

# Scott County Public Schools

340 East Jackson Street

Gate City, Virginia 24251



Six Year Technology Plan

(2010-2015)

VA Dept. of Ed – approved 04/14/2011

<http://scott.k12.va.us>

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## **Purpose**

The purpose of this document is to identify the technology goals of Scott County Public Schools for the period from 2010 -2015. Each goal contains objectives, strategies, and progress measures that further define each goal.

## **Philosophy and Mission**

The mission of Scott County Public Schools is to provide a quality education so that students succeed to their greatest potential.

## **Vision**

Scott County Public Schools shall be a nurturing, academic minded school community striving for excellence for all students and demonstrating leadership in character development. This vision statement is intended to serve as the benchmark by which we will evaluate our progress.

## **Implementation and Monitoring**

The Director of Technology will have primary responsibility for ensuring division-wide implementation of the plan. The Director will work with the Supervisors in the central office, school principals, technology staff, and school technology contacts to facilitate the implementation and continuous monitoring of its provisions.

# Technology Planning Committee

The committee involved in maintaining and implementing the Scott County Technology Plan for the years 2010 through 2015 will have to be fluid and diverse over the five years. Committee members who were directly involved in the creation of this base plan are:

- John Ferguson .....Director of Technology
- Debby Brickey .....Technology Coordinator
- Ralph Quesinberry .....Principal, SCCTC
- Donna Rowlett ..... Teacher, Gate City Middle School
- Joey Shipley..... Teacher, Twin Springs High School
- Rebecca Baker..... Guidance Counselor, Gate City High School
- Ashley Compton..... Media Specialist, Twin Springs High School
- Tammy Quillen ..... Elementary Supervisor
- Tabitha Bales..... Instructional Technology Resource Teacher
- Kathy Funkhouser ..... Parent
- Travis Nickels.....Principal, Duffield Primary School

# **Technology Plan Distribution**

The Scott County Technology Plan will be made available to all stakeholders via the school division website. Website access information will be disseminated through all local news media. A copy of the plan will also be made available in the offices of all schools as well as in the local public library. A copy of the plan will also be made available to anyone requesting one from the technology department in the school board office.

# **Effective Period of the Technology Plan**

This technology plan will cover a five year period beginning on December 1, 2010. The plan will be evaluated and resubmitted every two years.

# **Needs Assessment**

Prior to beginning the creation of the technology plan basic needs assessment was conducted to determine what our staff thought our needs were. The committee asked questions to determine opinions in four basic areas of technology: Connectivity, Instructional Technology Access, Student Technology Training, and Professional Development. We then gathered the results and used those results to guide our Technology Plan development. Following are the questions that were asked in the needs assessment followed by a breakdown of the responses.

1) How would you classify your technology skill level?

Excellent	Good	Fair	Poor	Don't Know
-----------	------	------	------	------------

2) How would you assess the quality of the computer hardware in your classroom?

Excellent	Good	Fair	Poor	Don't Know
-----------	------	------	------	------------

3) How would you rate the frequency of technology training opportunities for staff?

Excellent	Good	Fair	Poor	Don't Know
-----------	------	------	------	------------

4) Do you feel that we have adequate technology support for our systems?

Excellent	Good	Fair	Poor	Don't Know
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5) Would you be interested in participating in on-line training opportunities within the district?

Excellent            Good            Fair            Poor            Don't Know

6) Do you feel that students receive enough internet safety education while in school?

Excellent            Good            Fair            Poor            Don't Know

7) Do you feel that students are learning the skills necessary to function in a technology rich world (i.e. 21st century education)?

Excellent            Good            Fair            Poor            Don't Know

8) Do you feel like you integrate technology into your lessons in a sufficient and effective manner?

Excellent            Good            Fair            Poor            Don't Know

9) Do you have enough computer workstations in your building to meet the needs of the students?

Excellent            Good            Fair            Poor            Don't Know

10) Do you have enough computer workstations in your building to meet the needs of the staff?

Excellent            Good            Fair            Poor            Don't Know

11) Do you feel that your building has enough projectors for instruction?

Excellent            Good            Fair            Poor            Don't Know

12) Do you feel that your building has enough smart boards for instruction?

Excellent            Good            Fair            Poor            Don't Know

13) Do you feel that your building has enough clickers/personal response systems for instruction?

Excellent            Good            Fair            Poor            Don't Know

14) Do you feel that wireless internet coverage in your building could be used effectively?

Excellent            Good            Fair            Poor            Don't Know

15) How would you classify your internet connection in your building?

Excellent                    Good            Fair            Poor            Don't Know

<b>Question</b>	<b>Excellent/Strongly Agree</b>	<b>Good/ Agree</b>	<b>Fair/ No Opinion</b>	<b>Poor/ Disagree</b>	<b>Don't Know/ Strongly Disagree</b>
<b>1</b>	12%	59%	26%	3%	0%
<b>2</b>	14%	57%	18%	9%	2%
<b>3</b>	3%	44%	41%	10%	1%
<b>4</b>	26%	39%	37%	13%	1%
<b>5</b>	29%	44%	10%	3%	14%
<b>6</b>	6%	36%	35%	17%	7%
<b>7</b>	8%	49%	28%	10%	4%
<b>8</b>	15%	54%	24%	4%	2%
<b>9</b>	17%	36%	27%	16%	4%
<b>10</b>	32%	50%	13%	4%	1%
<b>11</b>	11%	36%	24%	19%	10%
<b>12</b>	16%	24%	28%	23%	9%
<b>13</b>	2%	16%	20%	31%	31%
<b>14</b>	33%	39%	14%	3%	11%
<b>15</b>	2%	54%	21%	4%	1%

## **A Guide to the Acronyms used in the Technology Plan**

ALHGS – A. Linwood Holton Governor’s School

ICT – Information and Communication Technologies

ITRT – Instructional Technology Resource Teacher

ITSA - Integrating Technology for Student Achievement

MECC – Mountain Empire Community College

NCLB – No Child Left Behind

NETS\*T – National Educational Technology Standards for Teachers.

SCCTC – Scott County Career and Technical Center

SCPS – Scott County Public Schools

SOQ – Standards of Quality

SVETN – Southwest Virginia Education and Training Network

SVPEC – Southwest Virginia Public Education Consortium

TSIP – Technology Standards for Instructional Personnel.

VSTE – Virginia Society for Technology in Education

UVA-Wise – The University of Virginia at Wise



# **Goals, Objectives, Strategies, and Evaluation Strategies**

**Goal 1: Provide a safe, flexible, and effective learning environment for all students**

**Objective 1.1: Deliver appropriate and challenging curricula through face-to-face, blended, and virtual learning environments.**

**Strategy 1.1.1:** Expand course offerings for students through Virtual Virginia and MECC, and SVETNs Elite Learning program.

**Evaluation Strategy:** Before and after, analyze the frequency counts of courses offered through online educational organizations.

**Strategy 1.1.2:** Expand the number of students in Linwood Holton Governors School in conjunction with the LHGS administration.

**Evaluation Strategy:** Before and after, analyze the number of students enrolled in the program.

**Evaluation Strategy:** Provide professional development, equipment and support for staff who work with distance learning.

**Strategy 1.1.3:** Continue to maintain and provide for our K through 8th grade students a remediation program that gathers information describing their strengths and weaknesses.

**Evaluation Strategy:** Subscribe to a web-based provider that meets the needs of our students who struggle with reading and math concepts.

**Evaluation Strategy:** Maintain and monitor student progress using information generated from assessment tests.

**Evaluation Strategy:** Maintain and update programs purchased to best utilize software effectiveness.

**Evaluation Strategy:** Monitor bandwidth and network infrastructure to ass adequate delivery of media-rich web based instruction and remediation resources.

**Strategy 1.1.4:** Continue to work with LHGS and MECC to assist schools in instructional design and media production.

**Evaluation Strategy:** Track annually the number and types of higher education partnerships.

**Evaluation Strategy:** Monitor and track the effectiveness of opportunities, making additions and adjustments when available.

**Evaluation Strategy:** Appropriate and challenging curricula provided

**Objective 1.2: Provide the technical and human infrastructure necessary to support real, blended, and virtual learning environments.**

**Strategy 1.2.1:** Follow state SOQ requirements for one instructional technology resource teacher (ITRT) per 1,000 students to assist teachers in integrating technology into teaching and learning.

**Evaluation Strategy:** Provide high quality professional development to enable ITRT to create, develop and maintain learner centered environments.

**Strategy 1.2.2:** Follow state SOQ requirements for one technical support position per 1,000 students to ensure that technology and infrastructure is operational, secure, and properly maintained.

**Evaluation Strategy:** Provide adequate funding and resources to enable technical support to effectively maintain Wide Area Network (WAN and Local Area Network (LAN) to support instruction.

**Strategy 1.2.3:** Continue to use a TechSys ticketing system to better provide timely technical support to teachers and staff.

**Evaluation Strategy:** Maintain TechSys ticketing system and informally survey staff on systems effectiveness and adjust or change system as needed.

**Strategy 1.2.4:** Maintain and expand wireless connectivity between schools as needed and provide the same connectivity for new construction projects.

**Evaluation Strategy:** Informally survey staff and observe student use to determine if bandwidth needs are being met and involve technology staff when new construction is occurring.

**Strategy 1.2.5:** Maintain wireless capability at existing sites and install at all educational sites which do not have wireless capability within the five years of this technology plan.

**Evaluation Strategy:** Continually observe and survey staff to determine coverage needs and supplement as needed.

**Strategy 1.2.6:** Maintain a 2 to 1 student to computer/workstation ration at all academic levels.

**Evaluation Strategy:** Examine number of students and add computers as needed.

**Objective 1.3: Provide high-quality professional development to help educators create, maintain, and work in a variety of learner-centered environments.**

**Strategy 1.3.1:** Identify, develop, disseminate, and maintain resources to support the effective use of technology in all curricula by teachers at all levels of integration expertise.

**Evaluation Strategy:** Maintain multiple website resources to help teachers integrate technology into their classroom. The division will purchase and maintain a Moodle server which will be installed at the School Board Office to house division created staff online professional development courses.

**Strategy 1.3.2:** Identify, develop, and maintain effective online professional development opportunities.

**Evaluation Strategy:** Identify the online professional development opportunities available and survey staff to determine effectiveness. The division staff will create purposeful, educational, and content rich course offerings using Moodle. These course offerings will be used to offer a diverse online learning environment for our students throughout the division.

**Evaluation Strategy:** Continue the use of Virginia Educational Resource Services (VERS) to maintain high quality professional development to serve the needs of the Scott County Career and Technical Center teachers.

**Goal 2: Engage students in meaningful curricular content through the purposeful and effective use of technology.**

**Objective 2.1: Support innovative professional development practices that promote strategic growth for all educators and collaboration with other educators, content experts, and students.**

**Strategy 2.1.1:** Facilitate the development or use and delivery of innovative professional development that promotes collaboration.

**Evaluation Strategy:** Have teachers, technology staff, and other support personnel conduct training sessions throughout the year. Conduct mini share sessions during the year at different school locations.

**Evaluation Strategy:** The division will encourage attendance of local, regional, state, and national technology conferences and require content sharing with colleagues and students.

**Strategy 2.1.2:** Facilitate the development and delivery of professional development opportunities that focus on effective technology use in specific core curricular areas.

**Evaluation Strategy:** Give teachers the opportunity to attend and present at NTTI and VSTE as the need arises. Once these teachers return they will share their experiences with colleagues.

**Evaluation Strategy:** Make all core curricular content support staff aware of the development of professional development opportunities.

**Evaluation Strategy:** Describe the types, scope and extent, and accessibility of the professional development offered.

**Evaluation Strategy:** Document the professional development program attendance.

**Objective 2.2: Actualize the ability of technology to individualize learning and provide equitable opportunities for all learners.**

**Strategy 2.2.1:** Provide reasonable access to Internet-connected devices that offer students flexibility to learn anytime, anywhere by

making mobile technology available as a component of our 2 to 1 computer/workstation ratio.

**Evaluation Strategy:** Annually tabulate the number of Internet-connected devices per student by school and grade.

**Evaluation Strategy:** Re-visit access policies and mobile devices available annually to determine availability and use.

**Evaluation Strategy:** Provide students with access to authentic and appropriate tools to publicize artifacts thus demonstrating their knowledge.

**Strategy 2.2.2:** Identify and disseminate information and resources to assist schools in evaluating the interactive and universal design features of hardware, software, and websites.

**Evaluation Strategy:** All technology purchases will be approved through the Division Technology Team. The Technology Team will examine and research all technology requests and report back to the schools.

**Evaluation Strategy:** Provide technical and pedagogical support to ensure effective use technology tools.

**Objective 2.3: Facilitate the implementation of high-quality Internet safety programs in schools.**

**Strategy 2.3.1:** Identify and disseminate best practices and resources to promote the integration of Internet safety and security throughout the curricula.

**Evaluation Strategy:** Describe methods of identifying best practices with regard to Internet safety and security.

**Evaluation Strategy:** Maintain resources, both web-based and internal network based for staff, parents, and students.

**Strategy 2.3.2:** Monitor the implementation of Internet safety policies and programs and provide technical assistance and support to ensure that schools have effective programs and policies.

**Evaluation Strategy:** Identify best practices to disseminate information and promote the integration of Internet Safety.

**Evaluation Strategy:** Scott County's ITRT will provide Internet safety classes to all classroom teachers and will focus in-depth instruction to grades 5 and 8. Each student's success will be monitored and recorded for evaluation purposes on the success of implementation.

**Goal 3: Afford students with opportunities to apply technology effectively to gain knowledge, develop skills, and create and distribute artifacts that reflect their understandings.**

**Objective 3.1: Provide and support professional development that increases the capacity of teachers to design and facilitate meaningful learning experiences, thereby encouraging students to create, problem-solve, communicate, collaborate, and use real-world skills by applying technology purposefully.**

**Strategy 3.1.1:** Identify resources available for teachers at different grade levels and provide professional development on how teachers can incorporate these resources into daily lessons.

**Evaluation Strategy:** Provide a list of technology web resources and software available within Scott County to teachers to incorporate into their classrooms.

**Evaluation Strategy:** Provide pedagogically sound lesson plans that use different strategies to support technology and creative thinking.

**Strategy 3.1.2:** Enhance curricula using Internet resources and software that encourage creativity, collaboration, and problem solving.

**Evaluation Strategy:** Provide tools that enable students to collaborate online such as the ability to respond to discussion questions by using a web-based discussion board.

**Evaluation Strategy:** Collaborate with regional consortia such as the Southwest Virginia Public Education Consortium and the Southwest Virginia Education & Training Network to provide regional professional development workshops on technology integration. Explore the possibility of delivering these workshops through distance learning channels, such as web-based workshops or SVETN's H323 network.

**Evaluation Strategy:** Provide teachers with opportunities and incentives to use web-based collaboration tools, such as Wikis and Google Apps, to develop instructional content and planning materials such as curriculum maps.



**Strategy 3.1.3:** Promote the safe and responsible use of social media.

**Evaluation Strategy:** Use of our system's Internet filtering device to block unsafe social media sites within schools.

**Evaluation Strategy:** Periodically describe methods used in the classroom and computer labs for students and professional development for teachers.

**Strategy 3.1.4:** Encourage and expand participation in the NETS\*T program.

**Evaluation Strategy:** Provide local evaluators to assess teacher's progress in the program.

**Evaluation Strategy:** Determine numbers of teachers who qualify for NETS\*T before and after promoting implementation.

**Strategy 3.1.5:** Identify and disseminate resources to help school boards and administrators develop and evaluate technology policies that effectively balance the need for instructional innovation with safety and security.

**Evaluation Strategy:** A representative of the school board is included on the planning committee for the technology plan.

**Evaluation Strategy:** Make every school board member aware of the process used to develop the system technology plan.

**Objective 3.2: Ensure that students, teachers, and administrators are ICT literate.**

**Strategy 3.2.1:** Ensure that students, teachers, and administrators are ICT literate.

**Evaluation Strategy:** Develop evaluation criteria to identify ICT literacy for administrators, teachers, and students.

**Evaluation Strategy:** Ensure that all teachers and administrators participate in and are evaluated using our TSIP program.

**Evaluation Strategy:** All teachers and administrators will have their TSIP completion form on file in the central office.

**Strategy 3.2.2:** Monitor the assessment of ICT literacy in schools and provide technical assistance and support to schools as needed.

**Evaluation Strategy:** Ensure that all participants are aware of the ICT monitoring process.

**Evaluation Strategy:** Workshops and classes are made available periodically to anyone needing assistance in completing requirements for their TSIP completion form.

**Strategy 3.2.3:** Provide and support high-quality professional development focused on the acquisition and application of ICT skills for teaching, learning, and school management.

**Evaluation Strategy:** Obtain a list of websites, software, and other resources used in Virtual Virginia, SVETN Elite Learning, and other distance learning courses. Ensure that these resources are tested and available for use prior to the courses' start dates.

**Evaluation Strategy:** Participants will evaluate the types, scope/extent, accessibility, and perceived quality of the professional development offered. These evaluations will be considered in developing future programs.

**Evaluation Strategy:** Document the professional development program attendance.

**Strategy 3.2.4:** Provide opportunities for teachers and students to learn to deconstruct and construct media messages.

**Evaluation Strategy:** Describe the opportunities provided for teachers and students to deconstruct and construct media messages.

**Evaluation Strategy:** Document the state-recommended media literacy guides.

**Objective 3.3: Implement technology-based formative assessments that produce further growth in content knowledge and skills development.**

**Strategy 3.3.1:** Implement, maintain and expand the use of technology based benchmark testing formative assessment applications as well as any local formative assessment applications.

**Evaluation Strategy:** Continue the use of any formative applications along with conducting professional development on the use of the applications that measures further growth in content knowledge and skills development.

**Strategy 3.3.2:** Expand the use of personal response systems by students as a formative assessment tool.

**Evaluation Strategy:** Supplement the number of personal response systems in schools.

**Evaluation Strategy:** Provide professional development on technology based formative assessments and the use of the personal response systems by students.

**Goal 4: Provide students with access to authentic and appropriate tools to gain knowledge, develop skills, extend capabilities, and create and disseminate artifacts that demonstrate their understandings.**

**Objective 4.1: Provide resources and support to ensure that every student has access to a personal computing device.**

**Strategy 4.1.1:** Provide tools that extend students' capabilities that can be customized to meet individual needs and preferences, and support learning.

**Evaluation Strategy:** Determine current equipment to student ratios and increase device ratio to adequately support student needs if not already sufficient.

**Strategy 4.1.2:** Provide more mobile computing access for classrooms.

**Evaluation Strategy:** Determine number of mobile computers before and after implementation.

**Evaluation Strategy:** Advise administrators and teachers to encourage expanded use of mobile devices by students.

**Objective 4.2: Provide technical and pedagogical support to ensure that students, teachers, and administrators can effectively access and use technology tools.**

**Strategy 4.2.1:** Provide and support high-quality professional development to assist educators in evaluating and integrating technology tools in ways that foster effective student use.

**Evaluation Strategy:** Restate and expand the ITSA professional development program.

**Evaluation Strategy:** Document the professional development program attendance.

**Strategy 4.2.2:** Provide ongoing just-in-time support to assist teachers in effectively integrating a variety of technology-based tools into teaching and learning.

**Evaluation Strategy:** Use district and school based ITRT for just-in-time support and assist educators in evaluating and integrating technology tools in ways that benefit student learning.

**Strategy 4.2.3:** Provide timely and effective technical support to ensure that all tools and the network that supports them are installed and maintained properly.

**Evaluation Strategy:** Scott County Schools will employ four technicians to ensure that all technology tools and the system network that supports them are installed and maintained properly.

**Evaluation Strategy:** Using a division created tech support system; users are encouraged to record problems and/or issues with any technology tool or with the system network. With this system, we can maintain a log of issues reported, the time it took to respond to the issue and the tools it took to repair and fix each problem. This system will ensure through records and the ticket system that technical support is timely and effective with regard to technology installation and maintenance.

**Objective 4.3: Identify and disseminate information and resources that assist educators in selecting authentic and appropriate tools for all grade levels and curricular areas.**

**Strategy 4.3.1:** Identify and disseminate Information about new and emerging technologies

**Evaluation Strategy:** Use ITRT's to identify and disseminate information about new and emerging technologies.

**Evaluation Strategy:** Maintain division website with links that provide educators with authentic and appropriate tools.

**Strategy 4.3.2:** Design and implement pilot projects to evaluate a variety of personal computing devices.

**Evaluation Strategy:** Describe the number, types, locations, and scope and extent of the projects.

**Evaluation Strategy:** Document the process of evaluating the projects.

**Goal 5: Use technology to support a culture of data-driven decision making that relies upon data to evaluate and improve teaching and learning.**

**Objective 5.1: Use data to inform and adjust technical, pedagogical, and financial support.**

**Strategy 5.1.1:** Teachers will meet to examine various types of data to make placement decisions regarding students.

**Evaluation Strategy:** Describe locations and times that teachers meet.

**Strategy 5.1.2:** Conduct an annual survey and provide local education agencies with an annual technology status report.

**Evaluation Strategy:** Conduct the survey at the same time each year.

**Evaluation Strategy:** Ensure that survey results are disseminated to all stakeholders.

**Objective 5.2: Provide support to help teachers disaggregate, interpret, and use data to plan, improve, and differentiate instruction.**

**Strategy 5.2.1:** Use ITRT, Director of Data, Director of Testing, Supervisors, and Principals to help teachers access the data needed and conduct professional development sessions.

**Evaluation Strategy:** Ensure that the roles of the ITRT, Director of Data, Director of Testing, Supervisors, and Principals are clear to everyone involved.

**Evaluation Strategy:** Describe the types, scope and extent, and accessibility of the professional development offered.

**Evaluation Strategy:** Describe how professional development enables ITRT to evaluate student achievement data to help teachers use technology in ways that maximize student learning.

**Strategy 5.2.2:** Identify and disseminate resources to assist ITRT in training teachers to disaggregate, interpret, and use data for instructional improvement.

**Evaluation Strategy:** Resources disseminated will include but not be limited to test scores, SOL results, and NCLB outcomes.

**Evaluation Strategy:** Provide professional development for administrators and teachers on how to use technology to analyze assessment data.

**Objective 5.3: Promote the use of technology to inform the design and implement the next-generation standardized assessments.**

**Strategy 5.3.1: Stay well-versed on possible pilot programs that support technology-based assessments.**

**Evaluation Strategy:** Scott County Technology Staff in conjunction with instructional personnel will review Internet bandwidth capability annually in preparation for and in support of future interactive assessments.

**Evaluation Strategy:** Explore new and emerging technologies that support classroom instruction with the use of assessment data and provide feedback to the Virginia Department of Education on new assessment strategies as requested.

**Evaluation Strategy:** Provide resources and support to our instructional staff in the implementation and use of a technology based assessments.

# **Scott County School's Technology Plan**

## **Executive Summary**

Scott County Public School's Technology Plan was developed by the school division's technology planning team. The technology team met on a regular basis over the course of the fall of 2010 and provided the recommendations included in this plan.

Scott County Public School's Technology Plan follows Virginia's Technology Plan in format and focus areas.

The Six-Year Technology Plan for Scott County Schools charts the course that we, as a school division, will follow to use technology to improve teaching and learning. Scott County's technology plan follows the five focus areas identified in the Educational Technology Plan for Virginia: 2010-15.

The Scott County Board of Supervisors continues to support the Scott County School Board through the local allocation. With this local money, coupled with the Virginia State Technology Initiative and state and federal money, Scott County Public Schools now has a division-wide student per computer ratio of 2:1.

As part of the school division's comprehensive plan, this plan will be reviewed, updated, and reported to the Scott County School Board.



# **Appendix 1 – Timetable and Budget**

<b>2010-2011</b>		
Provide extensive training (PowerSchool University) for select staff on PowerSchool student information system	IT Department	Ongoing
Upgrade network connections in remaining elementary schools.	It Department	In Progress
Provide ongoing professional development in the use of data driven decision making	Director of Curriculum and Instruction	Not started
Evaluate the feasibility of using netbooks in place of traditional laptops and desktops.	Director of Curriculum and Instruction, IT Department	Not started
Continue classroom, mobile and lab computer replacement cycles	IT Department	Ongoing
Explore possibility of using Google Apps Education Edition	IT Department, individual schools	Not started
Explore possibility of using open-source, web based library automation system for school libraries	School Media Specialists, Director of Technology, Director of Curriculum and Instruction	Not started
Explore possibility of tracking K-3 SOL mastery in PowerSchool	Director of Curriculum and Director of Technology	Not started
Deploy open-source word processing, spreadsheet application, database and presentation software	Director of Curriculum and Instruction, Director of Technology	In Progress
Evaluate alternative solutions to commercial interactive whiteboards.	IT Department, Director of Technology	Not started

## Appendix 1 - continued

### Current Technology Budget

#### 2010-2011 Expenditures

Personnel Costs (Salary and Fringe Benefits for IT Department Staff and ITRT)	\$428,075.00
Travel	\$5,500.00
Maintenance Contracts and Other Purchased Services	\$40,000.00
Software Licenses, Materials and Supplies	\$60,000.00
New and Replacement Hardware	\$414,000.00
Telecommunications (Network Connectivity and Internet Access) Costs	\$122,809.00
Totals:	\$1,070,384.00

# **Appendix 2- Acceptable Use Policy**

File: IIBEA/GAB  
IIBEA/GAB-R

## **Acceptable Use Policy for Electronic Information, Services, and Networks**

Current policy approved by School Board 06/05/2007

Revised 05/21/2010

The School Board provides a computer system, including the Internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, image & document scanners, tape drives, servers, mainframe and personal computers, the Internet and other internal or external networks.

The purpose of telecommunications technology in Scott County Public Schools is to support research, communication, and education and to provide access to unique resources and opportunities for collaborative work. The use of SCPS computer networks, including Internet access, must be in support of education and consistent with the educational objectives of Scott County Public Schools and the Virginia Board of Education.

This policy applies to all users of SCPS electronic information, services, and networks. By using or accessing Division facilities or services, the user agrees to abide by this policy.

In accordance with Va. Code § 22.1-70.2, Scott County Public Schools requires all students/staff to receive NetSmartz Internet safety training or division developed Internet safety training. Internet safety is both taught to and practiced by all students and staff, grades K-12, with special emphasis placed in both the SCPS Grade 5 and Grade 8 curriculum.

Electronic information research skills are now fundamental for productive citizens and employees. Access to the Internet enables students, teachers, and administrators to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging information with people around the world. The Division expects that its teachers will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed, they will be subject to supervision in an effort to provide Internet use that is particularly suited to learning objectives.

Scott County Public Schools will use a filter which seeks to prevent access to pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256, obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460, material which the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors. However, it is recognized that this filter alone is no guarantee that users will not be able to find Internet resources which are profane, offensive, obscene, or otherwise objectionable. The ultimate responsibility for appropriate use of Internet resources lies with the user. Parents and guardians may request alternative activities not requiring Internet use for their minor children.

Students utilizing SCPS-provided Internet access must first have the permission of and must be supervised by the Division's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Division. Access is a privilege, not a right. Access requires responsibility.

#### **Computer System Use-Terms and Conditions.**

1. **Acceptable Use.** Access to the Division's computer system shall be for the purposes of education or research and be consistent with the educational objectives of the Division or for legitimate school business.
2. **Privilege.** The use of the Division's computer system is a privilege, not a right.
3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system as described below.

#### **Prohibited Conduct Includes.**

- ♦ to use the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal, state or local law.
- ♦ to send, receive, view or download illegal material via the computer system.
- ♦ to download unauthorized software .
- ♦ to download copyrighted material for unauthorized use.
- ♦ to use the computer system for private financial or commercial gain.
- ♦ to transmit profane, obscene, abusive, sexually explicit, or threatening language.
- ♦ to wastefully use resources, such as file space.
- ♦ to gain unauthorized access to resources or entities.
- ♦ to post material unauthorized or created by another without his or her consent.
- ♦ to use the computer system for commercial or private advertising.

- ◆ to “hack into” or otherwise access data not intended for the user including, but not limited to, other users’ files and administrative data.
- ◆ to share passwords with others, circumvent the menu/password and/or internet filtering software installed on Division computers.
- ◆ to access, upload, download, or distribute profane, pornographic, obscene, sexually explicit, or illegal material.
- ◆ to transmit profane, obscene, abusive, sexually explicit, or threatening language; to violate any local, state, or federal law.
- ◆ to vandalize, damage, or disable the property of another individual or organization
- ◆ including destroying data by creating or spreading viruses or by other means.
- ◆ to violate copyright or otherwise use the intellectual property of another individual or organization without permission.
- ◆ to download or install any network monitoring software as well as any computer monitoring software.

The following uses of school-provided computer networks including Internet access are not permitted by students unless authorized by the Scott County Public Schools Technology Department:

- ◆ to access the school division computer network with privately owned laptop computers
- ◆ to download and/or install software on the school division’s computers

**4. Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette, including the following:

- ◆ Be polite.
- ◆ Users shall not forge, intercept or interfere with electronic mail messages.
- ◆ Users shall use appropriate language. The use of obscene, lewd, profane, threatening, discriminatory remarks or disrespectful language is prohibited.
- ◆ Users shall not post personal contact information about themselves or others.
- ◆ Users shall respect the computer system’s resource limits.
- ◆ Users shall not post chain letters or download large files.
- ◆ Users shall not use the computer system to disrupt others.
- ◆ Users shall not read, modify or delete data owned by others.

**5. Liability.** The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs, or damages incurred by the School board relating to or arising out of any violation of these procedures.

**6. Security.** Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.

Users should not expect that files stored on school-based computers will be private. Electronic messages and files stored on school-based computers are always regarded as property of the Division. Authorized administrators and faculty may review files and logs of Internet use at any time, without reason or prior notice, to maintain system integrity and determine that users are acting responsibly or otherwise consistent with this policy.

**7. Vandalism.** Intentional destruction of or interferences with any part of the computer system through creating or downloading computer viruses or by any means is prohibited.

**8. Charges.** The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone or long distance charges.

**9. Electronic Mail.** The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an educational tool. Electronic mail is not private. Student's electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

**10. Enforcement.** Software will be installed on the Division's computers having Internet access to filter or block Internet access through such computers to child pornography and obscenity. The online activities of minors may also be monitored manually. Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.

Any violation of Division policy and rules may result in immediate termination of Division-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate conduct. When and where applicable, law enforcement agencies may be involved.

The Scott County School Board makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The Division will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service; the accuracy, nature, or quality of information stored on Division diskettes, hard drives, or servers; the accuracy, nature, or quality of information gathered through Division-provided Internet access; personal property used to access Division computers or networks or for Division-provided Internet access; nor for unauthorized financial obligations resulting from Division-provided access to the Internet.

Each teacher, administrator, student and parent/guardian of each student shall sign the Acceptable Computer System Use Agreement, GAB/IIBEA-E2, before using the Division's computer system. The failure of any student, teacher or administrator to follow the terms of the Agreement, this policy or accompanying regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

#### **11. Portable Communication Devices.**

"Portable Communication Devices" are defined to include portable two-way telecommunication devices, including but not limited to cellular telephones, beepers, walkie-talkies, personal digital assistants, digital media players such as IPOD, Zoom, MP3 Players or any other digital media player, any text messaging device and other hand-held computing devices (when such device is being used as a communication device). This definition will also include any new technology developed for similar purposes.

#### **Possession, Display and Use.**

- ◆ Students in schools may possess, display and use "Portable Communication Devices" before or after the school day only as set forth in this regulation.
- ◆ The school may revoke the privilege to possess or use the Portable Communication Devices for violation of this regulation. Students being identified as needing assistive technology devices as prescribed in IDEA or Section 504 would be excluded from this regulation and would be permitted the use of technology devices as prescribed in their IEP.
- ◆ To avoid disruption of the instructional process, students shall not display, use, activate, or permit Portable Communication Devices to be activated during the school day. The "school day" includes, but is not limited to, study halls, lunch break, class changes and any other structured or non-structured instructional activity that occurs during the normal school day (Normal school day begins when students enter a bus and ends when dropped off). Students are responsible to ensure that their devices are turned off and out of sight during the school day.
- ◆ Before or after the end of the school day, students may possess, display and use such Portable Communication Devices, as long as such Portable Communication Devices are not displayed, activated or used inside school buildings or on school buses unless use inside school buildings or buses is specifically permitted by school administration.

#### **Responsibility/Liability.**

The School Board will assume no responsibility in any circumstance for the loss/destruction/damage or theft of Portable Communication Devices or for any communication bill associated with the authorized or unauthorized use of Portable Communication Devices. Students will be responsible for locating such lost/stolen items.

#### **Discipline.**

School officials shall take possession of Portable Communication Devices for any violation of this regulation and parents/legal guardians must make arrangements with school officials to claim such devices. Specific days and times may be established by school officials for parents/legal guardians to retrieve such devices. Confiscated Portable Communication Devices will not be released to students under any circumstances.

In addition to school officials taking possession of these Portable Communication Devices until the parents/legal guardians retrieve such Portable Communication Devices, students who violate this regulation shall be subject to discipline in accordance with the Scott County Public Schools Discipline Guidelines as specified in the Code of

Student Conduct. Such Discipline Guidelines shall include but not be limited to revocation of the privilege to possess or use a Portable Communication Device on school property, a school bus, or at a school sponsored event.

## **12. Camera Devices.**

“Camera Devices” are defined as any device used to input media into a recording device. Devices, including but not limited to cellular telephones with cameras, digital cameras, camcorders and any other imaging devices (when such device is being used as an imaging device). This definition will also include any new technology developed for similar purposes.

- ◆ Camera devices may not be used in any unethical or illegal manner.
- ◆ Camera devices may not be used to photograph another person who has a reasonable expectation of privacy without that person’s knowledge and consent.
- ◆ Camera devices may not be used in a way that would violate another person’s copyright.
- ◆ Camera devices may not be used to harass, intimidate, or bully another person or to invade another person’s privacy.
- ◆ An image taken using a camera device may not be published, broadcast, or transmitted to any other person, by any means, without the knowledge and consent of each person appearing in that image who had a reasonable expectation of privacy at the time the image was recorded, or the person who owns the copyright in the material appearing in that image.

## **Prohibited Locations.**

- ◆ Camera devices may not be used on school board property without a teacher’s or principal’s permission that specifies the purpose and duration of the use.
- ◆ Camera devices may not be used in any locker room, restroom, or any other place where other people have a reasonable expectation of privacy.

## **13. Surveillance Cameras.**

The Scott County School Board authorizes the use of closed circuit cameras on school premises to ensure the health, safety, and well being of all staff, students, and visitors, and to safeguard district facilities and property. Cameras may be used in common areas as determined to be appropriate by the superintendent. “Common areas” means those locations to which students, employees and/or visitors have access and there is not an expectation of privacy, such as but not limited to parking lots, hallways, gymnasiums, auditoriums, and buses.

Surveillance recordings may be used to determine if staff, students, or visitors have violated board policies, administrative directives, building rules, or laws. Staff, students, or visitors may be subject to disciplinary action and/or referred to law enforcement regarding conduct observed by viewing surveillance recordings.

The administration is authorized to determine the frequency that surveillance recordings will be regularly reviewed as well as the placement and focus point of all cameras.



Surveillance cameras will not be used as part of a teacher evaluation, without teacher consent.

The recordings shall be retained for a minimum of three days. The district shall have no duty to retain recordings longer than this retention period.

Adopted:

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Legal Refs: 18 U.S.C. §§ 1460, 2256.

47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2 and 22.1-78.

Cross Refs: EGAAA

Computer Software Copyright Compliance

GCPD

Professional Staff Members: Contract Status and Discipline

GDPD

Support Staff Members: Contract Status and Discipline

IIBEB

Internet Privacy

JFC

Student Conduct

JFC-R

Standards of Student Conduct

### **Acceptable Use Policy for Electronic Information, Services, and Networks**

**Each employee must sign this Agreement as a condition for using the School Division's computer system. Each student and his or her parent/guardian must sign this Agreement before being granted use of the School Division's computer system. Read this Agreement carefully before signing.**

Prior to signing this Agreement, read Policy and Regulation GAB/IIBEA, Acceptable Computer System Use. If you have any questions about this policy or

Regulation, contact your supervisor or your student's principal.

I understand and agree to abide by the School Division's Acceptable Computer System Use Policy and Regulation. I understand that the School Division may access and monitor my use of the computer system, including my use of the Internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student/Employee Name \_\_\_\_\_

(Please Print)

Student/Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

I have read this Agreement and Policy and Regulation GAB/IIBEA. I understand that access to the computer system is intended for educational purposes and the Scott County School Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the School Division to restrict access to all inappropriate material and I will not hold the School Division responsible for information acquired on the computer system. I have discussed the terms of this agreement, policy and regulation with my student. I grant permission for my student to use the computer system and for the School Division to issue an account for my student.

Parent/Guardian Name \_\_\_\_\_

(Please Print)

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**LETTER TO PARENTS:  
Acceptable Use Policy for Electronic Information, Services, and Networks**

Dear Parent/Guardian:

The Scott County School Board offers your child the use of electronic communications through the Scott County School Division's computer system. Your child will be able to communicate with other schools, colleges, organizations and individuals around the world through the Internet and other electronic information systems/networks.

Part of the School Division's responsibility in preparing students for the 21st century is to provide them access to the tools they will be using as adults. The Internet will likely be one of these tools. Through the Division's computer system your child will have access to databases, libraries and computer services from all over the world. We accept the responsibility of teaching your child about his/her role as a "network" citizen and the code of ethics involved with this new community.

With this educational opportunity also comes responsibility on the part of your child. It is important that you and your child read the enclosed Division policy, administrative regulation and agreement form and discuss these requirements. The Division takes precautions to prevent access to inappropriate material. However, it is impossible to control access to all material and a user may access inappropriate material.

In order for your child to take advantage of this educational opportunity, your authorization is needed. Attached to this letter are the Acceptable Computer System Use Policy and Regulation (GAB/IIBEA) and the Acceptable

Computer System Use Agreement which both you and your child must sign before your child may use the computer system. Please review these materials carefully with your child before signing the required agreement.

Sincerely,

## **Appendix 3 – Internet Safety in Schools**

Each year Scott County Public Schools (SCPS) provides Internet safety training to its students as required by VA Code § 22.1-70.2. Both elementary and secondary school students receive this training. The Instructional Technology Resource Teachers (ITRT) have developed a long list of activities, video clips, interactive lessons, demonstrations, and resource banks that classroom teachers, as well as parents, can access when needed. It is the effort of the SCPS to ensure that students are familiar with the technological terms associated with computers, the Internet, etc.

Scott County Schools conducts an Internet Safety pre test and a post test to students in grades 5 and 8 each year to determine the effectiveness of the Scott County Public Schools Internet Safety Program.

As the results of the survey given in grades 5 and 8 indicate over the 2008-2010 school years, students are improving in their awareness of the dangers and litigation that may result in providing personal information or downloading copyrighted materials. When asked where you would be most tempted to do something inappropriate, unsafe, or illegal, students replied that it would occur at home. Parents, like students, should be made aware of the dangers posed through the use of the Internet. The SCPS is dedicated to provide its students with the basic essentials to use computers in a safe and orderly fashion.