Dodge County School System

Eastman, Georgia

Three-Year Technology Plan

July 1, 2020 – June 30, 2023

Superintendent

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Table of Contents

I. Vision for Technology Use

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

The mission of Dodge County Schools is to educate students to be responsible, productive citizens who, through continuous learning, will be able to adapt to the ever-changing global society. The goal is to assist every student in crossing the digital divide by ensuring that every student is technologically literate by the time the student finishes the eighth grade, regardless of the student's race, ethnicity, gender, family income, geographic location, or disability. We will strive to bring global learning to our students who live and learn in a low-income rural area. We will assist students, educators, parents, and community members in accessing, analyzing, and preparing information so that they may become critical thinkers, problem solvers, and productive citizens. We will also strive to provide our teachers and students with 21st Century instructional materials, one to one computing, training, and sustained support. We will utilize members of the Dodge County Technology Services staff, HGRESA staff, local experts, and outside experts to provide technology related opportunities and support to improve student achievement and productivity.

The Dodge County School System vision for technology use includes the desire to implement the following:

- Offer students, teachers, administrators, and parents mobile and high speed access to current information to empower problem solving, decision making, and collaborative learning;
- Develop authentic models for accessing student achievement and diagnosing data to differentiate instruction and maximize achievement;
- Provide equal opportunities and assistive technologies for students with special needs or disadvantaged sub groups;
- Provide a one to one computing environment for all students in Dodge County Schools.
- Provide 21st Century standardized equipment and resources, within budgetary limitations, in all academic classrooms;
- Provide on-going professional development for our educators and administrators in the use and implementation of technology into the classroom to maximize learning and to differentiate learning to meet the needs of all students;
- Restructure classroom instruction to make it valid, goal-oriented, and connected to 21st Century technology;
- Allow students to work on areas of individual interest at their own pace with immediate feedback, the opportunity for self-evaluation, and continuous progress and success;
- Create baseline standards for classroom technology and initiate system wide purchasing policies;
- Provide students the opportunities to receive credit recovery using online programs like Edgenuity.

- Increase our bandwidth to provide uninterrupted video streaming to all classrooms and settings during all class hours and other functions.
- Provide video conferencing capabilities as technologies change and advance to enable all students the opportunities to experience this new style of learning.
- Provide high performance, web-based software with adequate training to administrative personnel that will allow easy data collection and distribution to school personnel;
- Provide current, web-based information to inform the community of overall student requirements, performance, and achievement;
- Extend the availability of school technology resources to our students outside of the classroom and school technology resources to the community.

The vision of the Dodge County School System is to offer hope to our students of whom 72% live in generational poverty. Through the use of technology we will be able to give our students a view of the world outside of the rural, unincorporated areas in which 58% of them live. Technology integration will enable us to prepare our students for future careers that do not even exist yet. Diversified groups of students will enrich our classrooms with real life performance tasks, collaborative planning, and completion of assignments. Digital textbooks will be one of many resources used by students who complete research, hypothesize, and complete experiments and scientific studies using computers and Chromebooks, Internet resources, and high tech software. Research findings and experiment results will be shared using interactive whiteboards, tablets, LCD projectors, podcasting, blogging, professional and attractive charts and graphs created with computer software, and possibly new technology that becomes available by 2023. Our classrooms are student centered and the teacher serves as a coach guiding his or her students through new and exciting learning experiences. Administrators, Board of Education members, and other stakeholders will engage in data driven decision making as a result of current data being available through the use of technology. The Dodge County School System believes that the skillful use of technology can be an integral part of producing successful 21st Century citizens who are collaborative problem solvers and critical thinkers.

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

Dodge County Schools utilizes the following data sources to collect valuable data for informed technology planning decisions.

- Grants and other funding sources account for some of our technology funding to purchase new technologies for students.

- Professional Development Assessment, which identifies equitable training between schools and identifies professional learning needs in technology.

- Ongoing gap analysis of equality of technology resources between schools.

- Annual technology inventory submitted to State Department of Education which includes:

    - Definition of "modern computer specifications" which leads to replacement of dated equipment.
    - Ratio of student to computers to ensure adequate technology access in all school settings.
    - Number of Technology Staff.

Instructional Technology Use

Elementary Schools

South Dodge elementary school in Dodge County has three computer labs: one with a fulltime certified teacher and two that are available for teachers to schedule for classes. North Dodge Elementary School has only one lab for one full time teacher. North Dodge Elementary School has chosen to remove two labs due to a one to one computing environment. NDES and SDES Lab teachers utilize technology literacy curriculum based on Georgia Standards of Excellent Standards assist students with using computer programs, Internet usage, art programs, research, writing reports, skills practice, creating spreadsheets, and designing and creating materials that display understanding and mastery of subject matter. All classrooms at NDES and SDES are 21st Century Classrooms by the definition of Georgia Department of Education. Teachers in these classrooms were trained extensively in technology, differentiated instruction, and performance learning. Both Elementary Schools have implemented a one to one computing environment. Online subscriptions include *Study Island*, and *Brain Pop*. Available software programs include but not limited to:

Accelerated Reader	Word, Excel, PowerPoint
Accelerated Math	Harcourt Math
STAR Reading	Various Educational CD-Rom programs
STAR Math	Print Artist
Education Galaxy	Google Classroom

Middle School

Dodge County Middle School has a one to one computing environment. Every academic classroom is classified as a 21ST Century Classroom defied by Georgia Department of Education. Dodge County Middle School has implemented a one to one computing environment. Each student at this school has access to a Chromebook.

Chromebooks will be used for various assignments, included but not limited to accessing *Study Island* for test review, and research. A sample of the available software programs at Dodge County Middle School include but not limited to:

Word, Excel, PowerPoint	STAR Reader
Google Drive	STAR Math
Edgenuity	Google Classroom
Language Arts, Science, & Math Textbook Software	Accelerated Reader
Online programs including Study Island and Brain Pop	Accelerated Math

High School

The high school is equipped with eight computer labs that provide extensive opportunities for students to develop technology skills based on the mandated standards. Eight of these labs are full labs with 25 or more computers with Internet access. All academic classrooms at DCHS are classified as 21st Century Classrooms as defined by Georgia Department of Education. Dodge County High School has implemented one to one computing environment. The high school also has teleconferencing capabilities with Middle Georgia College and Georgia Virtual Schools. School available software programs include but are not limited to:

Word, Excel, PowerPoint, Access	Geometer Sketch Pad
Accounting Software	SAT Prep
Edgenuity	SAT Review Programs
Accelerated Reading	Microsoft IT Academy
A wide variety of vocational software	Google Drive

All Schools
Dodge County Schools has installed a common web based Media Management system called Destiny, which provides students and teachers easy access to information about all resources available through the Media Center. This system allows students to access information about the resources available in other schools and permits the possible sharing of resources between schools. Students and teachers will also be able to search a variety of paid and free research databases, including Galileo, Proquest, and EBSCO, with a single search.

All schools in the system have fiber connectivity. Network drops are present in all classrooms, computer labs, media centers, offices, conference rooms, cafeterias, and other instructional areas. The technology department maintains all of the schools' networks, and Internet connectivity is through AT&T. Dodge County employs one Director of Technology, two highly trained Educational Technology Specialist and contracts with an outside company on an as needed basis for network support. In addition, Trouble-shooting issues are handled through an online system of work orders. Academic and instructional support is provided through the Curriculum and Instruction Department and Technology Department.

Instructional Gap Analysis
Data collected from our Cognia accreditation in 2020 outlined the reality of instruction at each school setting in relation to a one to one computing environment. At the time this plan was written Dodge County Schools did not have a one to one computing environment. DCSS only had Chromebooks to check out from the Media Center at each school.

The results of our Cognia accreditation of 2020 shows that teachers do not have the instructional technology they need in order to teach the mandated Standards. To equalize access in academic classrooms, approximately one million dollars would need to be allocated for this purpose.

Another important component of our instructional gap analysis is the need to update our infrastructure. In 2020 we have updated our current wireless infrastructure from AC wireless Access Points to Wifi 6 standards to obtain 100 percent coverage throughout our school system to support our ONE to One Computing environment. Dodge County Schools also intends to install all new 10 GB electronic switches at all locations in the 2021. We have centralized all of our servers to the central office. We have purchased a SAN Unit (Storage Area Network) which will hold up to 36 TB of space for our servers.

Administrative Technology Use

Administrative applications are installed at each school. These applications are available to all schools and include student information management, food services, personnel information, employee attendance and applications.

All teachers and administrators access web-based data through our network. School personnel are provided web-based e-mail accounts to promote better communication between the schools, staff, and parents.

Special education teachers and administrative staff at the Central Office use GOIEP, a special education program designed to manage data on special education students and electronically generate and document required paperwork such as Individual Education Plans as well as parent contacts.

Administrative Gap Analysis

In the administrative offices of the schools, the baseline standard was the presence of modern computers. In this area, more consistency was evident in the provision of modern computers.

Most administrative software packages have been in use by the system for quite some time. Currently professional learning units are managed by the Department of Curriculum and Instruction. Teachers are informed of training opportunities via the website, emails, and monthly Staff Meetings. Our transportation department also utilizes software solutions for their department.

The Dodge County School System has centralized all servers so that information will be accessible to all schools, managed in one location, secure, and transferable to the central office without corruption.

Parent/Community Uses of Technology

Dodge County Schools utilizes e-mail, websites, instant messaging, Phone Calls (One Call Now), Remind 101, PowerSchool as a Parent Portal, and newsletters to promote better communication between schools, staff, parents, and community members. One-Call-Now (a messaging service) is also utilized by the school system.

Parent/Community Gap Analysis

While the system website features upcoming events, recent school news, the school calendar, lunch menus, and special pages with links and information exclusively for parents, students, and community members, we use a Parent Portal called PowerParent to communicate student attendance, demographic information, or grade book files so that parents and guardians can access the information on their own children. Our only weakness in this area is the parents need adequate training in this program to better navigate and move about the webpages. There has been a recent increase in interest expressed by parents for this type of service. We also have installed an automated phone calling system that allows schools and district administrators to relay school event notices and emergency information in English and Spanish. Even though our migrant population is low at present, it is gradually increasing. Along with that increase will be an increased need for our schools and administrators to be able to relay information in Spanish as well as English.

Each school in our system also maintains a school website with information and links specific to that particular school. Teachers at each school can link a personal website to the school website. However, each teacher is responsible for maintaining his/her own website. The intent is that teachers will post information specific to their classroom, club, or school-sponsored activities, but some teachers are not comfortable with web page management and design. Increased training and assistance should eliminate this problem over time.

Goals, Benchmarks, and Strategies

Instructional Goals

Goal 1:	Continually update and improve 21st Century technology access.			
Strategies	**Benchmark**	**Evaluation Method**	**Funding Source/Estimated Amount**	**Person Responsible**
Update Switches that will be robust enough to handle a One to One Computing environment.	Replace old switching environment to support One to One computing Environment by 2022.	Annual technology inventory	ESPLOST Local Funds E-Rate	Director of Technology

Strategies	Benchmark	Evaluation Method	Funding Source/Amount	Person Responsible
E-rate application will be filed to apply for discounted rates for leased lines, Internet connectivity, and the district's fiber WAN	E-rate applications will be filed annually for any eligible services.	Annual technology budget	Eligible E-rate awards excluding end-user equipment. Local Funds Amount: Awards contingent upon USAC	Director of Technology
Provide access to updated computer workstations, LCD projectors, student response systems, and other multimedia equipment for instructional purposes	Schools in the system will review and acquire, as appropriate, 21st Century equipment for each classroom by 2023	School Improvement Survey	Title I ESPLOST Local Funds E-rate awards	Director of Technology, School technology contacts, Director of Curriculum and Instruction/Title I and Title II Director

Goal 2: Improve student academic performance, technology literacy, and motivation				
Strategies	Benchmark	Evaluation Method	Funding Source/Amount	Person Responsible
Utilize motivational, instant feedback, test practice, materials both in print and online to assist students in preparation for state testing.	Students will increase achievement on EOC/EOG by 3% in all arears in the next 3 years.	Annual software/technology utilization report	Title I Local Funds Amount: $30,000	Technology Director Technology contacts Director of Curriculum & Instruction/Title I Director
Continue to utilize a credit recovery system for students in middle and high school who are not passing at the end of each semester.	The District will evaluate available programs and implement by 2023. This will be reviewed annually.	Graduation Rate Student Retention Rate Course Completion Rates	Title I Title II Local Funds ARP School Improvement funds Amount: $50,000	Director of Technology Director of Curriculum & Instruction/Title I & Title II Director

Expand our use of online credit courses such as Edgenuity and Georgia Virtual School to accommodate students who must work or have other family obligations in order to increase our graduation rate	The District will evaluate available programs and fully implement by 2023. This will be reviewed annually.	Annual graduation rate Annual software/hardware utilization report.	Title I Local Funds Amount: $50,000	Director of Technology Director of Curriculum & Instruction Academic Coach
Utilize SLDS to disaggregate data for the purpose of differentiating instruction and increasing student achievement in all subgroups including special education.	The District will evaluate available software and implement by 2023.	School Improvement Survey	Title I Title II Local Funds As needed.	Director of Technology Director of Student Information Graduation Coaches

Parent/Community Uses of Technology Goals				
Goal 3: Utilize technology to enhance community communication and provide additional standards based material.				
Strategies	**Benchmark**	**Evaluation Method**	**Funding Source/Amount**	**Person Responsible**
Provide a Parent Portal so that parents can have access to student attendance records, grades, and student demographics for their child/children.	Monitor parent use of Parent Portal	Usage report	Local Funds Amount: $20,000	Technology Director Director of Student Information
System Readiness Goals				
Goal 4: Insure that all system personnel and stakeholders are educated and involved in the implementation of the vision for the use of technology.				
Strategies	**Benchmark**	**Evaluation Method**	**Funding Source/Amount**	**Person Responsible**
Professional Development with implementing Technology and overall	Increase knowledge of the district's vision for technology by 50% over the	Review of system website, newsletters, and training presentations.	Local Funds State Professional Development funds Amount: $50,000	Technology Director Director of Curriculum & Instruction/Director of Professional Development

knowledge of Technology by our Educational Technology Specialist	next three years.			Educational Technology Specialist

III. Communication and Marketing

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

The Dodge County School System uses regular press releases, Internet articles, Social Media Post, and staff newsletters to help disseminate information to community stakeholders. The superintendent publishes a column in the local newspaper to keep parents and stakeholders informed. System, schools, and teacher websites are used extensively to communicate with parents and the community. The websites contain school start and release times, announcements, assignments, course syllabi, and announcements among other information. The system website features upcoming events, recent school news, the school calendar, lunch menus, and special pages with links and information for parents, students, and community members.

Regular and consistent technology planning occurs through collaboration between the Dodge County School System technology department and system-level staff development, curriculum, Title I, special education, and administration. Monthly meetings of the system leadership team, which consists of all principals, Curriculum and Instruction Director, Special Education Director, Federal Programs Director, Technology Director, Superintendent, building level administrators, allow stakeholders to develop successful strategies to insure that all stakeholders have input into a System-level plan.

IV. Professional Development

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

The bodies of research on technology integration should be disaggregated to allow policy makers, school administrators, and classroom teachers access to the most consistent data to make informed decisions. These decisions should revolve around two critical components:

(1) the type of technology-focused professional development needed for classroom
  Practitioners to integrate technology in a manner that would result in increase of student
  Achievement and

(2) The type of hardware and software needed to maximize achievement.

Dodge County School System seeks to provide high-quality professional development programs with follow-up and support that promotes knowledge and enhances skills related to the use of technology for productivity, teaching, and learning. To accomplish these goals, courses, conferences, workshops, site visitations, and other related activities are results-driven, standards-based, job-embedded, and aligned with system level goals. Aiding in this endeavor are staff members of the Heart of Georgia Educational Technology Training Center and combination with Professional Development of by the Technology Department. Available throughout the year for assistance with grant writing and training and development, involvement with the HGRESA insures that the Dodge County School System complies with current best practices in educational technology. Professional development in the technology area is provided through the HGRESA and Dodge County Schools' Educational Technology Specialist, at each school and at the system level. At the system level, experienced trainers facilitate professional development opportunities in the area of technology for all Dodge County personnel. Trainers consider curriculum standards when designing classes that will be offered to teachers and administrators. When Dodge County School System purchases new equipment, the Educational Technology Specialist will immediately offers training on the use of the equipment. Classes are also offered by HGRESA on a regular basis.

The following chart outlines courses that address system initiatives and system departments that are involved in course planning and deployment:

Course Content	Department(s) Involved
Student Information System	Technology, School Classified Staff and Administrators
Special Education Program	Technology, Special Education and Administrators
Media Center Program	Technology, Curriculum Media Personnel
Cafeteria Program	Technology and Food Services Staff
Productivity Programs such as Microsoft Office, and Adobe Acrobat Professional	All Departments
Emerging Technologies (Interactive Panels, Digital Cameras, Podcasting, Web-based software, Google Classroom	All Departments

Funding for technology equipment, software, and training comes from a variety of sources including Title I and II program funding, ESPLOST, E-RATE, grant funding, and local funds. Using best practices research, curriculum standards, technology plan documentation, and recommendations from technology department members, school personnel make decisions about system-level equipment purchasing that will maximize student achievement.

**Acceptable Use and Internet Safety Guidelines for the
Computer Network of the Dodge County School District**

The Dodge County Schools Computer Network is established for the educational and professional use of Dodge County Schools' students, faculty, and staff ("Users"). This Technology and Acceptable Use Policy (the "Policy") is intended to govern Users with respect to Dodge County Schools Network and the Internet. Users are expected to conduct themselves on the Dodge County Schools Network in the same fashion as they do elsewhere in the community. Users who violate this Policy will have their Dodge County Schools Network privileges revoked and may be subject to further disciplinary action, including suspension or dismissal. Dodge County Schools may also report offenders to applicable law enforcement agencies.

The Dodge County Schools Network provides access to the global Internet. Dodge County Schools have taken available precautions to restrict access to controversial materials on the Internet. However, on a global network, it is impossible to control all materials. Dodge County Schools believe that the valuable information and interaction available on the Internet far outweighs the possibility that Users may find material that is not consistent with our educational goals.

The smooth operation of the Dodge County Schools Network relies upon the proper conduct of all Users. The signature on the Handbook Acknowledgement form is legally binding and indicates the parties who have signed have read the terms and conditions of this Policy carefully and understand their significance.

Dodge County Schools Network - Terms and Conditions (Acceptable Use and Illegal Actions)

Scope and Authority – The Dodge County Schools Network includes all hardware, software, and network services used by the Dodge community. Parents give the school permission to use applications that are educationally beneficial to our students.

Privileges

The use of the Dodge County Schools Network is a privilege, not a right. The use of an account must be consistent with the educational objectives of Dodge County Schools. The Technology Office and/or School Administration will deem what is inappropriate use and will refer any such conduct to Dodge County Schools Administration. Dodge County Schools, in its sole discretion, reserves the right to determine what conduct constitutes a violation of this Policy, and the discipline for any such violation. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, material protected by copyright, threatening or obscene material, or material protected by trade practice. Use of the Dodge County Schools Network for commercial activities, product advertisement, or political lobbying is prohibited. Use of the Dodge County Schools Network and the Internet must be consistent with this Policy and all policies

and practices of Dodge County Schools, and violations of this Policy and such other policies and practices may result in the suspension or loss of an account, loss of Internet access, or in other forms of disciplinary action.

No Expectation of Privacy

Dodge County Schools routinely monitor usage of the Dodge County Schools Network and may review any communications on its systems. Dodge County Schools is able to override all passwords. Users do not have a privacy right in the contents of their computer system, including messages sent, received, or stored on the email systems or in their use of the Internet. Passwords to these systems exist for the benefit of Dodge County Schools. Users should have no expectation that the ability to choose a password for a system in any way limits the ability or right of Dodge County Schools to monitor all activity.

Security

Security on any computer system is a high priority, especially when the system involves many Users. No User may have access to another's files on the Dodge County Schools Network. The following guidelines will help maintain Dodge County Schools Network security:

•   If you feel you have identified a security problem on the Internet, you must notify the Director of Technology.
•   Do not allow anyone else to use your account and do not use another individual's account.
•   Inappropriate attempts to access a server as an administrator will result in immediate cancellation of User privileges and/ or discipline.
•   Any User identified as a security risk or having a history of problems with other computer systems may be denied access to the Dodge County Schools Network.

Inappropriate Access

Not all of the information freely available on the Internet is reliable or helpful. Students and employees must evaluate the source of the information, as well as the information itself, to determine its appropriateness and usefulness.
In addition to providing information, the Internet is capable of providing the means to communicate directly with others via "instant or private messaging" programs, video conferencing programs, and other means. Also, there are many places and software technologies that will allow for the free exchange of files between computers over the Internet, such as email. Not all of these methodologies are appropriate for an educational environment as outlined in this document.
Downloading or loading of software on Dodge County Schools' computers is prohibited. There is an enormous quantity and variety of free software available on the Internet. However, widespread downloading of such software on the School's computers has a cumulative negative effect, and can result in the substantial degradation of performance,

additional maintenance time, and increased threat of virus infestation. All software purchases must be approved by the technology staff.

Students may not use school computers to access any Internet site or sites that contain information that is inappropriate for educational purposes or sites that teachers, staff or administration deem inappropriate for the instructional program. Examples of inappropriate information and/or content include, but is not limited to, the following:

Students may not access, upload, download, transmit, display or distribute:

a.)   offensive material – content that is in poor taste or could be considered obscene; abusive or sexually explicit language, racist, illegal, harassing or inflammatory.
b.)   distribute dangerous material – content that provides direction in the construction of explosives or similar devices or instruction or practices that could injure the students themselves or others.
c.)   inappropriate contacts – materials that can lead to contact with strangers who could potentially threaten the student's health or safety.

If a student is uncertain as to whether or not a site's material might be considered inappropriate, the student should consult his or her teacher or a member of the administrative staff for clarification.

Privacy

School staff and administrators have access to student email for monitoring purposes. Students should have no expectation of privacy on the Google Apps for Education system.
Limited personal use - Students may use Google Apps for Education tools for personal projects but may not use them for:

1.   Unlawful activities.
2.   Inappropriate sexual or other offensive content.
3.   Threatening another person.
4.   Misrepresentation of Dodge County Schools, staff or students.

Safety

• Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
• Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their accounts.
• Under no conditions should a user provide his or her password to another person.

Access Restriction - Due Process

Due to the rapidly changing technology environment, Dodge County Schools reserve the right to determine if an action not listed in this document is inappropriate, and the student may be subject to discipline.

Hardware

Student Chromebooks/Devices are managed in order to allow for student use of systems only for educational purposes. Under no circumstances is a student to attempt to modify the existing hardware configuration.
Modification can be considered either opening the case or changing hardware or software settings. Students are responsible for any damage on their computers.

Dodge County Schools Information Technology offers a Guest Network for

connection purposes. Contact

Each student and employee is responsible for all activity that occurs under his/her user account. Students and employees may not place information on the Internet that is inappropriate or unacceptable.
Students may not give out any personal information (e.g., address, phone number, user name, passwords, etc.) about themselves or about other people. Students may not use school computers for commercial purposes or political lobbying.

Summary

This is a list of the more common things students, faculty and staff are specifically NOT permitted to do.

1. Download any files, especially music and videos, from the Internet.
2. Use any form of "instant or private messaging" software on student devices.
3. Install any applications or software onto Dodge County Schools' computers.
4. Disable or modify any running tasks or services.
5. Transfer and/or store music files from any personal devices to Dodge County Schools systems.
6. Play games, unless directed to by an instructor or supervisor for educational purposes, at any time on Dodge County Schools computers, including Internet-based games.
7. Use proxies or other means to bypass the content filtering systems in place and/or defeat any settings that prevent the access of material deemed and flagged as inappropriate by the blocking devices.
8. Use remote accessing software or hardware to take control of any network attached device or workstation.
9. Remove License decals or inventory control tags attached to the systems.
10. Disrupt its use by other individuals by connecting to other Dodge County Schools networks to perform any illegal or inappropriate act, such as an attempt to gain unauthorized access to other systems on the network.
    11. Anyone who inadvertently accesses an inappropriate site must immediately leave the

site and report it to his/her instructor or supervisor.
    12. Attempt to log onto the network as a system administrator.
    13. Any user identified as a security risk may be denied access to the network.
    14. Damage caused by the intentional misuse or vandalism of equipment will be charged to the person who committed the act.
    15. Any damage to the student Chromebook/or device is the responsibility of the user.

<u>Consequences</u>

Use of school's internet is a privilege. Failure to abide by the terms of this policy will result in the following disciplinary actions:

Willful damage of computer hardware, computer software (including the deletion of programs and/or files) and computer networks will result in the student being responsible for the current repair and replacement cost of the damaged software and/or equipment. Any student violating the terms of this document will receive appropriate disciplinary action as defined by the school administrations.

Students could lose computer/network privileges, and/or receive detention, suspension or expulsion.

The Director of Technology or his/her designee may close an account at any time as required. The administration, faculty and staff of Dodge County Schools may make a request to the Director of Technology or his/her designee to deny, revoke or suspend specific user accounts based upon violations of this policy.

<u>Improper Use and Content</u>

Users may not use the Dodge County Schools Network for purposes of harassment, intimidation or bullying of others.

Bullying is the repeated use of a written, verbal or electronic expression, physical act or gesture, or any combination thereof, directed at another student that:

1. causes physical or emotional harm to the student or damage to the student's property;
2. places the student in reasonable fear of physical injury or of damage to property;
3. creates a hostile environment at school for the student;
4. infringes on the rights of the student at school; or,
5. Materially and substantially disrupts the education process or the orderly operation of a school.
6. A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Cyber-bullying involves an act of bullying through the use of technology or any electronic communication, including but not limited to electronic mail, internet communications, or

instant messages. Cyber-bullying also includes the creation of a web page or blog in which the creator assumes the identity of another person; or, the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions described in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions described in the definition of bullying.

Dodge County Schools shall, in its sole discretion, determine whether such conduct violates this policy and any other policies of Dodge County Schools. Users must remember that material distributed through the Internet is public. On the Internet, there is no central authority, so each site is responsible for its own Users. Complaints received from other sites regarding any of our Users will be fully investigated, and disciplinary action may be taken as a result.

Social Networking Sites

While Dodge County Schools respects the right of employees, students and families to use social media and networking sites, as well as personal websites and blogs, it is important that any such personal use of these sites does not damage Dodge County Schools' reputation, its employees, or its students or their families.
Student use of social networking sites is prohibited on Dodge distributed technology devices. All users should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent.
Dodge County Schools strongly encourages all employees, students and families to carefully review the privacy settings on any social media and networking sites they use (such as Facebook, Instagram, Twitter, Flickr, LinkedIn, etc.), and exercise care and good judgment when posting content and information on such sites. If an employee has a community that extends to persons who are parents, alums, or other members of the Dodge County Schools community, she/he must exercise good judgment about any content that is shared on the site.

Additionally, employees, students and families should adhere to the following guidelines, which are consistent with Dodge County Schools' community standards on harassment, student relationships, conduct, professional communication, and confidentiality:

• Users should not make statements that would violate any of Dodge County Schools' policies, including its policies concerning discrimination or harassment;
• Users must uphold Dodge County Schools' value of respect for the individual and avoid making defamatory or disparaging statements about the school, its employees, its students, or their families;
• Users may not disclose any confidential information of Dodge County Schools or confidential information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families.

Dodge County Schools has a strong interest in promoting a safe and supportive learning environment, as well as maintaining a positive reputation in the community. If the school believes that an employee's activity on a social networking site, blog, or personal website may violate the school's policies or otherwise may have a detrimental impact on the learning environment, the school may request that the employee or student cease such activity. Depending on the severity of the incident, the employee or student may be subject to disciplinary action. Dodge County Schools reserves the right to impose discipline, up to dismissal or termination, for any behavior on or off campus that Dodge determines may impair or negatively impact the reputation of the school.

Theft and Vandalism

Users must acknowledge the use of the intellectual property of others. Users must treat information found electronically in the same way as information found in printed sources. Rules against plagiarism will be enforced. It is the responsibility of each User to comply with the terms and condition for the acquisition and use of software found on the Internet. Dodge County Schools will not allow the copying or storing of illegally acquired software. In this case, vandalism refers to deliberate attempts to damage the hardware, software, or information residing on Dodge County Schools Network or any other computer system attached through the Internet.
Attempts to violate the integrity of private accounts, files or programs; the deliberate infecting of a computer with

a "virus," attempts at "hacking" computers using any method, or other such actions shall be a violation of this Policy.

"Netiquette"

Users must abide by accepted rules of network etiquette, including, but not limited to, the following:
• Do not reveal personal information – your address or telephone number, or those of students or colleagues.
• Be polite. Do not be abusive in your messages to others. Use appropriate language and do not use vulgarities, or any other inappropriate language.
• Do not use the Dodge County Schools Network in such a way that would disrupt its use by others.

Waiver of Warranties; Limitation of Liability

Dodge County Schools makes no warranties of any kind, whether express or implied, concerning this service. Dodge County Schools shall not be held responsible for any damages suffered, including the loss of data resulting from delays, non-deliveries, missed deliveries, service interruptions, or errors and omissions. Dodge County Schools denies any responsibility for the accuracy or quality of information obtained through this service. All

terms and conditions as stated in this Policy are applicable to the use of computer resources at Dodge County Schools, in addition to internet use.

Preservation of Resources

All resources are limited; computer resources are not an exception. Because space on disk drives and bandwidth across the lines, which connect Dodge County Schools Network both internally and externally, are limited, neither programs nor information may be stored on the system without the permission of the system administrator. Users are not to load software on any school computer. Each User is permitted reasonable space to store e-mail, Web, and personal files, as mandated by system file quotas. Dodge County Schools reserves the right to require the purging of files in order to regain disk space without warning. Users whose need for the resource is more pressing will have priority of space.

By signing this electronic technology and Internet contract, both student, parent/guardian and staff are stating that they have read the rules for acceptable uses of electronic technology, acceptable on-line behavior, understand the rules, and agree to comply with all of the above stated rules at Dodge County Schools. Violations may result in a loss of access as well as other disciplinary and/or legal action**.**

Appendix B

CIPA COMPLIANCE REQUIREMENT FOR SYSTEM TECHNOLOGY PLAN
http://www.sl.universalservice.org/whatsnew/misc/cipa051801.asp

Overview of CIPA

The Children's Internet Protection Act (CIPA) was signed into law on December 21, 2000. Under CIPA, no school or library may receive discounts unless it certifies that it is enforcing a policy of Internet safety that includes the use of filtering or blocking technology (see below). This Internet Safety Policy must protect against access, through computers with Internet access, to visual depictions that are obscene, child pornography, or (in the case of use by minors) harmful to minors. The school or library must also certify that it is enforcing the operation of such filtering or blocking technology during any use of such computers by minors. The law is effective for Funding Year 4 (07/01/2001 to 06/30/2002) and for all future years. Schools and libraries receiving only Telecommunications Services are excluded from the requirements of CIPA.

For the first Funding Year (Funding Year 4 for Year 4 applicants), applicants must certify on their Form 486 either that they are in compliance with CIPA, or that they are undertaking actions to put into place an Internet Safety Policy and to procure the filtering or blocking technology. For the second year (for most applicants, Funding Year 5), they must certify on their Form 486 that they are in compliance with CIPA in order to receive universal service discounts. However, if state or local procurement rules or regulations or competitive bidding requirements prevent the making of the required CIPA certifications, applicants may seek a waiver and provide notification that they will be in compliance before the start of the third Funding Year (for most applicants, Funding Year 6.) In general, local communities are responsible for determining what constitutes prohibited material and appropriate actions by schools and libraries.

Appropriate certification for "undertaking actions"

Here is the appropriate certification for "undertaking actions" from the FCC Order released April 5, 2001:

I certify that, as of the date of the start of discounted services, ... pursuant to the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), the recipient(s) of service represented in the Funding Request Number(s) on this Form 486 is (are) undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA for the next funding year, but has (have) not completed all requirements of CIPA for this funding year.

Note that the certification applies to the start date of discounted services. This language allows the Billed Entity to certify on or before October 28, 2001, that this certification applies back to a Service Start Date as early as July 1, 2001, the first day of Funding Year 4. It also means that recipients of service must have undertaken action toward compliance with CIPA by the Service Start Date.

Note that actions undertaken to comply with CIPA must occur on or before the start of services. For services starting on July 1, 2001, the first day in Funding Year 4, such an action must have occurred on or before that date in order for discounts to be paid back to that date. The certification of "undertaking actions" must be made on a Form 486 by October 28, 2001 for services starting on or before October 28, 2001.

Compliance with the requirements of CIPA

"Undertaking such actions" refers to actions related to implementation of the CIPA requirements that should be in place for Year 5. These requirements are:

1. Technology Protection Measure

A Technology Protection Measure is a specific technology that blocks or filters Internet access. It must protect against access by adults and minors to visual depictions that are obscene, child pornography, or - with respect to use of computers with Internet access by minors - harmful to minors. It may be disabled for adults engaged in bona fide research or other lawful purposes. For schools, the policy must also include monitoring the online activities of minors.

2. Internet Safety Policy

The Internet Safety Policy must address the following issues:

   a. access by minors to inappropriate matter on the Internet and World Wide Web;
   b. the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
   c. unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
   d. unauthorized disclosure, use, and dissemination of personal information regarding minors; and
   e. measures designed to restrict minors' access to materials harmful to minors.

3. Public Notice and Hearing

The authority with responsibility for administration of the school or library must provide reasonable public notice and hold at least one public hearing to address a proposed Technology Protection Measure and Internet Safety Policy.

Documentation for "undertaking actions"

For a school or library to be able to make the certification quoted above, it must be able to demonstrate that action was taken by the start of services for Funding Year 4. SLD will not request this documentation as part of the Form 486 filing process, but the school or library must maintain this documentation in its files for audit purposes.

An undertaken action is an action which can be documented and which moves the school or library toward compliance. Note that if a school or library has already provided reasonable public notice and at least one public hearing or meeting relating to an Internet Safety Policy and Technology Protection Measure that meets all the requirements listed above, that school or library has complied with the public notice and hearing requirements of CIPA. If a school or library has not met those conditions, the statute requires that the school or library provide the required notice, and hearing or meeting.

Following are a few examples of documentation that could demonstrate that a school or library is "undertaking actions" to comply with CIPA:

a. A published or circulated school or library board agenda with CIPA compliance cited as a topic.
b. A circulated staff meeting agenda with CIPA compliance cited as a topic.
c. A Service Provider quote requested and received by a recipient of service or Billed Entity which contains information on a Technology Protection Measure.
d. A draft of an RFP or other procurement procedure to solicit bids for the purchase or provision of a Technology Protection Measure.
e. An agenda or minutes from a meeting open to the public at which an Internet Safety Policy was discussed.
f. An agenda or minutes from a public or nonpublic meeting of a school or library board at which procurement issues relating to the acquisition of a Technology Protection Measure were discussed.
g. A memo to an administrative authority of a school or library from a staff member outlining the CIPA issues not addressed by an Acceptable Use Policy currently in place.
h. A memo or report to an administrative authority of a school or library from a staff member describing research on available Technology Protection Measures.
i. A memo or report to an administrative authority of a school or library from a staff member which discusses and analyzes Internet Safety Policies in effect at other schools and libraries.

This list is not meant to be exhaustive.

Remember that such actions must occur **before** the start of services in order for discounts to be paid back to the Service Start Date reported on the Form 486.

Although such steps constitute examples of actions undertaken in order to be able to make the necessary certification in Funding Year 4, schools and libraries should be prepared to take all subsequent measures, so that by the start of services in Funding Year 5, they will be in full compliance (unless they obtain a waiver). Although applicants may withdraw their requests for discounts in Funding Year 5, or at any time, for any reason, applicants that expect to receive discounts for Funding Year 5, and subsequently, should ensure that they are in full compliance by the start of services in that year.

INTERNET SAFETY POLICIES AND CIPA:

Sample CIPA policy came from:
http://www.e-ratecentral.com/CIPA/cipa_policy_sample.pdf

Note: The following Internet safety policy was developed by E-Rate Central solely to address the basic policy compliance requirements of CIPA and NCIPA for E-rate funding. Schools and libraries adopting new or revised Internet policies may wish to expand or modify the sample policy language (as suggested in the accompanying Primer) to meet broader policy objectives and local needs. Neither the FCC nor the SLD has established specific standards for a CIPA-compliant Internet safety policy and neither has reviewed, much less endorsed, this sample policy.

INTERNET SAFETY POLICY
For Dodge County School System

Introduction

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

Definitions

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

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

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the **Dodge County School System** online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called

'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the Dodge County School System staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

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

Adoption

The Board of **Dodge County School System** adopted this Internet Safety Policy at a public meeting, following normal public notice, on **June 13, 2002**.

CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:
1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

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

APPENDIX C

Internet Links for Additional Information on

CIPA and Internet Safety Policies

CIPA BACKGROUND

Full text of the Children's Internet Protection Act

http://www.fcc.gov/ccb/universal_service/chipact.doc

FCC regulations implementing CIPA: FCC 01-120

http://www.fcc.gov/Bureaus/Common_Carrier/Orders/2001/fcc01120.doc

SLD's FAQ on E-rate certification procedures and timing

http://www.sl.universalservice.org/reference/CIPAfaq.asp

1	Students using computer games, software, or the Internet as a reward after their "real work" is finished.
2	Teachers dropping their students off at the lab to learn technology skills from another instructor. Teachers teaching students how to use word processors, spreadsheets, the Internet.
3	Teaching using technology to present content to students or to stimulate teacher-led discussions. Students using drill and practice software, games, and tutorials while teachers monitor their use and gauge their progress in mastering concepts. Students taking computer-based quizzes on the content of books they've read or lessons they've learned.
4	Students using the Internet or electronic databases to research information, access primary resources, and download graphics related to a topic of study. Students doing "web quests". Students using software to draw geometric shapes. Students using spreadsheets to record and chart data from a science lab or a textbook activity. Students using software to write a research paper. Students using computer design software or drawing software to complete a project. Students using graphing calculators to solve problems or to complete a learning activity provided by the teacher. Students constructing a PowerPoint presentation to present to their class. Students participating in a computer-based simulation that encourages decision making and problem solving. Students using technology to prepare materials for a mock trial or to document evidence found at a mock crime scene. Students recording nutritional information on what they've eaten in a spreadsheet. Students using probes to monitor their heart rate.
5	Students creating, administering, and analyzing results from online surveys about current social issues. Students participating in online projects which safely connect students to authentic learning experiences and to peers and mentors in other locations. Students creating and posting podcasts on topics relevant to achieving the GPS Students generating questions/pursuing answers on standards-based learning topics that are of the most interest to them. Students participating in web blogs for the purposes of learning. Students creating and publishing products that both demonstrate mastery of content and are of interest to an audience other than the students' teachers and immediate classmates. Students learning marketing strategies and math skills by engaging in an actual online virtual business adventure. Students posting their school newspaper stories online and engaging in conversations with other students across the country and around the world.
6	Teachers designing the instruction tools such as websites, databases, tutorials, and simulations that they need for their classes. Students designing technological solutions to current problems and issues, for example, creating an interactive web-based database to help ESOL students understand local culture and language. Students designing a new type of scanner that optimizes 3-D Graphics.

Appendix E

<u>Interoperability and Redeployment Policies for Older Equipment</u>

The Dodge County School System is dedicated to maintaining the highest level of education possible for our students. We strive to provide the best resources available within our means. We recognize that older resources are still useful in the educational process and should be utilized as long as beneficial and economically feasible.

As newer resources are available, older equipment and software are reviewed by the technology department, the administration, faculty and staff. The best uses of these resources are determined and the technology department follows the prescribed action.

When technology resources are deemed unusable or too expensive to continue using, the technology department cleans any sensitive information from those resources for proper disposal. Information is removed from software and then destroyed. Technology equipment is eliminated by an agency that meets guidelines for disposal of equipment.