

SAU 59  
Winnisquam Regional School District  
Tilton, Northfield, Sanbornton, New Hampshire



Technology Plan  
2006-2009

Plan Revised: June 7, 2006

School Board Approval: July 17, 2006

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## **I. Technology Task Force and Membership**

The Technology Task Force is established as a team working under the district Curriculum Committee. The district employs a Director of Technology who serves on the Technology Task Force and is responsible for organizing, prioritizing and maintaining all technology systems. The Director works closely with the district Administrative Team (Superintendent, Director of Curriculum, Director of SPED and all school administrators) to identify needs and set priorities. Needs are also identified through requests from individuals and school-wide committees. Needs are assessed based on technology and curriculum goals, implementation costs and are then allotted within the annual budget or incorporated into district grants.

Goals of the technology plan will be reviewed annually by the Curriculum Committee and Technology Task Force. The Technology Task Force is made up of the following district personnel.

### **Central Office SAU # 59**

Thomas Duer, Technology Assistant  
Paul Hebert, Technology Assistant  
Sharyn Orvis, Curriculum Director  
Kevin Sousa, Director of Technology

### **Winnisquam Regional High School**

Ellen Barry, Social Studies Teacher  
Scott Maltzie, Business Teacher  
Joshua Malloy, Mathematics Teacher  
Jim Stapleton, Special Education  
Judy Farr, Principal

### **Winnisquam Regional Middle School**

Jackie Chapley, Media Specialist  
Pam Comeau, Technology Education  
Tom Croteau, Principal

### **Sanbornton Central School**

Adele Hoffmire, Grade 4 Teacher  
Sandra Sterling, Principal

### **Southwick School**

Candy Pederzani, Grade 4 Teacher  
Richard Hines, Principal

### **Union Sanborn School**

Christine Roman, Grade 2 Teacher  
Suzan Gannett, Principal and Chairperson

### **School Board and Community**

Kevin Washburn, School Board and Parent  
Ken Randall, Community member

## **District Demographics**

The Winnisquam School District is located in central New Hampshire and is typical of communities in the rural central region of the state. The communities that the district covers include Northfield, Tilton, and Sanbornton. As of March 1, 2006, the district consists of the following schools and student populations:

Union Sanborn School	Pre K-2	304
Southwick School	3-5	256
Sanbornton Central School	K-5	208
Winnisquam Regional Middle School	6-8	419
Winnisquam Regional High School	9-12	517

According to the 1999 census: Tilton's population is 3,335 (increase of 2.9%); Northfield's population is 4,548 (increase of 6.7%); and Sanbornton's population is 2,292 (increase of 7.3%)

### **District Mission Statement**

The mission of the Winnisquam Regional School District is to pursue excellence in education and prepare all students to become lifelong learners and responsible citizens in an ever-changing world.

### **Technology Vision Statement**

The district believes that we need to prepare our students for a global economy and a society that is rapidly changing with developments in technology and the electronic information age. Technology is no longer an appendage to the educational process but rather an integral component to student learning and achievement. We envision using technology to further build a learning community to:

- Provide the best technology resources possible for our students, faculty and staff;
- Provide the highest quality of instruction based on curriculum standards and methods infused with modern technology;
- Educate students in the safe, ethical and productive uses of technology;
- Enhance communication with parents and the community;
- Provide improved access to technology for the communities we serve.

## **II. 2006-2009 Technology GOALS**

1. To improve access to modern technology resources for students, faculty, staff and the communities we serve;
2. Provide adequate support staff for district computer technology;
3. To meet or exceed New Hampshire State Ed 306.42 Information and Communication Technologies Program standards for all students in the district;
4. To utilize technology to best meet or exceed state Grade Level Expectations and Grade Span Expectation in all areas of academics and the arts;
5. To provide professional development opportunities for faculty and staff to better integrate technology in the classroom;
6. To build on administrative technologies and software to automate functions, increase communications and make academic, student and other district data more accessible and useable;
7. To help make district computer technology more available to serve the local community;
8. To increase the use of state and local data to evaluate computer resources and needs in order to assess progress toward these goals.
9. To develop plans to maintain and/or grow the current *Technology Promoting Student Excellence* (TPSE) laptop initiative in the seventh grade beyond its four- year single grade scope;

### **Correlation With the LEIP and the Local Master Professional Development Plan**

The LEIP of the School District written in 2002 is reviewed annually. Its vision is that all individuals will pursue excellence in education; prepare to become life-long learners and responsible citizens in our ever-changing world. Supporting that, the Local Master Professional Development Plan, revised in 2004, provides a framework for planning for continuous improvement based on presenting and studying research-based teaching techniques and assessments that will create life-long learners and contributing citizens.

A critical part of the process is preparing teachers to work with students using technology so that it is seamlessly integrated with all curricular areas. In order to facilitate this, numerous professional development activities are available to staff. This also includes workshops explaining the how use of Northwest Educational Association's MAP testing so that differentiate instruction can occur. Staff is encouraged to attend technology workshops held outside the district such as those offered through NHSTE, the Christa McAuliffe Technology Conference. Online coursework is available through *Connected University*, and PBS *Teacherline*.

### **III. Implementation of Goals**

**GOAL 1: To improve access to modern technology resources for students, faculty, staff and the communities we serve;**

#### **HARDWARE**

The district has been successful in deploying technology at all schools. Every school and classroom has high-speed Internet access with minimally one networked computer. Each school has a classroom size computer lab and media centers with internet access and various numbers of systems for student and staff use. With the laptop initiative, *Technology Promoting Student Excellence*, every seventh grade student (approximately 160) has his or her own laptop computer for use throughout the school day. Seventh grade teachers have also been provided laptops. At the high school there are also two mobile carts (14 laptops each) shared between classrooms.

#### **ACTION PLAN**

1. Maintain the inventory database of all computer systems in the district with a formal plan beginning in the 2006 -2007 school year to upgrade one fifth or more of district computers each year. In five years or less all systems will be viable to running the latest operating systems and software that is available;
2. Improve access to printers by replacing inkjet printers with centrally-located, high functioning printers;
3. Install permanent LCD projectors in the computer lab and library at each school; Purchase additional LCD projectors for use in the classroom;

4. Purchase additional mobile computer labs for all schools to be shared in all curricular areas;
5. Gradually purchase more laptop computers to provide more students daily one to one access to technology;
6. Create a multi-media computer center in each school equipped with a scanner, digital camera, and color printer. The high school center will also include equipment for video editing;
7. Systematically replace servers and acquire new storage systems with the capacity to accommodate Technology Literacy Portfolios at the middle and high school levels;

## **SOFTWARE**

The district provides a multitude of software on each school level which supports curriculum goals and computer literacy requirements. Software requests are made by individual classroom teachers and subject area departments. Software requests are made to the Technology Task Force submitted through local principals and are approved on the basis of the described need and evaluation of the product. New and/or updated software for general academic, SPED or other special programs is always developing. Online programs are also available in the district such as *World Book Online Reference Center*, *NWEA MAP* resources, *Enchanted Learning* and *A to Z Reading*. Other online programs and tools under consideration are *United Streaming*, *NovaNET*, *WebCT* and *Blackboard*.

## **ACTION PLAN**

1. Continue to evaluate, purchase and inventory academic software including web based programs and subscriptions for use throughout the district;
2. Upgrade Microsoft Office to standardize software throughout the district;
3. Continue to implement virus protection software, spam blocking, Internet filtering and firewalls to protect the integrity of the system;
4. Upgrade computer lab monitoring/teaching software at all schools;
5. Explore more distance learning programs and other online resources such as NovaNET, Blackboard<sup>®</sup> and WebCT<sup>®</sup>.

## **CONNECTIVITY**

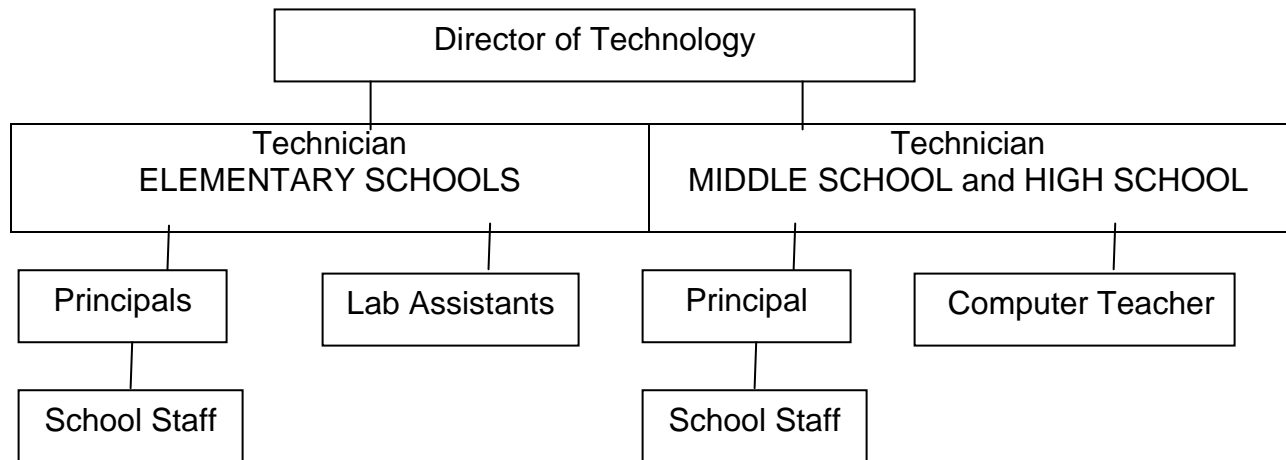
### **ACTION PLAN**

1. Continue to build and strengthen the infrastructure and backbone of school LANs and the district WAN to meet growing demands on servers, applications and bandwidth for local and Internet usage;
2. Addition of T-1 lines as needed to accommodate increased demand for online services and programs.

### **GOAL 2: Provide adequate support staff for district computer technology**

## **SUPPORT STAFF**

The technology support staff for the district is made up of the full time Director of Technology, part time secretary and two full time Tech Assistants (technicians), one primarily for the three elementary schools and one primarily for the middle and high school systems. The Assistants focus on maintaining all computer/printer systems and in addition the Director manages all network systems and servers. Additional contracted services are used annually for major upgrades and server issues. This meets or exceeds the state guidelines for the staffing formula.



The support staff also includes three part-time technology Lab Assistants who help with technology integration at the elementary school level. Each assistant works with classroom teachers in the lab settings for 20 hours a week.

### **ACTION PLAN**

1. Continue the Service/Hardware request system to identify and respond to hardware issues promptly to minimize any lack of technology access for class instruction.

2. Provide more training, formal or informal, to technology Lab Assistants to help with triaging computer problems.

**GOAL 3: To meet or exceed New Hampshire State Ed 306.42 Information and Communication Technologies Program standards for all students in the district;**

**GOAL 4: To utilize technology to best meet or exceed state Grade Level Expectations and Grade Span Expectations in all areas of academics and the arts;**

The formal District Technology Curriculum guides the program of studies K-12. In summation: Students learn the basics of hardware and software operation, word processing, presentation software and safe Internet use in a lab setting throughout the elementary years. Embedded with this instruction is a focus on learning to type. They use many different software programs to support classroom subject matter and to assist in reading, writing and mathematics. They also use specialized programs such as *Earobics* to teach phonemic awareness and *Inspiration* to assist in visual thinking and learning.

At the middle school, skills previously learned are reinforced and there is a greater, more thorough use and exposure to MSOffice applications (word processing, spreadsheets, and database operations). Emphasis is placed on developing problem solving skills, accessing and managing data. They have exposure to a broader range of technologies to encourage creative abilities including scanners, digital cameras, laptop computers and a higher level of use of software for class projects, reports and homework. Greater access to the Internet and research is made available from classrooms and media center computers. The laptop initiative in the seventh grade (TPSE) uniquely builds the use and integration of technology in classrooms daily. Currently, by the end of eighth grade students are expected to pass a computer literacy examination.

Currently all students at WRHS must earn ½ credit in computer literacy to fulfill the NH graduation requirement. The high school curriculum offers basic computer application and keyboard skill courses for students who have not met computer literacy requirements from the middle school. More advanced courses include programming, CAD, desktop publishing and graphic design and digital photography with real-world projects such as layout of the yearbook and webpage development. These courses incorporate an in-depth use of programs such as the Adobe Suite, *Illustrator*, *InDesign*, *Photoshop*, *PageMaker*, and for programming, *Visual Basic*, and *Visual C++*. The high school does offer limited credit recovery programs such as *Advanced Learning System* and supplemental Advanced Placement courses not offered at the high school are offered online through *Apex Learning*. All students have access to the *World Book Online Reference Center* in school or from home. The technology curriculum and assessment systems at the middle and high schools are currently being evaluated to better incorporate ICT Literacy Program Standards to updated rubrics and establish procedures for student digital portfolios.

## **ACTION PLAN**

1. Provide additional training to teachers developing expertise to work as mentors with other teachers in the use of technology in curricular areas.

2. Profile our seventh grade teachers to share their experience (successes and limitations) of working with students and the laptops for the past 2 ½ years. Eighth grade and high school teachers have this local resource which could advance integration as we move closer toward a one to one computer environment;
3. Develop teacher use of the NWEA MAP testing to interpret student scores, track improvement and use affiliated resources such as *Knowledge Academy* and *DesCartes* continuum of learning to set goals for individual students and differentiate instruction to meet each student's needs. Other programs to help teachers differentiate student learning will be available;
4. Hire a technology integration specialist to work with teachers at each grade level and develop methods and ideas to optimize the use of all available technology in classrooms. This person would work under the Director of Curriculum and with the Director of Technology and would be phased in over the next three years;
5. Increase student technology course offerings in the high school;
6. Expand the use of programs like *Advance Learning System (A+)* for credit recovery, remediation and other alternative education opportunities.

**GOAL 5: To provide professional development opportunities for faculty and staff to integrate technology in the classroom;**

Learning the new roles and ways of teaching that go hand-in-hand with technology integration requires that teachers have opportunities to participate in an extended process of professional development. Teachers need time to acquire technology skills and develop new teaching strategies for integrating technology into the classroom

**ACTION PLAN**

1. Increase the number of teachers attending the Christa McAuliffe Technology Conference;
2. Include technology integration as a district initiative on staff development plans;
3. Utilize *Level of Technology Integration (LoTi)* as a needs assessment to determine staff development needs;
4. Develop a technology integration plan (separate from this document) that provides a framework for staff development and technology integration;
5. Provide more training for classroom teacher's knowledge of *The Lexile Framework* website and NWEA's *DesCarte* system for differentiating instruction to meet the needs of students

**GOAL 6: To build on administrative technologies and software to automate functions, increase communications and make academic, student and other district data more accessible and useable;**

**ACTION PLAN**

1. Upgrade district student database information system to centralized program easily accessible to district personnel by appropriate level and security;
2. Enabling a web interface for parents/guardians to have easy access to current attendance and academic records of their students
3. Keep current and accurate teacher contact information available through the district web site.
4. Encourage teachers to develop classroom web pages for their classes to improve communication and parent involvement;

**GOAL 7: To help make district computer technology more available to serve the local community;**

**ACTION PLAN**

1. Establish a task force as part of the District Curriculum Committee to study the possibility of reinstating adult education in computer technology.
2. Utilize the High School computer club and existing school open houses to offer technology demonstrations to help the community see the different aspects of computer use;

**GOAL 8: To increase the use of state and local data to evaluate computer resources and needs in order to assess progress toward these goals.**

**ACTION PLAN**

1. Survey parents/guardians to determine the level of technology available to students from home;
2. Annual completion of *LoTi* survey among all faculty in the district;
3. Annual completion of NH School Building *Technology Survey*
4. Conduct a study of *Taking a Good Look of Instructional Technology* (TAGLIT) from T.E.S.T. Inc. for possible use in the district;

**GOAL 9: To develop plans to maintain and/or grow the current *Technology Promoting Student Excellence* (TPSE) laptop initiative in the seventh grade beyond its four-year single grade scope**

#### **ACTION PLAN**

1. Develop a method to highlight or evaluate student achievement by the use of this technology and successful integration by teachers;
2. Consult with vendor representatives to project annual costs for a possible maintenance program;
3. Investigate the possibility of a leasing program;
4. Investigate other possibilities such as a shared cost program by parents or companies within the community;
5. Consult with current program support personnel in and outside of the district about future prospects;
6. Investigate other districts (e.g. in Maine) methods for sustaining and building the program;

#### **IV. Budget**

The WRSD Technology Budget is developed between October and December of each year for the following school year. The budget is accepted by the School Board, which then presents the entire school budget at Town Meeting held later in March. The budget year 2006-07 below is the officially accepted budget for that year while the later two years are unofficial estimates only, based on past and projected costs associated with the technology plan.

To assist with the technology budget, the WRSD has participated in the Universal Service Fund program, ERate, since its inception in 1998/99. The program is intended to ensure that schools and libraries have access to affordable telecommunications and information services. To date the district has benefited with over \$270,000.00 refunded of the telecommunication costs incurred over the years. The district is committed to continue the application and process of the program.

<b>WRSD TECHNOLOGY BUDGET</b>		<b>School Year</b>		
<b>Cost Center</b>	2006-07	2007-08	2008-09	
Salary & Benefits	\$232,974.00	\$ 266,027.00	\$ 299,654.00	
Contracted Services	\$ 12,000.00	\$ 13,000.00	\$ 14,000.00	
Conferences	\$ 400.00	\$ 500.00	\$ 500.00	
Books and Resources	\$ 250.00	\$ 250.00	\$ 250.00	
Tech. Phone Service	\$ 500.00	\$ 500.00	\$ 550.00	
Internet/Telecom Lines	\$ 32,940.00	\$ 34,500.00	\$ 35,500.00	
Supplies - District Hardware	\$ 13,830.00	\$ 14,530.00	\$ 15,257.00	
Software - Academic	\$ 13,800.00	\$ 17,000.00	\$ 17,000.00	
Equipment - New (computers)	\$ 12,000.00	\$ 16,000.00	\$ 18,000.00	
Equipment - Replacement (computers)	\$ 97,050.00	\$ 90,000.00	\$ 90,000.00	
Software - Management/Internet	\$ 14,294.00	\$ 15,009.00	\$ 15,760.00	
<b>Total</b>	<b>\$430,038.00</b>	<b>\$ 467,316.00</b>	<b>\$ 506,471.00</b>	

Breakdown of Cost Centers:

- Salary & Benefits: Total cost of all salaries and benefits of personnel in technology (Director, two Technology Assistants, Secretary PT, three computer Lab Aides, projected Integration Specialist)
- Contracted Services: Consultation costs and assistance on major repairs, upgrades, installations and management of all network systems and Internet functionality
- Conferences, Books and Resources: General resources for Director of Technology
- Tech. Phone Service: Phone/page service for technology personnel
- Internet/Telecom Lines: Total cost for Internet Service Provider, Circuits, Bandwidth and all Telecommunication services, local and long distance
- Supplies - District Hardware: Office supplies, switches, computer peripherals, wiring, tools, UPS and any other devices new or replacement other than computers
- Software – Academic: All software specifically running academic applications including Operating System, MSOffice and any program and license for classroom or lab use.
- Equipment – New (computers): all new computers
- Equipment – Replacement (computers): all replacement computer systems

- Software – Management/Internet: all software used to manage and including the Network Operating Systems (Firewall systems, Spam Filter, Internet Filter, Workstation Management Software, Email and Anti-Virus Software)

## **V. Evaluation**

1. The district currently conducts a yearly in-district survey by all staff regarding their technology and professional development needs. This will continue to be used by the Professional Development Committee to identify and organize training opportunities.
2. Increased participation by teachers in the LoTi assessment will also be used to evaluate the districts movement and needs in technology integration.
3. The district Curriculum Committee and Curriculum Coordinator will review the progress of the Technology Action Plan on a bi-yearly basis to assess its progress and alignment with district goals.
4. An Action Plan Timeline will be used by the Technology Task Force to check progress and/or adjust goals and actions throughout each year. (**Appendix A**)

## **VI. Policies and Procedures**

The district has complied with the Children’s Internet Protection Act (CIPA) since and even before it was signed into law December 2000. There is active filtering software to all network connections which prevents Internet access to inappropriate sites containing obscene or pornographic material and any other activity or depictions considered harmful or potentially harmful to minors. Student use of the Internet is monitored by direct teacher/aide supervision on the elementary level. At the middle and high school usage is monitored in classrooms by teachers, in the media centers by staff. Lab settings and media centers also have the assistance of remote monitoring through specialized software.

The district maintains current policies regarding the use of technology. High School and Middle School students, parents/guardians and all district personnel are bound by the *WRSD Information Network Acceptable Use Policy (Appendix B)* to which they must sign off. District personnel who are given district email accounts also sign an added acknowledgement form (**Appendix C**). Elementary school parents sign the elementary *Acceptable Use Policy (Appendix D)*. These policies address the important issues of CIPA, usage of district equipment, electronic communications, unauthorized or unlawful online access and the disclosure or dissemination of personal information. Students and parents/guardians are required to understand and sign off on these policies before students can access the system. These signed copies of policy are on file in the offices of the principals.

## Appendix A

### WRSD 2006 – 2009 TECHNOLOGY ACTION PLAN TIMELINE

#### GOAL 1: To improve access to modern technology resources for students, faculty, staff and the communities we serve

ACTION PLAN	PERSON RESPONSIBLE	TIME LINE	ASSESSMENT
Maintain the inventory database of all computer systems in the district with a formal plan beginning in the 2006 -2007 school year to upgrade one fifth or more of district computers each year. In five years or less all systems will be viable to running the latest operating systems and software that is available;	Director of Technology and Staff	Ongoing	NA
Improve access to printers by replacing inkjet printers with centrally-located, high functioning printers	Director of Technology and Staff	Ongoing	NA
Install permanent LCD projectors in the computer lab and library at each school; Purchase additional LCD projectors for use in the classroom	Director of Technology and Staff	Ongoing	Media Specialist will provide usage data to Technology Task Force
Purchase additional mobile computer labs for all schools to be shared in all curricular areas	Director of Technology	2007-2008 WRMS 2008-2009 SCS and SS	
Gradually purchase more laptop computers to provide more students daily one to one access to technology	Director of Technology	2008-2009 WRMS/WRHS	Usage data compiled by Media Specialist to Technology Task Force & Curriculum Committee
Create a multi-media computer center in each school equipped with a scanner, digital camera, and color printer. The high school center will also include equipment for video editing	Media Specialists at all Schools	2005-2006 SS, SCS, USS 2007-2008 WRHS, WRMS	Usage data compiled by Media Specialist
Systematically replace servers and acquire new storage systems with the capacity to accommodate Technology Literacy Portfolios at the middle and high school levels	Director of Technology	Ongoing	NA
Continue to evaluate, purchase and inventory academic software including web based programs and subscriptions for use throughout the district	Director of Curriculum / District Curriculum Teams	Ongoing	MAP and NECAP Results
Upgrade Microsoft Office to standardize software throughout	Director of Technology	Ongoing	NA

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the district			
Continue to implement virus protection software, spam blocking, Internet filtering and firewalls to protect the integrity of the system	Director of Technology	Ongoing	NA
Upgrade computer lab monitoring/teaching software at all schools	Director of Technology	2006-2007 WRHS, WRMS	NA
Explore more distance learning programs and other online resources such as NovaNET, Blackboard® and WebCT®.	Director of Curriculum and District Curriculum Teams	2006-2009	Review impact on student learning research prior to purchase and after MAP and NECAP Results
Continue to build and strengthen the infrastructure and backbone of school LANs and the district WAN to meet growing demands on servers, applications and bandwidth for local and Internet usage	Director of Technology and Staff	Ongoing	Review of speed and accessibility of Internet
Addition of T-1 lines as needed to accommodate increased demand for online services and programs	Director of Technology and Staff	Ongoing	Review of speed and accessibility of Internet

**GOAL 2: Provide adequate support staff for district computer technology**

ACTION PLAN	PERSON RESPONSIBLE	TIME LINE	ASSESSMENT
Continue the Service/Hardware request system to identify and respond to hardware issues promptly to minimize any lack of technology access for class instruction.	District Administrators and all staff	Ongoing	NA
Provide more training, formal or informal, to technology Lab Assistants to help with triaging computer problems.	Technology Assistants	2006 and ongoing	Review computer usage increase due to ability to triage

**GOAL 3: To meet or exceed New Hampshire State Ed 306.42 Information and Communication Technologies Program standards for all students in the district.**

**GOAL 4: To utilize technology to best meet or exceed state Grade Level Expectations and Grade Span Expectation in all areas of academics and the arts.**

ACTION PLAN	PERSON RESPONSIBLE	TIME LINE	ASSESSMENT
Provide additional training to teachers developing expertise to work as mentors with other teachers in the use of technology in curricular areas.	Director of Curriculum and Admin Team	Ongoing	Staff Development Surveys and Plan books indicating Usage
Profile our seventh grade teachers to share their experience (successes and limitations) of working with students and the	WRMS Principal, Director of Curriculum and	Ongoing	Workshop and Presentation Evaluations

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laptops for the past 2 ½ years. Eighth grade and high school teachers have this local resource which could advance integration as we move closer toward a one to one computer environment;	Admin Team		
Develop teacher use of the NWEA MAP testing to interpret student scores, track improvement and use affiliated resources such as <i>Knowledge Academy</i> and <i>DesCartes</i> continuum of learning to set goals for individual students and differentiate instruction to meet each student's needs. Other programs to help teachers differentiate student learning will be available;	Director of Curriculum and Admin Team	Ongoing	Staff Development Surveys and Plan books indicating Usage
Hire a technology integration specialist to work with teachers at each grade level and develop methods and ideas to optimize the use of all available technology in classrooms. This person would work under the Director of Curriculum and with the Director of Technology and would be phased in over the next three years;	Director of Curriculum to present to Superintendent and School Board	2007-2008 .5FTE  2008-2009 FTE	Teacher/Staff Evaluations and MAP and NECAP results
Increase student technology course offerings in the high school;	Director of Curriculum and WRHS Principal	Ongoing	Measured against ICT Standards
Expand the use of programs like <i>Advance Learning System (A+)</i> for credit recovery, remediation and other alternative education opportunities.	WRHS Principal and Teachers	Ongoing	Student Achievement and Course Completion Records

**GOAL 5: To provide professional development opportunities for faculty and staff to better integrate technology in the classroom.**

ACTION PLAN	PERSON RESPONSIBLE	TIME LINE	ASSESSMENT
Increase the number of teachers attending the Christa McAuliffe Technology Conference;	Director of Curriculum/ Building Administrators	2006-2007 ongoing	Staff Development Form B
Include technology integration as a district initiative on staff development plans;	Building administrators	2006-2007 ongoing	Staff Development form A
Utilize <i>Level of Technology Integration (LoTi)</i> as a needs assessment to determine staff development needs;	Professional Development Committee	2006-2007	Staff Survey Results
Develop a technology integration plan (separate from this document) that provides a framework for staff development and technology integration;	Technology Task Force/ Prof. Dev. Committee	2007-2008	Staff Development Survey
Provide more training for classroom teacher's knowledge of <i>The Lexile Framework</i> website and NWEA's <i>DesCarte</i> system for differentiating instruction to meet the needs of students	Director of Curriculum/ Building Administrators	2006-2007	Teacher Plans and MAP growth scores

**GOAL 6: To build on administrative technologies and software to automate functions, increase communications and make academic, student and other district data more accessible and useable**

ACTION PLAN	PERSON RESPONSIBLE	TIME LINE	ASSESSMENT
Upgrade district student database information system to centralized program easily accessible to district personnel by appropriate level and security;	Director of Technology	2006-2007 and ongoing	District Staff Usage
Enabling a web interface for parents/guardians to have easy access to current attendance and academic records of their students	Director of Technology and Building Administrators	2006-2007 and ongoing	Survey Results
Keep current and accurate teacher contact information available through the district web site.	Building Administrators and local school web page managers	2006-2007 and ongoing	Will be checked at the beginning of each school year
Encourage teachers to develop classroom web pages for their classes to improve communication and parent involvement;	Director of Technology and Building Administrators	2006-2007 and ongoing	Survey Results

**GOAL 7: To help make district computer technology more available to serve the local community.**

ACTION PLAN	PERSON RESPONSIBLE	TIME LINE	ASSESSMENT
Establish a task force as part of the District Curriculum Committee to study the possibility of reinstating adult education in computer technology.	Curriculum Committee Chairperson	2006-2007	Surveys of adults in the community
Utilize the High School computer club and existing school open houses to offer technology demonstrations to help the community see the different aspects of computer use;	Building Administrators	2006-2007 and ongoing	Surveys from participation

**GOAL 8: To increase the use of state and local data to evaluate computer resources and needs in order to assess our progress toward these goals.**

ACTION PLAN	PERSON RESPONSIBLE	TIME LINE	ASSESSMENT
Survey parents/guardians to determine the level of technology available to students from home;	Culture and Communication Committee	2006-2007 and ongoing	Survey Results
Annual completion of <i>LoTi</i> survey among all faculty in the district;	Director of Technology and Building Administrators	2006-2007 and ongoing	Survey Results
Annual completion of NH School Building <i>Technology Survey</i>	Director of Technology and Building Administrators	2006-2007 and ongoing	Survey Results
Conduct a study of <i>Taking a Good Look at</i>	Technology Task	2006-2007	Survey Results

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<i>Instructional Technology</i> (TAGLIT) from T.E.S.T. Inc. for possible use in the district;	Force, Director of Curriculum	and ongoing	
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**GOAL 9: To develop plans to maintain and/or grow the current *Technology Promoting Student Excellence* (TPSE) laptop initiative in the seventh grade beyond its four-year single grade scope.**

ACTION PLAN	PERSON RESPONSIBLE	TIME LINE	ASSESSMENT
Develop a method to highlight or evaluate student achievement by the use of this technology and successful integration by teachers;	WRMS Principal, 7 <sup>th</sup> Grade Teachers and Director of Curriculum	2006-2007 and ongoing	Successful measures and displays have been put in place
Consult with vendor representatives to project annual costs for possible maintenance program and incorporation into technology budget;	Director of Technology, WRMS Principal, Business Administrator	2006-2007 and ongoing	Review results of consultation
Investigate the possibility of a leasing program;	Director of Technology, Building Administrators, Business Administrator	2006-2007 and ongoing	Review results of consultation
Investigate other possibilities such as a shared cost program by parents or companies within the community;	Director of Technology and Building Administrators, Business Administrator	2006-2007 and ongoing	Review results of consultation
Consult with current program support personnel in and outside of the district about future prospects;	WRMS Principal, 7 <sup>th</sup> Grade Teachers, Director of Technology and Building Administrators	2006-2007 and ongoing	Review results of consultation
Investigate other districts (e.g. in Maine) methods for sustaining and building the program;	WRMS Principal, 7 <sup>th</sup> Grade Teachers, Director of Technology and Building Administrators	2006-2007 and ongoing	Review results of consultation

## Appendix B

### High School / Middle School

#### WRSD Information Network Acceptable Use Policy

The intent of this document is to serve as a statement on the proper and acceptable use of computer technology and the WRSD Information Network (WRSD IN) for all users in the school district.

#### Definition:

The definition of "Information Network" is any configuration of hardware and software that connects users. The network includes all of the computer hardware, operating system software, application software, stored text and data files. This includes the Internet, electronic mail, Web pages, local databases, externally accessed databases, CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. Stand-alone workstations are also governed by this acceptable use procedure.

#### Educational Purpose:

The purpose of the WRSD IN is educational. Users are responsible for ensuring that their activities adhere to generally accepted educational standards. Within reason, freedom of speech and access to information will be honored. We believe the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages.

It is the purpose of the WRSD IN to enhance established school curriculum. While there will be some need to instruct learners in the skills needed to make use of the network, its purpose will be to serve as a resource for improving, extending, and enriching teaching and learning in the Winnisquam Regional School District.

#### Internet:

One component of the Information Network is a connection to the Internet. The Internet is a vast, global information network, linking computers at universities, high schools, science labs and other sites. Through the Internet one can communicate with people all over the world and obtain files and programs of educational value. The WRSD does not provide or typically allow Email accounts for students. For educational purpose an exception may be made with an instructor's request, full monitoring and responsibility. Students should not access any other Email accounts through the use of the WRSD IN. Logging in and/or activity in Chat rooms, Blogs and Gaming sites is not allowed.

Due to the Internet's limitless access to computer systems located all over the world, the potential for abuse exists. Users and parents/guardians of users who are minors must understand that neither the WRSD nor any district staff member controls the vast content of the information available on these other systems. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. **The Winnisquam Regional School District does not condone the use of such materials.** While our intent is to make Internet access available to further educational goals and objectives, students may find ways to or accidentally access other material. **For this purpose and in compliance with recent legislation (CHILDREN'S INTERNET PROTECTION ACT, Pub. L. 106-554), we do maintain current filtering and logging technology that can and does reduce this occurrence.** The filtering system is updated weekly to block sites that are harmful or inappropriate for students. As with any filtering system websites emerge constantly that may not be immediately identified by the software. If a student comes across a site that is suspicious they should immediately report it to a teacher or supervisor. Students who attempt to circumvent the filter will be disciplined under the terms of this policy. Log files are maintained and monitored for a two (2) week period after which time they are purged from the system and no longer available.

### **Privilege:**

The use of the WRSD IN is a privilege and not a right. Inappropriate use will result in disciplinary actions. These actions will be determined by factors such as the actual incident of inappropriate use, the particular user (grade level / position). Legal implications may occur if there is involvement with any activity prohibited by law.

### **Behaviors that can result in disciplinary action or limitation of access include, but are not limited to:**

- involvement in any activity prohibited by law
- using profanity, vulgarity, obscenity or other language which tends to be offensive to or degrade others
- using the network for financial and/or personal gain or for political lobbying except as expressly allowed during a school activity
- intentional use of invasive software such as "viruses", "worms", and/or other detrimental activities such as hacking, "spamming" or attempts to override the systems in any manner.
- attempts to log-on to the network as the system administrator or user other than oneself
- viewing, storing or transferring obscene, sexually explicit or pornographic materials
- "chain" type letters, hate mail, anonymous messages, threatening messages, harassment, racial, sexist, or discriminatory remarks or other antisocial behaviors
- sharing passwords or using someone else's password
- transferring, utilizing or storing material in violation of copyright laws or license agreements
- intentionally infringing upon the intellectual property rights of others in computer programs or electronic information including plagiarism and/or unauthorized use or reproduction
- trespassing in another's folder, work or files

- using or attempting to use any of the systems when privileges have been revoked

The WRSD reserves the right to include additional activities that can result in disciplinary actions or limit access privileges.

### **Responsibilities:**

All users shall assume full liability - legal, financial or otherwise - for their actions when using the WRSD IN. Users are expected to report policy violations that they observe to the appropriate authority, teacher/supervisor or administrator.

Responsible use of the network requires that users NOT:

- interfere with the normal and proper operation of the network, computers, printers or the Internet intentionally or unintentionally
- change computer settings, displays, or any other configurations without appropriate authority
- download files or programs without express permission from an instructor or supervisor
- load unauthorized programs or files onto the computers (e.g. games, video clips, wav files, unlicensed software, etc.)
- adversely affect the ability of others to use equipment or services
- conduct themselves in ways that are harmful or deliberately offensive to others
- use the network for illegal purpose
- change computer files that do not belong to the user
- store / download or transfer unnecessarily large files
- create, transfer or otherwise use any text, image, movie, or sound recording that contains pornography, profanity, obscenity, or language that offends or tends to degrade others

All users of the network will be held fully responsible for the use of their account to transfer or store materials. Any inappropriate activities carried out will be considered to be the actions of the account holder. Therefore, passwords must not be shared or transferred.

Students are not to reveal their name, personal home address, home phone number, or other personal information about themselves or any other individual on the Internet. Students must notify a parent/guardian and the system administrator or teacher immediately if anyone is trying to contact them for illicit or suspicious activities.

### **Copyrighted and other proprietary materials:**

All users shall respect copyright and ownership rights of any materials accessed through the WRSD IN. Users may not duplicate copyrighted software, including school owned software, without permission from the copyright holder, whether for personal use or the use of others. Duplicating copyrighted materials or the use of such materials are offenses subject to criminal prosecution.

### **Disciplinary actions:**

Violation of this Acceptable Use Policy may result in one or more of the following disciplinary actions:

**Students:**

- Suspension / revocation or limitation of access privileges
- Removal from a class activity
- Removal from a course
- Student detention, suspension or expulsion
- Financial retribution for damages
- Referral to the appropriate legal authorities for possible criminal prosecution

**Staff:**

- Incidence referred to school district administration

**Privacy:**

The WRSD IN is maintained and managed by the system administrator in such a way as to insure its availability and reliability in performing its educational mission. Users have no reasonable expectation of privacy concerning any materials transferred over or stored within the network. These total materials remain the property of the WRSD. The WRSD will cooperate fully with legal services that may require this information.

**Liability:**

The responsibility of the user is to familiarize himself/herself with, understand and abide by the rules of the Acceptable Use Policy and make appropriate use of the available resources. The school district shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use District networks and resources.

**Internet Access and Parent/Guardian permission**

This policy is in place to insure an understanding of the correct use of technology in the school district by all users and to assure its respected and educational purpose. It is standard that the WRSD allows all students full privilege of the WRSD IN including access to the Internet unless he/she is under a previous restriction or limitation. However, parents/guardians have the right to prohibit their student's access to the Internet. **If you want your student's Internet access denied, you must indicate this on the return signed form of the student handbook.**

**References and acknowledgments:** This *Acceptable Use* document is a product of the WRSD, edited policies from the Bow School District, NH "Acceptable Use Policy" and the New Hampshire School Board Association.

## Appendix C

### **FACULTY/STAFF TECHNOLOGY Acknowledgement**

Email is an additional tool given to all faculty/staff in the WRSD. The Acceptable Use Policy applies to the use of Email. Important to note: confidentiality of Email messages and data should not be assumed: 1- Messages and data stored or transmitted are capable of being viewed by other parties. 2- Even if a message is erased, it is still possible to retrieve. A person's password(s) should never be given out to students or other staff members. For network and Email security staff members must always log off the network when leaving the computer station.

All users are reminded that the Email system and software are the property of the WRSD therefore messages and files sent, received or stored remain the property of the district and can be read or reviewed if necessary. The use of Email at WRSD is primarily for educational purposes. In no way should it be used as a link to advance one's personal views, business ventures and/or any for profit organizational associations. Staff members are expected to use Email in a professional manner.

## Appendix D

<p style="text-align: center;"><b>Winnisquam Regional School District Elementary Schools Internet Acceptable Use Policy</b></p>
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Students in the Winnisquam Regional Elementary Schools have the opportunity to use computers both in classroom and in their computer lab to find and research information. Students can do this through using the **Internet**, which is like a giant on-line library. Using phone lines, the Internet connects each of our computers to millions of other computers around the world so that we can read information they have posted on their site.

The school district's general policy states that all computers are to be used in a responsible, efficient, ethical and legal manner. *Using the Internet is a privilege.* The district wants students to use the Internet to help learn more skills and ideas, and to interact with the materials. The Internet contains a vast amount of information that can help students become more educated. However, the Internet also contains some information that is *not* educational and would *not* be helpful to students. Thus, the district has developed rules, which must be followed so that student use and access the Internet will be helpful, educational and safe.

### **Rules for Using the Internet**

#### **Teacher Responsibilities & Rules**

- Students may not access the Internet until parental permission has been secured.
- Teachers must preview Internet, or web sites prior to allowing students to visit a site.
- Teachers will not allow elementary-aged students to conduct Internet searches. Teachers may research, or search for web sites and after previewing, create bookmarked sites for students to visit.
- The Internet will be used for educational purposes. Students may not access the Internet for personal purposes.
- As a general rule, students may not access E-mail, or send or receive messages. The exception to this will be when corresponding to a person involved in a legitimate educational purpose (i.e., corresponding to a scientist involved in an oceanographic project), that a teacher may allow students to send or receive messages via the teacher's e-mail address.
- Only teachers, not students, may download, or copy information from the Internet.
- Students who use the Internet will be supervised at all times by a staff member.

#### **Student Responsibilities**

- The Internet may only be used for educational purposes and school projects. The Internet may not be used for personal purposes (i.e., no game sites, etc.).

- Elementary-aged students may not “search” the Internet, or go to an Internet site until their teacher has previewed the site.
- Never give out your friends or your personal address or phone number.
- Do not download (copy) any information from the Internet.
- Students may only access or use the Internet with teacher permission and while supervised by a teacher.
- It is important to be safe while using the computer. If a student sees any material on the Internet that makes them feel uncomfortable, they must tell an adult immediately.
- Students must document any information they get from the Internet. To avoid plagiarism, this means that students must not copy the information without telling where the information came from. Students must include the author, title, and Internet address (URL). Some items on the Internet may not be copied without contacting the owner because these items are copyrighted. Do not copy any items that are copyrighted.
- Always treat the computer equipment with care and always be respectful of other people’s property such as the information they have collected and the items they are using.
- If students take a *Virtual Field Trip* (such as an Internet tour of the White House) students are to be on their best behavior, just as if it were a real school field trip.

### **Consequences for Violations**

Any violation will result in a parent contact. Consequences for violations include:

- Suspension or revocation of computer access
- Suspension or revocation of Internet access
- School suspension or expulsion
- Legal action and/or prosecution by the authorities

### **Consent & Signature Form**

#### **Section 1 – Students**

Student’s Name: \_\_\_\_\_

School Name: \_\_\_\_\_

**Teacher’s Name:** \_\_\_\_\_

*I have listened to my teacher explain the **Internet Acceptable Use Policy**. I will follow the rules and will use the Internet appropriately.*

*Student's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Section 2 – Parents**

I have read the Winnisquam Regional School District's **Internet Acceptable Use Policy**, for grades K-5. I understand that the Internet is a worldwide group of hundreds of thousands of computer networks. I know that the Winnisquam Regional School District does not control the content of these Internet Networks. Thus, even though students will be supervised while using the Internet, I realize that students could potentially come across material that I might consider controversial or offensive. The Winnisquam Regional School District has my permission to allow my child, \_\_\_\_\_ to use the Internet under the conditions described on the preceding pages. I understand that my child may keep this privilege as long as the procedures described in the Internet Acceptable Use Policy are followed.

*Parent's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Section 3 – Teachers**

As the student's teacher, I have reviewed the Internet Acceptable Use Policy with the student. With parent permission, this student is eligible to use the Internet.

**Teacher's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Families, please retain the first two pages (which outline acceptable Internet use) and return this signature page to school.

Revised September, 1999