



Fort Plain Central School District

EDUCATIONAL TECHNOLOGY PLAN

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"Our Aim is Excellence"

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MISSION

The Fort Plain Central School District will provide each student with the opportunity to develop intellectually, socially, emotionally, and physically in a safe, orderly and positive environment to enable him/her to successfully compete in a rapidly changing global community.

VISION

The vision of the Fort Plain Central School District technology plan is to strive for student and teacher excellence by providing the technology-based infrastructure, resources, tools, and training necessary to meet the demands of the information age. We envision technology as a teaching and learning tool used to enhance and integrate curriculum, instruction, and assessment for our professional staff and student body. Our ultimate goal is to create a community of highly capable, self-motivated, ethical users of technology.

CURRENT TECHNOLOGY ASSESSMENT

In a traditional classroom the computer served as an aid, but the computer has evolved into an integral part of the classroom. The computer is used as a tool to report grades and attendance, as a research source that is not bound by the traditional library resources, as a presentation tool that enables students to view world events as they happen, to participate in experiments that traditionally were far too dangerous and/or expensive for the high school environment and to participate in classes being taught in other locations.

Every classroom in the district is equipped with at least one computer with Internet access. Each computer is loaded with a minimum set of software, which includes a virus check, an Internet browser, Microsoft Office, and a student management system for grades and attendance. All computers have printer access. Every room in the district is also connected to a telephone system that allows intercom communication between the office and individual rooms, communication between rooms and access to outside telephone lines. This system also has voice mail capability.

The Junior Senior High School Library Media Center contains nineteen workstations with Internet access and Microsoft office; these machines share a laser jet printer. All computers in the library have access to the electronic card catalog system. These systems are public access catalogs that allow students to locate material in any automated library in the HMF BOCES School Library System. Another computer at the main desk is used to track circulation using the Horizon Software System. A similar system is in place at the Harry Hoag Elementary School Library Media Center.

There are three computer labs within the Junior Senior High School: a Business lab, Media Center lab, and an Interdisciplinary lab. These labs are utilized by multiple subject areas. In the Harry Hoag Elementary School there is a Child Development lab. Each machine in this lab is also loaded with Microsoft office and is connected to a laser printer.

Other examples of technology, such as in the science labs, include a comprehensive weather station, multiple GPS units, probeware, a spectrophotometer, ultracentrifuge and gel electrophoresis for the AP Biology lab and an interactive touch screen whiteboards in the Physical science rooms.

Administrative and guidance personnel are networked. Thus student records and demographic information is readily available via a student

management system. This system also allows student records to be archived. The District Business offices are also networked. Invoices and purchase orders are generated electronically. The maintenance department uses a computer system to monitor the environmental status of areas of the district. Heating and cooling are checked electronically and automatically adjusted.

GOALS OVERVIEW

Student Learning

Goal #1: Access to Technology – All students will have equitable access to modern, age-level appropriate technology that supports reading, writing, and curriculum content within the realm of the New York State learning standards.

Goal #2: Skills Proficiency – Utilizing technology, students will gain age-appropriate proficiency in the use of software applications, programming languages, and the Internet.

Professional Development

Goal #1: Teacher Proficiency – All professional staff members will become proficient in the use of technology.

Goal #2: Implementing Technology through Professional Development – The district will support and encourage professional development options that integrate technology into the classroom.

Community

Goal #1: Parental Involvement - To improve the quality of school-home communications, the district will support technology that effectively engages parents and/or guardians in the educational process.

Goal #2: Community Education – To build our relationship with the local community, the district will support access to technology and training for community members interested in lifelong learning.

Technology and Network Infrastructure

Goal #1: Technology Availability – The district will support equitable access to modern technological tools enhancing student learning and best teaching practices.

Goal #2: Administrative and Office Technology – The district will support the necessary technologies for administrators, counselors, office, and support staff to effectively do their jobs.

Goal #3: Network Infrastructure – The district will maintain a high-speed network that supports both our local area network (LAN) and the Internet.

Support and Management

Goal #1: Technical Support – The district will provide technical support to maintain the school-wide LAN and its supporting technologies.

Goal #2: Management – The district will implement a standard operating procedure regarding the safe and proper protocols for the use of technology.

Goal #3: Funding – The district will pursue avenues to fund an ongoing technology plan.

Ongoing Evaluation and Assessment

Goal #1: Implementation – The district will maintain an ongoing evaluation and assessment of each area's progress towards its goals.

IMPLEMENTATION STRATEGIES

Student Learning

Goal #1: Access to Technology – All students will have equitable access to modern, age-level appropriate technology that supports reading, writing, and curriculum content within the realm of the New York State learning standards.

Strategies:

- When possible, computer labs will be made available to teachers, students, and classes.
- The library will house a cluster of computers for student use.

Goal #2: Skills Proficiency – Utilizing technology, students will gain age-appropriate proficiency in the use of software applications, programming languages, and the Internet.

Strategies:

- All students will learn the basic operational and keyboarding skills of a computer within the Windows operating system environment.
- The district will support courses that use computers for curriculum reinforcement, programming languages, and Internet research. Examples include, but are not limited to, word processing and presentation software, databases, web browsing applications, web design, and java.
- Teachers requiring students to perform Internet research will stress Internet search techniques and media evaluation skills.

Professional Development

Goal #1: Teacher Proficiency - All professional staff members will become proficient in the use of technology.

Strategies:

- All teachers will learn the basic operation of computers within a networked Windows operating system environment as indicated in the Staff Self-Evaluation and Staff Computer Literacy Skills sections.
- All teachers will receive support and training in a network-based student management system, including school-wide grading and attendance software.
- Interested teachers will have access to support and training in areas such as productivity software, hardware, and the use of the Internet.

Goal #2: Implementing Technology through Professional Development – The district supports and encourages professional development options that integrate technology into the classroom.

Strategies:

- Teachers will have the option of incorporating technology into course curricula as part of their professional development plan.
- The district will support teacher workshops and in-service programs that lead to the integration of technology into the classroom.

Community

Goal #1: Parental Involvement - To improve the quality of school-home communications, the district will support technology that effectively engages parents and/or guardians in the educational process.

Strategies:

- The district will support a web site that posts important school-related events and information.
- Individual teachers, clubs, and sports teams may have information posted on the district web site.
- When possible, the district will provide links to public access media resources.

Goal #2: Community Education – To build our relationship with the local community, the district will support access to technology and training for community members interested in lifelong learning.

Strategies:

- The district will work with other local agencies to determine the educational technology needs of our community.
- When possible, evening computer classes will be made available to the local community.
- When possible, courses offered on the distance-learning network will be made available to the local community.

Technology and Network Infrastructure

Goal #1: Technology Availability – The district will support equitable access to modern technological tools enhancing student learning and best teaching practices.

Strategies:

- Each classroom will have at least one modern computer connected to the school LAN and the Internet.
- Each computer will contain a standardized set of software tools.
- Teachers and students will have access to a modern printer.
- The district will make recommendations for upgrades on all technology, including software and hardware, as per the evaluation and assessment schedule.

Goal #2: Administrative and Office Technology – The district will support the necessary technologies for administrators, counselors, office, and support staff to effectively do their jobs.

Strategies:

- Administrators, guidance counselors, and office personnel will have access to a modern computer, job-related software, and a quality printer as part of a standardized set of technology.
- The district will support training for the use of all software and hardware when deemed necessary.

Goal #3: Network Infrastructure – The district will maintain modern voice, video, and data networks.

Strategies:

- Each classroom, shop area, office workstation, and computer lab will be linked to each other through the local area network (LAN) and to the information superhighway (WAN).
- Each classroom will have access to cable TV and telephones with voicemail capability.

Support and Management

Goal #1: Technical Support - The district will provide technical support to maintain the school-wide LAN and its supporting technologies.

Strategies:

- The district will provide technical support personnel to troubleshoot, repair, and maintain all technology including computer software and hardware.

Goal #2: Management - The district will implement a standard operating procedure regarding the safe and proper protocols for the use of technology.

Strategies:

- The district will maintain and review the mandatory student-Internet use agreement.
- All staff will receive training regarding the safe and secure operation of voice, video, and data technology within the network infrastructure.

Goal #3: Funding – The district will pursue all avenues to fund an ongoing technology plan.

Strategies:

- The district will explore all available funding options for the purchase, maintenance, and replacement of technology.
- Funding will be earmarked for staff training.

Evaluation and Assessment

Goal #1: Implementation – The district will maintain an ongoing evaluation and assessment of each area’s progress towards its goals.

Strategies:

- The technology committee will review this district technology plan annually.
- Prior to review, committee members will survey faculty, staff, students, and administration regarding the goals in this plan to determine if strategies are being met.
- The committee will address areas of concern and appropriate action will be taken.

Internet Safety Policy

I. Introduction

Although the Fort Plain Central School District recognizes the value of the Internet as an educational tool, it also understands that information with no redeeming social value is accessible through the Internet. Therefore certain rules and regulations governing the use of the Internet are hereby imposed on all students and employees of the Fort Plain Central School District.

- A. 1. The Fort Plain Central School District has developed and will enforce this Internet Safety Policy in compliance with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA).
2. In addition, the Fort Plain Central School District maintains its "*Acceptable Use Policy*" (AUP) which governs the acceptable use of the Internet by students and employees.
3. Fort Plain Central School District personnel located at other component schools will abide by the local district Internet safety policy implemented at that school. If the district does not have an Internet safety policy in place, Fort Plain Central School District personnel will follow the Internet Safety policy as specified in this document.
4. All Fort Plain Central School District personnel and students located at any location other than a local school district building will follow the Internet Safety policy as specified in this document.

II. Implementation

Access to the Internet using the Fort Plain Central School district computer equipment is subject to the following:

A. Internet Filtering.

Filtering software will be used to block minors' access to:

1. Visual depictions that are (a) obscene, (b) child pornography, or (c) harmful to minors;¹ and
2. Internet sites which, in the Board's determination, contain material which is "inappropriate for minors." (See item B. below.)

¹ The terms "obscene", "child pornography", "harmful to minors," and "matter inappropriate for minors," used throughout the policy, are defined in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act (Public Law 106-554). See Appendix A.

B. Internet Filter Override.

Filtering will be in place on all Fort Plain Central School District owned computers by July 1, 2002. Adult access to visual depictions that are obscene and/or child pornography will also be blocked. However, the Superintendent or his/her designee may disable the software to enable access to blocked sites for bona fide research or other lawful purposes.

C. Definition of "inappropriate for minors".

The Board will (from time to time) determine by resolution what Internet material is "inappropriate for minors" in the Fort Plain Central School District. This determination will be based on community standards.

D. Other Safety Measures.

1. In using the computer network and Internet, minors are not permitted to reveal personal information such as home addresses, telephone numbers, their real last names or any other information which might allow someone they are communicating with online to locate them. No minor may arrange a face-to-face meeting with someone he/she "meets" on the computer network or Internet without his/her parent's permission.
2. Before utilizing any electronic communications (including but not limited to electronic mail and "chat rooms") in any instructional setting, students will be taught that they must disclose to their teacher any message they receive that is inappropriate or makes them feel uncomfortable. They must also be taught that they must never agree to meet with someone they have met online without their parents' approval.

E. Unauthorized Access and Other Unlawful Activities.

It is a violation of this Policy for students to:

1. Use the Fort Plain Central School District computer network or the Internet to gain unauthorized access to her computers or computer systems, or to attempt to gain such unauthorized access.
2. Damage, disable or otherwise interfere with the operation of computers, computer systems, software or related equipment through physical action or by electronic means; and/or violate, state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic

3. Use unfiltered access to Internet World Wide Web information resources.
4. Use Email. Elementary students may have e-mail access only under their teacher's direct supervision using a classroom or library account. Elementary students may be provided with individual e-mail accounts under special circumstances, at the request of their teacher and with the approval of their parents. Secondary students may be provided with individual e-mail accounts under special circumstances, at the request of their teacher and with the approval of their parents.
5. Use personal email located on another email server (i.e. Yahoo mail, Hotmail, etc.) while in school. Students may access personal email located on another server under special circumstances, at the request of a teacher and with the approval of their parents.
6. Create a web page. As a classroom related project, you may create a personal Web page. All material placed on your Web page must be pre-approved in a manner specified by the school. Material placed on your Web page must relate to your school and career preparation activities or be part of a classroom project assigned by a teacher.
7. Access Internet newsgroups while in school. Students may access Internet newsgroups under special circumstances, at the request of a teacher and with the approval of their parents.
8. Access Internet Instant Message while in school. Students may access Internet Instant Message under special circumstances, at the request of a teacher and with the approval of their parents.
9. Access Internet chat rooms while in school. Students may access Internet chat under special circumstances, at the request of a teacher and with the approval of their parents.
10. Play online games while in school. Educational online games may be played with the approval of the teacher

F. Unauthorized Disclosure and Dissemination of Personal Identification Information Regarding Minors.

Personally identifiable information concerning minors may not be disclosed or used in any way on the Internet (e.g., on the Fort Plain Central School District web page or otherwise) without the permission of a parent or guardian. If a student is 18 or over, the permission may also come from the student himself / herself

G. Staff Supervision and Monitoring.

It shall be the responsibility of all members of the Fort Plain Central School District's staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

III. Procedure for Review of Filtering Policy

A. For any complaint concerning implementation of filtering, an attempt should be made to resolve the issue informally.

B. If the complaint is not resolved informally, the individual will fill out a "Request for Review of Internet Filtering Form" and a committee appointed by the District Superintendent will consider this form. The committee may at the discretion of the District Superintendent include legal counsel. The individual submitting the request shall have the right to attend the meeting of the committee and present any arguments in support of their position. The committee will prepare a report containing recommendations. These recommendations may include, but are not limited to:

1. If the request is from a student, Fort Plain Central School District will provide adult supervision during scheduled times to allow the student access to the requested material.
2. Make the necessary changes to the filtering servers.
3. Deny the request

The committee recommendation will be forwarded to the District Superintendent for disposition of the matter.

C. If the complainant is still not satisfied, he/she may ask the Superintendent to present an appeal to the Board of Cooperative Educational Services Board which will make a final determination of the issue. The District Superintendent will deliver a copy of the Complaint, the report of the committee and his/her determination to The Board. The Board of Education may seek assistance from its legal counsel and outside organizations such as the American Library Association for Supervision and Curriculum Development.

IV. **Regulations and Dissemination.**

The Superintendent is authorized to develop and implement regulations consistent with this policy. The Superintendent will also be responsible for disseminating the policy and associated regulations to school personnel and students.

**Fort Plain Central School District
Request for Review of Internet Filtering Form**

1 Date of Request: _____

2 Request Initiated by: _____

3 Address: _____

4 City: _____

5 Zip Code: _____

6 Telephone: _____

7 Complainant Represents: (check only one)

Self My

Name: _____

Organization Name of

Organization: _____

Other: _____

8 Address of Internet material (i.e. www.whereever.com)

9 Description of material:

10 I would like this material (check only one): blocked unblocked

11 My objections to the way this material is currently handled is:

12 I would like the outcome of this review to be:

Required Signature of Complainant

Student Acceptable Use Policy for Technology Fort Plain Central School

A. Introduction

The purpose of education is to prepare you for success in life and work in the 21st Century. When you enter the work force, you will likely be using your employer's electronic network, which will also be a limited purpose network. As students, you must learn what actions are appropriate on a limited purpose network as compared to what actions might be appropriate through a general personal account. District users have an obligation to use the district computer system in a manner specified by the school district. Further, notwithstanding the use of disclaimers, how the computer network is used will reflect on the district. Therefore, it is highly appropriate for districts to exert control over the use of the district computer system.

The Fort Plain Central School's computer network, including Internet access, does not merely provide students and employees with general access to the Internet. The district system has a very specific, limited purpose: to enhance the delivery of education.

If district users want greater freedom, they can obtain such freedom by acquiring their own personal account through a private provider.

B. Educational Purpose

1. The Fort Plain Central School computer network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. The Fort Plain Central School computer network has not been established as a public access service or a public forum. The Fort Plain Central School District has the right to place reasonable restrictions on the material you access or post through the system. Therefore you are expected to follow the rules set forth in this acceptable use policy and the law in your use of the Fort Plain Central School computer network.
3. You may not use the Fort Plain Central School computer network for commercial purposes. This means you may not offer, provide, or purchase products or services through The Fort Plain Central School computer network.

4. You may not use the Fort Plain Central School computer network for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

C. Student Internet Access

1. All students will have FILTERED access to Internet World Wide Web information resources through their classroom, library, or school computer lab.
2. Elementary students may have e-mail access only under their teacher's direct supervision using a classroom or library account. Elementary students may be provided with individual e-mail accounts under special circumstances, at the request of their teacher and with the approval of their parents.
3. Secondary students may be provided with individual e-mail accounts under special circumstances, at the request of their teacher and with the approval of their parents.
4. Students may not access personal email located on another email server (i.e. Yahoo mail, Hotmail, etc.) while in school. Students may access personal email located on another server under special circumstances, at the request of a teacher and with the approval of their parents.
5. As part of a class or class related project, you may create a personal Web page. All material placed on your Web page must be pre-approved in a manner specified by the school. Material placed on your Web page must relate to your school and career preparation activities or be part of a classroom project assigned by a teacher.
6. Students may not access Internet newsgroups while in school. Students may access Internet newsgroups under special circumstances, at the request of a teacher and with the approval of their parents.
7. Students may not access Internet Instant Message while in school. Students may access Internet Instant Message under special circumstances, at the request of a teacher and with the approval of their parents.
8. Students may not access Internet chat rooms while in school. Students may access Internet chat under special circumstances, at the request of a teacher and with the approval of their parents.
9. Students may not play online games while in school.

10. You and your parent(s) must agree to and sign this Acceptable Use Policy contract to use the Fort Plain Central School computer network. This Agreement must be renewed on an annual basis. Your parents can withdraw their approval at any time.

D. Unacceptable Uses

1. Personal Safety

- a. You will not post personal contact information about yourself or other people. Personal contact information includes full name, address, telephone number, school address, work address, etc.
- b. You will not agree to meet with someone you have met online without your parent's approval. Your parent should accompany you to this meeting.
- c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

- a. You will not attempt to gain unauthorized access to the Fort Plain Central School computer network or to any other computer system through the Fort Plain Central School computer network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You will not use the Fort Plain Central School computer network to engage in any illegal act, such as the sale or purchase of illegal goods or for the planning of any illegal activity.

3. System Security

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account.
- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem.

Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

- c. You will avoid the inadvertent spread of computer viruses by following the District virus protection procedures.
- d. You will not add, remove or modify and computer hardware or software on any school computer.
- e. You will not intentionally damage or destroy any other user's data, software or hardware.

4. Inappropriate Language

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks, use slanderous, abusive, intimidating or otherwise offensive comments in any digital form.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. You will not forward or make public any message that was sent to you privately without permission of the person who sent you the message.
- b. You will not forward or make public any private information about another person.

6. Respecting Resource Limits.

- a. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities.
- b. You will not download large files unless absolutely necessary. If necessary, and with your teachers permission, you will download the file at a time when the system is not being heavily used and remove the file from the system when you are done with it.
- c. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- d. Secondary students that have been allowed to use email must manage their mail on a regular basis and subscribe only to high quality discussion group mail lists that are relevant to their education or career development.

7. Plagiarism and Copyright Infringement

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

8. Inappropriate Access to Material

- a. You will not use the Fort Plain Central School computer network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).

- b. If you mistakenly access inappropriate information, you should immediately tell your teacher. This will protect you against a claim that you have intentionally violated this Policy.
- c. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The district fully expects that you will follow your parent's instructions in this matter.

E. Your Rights

1. Free Speech

Your right to free speech, as set forth in the Student Handbook, applies also to your communication on the Internet. The Fort Plain Central School computer network is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

2. Search and Seizure.

- a. You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker.
- b. Routine maintenance and monitoring of the Fort Plain Central School computer network may lead to discovery that the you have violated this Policy, the rules set forth in the FPCS Student Handbook or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, student rules set forth in the FPCS Student Handbook or the law. The investigation will be reasonable and related to the suspected violation.
- d. Your parents have the right at any time to request to see the contents of your e-mail files.

3. Due Process

- a. The supervising teacher has the first level of responsibility to review the infraction, and if deemed necessary, to report it to the involved student's principal.

- b. In the event there is a claim that you have violated this Acceptable Use Policy in your use of the Fort Plain Central School computer network, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator.
- c. The District will conduct an investigation and will cooperate fully with local, state, or federal officials if required in any investigation related to any illegal activities conducted through The Fort Plain Central School computer network.

School Penalties for any infraction of the Acceptable Use Policy

1. First Offense - one-week revocation of all student's access to computers in school.
2. Second Offense - one-month revocation of all computer use in school.
3. Third Offense - revocation of all computer use in school for the remainder of the current school year.

F. Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

G. Personal Responsibility

When you are using the Fort Plain Central School computer network, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints," so the odds of getting caught are really about same as they are in the real world.

But the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong -- and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

Student Account Agreement

Student Section

Instructions: After reading the acceptable use policy and regulations, please read and fill out the appropriate portions of the following contract completely and legible. The signature of a parent or guardian is also required for students who are minors. Please return this contract to your principal's office.

Contract for student

I have read the Acceptable Use Policy (AUP). I understand and will abide by the terms, conditions, and guidelines it contains. I further understand that any violation of the AUP is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary and/or appropriate legal action may be taken.

Student Name (Print) _____ Grade _____

Student Signature _____ Date _____

Parent or Guardian Section

I have read the District Acceptable Use Policy. I understand that my child's access to the Internet and to the school computer network is designed for educational purposes and I also recognize that it is impossible to restrict access to all controversial materials.

Therefore, I release the school district, its personnel and any other institution with which it is affiliated, from any and all claims or damages of any nature arising from my child's use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I further agree to release the school district, its personnel and any other institution with which it is affiliated, from any and all claims or damages of any nature arising from my child's use of the internet outside of school.

I will instruct my child regarding any restrictions against accessing material that is in addition to the restrictions set forth in the District Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

With my signature I give permission for my child to use and access the Fort Plain Central School computer network and the Internet and I also certify that the information contained in this form is correct.

Parent Name (Print) _____

Parent Signature _____ Date _____

Staff Acceptable Use Policy for Technology Fort Plain Central School

A. Introduction

The purpose of education is to prepare students for success in life and work in the 21st Century. When you are at school, you will be using our limited purpose network. As employees, you need to realize that certain actions are inappropriate on a limited purpose network as compared to what actions might be appropriate through a general personal account. District users have an obligation to use the district computer system in a manner specified by the school district. Further, notwithstanding the use of disclaimers, how the computer network is used will reflect on the district. Therefore, it is highly appropriate for districts to exert control over the use of the district computer system.

The Fort Plain Central School's computer network, including Internet access, does not merely provide students and employees with general access to the Internet. The district system has a very specific, limited purpose: to enhance the delivery of education.

If district users want greater freedom, they can obtain such freedom by acquiring their own personal account through a private provider.

B. Educational Purpose

1. The Fort Plain Central School computer network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. The Fort Plain Central School computer network has not been established as a public access service or a public forum. The Fort Plain Central School District has the right to place reasonable restrictions on the material you access or post through the system. Therefore you are expected to follow the rules set forth in this acceptable use policy and the law in your use of the Fort Plain Central School computer network.
3. You may not use the Fort Plain Central School computer network for commercial purposes. This means you may not offer, provide, or purchase products or services through The Fort Plain Central School computer network.

4. You may not use the Fort Plain Central School computer network for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

C. Staff Internet Access

1. All staff will have filtered access to Internet World Wide Web information resources through their classroom, library, or school computer lab.
2. Staff may have a school email account that is to be used for work related correspondence. Access to an email account will be provided by the school district.
3. As part of your class or class related project, you may create a professional Web page. All material placed on your Web page must be pre-approved in a manner specified by the school in accordance with our Internet Safety Policy. Material placed on your Professional Web page must relate to school and career preparation activities or be part of a classroom project that you are responsible for.

D. Unacceptable Uses

1. Personal Safety

- a. You will not post personal contact information about yourself or other people including students. Personal contact information includes full name, address, telephone number, school address, work address, etc.
- b. You must promptly disclose to your supervisor any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

- a. You will not attempt to gain unauthorized access to the Fort Plain Central School computer network or to any other computer system through the Fort Plain Central School computer network or go beyond your authorized access. This includes attempting to log in through another person's account or access another staff member's files. These actions are illegal, even if only for the purposes of "browsing". Teachers do however have access to student files.

- b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You will not use the Fort Plain Central School computer network to engage in any illegal act, such as the sale or purchase of illegal goods or for the planning of any illegal activity.

3. System Security

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Do not share your password.
- b. You will immediately notify the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. You will avoid the inadvertent spread of computer viruses by following the District virus protection procedures.
- d. You will not add, remove or modify and computer hardware or software on any school computer.
- e. You will not intentionally damage or destroy any other user's data, software or hardware.

4. Inappropriate Language

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks, use slanderous, abusive, intimidating or otherwise offensive comments in any digital form.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If

you are told by a person to stop sending them messages, you must stop.

- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. You will not forward or make public any message that was sent to you privately without permission of the person who sent you the message.
- b. You will not forward or make public any private information about another person.

6. Respecting Resource Limits.

- a. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities.
- b. You will not download large files.
- c. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- d. You should manage your mail on a regular basis and subscribe only to high quality discussion group mail lists that are relevant to their education or career development.

7. Plagiarism and Copyright Infringement

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the

copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

8. Inappropriate Access to Material

- a. You will not use the Fort Plain Central School computer network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- b. If you mistakenly access inappropriate information, you should immediately tell your supervisor. This will protect you against a claim that you have intentionally violated this Policy.

E. Your Rights

1. Free Speech

Your right to free speech applies also to your communication on the Internet. The Fort Plain Central School computer network is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

2. Search and Seizure.

- a. You should expect only limited privacy in the contents of your personal files on the District system
- b. Routine maintenance and monitoring of the Fort Plain Central School computer network may lead to discovery that the you have violated this Policy, the rules set forth in the FPCS Faculty Handbook or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, staff rules set forth in the FPCS Staff Handbook or the law. The investigation will be reasonable and related to the suspected violation.

3. Due Process

- a. The principal has the first level of responsibility to review the infraction, and if deemed necessary, to report it to the superintendent.

- b. In the event there is a claim that you have violated this Acceptable Use Policy in your use of the Fort Plain Central School computer network, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator.
- c. The District will conduct an investigation and will cooperate fully with local, state, or federal officials if required in any investigation related to any illegal activities conducted through the Fort Plain Central School computer network.

F. Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

Appendix A

Generally speaking, “**obscenity**” is defined as any work that an average person (applying contemporary community standards) would find, taken as a whole, appeals to a prurient interest. The work also must depict or describe, in a patently offensive way, sexual conduct as specifically defined in state law. Moreover, the work, taken as a whole, has to lack serious literary, artistic, political or scientific value (See 18 U.S.C. § 1460 and the cases interpreting that statute.)

“**child pornography**” is defined as:

any visual depiction, including a photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical or other means, of sexually explicit conduct, where (a) the production of visual depiction involves the use of a minor [someone under the age of 18] engaging in sexually explicit conduct; (b) such visual depiction is or appears to be, of a minor engaging in sexually explicit conduct; (c) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or (d) such visual depiction is advertised, promoted, presented, described or distributed in such manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct. (18 U.S.C. §2256[8]).

“**harmful to minors**” is defined as:

any picture, image, graphic image, file, or other visual depiction that (a) taken as whole and with respect to minors [defined here as anyone under the age of 17], appeals to a prurient interest in nudity, sex or excretion; (b) depicts, describes, or presents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors. (Public Law 106-554, §1703{b}{2}.)

“**matter/material inappropriate for minors**”

must be defined by a determination by the Board applying local community standards. (Public Law 106-554, § 1 732[I][2].)²

² Legal Ref: The Children’s Internet Protection Act (NCIPA); The Neighborhood Children’s Internet Protection Act (NCIPA) (Public Law 106-554)

Appendix B

BUDGETING PROJECTION PLAN

Year #1 School Year 2008-2009

Hardware - \$35,000 (Amount Budgeted)

Needs: Infrastructure upgrades; Continue replacement program and expansion of classroom workstations; Outfit classrooms with smartboard technology

Software - \$18,000 (Amount budgeted)

Needs: Annual Licensing fees for various programs; Continue with upgrades of various classroom programs as technology uses change and increase with the classrooms

Year #2 School Year 2009-2010

Hardware - \$35,000 (Amount Budgeted)

Needs: Continue replacement program and expansion of classroom workstations; Outfit classrooms with smartboard technology

Software - \$18,000 (Amount budgeted)

Needs: Annual Licensing Fees for various programs: Continue with upgrades of various classroom programs as technology uses change and increase with the classrooms

Year #3 School Year 2010-2011

Hardware - \$35,000 (Amount Budgeted)

Needs: Continue replacement program and expansion of classroom workstations; Outfit classrooms with smartboard technology

Software - \$18,000 (Amount budgeted)

Needs: Annual Licensing Fees for various programs: Continue with upgrades of various classroom programs as technology uses change and increase with the classrooms

Year #4

School Year 2011-2012

Hardware - \$35,000 (Amount Budgeted)

Needs: Continue replacement program and expansion of classroom workstations; Outfit classrooms with smartboard technology

Software - \$18,000 (Amount Budgeted)

Needs: Annual Licensing Fees for various programs: Continue with upgrades of various classroom programs as technology uses change and increase with the classrooms

Year #5

School Year 2012-2013

Hardware - \$35,000 (Amount Budgeted)

Needs: Infrastructure upgrades; Perhaps begin Wireless Network; Workstations for replacement/expansion.

Software - \$18,000 (Amount Budgeted)

Needs: Annual Licensing Fees for various programs: Continue with upgrades of various classroom programs as technology uses change and increase with the classrooms

In addition we will be seeking grant money/partnerships to handle replacement of workstations in the computer lab configuration and/or creation of additional clusters about the district.

SUMMARY

Our ultimate goal is to have a technology-rich learning environment consisting of fully networked library media centers and classrooms with access to cable television, interactive video, Internet and computer-based learning systems that are shared with several learning labs.

Information on demand will be available to all students throughout the school. As the technology evolves, our goal is to provide instruction on demand to all students as well.

FPCS Technology Plan Professional Development Self Evaluation

Goal #1: Teacher Proficiency - All professional staff members will become proficient in the use of technology.

Strategy: All teachers will learn the basic operation of computer within a networked Windows operating system environment.
(circle one)

• No proficiency within the Windows environment	Does not know how to turn on and off a computer, use a mouse, or understand how to open or close an application.	0
• Basic skill level in Windows.	Can open or close an application, print locally, and logging on or off the network.	1
• Intermediate skill level in Windows	Can turn off a locked up computer, print to network based printers, and file management (open/save documents from floppy, CD-ROM, or server).	2
• Advanced skill level in Windows	Changing their network server passwords at any given time on Microsoft Windows 98, 2000, or XP and Vista.	3

Strategy: All teachers will receive support and training in a network-based student management system, including school-wide grading and attendance software.

(circle one)

• No participation in training.	Can't operate student management system modules at a basic level.	0
• Some participation in training.	Can use student management system to take attendance and submit the information to the Student Management Server.	1
• Regular attendance at training sessions.	Successfully using student management system as a daily grade book and submitting grades when needed to the network server.	2
• Advanced training.	Can operate, save, and restore grades for any time period using the student management system. This may include specialized student reports and data analysis functions.	3

Strategy: Interested teachers will have access to support and training in areas such as productivity software.

(circle one)

• No participation in training.	Can't operate productivity software such as Microsoft Office or is unable to identify the difference between Microsoft Office components.	0
• Some participation in training.	Can operate the basic functions of Microsoft Office, such as creating, saving, and printing Microsoft Office documents.	1
• Regular attendance at training sessions.	Using Microsoft Office to create, save, and print a requisition, letter, memo, table, late bus form, or a four page presentation.	2
• Advanced training.	Can operate multiple Microsoft Office components as well as share data between them.	3

Strategy: Interested teachers will have access to support and training in areas such as the Internet.

(circle one)

• No participation in training.	Can't identify a browser or tell what the Internet is.	0
• Some participation in training.	Can open a browser and then visit a web page.	1
• Regular attendance at training sessions.	Can use a search engine on the Internet to find information, such as documents, pictures, audio, and video.	2
• Advanced training.	Can use an Internet database to find information, knowing the difference between a search engine and a database, and using E-Mail to send and receive information.	3

Goal #1 Total

Goal #2: Implementing Technology through Professional Development – The district supports and encourages professional development options that integrate technology into the classroom.

Strategy: Teachers will have the option of incorporating technology into course curricula as part of their professional development plan.

(circle one)

• No technology incorporated in curriculum.	Does not use any computer technology within his/her curriculum.	0
• Some technology included in curriculum.	Limited use of some computer technology in his/her curriculum such as web-obtained data.	1
• Regular use of technology included in curriculum.	Uses technology such as the Internet on a weekly basis.	2
• Advanced use of technology in curriculum.	Uses technology such as the Internet almost daily. Can present curriculum in multiple formats such as a Powerpoint presentation or course-specific software.	3

Strategy: The district will support teacher workshops and in-service programs that lead to the integration of technology into the classroom.

(circle one)

• No technology-related workshop hours recorded.	Has not attended any technology related workshops.	0
• Some technology-related workshop hours recorded.	Limited attendance of technology related workshops.	1
• Regular attendance of technology-related workshops.	Has attended technology-related workshops on at least a monthly basis.	2
• Advanced attendance of technology-related workshops and can mentor others.	Has attended technology-related workshops on at least a monthly basis and mentors other teachers when possible.	3

Goal #2 Total

IMPLEMENTATION TIMELINE

Focus Area	Goal	Action	Begin	Status	Comments
Student Learning	1	A bank of 19 computers with Internet and printer access are available in the High School library for student use.	9/01	2/02	Up and running with regular use
	1	A bank of 5 computers with Internet and printer access are available in the H.H.S library for student use.	9/02	12/02	Up and running with regular use
	1	Each classroom will house at least 1 computer with Internet access.	9/01	12/02	Up and running with regular use
	1	Implement tech skills into all curriculum areas.	9/01	Ongoing	Teachers are taking advantage of Prof Development
	1	Provide elementary computer classes in grades 3-6 that reinforce classroom work and provide exposure to skills such as keyboarding.	9/01	Ongoing	Up and running with regular use in Grades 3-6
	1,2	Introduce grade 7-8 science classes to science-specific search engines – Library.	9/02	6/03	MST Mr. Frank's 8 th Grade Mr. Smith 7 th Grade
	2	Begin use of Microsoft Excel in H.S. Science Labs.	9/01	9/02	As instructors schedules permit
	2	Offer H.S. computer classes leading to Microsoft certification tests in Word, Access, Excel, and PowerPoint.	9/01	Ongoing	As instructors schedules permit
	2	Provide summer access and computer classes for our students.	9/02	Ongoing	After school program and robotics summer classes
	2	Use of Excel and PowerPoint presentations for MST Fair.	5/02	Ongoing	As computers are available 8 th grade robotics classes

Focus Area	Goal	Action	Begin	Status	comments
Student Learning	2	Support purchase of LCD projectors, scan converters, DVD players, CDRW's, scanners, and digital cameras for district-wide use.	9/01	Ongoing	Follow Procedure for Sign out of equipment.
	2	Students will use electronic card catalog for access to library materials.	9/01	12/02	Library
	2	Students will search appropriate databases for newspaper, magazine articles, and e-books.	9/01	Ongoing	Needs more integration
	2	Students will understand telecommunications etiquette.	9/02	Ongoing	Going to inappropriate web-sites, text messaging
	2	Students will understand plagiarism as it relates to electronic resources.	9/01	Ongoing	Reinforced throughout learning environment
	2	Students will be introduced to PowerPoint in 6 th grade science and social studies.	9/02	Ongoing	
	2	Elementary students will learn to perform basic Internet searches.	9/02	Ongoing	
	2	Define a standardized package of software for the entire district.	4/02	Ongoing	District wide image
	1	Distribute information that tutors the teachers in district-required technical tasks.	9/02	Ongoing	First day folder
	2	Selected students will be given the opportunity to take the Microsoft Office certification test.	9/02	Ongoing	As instructors schedule permits

IMPLEMENTATION TIMELINE

Focus Area	Goal	Action	Begin	Status	Comments
Professional Development	1	Disperse knowledge of existing web-based info and software types that would benefit staff.	9/02	Ongoing	List on server and newsletter
	1	Provide and implement standards for teaching technology proficiency.	9/02	Ongoing	Staff survey
	1	Require proof of adequate technological proficiency for new staff hires.	9/02	Ongoing	New employee survey
	1	Distribute info CD's, network accessible electronic documents and survival booklets that tutor teachers in district-required technical tasks.	9/01	Ongoing	First day folder
	1	Offer staff training in the use of Windows.	9/01	Ongoing	
	1	Offer staff training in MS Office software.	9/01	Ongoing	
	1	Offer staff training in web-site creation, implementation, and maintenance.	9/01	Ongoing	Orientation...new teachers, before school starts
	1	Train small group of teacher mentors in student management systems.	9/01	Ongoing	NERIC is provider
	1	All teachers will be trained in use of student management systems	9/02	Ongoing	NERIC is provider
	1	All classrooms will have the capability to report attendance electronically.	9/02	1/03	NERIC is provider
	1	All classes in grades K-12 will report attendance electronically.	Ongoing	Ongoing	NERIC is provider
	2	Expand professional library to include software guides and tutorials.	9/02	Ongoing	NERIC is provider
	2	Encourage staff to incorporate technology into their professional development plans.	9/02	Ongoing	

IMPLEMENTATION TIMELINE

Focus Area	Goal	Action	Begin	Status	Comments
Community	1	Create and promote a district-wide website.	9/01	Ongoing	Keep up the good work
	1	Offer evening programs in tech-based courses such as MS Office and the Internet.	9/02	Ongoing	As per instructor
	1	Offer evening courses on the distance-learning network.	9/03	Ongoing	
	1	Develop specifications for compatible home hardware and software.	9/08	Ongoing	Put info on website
	1	Provide a link on the district website to allow teachers to post homework assignments.	9/02	Ongoing	School Notes
	1	Develop a school library website.	9/02		
		<ul style="list-style-type: none"> • High School 		9/04	Up and growing
		<ul style="list-style-type: none"> • Elem School 		9/05	Up and growing

IMPLEMENTATION TIMELINE

Focus Area	Goal	Action	Begin	Status	Comments
Technology and Network Infrastructure	1	Create a standardized software package for each machine.	9/01	9/02	Updated annually. Office, filtering, anti virus.
	1	Make ink-jet and laser printers available for easy use by faculty and students under supervision.	9/01	1/03	
	1	Provide access to a networked laser printer for faculty	9/02	1/03	
	2	Connect all administration, guidance, and office personnel to a “guidance network.”	9/01	1/03	
	3	Develop a long-range plan for computer replacement.	5/02	Ongoing	
	3	Equip all classrooms with cable TV, DVD, and VCR capability.	9/02	9/04	
	3	Equip all classrooms with telephones.	3/02	9/04	Upgrades pending
	3	Provide and maintain voicemail system for all staff.	3/02	9/04	
	1	Update standardized software package.	9/02	Ongoing	
	2/3	Assess and update infrastructure as necessary.	9/01	Ongoing	
	1	Continue to explore other classroom technology, i.e. LCD, Interactive White Boards	9/08	Ongoing	

IMPLEMENTATION TIMELINE

Focus Area	Goal	Action	Begin	Status	Comments
Support and Management	1	Technical support personnel will be provided to set-up, maintain, and deal with equipment repairs.	1/02	Ongoing	
	1	Create a “hard copy” of network architecture and history.	9/02	Ongoing	
	2	District-wide filtering and anti-virus software will be purchased, maintained, and updated periodically.	9/01	Ongoing	
	2	The district will develop and implement acceptable use policies for technology.	9/01	5/02	Updated 9/05
	2	The district will support staff training sessions for the use of voice, video, and data technology.	9/01	Ongoing	
	2	Create a presentation for staff as an overview of the web filters’ role in the district.	9/02	Ongoing	
	3	Establish a grant writing committee to pursue technology-funding options.	9/02	Ongoing	
	3	The district will annually designate funds for technology training.	9/01	Ongoing	

IMPLEMENTATION TIMELINE

Focus Area	Goal	Action	Begin	Status	Comments
Evaluation and Assessment	1	Create district-wide survey on training needs.	9/02	Ongoing	
	1	Create district-wide survey on hardware needs.	9/02	Ongoing	
	1	Create district-wide survey on software needs.	9/02	Ongoing	
	1	The district will annually review its technology program.	9/01	Ongoing	
	1	Technology committee will annually report to the school Board of Education as to district status and initiatives.	9/01	Ongoing	
	1	The district will annually review and update its "Acceptable Use Agreements."	9/02	Ongoing	