



*Social Circle City Schools*

CARING COMMUNITY. PREMIER ACHIEVEMENT.

Three-Year Technology Plan  
July 1, 2011 – June 30, 2014

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**Social Circle City Schools Technology Plan**

**I. Vision for Technology Use**

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

|                                       |   |
|---------------------------------------|---|
| Component                             |   |
| a. District Mission/Vision and Access | <p>The plan includes an overall mission statement (usually 3-5 sentences) that communicates the primary purpose, the primary duties, the core beliefs, values and accessibility of system technology.</p> <p><input type="checkbox"/> The plan includes specific vision statements (usually 10-15 bulleted sentences) that communicate specific areas of impact and/or improvement.</p> <p><input type="checkbox"/> The plan includes a clear description of how technology will be used to deliver rigorous academic courses (e.g. GA Virtual School, video conferencing, video streaming, web based instruction).</p> |

SCCS will be proactive in identifying technology related instructional tools that will serve to enhance the learning environment for its faculty, staff, and students. Recognizing the ever-changing landscape within the field of technology, SCCS will create opportunities for all stakeholders to become productive members of our global society. Through continual evaluation, SCCS will be on the cutting edge of providing a Premier educational system. The vision of Social Circle City Schools is to insure that its student population is given every opportunity to gain the knowledge and skills to be productive participants in an ever-changing global marketplace. Students will be expected to maintain a high level of technological proficiency in order to obtain gainful employment. It is the responsibility and the pledge of Social Circle City Schools to provide all of its stakeholders with the access to the latest advances in educational technology.

**I a**  
 The vision of Social Circle City Schools for technology use includes a commitment to provide and implement the following:

|            |   |
|------------|---|
| <b>I a</b> | <ul style="list-style-type: none"> <li>• We will continue to offer our students, faculty, staff, and stakeholders, high speed access to the most up to date information to empower them to be able to conduct research, project design, and curriculum implementation.</li> </ul> |
|            | <ul style="list-style-type: none"> <li>• Create baseline standards for the introduction and usage of true 21st Century learning environments and will maintain a rigorous system-wide technology purchasing process.</li> </ul>   |
|            | <ul style="list-style-type: none"> <li>• Provide access to web-based resources when available in order to foster ongoing collaboration across the curriculum.</li> </ul>  |

## Social Circle City Schools Technology Plan

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• Development of a system-level media distribution network, to deliver content not dependent upon excessive bandwidth.</li> </ul>                  |
|  | <ul style="list-style-type: none"> <li>• Development of a system-level media distribution network, to deliver content not dependent upon excessive bandwidth.</li> </ul>                  |
|  | <ul style="list-style-type: none"> <li>• Make available the technology resources within the school system to the stakeholders within the community environment.</li> </ul>                |
|  | <ul style="list-style-type: none"> <li>• Access to adequate bandwidth to facilitate usage of the live streaming of relevant educational content.</li> </ul>                               |
|  | <ul style="list-style-type: none"> <li>• Access to Secure wireless connectivity in all schools and support facilities.</li> </ul>   |
|  | <ul style="list-style-type: none"> <li>• Multiple levels of communication platforms accessible to all faculty, staff, and students (system email, Moodle, sharedrives, etc...)</li> </ul> |
|  | <ul style="list-style-type: none"> <li>• Access to various academic support curriculum such as Education 2020, Ga Virtual School, etc...</li> </ul>                                       |
|  | <ul style="list-style-type: none"> <li>• Continued expansion of our video conferencing capability. Currently accessible on our Middle School and High School campuses.</li> </ul>         |
|  | <ul style="list-style-type: none"> <li>• Access to the most up to date interactive technology to enhance curriculum delivery.</li> </ul>  |

In order to reach our goal of “Premier” status, Social Circle City Schools will seek out new sources of funding to provide the monetary resources necessary to acquire the most beneficial hardware, software, and related technology-related materials. Teachers will play a vital role in monitoring and ensuring that the students placed in their charge will be instructed in a manner that will foster enthusiasm and a true sense of urgency needed to be self-motivated learners. The overall atmosphere of Social Circle City schools will reflect our commitment towards this endeavor. Parents will have access to data concerning their student’s academic progress, attendance, and relevant test scores.

We believe that technology is just one of many tools in our repertoire of instructional responsibilities. Technology plays a major role in the lives of all of our stakeholders. And we will continually be proactive in doing our part as stewards of the student population that we serve. We recognize that our diligence in staying at the forefront of the educational technology wave of advancement is crucial in producing truly successful 21<sup>st</sup> century citizens.

## Social Circle City Schools Technology Plan

### **II. Current Reality**

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

| Component                             |  |
|---------------------------------------|--|
| a. Access to Technology/Data Sources. | <input type="checkbox"/> Identified data sources (such as annual hardware survey) are collected and cited to determine system members' current level of access to computer hardware, instructional software, and the internet. |

Each year, a detailed technology inventory is conducted to provide the data necessary to meet the technology requirements of the school system. With the assistance of the various school-level committees, the system-level technology staff monitors the current level of hardware and software at the various levels of instruction. It is the goal of these entities to use this data to identify any gaps in maintaining sufficient technology resources, and to address those needs promptly. With the input of these committees, a "plan of action" is put into practice, to secure the necessary funding, and ultimately the identified technology necessary for the various learning environments.

According to the most recent technology inventory, thanks to the acquisition of multiple grants, (Increasing Student Literacy, STEM), Social Circle City Schools has realized a marked improvement in the available technology resources. During the 10-11 school year, grant funds enabled the purchase of 150+ laptop computers, and 30+ interactive boards. The increased technology has greatly impacted our Student to Computer ratio for the positive.

### **Primary School**

During the 2010-2011 school year the Primary school computer lab was outfitted with 25 new computers for student use. Computers previously used in the lab were updated and made available for use within the classrooms. The server was upgraded to accommodate the current needs of the Primary campus. Laptop computers were purchased for Pre-Kindergarten classrooms. Infrastructure for all of the above was updated. Supplies for technology were acquired to ensure full implementation. Currently all classrooms within the Primary school have interactive boards installed, except 4 of the Kindergarten classrooms, and the Pre-K classrooms. As a goal, we would like to have all classrooms outfitted with interactive technology by the ending of the 2011-2012 school year. Currently all classrooms have 2 modern computers available for student/teacher use. It is a goal to have 3 computers in each classroom after one year, and 4 per classroom by 2014. The technology needs of the Primary school are continually monitored to ensure that there is an equitable distribution of available technology. As a result of receiving a Title II-D Increasing Student Literacy grant, the school added quite a bit of new technology to its toolbox. With a focus on digital story telling, digital still cameras, and digital video cameras were purchased and are utilized during instructional time. Additionally, grant funds allowed for the purchase of 26 new laptop computers for the Primary campus.

## Social Circle City Schools Technology Plan

### ***Elementary School***

During the 2010-2011 school year, the Elementary school computer lab was updated with 25 new computers for student use. Computers previously used in the lab were updated and made available for use within the classrooms. The server was upgraded to accommodate the current needs of the Elementary campus. Infrastructure for all of the above was updated. Supplies for technology were acquired to ensure full implementation. Currently all classrooms within the Elementary school have interactive boards installed, except 2 of the Special Education classrooms, and the exploratory classrooms. As a goal, we would like to have all classrooms outfitted with interactive technology by the ending of the 2011-2012 school year. The Elementary School has 8 classroom sets of student response systems. Currently all classrooms have 2 modern computers available for student/teacher use. The Elementary media center is outfitted with a 10 station thin-client lab for use conducting online research. It is a goal to have 3 computers in each classroom after one year, and 5 per classroom by 2014. The technology needs of the Elementary school are continually monitored to ensure that there is an equitable distribution of available technology. As a result of receiving a Title II-D Increasing Student Literacy grant, the school added quite a bit of new technology to its toolbox. With a focus on digital story telling, digital still cameras, and digital video cameras were purchased and are utilized during instructional time. Additionally, grant funds allowed for the purchase of 26 new laptop computers for the Primary campus.

### ***Middle School***

During the 2010-2011 school year, Social Circle Middle School was awarded a substantial Title II-D STEM grant. This grant has provided for a significant upgrade to the school's technology inventory. The infrastructure supporting the MS/HS campus was significantly upgraded to accommodate the increased presence of the new hardware. The campus' wireless network capability was updated to provide complete, secure coverage. The MS campus currently has the use of one complete 30 workstation computer lab. Additionally it has one mobile 30 unit laptop cart. The MS/HS media center has 15 computers available for use conducting online research. Currently, all but 2 classrooms have interactive technology, with the goal of complete coverage within one year. Grant funds were used to complete a STEM lab, complete with a video conferencing PolyCom system. This video conferencing capability will allow for interconnectivity with other schools with similar technology. Monitoring software is currently being installed on teacher computers to facilitate real-time viewing of student workstations. Currently all classrooms have 2 modern computers available for student/teacher use. It is a goal to have 3 computers in each classroom after one year, and 5 per classroom by 2014. The technology needs of the Middle school are continually monitored to ensure that there is an equitable distribution of available technology.

## Social Circle City Schools Technology Plan

### ***High School***

During the 2010-2011 school year, Social Circle High School was awarded a substantial Title II-D STEM grant. This grant has provided for a significant upgrade to the school's technology inventory. The infrastructure supporting the MS/HS campus was significantly upgraded to accommodate the increased presence of the new hardware. The campus' wireless network capability was updated to provide complete, secure coverage. The HS campus currently has the use of three complete 30 workstation computer lab. The MS/HS media center has 15 computers available for use conducting online research. Currently, all but 2 classrooms have interactive technology, with the goal of complete coverage within one year. Grant funds were used to complete a STEM lab, complete with a video conferencing PolyCom system. This video conferencing capability will allow for interconnectivity with other schools with similar technology. Monitoring software is currently being installed on teacher computers to facilitate real-time viewing of student workstations. Currently all classrooms have 2 modern computers available for student/teacher use. It is a goal to have 3 computers in each classroom after one year, and 5 per classroom by 2014. The technology needs of the Middle school are continually monitored to ensure that there is an equitable distribution of available technology.

## Social Circle City Schools Technology Plan

### *System Level Technology*

Social Circle City Schools maintain a high speed broadband network of computers and other devices connected together for the purpose of sharing hardware and software resources. This connectivity includes a Wide Area Network (WAN) and a Local Area Network (LAN). Current bandwidth is 21 Mbps, with plans to increase incrementally over the next 3 years. Bandwidth management software recently installed allows Central Office staff to monitor and manage the equitable distribution of bandwidth access according to prioritized need.

The Wide Area Network (WAN) is connected using routed fiber optics cabling allowing communication within the school district and beyond to include the Internet.

The Local Area Network (LAN) allows connectivity to the Wide Area Network (WAN) utilizing a combination of routers, switches, hubs, fiber optics and twisted pair cabling (CAT5).

Both the Wide Area Network (WAN) and the Local Area Network (LAN) are firewall protected from unwanted intrusion using a Palo Alto firewall appliance, which include content filtering of inappropriate content attempting to flow into the district. SPAM filtering is also provided using a separate device Barracuda.

The Local Area Network (LAN) consists of hardware and software linking faculty, staff and student resources to include but not limited to:

- Finance PC Genesis
- Email Microsoft Exchange
- School Food Service Lunchbox
- Media Centers Follett/Destiny
- Student Information System System Integration Student Information (Infinite Campus)
- File Servers Faculty, Staff and Students (Grades 4-12) login with a unique username and password. Logins allow saving to individual secure folders on the server. Available software programs are grade level appropriate.
- Network Printing (All campuses)
- Interactive Board Technology with ceiling mounted projectors (All Campuses)
- Security Camera System (Middle and High School campuses)
- Automated Software Backup for all critical servers (Yosemite & Barracuda)
- Four (4) Mobile Wireless Labs (Middle and High School)
- All classrooms are network ready
- Student Response systems (Elementary, Middle, High)

## Social Circle City Schools Technology Plan

The Social Circle City School District was awarded four Title II-D Competitive Technology Grants in June 2010 and professional learning for the effective use of technology in instruction will be a major facet of grant implementation.

Title II-D Student Literacy Competitive Grant: Total of \$280,614. Social Circle Primary, Elementary, and Middle Schools will each receive \$93,538 for technology, equipment and professional learning to promote digital literacy. Possible student learning projects might include digital book reports, video conferencing with schools around the state, nation, and world, and research with live subjects. For example, students might conduct and record live interviews with Social Circle residents about the history of our town. Student produced documentaries are also a possibility. Equipment that we will order includes video conferencing equipment, video cameras, digital cameras, tripods and lighting. We will also order computers, wireless access points, video, sound, and imaging software. Title II-D STEM Competitive Grant: Total of \$691,109.00. Social Circle Middle School and Social Circle High School will each receive \$345,554.00 to establish a Science, Technology, Engineering, and Mathematics lab. Teachers will receive professional development on the use of integrated instructional strategies and the development of instructional units that encourage students to use STEM to solve real-life problems. The emphasis in our labs will be biotechnology with a health-care emphasis. Area businesses and higher education agencies are partnering with us.

b. Technology Use

collected data is used to determine the following:

- Instructional uses of technology
- Administrative uses of technology
- Parent/community uses of technology

As the data is collected, the prevailing needs of the learning community are examined, and a plan is constructed to address any deficiencies. The ever changing technology needs of our various stakeholders, drives us to continually monitor and improve our offerings. Teachers are on the front lines of this innovation, and are a vital source of anecdotal data. Likewise, the involvement of the various administrators in the decision making process, as it impacts technology acquisition, is vital to ensuring that various accountability measures are implemented.

The ongoing training necessary to facilitate this growth is continually updated. Through school to home communications, we maintain an open line, gauging the perceptive needs of our surrounding community. It is our desire to provide unobstructed access to system technology to our community as a whole, and to address any concerns noted.

c. Gap Analysis

- Collected data to determine the gap between what levels of technology access is needed to achieve the vision and what is currently available.
- Analysis includes trends across sub-groups in the school system

## Social Circle City Schools Technology Plan

The data collected is continually updated and evaluated in order to identify and remediate any needs present within our system. All efforts are made to ensure that the available technology is equitably distributed.

Input from the various stakeholders is continually monitored and evaluated. Through the system's website, current events, school news, and other information is provided and updated on a continual basis.

### Goals, Benchmarks, and Strategies

a. Goals Based on the vision, data collection, and the gap analysis, clear and concrete goals are established in the following categories:

**Goal #1**  
***Instructional uses of Technology***  
 Ensure that all staff and students will have access to modern technology, engaging software, internet resources in order to facilitate student success within the environment.

| Strategy  | Benchmark   | Evaluation Method                            | Funding Source/Amount  | Person Responsible                              |
|---|---|--|--|---|
| Provide LAN/WAN access that will be capable of handling the bandwidth demand for streaming media and internet resources.  | 21 Mbps of bandwidth available year 1, with a 25% increase each subsequent year as funds become available.  | Annual Technology Inventory                  | -SPLOST<br>-E-Rate<br>-Local funds<br>Current cost approximately \$7000 per year per 9Mbps | Dir. of Technology Network Admin.               |
| E-rate applications will be filed to apply for discounted rates for leased lines, Internet connectivity, the district's phone system, and the districts web site. | E-rate applications will be filed annually for any eligible services  | Annual technology budget                     | Eligible E-Rate awards<br>Local Funds  | Dir. of Technology Network Admin.               |
| Provide access to modern computer workstations, projectors, student response systems, and other multimedia equipment for instructional purposes                   | All school will continually assess technology needs. The necessary equipment and software will be evaluated and acquired to equip each classroom as a true 21 <sup>st</sup> century classroom by 2014 | System Level Technology Inventory (annually) | -SPLOST<br>-Title Grants<br>-Local funds   | Dir. of Technology School Tech Spec. Principals |

| Social Circle City Schools Technology Plan   |  |  |   |                                   |
|--|--|--|---|-----------------------------------|
| Provide adequate server and infrastructure framework to support the ever changing demands of improving technology.     | <ul style="list-style-type: none"> <li>• Install failover capability for system servers by the end of the 2011/2012 academic year</li> <li>• Upgrade all school front-end switches to be able to handle increased connectivity by with 25% of switches upgraded each 3 years.</li> <li>• virtualize all servers by 2014</li> </ul>   | System Level Technology Inventory (annually) | -SPLOST<br>-Title Grants<br>-Local funds<br>Approximately \$20000 per fiscal year | Dir. of Technology Network Admin. |
| Provide access to the most innovative classroom technology available in order to meet the unique needs of all learners | <ul style="list-style-type: none"> <li>• Year 1: Implement at least one classroom per campus as a true 21<sup>st</sup> Century (paperless) classroom</li> <li>• Year 2: Implement at least three classrooms per campus as a true 21<sup>st</sup> Century (paperless) classroom</li> <li>• Year 3: Implement at least five classrooms per campus as a true 21<sup>st</sup> Century (paperless) classroom</li> </ul> | System Level Technology Inventory (annually) | -SPLOST<br>-Title Grants<br>-Local funds<br>Approximately \$15000 per classroom   | Dir. of Technology Network Admin. |
| Goal #2  | <b><i>Administrative uses of Technology</i></b><br>All administrators will use technology to meet reporting requirements and to document accountability standards  |  |   |                                   |
| Strategy   | Benchmark  | Evaluation Method                            | Funding Source/Amount   | Person Responsible                |

| Social Circle City Schools Technology Plan   |   |  |  |   |
|--|---|--|--|---|
| All school level administrators will utilize hand-held devices to monitor teacher performance.       | <ul style="list-style-type: none"> <li>year 1 all Administrators will possess the necessary device (iPad, Smartphone, etc.)</li> <li>year 2 all system evaluation forms will be formatted for devices.</li> <li>by 2014, all team leaders will have similar capabilities as building admins.</li> </ul> | Annual Technology Inventory<br><br>Self-reported device proficiency        | -SPLOST<br>-Title Grants<br>-Local funds<br>Approx: \$5000 for devices and \$1000 per year for E-Walk licensing. | Dir. of Technology<br>School Tech Spec.<br>Principals |
| Goal #3  | <b><i>Parent/Community uses of Technology</i></b><br>Utilize technology to enhance community communication and provide additional standards based material.   |  |  |   |
| Strategy   | Benchmark   | Evaluation Method  | Funding Source/Amount  | Person Responsible                                    |
| Provide Parent/Guardian access to their child's grades, assignments, and attendance (Real-Time data) | Monitor Student Management Software EChalk website. Infinite Campus Parent portal updates will be implemented as available. Technology staff will ensure that current data is accessible.   | Monitor content and access to EChalk / Infinite Campus Parent Portal link. | -SPLOST<br>-Title Grants<br>-Local funds<br>Approx: \$6000 per year for SIS                                      | Dir. of Technology<br>Network Admin.                  |
| Goal #4  | System readiness (staff technical competencies/attitudes.)<br>System technical staff will continually monitor developing technology trends, and will maintain the necessary level of expertise and training necessary to meet the ever-changing needs of the school system and its stakeholders.        |  |  |   |
| Strategy   | Benchmark   | Evaluation Method  | Funding Source/Amount  | Person Responsible                                    |
| Provide system technical staff access to ongoing pertinent training opportunities.                   | Technical staff will complete 5 hours of PD training during year 1,2,and 3  | Staff surveys and annual evaluations                                       | -SPLOST<br>-Title Grants<br>-Local funds<br>Approx. \$6000 per year  | Dir. of Technology<br>Network Admin.                  |
|  |   |  |  |   |

## Social Circle City Schools Technology Plan

### III. Communication and Marketing

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

| Component                      |   |
|--------------------------------|---|
| a. Communication and Marketing | <input type="checkbox"/> Strategies for the following are provided: sharing progress, disseminating evaluation results, encouraging broad stakeholder involvement, and marketing the role technology can play in helping students achieve the CCGPS in innovative ways are provided.<br><input type="checkbox"/> Multiple methods of dissemination and marketing are used (for example, web-based resources, newsletters, meetings, local media etc...) |



The following strategies will be used to communicate with all stakeholders concerning student achievement and the important role technology plays in this achievement as well as the role technology can play in the communication process itself. A "Technology in the Schools Tour" is conducted to allow the community to gain a better understanding of the current state of technology within our school system. We invite Rotary, Lions, parents, and other community groups into our schools to see and experience technology at work. Each school highlights technology during at least one PTO meeting per year. School to Work funds are used to develop a brochure featuring the newest technology in the schools and placed in shops, offices, restaurants around town, churches, and given out at club meetings. The newspaper is kept apprised of the latest happenings within our school system. A coordinated effort has been made to provide the area's Real Estate professionals with pertinent school system data and highlights that can be shared as a marketing tool for prospective new residents. The school website is a vital communication tool within our system. This website better facilitates timely communication and home to school interaction. Parents, Guardians, and students, are provided access to our Infinite Campus SIS, through the parent portal. The information accessible through the portal, provides current academic progress for the students. E-rate funds will be used to offset a majority of the costs of the new site. Staff continually uses technology (powerpoint, projectors, and student response systems) when presenting programs to any group within the school or in the community. Provide access on a regular basis to the community using our computer labs and providing parent workshops. Seeing the current level of technology functionality, helps the community member to gain a better feel for how their tax dollars are being used to provide a strong academic program for the community. Newsletters are designed and posted by our Parent Coordinator, on the system site. The school system currently utilizes AlertNow as its mass phone communication system. This product is used to maintain a connection from school to home for the purpose of sharing current events, and emergency notifications.

**Social Circle City Schools Technology Plan**

b. Integration/ coordination with long-range planning initiatives.

There is evidence that a regular and consistent technology plan results from intra-system collaboration between the technology department and system-level staff development, curriculum, media, Title I, Special Education, and ESOL personnel.

At the system level there are two technology committees. One is made up of members of the school level Technology Integration Task Force members who are the media specialists and teachers who are on the front line of technology integration in the classroom. They have coordinated the school level action plans meeting the technology integration standards mandate for this school year. They are grounded in instruction and classroom implementation of the GPS units. These plans will ensure that students are provided opportunity to become technology literate. They make recommendations for hardware, software, and other technological needs in relation to teaching and learning. The other committee is composed of technology specialists from each school and from the system. There are only one and a half true technology specialists for the system, but there are staff members at the schools that understand this dimension of technology as well. They take the recommendations of the Technology Integration committee and consider other issues such as infrastructure, administrative needs, firewalls, updated licenses for Infinite Campus, spam blockers, etc. This group then lays out a 3-year plan by school, listing items in priority at each school and at the system level. The final decision is to prioritize which school needs are funded the first year and so forth. The DCL (Driving Change Leaders) of central staff/program directors approve or revise these recommendations and consider ways to fund the priorities. They share their decision with the DCT (District Change Team) which includes the principals, instructional lead teachers/assistant principals, and central office. This then goes to the school level staff, parents, and community groups. Input concerning technology needs, is garnered from the various groups, to include, special education, gifted, ESOL, and others. It is our goal to ensure the the unique needs of ALL learners is addressed equitably. It is the responsibility of the Technology Director to gather all of the input provided, and to ensure that a coherent plan of attack is provided to all stakeholders.

**IV. Professional Development**

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

Component

## Social Circle City Schools Technology Plan

### a. Professional Development

- Professional Development programs are clearly outlined
- Funding sources of professional development are provided
- Local staff development programs are consistent with nationally established criteria for quality professional development, with such characteristics as incentives, self-directed learning, and authentic connection to actual work.
- Professional development programs promote research-supported instructional practices that actively engage students in their own learning.
- Professional development programs help teachers target their instructional practices toward student achievement of CCGPS (Common Core GA Performance Standards.)

## Social Circle City Schools Technology Plan

With the vast amount of research being conducted concerning the impact of technology on the learner, it is imperative that we, as educators, monitor, plan, and implement strategies to remain up to date on the most current advances. The professional development plan should take into consideration, the input from the various stakeholders in order to provide, not only current, but highly functional information. The two major components of designing a robust training program are: 1. The dissemination of valid, research-based, information of how to best integrate the developing technology into the core instruction provided within the classroom. Student achievement and academic rigor should be viewed as driving factors in the determination of PD needs. 2. The introduction and full competency of using the available technology hardware and software will be addressed through PD.

Social Circle City Schools will seek to provide a premier professional development program with the necessary support infrastructure that promotes continual learning and rigor as it relates to the use of technology for teaching and learning. To address this goal, courses, conferences, and workshops, are made accessible to all staff in an equitable manner. Professional development will be provided from various support organizations, to include but not limited to, Northeast Ga RESA, University of Georgia ETTC, Athen's Tech, and vendor specific trainers. Additionally, the system will provide ongoing "in-house" training in areas and subjects identified through staff surveys and as a result of input from the various stakeholders. Technology Tuesdays will be provided to maintain a high level of technology proficiency among the staff. All trainings will be monitored and evaluated to ensure that the intended result is accomplished following the event. Groups are encouraged to request specific training needs as they arise, and an open line of communication is available to facilitate this planning.

Funding for training and professional learning will continually be a challenge, but it is our goal to be aggressive in acquiring the necessary funding to ensure that we maintain a high level of proficiency. Funding sources include but are not limited to: The various Title funds, acquired grants, and local funding.

As new technologies are identified and introduced into the curriculum, we will update and implement a plan of action. Student achievement and academic progress are the driving factors for pursuing and acquiring the technology necessary to meet the standards expected of us as educators. Input from all stakeholders is appreciated, and valued.

## APPENDIX A

### Appropriate Use of Social Circle City Schools Computers and Network Resources

It is the belief of the Social Circle City Board of Education that the use of technology for the purpose of information acquisition, retrieval, manipulation, distribution and storage 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 Social Circle City 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 Social Circle City 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:

- 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
- 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:
  - a. 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;
  - b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
  - c. Prevent unauthorized access, including so-called “hacking,” and other unauthorized activities by minors online;
  - d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
  - e. 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 Social Circle City 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.

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 Social Circle City 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 Social Circle City Board of Education's acceptable use policy shall be subject to revocation of these privileges and potential disciplinary action.**

## APPENDIX B

### 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 go into the operating system to look around, run programs, or attempt to do anything they are not specifically authorized to do.

Students bringing any storage media from outside the school must have them scanned for viruses by an authorized staff member prior to their use on a computer or the network.

#### 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.

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

- Accessing, sending, creating or posting materials or communications that are:
  - a. Damaging to another person's reputation,
  - b. Abusive,
  - c. Obscene,
  - d. Sexually oriented,
  - e. Threatening or demeaning to another person's gender or race,
  - f. Contrary to the school's policy on harassment,
  - g. Harassing, or
  - h. Illegal
- Using the network for financial gain or advertising.
- Posting or plagiarizing work created by another person without their consent.
- Posting anonymous or forging electronic mail messages.
- Attempting to read, alter, delete, or copy the electronic mail messages of other system users.

- Giving out personal information such as phone numbers, addresses, driver’s license or social security numbers, bankcard or checking account information.
- Using the school’s computer hardware or network for any illegal activity such as copying or downloading copyrighted software or violation of copyright laws.
- Loading or using games, public domain, shareware or any other unauthorized program on any school’s computer or computer system.
- Purposely infecting any school computer or network with a virus or program designed to damage, alter, destroy or provide access to unauthorized data or information.
- Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person.
- Using or attempting to use the password or account of another person or utilizing a computer while logged on under another user’s account.
- Using the school’s computers or network while access privileges have been suspended.
- 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.
- Altering or attempting to alter the configuration of a computer, the operating system, or any of the software.
- Attempting to vandalize, disconnect or disassemble any network or computer component.
- Utilizing the computers and network to retrieve information or run software applications not assigned by their teacher.
- Providing another student with user account information or passwords.
- Connecting to or installing any computer hardware, components, or software which is not school system property to or in the district’s technology resources without prior approval of the district technology supervisory personnel.

I understand and will abide by the Social Circle School District Acceptable Use Regulations governing student access to the Internet. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I engage in unacceptable activities as outlined below, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

Student’s Name \_\_\_\_\_ Date \_\_\_\_\_

Student’s Signature \_\_\_\_\_ Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_  
 \_\_\_\_\_

**Parental Agreement:**

As the parent or guardian of this student, I have read and discussed with my child the Social Circle School District Acceptable Use Regulations governing student access to the Internet. I understand that this access is designed for educational purposes and that student access will be monitored; however, I also realize it is impossible for the agencies involved to restrict all controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child’s use of the Internet is extended beyond the school day and/or school building. I hereby give permission for my child to have Internet access.

Parent(s)/Guardian(s) Name \_\_\_\_\_ Date \_\_\_\_\_

Parent(s) Signature \_\_\_\_\_

## APPENDIX C

### 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:**

- 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.
- Never allow a student to use a computer unless they are logged on under their own name (PK-2 students may use a generic "classroom account" created by the school ITS).
- Enforce the Acceptable Use Guidelines while supervising students. For example, students should not have access to Windows Explorer, File Manager, or a DOS prompt. It is the employee's responsibility to notify the administration and the Instructional Technology Specialist of any violation of the Acceptable Use Policy.
- Do not allow students to go to computer labs unsupervised.
- Treat student user names and passwords with confidentiality. Do not post a list of user names and passwords where all students can see them.
- Make back-up copies of critical data and grade book files on thumb drives or CD and store them in a secure place. Users are responsible for the appropriate storage and backup of their data.
- Make sure any written password information is stored in a secure location. Do not leave passwords lying on your desk or in an unlocked drawer.
- 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), and executable files. These types of email often contain viruses and can cause excessive network traffic or computing load. All employees must request permission from the building administrator before sending any messages to an entire school staff.
- Employees must abide by the Social Circle City Schools Web Site Posting guidelines when posting any materials to the web.
- 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.

- All users have a responsibility to other users of the network to be knowledgeable and considerate as possible. Therefore, I will model acceptable use to instruct students on proper network etiquette.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix D**

### **Echalk Website Privacy Policy**

#### **Overview**

The policies below reflect eChalk's strong commitment to the privacy and security of our members. To ensure our members' privacy and the security of their information, eChalk has taken the online following precautions:

- Each individual user account is password-protected. Only authorized members of your school or district are allowed to access or view the member information relevant to the account.
- eChalk, by law, can never sell or share any user information with any person or organization outside of eChalk.
- eChalk complies with all regulations within the Child's Online Privacy Protection Act (COPPA) legislation.
- eChalk uses Secure Socket Layer (SSL) encryption technology to ensure the privacy of any user's online information.

#### **Privacy**

eChalk licensing states that eChalk can never market any user information to any third party -- ever. Each site supplies eChalk with the most basic information, supplied by the school or district, needed to set up the system. This information generally consists of first and last names, and grades taught or attended. eChalk does not require any further information. In addition, each customer site retains full ownership of all information they store and share on the eChalk system.

eChalk can monitor usage only by user type and activity, not by names or any other identifying information, and will share this information with school administration upon request.

eChalk might be required to disclose personally identifying information in response to valid legal processes, i.e., a search warrant, subpoena or court order. Disclosures also may be appropriate to protect the safety of a child, during emergencies if physical safety is believed to be at risk.

#### **Security**

eChalk uses individual password-protected accounts and Secure Socket Layer (SSL) encryption technology to ensure the privacy of any information in a user's account.

eChalk's servers are housed in a world-class data center with 24-hour, 365 days/year system monitoring for maximum uptime and system protection.

#### **Children's Online Privacy Protection Act**

If you would like to review these laws and their related regulations we recommend visiting the U.S. Federal Trade Commission's Web site at <http://www.ftc.gov/bcp/online/edcams/kidzprivacy/index.html>. Also of interest is the Children's Internet Protection Act <http://www.ifea.net/cipa.html>.

### **Contact Us**

If you have any questions or concerns regarding this privacy statement, please contact eChalk at: eChalk, 199 Water Street, 16th Floor, New York, NY 10038 or via email at [info@echalk.com](mailto:info@echalk.com).