

# Elba Central School



## District Technology Plan

2018 – 2021

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## **I. Purpose**

The purpose of this plan is to document the strategies for the effective and efficient integration of technology in the curriculum and instruction at Elba Central School District.

## **II. Mission Statement**

The purpose and tradition of Elba Central School District and its community is to empower and inspire our students to be continuous learners who are challenged to succeed.

## **III. Technology Vision**

Elba Central School will be a learning community where teachers and students consistently use technology for learning and preparation for life.

## **IV. Student Outcome Statement**

At Elba Central School every student acquires the knowledge and basic skills necessary for success in the adult world.

In addition, our students develop:

1. Empowering skills, such as decision-making, goal-setting, creative thinking and problem solving
2. Communication and social interaction skills
3. Technological literacy
4. Total wellness - social, physical and emotional health and positive self-esteem
5. Values necessary to participate in society

Technology will help students to meet college and career readiness goals and develop their twenty first century skills. As a result, our students will embrace learning as a lifelong process.

## **V. Executive Summary**

There is a two-fold purpose of public education in the United States. One purpose is to help each student acquire the skills, knowledge and concepts needed to reach full potential and achieve goals. The other purpose is to produce effective workers and citizens. These purposes have remained unchanged over the years.

The society for which students are prepared has, however, changed dramatically. We live in an information age, characterized by rapid change and constant influx of new knowledge. The information age requires citizens to be problem-solvers, information managers, collaborative workers and life-long learners.

Technology is the means to fully achieve 21<sup>st</sup> century learning environments in the classroom and workplace. Technology is the means to create “Smart Schools” by using the power of technology to transform education.

Through technology, students will have an opportunity for more course offerings, access to a larger variety of documents, and the capability to connect with those outside of their local area, where many students will never physically venture thus expanding their world and possibly their thoughts and ideals. Teachers will use technology to provide effective learning environments which support college and career readiness. Providing similar settings for teacher professional development can also occur - online professional development, professional learning communities, managing student data, and local and global collaboration with students, parents and other educators.

All Elba students will be able to meet our student outcomes. The students will use technology as a part of their problem-solving and learning activities and be prepared to deal with new and changing technologies. Technology will be used to help the students and teachers acquire, process and use data. Technology will also be used to connect students and staff to each other and to the larger world to make learning more relevant and authentic. Technology will promote equity and individual learning at Elba Central.

## **VI. Current Technology Environment**

Elba Central School is proud to have a 1:1 learning environment in grade levels K-12. Each student is assigned a Chromebook. K-6 students use the devices within the District while grades 7-12 can also bring them home. Chromebooks allow students and teachers immediate access to the internet and other applications throughout the day on demand, with no waiting for computer lab time. Elba 7-12 grade students having access to internet and/or offline files from school and home levels the playing field ensuring equal access for all, no matter the individual economic status.

The school employs a technology coordinator to support the use of technology by students and staff members. Technical support for the computer networks and workstations are supported by EduTech. EduTech is a division of the BOCES regional information center. In addition to the technical support, it also provides services for the installation and training aspects of instructional technology.

### **Infrastructure**

- ❖ Wired Technology
  - 5 Switch Closets with 2 Cisco 3750Xs switches and 13 Cisco 2960s switches with a speed of 1GB
- ❖ Wireless Technology
  - 61 Cisco Meraki Access Points

### **Elementary School**

- ❖ Every elementary classroom is equipped with a teacher workstation with access to a printer, a document camera, a Smart board with projector and speakers or an Interactive Flat Panel, and access to the secured wired and wireless network
- ❖ Every student and teacher is assigned a Chromebook

## Secondary School

- ❖ Every secondary classroom is equipped with a teacher workstation with access to a printer, a Smart board with projector and speakers or an Interactive Flat Panel, and access to the secured wired and wireless network
- ❖ Every student and teacher is assigned a Chromebook, which may be taken home
- ❖ One Technology computer lab with 20 desktops, a black laser printer, a plotter, a Smart board with projector and speakers and a document camera.
- ❖ One Business computer lab with 20 desktops, a black laser printer, a color laser printer, a Smart board with projector and speakers

## Shared Area

- ❖ The Library Media Center Lab is equipped with twenty networked computers, one black laser printer, one color laser printer, a Smartboard with projector and speakers, a document camera and a scanner.

## Available to District Staff for Short Term (Daily or Per Period) Loan

- ❖ Digital Cameras
- ❖ Video Cameras
- ❖ Laptops

	Elem	Jr/Sr High	LMC	Non-Instructional	Less than 5 years old	Total
Windows 10 workstations	33	81	24	29	134	167
Chromebooks	223	207	0	16	446	446
Windows 10 Laptops	0	0	0	7	5	7
Black Laser Printers	4	5	1	6	13	16
Color Laser Printers	2	4	1	3	10	10
SmartBoards	21	23	3	0	5	47
Document Cameras	19	4	2	0	19	25
Flat Panel Displays	1	2	1	0	4	4
iPads	5	0	0	7	0	12
Scanners	4	5	1	7	0	17
Graphing/Scientific Calculators	0	75	0	0	0	75
Science Probes	0	3	0	0	3	3

## **VII. Focus of Instructional Technology**

Instructional technology at Elba Central School will be used to carry out the mission of the school district. Instructional technology will help provide a quality education for our students. It will be used to help each student develop to the best of his or her ability. The use of instructional technology will focus on our student outcomes statement.

1. Instructional technology will be part of the basic skills necessary for success in the adult world.
2. Instructional technology will be used to help the students develop decision-making, goal-setting, creative thinking and problem solving skills.
3. Instructional technology will be part of the communication and social interaction skill development of our students.

In addition, instructional technology will focus on teaching those technological literacy skills necessary for each student to survive and prosper in his or her adult life.

## **VIII. Goals and Implementation Strategies**

The Elba Central School District is committed to the use of instructional technology to enhance the learning environment. The goals and implementation strategies will enable the teaching staff to effectively integrate technology into the learning process and provide students with the required skills and attitudes for tomorrow's world.

### **Goal 1: Integrate Technology into the Learning Environment**

- Strategy 1.1 Provide access to technology in all school settings
  - Maintain a student to computer ratio of 1:1 throughout the district.
  - Coordinate the efforts within the district to ensure that all technology funding is connected to the District Technology Plan.
  - Provide members of the school community equal access to all technology for instruction.
- Strategy 1.2 Use technology as a means to support instructional and curriculum goals.
  - Integrate technology in the development of curriculum.
  - Provide opportunities for staff to investigate the use of technology for their area or grade level.
  - Support and promote innovative projects and uses of technology in classrooms.
  - Provide the necessary staff development for teachers to acquire the skills to use technology.
- Strategy 1.3 Provide adaptive technologies to students with disabilities based on appropriate assessment and individual needs as stated in the Individual Educational Plan (IEP). Work with the BOCES in obtaining and successfully using hardware and software that will allow students with disabilities the opportunity to learn using differentiated technologies.

## GOAL 2: Create an Infrastructure to Support Technology and the Use of Technology.

- Strategy 2.1 The Elba Central School District will define and implement programs necessary to provide appropriate and equitable: installation of new technology, maintenance and upgrading of existing technology, support for use of technology, and a strategy for technology replacement.
- Strategy 2.2 Establish a plan for maintenance, repair, replacement, upgrading, and updating of technology equipment.
- Strategy 2.3 Provide the necessary infrastructure to support voice, video and data services to all appropriate instructional areas.
- Strategy 2.4 Provide support and training for technology integration.
  - Employ a technology coordinator and technology aides in the district.
  - Establish a district objective, which addresses the development of skills in technology and integration of technology in the instructional program.
  - Provide a progressive program for professional development for educators and support staff, including release time, after school, summer in-service, and online professional growth opportunities.
  - Provide technical training/support concurrent with equipment acquisition and installation.

## GOAL 3: The Students, Faculty, Staff and Administrators of the Elba Central School District Will Be Instructed In and Adhere to the Legal, Ethical and Cost Effective Use of Technological Resources

- Strategy 3.1 Communicate Board of Education approved technology policies with the staff and students.
- Strategy 3.2 Instruct staff and students on the information contained in the Acceptable Use Policy.
- Strategy 3.3 Implement the Elba Central School District Acceptable Use Policy.
- Strategy 3.4 Communicate legislative regulations to staff and students regarding the use of the Internet and Data Security.

## IX. Instructional Technology Curriculum

The Elba Central School district technology curriculum supports NETS-S. NETS-S is a document developed by the ISTE. NETS-S stands for National Educational Technology Standards for Students. NETS are the standards used to evaluate student skills and knowledge for success in the adult world.

## X. Integration of Technology in the Classroom

Technology is pervasive, and must be integrated within the existing programs of study. Technology learning expectations continue to be clearly defined and included in curriculum revisions. The outcomes of the integration of technology in the classroom will:

- Expand classroom tools for teaching, learning, and assessment.
- Provide for the integration of multiple resources for existing and emerging curriculum.
- Enable the learning community to communicate more effectively, access and process information, and work productively.

- Link the classrooms with educational resources within the building, community and worldwide.
- Create a collaborative environment for project-oriented activities.
- Increase the productivity of students as they work toward attaining learning outcomes.
- Encourage the use of multimedia tools enabling students to become active and experiential learners.
- Enable learning to involve partnerships within the school, among schools, and with other organizations.
- Establish a process to evaluate and purchase instructional software which supports the curriculum frameworks.
- Use multimedia presentation strategies to model the integration of technology in the curriculum.
- Establish student learning standards, benchmarks and assessment at all grade levels for educational technology.
- Make the “use of technology” an integral part of curriculum integration.

## **XI. Professional Development**

Effective staff development is fundamental and critical to the integration of technology use in the instructional process. As the Elba Central School District acquires more and more varied technologies and as the demand to implement and integrate it into the curriculum grows, educators will require increased training, service, and support.

To achieve our goal that Elba will be a school where teachers and students consistently use technology for learning and preparation for life, the Elba School District believes:

- Change in using technology as a tool to deliver curriculum to the classroom starts at the teacher level.
- The human element is our most important resource.
- Changes in technologies, the acquisition of new technologies, and increased access to and expectations of technology requires on-going and relevant staff development.
- Technology related staffing should reflect the need for service and support.
- Access to staff development and support is crucial for all staff.

The District will provide continual technical, fundamental operational, application, and curriculum integration training for district staff for current and future technologies. Critical strategies to create meaningful professional development will include:

- Establishing a district objective which addresses the development of skills in technology and integration of technology in the instructional program.
- Developing a progressive, long-term district technology training plan in support of the instructional program.
- Coordinating staff development in technology with the NYS Standards framework.
- Making use of available training through EduTech, Teacher Center, and other sources.
- Creating a flexible cycle of training to accommodate employees’ schedules and work calendars.
- Providing a site-based network of peer support.



- Providing technical training and support concurrent with equipment acquisition.
- Providing adequate resource assistance to ensure continuous and purposeful training.
- Recognizing staff that demonstrates the effective use of technology in their classrooms.
- Promoting the effective uses of technology as a criterion in hiring and evaluation.
- Encouraging the use of technology as an individualized professional goal for staff members.
- Developing assessments which measure the instructional success of technology integration

## XII. Technology Acquisition

Technology will become an integral tool of the instructional program and its use infused in the curriculum in all subject areas.

The acquisition plan provides for:

- ✓ All students have ready access to technology.
- ✓ All classrooms are linked through the district wide area network.
- ✓ All classrooms have presentation technology capabilities
- ✓ All classrooms have access to communicate information through e-mail, Internet and phone access.
- ✓ All teachers have access to a networked computer and printer.
- ✓ All teachers and support staff have initial and ongoing training to develop and enhance their technological skills.
- ✓ The Library Media Center has an automated information/management system.

2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Chromebooks – 160 IFP – 5 Access Points - 10 HS Workstations - 25	Chromebooks – 150 CAD Lab – 25 Server – 1 Printers - 2 Access Points - 10	Chromebooks – 180 Admin comps - 20 IFP – 5 Printers - 2 Access Points - 10	Chromebooks – 150 Access Points - 10 Business Lab – 21 Server - 1 Printers - 2 Access Points - 10	Chromebooks – 160 Smart Boards – 5 Library comps - 20 Printers - 2 Access Points - 10
<i>Smartboard/IFP replacement/repair or addition of latest classroom technologies as needed</i>	<i>Smartboard /IFP replacement/repair or addition of latest classroom technologies as needed</i>	<i>Smartboard/IFP replacement/repair or addition of latest classroom technologies as needed</i>	<i>Smartboard/IFP replacement/repair or addition of latest classroom technologies as needed</i>	<i>Smartboard/IFP replacement/repair or addition of latest classroom technologies as needed</i>

### Chromebook Replacement Schedule:

2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Staff	Staff	Staff	Staff	Staff
12 <sup>th</sup> Grade .2019				
11 <sup>th</sup> Grade .2020	12 <sup>th</sup> Grade .2020			
10 <sup>th</sup> Grade .2021	11 <sup>th</sup> Grade .2021	12 <sup>th</sup> Grade .2021		
9 <sup>th</sup> Grade .2022	10 <sup>th</sup> Grade .2011	11 <sup>th</sup> Grade .2011	12 <sup>th</sup> Grade .2022	
8 <sup>th</sup> Grade .2023	9 <sup>th</sup> Grade .2023	10 <sup>th</sup> Grade .2023	11 <sup>th</sup> Grade .2023	12 <sup>th</sup> Grade .2023
7 <sup>th</sup> Grade .2024	8 <sup>th</sup> Grade .2024	9 <sup>th</sup> Grade .2024	10 <sup>th</sup> Grade .2024	11 <sup>th</sup> Grade .2024
6 <sup>th</sup> Grade .2025	7 <sup>th</sup> Grade .2025	8 <sup>th</sup> Grade .2025	9 <sup>th</sup> Grade .2025	10 <sup>th</sup> Grade .2025
5 <sup>th</sup> Grade .2026	6 <sup>th</sup> Grade .2026	7 <sup>th</sup> Grade .2026	8 <sup>th</sup> Grade .2026	9 <sup>th</sup> Grade .2026
4 <sup>th</sup> Grade .2027	5 <sup>th</sup> Grade .2027	6 <sup>th</sup> Grade .2027	7 <sup>th</sup> Grade .2027	8 <sup>th</sup> Grade .2027
3 <sup>rd</sup> Grade .2028	4 <sup>th</sup> Grade .2028	5 <sup>th</sup> Grade .2028	6 <sup>th</sup> Grade .2028	7 <sup>th</sup> Grade .2028
2 <sup>nd</sup> Grade .2029	3 <sup>rd</sup> Grade .2029	4 <sup>th</sup> Grade .2029	5 <sup>th</sup> Grade .2029	6 <sup>th</sup> Grade .2029
1 <sup>st</sup> Grade .2030	2 <sup>nd</sup> Grade .2030	3 <sup>rd</sup> Grade .2030	4 <sup>th</sup> Grade .2030	5 <sup>th</sup> Grade .2030
Kindergarten .2031	1 <sup>st</sup> Grade .2031	2 <sup>nd</sup> Grade .2031	3 <sup>rd</sup> Grade .2031	4 <sup>th</sup> Grade .2031
	Kindergarten .2032	1 <sup>st</sup> Grade .2032	2 <sup>nd</sup> Grade .2032	3 <sup>rd</sup> Grade .2032
		Kindergarten .2033	1 <sup>st</sup> Grade .2033	2 <sup>nd</sup> Grade .2033
			Kindergarten .2034	1 <sup>st</sup> Grade .2034
				Kindergarten .2035

### 2018-2023 Goals

- Retain 1:1 ratio of devices to students
- Install or replace interactive whiteboards with IFP's in all classrooms.
- Evaluate the need to upgrade administrative hardware and software, and if necessary, plan and implement an upgrade or replacement.
- Select and purchase software and hardware specific for curricular areas, implementation of the instructional technology curriculum, and management and utility of the network.
- Increase imaging and sound capabilities for K-12 through the acquisition of video cameras, digital cameras, scanners, usb drives, midi keyboards, etc.
- Maintain and/or increase wireless technology throughout the District.

### **XIII. Projected Funding**

An enormous responsibility exists to improve both the technology resources availability and the way resources are used by the Elba Central School District, including the target elements listed in the acquisition plan. The Technology Planning Committee will guide school leadership in making decisions. This plan will be reviewed and updated annually.

Projected sources of funding to acquire, develop, and maintain the infrastructure and hardware to implement the goals and implementation strategies of the technology plan include: annual operating budget, capital project, Title III grant, and e-rate discounts.

#### 2018 – 2021 Annual Projections

Computer Services – Administrative WFL BOCES	\$74,988
Computer Services – Instructional WFL BOCES	\$60,525
Computer Services – Communication WFL BOCES	\$86,786
Hardware Acquisition	\$100,000
Software Acquisition	\$8,000

### **XIV. Staffing**

Successful integration of technology into the learning environment results from the training and support provided to the school community by trained staff members. The Elba Central School District currently employs a full time technology coordinator and a computer lab aide to support the program.

The technology coordinator is responsible for the instructional technology program within the district. The coordinator will help create a coordinated technology program in the school, facilitate staff development, support for teachers and staff and provide direct support to students.

\*Additional staffing for the development of technological skills in students, technical support, and training will be needed for the successful implementation of the technology plan.\*

### **XV. Evaluation**

In order to evaluate whether the goals and objectives of the Elba Central School technology plan are being met, an annual assessment will be undertaken by the technology committee. This assessment will address four sets of questions:

1. Which objectives have been met?
2. Have they enabled attainment of the curriculum standards for all students in the areas concerned?
3. Which unmet objectives are of highest priority? How can these objectives be attained?
4. In light of current information, what changes in objectives, priorities, implementation, and strategies are required?

In order to insure an accurate evaluation based on these questions, the assessment will include the input of principals, technology coordinator and teachers as well as any other data available through a curriculum assessment as specified from the school or from system-wide or statewide assessment. Technological surveying will be used on a regular basis to insure that goals and objectives are updated.

The evaluation will be part of the report of the technology committee to the Superintendent and School Board on an annual basis.

#### **XVI. Committee Members**

The members of the Elba Central School Technology Planning Committee are:

Keith Palmer	Superintendent of Elba Central School
Michael Langridge	Jr/Sr High School Principal
Carol Bush	Elementary Principal
Mary Beth Stacy	Technology Coordinator
Kevin Rombaut	Technology Teacher
Amy Vlack	Computer Lab Aide
Bonnie Reigle	HS Secretary
Mindy Rehwaldt	Speech Pathologist
Laura Williams	HS SS Teacher
Bethany Anderson	Technology Integrator

## **Appendix A**

### **Elba Central School ACCEPTABLE USE POLICY For Students and Staff**

Access to networked computer systems and the Internet are available to students and staff in the Elba Central School District. Our network offers vast, diverse, and unique resources to both students and staff members. Our goal in providing this service to students and staff members is to empower and inspire our students to be continuous learners by facilitating resource sharing, innovation, and communication.

Through a variety of technological devices, students and staff have access to the Internet. Students use the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students, and to locate material to meet their educational information needs. School library media specialists, teachers, and support staff have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of a school setting. The Elba Central School District has taken available precautions, which are limited, to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. The valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the instructional goals of the district.

The operation of the Internet relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here, so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If an Elba Central School user violates any of these provisions, his or her access to the Internet may be terminated.

#### **Network - Terms and Conditions**

##### **1. Acceptable Use**

- a. The use of Elba Central School District computer systems, including the internet, must be in support of education and research and consistent with the educational goals of the Elba Central School District.
- b. Transmission (requesting, sending and/or receiving) of any material in violation of any U.S. or state regulation or contrary to accepted school standards is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- c. Downloading copyrighted material, storing, sharing, or distributing material that you have not purchased the right to use is prohibited. This includes but is not limited to: manuscripts, videos (movies), musical recordings, and software. This includes downloading such material to a personally owned device that is connected to the District network.
- d. The system administrators reserve the right to set quotas for disk usage. A member who exceeds his/her quota will be advised to delete files to bring their account back into compliance. Failure to do so will result in loss of data.
- e. Use of commercial activities for profit institutions or use of product advertisement is not allowed.
- f. Political lobbying is prohibited.
- g. Illegal activities are strictly prohibited.

- h. Chat lines, social media, and personal e-mail are prohibited.
- i. The use of personally owned technology equipment on the District Network (using a wired or wireless connection) is prohibited, unless permission is obtained from the Technology Coordinator. This includes but is not limited to laptops, wireless access points, personal hot spots, and mobile broadband devices.
- j. No streaming, downloading or use of non-instructional websites, programs or apps.

## 2. **Privilege**

The use of the network including the internet is a privilege, not a right. Inappropriate use, including violation of these conditions and rules may result in cancellation of the privilege. Based upon the acceptable use guidelines outlined in this document, the Technology Coordinator and/or building principals will deem what is inappropriate use.

## 3. **Network Etiquette**

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not write or send abusive messages to others.
- b. Use appropriate language. Do not swear, use vulgarities, or any other suggestive or inappropriate language.
- c. Do not reveal your personal address, full name, phone number or photograph, or that of another student or teacher.
- d. Do not use the network in such a way that you would disrupt the use of the network by other users. Do not tie up the network with idle activities or play games with others on the network or on the Internet. Networks are not designed for computer games.
- e. Print only the information you need.
- f. Use your access time efficiently.

## 4. **Warranties**

The Elba Central School District makes no warranties of any kind, whether expressed or implied, for the service it is providing.

- a. The Elba Central School District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, miss-deliveries, or service interruptions caused by its own negligence or your errors or omissions.
- b. Use of any information obtained through the Internet is at the user's own risk. The Elba Central School District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet service. All users need to consider the source of any information they obtain, and consider how valid that information may be.
- c. Any costs, charges, liability, or damages incurred as a result of seeing or accepting advice or information on the Internet are the responsibility of the user.
- d. Network storage areas are school property, as such are subject to maintenance and review by school officials to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers would be private.

## 5. **Security**

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Elba Central School network, you must notify Technology Coordinator and/or building principals. Do not demonstrate the problem to other users.

- a. Network accounts are to be used only by the authorized user of the account. (example: allowing anyone access to a workstation or chromebook that you are currently logged in on or sharing of log on information)

- b. Users shall not provide unauthorized users with access to the network or networked components including, but not limited to, SmartBoards, Chromebooks, iPads and computer workstations.
- c. Long term substitutes shall be considered authorized users when approved by the building principal. Daily substitutes are not to be considered authorized users.

6. **Vandalism and Harassment**

- a. Vandalism and harassment will result in cancellation of user privileges.
- b. Vandalism is defined as any malicious attempt to harm, modify, or destroy data of another user, the Internet, or other networks that are connected to the Elba system. This includes, but is not limited to, the altering or deleting another user's data.
- c. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work.

7. **Procedures for Use**

- a. All users have the same right to the network resources. Therefore, no user will be permitted to engage in non-academic activities on the network or on the Internet.
- b. Internet users must seek approval from Technology Coordinator prior to posting permanent information such as a home page on the Internet. The Technology Coordinator has the authority to determine what information is acceptable and to determine the length of time the information may be posted.

8. **Controversial Material**

Users may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. However, on a global network it is impossible to control effectively the content of data and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material.

9. **Penalties for Improper Use**

Any user violating these rules, applicable state and federal laws, or district rules is subject to loss of network privileges and other district disciplinary options. Consequences of violations may include, but are not limited to:

- School detention
- Suspension of network access
- Revocation of network access
- School suspension
- Legal action and prosecution by the authorities.
- 

The administration of the Elba Central School District will determine the penalties for improper use.

By signing this form I acknowledge that I have received a copy of and understand the Acceptable Use Policy of the Elba Central School District.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_



## Appendix B

### Internet Safety

#### Introduction

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

#### Definitions

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

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

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

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

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

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

#### Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communication, access to inappropriate information. At the current time Elba Central School subscribes to M86 which is maintained by LakeNet, a division of Edutech. Though the district makes reasonable efforts to filter Internet content, the District cannot warrant the effectiveness of its Internet filtering due to the dynamic nature of the internet.

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

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

### **Inappropriate Network Usage**

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

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

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the Elba Central School District staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with the policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act.

All students in grades K-12 will be taught internet safety on a yearly basis. Students will also receive instruction on age appropriate "Internet Safety Rules" as part of their instruction. Students are also required to have a signed Acceptable Use Form on file in the District which states parental permission for internet use.

## Appendix C

### **Disaster Recovery**

- Have a precise record of all inventory which may possibly need to be replaced in the event of a complete disaster, searchable by location.
- To be able to restore all settings to any router, switch, or hub in the event of its system being reset, or in the case of its replacement.
- To be able to restore all data to the server where it was originally located in the event that it is still active on the network, or to a different server, possibly in a different location, in the event that the original server is no longer functional.
- To have quick access to vendor contact information and technical support web sites in an emergency. These are locations where we can get system specifications for our particular equipment. This includes readily available support contract and serial numbers.
- To be able to provide proof of ownership of each item in inventory to Insurance claim representatives.

All data stored on servers will be backed up on a daily basis. All data and system files will be fully backed up daily and weekly or as necessary when system changes warrant full backup. The backup will be cloud based and no hardware is necessary on site.

In the case of an emergency:

1. Contacting Edutech for new equipment
2. IP addresses, domains, proxy servers, DNS servers, and files may be required for installation in an alternate building.
3. Install new hardware.
4. Install operating system and software.
5. Restore data to the most recent backup.
6. Contact Administrative personnel when fully functional.

