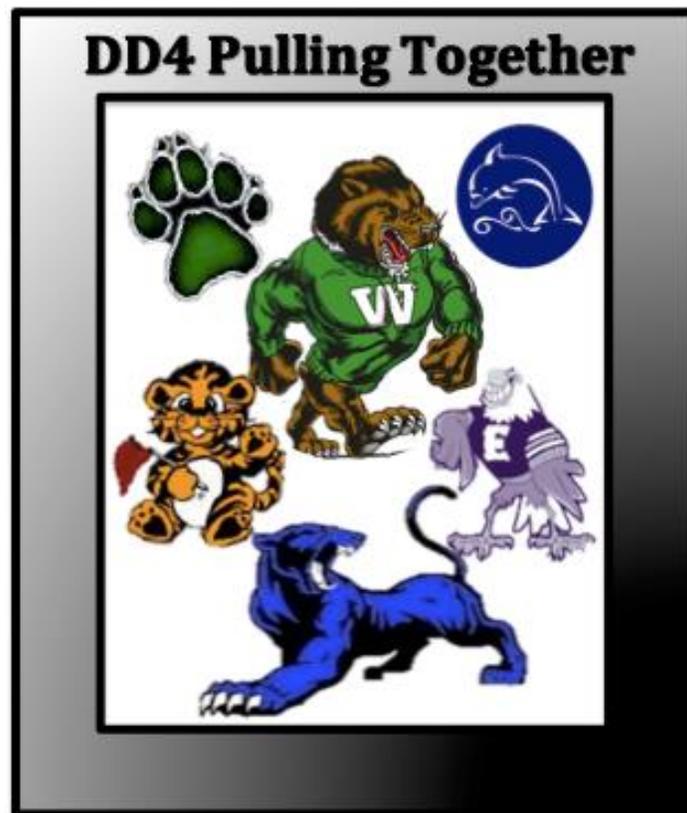


# DORCHESTER SCHOOL DISTRICT FOUR TECHNOLOGY PLAN 2017-2020



**KEEP FOCUSING ON THE FUTURE**

Revised 3/2017  
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This technology plan has been reviewed and submitted on behalf of Dorchester School District Four

Dr. Morris Ravenell  
Superintendent

March 31, 2017  
Date

Elixzina B. Goodwin  
Director of Technology

March 31, 2017  
Date

## Introduction

Dorchester School District Four is a rural school district located in the western section of Dorchester County, South Carolina. The school district is unique because of its grade configuration. There are three elementary schools: Harleyville Elementary School (Pre-K-Grade 5), Clay Hill Elementary (Pre-K-Grade 5) and Williams Memorial Elementary School (Pre-K-Grade 5). There are two middle schools: St. George Middle School and Harleyville-Ridgeville Middle School (Grade 6-8). The Odyssey Educational Center - Jenkins Hill Campus (Grades 6-12) serves as the alternative school. Dorchester School District Four has one high school: Woodland High School (Grades 9-12). The total enrollment in the district is approximately 2,300 students. Some students travel as long as four hours roundtrip to school, because of the location of the district's schools and the uniqueness of the district's grade configuration.

Because our free and reduced population of students was so high, the district was eligible to participate in the Community Eligibility Program where all students in Dorchester Four receive free breakfast and lunch. Consequently, all of these students came from families that fall below the poverty line. A significant number of the students in the district were from single parent families who did not complete high school. Therefore, it is essential for the school district to develop and implement an instructional program that will encourage all students to reach their greatest potential by using technology.

This plan will be implemented over the next three years to accommodate the schools in Dorchester School District Four, provide resources for administrators, teachers and staff, and provide community and parental support. This plan is provided as a current guideline for the appropriate and effective use of technology in the district. It is not meant to be a stagnant document. It is intended that it undergo regular revisions as technology changes.

## Mission

The Mission of Dorchester School District Four, is to develop life-long learners who will have a positive impact on our global world.

## Vision

The following constitutes the vision of the stakeholders of Dorchester Four.

- All students will enter 1<sup>st</sup> Grade ready to learn
- All students will receive quality instruction
- All students will successfully complete their program of studies
- All students will be on grade level and remain in school until graduation.
- All students will graduate from the school district with the technological skills to successfully compete in the workplace or later in higher education.
- All students will graduate from the school district with the knowledge and skills that will allow them to exercise their civic rights.
- All students will graduate from high school with the knowledge and skills that will allow them to attain a high standard of living.
- All students will graduate from the school district with the knowledge and skills that will allow them to effectively interact with others in society.
- All students will graduate from the district with the knowledge and skills that will allow them to compete in a culturally diverse global society.

## Goals & Objectives

- To improve student performance in language arts, math, science, social studies, technology literacy and increase educational accountability.
- To assist students in crossing the digital divide by ensuring that every student is technologically literate by the end of the eighth grade.
- To provide students with World Class Knowledge, World Class Skills, Life and Career Characteristics.
- To encourage and implement the integration of technology with teacher, administrative and support staff training and curriculum development.
- To provide opportunities for professional growth and development for all staff.
- To provide technology coaches to assist teachers and administrators with technology.
- To provide dual credit courses to students in the high school for college credit.

## Needs Assessment

Each school year, a needs assessment is conducted to keep the needs of the district and schools current. Surveys are issued to staff to evaluate the effectiveness of technology program.

### Technology Infrastructure

With the support of the Dorchester School District Four Board of Trustees and surrounding communities, Dorchester School District Four has been building its technology infrastructure as an ongoing process. The district maintains its Local and Wide Area Networks (LAN and WAN), hardware, and cabling. Our Frame relay lines (T1) have been upgraded to Metro Ethernet and are connected to all school sites and mainstreamed to a central line at the district office.

The E-Rate program has helped the district to provide needed cabling, switches, and routers. We have provided cabling in each classroom to accommodate the needs of the students and teachers. In addition, every school has at least one computer lab with 25 Internet-ready computers. In accordance with the Child Internet Protection Act, Dorchester School District Four uses iboss for its Web filter. The district is also protected by a firewall server at the central site.

Our computers are constantly in use, and hardware fatigue became a reality after just a few years of high demand usage. Repair costs have become unreasonable when viewed against the true residual value of a very aged, used computer. However, the challenge remains for how to periodically, and most economically, "replenish" or update our existing computer inventory, separate from new computer purchases completed as additional technology demands develop. At Dorchester School District Four, we try to either upgrade or replace computers every three to five years.

During the 2015-2016, the district implemented a Digital one-to-one initiative for students in grades 4-12. Chromebooks were purchased and issued to students in grades 4-12.

During the September, 2016, school board meeting, a Comprehensive budget was presented to the School Board of Trustees as a plan to update and upgrade technology over the next five years. Further discussions throughout the 2016-2017 school year will take place with the school board concerning the proposed Comprehensive Budget. A summary of the budget is included in this plan.

Although we have come a long way in Dorchester School District Four, we cannot be satisfied with our accomplishments but we must strive to provide our students with more. Changes in technology occur rapidly therefore research and planning is essential if our students are to continue to cross the digital divide. We would like to continue to provide our students and teachers with technological resources that are in line with current trends and best practices. Therefore, we will have to plan to refresh our technology (computers, laptops, iPads, etc.) every three to four years.

In accordance with the Every Student Succeed Act (ESSA), we must ensure that every child have the resources necessary to be successful in school. A famous quote taken from Richland School District Two Technology Plan says: "To thrive in today's world and tomorrow's workplace, America's students must learn how to learn, learn how to think, and have a solid understanding of how technology works and what it can do. American schools must therefore, provide students with the opportunity to combine the best of traditional learning with the unprecedented opportunities technology offers." CEO Forum. Since we are in a low poverty area, many students still do not have computers or other resources available to them at home. Therefore, we need to have laptops and iPads available at each school for students to check out to use at home for instructional purposes. .

Below is a list of networked software programs currently in use in Dorchester School District Four:

Software Application	Brief Description	Location Used
Study Island	On-line instructional management program which provide comprehensive	All Schools

	instruction.	
Accelerated Reader	Helps students to focus attention on careful reading of books, which improves students' critical-thinking skills and builds the intrinsic love of reading	Elementary, Middle & High Schools
Star Reader	Star Reader helps to determine the appropriate level of challenge for each child, instantly place new students, and identify those who need individual help. In-context vocabulary questions plus authentic text passages give you a precise measure of each student's reading performance.	Elementary and Middle School
Read 180	An instructional management program which provide comprehensive instruction to increase Reading skills	Middle and high Schools
Math 180	An instructional management program which provide comprehensive instruction to increase Math skills	Middle Schools
PowerSchool	NCS Pearson student management and school administration software.	All sites
Follett's Destiny	Library automation Software and textbooks used by South Carolina State Department of Education	All School sites
CIS (Computer Innovations Software)	Financial Management Software	Finance Department at the district office
NutriKids	Food Service automation software	All sites
ENRICH	A program to store the district's test results by school. Easy access to print reports and data analysis. It is also the Management program for IEP's and other information related to Programs for Exceptional	All sites

	Children	
Perform Smart	Evaluation software used to evaluate support staff	Administrators at all Sites
Cognitive Tutor	Software for students in Algebra I	High School
SC Virtual School	Online program of studies for students who wish to complete course work online for graduation	High School
GIFT	A program to track information on Gifted and Talented students in the district	Administrators
NWEA	Measures of Academic Performance (MAP) Testing	All Sites
School Messenger	SchoolMessenger is used to send mass notifications	All Sites
iBoss	Web Filter	All Sites
Google Applications	Used by Administrators Teachers and Students for a variety of content	All Sites
Hapara	Hapara offers a Cloud-based instructional management system to K12 education institutions who use Google Apps for Education	All Sites
Online Staff Development (TEQ)	TEQ delivers professional development content through a convenient online platform, giving teachers access to an entire library of live PD sessions, where teachers can participate and interact with an instructor in real-time. Available Anytime, anywhere, on any device.	All Sites
Learning.com	Covers digital literacy. It is available to all elementary students	All Elementary Sites

## Professional Development

Professional Development will be coordinated by the Director of Staff Development, Technology Director, Technology Coaches and Director of Curriculum and Instruction. An online professional development platform was purchased for the 2016-2017 school year called TEQ. School administrators and district level administrators will select lessons from the program that teachers will be required to complete. Teachers will not be limited to just the required lessons but will be able to complete as many lessons as they feel necessary to help them in their classroom instruction.

Onsite training from instructional software vendors will be done on an annual basis.

The technology coaches and teacher technology specialists will coordinate professional development with principals on hardware and software during a scheduled time frame throughout the school year.

All staff will utilize various training webinars throughout each school year.

The Professional Development Schedule for 2016-2017 is listed below:

Date	Focus	Person Responsible/ Audience
August 9, 2016	Edmentum/ Study Island Training	Consultant Director of Professional Development
August 10, 2016	Math 180 Training (SGMS)	Consultant
August 11, 2016	SPED Training	Director of Special Education
August 11, 2016	OWL Training (Florence, SC)	4K Teachers
August 12, 2016	Destiny Textbook Training (Columbia)	Textbook Coordinators
August 12, 2016	SAFE-T Orientation	ADEPT Evaluators/ Formal Evaluation

		Teachers
August 8-12, 2016	Rubicon Overview (Middle/High Only)	Curriculum Specialists
August 8-12, 2016	ELEOT Training	Curriculum Specialists
August 8-12, 2016	Dyslexia Training (On-Line Module)	Curriculum Specialists
August 26, 2016	DRA 2 Webinar	SCDOE
September 9, 2016	PLATO Courseware Training (Credit Recovery/ Initial Credit)	High School Guidance Curriculum Specialist Director of Professional Development Director of Curriculum and Instruction
September 12, 2016	Google Docs Training	Principals/Directors
September 14, 2016	SLO Darkness to Light Training (1-4) Teq On-Line Professional Development	Director of Professional Development Director of Curriculum and Instruction Director of Technology
September 15, 2016	Project Based Learning (SGMS)	SCDOE
September 15, 2016	SRA Curriculum Training (SPED)	Director of Programs for Exceptional Children
September 16, 2016	SRA Curriculum Training (SPED)	Director of Programs for Exceptional Children
September 21, 2016	Rubicon Curriculum Maps/ Pacing Guides Elementary ELA Department	Curriculum Specialists Director of Curriculum and Instruction

September 21, 2016	SRA Curriculum Training (SPED)	Director of Programs for Exceptional Children
September 29, 2016	Rubicon Curriculum Maps/ Pacing Guides Middle/High ELA Department	Curriculum Specialists Director of Curriculum and Instruction
September 28, 2016	Math 180 Training Day 2 (Middle Schools Only)	Math 180 Consultant
*October 5, 2016	Read 180 Training Day 2 (Middle/High Schools Only)	Read 180 Consultant
October 11, 2016	On-Line Professional Development Training (Teq)	Director of Technology Director of Professional Development Director of Curriculum and Instruction Curriculum Specialists
October 12, 2016	SLO/Assessment/Data/ RTI	Administration Curriculum Specialists Director of Curriculum and Instruction
October 13, 2016	Project Based Learning (SGMS)	SCDOE
October 26, 2016	Rubicon Curriculum Maps/ Pacing Guides Middle/High Math Department	Curriculum Specialists Director of Curriculum and Instruction
November 9, 2016	TEQ Online Professional Development	Director of Technology Director of Professional Development, Director of Curriculum & Instruction, Technology Coaches
November 10, 2016	Project Based Learning	SCDOE

	(SGMS)	
November 16, 2016	SLO/Assessment/Data/ RTI	Director of Curriculum and Instruction
November 10, 2016	Rubicon Curriculum Maps/ Pacing Guides Elementary ELA Department	Curriculum Specialists Director of Curriculum and Instruction
November 15, 2016	Rubicon Curriculum Maps/Pacing Guides Middle/High ELA Department	Curriculum Specialists Director of Curriculum and Instruction
November 30, 2016	Rubicon Curriculum Maps/ Pacing Guides Elementary Math Department	Curriculum Specialists Director of Curriculum and Instruction
November 30, 2016	GT Curriculum Professional Development (M3 and Math Innovations)	Director of Curriculum and Instruction Curriculum Specialists GT Teachers
December 8, 2016	Rubicon Curriculum Maps/ Pacing Guides Middle/High Math Department	Curriculum Specialists Director of Curriculum and Instruction
December 7, 2016	Celebrations!	Curriculum Specialists Director of Curriculum and Instruction Principals
January 13, 2017 *Teacher Work Day	Read 180 Training Day 3 (Middle School Only)	Read 180 Consultant
January 18, 2017	Math 180 Coaching Support	Math 180 Consultant (visiting schools)
January 25, 2017	Rubicon Curriculum Maps/	Curriculum Specialists Director of Curriculum

	Pacing Guides Elementary ELA Department	and Instruction
February 1, 2017	Rubicon Curriculum Maps/ Pacing Guides Middle/High ELA Department	Curriculum Specialists Director of Curriculum and Instruction
February 15, 2017	SLO/Assessment/Data/ RTI	Administration Curriculum Specialists Director of Curriculum and Instruction
February 22, 2017	Rubicon Curriculum Maps/ Pacing Guides Elementary Math Department	Curriculum Specialists Director of Curriculum and Instruction
March 1, 2017	Rubicon Curriculum Maps/ Pacing Guides Middle/High Math Department	Curriculum Specialists Director of Curriculum and Instruction
March 15, 2017	Read 180 Coaching Support (Middle Schools Only)	Read 180 Consultant (visiting schools)
March 22, 2017	SLO/Assessment/Data/ RTI	Administration Curriculum Specialists Director of Curriculum and Instruction
May 23, 2017	Rubicon Curriculum Maps/ Pacing Guides Elementary ELA Department	Curriculum Specialists Director of Curriculum and Instruction
May 24, 2017	Rubicon Curriculum Maps/ Pacing Guides	Curriculum Specialists Director of Curriculum and Instruction

	Middle/High ELA Department	
May 25, 2017	Rubicon Curriculum Maps/ Pacing Guides Elementary Math Department	Curriculum Specialists Director of Curriculum and Instruction
May 26, 2017	Rubicon Curriculum Maps/ Pacing Guides Middle/High Math Department	Curriculum Specialist Director of Curriculum and Instruction

**Staffing Requirements**

V. District Contact

This person is primary contact for the implementation and management of this plan:

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Title: Director of Technology

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## Personnel and Support

### District Level Technology Staff

Director of Technology

Two Full-time Technicians

Inventory Specialist

Two Technology Coaches

In addition to the above technology staff, the district has assigned a teacher at each school to serve as a teacher technology specialist. For the current school year, 2016-2017, the teacher technology specialists serve in this capacity along with their regular teaching responsibilities. A proposal was submitted to the school board of trustees in September, 2016, for the teacher technology specialists as follows:

2017-2018 Half day teaching/Half day teacher technology specialist

2018-2019 Full time teacher technology specialist

## Funding Sources

Support for the acquisition of new technologies as well as maintaining the existing technologies is essential to provide the best technology for Dorchester School District Four. A strong support structure must be in place to assure that technology, once purchased, will produce benefits in learning and productivity commensurate with the investment made.

Adequate funding of the district's technology will be maintained by the following sources:

1. The district's budget
2. E-Rate funding

3. Business Partnerships
4. Title One funds
5. South Carolina Career and Technology
6. Applying for state grants
7. Applying for federal grants
8. Carl Perkins funds
9. Community assisted programs

**Dorchester School District Four's Technology Budget 2016-2017**

Operation & Maintenance Technology (Repairs)	\$42,500.00
Data Processing Services Salaries	\$281,547.00
Employee Benefits	\$98,406.00
Purchased Services (E-Rate Match)	\$26,500.00
Travel	\$17,500.00
Supplies	\$28,000.00
Other	\$200.00
<b>TOTAL</b>	<b>\$494,653.00</b>

## Evaluation

Proper evaluation is an essential part of the educational process. The district's technology plan and all activities included in the plan should undergo constant informal evaluation and periodic formal evaluation. Dorchester School District Four will make adjustments where needed to the district's technology plan based on ISTE/NETS standards and other technological innovations to increase access to educational technology.

This plan will include all schools in the district and will concentrate on the high-poverty and high need schools in the district. The goals and objectives stated in this plan will be evaluated through surveys administered to staff. The surveys will be developed by the schools' technology teams and by the district's technology director. Evaluation will also be based on surveys conducted on the state and national levels. The director of technology will meet semi-annually with technology team members at the school level as well as the district level to determine the effectiveness of the district's technology. The director of technology will prepare and present to the Board of Trustees an annual report on the district's success in meeting the technology goals and implementing the technology plan.

Funding is crucial to the implementation of technology in the district. The district has made substantial improvements in its technology infrastructure with E-rate funds. Clearly, E-rate funding is essential to the effectiveness of our district's plan and will be considered in the implementation of the plan.

<b>Evaluation of Technology Plan</b>					
Objectives	Baseline data	Possible Data Sources to be used for ongoing evaluation	Outcomes		
			Year 1. December, 2017	Year 2. December, 2018	Year 3. December, 2019
1. To improve student performance in	Teacher Survey	Survey of Students, Survey of			

<p>language arts, math, science, social studies, technology literacy and increase educational accountability.</p>		<p>Staff, Informal feedback from staff, Informal feedback from students, Review of the plan by technology team</p>			
<p>2. To assist students in crossing the digital divide by ensuring that every student is technologically literate by the end of the eighth grade.</p>	<p>Teacher Survey</p>	<p>Survey of Students, Survey of Staff, Informal feedback from staff, Informal feedback from students, Review of the plan by technology team</p>			
<p>3. To provide students with World Class Knowledge, World Class Skills, Life and Career Characteristics.</p>	<p>Teacher Survey</p>	<p>Survey of Students, Survey of Staff, Informal feedback from staff, Informal</p>			

		feedback from students, Review of the plan by technology team			
4. To encourage and implement the integration of technology with teacher, administrative and support staff training and curriculum development.	Teacher Survey	Survey of Students, Survey of Staff, Informal feedback from staff, Informal feedback from students, Review of the plan by technology team			
5. To provide opportunities for professional growth and development for all staff.	Teacher Survey	Survey of Students, Survey of Staff, Informal feedback from staff, Informal feedback from students, Review of the plan by technology			

		team			
6. To provide technology coaches to assist teachers and administrators with technology.		Survey of Students, Survey of Staff, Informal feedback from staff, Informal feedback from students, Review of the plan by technology team			

**Upgrading & Maintenance**

Equipment and software will be upgraded on a rotation basis. The technology department and School administrators will determine the rotation cycle. Replacement of outdated or faulty equipment will be included in the planning and budgetary process.

***Dorchester School District Four  
Technology Equipment  
Budget Requests - 2017-2022***



<b>2017-2018</b>		
<b>Equipment</b>	<b>Type of Purchase</b>	<b>Total Cost</b>
325 Computer Refresh		\$520,160.97 (for 4 years)
SMART Board for PK-5 Refresh		\$290,000.00
350 Chromebooks Refresh		\$ 95,000.00
Telephone System Upgrade		\$117,558.07
	<b>TOTAL</b>	<b>\$1,022,719.04</b>
<b>2018-2019</b>		
PowerSchool Server		\$8,500.00
3 DNS Servers running Server 2016		\$12,000.00
1400 Chromebooks Refresh		\$455,000.00
300 ipads (Pk-1 <sup>st</sup> Grade)		\$276,000.00
	<b>TOTAL</b>	<b>\$751,500.00</b>
<b>2019-2020</b>		
Printers/Copiers (Replace classroom printers for commercial printers in classroom- LEASE)		\$105,000.00
Enrich Server		\$8,500.00
	<b>TOTAL</b>	<b>\$113,500.00</b>
<b>2020-2021</b>		
Infrastructure Upgrade		\$250,000.00
	<b>TOTAL</b>	<b>\$250,000.00</b>
<b>2021-2022</b>		
325-350 Computer Refresh		\$520,000.00
	<b>TOTAL</b>	<b>\$520,000.00</b>

**Dorchester School District Four Acceptable Use Policy  
Reasons for Acceptable Use Policy**

The Dorchester County School District Four ("School District") is providing computer network and Internet access for its students and employees. This shared and finite service allows employees and students to share information, learn new concepts and research diverse subjects. The School District has adopted this Acceptable Use Policy ("Policy") to set guidelines for accessing the computer network or the Internet service provided by

the School District. Every year, students and employees who want computer network and Internet access for that upcoming school year need to sign and submit this Policy to the School District. Students who are under 18 also must have their parents or guardians sign this Policy. By signing this agreement, the student, employee, and parent or guardian agree to follow the rules set forth in this Policy and to report any misuse of the computer network or the Internet to a teacher or supervisor. Parties agreeing to this policy also understand the School District may revise the Internet Acceptable Use Policy as it deems necessary. The School District will provide notice of any changes either by posting such a revised version of the Policy on its website or by providing written notice to the students, employees and parents or guardians.

### **Ownership**

It must be understood that the District's business information, telephone, network, computer and software resources, peripherals and supplies are District property, provided to meet District needs. The computers provided to teachers and staff members in Dorchester School District Four are to be used for the sole purpose of conducting district business. This specifically means that you MAY NOT use your computer, its software, peripherals or supplies for personal, commercial, or non-District purposes. For example, you may not use your District computer to store or maintain your personal business. Workstations and their peripherals may not be unplugged, or relocated without the permission of District Technology Office and Inventory Control.

### **Use of Personally Owned Software or Equipment**

The District attempts to ensure that all hardware and software meet specific standards which will operate without causing disruption of the District's computer and network resources. Individuals should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as permitted by administration or teachers for educational purposes. Due to security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. Please note that the Policy remains effective when privately owned devices access the district's network and Internet connection, as well as private networks/Internet connections while on school property.

### **Mobile Device Policy**

The District may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the District's acceptable use policies when utilizing school devices off the school premises and network as if they were on the premises and network. Users are expected to treat these devices with extreme care and caution. Users should immediately report any loss, damage, or malfunction to school administrators or IT staff. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school premises and network may be monitored.

## **Software Copyright Law**

Violations of copyright law have the potential of costing the District millions of dollars. You are prohibited from installing any software without having proof of licensing. You may not install software licensed for one workstation on multiple machines.

## **Privacy Policy**

The District respects student/staff and values their privacy. However, to maintain system integrity and ensure responsible use of the system, the System Administrator has the authority to monitor all Accounts, including contents of the file server, individual computers, and e-mail. All such materials are the property of the School District. Account users do not have any right to or expectation of privacy regarding such materials. Files will only be examined when there is reason to suspect an activity or material that violates school's codes of conduct or the law.

## **Acceptable Uses of the Computer Network or the Internet**

The Account provided by the School District should be used only for educational or professional purposes. Staff may use the Internet for personal use only if such use is incidental and occurs during their duty-free time. If a user is uncertain about whether a particular use of the computer network or the Internet is appropriate, he or she should consult a teacher or supervisor.

## **Unacceptable Uses of the Computer Network or the Internet**

The following uses of the Account provided by the School District are unacceptable:

· Uses that violate any state or federal law or municipal ordinance are unacceptable. Unacceptable uses include, but are not limited to the following:

1. Selling or purchasing any illegal substance;
2. Accessing, transmitting, or downloading child pornography, all other pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law; or
3. Transmitting or downloading confidential information or copyrighted materials

· Uses that involve the accessing, transmitting or downloading of inappropriate matters on the Internet, as determined by the school board, local educational agency or other related authority.

· Uses that involve obtaining and or using anonymous email site.

· Uses that cause harm to others or damage to their property are unacceptable.

Unacceptable uses include, but are not limited to the following:

1. Deleting, copying, modifying, or forging other users' e-mails, files, or data;
2. Accessing another User's email without their permission, and as a result of that access, reading or forwarding the other User's e-mails or files without that User's permission;
3. Damaging computer equipment, files, data or the network;
4. Using profane, abusive, or impolite language;
5. Disguising one's identity, impersonating other users, or sending anonymous e-mail messages;
6. Threatening, harassing, or making defamatory or false statements about others;
7. Accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
8. Accessing, transmitting or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance; or
9. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes."
10. Using any district computer to pursue hacking, internal or external to the district, or attempting to access information that is protected by privacy laws.

· Uses that jeopardize access or lead to unauthorized access into Accounts or other computer networks are unacceptable. Unacceptable uses include, but are not limited to the following:

1. Using other users' Account passwords or identifiers;
2. Disclosing one's Account password to other users or allowing other users to use one's Accounts;
3. Getting unauthorized access into other users' Accounts or other computer networks; or
4. Interfering with other users' ability to access their Accounts.

· Commercial uses are unacceptable. Unacceptable uses include, but are not limited to the following:

1. Selling or buying anything over the Internet for personal financial gain; or
2. Using the Internet for advertising, promotion, or financial gain; or
3. Conducting for-profit business activities and engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for political purposes, or soliciting votes.

## **Electronic Mail**

**Select staff** will be issued electronic mail (e-mail) accounts. **Students in grades 6 through 12** will be issued e-mail accounts for the purpose of school-related

communication only. Individuals (students, staff, visitors) who have e-mail accounts from sources outside the school division may be granted permission to use school resources to access those accounts. At the discretion of the Superintendent or Technology Director, some e-mail providers (Example: AOL, Yahoo) may be blocked. E-mail usage may be monitored and archived. If users are provided with e-mail accounts, the account(s) should be used with care and individuals must adhere to the acceptable and unacceptable usage guidelines outlined in the Policy.

### **Internet Safety**

- In compliance with the Children's Internet Protection Act ("CIPA"), the School District will implement filtering and/or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors under 18 years of age. The software will work by scanning for objectionable words or concepts, as determined by the School District. However, no software is foolproof, and there is still a risk an Internet user may be exposed to a site containing such materials. An Account user who incidentally connects to such a site must immediately disconnect from the site and notify a teacher or supervisor. If an Account user sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately.

- In compliance with CIPA, the School District and its representatives will implement a mechanism to monitor all minors' on-line activities, including website browsing, email use, chat room participation and other forms of electronic communications. Such a mechanism may lead to discovery a user has violated or may be violating this Policy, the appropriate disciplinary code or the law. Monitoring is aimed to protect minors from accessing inappropriate matter, as well as help enforce this policy, on the Internet, as determined by the school board, local educational agency or other related authority. The School District reserves the right to monitor other users' (e.g., employees, students 17 years or older) online activities while using district owned computers and other network attached devices, and to access review, copy, store or delete any electronic communications or files and disclose them to others as it deems necessary.

- Student information shall not be posted unless it is necessary to receive information for instructional purposes, and only if the student's teacher and parent or guardian has granted permission.

- Account users shall not reveal on the Internet personal information about themselves or about other persons. For example, Account users should not reveal their full names, home addresses, telephone numbers, school addresses, or parents' names on the Internet.

- Account users shall not meet in person anyone they have met on the Internet in a secluded place or a private setting. Account users who are under the age of 18 shall not meet in person anyone they have met on the Internet without their parent's permission.

- Account users will abide by all school district security policies.

### **Social/ Web 2.0/ Collaborative Content**

Acknowledging the educational benefits of collaboration, the District may provide users with access to websites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to maintain safe, appropriate, well-mannered communication when online as offline. Posts, chats, sharing, and messaging may be monitored. When utilizing these programs, users should be mindful of the Internet safety guidelines and unacceptable uses of the computer network and Internet as outlined in the Policy.

### **Storage Capacity**

To ensure that Account users remain within the allocated disk space of 30GB, users with email accounts should monitor their storage capacity and delete unwanted messages and other files or data that take up excessive storage space. The IT staff will routinely monitor accounts to ensure they are within the allocated disk space.

### **Penalties for Improper Use**

The use of the Account is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the Account. Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to suspension or expulsion or dismissal from employment from the School District, or criminal prosecution by government authorities. The School District will attempt to tailor any disciplinary action to meet the specific concerns related to each violation. The length of time for a user incurs for loss of privileges will be determined by building level and/or district level administrators. If the user is found guilty of multiple violations, privileges can be removed for one year or more. When deemed necessary, users may be required to make full financial restitution.

Users should immediately report any unauthorized access to their account or unintentional access to prohibited material in a manner specified by their school. This will protect them against an allegation that they have intentionally violated the Acceptable Use Policy.

### **District Limitation of Liability**

The District makes no guarantees, express or implied, that the functions or the services provided by or through the District's computer system will be error-free or without defect. The District will not be responsible for any damage users may suffer including, but not limited to, loss of data or interruption of service. The District is not responsible for financial obligations arising through unauthorized Account use.

The District web sites contain links to and frames of other sites that may be of educational interest to staff, parents, and students. The District is not the author of or otherwise associated with these linked or framed sites and is not responsible for the material contained in or obtained from these linked or searched sites. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the School District, its affiliates, or employees. Information on school events is posted to the District's web pages for the convenience of users and is subject to change at the District's sole discretion.

**Indemnification**

The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to any breach of this Acceptable Use Policy.

**EMPLOYEE AGREEMENT**

All active employees must read and sign below.

It is probable that during your employment with the District, you will have access to either student or employee and business information that is confidential. It is your responsibility to safeguard this information from unauthorized persons. You shall not seek to use personal or confidential information for your own use or personal gain. You must take all reasonable precautions to ensure privacy is maintained under the law while handling information in any form, including but not limited to voice, electronic (disk file, diskette, CD ROM, magnetic tape, email, etc.), paper, photograph, and microfiche information. Included under this precaution is the disposal of any privacy related materials.

I have read, understand, and agree to abide by the provisions of the attached Acceptable Use Policy of the Dorchester District Four Schools ("School District"). I understand and agree in the event a third party makes a claim against the School District as a result of my use of the computer network or the Internet provided by the School District, the School District reserves its right to respond to such a claim as it sees fit and to hold all offending parties, including myself, responsible. I release the School District, its affiliates, and its employees from any claims or damages of any nature arising from my access or use of the computer network or the Internet provided by the School District. I also agree not to hold the School District responsible for materials improperly acquired on the system or for violations of copyright restrictions, user's mistakes or negligence, or any costs incurred by users. This agreement shall be governed by and construed under the laws of the United States and the State of South Carolina.

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

This form is to be kept at the school or office and kept on file by the school site administrator. It is required for all employees that will be using a computer network and/or Internet access. It is to be renewed each year prior to any computer network or Internet usage.

**STUDENT AGREEMENT**

All active students, regardless of age, must read and sign below. I have read, understand, and agree to abide by the provisions of the attached Acceptable Use Policy of the

Dorchester District Four Schools ("School District"). I understand and agree in the event that a third party makes a claim against the School District as a result of my use of the computer network or the Internet provided by the School District, the School District reserves its right to respond to such a claim as it sees fit and to hold all offending parties, including myself, responsible. I release the School District, its affiliates, and its employees from any claims or damages of any nature arising from my access or use of the computer network or the Internet provided by the School District. I also agree not to hold the School District responsible for materials improperly acquired on the system or for violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users (.

This agreement shall be governed by and construed under the laws of the United States and the State of South Carolina.

School \_\_\_\_\_

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

*This form is to be kept at the school site and kept on file by the classroom teacher or school site administrator. It is required for all students that will be using a computer network and/or Internet access. **It is to be renewed each year prior to any computer network or Internet usage.***

### PARENT OR GUARDIAN AGREEMENT

All parents or legal guardians of students under 18 must read and sign below. As the parent or legal guardian of the above student, I have read, understand, and agree my child or dependent must comply with the provisions of the attached Acceptable Use Policy of Dorchester District Four Schools ("School District"). I give full permission to the School District to give my child or dependent access to the internet at the School District. I understand and agree in the event a third party makes a claim against the School District as a result of my child or dependent's use of the computer network or the Internet provided by the School District, the School District reserves its right to respond to such a claim as it sees fit and to hold all offending parties, including my child or dependent, responsible. I release the School District, its affiliates, and its employees from any claims or damages of any nature arising from my child or dependent's access or use of the computer network or the Internet provided by the School District. I also agree not to hold the School District responsible for materials improperly acquired on the system, or for violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users. This agreement shall be governed by and construed under the laws of the United States and the State of South Carolina.

Name of Student

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Parent/Legal Guardian Name

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Parent/Legal Guardian Signature \_\_\_\_\_ Date

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*This form is to be kept at the school site and kept on file by the classroom teacher or school site administrator. It is required for all students that will be using a computer network and/or Internet access. **It is to be renewed each year prior to any computer network or Internet usage.***