

***Stewart County Schools***  
**Lumpkin, Georgia**

**Three-Year Technology Plan**

**July 1, 2012 – June 30, 2015**

**Stewart County Board Of Education**

**Thereatha Redding, Chairman**

**David Barrett, Vice Chairman**

**John Slaughter**

**Austin Taylor**

**Draft: Dec. 12, 2011**

**Superintendent**

**Floyd Fort**

**Superintendent**  
Floyd Fort

**Local School Principals**  
Joann Chester, Stewart County Elementary School  
Viola Fedd, Stewart County Middle School  
John Hamilton, Stewart County High School

**RESA / ETTC Staff**  
Bunny Harris

**Media Specialists**  
Luanne Long

**Special Education Director** – Dr. Joseph Gardner

**Technology Director** – Bill Haney

### **Teachers**

Teachers in the Stewart County School District are involved in constructing the technology plan in the following ways:

- Representatives serve on School Improvement Planning committees
- Representatives serve on textbook/software adoption committees
- Representatives complete system technology use survey

## Components for System-Level Technology Plan

<i>I. Vision for Technology Use</i>	
Component	
<i>a. District Mission/ Vision and Access</i>	<p><b>Mission:</b> The Stewart County Schools Technology Plan is an effort to ensure that all students and teachers will have access to and use technology as a tool for learning, communication, and collaboration. Engaging students in meaningful learning, which involves challenging, authentic experiences using technology, is embedded in Stewart County Schools’ mission to bring about the greatest amount of the highest quality of learning and success that each student is capable of achieving. Professional development to support teachers with integrating technology and curriculum to meet instructional goals is a key component of this plan. As the system moves toward meeting the goals of this plan, all stakeholders will become more invested in technology and its benefits.</p> <p><b>Vision:</b> The vision for technology use in the Stewart County School System begins with students and teachers and how technology can help improve student achievement. To address student achievement our technology plan focuses on effective strategies for integrating technology into the curriculum at every grade level. The technologies provide opportunities for students to:</p> <ul style="list-style-type: none"> <li>• Expand their awareness of the world</li> <li>• Access information</li> <li>• Increase their inquiry-based and analytical skills</li> </ul> <p>Providing classroom computer access for individuals and cooperative learning groups allows students opportunities for:</p> <ul style="list-style-type: none"> <li>• Instruction</li> <li>• Practice</li> <li>• Review</li> <li>• Remediation</li> <li>• Enrichment</li> </ul> <p>This computer access also encompasses the Special Education and ESOL program, which provides services for LD, MD, SID, speech students and our limited English speaking students. Professional development for teachers will also be a high priority and is critical for the success of the Technology Plan. With additional bandwidth being applied for from the <b>USAC/E-rate</b> program Stewart County Schools plans to offer more online alternatives for Professional Development through video conferencing, video streaming and web based instruction. This additional bandwidth will also be crucial for fulfilling our plan to implement web based applications for the students such as Renaissance’s Accelerated Reader and Star Reading applications. Rich media content from Discovery Channel and United Streaming will also be more available to district students with the increased bandwidth.</p> <p>Another vital component that the Stewart County Schools Technology Plan strives to meet is the vital link between the schools, parents, and community. One method used to link stakeholders is an application called PowerSchool for the Student Information System (SIS). PowerSchool not only fulfills our SIS</p>

<p><b>a. District Mission/ Vision and Access</b></p>	<p><b>Mission:</b> The Stewart County Schools Technology Plan is an effort to ensure that all students and teachers will have access to and use technology as a tool for learning, communication, and collaboration. Engaging students in meaningful learning, which involves challenging, authentic experiences using technology, is embedded in Stewart County Schools’ mission to bring about the greatest amount of the highest quality of learning and success that each student is capable of achieving. Professional development to support teachers with integrating technology and curriculum to meet instructional goals is a key component of this plan. As the system moves toward meeting the goals of this plan, all stakeholders will become more invested in technology and its benefits.</p> <p><b>Vision:</b> The vision for technology use in the Stewart County School System begins with students and teachers and how technology can help improve student achievement. To address student achievement our technology plan focuses on effective strategies for integrating technology into the curriculum at every grade level. The technologies provide opportunities for students to:</p>
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<p><b>II. Current Reality</b></p>	
<p>Component</p>	
<p><b>a. Access to Technology /Data Sources</b></p>	<p>The central office connects to the Internet through a 12 mb/s connection from BellSouth. The middle and high schools are connected to the central office by a 1 G fiber connection., while the elementary school leases a T1 line from BellSouth to connect with the central office. All schools have 100% coverage of a wireless network. The network is protected by a device funded by Erate called Sonicwall. It is a firewall and all traffic routes through the central office to and from school sites. The district connection to the internet also employs a transparent bride/firewall for additional bandwidth control and traffic shaping. The Sonicwall also acts as our District content filter but this component of the Sonicwall is funded by the district along with OpenDNS content filter, which is Child Internet Protection Act compliant.</p> <p>Our current LAN environment is Category 6 wiring to the desktop with Gigabit fiber interconnecting wiring closets (IDF's) back to main closet (MDF). The wiring at the desktop is 100 mb switched. The closets are wired in a star configuration with all closets having a single run or connection back to the MDF. Most classrooms have minimum 6 drops per room with some having as many as 30.</p> <p>We have chosen Microsoft Office Professional as the standard productivity suite for all computers in the district. With increased bandwidth provided by the state and E-rate we will take advantage of our conversion to Web based products such as Renaissance Learning’s Accelerated Reader, Scholastic Reading, Reading, and Math products to provide expanded services for math and reading for students at school and from home. The district also utilizes web based applications such as Carnegie Learning, Study Island, and the Online Assessment System.</p>

**b. Technology Use**

District survey indicates the following:

***Instructional uses of technology***

Based on the data gathered from the online survey of teachers the majority of the responses about their individual experiences with uses of technology in the classroom are:

- Presentation / Demonstration using Powerpoint
- Interactive devices (Mimio, Mimio Votes, Mimio pads, eInstruction, SmartBoard, Turning Point)
- Internet access (research and communication)
- Video / Media streaming via Internet
- Online testing and review
- Assessment to strengthen competency of standards using online surveys, review guides, and web based tutorials
- Online collaboration / distance learning
- Uses laptops and iPads for presentation and instruction
- Utilizing cameras, calculators, microscopes, etc with video projectors to display and interact with class

***Administrative uses of technology***

Based on the data gathered during the online survey of administrators the majority of the responses about their individual experiences with uses of technology are:

- Student Information System
- Financial System access and information related to budgets
- Email / Communication
- Virtual meeting / conferencing (i.e Elluminate)
- Productivity software (office, works, openoffice)
- Assessment via surveys, OAS,
- DOE Portal
- Parent notification system / School In Sites, PowerSchool
- School Security and Surveillance System
- Handheld devices for focused walks
- Voice over IP / Telephony – Network based

***Parent/community uses of technology***

Parents and community members were asked about their individual uses or experience with technology and the following were their reply:

- Online news / updates / announcements
- Web based calendar with school and district schedules
- Email communication with teachers and administrators
- District policies available on website
- Parent computer lab facility

<p><b>c. Gap Analysis</b></p>	<ul style="list-style-type: none"> <li>❑ After reviewing school inventories and compiling data, the Technology Committee found many classrooms are very technology rich but there is still room for improvement. For example, 9-12 classrooms are technology rich with most classrooms equipped with projectors, whiteboard slates, and whiteboards but K-8 classrooms are not as well equipped. The main reason for this is the School Improvement Grant Fund for use in the high school. These funds have helped them purchase desktops, laptops and carts, and presentation equipment. Because of this the system will need to provide funding to get the elementary and middle equipped to the level of the high schools.</li> </ul> <p>During the 09-12 Technology plan period we identified the desire of teachers and students to use the smaller netbook computers to aid in classroom instruction and research. Both teachers and students indicated a desire to have these devices that can be used in small groups and/or made available from Media Centers. We have addressed this and have used these devices with great success in the 9 – 12 grade area and will continue to place these types of devices in all appropriate grade areas as funding becomes available.</p> <p>Teachers and students are also requesting more student response devices. These have been great formative assessment tools allowing teachers to provide differentiation of instruction.</p> <ul style="list-style-type: none"> <li>❑ Our greatest needs are increasing bandwidth, using technology in the classroom with all subject areas, more effective communication with parents via e-mail, teacher training on how to effectively use technology in the curriculum, and providing a safe access to the Internet as our students use this resource daily.</li> </ul>
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<p><b>III. Communication and Marketing</b></p>	
<p>Component</p>	
<p><b>a. Communication/ Marketing</b></p>	<p>Beginning in 2009 the Stewart County School district began utilizing a host of web based applications to improve instruction, enhance testing and assessment, and improving communication between the district and parents and community stakeholders. With the demand for Internet access growing it became necessary to apply for additional bandwidth for the district from the <b>USAC / Erate</b> program. This additional bandwidth will be essential to provide the access for crucial online tools such as Virtual School, OAS, and Elements. Other online resources which include media streaming and video sites are a constant demand and utilize high bandwidth delivery which necessitates increased bandwidth.</p> <p>The District web site also acts as a news outlet for district and school related news stories that are an integral part of connecting the community and parents with the school district. To enhance the mission and vision of the District it is the job of the staff and administration to utilize not only</p>

	the District Web site but also local news outlets, such as the Stewart Webster Journal newspaper, to keep parents informed.
<b><i>b. Integration/ coordination with long-range planning initiatives</i></b>	Long range planning and coordination are achieved by insuring district collaboration and effective communication between all of the schools. One deficit area that the District wants to address is the area of Curriculum Integration with Technology. Lack of funding for personnel has caused us to seek help from our local RESA/ ETTC. We are currently planning to use our local ETTC to help with curriculum training and integration on a larger scale to help teachers and building staff better utilize the technology available to them.

<b><i>IV. Professional Development</i></b>	
<b><i>Component</i></b>	
<b><i>a. Professional Development</i></b>	The district currently plans to work with Chattahoochee Flint RESA and it's Educational Training Center to provide professional development. A key piece that needs addressing is the districts implementation of Technology Curriculum Integration. Local and Federal Funds where appropriate will be used to fund professional development programs. Along with in school training we will aim to utilize on line, conference, and self paced learning activities which can be web based, streaming video, or text based applications to supplement the training.

***V. 8<sup>th</sup> Grade Technology Literacy***

Component	
a. <b><i>8<sup>th</sup> Grade Technology Literacy</i></b>	Teachers are provided the DOE QCC standards for their grade level yearly in their District Handbook. At the end of the school year selected Teachers complete a survey based on grade specific technology competencies. Each 8 <sup>th</sup> grade Technology teacher administers the OAS Technology Literacy tool to determine competency.

## ***GOALS, BENCHMARKS, AND STRATEGIES***

### **Goal 1: To Improve student academic performance through the integration of curriculum and technology**

#### **Performance Objectives:**

1. By 2015, system surveys will show that 95% of all teachers have been trained on how to integrate technology into teaching and learning.
2. By 2014, System surveys will show that 100% of all teachers use technology as a teaching and learning tool.

#### **Benchmarks:**

1. By fall 2013, system surveys will show that 80% of all teachers have been trained on how to integrate technology into teaching and learning.
2. By fall 2013, system surveys will show that 75% of all teachers use technology as a teaching and learning tool.

<b>Strategies</b>	<b>Timeline</b>	<b>Evaluation Method/ Timeline</b>	<b>Funding Source/ Amount</b>	<b>Person Responsible</b>
Utilize software programs and accompanying materials that support research-based instructional strategies in each curriculum area	2012-2015	Evaluation of end of year CRCT scores & GHSGT annually in the spring	Local, federal, state, and/or grants funds as needed	Teachers Academic coaches Administrators
Provide opportunities for students to create, edit and publish technology connected assignments	2012-2015	Lesson Plans and completed work Curriculum specific competitions	N/A	Technology Department Administrators Classroom Teachers
Teachers will use video streaming in classroom instruction to support GPS	2012-2015	Lesson Plans	N/A	Technology Department Administrators Classroom Teachers
Provide students with extended day and extended year opportunities that integrate content with computer skills	2012-2015	Attendance Count Lesson Plans Observations	Local, state, federal and/or grant funds SIG	Administrators extended day and extended year staff
Promote continued use of quality content rich Internet resources for student academic needs	2012-2015	Lesson Plans	N/A	Technology Specialist Administrators Classroom Teachers
Provide instruction via Video Conference for student academic needs	2012-2015	Class attendance rosters	Erate / Local	Administrators, teacher

<b>Strategies</b>	<b>Timeline</b>	<b>Evaluation Method/ Timeline</b>	<b>Funding Source/ Amount</b>	<b>Person Responsible</b>
Provide Georgia Virtual School and other online instruction opportunities to earn credit or credit recovery, for enrichment and/or acceleration as needed	2012-2015	Quarterly reports from DOE FTE Reports	State and local as needed	System administration High School counselor
Teachers will include technology-based resources aligned to the GPS/QCC provided through GeorgiaStandards.org	2012-2015	Focused walks	N/A	Administrators
Teachers will integrate Web 2.0 tools in instruction	2012-2015	Lesson plans	Local, state, federal, and/or grants will be used as needed	System technology director, curriculum director, and administrators
Professional Development for Instructional Uses of Technology: Teachers will have training provided for the various software programs the system is using for proficiency and assessment. The training will be provided by the Technology Department, school technology representatives, master teachers, RESA/ETTC or purchased training by vendors where appropriate. Vendor training and or RESA/ETTC classes will be funded by local professional learning funds as needed.				

**Goal 2: Increase administrative uses of technology**

**Performance Objectives:**

1. By 2014, all school and system-based Student Performance Teams will complete weekly focused walks utilizing eWalk.

**Benchmarks:**

1. By Fall of 2012, all school and system-based Student Performance Teams will complete 2 focused walks a month.

<b>Strategies</b>	<b>Timeline</b>	<b>Evaluation Method/ Timeline</b>	<b>Funding Source/ Amount</b>	<b>Person Responsible</b>
Training and support for administrators to evaluate technology integrated instruction	2012-2015	Teacher observation requiring technology connection 3 times/year	Local, State, or Federal funds as needed	Technology Specialist Administrators
Train administrators in student information system to access data for individual students, teachers and schools	2012-2015	Data analysis reports completed by administrators	N/A	Technology Director Administrators
Training for Special Education Teachers on SIS component which replaces current IEP program	2012-2015	Student IEP's Focused walks	Title VI B	Special Ed Director Administrator
Training and support for teachers to use new Email/Webhosting provider	2012-2015	Sign in sheets Monitor classroom pages and make sure teachers keep their pages up to date	Local \$1000	Vendor Administrators Academic coaches
Video Conference for GPS standards will be used to deliver training	2012-2015	Sign in sheets	N/A	Administrator
Professional Development for Administrative Uses of Technology: Administrators will be trained to evaluate technology integrated instruction. This will be conducted by the System Technology Department or RESA/ETTC staff and funded by local Professional budget when applicable. Administrators will receive the necessary training to access data in the student information system. SIS staff will conduct this training requiring no additional funds.				

**Goal 3: Utilize technology as a medium to create an interactive partnership between the Stewart County School System and parents, community, industry, and business partners.**

**Performance Objectives:**

1. In the spring of 2013, 70% of parents, community, industry, and partners in education will indicate satisfaction with their access to system information on a system survey.
2. In the Spring of 2013, 50% of parents will use the web to follow the progress of their student(s).

**Benchmarks:**

1. In the spring of 2013, 50% of parents, community, industry, and partners in education will indicate satisfaction with their access to system information on a system survey.
2. In the spring of 2013, at least 25% of parents will use the web to follow the progress of their student(s).

Strategies	Timeline	Evaluation Method/ Timeline	Funding Source/ Amount	Person Responsible
Maintain system and schools websites to include access to the GPS resources and links to community agencies that support the curriculum	2012-2015	Survey Parents Hit counter	N/A	School In Sites Administrators
Provide parents and community with training using computers	2012-2015	Sign in sheets evaluations	N/A	Technology Specialist Administrators Media Specialist
Maintain school websites	2012-2015	Site administration observations Increase the number of visits to the classroom pages	N/A	Administrators Classroom Teachers
Continue to provide parents and community with up-to-date school news via local Media sources	2012-2015	Published information	Local	Administrators
Utilize software/websites to ease communication with non-English speaking parents	2012-2015	Translated documents	N/A	Teachers Administrators Academic Coaches
Continue to provide parents and community with up-to-date school news via local Media sources	2012-2015	Continue to provide parents and community with up-to-date school news via local Media sources	N/A	Teachers Administrators
Provide parents and community with up-to-date school information	2012-2015	School In Sites' Notify Me response numbers	N/A	Administrators Technology Director

Strategies	Timeline	Evaluation Method/ Timeline	Funding Source/ Amount	Person Responsible
Professional Development for Parent/Community Uses of Technology: Parents will be trained by school personnel on maximizing the use of instructional information on the school website. No additional funding will be needed.				

**Goal 4: To utilize technology to support the professional growth of all staff, which will result in maximum learning for all students.**

**Performance Objectives:**

1. By 2014, at least 15% of all staff will participate or receive professional learning units online

**Benchmarks:**

1. By 2013, 10% of all staff will participate or receive professional learning units online.

Strategies	Timeline	Evaluation Method/ Timeline	Funding Source/ Amount	Person Responsible
Provide equipment for 21st century classrooms – projectors, whiteboards, student response systems, etc.	2012-2015	Media center school technology inventory.	\$10,000 Local funds & Title money as available	Technology Director
Provide access to multimedia technologies	2012-2015	Annual technology inventory System Inventory	\$10,000 yearly Local funds & Title money as available	Technology Department Media Specialist
Purchase additional bandwidth	2012-2015	Monitor bandwidth usage reports	Erate / Local Funding	Technology Director
Professional Development for System Readiness for Technology: Training conducted by the Technology Dept., media specialists, and school technology support staff in the use of multimedia technologies for 21st Century classrooms. Attend classes at ETTC's and conferences on the effective use of technology in the classroom. Any cost will be covered by Professional Learning budget funded by Local, State, and/or Federal money.				

*Appendices*

**a. *Policies and Procedures***

- Acceptable Use Policy
- Child Internet Protection Act
- Minimum Workstation Specifications
- District E-rate Document Retention Policy

(Attached)

# Appropriate Use Policy of Stewart County Schools

## Computers and Network Resources

It is the belief of the Stewart County Board of Education that the use of technology for the purpose of information acquisition and retrieval is an important part of preparing children to live in the 21<sup>st</sup> century. The Board further believes that a “technology rich” classroom can significantly enhance both the teaching and learning process. This technology includes computer hardware, software, local and wide area networks and access to the Internet. Due to the complex nature of these systems and the magnitude of information available via the Internet, the Stewart County Board of Education believes guidelines regarding acceptable use are warranted in order to serve the educational needs of students.

It shall be the policy of the Stewart County Board of Education that the school system shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

1. A qualifying “technology protection measure,” as that term is defined in Section 1703(b)(1) of the Children’s Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children’s Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
  - Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
  - Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
  - Prevent unauthorized access, including so-called “hacking,” and other unauthorized activities by minors online;
  - Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
  - Restrict minors’ access to materials “harmful to minors,” as that term is defined in Section 1703(b)(2) of the Children’s Internet Protection Act of 2000.

The district’s technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Stewart County School System. Use of computers and network resources outside the scope of this educational purpose is strictly prohibited. Students and employees accessing network services or any school computer shall comply with the district’s acceptable use guidelines. The district reserves the right to monitor, access, and disclose the contents of any user’s files, activities, or communications. Email accounts are provided to teachers and students as long as they are active in the school system. They will be deleted when their status changes.

It must also be understood that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable tool for educational research, there are sections that are not commensurate with community, school, or family standards. It is the belief of the Board that the Internet’s advantages far outweigh its disadvantages. The Stewart County Board of Education will, through its administrative staff, provide an Internet screening system which blocks access to a large percentage of inappropriate sites. It should not be assumed, however, that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

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

# Stewart County Schools Computers and Network Resources Employee Acceptable Use Guidelines

*Please read the following carefully. Violations of the Acceptable Use Guidelines may cause an employee's access privileges to be revoked, School Board disciplinary action and/or appropriate legal action may be taken, up to and including employment termination.*

Additional items that employees need to be aware of:

Staff must be aware that students have access to the Internet from all of the school system's computers. Teachers must use good judgment and closely supervise their student's use of the Internet. The School System uses filtering software to help prevent student access to inappropriate web sites. However, it is impossible to block access to all objectionable material. If a student decides to behave in an irresponsible manner, they may be able to access sites that contain materials that are inappropriate for children or are not commensurate with community standards of decency. They should not be permitted to access sites unrelated to their assignment and should not be allowed to access game or other sites that could infect the computer with "Spyware".

Teachers should follow the guidelines below when allowing or directing students to do Internet searches. Elementary: Students in grades K-5 may visit sites pre-selected by a teacher. Searches may only be done with child-friendly Internet search engines **and** must be done with teacher supervision. Middle: Students in grades 6-8 may only perform unsupervised Internet searches using child-friendly search engines. A search using any other search engine must be conducted with teacher supervision. High: If students in grades 9-12 use any search engines other than a child-friendly search engine, they must use the advanced search page of internet search engines in order to develop more reliable, useful, and relevant search results.

Any individual who is issued a password is required to keep it private and is not permitted to share it with anyone for any reason.

Never allow a student to log in with a staff member's user name and password. They will tell their friends what the password is and they will log in under the teacher name and look at private documents including e-mail and grades.

Be careful when entering your user name and password or changing your password. Students will try to look over your shoulder and steal this information.

Enforce the Acceptable Use Guidelines while supervising students. For example, students should not have access to a command prompt or other software applications not accessible through the student menu. It is the employee's responsibility to notify the administration and the Technology Department of any violation of the Acceptable Use Policy.

Do not allow students to go to computer labs unsupervised (if the school site has labs).

Treat student user names and passwords with confidentiality. Do not post a list of user names and passwords where all students can see them.

Users are responsible for the appropriate storage and backup of their data.

The system requires employees to change passwords every 60 days. Some examples of passwords not to use: names of pets, birth date, children's names, street address, school mascots, favorite car, sports team, actor or movie. Do not record your login or password for your security.

Short-term substitute teachers are not to take students to the computer lab nor allow students to use the computers in the classrooms. (Long term substitute teachers may be qualified to use computers/labs after they receive appropriate orientation including review of the Acceptable Use Policy.)

Email accounts are provided to employees for professional purposes. Email accounts should not be used for personal gain or personal business activities; broadcasting of unsolicited messages is prohibited. Examples of such broadcasts include chain letters, mail bombs, virus hoaxes, SPAM mail (spreading email or postings without good purpose), religious notes, and executable files. These types of email often contain viruses and can cause excessive network traffic or computing load.

Employees are not permitted to connect or install any computer hardware, components, or software, which are not school system property to or in the district's technology resources without prior approval of the district technology supervisory personnel.

Employees are not permitted to use the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violation of copyright laws.

Employees are not permitted to download, install, or use games, music files, public domain, shareware or any other unauthorized program on any school's computer or computer system.

Employees must abide by the Stewart County Schools Web Site Posting guidelines when posting any materials to the web.

# Stewart County Schools Computers and Network Resources Student Acceptable Use Guidelines

*Please read the following carefully. Violations of the Acceptable Use Guidelines may cause a student's access privileges to be revoked, disciplinary action and/or appropriate legal action may be taken.*

Any student who utilizes the computer lab(s) or any computer equipment at the school must be aware of certain policies for use of the equipment and/or facilities. Procedures are in place for the protection of students and equipment. Students will be held accountable for any violation of the following policies (as would be the case for any classroom disciplinary matter). A student and his/her parents will be responsible for damages and will be liable for costs incurred for service or repair.

Students are only allowed to utilize the computers and network to retrieve information and run specific software applications as directed by their teacher. Students are not permitted to explore the configuration of the computer, operating system or network, run programs not on the menu, or attempt to do anything they are not specifically authorized to do.

Students are responsible for ensuring that any diskettes, CDs, memory sticks, USB flash drives, or other forms of storage media that they bring in from outside the school are virus free and do not contain any unauthorized or inappropriate files. Students may not bring personal computers or hand-held computing devices and connect them to the school network or Internet connection (including connecting to wireless access points).

## Safety Issues:

1. Any on-line communication should always be at the direction and with the supervision of a teacher.
2. Never provide last name, address, telephone number, or school name online.
3. Never respond to, and always report to the teacher or parent, any messages that make you feel uncomfortable or that are from an unknown origin.
4. Never send a photo of yourself or anyone else.
5. Never arrange a face-to-face meeting with someone you met on-line.
6. Never open attachments or files from unknown senders.
7. Always report to a teacher any inappropriate sites that you observe being accessed by another user or that you browse to accidentally.

Examples of prohibited conduct include but are not limited to the following:

- A. Accessing, sending, creating or posting materials or communications that are:
  - Damaging to another person's reputation,
  - Abusive,
  - Obscene,
  - Sexually oriented,
  - Threatening or demeaning to another person,
  - Contrary to the school's policy on harassment,
  - Harassing, or
  - Illegal
- B. Using the network for financial gain or advertising.
- C. Posting or plagiarizing work created by another person without their consent.
- D. Posting anonymous or forging electronic mail messages.
- E. Attempting to read, alter, delete, or copy the electronic mail messages of other system users.
- F. Giving out personal information such as phone numbers, addresses, driver's license or social security numbers, bankcard or checking account information.
- G. Using the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violation of copyright laws.

- H. Downloading, installing, or using games, music files, public domain, shareware or any other unauthorized program on any school's computer or computer system.
- I. Purposely bringing on premises or infecting any school computer or network with a Virus, Trojan, or program designed to damage, alter, destroy or provide access to unauthorized data or information.
- J. Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person.
- K. Using or attempting to use the password or account of another person or utilizing a computer while logged on under another user's account.
- L. Using the school's computers or network while access privileges have been suspended.
- M. Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.
- N. Altering or attempting to alter the configuration of a computer, network electronics, the operating system, or any of the software.
- O. Attempting to vandalize, disconnect or disassemble any network or computer component.
- P. Utilizing the computers and network to retrieve information or run software applications not assigned by their teacher or inconsistent with school policy.
- Q. Providing another student with user account information or passwords.
- R. Connecting to or installing any computer hardware, components, or software which are not school system property to or in the district's technology resources without prior approval of the district technology supervisory personnel.
- S. Bringing on premises any disk or storage device that contains a software application or utility that could be used to alter the configuration of the operating system or network equipment, scan or probe the network, or provide access to unauthorized areas or data.
- T. Downloading or accessing via e-mail or file sharing, any software or programs not specifically authorized by Technology personnel.
- U. Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies.
- V. Possessing or accessing information on school property related to "Hacking", or altering, or bypassing network security or policies.
- W. Participating on message boards without teacher direction, or in live chat using but not limited to AIM, Yahoo, or MSN Messenger.
- X. Students should follow the guidelines below when performing Internet searches.

Elementary: Students in grades K-5 may visit sites pre-selected by a teacher. Searches may only be done with child-friendly Internet search engines and must be done with teacher supervision.

Middle: Students in grades 6-8 may only perform unsupervised Internet searches using child-friendly search engines. A search using any other search engine must be conducted with teacher supervision. High: If students in grades 9-12 use any search engines other than a child-friendly search engine, they must use the advanced search page of internet search engines in order to develop more reliable, useful, and relevant search results.

# Stewart County Schools Computers and Network Resources Web Site Posting Guidelines

## I. Student Information, Work, and Pictures:

1. Web pages hosted from Stewart County School District's web server may contain a reference to a student. This includes references to students in photographs or in text.
2. The following student information is acceptable to include in conjunction with text or photograph, unless parent(s) request that no information on their child be posted on the school's web page\*. A student's photograph or exemplary classroom projects may be posted, but the school system is careful not to associate a student's full name in such a way that it can be identified with a photograph of a student.

## II. On Copyright

1. Unauthorized use of copyrighted material is prohibited. All copyrighted material must be properly cited using standard citation information. Giving credit (web address or active link) to a company or individual (celebrity, for instance) that has created text, a graphic, etc. for a school page may be allowed, assuming the site is not blocked by the web filtering hardware and software.

## III. Prohibited Content/Items

1. Personal communications information about staff and parent volunteers: non-district email addresses, non-district mailing address, and non-district phone numbers except as approved by the building principal and the parent volunteer whose information is to be released. Example: PTSO/PTA/Booster Organization officer/contact requests to have their personal email address listed in the appropriate area on the school's page(s) and principal approves the request.
2. Student personal contact information of any kind
3. Links to staff, volunteers or student's "personal" home pages that are on remote, non-district web servers (not hosted on Stewart County School's equipment)
4. Links to "non-official" Stewart County Schools related sites that are hosted on remote, non-district web servers - Examples: athletic booster pages, PTA pages, etc. This prohibition includes teacher-created classroom pages or online services that may inform parents and visitors of the school district's site or classroom activities. The school system will provide hosting services for school-related web postings of booster club organizations, PTA groups, teachers, etc. following the same protocol and guidelines presented in this document.
5. Counters: If a school wants a Web page counter on its site, it must be an "invisible" counter. Tracking information on the use of a school's web site and individual sections can be obtained from Coordinator of Online Learning.

IV. Compliance with FCS Acceptable Use Guidelines All material posted to the Stewart County Schools website must adhere to all provisions set forth in the Acceptable Use Guidelines. Items from these documents, which are relevant to information posted on the web, are:

No information/materials may be posted that is:

Damaging to another person's reputation,  
Abusive,

Obscene,  
Sexually oriented,  
Threatening or demeaning to another person's gender or race,  
Contrary to the school's policy on harassment  
Harassing  
Illegal

Pages created/information posted on Stewart County Schools web sites:

1. MUST NOT use the network for financial gain or advertising.
2. MUST NOT contain plagiarized work created by another person without his/her consent
3. MUST NOT contain personal information such as phone numbers, addresses, drivers license or social security numbers, bank card or checking account information about any student or staff member.
4. MUST NOT provide any user account information or passwords. If students participate in the creation and/or maintenance of web pages, they MUST be logged onto the network with their own USER IDs and PASSWORDS. Under NO circumstances are students to be given another student's or employee's login information.

V. Educational Appropriate Postings Material posted to the school's web site and associated teacher web pages must be educationally sound and appropriate as determined by the school or district administrators.

*\* Parent permission is granted in the Student Handbook.*

## Stewart County Schools Email Disclaimer

Stewart County Schools has implemented a series of technology systems that “filter” all incoming email to detect SPAM (junk mail) and those that contain viruses, certain key words, html scripts, or have other attributes that could potentially be unacceptable for student viewing or compromise network security. Our system also uses a Bayesian filter that uses algorithms to identify messages that are probable SPAM. We have set the system to automatically redirect any email identified as SPAM to the junk mail folder.

We have had some emails sent to teachers, administrators and employees of the school system that have been reported as being blocked. We realize the scrutiny we get when email is tagged as SPAM, blocked and subsequently deleted. There are many reasons why an email may be blocked by our system and they have been listed at the bottom of the page.

90% of our received mail is SPAM or SPAM related. While we realize that blocked email is an inconvenience, we have chosen to error on the side of caution due to the possibility of inappropriate content slipping through and being seen by a student peering over a teacher’s shoulder.

If you have experienced this issue with email communication, we recommend that you check a few items noted below and try again.

1. Are you sure you have the correct address and that you did not mis-key?
2. Does your computer have current virus and spyware protection software installed and working properly?
3. Does your email contain embedded images (some signatures) or have a custom stationary look that utilizes images, sounds, and or other multi-media content?
4. Does your email address contain a correct return email address?
5. Are you trying to send the email as a blind copy?
6. Does your mail provider (or AOL, Hotmail, etc.) append anything to the message that might contain a phrase which could identify it as Spam?
7. Does your email have advertising in the body, header, or footer? e.g. "Find out more"
8. Does your email contain third party content in the form of html links or links in the header or footers of your email?
9. Does your email contain attached files?
10. Is the problem intermittent with sometimes email being delivered and other times it is not? If so, do you see any pattern such as messages go through if you reply to one they sent you, or they get blocked when you use an account which has a signature?
11. Did you get any notification indicating the message was undeliverable or didn’t go through?

· Virus Filter – Messages identified or suspect for Viruses, Trojans, and e-mail exploits will be deleted.

· DNS Blacklist - There are several servers on the internet that maintain a DNS Blacklist for servers know to distribute Spam or to have open relays which allow Spam. Our Filter uses those lists so if someone has an e-mail account on one of the Blacklisted servers then their mail will be blocked. It is their mail server owner who is responsible for being removed from those lists.

· Keyword Checking – There is a long list of keywords and phrases that if found in the subject or body of the message will be identified as Spam. Examples would include but not limited to phrases such as “don’t miss out”, “find out more”, “100% guaranteed”, “please answer quickly”, “call now”, “adult only”, and a host of obscene phrases. Words included would be Viagra, nympho, erotic, and all those words not fit to print. Yes, we know that not every message with one of those is Spam but these are the most common and if they are removed from the filter will let hundreds or thousands of Spam messages through each day.

- Header Checking – Messages will be blocked if the “From” field is empty, contains more than 4 numbers, or uses part of the recipient’s address/name. They will also be deleted if they have html scripts, contain remotely hosted images in the message body or if the message is mostly a graphic file with very little text. Both of those are methods Spammers use to get past the Keyword checking and often result in the obscene pics being displayed in the message. Messages that have false email headers and faulty return addresses will also be blocked.

- Macro Filter – Any files with Macros will be rejected and deleted, both incoming and outgoing. These are a potential security risk due to what could happen when a Word or Excel file is opened with a destructive Macro. Those are extremely easy for an end-user to create and then send to anyone with destructive results as soon as they open it.

- Bayesian – This is the “Smart” filter that uses algorithms to identify *potential* Spam. It results in a lot of false positives but the decision was made to delete all Bayesian identified messages instead of tagging them and sending them on through. This means that many thousands of messages are deleted each day and are not logged due to the size, so many legitimate messages are deleted as Spam and we have no way to trace what happened.

- Directory Harvesting – If someone sends a message that has several incorrect addresses in the “To:” field then the entire message will be rejected. This helps prevent Spammers from just sending a huge distribution list of potential names and getting lucky with some.

- Custom Blacklist – Individual mail addresses and entire mail domains can be added to a custom list to be blocked.

- File Attachments – Many types of files are blocked for security reasons and include those such as VBS, EXE, COM, BAT, and ZIP. Files such as XLS, PPT, DOC are NOT blocked *unless* they contain Macros. File attachments are quarantined so if they don’t have a Macro then they can be forwarded on to the recipient if they are work related and the recipient lets us know when they get an automated notification that it was blocked.

## **INTERNET SAFETY POLICY**

For Stewart County School System

### **Introduction**

It is the policy of Stewart County School System to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

### **Definitions**

Key terms are as defined in the Children's Internet Protection Act.\*

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Stewart County School System online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

## **Supervision and Monitoring**

It shall be the responsibility of all members of the Stewart County School System 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.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Technology Coordinator or designated representatives.

## **Adoption**

This Internet Safety Policy was adopted by the Board of Stewart County School System at a public meeting, following normal public notice, on April 13, 2006.

## **CIPA DEFINITION OF TERMS:**

**TECHNOLOGY PROTECTION MEASURE.** The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

**HARMFUL TO MINORS.** The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**SEXUAL ACT; SEXUAL CONTACT.** The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

**Stewart County Schools**  
**Technology Specifications for Desktop and Mobile Workstations**

As of 2012 -2015 the required minimum specifications for computers (mobile or desktop) to connect and received LAN/WAN services on the Stewart County Schools network infrastructure are as follows:

- Pentium 2 Ghz or AMD Equivalent
- 1Gb Ram
- 80 gigabyte Hard Drive
- USB Keyboard & Mouse
- LCD Flat Panel Monitor (17" Preferred)
- Windows 7 Professional/ Mac OS X
- 100/1000 Megabit/Second LAN Adapter
- 54 Megabit / Second WiFi Adapter (Mobile Devices only) with TKIP Encryption

## **Stewart County Schools Technology Department Document Retention Policy**

The purpose and objective of this policy is to address the systematic creation, retention and disposition of Stewart County School's records relating to the Technology Department and the USAC / Erate Program. The benefits SCS must achieve is a properly constructed and implemented document retention policy that will include:

- Measures ensuring that all critical legal and business records are retained;
- Ability of the School District to meet legal requirements;
- Method of preserving the records in authentic format in the event of litigation or Audit;
- Avoiding liability (for example, through spoliation -- improperly destroying or altering evidence or failing to preserve it);
- Proactive steps that will reduce or limit costs during discovery;
- Insuring any files or documents containing employee or student data are kept confidential
- Properly destroying documents once the required retention period is met
- Properly preserve any outdated document or evidence if there is an investigation or audit examination then dispose or destroy once the item is no longer needed.

The Stewart County Schools Technology Department will adhere to the following guidelines pertaining to any document or electronic file associated with the USAC/Erate program and keep for a minimum of 7 years:

- Board of Education Minutes
- Board of Education Policies or Resolutions
- Construction documents or drawings
- Fixed Asset Records
- Contracts and Correspondence
- Invoices and Accounts Payable Records
- FCC Forms or Notifications from USAC/Erate (470,471, 486, Quarterly disbursement Reports, etc)
- Quotes – Bids – or Request for Proposals
- Nutrition forms or applications to verify eligibility for Erate services
- Vendor selection and criteria tool involved in awarding contracts or projects