



St. Martin Parish School
District
2014-2017
Technology Plan

Section I: Contact/Demographic Information

Written/Creation Date: May 2014

LEA/School Information			
Name	St. Martin Parish School Board		
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Main Phone Number	337-332-2105	Main Fax Number	337-332-3050
Site Code	050	E-Rate BEN	152296
Charter Operator Information (if applicable)			
Name			
Address			
Main Phone Number		Main Fax Number	
Site Code		E-Rate BEN	
Contact Name		Contact E-mail address	
Contact Phone Number		Contact Fax Number	
Superintendent/Headmaster/Director			
Superintendent Name	Dr. Lottie Beebe	E-mail address	Lottie_beebe@saintmartinschools.org
District Phone Number	337-332-2105	District Fax Number	337-332-3050
Technology Plan Contact			
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E-Rate Contact			
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IT/Network Technical Contact			
Name:	Todd Meche	E-mail:	Todd_meche@saintmartinschools.org
Phone:	337-332-2105	Fax:	337-332-3050
Plan Information			
Expiration Date of Currently Approved Technology Plan	July 1, 2014		
Coverage dates of the plan being submitted	July 1, 2014 – July 1, 2017		

This form is required to be submitted each year to continue the approval of your technology plan for E-Rate support.

Mail your original form (signed in blue ink) to:

LA Dept. of Education, Attn: Carol Mosley
1201 North Third Street, Ste 5-136
Baton Rouge, LA 70802

If you would like to also email a copy of your signed form, prior to mailing the original form, please send it to:

Carol.Mosley@LA.GOV

Date

6-2-14
Lottie P. Beebe, Ed. D.

Superintendent/Principal/Director Signature

Dr. Lottie Beebe

Print Name

Christine Foster

E-Rate Coordinator Signature

Christine Foster

Print Name

Section II: Assessment and Strategies Components

A. Technology Needs Assessment:

In order to identify the current technological needs of the district, the following data was reviewed:

- The St. Martin Parish School District Technology Footprint Snapshot as compiled by the Louisiana Department of Education
- The St. Martin Parish School District Footprint Detail as compiled by the Louisiana Department of Education
- Recommended device specifications as published by the Louisiana Department of Education
- Classroom technology equipment needs assessment survey as compiled by the St. Martin Parish Educational Technology Department
- School technology equipment inventory as conducted and compiled by the St. Martin Parish Computer Services Department
- District bandwidth utilization reports
- Data collected in classroom observations and walk-throughs
- Data collected in Professional Learning Communities Meetings
- District Content filtering reports
- Recommended Internet and network specifications as published by SETDA and the Louisiana Department of Education
- Recommended student to computer ratio as published by the Louisiana Department of Education

Based on the district's current analysis, we have determined that the following priorities and needs will be addressed throughout 2014-2017. All priorities marked with an asterisk are supported through E-rate discounts.

- Expand technology capacity for students, teachers, and leaders through increased Internet, wide area network, and local area network bandwidth.*
- Upgrade network infrastructure to support expanded learning opportunities and online assessments.*
- Provide wireless networks for all schools and administrative offices, ensuring both coverage and density.*
- Increase access and use of communication/collaboration tools, including but not limited to, cloud based applications, email (hosted), websites(hosted), phone, VOIP, and texting.*
- Increase the number of devices meeting the recommended device specifications.
- Continue to provide quality professional development opportunities aligned to curriculum standards, ISTE NETS standards, Marzano's high-yield instructional strategies, and 21st century skills, to ensure all teachers, administrators, and district leaders effectively use technology to enhance and assess instruction.

St. Martin Parish School District's top priority is increased student achievement. In order to remain on the cutting edge of technology, we will continue to assess and address our technology needs as

necessary. We are committed to the implementation of 21st century learning in order for our students to reach their highest potential and succeed in this digital society.

B. Goals and Strategies:

Overarching Goal: All St. Martin Parish educators and learners will benefit from technology-rich environments that promote maximized student achievement and produce life-long learners able to excel in a digitally connected information-based society. **GOAL 1: Network Infrastructure**

All students and educators will have access to a comprehensive network infrastructure to support teaching and learning.

Strategies:

1.	Maintain and enhance the network infrastructure to provide widespread access and connectivity, and to support emerging technologies.
2.	Increase Internet bandwidth to our administrative and school sites, as needed, based on both State and SETA recommended bandwidth targets and the actual utilization needs of our district to support technology integrated instruction and online assessments.
3.	Provide all administrators, teachers, and students with access to computers and appropriate connectivity in all educational settings.
4.	Build wireless networks for all schools and administrative offices, ensuring both coverage and density.
5.	Maintain and upgrade internal connections (connections include, but are not limited to, servers, switches, access points, wiring and related components, and uninterruptible power supplies) to facilitate data transport to all schools and administrative offices.
6.	Provide high-quality technical and professional support needed to facilitate successful implementation and efficient and reliable operations of computer/communication technologies throughout the District.
7.	Expand server virtualization.
8.	Upgrade data center hardware and software.
9.	Improve network monitoring and management software and solutions.
10.	Use data from both administrative and instructional systems to understand relationship between decisions, allocation of resources, and student achievement.
11.	Continue to participate in the E-rate program to maximize funds available for technology.
12.	Establish a recurring funding source for technology purchases.
13.	Devise a technology replacement and maintenance plan.
14.	All schools and district offices will have the necessary electrical wiring to support all technology equipment.

Evaluation:			
	Monitoring/Evaluation Procedure	Person/People Responsible	Timeline
1.	Bandwidth Utilization Reports	Computer Services Department Staff	Review Weekly
2.	Technology Readiness Tool	Supervisor of Technology (CTO), Supervisor of Computer Services and Technology Staff	Evaluate and Update as New Computers are Purchased
3.	Tech Readiness Footprint	Produced by the Louisiana Department of Education	Review Bi-annually
4.	E-rate Funding Commitments	Computer Services Supervisor	Review Annually
5.	Work Order Reports	District Network Manager	Review Daily
GOAL 2: Technology Access All students and staff members will have access to a variety of information resources and technology tools.			
Strategies:			
1.	Provide learning opportunities through the use of technology tools(including, but not limited to, computers and mobile devices, student response devices, interactive white boards, projectors, digital and video cameras, scanners, graphing calculators, and science probes) and electronic resources (including, but not limited to, LPB Cyberchannel, WorldBook Online, Nettekker, Gale Group Databases, application software and Internet) to conduct research, to solve problems, to analyze data, to collaborate, and to communicate with experts and peers.		
2.	Maintain and expand online learning environments (Edmodo, Gaggie, St. Martin Parish Virtual Learning Program).		
3.	Monitor and evaluate the use of the technology tools and technology integrated instruction during classroom walk-throughs and observations.		
4.	Work towards a 3:1 student/computer ratio with modern equipment. Research 1:1 and BYOD models in planning for the future.		
5.	Provide appropriate assistive technologies for students with disabilities.		
6.	Provide educational programs and professional development through the use of telecommunication technologies and other technology-based media resources (i.e., videoconferencing, Skype, VSEE).		
7.	Continue to enforce prerequisite technological skills training for all teachers receiving new hardware and/or software.		
8.	Develop a cloud environment for hosting email, files, and document collaboration.		
9.	Provide electronic textbook options.		
10.	Purchase software and online resources based on curriculum standards and state adopted technology guidelines.		

11.	Devise a technology replacement plan.
12.	Establish a recurring funding source for technology purchases.
13.	Collaborate with other district and state entities for "purchasing power" on potential technology acquisitions.
14.	Use data from both administrative and instructional systems to understand relationship between decisions, allocation of resources, and student achievement.
15.	Create and maintain a curriculum repository to allow for communication and sharing of model lessons (Smart Notebooks, flipcharts, videos, etc.).

Evaluation:

	Monitoring/Evaluation Procedure	Person/People Responsible	Timeline
1	Tech Readiness Footprint	Produced by the Louisiana Department of Education	Review Bi-annually
2.	Enrollment, Credits Awarded and/or Usage Reports from Online Learning Environments	Principal, Guidance Counselor, District Curriculum and Technology Staff	Review Annually
3.	Compass Observations and Walk-Through Documentation	Principal, District-Level Evaluator, District Curriculum and Technology Staff	Review Annually
4.	OnCourse Lesson Plan Reports	Principal, District Curriculum and Technology Staff	Review Annually
5.	Inventory Reports	Principal and District Technology Staff	Review Annually

GOAL 3: District and Administrative Leadership

All leaders will support systemic change through transformational leadership while monitoring effective use of instructional technology which supports standards-based school improvement efforts.

Strategies:

1.	Participate in professional development opportunities designed to develop/strengthen leadership skills.
2.	Monitor and evaluate the use of the technology tools and technology integrated instruction during classroom walk-throughs and observations.
3.	Provide staff development opportunities to assist in the effective use of technology to support curriculum standards and to meet goals of this plan, funding stipends and substitutes, and providing travel assistance where necessary.
4.	Support and model the use of technology as a tool for data collection and analysis to inform curricular, instructional, and behavioral intervention decisions.

5.	Use a variety of technologies as primary sources of communication. (i.e. Forum, e-mail)
6.	Collaborate with all stakeholders to evaluate the effectiveness of existing training programs.
7.	Encourage teachers to include a technology component in the Professional Growth Plan.
8.	Include activities that address the integration of technology into the curriculum in grade-level meetings and/or professional learning communities meetings.
9.	Develop a staff development plan to identify, prioritize, and address effective technology integration and emerging technologies.
10.	Develop mentoring programs among staff that allows for a structured sharing of ideas to assist in the integration of technology into the curriculum.
11.	Encourage and support involvement in national, state, and local professional organizations and conferences.
12.	Recognize and encourage certifications in educational technology facilitation and educational technology leadership.
13.	Use data from both administrative and instructional systems to understand relationship between decisions, allocation of resources, and student achievement.
14.	Conduct technology needs assessments annually.
15.	Seek all possible alternative sources of funding through strategic partnering with other programs to support educational technology initiatives.
16.	Include components of effective technology integration in the development and implementation of school improvement plans.

Evaluation:

	Monitoring/Evaluation Procedure	Person/People Responsible	Timeline
1.	Compass Observations and Walk-Through Documentation	Principal and District-Level Evaluator	August - June
2.	Agendas, Sign-In Sheets, Certificates, and/or Professional Development Transcripts proving participation in professional development opportunities	Principal, District Curriculum and Technology Staff	August - July
3.	District and School-Level Monitoring of Professional Growth Plans	Principal and District Curriculum Staff	Fall, Spring
4.	School Improvement Plans and/or Professional Development Plans	Principal, District Curriculum and Technology Staff	Fall, Spring
5.	Technology Purchases and	Principal and District Technology Staff	August - July

	Inventory Documentation		
6.	OnCourse Lesson Plan Reports	Principal and District Curriculum Staff	August - May

GOAL 4: Teacher Proficiency and Effective Instruction

Student learning within all classrooms will be enhanced through effective and active teacher utilization of technology.

Strategies:

1.	Integrate technology into all curricular areas to assist students in meeting curriculum standards and to enhance teaching and learning.
2.	Use appropriate technology tools and electronic resources in order to integrate technology into daily instruction to facilitate and enhance student learning.
3.	Participate in staff development opportunities to assist in the effective use of technology to support curriculum standards and to meet goals of this plan.
4.	Use technology as a tool for data collection and analysis to inform curricular, instructional, and behavioral intervention decisions.
5.	Include components of effective technology integration in the development of lesson plans.
6.	Participate in activities that address the integration of technology into the curriculum in grade-level meetings and/or professional learning communities meetings.
7.	Participate in professional organizations (e.g. LACUE, ISTE).
8.	Participate in mentoring programs among staff that allows for a structured sharing of ideas to assist in the integration of technology into the curriculum.
9.	Model effective student management strategies to maximize the benefits of classroom learning and technology.
10.	Model responsible digital citizenship, including instruction on legal and ethical behavior issues related to technology.
11.	Use a variety of technologies as primary sources of communication.
12.	Use data from available systems to understand relationship between decisions, allocation of resources, and student achievement.

Evaluation:

	Monitoring/Evaluation Procedure	Person/People Responsible	Timeline
1.	Compass Observations and Walk-Through Documentation	Principal and District-Level Evaluators	August - June
2.	Usage Reports	Technology Staff	August - May

3.	Agendas, Sign-In Sheets, Certificates, and/or Professional Development Transcripts proving participation in professional development opportunities	Teacher, Principal, District Curriculum and Technology Staff	August - July
4.	OnCourse Lesson Plan Reports	Teacher, Principal, and District Curriculum Staff	August - May

GOAL 5: Student Proficiency and Online Safety

All students will appropriately utilize technology to be prepared as digital citizens in an ever-changing global society.

Strategies:

1.	Provide students with access to cutting edge technology tools and resources and quality instruction to acquire technology skills.
2.	Provide instruction to students on how to be responsible digital citizens, keeping staff and students informed of the latest legal and ethical behavior issues related to technology.
3.	Require students to use multiple forms of technology to access, understand, manage, interpret, evaluate, and analyze information for content, relevancy, and accuracy and be able to present that information in a variety of formats.
4.	Provide learning opportunities through the use of technology resources and tools to enhance individual and group projects, cooperative learning, thematic studies, and varied learning techniques.
5.	Support and increase participation in online learning environments.
6.	Provide instruction to students on how to critically evaluate information found on the Internet for quality, accuracy, and reliability.
7.	Provide opportunities for students to use a variety of software packages, including productivity packages, virus protection, and software that promotes open-ended reasoning and higher-order thinking skills.
8.	Provide instruction regarding the technology skills required for a successful online testing experience.
9.	Provide online testing experiences throughout the year using platforms such as Eagle, and Scantron.
10.	Maintain compliance with the Internet Safety Education: Protecting Children in the 21 st Century Act and RS 17:280 which requires school districts to provide internet safety education. Lessons include, but are not limited to, cyber bullying awareness and response and appropriate online behavior for students on social networking sites and chat rooms.
11.	Maintain compliance with the federal Children's Internet Protection Act (CIPA).
12.	Review and revise the St. Martin Parish School System's Acceptable Use Policy. Address issues such as online safety, fair use, copyright, intellectual properties, privacy issues, and other district policies regarding technology use. Include the St. Martin Parish Acceptable Use Policy in student handbooks and require parent and student signatures representing acceptance of responsibilities that will be assumed during usage of district technologies.
13.	Monitor content filtering logs.

Evaluation:

	Monitoring/Evaluation Procedure	Person/People Responsible	Timeline
1.	Compass Observations and Walk-Through Documentation	Principal and District-Level Evaluators	August - June
2.	OnCourse Lesson Plan Reports	Teacher, Principal, and District Curriculum Staff	August - May
3.	Technology Purchases and Inventory Documentation	Principal and District Technology Staff	August - July
4.	Number of Students Participating in an Online Learning Environment	Teacher, Principal, and Supervisor of Virtual Learning and Staff	Review Annually
5.	Number of Students Participating in Computer Education Courses	Teacher, Principal, District Curriculum Staff and District Technology Staff	Review Annually
6.	Internet Safety Instruction Verification Form	Teacher, Principal, District Technology Staff	Review Annually for Compliance
7.	Content Filter Logs	District Network Manager and Staff	Review Weekly

GOAL 6: Communication with Stakeholders

All teachers, administrators, and parents will have access to a variety of technologies to enhance two-way communication between school and the home.

Strategies:

1.	Update St. Martin Parish School District Website, school websites, and teacher websites to increase communication between the schools and the community. Include features such as interactive calendars, newsletters, student and parent portals, language translation, mobile device functionality, and social media integration.
2.	Provide a monthly electronic newsletter to increase communication and visibility between the district, employees, and community.
3.	Provide email accounts to all employees.
4.	Maintain and increase awareness/access of the JPAMS Student Progress Center portal which allows parents to view grades, attendance, course and testing history, and discipline.
5.	Showcase examples of innovative technology integration methods on district, school, and/or school website and electronic newsletter.
6.	Continue to use web-based lesson plans and teacher websites to communicate more effectively with parents and

	provide them with access to information relative to student learning and classroom activities. Topics include, but are not limited to, homework, weekly content focus of instruction, parent resources to help support curriculum, student products, and a school calendar.
7.	Provide and/or facilitate technology-related workshops for parents.
8.	Provide all schools with local and long distance phone service used to facilitate and enhance communication between school, staff, parents, students, and other educational stakeholders.
9.	Provide eligible school personnel with cellular service for fast, on demand communication between school, in transit, on field trips, and other educational activities.
10.	Provide all locations with high speed data lines and necessary technologies to enhance communication between the district, schools, teachers, parents, and all educational stakeholders. This includes, but is not limited to, network faxing and emergency and general messaging between the district/schools and parents.

Evaluation:

	Monitoring/Evaluation Procedure	Person/People Responsible	Timeline
1.	Number of Teachers Maintaining Classroom Website	Technology Department Staff	August - July
2.	Edgecar Student Progress Usage Report	Technology Department Staff	Review Annually
3.	OnCourse Lesson Plan Usage Report	Technology Department Staff	Review Annually
4.	Edgecar JCall Usage Report	Technology Department Staff	Review Annually
5.	Agenda and Sign-In Sheets for Parent Workshops, Open House, and Family Nights	Teacher, Principal, and District Parental Involvement Specialist	Fall, Spring
6.	Website Traffic and Usage Reports	Technology Department Staff	August - July

C. Professional Development Plan:

In order to ensure that all teachers, administrators, and district leaders have the skills and knowledge to deliver quality curriculum and instruction to meet the varied needs of all students, the St. Martin Parish School District will continue to provide on-going, high-quality, sustained professional development. The district will also continue to develop courses which are aligned to curriculum standards, NETS standards, high-yield instructional strategies, and 21st century skills.

Professional development strategies include:

- Administrators and district leaders will participate in professional development opportunities designed to develop/strengthen leadership skills
- Administrators and district leaders will provide staff development opportunities to assist in the effective use of technology to support curriculum standards and to meet goals of this plan.
- Administrators and district leaders will support and model the use of technology as a tool for data collection and analysis to inform curricular, instructional, and behavioral intervention decisions.
- Administrators and district leaders will collaborate with all stakeholders to evaluate the effectiveness of existing training programs.
- Administrators and district leaders will develop mentoring programs among staff that allows for a structured sharing of ideas to assist in the integration of technology into the curriculum.
- Administrators will include activities that address the integration of technology into the curriculum in grade-level meetings and/or professional learning communities meetings
- Administrators will include components of effective technology integration in the development and implementation of school improvement plans.
- Teachers will participate in staff development opportunities to assist in the effective use of technology to support curriculum standards.
- Teachers will participate in activities that address the integration of technology into the curriculum in grade-level meetings and/or professional learning communities meetings.
- Teachers will participate in mentoring programs among staff that allows for a structured sharing of ideas to assist in the integration of technology into the curriculum.

Section III: IT Infrastructure and Telecommunications Plan Components

Service	Goals & Strategies	Professional Development	Monitoring & Evaluation
<p>List all services/equipment, as described in the E-Rate Eligible Services List, being procured during the FY 2012-13 funding year. Be sure to include any non-E-Rate services or equipment that will be purchased or implemented to ensure full utilization of requested E-Rate services.</p> <p>Please provide specific quantities and type of service</p>	<p>Provide a clear goal and a realistic strategy for using the requested services and internal connections to improve the delivery of educational services.</p> <p><i>Note: If you have already described your goals and strategies within your technology plan – just write “see plan and the page number” below</i></p>	<p>Provide all professional development strategies being instituted ensure staff and students are able to fully utilize the requested service to improve the delivery of educational services.</p> <p><i>Note: If you have already described your professional development process within your technology plan – just write “see plan and the page number” below</i></p>	<p>Provide a description of the evaluation process the school will utilize to monitor progress toward the identified goals and make mid-course (i.e. mid-year), corrections in response to new developments and opportunities as they arise.</p> <p><i>Note: If the process described in your current technology plan is very general, that description may not be sufficient to meet the expectations of the E-Rate program.</i></p>
E-Rate eligible services/equipment included on either form 470 and/or 471			
Telecommunications: Local and Long Distance	<p>See Goal 6-8 – page 11</p> <p>See Goal 6-10 – page 11</p>	<p>Teachers and Faculty (House Bill 570): Training to address electronic communication between faculty and students (law and district policy)</p> <p>Telephone User guides and training on the new telephone system capabilities and functions.</p> <p>Administrative, janitorial and maintenance staff will be provided information on the alarm telephone lines and emergency/crisis lines in schools.</p> <p>Instructional videos will be provided where applicable.</p>	<p>See Evaluation 1-4 and 5 – page 5</p> <p>See Evaluation 6-4 – page 11</p>
Telecommunications: PRI	<p>See Goal 6-8 – page 11</p> <p>See Goal 6-10 – page 11</p>	<p>Teachers and Faculty (House Bill 570): Training to address electronic communication between faculty and students (law and district policy)</p> <p>Telephone User guides and training on the new telephone system capabilities and functions.</p> <p>Administrative, janitorial and maintenance staff will be provided information on the alarm telephone lines and emergency/crisis lines in schools.</p> <p>Instructional videos will be provided where applicable.</p>	<p>See Evaluation 1-1 – page 5</p> <p>See Evaluation 1-5 – page 5</p> <p>See Evaluation 6-4 – page 11</p>

Telecommunications: Cellular and Data	See Goal 1-9 – page 4 See Goal 6-9 and 10 – page 11	All key personnel and administrators will have access to user manuals for all cellular devices. Bus drivers will be trained on the safety procedures related to cellular use. Instructional Videos will be provided where applicable See Goal 3-8 – page 7	Needs assessments surveys and technology inventory See Evaluation 1-4 and 5 – page 5
Telecommunications: WAN	See Goal 1-1 – page 4 See Goal 1-3 – page 4 See Goal 1-5 – page 4 See Goal 2-6 – page 5 See Goal 5-1 – page 9 See Goal 5-7 – page 9 See Goal 6-10 – page 11	Instructions and Quick tip instructions on saving to certain locations on a server Troubleshooting common network problems and accessing resources on the network Passwords and the importance of security on the network See Goal 3-9 – page 7 See Goal 4-7 – page 8 See Professional C bullets 1-9 page 12	See Evaluation 1-1 through 5 – page 5 See Evaluation 2-1 – page 6 See Evaluation 2-5 – page 6 See Evaluation 4-2 and 3 – page 8 and 9 See Evaluation 5 – 1 through 5 – page 10
Telecommunications: Wireless	See Goal 1-1 – page 4 See Goal 1-4 and 5 – page 4 See Goal 2-2 – page 5 See Goal 2-4 – page 5 See Goal 2-9 – page 5 See Goal 5-1 – page 9 See Goal 5-5 – page 9 See Goal 5-8 and 9 – page 9 See Goal 5-13 – page 9 See Goal 6-10 – page 11	See Goal 3-8 – page 7 See Goal 4-3 – page 8 See Goal 4-7 – page 8 See Professional C bullets 1-9 page 12	See Evaluation 1-1 through 5 – page 5 See Evaluation 2-1 and 2 – page 6 See Evaluation 2-4 and 5 – page 6 See Evaluation 4-2 and 3 – page 8 See Evaluation 5- 1 through 5 – page 10 See Evaluation 5-7 – page 10
Internet Access: Internet	See Goal 1-2 and 3 – page 4 See Goal 2-1 and 2 – page 5 See Goal 2-8 and 9 – page 5 See Goal 5-1 – page 9 See Goal 5-5 – page 9 See Goal 5-8 and 9 – page 9 See Goal 5-13 – page 9 See Goal 6-10 – page 11	Troubleshooting common Internet Access problems See Goal 3-7 – page 7 See Goal 4-7 – page 8 See Professional C bullets 1-9 page 12	See Evaluation 1-1 through 5 – page 5 See Evaluation 2-1 and 2 – page 6 See Evaluation 2-4 – page 6 See Evaluation 5 – 1 through 6 – page 10 See Evaluation 6-5 – page 11
Internet Access: Web Hosting	See Goal 6-1 and 2 – page 10 See Goal 6-4 and 5 – page 10 See Goal 6-10- page 11	How to use the district website as a learning tool. Navigating the district and school websites. See Goal 3-7 – page 7 See Goal 4-7 – page 8 See Professional C bullets 1-9 page 12	See Evaluation 1-4 – page 5 See Evaluation 6-2 – page 11 See Evaluation 6-4 through 6 – page 11

Internet Access: Student Email	See Goal 2-2 – page 5 See Goal 2-8 – page 5 See Goal 5-2 – page 9 See Goal 5-10 – page 9	See Goal 3-7 – page 7 See Goal 4-7 – page 8 See Professional C bullets 1-9 page 12	See Evaluation 1-4 – page 5 See Evaluation 2-2 through 4 – page 6 See Evaluation 5-6 – page 10
Internal Connections: Cabling and wiring Global Data Systems	See Goal 1-1 – page 4 See Goal 1-3 through 5 – page 4 See Goal 2-4 – page 5 See Goal 2-6 – page 5 See Goal 5-8 and 9 – page 9 See Goal 6-10 – page 11	See Goal 3-7 – page 7 See Goal 4-7 – page 8 See Professional C bullets 1-9 page 12	See Evaluation 1-1 through 5 – page 5 See Evaluation 2-1 – page 6 See Evaluation 5-3 through 5 – page 10
Internal Connections: Cabling and wiring Data-Tel of LA	See Goal 1-1 – page 4 See Goal 1-3 through 5 – page 4 See Goal 2-4 – page 5 See Goal 2-6 – page 5 See Goal 5-8 and 9 – page 9 See Goal 6-10 – page 11	See Goal 3-7 – page 7 See Goal 4-7 – page 8 See Professional C bullets 1-9 page 12	See Evaluation 1-1 through 5– page 5 See Evaluation 2-1 – page 6 See Evaluation 5-3 through 5 – page 10
E-Rate eligible services/equipment where E-Rate funding is not being sought			
Ineligible services/equipment			
Printers, Scanners, Copiers, projectors, document cameras, monitor, office shredders, Security Cameras, PDAs	See Goal 1-3 – page 4 See Goal 1-14 and 15 – page 4 See Goal 2-1 through 5 – page 5	See Professional C bullets 1-9 page 12 See Goal 3-7 through 9 – page 7 See Goal 4-7 – page 8 Userguides and Quicktip instructions will be provided for all staff using devices. Instructional videos will be provided where applicable. Initial and follow up training will be provided for all staff using devices. Instructional videos will be provided where applicable. Troubleshooting common problems	See Evaluation 1-4 through 5 – page 5 See Evaluation 2-1 – page 6 See Evaluation 5-3 through 5 – page 10 See Evaluation 6-4 – page 11 Needs Assessment surveys and technology inventory

Interactive Response Devices, Educational GPS devices, Assistive Technologies, Audio Enhancement Hardware, Laptop Computers, Mobile Devices, Cameras, Recorders, Desktop Computers, Interactive Boards, Television, DVR and other visual technologies, technology devices in Science labs, ink and toner	See Goal 1-3 – page 4 See Goal 1-14 and 15 – page 4 See Goal 2-1 through 5 – page 5	See Professional C bullets 1-9 page 12 See Goal 3-7 through 9 – page 7 See Goal 4-7 – page 8 Userguides and Quicktip instructions will be provided for all staff using devices. Instructional videos will be provided where applicable. Initial and follow up training will be provided for all staff using devices. Instructional videos will be provided where applicable. Troubleshooting common problems	See Evaluation 1-4 through 5 – page 5 See Evaluation 2-1 – page 6 See Evaluation 5-3 through 5 – page 10 See Evaluation 6-4 – page 11 Needs Assessment surveys and technology inventory
VoIP handsets, office technology, telephone handsets, audio/visual cables and connectors, data storage for end-user files	See Goal 1-9 through 12 – page 4 See Goal 1-14 and 16 – page 4 and 5 See Goal 6-8 through 10 – page 11	Userguides and Quicktip instructions will be provided for all staff using devices. Instructional videos will be provided where applicable. Training will be provided on new technologies, systems and data storage. Troubleshooting Common problems and accessing devices and technologies	See Evaluation 1-4 through 5 – page 5 See Evaluation 2-1 – page 6 See Evaluation 2-5 – page 6 See Evaluation 4-2 and 3 – page 10 See Evaluation 5-1 through 5 – page 10 See Evaluation 6-4 – page 11 Needs Assessment surveys and technology inventory
School administrative software, desktop support services, email support services, email archiving, Microsoft Software services, remote calling services, educational software	See Goal 1-1 – page 4 See Goal 1-3 – page 4 See Goal 1-5 through 12 – page 4 See Goal 1-14 through 15 – page 4 See Goal 2-6 – page 5 See Goal 5-1 – page 9 See Goal 5-7 – page 9 See Goal 6-10 – page 11	See Professional C bullets 1-9 page 12 See Goal 3-7 through 9 – page 7 See Goal 4-7 – page 8 Instructional videos will be provided where applicable. Troubleshooting Common problems and accessing devices and technologies	See Evaluation 1-4 through 5 – page 5 See Evaluation 2-1 and 2 – page 6 See Evaluation 2-4 – page 6 See Evaluation 5-1 through 6 – page 10 See Evaluation 6-4 – page 11 Needs Assessment surveys and technology inventory
Professional Development for technologies and software	See Goal 1-14 through 1-15 – page 4 See Goal 2-6 – page 5 See Goal 3-1 through 16 – pages 6 and 7	See Professional C bullets 1-9 page 12 See Goal 3-7 through 9 – page 7 See Goal 4-7 – page 8 Instructional videos will be provided where applicable.	See Evaluation 1-4 through 5 – page 5 See Evaluation 6-4 – page 11 Needs Assessment surveys and technology inventory

Section IV: Policies and Certifications

To ensure all LEAs and schools meet with both federal education and E-Rate policies and certifications, please provide a copy of the following documents for the state to have on file.

1. District's policies pursuant to the Children's Internet Protection Act of 2000 (CIPA) and Internet Safety Policies pursuant to (FCC 11-125).

LEAs/schools must certify that they are in CIPA compliance by having an Internet Safety Policy adopted and implemented at the start of the given funding year. This policy must include a technology protection measure that blocks or filters internet access to visual depictions that (a) are obscene, (b) are child pornography, or (c) are harmful to minors. Filtering is required for all Internet-enabled computers whether used by minors or adults. For E-rate purposes, filtering for adult Internet usage can be disabled for "bona fide research or other lawful purpose."

In addition, any LEA/school applying for E-Rate discounts on anything more than telecommunications services must "...include monitoring of online activities of minors and must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response."

A CIPA Compliance Checklist has been included in the appendix of this document to assist LEAs and schools in either creating or evaluating their policy's compliance with CIPA.

a. **Acceptable Use Policy (aka Internet Safety Policy)** *(include policy number, if applicable, and the date of adoption)*

Schools subject to CIPA are required to adopt a policy that addresses:

- i. Access by minors to inappropriate matter on the internet.
- ii. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- iii. Unauthorized access including "hacking" and other unlawful activities by minors online.
- iv. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
- v. Restricting minors' access to materials harmful to minors.

b. **Proof of Internet Filtering**

LEAs/schools must be able to provide proof that all internet traffic is being filtered for obscene and harmful materials to minors. In the past, many LEAs/schools have just provided a copy of a cancelled check or invoice documenting that a filtering package or service has been acquired. LEAs/schools should expand this proof to include a listing of the categories/types of material that are being filtered and periodic reports on all key words, sites and locales being filtered. It is also recommend that any LEA/school who allow exceptions to their filtering policy for certain users, document and retain these exceptions for auditing purposes.

c. **Monitoring Policy and/or Proof of Monitoring**

Under FCC 11-125, LEAs/schools will now be required to have an official monitoring policy which describes monitoring activity within the LEA's/school's network for compliance with CIPA. This may be through a software package, teacher monitoring, remote viewing of online activities, etc. There is no required type of monitoring activity that a LEA/school must provide; the only requirement is that whatever policy an LEA/school states within its policy must be adhered to by the LEA/school.

Types of monitoring activities that might be included in a LEA/school policy could include: software which scans email for key identifiers or words, reviewing filtering reports and documenting changes/updates being made based upon report data, monitoring of firewall rules and reports, desktop and device level monitoring software for screenshot capturing, document tracking, remote monitoring, device logging, PC activity, etc.

d. **CIPA Education Policy/Plan and/or Proof of CIPA Education**

LEAs/schools should provide at least one training session for all staff, students and other users of the LEAs/school's internet and intranet regarding the LEA's/school's technology and compliance policies. The training should also include specific information on appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response. The training should make users aware of cultural, societal, political and other issues that may

LEAs/schools are not required to purchase software or other specific training materials distributed by any specific provider of an e-safety education courses or materials. LEAs/schools should have proof that all internet and intranet users have been through the LEA/district training and certifying they understand and will abide by the LEA/school policies.

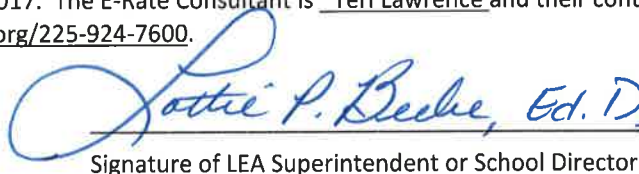
e. **Policy on On-site Use of Personal Portable Devices**

Under current federal guidelines, policies related to personal portable devices that may access either a schools internet or computer network or accesses a mobile network not controlled by the LEA/school while on a LEA/school's campus have not been fully clarified and more detailed guidance is still needed. The FCC has announced that new rules and regulations will be addressed in its upcoming proceedings as they are aware of the increased need by schools to provide students and teachers with flexible options for accessing and using more up-to-date and robust technology devices that the LEA/school does not own, manage, or administratively control due to budget or other constraints. An LEA/school policy might include:

- i. Access to the LEA's/school's network.
- ii. Access by minors to inappropriate matter on the internet.
- iii. Unauthorized access including "hacking" and other unlawful activities by minors online.
- iv. Anti-virus, anti-malware software requirement.
- v. Indemnification clauses for the LEA/school.
- vi. Approval process, certifications and other documents required of any user who want to use their personal device while on the LEA/school campus.

Section V: Certifications and Assurances

- ☒ I certify that the strategies and activities have been founded in scientifically based research as required by NCLB, Section 1116 (c)(7)(A)(i) and as defined in NCLB, Section 9101(37).
- ☒ I certify that the technical assistance provided by the LEA/school is founded on scientifically based research (NCLB, Section 1116(b)(4)(C) as defined in NCLB, Section 9101(37).
- ☒ I certify that the LEA/school will give reasonable public notice and hold at least one public hearing to address proposed technology protection measures and LEA/school internet safety policy as set forth by the Children's Internet Protection Act (CIPA). The adoption of this policy shall meet the five criteria required by Section 25491 of the Children's Internet Protection Act (CIPA).
- ☒ I certify that the LEA/school will provide all students and staff copies and/or access to the district/school technology policies associated to CIPA including the Acceptable Use Policy, Monitoring Policy, and Policy for On-Site Use of Personal Portable Device (if applicable).
- ☒ I certify that the LEA/school will provide at least one training session with all staff, students and other users of the LEAs/school's internet and intranet per CIPA and FCC Order 11-125. The LEA/school will make every effort to keep signed acknowledgements from all staff and students as proof that they have received and understand all technology policies and have been to at least one training session.
- ☒ I certify that the LEA/school/charter operator is filing only for E-Rate **Priority 1 telecommunication services** for funding year(s) ☒ 2014-2015, ☐ 2015-2016, and/or ☐ 2016-2017 and I have filled out the E-Rate Technology Addendum accordingly.
- ☒ I certify that the LEA/school/charter operator is filing for E-Rate **Priority 1 telecommunication services and Priority 2 equipment and/or maintenance** for funding year(s) ☒ 2014-2015, ☐ 2015-2016, and/or ☐ 2016-2017 and I have filled out the E-Rate Technology Addendum accordingly.
- ☒ I certify that all E-Rate Form 470s and use of state master contract Form 470(s) submitted for funding year(s) ☒ 2014-2015, ☒ 2015-2016, and/or ☒ 2016-2017 are or will be based on the district technology plan; and all Form 470 items can be found in the technology plan and/or addendum.
- ☒ I certify that although the basic structure of our technology plan has been approved, we understand that E-Rate rules require a level of consistency between our technology plan and our E-Rate funding requests and that our E-Rate funding requests were not provided or subject to review during the technology plan approval process. We agree on behalf of the district/school/charter operator that the Louisiana Department of Education is not liable if our technology plan is found to be inconsistent with any E-Rate funding requests that may result or be based upon their approval of the district/school's technology plan.
- ☐ I certify that our district/school/charter operator will be part of a consortium filing for funding year(s) ☐ 2014-2015, ☐ 2015-2016, and/or ☐ 2016-2017. The lead entity filing our consortium application is _____ and their billed entity (BEN) number is _____. The E-Rate Contact for the consortium is _____.
- ☒ I certify that our district/school/charter operator will be using a consultant to assist us in filing for E-Rate funds for funding year(s) ☒ 2014-2015, ☒ 2015-2016, and/or ☒ 2016-2017. The E-Rate Consultant is Teri Lawrence and their contact information (phone/email) is TeriL@eratesupport.org/225-924-7600.


Signature of LEA Superintendent or School Director

6-2-2014
Date

APPENDIX A

- TECHNOLOGY ACCEPTABLE USE AND INTERNET SAFETY POLICY

ST. MARTIN PARISH SCHOOL DISTRICT
TECHNOLOGY ACCEPTABLE USE and INTERNET SAFETY POLICY
For Students

The St. Martin Parish School District offers technology access and use for students use. This document is the Acceptable Use Policy for student use of technology, Internet, and technological resources. This Internet system has been established for a limited educational purpose to include classroom activities, career development, and limited high-quality, self-discovery activities which enhance learning and teaching. It has not been established as a public access or public forum. The St. Martin Parish School Board has the right to place reasonable restrictions on the material accessed or posted, require the training needed before a student is allowed to use the system, and enforce all rules set forth in the school code and the laws of the state. Further, students may not use this system for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying. Access to the technology systems and resources is available through school only with permission of the principal or his or her designee and the student's parent(s). Access to technology is a privilege accorded to students who agree, along with their parents/guardian, to abide by the Acceptable Use Policy.

It is the policy of the St. Martin Parish School Board to: (a) prevent user access over its technology 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, network activity and/or use of technology resources and systems; (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)], Federal and state laws, including, but not limited to, Louisiana's Cyberbullying laws. Students found in violation of this policy may have these privileges revoked along with other suitable penalties in accordance with the St. Martin Parish School System Discipline Policy.

Key terms as defined in the Children's Internet Protection Act (CIPA).

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the St. Martin Parish Public Schools online computer network when using electronic mail, forums, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the St. Martin Parish Public Schools staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

Procedures for the disabling or otherwise modifying any technology protection mechanisms for adult users shall be the responsibility of St. Martin Parish Schools Network Manager or authorized persons for legitimate scientific or educational purposes or lawful purposes approved by the Board, or access to online services of a newspaper with a daily circulation of at least 1,000.

Harmful to Minors

The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

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

Sexual Act; Sexual Contact

The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code

Technology Protection Measure

The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

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

What is possible?

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that the school and District web sites may contain links that are maintained and controlled by third parties. Because some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive, District personnel will make every effort to filter, screen, and research links for appropriateness. St. Martin Parish School District is not responsible for the content in the linked site, any link contained within the linked site, or any changes or update to the linked site that changes its appropriateness.

We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to allow access.

What is expected?

It is expected that users will comply with District standards and the specific rules set forth below. Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents/guardian or teachers to see. The use of the network is a privilege, not a right, and may be revoked if abused.

What are the rules?

Privacy -- Network and/or computer storage areas are like school lockers. The computer equipment is school property. Network administrators may access and review communications to maintain system integrity and insure that students are using the system responsibly.

- The student will not post personal or private contact information about self or others. Personal contact information may include, but not limited to, social security number, home address, home phone number, personal email address, etc. This also includes photographs of oneself and others, as well as student work.
- While accessing the St. Martin Parish School District's computer system, the student will not agree to meet with someone they have met online.
- The student will promptly disclose to the teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

Inappropriate Network Usage

- The student will not use the District's network to download, send, receive, view, or create obscene or pornographic or harmful to minors images or files
- The student should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless given written permission from the Network Administrator.
- The student will adhere to all copyright laws. Violations include, but are not limited to, copying or reproducing work that is protected by a copyright, files/documents created by others, and copyrighted multimedia content such as music and video clips accessed through file sharing software (i.e. MP3/4, Kazaa, Frostwire, iTunes, etc.)
- The student will not attempt to gain unauthorized access to the St. Martin Parish School District's computer system (i.e. Forum, JPAMS, Intranet, online lesson plan management system, etc.) or to any other computer system via the District's computer system or go beyond the authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- The student will not make deliberate attempts to disrupt the computer system's performance, destroy data by spreading computer viruses or by any other means. This includes the destruction and vandalism of computer equipment and its components.
- The student will not use the system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, participating in virtual games that mimic illegal activities, or threatening the safety of others, etc.
- The student will not pursue or otherwise access information on weapons and the manufacture or purchase of weapons for purposes other than assigned class research.
- The student will not use the District's computer system or network for personal acquisitions such as shopping, trading stocks, any form of financial gain unrelated to the mission of the school district, personal entertainment, and on-line gambling.
- The student will not use the District's computer system or network to play non-educational, student-initiated games.
- The student will not use the District's computer system or network to conduct plagiarism. Plagiarism is using another person's ideas or writings and presenting them as one's own.
- The student will not use the District's computer system to commit the act of cyber bullying. Cyber bullying, for the purposes of this policy is the harassment, intimidation, or bullying of a student on school property by another student using a computer, mobile phone, or other interactive or digital technology or harassment, intimidation, or bullying of a student while off school property when the action or actions are intended to have an effect on the student when the student is on school property.

Inappropriate materials or language

- The student will not use bullying, intimidating, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, abusive, impolite, disrespectful, or sexually explicit language to communicate. Materials which are not in line with the rules of school behavior should not be accessed. Should students encounter such material by accident, they should report it to their teacher immediately and turn off the monitor.
- The school district's computer system is considered a limited forum, similar to the school newspaper, therefore the district may restrict speech for valid educational reasons.
- Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages, social networking sites, and learning management sites(i.e. Moodle, Schoology, Gaggles.net, etc.)
- The student will not access, post, distribute, forward, print, or store materials using language that is inappropriate to the educational setting or disruptive to the educational process.
- The student will not use the Internet and/or any other electronic device or system, on or off campus, that subsequently causes substantial disruption to the educational environment, interferes with the rights of others, or can be considered a threat.

- The student will not engage in personal attacks, including prejudicial or discriminatory attacks, even if made in a joking manner.
- The student will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. When requested by another to stop communication in the form of messages, e-mail, or other means of electronic contact, the student will do so immediately.
- The student will not knowingly or recklessly post false or defamatory information about a person or organization.
- The student will not use his/her access to review, upload, download, store, print, post, or distribute materials that:
 - are pornographic, obscene or sexually explicit;
 - use language or images to advocate violence or discrimination towards other people (hate literature); A special exception may be made for hate literature if the purpose of access is to conduct educational research and both the teacher and parent have approved.
 - contain images of individuals engaged in any illegal act or violate any local, state, or federal statute/law.

E-Mail

- Students may not access unapproved personal email accounts at school. (i.e. Yahoo, Hotmail, Google)
- Students are not allowed to have email accounts through the St. Martin Parish School District's computer system.
- Students will only be allowed to set up and use a district-approved, teacher-monitored, safe, school email account (i.e. gaggles.net). Students must have permission from parent(s), teacher, and school administrator in order to open an email account.
 - Students are not allowed to correspond with others beyond restrictions set by the teacher.
 - The teacher will have full access to the student's email account and can access, filter, and monitor incoming mail.
 - Students will not be able to receive unsolicited email (i.e. junk mail, spam).

Misuse

- The student will use the St. Martin Parish School District's Computer system only for educational and career development activities and limited, high-quality, self-discovery activities.
- The student will not download files and/or stream music.
- The student will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.

Due Process and Consequences

- Users of the school district's computers, network, and Internet are held personally responsible for actions in accessing and utilizing available resources. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences:
 1. Suspension or cancellation of use and access privileges;
 2. Payment for damages and repairs;
 3. Disciplinary actions in accordance with other appropriate school district policies as stated in the St. Martin Parish Student Handbook including:
 - a) Detention, suspension, and or expulsion from school;
 - b) civil or criminal liability under other applicable laws;
 - c) restitution for restoration costs.

Limitation of Liability

- Although the St. Martin Parish School District enforces a policy of technology and Internet safety and employs technology protection measures to block and or filter inappropriate material from student and employee access, the District is not responsible for damages suffered, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through its services or stored on its system. The District will not be responsible for any costs or liabilities arising from the unauthorized use of the system.

STUDENT USER AGREEMENT

I have read the rules for acceptable online behavior, understand the rules, and agree to comply with the above stated rules. Should I violate the rules, I understand that I will lose network privileges at my school and be subject to all consequences set forth in this policy relating to computer usage and printed/non-printed materials.

Student's Name (please print) _____ Teacher _____

Student's Signature _____ Date _____

PARENT/GUARDIAN PERMISSION FORM and USER AGREEMENT

The publication of student work, videos and/or photos may be considered for publication or recognition on the classroom website, school website, or St. Martin Parish School Board website. Personal information about the students such as home addresses, full names, telephone numbers, social security number, or other secure information will not be included in a web page.

Parent/Guardian must check in the appropriate column next to each permission.

Granted	Denied	Permissions
		Permission for my child to access the Internet at school.
		Permission for my child to set up and use a district-approved, teacher monitored, safe, school email account (if permitted by teacher and school administrator).
		Permission for unidentified pictures of my child to be published to the classroom, school, or district website.
		Permission for my child's name (first and last initial) and schoolwork to be posted to the classroom, school, or district website.
		Permission for my child to participate in E-Learning activities in the classroom (i.e. Skype, VSEE videoconferencing whereby child's image may be visible to teacher and students in partnering classroom)
		Permission for my child to communicate electronically with club sponsors, coaches, etc. (i.e. email, text message, phone call)

As a parent or guardian of the above named student, I have read the above information about the appropriate use of computers and Internet at the school and I understand this agreement will be kept on file at the school. I also understand that my child will be held responsible for any disregard of this policy. (Questions should be directed to the principal for clarification.)

I agree to hold the St. Martin Parish School Board or its authorized personnel harmless from any liability that may occur in the publishing of the above information.

Furthermore, I waive all residual rights or claims, monetary or otherwise, that might arise because of lawful use of this information.

Name of Parent/Guardian (please print) _____

Signature of Parent/Guardian: _____ Date: _____

APPENDIX B

- **PROOF OF INTERNET FILTERING (See attached)**
 - Purchase Order – Trustwave Holdings
 - Invoice
 - Copy of cancelled check
 - Trustwave Security Reports

St Martin Parish School Board

PO BOX 1000

BREAUX BRIDGE LA 70517

PURCHASE ORDER #**64700******IMPORTANT NOTICE TO VENDORS- YOU ARE RESPONSIBLE FOR THE FOLLOWING:**

1. Mail invoices to Accounts Payable at the above address. 2. SMPSB purchase order number must appear on all invoices, shipping papers, packages and correspondence. 3. Invoice each Purchase Order separately. 4. St. Martin Parish School Board and its entities are TAX EXEMPT. 5. Do not ship freight collect. 6. Cancel all back orders if not shipped within 60 days after initial shipment.

ISSUED TO: TRUSTWAVE HOLDINGS INC
[5868] 70 W. MADISON STREET
SUITE 1050
CHICAGO, IL 60602

Phone:

Fax:

SHIP TO: IT - IC
ATTN: BBIC
775 W BRIDGE STREET
BREAUX BRIDGE, LA 70517

(337) 332-2105

DATE
1/17/2013

REQ. NO.
65974

CREATED BY:
TMM

DELIVER ON OR BEFORE:

Line	Item/Stock #	Description	Quantity	Unit Price	U/M	Amount
1		Quote# ST-41288-A Renewal 3 year	1.00	13,519.20		13,519.20
		<u>Do Not Exceed Order Total</u>				<u>13,519.20</u>

Account Codes	Amounts
01-6-530-2620-470-3024-000	13519.20

PURCHASE AUTHORIZED BY:*Casey V Broussard*

Chief Financial Officer

MAIL INVOICES TO ADDRESS SHOWN ABOVE

Approved By: Christine Foster

Additional Info: Quote# ST-41288-A

Trustwave Holdings, Inc.70 W. Madison, Suite 1050
Chicago IL 60602

US

312-873-7490

Tax ID # 11-3745786

email: billing@trustwave.com

fax cc payment info to: 312-750-0996

INVOICE

Date	Invoice #
1/28/2013	TW1113987

Terms	Due Date	PO #
Net 30	2/27/2013	64700

Bill ToSt Martin Parish School Board
Accounts Payable
PO BOX 1000
Breaux Bridge LA 70517**Ship To**St Martin Parish School Board
IT - IC, ATTN: BBIC
775 W BRIDGE STREET
Breaux Bridge LA 70517

RECEIVED JAN 28 2013

DescriptionM86 Web Filter and Reporter Subscription - up to 750 Users
03/01/2013 to 02/29/2016M86 Web Filter and Reporter Appliance - WF550 (more than 2 years old) Extended Warranty - 3 Year
02/03/2013 to 02/01/2016**Quantity**

1

Amount

13,519.20

5868
171C
94070
64700**Total
Amount Due**13,519.20
\$13,519.20

Invoice No.	Invoice Date	Description	Amount
TWH13987	1/28/2013	Quote# ST-41288-A..Renewal 3 year ; SMP SB	13519.20
			Total: 13,519.20
VENDOR NUMBER	5868	VENDOR: TRUSTWAVE HOLDINGS INC	CHECK # 0256650



St. Martin Parish School Board
MASTER ACCOUNT
 PO Box 1000
 Breaux Bridge LA 70517
 (337)332-2105

FARMERS & MERCHANTS BANK
 PO Box 910 Breaux Bridge LA 70517

84-153
652

DATE	CHECK NBR	PAY THIS AMOUNT
2/04/2013	0256650	*****13519.20

VOID AFTER 90 DAYS FROM DATE

PAY ***Thirteen Thousand Five Hundred Nineteen and 20/100 Dollars***

TO THE
ORDER
OF

TRUSTWAVE HOLDINGS INC
70 W. MADISON STREET
SUITE 1050
CHICAGO, IL 60602

NON NEGOTIABLE
 Authorized Signature

COPY

St. Martin Parish School Board
P O BOX 1000
BREAUX BRIDGE LA 70517

TRUSTWAVE HOLDINGS INC
70 W. MADISON STREET
SUITE 1050
CHICAGO, IL 60602

Category

Date	Category	IP	User	Action	Policy
5/20/2014 12:00:22 AM	Information Technology	10.12.1.5	10.12.1.5	Wildcard: http:// *.AVG.COM/	IPGROUP
http://filter.cloudcare.avg.com/r?u=ad.doubleclick.net%2Fadj%2Foid.rtbid%2F%3Botp%3D210967%3Bex%3Dadconductor%3Bsz%3D160x600%3Bord%3D1400569221330%3Bu%3D3de2f941202042101f10%3Baid%3D3de2f941202042101f10%3Badr%3D2014-05-20&id=27&b=4					
5/20/2014 12:00:22 AM	Games	10.18.1.107	10.18.1.107	Wildcard: http:// *.ROBLOX.COM/	IPGROUP
http://web.roblox.com/chat/get.ashx?reqType=getallchatswithdata&openChatTabs=&fullget=false&activechatids=&getstatusinfo=false&getpartystatus=true&timeZoneOffset=300					
5/20/2014 12:00:22 AM	Education	10.4.2.2	10.4.2.2	Wildcard: http:// *.RENLEARN.COM/	IPGROUP
http://coverscans.renlearn.com/9781595141880.jpg					
5/20/2014 12:00:22 AM	White list	10.18.1.110	10.18.1.110	Wildcard: https:// *.GOOGLE.COM/	IPGROUP
https://google.com					
5/20/2014 12:00:23 AM	Obscene/Tasteless	10.12.1.5	10.12.1.5	Wildcard: http:// *.FACEBOOK.COM/	IPGROUP
http://204.193.144.94/r?u=tinyurl.com%2Fapi-create.php%3Furl%3Dhttps%3A%2F%2Fapps.facebook.com%2Fflivesportvapp%2Ffe-player%2Fchannel%2Fpo7c/p56d8131j0gq0wnwc2eq%2Fvideo%2F1db2ekidzudpm13tv1rgmpp59%2Ftitle%2FSamsung%2520Apologizes%2C%2520Promises%2520Compensation%2520To%2520Sick%2520Workers%2F&id=c4&b=4					
5/20/2014 12:00:23 AM	Information Technology	10.4.2.197	10.4.2.197	Wildcard: http:// *.AVG.COM/	IPGROUP
http://vf.cloud.avg.com/					
5/20/2014 12:00:23 AM	Chat	10.12.1.58	10.12.1.58	URL: https:// TALK.GOOGLE.COM/	IPGROUP
https://talk.google.com					
5/20/2014 12:00:23 AM	Chat	10.12.1.58	10.12.1.58	URL: https:// TALK.GOOGLE.COM/	IPGROUP
https://talk.google.com					
5/20/2014 12:00:24 AM	Chat	10.12.1.58	10.12.1.58	URL: https:// TALK.GOOGLE.COM/	IPGROUP
https://talk.google.com					
5/20/2014 12:00:24 AM	Chat	10.12.1.58	10.12.1.58	URL: https:// TALK.GOOGLE.COM/	IPGROUP
https://talk.google.com					

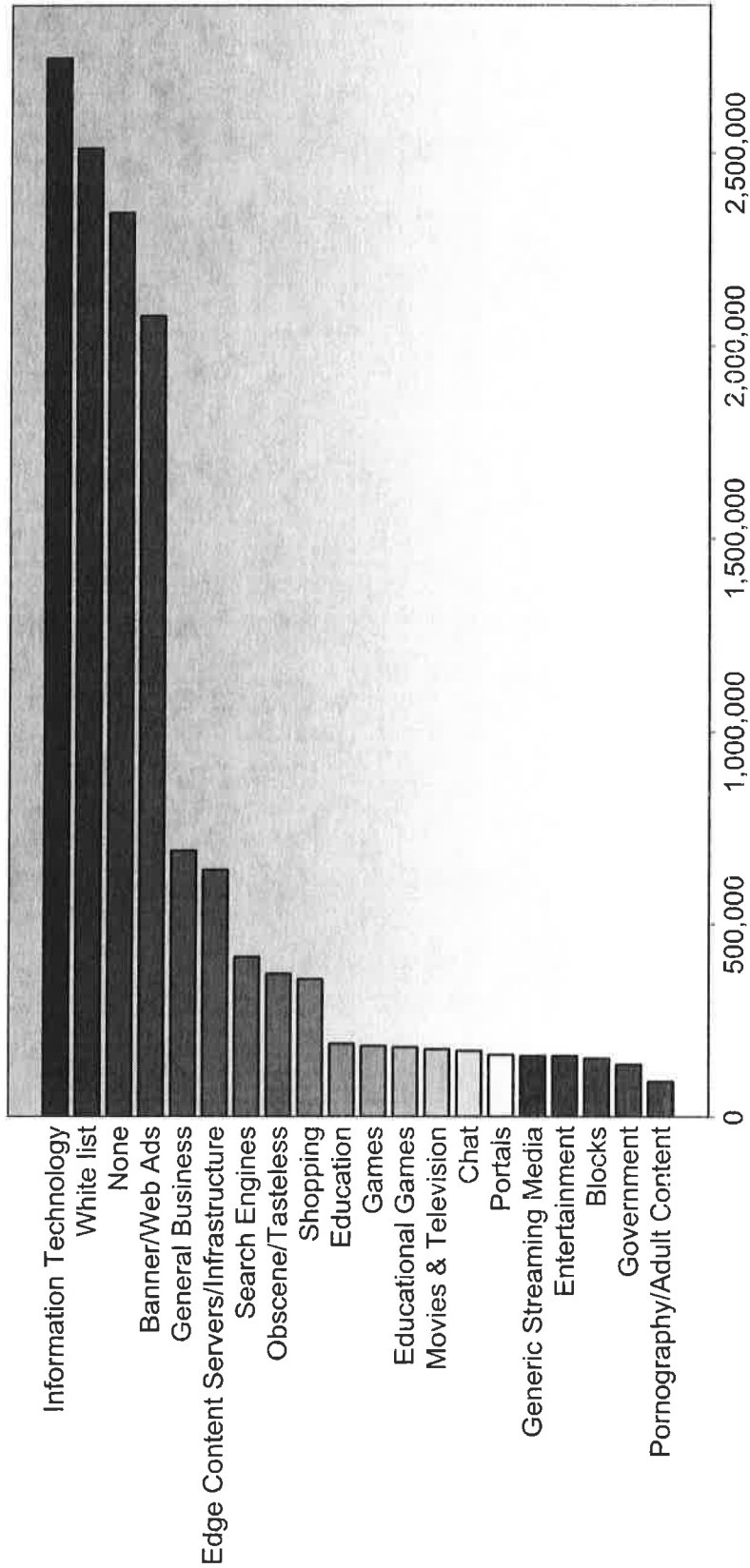
Category

Date	Category	IP	User	Action	Policy
5/20/2014 12:00:17 AM	Information Technology	10.8.1.186	10.8.1.186	Wildcard: http:// *.AVG.COM/	IPGROUP
http://mimi.cloud.avg.com/d.aspx					
5/20/2014 12:00:17 AM	Edge Content Servers/ Infrastructure	10.12.1.5	10.12.1.5	URL: http:// IB.ADNXS.COM/	IPGROUP
http://ib.adnxs.com/tfi?id=1872339&cb=0.8976492358350406&referrer=http://www.recipechart.com/chocolate-filled-donuts&pubclick=http://yads.zedo.com/ads2/c%3Fa%3D1750928%3Bx%3D33609%3Bg%3D172%3Bc%3D2477000001%2C2477000001%3Bn%3D8%3Bn%3D2477%3Bs%3D1%3B1%3D4%3B2%3D1%3Btg%3D1400569217%3Bvr%3D2%3Bm%3D207%3Bw%3D21%3Bos%3D3%3Bct%3D0%3Bu%3DxC5i806-SCSNU62XxIM8ng**~052014%3Bai%3D%3Bz%3D0.19341706093314504%3Bk%3D					
5/20/2014 12:00:17 AM	Blocks	10.17.3.202	10.17.3.202	Wildcard: https:// *.DROPBOX.COM/	IPGROUP
https://dropbox.com					
5/20/2014 12:00:17 AM	White list	10.2.2.119	10.2.2.119	Wildcard: https:// *.GOOGLE.COM/	IPGROUP
https://google.com					
5/20/2014 12:00:17 AM	Government	10.8.2.165	10.8.2.165	Wildcard: http:// *.LAFAYETTELA.GOV/	IPGROUP
http://www.lafayette-la.gov/cameras/getTCamera.aspx?ptid=19&0.8044892658790622					
5/20/2014 12:00:17 AM	Edge Content Servers/ Infrastructure	10.12.1.5	10.12.1.5	URL: http:// IB.ADNXS.COM/	IPGROUP
http://ib.adnxs.com/tfi?ttip=1&bdref=http%3A%2F%2Fmail3028874.recipechart.com%2Fie%2Fsa.php%3Fid%3D92dd74227efc7547398315421dd813fc%26vid%3D3780355%26subid%3D340459&id=1872339&cb=0.8976492358350406&referrer=http://www.recipechart.com/chocolate-filled-donuts&pubclick=http://yads.zedo.com/ads2/c%3Fa%3D1750928%3Bx%3D33609%3Bg%3D172%3Bc%3D2477000001%2C2477000001%3Bn%3D8%3Bn%3D2477%3Bs%3D1%3B1%3D4%3B2%3D1%3Btg%3D1400569217%3Bvr%3D2%3Bm%3D207%3Bw%3D21%3Bos%3D3%3Bct%3D0%3Bu%3DxC5i806-SCSNU62XxIM8ng**~0					
5/20/2014 12:00:18 AM	General Business	10.12.1.5	10.12.1.5	Wildcard: http:// *.PLAYWIRE.COM/	IPGROUP
http://cdn.playwire.com/bolt/is/bolt.min.js?1ed4c917a3da8d4863298dd514b09c3518d90431-20140519144754					
5/20/2014 12:00:18 AM	Recreation	10.12.1.5	10.12.1.5	URL: http:// RECIPECHART.COM/	IPGROUP
http://www.recipechart.com/wp-content/themes/simfo/images/rss.png					
5/20/2014 12:00:18 AM	Recreation	10.12.1.5	10.12.1.5	URL: http:// RECIPECHART.COM/	IPGROUP
http://www.recipechart.com/images/search.png					
5/20/2014 12:00:18 AM	White list	10.4.4.96	10.4.4.96	Wildcard: https:// *.GOOGLE.COM/	IPGROUP

Report Type: Categories

Details: Top 20 Categories by Page Count. Chart based on Page Count

Top 20 Categories by Page Count



Report Type: Categories**Details:** Top 20 Categories by Page Count. Chart based on Page Count

Categories	Page Count	User Count	Site Count	IP Count	Object Count	Blocked Count	Time (HH:MM:SS)	Hit Count
Information Technology	2,745,786	4,136	2,730	4,135	1,675,910	0	3835:50:40	4,421,696
White list	2,511,518	4,164	2,422	4,163	1,455,098	0	2982:59:20	3,966,616
None	2,344,518	4,100	40,367	4,099	2,436,389	0	3020:22:0	4,780,907
Banner/Web Ads	2,077,480	2,499	1,732	2,498	1,624,165	0	2172:16:50	3,701,645
General Business	689,995	3,033	2,086	3,032	465,650	0	933:4:30	1,155,645
Edge Content								
Servers/Infrastructure	640,480	3,150	1,577	3,149	864,456	0	843:41:40	1,504,936
Search Engines	414,450	3,118	648	3,117	71,081	0	330:44:50	485,531
Obscene/Tasteless	370,642	2,539	88	2,538	4,386	375,028	307:49:30	375,028
Shopping	356,509	1,643	2,207	1,642	601,123	0	274:30:20	957,632
Education	188,900	2,204	1,355	2,203	623,711	0	176:22:50	812,611
Games	183,119	1,261	1,566	1,261	93,051	104,810	112:5:30	276,170
Educational Games	180,721	860	119	860	300,705	0	94:22:50	481,426
Movies & Television	174,569	1,494	472	1,493	98,520	0	128:38:0	273,089
Chat	170,683	599	44	599	1,493	171,526	123:52:10	172,176
Portals	160,454	2,092	480	2,091	35,712	0	176:17:40	196,166
Generic Streaming Media	157,319	1,560	476	1,559	148,769	0	223:49:40	306,088
Entertainment	157,169	1,578	1,423	1,577	330,596	0	161:43:10	487,765
Blocks	150,831	1,333	133	1,332	6,893	157,722	133:5:20	157,724

Report Type: Categories**Details:** Top 20 Categories by Page Count. Chart based on Page Count

Categories	Page Count	User Count	Site Count	IP Count	Object Count	Blocked Count	Time (HH:MM:SS)	Hit Count
Government	135,414	816	154	816	11,733	0	156:33:40	147,147
Pornography/Adult Content	91,141	381	275	381	1,528	92,669	5:43:20	92,669
Grand Total	13,901,698	42,560	60,354	42,545	10,850,969	901,755	16193:53:48	24,752,667
Category Count: 20								

APPENDIX C

- MONITORING POLICY AND/ OR PROOF OF MONITORING
 - Gaggle Purchase Order
 - Gaggle Invoice
 - HMS Explanation
 - HMS Email
 - HMS Sample Reports

St Martin Parish School Board
PO BOX 1000
BREAUX BRIDGE LA 70517

PURCHASE ORDER #
70788

****IMPORTANT NOTICE TO VENDORS- YOU ARE RESPONSIBLE FOR THE FOLLOWING:**

1. Mail invoices to Accounts Payable at the above address. 2. SMPSB purchase order number must appear on all invoices, shipping papers, packages and correspondence. 3. Invoice each Purchase Order separately. 4. St. Martin Parish School Board and its entities are TAX EXEMPT. 5. Do not ship freight collect. 6. Cancel all back orders if not shipped within 60 days after initial shipment.

ISSUED TO: GAGGLE
[5564] PO BOX 1352
BLOOMINGTON, IL 61702

Phone: (800) 288-7750

Fax: (309) 665-0171

SHIP TO: INSTRUCTIONAL CENTER
ATTN: Redell W. Louis
775 WEST BRIDGE STREET
BREAUX BRIDGE, LA 70517

(337) 332-2105

DATE
10/31/2013

REQ. NO.
72046

CREATED BY:
RWL

DELIVER ON OR BEFORE:

Line	Item/Stock #	Description	Quantity	Unit Price	U/M	Amount
1		Invoice #25532	0.00	0.00		0.00
2		ZBAN - 12798-000	0.00	0.00		0.00
3		Erate Gaggle.Net Email Service - Annual Subscription	5,500.00	0.42		2,288.00
4		Erate Gaggle.Net Web Hosting Service - Annual Subscription	5,500.00	0.25		1,389.85
5		Erate Gaggle.Net Active Account provisioning - Annual Subscription	5,500.00	0.06		352.00
6		Erate Gaggle.Net Administrative Training	1.00	400.00		400.00
		Do Not Exceed Order Total				4,429.85

Account Codes	Amounts
01-6-610-1100-660-3025-000	4429.85

PURCHASE AUTHORIZED BY:

Corey V. Braussard

Chief Financial Officer

MAIL INVOICES TO ADDRESS SHOWN ABOVE

Approved By: Redell Louis

Additional Info: Email Service for Students



Gaggle
P.O. Box 1352
Bloomington, IL 61702
Tel: (800) 288-7750
Fax: (309) 665-0171

Invoice

ZBAN	Date	Invoice #
12798-000	7/1/2013	25532

Invoice To
St. Martin Parish School Board PO Box 859 Saint Martinville LA 70582-0859

Ordered By
St. Martin Parish School Board 111 Courville St Breaux Bridge, LA 70517 Attn: Christine Foster

P.O. No.	FRN	Rep	FM Group #	Due Date
	2499214	RG	30001276	7/31/2013

Quantity	Item	Description	Rate	Amount
5,500	2100	Erate Gaggle.Net Email Service - Annual Subscription	2.60	14,300.00
	2300	SLD Funding Commitment - E-mail	-84.00%	-12,012.00
5,500	2108	Erate Gaggle.Net Web Hosting Service - Annual Subscription	1.25	6,875.00
	2308	SLD Funding Commitment - Student Web Hosting (\$6,875.00 x 95% x 84%)	-5,486.25	-5,486.25
5,500	2161	Erate Gaggle.Net Active Account Provisioning - Annual Subscription	0.40	2,200.00
	2361	SLD Funding Commitment - Active Account Provisioning	-84.00%	-1,848.00
1	2199	Erate Gaggle.Net Administrative Training	2,495.00	2,495.00
	2399	SLD Funding Commitment - Administrative Training	-84.00%	-2,095.80
	ServStart	TERM:		
	ServEnd	7/1/2013		
	NOTE1	6/30/2014		
		Gaggle.Net will invoice the SLD for the funding commitment discount. Once funding approval is received, please file Form 486 as soon as possible. Thank you!		

Thank you for your business.

www.gaggle.net
Safe Tools for 21st Century Learning

Total	\$4,427.95
Payments/Credits	\$0.00
Balance Due	\$4,427.95

Standard Human Monitoring Service*

At Gaggle, we believe internet communication offers a unique window into the lives of students and a tremendous opportunity to prevent serious problems. Detecting issues early allows parents and educators to intervene positively on behalf of students. To protect students and reduce the administrative burden on teachers, **Gaggle now includes our Human Monitoring Service at no extra cost.**

The Human Monitoring Service puts the monitoring of blocked messages in Gaggle's hands, eliminating the need for teachers to review questionable communications. With the HMS teachers can concentrate on integrating technology into their classrooms. The Human Monitoring Service greatly improves the safety and security of students, both online and in the real world. Gaggle's HMS team has uncovered bullying, drug use, threats of school violence, teen depression, suicide

Redell Louis

From: Support At Gaggle <support@gaggle.net>
Sent: Tuesday, July 02, 2013 4:50 PM
To: redell_louis@stmartin.k12.la.us
Subject: Gaggle HMS Update

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Gaggle Customer,

Gaggle's Human Monitoring System (HMS) is credited with uncovering drug use, bullying, and threats of school violence, teen depression, suicidal intentions, and abusive domestic situations. Since it is critical that Gaggle's HMS team is able to quickly reach your district in case of an emergency, all current HMS customers are asked to review their emergency contacts and update any information as needed. All subscribers will also need to officially opt-in to the service for the 2013-14 school year. To complete this process, simply contact Customer Service at 800.288.7750 or support@gaggle.net to receive your Opt-in URL. This URL will be unique to your district or school and will guide you through the opt-in process.

We have the following individuals listed as your district's emergency contacts:

First Contact - Redell Louis

Second Contact - Christine Foster

Third Contact - Kellie Leblanc

Please contact Gaggle's Customer Service at 800-288-7750 or support@gaggle.net to receive your Opt-in URL and to confirm or change your contacts.

If you have questions regarding HMS, please give us a call or send us an email. You can also review the HMS-FAQ's/www.gaggle.net/home/frequently-asked-questions/human-monitoring-service/ and the HMS Service Level Agreement (SLA) <https://gaggle.net/hms-sla/>.

We look forward to assisting you.

The Gaggle Team
support@gaggle.net
800.288.7750

*** This Email was sent by an educator at System Required Group.

Redell Louis

From: hms@gaggle.net
Sent: Wednesday, October 02, 2013 3:25 PM
To: tylernguyen24@stmartin.gaggle.net
Cc: redell_louis@saintmartinschools.org; christine_foster@saintmartinschools.org;
kellie_leblanc@saintmartinschools.org
Subject: FIRST WARNING: Inappropriate Use
Attachments: Inappropriate Chat Message.htm

TYLER,

You recently tried to use inappropriate language when chatting with another user. Please refrain from using this language in Gaggle.

The Gaggle Team

Chat Message:

User TYLER TUAN NGUYEN (tylernguyen24@stmartin.gaggle.net) used unacceptable language while chatting with claudettealfred45@stmartin.gaggle
User ID: 20384181
Offending text: tylernguyen24@stmartin.gaggle.net: you suck

Context:

CLAUDETTE KATRINA ALFRED (claudettealfred45@stmartin.gaggle.net): :-!
TYLER TUAN NGUYEN (tylernguyen24@stmartin.gaggle.net): you suck

Redell Louis

From: hms@gaggle.net
Sent: Friday, December 20, 2013 2:17 PM
To: brysonamest67@stmartin.gaggle.net
Cc: redell_louis@saintmartinschools.org; christine_foster@saintmartinschools.org;
kellie_leblanc@saintmartinschools.org
Subject: FIRST WARNING: Inappropriate Use
Attachments: Inappropriate Social Wall Post.htm

BRYSON,

The attached social wall post was blocked for inappropriate language. Please refrain from using this language in Gaggle.

The Gaggle Team

Posted to wall of, brysonamest67@stmartin.gaggle.net, on 2013-12-20 09:41:24.0

Post Content "TREJUN GAY"

Block reason: The content of a message with subject: Wall Message matched the following: Regex
[bG\W*A\W*Y\b] match: GAY

Redell Louis

From: hms@gaggle.net
Sent: Wednesday, January 22, 2014 2:43 PM
To: redell_louis@saintmartinschools.org; christine_foster@saintmartinschools.org;
kellie_leblanc@saintmartinschools.org
Subject: QUESTIONABLE CONTENT: Violence / Rape / Abuse (Others)
Attachments: Inappropriate Message (6.11 KB)

Hello,

We would like to alert you to a possible student situation as a precaution. I am forwarding the attached message for your review. The message was blocked for:

The body matched the following: Full word match butt

Student LEXI MICHELLE GRANGER, Gaggle user ID: 22502697 from Cecilia Junior High was the sender of this message. Our concern is is this student is asking another student to "beat" someone for touching her butt. We wanted to bring this to your attention because it sounds as if there some inappropriate touching and a possible confrontation. Please let me know if you need additional information.

Kimberlee
Cyber Security Agent | gaggle
309.661.6897
hms@gaggle.net

Redell Louis

From: LEXI MICHELLE GRANGER <lexigranger08@stmartin.gaggle.net>
Sent: Wednesday, January 22, 2014 1:06 PM
To: KENTRELLE DRAY JONES
Subject: Re: (No subject specified)

can you beat daylon. he touching my butt

----- Forwarded message -----

From: KENTRELLE DRAY JONES <kentrellejones00@stmartin.gaggle.net>
Sent: Wed Jan 22 13:05:32 CST 2014
To: LEXI MICHELLE GRANGER <lexigranger08@stmartin.gaggle.net>
Subject: Re: (No subject specified)

ight love

----- Forwarded message -----

From: LEXI MICHELLE GRANGER <lexigranger08@stmartin.gaggle.net>
Sent: Wed Jan 22 13:05:10 CST 2014
To: KENTRELLE DRAY JONES <kentrellejones00@stmartin.gaggle.net>
Subject: Re: (No subject specified)

so ima kik you

----- Forwarded message -----

From: KENTRELLE DRAY JONES <kentrellejones00@stmartin.gaggle.net>
Sent: Wed Jan 22 13:04:14 CST 2014
To: LEXI MICHELLE GRANGER <lexigranger08@stmartin.gaggle.net>
Subject: Re: (No subject specified)

cuz you don't wann text me

----- Forwarded message -----

From: LEXI MICHELLE GRANGER <lexigranger08@stmartin.gaggle.net>
Sent: Wed Jan 22 13:03:42 CST 2014
To: KENTRELLE DRAY JONES <kentrellejones00@stmartin.gaggle.net>
Subject: Re: (No subject specified)

why

----- Forwarded message -----

From: KENTRELLE DRAY JONES <kentrellejones00@stmartin.gaggle.net>
Sent: Wed Jan 22 13:03:26 CST 2014
To: LEXI MICHELLE GRANGER <lexigranger08@stmartin.gaggle.net>
Subject: Re: (No subject specified)

ight bye

----- Forwarded message -----

From: LEXI MICHELLE GRANGER <lexigranger08@stmartin.gaggle.net>
Sent: Wed Jan 22 13:02:29 CST 2014
To: KENTRELLE DRAY JONES <kentrellejones00@stmartin.gaggle.net>
Subject: Re: (No subject specified)

nahh

----- Forwarded message -----

From: KENTRELLE DRAY JONES <kentrellejones00@stmartin.gaggle.net>
Sent: Wed Jan 22 13:01:37 CST 2014
To: LEXI MICHELLE GRANGER <lexigranger08@stmartin.gaggle.net>
Subject: Re: (No subject specified)

can I have your #

----- Forwarded message -----

From: LEXI MICHELLE GRANGER <lexigranger08@stmartin.gaggle.net>
Sent: Wed Jan 22 13:00:56 CST 2014

To: KENTRELLE DRAY JONES <kentrellejones00@stmartin.gaggle.net>
Subject: Re: (No subject specified)

what.?

----- Forwarded message -----

From: KENTRELLE DRAY JONES <kentrellejones00@stmartin.gaggle.net>
Sent: Wed Jan 22 13:00:32 CST 2014
To: LEXI MICHELLE GRANGER <lexigranger08@stmartin.gaggle.net>
Subject: Re: (No subject specified)

your phone

----- Forwarded message -----

From: LEXI MICHELLE GRANGER <lexigranger08@stmartin.gaggle.net>
Sent: Wed Jan 22 12:57:59 CST 2014
To: KENTRELLE DRAY JONES <kentrellejones00@stmartin.gaggle.net>
Subject: Re: (No subject specified)

how

----- Forwarded message -----

From: KENTRELLE DRAY JONES <kentrellejones00@stmartin.gaggle.net>
Sent: Wed Jan 22 12:57:26 CST 2014
To: LEXI MICHELLE GRANGER <lexigranger08@stmartin.gaggle.net>
Subject: Re: (No subject specified)

you wack

----- Forwarded message -----

From: LEXI MICHELLE GRANGER <lexigranger08@stmartin.gaggle.net>
Sent: Wed Jan 22 12:54:41 CST 2014
To: KENTRELLE DRAY JONES <kentrellejones00@stmartin.gaggle.net>
Subject: Re: (No subject specified)

what you want

----- Forwarded message -----

From: KENTRELLE DRAY JONES <kentrellejones00@stmartin.gaggle.net>

Sent: Wed Jan 22 12:54:28 CST 2014

To: LEXI MICHELLE GRANGER <lexigranger08@stmartin.gaggle.net>

Subject: (No subject specified)

hey

*** This Email was sent by a student at Cecilia Junior High in St. Martin Parish School Board.

*** This Email was sent by a student at Cecilia Junior High in St. Martin Parish School Board.

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*** This Email was sent by a student at Cecilia Junior High in St. Martin Parish School Board.

Redell Louis

From: hms@gaggle.net
Sent: Monday, March 31, 2014 11:12 AM
To: janaepoirier32@stmartin.gaggle.net
Cc: redell_louis@saintmartinschools.org; christine_foster@saintmartinschools.org;
kellie_leblanc@saintmartinschools.org
Subject: SECOND WARNING: Inappropriate Use
Attachments: Inappropriate Message (1.76 KB)

JANAE MARIE POIRIER,

The attached item was blocked for inappropriate language. This is your second violation. A copy of this message has been sent to your administrator. Your Gaggle privileges will be restricted on the next violation. Please refrain from using this language in Gaggle.

The Gaggle Team

Redell Louis

From: JANA E MARIE POIRIER <janaepoirier32@stmartin.gaggle.net>
Sent: Monday, March 31, 2014 9:01 AM
To: MCKENZIE B RICHARD
Subject: Re: (No subject specified)

up the butt in dat hair or greese the world may never know....

----- Forwarded message -----

From: MCKENZIE B RICHARD <mckenzierichard25@stmartin.gaggle.net>
Sent: Mon Mar 31 09:00:16 CDT 2014
To: JANA E MARIE POIRIER <janaepoirier32@stmartin.gaggle.net>
CC: MCKENZIE B RICHARD
Subject: Re: (No subject specified)

dandruff at its finest

----- Forwarded message -----

From: JANA E MARIE POIRIER <janaepoirier32@stmartin.gaggle.net>
Sent: Mon Mar 31 08:59:42 CDT 2014
To: MCKENZIE B RICHARD <mckenzierichard25@stmartin.gaggle.net>
Subject: (No subject specified)

guh with da afro got them diamond ear rangs from jarrods aall reall boo

*** This Email was sent by a student at Cecilia Junior High in St. Martin Parish School Board.

*** This Email was sent by a student at Cecilia Junior High in St. Martin Parish School Board.

*** This Email was sent by a student at Cecilia Junior High in St. Martin Parish School Board.

APPENDIX D

- CIPA EDUCATION POLICY/PLAN AND/OR PROOF OF CIPA EDUCATION
 - St. Martin Parish School District addresses it in the student handbook and our Student Acceptable Use Policy. (Page 1)
 - CIPA education is required. Verification forms are housed on our District's website. (see Attached)
 - Screenshot of District Website
 - Screenshot of Gaggle Training Video – Cyber Safety Course







St. Martin Parish School Board
Digital Safety Instruction Verification Form

School: _____

Year: _____

Teacher: _____

Grade/Subject: _____

Digital Safety Lesson	Cite lesson(s) and Date(s) taught
	
	
	
	
	
	
Other Digital Safety lessons (cite resource(s) used)	

I verify that I have taught the above lessons to my students on the dates indicated.

Teacher's Signature

Date

Submit signed form to Principal/Technology Coordinator once lessons have been taught.

Staff

[Staff General Information](#)

[Teacher Resources](#)

[LA Testing](#)

[Library Resources](#)

[Educational Links for Teachers](#)

[State and Local Links](#)

[Digital Safety Resources](#)

[PC Support Helpdesk](#)

[Submit Maintenance Request](#)

[Policy Manual](#)

EVENTS

06/11 School Board Meeting



Brain Pop Videos (These movies/activities are accessible without subscription or login)



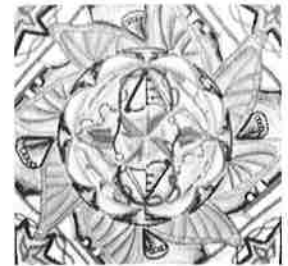
Social Networking



Cyberbullying



Information Privacy



Talented Visual Arts Student Artwork

St. Martin Parish Talented Visual Arts students created Mandalas which means circle done by Stephanie C.

Other Videos

[Bulletin Board - Online Safety Commercial](#)

[Digital Footprint - Your New First Impression](#)

Online Safety Instruction Websites



Wired Safety



NetSmartz



CyberSmart



Connect Safely



Get Net Wise

SMPSB Digital Safety Verification Form

Teachers complete form, sign and turn into Principal.

[Policies](#)

[Community](#)

[About](#)

[Geography](#)

[Departments](#)

[Curriculum](#)

[Schools](#)

[Elementary](#)

[Students](#)

[College Connection](#)

[Parents](#)

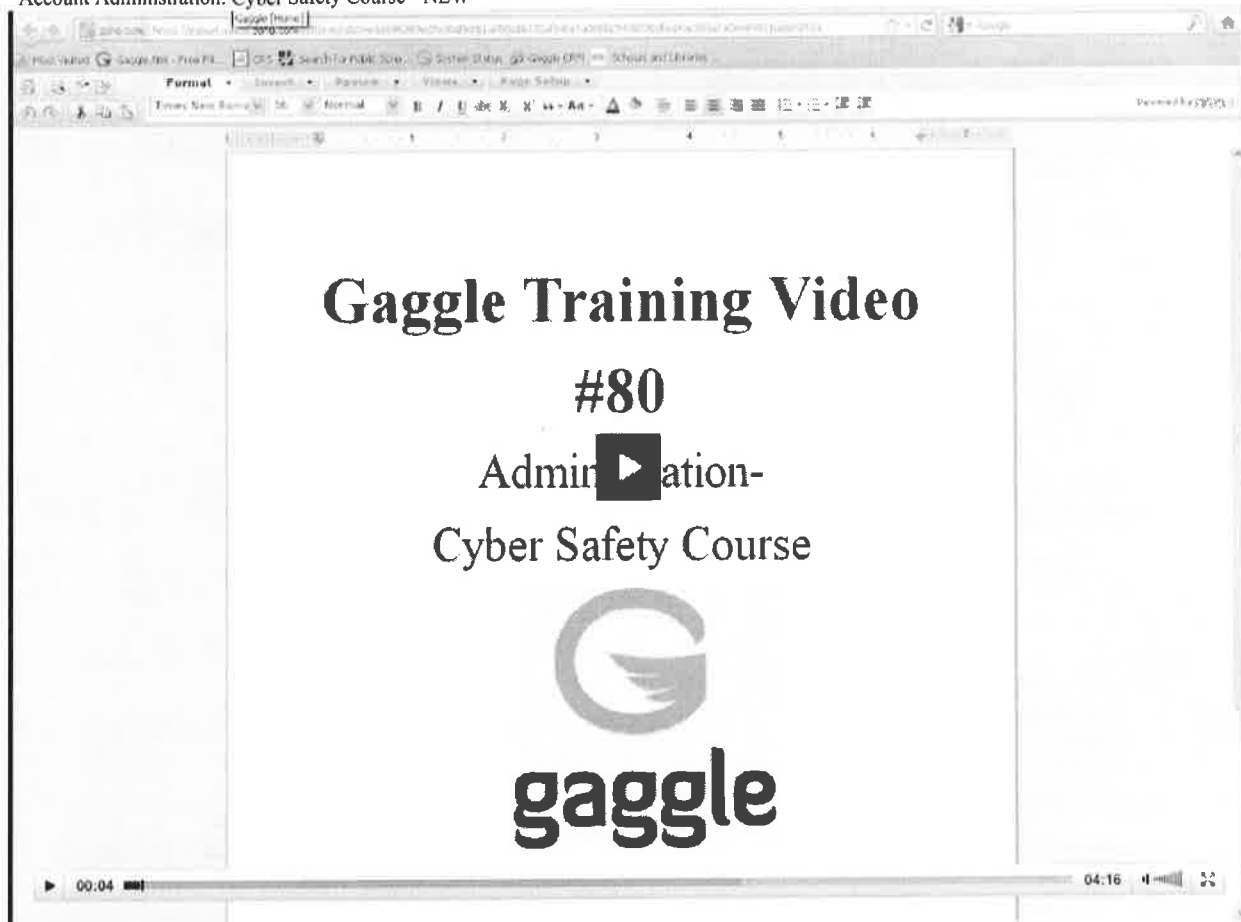
[JGrade Command Center](#)

[Staff](#)



• [Back to Video List](#)

Account Administration: Cyber Safety Course - NEW



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APPENDIX E

- **POLICY ON ON-SITE USE OF PERSONAL PORTABLE DEVICES**
 - At the present time, St. Martin Parish School Board does not allow personal portable devices to access either a school's internet or computer network or access a mobile network. Violations are addressed in our Acceptable Use Policy.