

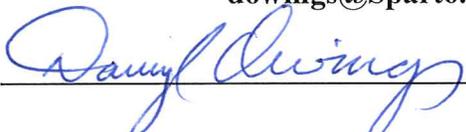
**Educational Technology Plan  
2017-2019**



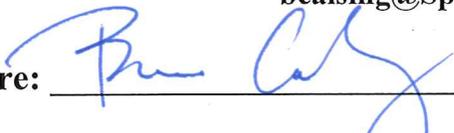
**Spartanburg County School District Six**

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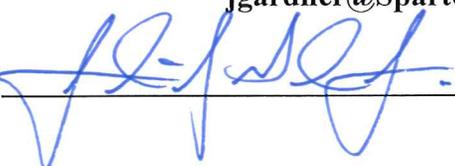
**Dr. Darryl F. Owings, Superintendent**  
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**January 23, 2017**

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## **I. Executive Summary**

Since the development and implementation of the first Spartanburg County School District Six Educational Technology Plan in 1994, School District Six has made great strides toward the original goal of providing technology for improving the instructional program and administrative services.

All students and staff have access to multiple ways of accessing technology in the classroom. All core classrooms have projectors and or Promethean interactive solutions that help with engagement of the student. All elementary schools and Fairforest Middle are 1:1 laptops for students to increase hands on interaction with technology. The remaining two middle schools and high school have access to laptop devices in laptop carts. All of these devices allow the students to use technology as a tool in their own learning process.

A learning management system, itsLearning, was purchased in 2014 to help teachers interact with students, build lessons, and have students submit work in a more effective way online. The system allows students to access materials and lessons online on a daily basis, which helps reinforce concepts that were taught in the classroom.

To aid teachers in the instructional use of this new technology, professional development opportunities have been provided yearly. These opportunities have included graduate credit and recertification courses, workshops, and conferences. Faculty and staff members also have access to technology periodicals, online journals and instructional websites. We have technology trainers at each site that assist with day to day training as well as offer periodical professional development at the school level. D6 University was created in 2015 to allow teachers of a like grade to come together across the district and share ideas during a day long professional development event. itsLearning has been a vital part of D6 University allowing teachers the means to communicate and collaborate in a virtual manner.

A technology department has been established to provide the services necessary to facilitate the use of technology in the district. These services include, but are not limited to, planning, purchasing, training, and maintenance.

All district devices are connected to the district network. This feature provides access to administrative software, print and file services, and electronic communication. Training is provided to assist the administrative staff in the efficient and effective use of the available electronic technologies.

As technology continually changes and improves as society finds new and better ways to accomplish tasks, the school district must do so as well. This creates the need to have an ongoing plan that focuses on keeping abreast of new developments as they occur and analyzing those developments in terms of the instructional and

administrative needs of the district. Future planning must focus on how technology can aid the district as it strives to implement its mission and attain its organizational goals.

**Technology Dimension 1** is the Learners and Their Environment. Spartanburg County School District Six will use research-proven strategies to immerse students in technology usage. Through the use of technology devices, online lessons, and online research, students will use technology as a tool to help facilitate their learning paths.

**Technology Dimension 2** is Professional Capacity. Spartanburg County School District Six will provide on-going staff development and professional development opportunities so that technology proficiency of all staff will increase. Our goal is that all teachers will effectively use instructional technology in the classroom on a daily basis.

**Technology Dimension 3** is Instructional Capacity. Spartanburg County School District Six will maintain a student centered environment that supports student achievement by using current research-based technologies in instructional settings.

**Technology Dimension 4** is Community Connection. Spartanburg County School District Six will create partnerships within the business and family community to help increase student achievement.

**Technology Dimension 5** is Support Capacity. Spartanburg County School District Six will expand and support technology resources to assist educators and learners in meeting the state academic standards.

**Technology Plan Members:**

Brian Calsing, Chief Information Officer  
Joey Gardner Director of Instructional Technology  
Input from Instructional Technology coaches

**II. Background Information**

**Mission Statement:**

Spartanburg School District Six, where children are always first, ensures the highest quality education for all children by providing a highly qualified staff, a challenging curriculum, first class facilities, and a safe and nurturing environment

**District Profile**

<b>Number of Schools</b>	<b>15</b>
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<b>Student Enrollment</b>	<b>11,397</b>
<b>Free and Reduced Lunch Eligibility</b>	<b>54%</b>
<b>District E-rate Discount</b>	<b>72%</b>

**Overview:**

This plan was developed using input from the stakeholders and end users of technology in Spartanburg County School District 6. Surveys from teachers about technology needs are distributed and reviewed yearly by the technology plan team. By having both technical and end user input we are able to truly access the needs of the district and make sure that solutions are both effective in the ultimate goal of educating students as well as being viable for implementation both technically and fiscally.

**III Current State of Technology – Assessment and Needs**

Current Technology in the district:

- All teachers have a Windows 10 laptop
- Elementary schools and Fairforest Middle school 1:1 windows 8/10 laptops.
- Remaining middle schools and high school have classroom sets of laptops
- Several sets of Ipads for K-4 and special education
- 27 Physical Windows based servers
- Most of these servers are running Hyper-V allowing us to have 55 virtual servers to handle print/file services, active directory, student database, food service, and other software servers essential to the school district.
- IP based phone system at each school except for Anderson Mill Elementary School; Fully functional phone including voicemail for each classroom in the district
- Promethean interactive solutions in all core classrooms K-8
- LCD projectors mounted in all of the classrooms at Dorman High School and Dorman Freshman campus
- Minimum 1000 Mb Cisco network switches at each school with a 1GB backbone
- Aerohive wireless Access points in every classroom throughout the district

## **District Needs Assessment**

Spartanburg County School District Six has always prided itself on using technology to advance student achievement in the classroom. This year is no different than others as we continue to upgrade systems and software. We have expanded our licenses of Bridges to Algebra to facilitate the completion of algebra credit and to help with completion of basic math end-of-course exams. We have also supplemented our current reading program with web access to Accelerated Reader through Renaissance Learning at all of our elementary and middle schools. We have added Read180 software/curriculum at our middle schools which helps remediated readers get back on grade level reading. We purchased a district wide licenses for Big Universe, in an effort to gain access to thousands of electronic books to reinforce technology within curriculum areas. Our Math curriculum has been enhanced using online programs like MATHia X by Carnegie in all of our middle schools. The elementary schools have access to Reflex Math and Matific Software. We have expanded our credit recovery program to include Apex Learning for initial credit and credit recovery, along with A+ software to help with our Adult Ed students. The Apex software program delivers thousands of hours of research and standards-based, interactive curriculum all within the reach of students via any of the computers at the site. With Apex, struggling students can recover lost credits, helping increase graduation and lowering dropout rates. The program can also help prepare students for state and standardized tests. We currently have 500 seats available, versus the 62 we have had in years past. We have added Project Lead the Way curriculum at our Middle schools and High school. This curriculum is project based and lets students interact with more technology.

Every summer we continually add Promethean interactive technology – boasting each classroom PK – 8<sup>th</sup> grade covered with an interactive solution. Each school has at least one computer lab with 25 stations, and six of our schools also have at least one wireless mobile labs. We are fortunate to have instructional lab attendants in each school to help with software and to also administer Renaissance Learning STAR Reading and Math testing at each site. STAR Reading and Math testing is completed a minimum of three times a year in all elementary and middle school labs and or classrooms during a set testing period. Our school district also started using Renaissance Learning STAR Early Literacy testing for all early learners. From the STAR testing, projections of growth for each student are available to the teacher through the reporting system. With this reporting, a student report and goal setting information for growth within the subject area can be generated using scale scores, student percentiles, grade equivalences, Lexile levels, and normal curve equivalences.

Enrich is another piece of software used by staff in order to make data driven decisions. Enrich is a web-based software program that provides standardized test results to teachers and school administrators on every test that we offer and administer within our school district. The information allows teachers to customize instruction and provides a tool to automate the generation of academic plans for students. Student data is updated nightly on this system. This software also allows for reports to be run on any set of criteria, as well as query based results that can be

manipulated with MS Excel. These pieces of integrated software have empowered our teachers to make many data driven decisions on instruction within their classroom.

Some of the additional technology pieces that have been integrated into our schools are School Check-In Systems for all visitors, digital report cards for kindergarten and first grade students, and SynerVoice calling systems for parental contacts and emergency notification.

We are continuing to find ways to try and maximize E-Rate dollars. Every year we apply for funding for wireless phone communications as well as for our local and long distance telecommunications. Last year we received funding for network infrastructure upgrades at all of our schools. We will be applying for additional funding for cabling and network infrastructure installation at the new Fairforest Middle school scheduled to break ground Spring 2017.

In addition, we have converted more of our software pieces to tie directly to Powerschool. The transition was a smooth one because the ability to provide training to the many end users. PowerSchool has provided a great method for parents to become more involved with student education because the student web portal that allows parents to view attendance and grades of their children.

The district has expanded its' social network presence with the addition of district and school facebook pages, snapchat accounts, and twitter accounts. In addition, we have added a mobile app for end users to use for up to date news and information for the district.

## **IV Technology Plan**

In order for students to compete in a society increasingly reliant on technology, they must be technologically proficient. The staff must be empowered with technological tools and skills that enable them to provide educational opportunities. Spartanburg School District Six will provide all students, teachers, and administrators with the tools, training, and support necessary to utilize technology to enhance learning, increase productivity, access information, and effectively communicate with others.

### **Technology Goals**

In order to attain our vision, the following goals have been developed.

1. Technology will be integrated into all classroom curriculums.
2. The present internal and external communication systems will be continually upgraded and maintained.
3. Students will utilize technology as a lifelong learning tool.

4. Faculty, staff and administrators will use technology to complete tasks in an efficient and effective manner.
5. An up-to-date network infrastructure that supports technologies needed to meet district instructional goals and provide administrative services will be accessible to all district students and employees.
6. Computer hardware will be provided that will allow students, teachers, and administrators the ability to achieve the district's technology objectives.
7. Technology professional development activities will be provided to meets the needs of district employees.
8. A continuous support system will be provided for district technology users including, but not limited to, hardware maintenance, materials/supplies, and software use.
9. An on-going process will be established for technology planning and evaluation.
10. Teachers will be technology proficient based on district technology goals and adopted teacher standards.

### **Action Plan:**

#### **Technology Dimension 1: Learners and Their Environment**

##### **Overall goal for this dimension**

Spartanburg County School District Six will use research-proven strategies to immerse students in technology usage.

##### **Current uses of technology to achieve this goal**

- Computer labs
- Math Software (MATHia X, Matific, Reflex Math, etc.)
- 1:1 or classrooms sets of laptops
- Promethean Interactive Solutions
- Access to our learning management system (itsLearning)
- Access to online applications over the internet (Big Universe, Google Docs, Discovery Education, etc.)
- Various individual Software Programs (Accelerated Reader, Type to Learn, etc.)
- LCD Projectors (create a better learning environment for students)
- IPOD music players in language and reading labs
- Ipads for speech and K-4 development
- "Bring Your Own Device" BYOD Policy

## Objectives, Strategies, and Action List to Reach Goal

Objectives	Strategies
1.1 The students in Spartanburg County School District Six will demonstrate technology skills and be computer literate.	See Student Technology Standards Grades K thru 8 adopted by Spartanburg School District 6 based on the ISTE National Standards. These are included at the end of the document. Attachment 4
1.2 The students in Spartanburg County School District Six will effectively use software relative to the outside workforce.	Curriculum will include the use of Microsoft Office, google docs, email, and our learning management system.

### Funding Considerations for District and Schools

The above mentioned resources in the district snapshot came from a combination of the district allocation, CATE funds, and capital improvement funds.

### Evaluation of Objectives

Objectives will be met when all students in Spartanburg County School District Six can meet the technology standards outlined by the district as well as the state competencies for Keyboarding, Business Computer Applications, and Computer Technology.

### Additional goal for this dimension

Provide a safe learning environment for students and teachers

### Implementation Action Steps for District and Schools

Spartanburg School District 6 prides itself on providing a safe working and learning environment for its employees and students. Technology is used to facilitate this by using surveillance cameras and DVR's in all of our schools, providing phones and intercom systems in each of the classrooms of our schools, and providing cell phones for administrators and bus drivers of our district. In addition we have an electronic school checkin system at all of our schools and have an emergency call system for the entire district. Training on digital citizenship as well as bullying is given to the students at the beginning of each school year.

## **Technology Dimension 2: Professional Capacity**

### **Overall Goal for this dimension**

The goal of Spartanburg County School District Six is to have 100% of our second year teachers technology proficient by the end of that school year.

Objectives	Strategies
1.1 Teachers in our school district will be technology proficient and use technology in the classroom to enhance student achievement.	Technology staff development is offered after school once a month in many of our schools. We offer technology workshops and recertification classes to our faculty and staff free of charge upon request and also through scheduled professional development. D6 University is a hub for technology professional development for all grade levels. Teachers also include technology in their Goals-Based Evaluations. We also offer one on one help to any teacher who requests it.

### **Implementation Action Steps for District and Schools**

With each software package purchased, we train the staff and teachers as well as pay the software companies for their training. Again, any teacher requesting individual help is assisted one on one by our Director of Instructional Technology or an assigned district trainer. Workshops are offered on integrating technology into the curriculum. With our new Math and ELA lessons, STAR testing, and A+ teachers have seamless integration of the technology into their classroom curriculum. Our teachers welcome this aid to reinforce and remediate the standards.

### **Funding Considerations for District and Schools**

Each year we budget \$10,000 for technology staff development. In addition, we pay model teachers to teach the workshops.

### **Evaluation of Objectives**

Each year the number of teachers becoming proficient in technology and using technology to accommodate student learning will increase. Surveys and PCS will be the source of evaluating objectives met.

### Technology Dimension 3: Instructional Capacity

#### Snapshot of Current Instructional Capacity:

Presently we have 11483 computers in our district of 11,397 students. Each school has a minimum of one computer lab with 25 computers. All elementary schools and Fairforest Middle have 1:1 laptops for students. We have an instructional lab attendant in each school to help the teacher with the software and to assist students in the lab. As outlined, various ELA and Math software or online resources are in our elementary and middle schools, while Apex is used in our high schools. All are used to enhance the instruction of standards as well as to remediate. Each classroom contains an LCD projector or a large monitor mounted for presentations. All classrooms K-8 have interactive board solutions for instruction. Each school has access to numerous pieces of instructional software designed to enhance the classroom experience.

Within the past few years, we have installed interactive Promethean technology solutions in all instructional classrooms K-8 and now focusing on other content areas. In addition, each teacher was given a laptop to better facilitate instruction. We have added Carnegie Math, Reflex Math, Matific, Big Universe, and Accelerated Reader to further facilitate instruction in core subjects Math and English. We are constantly evaluating and looking at new student software in order to meet the individual needs of every student in our district. We introduced Read180 at several classes in our middle schools to remediate students back to grade level reading. Wireless infrastructure has been installed in all schools in Spartanburg School District 6. In addition, the district has adopted a "Bring Your Own Device" policy that allows students to bring their own devices. The district will continue to look at providing devices to the students to have an ultimate goal of 1:1.

The overall goal for this dimension is to increase the accessibility of labs for all instructional aspects and to make sure our teachers are knowledgeable in using and teaching technology.

Objectives	Strategies & Implementation
Teachers will be trained continuously in appropriate softwares as well as TestView, Big Universe, STAR, etc.	Software staff development will continue, based on our contract with the company. Train the trainer training will continue after companies contractual obligations.  STAR staff development will be offered on a regular basis.
Instructional software will be purchased for teachers who request software for use in their classrooms.	Big Universe, Renaissance Learning, MATHia X, Reflex, and Matific district wide licenses. Type to Learn has been purchased for a number of classrooms

	working on typing skills. Carnegie and STAR staff development will take place this summer.
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**Funding Considerations for District and Schools**

As funding allows, Refurbishment of classroom computers will be replaced by purchasing sets of laptops/tablets for classes. This will encourage more hands on use of technology for our students. Other funds to be used to provide labs for the schools are formula grants, K-12 Technology Partnerships and the district and school budgets.

**Evaluation of Objectives**

STAR testing data continues to help guide instruction based on student progress. This test helps teachers determine which standards a student is weak in and provides a needs assessment to help boost performance. Apex will continue to be used at our high school. The computer lab scheduling records are evidence of the increase in lab use.

A district wide software inventory will be a record of increased purchases of instructional software in our district.

## Technology Dimension 4: Community Connections

### Overall Goal for This Dimension

The goal for this dimension is to increase the community connections and use of our facilities for outside community purposes

### Snapshot of Current Technology Use in District

*Report to the Community*, a once a year publication, includes a technology update. This is distributed through our local newspaper, The Spartanburg Herald, and is published on our district website <http://www.spart6.org> .

The *Scene in Six*, a district magazine, is published three times a year. Included are faculty and student events, awards and updates. All employees in the district receive an issue as well as retirees.

We currently have an online presence with our district and school websites. In addition, each school and the district have facebook pages, twitter accounts, and the district has a snapchat account. We also have introduced a district mobile app which is updated daily with the latest news. The app can be used to push out important notifications with regards to school closings and/or safety issues. The goal of all of this is to help provide better communication with our community. We also live stream all fine arts events online to allow out of state family and friends to view fine arts events that are unable to attend in person.

At all of our schools, we have implemented the parent portal of PowerSchool. This provides parents with an individual log in to check the discipline and attendance of their student. This also links parents to our grades – giving an updated glimpse into current grade averages.

Each school has business partnerships. The Business Advisory Committee consists of 50 business partners.

Each school has a School Improvement Council made up of parents, business partners and staff.

Objectives	. Strategies and Implementation Action
To increase the community connection in our district.	Continue to keep the web pages updated and communicate with parents through letters and e-mail.

	Continue to communicate with the Spartanburg Herald Journal to improve public relations.
	Continue with School Improvement Councils.
	Continue with School-to-Work Advisory boards.
	Continue to open our facilities for approved community activities.
	Continue with our "Report to the Community" and the "Scene in Six" publications.
	Continue to form business partnerships.
	Continue the volunteer programs in the schools.
	Continue to apply for the "Red Carpet Award"
	Continue to use input from families and community members to increase their awareness of what is happening in the school district.

### **Funding Consideration**

Meetings are paid for by the local school and district budgets.

### **Evaluation of Objectives**

To evaluate the programs, minutes and membership lists are reviewed. Our membership on committees and volunteer program attendance will be an evaluation of the increase in community connections. The hits on the web pages, as well as resources requested, continues to increase. The use of e-mail between parents and teachers continue to increase and attendance for school activities continues to grow.

## Technology Dimension 5: Support Capacity

### Technology Staff

Brian Calsing	Chief Information Officer
Joey Gardner	Director of Instructional Technology
Ray Ladoucer	Network Admin
Kevin Daniel	Network Technician
Leon Bolton	Network Technician
Steve Bishop	Network Technician
Bob Healey	Network Technician
Rhonda Lindsey	Network Technician
Tommy Hedrick	Network Technician

### Overall Goal for This Dimension:

The overall goal for this dimension is to have all equipment running and teachers knowledgeable on how to use the equipment.

### Snapshot of Current Support Capacity

We have 15 schools in our district. We currently use an open source techsupport ticketing system. End users can enter tickets online and keep track of the ticket progress. At times, the network administrator and director of instructional technology may have to assist. Network administrator and CIO are on call for most critical situations that may occur after hours. Most service can be performed using remote desktop software.

C. Objectives	D. Strategies and Implementation Strategies
To have all equipment functioning properly	Technicians respond to all notices received in the ticketing system.
Maintain the equipment or refresh	Purchase the parts needed to keep the

equipment on a regular basis.	equipment maintained.  Offer training to technical staff to keep them knowledgeable with the changes in technology and equipment.  Refresh equipment on a three to four year cycle so that teachers and staff will be using current technology.
Provide the district with qualified support staff	Offer Professional Development to the technical staff.
Provide the faculty and staff with software training on a regular basis.	Director of Instructional Technology will continually offer workshops and training classes on software, as well as purchase staff development from software companies.  Offer classes and workshops free of charge to faculty and staff.

**Funding Considerations for District and Schools**

A budget of \$10,000 a year is allocated for Staff Development to teachers and technical support. In addition, one fourth of the formula grant is used for Staff and Professional Development.

**Evaluation of Objectives**

The number of work orders and response time is a method of evaluating if we have enough support staff. We randomly offer an evaluation of the support the schools are receiving.

**Staff Training /Professional Development Strategy:**

As stated several times above the district offers various training opportunities throughout the school year. These trainings are offered by in house employees as well as outside trainers. We currently have 22 part time trainers that work at the schools to offer training on various software packages used in our district. Each school has an on site lab manager that can offer assistance on site.

Joey Gardner coordinates the training within the district. Training is imperative when any new software or hardware is implemented in the district. We typically implement a “train the trainer” model for this type of training and have found it to be effective way of quickly training end users on new technologies. Staff development classes are

offered throughout the year with incentives ranging from graduate credits, certifications, and sometimes technology gifts such as flash drives and digital cameras. Webex courses are used in order to reduce travel costs associated with offsite training which opens more opportunities for training. Because the district has a state of the art training lab at the district office, state agencies sometimes offer training right here in the district for our employees. Many professional development courses have moved to our learning management system to allow teacher/staff the flexibility of taking the course at home and at their own pace.

The district will continue to implement training and staff development opportunities for the staff. These training sessions will not only ensure the proper use of the technology but will assist them in using the technologies in effective way of teaching their students.

## **V Timeline**

District 6, like many other school districts, is facing budget constraints. We are a growing school district having grown 500+ students since 2011. The current goal of our district is to be able to maintain the current technologies that are in place. This will progress throughout the fiscal year. One thing that the district will be doing is to continue to look for new technology solutions that can provide a better learning experience for the students of this district.

We will continuously evaluate our funding and look at possible new solutions such as additional promethean boards in classrooms, and computer refurbishments.

Training and staff development will continue throughout the year as long as funding is available for travel and tuition costs. In house training will still be available in the district.

Priority will be put on maintaining current technologies in the district and this will be ongoing throughout the fiscal year. In addition, grant opportunities will be explored to help fund costs of additional training and technology needs.

Using erate funds we have been able to upgrade the network infrastructure in the spring of 2016. We will continue to monitor changes in technology and adapt to needs in regards to network infrastructure. Now that we have around 10,000 student devices along with a BYOD policy we are constantly needing to monitor the wireless and infrastructure technologies that are available to the district on a yearly basis. Based on these evaluations and funds available future upgrades may be necessary.

## **VI Budget Summary**

The current Technology budget is as follows (Note: this is not a finalized budget and has not been approved by our Board of Trustees):

Travel for IT Staff 8,000.00

Engineering Services 36,000  
Wiring 6,500.00  
Printer Hardware 31,141.00  
Server Software Licenses 165,000.00  
Maintenance Parts 30,000.00  
Instr' Software Licenses 65,000.00  
Technology & Software Supplies 50,000.00  
Software Licenses 36,500.00  
Technology & Software Supplies 34,500.00  
Tech & Software Supplies/Equip 21,000.00  
Technology Equip and Software 15,000.00  
Formative Assesment Software 10,000.00

## **VII Evaluation**

This plan will be evaluated on a quarterly basis. The original members of the team will review the plan in order to assess the completion of goals and reevaluate new goals for the district as technology advancements are discovered. The team will then update the plan as necessary.

In order to effectively evaluate the goals, staff surveys will be taken to provide feedback from the end users. Student achievement will be measured using evaluations from lab managers to ensure students are capable of using technology in an effective way.

Previous goals of our technology plans have been met:

We have updated network switching at the schools to provide better access to network resources

We have continued to refurbish computers to ensure teachers and students have access to the latest technology.

We have installed promethean electronic interactive solutions which further incorporates technology into the classroom.

We have increased the number of tech trainers from 3 to 22 which enhances our abilities with professional development.

Other goals we are still working towards:

Continued training of staff

Wireless infrastructure upgrades

Ongoing search for new technologies to enhance the educational experience for our students.

## Appendices 2

### Teacher Technology Proficiency

Prior to recertification, a teacher must demonstrate that he/she is technology proficient based on our standards for teachers in Spartanburg School District Six. These standards are listed for you in the attached document.

In early Spring, each teacher in our district will participate in the TechAssessment provided to us by the State Department of Education. Joey Gardner, upon all teacher completion, will use the data compiled from the test results to begin to form a comprehensive training schedule for the next school year. Principals at each school level are required to sign off on technology proficiency for their school personnel.

### Spartanburg School District Six Staff Technology Standards

#### System Operation Skills

- a. Start up and shut down computer system and peripherals
- b. Identify and use icons, windows, menus and shortcuts on the desktop
- c. Select and start an application and create a document
- d. Name, save, retrieve, and revise a document
- e. Use printing options
- f. Insert and eject floppy disk and CD-ROM
- g. Use the mouse right and left click buttons
- h. Copy document from hard disk to floppy disk and vice versa
- i. Create and name/rename subdirectories/folders
- j. Save, open, place documents inside subdirectories/folders
- k. Save, open, place documents inside subdirectories/folders
- l. Open and work with more than one application at a time
- m. Start and shut down the computer

#### Basic Hardware

- a. Setup computer system and connect peripheral devices
- b. Protect and care for floppy disks
- c. Clean computer components and printer
- d. Make backup copies of key applications and documents
- e. Use self-help resources to diagnose and correct common hardware/printing problems

#### Word processing/desktop publishing

- a. Enter, edit, cut, copy, paste, and move a block of text
- b. Save and Save As, open and print documents
- c. Change text format and style, set margin, line spacing, tabs
- d. Check spelling, grammar, word usage
- e. Create a header or footer
- f. Insert date, time, page number
- g. Create numbered or bulleted lists

h. Insert clip art into document

#### Internet Browser

- a. Use a file server
- b. Start the browser to access “home page”
- c. Type a specific URL on the address line and go to a specific web site.
- d. Add a URL to a “favorites” or “Bookmarks” list
- e. Access a “search engine” (i.e., Yahoo, Google etc.) and find sites related to a specific topic
- f. Explain terms such as local area network, wide area network, access rights, security passwords, file server, acceptable use policy

#### Telecommunications

- a. Connect to the Internet or an on-line service
- b. Use Electronic Mail (compose, send, retrieve, read, respond)
- c. Access and use resources on Internet and World Wide Web
- d. Upload a text file and send as electronic mail
- e. Use specialized e-mail lists relevant to professional information needs
- f. Create and use group addresses for electronic mail
- g. Read, save, print, reply to, forward electronic mail

#### Presentation/Multimedia

- a. Create a presentation using a template, wizard, or from scratch
- b. Produce electronic slides/overheads
- c. Add and format text, backgrounds, graphics and pictures to a slide
- d. Use the slide sorter view to arrange slides
- e. Run a presentation for an audience
- f. Set up and operate a monitor/TV
- g. Connect a video output device (e.g., LCD panel or projector) to computer for large screen display

#### Instructional Applications

- a. Coordinate use of hardware, software and peripheral devices within the classroom
- b. Teach, support, and supervise student use of technology
- c. Integrate technology resources into lessons and learning activities
- d. Integrate local information resources into lessons and learning activities
- e. Integrate Internet resources into lessons and learning activities
- f. Actively encourage and provide for appropriate student use of all technology resources

## Appendices 3

### **Internet Safety/Acceptable Use Policy – Policy IJNDB**

#### **Introduction**

It is the policy of Spartanburg County School District Six to: (a) prevent use of its computer network to access or transmit inappropriate material via the internet, electronic mail, or other forms of direct electronic communication;(b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act (CIPA).

#### **Access to Inappropriate Material**

To the extent practical, technology protection measures shall be used to block or filter access to inappropriate information through the internet or other forms of electronic communication.

Blocking shall be applied to visual depictions of material deemed to be obscene, child pornography, or harmful to minors. Subject to supervision of authorized staff, technology protection measures may be temporarily disabled for adults to conduct valid educational research or for other lawful purposes not otherwise inconsistent with this acceptable use policy.

#### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of any Spartanburg School District Six online computer network when using electronic mail and other forms of direct electronic communication.

Prevention of inappropriate network usage includes: (a) unauthorized access, including so-called “hacking”, and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal information regarding minors.

#### **Education, Supervision, and Monitoring**

It shall be the responsibility of all district employees to educate, supervise, and monitor appropriate use of the online computer network and access of the internet in accordance with this policy and all applicable laws, including without limitation CIPA, the Neighborhood Children’s Protection Act, and the Protecting Children in the 21st Century Act. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Technology or the Director’s designee.

The Director of Technology or the Director’s designee(s) shall provide age-appropriate training for students who use the district network. The training will be designed to promote the District’s commitment to :

- a. The standards and acceptable use of internet service as set forth in Spartanburg School District Six policies;
- b. Student safety with regard to:

1. safety on the internet;
  2. appropriate behavior while online, on social networking websites, and the like; and
  3. cyberbullying awareness and response.
- c. Compliance with E-Rate requirements of CIPA.

The Superintendent will establish and distribute guidelines for the acceptable use of the district network, including the Internet, to students and staff. These guidelines will be distributed through parent/student and staff handbooks. Students and staff will verify reception of a handbook.

This Internet Safety/Acceptable Use Policy is intended to be implemented in addition to, and not in lieu of, all other policies of the District relating to the acceptable use of the District network.

#### Adoption

This Internet Safety/Acceptable Use policy was adopted by the Board of Spartanburg County School District Six at a public meeting, following normal public notice, on June 28, 2012.

#### Student Technology Standards

With the infusion of technology into the classrooms of School District Six, all teachers must become skilled in using technology to manage classroom data, prepare and teach content, and communicate with others. It is also the responsibility of today's classroom teacher to deliver content which gives students an opportunity to demonstrate the ability to utilize technology as a tool to access and learn new information, utilize this information based on content objectives, and communicate what they have learned to others.

Teachers must continue to review and expand teaching strategies by using authentic assessment, collaborative learning groups, and discovery learning. Technology offers teaching and learning opportunities whenever possible. These opportunities include:

- Students having daily access to information in a variety of formats for research, problem solving, and projects
- Sharing of instructional resources through the use of Wide Area Network and Internet connections
- Real-time classroom interactive sessions such as virtual field trips and online discussions
- Student access to networked software for the reinforcement of content area skills
- Use of technology tools to access, analyze, interpret, integrate, apply and communicate information

- Use of the Internet for faculty and staff to electronically access curriculum and lesson plans, common concerns, interests, and needs
- Help students understand the importance of ethical behavior when using computer technology

In order to establish technology standards that are consistent with other schools across the nation, Spartanburg School District Six's technology standards are based on the following National Technology Standards.

### **National Technology Standards**

#### Basic operations and concepts

- Students demonstrate a sound understanding of the nature and operation of technology systems.
- Students are proficient in the use of technology.

#### Social, ethical, and human issues

- Students understand the ethical, cultural, and societal issues related to technology.
- Students practice responsible use of technology systems, information, and software.
- Students develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits, and productivity.

#### Technology productivity tools

- Students use technology tools to enhance learning, increase productivity, and promote creativity.
- Students use productivity tools to collaborate in constructing technology-enhanced models, preparing publications, and producing other creative works.

#### Technology communications tools

- Students use telecommunications to collaborate, publish, and interact with peers, experts, and other audiences.
- Students use a variety of media and formats to communicate information and ideas effectively to multiple audiences.

#### Technology research tools

- Students use technology to locate, evaluate, and collect information from a variety of sources.
- Students use technology tools to process data and report results.

- Students evaluate and select new information resources and technological innovations based on the appropriateness to specific tasks.

#### Technology problem-solving and decision-making tools

- Students use technology resources for solving problems and making informed decisions.
- Students employ technology in the development of strategies for solving problems in the real world.

There are many levels in which these goals can be accomplished. They provide common direction for basic experiences with technology. They also account for varying levels of difficulty and complexity expected at different grade levels. For example, a goal such as: create documents using word processing skills and publishing programs, would have a first grader finishing a simple sentence and perhaps adding a publishing program graphic, while a high school senior might be writing a lengthy, complex report with self-designed graphics. The goal would remain the same, however, the product would look different depending on the level and the ability of the individual student.

## Appendices 4

### Student Technology Standards

#### *Kindergarten - Grade 2*

#### Basic Operations and Concepts

#### Technology Standard:

1. Students will demonstrate a sound understanding of the nature and operation of technology systems.
2. Students are proficient in the use of technology.

Objective	Performance Indicators	Kindergarten	Grade 1	Grade 2
<ul style="list-style-type: none"> <li>• Students will use input/output computer devices properly.</li> </ul>	Use a mouse to properly select and input information into a computer.	Select an object	Select an object	Select an object
		Left, double click	Left, double click	Left, double click
	Use a keyboard to type in basic information into a computer.	Letters, numbers, enter	Shift, tab	Proper home keys fingering
	Save work to a floppy diskette.	Teacher assisted	Independent	Independent
<ul style="list-style-type: none"> <li>• Students will start up, use, and shut down a computer properly.</li> </ul>	Use the teacher directed method for logging on to a computer.	Type in log in name, press enter	Type in log in name, press enter	Type in log in name, press enter
	Use the teacher	Teacher assisted	Independent	Independent

	directed method for logging out of a computer.			
	Open and close a computer application properly.	Letters, numbers, enter	Letters, numbers, enter	Letters, numbers, enter
	Follow the teacher's directions to turn off any associated computer device as directed. (ie. monitor, printer)	Teacher assisted	Teacher assisted	Independent
<ul style="list-style-type: none"> <li>Students will care for technology equipment and use it safely.</li> </ul>	Keep liquids away from the computer area.	Independent	Independent	Independent
	Keep magnets away from the computer area.	Independent	Independent	Independent
	Handle diskettes and CD's properly.	Independent	Independent	Independent
	Notify the teacher if the computer is not operating properly.	Independent	Independent	Independent
<ul style="list-style-type: none"> <li>Students will</li> </ul>	Use appropriate	K - 2 List	K - 2 List	K - 2 List

communicate about technology using developmentally appropriate and accurate terminology.	terminology when referring to computer hardware.	(Appendix C)	(Appendix C)	(Appendix C)
	Use appropriate terminology when referring to computer operations.	K - 2 List (Appendix C)	K - 2 List (Appendix C)	K - 2 List (Appendix C)

### Information Acquisition

Technology Standard:

1. Students will use technology to locate, evaluate, and collect information from a variety of sources.
2. Students will use technology tools to process data and report results.
3. Students will evaluate and select new information resources and technological innovations based on the appropriateness to specific tasks.

Objective	Performance Indicators	Kindergarten	1 <sup>st</sup> Grade	2 <sup>nd</sup> Grade
<ul style="list-style-type: none"> <li>Students will access and retrieve electronic information.</li> </ul>	Locate information using search strategies such as key words.	Category search with help	Category search with help	Category search
	Locate information using electronic encyclopedias.	Location of a subject with help	Location of a subject with help	Location of a subject
	Locate information using network information systems. (example: <i>DISCUS</i> )	Teacher-led use of <i>DISCUS</i>	Teacher-led use of <i>DISCUS</i>	Student search of <i>DISCUS</i> with help
<ul style="list-style-type: none"> <li>Students will</li> </ul>	Use technology	Use assorted	Use	Use

use information to support learning in all content areas.	resources to solve problems, answer questions, and illustrate thoughts, ideas, and stories.	grade appropriate software	assorted grade appropriate software	assorted grade appropriate software
	Learn to evaluate the source of information to determine its validity.	Teacher led discussion	Teacher led discussion	Teacher led discussion
		Comparison of information from two or more sources	Comparison of information from two or more sources	Comparison of information from two or more sources
		Finding information in two or more e-sources is a class	Finding information in two or more e-sources as a class	Finding information in two or more e-sources with a partner

**Productivity Tools**

**Technology Standard:**

1. Students will use technology tools to enhance learning, increase productivity, and promote creativity.
2. Students will use productivity tools to collaborate in constructing technology-enhanced models, preparing publications, and producing other creative works.
3. Students will use technology resources for solving problems and making informed decisions.
4. Students will employ technology in the development of strategies for solving problems in the real world.

<b>Objective</b>	<b>Performance Indicators</b>	<b>Kindergarten</b>	<b>1<sup>st</sup> Grade</b>	<b>2<sup>nd</sup> Grade</b>
• Students will use software to	Utilize appropriate drill and practice	Edmark	Edmark	Edmark

learn new concepts.	software to aid in the acquisition of new skills and concepts.			
	Utilize software to develop comprehension skills.	Edmark	Edmark Reader Rabbit Accelerated Reader	Reader Rabbit Accelerated Reader
<ul style="list-style-type: none"> <li>Students will select and use appropriate technology to enhance their productivity.</li> </ul>	Develop word-processing skills to improve written communication.	Student Writing Center	Student Writing Center	Student Writing Center
	Develop basic keyboarding skills.	KidsKeys	KidsKeys	UltraKeys
	Create pictures using software graphics.	Student Writing Center	Student Writing Center	Student Writing Center

**Note:** The software packages are suggested for attaining the listed objectives. Other appropriate software packages are available that can be used to meet the stated objective.

### Communications

#### Technology Standard:

1. Students will use a variety of media and formats to communicate information and ideas effectively to multiple audiences.
2. Students will use telecommunications to collaborate, publish, and interact with peers, experts, and other audiences.

Objective	Performance Indicators	Kindergarten	1 <sup>st</sup> Grade	2 <sup>nd</sup> Grade
<ul style="list-style-type: none"> <li>Students will</li> </ul>	Create	Identify	Shift/Caps,	Shift/Caps,

use technology to communicate effectively and creatively.	documents using word processing skills and simple publishing programs for problem solving, communication, and illustration of thoughts, ideas, and stories.	letters, numbers, space, and enter on a keyboard	backspace, delete, arrow keys	backspace, delete, arrow keys
	Create graphics that illustrate an idea.	Insert graphic with help	Insert graphic	Insert graphic
	Create tables, graphs and charts that visually communicate information.	As a class	As a class	As a class
<ul style="list-style-type: none"> <li>Students will communicate through networks and telecommunication.</li> </ul>	Create email messages that are properly formatted and communicate an idea or thought in a brief manner.	As a class	As a class	As a class
	Communicate over a telephone in a clear concise manner.	Speaking clearly	Speaking clearly	Speaking clearly
	Speak clearly when talking into a microphone.	Speaking clearly	Speaking clearly	Speaking clearly

## Social, Ethical, and Human Issues

### Technology Standard:

1. Students will understand the ethical, cultural, and societal issues related to technology.
2. Students will practice responsible use of technology systems, information, and software.
3. Students will develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits, and productivity.

Objective	Performance Indicators	Kindergarten	1 <sup>st</sup> Grade	2 <sup>nd</sup> Grade
<ul style="list-style-type: none"> <li>• Students will demonstrate positive social and ethical behaviors when using technology.</li> </ul>	Students will know, understand, and follow the district's Network Code of Conduct.	Explain the Network Code of Conduct	Explain the Network Code of Conduct	Explain the Network Code of Conduct
	Practice responsible use of technology systems and software.	Care of disk and CD's	Care of disk and CD's	Care of disk and CD's
		Computer, mouse, and keyboard care	Computer, mouse, and keyboard care	Computer, mouse, and keyboard care
Work cooperatively and collaboratively with others when using technology in the classroom.	Small group activity using a computer	Small group activity using a computer	Class project with contributions from several groups	
<ul style="list-style-type: none"> <li>• Students will be introduced to career opportunities found in the</li> </ul>	Students will be able to discuss different career choices available.	Technology careers included when discussing adult jobs	Technology careers included when discussing adult jobs	Technology careers included when discussing adult jobs

area of technology.				
<ul style="list-style-type: none"> <li>Students will use technology in collaborative situations.</li> </ul>	Students will work cooperatively in the creation of a project that requires the use of technology.	Work with a partner	Work with a partner	Work with a partner

## Student Technology Standards

### Grade 3 – Grade 5

#### Basic Operations and Concepts

##### Technology Standard:

1. Students will demonstrate a sound understanding of the nature and operation of technology systems.
2. Students are proficient in the use of technology.

Objective	Performance Indicators	3 <sup>rd</sup> Grade	4 <sup>th</sup> Grade	5 <sup>th</sup> Grade
<ul style="list-style-type: none"> <li>Students will use input/output computer devices properly.</li> </ul>	Use a mouse to properly select and input information into a computer.	Independent	Independent	Independent
	Use a keyboard to type in basic information into a computer.	Proper home keys fingering	Proper home keys fingering	Proper home keys fingering
	Save work to a floppy diskette.	Independent	Independent	Independent
	Send a document to a printer.	Independent	Independent	Independent

<ul style="list-style-type: none"> <li>Students will start up, use, and shut down a computer properly.</li> </ul>	Use the teacher directed method for logging on to a computer.	Type in log in name, press enter	Type in log in name, press enter	Type in log in name, press enter
	Use the teacher directed method for logging out of a computer.	Independent	Independent	Independent
	Open and close a computer application properly.	Independent	Independent	Independent
	Follow the teacher's directions to turn off any associated computer device as directed. (ie. monitor, printer)	Independent	Independent	Independent
<ul style="list-style-type: none"> <li>Students will care for technology equipment and use it safely.</li> </ul>	Keep liquids away from the computer area.	Independent	Independent	Independent
	Keep magnets away from the computer area.	Independent	Independent	Independent
	Handle diskettes and CD's properly.	Independent	Independent	Independent
	Notify the teacher if the computer is not operating properly.	Independent	Independent	Independent
<ul style="list-style-type: none"> <li>Students will communicate about technology using developmentally</li> </ul>	Use appropriate terminology when referring to computer hardware.	Grade 3 - 5 List (Appendix C)	Grade 3 - 5 List (Appendix C)	Grade 3 - 5 List (Appendix C)

appropriate and accurate terminology.	Use appropriate terminology when referring to computer operations.	Grade 3 - 5 List  (Appendix C)	Grade 3 - 5 List  (Appendix C)	Grade 3 - 5 List  (Appendix C)
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### Information Acquisition

Technology Standard:

1. Students will use technology to locate, evaluate, and collect information from a variety of sources.
2. Students will use technology tools to process data and report results.
3. Students will evaluate and select new information resources and technological innovations based on the appropriateness to specific tasks.

Objective	Performance Indicators	3 <sup>rd</sup> Grade	4 <sup>th</sup> Grade	5 <sup>th</sup> Grade
<ul style="list-style-type: none"> <li>Students will access and retrieve electronic information.</li> </ul>	Locate information using search strategies such as key words.	Category, keyword, and topic	Category, keyword, and topic	Begin to use Boolean searches
	Locate information using electronic encyclopedias.	Locate by subject	Locate by subject, keyword and cross-reference	Locate by subject, keyword and cross-reference
	Locate information using network information systems. (example: <i>DISCUS</i> )	Student search of <i>DISCUS</i> with help	Student search of <i>DISCUS</i>	Student search of <i>DISCUS</i>
<ul style="list-style-type: none"> <li>Students will use information to support learning in all</li> </ul>	Use technology resources to solve problems, answer	Use assorted grade appropriate software	Use assorted grade appropriate software	Use assorted grade appropriate software

content areas.	questions, and illustrate thoughts, ideas, and stories.			
	Learn to evaluate the source of information to determine its validity.	Teacher led discussion	Teacher led discussion	Teacher led discussion
	Learn to verify the validity of information by using multiple sources.	Comparison of information from two or more sources	Comparison of information from two or more sources	Comparison of information from two or more sources
	Learn to use a variety of sources.	Finding information in two or more e-sources with a partner	Finding information in two or more e-sources	Finding information in two or more e-sources

## Productivity Tools

### Technology Standard:

1. Students will use technology tools to enhance learning, increase productivity, and promote creativity.
2. Students will use productivity tools to collaborate in constructing technology-enhanced models, preparing publications, and producing other creative works.
3. Students will use technology resources for solving problems and making informed decisions.
4. Students will employ technology in the development of strategies for solving problems in the real world.

<b>Objective</b>	<b>Performance Indicators</b>	<b>3<sup>rd</sup> Grade</b>	<b>4<sup>th</sup> Grade</b>	<b>5<sup>th</sup> Grade</b>
<ul style="list-style-type: none"> <li>Students will use software to learn new concepts.</li> </ul>	Utilize appropriate drill and practice software to aid in the acquisition of new skills and concepts.	Cornerstone Edmark	Cornerstone	Cornerstone
	Utilize software to develop comprehension skills.	Reader Rabbit Accelerated Reader	Accelerated Reader	Accelerated Reader
<ul style="list-style-type: none"> <li>Students will select and use appropriate technology to enhance their productivity.</li> </ul>	Develop word-processing skills to improve written communication.	Student Writing Center	Student Writing Center	Student Writing Center
	Develop basic keyboarding skills.	UltraKeys	UltraKeys	UltraKeys
	Create pictures using software graphics.	MS Paint	MS Paint	MS Paint
	Utilize computer features to proofread and correct documents.	Delete, backspace, arrow keys, highlight	Delete, backspace, arrow keys, highlight, spell check	Delete, backspace, arrow keys, highlight, cut & paste, spell check
<ul style="list-style-type: none"> <li>Students will communicate visually, graphically, and artistically through multimedia.</li> </ul>	Develop a multimedia presentation on a specific topic.	Create 1 slide as a part of a class presentation	2-3 slide presentation	4-5 slide presentation with sound effects
	Develop a fact sheet, newsletter or brochure on a specific topic.	1 page (group project) with text and graphics	1 page (with a partner) with text and graphics	1 page (independent) with text and graphics

**Note:** The software packages are suggested for attaining the listed objectives. Appropriate software packages available can be used to meet the stated objective.

## Communications

### Technology Standard:

1. Students will use a variety of media and formats to communicate information and ideas effectively to multiple audiences.
2. Students will use telecommunications to collaborate, publish, and interact with peers, experts, and other audiences.

Objective	Performance Indicators	3 <sup>rd</sup> Grade	4 <sup>th</sup> Grade	5 <sup>th</sup> Grade
<ul style="list-style-type: none"> <li>Students will use technology to communicate effectively and creatively.</li> </ul>	Create documents using word processing skills and simple publishing programs for problem solving, communication, and illustration of thoughts, ideas, and stories.	Format text	Tabs, line spacing, paragraph format	Page setup, text alignment
	Create graphics that illustrate an idea.	Insert graphic	MS Paint	MS Paint
	Create tables, graphs and charts that visually communicate information.	As a class	As a class	As a class
<ul style="list-style-type: none"> <li>Students will communicate through networks and telecommunication.</li> </ul>	Create email messages that are properly formatted and communicate an idea or thought in a brief manner.	As a class	Independent	Independent
	Communicate over a telephone in a clear, concise manner.	Speaks clearly	Speaks clearly	Speaks clearly
	Speak clearly when talking into a microphone.	Speaks clearly	Speaks clearly	Speaks clearly

## Social, Ethical, and Human Issues

### Technology Standard:

1. Students will understand the ethical, cultural, and societal issues related to technology.
2. Students will practice responsible use of technology systems, information, and software.
3. Students will develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits, and productivity.

Objective	Performance Indicators	3 <sup>rd</sup> Grade	4 <sup>th</sup> Grade	5 <sup>th</sup> Grade
<ul style="list-style-type: none"> <li>Students will demonstrate positive social and ethical behaviors when using technology.</li> </ul>	Students will know, understand, and follow the district's Network Code of Conduct.	Explain the Network Code of Conduct	Explain the Network Code of Conduct	Explain the Network Code of Conduct
	Practice responsible use of technology systems and software.	Care of disk and CD's	Care of disk and CD's	Care of disk and CD's
		Computer, mouse, and keyboard care	Computer, mouse, and keyboard care	Computer, mouse, and keyboard care
	Work cooperatively and collaboratively with others when using technology in the classroom.	Class project with contributions from several groups.	Group projects	Group projects
	Understand and obey copyright laws	Teacher led discussion	Teacher led discussion	Teacher led discussion
<ul style="list-style-type: none"> <li>Students will be introduced to career opportunities found in the area of technology.</li> </ul>	Students will be able to discuss different career choices available.	Technology careers included when discussing adult jobs	Technology careers included when discussing adult jobs	Technology careers included when discussing adult jobs
<ul style="list-style-type: none"> <li>Students will use technology in</li> </ul>	Students will work cooperatively in the	Work with a partner	Work with multiple	Work with multiple

collaborative situations.	creation of a project that requires the use of technology.		partners	partners
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