

*Hampton County School District 2*



***2011-2015 Technology Plan***

***Striving for Excellence in Technology (SET)***

## Executive Summary

**The vision of Hampton County School District 2 (HCSD2) is to change the educational focus of the district from teaching to student learning. All students are engaged in a challenging curriculum that is focused on inquiry-based, hands-on learning. Students are proficient users of technology. Students take responsibility for their own educational success.**

**Curriculum Integration is the use of technology by teachers, administrators, and students to enhance teaching and learning, and to support existing curricular goals and objectives. Through integrated curriculum experiences, our students will learn to solve problems cooperatively through teamwork and assisted by appropriate technologies. Our students will be provided with a range of experiences designed to develop the technological skills necessary to function responsibly in life situations marked by rapid technological change.**

**The teachers, administrators, and staff will participate in professional development as necessary to make them proficient technical users of the district-wide network, its resources (such as e-mail and online information collections), and other technological devices and resources. Teachers and staff will be provided with adequate time, incentives, and opportunities to take advantage of professional development opportunities related to learning technology skills and strategies.**

**The ongoing technology planning process will address the needs and concerns of a wide range of school and community stakeholders, including teachers, administrators, school staff, parents, students, local business and industry, and community service providers.**

**The management and support of the technology infrastructure requires the following minimum staffing at the District level:**

- ▪ Technology Coordinator
- ▪ Technician I
- ▪ Student Information Support Coordinator
- ▪ District Webmaster \*\*

**\*\*Recommended alternative is to outsource these positions or assign duties to existing faculty or administrative staff.**

## Hampton County School District 2 Technology Committee

**The 2012-2015 Hampton County School District 2 Technology Plan was developed by the HCSD2 Technology Committee. The technology committee was formed to ensure maximum stakeholder representation, including faculty and/or staff from each school, media program, district administration, and occupational education.**

### **Committee members:**

**A’Kosha Hinkson, Technology Coordinator, Hampton County School District 2**

**Jloundia Johnson, Student Information Support Coordinator, Hampton County School District 2**

**Audrey Koudelka, Media Specialist, Estill High School**

**Dee Smith, Media Specialist, Estill Elementary School**

**Kendra Thacker, Media Specialist, Estill Middle School**

**Valerie Brantley, Lab Assistant, Estill Elementary School**

**Lashonda Mitchell, Lab Assistant, Estill High School**

**Latosha Forrester, Lab Assistant, Estill Middle School**

**Morris Arrington, Deputy Superintendent of Curriculum and Instruction**

**Jacqueline Hopkins, Federal Coordinator, Hampton County School District 2**

**Lynette Mikell, Parent Coordinator, Hampton County School District 2**

**Conchita Bostick, Human Resource Manager, Hampton County School District 2**

**Mary Ann Atkins, Director Programs for Children with Disabilities, Hampton County School District 2**

**Dr. Deborah Martin, Assistant Principal, Estill Elementary School**

**Lauren Buell, Language Arts Teacher, Estill Middle School**

**Janell Russell, Language Arts Teacher, Estill High School**

## A Vision for Technology

The District envisions using technology to nurture a learning community where:

- All students are engaged in a challenging curriculum that is focused on inquiry-based, hands-on learning. Students are proficient users of technology. Students take responsibility for their own educational success.
- All teachers use technology to support learning across the curriculum. They function as coaches, mentors, advocates, and managers of information. Through ongoing, comprehensive professional development, teachers acquire and demonstrate the knowledge and skills necessary to integrate technology into a challenging and interdisciplinary curriculum that addresses students' specific needs, developmental levels, and learning styles.
- All administrators use technology to support, develop, and enhance the total learning environment. They function as agents of change, advocates for the use of best practices, and facilitators of the move from passive to active learning.
- Administrative functions, including those performed by instructional staff, are fully automated, thereby allowing more of the school system's energy and resources to be focused on student learning.
- The community is actively engaged in nurturing the technology rich learning environment.

The schools become a technology-rich environment where all students and staff have ready access to a full range of current technology, software tools and applications. The schools have knowledgeable staff and external resources (such as parents, community members, business, higher education, and network resources) to further the curriculum goals. Technology does not replace the teacher but rather supports and enhances the educational process.

## **Mission Statement**

The mission of Hampton County School District 2 is to prepare students to be successful, healthy and responsible citizens by providing challenging educational experiences in a safe and positive environment.

## **Vision**

Our vision is that Hampton County School District 2 will offer challenging, innovative educational opportunities to our students.



# TECHNOLOGY DIMENSION 1

## LEARNERS AND THEIR ENVIRONMENT

### GOAL

Hampton County School District 2 plans to implement curriculum integration with the usage of technology by administrators, teachers, and students to enhance teaching and learning, and to support existing curricular goals and objectives.



## SNAPSHOT OF CURRENT TECHNOLOGY USE

Curriculum integration is the use of technology by administrators, teachers and students to enhance teaching and learning and to support existing curricular goals and objectives in virtually every classroom situation. Learning goals and objectives should always be the focus, supported by the appropriate technology tool that will help accomplish those goals and objectives.

Curriculum integration is supported by:

- Full utilization of the school library media programs.
- Productivity and education application software
  1. Classworks
  2. Microsoft Office 2007 (Word, Excel, Powerpoint, Publisher, & Access)
  3. Accelerated Reader
  4. Academy of Reading
  5. A+nywhere Learning System (A+LS Math/ELA/History/Science)
  6. Study Island
  7. USA TestPrep
  8. Failure Free Reading
  9. Rosetta Stone (English/Spanish)
  10. Wireless Generation (DIBLES)
- Exploration (e.g. simulations for social studies and the sciences, role-playing, and group problem solving).
- Communication (e.g. Groupwise e-mail; collaborative, on-line projects; teleconferencing; World Wide Web and student research; and student publishing on the web).
  1. Discus
  2. SCETV/Streaming Video
  3. Knowitall.Org
  4. SCOIS
  5. SC Virtual School
  6. Groupwise E-mail
  7. Smart Technologies
- Career and vocational training required for 21<sup>st</sup> Century job skills.
- Computer-based training, learning, and testing

## SNAPSHOT OF CURRENT TECHNOLOGY USE

- Instructional Staff Development
- Professional Development
- Measures of Academic Progress (NWEA-Northwest Evaluation Association)
- Wireless Generation (DIBLES Next)

Integration of technology does not mean the creation of a brand new curriculum, but simply the modification of the current curriculum. Technology can be combined with traditional resources to improve the delivery of the current curriculum and improve student learning. Successful integration depends upon support in the form of appropriate staff development, appropriate infrastructure, technical support, adequate funding, and communication.

# OPERATIONAL PLAN

## I. OBJECTIVES AND STRATEGIES

**GOAL:** Hampton County School District 2 plans to implement curriculum integration with the usage of technology by administrators, teachers, and students to enhance teaching and learning, and to support existing curricular goals and objectives.

| OBJECTIVES   | STRATEGIES  |
|--|---|
| <p><b>1.1 Student Engagement</b></p> <ol style="list-style-type: none"> <li>1. Students are receiving grade/age appropriate training on all available technology</li> <li>2. Students are involved in higher order thinking skills supported by technology.</li> <li>3. Students are meeting the schools expectation for technology use (ISTE).</li> </ol>   | <ol style="list-style-type: none"> <li>A. Students will learn to solve problem cooperatively through teamwork, assisted by appropriate technology.</li> <li>B. Students will develop an appreciation for and the ability to use technology in problem solving situations.</li> <li>C. Students will have opportunities to work with voice, video, and data technology in an atmosphere conducive to their varied learning styles.</li> <li>D. Students will have equitable access to computers and other technology tools where instructional needs are best served.</li> <li>E. Students will be provided with a range of experiences designed to develop the technological and occupational skills necessary to function responsibly in life situations marked by rapid technological changes.</li> </ol> |
| <p><b>1.2 Teacher Engagement</b></p> <ol style="list-style-type: none"> <li>1. Teachers will design and implement technology based on learning experiences that promote higher level learning for students and authentic assessments.</li> <li>2. Teachers demonstrate the expected level of technology use (ISTE based competencies).</li> <li>3. Teachers integrate technology into all academic and occupational subject areas, using resources that align technology to curriculum.</li> </ol> | <ol style="list-style-type: none"> <li>A. Teachers will use appropriate technologies in the presentation of academic content.</li> <li>B. Teachers will provide adequate technologies – based learning experiences for all students, including opportunities for hands on experiences.</li> <li>C. Teachers will use appropriate technologies for curriculum development.</li> </ol>  |

## I. OBJECTIVES AND STRATEGIES

**GOAL:** Hampton County School District 2 plans to implement curriculum integration with the usage of technology by administrators, teachers, and students to enhance teaching and learning, and to support existing curricular goals and objectives.

### OBJECTIVES

### STRATEGIES

#### **1.3** Availability and Accessibility

1. Technology resources are available and are being used to support a variety of student and teacher learning experiences.
2. Technology has been allocated in such a way as to support its constructive use in the teaching and learning environment.
3. School individuals have equitable access to technology.

- A. The district will provide the financial resources to obtain the educational software needed to meet the goals of the technology plan.
- B. Administrators at all levels will guarantee the equitable availability of limited resources, such as computer labs.
- C. The school library media program will provide equitable access to computers and limited resources, such as scanners, digital cameras (still and video), multimedia editors, etc .

#### **1.4** Administrative Support and Community Involvement

1. Organizational structure exists for all aspects of technology integration.
2. Organizational capacity fosters transformation in school leadership to support technology and the changes it brings to teaching roles and methodology.
3. Policies support the equitable availability and use of technology.
4. Grant writers will consult the Technology Team before writing grants involving computer technology and software to ensure that the grants are in compliance with the Technology Plan and do not supplant other grant funded technology.
5. Community is an integral part of curriculum development.

- A. The district will provide resources and personnel for the maintenance of all network and hardware systems that are district purchased.
- B. Administrators at all levels will provide necessary support to ensure the implementation of all aspects of the district technology plan.
- C. The district will offer the appropriate use of available technologies to the community for educational purposes.
- D. The district will develop relationships with the community to evaluate the curricular needs of the District, as well as the efficient use of available technologies.

## I. OBJECTIVES AND STRATEGIES

**GOAL:** Hampton County School District 2 plans to implement curriculum integration with the usage of technology by administrators, teachers, and students to enhance teaching and learning, and to support existing curricular goals and objectives.

### OBJECTIVES

### STRATEGIES

- |  |  |
|--|--|
| 6. Community supports the school's integration of technology in teaching and learning. |  |
|--|--|

## II. ACTION LIST

- Student assessment in the use of technology will be based on the ISTE National Educational Technology Standards for Students
- The success of technology integration will be assessed annually using the SEIR\*TEC Technology Integration Progress Gauge
- Expand classroom tools for teaching and learning
- Link the classroom with educational resources within the school, district, and community.
- Conduct surveys of educators and parents to ensure that the use of technology is perceived as effective in enhancing student learning.

## III. IMPLEMENTATION ACTION STEPS

### SCHOOLS

- Develop district wide technology integration specialist teams to offer guidance to schools
- Assign individuals from the district technology integration team to educate teachers and help ensure that lesson plans and activities incorporate a variety of technologies in ways that make them accessible to individuals special needs
- Offer professional development courses using innovative delivery strategies
- Recognize exemplary technology teachers and students with certificates.
- Encourage home and community involvement in the public school system by collaborating with the Parent University, electronic communications, and other media.
- Provide access to technology resources, including assistive technology, during nontraditional school hours
- Include goals and strategies for technology and assistive technology development in school improvement plans
- Encourage schools to increase parent usage of the district Parent Portal system.

## IV. FUNDING CONSIDERATIONS

### SCHOOLS

- Technology professional development
- Technology course development
- Technology staff
- Recognition programs
- Teacher and student portfolio materials
- Technology resources to support standards-based learning across the curriculum

## V. EVALUATION

| Objectives  | Possible Baseline Data   | Possible Data Sources to Be Used for Ongoing Evaluation and End-of-Program Report   | Outcomes<br>(Include "action list" items achieved.)  |  |           |           |           |
|---|--|---|--|--|-----------|-----------|-----------|
|   |  |   | Jan. 2011  | Jan. 2012  | Jan. 2013 | Jan. 2014 | Jan. 2015 |
| <p><b>1.1</b><br/>Students will have opportunities to use technology in learning activities at age/grade appropriate levels.</p>  | <ul style="list-style-type: none"> <li>• Statewide achievement test scores</li> <li>• District report cards</li> <li>• Technology surveys</li> <li>• Student portfolios</li> <li>• School technology and improvement plans</li> <li>• District, school, and community surveys</li> </ul> | <ul style="list-style-type: none"> <li>• Statewide achievement test scores</li> <li>• District report cards</li> <li>• Technology surveys</li> <li>• Student portfolios</li> <li>• Observations and interviews</li> <li>• Documented access to on-line resources</li> <li>• Listing of recognition programs</li> <li>• Documented access to online resources such as Parent Portal</li> </ul> |  |  |           |           |           |
| <p><b>1.2</b><br/>Teachers will integrate appropriate technology based activities in alignment with current Curriculum goals and state standards.</p>   |  |   | <ul style="list-style-type: none"> <li>- Implementation of A+ Software (EES, EMS, EHS)</li> <li>-Cont. SC Virtual School Online</li> <li>- Classworks (EES)</li> <li>-Wireless Generation (DIBLES Next)</li> </ul> | <ul style="list-style-type: none"> <li>-Continuing using A+ Software (EMS &amp; EHS)</li> <li>-Cont. SC Virtual School Online</li> </ul> |           |           |           |
| <p><b>1.3</b><br/>The district will provide adequate hardware, software, and technical support to implement technology integration into the curriculum.</p>   |  |   | <ul style="list-style-type: none"> <li>-Purchase (14) Ipads</li> </ul>   | <ul style="list-style-type: none"> <li>-Purchase (20) Ipads</li> </ul>   |           |           |           |
| <p><b>1.4</b><br/>The district provides organizational support at all levels to ensure the implementation of effective curriculum integration. The district will also encourage community involvement in utilizing the full educational capabilities of the available technologies.</p> |  |   | <ul style="list-style-type: none"> <li>-E2T2 Formula</li> <li>-School Improvement Grant</li> </ul>   | <ul style="list-style-type: none"> <li>-Palmetto Priority School</li> </ul>  |           |           |           |

## TECHNOLOGY DIMENSION 2

### PROFESSIONAL CAPACITY

#### GOAL

Hampton County School District 2 will provide curriculum and professional development to increase the competency of all South Carolina educators so that research-proven strategies and the effective integration of instructional technology systems will be used to increase our student's achievement and prepare them for a technologically driven society.



### SNAPSHOT OF CURRENT TECHNOLOGY USE

Through professional development, administrators, teachers, media specialists, and support staff will obtain and utilize skills necessary to increase productivity, improve communications and information sharing, maintain, store, and access samples of student achievement and progress. All groups will use a variety of multi-media materials and applications to more effectively differentiate instruction to reach students with diverse learning styles. In order to increase teachers' professional capacity, the online Technology Proficiency Assessment tool (ProficientIT) will be used to assess teacher technology competencies, recommend individual and group staff development modules, evaluate technology staff development, and track teacher progress toward meeting the district adopted ISTE standards. Based on individual assessment results, all teachers in the target group will participate in modules and courses designed to improve technology integration proficiency and promote data-driven instruction that enhances student learning. Research supports academic gains through the use of instructional technologies only when technology proficient teachers use it correctly. The correct use of technology stimulates the development of intellectual skills such as reasoning and problem solving ability, learning how to learn, and creativity.

# OPERATIONAL PLAN

## I. OBJECTIVES AND STRATEGIES

**GOAL:** Hampton County School District 2 will provide curriculum and professional development to increase the competency of all South Carolina educators so that research-proven strategies and the effective integration of instructional technology systems will be used to increase our student's achievement and prepare them for a technologically driven society.

| OBJECTIVES   | STRATEGIES   |
|--|--|
| <p>2.1 HCSD2 will provide schools with information and training in technology integration so that teachers can use research-based best practice instructional methods throughout the curriculum.</p>   | <ul style="list-style-type: none"><li>A. The district will use the ISTE teacher technology standards and Technology Standards for School Administrators (TSSA) in accordance with Proviso 1.30. Professional development will be offered to meet the identified needs of all groups.</li><li>B. Offer professional development activities and training in a variety of ways (i.e., onsite activities, offsite activities, online, self paced, and combinations of these methods)</li></ul> |
| <p>2.2 Increase the availability of technology professional development tools to teachers: access to laptop computers and presentation devices, Internet access at the classroom level, interactive online access to state curriculum standards and lesson plans, access to Web based/CD-Rom based training opportunities, and access to state of the art training centers in their particular geographic areas.</p> | <ul style="list-style-type: none"><li>A. All groups will demonstrate competencies through pre-test, post-test, and portfolio development.</li><li>B. School administrators will provide adequate release time for teachers to develop technology skills.</li><li>C. All groups will be provided necessary training to develop pedagogical techniques and strategies to facilitate learner-centered, project-based curricula that integrate the use of technology tools.</li></ul>          |
| <p>2.3 HCSD2 will assess the overall effectiveness of professional development in the area of instructional technology standards and the impact of technology on student achievement.</p>  | <ul style="list-style-type: none"><li>A. Incorporate instructional technology assessment into current teacher and administrator evaluation process.</li><li>B. Administer a needs assessment to teachers and administrators to determine current levels and types of professional development that must be offered.</li><li>C. Administer evaluations to determine the effectiveness and impact of the</li></ul>   |

## I. OBJECTIVES AND STRATEGIES

**GOAL:** Hampton County School District 2 will provide curriculum and professional development to increase the competency of all South Carolina educators so that research-proven strategies and the effective integration of instructional technology systems will be used to increase our student's achievement and prepare them for a technologically driven society.

| OBJECTIVES | STRATEGIES   |
|------------|--|
|            | professional development offered to teachers and administrators. |
|            |  |
|            |  |

## II. ACTION LIST

- The success of technology integration will be assessed annually using the SEIR\*TEC Technology Integration Progress Gauge.
- Teacher assessment in the use of technology will be assessed on results from the Technology Proficiency Assessment Tool (ProficientIT) and classroom observations.
- Develop workshops for implementing technology into the classroom.
- Administrators, teachers, media specialists, and support staff will be assessed in their use of technology using SCDE e-portfolio system.
- Teachers must meet at least the Essential Knowledge and Skills criteria.

## III. IMPLEMENTATION ACTION STEPS

### SCHOOLS

- Administer a district technology professional development assessment to administrators and teachers to evaluate current training need areas and to create the district technology professional development plan on the basis of current needs
- Evaluate teacher and administrator portfolios to measure the impact of professional development in technology based on their scores from the e-portfolio assessment
- Participate in ongoing, sustained professional development offerings, maintaining a log and a journal for each course, workshop, event, conference, and so forth, to place in portfolios
- Perform random and periodic checks of teacher and administrator portfolios to measure the

### **III. IMPLEMENTATION ACTION STEPS**

impact of professional development in technology

- Administer needs assessments to identify areas of weakness and follow up with assessments that measure the impact of professional development in technology
- Evaluate and adjust technology professional development plans as indicated by needs assessments

## IV. FUNDING CONSIDERATIONS

### SCHOOLS

- Professional development needs-assessment tool
- Evaluation tools to measure the impact and effectiveness of technology professional development



## TECHNOLOGY DIMENSION 3

### INSTRUCTIONAL CAPACITY



#### GOAL

Hampton County School District 2 plans to implement the process of changing the educational focus of the district from teaching to student learning.

### SNAPSHOT OF CURRENT TECHNOLOGY USE

### OPERATIONAL PLAN

#### I. OBJECTIVES AND STRATEGIES

**GOAL:** Hampton County School District 2 plans to implement the process of changing the educational focus of the district from teaching to student learning.

| OBJECTIVES  | STRATEGIES  |
|---|---|
| 3.1 Hampton County School District 2 will take steps to create a technology rich environment that will foster increased student achievement by all students, including those with special needs.  | A. Ensure that the curriculum, lesson plans, and the learning environment integrate appropriate technology including the range of assistive technology options to impact teaching and learning.                               |
| 3.2 Hampton County School District 2 will provide and support a variety of multimedia equipment and software including assistive technology, which will support the curriculum and increase academic achievement by engaging students in active learning. | A. Communicate the vision for the infrastructure designed to support instruction.<br>B. Provide teachers with access to online resources and primary sources of data in settings that enrich and extend their teaching goals. |
| 3.3 Provide latest technology software and hardware to schools, instructional classrooms and computer labs.   | A. Equip teacher resource center with latest technology for staff hands on training.<br>B. Ensure each classroom has a multimedia   |

## I. OBJECTIVES AND STRATEGIES

**GOAL:** Hampton County School District 2 plans to implement the process of changing the educational focus of the district from teaching to student learning.

### OBJECTIVES

### STRATEGIES

|  |  |
|--|--|
|  | workstation, including a computer with a CD ROM/CDRW/DVD drive, internet access, printer, laptop computer, LCD Projector, interactive smartboard, television, and monitor. |
|--|--|

## II. ACTION LIST

- Facilitate the use of technology to support and enhance instruction that will develop higher level thinking skills.

## III. IMPLEMENTATION ACTION STEPS

### SCHOOLS

- Conduct technology curriculum planning meetings.
- Participate in ongoing, sustained professional development offerings, maintaining a log and a journal for each course, workshop, event, conference, and so forth, to place in portfolios
- Evaluate and adjust technology professional development plans as indicated by needs assessments.
- Increase availability of technology equipment (hardware & software).
- Designate technology leaders within each school.
- Pursue funding opportunities such as grants to acquire and maintain hardware, instructional software, and assistive technology.

## IV. FUNDING CONSIDERATIONS

### SCHOOLS

- Evaluation tools to measure the impact and effectiveness of technology professional development



## TECHNOLOGY DIMENSION 4

### COMMUNITY CONNECTIONS



#### GOAL

Hampton County School District 2 plans to join with the community to lay the foundation for a leveraged partnership to enhance the educational process while developing a nurturing technology learning environment.

### SNAPSHOT OF CURRENT TECHNOLOGY USE

Community engagement is vital to both the District Strategic Plan and this Technology Plan. Meaningful involvement with and support from the local community stakeholders and change agents will lay the foundation for a leveraged partnership. Computer labs, media centers, and classrooms are the primary technology resources available to the community beyond the school day. Hampton County School District 2 has employed various strategies to provide student, parents, and community members with after-hours access to technology. Community engagement assumes a collaborative relationship that includes members from the whole community during planning, implementation, and evaluation phases. The goal is to build a sustainable system that benefits the entire community. Parent or guardian involvement in the teaching and learning process is important to improving student academic achievement. In order to increase parent communications within the education system, the district has implemented a web-based Parent Portal. Through the portal, parents have access to their child/children's academic profiles via the Internet through a connecting link on our school district's website. An important first step in successful decision making and planning is bringing a representative group together to ensure the success and support of our technology efforts. Extended collaborations with and consortia of various organizations connect schools with a network of financial resources, service providers, and professional and curriculum development opportunities. Technology is the tool that supports efforts to reach a wide and varied audience and make natural partners for seeking funding and accomplishing projects. It benefits the entire community as it provides focus for the community and coordinates with the District Strategic Plan.

# OPERATIONAL PLAN

## I. OBJECTIVES AND STRATEGIES

**GOAL:** Hampton County School District 2 plans to join with the community to lay the foundation for a leveraged partnership to enhance the educational process while developing a nurturing technology learning environment.

| OBJECTIVES   | STRATEGIES  |
|--|---|
| <p>4.1 School/Community Needs and Concerns</p> <p>A. Identify the needs and concerns of community stakeholders.</p>  | <p>1. School/Community Needs and Concerns</p> <p>A. With assistance of the appropriate agencies, the District Director of Accountability will survey community stakeholders (including business/industry) to identify needs and concerns. The results of these surveys will be used to address communications and infrastructure strategies.</p>  |
| <p>4.2 School/Community Partnerships</p> <p>A. Partnerships will be established with interested community organizations.</p> <p>B. Partners will provide specialized support as appropriate.</p> <p>C. Utilize available resources by fostering collaboration and cooperation among state supported organizations, institutions, and initiatives</p> | <p>2. School/Community Partnerships</p> <p>A. Infrastructure Partnerships: The District will partner with local telephone, cable, and other business/industry to increase access to affordable bandwidth to support growth and development within the county.</p> <p>B. The Director of Technology will work with local government, business/industry, and health care providers, in coordination with the South Carolina OIR (Office of Information Resources), to determine bandwidth needs, assess available providers/resources, and determine aggregate buying power. Working as a partnership, these entities will issue a RFP for necessary bandwidth to Telco and non-Telco providers.</p> <p>C. Partner with nearby school districts and TCL College as well as community entities to collaborate in order to provide assistive technology demonstration and assessment for students with special needs.</p> |

## I. OBJECTIVES AND STRATEGIES

**GOAL:** Hampton County School District 2 plans to join with the community to lay the foundation for a leveraged partnership to enhance the educational process while developing a nurturing technology learning environment.

| OBJECTIVES  | STRATEGIES  |
|---|---|
|   | D. Utilize services such as SCETV, National Career Assessment (Kuder), and SCOIS.   |
| <p>4.3 School/Community Communications</p> <p>A. The district will establish open lines of communications using available Internet resources.</p> <p>A. The community will have access to the District website to obtain information on the schools, curriculum, and other programs.</p> <p>B. Parents and students will have access to the district website to obtain information.</p> | <p>3. School/Community Communications</p> <p>A. The district webmaster will develop and continuously update the district and school web sites to provide useful, comprehensive information which addresses the needs and concerns of students, parents, and the general public</p>  |
| <p>4.4 School/Community Access</p> <p>A. Community members will have access to technologies available in the schools through the media centers.</p> <p>B. Opportunities for the community to learn about available educational technology through workshops and open labs.</p>  | <p>4. School/Community Access</p> <p>A. The district will make a wide range of technology resources available to the community in inter-generational after school and weekend settings.</p> <p>B. The technology coordinator, in concert with each school, will identify and obtain resources to make technology such as Internet access, application software, and/or distance learning available to the public through workshops, open labs, and the Parent University.</p> <p>C. Power School Parent Portal Training</p> |

## II. ACTION LIST

- Bi-annual community surveys will be used to assess needs in the district.
- Continue to enhance the district's Parent Portal.

## II. ACTION LIST

- Solicit input from the partnerships for ways to improve education with technology.

## III. IMPLEMENTATION ACTION STEPS

- Require teachers to take full advantage of the Parent Portal for enhancing the value of information communicated to the parents
- Continue to advance the district website as a vital resource to the community.
- Initiate partnerships with community entities for improving overall value of education experience of the school.
- Initiate partnerships with community entities to research technology projects.
- Include members of the community in collaboration for ways to improve technology for teaching and learning, including assistive technology.

## IV. FUNDING CONSIDERATIONS

- Community, business and industry partnerships

**V. EVALUATION**

| Objectives   | Possible Baseline Data   | Possible Data Sources to Be Used for Ongoing Evaluation and End-of-Program Report  | Outcomes<br>(Include "action list" items achieved.) |                               |           |           |           |
|--|--|--|---|-------------------------------|-----------|-----------|-----------|
|  |  |  | Jan. 2011   | Jan. 2012                     | Jan. 2013 | Jan. 2014 | Jan. 2015 |
| <p><b>4.1</b><br/>Hampton County School District 2 will provide district with advanced technologies for communicating with parents through the use of voice mail and email.</p>                  | <ul style="list-style-type: none"> <li>• Statewide achievement test scores</li> <li>• Community technology access surveys</li> <li>• Lab, media center, and classroom schedules</li> </ul> | <ul style="list-style-type: none"> <li>• Statewide achievement test scores</li> <li>• Community technology access surveys</li> <li>• Lab, media center, and classroom schedules</li> <li>• Observations and interviews</li> <li>• District and school Web site information</li> <li>• Documentation of offerings provided via innovative delivery methods</li> </ul> | -Alertnow Notification System                       | -Alertnow Notification System |           |           |           |
| <p><b>4.2</b><br/>Hampton County School District 2 will conduct parent involvement programs that highlight student-parents-teachers-administrators as "Partners in Learning with Technology"</p> |  |  | -Parent University                                  | -Parent University            |           |           |           |
| <p><b>4.3</b><br/>Students, educators, and parents will use technology as a communication tool linking school, family, and community.</p>  |  |  | -Power School Parent Portal                         | -Power School Parent Portal   |           |           |           |

COMMUNITY CONNECTIONS

|  |  |  |                                    |                                    |  |  |  |
|--|--|--|------------------------------------|------------------------------------|--|--|--|
| <p><b>4.4</b><br/>The district and schools will have an updated web site to enhance communication between home, family, and community.</p> |  | <ul style="list-style-type: none"> <li>• Districts and school list of grants and community partnerships</li> <li>• Letters sent home to parents</li> <li>• Documentation of announcement for Parent Portal Tool</li> <li>• Evidence of Sign – in sheet for registration</li> <li>• Evidence of district technology acceptable use policy for parents/students</li> </ul> | <p>-Power School Parent Portal</p> | <p>-Power School Parent Portal</p> |  |  |  |
|--|--|--|------------------------------------|------------------------------------|--|--|--|

## TECHNOLOGY DIMENSION 5

### SUPPORT CAPACITY

#### GOAL

**Hampton County School District 2 plans provide technology support that will be consistent with existing and emerging technology tools and resources and their corresponding infrastructure such that access to the technology resources and tools is available with minimal disruption to service.**

### SNAPSHOT OF CURRENT TECHNOLOGY USE

The Hampton County School District 2 has created a networking system within and between all schools and administrative offices. It is understood that the network is the backbone that will allow Hampton County School District 2 to deliver instructional, administrative, and business applications. The network must be reliable, and have sufficient capacity to meet an ever-increasing demand for connectivity and bandwidth.

To ensure students, teachers and staff will be able to stay connected to the many resources that are essential to instructional programs and business objectives; Hampton County School District 2 continues to explore new networking technologies and telecommunications systems. The areas we are exploring include: the converging of data, voice, and video; wireless technologies; higher speed data lines; higher speed network electronics; leveraging existing networks to deliver instructional software; other networking devices and an advanced central office based voice and data telecommunications system.

It is essential that the Hampton County School District 2 technology vision include an ongoing maintenance and support of the WAN, school and departmental LAN's, and the technology infrastructure. If the network is reliable, success in other parts of the technology plan will be achieved.

## OPERATIONAL PLAN

### I. OBJECTIVES AND STRATEGIES

**GOAL: Hampton County School District 2 plans provide technology support that will be consistent with existing and emerging technology tools and resources and their corresponding infrastructure such that access to the technology resources and tools is available with minimal disruption to service.**

| OBJECTIVES   | STRATEGIES  |
|--|---|
| <p><b>5.1</b> Create an infrastructure and connectivity that facilitates the leading edge of educational technology systems distribution and support of classroom and administrative technology resources.</p>   | <ul style="list-style-type: none"> <li>A. Identify new techniques and technology resources.</li> <li>B. Continue to expand and improve the Internet Websites for Hampton County School District 2.</li> <li>C. Enhance and improve the use of the School Dude application.</li> <li>D. Enhance and improve the management systems to ensure quality control in technology implementations.</li> </ul> |
| <p><b>5.2</b> Ensure the district's technology assets are kept current through the continued execution of appropriate programs for managing equipment and replacement.</p>                                       | <ul style="list-style-type: none"> <li>A. Continue to expand WAN resources such as document publishing, discussion forums and other tools</li> <li>B. Maintain a maximum life span of 6 years for computer equipment.</li> <li>C. Replace the oldest 10 percent of computer inventory each year.</li> </ul>   |
| <p><b>5.3</b> Upgrade the administrative applications; acquire educational software and applications that support the state curriculum standards</p>   | <ul style="list-style-type: none"> <li>A. Install voice, video, and data cable to all district schools to build an equitable technology-rich environment for all students, teachers and administrators.</li> </ul>  |
| <p><b>5.4</b> Ensure that all students, teachers, and administrators, including students with disabilities, have access to contemporary technology resources aligned with the 21<sup>st</sup> century skills</p> | <ul style="list-style-type: none"> <li>A. Conduct needs assessments to identify additional resources needed to advance the district's technology resources and offerings in such as ways as to better outfit learning environments conducive to students.</li> </ul>  |

**I. OBJECTIVES AND STRATEGIES**

**GOAL: Hampton County School District 2 plans provide technology support that will be consistent with existing and emerging technology tools and resources and their corresponding infrastructure such that access to the technology resources and tools is available with minimal disruption to service.**

| OBJECTIVES  | STRATEGIES   |
|---|--|
|   | <p>B. Expand the district resources to identify and implement technology resources</p>   |
| <p>5.5 Ensure the district maintains highly qualified technical staff including network administrators and appropriate quantities of support staff in delivering and maintaining the district expected levels of innovation and support</p> | <p>A. Require ongoing professional development activities for all IT staff<br/>                     B. Ensure that district growth and growth of the infrastructure is commensurate with the corresponding growth of technical support with the information technology department.</p> |
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**II. ACTION LIST**

- Schools will conduct technology planning meetings to address the curricular design, instructional needs of all teachers, instructional strategies, and appropriate learning environments.
- Maintain a need assessment document showing technology based resources and applications required to address the mission of the district, including network, hardware/devices, and software applications as well as assistive technology.
- The district will use the provisions of the Universal Service Fund (E-Rate) to expand Internet and Intranet access to each school.
- Each school will provide assistive technology, appropriate to students with disabilities based on need developed in each Individual Educational Plan (IEP).
- Ensure the district equipment obsolescence and equipment replacement plan continues to address the growing inventory of technology dependent upon sufficient funding.
- Ensure the SDE Technology counts online survey is managed and reported in a timely way as required by SDE.

### **III. IMPLEMENTATION ACTION STEPS**

- Continue to maintain and improve technology inventories, including assistive technology.
- Conduct needs assessments to identify required technology
- Create enhanced strategies for acquiring, managing, and implementing required technology, including assistive technology.
- Continue and enhance management applications that monitor the network (WAN/LAN)

### **IV. FUNDING CONSIDERATIONS**

#### **SCHOOLS**

- Evaluation tools to measure the impact and effectiveness of technology professional development
- Technology professional development
- Technology course development
- Technology staff
- Software maintenance to maintain inventory of equipment and troubleshooting issues.

## V. EVALUATION

| Objectives  | Possible Baseline Data  | Possible Data Sources to Be Used for Ongoing Evaluation and End-of-Program Report  | Outcomes<br>(Include "action list" items achieved.) |           |           |           |           |
|---|---|--|---|-----------|-----------|-----------|-----------|
|   |   |  | Jan. 2011   | Jan. 2012 | Jan. 2013 | Jan. 2014 | Jan. 2015 |
| <p><b>5.1</b><br/>Create an infrastructure and connectivity that facilitates the leading edge of educational technology systems distribution and support of classroom and administrative technology resources</p>     | <ul style="list-style-type: none"> <li>• Statewide achievement test scores</li> <li>• District Report Cards</li> <li>• Professional development tracking and surveys</li> <li>• Documented access to technology resources</li> <li>• Technology needs assessments</li> <li>• SDE Technology counts on line survey</li> <li>• State Personnel reports</li> </ul> | <ul style="list-style-type: none"> <li>• Statewide achievement test scores</li> <li>• District Report Cards</li> <li>• Professional development tracking and surveys</li> <li>• Observations and interviews</li> <li>• School improvement plans</li> <li>• Technology needs assessments</li> <li>• Documentation of offerings provided via innovative delivery methods</li> <li>• State personnel reports</li> </ul> |   |           |           |           |           |
| <p><b>5.2</b><br/>Ensure the district's technology assets are kept current through the continued execution of appropriate programs for managing equipment and replacement.</p>  |   |  |   |           |           |           |           |
| <p><b>5.3</b><br/>Upgrade the administrative applications; acquire educational software and applications that support the state curriculum standards.</p>   |   |  |   |           |           |           |           |
| <p><b>5.4</b><br/>Ensure that all students, teachers, and administrators, including students with disabilities, have access to contemporary technology resources aligned with the 21<sup>st</sup> century skills.</p> |   |  |   |           |           |           |           |

**5.5**

Ensure the district maintains highly qualified technical staff including network administrator and appropriate quantities of support staff in delivering and maintaining the district expected levels of innovation and support.

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## **Hampton County School District 2 Internet Acceptable Use Agreement**

(Please read this document carefully before signing.)

Hampton County School District 2 is pleased to provide internet access and believe that the internet offers vast, diverse, and unique resources to students and district employees. Our goal in providing this service to district employees and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The purpose of this network is to assist in preparing our students for success in life and in the workforce by providing them with access to a wide range of electronic information and the ability to communicate with people throughout the world to enhance their educational experiences.

The internet is an electronic highway that connects thousands of computers all over the world with millions of individual subscribing users. It is traditionally used by educational institutions, businesses, government, the military, non-profit organizations, commercial enterprises, and private citizens. Students will use the internet to gather information needed for their instructional and personal needs. They will be able to participate in distance learning activities such as virtual online learning schools. They will be able to ask questions, consult with experts, and communicate with other students and professionals.

Access to electronic and web-based resources is available in classrooms, media centers, computer labs, and with home computers. Through active learning experiences, students are expected to develop appropriate information literacy skills to ensure effective use of the wide variety of tools available through the network. Users will broaden their global horizons and discover a wealth of knowledge that otherwise would not be available in our community. The Board of Trustees expects the instructional staff to blend the use of electronic information throughout the curriculum and provide guidance and instruction to students as to the appropriate use of such resources.

It is the policy of Hampton County School District 2 that computers and the internet are used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the district's policy and guidelines will result in the loss of access privileges. If the district incurs any cost due to student, or employee negligence or misuse, the student, or employee will be responsible for that cost.

Students and employees will have access to:

- 1) Electronic mail (e-mail) with people all over the world.
- 2) Public domain software and graphics of all types for school use.
- 3) Graphical access to the World Wide Web, the newest and most exciting access tool on the internet.

Access to computers and people all over the world brings the availability of material that may not be of educational value in the context of the school setting. Hampton County School District 2 has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. Hampton County School District 2 firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is in consistent with the educational goals of the district.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided to make you are aware of the responsibilities you are about to acquire. Compliance with this policy is mandatory and includes access and use of the district's information system and all peripheral devices for printing, storing,

archiving and duplicating information regardless of location. Be aware that personal files are discoverable under the State of South Carolina Freedom of Information Act. Hampton County School District 2 has the right to place restrictions on the material accessed or posted through the system.

The signature at the end of this document is legally binding and indicates that party who signed has read the terms and conditions carefully and understands their significance.

### **Internet--Terms and Conditions of Use**

**Acceptable Use** - The purpose of the backbone networks making up the internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of Hampton County School District 2. Use of other organizations network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes but is not limited to copyright material, threatening or obscene material, or material protected by trade secret.

### **Reporting**

District and school computer technicians who are working with a computer and come across sexually explicit images of children will report this to local law enforcement. The report will include the name and address of the owner or person in possession of the computer. Violation will result in one or more of the following consequences:

- Applying penalties in accordance with the Discipline Code
- Application of civil or criminal liability under other applicable laws
- Report to the superintendent and board of trustees

**Privileges** - The use of the internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. (Each student or employee who receives an account will be part of a discussion with a Hampton County School District 2 staff member pertaining to the proper use of the network.) If a Hampton County School District 2 user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. All violations of the policy will be investigated and will result in one or more of the following consequences:

- Applying penalties in accordance with the Discipline Code
- Levying fines and payment for damages, repairs and hardware replacement
- Application of civil or criminal liability under other applicable laws
- Expulsion

**Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- Be polite.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Illegal activities are strictly forbidden.
- Note that electronic mail (email) is not guaranteed to be private. People who operate the systems do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

- Do not give out any personal information (student's own or that of others) over the internet to anyone you know or do not know (this includes phone numbers, addresses, etc.).
- Do not enter chat groups unless it is for a class assignment. The teacher will inform those supervising students on the internet of the class assignment.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.
- Do not send, receive or use copyrighted material without permission. Do not plagiarize.
- Do not alter or attempt to alter files that do not belong to you or in any way that violates the privacy of another user.
- Do not access, send, or display offensive messages or pictures.
- Do not purchase something that requires one to submit a credit card number or obligates the student or school to another party.

### **Online behavior**

Appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms is to be only conducted for instructional purposes only. Cyberbullying of any kind will result in a suspension of privileges as stated above.

### **Off-campus conduct**

Students, parents/legal guardians, teachers and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

### **Protection of Student Confidentiality and Privacy**

The district or school may establish password-protected web sites that will restrict access to staff, students, and their parents. Parents must approve any disclosure of student information and posting of student created material.

- 1) Elementary and middle school level – group pictures without identification of individual students are permitted. Student work may be posted with either student first name only or other school developed identifier (such as an alias or number).
- 2) High school level – students may be identified by their full name with parental approval. Group or individual pictures of students with student identification are permitted with parental approval. Parents may elect to have their child assigned to the elementary/middle school level of use.
- 3) Material placed on student web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information.
- 4) Material (graphics, text, sound, etc.) that belongs to someone other than the student may not be used on Web sites unless formal permission has been obtained from the owner.
- 5) For students in elementary and middle school, the following standards apply to any material posted on a publicly accessible site:
  - i) Students will use a username that will disguise their full name.
  - ii) Group pictures without identification of individual students are permitted.
  - iii) Student work may be posted with limited student identification.

- iv) All student posted work will contain the student's copyright notice, using the student's username.

### **Accessing inappropriate sites**

Student internet activities will be monitored by the district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access.

The district will provide reasonable notice of and at least one public hearing or meeting to address and communicate its internet safety measures. District and school computer technicians who are working with a computer and come across sexually explicit images of children must report this to local law enforcement. The report must include the name and address of the owner or person in possession of the computer.

### **Disclaimer of Liability**

Hampton County School District 2 makes no warranties of any kind, whether expressed or implied, for the service it is providing. Hampton County School District 2 will not be responsible for any damages you suffer. This includes but is not limited to loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the internet is at your own risk. Hampton County School District 2 specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Security** - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the internet, you must notify a system administrator or Hampton County School District 2's Technology Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to logon to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to internet.

**Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but not limited to, the uploading or creation of computer viruses.

### **School District Internet Use Agreement**

I understand and will abide by the above Internet Acceptable Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

User's Full Name: \_\_\_\_\_

User Signature: \_\_\_\_\_

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



# Hampton County School District 2 Computer Information Systems Department

## Parent/Guardian Permission Use of Image and Recording Form

Dear Parent/Guardian,

On behalf of my minor child, \_\_\_\_\_, I hereby grant Hampton County School District 2 (HCSD2) permission for the use of materials from the HCSD2's sound or video recording or photographs of my child and use of my child's name, image or likeness ("Materials"). I agree that HCSD2 may use, or authorize its assignees or partners including corporate project sponsors to use, all or portions of the Materials to raise awareness about HCD2 programs.

1. **Print media.** HCSD2 may use portions of the Materials, such as a transcript and photograph, in print materials.
2. **Audio CDs.** HCSD2 may include the Materials in an audio CD that is created by HCSD2 or an HSCD2 contractor.
3. **The Internet.** HCSD2 may utilize the Materials in video, audio, or text format on its Web site ([hampton2.org](http://hampton2.org)), in HCSD2 podcasts, on Web sites of HCSD2 partners.
5. **Television.** HCSD2 may utilize the Materials in television segments or programs to be aired on local, public, cable, satellite, and/or digital TV.
6. **Video/DVD.** HCSD2 may utilize the Materials in a VHS or DVD to be distributed for free as a public service announcement or educational video.

I certify that I am the parent of legal guardian of the child and have the right to agree to the above. This work will be accessible to anyone in the world with Internet access. Please check an appropriate box below to express your wishes to have or not have your child's work published and sign the form.  
Thank You.

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's/Guardian's Printed Name

\_\_\_\_\_  
Telephone Number

**Please return this permission form to your child's school.**