

South Carolina Public Charter School District Technology Plan

July 1, 2017 – June 30, 2020
Excellence. Innovation. Results.



SOUTH CAROLINA
PUBLIC CHARTER SCHOOL DISTRICT

Board of Trustees

Don McLaurin, Chairman
Linzie Staley, Vice Chairman
Kathleen Bounds, Secretary
John Payne
Reese Boyd, III
Anne Bull
Laban Chappell

Superintendent

Elliot Smalley

Chief Finance and Operations Officer

Siddhartha Chowdri
3710 Landmark Drive, Suite 201
Columbia, SC 29204
Telephone: (803) 734-8322 Fax: (803) 734-8325
<http://www.sccharter.org>

I verify that all components for the School Carolina Public Charter School District technology plan have been addressed.

Chief Finance and Operations Officer's name: Siddhartha Chowdri

Chief Finance and Operations Officer's signature:  6/28/2017
Date signed

Superintendent's name: Elliott Smalley

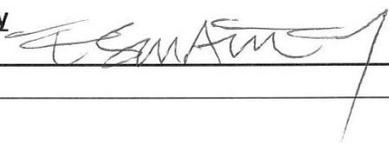
Superintendent's signature:  6/28/2017
Date signed

Table of Contents

Section 1.0	Technology Plan Introduction	5
Section 1.1	Executive Summary	5
Section 1.1	District Information	5
Section 1.2	District Technology Vision Statements	6
Section 1.3	District Technology Mission Statement	7
Section 1.4	District Mission Statements	7
Section 1.5	Description of Connections between the Information and Technology Vision and Mission with the District’s Overall Vision/Mission/Strategic Plan.....	7
Section 2.0	Background	8
Section 2.1	District/School District Demographics	8
Section 2.2	List of Current Schools in the District 2016 - 2017.....	9
Section 2.2	Names & Titles of District Technology Services Staff	10
Section 2.3	Technology Plan Review Committee Information	10
Section 3	Needs Assessment/Current Status	11
Section 3.1	Analysis & Assessment of Previous Plan Goals	11
Section 4.0	Goals and Objectives for Improving Services.....	14
Section 4.1	Educator Technical Proficiency	14
Section 4.2	Educator Technical Professional Development	14
Section 4.3	Access to Information Resources and Learning Tools	14
Section 4.4	Systems Support and Instructional Leadership	14
Section 4.5	Secure District Information Technology Environment	14
Goal 4.6:	Secure and Reliable Information Technology Infrastructure	15
Section 4.8	Investigate a Web-Based Document Storage Solution	15
Section 5.0	Action & Implementation Plans	16
Section 6.0	Dissemination to Stakeholders	17
Section 7.0	Monitoring, Evaluation, and Revision of Plan	17
Section 7.1	Monitoring and Evaluation Process	17
Section 7.2	Incorporation of Evaluation Information for Ongoing Planning	17
Section 7.3	Processes and Timeline for Ongoing, Long-Term Planning.....	18
Appendix A	Compilations of Needs Assessment	20
Appendix B	Acceptable Use of Technology	22
	technology resources.....	30
	AVAILABILITY OF ACCESS	30
	limited personal use.....	30
	MONITORED USE.....	30
	DISCLAIMER OF LIABILITY.....	30
	RECORDs RETENTION.....	31

Appendix C Current Technology Inventories 33
Appendix D Other Required School Board Policies..... 35
Appendix E Copyright..... 38
Appendix F Network Diagram 39
Appendix G Staff Training Evaluation 40
Appendix H Records Retention Policy..... 41
Appendix I Projected Technology Budget..... 43

Section 1.0 Technology Plan Introduction

Section 1.1 Executive Summary

The first District Technology Plan for South Carolina Public Charter School District was originally written in the spring of 2008 and updated in the summer of 2010 as required by state and federal legislation. This process is undertaken to ensure that the implementation of technology into the district continues in a consistent, thoughtful fashion. The second District Technology Plan for the SCPCSD that covered the years 2012 - 2016 was to provide a framework for decision making concerning technology in the district. By supporting the district's strategic plan, the District Technology Plan insures the best possible technology support that the SCPCSD can give to the charter schools that make up the district. The 2017 – 2019 SCPCSD District Technology Plan focus is to consolidate, innovate and streamline the technology needs of the district office and the charter schools in the district. The specific focus is to continue to provide network and data security and to ensure availability of technology resources to the charter schools within the district

Section 1.1 District Information

The South Carolina Public Charter School District was created through the South Carolina Charter School Act, passed by the S.C. General Assembly in 2005. The legislation created a legitimate avenue for parents, teachers, and community members to take responsible risks and create new, innovative, and more flexible ways of educating children within the public school system. The South Carolina Public Charter School District or SCPCSD has district boundaries that match those of the state of South Carolina with its District Office based in Columbia, SC. The district is comprised of both physical schools that are often referred to as "brick and mortar" schools and virtual schools that have a student based from across the district's state wide district zone.

The SCPCSD also has the dual purpose of oversight for accountability and also for providing support to the schools for the various state and federal accountability reporting and provides many of the services such as ADEPT, Testing and Accountability, IDEA, Human Services, and IT support.

The SCPCSD main role of the charter school district is to authorize high quality public charter schools and to monitor the operation of those schools to ensure on-going quality.

In many ways, each school in the district operates as if the school is its own school district while meeting the state academic standards and obeying various federal and state education regulations. This approach is underlined through the boards of each individual school and each school having autonomy with how they meet the needs of their day to day operations and goals.

The district student population at the end of the 2016-2017 schools year was more than 26,000 students. The district is expected to continue this growth trend with the addition of 4 new brick and

mortar schools and additional grade levels being added to schools that are already in the district. This will bring the total of brick and mortar schools to 33 and virtual schools to 6.

The district has consolidated its technology staff over the last year. Technology is supervised by the Chief Finance and Operations Officer and supported by a Director of Student Information services. The internal district technology systems are not supported through a service contract with VC3.

(www.vc3.com)

The district office technology staff responsibilities include:

- Monitoring all schools for all charter compliance matters by using data from the district based SIS system
- Serving as the financial conduit for all schools by providing a district based financial system that meets the reporting requirements set down by the SCDE, South Carolina Department of Education.
- Maintaining all state-required student enrollment data by using data from the district based SIS system
- Ensuring that a Free and Appropriate Public Education is provided to the students with disabilities by providing a district based documentation and reporting web based application to all schools
- Providing all state-required students testing data through the district based SIS system.
- Providing data for audits of the schools for federal and state compliance from the districts based SIS system.
- Generating federal and state reports based on data from the IDEA application and the districts SIS system.
- Maintaining the district web site
- Conducting mandatory training for school staff in both the SIS system and the IDEA web application

In addition, the district office technology staff handles other tasks like assisting the schools with accessing the SCDE Member Center website, training school staff in documentation and procedures, attending the monthly board meetings for schools assigned to them in the district, and addressing the various daily issues of a large school district.

Section 1.2 District Technology Vision Statements

The vision of South Carolina Public Charter School District is to provide an environment that actively pursues and encourages the use of new technologies and innovation by all district staff.

Section 1.3 District Technology Mission Statement

South Carolina Public Charter School District Technology Department is committed to the improvement and integration of technology into instruction and operations for our schools and district office staff.

Section 1.4 District Mission Statements

The South Carolina Public Charter School District (SCPCSD) mission is to improve student learning and increase learning opportunities in South Carolina through the creation of innovative, high-quality charter schools. Ultimately, we strive to assist South Carolina in achieving academic excellence.

Section 1.5 Description of Connections between the Information and Technology Vision and Mission with the District's Overall Vision/Mission/Strategic Plan

The SCPCSD Strategy Plan was last revised in 2010 and was structured to put forth the district's strategic goals and visions until the year 2015. Under the district seven strategic goals, technology plays a direct part in all but two and that is **Authorizations** and **Legislation**, but the objectives under those goals relied heavily on indirect support of technology and the technology department. Data that was pulled from the district's SIS system's database was used to furnish the SC State House with the reports that were requested and data was also supply to the SCDE through Quarterly Data Uploads to provide student counts and funding counts that supported the request for funding of the district. Also, the introduction of a more detailed and specific Memorandum of Agreement letter between the schools and the district office contained wording to explain the responsibility that each school has in ensuring that communication avenues such as email, telephone and fax must stay open and if the school does not have the reliable resources the district will be forced to provide them to the school at a cost.

The other goals in the district's strategic plan specify certain aspirations the district technology department is expected to obtain of the next five year period.

In the area of **Funding**, the technology staff works with the schools to provide the finance reports and the financial data that provides funds for our schools to operate with and to grow. The technology department is also spear heading the collaborative work on the SCPCSD Technology Plan so that it may be used to qualify the district for grants that require a thorough and meaningful plan for improving technology across the district.

Finally, in the area of **Enrollment** is where the Technology Department has made significant improvements. SCPCSD has hired a highly-qualifies Director or Student Information Services. The district has moved to a hosted solution for its PowerSchool data. This hosting is done by PowerSchool through a 3-year contract and has significantly improved the up-time and reduced the need for maintaining servers at the district.

Section 2.0 Background

Section 2.1 District/School District Demographics

While the district's demographic makeup generally follows the makeup of the population of South Carolina, each individual school may vary tremendously from each other for many reasons. Each school is required by law it is required that *the racial composition of the charter school enrollment reflect that of the local school district in which the charter school is located or that of the targeted student population of the local school district that the charter school proposes to serve, to be defined for the purposes of this chapter as differing by no more than twenty percent from that population (Title 59-40-50(8))* and the school must show through the charter school's recruitment efforts that the schools best effort has been made to achieve the same racial makeup as their local school district.

The SCPCSD has more than quadrupled its growth over the last five years but the turnover in student enrollment has made data accuracy and tracking student achievement a definite challenge. The district had an ADM (Average Daily Membership) of 21,280 students on the district 135th day of 2016-2017.

Four schools will be transferring into the district from Greenville County for the 2017-18 school year and two schools will be opening which in total will

Section 2.2 List of Current Schools in the District 2017 - 2018

Bridges Preparatory School
Calhoun Falls Charter School
Cape Romain Environmental Education Charter School
Coastal Leadership Academy
Cyber Academy of SC
East Point Academy
Felton Laboratory Charter School
Fox Creek High School
Gray Collegiate Academy
GREEN Charter School
Greenville Technical Charter High School
High Point Academy
Imagine Columbia Leadership Academy
Lead Academy
Lowcountry Leadership Charter School
Lowcountry Montessori School
Midlands Middle College
Midlands STEM Institute
Next High School
Oceanside Collegiate Academy
Palmetto Scholars Academy
PD Math, Science and Technology Academy
Provost Academy South Carolina
Quest Leadership Academy
Riverwalk Academy
Royal Live Oaks Academy
South Carolina Calvert Academy
South Carolina Connections Academy
South Carolina Science Academy
South Carolina Virtual Charter School
South Carolina Whitmore School
Spartanburg Preparatory School
Tall Pines STEM Academy
York Preparatory Academy
Youth Leadership Academy
Green Charter School Midlands
Meyers School of Excellence
Brashier Middle College
Greer Middle College
Legacy Early College
Meyer Center for Special Children

Closed Schools

YEVA
Lake City College Preparatory Academy
Garden City Prep
South Carolina Calvert Academy

Mary L. Dinkins Higher Learning Academy
Palmetto State E-cademy
Imagine Columbia

Section 2.2 Names & Titles of District Technology Services Staff

Siddhartha Chowdri	Chief Finance and Operations Officer
Roberto Vargas	Director Student Information Services
Dustin Tucker (VC3)	virtual -CIO

Section 2.3 Technology Plan Review Committee Information

Siddhartha Chowdri	Chief Finance and Operations Officer
Roberto Vargas	Director Student Information Services
Dustin Tucker (VC3)	virtual -CIO

Section 3 Needs Assessment/Current Status

Section 3.1 Analysis & Assessment of Previous Plan Goals

The first phase of the district focus on technology was to have in place and in working order state mandated resources that the charters schools would need to open and function for state reporting. This meant outsourcing a lot of the technology to other state agencies such as the SC CIO (now the Division of the State Information Technology) and this relationship worked well while the district was building. As time went on and resources were made available it began possible to move many of the outsourced solutions to in house resources and this has saved the district considerable amounts of money. The district now hosts its own SIS system that is housed on an array of 6 Windows 2008 servers and 1 Oracle database server. The district is deploying its own Active Directory domain so that future applications can use LDAP (Lightweight Directory Access Protocol) to authenticate security. The LDAP system will use PowerSchool data to populate the Active Directory users and groups. This is a long way from the 4 separate installs of DBase4 folders that was the basis of the district previous SIS system being house at the CIO office and accessed by Citrix clients costing the district and the individual schools money each month.

Currently, the South Carolina Public Charter School District has infrastructure that includes on-site storage, management tools, printing, and application, file sharing, and other services. Wireless network hardware is available at the District Office to support mobile computing devices. The current telephone system that is in place is VoIP system. This gives the District Staff greater access to a variety of communication methods including voice mail forwarding to email.

Firewalls and filters are maintained at the District Office to provide network security for the servers, computers, and data that are held on them. The SCPCSD switched over Office 365 for its emails services and is looking into ways to integrate Office 365 with other functions. This is not only giving the district increase functionality with its email system but also provides a cost savings. The district has now in the process of migrating to Google for Education to use these tools for file sharing and content creation.

Snapshot of Current Technology Use	
Office Productivity	The SCPCSD has entered into an agreement with Microsoft and is currently licensed Microsoft Office through Office 365. The district is slowly migrating towards more heavy cloud based solutions and is in the early stages of using the G Suite from Google. https://blog.google/topics/education/introducing-g-suite-education/
Network Bandwidth, and Internet	All schools are connected to the Internet via T-1 or greater with the majority being 10 Mbps or higher. The cost of the Internet connection at our brick and mortar schools and some of our virtual schools main offices are covered by SC Division of State IT (DSIT). Some of our schools have secured

	<p>their own internet connection and other schools have theirs provided through their agreement with the management company. The SCPCSD District Office currently has a 100 Mbps connection. This connection not only provides an internet connection for the District Office but it also provides web based applications and communications to our schools and to the public.</p>
Network Switches	<p>It is up to the individual schools to procure the equipment they decide is the best for their local network. The District Office currently has a mixture of switches from Cisco, Fortigate, and Alcatel Lucent.</p>
Fire Walls and Routers	<p>Each school is required to have a router and a firewall in place to protect not only their local network resources but also to protect the district's interests and the district's network. This in turn provides protect to other schools. Due to the autonomy of the charter schools it for them to decide which type of Fire Wall and Router meets their needs. The District Office currently has a Fortinet Fortigate appliance.</p>
Network Filtering	<p>The Children's Internet Protection Act (CIPA) South Carolina Public Charter School District complies with CIPA and requires that each year all schools sign a verification form stating that the school is in compliance with The Children's Internet Protection Act (CIPA).</p> <p>The SCPCSD has also contract with Kaspersky Antivirus and Internet Security to provide antivirus protection to not only the desktop but also to the network servers. Packets are also scanned by an on premise security scanner.</p>
Desktops	<p>The District Office has implemented a desktop replacement rotation. The computers have extended warranties purchased so that they will remain functional until the time that they are to be replaced.</p>

Software	The SCPCSD uses many different types of software from MS Office products to Adobe Acrobat Professional for creating documents to disseminate information to the schools. While we understand this does not affect education directly, having standardization to the forms, spreadsheets, and other document types that the District Office produces aids normalization in delivery information.
Backup Solution	The district utilizes a mixed environment for backing up data utilizing both local physical data storage and also a cloud based storage method. Both methods are tested on a regular basis to verify availability.

The district has identified other technology needs that may not be stated in other parts of this technology plan that will continue to be supported through E-Rate include:

1. Internet access – the district will continue to use the Internet connectivity provided by SC DSIT.
2. Telephone lines and Service – the district telephone service is with Cisco currently. The district is planning to integrate a Cisco video conference system to the district staff desktop in the next year.
3. Verizon – the district uses cell phones and email connectivity to mobile devices through Verizon.
4. District website – In July 2016 the redesigned the public website to streamline to deliver information and contact in a more user friendly manor. The district will continue off site hosting of the website for security purposes.
5. Hosted Email - the district is currently using Microsoft Office 365 for hosting the Exchange email services.

6.

Section 4.0 Goals and Objectives for Improving Services

Section 4.1 Educator Technical Proficiency

The District will continue to research ways to collaborate and develop Educator Technical Proficiency assessment that is meaningful for both brick-and-mortar and virtual charter school educators. Given the limited scope of the district's authority in this area with the schools the district realizes that this may be in an advisory capacity only at this time.

Section 4.2 Educator Technical Professional Development

By April 2017, the District will analyze and interpret the reported results of the Educator Technical Proficiency assessment given to us by the school leaders to help identify the needs of the schools' teachers and develop a professional development training plan to address the identified deficiencies so that the district may explore methods that the district may help the schools achieve their individual goals.

Section 4.3 Access to Information Resources and Learning Tools

In order to provide more integrated dissemination services to enable schools and staff to access the information they need, the District will continue to produce a web-based resource library that is easily accessible to the schools. As Sharepoint Public sites are not going to be accessible the information will either be put on our public webstie or on Google Sites.

Section 4.4 Systems Support and Instructional Leadership

In order to provide systems support and instructional leadership to our schools, the District will continue to maintain the web-based resource library that allows the teachers and instructional leaders to have access to local, state, and national curriculum and instructional materials and resources.

Section 4.5 Secure District Information Technology Environment

Maintain a secure district information technology environment, insuring the confidentiality and availability of critical information and systems.

OBJECTIVES:

- A. Provide a reliable and secure infrastructure on which to base current and future district technology systems.
- B. Support and provide appropriate security for wireless connectivity at the district office location(s).
- C. Provide adequate secure network bandwidth both at the district office location(s) and to the Internet.
- D. Identify methods and practices to better manage network infrastructure.
- E. Expand district capabilities using secure technology, including multimedia desktop technologies and collaboration tools.

Goal 4.6: Secure and Reliable Information Technology Infrastructure

Maintain a secure and reliable information technology infrastructure, enabling innovative uses of technology for educational excellence.

OBJECTIVES:

- A. Ensure the availability of systems through Disaster Recovery/Business Continuity planning, testing and execution.
- B. Enforce secure and effective access to technology resources through use of authentication and identity management technologies.
- C. Monitor and protect the network from threats posed by malicious entities located inside and outside the university.

Section 4.7 Investigate a Web-Based Document Storage Solution

The district will be migrating from Sharepoint and Microsoft OneDrive to Google Drive for document storage and sharing.

Section 5.0 Action & Implementation Plans

Objective(s):

- To be achieved or modified by the expiration of the Technology Plan once it is approved unless otherwise stated

Key Strategies and Activities	Lead Role	Budgeted Amount	Target Date for Completion	Status of Progress	Actual Completion Date
Maintain Student Information Portal (PowerSchool)	Director SIS	\$291,904	Ongoing	Ongoing	Ongoing
Significant IT Cost Reduction	CFO/COO	\$15,000	September 1, 2017		
Migration to Google Drive/Google Docs	CFO/COO	\$2,000	August 1, 2017	TBD	TBD

Section 6.0 Dissemination to Stakeholders

Dissemination of the plan will include the following:

- Approved plan will be posted on the district web site.
- Electronic communication will be used to inform all staff as to its location for their use.
- Community members will be notified via the district web page.
- Members of the planning committees will receive full copies.
- Members of the Board of Education will receive full copies.
- Members of the District Leadership Team will share appropriate items to their planning groups.
- The District Planning Committees will evaluate the plan progress bi-annually.

Continued partnerships with the district's schools, state and local leaders in the joint effort to increase student achievement efforts, and staff development will support the district's efforts in implementing the goals and objectives of this plan.

Section 7.0 Monitoring, Evaluation, and Revision of Plan

The status and effectiveness of the technology plan will be reviewed by the Chief Finance and Operations Officer and the virtual-CIO of the calendar year. The findings will be presented to the Superintendent and to the District Office Staff once a year. Adjustments to this plan will be made on the as needed basis if it is deemed necessary.

Section 7.1 Monitoring and Evaluation Process

While the scheduled formal monitoring will be completed once a year, there will also be an ongoing process of collecting and using standardized information to assess progress towards the stated objectives, tracking of the resource usage and to access if the original objective is still relevant to the needs of the district. Regular scheduled monitoring will provide more detailed operational information (mainly on outputs and results achieved by the projects and the program, financial stability and the quality of implementation mechanisms) and allow for detection of warning signs.

Section 7.2 Incorporation of Evaluation Information for Ongoing Planning

Since some of the objectives can change based on variables that were not present when this plan was written there may be need to adjust or to reallocate resources to other planned or unplanned objects for the district. The data gathered in the scheduled evaluations, ongoing evaluations, and superlative directive will be used as to find the object least likely to come to fruition in the time frame allowed so those resources can be reallocated to address other issues either planned or unplanned.

Section 7.3 Processes and Timeline for Ongoing, Long-Term Planning

The South Carolina Public Charter School District's long term plan and the role of the district's technology initiatives will be decided not only in the district's office staff annual Strategic Planning Retreat but also by any mandates or changes in the laws or regulation set down by either the State of South Carolina or by the South Carolina Department of Education. Being that we are not only a public school district in the state, but that we also have no means of raising any needed funds if there is a cut or lose in revenue from the State of South Carolina, the district's long term plans will be limited in scope. As of this time the district has received confirmation from many different groups notifying the district that they intend to commit to developing a charter and asking the district to review the charter and to eventually authorize them for the 2017 – 2018 school year. With the rate of growth the district has experienced looking beyond the 2015 year is rationally out of the scope of long term planning and the district will have to implement ongoing planning to meet the needs of the schools that have been authorized or that are pending authorization.

Appendix A - J

Appendix A Compilations of Needs Assessment

Current Performance:

The district has augmented its original network infrastructure with equipment that has been needed to meet the need at the time or to address the issue at hand. This has brought some compatibility issues between solutions that have been problematic at best. The integrated and mismatch solutions has caused some loss of network connectivity and created down time for the schools connecting to much needed resources that are housed at the district office. One example would be the deployment of the wireless network and its connection to the internal network. The original deployment design did not allow for wireless devices to connect to the district servers for security purposes but this proved not to be functional for schools and training that required server access so the security schema had to be redesigned to include server access.

The district has not had a district level teacher proficiency plan implementation at this time. It was deemed that the district was exempt from this mandate and it has never been addressed until now.

Meetings are handled either in person by the schools traveling to the district office or the district office staff traveling to the schools. This can mean that district or school staff and teachers can be travelling for up to two and half hours for a meeting that may last two hours and then travel back two and half hours. This takes them away from their schools for the better part of the day and away from influencing the education for the students. The district has utilized various webinar programs with some success but there are limitations to the “one to many” approach that hampers the needed collaboration during these meetings.

Addressing the Deficiency:

The original network that was deployed at the district office was meant to support only the district office staff in their daily operations. When the South Carolina Department of Education selected PowerSchool to be the statewide Student Information System the district purchased several servers to accommodate the SIS. The district also added an internal finance server to meet the schools and districts requirement that they adhere to the SCDE financial reporting system. Unfortunately the server solution wasn't up to the specifications to handle the growth of the district and its student population and was augmented in 2011 with a more robust virtual host server. In 2012 another server was added to the network to serve the host for the ENRICH Assessment system. This server will also host the ENRICH IEP system that will provide the schools with not only their IEP support they need but will also be the IDEA reporting mechanism for the district and schools. Before the end of the 2012 – 2013 school year the original servers will be out of warranty and will no longer be to the minimum specifications required by the applications to function in those roles. The virtual server host that was purchased in 2011 will be out of warranty by the 2014 – 2015 school year and this is the server that provides the required network services such as DNS, DHCP, Active Directory services that provide the functionality and the network communications between the servers that is in part needed for the security of the districts data.

The Video/Collaboration Conferencing is also a new initiative that district is implementing to meet a need in the schools and the district. The district is current spending funds on travel for the schools to attend meetings at the district office that are required by the bylaws of the district. The Video/Collaboration Conferencing System would cut that cost and also provide the district the availability to connect to the schools and target specific subgroups in the schools such as Special Education teachers, or ADEPT participants without those involved traveling to Columbia. The district's growth by the 2014 – 2015 school year is going to increase the need for an alternative to in person centralized meetings.

Solutions:

The network and server solutions that the district is proposing in the technology plan is to not only perform a needed server replacement during the years covered in the plan but also to update the wired and wireless networks and core infrastructure to provide the best solution that is within the districts means to deliver the required services and support to our schools. The financial plan also sets up a set amount to be budgeted and rolled over from year to year so that there can be a server and network refresh in every fourth year of the district's operation.

The district technology plan also cover the design, implementation and the analysis of the data from the districts first teachers' technology proficiency strategy. The district will work with the schools and give them the option of either providing their own policy and then providing the supporting data to the district or taking part in the district's designed implementation.

The district will design and implement a flexible Video/Collaboration Conferencing system that will be scalable as the district grows and that will provide the needed facilities works best for the district unique structure. True interactive video conferencing solutions as well as video streaming technologies will be access and the viability and functionality of each will be considered and added to the solution.

Implementation:

The implementation schedule will be simultaneous in nature with some parts being implemented before other so that they can be used to provide the foundation for other initiatives. The network infrastructure will be the first to be address because it provides the bandwidth and throughput for the not only the servers and web access applications but also for the Video/Collaboration Conferencing system that will be a large portion of the teachers' technology proficiency strategy and the professional development implementation that will be needed to provide the training to address any deficiencies that are identified by the assessment and analysis of the data that is gathered.

Appendix B Acceptable Use of Technology

Section 1	District Office Employee, Contractor, and Extended Visitor
Section 2	District Acceptable Use Policy for Schools to Access District Network Resources
Section 3	District Advisement and Acceptable Use Policy to SCPCSD Board Members
Section 4	Parent PowerSchool Acceptable Use Policy

Appendix C Section 1

South Carolina Public Charter School District District Office Employee, Contractor, and Extended Visitor Acceptable Use Policy

Overview

Employees, Contractors, and Extended Visitors in the South Carolina Public Charter School District Office use a variety of material and information sources in various formats to support and extend the students' learning experiences. Computers, software, peripherals, and computer networks are a vital and essential part of the operation for South Carolina Public Charter School District. The use of any computer, technology equipment, or software is a privilege, not a right. Employees whose jobs require access to the use of a computer and/or network must sign an Acceptable Use Policy agreement form and must follow all guidelines stated in the agreement. The district unconditionally reserves the right for authorized personnel to review system use and file content. The district reserves the right to remove a system user account on the system or to disconnect any system user to prevent unauthorized activity. Failure to follow the guidelines could result in disciplinary action that could include dismissal.

Individual User Responsibilities

The following standards will apply to all users of the District's electronic information/communications systems:

1. The individual in whose has a system account created or is issued will be responsible at all times for its proper use.
2. System users shall not let others use their name, logon, password or files for any reason (except for authorized staff members).
3. Viewing or participating in non-instructional/non-administrative Internet games, Internet chat rooms, social network sites, commercial e-mail or webmail (e.g. Hotmail, Yahoo, AOL or Gmail) other than those sponsored and overseen by the District is discouraged on a regular basis. This includes, but is not limited to, instant messaging or personal use of streaming media.
4. System users may redistribute copyrighted programs or data such as software, audio, video, files and graphics only with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright

holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.

5. Users may not download, upload, install or otherwise use programs or software of any type without prior express written permission from the SCPCSD Technology Department. This includes, but is not limited to, executing “portable” applications located on mobile media or devices.
6. Users shall not use system resources to purposefully access or view materials, distribute, create, or copy messages or materials that are abusive, obscene, sexually-oriented, threatening, racist, excessively violent, harassing, damaging to another's reputation, or illegal. SCPCSD provides filtering mechanisms to help prevent accidental access to such materials; however, filters are not all-inclusive and will not block all inappropriate sites. In the event that accidental access to prohibited materials occurs, users are expected to immediately discontinue such access and report the incident to the supervising teacher or administrator.
7. Users shall not bypass or attempt to bypass SCPCSD security measures through means such as, but not limited to, online proxies, bootable media, IP spoofing, etc.
8. Users shall not alter or vandalize computers, networks, printers, or other associated equipment and system resources. Alteration or vandalism includes, but is not limited to, removal of parts, intentional destruction of equipment, attempting to degrade or disrupt system performance, or attempting to make system resources unusable.
9. Users shall not relocate or remove technology equipment (hardware or software) from its location without express permission of the SCPCSD Technology Department.
10. Users should be aware that electronic mail (e-mail) and all other files stored on SCPCSD's network or off at a hosted site are the property of SCPCSD. Users should not send any messages or create any files that they would not want to be made public. *Space restrictions will be implemented according to District guidelines.*
11. Users shall not use system resources for the forgery or attempted forgery of e-mail messages. Attempts to read, delete, copy, or modify the e-mail of other system users, deliberate interference with the ability of other users to send/receive e-mail, or the use of another person's e-mail account is prohibited.
12. Users with SCPCSD e-mail access shall not waste district resources through inappropriate use of the network including use of SCPCSD group e-mail distribution lists to send non-administrative or non-instructional messages to other users (e.g. chain letters, broadcast messages, personal advertisements, personal forums, gossip, personal opinions or political agendas).
13. Users who identify or know of a security problem on the system must notify the technology department, principal, or teacher immediately and must not demonstrate or verbalize the security problem to other users.

14. Users shall not incur online credit card charges or any other charges without prior District authorization and according to established District purchasing procedures.
15. Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

Bring Your Own Technology

District Staff may bring their own technology devices to the district office. All non-district devices (laptops, iPads, Smart Phones, etc) will have access to SCPCSD's wireless network to access the Internet. These devices will be filtered as all other network devices and subject to monitoring as with the district owned devices. Support for these devices will be of a cursory style and will not interfere with the Technology Department normal duties. SCPCSD is not responsible for theft, damage, or loss of any non-district device.

Network Etiquette

System users are expected to observe the following network etiquette:

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
4. Transmitting obscene messages or pictures is prohibited.
5. Revealing personal addresses or phone numbers of the user or others is prohibited.
6. Using the network in such a way that would disrupt the use of the network by other users is prohibited

Termination/Revocation of System User Account

The District may suspend, limit or revoke a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use.

ACCEPTABLE USE POLICY ACKNOWLEDGEMENT

I understand and will abide by the provisions and conditions of this employee acceptable use policy agreement. I agree to report misuse to the Technology Department Staff or my immediate supervisor.

Staff Signature _____

Staff Name _____

Date _____

Disclaimer

The District’s system is provided on an “as is, as available” basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user’s requirements, or that the system will be uninterrupted or error-free, or that the defects will be corrected. The district will not be responsible for financial obligations arising from unauthorized use of the system.

Opinions, advice, services and all other information expressed by system users, information providers, service providers or other third party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District’s electronic communications system and data management systems.

Appendix B Section 2

**South Carolina Public Charter School District
Electronic Communications and Data Management Systems
District Acceptable Use Policy for Schools to Access District Network Resources (AUP)
2015-2016**

Electronic Communication and Data Management

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

Availability of Access

Access to the District's electronic communications system, including the Internet, shall be made available to employees exclusively for instructional and administrative purposes and in accordance with administrative regulations.

Access to the District's electronic communications and data management systems is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations or use that violates the employee standards of conduct may result in suspension or termination of privileges and other disciplinary action consistent with District policies. Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Acceptable Use

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the District and with law and policy governing copyright

Monitored Use

Electronic mail transmissions and other use of the electronic communications system by employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational or administrative purposes. District administration reserves the right to examine, use and disclose any data found on the District's information networks in order to further the health, safety, discipline or security of any student or other person, or to protect property. This information may also be used in disciplinary actions and may be furnished as evidence of a crime to law enforcement.

Electronic Communication and Data Management

The District's system will be used only for administrative and educational purposes consistent with the District's mission and goals. Commercial use of the District's system is strictly prohibited.

The District will provide training to employees in the proper use of the system and will provide all users with acceptable use guidelines. All training in the use of the District's system will emphasize the ethical use of these resources.

System Access

Access to the District's Data Management system will be governed as follows:

1. With the approval of the administration, District and School employees will be granted access to the District's systems; this includes but is not limited to PowerSchool, Enrich, District Finance Software, and collaboration software that the district provides.
2. The District will require that all passwords be changed at least every year.

3. Any system user identified as a security risk or having violated District computer-use guidelines may be denied access to the District's system.

School Level Responsibilities

The principal or designee will:

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system at the School level.
2. Ensure that all users of the District's system complete and sign an agreement to abide by District policies and administrative regulations regarding such use. Two copies of this agreement must be maintained, one at the school level and another copy at the district level. This may be an electronic copy.
3. Ensure that employees supervising students who use the District's system provide training emphasizing the appropriate use of this resource.

Individual User Responsibilities

The following standards will apply to all users of the District's electronic information/communications systems:

16. The individual in whose name a system account is created or is issued will be responsible at all times for its proper use.
17. System users shall not let others use their name, logon, password or files for any reason (except for authorized staff members).
18. Viewing or participating in non-instructional/non-administrative Internet games, Internet chat rooms, social network sites, commercial e-mail or webmail (e.g. Hotmail, Yahoo, AOL or Gmail) other than those sponsored and overseen by the District is discouraged on a regular basis. This includes, but is not limited to, instant messaging or personal use of streaming media.
19. System users may redistribute copyrighted programs or data such as software, audio, video, files and graphics only with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
20. Users may not download, upload, install or otherwise use programs or software of any type without prior express written permission from the SCPCSD Technology Department. This includes, but is not limited to, executing "portable" applications located on mobile media or devices.
21. Users shall not use system resources to purposefully access or view materials, distribute, create, or copy messages or materials that are abusive, obscene, sexually-oriented, threatening, racist, excessively violent, harassing, damaging to another's reputation, or illegal. SCPCSD provides filtering mechanisms to help prevent accidental access to such materials; however, filters are not all-inclusive and will not block all inappropriate sites. In the event that accidental access to prohibited materials occurs, users are expected to immediately discontinue such access and report the incident to the supervising teacher or administrator.

22. Users shall not bypass or attempt to bypass SCPCSD security measures through means such as, but not limited to, online proxies, bootable media, IP spoofing, etc.
23. Users shall not alter or vandalize computers, networks, printers, or other associated equipment and system resources. Alteration or vandalism includes, but is not limited to, removal of parts, intentional destruction of equipment, attempting to degrade or disrupt system performance, or attempting to make system resources unusable.
24. Users shall not relocate or remove technology equipment (hardware or software) from its location without express permission of the SCPCSD Technology Department.
25. Users should be aware that electronic mail (e-mail) and all other files stored on SCPCSD's network or off at a hosted site are the property of SCPCSD. Users should not send any messages or create any files that they would not want to be made public. *Space restrictions will be implemented according to District guidelines.*
26. Users shall not use system resources for the forgery or attempted forgery of e-mail messages. Attempts to read, delete, copy, or modify the e-mail of other system users, deliberate interference with the ability of other users to send/receive e-mail, or the use of another person's e-mail account is prohibited.
27. Users with SCPCSD e-mail access shall not waste district resources through inappropriate use of the network including use of SCPCSD group e-mail distribution lists to send non-administrative or non-instructional messages to other users (e.g. chain letters, broadcast messages, personal advertisements, personal forums, gossip, personal opinions or political agendas).
28. Users who identify or know of a security problem on the system must notify the technology department, principal, or teacher immediately and must not demonstrate or verbalize the security problem to other users.
29. Users shall not incur online credit card charges or any other charges without prior District authorization and according to established District purchasing procedures.
30. Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

Bring Your Own Technology

District Staff may bring their own technology devices to the district office. All non-district devices (laptops, iPads, Smart Phones, etc) will have access to SCPCSD's wireless network to access the Internet. These devices will be filtered as all other network devices and subject to monitoring as with the district owned devices. Support for these devices will be of a cursory style and will not interfere with the Technology Department normal duties. SCPCSD is not responsible for theft, damage, or loss of any non-district device.

Network Etiquette

System users are expected to observe the following network etiquette:

- 7. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
- 8. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- 9. Pretending to be someone else when sending/receiving messages is considered inappropriate.
- 10. Transmitting obscene messages or pictures is prohibited.
- 11. Revealing personal addresses or phone numbers of the user or others is prohibited.
- 12. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

Termination/Revocation of System User Account

The District may suspend, limit or revoke a system user’s access to the District’s system upon violation of District policy and/or administrative regulations regarding acceptable use.

ACCEPTABLE USE POLICY ACKNOWLEDGEMENT AGREEMENT

Each employee, contract worker, or long term visitor of the South Carolina Public Charter School District will be required to sign the following acknowledgement and agreement that they have read and understand the Employee’s Acceptable Use Policy. Each employee, contract worker, or long term visitor will be required to sign the agreement once a year. The current South Carolina Public Charter School District Employee User Agreement will be kept on file in the Technology Office, accessible from the SCPCSD website and also in the Human Resources Department.

ACCEPTABLE USE POLICY ACKNOWLEDGEMENT

I understand and will abide by the provisions and conditions of this employee acceptable use policy agreement. I agree to report misuse to the Technology Department Staff or my immediate supervisor.

Staff Signature _____

Staff Name _____

Date _____

Disclaimer

The District’s system is provided on an “as is, as available” basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user’s requirements, or that the system will be uninterrupted or error-free, or that the defects will be

corrected. The district will not be responsible for financial obligations arising from unauthorized use of the system.

Opinions, advice, services and all other information expressed by system users, information providers, service providers or other third party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system and data management systems.

Appendix B Section 3

District Advisement and Acceptable Use Policy to SCPCSD Board Members

TECHNOLOGY RESOURCES AND ELECTRONIC COMMUNICATIONS 2015-2016

TECHNOLOGY RESOURCES

For purposes of this policy, "technology resources" means electronic communication systems and electronic equipment.

AVAILABILITY OF ACCESS

Access to the District's technology resources, including the Internet, shall be made available to Board members primarily for official duties and in accordance with administrative regulations.

LIMITED PERSONAL USE

Limited personal use of the District's technology resources shall be permitted if the use:

1. Imposes no tangible cost on the District; and
2. Does not unduly burden the District's technology resources.

ACCEPTABLE USE

A Board member shall be required to acknowledge receipt and understanding of the user agreement governing use of the District's technology resources and shall agree in writing to allow monitoring of their use. Noncompliance may result in suspension of access or termination of privileges. Violations of law may result in criminal prosecution.

MONITORED USE

Electronic mail transmissions and other use of the District's technology resources by a Board member shall not be considered private. The Superintendent or designee shall be authorized to monitor the District's technology resources at any time to ensure appropriate use.

DISCLAIMER OF LIABILITY

The District shall not be liable for a Board member's inappropriate use of technology resources, violations of copyright restrictions or other laws, mistakes or negligence, and costs incurred. The District shall not be responsible for ensuring the availability of the District's technology resources or the accuracy, appropriateness, or usability of any information found on the Internet.

RECORDS RETENTION

A Board member shall retain electronic records, whether created or maintained using the District's technology resources or using personal technology resources, in accordance with the district's record management program.

Appendix B Section 4

Parent PowerSchool Acceptable Use Policy 2015-2016

PowerSchool will provide you access to your child's grades, attendance, and homework. Please read these guidelines. Use of the Parent Portal signifies agreement with the guidelines below.

Please read the following Acceptable Use Guidelines for PowerSchool:

1. Username and passwords are to be kept confidential.
 - a. It is the responsibility of the parent/guardian to protect the security of the login and password. SC Public Chartered School District and/or its schools accepts no responsibility in the event the username and password is shared, given, stolen, or in any other way, becomes the possession of a person other than the parent/guardian.
 - b. If a username/password is stolen or lost, the parent/guardian can contact the school to have the password changed. The parent/guardian will need to complete the, "Username/Password Request" form posted on the District website or a form can be obtained at your child's school.
 - c. If you forget your username and/or password, you will be required to fill out a written request for the school. The parent/guardian will need to complete the, "Username/Password Request" form posted on the District website or a form can be obtained at your child's school.
2. Only **one** username and password will be issued per student. It is the responsibility of the parent to determine which parent(s) or guardian(s) will be able to access records.
3. The school district does not provide technical support for your home/work computer system. Some helpful documents are posted on the District website for parents to utilize.
4. Users must realize that email and other communications via the Internet are not guaranteed to be private.
5. We will monitor Parent Access to PowerSchool. The Parent Access Log lists date of login, time accessed, and duration of login (in minutes).
6. Parents/guardians should remember that email and other communications over the Internet are not guaranteed to be private and are subject to State and Federal Law.
7. You should follow the following procedures with questions concerning your child's grades or attendance.
 - a. Talk to your child to ask them about their grades or attendance.
 - b. Check the teacher's grading policy. The information on PowerSchool is subject to change. The information posted is not the official Progress Report, Report Card or Student Transcript.
 - c. Please email teachers with your questions concerning grades, but please do not send excessive emails. Remember your child's teacher has many other students that they teach.

- d. The parent or guardian may request a meeting with the teacher but should request the meeting using your child's school procedures for setting up the meeting.
 - e. You will be able to check grades 24 hours a day, seven days a week. Teachers should post their grades within approximately 7 school days of the date the assignment is due. Some assignments, such as, written reports may take much longer to grade.
 - f. Attendance is taken once a day in the elementary schools and each period at other schools. Attendance is updated as soon as the teacher enters it. If you have a question concerning attendance, please contact the Attendance Office at your child's school.
-
- 8. Please remember that SC Public Chartered School District and/or its schools is providing this access as a privilege, and if it is abused, the account will be suspended and/or terminated.
 - 9. SC Public Chartered School District and/or it's schools is not liable for any damages to my personal equipment when connected to the PowerSchool System.
 - 10. I release SC Public Chartered School District and/or its schools and its officers, employees, and agents from any claims and damages from my use or inability to use the system.
 - 11. As a parent/guardian I have read this policy and understand that access is designed for the educational support of my child's education.

Appendix C Current Technology Inventories

Equip Type	Serial #	Make & Model	Date of Purch	Quat	Notes
LAPTOP COMPUTER	7rj5q72	DELL LATITUDE 5470	04/24/2017		
LAPTOP COMPUTER	1s20EV002KUSPF0ILTFK	LENOVO THINKPAD	04/24/2017		
LAPTOP COMPUTER	G0TJRQ1	DELL LATITUDE 2120	04/24/2017		
LAPTOP COMPUTER	FZSJQR1	DELL LATITUDE 2120	04/24/2017		
LAPTOP COMPUTER	90TJRQ1	DELL LATITUDE 2120	04/24/2017		
LAPTOP COMPUTER	7WSJRQ1	DELL LATITUDE 2120	04/24/2017		
LAPTOP COMPUTER	20TJRQ1	DELL LATITUDE 2120	04/24/2017		
LAPTOP COMPUTER	CVSJQR1	DELL LATITUDE 2120	04/24/2017		
LAPTOP COMPUTER		LENOVO THINKPAD	07/23/2014		
LAPTOP COMPUTER	G5N0CX02957618B	ASUS NOTEBOOK PC	04/24/2017		
LAPTOP COMPUTER	5CG6294Q94	HP PROBOOK 640-G2	04/24/2017		
DESKTOP COMPUTER	1S10B6001UUSMJ02UN92	IBM/LENOVO THINKCENTRE	04/24/2017		
LAPTOP COMPUTER	95L39v1	DELL INSPIRON 3520	07/23/2014		
LAPTOP COMPUTER	1S765912UL3B0811	LENOVO THINKPAD	07/23/2014		
LAPTOP COMPUTER	1S765912UL3V7259	LENOVO THINKPAD	07/23/2014		
LAPTOP COMPUTER	1S20074CUL3F0034	LENOVO THINKPAD	07/23/2014		
LAPTOP COMPUTER	QB03046695	IBM / LENOVO IDEAPAD S10-3	07/23/2014		
LAPTOP COMPUTER	QB03047679	IBM / LENOVO IDEAPAD S10-3	07/23/2014		
LAPTOP COMPUTER	J6WN6N1	DELL LAT E5510	07/23/2014		
DESKTOP COMPUTER	DTSQJAA0014080275496	ACER ARSB22	07/23/2014		
DESKTOP COMPUTER	DTSQJAA0014080283B96	ACER ARSB22	07/23/2014		
DESKTOP COMPUTER	DTSQJAA0013500578F96	ACER ARSB22	07/23/2014		
DESKTOP COMPUTER	DTSQJAA0014080283E96	ACER ARSB22	07/23/2014		
DESKTOP COMPUTER	DTSQJAA0014080281896	ACER ARSB22	07/23/2014		
DESKTOP COMPUTER	DTSQJAA0014080281E96	ACER ARSB22	07/23/2014		
DESKTOP COMPUTER	DTSQJAA001408027D296	ACER ARSB22	07/23/2014		
DESKTOP COMPUTER	DTSQJAA0014080281396	ACER ARSB22	07/23/2014		
DESKTOP COMPUTER	DTSQJAA001347002EE96	ACER ARSB22	07/23/2014		
DESKTOP COMPUTER	DTSQJAA0014080278896	ACER ARSB22	07/23/2014		
DESKTOP COMPUTER	DTSQJAA0014080287B96	ACER ARSB22	07/23/2014		

DESKTOP COMPUTER	DTSQJAA0014080283696	ACER ARSB22	07/23/2014		
DESKTOP COMPUTER	DTSQJAA0014080278696	ACER ARSB22	07/23/2014		
VIDEO CONFERENCE SYSTEM		VADDIDO	07/23/2014		
LAPTOP COMPUTER	9WH4TM1	DELL LAT E6510	07/23/2014		
DESKTOP COMPUTER	2UA32829Q3	HP COMPAQ	07/23/2014		
DESKTOP COMPUTER	2UA2511QRY	HP 9300	07/23/2014		
DESKTOP COMPUTER	MXL3252L7P	HP PRO 3500	07/23/2014		
LAPTOP COMPUTER	CNU12509SY	HP PROBOOK 6550b	07/23/2014		
LAPTOP COMPUTER	5CB2221G7C	HP ELITEBOOK	07/23/2014		
DESKTOP COMPUTER	MXL3252L9L	HP PRO 3500	07/23/2014		
LAPTOP COMPUTER	CNU13402WZ	HP ELITEBOOK 8460	07/23/2014		
LAPTOP COMPUTER	1s24814QUR9ZL458	IBM / LENOVO E540	07/23/2014		
LCD PROJECTOR		INFOCUS	07/23/2014		
DESKTOP COMPUTER	1S68852BUPFOAPN8	IBM / LENOVO E540	07/23/2014		
SWITCH - 24 PORT	P3084061	OS6250-24P	07/23/2014		
LAPTOP COMPUTER	5CB2221FLF	HP LAT D568W	07/23/2014		
DESKTOP COMPUTER	2UA32829PF	HP PAVILION	07/23/2014		
LASER PRINTER	CNDX329462	HP P4014n	04/01/2015		
LASER PRINTER	CNDX217882	HP P4014n	04/01/2015		
LASER PRINTER	USDXP00780	HP 4250tn	04/01/2015		
DESKTOP COMPUTER	1S10AS002KUSPB02D6HA	LENOVO THINKCENTRE	04/01/2015		
LAPTOP COMPUTER	4FD0kw1	DELL VOSTRO 2420			
IPAD - MINI	F4KKLB9CT9M	APPLE 16 GB			
IPAD	DKVGQ3JDFHW	APPLE 16GB			
LAPTOP COMPUTER	R9-ZL452 13/06	IBM / LENOVO L530			
LAPTOP.COMPUTER	19522245053	MICROSOFT SURFACE PRO 8			
LAPTOP COMPUTER	PF-0L1S6RB1608	LENOVO THINKPAD			
LAPTOP.COMPUTER	16029345053	MICROSOFT SURFACE PRO 8			
LAPTOP.COMPUTER	5WH4TM1	DELL LATITUDE.E6510			
TABLET	26553745053	MICROSOFT SURFACE PRO 8			
TABLET	016185745053	MICROSOFT SURFACE PRO 8			
TABLET	33133145053	MICROSOFT SURFACE PRO 8			

Appendix D Other Required School Board Policies

Appendix D Section 1 CIPA Compliance Policy

South Carolina Public Charter School District CIPA Compliance Policy

The Children's Internet Protection Act (CIPA) requires all K-12 schools and libraries with Internet accessible computers to certify, as part of their Internet Safety Policy (schools only), that they are educating their students concerning appropriate online behavior, including cyber-bullying and social networking. ~ Mick Zais, Ph.D. State Superintendent of Education Feb28, 2012

South Carolina Public Charter School District is committed to undertaking efforts that serve to make safe for children the use of district and school computers for access to the Internet and World Wide Web. To this end, although unable to guarantee that any selected filtering and blocking technology will work perfectly, the District directs each school in the South Carolina Public School District that receives communication services, be it for telecommunication or internet, through the district office, the South Carolina K-12 School Technology Initiative, the Division of State IT of South Carolina or any other method that maybe funded or partially funded through public funds or through The Educational Rate (E-Rate) Program, to procure and implement the use of technology protection measures that block or filter Internet access by:

- Access by minors to inappropriate matter on the Internet and World Wide Web;
- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications (including instant messaging);
- Unauthorized access, including so-called 'hacking,' and other unlawful activities by minors online;
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and
- Measures designed to restrict minors' access to materials harmful to minors.

Subject to staff supervision, however, any such measures may be disabled or relaxed for adults conducting bona fide research or other lawful purposes, in accordance with criteria established by the schools administrator or his or her designee.

The school's administrator or his or her designee also shall develop and implement procedures that provide for the safety and security of students using electronic mail, chat rooms, and other forms of direct electronic communications; monitoring the online activities of students using district computers; and restricting student access to materials that are harmful to minors.

In addition, the District prohibits the unauthorized disclosure, use and dissemination of personal information regarding students; unauthorized online access by students, including hacking and other unlawful activities; and access by students to inappropriate matter on the Internet and World Wide Web. The schools administrator or his or her designee shall establish and implement procedures that enforce these restrictions.

The school's computer network coordinator/technology contact designated under the district's Computer Network or Acceptable Use Policy, shall monitor and examine all school computer network activities to ensure compliance with this policy and accompanying regulation. He or she also shall be responsible to ensuring that staff and students receive training on their requirements. This person shall be designated by the school's administrator and the South Carolina Public Charter School District Technology Office will be notified when there is a change in the school's computer network coordinator/technology contact as this person will be the primary contact and will be asked to provide documentation and/or reports to the district to ensure proper compliance.

Each school is responsible for designing and implementing a CIPA-compliant Internet Safety Policy. This policy should cover four key topics that have been designated as Basic Components.

- The policy should apply to both minors and adults. Although called the "Children's Internet Protection Act," and requiring specific protections for minors, CIPA clearly applies to certain aspects of adult usage as well. Therefore, the policy should deal with both staff and students. As discussed below, a student only Acceptable Use Policy may not fully suffice.
- The policy should specify use of an Internet filtering mechanism to, at a minimum, block access to the three categories of visual depictions specified by CIPA – obscene, child pornography, and harmful to minors. *Conditions and procedures should be incorporated under which filtering can be disabled (for adults) or made less restrictive (for minors).*
- The policy should emphasize staff responsibilities in educating minors on appropriate online behavior and in supervising such activities. This provision is needed to meet the monitoring and education requirements imposed on all schools.
- The policy should address the NCIPA (Neighborhood Children's Internet Protection Act) issues for minors (but is also appropriate for adults). As discussed above, these issues concern the safe use of e-mail and other forms of electronic messaging, unauthorized disclosure of personal information, cyber-bullying, and unlawful or inappropriate online activities.

Prior to adoption, CIPA requires that "reasonable public notice" and "at least one public hearing or meeting" be held to address the proposed Internet Safety Policy. Applicants must be careful to retain documentation of their Policy adoption actions. This may be done through public hearing held before the beginning of a scheduled school board meeting, and the hearing being included in the meeting minutes.

All users of the district and school computer network, including access to the Internet and World Wide Web, must understand that use is a privilege, not a right, and that any such use entails responsibility. They must comply with the requirements of this policy and accompanying regulation, in addition to generally accepted rules of network etiquette, and the district's and/or school Acceptable Use Policy. Failure to comply may result in disciplinary action including, but not limited to, the revocation of district level computer/server/software access privileges and funding

Ref:

- Children's Internet Protection Act - 47 U.S.C. § 254(h) and (l),
- Neighborhood Children's Internet Protection Act - 47 U.S.C. 254 SEC. 1732. INTERNET SAFETY POLICY REQUIRED

- Neighborhood Children’s Internet Protection Act - 47 U.S.C. 254 SEC. 1733. IMPLEMENTING REGULATIONS
- <http://www.usac.org/sl/applicants/step10/cipa.aspx>

Also:

47 USC §254(1)(B)

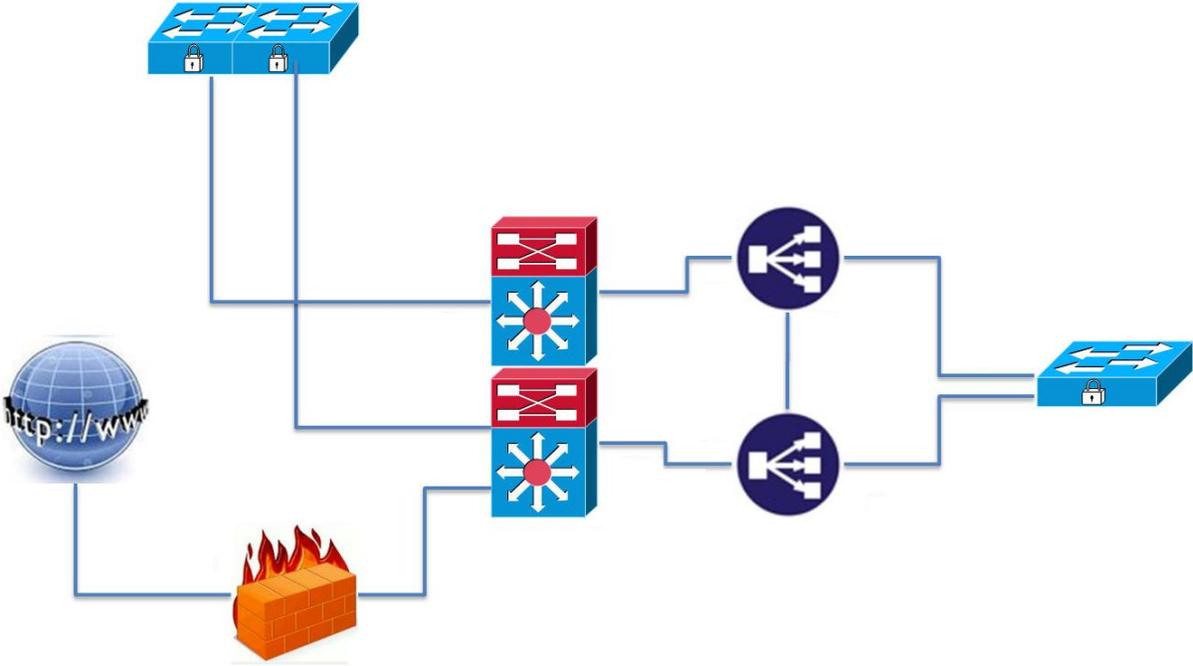
47 USC §254(5)(A)

47 USC §254(5)(F)

Appendix E Copyright

- Employees and/or users of the SCPCSD network and its resources will verify permission to use any pictures, files, text, music, or sound taken from Internet sites related to educational goals with a hard copy.
- Bibliographical information must be cited.
- Employees and/or users of the SCPCSD network and its resources will not transmit any material in violation of any federal or state laws or regulations to include, but not limited to, copyrighted material
- Illegal publication or copying of copyrighted material is prohibited. Employees will be held personally liable for any of their own actions that violate copyright law.
- Any use of copyrighted sites where permission cannot be obtained will be in violation any and all District Acceptable Use Agreement.

Appendix F Network Diagram



Appendix G Staff Training Evaluation

In the 2017 – 2018 District Budget there will be a \$10,000.00 sum to provide professional development to the related to technology for school Technology Services staff.

Appendix H Records Retention Policy

It is the intent of the South Carolina Public Charter School District to follow the guidelines set by the South Carolina Department of Archives and History Archives and Records Management Division and the South Carolina General Assembly. Some of the main points are listed below with a link to the full requirement at the end of this section.

Statutory authority

Section 30-1-90(B) of the *Code of Laws of South Carolina, 1976*, as amended, authorizes the State Archives to promulgate as state regulations, general schedules for records common to local governments. On 24 June 1994, the General Assembly approved the school district general schedules as Regulation 12-901 through 12-906.6. Additions/revisions to the school district general schedules were approved by the General Assembly as Regulation 12-901 through 12-906.16 and became effective on 23 May 2003.

Subarticle 3. Food Services

12-903.1. School Lunch Applications

A. Description: Applications for free and reduced priced meals, filled out by sponsor of students applying for free and reduced meal program. Information includes student's name, other household member's names, sponsor's name and address, monthly income statement, and signature of sponsor.

B. Retention: 3 years, then destroy.

Subarticle 6. Student Records

12-906.5. Pupil Record Cards

A. Description: Contains scholastic and personal information on students who attended schools within the district. Information includes name of student, date of birth, name of parent or guardian, residence, school entered from, date entered, age at entrance, subjects taken, and grades.

B. Retention:

(1) When Cumulative Pupil Record Files are Missing: 75 years, then destroy.

(2) When Cumulative Pupil Record Files are Present: 2 years after end of the school term for which grades were recorded, then destroy.

12-906.6. Teacher's Grade Books

A. Description: Contain student grades for each six or nine week grading period for the school year. These grades are used to compute semester averages as well as the yearly averages for each subject. Based on the results of these grades, students are promoted for the school term.

B. Retention:

(1) When Cumulative Pupil Record Files are Missing: 75 years, then destroy.

(2) When Cumulative Pupil Record Files are Present: 2 years after end of the school term for which grades were recorded, then destroy.

12-906.10. Pupil Accounting and Support Documentation

A. Description: Record of pupil accounting data submitted on a regular basis and in compliance with district and state regulations. Information includes data for Educational Improvement Act; data for 45, 135, and 180 reports; supporting verification documentation; software back-ups; manuals; memorandum; correspondence; rosters; placement forms; attendance cards; scan sheets; daily bulletins; and alternative school documentation.

B. Retention: 3 years, then destroy.

12-906.13. Student Truancy Records

A. Description: Records created to document student’s excessive absences and action taken to correct the problem by school personnel. Information includes referral and action forms, letters to parents, attendance profile sheets, correspondence, release forms, copies of initial court petitions, copies of court orders, hearing notices, affidavits and visitation documentation.

B. Retention: Until student reaches age of majority, then destroy.

12-906.14. Teacher’s Student Attendance Record

A. Description: Record of student’s daily attendance, absences and tardies. Information includes student name, school year, attendance, tardies, and absences.

B. Retention: 1 year, then destroy.

<http://rm.sc.gov/generalschedules/Documents/genskedskldist.pdf>

Appendix I Projected Technology Budget

As approved by the SCPCSD Board on June 8, 2017

	FY17 Budget -	FY18 Budget	Change	Pct. Change	
Technology					
Capital Outlay					
100-266-545-0000-00 Technology Equipment	\$153,733	\$72,644	\$(81,089)	-52.75%	
Supplies and Materials					
100-254-340-0000-00 Telephone	\$7,000	\$6,300	\$(700)	-10.00%	
100-254-341-0000-00 Cellphone/IPADs	\$10,250	\$9,192	\$(1,058)	-10.32%	
100-254-360-0000-00 Copying and Printing	\$5,000	\$1,399	\$(3,601)	-72.03%	
100-266-345-0000-00 Technology Services	\$123,945	\$58,200	\$(65,745)	-53.04%	
100-266-345-0002-00 Service/Warranty Contracts	\$25,000	\$15,000	\$(10,000)	-40.00%	
100-266-410-0000-00 Technology Services Supplies	\$1,500	\$1,500	\$-	0.00%	
100-266-445-0000-00 Technology and Software Supplies	\$5,500	\$6,000	\$500	9.09%	
100-266-445-0001-00 Technical Support (Smartfusion)	\$25,000	\$19,000	\$(6,000)	-24.00%	
100-266-345-0003-00 Conference Calling	\$5,000	\$1,000	\$(4,000)	-80.00%	
Travel					
100-266-332-0000-00 Technology Services Travel	\$6,530	\$6,530	\$-	0.00%	
Technology Total	\$368,458	\$196,765	\$(171,693)	-46.60%	
SIS					
Salaries					
100-266-110-0000-00 Director of SIS		\$-	\$80,000	\$80,000	0.00%
100-266-110-0001-00 Data Analyst	\$85,000	\$60,000	\$(25,000)	-29.41%	
Benefits					
100-266-210-0000-00 Health and Life	\$12,775	\$11,041	\$(1,734)	-13.57%	
100-266-211-0000-00 Dental	\$281	\$324	\$43	15.13%	
100-266-220-0000-00 Retirement	\$11,823	\$16,856	\$5,033	42.57%	
100-266-230-0000-00 Social Security	\$5,355	\$10,710	\$5,355	100.00%	
100-266-270-0000-00 Workers Compensation	\$287	\$574	\$287	100.00%	
Contracts and Services					
100-266-312-0000-00 School District Training	\$5,500	\$8,750	\$3,250	59.09%	
100-266-312-0001-00 Technology Staff Training	\$5,000		\$(5,000)	-100.00%	
100-266-316-0000-00 Data Processing Services	\$-	\$103,650	\$103,650	0.00%	
100-266-315-0000-00 Contractual Services	\$110,000		\$(110,000)	-100.00%	
SIS Total	\$236,021	\$291,904	\$55,883	23.68%	