

# Colleton County School District

Walterboro, SC 29488



## FY 2017 - 2020 Technology Plan

July 1, 2017 – June 30, 2021

*Beth Frank*

Beth Frank, Director of Technology

*3/28/2017*

Date

*Franklin Foster*

Dr. Franklin L. Foster, Superintendent

*3/28/2017*

Date

150 Cougar Nation Drive, Suite 8000  
Walterboro, S.C. 29488 Telephone: 843-782-4520  
<http://www.colletonsd.org>

## Table of Contents

Executive Summary.....	Page 3
Background Information.....	5
Current State of Technology- Assessment & Needs .....	7
Goals and Objectives for Improving Services .....	21
Staff Training/Professional Development Strategy .....	28
Timeline.....	32
Budget Summary.....	34
Evaluation .....	35
Attachments	
1. Technology Inventory .....	36
2. IT Skills Inventory .....	37
3. Network Diagram .....	38
4. Internet Use Policy.....	39
Certification Page.....	45

## **Executive Summary**

Colleton County School District's three year Technology Plan was created to support and enhance instruction and learning in all schools in the district. The plan continues to establish the technology support and resources that faculty and students will need to ensure excellent instructional programs. Colleton County School District continues to strive toward technology proficiency for all students and staff members in support of the district's mission to prepare every student to graduate with a 21<sup>st</sup> century education to be globally competitive for their chosen college and/or career path.

In the summer of 2016, Colleton County School District participated in the South Carolina Online Testing Technology Readiness Assessment. This analysis was conducted by an independent consulting group hired by the South Carolina Department of Education. This assessment was made available to the original plaintiff districts involved in the Abbeville lawsuit. These districts sued the State of South Carolina for equitable funding for rural school districts. While the district was not a plaintiff in the lawsuit, the district was provided with an opportunity to participate in the assessment. The Director of Technology invited the assessment team to conduct an assessment of the district's technology infrastructure and readiness for on-line assessments. The District received an overall readiness score of 2.5 on a 5.0 scale. The recommendations of the Online Testing Technology Readiness Assessment, along with the goals of the Districts Strategic Plan, will be used as the basis for the 2017-2020 Technology Plan.

Colleton County School District's Technology Plan will also be closely aligned with the state's technology plan. Efforts will be made by the school district to assure that the state's plan is referenced and followed for the next three years. For standard practices Colleton County School District has aligned their technology standards with ISTE.

The District's Technology Center will work diligently to ensure that technical resources are equitable among district schools. This continues to be a consideration of all decisions regarding the implementation of new technologies. During the 2013-16 school years, the district has committed significant funds to technology. The district has transitioned from allowing schools to control technology funds to a district level controlled funding model lead by the district's technology department. The use of this model has ensured that school technology is equitable.

In many areas, implementation of the plan will be dependent on available funding. The district will pursue available opportunities to supplement district, state, and federal funding sources.

### **District Technology Plan Team Members:**

The District's Technology Leadership Team is responsible for the development of the district's Technology Plan. The team consists of the following district personnel:

Dr. Franklin Foster, Superintendent of Education

Cliff Warren, Assistant Superintendent of Human Resources and Operations

Beth Frank, Director of Technology

William Zorn, District Network Support Specialist

BJ Humphries, District Computer Technician

Claudia Boensch, District PowerSchool Coordinator

Mary Jo Fox, District Instructional Technology Facilitator

Joshua Cable, Dean, Colleton County High School / New Tech Director

Marcella Owens, Assistant Principal, Colleton County Middle School

Lauren Behie, Principal, Bells Elementary School

Ellen Fender, Curriculum Facilitator

Jessica Williams, Director of Early Childhood Education

Tracy McDonald, Coordinator of Assessment and Accountability

Emily Temple, Director of Finance

### District Profile

Colleton County School District serves all areas of Colleton County. A rural district located in the southeastern part of South Carolina, the county covers a large land area where most of the land is sparsely populated. The nearest large city is Charleston which is 50 miles away from most parts of the county. The Colleton Recreation Center offers many sports activities for all ages while the Colleton Arts council offers citizens various activities including local theatre productions, art classes and summer camps. A branch of the University of South Carolina is located in Walterboro.

The district is comprised of 9 schools, including a Career Center and Early Childhood Center, and serves 5733 students. The student population is made up of 48% African-American, 43% White, 4% Hispanic and 3% two or more races mixed; with the final 2% being comprised of Asian and Pacific Islander races. The district participates in the community eligibility program and all students are offered free breakfast and lunch at school. The graduation rate for the Class of 2016 was 85.2%. The dropout rate is 3.3% and the district currently provides services for 262 ESL students.

### District Schools

Black Street Early Childhood Center  
256 Smith Street  
Walterboro, SC 29488  
Grades served: PK3 – Kindergarten

Colleton County Middle School  
1379 Tuskegee Airmen Drive  
Walterboro, SC 29488  
Grades served: Sixth – Eighth

Bells Elementary School  
12088 Bells Highway  
Ruffin, SC 29475  
Grades served: PK-Fifth

Colleton County High School  
150 Cougar Nation Drive  
Walterboro, SC 29488  
Grade served: Ninth – Twelfth

Cottageville Elementary School  
648 Peirce Road  
Cottageville, SC 29435  
Grades served: PK – Fifth

Thunderbolt Career and Technology Center  
1069 Thunderbolt Road  
Walterboro, SC 29488  
Grades served: Ninth – Twelfth

Forest Hills Elementary  
633 Hiers Corner Road  
Walterboro, SC 29488  
Grades served: First – Fifth

Adult Education  
609 Colleton Loop  
Walterboro, SC 29488

Hendersonville Elementary School  
6089 Hendersonville Hwy  
Walterboro, SC 29488  
Grades served: PK – Fifth

Northside Elementary School  
1929 Industrial Road  
Walterboro, SC 29488  
Grades served: First- Fifth

# Colleton County School District

*Preparing Every Child Today for Tomorrow*

## Vision

Colleton County School District will be a world-class school system that ensures all students achieve at high levels.

## Mission

Colleton County School District will prepare every student to graduate with a 21<sup>st</sup> century education to be globally competitive for their chosen college and/or career path.

## Core Values

### ❖ **TEACHING AND LEARNING are OUR CORE PURPOSES**

- ❖ Effective teaching is the most essential factor in student learning.
- ❖ Effective leadership supports learning and optimal performance for all students.
- ❖ CCSD is committed to every student being successful in meeting the Profile of the SC Graduate when provided high expectations and sufficient, appropriate supports.
- ❖ A safe, secure, and positive environment will be conducive for teaching and learning.
- ❖ Trusting, positive, and productive relationships among all stakeholders are built through meaningful communication and engagement.
- ❖ Organizational development and professional growth opportunities for all employees are essential to becoming a world-class school system.
- ❖ CCSD is committed to ensuring every school has an equitable, effective digital learning environment.
- ❖ Every member of TEAM Colleton works for kids and makes important contributions toward becoming a world-class school system.

## **Current State of Technology - Assessment and Needs**

Colleton County School District believes that student access to technology is necessary to meet the educational needs of the twenty-first century student. The District's Technology Center (TTC) provides technology planning, procurement, implementation, maintenance and support of all technology infrastructure, hardware and software to meet this goal.

### **INFRASTRUCTURE**

Schools and offices are provided with a reliable and secure infrastructure consisting of servers, routers, switches, internet circuits, firewall, and filtering software. Infrastructure includes every aspect of providing network and internet access to the end user.

#### **Internet Circuits**

The district internet circuits are provided by the Division of State Information Technology (DSIT) utilizing services through SPIRIT Telecom and Palmetto Rural Telephone Cooperative to connect our buildings together into one wide area network (WAN). The District's Technology Center is located at Colleton County High School and is the hub of the district wide-area network (WAN). The district has a 500 MB circuit to the Internet. All elementary schools and the District Office are connected back to the Technology Center with a 100M circuit. Colleton County Middle School and Thunderbolt Career and Technology Center (through a district installed fiber connection to the middle school) are connected back to the Technology Center with a 500M circuit. The District provides DSL circuits to connect the Adult Education facility and several district level departments to the district WAN. The circuit providing access from the Technology Center out to the Internet was upgraded to 500M during the past year. This circuit can cause a bottle neck and slowness for school internet access and is continually monitored for usage. During recent years, increases to this circuit have provided the resources necessary to offer full access to instructional website and videos sites. Increases to these circuits will be requested as appropriate. The district has yet to be provided with the full allocation, established by the state formula for circuit allocations, of 600MB. Based on recent usage reports, the district is reaching the established threshold that would warrant circuit upgrades and has submitted the request and support documents for the request. It is anticipated that DSIT will continue to review and adjust the bandwidth allocation formulas thus providing the district with adequate bandwidth for the district's future needs. However, the district will monitor this and if necessary, allocate funds to purchase additional bandwidth above our allocation if needed. Equipment is in place to handle additional bandwidth.

#### **Network Electronics**

Switches in the district are the all same brand and model. HP switching electronics are used and provide lifetime replacement warranties. This is an excellent strategy and allows for streamlined support for the small technical staff. However, the current age of the switches

and routers are 6-8 years old and need to be replaced. The Director of Technology has developed a plan to replace switches utilizing available E-rate and state funds within the next year but this will not be enough to cover the full cost so additional funding will be necessary to complete this process.

### **Wireless Network**

Wireless access was first introduced in the district by providing wireless access in the school media centers. As school funds became available wireless access was expanded to most school office areas. During the 2012-13 school year wireless access was expanded through the use of e-Rate funds for eligible sites to include wireless access point in the school hallways, strategically placed outside groups of classrooms to provide as much coverage as possible to the classroom. By the start of the 2015-16 school year, wireless access was available in 100% of all district classrooms and throughout every school. Each classroom has a wireless access point with a dedicated network cable. The district wireless network is in place to provide wireless access for mobile technology devices for student and staff use in the district.

A redesign of the district's wireless system will be completed to allow for redundancy of the district wireless system. The district needs software to assist with monitoring of wireless access. The district will work toward providing individual user logins for wireless access as appropriate. The district will continue to review emerging technologies to provide the best wireless service possible.

One additional full-time technology staff member is needed to support the wireless network.

### **Firewall**

The prior GNATBOX devices has been updated to a Check Point firewall with increased throughput, control, and a higher visibility of throughput.

### **Content Filtering**

Content filtering was recently replaced with iBOSS. Current content filtering is active and ever evolving. With periodic adjustments to the Allowed and Blocked lists staff are better able to provide a more productive learning environment for the minds of our future.

### **Servers**

The district's current server deployment has aged beyond its warrantable years and as a result the systems are starting to fail and replacement parts are cost prohibitive or have reached end of life (no longer available). The replacement of the server environment is highly recommended and once refreshed this needs to happen on a regular five year interval. Servers are used at all locations for Active Directory, File services, Antivirus, System Updates, Printing, Imaging, testing, and much more.

In addition to the replacement of these servers central virtual management software needs to be put in place to increase visibility and control of district virtual environments.

### **Battery Backup Units**

Each data closet includes multiple UPS/battery backup units to provide limited uninterrupted power. The current fleet is aged and do not offer current features such as the ability to send a notification if a power failure occurs. To extend the life of the units, individual batteries are replaced as they fail. The district should address the age of these units as soon as possible and begin a replacement cycle.

### **Physical Security**

The physical security of the data closets at each school needs to be addressed. Physical access to the data closets is a security issue for the network. The best network can be brought down in seconds by unauthorized access to the data closet. In some cases data closets are not locked. In other cases technology staff do not have access to the data closets and cannot get into the rooms. In some schools the administration uses the data closets as storage rooms and janitors use them as a janitor's closet. Technology staff must be able to easily and quickly enter every data closet in the district without having to locate someone on campus to gain access and they must be able to access the equipment without having to move items stored in the data closets. This would be critical if a problem occurred during testing.

No one in the school, administrators included, should access the data closets or attempt to repair equipment. Data closets need to be used only for technology equipment and need to immediately be cleared of any nontechnology items. The data closets need to be locked with access limited only to technology staff. The regular key and lock system is not recommended as keys are often copied without permission. Installing a card reader system on every data closet in the district would provide technology staff with immediate access to all data closets and prohibit unauthorized access. This could be accomplished by expanding the current system in place at Colleton County High School.

### **Environmental/Climate**

Air conditioning improvements have been made in school data closets across the district. However, a few of the data closets in the older schools lack proper air conditioning and ventilation. This increases the risks during the springtime when temperatures are high for damage to computer and network equipment. The risk of technology overheating and degrading or completely taking down the computer systems is very real and could impact testing. Continuous monitoring of the temperature in all data closets is needed through the use of a system with the capabilities to alert the Technology Staff when temperatures in data closets exceed acceptable limits is recommended.

### ***Needs in the area of Infrastructure***

1. All switches and routers in the district need to be replaced. This equipment needs to be modern to integrate the benefits of emerging technologies for enhanced performance. Upgrades should be done with a system-wide approach with all replacements being completed at the same time so that all schools benefit from any upgrade. A staggered approach is not recommended as it does not provide equity among schools.
2. Increased bandwidth should be explored after any hardware upgrades are completed. New hardware should be able to accommodate significantly more bandwidth. It's important to do the hardware first and THEN the expanded bandwidth.
3. Networking monitoring software is necessary to provide the district's technology department with the ability to monitor both the wired and wireless network to allow staff to immediately address and identify any performance issues.
4. Replacement of all critical servers necessary for connectivity and access to network resources.
5. Central virtual management software to increase visibility and control of district virtual environments.
6. Physical security of all data closets need to be addressed. Access must be controlled and should be implemented card reader access control system with entry limited to technology staff only. Explore expansion of current system at Colleton County High School.
7. Installation of a system to monitor the temperature in all data closets with the capabilities to alert the Technology Staff when temperatures in data closets exceed acceptable limits is recommended.
8. Battery backup systems should be updated to provide systems with enhanced features.

## **COMMUNICATION SYSTEMS**

Colleton County School District believes that communication is a key component to assist with meeting the educational needs of students and their parents. Communication systems are needed to efficiently complete the day to day operations of the schools and district. Communication systems are also necessary to communicate with the community and various stakeholders. The District's Technology Center (TTC) provides planning, implementation, and support of all district and school communication systems.

### **Telephone System**

The district uses a VoIP solution to provide telephony services to the district. The Shoretel product is used district-wide and is managed by the technology staff. This district has been able to achieve our vision to have a true district-wide IP phone system with phones in every office and every classroom in the district. Every staff member and teacher is provided with a voicemail account served by centralized distributed voicemail servers.

### **Fax**

Fax services are provided through the district's VoIP solution, Shoretel. Fax services were switched from POTS lines to run through the Shoretel system where feasible. This allows the district to save a considerable amount of money. Future needs for additional fax lines will be added through the Shoretel system once approved by the superintendent. The district will evaluate the possibility of reducing the number of fax machines being used since the use of fax machines in recent years has dramatically decreased due to scanning and email capabilities.

### **Paging and Bell Systems**

One-way communication is provided to school via the Valcom paging system and Classroom Connect. This system is integrated with the district's Shoretel phone system and maintained by the Technology staff. Speakers are installed in each classroom and hallways in every school. Paging groups are setup to allow for direct communication to specific areas of the schools. School bells can also ring to designated areas at different times. Paging is accomplished either automatically through pre-defined settings or manual through the use of a phone.

### **E-Mail**

The district uses a hosted e-mail solution and will continue using hosted services. The administration of the district email system is completed by technology staff. Email has been established by the district as the main and preferred method to communicate information to employees. All district employees are provided with a district e-mail account during their employment with the district. Email list serves are setup for all locations and departments to assist administrators and staff with communication with groups of employees. Email archiving services are provided by the service provider. Technology staff will evaluate emerging products to determine offering with possible improvements to the current email solution.

**Websites**

The district implemented a hosted website solution for maintaining all school and district websites to enhance school and district communication efforts with parents, students, staff and the community. The product used, SCHOOLinSITES, allows the district to have a uniform appearance across all schools and the district. Teachers are also provided with a teacher website presence. Teachers are encouraged to generate a website for their classes and to update that site regularly. The district will review emerging solutions to ensure that our needs are being met by the current product.

**Automated Phone Dialer System**

The district uses the Bright Arrow system to deliver automated phone messages to students and parents. This system integrates with PowerSchool and provides for multi-user access to generate messages for a small group, a school or the entire district. The district will evaluate emerging solutions to ensure that our needs are being met by the current product.

***Needs in the area of Communication Systems***

1. Update the district's web presence.
2. Expand the use of teacher website to facilitate better communication between teachers, students and parents. Additional training opportunities will be provided.
3. The district will evaluate emerging Phone Message Delivery solutions to ensure that our needs are being met by the current product.

## **INSTRUCTIONAL TECHNOLOGY RESOURCES**

Teaching and Learning are the core purposes of the Colleton County School District. A variety of instructional technology resources are provided to teachers to ensure that they have the tools the address the educational needs of all students. The District technology staff provides support for all instructional hardware and software used in the district.

### **School Technology Equipment**

Every district classroom is equipped with the following instructional technology equipment:

- SMART Board, ceiling-mounted projector, sound system, docking station
- Many classrooms have voice amplification systems and document cameras
- Every teacher is provided with a district issued laptop that they are assigned and keep until they leave the district.
- All classrooms have a networked laser printer for teacher and student use. Ink for the printers is provided by the district.
- Schools are equipped with multiple computer labs.
- All pre-kindergarten classrooms have a SMART table.
- Kindergarten classrooms have a Dell All-in-One computer with touch screen for student use.
- Every elementary classroom is equipped with a minimum of 2 student computers.
- All elementary schools have 2 laptop carts with 30 laptops each with the exception of Bells Elementary who opted for a 3<sup>rd</sup> classroom computer and Hendersonville Elementary which has 1 cart.
- Colleton County Middle School has 6 laptop carts with 30 laptops
- Colleton County High School has 15 laptop carts with 30 laptops
- Cougar New Tech has 1 Windows laptop for every student (approx. 350)
- Some classroom teachers have received iPads, Chromebooks or Kindles through Donors Choose donations.

### **Instructional Software**

Support is provided for various school instructional software programs and district programs including Mastery Connect, Imagine Learning, SMART Notebook, Microsoft Office, Renaissance Learning, in addition to administrative software including PowerSchool, Enrich, Educators Handbook, ShoreTel Communicator, Voyager, Edviate, Computer lab curriculum for K-8. Various other Internet based programs are regularly used in the classroom. Evaluation of additional educational software for enhancement and remediation will be ongoing.

Mobile devices in the hand of students must encourage the use of productivity software such as Microsoft Office to provide skillsets that are essential as they become college and career ready.

### **Online Assessments**

The SC Department of Education's adoption of online state assessments continues to be a focus for the district. The technology staff spends countless hours completing software installations necessary for online testing. Multiple hard wired computer labs at each school are used for online testing. During the 2016-17 school year, each school received 1-2 laptop carts with 30 laptops. This will ease the burden of testing at the school level. However, the numerous testing programs and technical setup required for each has placed a large burden on the already small technical staff.

The district is prepared for online testing beginning in the spring of 2017. The district has completed End-of-course testing for many years. The district completed SCPASS testing online during the spring 2016. Laptop carts have been provided to assist schools with online testing. The laptop carts were delivered to school with adequate time to allow students to use these devices for everyday learning and online testing preparation.

### **Integrated Library Systems**

The district uses the Destiny Library System and ETV Streamline to provide online resources to students and staff. Destiny provides online catalog and library services for students, teachers and parents allowing access to resources, not only at their school, but across the district. The district technology staff will continue Destiny software support contracts and regular software updates.

Further utilization of SCETV services that are available to the district must be explored. Staff Development opportunities for these services exist and are available for our staff.

### **PowerSchool**

The use of the PowerSchool Portal by students is essential as we guide students to take ownership of their education. The ability to monitor their coursework and grades on a daily basis will encourage the Life and Career Characteristics of the South Carolina Graduate. The Portal is also an important communication tool between teachers and parents.

### **Student Email**

The district will continue with efforts to provide a district E-mail addresses for students in grades 4-12. This will assist the district's efforts to meet CIPA requirements for schools to provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyber bullying awareness and response. By providing district email addresses for students, staff members can monitor the student's use of email to guide and educate them in appropriate online behavior.

### **Google G Suite for Education**

The district will implement the use of Google G Suites for Education beginning in August, 2017.

***Needs in the area of Instructional Technology Resources***

1. Continue Destiny software support contracts and regular updates.
2. Explore Staff Development opportunities from SCETV that are available for the district.
3. Technology staff will complete training necessary to setup and support the Google environment.
4. Teachers need to be trained to use Google G Suites.

## **TECHNOLOGY END USER DEVICES**

Colleton County School District has standardized on Dell end user devices. The district technology staff is responsible for the procurement, setup and deliver of all devices. Support for all devices is also provided by the technology staff.

### **Desktops**

Due to many years of economic hardship, the district was limited in addressing technology needs at the school level. While our technology infrastructure has advanced during this time through use of e-Rate funds, the current state of technology in the school and classrooms had declined. However, a change in district administration occurred in April, 2014 and technology became a focus of the current superintendent. Through capital project funds the following upgrades have taken place:

- All teachers PK-8 were provided with a district issued laptop and docking station
- The Early Childhood Center computer lab was replaced with Dell All-in-One 3030 computers with touch screens.
- All elementary computer labs were replaced with Dell All-in-One 3030 computers.
- All middle school computer labs were replaced with Dell All-in-One 3030 computers.
- Media centers with outdated computers were replaced with Dell All-in-One model 3030 computers.
- Black Street Early Childhood Center classroom computers were replaced with Dell All-in-One model computers with touch screens.
- All classroom computers in the elementary schools were replaced with a Dell 700+ model computer through the purchase of either refurbished or reallocation of previous lab computers.
- All machines with Windows XP were retired or upgraded if appropriate.
- RAM in GX700+ models were upgraded to 4GB.
- The district should retire all computers that are model GX700 and below.

As computer labs are replaced, the current lab computers will be pushed down for use in the classroom setting for student access at the elementary and middle school level. This provides students with access to a computer in the classroom on a daily basis and at times when mobile devices may not be available.

### **Printers**

The district has provided a standardized networked laser printer for every classroom for teacher and student use. Ink for the printers is provided by the district.

### **Wireless Technology Devices**

The district must increase student access to current technologies in order to prepare our students for the future. The last visit by the AdvancEd Accreditation evaluation team also noted the need for increased student access to technology. The district will continue to expand the use of mobile devices by our students. Mobile devices must be able to support on-line testing, current district applications, as well as providing new instructional opportunities. The district will implement the use of mobile devices following best practices and pilot programs among all schools. Through the use of bond referendum funds, the district will implement a 1 to 1 Chromebook initiative for elementary and middle school students. Reallocation of district resources will allow for additional laptop carts for high school students access. All students participating in a New Tech program will be issued a wireless device.

### **Operating System**

Microsoft will discontinue support for Windows 7 so the district will work toward upgrading to the Windows 10 operating system. In addition to devices with the Windows OS, the district will add devices with the Google operating systems beginning in August, 2017.

### **Technology Refresh Plan**

The District Technology Leadership Team has established the following guidelines for replacing technology end user devices:

- Technology equipment will be replaced on a 5 year cycle. All future purchases of technology devices will include a 5 year warranty if available.
- Student mobile devices will also include accidental damage warranties.
- The district's Technology Center will purchase and provide replacement items such as batteries and chargers for all devices.
- Colleton County High School New Tech programs will provide students with a wireless device upon entering the program as freshman and will be retained through graduation. Each year the incoming freshman class will receive new devices.
- District/school servers should be replaced every 5-7 years and should include 5 year warranties when purchased. Extension of the warranty for years 6 and 7 should be evaluated when available.
- District/school switches should be replaced every 7-10 years based upon availability of funding.
- End user devices will be refreshed on a 5 year cycle as follows:
  - Year 1 – Office staff computers
  - Year 2 - Teacher laptops
  - Year 3 - High School computer labs and teacher printers
  - Year 4 – Elementary Middle School labs
  - Year 5 – Middle school computer labs

***Needs in the area of Technology End User Devices***

1. The district will implement a 1 to 1 Chromebook initiative for elementary and middle school students.
2. Reallocation of district resources will allow for additional laptop carts for high school students access.
3. The district will work toward expanding the 1 to 1 Chromebook initiative for all students, as funds are available.
4. Following the 5 year Technology Refresh Cycle will be a priority for the district.

## **TECHNOLOGY SUPPPORT**

The mission of the Colleton County School District Technology Center is to provide the technology resources and support necessary for students and staff to safely and effectively use technology to enhance instruction.

### **Current Staff**

The District's Technology Center provides support for all aspects of technology infrastructure, computer repair, district-wide phone system, school paging systems, software programs, student information systems, planning, training, implementation, website maintenance, setup and support for online assessments and many additional services. Staff members hold multiple degrees and certifications. The technology staff constantly seeks opportunities to upgrade technology, identify training needs and to improve our ability to respond to the technological needs of the district.

The department currently consists of the following staff members:

- Director - 1
- Network and System Support Specialist - 1
- IT System Support Specialist – 1
- PowerSchool Coordinator - 1
- Technology Support Specialist - 1
- Computer Technician – 4
- Network/Cabling/Phone Support technician - 1

### **Staffing Needs**

Qualified technology staff members must be added to address the technical needs of the district. The district must strive toward having adequate technical staff members at the district level to support and direct the technology used in the district.

The district's Needs Assessment Survey indicates district faculty members would like to see a faster response time for computer repairs. In order to decrease response time and increase technology services it is necessary to add additional technology support staff. Additional computer technicians are needed in order provided adequate support. This can only be addressed as funds permit.

***Needs in the area of Technology Support***

1. One additional full-time staff member is needed to support the wireless network.
2. Each school should have one full-time computer technician.
3. Each school should have one full-time instructional technology facilitator.
4. Funds should be allocated for training for technology staff.

**Goals and Objectives for Improving Services:**

<p><b>Goal 1:</b></p> <p>Implement appropriate recommendations of the Online Testing Technology Readiness Analysis. These goals focus on physical aspects of the network.</p>		
Action Plan	Budget Required	Target Completion
<p>a. Climate Control - Monitoring of the temperature in all data closets. Installation of a system with the capabilities to alert the Technology Staff when temperatures in data closets exceed acceptable limits is needed</p>	<p>TBD</p>	<p>2019--2020</p>
<p>b. Data closets need to be cleared of all non-technology items</p>	<p>\$0</p>	<p>2017</p>
<p>c. Data Closets – Physical security and technology staff access</p> <p>Physical access to the data closets is a security issue for the network. No one in the school, administrators included, should access the data closets. Technology staff must be able to enter data closets without searching for someone to unlock a door.</p> <p>All data closets doors need to be controlled by a card reader access control system with entry limited to technology staff only.</p>	<p>TBD</p>	<p>2017-2018</p>

**Goal 2:**

Implement appropriate recommendations of the Online Testing Technology Readiness Analysis.

These goals focus on upgrades to the network.

<b>Action Plan</b>	<b>Budget Required</b>	<b>Target Completion</b>
a. Replace all network switches - This upgrade should be done at the same time so that all schools benefit from any upgrade. A staggered approach is not recommended.	TBD E-Rate funds State Funds District Funds	2017-2018
b. Replace all core servers – Current servers are over 5 years. This upgrade should be done at the same time so that all schools benefit from any upgrade. A staggered approach is not recommended.	\$125,000	2017-2018
c. Network monitoring software is needed to aide with monitoring network performance	TBD	2017-2018
d. Battery Backups – replace these units with new ones that have the capability to send notification to technology staff of failures or power outages.	TBD	2018-2020
e. District bandwidth increase	State provide TBD	Ongoing
f. Central virtual management software to increase visibility and control of district virtual environments.	TBD	2017-2018

**Goal 3:**

Implement appropriate communication systems for the day to day use of administrators, teachers, parents, students and other community members.

<b>Action Plan</b>	<b>Budget Required</b>	<b>Target Completion</b>
a. Update Web Presence	TBD	January 2018
b. Encourage and expand the use of teacher website to facilitate learning and communication between teachers, students and parents by offering additional training.	TBD	Ongoing
c. Technology staff continually monitors emerging message delivery systems to ensure that the district's needs are being met in the most effective way.	TBD	Ongoing

**Goal 4:**

Implement appropriate technology and instructional practices to improve instruction and ensure students use higher order thinking skills.

<b>Action Plan</b>	<b>Budget Required</b>	<b>Target Completion</b>
a. Implement Google G Suite for Education	\$0	August 2017
b. Implement Office365	\$0	August 2017
c. Provide email addresses for students	\$0	August 2017
d. Assess student growth with programs such as Mastery Connect and STAR 360.	\$0	Ongoing
e. Continue the New Tech program at Colleton County High School.	\$90,000	Ongoing
f. Expand the New Tech program <ul style="list-style-type: none"> <li>- Bells Elementary School grades PK - 5</li> <li>- Health Career Academy @ CCHS – Grade 9</li> <li>- Health Career Academy @ CCHS – Grade 10</li> <li>- Health Career Academy @ CCHS – Grade 11</li> <li>- Health Career Academy @ CCHS – Grade 12</li> <li>- Colleton County Middle School – Grade 6</li> <li>- Colleton County Middle School – Grade 7</li> <li>- Colleton County Middle School – Grade 8</li> </ul>	\$175,000  \$90,000 \$90,000 \$90,000 \$90,000  \$0 \$0 \$0	August 2017  August 2017 August 2018 August 2019 August 2020  August 2018 August 2019 August 2020

**Goal 5:**

Expand student access to technology equipment to ensure every student is prepared to graduate with a 21<sup>st</sup> century education to be globally competitive for their chosen college and/or career path.

Action Plan	Budget Required	Target Completion
a. Provide student technology devices to enhance instruction and to meet the requirements of state assessments. Grades 2-8	\$1,441,726	2017-2018
b. Provide the technology devices to continue the New Tech program at Colleton County High School for grades 9 – 12. New devices will be provided each year to the incoming freshman class. - Class of 2021 - Class of 2022 - Class of 2023	District funds Bond Funds  \$90,000 \$93,500 \$93,500	August 2017 August 2018 August 2019
c. Provide the technology devices to expand the New Tech program with the addition of the Health Career Academy at Colleton County High School (HCA @ CCHS) New devices will be provided each year to the incoming freshman class. - Class of 2021 - Class of 2022 - Class of 2023	\$93,250 \$98,000 \$98,000	August 2017 August 2018 August 2017
d. Provide the technology devices to implement the New Tech program at Bells Elementary School for grades PK - 5	\$175,500	August 2017
e. Expand PBL initiative at Colleton County High School by adding additional laptop carts. - 14 carts (re-allocation of district resources) - 5 carts - 5 carts	\$0 \$130,000 \$130,000	August 2017 August 2018 August 2019

<b>Goal 6:</b>		
Refreshment Technology End User devices in accordance with 5 year Refresh Cycle.		
<b>Action Plan</b>	<b>Budget Required</b>	<b>Target Completion</b>
a. Administrative / Office computers	\$100,000	July 2017
b. Replace Teacher laptops for all district teachers	\$550,000	July 2018
c. Computer labs replacements Colleton County High School Elementary Schools Colleton County Middle School	\$240,000 \$320,000 \$320,000	July 2019 July 2020 July 2021
d. Dell devices will be purchased for New Tech students each year.	\$80,000	July, 2017 July, 2018 July, 2019
e. Replace student classroom computers - Elementary Schools	TBD	June 2020
f. Replace teacher printers	TBD	June 2020

**Goal 7:**

Increase Technology support staff to better meet the demands for technology support.

<b>Action Plan</b>	<b>Budget Required</b>	<b>Target Completion</b>
a. One additional full-time staff member is needed to support the wireless network.	TBD	July 2017
b. One additional computer technician is needed for the Technology Center	TBD	As funds permit
c. Each school should have one full-time computer technician.	TBD	As funds permit
d. Each school should have one full-time instructional technology facilitator.	TBD	As funds permit
e. Funds should be allocated for training for technology staff.	TBD	As funds permit

**Professional Development Strategy:**

The plan has a professional development strategy to ensure that staff knows how to use the new technologies to improve education.

The district will provide numerous opportunities for professional development training for all faculty and staff to ensure that district personnel are trained in the use of technology and programs to improve education. Training will be provided to support the instructional initiatives of the district. With a focus on the infusion of technology devices into the everyday learning of students, a strong emphasis will be placed on providing the resources necessary to make this initiative a success.

The following is a list of professional development topics to be addressed at the school and district level:

- Professional Learning Communities (PLC) Training
- STEAM, STEM, and Natural Resources
- Literacy across the curriculum
- Writers' Workshop
- Character education training
- Positive Behavior Intervention System (PBIS) training
- Teaching the at-risk child
- Differentiated instruction
- Using online textbook resources
- Smart Notebook software
- Microsoft Office products
- Incorporating student devices into the learning environment
- SCHOOLinSITES website training
- Online Testing
- G Suite for Education
- Office365
- Renaissance Learning
- Voyager
- Imagine Learning
- Enrich
- PowerSchool
- Educators' Handbook
- Edivate
- Computer Lab Curriculum for K-8
- SchoolDude

The district supports research-proven, ongoing, and embedded staff development and will consider various means of satisfying this strategy to include academic coaches, collaboration time, common planning time and teacher reflection. The district understands the need to coordinate student achievement efforts and staff development efforts. The district plans to address the need for coordination by identifying staff to work as School Improvement Specialists (SIS) who will keep the improvement efforts of the schools aligned with the goals of the district.

- a. **What are the specifics resources and strategies that you plan to implement to ensure that your staff is ready to use and maintain the telecommunications and information technologies?** The Colleton County School District (CCSD) and The Technology Center (TTC) will provide educators the resources and instructional technology necessary to develop skills and competencies to use technology to communicate effectively, achieve high academic standards and develop a level of technology proficiencies that will enhance and integrate technologies into the classroom and curriculum.
- b. **Who will be in charge of coordinating the professional development activities?** The Colleton County District's Instructional Facilitators and Coaches, along with other district personnel will be in charge of coordinating professional development activities for the entire school district. Professional development falls under the supervision of the Assistant Superintendent for Curriculum and Instructions.
- c. **Are there in-service slots set aside for technology-related professional development?** Several professional development days are embedded within the district's official calendar to provide on-going professional development through-out the year. Various professional development opportunities are also provided during the summer months.
- d. **Will the professional development be required for all that use it, or is it optional? If optional, what incentives exist to encourage teachers and librarians to pick up these new skills?** Professional development is required by the state to ensure that educators demonstrate a high level of technology proficiency. The district provides training opportunities to our teachers to ensure that they are able to provide students with the skills necessary to meet the Profile of the South Carolina Graduate. To encourage attendance, participants are often provided with technology equipment introduced in the training.

- e. **What models of professional development would work in your organization to train your staff?** District Staff, outside vendors, Online webinars, train-the-trainer models
- f. **What professional development opportunities and resources exist for your technical staff?** Ed-Tech Conference, Dell Certification program, PowerSchool University, PowerSource, online webinars, Dell, Google, training classes as funds are available.
- g. **Do you have the resources in house to train these staff members or do they need to go to outside courses, or a combination of two?** A combination of the two.
- h. **What financial and time resources exist to keep the staff-up-to date in learning about new technologies?** District, state and federal funds are used for professional development. Edvocate is also utilized to provide and track up to date training in many areas. The district provides release time for teachers to attend professional development activities.
- i. **What professional development opportunities are available from outside sources (such as service providers, courses at institutions of higher education, conferences, and courses, delivered via distance learning or over the Internet? Courses sponsored by your state education or school district or library agency.** Refer to "A-H and L". The above documentation.
- j. **What professional development opportunities and resources exist for your professional development staff (i.e., librarians) to ensure that they cannot only use the new technologies, but use them to deliver improved School District or Library service?** Refer to answers of previous questions.
- k. **What classes or seminars are available to your staff on an ongoing basis within your organization?** Refer to answers of previous questions.
- l. **Can your staff meet with others who are already further along in implementing technology in another school district or library?** Yes, we can.
- m. **What professional development is available from service providers?** Online webinars, train-the-trainer session, Instructor-Led
- n. **What professional development opportunities are available from outside sources (such as service providers, courses at institutions of higher education, conferences,**

**and courses delivered via distance learning or over the Internet? Courses sponsored by your state education or school district or library agency.**

- The district has partnered with The Citadel to offer a new partnership in Literacy Education. In order to help teachers and staff meet South Carolina Read to Succeed (R2S) requirements, the Citadel will offer two programs: the M.Ed. in Literacy Education and the Graduate Certificate in Literacy Education.
- Cohort with Department of Education VirtualSC to offer Read to Succeed courses to assist teachers to achieve their Read to Succeed endorsement.
- Refer to answers of previous questions.

## Timeline

The Technology Center will implement the Technology Plan beginning with the 2017-2018 school year. The table below displays the goals for major activities planned during the three year period covered by this plan.

2017-2018	2018-2019	2019-20
Implement Colleton County High School's Health Career Academy New Tech program	Replace Teacher laptops for all district teachers	Replace computer labs at Colleton County High School
Implement New Tech program at Bells Elementary School – Year 1	Purchase devices for New Tech programs	Purchase devices for New Tech programs
Implement a Chromebook 1 to 1 initiative for elementary and middle school students	Purchase device for Heath Career Academy	Purchase device for Heath Career Academy
Replace Administrative / Office computers	Expand New Tech program to Colleton Middle School – Grade 6	Expand New Tech program to Colleton Middle School – Grade 7
Begin Infrastructure refresh project	Evaluate professional development needs	Replace teacher printers

**Ongoing activities:**

- Provide the technology resources and support necessary to enhance instruction.
- Support the district's instructional technology needs
- Ensure equitable technology resources among schools
- Ensure that every school has an effective digital learning environment.
- Maintain district and school web sites to enhance communication
- Place wireless devices of the hands of students to promote learning
- Continue to use a phone dialer program to communicate school information
- Web content filtering
- Kaspersky (antivirus)
- WAN circuits (bandwidth) monitoring
- Destiny Media Manager maintenance/support
- Enrich maintenance support (Longitudinal Test Results Databank)
- Continue use of Service Associate (E-Rate Consultant)
- Provide email accounts to all employees
- Use of PowerSchool and PowerTeacher Pro
- Monitor network to identify opportunities for improvements
- Optimize use of technology resources

**Budget Summary:**

**TECHNOLOGY CENTER 2017-2018 BUDGET**

<b><i>Account</i></b>	<b><i>Budgeted Amount</i></b>
Dues and Fees	\$175.00
In-System Travel	\$3000.00
Out-of-System Travel	\$11,000.00
Supplies (Gas)	\$8500.00
Software License	\$207,000.00
Repairs	\$4,000.00
Tech Supplies	\$4000.00
Tech Equipment-Supply	\$24,325.00
<b><i>Total District Money</i></b>	<b><i>\$262,000.00</i></b>

**Ongoing Budget Expenses:**

- Web & anti-virus licensing
- WAN circuits
- Destiny maintenance/support
- Enrich maintenance/support
- VMWare maintenance/support
- Service Associates (E-Rate Consultant)
- PowerSchool support
- Shoretel renewal
- Barracuda Backup System/Cloud Storage
- School Dude
- SCHOOLinSITES website
- Email support
- Firewall device
- Filtering device
- Microsoft license
- Software renewals
- Deep Freeze
- Networking Engineer Services

**New Budget Expenses:**

To be determined as funds permit.

## Evaluation

The plan includes an evaluation process that enable the district and its schools to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

- a. How frequently will you update the plan? ***Every three years.***
- b. Who is responsible for updating the plan? ***The District Technology Leadership Team***
- c. How will you determine if the technology plan was successful in meeting the goals of your institutional plans, i.e. your school district or library service plan? e.g. Interview/survey staff, patrons, other stakeholders; measuring progress made towards the benchmarks you set out in your goals; observations. ***To be addressed during newly planned (3 year) evaluation. To be determined.***
- d. What goals and objectives of the technology plan were you able to meet? To what extent? ***To be addressed during newly planned (3 year) evaluation. To be determined.***
- e. Were there any unexpected outcomes or benefits to having the technology in place? ***To be addressed during newly planned (3 year) evaluation. To be determined.***
- f. What goals and objectives of the technology plan did you meet? Why? Are there ways to overcome these barriers? ***To be addressed during newly planned (3 year) evaluation. To be determined.***
- g. What is the plan for meeting unmet goals and objectives? ***To be addressed during newly planned (3 year) evaluation. To be determined.***
- h. Are there other needs that have emerged since you last wrote/revised your plan? If so, what are they? ***To be addressed during newly planned (3 year) evaluation. To be determined.***
- i. Are there any goals and objectives that are no longer relevant to your situation and should be deleted from the plan? ***To be addressed during newly planned (3 year) evaluation. To be determined.***
- j. What developments in technology have emerged that you can take advantage of to improve school district or library service for your community? How do you identify potentially useful new technologies (e.g. attending conferences, reading publications, networking with peers)? ***To be addressed during newly planned (3 year) evaluation. To be determined.***

**Attachment #1: Technology Inventory**

## Colleton County School District Inventory

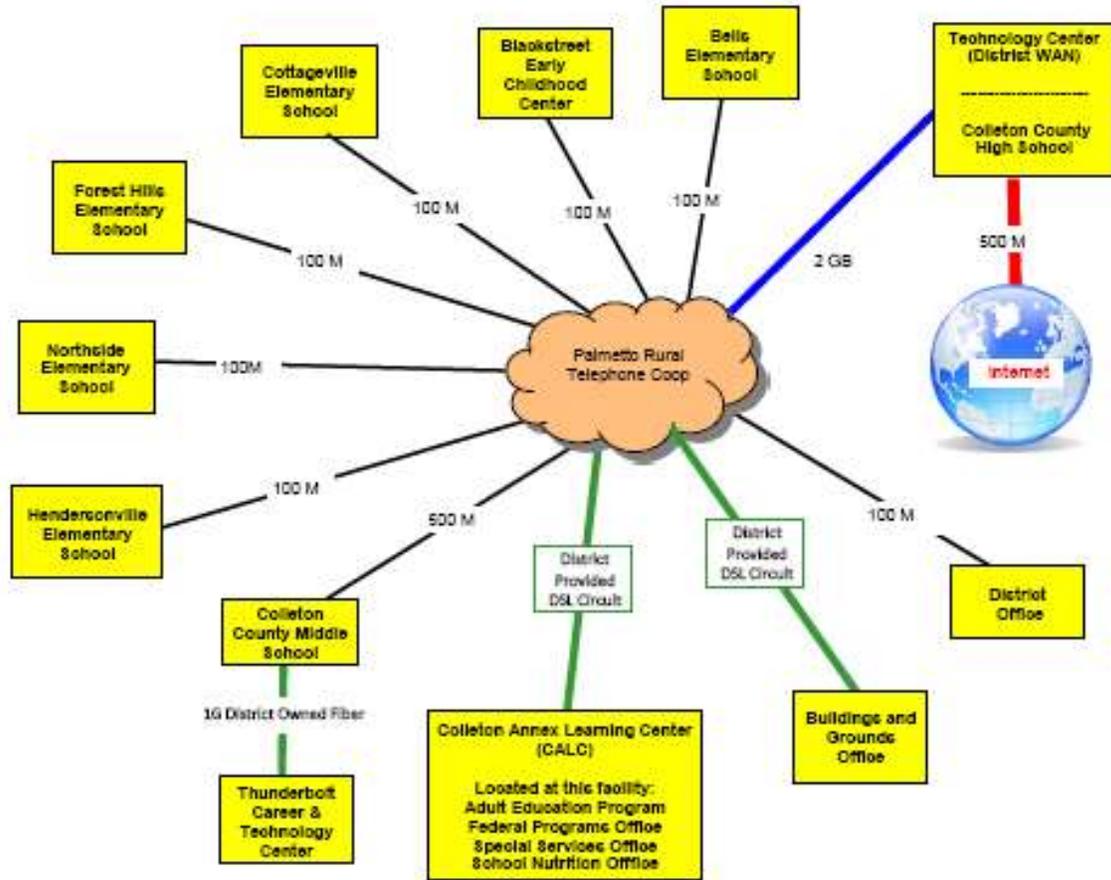
	BES	BSECC	CCHS	CCMS	CES	FHE	HES	NSE	TCTC	TOTAL
<b>CPU</b>	<b>147</b>	<b>69</b>	<b>728</b>	<b>460</b>	<b>159</b>	<b>160</b>	<b>120</b>	<b>122</b>	<b>125</b>	2090
OPTIPLEX 7010	1	1		29	3		2			36
OPTIPLEX 745		1		52	1		26	1	63	144
OPTIPLEX 755				27	85	2	2	3		125
OPTIPLEX 760				3		3		1	15	28
OPTIPLEX 780	1			2	2	84	29	60		178
OPTIPLEX 790		1	718	1	1		2			723
OPTIPLEX 990		2								2
OPTIPLEX 3030 AIO	145	64	10	347	66	71	59	57		819
OPTIPLEX 3010					1					1
Precision 3880									18	18
Precision T1700									20	20
OPTIPLEX GX520									9	9
<b>DOCUMENT CAMERA</b>	<b>2</b>	<b>1</b>	<b>23</b>	<b>14</b>	<b>2</b>	<b>35</b>	<b>4</b>	<b>2</b>		83
<b>IPAD</b>	<b>1</b>	<b>22</b>	<b>5</b>	<b>4</b>	<b>2</b>	<b>36</b>	<b>24</b>	<b>2</b>	<b>1</b>	97
<b>LAPTOP</b>	<b>33</b>	<b>27</b>	<b>979</b>	<b>418</b>	<b>103</b>	<b>187</b>	<b>89</b>	<b>103</b>	<b>25</b>	1964
<b>LIGHTSPEED</b>		<b>20</b>	<b>150</b>		<b>30</b>	<b>30</b>				230
<b>PROJECTOR</b>	<b>24</b>	<b>35</b>	<b>150</b>	<b>61</b>	<b>38</b>	<b>49</b>	<b>39</b>	<b>37</b>	<b>12</b>	445
<b>SMARTBOARD</b>	<b>23</b>	<b>36</b>	<b>150</b>	<b>65</b>	<b>34</b>	<b>47</b>	<b>37</b>	<b>32</b>	<b>3</b>	427

**Attachment #2: IT Skills Inventory**

**Technology Staff Skills**

<b>Ability</b>	<b>Skill needed</b>	<b>Skill Available In-House?</b>	<b>Contracted additional tech support?</b>
<b>Technical Staff Skills</b>			
<b>PC Skills</b>			
Install & Configure hardware		✓	✓
Load & update software		✓	✓
Troubleshoot & repair problems		✓	✓
<b>LAN Skills</b>			
Design Network		✓	✓
Install & configure hardware		✓	✓
Load & update software		✓	✓
Troubleshoot & repair problems		✓	✓
<b>WAN Skills</b>			
Install & configure hardware		✓	✓
Load & update software		✓	✓
Troubleshoot & repair problems		✓	✓

### Attachment # 3: Network Diagram



Updated October, 2016

## Attachment # 4: Internet Acceptable Use and Internet Safety Policy

SCHOOL DISTRICT OF COLLETON COUNTY  
I - INSTRUCTION

Policy IFBG Information Technology Resources Student and Staff Acceptable Use and Internet Safety Policy

### **Policy IFBG Information Technology Resources Student and Staff Acceptable Use and Internet Safety Policy**

Issued Date 6-12-12

Rescinds IFBG

Issued 8-19-08

#### **Student Access**

Students are encouraged to use telecommunications to explore educational topics and conduct research related to the student's assigned curriculum. Students are to abide by "Acceptable Use" and "Network Etiquette" definitions any time they are accessing network resources. Any communication with others via the Internet is prohibited unless this communication is directly related to the student's current course of study. Student access to the Internet makes available material that may not be appropriate for student's age or course of study. Colleton County School District will provide a technology protection measure (filter) in an attempt to restrict minor's access to inappropriate materials, materials harmful to minors and monitoring of online activities of minors.

Colleton County School District will require parental consent prior to students accessing the Internet. An Internet User Permission Slip ([IFBG-E](#)) must be signed yearly and kept on file in the media center of the student's school prior to a student use of any Network Information Resources. The media specialist at each school is responsible for making sure that each student's AUP is current and on file. Schools will include instruction on acceptable use of computer technology including networks and the Internet. This instruction will include rules, rights, and privileges of network/Internet use. Schools will provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response. Students and parents must agree to comply with these rules, rights, privileges, appropriate online behavior and any other local school rules prior to students being granted computer access.

All student use of computer technology within the school district must support the district's curriculum. The district's Technology Center as well as the South Carolina CIO office will monitor all network/Internet traffic. The Technology Center is required to block any network traffic on the network it deems as inappropriate. Use of the Internet by any student without a current signed AUP is strictly prohibited.

No student will engage in the following activities while using the Internet:

- Accessing Proxy servers (those web sites designed to bypass the district's web filter)
- Sending, displaying, or requesting offensive message or pictures.
- Using obscene language. Harassing, insulting, or attacking others. (cyberbullying)
- Physically damaging computers or any vandalism of computer systems or computer networks.
- Violating copyright laws.
- Using others' passwords. Trespassing in others' folders, work, or files.

- Intentionally wasting limited resources. Intentionally using the Internet for non-instructional purposes.
- Employing the network for commercial purposes.
- Purchasing something which obligates the school or another party without prior approval.
- Any other activities prohibited by the district, school, or teacher.

Sanctions may include:

- Loss of access to computers. Removal from a class/course which requires computer access.
- Disciplinary action for inappropriate language or behavior consistent with School Board Policies.
- Notification of law enforcement agencies when criminal conduct is suspected.

### **Employee Access**

Employees are encouraged to use telecommunications to explore educational topics, conduct research and communicate with others in a professional capacity. Employees are to abide by “Acceptable Use” and “Network Etiquette” definitions any time they are accessing network resources. Access to Networked Information Resources is a privilege extended to employees. The Colleton County School District requires that each employee sign an Acceptable Use Agreement Form (**IFBG-E**) prior to using any Networked Information Resources or being granted Internet access. This form must be signed each year and kept on file at the staff members work site. Use of the Internet without a current signed AUP is strictly prohibited. Staff members directly responsible for students are required to monitor students closely while they are on the Internet, to prohibit surfing of the Internet unless it is directly related to the district’s curriculum and to monitor for safety/security of minors when using e-mail, chat rooms, other direct electronic communication.

Employees will not engage in the following activities while using Networked Information Resources:

- Sending, displaying, or requesting offensive message or pictures.
- Using obscene language.
- Harassing, insulting, or attacking others.
- Physically damaging computers or any vandalism of computer systems or computer networks.
- Violating copyright laws.
- Using others' passwords. Trespassing in others' folders, work, or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.
- Any other activities prohibited by their supervisor.
- Unauthorized disclosure, use and dissemination of personal information regarding minors

Employees are required to immediately report any breach of this policy by any student or staff.

Sanctions may include:

- Disciplinary action to be determined by their supervisor or the Superintendent of Education.
- Notification of law enforcement agencies when criminal conduct is suspected.

### **AR IFBG-R Information Technology Resources Student and Staff Acceptable Use and Internet Safety Policy**

Issued Date 6-12-12

Rescinds IFBG-R

Issued 8-19-08

#### **Definitions**

**Acceptable Use** - Acceptable use is always ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the freedom from intimidation, harassment, and unwarranted annoyance. Access to computer systems and networks owned and operated by the Colleton County School District imposes certain responsibilities and obligations on users and is subject to Colleton County School District policies and local, state, and federal laws. Use of other networks or computing resources must comply with the rules governing those networks owned or operated by the Colleton County School District.

**Privileges** - The use of the networks and their resources is a privilege, not a right, and inappropriate use may result in the severe restriction of privileges. The district's Technology Center will deem what is inappropriate use and their decision is final. Also, the Technology Center retains the right to close an account(s) at any time because of misuse of network resources. The contents of any created in conjunction with the use of this network should not interfere with educational purposes and may be reviewed by any staff members responsible for the user at any time. Parents, or legal guardians, have the right to request to see the logs/content (if possible) of any material created or accessed by their child/children.

**Technology Protection Measure (filter)** – Specific technology that blocks or filters Internet access. Filters must protect against access by adults and minors to visual depictions that are obscene, child pornography, or harmful to minors. The district's Technology Center can disable the technology protection measure for adults engaged in bona fide research or other lawful purposes.

**Cyberbullying** – The use of technology to harass, embarrass, intimidate or stalk someone else.

**Network Etiquette** - The user is 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. Abusive, vulgar, or any other inappropriate language is not allowed.
- \* Sharing personal home addresses and phone numbers and those of other students or colleagues is prohibited.

- \* Consider all Internet activities as public. Communications relating to or in support of illegal activities may be reported to the authorities.
- \* Report to the appropriate personnel anything you think is inappropriate or makes you feel uncomfortable.
- \* Assume that all communication and information accessible via the network as private property and therefore copyrighted.
- \* Your password is your private possession and should be treated as such.
- \* Assume all your network traffic is being monitored and act accordingly.

**The following list represents examples of inappropriate use of Networked Information Resources that are not permitted by the Colleton County School District. These include, but are not limited to, the following:**

- \* Commercial advertising or unethical/illegal solicitation.
- \* Accessing a proxy server with the intent to bypass the district's web filter.
- \* Accessing the Internet for inappropriate materials.
- \* Accessing a file or web site that contains pornographic or obscene pictures, videos, stories, or

Other material: making copies of such material, or distributing or exposing others to such material.

- \* Using copyrighted material without permission.
- \* Sending or receiving messages that are obscene, profane, racist, sexist, inflammatory, threatening, or slanderous toward others.
- \* Creating and or placing a computer virus on the network or any workstation.
- \* Sending messages or information misrepresenting the source of the message or information.
- \* Sending or receiving messages or information that is inconsistent with the school's conduct code or assists others to violate that code.
- \* Harassing others or requesting or distributing addresses, home phone numbers, or other personal information which could then be used to make inappropriate calls or contacts.
- \* Sending chain letters or engaging in "spamming" (sending an annoying or unnecessary message to large numbers of people.)
- \* Purchasing something that obligates the student or school to another party without prior approval.
- \* Attempting to access and/or alter information in restricted areas of any network or in any way violate the confidentiality rights of other users on any network.
- \* Failing to report abuses or other conditions that may interfere with the appropriate and efficient use of school resources.
- \* Cyberbullying - use of technology to harass, embarrass, intimidate or stalk someone else

Students and Staff are required to report any of the following to his/her teacher or the Technology Center as soon as the following are discovered:

- \* Any message, files, web sites, or user activities that contain materials that are in violation of this policy.

# Colleton County Schools

## Student Acceptable Use and Internet Safety Policy

School Board Policy IFBG-E • Approved June 12, 2012

Students are encouraged to use telecommunications to explore educational topics and conduct research. Access to Information Technology Resources (*desktop computers, file servers, the Internet, computers, software, etc.*) is a privilege extended to students for educational purposes only. Schools will provide for the education of minors about appropriate online behavior, including interacting with other individuals on social network sites and in chat rooms, and cyberbullying awareness and response. The Colleton County School District requires that each student and their parent/guardian sign this form prior to using any Information Technology Resources.

Students will not engage in the following activities while using Networked Information Resources including the Internet.

- o Accessing Proxy servers (those web sites designed to bypass the district's web filter).
- o Sending, displaying, or requesting offensive message or pictures.
- o Using obscene language. Harassing, insulting, or attacking others.
- o Damaging or vandalizing computers, computer systems, or computer networks.
- o Violate copyright laws.
- o Using others' passwords. Trespassing in others' folders, work, or files.
- o Intentionally wasting limited resources. Intentionally using the Internet for non-instructional purposes.
- o Employing the network for commercial purposes.
- o Conducting on-line purchases.
- o Cyberbullying – the use of technology to harass, embarrass, intimidate or stalk someone else.

*Students are required to immediately report any of the above violations by staff or students to the building administrator.*

*Sanctions may include loss of access to computers, dismissal from class/course, disciplinary action consistent with School Board Policies, and/or notification of law enforcement agencies when criminal conduct is suspected.*

### Network/Internet--Terms and Conditions of Use

**Acceptable Use** - Access to computer systems and networks owned or operated by the Colleton County School District imposes certain responsibilities and obligations on users and is subject to Colleton County School District policies and local, state and federal laws. *The district reserves the right to use students' pictures and names to promote achievements of individual students on the district/school web site and school publications. Any parent not wishing to have their child's picture/ name placed on the district/school's web site or in other school/district publications should submit a letter to the principal stating that the parent does not wish their child's likeness be placed on any district media.*

**Privileges** - The use of the networks and their resources is a privilege, not a right, and inappropriate use may result in the loss of or severe restriction of privileges. The district Technology Center will deem what is inappropriate use and their decision is final. The contents of any material created in conjunction with the use of this network should not interfere with educational purposes and may be reviewed by district staff members responsible for the network. Parents or legal guardians have the right to request to see the content of any material created or accessed by their child/children if feasible.

**Warranty** - The Colleton County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Colleton County School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions obtained via the Internet is at your own risk. The Colleton County School District specifically denies any responsibility for the accuracy or quality of information obtained through it services.

**User Privacy** - The Colleton County School District reserves the right to examine, restrict, or remove any material that is on district property or passes through the district's network, just as it does any other work or material generated or brought to school by students. Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form. The district's Technology Center as well as the South Carolina CIO office will scan and monitor all network/Internet traffic. The Technology Center is required to block any network traffic on the network it deems as inappropriate.

*I have read, understand, and will abide by the Colleton County School District Acceptable Use Policy. I will follow Internet Safety information to protect myself from online risks and dangers in order to stay safe in an online environment. I will notify school authorities if I recognize any incident of cyberbullying or if I receive any inappropriate online communications. I understand that the district's web filter can NOT block all unacceptable Internet content. Because of this fact, I understand that it is my responsibility to use the Internet in a responsible manner. I further understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and I may be subject to other disciplinary actions prescribed by law or School Board Policy. I also understand that violation of this policy can result in total loss of computer/network access which in turn could result in my removal from a class/course that requires such Networked Information Resources access.*

Student's Full Name (please print) \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Full Name (please print) \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_

**This form MUST be signed each year and turned into the school's main office.**

# Colleton County Schools

## Employee Acceptable Use and Internet Safety Policy

School Board Policy IFBG – E • Approved June 12, 2012

Employees are encouraged to use telecommunications to explore educational topics, conduct research and communicate with others in a professional capacity. Access to Networked Information Resources (*file servers, e-mail, the Internet, computers, software, etc.*) is a privilege extended to employees for educational purposes. The Colleton County School District requires that each employee sign this form prior to using any Networked Information Resources.

**Employees will not engage in the following activities while using Networked Information Resources including the Internet.**

- *Accessing Proxy servers (those web sites designed to bypass the district's web filter).*
- *Sending, displaying, or requesting offensive messages or pictures.*
- *Using obscene language. Harassing, insulting, or attacking others.*
- *Damaging or vandalizing computers, computer systems, or computer networks.*
- *Violate copyright laws.*
- *Using others' passwords. Trespassing in others' folders, work, or files.*
- *Intentionally wasting limited resources.*
- *Employing the network for commercial purposes.*
- *Purchasing anything which obligates the school to another party without prior approval.*
- *Unauthorized disclosure, use and dissemination of personal information regarding minors.*

*Staff is required to immediately report any of the above violations by staff or students to the building administrator.  
Staff is required to verify the status of a student's AUP prior to allowing student access to network resources.*

*Sanctions may include loss of access to computers, disciplinary action consistent with School Board Policies, and/or notification of law enforcement agencies when criminal conduct is suspected.*

### Network/Internet--Terms and Conditions of Use

**Acceptable Use** - Access to computer systems and networks owned or operated by the Colleton County School District imposes certain responsibilities and obligations on users and is subject to Colleton County School District policies and local, state, and federal laws. *The district reserves the right to use staff pictures and school contact information of individual staff members on the district/school web site.*

**Privileges** - The use of the networks and their resources is a privilege, not a right, and inappropriate use may result in the severe restriction of privileges. The district Technology Center will deem what is inappropriate use and their decision is final. The contents of any material created in conjunction with the use of this network should not interfere with educational purposes and may be reviewed by district staff members responsible for the network.

**Warranty** - The Colleton County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Colleton County School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions obtained via the Internet is at your own risk. The Colleton County School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**User Privacy** - The Colleton County School District reserves the right to examine, restrict, or remove any material that is on district property or passes through the district's network, just as it does any other work or material generated or brought to school by staff members. Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form. The district's Technology Center as well as the South Carolina CIO office will scan and monitor all network/Internet traffic. The Technology Center is required to block any network traffic on the network it deems as inappropriate.

**Teacher Created Materials** - Teacher created materials located on district equipment will become and remain district property.

*I have read, understand, and will abide by the Colleton County School District Acceptable Use Policy. I further understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and I may be subject to other disciplinary actions prescribed by law or School Board Policy. I understand that the district's web filter can **NOT** block all unacceptable Internet traffic and because of this fact it is my responsibility to monitor student use of the Networked Information Resources **AT ALL TIMES**, and that I am responsible for student conduct on computers during these times. I will monitor for the safety/security of minors when using e-mail, chat rooms, and other direct electronic communications*

Employee's Full Name (please print) \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ *(this form must be on file at the employee's work site)*

**This form MUST be signed each year and turned into the school/site's main office.**

Approval Letter Goes Here