

Colleton County School District

Walterboro, SC 29488



Technology Plan FY 2013-2016

Superintendent
Leila W. Williams

Technology Coordinator
Beth Frank
bfrank@mail.colleton.k12.sc.us

150 Cougar Nation Drive, Suite 8000
Walterboro, S.C. 29488
Telephone: 843-782-4520 Fax: 843-782-4513
<http://www.colletonsd.org>

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Executive Summary

The mission of the Colleton County School District Technology Center is to provide the resources and support necessary for students and staff to safely and effectively use technology to enhance instruction.

Colleton County School District's technology plan was created to support and enhance instruction and learning in all schools in the district. The plan continues to establish the technology support and resources that faculty and students will need to ensure excellent instructional programs. Colleton County School District continues to strive toward technology proficiency for all students and staff members.

Technology use in Colleton County will be driven by the district's strategic instructional goals. The 2013-2016 Technology Plan will support *The District Strategic Plan for 2012-2017* and will use the Strategic Plan as a guide for decision-making and for establishing priorities.

In many areas, implementation of the plan will be dependent on available funding. Grant funding will be pursued to supplement district, state, and federal funding sources.

Colleton County School District's Technology Plan will be closely aligned with the state's technology plan. Efforts will be made by the school district to assure that the state's plan is referenced and followed for the next three years. For standard practices Colleton County School District has aligned their technology standards with ISTE's.

Technology Plan Team Members:

- ❑ Beth Frank, Colleton School District Technology Director
- ❑ Sonya Bryant, Software Support Specialist II, Colleton County Schools
- ❑ Cheryl Rourke, Technology Support Technician, Colleton County School District
- ❑ Mary Jo Fox, District Technology Coach, Colleton County School District
- ❑ Claudia Boensch, Community Member
- ❑ Cliff Warren, Principal, Colleton County High School
- ❑ Bob Pence, Assistant Superintendent, Colleton County School District

Background Information

- **10 Schools plus 5 Additional Sites**
 - 1 Pre-School Center
 - Black Street Early Childhood Center
 - 5 Elementary Schools
 - Bells Elementary School
 - Cottageville Elementary School
 - Forest Hills Elementary School
 - Hendersonville Elementary School
 - Northside Elementary School
 - 1 Middle School
 - Colleton County Middle School
 - 1 High School
 - Colleton County High School
 - 1 Career and Technology Center
 - Thunderbolt Career and Technology Center
 - 1 Alternative School
 - Colleton County Alternative Program (Located at Colleton County Middle School)
 - 5 Additional Sites (Administrative Offices)
 - Technology Center (located within Colleton County High School)
 - District Office
 - Department of Special Services
 - Department of Buildings and Grounds
 - Title I Office

- **6019** Total Students Enrolled in Colleton School District

- **76%** of those students on Free and Reduced Lunch Status

- **195** Students that are English as a Second Language (ESL) students

- **5.0%** Dropouts for the 2011-12 School Year

- **76.3%** graduation rate for the 2011-12 School Year

- Colleton School District had an **86%** E-rate discount

Above data is for the 2011-12 school year unless otherwise indicated. Information was obtained from the District's Report Card.

Technology Mission Statement:

The mission of the Colleton County School District Technology Center is to provide the resources and support necessary for students and staff to safely and effectively use technology to enhance instruction.

Colleton County School District Mission Statement:

The mission of the Colleton County School District is to ensure that all students meet or exceed state standards in preparation to become productive citizens.

Beliefs:

- *All children can learn and be motivated to do so;*
- *Our district and schools should be held accountable for measured student achievement;*
- *Schools should analyze their data to insure that all students meet or exceed state standards;*
- *All people are worthy of respect and deserve equitable opportunities for high quality education in a safe learning environment;*
- *The community deserves a school system that responsibly manages financial, physical and human resources;*
- *Positive home and school relations promote excellence;*
- *A climate of high expectations must exist in all our schools;*
- *All people have the potential and responsibility to be self-disciplined, productive citizens.*

Current State of Technology-Assessment and Needs

Infrastructure

The Colleton County School District believes that student access to technology is necessary to meet the educational needs of the twenty-first century student. The District's Technology Center (TTC) provides technology planning, implementation, maintenance and support of technology hardware and software to meet this goal. A robust, reliable and secure infrastructure is provided for schools and offices consisting of servers, routers, switches, internet circuits, firewall, and filtering software. The district internet circuits are provided by the Division of State Information Technology (DSIT) utilizing services through SPIRIT Telecom and Palmetto Rural Telephone Cooperative to connect our buildings together into one wide area network (WAN). Each elementary school is connected back to the Technology Center with a 10M circuit. The District Office, middle school, high school and vocational school (through a district installed fiber connection to the middle school) are back to the Technology Center with a 100M circuit. District provides DSL circuits connect Adult Education and several district level departments to the district WAN. The circuit providing access from the Technology Center out to the Internet has remained at 30M for the past several years. This has caused a bottle neck and slowness for school internet access. In an effort to ensure instructional website access, the district has blocked video access such as YouTube and uses packet shaping to prioritize websites. Despite these efforts bandwidth utilization reaches the maximum level each day.

In February, 2013 DSIT issued an upgrade of the district's internet circuit from 30M to 100M. Recently established DSIT bandwidth allocation formulas based on student enrollment (100M per 1000 students) make the district eligible for a 600M circuit. The district has been issued an increase to 150M circuit that will be installed during the summer of 2013. DSIT will monitor the usage of the internet circuit and will adjust our bandwidth in increments up to a maximum of 600M. Some equipment upgrades will be necessary to take advantage of the additional bandwidth.

Upgrades are necessary to the district's firewall and packet shaping equipment. The district's firewall equipment is outdated and in need of replacement. Current packet shaping equipment will not support the increased bandwidth and upgrades are required in order to take advantage of the increased bandwidth allocations. Current technology will be evaluated to determine what the firewall, packet shaping and web filtering products are available for a consolidated solution.

The district must seek a new product to replace Instant Messaging services to the district. The current program, E-Pop, is outdated.

Wireless Access

Wireless access was first introduced in the district by providing access in the school media centers. As school funds were available wireless access was expanded to most offices. During the 2012-13 school year wireless access was expanded through the use of e-Rate funds. While coverage is not 100%, the wireless network can be accessed across the campus.

Wireless access will be expanded at all schools to bring wireless access to the classroom. This will be necessary to provide wireless access for mobile technology devices that will be introduced for student use in the district. The district will seek e-Rate funds to help accomplish this goal.

Network Information Resources

Design and support of the IP voice communications, paging systems, electronic communications, software support and data management and parent communication tools are an essential part of the system. Every district classroom is equipped with instructional technology including SMART Boards, ceiling-mounted projectors, and IP phones. Many classrooms have voice amplification systems, document cameras and student response systems. Each teacher is provided with a laptop computer and schools are equipped with multiple computer labs. Support is provided for various school instructional software programs and district programs including Orchard, MAP, Imagine Learning, Scholastic Read 180 and System 44, SMART Notebook, SMART Response, Microsoft Office, V-Brick, ETV Streamline, APEX Learning in addition to administrative software including PowerSchool, Shoretel Communicator, I-Mail, Enrich, Excent, CSI, Edulink AutoDialer and Automated Logic.

Anti-virus software must be upgraded to Kaspersky in order to address the continual attack of malicious viruses and to address system infections as identified by the State DSIT office.

A new district website program will be implemented for maintaining all school and district websites. SCHOOLinSITES products will be used to enhance school and district communication efforts with parents, students, staff and the community. Funding will be provided through e-Rate funds.

The district will convert the current in-house email system, I-Mail, to a hosted solution by SCHOOLinSITES. Funding will be provided through e-Rate funds.

The district will provide E-mail addresses for students in grades 4-12. This will assist the district's efforts to meet CIPA requirements for schools to provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyber bullying awareness and response. By providing district email addresses for students, staff members can monitor the student's use of email and guide and educate them in appropriate online behavior.

Evaluation of additional educational software for enhancement and remediation will be ongoing.

PC Workstations

Colleton County School District has standardized on Dell workstation and laptops.

Due to many years of economic hardship, the district has been limited in addressing technology needs at the school level. While our technology infrastructure has advanced during this time through use of e-Rate funds, the current state of technology in the school and classrooms has declined. We must consider the Smarter Balance Technology requirements in preparation for 2014-15 testing. Most classroom computers are Dell Optiplex GX270 and GX280 models, which are extremely outdated (9-10 years old) and incapable of running current software or current operating systems. These computers need to be retired and removed from the schools. The Dell Optiplex GX520 computers found in the district computer labs and media centers must be removed from these locations and replaced with newer model computers. These computers do not meet recommended technology requirements for Smarter Balanced and cannot be used for testing purposes. However, with upgrades to the RAM, the GX520 model computers could be used in the classroom setting to provide “Internet Only” access for students. While computer labs in a few schools do have newer models of computers, these computers are still approximately 5 years old and do not have sufficient RAM to support newer software programs.

Move all workstations to Windows 7 operating system.

Microsoft will discontinue support for Windows XP next year so the district must work toward getting equipment in place that is capable of running the Windows 7 operating system.

Replacement of Windows XP is also necessary based on guidelines from Smart Balance requirements.

Recommendations for workstation upgrades:

- *Purchase refurbished desktop computers to replace outdated equipment. The purchase of new desktops computers would be preferable to purchasing refurbished computers that are already 3 years old. However, the use of refurbished computers would allow the district to replace some of the most outdated equipment at a lower cost.*
- *Increase RAM in GX700+ models to 4GB.*
- *Establish a plan for desktop computers refreshment to ensure that we address our instructional technology needs. Consideration should be given to multi-year technology refreshment programs that allow equipment to be leased and returned at the conclusion of the lease. Such options would allow equipment to be updated on a regular basis. A 5 year period could be established and phased in across the district.*
- *Mobile devices will be introduced in the district to increase student access to technology.*
- *GX520s should be pushed down for use in the classroom setting for student access at the elementary and middle school level. This provides students with access to a computer in the classroom on a daily basis and at times when mobile devices may not be available.*
- *The district should retire all computers that are model GX280 and below.*

Mobile Technology Devices

The district must increase student access to current technologies in order to prepare our students for the future. The recent visit by the AdvancEd Accreditation evaluation team also noted the need for increased student access to technology. The district will begin a program to introduce mobile technology devices to students for access in the classroom. Teacher training in the effective use of mobile devices in the classroom setting is an essential component in the deployment of mobile devices.

Currently the district has provided iPads for administrators in an effort to educate them on the use and benefits of mobile technology in the instructional setting. The iPad allows immediate access to student information via PowerSchool and are an integral part of the District Safety and Crisis Plan because they provide immediate access to student names, pictures and contact information in an emergency situation.

The district will evaluate various mobile devices to determine which mobile product best suit the needs of our students. Mobile devices must be able to support current district applications as well as providing new instructional opportunities. The ability to run PowerSchool is essential as we encourage our students to take ownership of their education with ability to monitor their coursework and grades on a daily basis. Mobile devices in the hand of students must encourage the use of productivity software such as Microsoft Office to provide skillsets that are essential for their future employability.

The district will implement the use of mobile devices following best practices and pilot programs among all schools.

To begin the initiative, a 20 station iPad cart, relocated from the closed Edisto Beach Elementary School, will be available at Black Street Early Childhood Center.

Telephone System

The district uses a VoIP solution to provide telephony services to the district. The ShoreTel product is used district-wide and is managed by the technology staff. During the last three year period the full implementation of ShoreTel was completed. This fulfilled the vision to have a true district-wide IP phone system with phones in every office and every classroom in the district. Every staff member and teacher are provided with a voicemail account served by centralized distributed voicemail servers.

As funds permit, enhancements to the telephone system will be considered. This will include the installation of distributed voicemail servers at additional schools.

Fax

Fax services are provided through the district's VoIP solution, Shoretel. Fax services were switched from POTS lines to run through the Shoretel system. This allowed the district to save a considerable amount of money.

Future needs for additional fax lines will be added through the Shoretel system.

Integrated Library Systems

The district uses the Destiny Library System, V-Brick and ETV Streamline to provide online resources to students and staff. Destiny provides online catalog and library services for students, teachers and parents are allow access to resources, not only at their school, but across the district. The V-Brick is a video distribution system that provides schools with access to educational broadcast content as well as district created video resources and training materials.

Continue Destiny software support contracts and regular updates.

V-Brick and ETV Streamline server and software must be upgraded to work with Windows 7 operating systems and to provide additional storage capabilities. Maintenance agreements for support must be keep current.

Staff

The District's Technology Center staff provides support for all aspects of technology infrastructure, computer repair, district-wide phone system, school paging systems, software programs, student information systems, planning, training, implementation, website maintenance and many additional services. Staff members hold multiple degrees and certifications. The technology staff constantly seek opportunities to upgrade technology, identify training needs and to improve our ability to respond to the technological needs of the district.

The district received one of seven SC Lottery grants to employ a District Technology coach who works with teachers to enhance and improve the integration of technology in the classroom.

A new electronic work order system was recently implemented to streamline requests for technology repairs and maintenance and to ensure requests are addressed in a timely and helpful manner.

The district's Needs Assessment Survey indicates district faculty members would like to see a faster response time for computer repair requests. In order to decrease response time and increase technology services it is necessary to add additional technology staff. An additional computer technician is needed immediately. This can only be addressed as funds permit.

A School Technology coach should be hired for each school as funds become available.

The Technology Plan:

BELLS

Current situation:

- The lab at Bells has 25 computers which are GX520 computers with 512KB RAM and 40GB Hard drives.
- Half of the classroom computers are GX270s with 256KB of RAM and 40GB hard drives. Half of the classroom computers are GX260s with 256KB of RAM and 20GB hard drives.
- None are under warranty.

Recommendation:

- Replace current computer lab with desktop computers from Edisto Beach. These are GX780s with 2GB RAM and 250 HD. Upgrade RAM to 4GB.
- Remove all classroom computers GX280 or below.
- Increase the RAM on the current lab computers GX520s to 2GB (Approx \$45 each).
- Place the GX520s from the lab with increased RAM into the classrooms.

Results:

- All computers older than a GX520 will be removed from the school.
- Updated computer lab with GX780 computers.
- Update classroom computers.

BLACK STREET

Current situation:

- All computers in the classrooms and lab were purchased 3 years ago from as off lease sales from CDW. The warranty for these computers expired in March 2013. These computers are GX620 with 1GB RAM and 80GB Hard drives. These computers are 6 years old. Some are starting to fail.
- This school will be receiving a 20 station iPad cart from Edisto Beach (6/4/13 – When equipment picked up from EBE discovered 2 iPads have broken screens and 1 has not been returned so that leave 17).

Recommendation:

- Use the current computers in the classrooms to replace lab computers as needed.
- Use iPad Cart to supplement the loss of classroom computers
- Will need to replace lab computers in the future but should be adequate for 2013-14.

Results:

- Lab will stay current
- Mobile devices in classrooms will free up space

COTTAGEVILLE

Current situation:

- Media Center lab – There are a quantity of 23 GX755 computers with the P DUAL CORE E2180/2.0GHZ processor, 1GB RAM and 80GB Hard drive in this lab.
- Lab Room 200 – There are a quantity of 25 GX755 computers with the P DUAL CORE E2180/2.0GHZ processor, 1GB RAM and 80GB Hard drive in this lab.
- Lab Room 116 - There are a quantity of 25 GX755 computers with the P DUAL CORE E2180/2.0GHZ processor, 1GB RAM and 80GB Hard drive in this lab.
- Classroom computers consist of
 - GX270s with the P4 2.66GHZ processor 256KB of RAM and 40GB hard drives.
 - GX280s with the P4 2.80GHZ processor 256KB of RAM and 40GB hard drives.
- Warranties have expired on all computers.

Recommendation:

- Increase the RAM in all GX755 computers in Media Center, Room 116 and Room 200 (total of 73) to 4GB of RAM.
- All classroom computers older than GX520 should be removed from the school.
- Purchase 60 refurbished GX755 computers with 4GB RAM for \$250 each to be placed in the classrooms – 2 per room.

Results:

- Labs 116, 200 and Media Center computers will have increased RAM to 4 GB.
- Working classroom computers – 2 per room.
- All old equipment will be removed from the school.

HENDERSONVILLE

Current situation:

- Computer lab – There are a quantity of 30 GX745 computers with the CORE 2 DUO 1.86GHZ processor, 1GB RAM and 80GB Hard drive. These computers were purchased 12/1/2010 as “off lease” sales from CDW so they are currently 5.5 years old. The warranty for these computers expired in 12/1/2013.
- Media Center has GX280s with the P4 2.80GHZ processor 256KB of RAM and 40GB hard drives.
- Secondary computer lab on back hall consist of 20 GX270s with the P4 2.66GHZ processor 256KB of RAM and 40GB hard drives.
- Classroom computers consist of
 - GX270s with the P4 2.66GHZ processor 256KB of RAM and 40GB hard drives.
 - GX280s with the P4 2.80GHZ processor 256KB of RAM and 40GB hard drives.
- Many office computers are out dated (GX240) and in need of replacement.

Recommendation:

- Purchase 65 refurbished GX755 computers with 4GB RAM for \$250 to replace the Main Lab = 30 computers, Back lab = 20 computers, Media Center = 10 computers, Office = 5 computers.
- Upgrade RAM on computers currently in lab to 2GB of RAM (\$40 each).
- Remove all classroom computers.
- Use remaining lab computers to replace classroom computers.

Results:

- Main Lab, Back Lab and Media Center will have GX755 computers with 4GB RAM and 3 year warranty.
- Office computers will be updated as necessary.
- Working classroom computers.
- All computers older than a GX520 will be removed from the school.

NORTHSIDE

Current situation:

- The main computer lab has 35 computers that are a combination of GX260s, GX270s, GX280s and GX520s. Some machines have 512KB Ram and some have 1GB RAM. The school has moved computers around in the building and caused this hodge-podge of equipment in the lab. The Tech Center had this lab setup with all the same model computers.
- Media Center has GX520 computers with 512KB RAM and 40GB Hard drives.
- The lab in room 110 has GX280 computers. Due to the size of the room the lab is only allowed to have 15 computers. The school has moved additional computers in this lab.
- Half of the classroom computers are GX270s with 256KB of RAM and 40GB hard drives. Half of the classroom computers are GX260s with 256KB of RAM and 20GB hard drives.
- None of the computers in the school are under warranty.

Recommendation:

- Purchase 65 refurbished GX755 computers with 4GB RAM for \$250 to replace the Main Lab = 35 computers, Room 110 lab = 15 computers, Media Center = 15 computers.
- Remove GX260s, GX270s and below from the computer lab and classrooms.
- Upgrade RAM in GX520s from lab and media center to 2 GB (20 machines) and move to classrooms.
- Use the GX280 as needed to fill in lower grade classrooms (would be best to remove these).

Results:

- Main Lab, Back Lab and Media Center will have GX755 computers with 4GB RAM and 3 year warranty.
- Classroom computers are upgraded to GX520s and GX 280.
- All computers older than a GX280 will be removed from the school.

FOREST HILLS

Current situation:

- Forest Hills has 3 computer labs.
- Room 311 – There are a quantity of 29 GX520 computers with P4 2.80GHZ processor, 512 MB RAM and 40 GB Hard Drives. These computers were purchased 1/24/2006. There are not under warranty.
- Room 307 – There are a quantity of 31 GX780 computers with CORE 2 DUO 2.7 GHZ processor, 2GB RAM and 160GB Hard drive. The machines were purchased 8/11/2010. The warranty will end by the time school begins.
- Media Center computers - There are a9 GX520 computers with P4 2.80GHZ processor, 512 MB RAM and 40 GB Hard Drives. These computers were purchased August 2005. There are not under warranty.
- SPICE lab – There are a quantity of 20 computers in this lab. There are 18 GX280 computers with P4 2.80GHZ processor, 256 MB RAM and 40 GB HD. There are 2 GX260 computers with P4 2.80GHZ processor, 256 MB RAM and 20 GB HD.
- 65 classroom computers are GX150, GX240, GX260s, GX270s and GX280s with 256KB of RAM and 40GB hard drives.
- 6 classroom computers are GX745 – these are most likely Special Services classrooms.

Recommendation:

- Purchase 60 refurbished GX755 computers with 4GB RAM for \$250 to replace the Room 311 Lab = 30 computers, Media Center = 10 computers, SPICE Lab = 20 computers.
- Upgrade RAM on Lab 307 to 4GB of RAM.
- Remove computers in SPICE lab and all classroom computers GX280s and below from the school.
- Upgrade RAM in GX520s from lab and media center to 2 GB (38 machines) and move to classrooms – this should be enough for 1 per classroom.

Results:

- Room 311, Media Center and SPICE Lab will have GX755 computers with 4GB RAM and 3 year warranty. Leave Room 307 lab as is.
- Classroom computers are upgraded to GX520s.
- All computers older than GX280 will be removed from the school.

COLLETON COUNTY MIDDLE SCHOOL

Current situation:

- Lab 135 – GX520 (30) – 2GB RAM
- Lab 136 – GX520 (25) – 2GB RAM
- Lab 200 – GX520 (30) – 2GB RAM
- Lab 211 – GX520 (29) – 2GB RAM
- Lab 253 – GX520 (26) – 2GB RAM
- Lab 300 – GX270 (30) – 1GB RAM
- Lab 554 – GX520 (30) – 1GB RAM
- Lab 564 – GX745 (30) – 1GB RAM
- Lab 565 – GX745 (27) – 1GB RAM
- Lab 567 – GX745 (23) – 2GB RAM and GX 520 (8) – 2GB RAM
- Lab above Gym – GX755 (24)
- Media Center
- None are under warranty.
- RAM was upgraded in all labs during the 2012-13 year with reported success with current use.
- Labs are sufficient to run current software. Keyboarding labs only have 1 GB RAM but sufficient if continued use of current software. Any additional software may require upgrade to RAM for these 3 labs.

Recommendation:

Determine if there will be any new software requirements for 2013-14 that may cause a need for upgraded lab hardware.

Room 300 needs to be replaced if it will continue to be used.

Plans for 2014-15 must include replacement of all labs with GX520s computers (170) in order to meet minimum technology requirements for Smarter Balanced testing. The GX520s can be moved to the classrooms to provide students with additional access to technology. Network cabling is in place to support.

COLLETON COUNTY HIGH SCHOOL

Current situation:

Colleton County High School began the 2011-12 school year in a new facility. This school opened with 718 new Dell GX790 computers spread across the school in multiple labs, classrooms and administrative offices. The school currently has

There are 16 regular computer labs. Each lab has 30 workstation and are located in each of the four houses of instruction with two labs on both the first and second floor of the school. Of the 16 labs, half are occupied by an assigned teacher for full-time classroom instruction while the other half of the labs are open labs allowing class lab access for all teachers.

A 30 station art lab is located in the Art department for student access to the current art software.

A 20 station music lab is located in the Chorus room for student access to instructional music software.

The media center has an 18 station computer lab for student and class access. The media center also has 12 workstations for student use and access to the on-line catalog system.

Health Science classes have two classrooms with five workstations in each room.

Limited wireless access is available in the building.

The New Tech program will be implemented at Colleton County High School. The program will be located in one of the houses of instruction. The program will begin during the 2013-14 with eighty 9th grade students in the initial class. Each student will receive a laptop computer. Enrollment will increase each year with the addition of a new freshman class. This area will have full wireless coverage.

Recommendation:

Expand wireless in all areas of the school.

Dell laptops computers will be purchased for every New Tech students each year. The Dell Lease program will be utilized in order to refresh the student laptops at the end of each four year cycle.

TECHNOLOGY PLAN RESULTS FOR SCHOOLS

All computer labs will have adequate hardware for future software needs.

Media center computers would be upgraded and adequate for future software needs.

Classroom computers would be upgraded. The actual number of classroom computers may be reduced but those remaining will be functioning and capable of running Windows 7.

Dell laptops will be leased for a four year period and assigned to each New Tech program student at the beginning of their beginning of their 9th grade year. Student will keep this laptop until they graduate. Each year 80 new Dell laptops will be leased for the incoming New Tech freshman class.

The Technology Vision:

Our vision is to provide the resources and support necessary for students and staff to safely and effectively use technology to enhance instruction.

How the Plan Was Developed:

The plan was developed by our team and an extensive evaluation of all programs and equipment used in the Colleton County School District.

Goals and Objectives for Improving Services:

Goal 1:		
Implement appropriate technology and instructional practices to improve instruction and ensure students use higher order thinking skills.		
Action Plan	Budget Required	Target Completion
a. Create a systemic analysis of the current digital learning environment and implement a framework to ensure embedded, consistent use of digital tools/technology by all students to enhance 21 st century learning.	\$0	Target Dates:
b. Introduce portable wireless technology devices to supplement instruction.	As funds permit	Ongoing
c. Assess student growth with programs such as Viatest or MAP.	\$0	Ongoing
d. Implement remediation using software such as Orchard, My Skills Tutor, Accelerated Reader, Scholastic Read 180 and System 44, and others as deemed appropriate.	As funds permit	Ongoing
e. Implement SCHOOLinSITES e-mail for all students in grades 4-12.	E-Rate funds	August 2013- ongoing
f. Implement school websites and teacher websites to enhance communication and learning.	E-Rate funds	Beginning July 2013 - ongoing
g. Implement New Tech program at Colleton County High School.	Grant funds	Beginning August 2013 - ongoing

Goal 2:		
Infrastructure Improvements		
Action Plan	Budget Required	Target Completion
a. Increase District Internet Bandwidth from 100M as needed to 600M as approved by State DSIT.	As funds permit.	Ongoing
b. Replace remaining Cisco Switches at all sites with new HP switches.	E-Rate funds as available.	As funds permit - ongoing
c. Remove Novell and convert to Microsoft Active Directory Environment.	As funds permit.	Beginning Summer 2013
d. Add wireless Access Points (APs) to increase the number and density of wireless access in the District.	E-Rate funds as available.	As funds permit - ongoing
e. New Tech program requires 100% wireless coverage in designated learning environment.	\$6000	Summer 2013
f. Upgrade, replace and consolidate district Internet equipment for firewall, packet shaping and content filtering	\$75,000	Summer 2013 - ongoing as funds permit
g. Replace current anti-virus software with Kapersky anti-virus software.	\$30,000	Summer 2013 - ongoing as funds permit

Goal 3:

Establish a Technology Refreshment Plan for computers

Action Plan	Budget Required	Target Completion
a. Refresh desktop computers as funds are available. As the move to One to One Computing (Mobile Technology) increases, the number of desktop computers that are needed will decrease but classroom workstations should always be available to provide student access to technology at time when mobile devices are not available.	As funds permit.	Ongoing
b. Introduce handheld/tablet/mobile technology at all schools as funds are available.	As funds permit.	Ongoing
c. Laptop Refresh Program to provide updated equipment for teachers and administrators.	As funds permit.	Ongoing
d. Dell laptops computers will be purchased for every New Tech students each year. The Dell Lease program will be utilized in order to refresh the student laptops at the end of each four year cycle.	\$80,000	August, 2013 August, 2014 August, 2015 August, 2016

Staff Training/Professional Development Strategy: [The plan must have a professional development strategy to ensure that staff knows how to use these new technologies to improve education or School District or Library services;

The district provides staff development training for teachers and administrators in the teaching techniques and strategies needed to implement the district plan for the improvement of student academic performance. The staff development program reflects requirements of Act 135, the EAA, and the National Staff Development Council's revised *Standards for Staff Development*.

All core teachers need to be highly qualified and all teachers are to be certified. It is recognized that teachers need staff development to maximize their effectiveness and to stay informed of the recent trends in teaching. Training needs to be provided to support the instructional initiatives to address the academic needs of our diverse student population.

The following is a list of staff development topics to be addressed at the school and district level:

- STEAM, STEM, and Natural Resources,
- Literacy across the curriculum,
- Character education training,
- Positive Behavior Intervention System (PBIS) training,
- Teaching the at-risk child, and
- Differentiated instruction.
- Computer Lab Curriculum development for K-8
- Smart Products: software, document cameras, response system
- Microsoft Office products
- Other emerging technologies: 1to 1 devices
- School Insites website training
- Online Testing
- Common Core

The district supports research-proven, ongoing, and embedded staff development and will consider various means of satisfying this strategy to include academic coaches, collaboration time, common planning time and teacher reflection. The district understands the need to coordinate student achievement efforts and staff development efforts. The district plans to address the need for coordination by identifying staff to work as School Improvement Specialists (SIS) who will keep the improvement efforts of the schools aligned with the goals of the district.

- a. What are the specific resources and strategies that you plan to implement to ensure that your staff is ready to use and maintain the telecommunications and information technologies? *The Colleton County School District (CCSD) and The Technology Center (TTC) will provide educators the necessary resources and instructional technology necessary to develop skills and competencies to use technology to communicate effectively, achieve high academic standards and develop a level of technology to will enhance and integrate technologies into the classroom and curriculum.*
- b. Who will be in charge of coordinating the professional development activities? *The Colleton County District's Instructional Technology Coach will be in charge of coordinating professional development activities for the entire school district.*
- c. Are there in-service slots set aside for technology-related professional development? *There are several professional development days set-aside that are aligned or embedded within the school district's approved professional development staff calendar. The approved professional development staff days will begin in August 2013, January 2014, and during Mid-year.*
- d. Will the professional development be required for all that use it, or is it optional? If optional, what incentives exist to encourage teachers and librarians to pick up these new skills? *All professional development training is not required by the district for all that use it. Some district level professional development training is optional. However, professional development is required by the state that educators demonstrate a level of technology proficiency and it is expected by the district that teachers demonstrate a level of technology competency while teaching students in the classroom to ensure they are developing 21 century skills. Educators are evaluated on a regular basis through formal and informal assessments tools such as (SAFE-T) new teachers and Induction, Goal Based Assessment (GBA), Instructional Snapshots, walkthroughs, and Explicit Direct Instruction (EDI). These assessment tools ensure teachers are utilizing the various technology provided for instructional purposes. Incentives such as equipment, conference registration fees, and release from other duties in order to develop necessary skills distribute information to local staff.*
- e. What models of professional development would work in your organization to train your staff? *District Staff, District Technology Coach, Online webinars, train-the-trainer models, PowerSchool support, Shortel support, School Dude, School-Insite, Email support, VBrick Support, College and University courses, Direct Instruction from core professional development groups, Video Training, Instructor-Led, Outside vendors according to needs assessments: Apple, Smart Board, and Dell Reps.*

- f. What professional development opportunities and resources exist for your technical staff? *Ed-Tech Conference, PowerSchool University, VBRICK Training videos, Online-Distance Learning, Instructor-Led and (District's Technology Coordinator), PowerSource, Dell Certification, technology support contracts, SMART, ORCHARD, PowerSchool support, School-Insites, Email support, School Dude, Shortel support, and other trainings as funds are available.*
- g. Do you have the resources in house to train these staff members or do they need to go to outside courses, or a combination of two? *A combination of the two: Refer to list above. "E and F."*
- h. What financial and time resources exist to keep the staff-up-to date in learning about new technologies? *Title One, Title 2, E-Learning are utilized to provide up to date training in many areas. The district provides release time for teachers to attend professional development activities.*
- i. What professional development opportunities are available from outside sources (such as service providers, courses at institutions of higher education, conferences, and courses, delivered via distance learning or over the Internet? Courses sponsored by your state education or school district or library agency. *Refer to "A-H and L". The above documentation.*
- j. What professional development opportunities and resources exist for your professional development staff (i.e., librarians) to ensure that they cannot only use the new technologies, but use them to deliver improved School District or Library service? *Refer to "A-H and L". The above documentation.*
- k. What classes or seminars are available to your staff on an ongoing basis within your organization? *Refer to "A-H and L". The above documentation.*
- l. Can your staff meet with others who are already further along in implementing technology in another school district or library? *Yes, we can.*
- m. What professional development is available from service providers? *Apple, Smart, Follett, District Staff, District Technology Coach, Online webinars, train-the-trainer models, PowerSchool support, Shortel support, School Dude, School-Insites, Email support, VBrick Support, College and University courses, Direct Instruction from core professional development groups, Video Training, Instructor-Led, Outside vendors according to needs assessments: Apple, Smart Board, and Dell Reps.*

- n. What professional development opportunities are available from outside sources (such as service providers, courses at institutions of higher education, conferences, and courses delivered via distance learning or over the Internet? Courses sponsored by your state education or school district or library agency. *Refer to “A-H and L”. The above documentation.*

Timeline

[When do you propose to begin your plan? What will you do first, second and third, etc.? The timeline can be broad, i.e., first quarter FY, second quarter FY, or more specific, or both, depending on the technology. For example, you might want to purchase a web server in January, but training may take place throughout the third quarter of your FY. The goal may be to have your new web site up by the first quarter of the next fiscal year.]

Ongoing activities:

- Web Filtering
- Kaspersky (antivirus)
- WAN circuits (bandwidth)
- Destiny Media Manager maintenance/support and Library and Asset Software
- CSI, maintenance support-Business Accounting Package Software
- Excent software/maintenance support (Special Education Software Package)
- Test-View/Enrich maintenance support (Longitudal Test Results Databank)
- VMWare Maintenance/support/upgrade (Virtual Machines)
- Service Associate (E-Rate Consultant)
- PRTC (Landline phone service)

Activities by Fiscal Year:

- Web site training FY: 2013-2014
- Online testing FY: 2013-2014
- Smarter Balance FY: 2014-2015

Budget Summary:

TECHNOLOGY CENTER 2012-2013 BUDGET

<i>Account</i>	<i>Budgeted Amount</i>
Telephone	\$1,500.00
In-System Travel	\$5,000.00
Out-of-System Travel	\$6,500.00
Supplies (Gas)	\$7,541.00
Software License	\$48,500.00
Repairs	\$2,500.00
Tech Supplies	\$11,067.24
Tech Equipment-Supply	\$12,900.00
<i>Total District Money</i>	<i>\$95,508.24</i>

Ongoing Budget Expenses:

- Web & anti-virus licensing
- WAN circuits
- Destiny Media Manager maintenance/support
- CSI+ maintenance/support
- Excent maintenance/support
- Testview maintenance/support
- VMWare maintenance/support
- Service Associates
- PowerSchool support
- Shortel support
- Barracuda Backup System
- School Dude
- SCHOOLinSITES
- Email support
- VBrick support

New Budget Expenses:

To be determined as funds permit.

Evaluation

The plan must include an evaluation process that enables the school or School District or Library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

- a. How frequently will you update the plan? ***Every three years.***
- b. Who is responsible for updating the plan? ***The Tech Plan Committee***
- c. How will you determine if the technology plan was successful in meeting the goals of your institutional plans, i.e. your school district or library service plan? e.g. Interview/survey staff, patrons, other stakeholders; measuring progress made towards the benchmarks you set out in your goals; observations. ***To be addressed during newly planned (3 year) evaluation. To be determined.***
- d. What goals and objectives of the technology plan were you able to meet? To what extent? ***To be addressed during newly planned (3 year) evaluation. To be determined.***
- e. Were there any unexpected outcomes or benefits to having the technology in place? ***To be addressed during newly planned (3 year) evaluation. To be determined.***
- f. What goals and objectives of the technology plan did you meet? Why? Are there ways to overcome these barriers? ***To be addressed during newly planned (3 year) evaluation. To be determined.***
- g. What is the plan for meeting unmet goals and objectives? ***To be addressed during newly planned (3 year) evaluation. To be determined.***
- h. Are there other needs that have emerged since you last wrote/revised your plan? If so, what are they? ***To be addressed during newly planned (3 year) evaluation. To be determined.***
- i. Are there any goals and objectives that are no longer relevant to your situation and should be deleted from the plan? ***To be addressed during newly planned (3 year) evaluation. To be determined.***
- j. What developments in technology have emerged that you can take advantage of to improve school district or library service for your community? How do you identify potentially useful new technologies (e.g. attending conferences, reading publications, networking with peers)? ***To be addressed during newly planned (3 year) evaluation. To be determined.***

Attachment #1: Technology Inventory

Colleton County School District Inventory

	BES	BSECC	CCHS	CCMS	CES	FHE	HES	NSE	TCTC	TOTAL
CPU	90	108	718	472	160	187	139	145	104	2123
OPTIPLEX 7010		1		15	3					19
OPTIPLEX 745	2	5		126	13	6	33	3	64	252
OPTIPLEX 755	1	2		27	85	2	6	5		128
OPTIPLEX 760	2			3		8			17	30
OPTIPLEX 780				5		32		1		38
OPTIPLEX 790	2	7	718		1		2			12
OPTIPLEX 990		2								2
OPTIPLEX GX100										0
OPTIPLEX GX110						1	2		1	4
OPTIPLEX GX150						6	1			7
OPTIPLEX GX240	3	1		23	2	4	7	11	1	52
OPTIPLEX GX260	8			2	1	10	5	14		40
OPTIPLEX GX270	7	7		48	25	41	28	31	11	198
OPTIPLEX GX280	4	4		44	23	38	39	43	2	197
OPTIPLEX GX520	61	17		179	7	39	16	37	8	364
OPTIPLEX GX620		62								62
DOCUMENT CAMERA	2	2	23	14	1	35	3	2		82
IPAD	1	22	5	4	2	2	2	2	1	41
LAPTOP	27	27	134	50	56	55	41	46	25	461
LIGHTSPEED		20	150		30	30				230
PROJECTOR	26	30	150	61	37	29	38	35	7	413
SMART RESPONSE	6	2	5		11	11	12	14		39
SMARTBOARD	19	31	150	58	34	22	30	32	1	377
WIRELESS SLATE			3		3	1	5			12

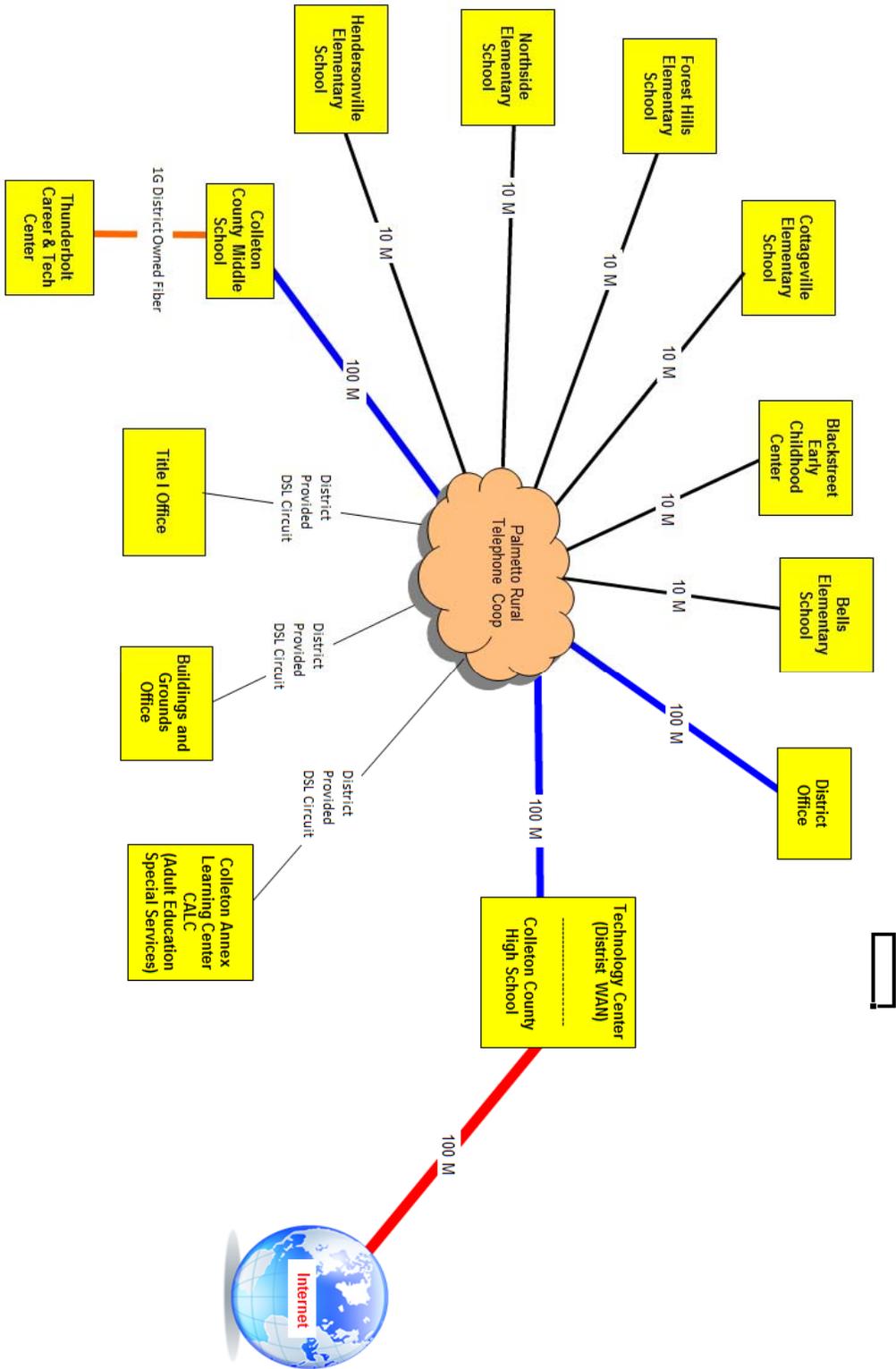
Attachment #2: IT Skills Inventory

Technology Staff Skills

Ability	Skill needed	Skill Available In-House?	Contracted additional tech support?
Technical Staff Skills			
PC Skills			
Install & Configure hardware		✓	✓
Load & update software		✓	✓
Troubleshoot & repair problems		✓	✓
LAN Skills			
Design Network		✓	✓
Install & configure hardware		✓	✓
Load & update software		✓	✓
Troubleshoot & repair problems		✓	✓
WAN Skills			
Install & configure hardware		✓	✓
Load & update software		✓	✓
Troubleshoot & repair problems		✓	✓

Attachment # 3: Network Diagram

COLLETON COUNTY SCHOOL DISTRICT
WAN DIAGRAM



Attachment # 4: Internet Acceptable Use and Internet Safety Policy

Descriptor Term: INFORMATION TECHNOLOGY RESOURCES STUDENT AND STAFF ACCEPTABLE USE AND INTERNET SAFETY POLICY	Descriptor Code: IFBG	Issued Date: 6-12-2012
	Rescinds: IFBG	Issued: 8-19-2008

Student Access

Students are encouraged to use telecommunications to explore educational topics and conduct research related to the student’s assigned curriculum. Students are to abide by “Acceptable Use” and “Network Etiquette” definitions any time they are accessing network resources. Any communication with others via the Internet is prohibited unless this communication is directly related to the student’s current course of study. Student access to the Internet makes available material that may not be appropriate for student’s age or course of study. Colleton County School District will provide a technology protection measure (filter) in an attempt to restrict minor’s access to inappropriate materials, materials harmful to minors and monitoring of online activities of minors.

Colleton County School District will require parental consent prior to students accessing the Internet. An Internet User Permission Slip (IFBG-E) must be signed yearly and kept on file in the media center of the student’s school prior to a student use of any Network Information Resources. The media specialist at each school is responsible for making sure that each student’s AUP is current and on file. Schools will include instruction on acceptable use of computer technology including networks and the Internet. This instruction will include rules, rights, and privileges of network/Internet use. Schools will provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response. Students and parents must agree to comply with these rules, rights, privileges, appropriate online behavior and any other local school rules prior to students being granted computer access.

All student use of computer technology within the school district must support the district's curriculum. The district’s Technology Center as well as the South Carolina CIO office will monitor all network/Internet traffic. The Technology Center is required to block any network traffic on the network it deems as inappropriate. Use of the Internet by any student without a current signed AUP is strictly prohibited.

No student will engage in the following activities while using the Internet:

- Accessing Proxy servers (those web sites designed to bypass the district’s web filter)
- Sending, displaying, or requesting offensive message or pictures.
- Using obscene language. Harassing, insulting, or attacking others. (cyberbullying)
- Physically damaging computers or any vandalism of computer systems or computer networks.
- Violating copyright laws.
- Using others' passwords. Trespassing in others' folders, work, or files.

IFBG - INFORMATION TECHNOLOGY RESOURCES
STUDENT AND STAFF ACCEPTABLE USE AND INTERNET SAFETY POLICY- Page 2

- Intentionally wasting limited resources. Intentionally using the Internet for non-instructional purposes.
- Employing the network for commercial purposes.
- Purchasing something which obligates the school or another party without prior approval.
- Any other activities prohibited by the district, school, or teacher.

Sanctions may include:

- Loss of access to computers. Removal from a class/course which requires computer access.
- Disciplinary action for inappropriate language or behavior consistent with School Board Policies.
- Notification of law enforcement agencies when criminal conduct is suspected.

Employee Access

Employees are encouraged to use telecommunications to explore educational topics, conduct research and communicate with others in a professional capacity. Employees are to abide by "Acceptable Use" and "Network Etiquette" definitions any time they are accessing network resources. Access to Networked Information Resources is a privilege extended to employees. The Colleton County School District requires that each employee sign an Acceptable Use Agreement Form (IFBG-E) prior to using any Networked Information Resources or being granted Internet access. This form must be signed each year and kept on file at the staff members work site. Use of the Internet without a current signed AUP is strictly prohibited. Staff members directly responsible for students are required to monitor students closely while they are on the Internet, and to prohibit surfing of the Internet unless it is directly related to the district's curriculum and to monitor for safety/security of minors when using e-mail, chat rooms, other direct electronic communication.

Employees will not engage in the following activities while using Networked Information Resources:

- Sending, displaying, or requesting offensive message or pictures.
- Using obscene language.
- Harassing, insulting, or attacking others.
- Physically damaging computers or any vandalism of computer systems or computer networks.
- Violating copyright laws.
- Using others' passwords. Trespassing in others' folders, work, or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.
- Any other activities prohibited by their supervisor.
- Unauthorized disclosure, use and dissemination of personal information regarding minors

IFBG - INFORMATION TECHNOLOGY RESOURCES

STUDENT AND STAFF ACCEPTABLE USE AND INTERNET SAFETY POLICY- Page 3

Employees are required to immediately report any breach of this policy by any student or staff.

Sanctions may include:

- Disciplinary action to be determined by their supervisor or the Superintendent of Education.
- Notification of law enforcement agencies when criminal conduct is suspected.

Descriptor Term: INFORMATION TECHNOLOGY RESOURCES STUDENT AND STAFF ACCEPTABLE USE AND INTERNET SAFETY POLICY	Descriptor Code: IFBG-R	Issued Date: 6-12-2012
	Rescinds: IFBG-R	Issued: 8-19-2008

Definitions

Acceptable Use - Acceptable use is always ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the freedom from intimidation, harassment, and unwarranted annoyance. Access to computer systems and networks owned and operated by the Colleton County School District imposes certain responsibilities and obligations on users and is subject to Colleton County School District policies and local, state, and federal laws. Use of other networks or computing resources must comply with the rules governing those networks owned or operated by the Colleton County School District.

Privileges - The use of the networks and their resources is a privilege, not a right, and inappropriate use may result in the severe restriction of privileges. The district's Technology Center will deem what is inappropriate use and their decision is final. Also, the Technology Center retains the right to close an account(s) at any time because of misuse of network resources. The contents of any created in conjunction with the use of this network should not interfere with educational purposes and may be reviewed by any staff members responsible for the user at any time. Parents, or legal guardians, have the right to request to see the logs/content (if possible) of any material created or accessed by their child/children.

Technology Protection Measure (filter) – Specific technology that blocks or filters Internet access. Filters must protect against access by adults and minors to visual depictions that are obscene, child pornography, or harmful to minors. The district's Technology Center can disable the technology protection measure for adults engaged in bona fide research or other lawful purposes.

Cyberbullying – The use of technology to harass, embarrass, intimidate or stalk someone else.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- * Be polite. Use appropriate language. Abusive, vulgar, or any other inappropriate language is not allowed.
- * Sharing personal home addresses and phone numbers and those of other students or colleagues is prohibited.
- * Consider all Internet activities as public. Communications relating to or in support of illegal activities may be reported to the authorities.
- * Report to the appropriate personnel anything you think is inappropriate or makes you feel uncomfortable.

IFBG-R INFORMATION TECHNOLOGY RESOURCES

STUDENT AND STAFF ACCEPTABLE USE AND INTERNET SAFETY POLICY – Page 2

- * Assume that all communication and information accessible via the network is private property and therefore copyrighted.
- * Your password is your private possession and should be treated as such.
- * Assume all your network traffic is being monitored and act accordingly.

The following list represents examples of inappropriate use of Networked Information Resources that are not permitted by the Colleton County School District. These include, but are not limited to, the following:

- * Commercial advertising or unethical/illegal solicitation.
- * Accessing a proxy server with the intent to bypass the district's web filter.
- * Accessing the Internet for inappropriate materials.
- * Accessing a file or web site that contains pornographic or obscene pictures, videos, stories, or Other material: making copies of such material, or distributing or exposing others to such material.
- * Using copyrighted material without permission.
- * Sending or receiving messages that are obscene, profane, racist, sexist, inflammatory, threatening, or slanderous toward others.
- * Creating and or placing a computer virus on the network or any workstation.
- * Sending messages or information misrepresenting the source of the message or information.
- * Sending or receiving messages or information that is inconsistent with the school's conduct code or assists others to violate that code.
- * Harassing others or requesting or distributing addresses, home phone numbers, or other personal information which could then be used to make inappropriate calls or contacts.
- * Sending chain letters or engaging in "spamming" (sending an annoying or unnecessary message to large numbers of people.)
- * Purchasing something that obligates the student or school to another party without prior approval.
- * Attempting to access and/or alter information in restricted areas of any network or in any way violate the confidentiality rights of other users on any network.
- * Failing to report abuses or other conditions that may interfere with the appropriate and efficient use of school resources.
- * Cyberbullying - use of technology to harass, embarrass, intimidate or stalk someone else

Students and Staff are required to report any of the following to his/her teacher or the Technology Center as soon as the following are discovered:

- * Any message, files, web sites, or user activities that contain materials that are in violation of this policy.

IFBG-R INFORMATION TECHNOLOGY RESOURCES

STUDENT AND STAFF ACCEPTABLE USE AND INTERNET SAFETY POLICY – Page 3

- * Any messages, files, web sites or user activities that solicit personal information about you or someone else, or request a personal contact with you or another user. (Asks for your address, phone number, credit card number, Social Security number, or to meet you.)
- * Attempts by any user to abuse or damage the system or violate the security of the network and its resources.
- * Any illegal activity or violation of school policy.
- * Any error messages or problems which indicate that the system is not working properly.
- * Any incidents of cyberbullying.

Warranty - The Colleton County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Colleton County School District will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions obtained via the Internet. All internet access use is at the user's own risk. The Colleton County School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you have identified a security problem on the network, you must notify your teacher or the Technology Center. Do not demonstrate the problem to other users. Attempts to log on to any network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be subject to severe restriction or cancellation of privileges.

Vandalism - Vandalism is defined as any malicious attempt to physically damage hardware or harm/destroy the data of another user. Vandalism is also defined as intentionally damaging or interfering with access to the Internet or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses, deletion or alteration of other user files or applications, removing protection from restricted areas, or the unauthorized blocking of access to information, applications, or areas of the network. Vandalism will result in cancellation of network privileges and other sanctions including notification of law enforcement.

User Privacy - The Colleton County School District reserves the right to examine, restrict, or remove any material that is on or passes through its network, just as it does any other work or material generated or brought to school by staff or students. Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form.

Teacher Created Materials - Teacher created materials located on district equipment will become and remain district property.

Colleton County Schools

Student Acceptable Use and Internet Safety Policy

School Board Policy IFBG-E • Approved June 12, 2012

Students are encouraged to use telecommunications to explore educational topics and conduct research. Access to Information Technology Resources (*desktop computers, file servers, the Internet, computers, software, etc.*) is a privilege extended to students for educational purposes only. Schools will provide for the education of minors about appropriate online behavior, including interacting with other individuals on social network sites and in chat rooms, and cyberbullying awareness and response. The Colleton County School District requires that each student and their parent/guardian sign this form prior to using any Information Technology Resources.

Students will not engage in the following activities while using Networked Information Resources including the Internet.

- o Accessing Proxy servers (those web sites designed to bypass the district's web filter).
- o Sending, displaying, or requesting offensive message or pictures.
- o Using obscene language. Harassing, insulting, or attacking others.
- o Damaging or vandalizing computers, computer systems, or computer networks.
- o Violate copyright laws.
- o Using others' passwords. Trespassing in others' folders, work, or files.
- o Intentionally wasting limited resources. Intentionally using the Internet for non-instructional purposes.
- o Employing the network for commercial purposes.
- o Conducting on-line purchases.
- o Cyberbullying – the use of technology to harass, embarrass, intimidate or stalk someone else.

Students are required to immediately report any of the above violations by staff or students to the building administrator.

Sanctions may include loss of access to computers, dismissal from class/course, disciplinary action consistent with School Board Policies, and/or notification of law enforcement agencies when criminal conduct is suspected.

Network/Internet--Terms and Conditions of Use

Acceptable Use - Access to computer systems and networks owned or operated by the Colleton County School District imposes certain responsibilities and obligations on users and is subject to Colleton County School District policies and local, state and federal laws. *The district reserves the right to use students' pictures and names to promote achievements of individual students on the district/school web site and school publications. Any parent not wishing to have their child's picture/ name placed on the district/school's web site or in other school/district publications should submit a letter to the principal stating that the parent does not wish their child's likeness be placed on any district media.*

Privileges - The use of the networks and their resources is a privilege, not a right, and inappropriate use may result in the loss of or severe restriction of privileges. The district Technology Center will deem what is inappropriate use and their decision is final. The contents of any material created in conjunction with the use of this network should not interfere with educational purposes and may be reviewed by district staff members responsible for the network. Parents or legal guardians have the right to request to see the content of any material created or accessed by their child/children if feasible.

Warranty - The Colleton County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Colleton County School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions obtained via the Internet is at your own risk. The Colleton County School District specifically denies any responsibility for the accuracy or quality of information obtained through it services.

User Privacy - The Colleton County School District reserves the right to examine, restrict, or remove any material that is on district property or passes through the district's network, just as it does any other work or material generated or brought to school by students. Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form. The district's Technology Center as well as the South Carolina CIO office will scan and monitor all network/Internet traffic. The Technology Center is required to block any network traffic on the network it deems as inappropriate.

I have read, understand, and will abide by the Colleton County School District Acceptable Use Policy. I will follow Internet Safety information to protect myself from online risks and dangers in order to stay safe in an online environment. I will notify school authorities if I recognize any incident of cyberbullying or if I receive any inappropriate online communications. I understand that the district's web filter can NOT block all unacceptable Internet content. Because of this fact, I understand that it is my responsibility to use the Internet in a responsible manner. I further understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and I may be subject to other disciplinary actions prescribed by law or School Board Policy. I also understand that violation of this policy can result in total loss of computer/network access which in turn could result in my removal from a class/course that requires such Networked Information Resources access.

Student's Full Name (please print) _____ Date: _____

Parent's Full Name (please print) _____ Date: _____

Student's Signature: _____ Parent's Signature: _____

This form MUST be signed each year and turned into the school's main office.

Colleton County Schools

Employee Acceptable Use and Internet Safety Policy

School Board Policy IFBG – E • Approved June 12, 2012

Employees are encouraged to use telecommunications to explore educational topics, conduct research and communicate with others in a professional capacity. Access to Networked Information Resources (*file servers, e-mail, the Internet, computers, software, etc.*) is a privilege extended to employees for educational purposes. The Colleton County School District requires that each employee sign this form prior to using any Networked Information Resources.

Employees will not engage in the following activities while using Networked Information Resources including the Internet.

- *Accessing Proxy servers (those web sites designed to bypass the district's web filter).*
- *Sending, displaying, or requesting offensive messages or pictures.*
- *Using obscene language. Harassing, insulting, or attacking others.*
- *Damaging or vandalizing computers, computer systems, or computer networks.*
- *Violate copyright laws.*
- *Using others' passwords. Trespassing in others' folders, work, or files.*
- *Intentionally wasting limited resources.*
- *Employing the network for commercial purposes.*
- *Purchasing anything which obligates the school to another party without prior approval.*
- *Unauthorized disclosure, use and dissemination of personal information regarding minors.*

*Staff is required to immediately report any of the above violations by staff or students to the building administrator.
Staff is required to verify the status of a student's AUP prior to allowing student access to network resources.*

Sanctions may include loss of access to computers, disciplinary action consistent with School Board Policies, and/or notification of law enforcement agencies when criminal conduct is suspected.

Network/Internet--Terms and Conditions of Use

Acceptable Use - Access to computer systems and networks owned or operated by the Colleton County School District imposes certain responsibilities and obligations on users and is subject to Colleton County School District policies and local, state, and federal laws. *The district reserves the right to use staff pictures and school contact information of individual staff members on the district/school web site.*

Privileges - The use of the networks and their resources is a privilege, not a right, and inappropriate use may result in the severe restriction of privileges. The district Technology Center will deem what is inappropriate use and their decision is final. The contents of any material created in conjunction with the use of this network should not interfere with educational purposes and may be reviewed by district staff members responsible for the network.

Warranty - The Colleton County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Colleton County School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions obtained via the Internet is at your own risk. The Colleton County School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

User Privacy - The Colleton County School District reserves the right to examine, restrict, or remove any material that is on district property or passes through the district's network, just as it does any other work or material generated or brought to school by staff members. Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form. The district's Technology Center as well as the South Carolina CIO office will scan and monitor all network/Internet traffic. The Technology Center is required to block any network traffic on the network it deems as inappropriate.

Teacher Created Materials - Teacher created materials located on district equipment will become and remain district property.

*I have read, understand, and will abide by the Colleton County School District Acceptable Use Policy. I further understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and I may be subject to other disciplinary actions prescribed by law or School Board Policy. I understand that the district's web filter can **NOT** block all unacceptable Internet traffic and because of this fact it is my responsibility to monitor student use of the Networked Information Resources **AT ALL TIMES**, and that I am responsible for student conduct on computers during these times. I will monitor for the safety/security of minors when using e-mail, chat rooms, and other direct electronic communications*

Employee's Full Name (please print) _____ Date: _____

Employee's Signature: _____ *(this form must be on file at the employee's work site)*

This form MUST be signed each year and turned into the school/site's main office.

Certification Page

I verify that all above components for the Colleton County School District technology plan have been addressed.

Technology coordinator's name: Beth B. Frank

Technology coordinator's signature: Beth Frank 6/24/2013
Date signed

Superintendent's name: Leila W. Williams

Superintendent's signature: L.W. Williams 6/19/2013
Date signed



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

Mick Zais
Superintendent

1429 Senate Street
Columbia, South Carolina 29201

**TECHNOLOGY PLAN APPROVAL FOR DISTRICTS AND SCHOOLS UNIVERSAL
SERVICE PROGRAM**

The South Carolina Department of Education is certified by the Division of USAC to approve technology plans for participation in the Universal Service Program.

The Colleton County School District has a technology plan that meets the standards and criteria outlined in the following checklist.

**THIS TECHNOLOGY PLAN IS VALID THROUGH FUNDING YEARS 2013 to 2016
(7/1/2013) to (6/30/2017)**

A NEW DRAFT PLAN IS DUE TO SCDOE BY: October 31, 2016

A NEW FINAL PLAN IS DUE TO SCDOE BY: March 31, 2017

CHECKLIST

Successful technology plans align overall District service improvement objectives with the following five criteria. To qualify as an approved Technology Plan for a Universal Service Program discount, the plan must meet these criteria. It is critical that technology planning not be viewed or treated as a separate exercise dealing primarily with hardware and telecommunications infrastructure. There must be connections between the proposed physical infrastructure of the information technology and the plan for professional development, curriculum reform, and District service improvements.

1. The plan establishes clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services.
2. The plan has a professional development strategy to ensure that staff knows how to use the new technologies to improve education.
3. The plan includes an assessment of the telecommunications services, hardware, software, and other services that will be needed to improve education.
4. The plan provides for a sufficient budget to acquire and maintain the hardware, software, professional development, and other services that will be needed to implement the strategy for improved education.
5. The plan includes an evaluation process that enables the district and its schools to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.



Bradley Mitchell
Director, Office of Virtual Education

6/25/13

Date