



Hampton School District One

Hampton District One Schools Technology Plan July 1, 2015 – June 30, 2018 March 15, 2015

Digital Resources Enabling Achievement

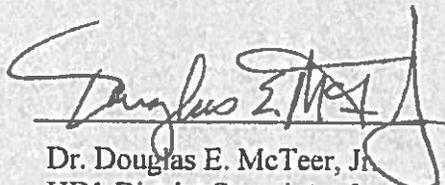
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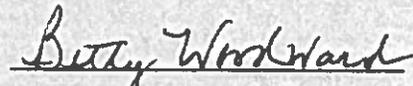
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DISTRICT PROFILE

Schools in the district – 7

Enrollment by School

Wade Hampton High School.....	732
North District Middle School.....	363
Ben Hazel Primary School.....	215
Brunson Elementary School.....	171
Fennell Elementary School.....	202
Hampton Elementary School.....	372
Varnville Elementary School.....	394

District Enrollment – 2449

Number of Free/Reduced Lunch – 1916

Number of ESL Students 35

Dropout Rate – 1.4

Graduation Rate – 80.2

E-Rate Discount – 90% for voice related services and 85% for category 2.

EXECUTIVE SUMMARY

Hampton District One's Technology Team recognizes the importance of instructional technology education in today's world. Our main goal in all areas of the curriculum remains to provide a safe learning environment where all students become literate, informed, and responsible members of a diverse global society. Our school district is committed to achieving its goals through imaginative planning, comprehensive planning, extensive research, measured outcomes, community collaboration and commitment to students, families and the community.

Through ongoing evaluation and continuous progress towards the goals and objectives stated in the plan, Hampton Dist. One will provide our students, staff and community with a quality school system that utilizes new and innovative methods and technologies to prepare students to become responsible and productive members of the community. Recognizing that in order to fully integrate technology effectively, all staff must understand how to use technology and how to incorporate projects that incorporate the use of technology with the South Carolina College and Career Ready Standards.

Following the framework developed by the document South Carolina State Educational Technology Plan 2014 – 2016 Reimagining Education, Hampton District One has developed an integrated technology plan. It is our desire to not only meet but to exceed requirements established by the Education Oversight Committee as well as the state strategic plan; federal guidelines, and the provisos in the General Appropriations Bill titled "SDE: Teacher Technology Proficiency".

The South Carolina State Educational Technology Plan 2014 – 2016: Reimagining Education is broken down into four distinct categories and Hampton District One has organized this plan similarly. The four categories and related goals are as follows:

Category 1 - Student Learning & Classroom Technology

Category 2 - Infrastructure and Security

Category 3 - Professional Development

Category 4 - Research and Collaboration

DISTRICT NEEDS ASSESSMENT

Hampton School District One has created a district level technology committee that meets at least quarterly to review, monitor, and plan for current and future technology initiatives, needs, concerns, and successes. The needs assessment that follows is a product of the committee's work.

District Profile

Hampton School District One is a rural district with 2,449 students in pre-kindergarten to twelfth grade. The number of students who qualify for the free and reduced lunch program is 78.16%. This is a 4.16% increase since the 13-14 school year. The median household income in 2013 was estimated at \$34,233 in Hampton County. This was a \$1,480 decrease since 2012. With only 11.4% of persons 25 years and over with bachelor's degree or higher, (US Census Data, 2009-2013 Estimates) and only one small industry in the area, many of the parents must travel long distances to work in the tourist industry. Because of their long commutes, these parents are not at home before and after school. Of those who are home during the day, many do not have transportation. The racial make-up of the district is 53% African American, 42.8% White, and 4.2% other.

Technology Needs Assessment

Current Instructional and Administrative Technology Needs

- Complete instructional technology procurement to provide Promethean boards in all classrooms.
- Complete procurement procedures to select and provide district and school websites and district email due to changes in 2015 – 2016 E-Rate regulations.
- Expand technology support staff
- Upgrade district switches, bandwidth, and infrastructure to support the addition of 1:1 devices.
- Complete procurement of wireless access at Ben Hazel Primary, Brunson Elementary, Hampton Elementary, and Wade Hampton High School.

Current Technology Inventory

- 1314 desktop and laptop PCs
- Mobile Computer Carts
 - Library Netbook Carts (10 per cart and 1 cart per school) **Note 5 years old
 - 60 Netbooks (2 carts of 30) at Hampton Elementary & 60 Netbooks (2 carts of 30) North District Middle School
 - One 21stCCLC laptop Cart with 20 computers (4 years old)
- 7 Smart Boards
- 128 Promethean Boards
- 12 Projectors (in addition to Promethean projectors)
- iPads
 - 42 For Teacher Use
 - 12 For Administrator Use
 - For Student Use
 - 5 in individual classrooms
 - 15 for Wade Hampton Afterschool
 - 15 for North District Afterschool
 - Two iPad Carts in Health Occupations Classes at Wade Hampton
 - One iPad Cart at Fennell Elementary
- Servers
 - The district has the following servers
 - PowerSchool / Dell
 - Powerschool Testbed / IBM
 - SIF / Student locator / IBM
 - CyberSentury Monitor / HP
 - Destiny Library / IBM
 - Enrich – TestView / IBM
 - LuxRIOT / IBM
 - AeroHive Hive Manager / Dell
 - SonicWall Viewpoint / Dell
 - Meals Plus / IBM
 - CSI – Citrix / IBM
 - Netware / IBM (7)
 - EOC Cache (2)
 - A+
- Computer Labs
 - 1 lab of 27 available for each elementary school
 - 1 library lab, 2 classroom labs, and 2 small labs available at the middle school.
 - 7 full labs and 4 classroom labs available at the high school

Current Instructional and Administrative Support Strategies

- One contracted computer technician
- One contracted network technician (E-Rate funded)
- One Part Time District Technology Director
- One Part Time Instructional Technology Coordinator
- One Technology Coach
- Seven (one per school) Technology Master Teachers
 - **These teachers have full time teaching responsibilities but receive a stipend to provide instructional technology support in the integration of technology into classroom instruction.
- District level Technology Committee for planning and implementation
- Collaboration and Instructional Support
 - PBL Project – Website for problem based learning projects.
 - High Progress Literacy – Website and Coaching support
 - Technology Coach and Master Teachers
 - Comprehensive Professional Learning Plan
 - Professional Learning Days – Targeted professional learning for technology integration.
 - Technology Coach and Master Teachers provided ongoing support.
 - Teachers must earn 12 hours in the area of instructional technology each year.
 - Paraprofessionals must earn 8 hours in the area of instructional technology each year.

Software Applications

Software applications currently in use include:

Instructional Software Applications			Fund	Cost
Reading Counts	Software to improve critical thinking skills and comprehension skills in Reading	Brunson Elementary Ben Hazel Primary Varnville Elementary Hampton Elementary North District Middle	School	BES - \$684 BHP - \$860 VES - \$1,264 HES - \$1,488 NDMS - \$1,452
Study Island NWEA to Study Island Connector	Software to support instruction in content areas and technology.	District Wide	District	HD1 - \$61637 HD1 - \$2100 (MAP) HD1 - \$6170 (T)
Type to Learn	Software to support students as they learn keyboarding skills.	Brunson Elementary Varnville Elementary Hampton Elementary Fennell Elementary	School	\$300
Keyboarding Reading Spelling (KRS)	Software to teach keyboarding skills.	Fennell Elementary	School	n/a
Microtype 5.0	Software to teach keyboarding skills.	North District Middle	District	\$1210
Project Lead the Way	Software to support the Engineering Curriculum	Wade Hampton High	District	\$3000
Reading Eggs	Software to support reading	Ben Hazel Primary Varnville Elementary	District	(Included in Study Island pricing above)
Reading A to Z	Web-based software	District Wide		n/a
SCOIS	Job Shadowing and Career Development	Wade Hampton High		n/a
ALP Lab with Apex Software	Accelerated Learning software to provide a credit recovery	Wade Hampton High		\$18558
A+ny Where Learning System	Instructional Courseware to support after school programs	District Wide		n/a
ActivInspire	Software for the Promethean Boards	District Wide		n/a
JumpStart Reading K-2	Reading Software	Brunson Elementary	School	\$1500
Digits	Textbook Math Software	North District Middle	n/a	n/a
Envision Math	Textbook Math Software	Elementary Schools	n/a	n/a
Think Central		Brunson Elementary Varnville Elementary		n/a

Assessment and Data Software, Services, and Applications				
PowerSchool	Student data management software	District Wide		
NWEA MAP & Descartes	Software to identify individual students needs and to focus teachers on the specific standards students have weaknesses in.	District Wide	District	\$25474
Enrich	Assessment program to help focus instruction on the state standards	District Wide	n/a	n/a
Circle	Kindergarten and Pre-K Assessment	District Wide	n/a	n/a
Level Data	Service to provide data integration.	District Wide	District	\$12310
Productivity and Communications Software and Applications				
Gaggle	System for teachers and student compliant email.	District Wide	District	\$8241
Schoolwires	Web based software to provide teacher, school, and district web pages	District Wide	District	\$5603
Power Announcement	PowerSchool add on communications tool	School District	School District	\$3405
Microsoft Office		District Wide	District	\$11660
Meals Plus	Breakfast & Lunch Management Software	District Wide	District	\$2106
Lunch Pre Pay	Online bill payment for school lunch program	District Wide	District	n/a
Network, Security, and Management Software and Applications				
LanSchool	Lab Management Software	Wade Hampton High	District	
Aerohive Software	Wireless System Management	Fennell Varnville North District	District	\$13821
Kayako	Electronic Trouble Ticket System	District Wide	District	\$1879
Sophos	Antivirus Software	District Wide	District	\$5933
Destiny Textbook	Textbook Circulation System	District Wide	State	n/a
Destiny Library	Library Circulation System	District Wide	District	\$15,134

Hampton District One Technology Requirements to Support the Technology Proviso.

Certified faculty and staff must take the technology proficiency assessment every five years after they have obtained the status of “Proficient”. Teachers who are at the “Developing” Level are required to take the test each year until they achieve “Proficient” status. The test must be taken in the presence of the Instructional Technology Coach or Library Media Specialist. After testing, teachers must follow the procedures listed below based on their assessment outcome.

Those scoring an 80 or better are “Proficient” and are required to maintain their proficiency by completing 12 hours of technology professional development each year. During the first year of the 5-year period, “Proficient” teachers must also submit one lesson template integrating technology, one rubric, and one student work sample into the district E-Portfolio System.

Those scoring a 79 or below are “Developing” and are required to meet with the Technology Coach and develop a plan for achieving proficiency through professional development such as the required 12 hours and if necessary through additional technology training and coursework such as PBL or ETV training. The “Developing” teacher will also be required to submit one lesson template integrating technology, one rubric, and one student sample into the district E-Portfolio System until proficiency is achieved.

Current Instructional and Administrative Support Strategies

- One contracted computer technician
- One contracted network technician (E-Rate funded)
- One Part Time District Technology Director
- One Part Time Instructional Technology Coordinator
- One Technology Coach
- Seven (one per school) Technology Master Teachers
 - **These teachers have full time teaching responsibilities but receive a stipend to provide instructional technology support in the integration of technology into classroom instruction.
- District level Technology Committee for planning and implementation
- Comprehensive Professional Learning Plan
 - Teachers must earn 12 hours in the area of instructional technology each year.
 - Paraprofessionals must earn 8 hours in the area of instructional technology each year.
- Level Data

Currently, Hampton District One has 1314 computers (laptop or desktop) in instructional and administrative facilities. These computers vary in age, configuration and operating systems ranging from Windows XP to Windows 8. Efficiency for both students and staff could be improved if equipment were more standard from class to class and school to school.

Hampton District One does not employ a technician. Networking needs, hardware maintenance and support are out sourced on an as-needed basis. E-Rate funding is requested to provide network maintenance. The District takes care of all expenses not covered by E-rate.

In 2014, Hampton District One contracted with Level Data. Level Data provides software connectors to ensure the seamless transfer of data between programs and to support the accuracy of the available data.

We completed a four-year lease agreement for updating classroom technology and do not currently have any leased equipment. We recently updated teacher computers to Windows 7 and Office 2010.

With the support of the HD1 Board of Trustees and the SDOE, HD1 currently has a 200 mbps Ethernet circuit for providing Internet access to the district. In accordance with the Child Internet Protection Act, HD1 has a unified threat management firewall that protects against a comprehensive array of attacks including intrusion prevention gateway antivirus, and content filtering. In addition HD1 has end point antivirus with a centralized management console. A third party filtering service protects e-mail against viruses and Spyware.

Summary

Although we have made great strides in recent years, we must continue to strive to provide our students and staff members with the technology and staff development needed to keep up with the rapid changes in technology.

In accordance with the Elementary and Secondary Education Act, we must ensure that every child have the resources necessary to be successful in school. In order to do that, we need to provide staff development to our teachers on the use of existing technology and ongoing staff development for new software and equipment. We need to provide more LCD projectors and Promethean boards. We need more classroom computers. We have a very limited number of laptop computers for student and staff checkout in the district. We have a limited number of mobile devices such as iPads for teacher use in the district. We do have a limited number of hand held devices for student or staff such as iPods and Activotes / ActivExpressions. Many of our students do not have home computer access and we need to provide devices for student use at home for instructional purposes. Additional digital cameras, scanners and digital camcorders are also needed for our students and staff.

DISTRICT VISION AND MISSION STATEMENTS

CORE BELIEF

Technology education must demonstrate the imagination to see the possibilities, the intelligence to create the vision and the courage to pull it all together and make it happen. The goal remains increased student achievement. Our school district is committed to achieving its goals through imaginative planning, comprehensive training, extensive research, measured outcomes, community collaboration and commitment to students, families and community.

STRATEGIC VISION

We envision using technology to advance a learning community where:

- All students are engaged in a challenging curriculum that is focused on inquiry-based, hands-on learning. Students are proficient users of technology. Students take responsibility for their own educational success.
- All teachers use technology to support learning across the curriculum and student personalized learning. They function as coaches, mentors, advocates, and managers of information. Through ongoing, comprehensive professional development, teachers acquire and demonstrate the knowledge and skills necessary to integrate technology into a challenging and interdisciplinary curriculum that addresses students' specific needs, developmental levels, and learning styles.
- All administrators use technology to support, develop, and enhance the total learning environment. They function as agents of change, advocates for the use of best practices, and facilitators of the move from passive to active learning.
- Administrative functions, including those performed by instructional staff, are fully automated, thereby allowing more of the school system's energy and resources to be focused on student learning.
- Community is actively engaged in nurturing the technology learning environment.

The schools become a technology-rich environment where all students and staff have ready access to a full range of current technology, software tools and applications. The schools have knowledgeable staff and external resources (such as parents, community members, business, higher education, and network resources) to further the curriculum goals. Technology does not replace the teacher but rather supports and enhances the educational process.

STRATEGIC MISSION

The mission of Hampton School District One is to prepare students to be literate, informed, responsible, and productive members of a global society who believe that learning is a lifelong process. In a safe environment, we will provide learning activities for children that will promote their intellectual, social, and emotional growth and permit them to become responsible and productive members in a global society.

Category 1: Classroom Technology

Goal

Hampton District One teachers will guide students to apply 21st century skills to all curriculum areas to support student achievement across all state academic standards while achieving technological literacy.

Summary of Findings

Digital information resources are widely available in Hampton School District One's schools, thanks to South Carolina's partnering with private business and higher education to offer technology training and resources to educators and students. Integrating technology into instruction is receiving heavy emphasis to enable its students and teachers to master the South Carolina academic standards and 21st century skills. The District has adopted the International Society for Technology in Education's National Educational Technology Standards for Students (ISTE NETS-S) and Teachers (ISTE NETS-T).

Hampton District One students have embraced the 21st century's learning environment and the hands-on technology applications and project-based learning that it offers. State grants, federal grants and private industry grants have made this possible. Technology has been implemented in the classrooms and state standards have been addressed resulting in increased student achievement throughout the District.

Technology resources are available to parents and the community in the District. All seven schools operate programs after school hours to allow students and community members access to technology.

Recent Progress

HD1 has added new and emerging technologies such as Promethean boards in most core area classrooms and has provided Master Teachers, Reading Coaches, and administrators with iPads.

Spotlight on Success

Wade Hampton High School added 6 new computer labs and classes are now able to use the labs at least once per week.

Challenges

Although the District has made strides in using technology to create interactive learning environments

to enhance student achievement, the data indicates that HD1 has considerable improvements to make.

Funding remains to be a major problem in our rural District. Equity of access and accountability must be addressed within the state so all our students can compete nationally and internationally.

Improvement Opportunities

Ensure teachers are creating authentic learning opportunities for students. Provide support and training through Technology Master Teachers (TMTs) and Technology Coach.

Objectives

1. The district will use technology to provide a safe, supportive learning environment.
2. Teachers will provide opportunities for authentic learning experiences aligned to state standards and integrating technology to facilitate student achievement.
3. Students will select the appropriate tools for authentic learning tasks and will demonstrate technology competency by the end of 10th grade.

1. The district will use technology to provide a safe, supportive learning environment.					
Action Steps	Timeline	Estimated Resources	Estimated Cost	Person(s) Responsible	Means of Evaluation
Teach and demonstrate cyber-safety, and technological ethics to all students.	Annually	n/a	n/a	Administrators Classroom Teachers Technology Coach TMTs Lab Personnel	Lesson Plans Cyber Safety Online Quiz
Provide a safe monitored online environment for students, including those with special needs, to collaborate, communicate, and participate in authentic learning activities.	Ongoing	E-Rate Funding General Funds		Network Technician Technology Director Webservices Coordinator	Monitoring Logs
Use monitoring to detect and identify unauthorized activities through tools such as monitoring of email, filters, cameras and recording devices as needed in schools.	Ongoing	E-Rate Funding General Funds		Network Technician Technology Director Webservices Coordinator	Monitoring Logs

2. Teachers will provide opportunities for authentic learning experiences aligned to state standards and integrating technology to facilitate student achievement.					
Action Steps	Timeline	Estimated Resources	Estimated Cost	Person(s)Responsible	Means of Evaluation
Develop technology-enhanced learning activities aligned to state college and career ready standards.	Ongoing	n/a	n/a	Administrators Teachers Career Specialists Library Media Specialists Lab Assistants	Lesson Plans
Create and use lesson activities in which students employ a variety of technology tools, including assistive technology, to complete authentic multidisciplinary tasks.	Ongoing	n/a	n/a	Administrators Teachers Career Specialists Library Media Specialists Lab Assistants	Lesson Plans

3. Students will select the appropriate tools for authentic learning tasks and will demonstrate technology competency by the end of 10 th grade.					
Action Steps	Timeline	Estimated Resources		Person(s)Responsible	Means of Evaluation
Continue to implement grade-level-appropriate technology standards integrated with state college and career readiness standards to enable students to fully participate in today's information-rich society.	Ongoing	n/a	n/a	Administrators Teachers Career Specialists Library Media Specialists Lab Assistants	Lesson Plans
Create and use lesson activities in which students employ a variety of technology tools, including assistive technology, to complete authentic multidisciplinary tasks.	Ongoing	n/a	n/a	Administrators Teachers Career Specialists Library Media Specialists Lab Assistants	Lesson Plans
Measure students' technology proficiency by using performance based assessments.	Ongoing	n/a	n/a	Administrators Teachers	Lesson Plans Assessment Results
Measure students' technology proficiency using a summative assessment tool in grades 3, 6, & 8. Currently Study Island	Annually	General Funds	See Software and Resource List Pages 9 – 10 (Study Island)	Library Media Specialist Technology Master Teachers Lab Assistants	Assessment Results

Category 2: Infrastructure and Security

Goal

Hampton District 1 will expand and support technology resources to assist educators and learners in meeting the state college and career readiness standards.

Summary of Findings

Network access and density

- HD1 currently has a 200 mbps Internet circuit for providing Internet access to the district.
- HD1 has a 250 mbps Wireless Wan between schools.
- The network bandwidth is now 200 and will be upgraded to 400.
- Currently 3 of the 7 schools have school wide wifi.
 - Currently every other classroom has an access point.
- All schools have limited wifi access in critical areas.
- Currently HD1 has at least one gigabyte wired drop in every classroom.
- HD1 currently has a contracted network technician funded through E-Rate.

Desktop support and Refresh Strategies

- HD1 has a contracted technician and a multi-tiered work order system.
- Library Media Specialists serve as front line in school support.
- As funding becomes available HD1 updates hardware and software.

Email System

- The district currently provides email hosted through Gagle.net for all staff and students in grades 3-12.
- District email services for students include a monitoring and filtering service in accordance with the Child Internet Protection Act.
- District email also includes archiving in accordance with the e-discovery guidelines.

Printers, Faxes, Copiers

- Every school has at least 1 Kyocera printer/copier/fax networked purchased through a district wide

purchasing agreement.

- Additional network printers are in place. The district no longer supports or maintains classroom printers unless the classroom is located in a computer lab.
- Each school has a fax.

Website Support

- HD1's websites are hosted through Schoolwires. Two employees are designated as webmasters and provide support to teachers. All websites are supported by the Schoolwires support team; however, only the district webmaster can contact technical support.

Server and Database Environments and Support

The district has the following servers

- PowerSchool / Dell
- Powerschool Testbed / IBM
- SIF / Student locator / IBM
- CyberSentury Monitor / HP
- Destiny Library / IBM
- Enrich – TestView / IBM
- LuxRIOT / IBM
- AeroHive Hive Manager / Dell
- SonicWall Viewpoint / Dell
- Meals Plus / IBM
- CSI – Citrix / IBM
- Netware / IBM (7)
- EOC Cache (2)
- A+

Security and Database Environments and Support

- In accordance with the Child Internet Protection Act, HD1 has a unified threat management firewall that protects against a comprehensive array of attacks including intrusion prevention, gateway antivirus, and content filtering. In addition HD1 has end point antivirus with a centralized management console. The management console can manage policies, applications, devices, reports, logs, web filtering, network access, patch assessments, profiles, software deployment, firewalls, and intrusion prevention. A third party filtering service protects e-mail against viruses and Spyware.
- Cyber Sentry is used to monitor firewall traffic.
- ViewPoint Reporting software provides the network administrator with the status of Internet usage, network performance, and security fulfilling the regulatory compliance requirements.

Disaster Recovery Strategies

- Currently each device or software has its own backup system.

Tools and Techniques

- 1314 desktop and laptop PCs
- Mobile Computer Carts
 - Library Netbook Carts (10 per cart and 1 cart per school) **Note 5 years old
 - 60 Netbooks (2 carts of 30) at Hampton Elementary & 60 Netbook carts (2 carts of 30) North District Middle School
 - One 21stCCLC laptop Cart with 20 laptops (four years old)
- Smart Boards
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 - SIF / Student Locator / IBM
 - CyberSentury Monitor / HP
 - Destiny / IBM
 - Enrich-TestView / IBM
 - Sophos / IBM
 - LuxRiot / IBM
 - AeroHive Hive Manager / Dell
 - SonicWall Viewpoint / Dell
 - Meals Plus / IBM

- CSI-Citrix / IBM
- Netware / IBM
- EOC Cache
- A+
- Computer Labs
 - 1 lab of 27 available for each elementary school
 - 1 library lab of 27, 2 classroom labs of 30, and 2 small labs available at the middle school.
 - 7 full labs and 4 classroom labs available at the high school
- IP Phones – Each classroom has one IP phone.

Currently Hampton District One has 1314 computers (laptop or desktop) in instructional and administrative facilities. These computers vary in age, configuration and operating systems ranging from Windows XP to Windows 8. Efficiency for both students and staff could be improved if equipment were more standard from class to class and school to school.

Hampton District One does not employ a technician. Networking needs, hardware maintenance and support are out sourced on an as-needed basis. E-Rate funding is requested to provide network maintenance. The District takes care of all expenses not covered by E-rate.

Recent Progress

In February 2014, HD1 implemented an automated work order system for technical support.

Spotlight on Success

By June 30, 2015, HD1 will complete an upgrade to a 500 mbps fiber optic wan connection between schools. This structure can be upgraded as needed to support faster connections in the future.

Challenges

Network access and density

- Currently 4 of the 7 schools do not have school-wide wifi.
 - School-wide wifi schools only have access points in every other classroom.

Desktop support and Refresh Strategies

- Funding is insufficient for adequate technical support.
- Funding is insufficient for regularly scheduled updates of hardware and software.

- Library Media Specialists serve as front line in school support; however schools currently share library media specialists leaving schools without support half of the time.

Email System

- E-Rate will no longer pay for hosted email services and the district will be searching for resources for funding as well as a service provider.

Website Support

- All websites are supported by the Schoolwires support team; however, only the district webmaster can contact technical support. This makes it more difficult for end users to receive immediate help with problems.
- In addition websites have been funded through E-Rate, but this will no longer be the case next year.

Improvement Opportunities

Network access and density

- Expansion will occur as funding allows to support school needs.
- The district LAN currently has a 1 GB backbone, upgradable to 10 GB, as funding and need allows.

Desktop support and Refresh Strategies

- Hire additional technicians
- Create a system for regularly scheduled replacement of old and outdated equipment and software.

Disaster Recovery Strategies

- Currently each device or software has its own backup system. Improvements could be made in creating a more formalized plan for disaster recovery with central backups in addition to the site based or product based backup processes.

Objectives

1. HD1 will maintain systems, implement upgrades, and provide user technical support.
2. HD1 will evaluate and updated network infrastructure and bandwidth as needed to provide better network and Internet connectivity, improved functionality, and more efficient management of devices.
3. HD1 will create and implement an obsolescence and update plan to replace and recycle equipment and software.
4. HD1 will maintain an efficient and effective telecommunications system.
5. HD1 will protect district data, resources, and assets.
6. HD1 will protect HD1 students as they use available technologies.
7. HD1 will increase the use of technology tools such as email, website, network shared storage, and cloud based storage to develop a more “green technology” culture.

1. Maintain systems, implement upgrades, and provide user technical support.					
Action Steps	Timeline	Estimated Resources	Estimated Cost	Person(s) Responsible	Means of Evaluation
Expand instructional support for technology by providing training to existing staff.	Annually	General Fund Title VI	\$ 61,468 \$ 17,525	Professional Development Coordinator Director of Technology	Training Sign-In sheets and Documentation
Expand support by adding additional staff as funding allows with a goal of one Level 2 Network Technician(currently contracted and paid through E-Rate), one Level 2 Computer Technician (currently contracted), two Level 1 Computer Technicians for 8 sites.	When Funding is Available	E-Rate General Fund	\$ \$ Funding is not currently available for additional staff.	Superintendent Director of Technology	Staffing Records
Maintain existing IP Phone System	Ongoing	E-Rate General Fund	\$	Director of Technology	Support / Maintenance Records

2. Evaluate and updated network infrastructure and bandwidth as needed to provide better network and Internet connectivity, improved functionality, and more efficient management of devices.					
Action Steps	Timeline	Estimated Resources	Estimated Cost	Person(s) Responsible	Means of Evaluation
Evaluate bandwidth and network infrastructure and increase / improve as needed	Ongoing	State Funds E-Rate		Director of Technology Network Technician	Purchase Orders
Expand school wide wifi to a	2015-2016	E-Rate	\$	Director of	Purchase Orders

schools.				Technology Network Technician	
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3. Create and implement an obsolescence and update plan to replace and recycle equipment and software.					
Action Steps	Timeline	Estimated Resources	Estimated Cost	Person(s) Responsible	Means of Evaluation
Maintain current inventory of technology by site and user. Investigate a means of electronic management.	Bi-annually	General Fund	n/a	Bookkeeper Library Media Specialist	Inventory
Create a plan for updating and replacing outdated equipment and software as funding is available.	2015-2016	n/a	n/a	Superintendent Director of Technology District Leadership Team	Plan
Standardize instructional technology equipment and software for schools by creating guidelines for instructional software/hardware purchases.	Annually	n/a	n/a	Director of Technology Instructional Technology Coordinator Building Administrators	Inventory Records
Dispose of and or recycle obsolete or broken equipment.	Annually	General Fund	\$	Director of Technology Building Administrators	Inventory Records
Update and replace outdated equipment and software.	As Funding Allows	General Fund	\$	Director of Technology District Leadership Team District Grant Team	Purchase Orders Grant Documents Inventory

4. Provide efficient and effective telecommunications systems.					
Action Steps	Timeline	Estimated Resources	Estimated Cost	Person(s) Responsible	Means of Evaluation
Maintain an efficient and effective telecommunications system.	Ongoing	General Fund E-Rate	\$	Director of Technology	

5. Protect district data, resources, and assets.					
Action Steps	Timeline	Estimated Resources	Estimated Cost	Person(s) Responsible	Means of Evaluation
Develop a plan for disaster recovery.	2015-2016	n/a	n/a	Director of Technology Network Technician District Leadership Team District Technology Committee	Plan

6. Protect HDI students as they use available technologies.					
Action Steps	Timeline	Estimated Resources	Estimated Cost	Person(s) Responsible	Means of Evaluation
Review and collect annual signed Acceptable Use Policy agreements from every staff member.	Annually	n/a	n/a	Library Media Guidance Building Administrator	Signed Copies on File in the Main Office
Review the Acceptable Use Policy with students annually. Obtain signed copies for all students new to a school and / or new to the district.	Annually	n/a	n/a	Library Media Guidance Building Administrator	Signed Copies in Students' Permanent Record and Electronic Documentation in PowerSchool.
Maintain and Install Security Cameras in key locations	Ongoing	General Fund School Fund	\$	Director of Technology Building Administrators	Inventory Purchase Orders
Maintain firewall, monitoring, and other security tools to provide a safe technological environment for students	Ongoing	E-Rate	\$	Director of Technology Network Technician Web Services Coordinator	Reports Logs

7. HDI will increase the use of technology tools such as email, website, network shared storage, and cloud based storage to develop a more "green technology" culture.					
Action Steps	Timeline	Estimated Resources	Estimated Cost	Person(s) Responsible	Means of Evaluation
Research methods of providing for a paperless work flow.	2015- 2016	n/a	n/a	Director of Technology Network Technician Web Services Coordinator District Technology Committee	Committee Meeting Notes, Agendas, and Outcomes

Category 3: Professional Development

Goal

Hampton District One will provide curriculum and professional learning opportunities to increase the technological proficiency of all educators in order to support the effective integration of research proven instructional technology and assistive technology skills and strategies designed to support college and career ready standards and to improve teaching and learning.

Summary of Findings

Integrating technology in the classroom is an ongoing focus to support teacher learning and instruction for students (Azevedd and Bernard. 1995). All teachers in HD1 complete a minimum of 12 hours of new technology-based learning annually. All teachers have received training with the HD1 Eportfolio system for professional development record keeping. To improve teachers' technology proficiency knowledge, each teacher has taken the HD1 teacher assessment and will take the HD1 teacher assessment until a passing rate of 80% is achieved. Those who have not achieved 80% must develop a technology plan for professional development. Ongoing opportunities for additional technology learning include courses such as Problem Based Learning (PBL) and Thinkfinity as well as instruction provided through Technology Master Teachers, the district Technology Coach, and professional learning opportunities on Professional Learning Days.

Recent Progress

HD1 has maintained a Technology Coach position and in 2012 – 2013 added seven Technology Master Teachers (TMT). Although TMTs are classroom teachers with full time teaching responsibilities, they provide ongoing coaching and support to teachers at the school level for a stipend.

Spotlight on Success

Through the TMTs and a more focused intentional professional learning plan, HD1 has offered more than 149 technology sessions this during 2014 – 2015 for a total of 349 hours of professional development.

Challenges

The challenges in providing quality professional learning begin with the limited time for professional development. Professional development days are often filled with meetings for specific school and district initiatives leaving teachers with limited time to participate in provided professional learning opportunities.

Improvement Opportunities

A system for online professional learning would provide HD1 teachers and staff with more flexibility.

Objectives

1. Hampton District One will continue to ensure that all educators are skilled in using available technologies.
2. Hampton District One will continue to provide multidimensional technology leadership whose focus is to ensure that technology is making a significant instructional and administrative impact for students, teachers, support staff, and administrators.
3. Hampton District One will continue to provide schools with professional learning in technology integration, authentic instructional activities, and problem based learning to support the use of research based best practices throughout the curriculum.

1. Hampton District One will continue to ensure that all educators are skilled in using available technologies.					
Action Steps	Timeline	Estimated Resources	Estimated Cost	Person(s) Responsible	Means of Evaluation
Provide needs-based training on available technologies such as NWEA MAP, Reading Counts, Microsoft Office Suite, Study Island, etc.	Ongoing	General Funds Title XI	n/a (see page 29 Technology Coach and Master Teachers)	Office of Special Projects Technology Director Instructional Technology Coordinator Technology Coach	Professional Development Records Sign- In Sheets
Assess teacher technology proficiencies through a technology proficiency assessment every five years after they have obtained the status of "Proficient". Teachers who are at the "Developing" Level will take the test each year until they achieved "Proficient" status.	Ongoing	n/a	n/a	Office of Special Projects Instructional Technology Coordinator Technology Coach	Professional Development Records Sign- In Sheets

Continue to use survey tools to identify needed training and professional learning.	Ongoing	n/a	n/a	Office of Special Projects	Professional Development Records Sign-In Sheets
Provide online access to "how tos", training manuals, and FAQs to support the use of available technologies.	Ongoing	General Fund	See Software and Resource List Pages 9 – 10	Director of Technology Contracted Technology Support	Professional Development Records Sign-In Sheets
Provide an electronic calendar with available professional learning opportunities and online registration. (Currently Schoolwires)	Ongoing	General Fund	See Software and Resource List Pages 9 – 10	Office of Special Projects Instructional Technology Coordinator Technology Coach	Professional Development Records Sign-In Sheets

2. Hampton District One will continue to provide multidimensional technology leadership whose focus is to ensure that technology is making a significant instructional and administrative impact for students, teachers, support staff, and administrators.					
Action Steps	Timeline	Estimated Resources	Estimated Cost	Person(s) Responsible	Means of Evaluation
Continue to provide ongoing evaluation, planning, and implementation leadership through the district technology committee	Minimum of Quarterly Meetings	n/a	n/a	Office of Special Projects Director of Technology	Meeting Minutes Agendas
Continue to provide a full time Technology Coach to assist teachers in the integration of authentic technology based instruction.	Ongoing	Title VI General Funds	\$17,524 \$61,524	Office of Special Projects Superintendent	Personnel Records Professional Learning Records
Continue to provide one Technology Master teacher at each school to provide direct training, coaching, and support with a special emphasis on helping students, teachers, support staff, and administrators meet the state recommended technology standards as well as meet the state's content standards in all areas. (note these teachers have full time teaching responsibilities and are paid a stipend for the additional responsibilities)	Ongoing	Title I Title VI	\$20,000 \$8,000	Office of Special Projects Superintendent	Personnel Records Professional Learning Records
Provide full time Library Media Specialists at each school to support information literacy skills and to provide support to students and teachers engaged in authentic technology rich instructional	As Funding Allows	General Fund	Funds not currently available	Office of Special Projects Superintendent	Personnel Records

activities					
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3. Hampton District One will continue to provide schools with professional learning in technology integration, authentic instructional activities, and problem based learning to support the use of research based best practices throughout the curriculum.

Action Steps	Timeline	Estimated Resources	Estimated Cost	Person(s) Responsible	Means of Evaluation
Offer professional development activities and training in a variety of ways (on-site, off-site, self-paced, etc) to address the technology needs of staff including those working with students with special needs.	Ongoing	PDSI Funds Title I Special Education Funds	\$6,000 (See Coach & MT p. 29)	Office of Special Projects Instructional Technology Coordinator Technology Coach	Professional Development Records Sign-In Sheets
Provide staff with information concerning opportunities available outside of the district.	Ongoing	n/a	n/a	Office of Special Projects Instructional Technology Coordinator Technology Coach	Professional Development Records Sign-In Sheets
Develop and identify staff members within the district who have the skills and experience necessary to prepare teachers for effective technology use and encourage schools to take advantage of these individuals expertise.	Ongoing	n/a	n/a	Office of Special Projects Instructional Technology Coordinator Technology Coach	Professional Development Records Sign-In Sheets
Explore systems for online or self-paced professional learning.	2015	n/a	n/a	Office of Special Projects Technology Leadership Team/Committee	Report to Technology Committee

Category 4: Research and Collaboration

Goals

Goal 1. Hampton District One will ensure our students meet college and career readiness goals by providing technology leadership well founded in the research of best practices and appropriate emerging technologies.

Goal 2. Hampton District One will promote and encourage collaborative partnerships between students, teachers, parents, and the community including businesses, state and local agencies, and institutions of higher learning.

Summary of Findings

In order to support STEM instruction HD1 wrote and received a Math Science Partnership grant. Through the grant HD1 is able to provide professional learning opportunities in collaboration with local agencies and institutions of higher learning.

To increase teachers' knowledge of STEM content and practices, the Citadel provides teachers with 15 course offerings from The Citadel's Master of STEM Education program. Annually, the Citadel will enable at least 15 teachers to earn a minimum of 3-hours graduate credit. Course titles include: PBL and Interdisciplinary Teaching; STEM Education through Robotics; Research and Statistics for STEM Applications; Teaching, Learning and Assessing with Technology; and Forensic Science. Citadel professors also visit classrooms and provide online and telephone support.

The University of SC – Aiken offers teachers graduate credit through two courses. The math course topics, based on Math Standards and practices, include Instructional Rigor; Assessments; Achievement Level Descriptors; Webb's Depth-of-Knowledge (DOK)/Cognitive Rigor Levels; Learning progressions; Domains; Mathematical Practices; Effective Use of Technology; Instructional Shifts and Resources. The science course merges SC Academic Standards' content with math standards and practices. Elementary and middle school teachers learn science and math content while collaborating to create interdisciplinary units.

Invent Now, a nonprofit center for STEM education, provides 60 hours of inquiry-learning PD using cutting-edge STEM curricula aligned with CCRStandards for Math and SC Science Standards. Invent Now PD includes an annual 6-hour foundational session, which "will explore teaching methods that help to

develop critical thinkers and creative problem solvers...to foster growth in student achievement” (<http://www.inventnow.org>). Teachers delve deeper into these practices by participating in 20 hours of course instruction and 34 hours of job-embedded practice. Inquiry-based PBL has an impact on learning as teachers use these pedagogies to teach standards-based content and curricula during the regular day or during summer programs. Camp Invention is taught as summer institutes and Club Invention is modified and taught as part of the regular school day curricula. Homecourt Publishers, LLC, provides PD in PBL aligned to CCRStandards; the integration and dissemination of online resources; data-driven instruction; and rubrics, constructed response items, and technology enhanced items.

Recent Progress

A pilot program has been put in place to increase student achievement in Science and Social Studies through a collaborative effort and the Online High Progress Literacy Curriculum Project. In addition HD1 recently implemented a multimedia writing course in partnership with the local newspaper and the 21st CCLC afterschool program.

Spotlight on Success

Teachers are using the Teacher-to-Teacher collaboration area of the district website to share information, plans, videotaped lessons and other support documents.

Challenges

Funding remains a challenge.

Improvement Opportunities

Goal 1. Hampton District One will ensure our students meet college and career readiness goals by providing technology leadership well founded in the research of best practices and appropriate emerging technologies.

Objectives for Goal 1

1. The district technology committee will continue to provide technology leadership founded in research.
2. Teachers will continue to grow as learners and provide students with learning opportunities based on current best practices and emerging technologies as appropriate.

1. The district technology committee will continue to provide technology leadership founded in research.					
Action Steps	Timeline	Estimated Resources	Estimated Cost	Person(s) Responsible	Means of Evaluation
The district technology committee will meet at least quarterly to provide technology leadership.	Quarterly	n/a	n/a	Office of Special Projects District Technology Director District Instructional Technology Coordinator	Meeting Agendas Meeting Minutes.
District Technology leaders and when possible teachers will attend technology conferences to remain current in best practices and emerging technologies.	Ongoing	PDSI Funding	\$2000 To be determined based on need.	Office of Special Projects District Technology Director District Instructional Technology Coordinator	Travel Records

Objectives for Goal 2

1. Teachers will continue to collaborate using available technologies.
2. Students will engage in collaborative real world activities.
3. Hampton District One will maintain and establish partnerships and collaborations with the technology committee, parents, businesses, state and local agencies, and institutions of higher education.

1. Teachers will continue to collaborate using available technologies.					
Action Steps	Timeline	Estimated Resources	Estimated Cost	Person(s) Responsible	Means of Evaluation
Use the district's collaborative spaces such as the Teacher – To – Teacher website to support cross curricular and grade band collaborations.	Ongoing	General Funds	See Software and Resource List Pages 9 – 10	Office of Special Projects Curriculum Coordinator Instructional Technology Coordinator	Collaborative Spaces Website Reports
Continue to offer and participate in collaborative groups such as the PBL project and High Progress Literacy.	Ongoing	Math Science Partnership (MSP) Title I	\$7,500 \$35,000	Office of Special Projects Curriculum Coordinator Instructional Technology Coordinator	Collaborative Spaces Website Reports

2. Students will engage in collaborative read world activities.					
Action Steps	Timeline	Estimated Resources	Estimated Cost	Person(s) Responsible	Means of Evaluation
Instructional practices will require students to use district provided technologies for collaboration and real world activities.	Ongoing	n/a	n/a	Administrators Teachers	Lesson Plans

3. Hampton District One will maintain and establish partnerships and collaborations with the technology committee, parents, businesses, state and local agencies, and institutions of higher education.					
Action Steps	Timeline	Estimated Resources	Estimated Cost	Person(s) Responsible	Means of Evaluation
Establish and maintain partnerships with institutions to offer technology and STEM based professional learning opportunities.	Ongoing	MSP	\$40,000	Office of Special Projects Technology Director Instructional Technology Coordinator	Professional Learning Records
Maintain district, school, and class webpages to provide students, parents, and community members with an outlet for information.	Ongoing	General	See Software and Resource List Pages 9 – 10 (Schoolwires)	Administrators Teachers Web Services Coordinators	Website Website Reports
Use PowerAnnouncement to increase communication with parents and stakeholders.	Ongoing	School Level Funds Title I	See Software and Resource List Pages 9 – 10 (Power Announcement)	Administrators	PowerAnnouncement Reports
Provide parents and students with access to class assignments, academic progress, and attendance information through the PowerSchool Parent Portal.	Ongoing	n/a	n/a	Administrators Teachers Technology Director	PowerSchool
Offer technology sessions to parents and community members to support their use of appropriate available technologies. Session should provide information on using PowerSchool Parent Portal, navigating school websites, subscribing to calendars and class pages, etc.)	Annually	Title I Parenting General Funds	\$2,000 \$2,000 See Software and Resource List Pages 9 – 10 (PowerSchool & Schoolwires)	Administrators	Sign-In Sheets Records
Include parents and other community members in strategic planning.	Annually	n/a	n/a	Office of Special Projects Technology Director Instructional Technology Coordinator	Sign-In Sheets Meeting Records

Budget Summary

Items	Dollar Amount	Source of Funding
Telecommunications (Phones, Datalines, etc.)	\$ 15,120	District
Computers, Printers, & Software	\$236,307	District
Repairs & Maintenance	\$119,547	District
Professional Development (Stipends, Substitutes, & Supplies) <i>See plan for breakdown of individual costs and funding sources.</i>	\$124,993	General Funds Math Science Partnership Title VI PDSI Funds Title I
Network Upgrades		

Evaluation

HD1 will implement a system of oversight and evaluation through the Technology Leadership Committee's quarterly meetings with additional meetings as needed. In addition HD1 will review and update this plan in its entirety once per year for the three year plan cycle.

Appendices

Appendix A: Acceptable Use Policy (AUP)

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

Purpose: To establish the board's vision and the basic structure for the use of technology resources in instruction.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network that makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that is not of educational value.

The Hampton School District One Board Recognizes that technology is a vital part of the instructional process. To that end, Hampton District One is committed to providing our staff and students with the resources necessary to promote educational excellence. Further the Hampton District One Board understands that not all information found on the Internet is of educational value. Hampton One has taken protective measures to block or filter Internet access in compliance with the Children's Internet Protection Act (CIPA).

STAFF RESPONSIBILITIES

In accordance with South Carolina state standards, Hampton District One staff will integrate the thoughtful use of information resources throughout the curriculum and will provide guidance and instruction to students in the appropriate use of such resources. However, as it is recognized that it is not possible to constantly monitor individual students, network administrators and or supervising teachers may review files and communications to maintain system integrity and insure that users are using the system responsibly. Network and email storage areas will be treated like school lockers. Users should not expect files stored on district serves or communications using district resources will be private.

Adopted ^

Legal references:

A. Federal law:

1. 47 USC Section 254(h) - Children's Internet Protection Act.
2. The Digital Millennium Copyright Act of 1998, Section 512 - Limitations on liability relating to material online.

B. S.C. Code of Laws, 1976, as amended:

1. Section 10-1-205 - Computers in public libraries; regulation of Internet access.
2. Section 16-3-850 - Encountering child pornography while processing film or working on a computer.
3. Section 16-15-305 - Disseminating, procuring or promoting obscenity unlawful; definitions; penalties; obscene material designated contraband.
4. Section 59-19-90 - General powers and duties of school trustees.

C. Court cases:

1. Purdham v. Fairfax Co. Sch. Bd., 637 F.3d 421, 427 (4th Cir. 2011).

Accessing inappropriate sites

Student Internet activities will be monitored by the district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access.

Reporting

District and school computer technicians who are working with a computer and come across sexually explicit images of children must report this to local law enforcement. The report must include the name and address of the owner or person in possession of the computer.

Online behavior

The district will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The superintendent or his/her designee will develop a program to educate students on these issues.

Off-campus conduct

Students, parents/legal guardians, teachers and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

STUDENT RESPONSIBILITIES

Students agree to:

- Be polite and use appropriate language
- Understand that electronic resources are not guaranteed to be private and will be monitored.
- Respect all copyright laws concerning electronic communications and information.
- Use technology resources for appropriate educational purposes
- Take good care of all equipment, reporting any error messages or problems that indicate the equipment is not working properly.
- Report any messages, files, websites or user activities that are in violation of this policy.

Students agree NOT to:

- Reveal his or her personal address or phone number, log in name, or password or those of others.
- Use any personal chat rooms, instant messaging, and email accounts other than those provided by the district.
- Use the technology resources to create, download or use materials which would not be permissible in Hampton One classrooms in any other form (obscene, profane, or pornographic)
- Use the computer, programs or files without permission
- Download, install, delete, or edit programs, systems or data files without permission.
- Deliberately tamper with equipment (examples, switching cables, changing keys, putting magnets on computers, introducing a virus, etc)
- Steal or vandalize any part of the Hampton One technology resources and or network.
- Use district resources for personal use or gain, product advertisement or political lobbying.

Violations

Violations will result in a notification of the parent / guardian and/or loss of access privileges. Additional disciplinary action will be determined at the building level in line with existing practice regarding inappropriate language or behavior. When applicable, the district will involve law enforcement agencies.

Warranty

Hampton School District One 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. This includes but is not limited to, loss of data resulting from delays, non-deliveries, misdirected deliveries or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Acceptable Use Agreement

I have read, understand and will abide by this Acceptable Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked and I will be subject to other disciplinary actions prescribed by law or school policies.

The faculty member whose signature appears below had advised me of the Acceptable Use Agreement.

Faculty Member's Name: (please print) _____

Faculty Member's Signature: _____ Date: _____

User's Full Name: (please print) _____

User's Signature: _____ Date: _____

Parent or legal guardian

As the parent of this student, I have read and understand the Acceptable Use Agreement. I understand that this access is designed for educational purposes. I further recognize that while student's use will be supervised and/or monitored by the staff of Hampton District One, it is impossible for the district to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I hereby grant permission to assign access privileges to my child and certify that the information contained on this form is correct.

Parents/Legal Guardian's Name: (please print) _____

Parents/Legal Guardian's Signature: _____ Date: _____

General Policy

The Hampton School District One Board recognizes that technology is a vital part of the instructional process. To that end, Hampton District One is committed to providing our staff and students with the resources necessary to promote educational excellence.

Staff Access and Responsibilities to electronic information resources:

In accordance with South Carolina state standards, Hampton District One staff will integrate the thoughtful use of information resources throughout the curriculum and will provide guidance and instruction to students in the appropriate use of such resources.

The staff will employ district electronic mail on a daily basis at work as a primary tool for communications. The district will rely upon this medium to communicate information and all staff will be responsible for checking and reading messages daily.

Communications over the network are often public in nature; therefore, general rules and standards for professional behavior and communications will apply. Electronic mail and telecommunications are not to be utilized by employees to share confidential information about students or other employees.

Network administrators may review files and communications to maintain system integrity and to ensure that staff members are using the system responsibly. Users should not expect that files stored on district servers will be private.

The Hampton District One faculty will do the following:

- Complete annual training and sign all appropriate forms prior to Internet use.
- Log in and out of the system each time they use the computer and shut down all computer systems at the end of the day.
- Protect their login name and passwords to prevent misuse.
- Check district email daily.
- Post rules for student use of the Internet based on school wide rules; these rules will be in conjunction with district policy.
- Explain the rules and district policy to students prior to the distribution of the permission form, conduct periodic reviews as needed, and collect the signed permission form from students.
- Learn, teach and model appropriate Internet etiquette.
- Learn, teach and model respect for intellectual property and abide by all copyright laws.
- Protect their own privacy and the privacy of others and not share confidential information on students or employees.
- Promptly report any error messages in writing or problems, which indicate that the system is not working properly.
- Supervise and monitor students at all times.

The following behaviors are not permitted:

- adding software to a computer without prior permission from the school technology leader
- failing to follow copyright law
- providing system access to unauthorized individuals
- creating or posting unapproved web pages
- posting student work or student photographs when parents deny consent
- accessing, sending or displaying offensive messages or pictures or using obscene language
- using restricted areas of the Internet
- assisting in a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition

- harassing, insulting or attacking others
- engaging in practices that threaten or modify the network
- using others' passwords
- trespassing in others' folders, documents or files
- intentionally wasting limited resources
- employing the network for commercial purposes
- promoting, supporting or celebrating religion or religious institutions
- violating school policies

The network supervisor will report any inappropriate behavior to the employee's supervisor who will take appropriate disciplinary action. Any complaints, violations or reports of inappropriate behavior should be routed to the network supervisor or the building supervisor. Violations will result in a loss of access and/or disciplinary action. When applicable, the district will involve law enforcement agencies.

I have read and understand the Acceptable Use Agreement. I understand that this access is designed for educational purposes. I further agree to abide by these policies and procedures detailed in the Hampton District One Staff Access and Responsibilities to Electronic Information Resources policy.

Staff Members Full Name: (please print) _____

Signature: _____

Date: _____

General Policy

The Hampton School District One Board recognizes that technology is a vital part of the instructional process. To that end, Hampton District One is committed to providing our staff and students with the resources necessary to promote educational excellence.

Community Access and Responsibilities to electronic information resources:

The Hampton School District One Board recognizes the need for community partnerships. To that end, Hampton District One is committed to providing community access to school resources when such partnerships exist to the extent that is appropriate to the nature of the partnership.

Communications over the network are often public in nature; therefore, general rules and standards for professional behavior and communications will apply. Electronic mail and telecommunications are not to be utilized by employees to share confidential information about students or other employees.

Network administrators may review files and communications to maintain system integrity and to ensure that staff members are using the system responsibly. Users should not expect that files stored on district servers will be private.

The Hampton District One community partners will do the following:

- Complete training and sign all appropriate forms prior to Internet use annually.
- Log in and out of the system each time they use the computer and shut down all computer systems at the end of the day.
- Protect their login name and passwords to prevent misuse.
- Abide by rules for use of the Internet based on school and district policy.
- Learn appropriate Internet etiquette.
- Learn respect for intellectual property and abide by all copyright laws.
- Protect their own privacy and the privacy of others and not share confidential information on students or employees.
- Promptly report any error messages or problems which indicate that the system is not working properly.

The following behaviors are not permitted:

- providing system access to unauthorized individuals
- creating or posting unapproved web pages on district sites
- posting student work or student photographs when parents deny consent
- accessing, sending or displaying offensive messages or pictures or using obscene language
- using restricted areas of the Internet
- assisting in a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
- harassing, insulting or attacking others
- engaging in practices that threaten or modify the network
- using others' passwords
- trespassing in others' folders, documents or files
- intentionally wasting limited resources
- employing the network for commercial purposes
- promoting, supporting or celebrating religion or religious institutions

- violating school policies

The network supervisor will report any inappropriate behavior to the building supervisory who will take appropriate action. Any complaints, violations or reports of inappropriate behavior should be routed to the network supervisor or the building supervisor. Violations will result in a loss of access. When applicable, the district will involve law enforcement agencies.

I have read and understand the Acceptable Use Agreement. I understand that this access is designed for educational purposes. I further agree to abide by these policies and procedures detailed in the Hampton District One Community Access and Responsibilities to Electronic Information Resources policy.

Community Members Full Name: (please print) _____

Signature: _____

Date: _____

References

South Carolina State Educational Technology Plan. (2015)

Children's Internet Protection Act - Retrieved from Federal Communications Commission website
<http://www.fcc.gov/guides/childrens-internet-protection-act> on Dec 19, 2013