

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

Technology Plan
2010 - 2013

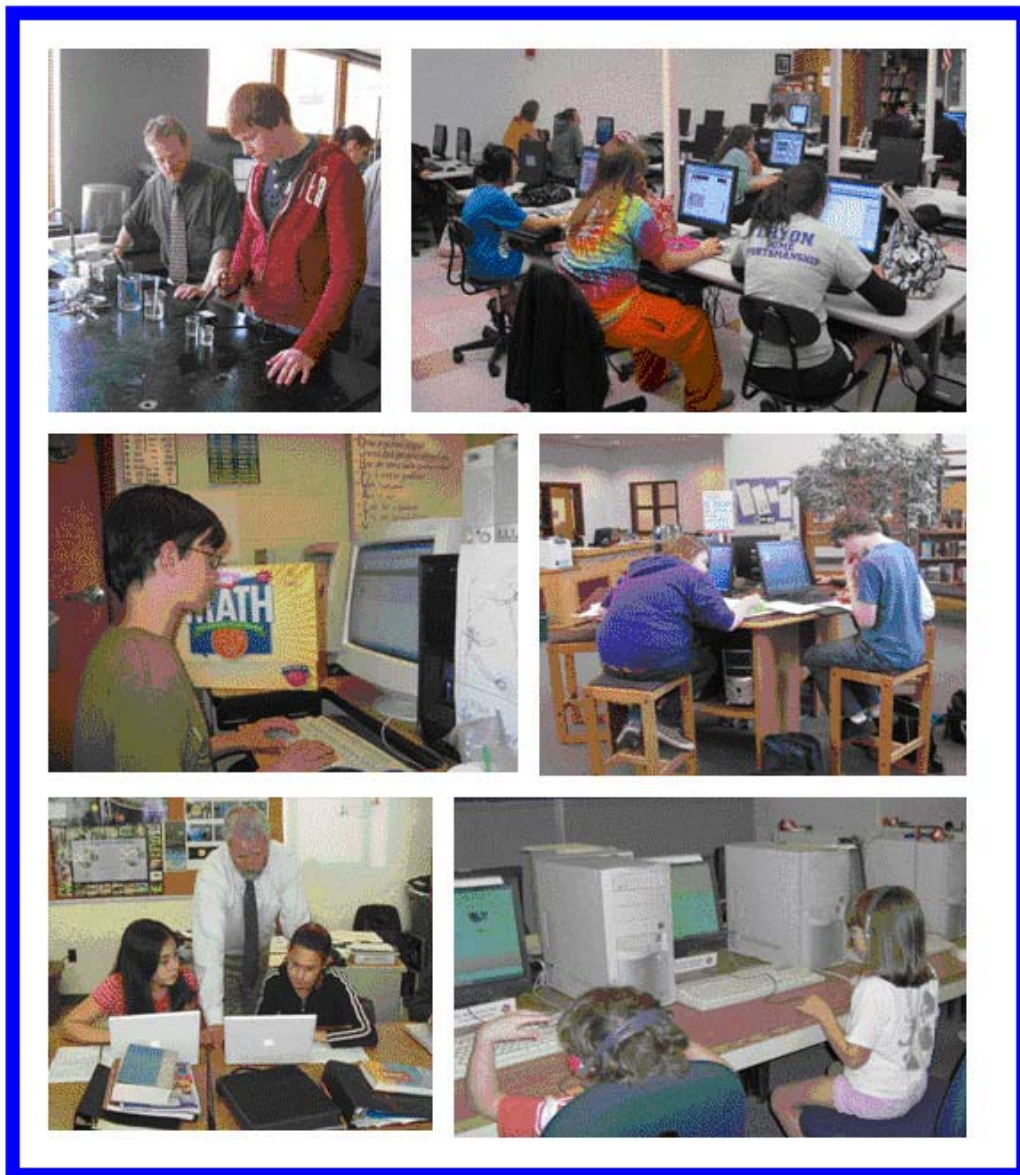


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I. Technology Task Force and Membership

The Technology Task Force is established as a district-wide 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 and Instruction, 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.

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

Scott Maltzie	Teacher, Winnisquam Regional High School
Pam Miller	Principal, Winnisquam Regional Middle School
Maria Pearson	Teacher, Winnisquam Regional Middle School
Sandie Sterling	Principal, Sanbornton Central School
Adele Hoffmire	Teacher, Sanbornton Central School
Maureen Ellingsen	Paraprofessional, Sanbornton Central School
Richard Hines	Principal, Southwick School
Tim Neville	Principal, Union Sanborn School
Ken Randall	Community Member
Kevin Sousa	Director of Technology, SAU
Suzan Gannett	Director of Curriculum and Instruction, SAU

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 January 1, 2010, the district consists of the following schools and student populations:

Union Sanborn School	Pre K-2	262
Southwick School	3-5	251
Sanbornton Central School	K-5	204
Winnisquam Regional Middle School	6-8	355
Winnisquam Regional High School	9-12	575

Winnisquam Regional School District currently serves 1647 students in the five schools. Ten years ago, 1883 students were served by the district.

District Mission Statement

The mission of the Winnisquam Regional School District is to engage students, parents, and the community in creating a safe environment, providing a rigorous curriculum with relevant and appropriate learning opportunities to inspire all students for taking ownership in challenging themselves, and excelling beyond their potential.

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. Students and teachers should have consistent access and integration of technology in all aspects of the curriculum.

II. 2010-2013 Technology GOALS

1. To improve access to current technology resources for students, faculty, staff and the communities we serve;
2. To 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 and to utilize technology to best meet or exceed NH State Standards in all curricular areas;
4. To meet or exceed New Hampshire State Ed 306.08 Instructional Resources for school approval
5. To provide professional development opportunities for faculty and staff to better integrate technology in curricular areas via software and online accessibility to increase student learning;
6. To build on administrative technologies, online memberships and software to automate functions, increase communications and make academic, student and other district data more accessible and useable.
7. To increase the use of national, state and local assessment data to evaluate technology resources and needs in order to assess progress toward these goals.

Correlation with the LEIP and the Local Master Professional Development Plan

The district has completed the revision of its five year Strategic Plan for the district in 2009-2010 school year. , is reviewed annually. Supporting that, the Local Master Professional Development Plan, revised in 2007, 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 how the use of Northwest Educational Association's MAP testing helps teachers to plan for differentiating instruction. Staff are receiving training in Performance Pathways to help guide student learning. Staff is encouraged to attend technology workshops held outside the district such as those offered through NHSTE, and the Christa McAuliffe Technology Conference. Online course work is available through Plymouth State University, NHEON, and other programs and activities that meet district standards/initiatives.

III. Implementation of Goals

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

HARDWARE

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 which is to upgrade one fifth or more of district computers each year. A School Board decision determined to replace computers on a 5 year cycle.
2. Continue to make available cost effective printing services for all classrooms with shared locations and value rated networked printers.
3. Install complete A/V systems (LCD projectors, audio equipment and connections) in the multi-media centers. Install the same type of equipment in specific classrooms to enhance multi-media capabilities in classrooms.
4. Purchase additional mobile computer labs for all schools for curricular areas increasing student one on one access to computers.
5. Systematically replace servers and acquire new storage systems with the capacity to accommodate technology needs of the district.

SOFTWARE/ONLINE MEMBERSHIPS

ACTION PLAN

1. Evaluate, purchase and inventory academic software including web based programs and subscriptions for use throughout the district.
2. Upgrade Office Suite software to remain current and to implement changes systematically throughout the district.
3. Continue to implement virus protection software, email virus/spam filtering software, Internet filtering and firewalls and other systems to protect the integrity of the system.

CONNECTIVITY

The WRSD network consists of VPNs between all schools. Internet access is provided to each school separately with a filtering device at each location.

High School connectivity: T1 1.5MB synchronous & Metrocast Professional broadband 15MB down, 2MB up

Middle School connectivity: Direct Fiber to High School:1GB synchronous

Southwick School connectivity: Metrocast Advanced Business broadband: 8MB down, 1.5MB up

Sanbornton Central connectivity: Metrocast Advanced Business broadband: 8MB down, 1.5MB up

Union Sanborn connectivity: Metrocast Advanced Business broadband: 8MB down, 1.5MB up

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. Provide additional services as necessary.

GOAL 2: Provide adequate support staff for district computer technology and student learning.

SUPPORT STAFF

The district technology department is currently made up of one full time director of technology, two full time technology assistants and one part time secretary. One assistant works primarily at the middle and high schools and the second primarily at the three elementary schools. The assistants focus on maintaining all computer workstations, printers, software installations, and user issues at their locations. The secretary manages the tech office, work requests, user issues, telephone communications and assists with keeping data current with the multiple database systems. The director manages the district IT department, LAN/WAN network systems, servers, district management software, federal/state programs, budget, all database systems, and is part of the district administration team and Technology Task Force. Additional contracted services are used for assistance with major IT issues, upgrades and installations.

Separate from the technology department each of the three elementary schools have one teacher aide (lab assistant) working in their computer labs. The middle and high school each have one full time computer teacher. These staff members work closely with the technology department and in varying degrees and abilities make themselves available to personnel within their particular schools regarding technology questions and usage.

Technology Department

- Director of Technology
- Secretary (part time)
- Technology Assistant (High/Middle Schools)
- Technology Assistant (SS/USS/SCS Elementary Schools)

Academic Staff

- Computer Teacher (High School)
- Computer Teacher (Middle School)
- Teacher Aide / Lab Assistant (SCS Elementary School)
- Teacher Aide / Lab Assistant (USS Elementary School)
- Teacher Aide / Lab Assistant (SS Elementary School)

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 training and support, formal or informal, to technology lab assistants to help with day to day 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 and to utilize technology to best meet or exceed NH State Standards in all curricular areas;

ACTION PLAN

1. To revise the district's technology curriculum plan to address national and state standards.
2. To set standards at each grade-level and determine a method of assessment.
3. To determine how the students' electronic portfolio will be set up to meet the Information and Communications Technologies (ITC) standards and the NH Frameworks.
4. Provide additional training to teachers developing expertise to work as mentors with other teachers in the use of technology in curricular areas.
5. 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 Instruction will be phased in over the next three years.
6. Expand the use of goal specific software programs like *Advance Learning System (A+)* for credit recovery; READ 180 for reading remediation; and ISUCCEED math program to meet the needs of both low and high performing students.

GOAL 4: To meet or exceed New Hampshire State Ed 306.08 Instructional Resources for school approval;

ACTION PLAN

1. A librarian will serve on the district Technology Task Force as a liaison.
2. The Department Head of Library Media Services meets with school principals and librarians/ library assistants to review the collections including online resources and print materials.
3. The Department Head of Library Media Services manages library plans at each building that include the following:
 - a. Circulation management
 - b. Circulation policies and procedures
 - c. Provision of instruction resources including those online and through inter-library loan
 - d. Promotion of ethical behavior in regard to usage of various sources
 - e. Review of multimedia materials that support the curriculum.
 - f. Review of developed plans for organization, acquisition, maintenance, replacement, and updating of instructional resources
 - g. Reviews the cataloguing practices and updates software online resources as needed.

GOAL 5: To provide professional development opportunities for faculty and staff to better integrate technology in curricular areas via software and online accessibility to increase student learning;

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. Devise and utilize a WRSD technology survey to determine staff need.
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 *Performance Pathways and other data processing tools*.
6. Develop cornerstone projects and rubrics at each grade level that connect core curriculum goals with technology goals.

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 to serve the local community;

ACTION PLAN

1. Continue maintenance and current upgrades to district student database information system and user accessibility.
2. Continue to enable the web interface for parents/guardians to have easy access to students' current academic, attendance, biographical and behavioral records.
3. Keep current and accurate teacher contact information available for the public 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 increase the use of national, state and local assessment data to evaluate technology 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 and use of the district's staff technology survey.
3. Annual completion and use of the NH District/School Technology Survey.

IV. Budget

The WRSD Technology Budget is developed between June and March of each year for the following school year. The budget is developed by the Director with the Technology Task Force. The process includes the review of the Technology Plan and status of elements in the timetable as well as review of the district Strategic Plan. It is presented and reviewed by the district School Board. It is also presented and reviewed by the district Budget Committee. The technology budget is ultimately presented with the entire school district budget at the annual school district meeting held in March for voters' approval.

The budget year 2009-10 below is the currently proposed budget and the future budget years are unofficial estimates only, based on past and current years' costs and projected costs.

Through the Office of Technology the district continues to participate in the Universal Service Fund program (ERate). The program is intended to ensure that schools and libraries have access to affordable telecommunications and information services by reimbursing the district a percentage of all telecommunications/Internet costs spent during the year. The WRSD has applied to the program and met all federal procedures from its inception 1998/1999 and to date has received over \$410,000.00 in refunded costs.

WRSD TECHNOLOGY BUDGET Cost Center	School Year		
	2010-11	2011-12	2011-13
Salary & Benefits	\$343,580.00	\$357,323.00	\$362,682.45
Contracted Services	\$15,000.00	\$15,000.00	\$15,000.00
Conferences	\$500.00	\$750.00	\$750.00
Books and Resources	\$250.00	\$250.00	\$250.00
Tech. Phone Service	\$500.00	\$600.00	\$600.00
Internet/Telecom Lines	\$49,734.00	\$22,000.00	\$40,000.00
Supplies - District Hardware	\$3,700.00	\$3,800.00	\$3,800.00
Software - Academic	\$6,800.00	\$6,800.00	\$6,800.00
Equipment - Additional	\$133,362.00	\$109,825.00	\$100,030.00
Equipment - Replacement (computers)		\$80,000.00	\$80,000.00
Software - Management/Internet	\$20,440.00	\$21,000.00	\$24,000.00
Technology Audit	\$20,000.00		
Total	\$593,866.00	\$617,348.00	\$633,912.45

Breakdown of Cost Centers:

- Salary & Benefits: Total cost of all salaries and benefits of personnel in technology (Director of Technology, Technology Assistants (2), PT Secretary, Teacher Aides (3), 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 – Additional: other than computers (interactive boards/tablets etc.)
- Equipment – Replacement (computers): leases for 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 yearly in-district surveys 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. The district curriculum committees and Director of Curriculum and Instruction will review the progress of the Technology Action Plan on a bi-yearly basis to assess its progress and alignment with district goals.
3. 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 staff is given district email accounts and also sign an AUP Addendum with added district policy information (**Appendix C**). Elementary school parents and students 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 Acceptable Use policy are on file in the offices of the principals.

Appendix A

WRSD 2009 – 2012 TECHNOLOGY ACTION PLAN TIMELINE

GOAL 1: To improve access to current 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.	Director of Technology	Ongoing	Inventory Database
Install complete multi-media systems in the computer labs and media centers at each school	Director of Technology and Building Principals	Ongoing	Usage of systems to be tracked along with student achievement data
Install complete multi-media systems in specific classrooms	Director of Technology and Building Principals	Ongoing	Usage of systems to be tracked along with student achievement data
Purchase additional mobile computer labs for all schools to be shared in all curricular areas	Director of Technology and Building Principals	SY 10/11- SS/USS SY 11/12- WRMS	Usage of systems to be tracked along with student achievement data
Continue to upgrade school environments with wireless access points throughout each building.	Director of Technology	Ongoing	Track the coverage areas in schools
Systematically install Interactive White Boards/tablets in classrooms throughout the district	Director of Technology and Building Principals	SY 10/11 WRMS SY 11/12 and 12/13 WRMS/HS SY 11/12 and 12/13 WRMS/HS/Elementary	Inventory of materials and assessment of use.
Systematically replace servers and acquire new storage systems with the capacity to accommodate district needs	Directors of Technology	Ongoing	Review of the effectiveness of servers' capacity and age
Continue to evaluate, purchase and inventory academic software including web based programs and site licenses for use	Director of Curriculum and curriculum committees	Ongoing	Review Data with Core Curriculum Teams
Upgrade Office Suite software to remain current and to implement changes systematically throughout the district.	Director of Technology and Technology Task Force	Ongoing	Inventory Office Suite software used throughout the district
Continue to implement virus protection software, email virus/spam blocking, Internet filtering and firewalls to protect the integrity of the system	Director of Technology	Ongoing	Review the effectiveness of protection software
Explore distance learning programs and other online resources for meeting the needs of all students	Director of Curriculum/ Curriculum Teams	Ongoing	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	Director of Technology and	Ongoing	Review of speed and accessibility of LANs and

school LANs and the district WAN to meet growing demands on servers, applications and bandwidth for local and Internet usage	Technology Task Force		WAN
Upgrade Internet access to increase speed to meet the demand for service	Director of Technology and Technology Task Force	Accessed Yearly	Functionality of the service to meet needs of district

GOAL 2: To Provide adequate support staff for district computer technology and student learning.

ACTION PLAN	PERSON RESPONSIBLE	TIME LINE	ASSESSMENT
Continue the Service/Hardware request system to identify and respond to hardware issues	Director of Technology	Ongoing	Hardware Log of requests/completion date
Provide training to Technology Lab Assistants to help with triaging of computer problems	Director of Technology	Scheduled during District P-D days	Professional Development Evaluation Sheets
Provide additional support and/or systems to maintain the technological equipment throughout the district.	Director of Technology	SY 10-11 and 11/12 based on access of additional equipment	Review the requests for support and the Tech team's ability to manage them.

GOAL 3: To meet or exceed New Hampshire State Ed 306.42 Information and Communication Technologies Program standards for all students in the district and to utilize technology to best meet or exceed NH State Standards in all curricular areas.

ACTION PLAN	PERSON RESPONSIBLE	TIME LINE	ASSESSMENT
Establish a district-wide Technology Curriculum Plan with competency checklists	Director of Curriculum and Technology Task Force	SY 10-11	Completion of Plan/acceptance by School Board
Review district curricula with ICT standards	Director of Curriculum and curriculum committees	SY 10-11	Completion of Plan/acceptance by School Board
Establish and implement E-portfolio management process	Director of Curriculum and curriculum committees	SY 10-11	Rubrics/identification of Projects/Products
Develop cornerstone projects and rubrics at each grade level that move students to increased critical thinking through inquiry learning and connect core curriculum goals with technology	Curriculum Teams at all grade levels	Implement SY 10/11	Projects and rubrics

GOAL 4: To meet or exceed New Hampshire State Ed 306.08 Instructional Resources for school approval;

ACTION PLAN	PERSON RESPONSIBLE	TIME LINE	ASSESSMENT
Meets with building principals and media staff to review collections	Department Head of Library Media Services	SY 10-11 SY 11-12 SY 12-13	Report to Principals and Technology Task Force

Manages the library plan at each school	Department Head of Library Media Services	SY 10-11 SY 11-12 SY 12-13	Present Updated Plan according to review cycle at each school and to the Technology Task Force
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GOAL 5: To provide professional development opportunities for faculty and staff to better integrate technology in curricular areas via software and online accessibility to increase student learning;

ACTION PLAN	PERSON RESPONSIBLE	TIME LINE	ASSESSMENT
Develop a Technology Integration Plan that provides a framework for staff development and technology integration at all grade levels and in all core curricula;	Director of Curriculum and Technology Task Force	Ongoing	District Yearly Survey Results
Continue PD training for classroom teachers that emphasize the use of technology as a tool to master communication, collaboration, organization, analysis, and research in all curricula.	Director of Curriculum Building Principals	Ongoing	Professional Development Evaluations and Plan books
Continue PD training in Performance Pathways and in NWEA MAP testing to target areas of individual student strengths and weaknesses to be addressed in the academic areas	Director of Curriculum	Ongoing	Professional Development Evaluations and Plan books

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 to serve the local community.

ACTION PLAN	PERSON RESPONSIBLE	TIME LINE	ASSESSMENT
Continue to expand the Internet access for parents/guardians to easily access and view current students' records (attendance, academics, behavioral, biographical) and other available services i.e. food service accounts	Director of Technology, Food Service Director, Building Administrators, WRHS/MS Guidance	Ongoing	Parent Survey results on communication/availability of information
Maintain current and accurate information through the district website and provide a consistent interface to all information (i.e. teacher contacts, curricula outlines, school handbooks, current mailings, standard forms)	Director of Technology and District and School Administrators	Ongoing	Parent Survey/Staff Survey
Provide templates for teachers to develop classroom web pages that allows for improved communication and involvement	Directors of Technology/Curriculum Building Principals	SY10-11	Use of websites

GOAL 7: To increase the use of national, state and local data to evaluate computer resources and needs in order to access progress toward these goals.

ACTION PLAN	PERSON RESPONSIBLE	TIME LINE	ASSESSMENT
Use ISTE National Educational Technology Standards (NETS) as the	Directors of Technology/Curriculum	Annually	Results from Surveys

basis to survey, compare and evaluate the progress made by administrators, teachers, and students			
Survey parents/guardians to determine the level of technology available to students from home	Building Principals and Director of Curriculum	Annually	Results from student information sheets
Use the district technology survey to determine needs.	Directors of Technology/Curriculum	Annually in February	Results from Surveys

Appendix B

High School / Middle School / District Staff 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 students and staff 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. Chat rooms, gaming sites and personal blogs/journal sites are not allowed. Educational classroom related blogs/journal sites may be allowed with instructor's request, full monitoring and responsibility.

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 the 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 continually 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.

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.

Unacceptable 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, using proxies or any other attempts to override the systems in any manner.
- attempts to capture other user's login information, log-on to the network as the system administrator or any 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

Responsible use of the WRSD IN 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.

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

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 teacher or the system administrator 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:

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 / staff position). Violation of this Acceptable Use Policy may result in one or more of the following disciplinary actions:

Students:

- Suspension / revocation of use of any equipment to access the WRSD IN
- Suspension / revocation of access to the Internet
- 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:

- Incident(s) referred to appropriate district administrator(s) for further action which may lead up to and include dismissal
- Referral to the appropriate legal authorities for possible criminal prosecution

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. Parents/guardians may revoke their student's access to the Internet anytime during the course of the year(s) by putting the request in writing and presenting it to the particular school attended.

(The form below must be signed and returned to Homeroom Teachers by September XX, 20XX.)

WINNISQUAM REGIONAL HIGH/MIDDLE SCHOOL Parent/Guardian/Student Acknowledgement

I am the parent/guardian of _____. My signature below indicates that the above named student has received a copy of the Winnisquam Regional High/Middle School Student Handbook, that the student and I have discussed the information contained therein, and that the student understands the rules, regulations and consequences for infractions contained in the handbook.

Parent/Guardian's Signature

Date

Student's Signature

Date

INTERNET USE

By signing below, I am requesting that my student not be given access to the Internet in the WRSD.

Parent/Guardian's Signature

Date

No student will be given access to the Internet until this completed form is returned.

Appendix C

FACULTY/STAFF AUP ADDENDUM

- **Use of Email**

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.

- **Confidentiality Statement**

In compliance with district policy JIEA, faculty/staff who have authorized access to any of the student information systems are required to protect against unauthorized access to such information, ensure the security and privacy of such information, and disclose any anticipated threats or hazards to such information. Care should be taken not to release this information to the public or other individuals, including but not limited to district employees, who have not been authorized or do not have a legitimate institutional or business need to know. Any questions regarding release of such information to another person should be directed to your supervisor.

I have read the WRSD IN "Acceptable Use Policy", "Faculty/Staff Technology ADDENDUM" and WRSD personnel policy GBC and agree to follow and enforce them.

Faculty/Staff Signature _____
Date _____

Principal's/Supervisor's Signature _____
Date _____

DISTRICT POLICY GBC
Policy Regarding Off-Duty Internet/email Use

As a School District representative, your off-duty conduct may impact your employment in some circumstances. For example, off-duty conduct that is immoral and may risk involvement with other members of the school community may lead to discipline or dismissal. Faculty and staff must maintain appropriate boundaries between students and themselves even when they are off-duty. Because email and the Internet (any Social Networking tools) encourage informal communications, it is important that you take care when using this technology whether you are on or off duty. The School District does not wish to interfere with or restrict freedom of expression. However, language or images in emails or on the Internet that harm or endanger others, particularly students, may fall outside the realm of protected speech. As we all know, email and Internet use is never truly private; email and Internet communications may be retained or retrieved for years despite the use of the “delete” key. To that end, the School District has listed some examples of problematic conduct below:

- Inviting students to be “friends” through an Internet site or accepting such invitations from students.
- E-mailing with students in an overly casual, unprofessional, inappropriate, or offensive manner.
- Posting any private student information on a website or sharing such information with unauthorized individuals through email or Internet use.
- Having a website that has immoral pictures or information on it or contains links to immoral websites.
- Using email or the Internet to criticize, disparage or ridicule students, staff, or the District in a manner that is disruptive or defamatory.

Should you have any questions, please feel free to discuss this policy with your supervisor or with the Superintendent.

Appendix D

ELEMENTARY SCHOOL **Acceptable Use Policy**

Winnisquam Regional School District's policy is that all computers are to be used in a responsible, efficient, ethical and legal manner. Using the Internet is a privilege. Internet access and other online services, available to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students. Please know that the entire administration and staff of the school district is committed to ensuring our students use computers and Internet access only for educationally sound and productive learning activities. During school activities teachers and other staff will guide students toward appropriate materials. Furthermore, it is the policy of the Winnisquam School District that students will be actively monitored by an adult staff member or volunteer whenever they use a school computer with Internet access.

One rule that we consistently emphasize is that students should never give out personal information (home address, phone #, etc.) about themselves or others when using the Internet. Please reinforce this rule with you child.

The Winnisquam School Board has adopted an updated Acceptable Use Policy to comply fully with the federal Children's Internet Protection Act. A copy of that policy is included with this agreement.

Please read this together with your child, sign, and return this document to the school.

Terms of Agreement

Using the computer correctly and responsibly is important. I promise to follow these rules:

1. I promise to use all computer equipment carefully and not damage, change or tamper with the hardware, software, settings, or the network.
2. I promise never to use any form of electronic communication to harass, frighten, or bully anyone.
3. I promise to use the computer and the Internet for schoolwork only. I will use the programs and websites that my teacher has approved.
4. I promise not to share my passwords.
5. I will not view, send or display inappropriate messages or pictures.
6. I promise to tell an adult if I read or see something on the computer that is inappropriate.
7. I promise to obey copyright laws.
8. I will not use my personal e-mail account or any personal electronic device at school except with the permission of a staff member.
9. I promise to print only when my teacher tells me to.
10. I promise to only use my own file or my own folder on the student server.

11. I understand that if I break any of my promises, I might not be able to use the computers.

I will sign my name to show that I will follow these rules.

Student Name (Print) _____

Student Signature _____

Teacher's Name _____ Grade _____ Date _____

I have read this Acceptable Use Agreement and have discussed it with my child:

Parent/Guardian Name (Print) _____

Parent/Guardian Signature _____ Date _____