

Technology Plan
For
07/01/2016 Thru 06/30/2018
Fairfield County School District



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Table of Contents

Executive Summary

Background Information

Current State of Technology – Assessment & Needs

School District or Library's Technology Plan
Goals and Objectives for Improving Services

Timeline

Budget Summary

Evaluation

Attachments/Appendices

1. Network Diagram
2. Internet Use Policy

Certification Page

Executive Summary

Fairfield County School District is presently involved in an educational technology explosion. Projects such as increasing Internet bandwidth fivefold, being on the cutting edge with Google Apps, going 1:1 with Chromebooks in Grades 3-12, and involving local churches providing Wi-Fi students afterschool have produced much more engaged and enlightened students. Google visited the District to film a video ([Gone Google](#)) highlighting the powerful impact the technology is doing for our students.

Fairfield County School District is determined to be on the forefront of technology to support our educational goals. The areas for our continuing improvement include: infrastructure, profession development, support, and efficient equipment.

1. Infrastructure: We must provide the infrastructure to seamlessly and consistently allow data to flow across the district.
2. Profession Development: Our technical coaches are focused on continual technical knowledge growth for our educators.
3. Support: Our technology staff members have years of hands-on experience and are available to assist with a wide range of technology issues.
4. Efficient Equipment: We must make sure that our students, teachers, and staff have the right equipment to facilitate learning and working.

Background Information

Fairfield County is located twenty-five minutes north of Columbia, SC (the state's capital) and fifty minutes south of Charlotte, NC; 2 hours east to the coast and 2 hours west to the Blue Ridge Mountains. The population of Fairfield is slightly over 23,000 residents. Fairfield comprises four main towns: Winnsboro, Ridgeway, Blair, and Jenkinsville.

Fairfield County has many historic attractions to include, but not limited to: The South Carolina Railroad Museum, Winnsboro Town Clock, and the Fairfield County Courthouse. Fairfield is known as an aquatic paradise, waters abound the county with Broad River and Lake Monticello on the western border and Lake Wateree on the eastern border. Many residents and employees enjoy visiting the beautiful lakes, museums, recreation facilities, antique and craft shops, festivals, plays, and more.

Fairfield County School District is a wonderful place to work. The small community offers a warm, caring, and supportive environment. Teachers and administrators are committed to involving all stakeholders in the education of each student.

Fairfield County School District is an exciting place for students to learn. The district provides a 1:16 student teacher ratio and a wide variety of academic offerings to promote student achievement. The district leads approximately 3,000 students; large enough to offer progressive programs yet small enough to allow teachers the chance to cultivate a personal and active interest in each student.

Our district consists of one high school, one middle school, five elementary schools, one CATE, one alternative school, and adult education.

Fairfield Central High School:	Grades 9-12
Fairfield Middle School:	Grades 7-8
Fairfield Magnet School for Math & Science:	Grades CD-6
Fairfield Elementary	Grades CD-6
Geiger Elementary:	Grades CD-6
Kelly Miller Elementary:	Grades CD-6
McCrorey Liston School of Technology:	Grades CD-6
Fairfield Career and Technology Center	
Gordon Odyssey Academy/Alternative Education Center	

Current State of Technology – Assessment and Needs

Instructional Resources and Initiatives

Chromebooks - Since February 2015, the District is 1:1 from 3rd to 12th grade with Chromebooks. Students in grades 7th through 12th are allowed to take their assigned device home while 3rd through 6th use Chromebooks assigned to classrooms. Google Apps is a cloud-based suite of tools that is utilized throughout the District by students, teachers, administrators, and staff. Google Classroom is a blended learning platform that allows students to communicate and submit assignments paperless while the teacher is able to grade said assignments online. Online testing (including MAP) can now be performed in classrooms instead of waiting for labs.

Network Applications - Applications that reside on the District's network can be accessed by any workstation that attaches to the Local Area Network (LAN). Applications available include Scholastic Reading Counts, and Destiny Library Automation.

Computer Labs - All schools offer lab settings for access to computers. Because of the Chromebooks, the labs are used for software specific to Microsoft.

Internet Access - All schools are connected to the District's Wide Area Network (WAN) and have access to research material located on the Internet. Fairfield Central High School, Career and Technology Center, and Fairfield Middle School are connected directly to the District Office via fiber. The other schools are connected at 1000 Mbps. Our bandwidth was increased from 200 Mbps to 300 Mbps in early summer 2015 and then to 500 Mbps fall 2015. We will be at 1000 Mbps before March 2016.

Email - All District employees receive an Exchange email account upon entering employment with the District. Employees can use web access allowing them 24-hour access to their accounts from home, or anywhere Internet access is available. Students from grades 3rd on have Gmail accounts.

Wireless Environment - The District has 100% wireless coverage at all schools and District Office. The high and middle schools receive a Cisco wireless upgrade 3 years ago to handle a BYOD initiative. Our elementary schools had about 40% coverage and would not be able to handle the flood of Chromebooks. Using eRate funds the elementary schools received a Ruckus wireless solution that provided the coverage and density for the schools. Category 6A network cabling was used for the wireless to handle future needs. The Career and Technology Center that was completed in August 2015 used the same Ruckus/Cat6A pattern. The Ruckus access points use the new 802.11ac wireless networking standard that the Chromebooks can use.

DISCUS & World Book Online - Digital Information for SC Users (DISCUS) and World Book provide students a way to have access to research materials while at school and at home.

GIFT An application used to help identify Gifted and Talented students beginning in the second grade.

Website Hosting- The District moved from eChalk to Google Sites in the summer of 2015. Since the District is uses Google Apps extensively throughout the schools, Sites allows us to easily integrate the web to the work in Apps.

Student and Teacher Shared Folders - The District provides network storage for teachers and students. Google Drive is becoming a better solution due to the unlimited storage, sharing ability, and universal access.

Digital Educational Services Center (DES) -DES is the main hub providing classroom instruction utilizing the transmitting infrastructure powered by South Carolina Educational Television (SCETV). With

satellite technologies, educational television programs can be received and distributed to each school in the District. Teachers and media specialists can choose specific programming for classroom instruction. Now available through DELC is etvStreamlineSC. This is a video-on-demand service that allows downloading of educational programs and includes ETV's educational productions, State Department of Education approved K-12 programs, and Discovery Education content -an extensive digital library of more than 26,000 video clips. Videos are correlated to South Carolina's state K-12 curriculum standards.

Voice over Internet Protocol (VoIP) - Encore Technology's CloudVoice is our voice communication solution that is funded through Local and E-Rate funding year. This Unified Communication System allows schools to implement one centralized data, voice, and video network to communicate more effectively with parents, teachers and staff, to save time and money, to be better prepared in case of emergency, and to ensure that the network can support future applications.

Instructional TV-This initiative is supported through local and E-Rate funds and used the VBrick. The solution is a powerful IP streaming media system that will allow the District to utilize MPEG and Windows Media content for instructional purposes. The solution capitalizes on the existing network infrastructure in the District to deliver multi-format instructional media to any PC and selected TV's, District wide. With this system, Fairfield County Schools will be able to create, store, retrieve, distribute and view digital media content on demand or streaming. The solution provided comes with 1000 titles of instructional video, pre-approved to meet state curriculum requirements.

Administrative Technology Resources

The following is a list of Information Technology Administrative resources provided by Fairfield County Schools.

Financial Management System - SmartFusion is provided by Computer Software Innovations, Inc. This payroll and finance system is accessible to all users via the WAN and includes disaster recovery.

Student Management System - PowerSchool is provided by Pearson School Systems and is a flexible and comprehensive student information system. This program is centralized and is used to collect information on student registration, attendance, scheduling, grading, and transcript management. Also, PowerSchool includes PowerTeacher and Parent Portal.

Email - The District currently uses Microsoft Exchange 2010 as its email client for employees. The system provides internal and external electronic communication as well as web-based email access. In addition to being able to access accounts via web access to individuals outside the District, users have access to a calendar function within the program allowing them to maximize time management through scheduling of appointments and tasks. Students and teachers uses Gmail for their email communication.

Network Backups - The District uses Symantec Veritas to perform nightly backups of the data servers. The storage area network (SAN) provides 21 TB storage capacity.

Virus Software - The District currently uses Microsoft Security Essentials as its virus protection software. This program runs on both the server and the workstation and automatically updates the virus signature files. The PCs that run Windows 10 use Windows Defender.

Web Filtering- The District currently uses iBoss to filter all web content. This program uses a category format to filter content and meet E-Rate compliancy for the Children's Internet Protection Act (CIPA). There is a shun device on the network which will disallow connections to banned countries' sites.

Microsoft System Center Configuration Manager - This product allows the Districts' technicians to install software programs and upgrades without user intervention. PCs can be managed while keeping software up-to-date and setting configuration and security policies.

Maintenance, Technology, Facilities Work Request System -SchoolDude is used for input of work orders via the Internet from each District site. The program is managed centrally by the Maintenance and Technology Departments and helps to facilitate work requests.

Laptop Computers - Laptops and/or Chromebooks are assigned to all principals and many other administrators, both at the District and school level, to allow for portability of information.

School-Level Technology Staff

School-level technology staff consists of the Media Specialist at each site acting as the Technology Contact Person. Their job is to perform basic troubleshooting before passing the request for support on to the technology department via SchoolDude.

District Level Technology Staff

Coordinator of Technology
Systems Administrator
Technician II
Technician I

Cloud Strategies

The District recognizes the advantages of the cloud including allowing full access from anywhere. Our Library software (Destiny) has recently been relocated to the cloud. We are in the process of moving our Exchange email.

Technology Infrastructure

The technology infrastructure consists of those systems that are generally installed behind the walls and are out of sight. These systems (data network, voice, instructional television, public address, and security) generally carry a 10-year life cycle.

APC/UPS Power Matrix

In order to consolidate battery backup resources in the district server room and increase uptime due to a building power failure, a UPS Power Matrix will allow the technical staff to continue operations for mission-critical application such file servers, systems, telecommunication equipment and power down equipment safely, if necessary. This initiative is supported through local and E-Rate funding.

Voice over Internet Protocol (VoIP)

The VoIP network infrastructure allows the District to centralize data, voice, and video network to communicate more effectively with parents, teachers, and staff; to save time and money; to be better prepared in case of emergency; and to ensure that the network can support future applications.

Benefits for K12:

- Improve level of service for parents, teachers, and staff
- Improve overall communications effectiveness between teachers, parents, and staff

- Saves teachers time and increase their productivity (IP phones in the classrooms)
- Provides additional options for school safety and security

IP Telephony Value Added:

- Entire district communicates from one, unified platform
- Effective communication with parents re: absences, alerts, news
- Centralized and simplified monitoring and management
- Building and laying groundwork for future network
- IP Paging
- Voice Mail

Instructional Video Distribution

Instruction video distribution allows Fairfield County Schools to create, store, retrieve, distribute and view digital media content in an on-demand or live format.

Basic Network Maintenance

To ensure Fairfield County School District (FCSD) technology network infrastructure is supported for necessary and continued operation for all locations, basic maintenance services are generally provided by contract through local and E-Rate funding from year to year.

Cellular Telecommunications

Local cellular service for Fairfield County School District is supported through local and E-Rate funding from year to year.

Video Surveillance

FCSD surveillance system has full operational ability to playback stored video as well as view live images. Pan/tilt/zoom cameras can be controlled remotely using the WaveReader client software. FCSD increased security is a matter of reality in today's education environment. The surveillance system gives FCSD the ability to deter problems or threats while giving adequate identification of persons and inventory on property. After taking practical security measures to prevent theft, video security provides you with an extra level of security. All equipment is surge protected to provide maximum protection against power surges and lightning.

End-of-Line Equipment

End-of-Line equipment generally consists of components that can be separate from a system and can be attached to the ends of a system. These components generally carry a life cycle not to exceed five years.

The components that fall into this category are computers (laptops and desktops), servers, and peripherals (printers, projection devices, etc.).

District curriculum driven needs are becoming more important in the implementation of technology in the classroom.

Current Status of End-of-Line Equipment: Computers

Dedicated for	Desktops	Laptops	Tablets	Chromebooks
Students	655	206	249	2662
Teachers	254	30	85	144
Aides and other instructional staff	17	0	5	3
Administrators and non-instructional staff	55	7	21	13
TOTAL	981	243	360	2822

Current Status of End-of-Line Equipment: Peripherals

Interactive Whiteboards	186
Touchscreen Panels (65" & 70")	35
Projectors (not connected to whiteboard)	18

Technology Training

Our district has 2 full-time certified technology coaches. They conduct training at the schools and at the classroom at the district office.

Technology training based on ISTE standards is provided through workshops, both during the school day during teachers' planning periods and after school; staff development days; and through online training. In addition, one-on-one help and mentoring is provided.

New training workshops are developed based on needs. Training needs are determined in various ways:

- Surveys
- Principals requesting specific workshops
- New ideas found through professional workshops and learning what is successful in other school districts.

Participants can earn recertification points for professional development conducted after normal working hours. Additional information can be found at the [FCSD Instructional Technology web site](#).

Disaster Recovery Plan

Our main server room is located in the District Office. In addition to our disaster recovery room, we utilize two separate offsite storage sites for the mission critical data such as PowerSchool, Finance, Food Service, etc. The disaster recovery room located at Fairfield Central High School which is about ¼ mile north of the District Office. Every 15 minutes, our server data is replicated from the server room at the District Office to the servers in the disaster recovery room.

All key personnel including principals and district office staff have been issued a cell phone in the case of VOIP failure. Phone numbers of strategic technology vendors are stored in the cell phones of the IT staff members.

In the event of infrastructure and/or server failure, we will follow the steps outlined below. This plan lists those measures that are in place to assist in such a recovery, as well as the actual steps taken after the disaster to begin the restoration process.

Restoration Process

- Coordinator of Technology is contacted with the report of the network disaster.
- Coordinator of Technology directs appropriate personnel to conduct damage assessments and construct a priority list for restoration/ recovery.
- Coordinator of Technology and other appropriate personnel use the priority list to develop a strategic plan for network recovery.
- Coordinator of Technology will keep the Assistant Superintendent and Superintendent informed of findings and plan for recovery.

The Technology Plan

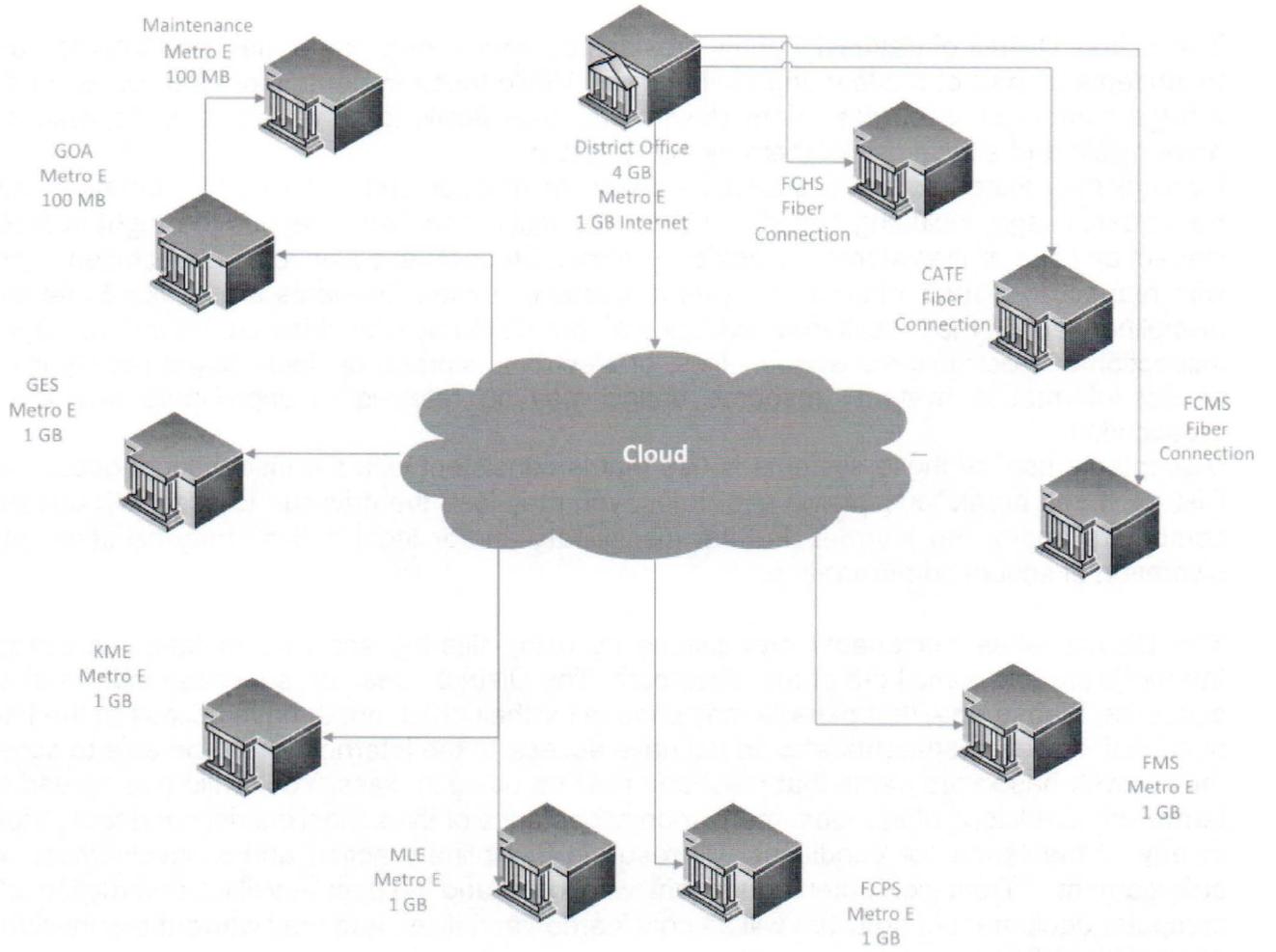
GOALS	OBJECTIVES	ESTIMATED BUDGET REQUIRED	TARGET COMPLETION
Improve switching infrastructure	Our main eRate project was upgrading the end of life switches across the District. The new Brocade switches will increase throughput and lessen packet collisions. The District Office was completed December 2015 and the high & middle schools are slated for Spring 2016. The elementary schools are tentatively scheduled for Summer 2016.	\$231,538 (eRate will cover 85% leaving the District amount at \$41,911.32)	Summer 2016
Moving to a digital district	Reduce the paper use in the District in the offices and classrooms. This will result in a financial and green benefits. By using Google Apps, teachers have already made a huge dent in paper usage.	No expense; just a mindset with staff and teachers alike.	Continual
Increase security	Protect District data by implementing policies that put an emphasis on security: strong password rules, understanding the security needs of data, lock your device when not in use, do not have data on portable devices, etc.	Minimum expense; it will involve training and exposure	Continual
Upgrade displays to touch-enabled LCDs	There is a large number of Promethean Boards/Projectors that are at end of life. The teachers and students have been energized using touch-enabled mobile LCDs. By equipping the classrooms with these displays, teachers can better reach and engage students in this digital age with bright, colorful displays.	\$6000 per board	Continual
Continue 1:1 devices to PreK:2	Add appropriate devices to the younger students to better prepare them for the digital age. A mix of iPad Minis and Android tablets to expose the students to a wide range of applications.	\$259,200 \$400 per device / 648 students	Fall 2018

Evaluation

Page 1 of 1

Item	Category	Description	Value
1	Category A	Description of Item 1	Value 1
2	Category B	Description of Item 2	Value 2
3	Category C	Description of Item 3	Value 3
4	Category D	Description of Item 4	Value 4
5	Category E	Description of Item 5	Value 5
6	Category F	Description of Item 6	Value 6
7	Category G	Description of Item 7	Value 7
8	Category H	Description of Item 8	Value 8
9	Category I	Description of Item 9	Value 9
10	Category J	Description of Item 10	Value 10

Network Diagram



Internet Use Policy

Student Acceptable Use Policy Agreement Fairfield County School District

The School District of Fairfield County provides computer, network, e-mail, and Internet access to students as part of the learning environment. While these systems have the power to deliver a huge number of resources to our classrooms, their ability to serve students depends on the responsible and ethical use of them by every student.

Fairfield may install software and/or hardware to monitor and record all information system resources, usage, including e-mail and Web site visits. The district retains the right to record or inspect any and all files stored on district systems. Students shall have no expectation of privacy with respect to district information system resource usage. Students are advised that serious disciplinary action may result from evidence of prohibited activity obtained through monitoring or inspection of electronic messages, files, or electronic storage devices. Illegal activity involving district information system resource usage may be referred to appropriate authorities for prosecution.

“Acceptable use” of these systems is use that is consistent with the instructional goals of the District. If you break “acceptable use” rules, you may lose the privilege to use both classroom computers and/or the Internet. Further disciplinary and/or legal action may be taken at the discretion of school administration.

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The District does not supervise individual e-mail accounts. Please note that parents may choose for their child not to have access to the Internet at school; however, students who do not have access to the Internet will not be able to access e-mail or web based programs that teachers may be using in class. Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook. Violation of any of the terms or conditions will result in disciplinary action and/or involvement of law enforcement. Treat computer equipment with care and respect – Willful destruction of any computer equipment or software will be considered vandalism, and may warrant the involvement of local law officials.

Parents and guardians, by you and your child agreeing to this acceptable use policy you will insure that Fairfield County School District computer equipment is handled with care and respect. Only Fairfield County School District Technology personnel are allowed to repair or modify Fairfield County School District computer equipment hardware and software. Do not add, modify, repair, remove, reconfigure or otherwise tamper with any device on the network infrastructure including, but not limited to: wireless network devices, workstations, printers, servers, cabling, switches/hubs, routers, etc

Do not perform unauthorized access, use, or attempt unauthorized access or use of District information systems. “Hacking tools” which may be used for “computer hacking” as defined in the South Carolina Computer Crime Act, may not be possessed on any district premise or run or loaded on any district system. Do not use school computers for illegal activities such as planting viruses, hacking, or attempted unauthorized access to any system. Do not use a cell phone or PDA to access the Internet on school premises. Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be for education-related purposes only. Do not bypass or attempt to bypass any of the District’s security or content filtering safeguards. Do not use school computers for commercial purposes.

Follow copyright laws at all times – See District copyright policies for more information. If you have questions about the legality of using software, text, graphics, or music you find online, ask your teacher or media specialist for guidance.

Keep your password secret – You will be held responsible for all computer activities associated with your password. For example, if you share your password with your friend and he/she signs on as you and breaks one of the rules outlined above, you will be held responsible. Do not allow another person to use the computer under your district login.

All online communication must be polite and not threatening or offensive in any way – All students in grades 5-12 are issued e-mail accounts. The District has the right to review any e-mail sent or received using District equipment and e-mail accounts. E-mail accounts should be used for educational and district purposes only. Do not give out personal information or photos through online communications (i.e. e-mail, cell phone, PDA, etc). Never give out your phone number, social security number, full name, age, home address, or any other personal information.

Home directories are provided to students for educational related work. Students should not store personal or non-school related work in home directories. The District reserves the right to review the contents of a student's home directory.

Please contact your school if you do not want your child to have access to the Internet and e-mail.

“Internet Safety Policy” (Staff and Students)

This rule includes provisions to address access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication; unauthorized access, including so-called “hacking” and other unlawful activities by minors online; Unauthorized disclosure, use, and dissemination of personal identifications regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

A. General Access

The smooth operation of the network, Internet, and e-mail services relies on the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that students and staff are aware of their responsibilities when using these technologies. In general, this requires efficient, ethical, and legal utilization of the network resources. Because access to the network provides connections to other computer systems located all over the world, users (and parents of students who are users) must understand that neither the District nor any District employee controls the content of the information available on the systems. Every effort will be made by the District to monitor and restrict ready access to known objectionable sites; however, the District does not condone the use of controversial or offensive materials and cannot be held responsible for such use.

B. Technology Protection Measures

In compliance with the Children's Internet Protection Act (“CIPA”), 47 U.S.C. § 254 (h), the District uses technological devices designed to filter and block the use of any of the District's computers with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or “harmful to minors” as defined in the CIPA. Though the district makes reasonable efforts to filter such Internet content, the district cannot warrant the effectiveness

of its Internet filtering due to the dynamic nature of the Internet. Adult users of a District computer with Internet access may request that the “technology protection measures” be temporarily disabled by the Technology Department for bona fide research purposes or other lawful purposes not otherwise inconsistent with this administrative rule.

C. Education, Supervision, and Monitoring

It shall be the responsibility of all district school staff to educate, supervise, and monitor appropriate usage of online computer network and access to the Internet in accordance with this policy, CIPA, and the Protecting Children in the 21st Century Act.

D. Terms and Conditions of Use

1. Acceptable Use

The purpose of the District’s educational network is to support research and education by providing access to unique resources and the opportunity for collaborative work. All use of the network, Internet, and e-mail services must be in support of education and research and consistent with the educational objectives of the District. Use of other networks or computing resources must comply with the guidelines governing those networks. Transmission of any material in violation of any federal or state laws or regulations is prohibited; this includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Access to computer systems, personally assigned district computing devices, and networks owned or operated by the District imposes certain responsibilities and obligations on users and is subject to District policies and local, state, and federal laws. Acceptable use is always ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the individual’s rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.

2. Procedures for Use

1. Administrators and teachers may access the Internet or e-mail for educational or work-related purposes at any time, which is not disruptive and does not interfere with the performance of other responsibilities by the employee.
2. The District will provide an Acceptable Use Policy to parents/guardians about the District network, related safety issues, and issues governing its Internet through a general letter to all parents. Parental permission is required for use of the Internet, and parents will be notified they have the right to file a Parent/Guardian Denial Form available from the school principal if they do not want their child(ren) to have access to Internet resources.
3. A student’s parent or guardian must sign the Acceptable Use Policy for in order for that student to be granted an individual e-mail account. The parent/guardian may withdraw approval at any time through a written request directed to the student’s teacher or principal.
4. All computer, Internet usage and e-mail usage by District employees and students must be consistent with the Fairfield County School District mission and policies.

3. Rules Governing Use

Permitted Uses of Internet and E-mail

Users will utilize the system for educational and professional or career development activities only. **Users** may download text and other non-executable files attached to e-mail messages or from the Internet for school-related business only.

Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota. Be aware that the system administrator may delete e-mail at any time.

General Prohibitions

Users may not use the District system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. Fairfield County School District will not be responsible for any obligations resulting from any unauthorized use of the system.

Users may not use the system for political activities.

Users will not post chain letters or engage in spamming. Spamming is sending an unnecessary message to a large number of people.

Personal Safety

Students will not post or e-mail personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication.

Personal contact information includes address, telephone number, school address, etc.

Students will not agree to meet with someone they have met online without their parent/guardian's approval.

Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

Illegal Activities

Users will not attempt to gain unauthorized access to the e-mail system, the District Web pages, or any other computer systems through Fairfield County School District e-mail and/or Internet and/or network access. **Users** will not attempt to perform functions that exceed their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal.

Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.

Users will not use the District system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, or any other activity that violates existing District policies or procedures. Reference to such activities will not even be made in a joking manner or as a prank.

The District will notify law enforcement should illegal activities take place.

System Security

Users will not share their account information (User ID and/or password) or attempt to log in to another user's account. Any sharing of User ID or password will result in immediate restriction

or removal of account privileges. The only potential exception is the sharing of information with IT staff if requested for troubleshooting purposes.

Users will immediately notify the IT staff if they have identified a possible security problem (students should notify a teacher and/or principal). Do not actively seek security problems but immediately report any potential issues that are found.

Users will not download or install any unauthorized software or install any unauthorized hardware.

Users will not run any executable files attached to an e-mail message.

Users will not knowingly use portable data storage devices, which contain viruses or in any other way knowingly spread computer viruses.

Use of Appropriate Language - Restrictions against inappropriate language may apply to public messages, private messages, and material posted on Web pages.

Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or gang related language or symbols.

Users will not post or e-mail information, which could cause damage or a danger of disruption.

Users will not engage in personal attacks, including prejudicial or discriminatory remarks.

Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, he/she must stop.

Users will not use any language in an e-mail that threatens another person, whether it is the recipient of the message or a third party.

Users will not knowingly or recklessly post false or defamatory information about a person or organization.

Access to Inappropriate Material

Users will not use the District system to access or send material that is profane, lewd, vulgar, indecent, libelous, or obscene, e.g., pornography, that advocates illegal acts, or that advocates violence or discrimination towards other people, e.g., hate literature.

Adult Users who mistakenly access inappropriate information or images should immediately report this to the Technology department. This will initiate proceedings to have the materials blocked.

Students who mistakenly access inappropriate information or images should immediately report this to the attending teacher. Technology should be notified if it is deemed warranted. This will protect the users against an allegation that they have intentionally violated the Acceptable Use Policy.

Students are expected to follow parental guidance regarding limitation of access to additional types of inappropriate materials.

Respect for Privacy

Users will not repost or e-mail a message that was sent to them privately without permission from the person who originally sent the message.

Users will not post or e-mail private information about another person.

E. Penalties for Improper Use

An employee who violates the terms of this administrative rule or otherwise misuses e-mail or the Internet to access or send inappropriate material will be subject to disciplinary action, up to and including discharge. In addition, the privilege of accessing the Internet and e-mail services also will be subject to cancellation. Students who violate the terms of this administrative rule or who otherwise misuses their access to e-mail or the Internet also will be subject to disciplinary

action in accordance with the District Code of Conduct. Internet and e-mail access privileges also may be cancelled. Violations of the laws of the United States or the State of South Carolina also may subject student or employee users to criminal prosecution. If a user incurs unauthorized costs, the user, as well as the user's parents if the user is a student, will be responsible for all such costs.

F. Warranty

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, nondeliveries, misdirected deliveries, or service interruptions caused by the system's negligence, user errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

G. Security

Security on any computer system is a high priority, especially when the system involves many users. If a student or employee believes he/she has identified a security problem on the network, he/she must notify the administrator for the school or Technology Department. Do not demonstrate the problem to other users. Attempts to log on to any network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be subject to severe restrictions, cancellation of privileges, or other disciplinary and/or legal action.

H. User Privacy

E-mail messages sent or received via a District-issued e-mail account and all other electronic files created using District resources or stored with District resources are property of the District. The District reserves the right to examine, restrict, or remove any material that is on or passes through its network, just as it does any other work or material generated or brought to school by staff or students. Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form.

I. School Board Policies

All documents on the District's server(s) must conform to Board policies and regulations, as well as established school guidelines. Copies of Board policies are available on Board Docs. Persons developing or maintaining Web documents are responsible for complying with these and other policies. Some of the relevant issues and related Board policies include the following:

1. Electronic transmission of materials is a form of copying. As specified in District policy, no unlawful copies of copyrighted materials may be knowingly produced or transmitted via the District's equipment, including its server(s).
2. Documents created for the Web and linked to District Web pages must meet criteria for use as an instructional resource.
3. Any links to District Web pages that are not specifically curriculum-related must meet the criteria established in the District Internet Authorized Use policy. 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, non-profit, and nondiscriminatory. Web page links may not include entities whose primary purpose is commercial or political advertising.

4. All communications via District Web pages will comply with the District Acceptable Use Policy and the District Code of Conduct. Offensive behavior that is expressly prohibited by this policy includes religious, racial, and sexual harassment and/or violence.

5. Any student information communicated via District Web pages must comply with District policies and FERPA.

6. Links to external websites (e.g. blogs, forums, social networking sites, non-instructional sites) from a district/school/teacher website or from a district e-mail signature are prohibited.

7. Blogs or forums used for instruction must reside on district servers.

8. Personal blogs and social networking sites must not link to any district web site or district e-mail address.

J. OTHER

1. Material on a Web page reflects an individual's thoughts, interests, and activities. Such Web pages do not, in any way, represent individual schools or the District, nor are they endorsed or sanctioned by any individual school or the District. Concern about the content of any page(s) created by students or staff should be directed to the building principal of that school or to that school's media specialist.

2. Given the rapid change in technology, some of the technical standards outlined in this rule may require change throughout the year. Such changes will be made with approval of the Superintendent. This rule may be updated on an annual basis or more frequently if required.

VI. Access Control Rule

Public information is available at the Fairfield County School District web site, and Internal Use Only information is available on the Fairfield County School District internal website with a login.

Student Name and Parent/Guardian Name (Printed)

Date

Student and Parent Signature

Date
