district has a parent portal and currently the operational features include district and school notices, schedule and grades information, assessment scores for the previous school year, emergency contacts, attendance information, calendar and several other features key to student progress. The district also communicates to all stakeholders the strategic plan and its progress through the online E Board software and the district website. The E Board application provides the full strategic plan and each component and action step while being available at all times online. The software features a graphical interface progress dashboard and a balanced scorecard aligned with the strategic plan. The district also makes the balanced scorecard available in download form at the district level as well as each school maintaining their version of the balanced scorecard.

The importance of technology was recognized by our stakeholders through our recent development of the five year strategic planning process and development of keys needs for ESPLOST. The community indicated through a community survey process the need for updated technology as well as recognizing this need was one of the systems greatest challenges. In order to meet these challenges the system set technology priorities for the upcoming 2017 ESPLOST vote. The planning for this ESPLOST featured many stakeholder meetings with the community and finalized with the inclusion of the Let's Get CONNECTed initiative as a key portion of the ESPLOST campaign.

IV. Professional Development

Describe how the local education agency will provide professional development and ensure that specific funds like E Rate and other resources are spent on scientifically and/or evidence based practices in relation to the purchase of technology and technology tools.

The current focus of professional development in the area of technology was developed through a strategic plan process to help meet the mission and vision of the district. The mission and vision were developed from the stakeholders during a very thorough process. The key focus of professional development is building a strong instructional foundation for the Let's Get CONNECTed initiative.

Technology integration will be deployed through the use of a district Instructional Technology Cohort Team. The team is made up of representatives from each school and they are led by members of the district technology team and professional learning coordinator. The goal of technology integration places an importance on utilizing technology to enhance standards based instruction to improve academic performance. Therefore training will focus on utilizing technology applications to deliver the Georgia Performance Standards as well as prepare for the implementation of the Georgia Standards of Excellence. The district is also sponsoring an Instructional Fair to start each school year. The fair is modeled after the GaETC conference. Members of the district cohort team attend the conference and some members of the cohort committee attend the GAFE Summits as they are offered.

Professional Learning Gap Analysis

The primary area of concern is the delivery of services to our district personnel. The absence of an instructional technology specialist limits the opportunities and frequency for successful, sustainable training. The district is focusing on closing this gap by establishing the district cohort technology team and local school technology teams. The purpose of the district team is to gather input and feedback, test and pilot new technologies and provide building level support for the Let's Get CONNECTed initiative. The system has also successfully increased the attendance of teachers and administrators to the GaETC conference. This conference allows the district to receive training for current and new instructional technology techniques. Most importantly the district has replicated this conference locally by hosting a whole district instructional technology fair along with mini sessions that focus on GAFE and specific tools that are important to the Let's Get CONNECTed initiative. The attendance has been near capacity for all sessions offered locally.

Appendix

Technology Protection Measure

The Catoosa County School System uses a PaloAlto Networks firewall with Web filtering database as a technology protection filter.

COMPUTER ON-LINE SERVICES SUPERINTENDENT'S RULE

CODE: IFBG-R
DATE: 07/15/04
RESCINDS: IFBG-R
Date: 05/04/99

CATOOSA COUNTY PUBLIC SCHOOLS Internet Acceptable Use Policy

Electronic Resources: Policy – Instruction

The Catoosa County Schools Board of Education recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, the Catoosa County Public School district will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The district's technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives.

The Board directs the Superintendent or designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

Legal Reference

Illegal activities are strictly prohibited, according to Georgia Code 16-9-93 as it pertains to computer theft, computer trespass, and computer invasion of privacy, computer forgery, and computer password disclosure. Violation of Georgia Code 16-11-37.1 as it pertains to dissemination of information through a computer or computer network includes any picture, photograph, drawing, or verbal description designed to encourage, solicit or promote terrorist acts and/or threats.

Electronic Resources: Procedure

These procedures are written to support the Electronic Resources Policy of the board of Education and to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy: successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term

impact on an individual's life and career. Expectations for student and staff behavior online are no different than face-to-face interactions.

Network

The district network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the district.

Acceptable network use by district students and staff includes:

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
- Participation in blogs, wikis, bulletin boards, and groups and the creation of content for podcasts, e-mail and web pages that support educational research;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- Staff use of the network for incidental personal use in accordance with all district policies and guidelines;

Unacceptable network use by district students and staff includes but is not limited to:

- Personal gain, commercial solicitation and compensation of any kind;
- Liability or cost incurred by the district;
- Downloading, installation and use of games, audio files video files or other applications (including shareware or freeware) without permission or approval from Technology Department Staff.
- Support or opposition for ballot measures, candidates and any other political activity;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software, and monitoring tools;
- Unauthorized access to other district computers, networks and information systems;
- Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacture);
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; and
- Attaching unauthorized equipment to the district network. Any such equipment will be confiscated.
- Employees are not permitted to use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system. CCPS reserves the right to inspect any personal device brought onto CCPS property.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

Internet Safety: Personal Information and Inappropriate Content

Students and staff should not reveal personal information, including a home address and phone number, on web sites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium. Students and staff should not reveal personal information about another individual on any electronic medium. No student pictures or names can be published on any class, school or district web site unless the appropriate permission has been verified according to district policy. If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

It shall be the responsibility of all members of the Catoosa County Schools staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act. As required by the Children's Internet Protection Act, Catoosa County Schools will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene, pornographic or harmful to minors in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed; filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;
- Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;
- E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;
- The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district computers;
- Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and
- Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

Copyright

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

All student work is copyrighted. Permission to publish any student work requires permission from the parent or guardian.

Network Security and Privacy

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account, for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password. The existence of a password does not provide an expectation of privacy.

These procedures are designed to safeguard network user accounts:

- Change passwords according to district policy;
- Do not use another user's account;
- Do not insert passwords into e-mail or other communications;
- If you write down your account password, keep it out of sight;
- Do not store passwords in a file without encryption;
- Do not use the "remember password" feature of Internet browsers; and
- Lock the screen, or log off, if leaving the computer.
- Never allow a student to use a computer unless they are logged on under their own account or are using a generic student account (elementary).

Student Data is Confidential

District staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

No Expectation of Privacy

The district provides the network system, e-mail and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- The network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;
- Internet access; and
- Any and all information transmitted or received in connection with network and e-mail use.
- No student or staff user should have any expectation of privacy when using the district's network. As noted previously, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable state and federal laws and School System rules, policies, and procedures on confidentiality

Disciplinary Action

All users of the district's electronic resources are required to comply with the district's policy and procedures with or without a signed agreement. Violation of any of the conditions of use explained in the Electronic Resources Policy or in these procedures could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.

Privileges --Additionally, access to the Internet and electronic resources is a privilege, not a right. Therefore, users violating the Catoosa County Board of Education's acceptable use policy shall be subject to revocation of these privileges and potential disciplinary action.

**USER AGREEMENT/DENIAL FORM
FOR INTERNET/ON-LINE SERVICES**

**CODE: IFBG-E
DATE: 07/15/04
RECINDS: IFBF-E
DATE: 05/04/99**

**Catoosa County School District Internet/Network
User Agreement Authorization Form**

**Catoosa County School District Electronic Resources
Use Agreement Authorization Form**

User Authorization:

I hereby certify that I have read and understand the Catoosa County School District Standards for Acceptable Use of the Internet/Network. As a user of the Internet/Network at this school/building, I hereby agree to comply with the Standards for Acceptable Use of the Internet/Network. I will use the Internet/Network in a responsible fashion while honoring all rules and restrictions. I understand that any violation may revoke my access privileges or invoke disciplinary action and/or appropriate legal action.

User Name (print): _____

School Name: _____

User Signature: _____ Date: _____

**Parent or Guardian Authorization:
(Must be completed if user is a student)**

As the parent or guardian of the above-named user, I hereby certify that I have read and understand the Catoosa County School District Standards for Acceptable Use of the Internet/Network. I understand that this access is designed for educational purposes and that my student's school and the School District have taken available precautions to control controversial material. However, I also recognize it is impossible to restrict access to all controversial materials, and I will not hold Catoosa County School District responsible for materials acquired on the Internet. With that understanding, I hereby give permission to the Catoosa County School District to provide Internet/Network access to my student. I further agree to indemnify and hold harmless the Catoosa County School District, its employees and agents, from any and all claims arising from or related to my child's use or misuse of the Internet/Network, and waive any and all claims I may have against the District for such use or misuse.

Parent or Guardian (print): _____

Signature: _____ Date: _____

Parent/Guardian Consent for Student Publication to Appear on the Internet

I/We have read and fully understand the Terms and Conditions of the Catoosa County Public Schools Internet Acceptable Use Policy. As the parent/guardian of _____ (STUDENT'S FULL NAME), I/we give permission for said student to publish and communicate information and for said student's publication to appear on the Internet.

Signature Relationship to Student Date

Parent/ Guardian Consent for Photograph to Appear on the Internet

I/We have read and fully understand the Terms and Conditions of the Catoosa County Public Schools Internet Acceptable Use Policy. As the parent/guardian of _____ (STUDENT'S FULL NAME), I/We give permission for said student to publish and communicate information and for said student's photograph to appear on the Internet.

Signature Relationship to Student Date

Catoosa County Schools

Date Adopted 9/4/2007
Last Revised 5/1/2012

System's procedures to ensure interoperability and redeployment of older equipment

Catoosa County Schools has established policies to govern interoperability. These policies govern networking OS, hardware, wiring and productivity software. Networking architecture is setup using Novell Netware and Windows NT platforms. The county strictly uses PC platform and Microsoft operating systems for computer workstations. Workstations are upgraded, as funding is available with a bidding process done twice a year. All bidding guidelines and procedures are posted on the county web site. The county uses guidelines from the state and other sources for new hardware

configurations. Wiring is 10/100 Cat 5 in all schools and has recently been upgraded to fiber optic Gigabyte backbone and 100 base-T to classrooms. Productivity software is Microsoft Office and is upgraded as new software and funds are available. New software is selected based on interoperability with networking operating systems, hardware specifications and bandwidth requirements.

Instructional software is based on curriculum needs in the schools and the InTech professional development module. Academic needs as discussed in the Strategic Plan are used to drive the selection process. Each school technology committee decides based on individual needs which academic software to purchase.

New hardware is added each year, as funds are available. Continued use of older equipment is based on operability with current software and networking systems.

Legacy equipment is upgraded or discarded to recycling centers if upgrading is not cost effective.

Board Policy

Descriptor Code: IFBGE

Internet Safety

The Catoosa County Board of Education recognizes that information systems, such as the Internet, offer vast, diverse, and unique resources to both students and teachers that should promote educational excellence in our schools. The intent of this policy is to ensure that all uses of the Catoosa County Schools Internet/ network connections are for support of education and research and are consistent with the goals and educational philosophy of the school system.

The school system believes that the staff should provide guidance and instruction to students in the appropriate use of Internet resources. There should be trained adult supervision and the Internet use should be curriculum-related. Each student who is granted individual Internet access should be instructed as to the proper use of the Internet, including security precautions. Before using the Internet with classes, teachers should have at least four to ten clock hours of Internet-specific instruction. The Internet-specific instruction will include the use of book marked sites, and the limitations on search engines and e-mail.

Teachers will employ the same supervision and care in determining appropriate use of the Internet as is used with other instructional materials. Guidelines for appropriate use include language that addresses the importance of following all local, state, federal laws, including copyright laws, when using the Internet; the importance of complying with Internet etiquette, including privacy and appropriate language use; appropriate educational uses of the Internet; need for notification to parents regarding individual Internet access; need for parental permission before a student uses the Internet; and possible disciplinary consequences for violating the guidelines or any other school rules established for Internet use. It shall be the responsibility of all members of the Catoosa County Schools staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. As required by the Children's Internet Protection Act, Catoosa County Schools will educate minors about

appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

The Catoosa County School District shall utilize a technology protection measure as that item is defined in the Children’s Internet Protection Act (CIPA) of 2000. This technology protection measure shall restrict access to visual depictions that are obscene, pornographic or harmful to minors, as those terms are defined in CIPA. A user who accidentally connects to an inappropriate site must immediately disconnect from the site and notify a teacher or supervisor. If a user sees another user accessing inappropriate sites, he or she should notify a teacher or supervisor immediately. With the knowledge that no filter or protection measure is foolproof, the Catoosa County School District strives to provide the most appropriate protection measure possible.

The Catoosa County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Catoosa County School District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, service interruptions and exposure to offensive or threatening material. Use of any information obtained via the Network/Internet is at each user’s own risk. Catoosa County School District specifically denies any responsibility for the accuracy or quality of any information obtained through the Network/Internet services.

Catoosa County Schools

Date Adopted 9/4/2007
Last Revised 5/1/2012

**May Board Meeting 5/1/2012 - 6:00 PM
Board Room 307 Cleveland Street / P.O. Box 130
Ringgold, GA 30736-0130**

**Presiding, Don Dycus, Chairman
Denia Reese, Superintendent**

Meeting Agenda

- A. CALL TO ORDER
- B. PUBLIC PARTICIPATION
- C. RECESS
- D. SHINING STAR RECEPTION
- E. CALL TO ORDER
- F. INSPIRATION/PLEDGE OF ALLEGIANCE
 - 1. Superintendent Reese
- G. APPROVAL OF AGENDA
- H. RECOGNITIONS
 - 1. Shining Stars
 - 2. Superintendent Reese- GSSA President's Award
- I. INFORMATION REPORTS
 - 1. Student Services Report
 - 2. Child Nutrition 2013 Pay Scales
 - 3. Disaster Recovery Update
- J. FINANCIAL REPORTS
- K. ACTION ITEMS
 - 1. 2012-2013 Certified Personnel Packet
 - 2. Human Resource Recommendations
 - 3. Minutes- March 27 & April 10, 2012
 - 4. March Financial Report
 - 5. March ESPLOST Report
 - 6. Field Trip/Requests
 - 7. Child Nutrition 2013 Pay Scales
 - 8. CTAE Textbooks
 - 9. Policy IFBGE
 - 10. Policy IFBG
 - 11. Child Nutrition Price Increases
- L. EXECUTIVE SESSION
- M. OPEN SESSION
- N. ADJOURNMENT