

- Technology Plan -

July 1, 2014 – June 30, 2017

MCCORMICK COUNTY SCHOOL DISTRICT
MCCORMICK, SOUTH CAROLINA



Prepared by: Andrew R. Cox, J.D.
Director of Technology

This Technology Plan has been reviewed and submitted on behalf McCormick County School District.

Signatures:

Dr. William Wright, Superintendent:

Date:

10-31-13

Dr. Andrew Cox, Director of Technology:

Date:

Oct. 31, 2013

TABLE OF CONTENTS

EXECUTIVE SUMMARY	3
BACKGROUND INFORMATION	4
CURRENT STATE OF TECHNOLOGY - ASSESSMENT & NEEDS	5
THE TECHNOLOGY PLAN.....	6
STAFF TRAINING/PROFESSIONAL DEVELOPMENT STRATEGY:	9
TIMELINE (PAST, ONGOING, & FUTURE).....	10
BUDGET.....	15
EVALUATION OF THE PLAN.....	18
ATTACHMENTS.....	19
ATTACHMENT 1: TECHNOLOGY INVENTORY & IT SKILLS INVENTORY	19
ATTACHMENT 2: NETWORK DIAGRAM	21
ATTACHMENT 3: INTERNET USE POLICY.....	22
- <i>Introduction</i> -	22
- <i>Definitions</i> -	23
- <i>Access to Inappropriate Material</i> -	23
- <i>Inappropriate Network Usage</i> -	23
- <i>General Rules & Guidelines</i> -	24
- <i>Penalties for Improper Use</i> -	25
- <i>Education, Supervision, & Monitoring</i> -	25
- <i>Adoption</i> -	26
- <i>Terms</i> -	27
CERTIFICATION PAGE	28

EXECUTIVE SUMMARY

McCormick County School district consists of approximately 750 students in three schools. 84.8% of the students are eligible for free or reduced lunch. The district utilizes Microsoft Windows 2008 Server and MacOS 10.8 Server platforms. We have standardized our server hardware platform to Dell PowerEdge and Apple brands district wide. Systems in the district run Microsoft Windows Vista, Microsoft Windows 7, or Macintosh OS 10.7. Teachers are provided network access to PowerTeacher for attendance and grades. All teachers, staff and students have access to the Internet and Microsoft Office. All Internet traffic is filtered via a Dell SonicWall filter and all servers and computers have antivirus software provided by Sophos or Microsoft. All student computers at all locations are set up with the same configuration. This ensures the student has the same experience using the computer from Elementary to Middle to High. The district also utilizes network printers, interactive boards, projectors, and cameras.

This plan is designed to guide the district through multiple significant technology and development goals, including ensuring that students and staff are technologically literate. We also seek to empower our teachers with the latest in equipment, approaches, and collaborative methods. Utilizing formal in-person professional development, online learning, and peer-to-peer training, our teachers will have all the tools necessary for top-quality education in the 21st century.

Our district has shown rapid growth and progress with our technology. We are equipped with the latest in network equipment and are constantly upgrading to the most efficient software and operating systems, specifically with Microsoft Windows 7 and Apple Macintosh systems. As our systems become more efficient through upgrades, our budget is continuously tailored to maximize value while ensuring the delivery and maintenance of necessary technology.

Technology Plan Team Members:

Jackie Brown
Andrew Cox
Kelly Coxe
William Wright

BACKGROUND INFORMATION

McCormick School District Technology Department values:

- The integration of technology into education that will help to prepare students with 21st century skills to succeed in a rapidly changing world.
- Seamless integration of technology that is a core part of the classroom and supports the curricular goals of the school.
- The management of support systems that facilitate the education of students through the management of the district.

School District or Library Overview:

- Number of schools in the district: **3**
 - McCormick Elementary School
 - McCormick Middle School
 - McCormick High School
- Number of students enrolled in district schools: 775*
 - McCormick Elementary School: 403*
 - McCormick Middle School: 153*
 - McCormick High School: 219*
- Percentage of students eligible for free and reduced lunch: 84.8%*
- District E-rate discount: 90%*

***Figures based on the 2012 SDE E-Rate Data on SCSDE website retrieved from <http://ed.sc.gov/data/erate/documents/2012-2013ErateByDistrict.xlsx>**

The mission of McCormick County Schools is to
provide a quality education for every student.

CURRENT STATE OF TECHNOLOGY – ASSESSMENT & NEEDS

McCormick County School System has a gigabit fiber backbone between all schools and 100MB switched to the desktop. All data closets in the district are connected via 12 strand mm fiber. All data closets have room for future growth. The district utilizes Microsoft Windows 2008 Server and MacOS 10.8 Server platforms. We have standardized our server hardware platform to Dell PowerEdge and Apple brands district wide. All computers in the district run Microsoft Windows Vista, Microsoft Windows 7, or Macintosh OS 10.7. Computers purchased come with the most current version of Microsoft Office Suite, which is the primary tool for teacher and student use. Current version is Office 2010 Professional on Windows systems and Microsoft Office 2011 for Macintosh systems. Teachers are provided network access to PowerTeacher for attendance and grades. All teachers, staff and students have access to the Internet and Microsoft Office. All Internet traffic is filtered via a Dell SonicWall filter and all servers and computers have antivirus software provided by Sophos or Microsoft. All student computers at all locations are set up with the same configuration. This ensures the student has the same experience using the computer from Elementary to Middle to High. The district also utilizes network printers, interactive boards, projectors, and cameras.

A needs assessment was conducted in the fall of 2013 and the following information was obtained. A response of one (1) indicated that this is not a barrier at all and a response of five (5) indicated that this is a significant barrier.

Needs Assessment Results:

What are the Barriers to Using Technology in Instruction?	1	2	3	4	5	Average Score
Limited Access to Up-to-Date Computers and Technology						
Not Enough Instructional Software (current)						
Too much Down Time When Equipment Malfunctions						
Not Enough Training Opportunities						
Don't Know How To Integrate Technology						
Not Enough Planning Time to Plan Lessons						
Lack of Instructional Support for Technology Projects						
Lack of Faculty Recognition for Integration Efforts						
Lack of Availability for Printing						
Speed of Internet Access						

THE TECHNOLOGY PLAN

McCormick School District ensures students meet the state academic standards, and our District Technology Plan supports this. The district has been and continues to be engaged in a continuous effort to integrate best practices in instructional technology into instruction. We are currently:

1. Improving overall student academic achievement
2. Ensuring students become technologically literate
3. Improving curriculum design and pedagogies with 21st century skills as a framework

Goals and Objectives for Improving Services:

GOALS	OBJECTIVES	BUDGET* & EVALUATION	TARGET COMPLETION
All grade levels of students will have technology skills that will be acquired and demonstrated.	Elementary students will have time in the computer labs and in classrooms to work on technology skills.	Amount of time per student per week in computer labs. A minimum will be established for the district.	Ongoing.
	Technology skills will be integrated in to the expectations of all content areas.	Survey of students.	End of year.
	Teachers will have resources at their fingertips to teach technology concepts and “how-to” skills (i.e., Promethean Planet, PD360).	Survey of staff.	Ongoing.
	Assistive technology will be in the schools to aid special needs students with use of technology (i.e., iPads with specialized accessibility software).	Inventory of iPads and other assistive technology.	Ongoing.
Students in grades 9-12 will demonstrate real life use of technology skills.	Desktop publishing and other higher level technology skill classes will be available in the high school.	Inventory of these programs.	Ongoing.
	Each 9th grade student will have access to online course in study skills or another topic of interest.	Survey of availability of these programs.	Ongoing.
	A Virtual School or computer-assisted-instructional program(s) have been launched for credit recovery and to assist in flexible scheduling.	Inventory of these programs.	Ongoing.
All McCormick School District staff will acquire and demonstrate	Beginning with the first recertification period which began in 2007 or later, teachers will have a five year window to take either a 3-hour technology	Teachers will be required to participate.	Ongoing.

technology proficiency based on the ISTE-A or the ISTE-T or district defined technology skill sets.	course or earn 60 recertification credit points in technology.		
	Computer-based training will be offered for technology skills that a teacher needs via PD360 or other software.	Audit of PD360 and attendance logs.	End of year.
	Hands-on training will be offered to bring teachers up to a standard that they cannot master on their own.	Audit of attendance logs.	Ongoing.
Ensure base level of teacher and staff technology competency.	All staff members that are new to McCormick Schools will participate in PD360 or other digital learning programs.	Audit of PD360 and attendance logs.	Fall 2014.
	Provide access to online tutorials, videos, and other materials for teachers and staff to enhance technology skills.	Survey of availability of these programs.	Ongoing.
Expand the use of digital resources for students.	The district will provide stable and easily accessible resources to students.	Downtime of resources is measured.	Ongoing.
Teachers will share lesson plans and strategies for the integration of technology in the classroom.	The district will maintain a data bank for teacher resources.	Audit of materials in data bank.	Ongoing.
	The district will support all special areas, regular classrooms, and special education classrooms in lessons with technology integrated into them.	Specialized equipment, such as iPads, will be available.	Ongoing.
Multimedia equipment and software for teaching and learning will be accessible and easy to use.	The district will manage the equipment in all instructional areas to support student achievement.	Annual teacher survey and HelpDesk auditing.	Ongoing.
Improve teacher communication with students and parents.	The district will provide a system for teachers to easily post information on an individual teacher web page.	Availability of SchoolWires.	Fall 2014.
	Teachers will be trained on how to use the SchoolWires system and ways to maximize the instruction impact of a web system.	Annual teacher survey.	Spring 2015.
	Seek out alternative social media formats (Facebook, Twitter, and other public facilities) to increase openness and information with the	Availability of such programs.	Fall 2014.

	community.		
Utilize ParentPortal (a function of PowerSchool) so that parents can easily keep track of student grades and attendance.	Maintain and upgrade the system on the PowerSchool Server.	Update checks on hardware and software.	Ongoing.
	Host training sessions for parents at the Complex.	Availability of such programs.	Ongoing.
Provide a method for schools to be able to contact parents and students.	Use School Messenger call system for special and emergency announcements at schools.	Availability of such programs.	Ongoing.
	Use teacher web-pages to post homework and projects.	Presence of teacher webpages.	Spring 2015.
Provide a full featured web page for each school and the district to inform parents of news, schedules, menus, and other programmatic and athletic activities.	Maintain server and hosted site web presence. School web pages will be updated on a regular basis.	Availability of the website and webpages.	Spring 2014.
	Train key staff on the SchoolWires system, empowering them to manage their own department, school, or classroom websites.	Annual teacher survey.	Ongoing.
The district will have a network that is up-to-date and secure.	Keep abreast of current technology available via meetings, roundtables, workshops, and conferences.	Attendance and participation.	Ongoing.
	Monitor all traffic in and out of the network.	SonicWall uptime.	Ongoing.
	Continue to update Cisco switches, routers, and wireless access points as needed.	Replace as required.	Ongoing.
	Maintain SonicWall filter/firewall.	SonicWall uptime.	Ongoing.
	Install and maintain antivirus, spyware, and malware software on all computers.	Availability of such programs.	Ongoing.

***Budget included in appendices.**

Staff Training/Professional Development Strategy:

In order to ensure the staff is ready to use and maintain telecommunications and information technologies, the district will provide access to digital resources (such as PD360 and Promethean Planet), as well as in-person training (such as workshops and small groups), and shared lesson resources (such as data banks and shared server files).

Professional development activities will be coordinated by the Instructional Director of Technology, in conjunction with instructional administrators, academic coaches, and principals. A survey will be given annually to ensure the comfort level and competency of the staff.

Teachers are eligible to earn renewal credits for attending district workshops and completing online lessons. This both increases their capabilities while giving them additional incentives to participate in the training. Teachers have a five-year window, which corresponds to their certificate validity, to take either a 3-hour technology course or earn 60 recertification credit points in technology. Examples of technology training include interactive boards (Promethean and SmartBoard), website development (SchoolWires), Common Core model technology lessons (PD360), system training (Windows 7 and Macintosh), and desktop publishing (Microsoft Office and Adobe CreativeSuite).

Technical staff members are expected to be certified in various recognized technical fields (i.e., A+, Network+, Server+, MSCE, or Apple). In addition, they have access to technical materials through our agreements with Microsoft and Apple. While most training takes place with the district's own resources, technical staff are given the opportunity to attend conferences and participate in training with contractors. The Technology Department has a travel and training budget to ensure technicians are current on certifications and training.

Timeline (Past, Ongoing, & Future)

Date	Benchmark
Prior to June 2010:	<ol style="list-style-type: none"> 1. Install MealsPlus 2. Move from SASI to PowerSchool
June –July 2010	<ol style="list-style-type: none"> 1. Complete full inventory of equipment 2. Establish connection between Meals Plus and CSI to share data
August - December 2010	<ol style="list-style-type: none"> 1. MAP Test 2. Upgrade electronic infrastructure 3. Upgrade district servers 4. Continue with upgrade/replace of old equipment (replacement schedule) 5. Replace/Upgrade/Maintenance of district E-rate equipment 6. PowerSchool Training Train teachers on a)student information system, b) GroupWise, c) electronic gradebook 7. Install back-up system at complex for redundancy 8. Replace district firewall (Support no longer available on current firewall.)
January – May 2011	<ol style="list-style-type: none"> 1. Install wireless access ports throughout complex and surrounding areas 2. MAP Testing
June – July 2011	<ol style="list-style-type: none"> 1. Letter to parents regarding upgrade/changes to website – highlighting new functions 2. Update software on all workstations (i.e. technology tune-up)
August – December 2011	<ol style="list-style-type: none"> 1. MAP Testing 2. Continue with upgrade/replace of old equipment (replacement schedule) 3. Replace/Upgrade/Maintenance of district E-rate equipment 4. PowerSchool Training 5. Train teachers on a)student information system, b)GroupWise, c) electronic gradebook
January – May 2012	<ol style="list-style-type: none"> 1. Implement EOC testing on-line
June – July 2012	<ol style="list-style-type: none"> 1. Technology tune-up 2. Hired Director of Technology. 3. Created online HelpDesk system 4. Installed new servers and migrated from Novell to Microsoft Windows Server 2008 & Active Directory. 5. Migrated from Novell GroupWise e-mail system to GoogleApps e-mail system. 6. Began upgrading all teacher and administrator

	<p>laptops from Dell D531 systems with Windows XP to Apple MacBook Air, Apple MacBook Pro, or Dell Windows 7 systems.</p> <p>7. Installed high-end Apple iMac lab at McCormick High School to permit specialized graphics and computer instruction.</p> <p>8. Continued deployment of interactive boards with the goal of all core subject classrooms having a board.</p>
August – December 2012	<ol style="list-style-type: none"> 1. MAP Testing 2. Continue with upgrade/replace of old equipment (replacement schedule). 3. Re-image all district lab desktops to Windows 7 (upgrading from Windows XP). 4. PowerSchool Training. 5. Train teachers on a) PowerSchool, b) Gmail, c) SchoolWires. 6. Establish GroupPolicy procedures for mass deployment of systems. 7. Installed Dell SonicWall firewall/filter to replace multiple older and inefficient products. 8. Initiate packet shaping and caching to speed up network access.
January – May 2013	<ol style="list-style-type: none"> 1. MAP Testing 2. Repair and reconfigured numerous network issues, including “flattening” the network into multiple VLANs. 3. Initiated remote SIEMENS climate control system with the goal of easier climate management. 4. Request an increase in district Internet bandwidth from the current 10MB.
June – July 2013	<ol style="list-style-type: none"> 1. Technology tune-up 2. Replace obsolete labs with Dell Windows 7 systems. 3. Initiate energy-saving policies via auto-shutdown of lab systems, and more robust climate control automation. 4. Review cellular telephone communications plans for increased savings. 5. Received district Internet upgrade to 30MB. 6. Enable teachers to use individual SonicWall override credentials to access multimedia websites such as UnitedStreaming and YouTube. 7. Upgrade security cameras, as needed.
August – December 2013	<ol style="list-style-type: none"> 1. MAP Testing via a Windows Server 2008 Application system for greater security and

	<p>efficiency</p> <ol style="list-style-type: none"> 2. Continue with upgrade/replace of old equipment (replacement schedule) 3. Replace/Upgrade/Maintenance of district E-rate equipment 4. PowerSchool Training 5. Initiate pilot printer program: teachers will use Department ID protocols to print and copy, instead of manually tracking paper use 6. Purchase large-format color printer for the district in order to save money on printshops/external printing. 7. Contract to recycle old computer systems, freeing up space and resources.
January 2014 – May 2014	<ol style="list-style-type: none"> 1. Initiate Department ID printing protocols to entire Complex. 2. Install RFID card readers with magnetic door locks on major exterior doors to improve access and security. 3. Install additional security cameras, as needed. 4. Install “panic” buttons in key locations. 5. Install VoIP telephone system at Complex and District Office. 6. Continue with upgrade/replacement of old equipment. 7. Testing via app server (when practical)
June 2014 – July 2014	<ol style="list-style-type: none"> 1. Technology tune-up 2. Upgrade servers to Windows Server 2012, as needed. 3. Install guest network in Media Centers for local BYOD program. 4. Continue with upgrade/replacement of old equipment.
August 2014 – December 2014	<ol style="list-style-type: none"> 1. Upgrade Canon iR5050 copiers at all three schools to color systems. 2. Continue with upgrade/replacement of old equipment. 3. Begin process of upgrading/adding Cisco wireless access points to support expanded BYOD. 4. Testing via app server (when practical).
January 2014 – May 2014	<ol style="list-style-type: none"> 1. Continue with upgrade/replacement of old equipment. 2. Purchase and install additional security cameras. 3. Install new SIEMENS Climate Control Server and new software (purchased along with

	contract in August 2013). 4. Testing via app server (when practical).
June 2014 – July 2014	1. Continue with upgrade/replacement of old equipment. 2. Upgrade additional exterior doors to card access. 3. Re-image labs as needed. 4. Cycle out remaining StarBoards.
August 2014 – December 2014	1. Continue with upgrade/replacement of old equipment. 2. Purchase and install color copiers in both Media Centers. 3. Testing via app server (when practical).
January 2015 – May 2015	1. Continue with upgrade/replacement of old equipment. 2. Purchase and install additional security cameras. 3. Cycle out remaining first-generation iPads. 4. Testing via app server (when practical).
June 2015 – July 2015	1. Continue with upgrade/replacement of old equipment. 2. Begin upgrading key interior doors to card access. 3. Upgrade SIEMENS Climate Control System software. 4. Upgrade from Windows 7, if needed, in labs.
August 2015 – December 2015	1. Continue with upgrade/replacement of old equipment. 2. Install security cameras at the District Office. 3. Testing via app server (when practical).
January 2016 – May 2016	1. Continue with upgrade/replacement of old equipment. 2. Purchase and install additional security cameras. 3. Testing via app server (when practical).
June 2016 – July 2016	1. Continue with upgrade/replacement of old equipment. 2. Begin cycling out the 2012-purchased laptops as needed. 3. Continue upgrading both exterior and interior doors to card access. 4. Upgrade District Office to SIEMENS Climate Control System for cost savings and efficiency.
August 2016 – December 2016	1. Continue with upgrade/replacement of old equipment. 2. Testing via app server (when practical).

January 2017 – May 2017	<ol style="list-style-type: none">1. Continue with upgrade/replacement of old equipment.2. Perform a feasibility study on virtualization, with the goal of increasing the lifecycle of district lab hardware while reducing costs for both the equipment and upkeep.3. Cycle out 2012 laptops, as required.4. Testing via app server (when practical).
-------------------------	---

Budget

2013-2014

- \$26,000 provided by district for desktop replacement (5-yr. replacement – replacement plan)
- \$16,592** provided by district for network maintenance and upgrades, as well as the addition of a VoIP telephone system
- \$15,000* provided by district for budgeted telephone services, *erate discounts sought*
- \$24,000 provided by district for teacher laptop replacement
- \$22,000 provided by district for equipment and maintenance (per replacement schedule)
- \$1,200 provided by district for School Messenger
- \$13,000 provided by district for CSI/Accounting+
- \$10,000 provided by district for MAP
- \$16,800 provided by district for security improvements
- \$15,000 provided by district for purchase and repair of interactive boards
- \$2,400 provided by district for Destiny (\$1,200/center x2 centers)
- \$1,000 provided by district for LCD bulb replacement

2014-2015

- \$10,000 provided by district for desktop replacement (5-yr. replacement – replacement plan)
- \$8,000** provided by district for network maintenance and upgrades of the VoIP system
- \$8,000* provided by district for other budgeted telephone services, *erate discounts sought*
- \$6,000 provided by district for teacher laptop replacement
- \$22,000 provided by district for equipment and maintenance (per replacement schedule)
- \$1,200 provided by district for School Messenger
- \$10,000 provided by district for MAP
- \$10,000 provided by district for security improvements
- \$15,000 provided by district for purchase and repair of interactive boards (including replacing remaining StarBoards)
- \$2,400 provided by district for Destiny (\$1,200/center x2 centers)
- \$1,000 provided by district for LCD bulb replacement
- \$6,000 provided by district for Microsoft licenses
- \$4,000 provided by district for SchoolWires web management
- \$10,000 provided by district to purchase color copiers for both Media Centers
- \$3,000 provided by district to cycle out remaining 1st generation iPads

2015-2016

- \$26,000 provided by district for desktop replacement (5-yr. replacement – replacement plan)
- \$8,000** provided by district for network maintenance and upgrades of the VoIP system
- \$8,000* provided by district for other budgeted telephone services, *erate discounts sought*
- \$12,000 provided by district for teacher laptop replacement (cycling out all pre-2012 laptops)
- \$22,000 provided by district for equipment and maintenance (per replacement schedule)
- \$1,200 provided by district for School Messenger
- \$10,000 provided by district for MAP
- \$15,000 provided by district for security improvements (including installing cameras at the District Office)
- \$10,000 provided by district for purchase and repair of interactive boards
- \$2,400 provided by district for Destiny (\$1,200/center x2 centers)
- \$1,000 provided by district for LCD bulb replacement
- \$6,000 provided by district for Microsoft licenses
- \$4,000 provided by district for SchoolWires web management
- \$3,000 provided by district to upgrade Siemens Climate Control System

2016-2017

- \$26,000 provided by district for desktop replacement (5-yr. replacement – replacement plan)
- \$8,000** provided by district for network maintenance and upgrades of the VoIP system
- \$8,000* provided by district for other budgeted telephone services, *erate discounts sought*
- \$12,000 provided by district for teacher laptop replacement (begin cycling out 2012 laptops, if necessary)
- \$22,000 provided by district for equipment and maintenance (per replacement schedule),
- \$1,200 provided by district for School Messenger
- \$10,000 provided by district for MAP
- \$15,000 provided by district for security improvements
- \$15,000 provided by district for purchase and repair of interactive boards
- \$2,400 provided by district for Destiny (\$1,200/center x2 centers)
- \$1,000 provided by district for LCD bulb replacement
- \$6,000 provided by district for Microsoft licenses
- \$4,000 provided by district for SchoolWires web management
- \$2,000 provided by district to perform study on virtualization of lab systems

***Has been covered by e-rate for each year since 2002-2003. However, funds are not guaranteed and must be budgeted.**

****Reimbursement for this expense is eligible through e-rate two years out of a five year cycle. However, funds are not guaranteed and must be budgeted.**

Evaluation of the Plan

The overall evaluation of this plan's effectiveness will be provided by the specific evaluation protocols listed above. In addition:

1. Staff surveys.
2. Feedback from technology committees.
3. Traffic and congestion reports via the Dell SonicWall.
4. Independent verification of network stability by networking partners.
5. Comparison with other districts in terms of overall vision.
6. Technical evaluation of overall functionality by Director of Technology.
7. Comparison on plan goals with actual results.

The plan will be updated at least every three years, as determined by state guidelines. The plan will be primarily the responsibility of the Director of Technology, with collaboration from instructional and administrative staff.

ATTACHMENTS

Attachment 1: Technology Inventory & IT Skills Inventory

School	Networked Desktop Computers	Networked Laptops	Interactive Boards
McCormick Elementary School	51	51	26
McCormick Middle School	52	40	14
McCormick High School	68	41	25
Alternative Program	8	3	0
District Office	7	11	1
Total	186	146	66

Network & Servers:

Location	Servers	Switches	Wireless Access Points
District Office	9	6	2
McCormick Elementary School	1*	9	8
McCormick Middle School	2*	11*	7*
McCormick High School	3	11	8

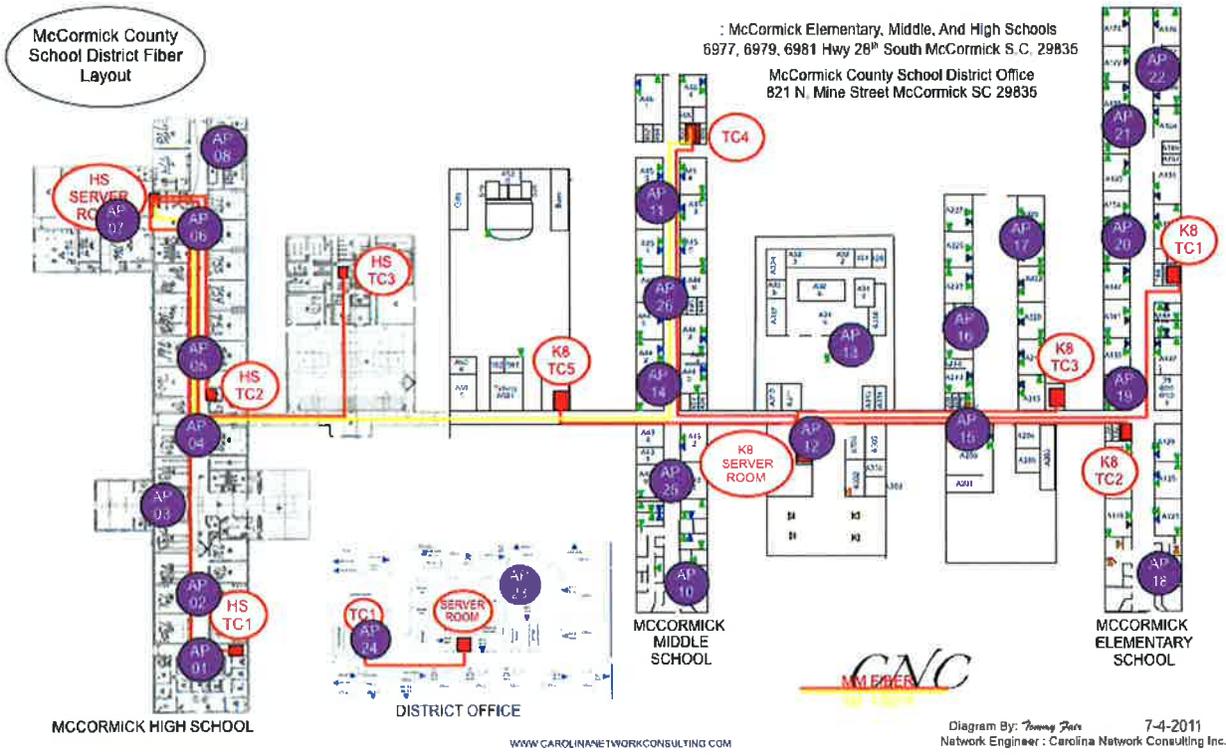
*These devices are physically located in different schools, but they serve both schools as a combined unit.

Technology Staff Skills

Ability	Skill needed	Skill Available In-House?	Contracted additional tech support?
Technical Staff Skills			
PC Skills			
Install & Configure hardware	Y	Y	N
Load & update software	Y	Y	N
Troubleshoot & repair problems	Y	Y	N

LAN Skills			
Design Network	Y	Y	Y
Install & configure hardware	Y	Y	Y
Load & update software	Y	Y	Y
Troubleshoot & repair problems	Y	Y	Y
WAN Skills			
Install & configure hardware	Y	Y	Y
Load & update software	Y	Y	Y
Troubleshoot & repair problems	Y	Y	Y

Attachment 2: Network Diagram



Attachment 3: Internet Use Policy

MCCORMICK COUNTY SCHOOL DISTRICT Internet Safety Policy

- Introduction -

Purpose: To establish the board's vision and the basic structure for the use of technology resources in instruction.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network that makes it impossible to control all available information. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that is not of educational value.

Because technology is a vital part of education and the curriculum of the school district, students and staff will be provided access to the Internet. By providing this access, the district intends to promote educational excellence and allow access to resources unavailable through traditional means. Through the Internet, students and staff will have access to the following:

- electronic mail communication with people all over the world
- information and news from NASA, as well as the opportunity to correspond with scientists at NASA and other research institutions
- public domain software and graphics of all types for school use
- many university library catalogs, the Library of Congress, and a large collection of information of educational value

With access to computers and people all over the world also comes the availability of material that may not be of educational value. The school district has taken precautions to restrict access to controversial or inappropriate materials. However, on a global network, it is impossible to control all materials and limit all access to information which has no education value. The school believes that the valuable information and the interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school district

The smooth operation of the Internet network relies on the proper conduct of the end users who must adhere to strict guidelines.

It is the policy of the McCormick County School District to:

- (a) prevent user access over its computer network or with its district-owned technology outside of the 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)].

The district will provide reasonable notice of and ~~at least~~ one public hearing or meeting to address and communicate its Internet safety measures.

- Definitions -

Key terms are as defined in the Children's Internet Protection Act. See "Terms" and "Legal References" in this document.

- 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 for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes. See "Disabling Protective Measures."

- Inappropriate Network Usage -

The purpose of the school district's decision to provide Internet access is to allow an expanded opportunity for research and education by providing access to unique resources and the opportunity for collaborative work. All use of the Internet must be in support of education and research and consistent with the educational objectives of the school district. 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 laws or regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or materials protected by trade secret.

- Administrators and teachers may access the Internet for educational or work-related purposes at any time that is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members.
- Students will be allowed to access the Internet only through their teacher. No students may access the Internet without permission. Student use must be supervised at all times by a staff member.
- All users must sign in on a log-in sheet before each use. Log-in sheets will be available for each terminal.

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

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

- General Rules & Guidelines -

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of Internet privileges. All staff and students must abide by the generally accepted rules of network-etiquette, including the following:

- Be polite. Do not be abusive in messages to others. Always use appropriate language. Profanity, vulgarities, or other inappropriate language is prohibited. Illegal activities are strictly forbidden.
- Never reveal your personal address or phone number or that of others.
- Note that electronic mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal or inappropriate activities will be reported to the appropriate authorities.
- Do not disrupt, harass or annoy other users.
- All communications and information accessible via the network should be assumed to be private property. Always cite all quotes, references and sources.
- Never access inappropriate or restricted information such as pornography or other obscene materials, or other information not directly related to the educational purpose for which access is being provided. Restricted information includes the following:
 - obscene, libelous, indecent, vulgar, profane or lewd materials
 - advertisements for products or services not permitted to minors by law
 - insulting, fighting and harassing words
 - other materials which may cause a substantial disruption of the academic environment

Vandalism also is prohibited and will result in cancellation of privileges. Vandalism includes any malicious attempt to harm or destroy data of another user, and includes but is not limited to, the uploading or creation of computer viruses.

All users should use the Internet only for research and academic reasons; non-academic uses are prohibited. Do not use the system for financial or commercial gain.

Always follow the instructions of the supervising staff members.

- Penalties for Improper Use -

Employees

An employee who violates the terms of this policy or administrative rule or otherwise misuses the Internet to access inappropriate material will be subject to disciplinary action, up to and including discharge. In addition, the privilege of accessing the Internet also will be subject to cancellation for up to one year.

Students

Students who violate the terms of this policy or administrative rule or who otherwise misuse their access to the Internet also will be subject to disciplinary action in accordance with the district student discipline code. Internet privileges also may be canceled for up to one year.

Violations of the laws of the United States or the State of South Carolina also may subject the user to criminal prosecution.

If a user incurs unauthorized cost, the user, as well as the user's parents if the user is a student, will be responsible for all such costs.

- Education, Supervision, & Monitoring -

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

Disabling Protection Measures

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

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.

Training

The Director of Technology or designated representatives will provide age-appropriate training for students who use the District's Internet facilities.

The training provided will be designed to promote the District's commitment to:

- The standards and acceptable use of Internet services as set forth in the District's Internet Safety Policy;
- Student safety with regard to:
 - safety on the Internet;
 - appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").
- Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Reporting

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 and the District Office. The report must include the name and address of the owner or person in possession of the computer.

District and school computer technicians who are working with a computer and come across inappropriate images must report them to the Director of Technology.

- Adoption -

The district will provide reasonable notice of and one public hearing or meeting to address and communicate its Internet safety measures.

This Internet Safety Policy was adopted by the Board of the McCormick County School District at a public meeting, following normal public notice, on July 9, 2012.

- Terms -

- MINOR - The term “minor” means any individual who has not attained the age of 17 years.
- TECHNOLOGY PROTECTION MEASURE - The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:
- OBSCENE - as that term is defined in section 1460 of title 18, United States Code;
- CHILD PORNOGRAPHY - as that term is defined in section 2256 of title 18, United States Code; or
- Harmful to minors.
- HARMFUL TO MINORS - The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - 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
 - 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.

Legal References:

A. Federal law:

1. *47 USC Section 254(b) - Children’s Internet Protection Act.*
2. The Digital Millennium Copyright Act of 1998, Section 512 - Limitations on liability relating to material online.

B. *S.C. Code of Laws, 1976, as amended:*

1. *Section 10-1-205 - Computers in public libraries; regulation of Internet access.*
2. *Section 16-3-850 - Encountering child pornography while processing film or working on a computer.*
3. *Section 16-15-305 - Disseminating, procuring or promoting obscenity unlawful; definitions; penalties; obscene material designated contraband.*
4. *Section 59-19-90 - General powers and duties of school trustees.*

C. Court cases:

1. *Purdham v. Fairfax Co. Sch. Bd., 637 F.3d 421, 427 (4th Cir. 2011).*

CERTIFICATION PAGE

FOR USE BY THE SOUTH CAROLINA STATE SCHOOL DISTRICT OR LIBRARY

This plan has been reviewed and certified by the South Carolina State School District or Library. This certification will be effective for the term of this plan, but not to exceed three years.

Approved by the SC State School District or Library:

Date: _____

This certification expires: _____