

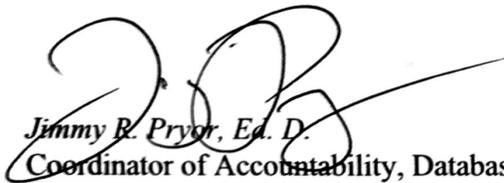
District One Schools, Spartanburg County Technology Plan

July 1, 2017 – June 30, 2019

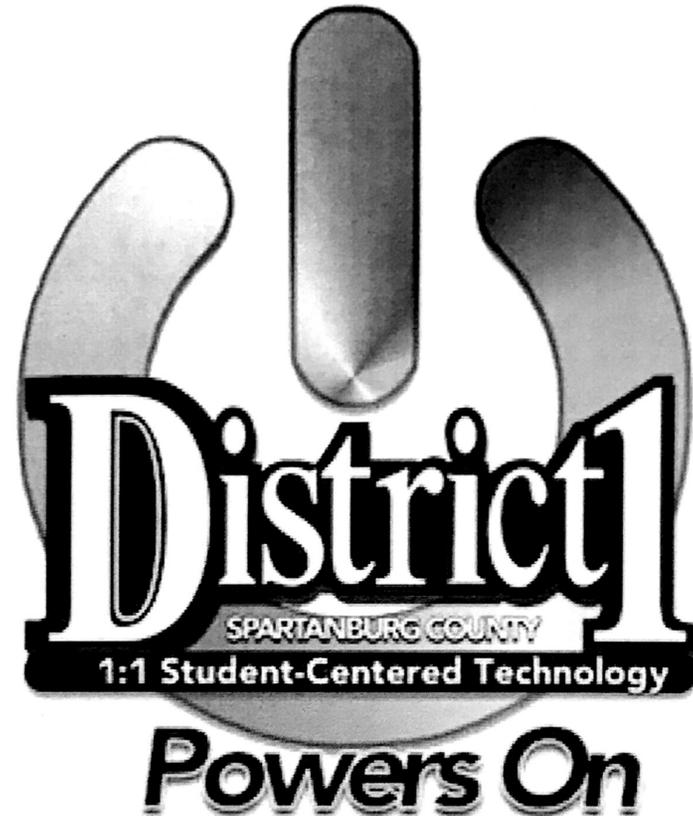
P.O. Box 218 - Campobello, South Carolina 29322
Phone 864.472.2846
Fax: 864.472.4118
<http://www.spart1.org>



Ronald W. Garner, Ed. D.
Superintendent



Jimmy R. Pryor, Ed. D.
Coordinator of Accountability, Database Management,
Data Analysis, Media Services, and Technology



Revised: November 2016
Reviewed and submitted on behalf of Spartanburg School District One

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Executive Summary

The mission of Spartanburg School District One is “to provide a quality, student-centered education” creates the framework of a strong commitment to student learning and continuous improvement. Spartanburg School District One Technology Department supports the District with integration of technology into the curriculum to prepare students to succeed in college and career in the 21st century..

Seamless integration of technology is a core part of the classroom that supports the instructional goals of each school. The Technology Department manages systems that facilitate the education of students through the administration of the district.

District One has successfully implemented and revised a continuing Technology Plan since 1996 through assessment, revision, and stakeholder input. Every version of the plan has always been to support the administrative and instructional capacity of the district for students to achieve at their highest potential. Revisions to the Technology Plan allow for realignment of goals and objectives to meet the ever changing landscape of education and technology. The 2017-2019 Technology Plan builds upon those previous plans and the work done to build the current infrastructure.

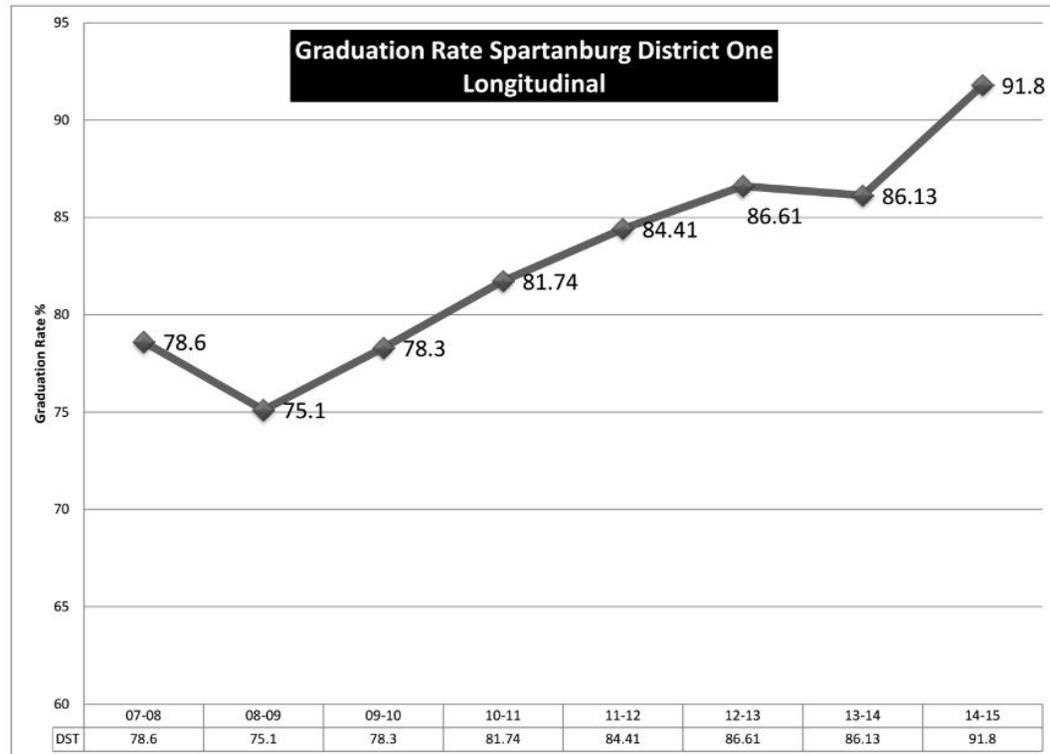
The structure of this District Technology Plan mirrors the current South Carolina State Technology Plan which can be found on the State Department of Education Website (www.ed.sc.gov). Five technology dimensions comprise the plan providing our students the opportunity to obtain the necessary skills of digital information and 21st century digital literacy: Learners and Their Environment, Professional Capacity, Instructional Capacity, Community Connections, and Support Capacity.

Evaluation of this plan is critical to the long-range effectiveness and implementation of technology within the district. Spartanburg School District One Technology Plan envisions technology and digital information systems as tools that are a means to achieve the goal of preparing students academically and technically to succeed in this “information age.” Analysis of the implementation, effects on student achievement, alignment to curricular goals, and budget feasibility will be an ongoing component of this technology plan. The district will continue to provide a high quality student-centered education to our stakeholders which includes identifying and providing the appropriate technology

Background Information

| | |
|---|-------|
| Number of schools in the district | 10 |
| Number of students enrolled in district schools | 5102 |
| Elementary Schools | 6 |
| Middle Schools | 2 |
| High Schools | 2 |
| Grades | PK-12 |
| Graduation rate, 5-year average (2015) | 86.1% |
| District E-rate discount | 72% |

Spartanburg County School District One is one of seven school districts in Spartanburg County. The municipalities that compose District One are Inman, Campobello, Landrum, and a number of smaller communities that include New Prospect, Gowensville, Holly Springs, Motlow, and Gramling. The school district encompasses approximately 120 square miles and has an estimated population of 30,000. The district is primarily residential and agricultural with a limited amount of industrial and commercial development. The school district is bordered by Greenville County on the South and West; on the North by Polk County NC; on the East by Spartanburg School District Two; on the South and South West by Spartanburg School Districts Five and Six. A small portion of the school district along the western side is located in Greenville County. The school district is in close proximity to the I-85 corridor between Charlotte and Atlanta and I-26 runs through a portion of the district. The school district is also in close proximity to the Greenville-Spartanburg International Airport



Demographics

Spartanburg County School District One is comprised of students who are: 82.5% White; 8.4% African American; 4.7% Hispanic; and 6.8% of other ethnic categories. Approximately 52% of the students receive subsidized meals. District One serves approximately 5132 students in PK- 12. There are two high schools that serve students in 9th through 12th grades. The district also shares a career center with Spartanburg School District Two. There are two middle schools and six elementary schools. Four of the six elementary schools are Title I schools (Holly Springs-Motlow, New Prospect, Inman, and O.P. Earle Elementary Schools). The school district employees 655 people. There are 430 certified staff members. Of the certified staff members, 19% have bachelor’s degrees, 9% have

a bachelors + 18 graduate hours, 37% have masters degrees, 32.5% have masters + 30 hours or specialist degrees, and 2.5% have doctorate degrees.

Mission

Our mission is to provide a quality, student-centered education.

Vision

We envision a district where:

- The focus is student-centered education.
- Education prepares all students to become productive and responsible citizens.
- Students, faculty, and staff strive to “Become Their Best” in all aspects of the school.
- Students graduate from our schools with a planned path for success.

Beliefs

In Spartanburg School District One, we believe:

- Student achievement is our priority.
- Education prepares all students for life.
- All students can learn when provided the appropriate learning opportunities.
- Our schools strive to foster cooperation between the home, the school, and the community.
- Attractive and clean schools provide a safe and productive learning environment.
- Parental and community involvement and support are crucial to the learning process.

Goals

Student Achievement

- We will achieve high academic success for all students.
- We will strengthen the instructional programs of the elementary, middle, and high schools.

Teachers, Administrators, and Staff Quality

- We will recruit, develop, and retain highly qualified staff in all positions.

School Climate

- We will provide a safe and positive environment for students, faculty, and staff.
- We will develop and enhance partnerships with our stakeholders to ensure a quality, student-centered education.

Technology Department

The Technology Department of Spartanburg School District One provides support for all computerized or electronic automated information handling throughout the district. All functions of voice communications, electronic communications, audio/video technologies, local and wide area networks, workstations, software development, Internet applications and data management are managed through the IT department. This centralized management of technology services encompasses all divisions of the district including instructional technology integration, administration and operational technologies. In addition, the Technology Department also trains the staff of the District in computer skills and integration of technology into the educational environment.

Technology Department Values:

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

Technology Department Mission

The Mission of the Technology Department is to maintain the infrastructure of the district, assist instructional leaders in using technology effectively and to lead the district in technology related decisions.

Current State of Technology – Assessment and Needs

Spartanburg School District One currently has approximately 7000 desktop, laptops, and tablets in instructional and administrative facilities including devices in a 1 to 1 environment for grades 3 through 12. The district has 20 virtual servers and 30 physical servers in service.

Spartanburg School District One facilities are networked with capabilities to provide data, voice and video services. The District Administrative Office is connected to the local wide area network (WAN) provider with a 1 gigabit circuit. Eight schools are connected directly to the WAN each with a 100 megabit circuit. Three schools are connected directly to another school for WAN connectivity with a 1 gigabit connection. All Internet traffic is routed and filtered through the District Administrative Office over a 500 megabit circuit.

Spartanburg School District One currently employs seven full time staff to support technology resources, a coordinator of technology, an administrative assistant, a student database and instructional technologies manager, a senior network engineer, three technology specialists, and one technology integration specialist. Each school has a designated technology administrator that cooperate to provide initial technology support. The district utilizes a help desk and a ticket system to support and track the maintenance of technology resources.

Technology is seen as an instructional tool in our District. The support structure in District One is centered around the teacher in the use of the technology. We provide a layered approach to and an array of staff development deliveries. We continue to work on the connection between the teacher and student skills and classroom use. We will continue to support structure and present a more robust staff development plan, while focusing on the true integration side of technology.

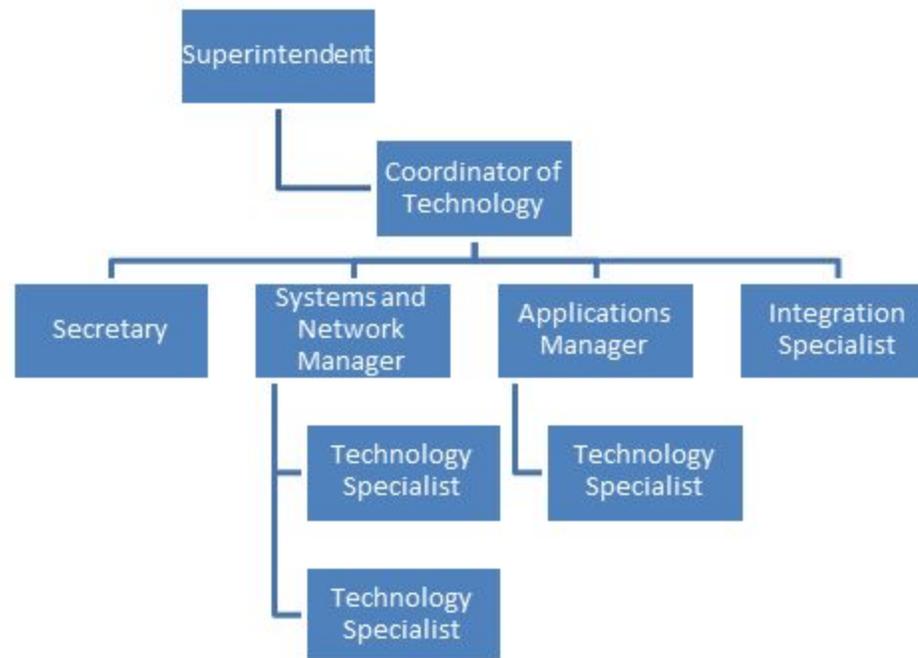
Spartanburg School District One has participated each year in the state Technology Readiness Survey. For the past year, Spartanburg One has created snapshots using the technology readiness tool to assess the state of technology, including bandwidth, in preparation for online testing 16-17. Spartanburg District One is on track to be ready for state mandated online testing beginning 2016-2017 school year.

Technology Inventory

The business office maintains a district inventory of serial numbers in a database that is tagged according to the funding stream providing the technology. The Technology Department uses a barcoding system and asset tracking system to assist in maintenance tracking, refresh planning, and service notes. Each new item will be barcoded and entered into the asset inventory.

Technology Support Strategies

The Technology Department supports the best interest of the student by providing operation support, instructional support, database support and school end-user support.



- The Coordinator of Technology meets regularly with the Technology Leadership Team to identify major projects, initiatives, acts as a bridge to curriculum and administration.
- The Department Secretary acts as the procurement officer and the accounting clerk for the program.
- The Systems and Network Engineer includes virus protection, email, proxy protection, WAN connectivity, file server administration, end-user management, software rollouts, wiring and physical plant concerns, phone systems, ticket system for reporting hardware-software issues, dispatching technicians, and surveillance systems.
- The Instructional Applications Manager oversees SIS, report cards, software support, active directory, etc.
- The Integration Specialist works with teachers, principals, district curriculum to plan, implement, and teach technology integration strategies for the classroom.
- The school end-user support area is the first line of defense in hardware and software troubleshooting, facilitating classroom use of technology, facilitating presentations and other audio-visual equipment in the school.

BigWebApps Help Desk & Ticket System

Big WebDesk is a web-based tool that is available from both inside and outside the district. BigWebDesk allows better communication between user and technician, allows a user to follow the progress of their requests and allows classification tracking which enables technicians to focus on critical areas.

Current Personnel

Coordinator of Technology (1)

Software/Hardware Technician (3)

Secretary to Coordinator of Technology

Network and Systems Manager (1)

Applications Manager (1)

Technology Integration Specialist (1)

Funding

District One Schools has a technology refresh plan that is funded by the general budget. Under a renovation and construction plan since 1995, funding for renovation of the physical layer of technology is covered in the renovations.

The Technology Plan

Five Technology Dimensions Overview

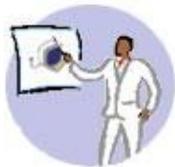


Learners and Their Environment

Goal: Embed digital information systems into research-proven instructional strategies so that our students achieve technological literacy, attain 21st century skills, and meet the state’s academic standards.

Business and industry leaders repeatedly discuss the need for the workforce to possess 21st century skills and the American public agrees. 70 percent defined computer and technology skills as “basic skills.” They also see critical thinking and problem-solving skills as core 21st century skills. Those polled ranked these abilities as almost as important as reading comprehension to competing in today’s economy.

This dimension relies on strategies to enable students to meet the state’s high academic standards and master core 21st century skills. The environment should be one of shared learning and should be designed to enhance student academic achievement through scientifically based learning practices and modern technologies.



Professional Capacity

Goal: Provide curriculum development and professional development/training to increase the technical competency of all South Carolina educators so that research-proven strategies and the effective integration of instructional technology systems can continue to increase student achievement. This includes assistive technology.

Professional capacity emphasizes strategies to develop ongoing and sustained professional development programs for all educators—teachers, principals, administrators, instructional technology personnel, guidance counselors, school library media personnel, and technical staff.



Instructional Capacity

Goal: Use current and emerging technologies to create learner-centered instructional environments that enhance academic achievement.

Instructional capacity targets the development of strategies to integrate technology into curricula and teaching and also explores ways to promote teaching methods that are based on solid and relevant scientific research.



Community Connections

Goal: Use technology, including assistive technology, and digital information systems to maximize community involvement and community partnerships and so increase student achievement.

This dimension supports the development of partnerships and collaborative efforts to provide technology-related activities and to maximize community involvement in education in ways that will increase student achievement and teacher technology proficiency.



Support Capacity

Goal: Expand and support technology resources to assist educators and learners in attaining 21st century skills and meeting the state academic standards.

Support capacity underscores the necessity of physical and staff infrastructure and supporting resources such as services, software and other electronically delivered learning materials, and print resources in order to ensure efficient and effective uses of technology.

Technology Dimension 1: Learners and Their Environment

A. Snapshot of Current Technology

Over the past five years Spartanburg School District 1 has made great strides towards fostering the effective use of technology to support teaching and learning throughout the district. Technology resources are now widely available in our schools. Integrating technology into the core curriculum is now a major focus of our technology initiatives.

With the profile of the South Carolina graduate as the guide, the integration of technology into instruction focuses on creativity and innovation, critical thinking and problem-solving, and collaboration and teamwork throughout the district. Students, teachers, and all staff now use a collaborative cloud-based platform (Google Apps for Education) that aids as a tool to meet the goals of the profile of the South Carolina graduate.

Spartanburg School District 1 is currently in the process of deploying one-to-one devices for students grades 3 through 12. The device chosen for the one to one deployment was a HP 14-inch G4 Chromebook with 2 gigs of RAM and an Intel chip. Full deployment for grades 3 through 12 is expected to be completed by late winter of 2016. In order to provide a better integration of technology in the classroom. Teachers were deployed the same device 18 months before deployment to the students allowing for professional development opportunities.

Spartanburg School District One remains a blended technology learning environment. Chromebooks are used for a one-to-one, however other technologies are available to the student to provide as much exposure to the various platforms the student will encounter in college and career. Students still have access to Windows PCs, MacBook computers, iPads, Android devices, etc.

With the implementation of one-to-one, computer labs are now seeing a transition of purpose in Spartanburg School District 1. Computer labs are still available at each school. However, computer labs are now used mainly for standardized testing purposes that will not run on the chrome operating system. Much of the instructional focus using technology has shifted away from a traditional computer lab and to the individual student Chromebook.

All classrooms in Spartanburg School District 1 are equipped with presentation systems (i.e Projector or large screen television), a teacher instructional PC, a teacher Chromebook, and a wireless access point in every classroom to support instruction and the one-to-one initiative.

B. Overall Goal for This Dimension

Maximize the availability and use of technology as a teaching tool to improve student academic achievement in Spartanburg School District One.

C. Objectives, Action, Funding, and Evaluation List to Reach Goal

| Objective | Action Steps | Funding Considerations | Evaluation | Outcomes (action List Items achieved) | | |
|--|---|------------------------|---|--|----------|----------|
| | | | | May 2017 | May 2018 | May 2019 |
| 1.1 Create and implement a four year technology refreshment cycle to ensure accessibility and availability of up to date technology resources. | a. Seek recommendations from Technology Director, Instructional Technology Advisory Committee, District Curriculum Elementary, Middle, and High School Coordinators b. Request funding in annual budget c. Seek board approval for funding d. Provide manpower for completion of | Local and state funds | Objective will be evaluated via regular scheduled monthly technology update meetings with the superintendent. | | | |

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| | annual replacement | | | | | |
| 1.2 Explore funding sources to address need for additional technology resources in the district. | <ul style="list-style-type: none"> a. Identify needs for which funding will be sought b. Conduct searches for additional funds c. Prepare and submit requests for funding | Apply for E-Rate funding for Internal Connections | Evaluation of this objective will include listing of alternative funding sources to support technology. | | | |
| 1.3 Explore various software and internet based curricula options for use in the district. | <ul style="list-style-type: none"> a. Identify needs for which curricula options will be considered b. Identify resources available c. Schedule meetings to explore options | N/A | Notes from curriculum meeting and correspondence with vendors will serve as data sources for evaluation of this objective. | | | |
| 1.4 Explore softwares that allow for a dashboard system that will tie the multiple resources available to | <ul style="list-style-type: none"> a. Identify emerging single-sign on technologies (i.e. Clever, GAFE, etc). b. Determine technology infrastructure | N/A | Qualitative data from observation and feedback forms will be collected in written form. Quantitative data will be collected from usage reports. | | | |

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| students into a of single-sign on. | needs for implementation c. Develop and implement single-sign on portal for students. | | | | | |
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Technology Dimension 2: Professional Capacity

A. Snapshot of Current Technology Use in District

Meaningful, sustained professional development is the key to ensuring that District One Schools is using research-proven technology integration across the curriculum. Prior to the one to one deployment of Chromebooks for grades 3 through 12, a District Technology Integration Specialist was added to the technology and curriculum team to guide professional development opportunities for teachers.

In order to ensure that proper technology integration is taking place in the classrooms, Spartanburg School District 1 offers many opportunities for professional development in technology integration and is establishing expectation guidelines for usage in instruction. Opportunities for professional development include weekly technology tips, grade level planning training sessions at each school, afternoon teacher training opportunities, and online opportunities. In addition, Spartanburg School District 1 has begun the development of an online repository and teacher resource bank of best practices for technology integration.

Spartanburg School District One believes that technology can be used as a tool to enhance instruction. We also believe that teachers teaching teachers can be an effective model of technology integration into the classroom. In the summer of 2015 Spartanburg School District offered its first Technology Institute where sessions taught “by teachers for other teachers” in the effective integration of technology into the classroom. The institute was offered on a voluntary basis and showed a participation rate of nearly 40% of our teachers during a summer month. Such interest demonstrates the great excitement and the capacity for professional development that exists in Spartanburg School District 1 to integrate technology into instruction

B. Overall Goal for This Dimension

District One Schools Spartanburg County will provide ongoing staff development to increase the technology proficiency of all staff so that all staff members may use instructional technology in the schools.

C. Objectives, Action, Funding, and Evaluation List to Reach Goal

| Objective | Action Steps | Funding Considerations | Evaluation | Outcomes (action List Items achieved) | | |
|--|---|------------------------|--|--|----------|----------|
| | | | | May 2017 | May 2018 | May 2019 |
| 2.1 All District One staff will acquire and demonstrate technology proficiency based on the ISTE Standards for Teachers or district defined technology skill sets. | <p>a. All new staff to District One Schools will take NETO, New Employee Technical Orientation as a baseline for technology knowledge.</p> <p>b. Computer-based instruction is delivered for all skills that a teacher needs.</p> <p>c. Peer groups for teachers in the same skill group will be formed at each school.</p> <p>d. Hands-on training will be delivered as appropriate for specific skills.</p> | Local Funds | Participation percentage in the Technology Proficiency Assessment. | | | |

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| | e. Principals and Administrators will demonstrate technology proficiency based on the ISTE along with district defined standards. | | | | | |
| 2.2 Insure base level of teacher and staff technology competency. | <p>a. All new staff to District One Schools will take NETO, New Employee Technical Orientation.</p> <p>b. Provide access to an online repository of “how to” tutorials for teachers and staff to enhance technology skills.</p> <p>c. Utilize the Apple inventory of technology skills to determine baseline.</p> | Local Funds | Longitudinal analysis of Technology Proficiency Assessment results by district and school. | | | |
| 2.3 Spartanburg School District 1 will collaborate in planning for professional development, ensuring the teachers | a. Include in The District staff development plan, effective research-based strategies for technology | Local Funds | Feedback assessment surveys | | | |

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|--|--|-----------------------|--|--|--|--|
| and District staff are trained to use technology, including assistive technology, to enhance learning. | integration into instruction opportunities. b. Include in the district staff development plan, technology initiatives for District staff and teachers to be part of assistive technology assessment team. | | | | | |
| 2.4 Spartanburg School District 1 will provide schools with information and training in technology integration so that teachers can use research-based best practices instructional methods throughout the curriculum. | a. Provide a variety of a personal development opportunities and trainings. b. Implement and trained teachers in the usage of a online repository of resources for effective models of technology integration into the classroom. | Local and state funds | Feedback assessment surveys | | | |
| 2.5 Assess the overall effectiveness of professional development in the area of instructional | a. Incorporate instructional technology assessment of the current teacher and | N/A | Longitudinal analysis of Technology Proficiency Assessment results | | | |

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| <p>technology standards and the impact of technology on student achievement.</p> | <p>administrator evaluation processes. b.Encourage teachers to create and maintain technology portfolios show examples of their students work and documenting use of technology in their classroom.</p> | | <p>by district and school.</p> | | | |
|--|---|--|--------------------------------|--|--|--|

Technology Dimension 3: Instructional Capacity

A. Snapshot of Current Technology Use in District

Instructional Technologies such as laptop carts, Chromebooks, iPads, computer labs are commonly used in the classrooms. The addition of a Technology Integration Specialist has played a major role for Spartanburg School District 1 to increase the instructional capacity of our teachers in the classroom. The technology integration specialist, as well as the school-based instructional coach, continually work with teachers to maximize the potential of the technology available to the classroom. Various technologies are placed and used in all schools to enhance learning, increase engagement, and provide collaboration opportunities. Teachers and administrators use technology to enhance teaching of critical thinking and real-world skills as outlined in the South Carolina profile of a graduate. Teachers demonstrate their technology awareness and skills for daily, monthly and yearly lesson plans.

All computers in the District have Internet access, provided by the state network. Discounts provided by E-rate are used to help pay for the T1 lines and internet access for every school. Spartanburg School District 1 use E-rate discounts for internal connections, which include phone service. E-rate discounts allow the district to better utilize budgets to provide network upgrades, additional classroom Wi-Fi, and other technology equipment.

There are many applications that are district wide such as StreamlineSC and DISCUS. Softwares that test children are regularly used (i.e Accelerated Reader and Study Island are available K-8). NWEA MAP is a national normed benchmark tests used in grades k-10 throughout our district as a pre and post test. Prescriptive software identifies areas of academic standards that are needed for the individual child and then produces lessons for these children.

District One Schools has integrated the following technology into instructional spaces:

- Networked, high-end teacher computer
- Networked black and white printer
- Wired Ethernet network connectivity to local school network
- Streaming digital video aligned with curriculum standards (StreamlineSC)
- Content filtering system for Internet access control (Bloxx)
- Color networked printer, available in central locations throughout the school
- Networked fax and scanner capabilities in central locations throughout the school

Collection of local and web-based curriculum software
 Wireless network overlay
 Telephone communications
 Ceiling-mounted projector
 Document Camera
 Sound system
 Access to iPad carts
 Access to MacBook Air carts
 Access to iMac labs in Media Center
 Wireless Access Point in every classroom
 1:1 Student chromebooks grades 3-12

Spartanburg School District 1 has begun field testing possible one to one devices for kindergarten through 2nd grade. The devices that will be chosen for kindergarten through 2nd grade, will prepare the students to work in a one-to-one environment collaborative approach.

Google Apps for Education has been integral in creating learner-centered instructional environments throughout our district. Greater implementation and training in the Google suite of tools will continue to be a focus.

B. Overall Goal for This Dimension

District One Schools of Spartanburg County will maintain a student-centered environment that supports student achievement by using current research-based technologies in all the instructional settings, including the hardware needed to allow access to both students and teachers.

C. Objectives, Action, Funding, and Evaluation List to Reach Goal

| Objective | Action Steps | Funding Considerations | Evaluation | Outcomes (action List Items achieved) | | |
|--|---|------------------------|---|--|----------|----------|
| | | | | May 2017 | May 2018 | May 2019 |
| 3.1 Use current and emerging technologies to | a. Provide to teachers current research-based | State and Local Funds | Technology components of training will be | | | |

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|---|---|-----------------------|---|--|--|--|
| create learner-centered instructional environments that enhance academic achievement. | instructional technology practices. | | scheduled in each area. A calendar and roster of attendance will show the areas are supported. | | | |
| 3.2 Continue to expand the use of digital resources for students | <p>a. The district will continue to utilize cloud-based resources to maximize opportunities (Google Apps for Education)</p> <p>b. The district will make as much of the resources available at home through the 1:1 initiative.</p> | State and Local Funds | Determine the effectiveness through surveys and usage monitoring. | | | |
| 3.2 Teachers will share lesson plans and strategies for the integration of technology in the classroom. | <p>a. The district will maintain the an online portal for teacher resources.</p> <p>b. The district will support all special areas, regular classrooms and special education classrooms in lessons with</p> | State and Local Funds | <p>Monitoring quantity and quality of portal resources.</p> <p>Pre and post random sample of teacher lesson plans for usage of technology in their instruction.</p> | | | |

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|--|--|------------------------------|--|--|--|--|
| | <p>technology integrated into them.</p> <p>c. The district will continue to expand cloud based storage and delivery solutions for teacher resources.</p> | | <p>Online survey to gauge knowledge.</p> <p>Feedback assessment surveys</p> | | | |
| <p>3.3 Multimedia equipment and software for teaching and learning will be accessible and easy to use.</p> | <p>a. The district will manage the equipment in all instructional areas to support student achievement.</p> | <p>State and Local Funds</p> | <p>Feedback assessment surveys</p> <p>BigWebApps will report management of resources</p> | | | |

Technology Dimension 4: Community Connections

A. Snapshot of Current Technology Use in District

Websites are available for the entire district and each school containing basic information as well as information on current events with links to various other sources. SchoolMessenger, a computerized voice messaging system is used as a regular vehicle of communication from schools to parents and other groups. All employees in the district have access to email and regularly use this as a method of communication internally and externally with staff, parents, other schools, etc. Parent Portal is available to parents as part of PowerSchool to allow parents access to classroom grades, teacher comments, teacher communication tools.

With the deployment of one-to-one devices, Spartanburg School District One has recognized the opportunity to develop partnerships with local communities and organizations to provide Wi-Fi zones, homework hotspots, and other areas for connectivity for our students to connect to the internet while outside of school. The district is also exploring the possibility of putting Wi-Fi on the school and District activity buses for field trips, and other out of school activities.

Spartanburg School District 1 has begun exploring the uses and benefits of social media to communicate with parents, and community members. the district has recently launched Facebook and Twitter accounts for communication purposes. The district will continue to explore positive applications for social media to benefit this dimension

B. Overall Goal for This Dimension

To utilize available technology as a tool to increase awareness of and access to information about Spartanburg School District One for the community.

C. Objectives, Action, Funding, and Evaluation List to Reach Goal

| Objective | Action Steps | Funding Considerations | Evaluation | Outcomes (action List Items achieved) | | |
|---|---------------------------------|------------------------|--|--|----------|----------|
| | | | | May 2017 | May 2018 | May 2019 |
| 4.1 Update district website to increase | a. Maintain current information | State and Local Funds | The existence of a new website as well | | | |

| | | | | | | |
|---|---|------------------------------|---|--|--|--|
| <p>ease of use for the general public</p> | <p>regarding district activities and events. b. Monitor usage to determine effectiveness. c. Post to the District One web site information of interest to the community audience, such as events and resources.</p> | | <p>as the number of hits on the website will serve as evaluation tools for this objective.</p> | | | |
| <p>4.2 Expand use of SchoolMessenger to increase communication between school and the home environment.</p> | <p>a. Provide staff development as needed for new hires b. Encourage use of school messenger as a communication tool c. Monitor usage to determine effectiveness.</p> | <p>State and Local Funds</p> | <p>Results of parent responses to the annual school survey will serve as an indicator of progress toward achievement of this objective.</p> | | | |
| <p>4.3 Continue to develop social media as a reliable means as a method of communication</p> | <p>a. Develop district guidelines and policies for best practices of social media usage.</p> | <p>Local Funds</p> | <p>Feedback Observation Statistics of usage</p> | | | |

| | | | | | | |
|---|--|------------------------------|---|--|--|--|
| <p>between schools and with parents.</p> | <p>b. Maintain and monitor appropriate social media accounts for district. c. Using the district social media as a model, assist schools in developing social media platforms.</p> | | | | | |
| <p>4.4 Implement areas of wifi connectivity for students outside of school.</p> | <p>a. Conduct needs assessments with the community on areas of limited connectivity. b. Create partnerships with local businesses and organizations to develop approved “wifi hotspots” for student usage. c. Explore possibilities utilizing mobile hotspots for rural and/or families of need.</p> | <p>State and Local Funds</p> | <p>Feedback Observation Statistics of usage</p> | | | |

Technology Dimension 5: Support Capacity

A. Snapshot of Current Technology Use in District

Technology support systems play a vital role in providing the foundation for teaching, learning, communication, and administration in the public schools. Investment in technology resources can be seen in the amount of hardware and connectivity available to the schools. Goals have been met in critical areas such as the number of servers per school and the number of schools connected to a wide-area network (WAN). In addition to backbones, factors of paramount importance are hardware and software, adequate support, technical assistance, maintenance, daily operations, and upgrades. Funding programs such as the School Renovation, IDEA, and Technology Grants have helped make building, network, and technical repairs.

In the past two years Spartanburg School District 1 has made significant upgrades to network connectivity, Wi-Fi access, upgrades to firewall and switches, and made available to all employees and students cloud-based services. Deployment of one-to-one devices continues for grades 3 through 12, Spartanburg School District 1 will continue to research and implement a one-to-one model for kindergarten through 2nd grade as well. The district will continue to provide cutting-edge technology for instructional purposes.

Spartanburg School District One technology department will continue to maintain systems, and put up grades, and provide user technical support to teachers and students. We will continue to evaluate and update Network infrastructure is needed to provide better network connectivity, improved functionality and more efficient management of devices. We will continue to implement an obsolescence and update plan to replace and recycle equipment and software.

B. Overall Goal for This Dimension

The goal for this year is Districts One Schools will maintain and upgrade the technology resources to assist staff and students in meeting the state academic standards.

C. Objectives, Strategies, and Action List to Reach Goal

| Objective | Action Steps | Funding Considerations | Evaluation | Outcomes (action List Items achieved) | | |
|-----------|--------------|------------------------|------------|--|----------|----------|
| | | | | May 2017 | May 2018 | May 2019 |
| | | | | | | |

| | | | | | | |
|--|---|------------------------------|--|--|--|--|
| <p>5.1 The school districts will ensure that all instructional spaces have the technology resources that are easily available.</p> | <p>a. Maintain a technology inventory that takes into consideration special area instructional spaces. b. Implement a plan for the physical requirements for the technology in the instructional spaces. c. Communicate with students and teachers on their expectations and needs in the specific instructional areas.</p> | <p>State and Local Funds</p> | <p>Surveys of teachers Pre and post surveys</p> | | | |
| <p>5.2 The district will have a network that is secured.</p> | <p>a. Increase the knowledge of the technical staff in the maintenance of the firewall. b. Monitor all traffic in and out of the network. c. Install BLOXX filter. d. Install malware software.</p> | <p>State and Local Funds</p> | <p>Network health statistics reports</p> | | | |
| <p>5.3 Security camera installation/upgrades</p> | <p>a. Needs assessment of current security cameras b. Create a plan to phase in improvements</p> | <p>Local Funds</p> | <p>Needs assessment reports</p> | | | |

| | | | | | | |
|---|--|-------------|------------------------------|--|--|--|
| | and replacement of necessary cameras. | | | | | |
| 5.4 Implement an obsolescence and update plan to replace and recycle equipment and software. | a. Dispose, recycle, damaged or old devices and equipment | Local Funds | Asset Management Tracking | | | |
| 5.5 Implement a disaster recovery plan for all points of failure in the LANs and WANs, including redundant data storage, robust automated backup, and immediate hardware recovery | a. Ensure that Disaster Recovery plans are included in the district technology plan and crisis management plans b. Identify level 1 systems and hardware for disaster Recovery priority | Local Funds | Integration into Crisis Plan | | | |

Appendix

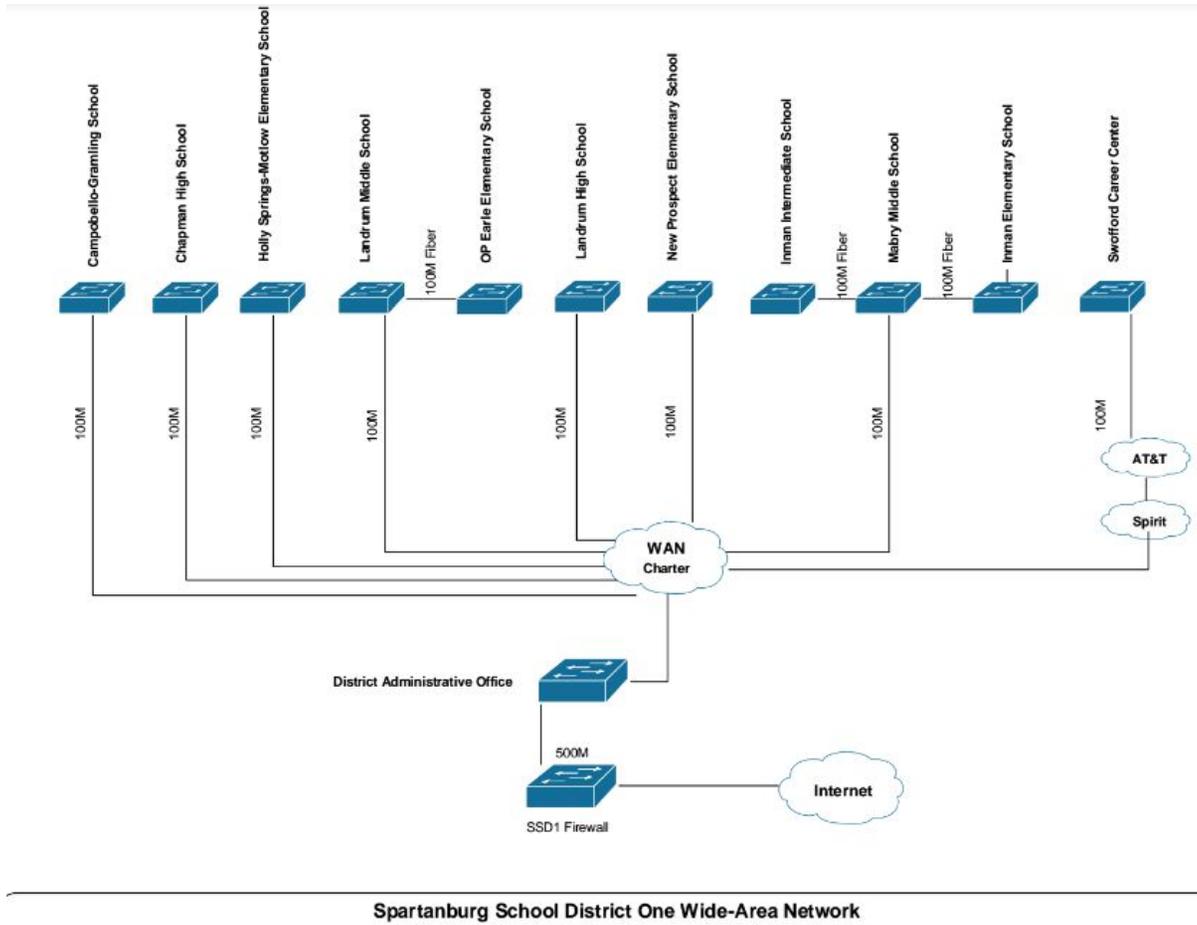
General Budget

District One School plans for the maintenance of the instructional technology through the funding of a technology refresh of workstations every four years. On-site warranty is funded for the workstations. WAN and LAN equipment is refreshed on a five-year cycle. In the event of failure, we have maintenance agreements

General Budget for 2016 (pending Board Approval)

| Code | Account | Budgeted Expenditure |
|------|--------------------|----------------------|
| 100 | Salaries | \$382,992 |
| 200 | Employee Benefits | \$159,800 |
| 300 | Purchased Services | \$133,900 |
| 332 | Travel | \$11,300 |
| 400 | Supplies | \$21,611 |
| 500 | Capital Outlay | \$135,000 |

Network Diagram



District Policy IJNDB - TECHNOLOGY RESOURCES, INTERNET

The Board of Trustees believes that any use of the Internet should be in support of education and research and consistent with educational objectives of our district.

All Internet users within District One Spartanburg are expected to act responsibly, ethically and legally in accordance with District One Acceptable Use Guidelines and the laws of the states and United States. Guidelines will be distributed to all students, teachers, staff and administration.

Student Internet activities will be monitored by the district to deter students from accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access.

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

Acceptable Use Policy for Technology Services:



"A Quality School System..."

Accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement

Faculty/Staff Agreement

Spartanburg School District One provides technology services to its students, faculty, and staff. These services include all computer hardware, network and Internet services and associated software. All that access these technology services must agree to certain assurances. All use of Technology Services must be in support of the educational purpose and objectives of District One. The District firmly believes that the valuable information and interaction available through the Internet and Network Services outweighs the risk of certain user behaviors not consistent with the educational goals of the District.

An employee who violates the terms of this District Acceptable Use Guidelines will be subject to disciplinary action consistent with the nature of the offense, including suspension or cancellation of technology privileges, loss of employment, and/or loss of license or certification. Violations of the laws of the United States or the State of South Carolina also may subject the user to criminal prosecution. If a user incurs unauthorized costs, the user will be responsible for all such costs. Acceptable use of technology is at the discretion of the district administration. Unacceptable behaviors include, but are not limited to, the examples listed below:

- Accessing inappropriate or restricted information or other information not directly related to the educational or staff use purposes for which access is being provided.
- Damaging computers, computer systems or computer networks (Any deliberate tampering with or misuse of District network services or equipment will be considered vandalism)
- Attempting to bypass district filters or security measures
- Sending, displaying, or accessing offensive messages or graphics
- Using obscene or vulgar language
- Harassing, insulting or attacking others
- Violating copyright laws
- Trespassing in others' folders, work or files, moving, accessing or tampering with another individual's files or folders
- Intentionally disrupting the system or wasting resources in any way
- Using the Network Services for illegal commercial purposes (i.e. business transactions)
- Revealing personal addresses or phone numbers via internet, email, or other communication services
- Accessing file sharing or downloading music, games, or software
- Behaving in any inappropriate manner, i.e. participating in electronic social networking such as myspace and facebook, to the extent of adversely affecting the employee's ability to perform his/her work
- Using the equipment in any way that is inconsistent with individual school policies
- Utilizing services for financial, commercial, or personal gain

- Communicating student information that does not comply with policies on Data Privacy and Public Use of School Records
- Sharing password protected information, data, or resources with students.

Any links to District Web pages that are not specifically curriculum-related will meet the criteria established in the District Internet Acceptable Use Guidelines. Any other non-curricular materials should be limited to information about other youth activities, agencies, or organizations which are known to be non-sectarian, exclusively devoted to community interests or child welfare, are non-profit, and non-discriminatory. Web page links may not include entities whose primary purpose is commercial or political advertising.

Users should consider all communications and information accessible via the network to be private property of Spartanburg District One. All users of the Internet must adhere to all federal and state laws and local board policy.

Search and Seizure

System users do not have a privacy expectation in the contents of their personal files on the District system. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the District Acceptable Use Guidelines, the school’s disciplinary code, or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the school’s disciplinary code. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation. District employees should be aware that their personal files are discoverable under state public records laws and Freedom of Information Act.

Due Process

The District will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the District system. In the event there is an allegation that a staff/teacher/administrator has violated the District Acceptable Use Guidelines, the person will be provided with an oral notice of the alleged violation and an opportunity to present an explanation before a neutral administrator or will be provided with notice and opportunity to be heard. Disciplinary actions consistent with the nature of the offense could result in suspension or cancellation of Internet privileges and/or loss of employment. Administration and principals reserve the right to investigate supposed violations of District Acceptable Use Guidelines.

Employee Name

Employee Signature

Date



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Acceptable Use Policy for Technology Services:

Student Agreement

Spartanburg School District One provides technology services to its students. These services include all computer hardware, network and Internet services and associated software. All students that access these technology services must agree to certain assurances. All use of Technology Services must be in support of the educational purpose and objectives of District One. The District firmly believes that the valuable information and interaction available through the Internet and Network Services outweighs the risk of certain user behaviors not consistent with the educational goals of the District.

The use of technology services is a privilege, not a right. Spartanburg District One reserves the right to monitor and track the use of Network Services and to suspend, or revoke privileges and take appropriate disciplinary action for unacceptable use. Inappropriate use will result in cancellation of those privileges and possibly other disciplinary or legal actions including suspension, expulsion, or criminal prosecution. Acceptable use of technology is at the discretion of the school administration. Unacceptable behaviors include, but are not limited to, the examples listed below:

The following student activities are NOT permitted:

- Damaging computers, computer systems or computer networks (Any deliberate tampering with or misuse of District network services or equipment will be considered vandalism)
- Attempting to bypass district filters or security measures
- Sending, displaying, or accessing offensive messages or graphics
- Using obscene or vulgar language
- Harassing, insulting or attacking others
- Violating copyright laws
- Trespassing in others' folders, work or files, moving, accessing or tampering with another individual's files or folders
- Intentionally disrupting the system or wasting resources in any way
- Using the Network Services for illegal commercial purposes (i.e. business transactions)
- Revealing personal addresses or phone numbers via internet, email, or other communication services.
- Accessing file sharing or downloading music, games, or software
- Accessing personal email accounts
- Participating in electronic social networking such as myspace and facebook while at school.
- Using another person's password to access the network, programs or the Internet.

- Using the equipment without staff permission and supervision
- Using the equipment in any way that is inconsistent with individual school policies

The following student activities require Teacher Permission and Supervision:

- Printing
- Use of “removable media” such as a flash or jump drive
- Saving any files to the computer’s hardrive or school network
- Use of any multimedia devices
- Use of any electronic communications software (i.e. email)

All of these rules apply to any district equipment. Any personal equipment brought to school must adhere to these same rules. Failure to return this policy with signed acknowledgment from parent and student does not exclude either from responsibility for violations.

Search and Seizure

System users do not have a privacy expectation in the contents of their personal files on the District system. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the District Acceptable Use Guidelines, the school’s disciplinary code, or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the school’s disciplinary code. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.

Due Process

The District will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the District system. In the event there is an allegation that a student has violated the District Acceptable Use Guidelines, the person will be provided with a written notice of the alleged violation and an opportunity to present an explanation before a neutral administrator or will be provided with notice and opportunity to be heard in the manner set forth in the district’s disciplinary code.

Technology Services Acceptable Use Guidelines:

Agreement



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As the parent/guardian of this child, I have read and understand the District Technology Services Acceptable Use Policy. I understand that the use of technology services is designed solely for educational purposes. I further understand that if my child violates these conditions and rules, his/her access privilege may be suspended or canceled and disciplinary action may be taken. If the student incurs unauthorized costs, the student and I will be responsible for all such costs.

Parent/Guardian Name
(please print)

Parent/Guardian
Signature

Date

I have read and understand the District Technology Services Acceptable Use Policy. I understand that I will abide by the conditions and rules set forth therein. Should I commit any violation, my access privileges may be suspended or canceled, disciplinary action may be taken, and appropriate legal action may also be instituted. I also agree to be responsible for any unauthorized costs incurred by my use of Technology Services.

Student Name (please print)

Student Signature

Date

Personal Electronic Device (PED) Guidelines



Students are living in a world with immediate access to information and personally owned devices that can be used to allow them to learn in their own style and at their own pace. We believe these ‘Personal Electronic Device’ guidelines can be used to enhance the educational experience for students.

Access to the Internet is provided via a wireless local area network. To be granted access, students confirm they accept the Terms and Conditions of the Spartanburg School District One “Acceptable Use Policy for Technology Services” (AUP) and the “Personal Electronic Device Usage Agreement” (PED). By accepting the Terms and Conditions, students are expected to uphold the contents as well as the Student Code of Conduct on their student-owned devices while on District property. Additionally, in compliance with the Children’s Internet Protection Act (CIPA), Spartanburg School District One filters all content for users connected to the internet.

All Personal Electronic Devices attached or connected to the Spartanburg School District One network are subject to the same policies and procedures established for the use of district owned equipment. The student and parent/guardian must have signed and returned the PED prior to using the device and accessing the district network.

Students should see their media specialist or teacher for instructions on accessing the school’s wireless network.

District technicians will not service, repair, or maintain any Personal Electronic Device.

Cell-data Network Access is Prohibited - Students who bring cell-enabled devices must access the Internet via the District’s filtered Wi-Fi connection. Violators may have their devices confiscated, their participation in the Personal Electronic Device program restricted, and be subject to other disciplinary action.

At this time, there is no printing allowed from personal devices, though this may be added in the future.

Each classroom teacher will choose whether or not mobile devices will be used within their classroom. Depending on the specific instruction planned for that period mobile devices may or may not be used at the discretion of the teacher. The use of Personal Electronic Device will be voluntary.

Personal Electronic Device (PED) Agreement

As part of the Personal Electronic Device guidelines, allowing student personal device use in a class setting, students agree to abide by the following requirements. Any violation of this agreement, or “Acceptable Use Policy for Students” may result in suspension of this privilege and/or disciplinary action. The privilege to bring and/or use a personal electronic device may be revoked at any time.

1. The device is only to be used during the instructional class period with the expressed permission and under direct supervision of the classroom teacher.
2. Students may use the personal device during non-instructional time only in adult supervised areas at the discretion of the school administration.
3. No device may be used to record, store, or transmit any type of image, sound, or video, without the expressed permission of the teacher or school administrator.
4. The District reserves the right to confiscate or inspect a student’s personal electronic device if there is reason to believe that it was used to violate policies, administrative procedures, school rules, or general misconduct. Devices may be confiscated at any time if guidelines are not followed. Return of the device is contingent on the outcome of a meeting with the student and parents.

*Personal Electronic Device can include, but is not limited to, laptops, netbooks, electronic readers (such as Kindles and Nooks, etc.), tablets/ iPads, iPod Touches, and smartphones, etc.). The sole purpose of using the device during an instructional period is for educational reasons only.

“As a student, I understand and agree to abide by the Personal Electronic Device Agreement and applicable policy and guidelines. I further understand that violations may result in the loss of my network and/or device privileges, and possibly other disciplinary or legal action.”

Print Student’s Name Student’s Signature Date

“As a parent, I understand that my child will be responsible for abiding by the above agreement and guidelines. I have read and discussed this with her/him and they understand the responsibility they have while using their personal electronic devices. In the event that he/she violates this agreement, the district may confiscate and inspect the device, and appropriately discipline my child.”

Parent’s Signature Date

ONE-TO-ONE STUDENT TECHNOLOGY HANDBOOK



Student and Parent Guide

Overview

Spartanburg School District One recognizes that access to technology resources in the school, home, and community setting provides students with greater and more frequent opportunities to learn, engage, communicate, and develop the necessary skills to be career and college-ready in the 21st century. The mission of the “Powers On” program at District One is to enrich the curriculum with technology opportunities that build and sustain an engaged and collaborative learning environment for all students. A structured digital environment that is safe, yet demanding will enable and support students and teachers as they explore transformative uses of technology. This enhances student engagement with content and promotes the development of self-directed, responsible, life-long learners and digital citizens. In order to reach the goal of preparing all learners for the ever-changing tomorrow, the program supports offline access to resources for learning by providing a Chromebook for students, ensuring equitable and functional access to technology.

Use of Technology

The following handbook provides students and their parents/guardians with information about the general use of technology, “ownership”, rights and responsibilities for possession of the Chromebook, and care of the Chromebook. All students and their respective parents/guardians must agree to all policies listed in this handbook in order to receive and utilize a Chromebook, school network, and all other district owned technology-related items. With this privilege and the extraordinary opportunity to explore digital resources, come responsibilities for each student and his/her parents/guardians. District One will ensure that all students use the Chromebook and its access to other resources as an essential part of their learning experiences. Along with the efforts of parents/guardians, District One will follow its policies in maintaining an environment that promotes ethical and responsible conduct in all electronic resource activities and uses.

Ownership

District One retains sole right of possession and ownership of the Chromebook and grants permission to the student to use the device according to the rules and guidelines set forth in this document. District One lends the device to the student only for educational purposes during the academic year. Failure to follow the terms of the policies will result in disciplinary action, including but not limited to, confiscation of any and all devices and accessories lent to the student and revocation of student access to District

One technology, as well as any other disciplinary action deemed appropriate by District One policy. District One reserves the right to monitor and log users' (students') use of the district's technology and network and to examine user (student) files and materials as necessary. Moreover, District One administrative staff retains the right to collect and/or inspect the device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware. There is no reasonable expectation of privacy while using District One computers, networks, or technology.

Chromebook Distribution

Before the Chromebook can be issued, a copy of the *Technology Agreement-Signature Sheet* must be signed by a parent and the student, and the yearly \$35 Instructional Technology payment received. Each student will be issued a Chromebook, a protective work-in carry case, and power adapter with cord. Chromebooks will be distributed to students during a student orientation session that will include an overview of the "Powers On" Program, expectations for students, digital citizenship, and distribution of Chromebooks to students.

Instructional Technology Fee

In order for students to be issued a Chromebook, an annual non-refundable \$35 Instructional Technology Fee will be collected which enrolls the device into a damage protection plan that covers the device in case of accidental damage. For convenience, the fee may be paid online utilizing the same method currently used for lunch payments: "My Payments Plus". If you have a current account, the same login should be used. To setup a new account, please visit www.mypaymentsplus.com or the link provided on the district/school website for "My Payments Plus". If the yearly technology fee is not paid, or intentional damage is determined, the parent may be responsible for the entire repair or replacement cost of the device if damaged, lost, or stolen.

Chromebook Damage Protection Plan

Every student issued a Chromebook will be covered by a 1-year accidental damage protection. The protection plan ONLY covers the Chromebook device; carrying cases and power cords are not covered. This protection plan covers normal use, mechanical breakdown, or accidental damage and will include the provision of replacement parts necessary to repair the device. The warranty does not cover theft, loss, fire, negligence, or intentional damage.

Yearly co-pay for accidental damage:

| | |
|---------------------------------|-------------------------|
| First Incident (accidental) | Covered |
| Second Incident (accidental) | \$25 parent copay |
| *Third Incident (accidental) | \$25 parent copay |

**Beyond a third yearly incident, the district will assess the use of technology as a privilege to include the possibility of repair and or replacement costs.*

This damage protection plan does not cover loss of the device and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. The district will assess the device damage. If the Chromebook or the accessories are deemed to be intentionally or negligently damaged by the student, he/she may be subject to discipline and the cost of repair or replacement. See below for anticipated repairs or replacements costs:

| | |
|-------------------------------------|----------|
| Screen replacement | \$180.00 |
| Power adapter with cord replacement | \$32.00 |
| Chromebook replacement | \$275.00 |
| Protective bag | \$35.00 |

(Costs are estimates and subject to change)

Lost or Stolen Equipment

If any equipment is lost, the student or parent/guardian must report the loss to the school immediately. The circumstances of each situation involving lost equipment will be investigated individually. Parent/Guardian may be billed for lost equipment.

If the equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent/guardian in a timely manner. If there is not clear evidence of theft or the equipment has been stolen due to student negligence, the student and parent/guardian will be responsible for the full cost of replacement.

The district may use its discretion to replace a student Chromebook if and only if it is determined by the district that the student acted in a reasonable manner when storing and taking care of the Chromebook and acted in good faith to find the Chromebook, such as filing a police report and reporting the loss or theft to the district. The district will not be obligated to replace a student Chromebook in the case of negligence and failure to use diligence with district property

Collection of Chromebook

The student's Chromebook, protective carrying case, and power adapter must be returned during a device check-in day, which will be set by the district, for maintenance over summer vacation. If a student transfers out of the district during the school year, the Chromebook must be returned to the school at the time of transfer. If the device, case, and/or power adapter and cord has been damaged or defaced, the parent/guardian will be charged respectively for the damage. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. The district may also file a report of stolen property with the local law enforcement agency.

Student Responsibilities

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned device. In general, use of technology requires efficient, ethical, and legal utilization of all digital resources. Violations of these rules and guidelines will result in disciplinary action.

The student will assume responsibility for...

1. Bringing the Chromebook to School

- If allowed to take the device home (grade level dependent), then each student must bring his/her Chromebook to school every day that classes are in session.
- Students hold and maintain responsibility for ensuring their device is charged prior to school each day. Students who leave their Chromebook at home may not be issued another device for that day, and will be responsible for all missed activities and assignments due to lack of a device.
- Students may bring a personal USB/flash drive or wireless mouse if preferred and earbuds/headphones as needed. The district assumes no responsibility in the provision or maintenance of these personal devices.

2. Carrying Chromebooks in a Safe and Secure Manner

- Always transport the Chromebook in the carrying case provided by District One. The Chromebook should not be put in another bag for transportation (i.e. backpack, athletic bag, etc.).
- Always transport Chromebooks with care and with the screen closed. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Always place Chromebooks in the sleeve when moving from classroom to classroom or any other location.

3. Chromebook Security

- Under no circumstances should Chromebooks or accessories be left in unsupervised areas. Unsupervised areas include the bathrooms, buses, cafeteria, computer labs, hallways, Library/Media Center, unlocked classrooms, unlocked locker rooms, or any other area deemed insecure. Any Chromebook left in these areas is in danger of being stolen or tampered with by unauthorized individuals.

4. General Care

- Never leave the Chromebook unattended.
- Never loan the Chromebook or its accessories to another student.
- Never set books or stacking heavy objects on top of the Chromebook.
- Never set food or drink next to the Chromebook.
- Never leave the device exposed to direct sunlight, extreme temperatures, or moisture sources for extended periods of time.

- Always carefully insert cords, cables, and removable storage devices into the Chromebook.
- Never deface the Chromebook and its accessories through use of writing, drawing, stickers, labels, or by any other means.

5. *Screen Care*

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light. The student is responsible for ensuring the following screen precautions:

- Never put pressure on the top of a Chromebook when it is closed.
- Never store a Chromebook with the screen open.
- Always make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

6. *Chromebook Problems/Repair*

If the device is not working properly the student needs to take the device to the Tech Center located in the Library Media Center. If the device cannot be fixed immediately, the student will be issued a loaner device on a temporary basis. All policies listed in this handbook apply to the student during the loaner period. The student is responsible for ensuring the following:

- The student will never attempt to repair or reconfigure the device.
- The student will not attempt to open or tamper with the internal components of the device; nor should the student remove any screws; doing so will render the warranty void.
- The student and parent/guardian will NEVER take school-owned Chromebooks to an outside computer service for any type of repairs or maintenance.

7. *Asset Tag*

An asset tag is a barcode-like sticker placed on the device for inventory and monitoring purposes. All Chromebooks will be labeled with an inventory and asset tag. Tags may not be modified or tampered with in any way. A student may be charged up to the full replacement cost of a Chromebook for tampering with a school asset tag logo or turning in a Chromebook without a school asset tag.

8. *Appropriate Classroom and Library Media Center Routines*

When at school the student will use the Chromebook and/or any of the school's technology equipment strictly for educational purposes. Using the Chromebook for recreational use during class time, or while in the Library is prohibited. Students are expected to fully participate in all classroom activities as directed by their teacher. In addition to the rules and guidelines set in this handbook,

students must abide by all rules and guidelines set by the classroom teacher. Violation of this responsibility will result in disciplinary action.

Student Accessibility

1. Logging into a Chromebook

- The student will log into his/her Chromebooks using their issued Google Apps for Education account.
- The student will never share account passwords with other students.

2. Managing and Saving Digital Work with a Chromebook

- The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- The student may elect to store a small number of files on the Chromebook's hard drive or a self-purchased USB/flash drive.
- USB/flash drives used on the device can only be used to store approved, school-related information
- The student should always remember to save frequently when working on digital media. Not all Google tools/apps automatically update.
- The school will not be responsible for the loss of any student work.
- The district strongly encourages the student to maintain backups of important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

3. Chromebook Cameras

- The cameras are to be used for educational purposes only, as determined under the direction of a teacher.
- The use of camera in restrooms, locker rooms, or on a bus is strictly prohibited. The Family Educational and Privacy Act (FERPA) is a federal law that affords parents certain rights with respect to privacy and educational records. For this reason, students must obtain permission to publish or make publicly available a photograph or video of any school-related activity.

4. Backgrounds and Themes

- Inappropriate media may not be used as backgrounds or themes. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, tobacco, drugs, gang-related symbols, or any other content deemed inappropriate by administration will result in disciplinary actions.

5. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Because all student work should be stored in an Internet/Cloud application, students will not print directly from their Chromebooks at school. Any printing that needs to be done must be accomplished by accessing their Google Accounts in the lab or printing at home. Students who wish can set up their home printers with the Google Cloud Print solution at the discretion of the parent/guardian.

6. Chrome Web Apps and Extensions

- Students are responsible for the web apps and extensions they install on their Chromebooks. The downloading of inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

7. Using Your Chromebook & Account Outside of School

Schools will decide when/if students are allowed to take a device home or outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the internet. Students are bound by the same guidelines in this document whenever they use their Chromebook outside of school.

8. Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location, will have all Internet activity protected and monitored by the district.

Discipline/Violations

The use of any technology is a privilege and not a right. Students are expected to use technologies in accordance with classroom rules, guidelines in this handbook, and any applicable local, state, and federal laws. Violations of these policies will result in disciplinary action and/or repossession of the Chromebook and its accessories. Administration may also refer the matter to law enforcement if the violation involves an illegal activity.

Parent/Guardian Responsibilities

Spartanburg School District One makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the Chromebooks in the home and community. There are several responsibilities assumed by the parent/guardian, which are outlined below:

1. Sign the *Technology & Chromebook Agreement*

In order for students to be issued a Chromebook, a student and his/her respective parent/guardian must sign the *Technology & Chromebook Agreement* located at the end of this handbook.

2. Accept Liability

The parent/guardian and student are responsible for the cost of repair or replacement at the date of loss if the property is any of the following:

- Not returned
- Intentionally damaged
- Lost because of negligence
- Stolen, but not reported to school and/or police in a timely manner

3. Monitor Student Use

The parent/guardian must agree to monitor student use at home and in any setting that is not the school. The best way to keep a student safe and on-task is through parent/guardian presence and continuous involvement, which can be done by completion of the following actions:

- Investigate and apply parental controls available through the home's Internet service provider and/or wireless router.
- Develop a set of rules/expectations for Chromebook use at home and in the community.
- Only allow Chromebook use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what the student is doing on the Chromebook. Ask questions and request they show you his/her work often.

4. Support Internet Safety and Etiquette

Internet safety is about helping your child use the Internet productively and practice safe, responsible online behavior. The following are a few basic guidelines to share with your child:

- Follow your family's rules about when and where to use the Internet.
- Be polite, kind, and respectful in all digital forums and whenever accessing technology.

- Understand a website's rules, and know how to flag other users for misbehavior.
- Recognize "red flags," including someone asking personal questions such as your name and address. Encourage your child to never share his/her name, the school's name, his/her age, his/her phone number, or his/her email or home address with strangers.
- Never send pictures to strangers.
- Keep passwords private (except from parents, school technology staff, and school administrators).
- Never open a message from a stranger; it may contain a virus that can harm a computer.
- Immediately tell an adult if something makes you feel uncomfortable or suspicious happens.
- Visit Common Sense Education Connecting Families (www.commensensemedia.org) which is a website designed to support and empower families in raising kids who think critically, participate responsibly, and behave ethically in their online lives.

Student Authorization for Electronic Network Access and Acceptable Use Policy

Introduction

Spartanburg School District One (herein referred to as the district) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st- century technology and communication skills. To that end, we provide access to technologies for student and staff use.

This Authorization & Acceptable Use Policy (AUP) does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided.

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

Technologies Covered

The district may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, the district will attempt to provide access

to them. The policies outlined in this document are intended to cover all available school technologies, not just those specifically listed, and shall also cover the use of personally-owned devices on the school campus.

Internet Safety

Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in this Authorization, and otherwise follow this Authorization.

Staff members shall supervise students while students are using Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this Authorization. The school and district shall endeavor to provide information to students about appropriate online behavior, including interacting with other individuals on social networking websites, and in chat rooms, and cyberbullying awareness and response.

The district’s Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the district. (Note: the filtering device is not guaranteed to block all inappropriate sites. Even the most sophisticated and current technology tools cannot block all inappropriate sites one hundred percent.)

Terms and Conditions

1. Acceptable Use - Access to the district’s electronic networks must be for the purpose of education, research or communication, and be consistent with the educational objectives of the district.
2. Privileges - The use of the district’s electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or school or district administrators will make all decisions regarding whether or not a user has this Authorization and may deny, revoke, or suspend access at any time.
3. Network Etiquette - Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - Be polite. Do not become abusive in your messages to others.

- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

4. Unacceptable Use - The user (i.e., student) is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright, violation of contractual rights, or transmitting any material in violation of any U.S. or State law;
- Using the network for commercial or private advertising;
- Using the network for private financial or commercial gain;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources or entities;
- Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
- Using the Internet and district resources in any way that would disrupt its use by others;
- Using another user's account or password;
- Intentionally posting of material authored or created by another;
- Intentionally posting anonymous messages and/or misrepresenting one's own identity to others;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- Capture, record or transmit the words and or images of any student, staff member, or other person in the school without express prior notice and explicit consent;
- Using the network while access privileges are suspended or revoked;
- Deleting data, hiding, or attempting to interfere with the discovery of a violation of this policy;
- Searching Internet off topic/task;
- Using technology for non-educational purposes.

5. Unauthorized Access – Users shall not tamper with or attempt to gain access to computer data for which the user has no security authorization. This includes, but is not limited to, financial, employee, or student information and documents.

6. Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify Tech Services or a School administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

7. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network component. This includes, but is not limited to, the uploading or creation of computer viruses.

8. Copyright & Copyright Web Publishing Rules - Copyright law and district policy prohibit the re- publishing of text or graphics found on the Web or on School Web sites or file servers, without explicit written permission.
 - Student work may only be published if there is written permission from both the parent/guardian and student.
 - For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.

9. Use of Electronic Mail - The district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. The account user has no expectation of privacy with regard to any electronic mail account or other aspect of the district's electronic mail system.
 - Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
 - Electronic messages transmitted via the district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the district.
 - Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to computer services. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file transmitted.
 - Student electronic mail configuration does not allow for student-to-student communication nor does the configuration of student email allow for receiving or sending outside the district domain.
 - Use of the district's electronic mail system constitutes consent to these regulations.

10. Personal Electronic Devices

- All Personal Electronic Devices are subject to the same policies and procedures established for the use of district owned equipment. Students who bring cell-enabled devices must access the Internet via the district's filtered Wi-Fi connection. Cell-data Network Access is prohibited. Each classroom teacher will choose when mobile devices can be used within his/her classroom. The use of a Personal or any other Electronic Device will be at the discretion of the teacher and school administration.
- The device is to be used during class with the expressed permission and under direct supervision of the classroom teacher.
- Students may use the personal device during non-instructional time only in adult supervised areas at the discretion of the school administration.
- The owner takes full responsibility of his/her personal device. All devices are brought to school at the owner's risk.
- No device may be used to record, store, or transmit any type of image, sound, or video, without the expressed permission of the teacher or school administrator.
- The district reserves the right to confiscate or inspect a student's personal electronic device if there is reason to believe that it was used to violate policies, administrative procedures, or school rules. Devices may be confiscated at any time if guidelines are not followed. Return of the device is contingent on the outcome of a meeting with the student and parents.

Violation of Policies

Spartanburg District One reserves the right to monitor and track the use of Network Services and to suspend, or revoke privileges and take appropriate disciplinary action for unacceptable use. Inappropriate use will result in cancellation of those privileges and possibly other disciplinary or legal actions including suspension, expulsion, or criminal prosecution. In compliance with the Children's Internet Protection Act (CIPA), Spartanburg School District One filters all content for users connected to the internet. Acceptable use of technology is at the discretion of the school administration.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

Search and Seizure/ Due Process

System users do not have a privacy expectation in the contents of their personal files on the district system. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the school's disciplinary code. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation. The district will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities.

Google Apps for Education

Google Apps for Education is a suite of secure web-based programs for document creation, collaboration and classroom management tools. Spartanburg District One will provide students with user accounts for Google Apps for Education. This service is available through an agreement between Google and Spartanburg District One Schools. Teachers will be using Google Apps for lessons, assignments, and communication.

Google Apps for Education will also be available at home, the library, or anywhere with Internet access. School staff will monitor student use at school. Parent/Guardian(s) are responsible for monitoring their child's use of Google Apps when accessing programs outside of school. Google Apps for Education runs on an Internet domain purchased and owned by the school district and is intended for educational purposes only. Student behavior expectations as outlined in this handbook and District Student Discipline Policy will apply.

Student and Parent/Guardian Technology & Chromebook Agreement

Student Agreement:

In order to receive and utilize a network account and a Chromebook and its accessories on the district network, the student must agree to the following:

- If allowed to take the device home, I will bring my issued Chromebook to school EVERY day that I am in attendance.
- I will not use the issued Chromebook for non-academic purposes (e.g., games, downloads, chat rooms, instant messaging, viewing websites not related to the assignment, etc.) during school hours.
- I will charge the issued Chromebook's battery daily and will NOT loan out the Chromebook or any of its accessories to other individuals.
- I will transport the Chromebook in its issued protective bag/sleeve. The Chromebook bag/sleeve should be securely closed before transporting the Device to another location. I will not add books and supplies to the bag/sleeve, since undo pressure on the Chromebook may cause damage.
- I will keep the issued Chromebook off the floor where it could be stepped on or tripped over.
- I will keep food and beverages away from the Chromebook since they may cause damage to the Chromebook.
- I will not disassemble any part of my issued Chromebook or attempt any repairs.
- I will not deface the issued Chromebook or its accessories in any way. This includes, but is not limited to, attaching stickers, marking painting, drawing or marring any surface of the Chromebook.
- I understand that obscene language and/or materials, including music, screensavers, backdrops, and/or pictures are prohibited.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the district.
- I will follow the expectations outlined in the Student/Parent Technology Handbook, the Student Authorization for Electronic Network Access and Acceptable Use Policy, and the District's Code of Conduct as outlined in the Student Handbook. As such, the student is subject to all discipline measures for violation of same.

Parent/Guardian Agreement:

In order for the student to receive and utilize a Chromebook and its accessories on the district network, the parent/guardian must agree to the following:

- I will be responsible for the repair or replacement costs in the event of loss or damage of the laptop, accessories or bag if damage or loss is negligent or deliberate.
- I will be responsible for monitoring my child's use of the Internet when he/she is not at school.
- I acknowledge that fraudulent reporting of theft will be turned over to the police to prosecute.
- I agree to immediately return the Chromebook and accessories in good working condition upon request.
- I acknowledge that my student and I are to follow the expectations in the Student/Parent Technology Handbook, the Student Authorization for Electronic Network Access and Acceptable Use Policy, and the District's Code of Conduct as outlined in the Student Handbook and that my student is subject to discipline for violation of the expectations outlined in these documents.

Technology & Chromebook Agreement-Signature Sheet

By signing the Student and Parent Technology & Chromebook Agreement, the student and parent agrees to the conditions outlined in the *Student/Parent Technology Handbook* and the *Student Authorization for Electronic Network Access and Acceptable Use Policy* for Spartanburg District One Schools.

School Name: _____

Student Name (print): _____ Grade Level: _____

Student Signature: _____ Date: ___/___/___

Parent/Guardian Name (print): _____

Parent/Guardian Name Signature: _____ Date: ___/___/___