District Technology Policies & Procedures

1. **Acceptable Use Policy-**
   USD 417 has purchased computers and their peripherals and connected to the world wide web to enhance the learning environment of all students, to help students reach the goals and outcomes of the district, and to aid the faculty and staff in carrying out their respective duties. However, with this usage of the "new" technology comes responsibility on the parts of faculty, staff and students.

   Usage-
   In this fast paced world students must learn to be critical thinkers and selective users of vast amounts of information. This involves thinking rationally and creatively, solving problems, managing and retrieving information, and communicating effectively.

   The use of computers, the Internet, and other on-line resources must support education and research that is consistent with the educational objectives and outcomes of USD 417.

   The use of or access to district computers and computer software is primarily for but not limited to district employees and students on a building-by-building basis. The primary student use of computers and the Internet is for the performance of student assignments and research. Personal use by students is prohibited without prior approval from the teacher.

   Software-
   Only software purchased by the district may be loaded onto district computers without prior approval. Software licensed to the district (unless as part of a license agreement) shall not be used on non-district computers. District software shall not be copied for personal use. Students and staff may not load personal software onto a machine for limited usage without prior approval of the lab administration or technical personnel.

   E-mail-
   The guidelines for the use of e-mail are to be created and monitored by each district building. Email is only to be used for educational purposes. It is not to be used for personal use or to harass staff, students or other individuals.

   Privacy-
   Students and staff should not expect privacy when using district e-mail or computer systems. E-mail messages must use appropriate language and graphics. Students are expected to use the computer system following the guidelines approved by each teacher in his/her respective classroom. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created in a computer system or on any individual computer. Students who violate

these rules or any other classroom rules related to computer usage are subject to disciplinary action up to and including suspension from school.

Usage Violations-
The following is a partial list of violations:
1. Illegal activities including cyber bullying, breaking copyright laws
2. Continuing in inappropriate sites
3. Using the district computers for financial gain
4. Vandalizing other student or teacher data
5. Gaining unauthorized access to resources
6. Invading privacy
7. Using inappropriate language or graphics
8. Vandalizing computers, the systems, and peripherals
9. Posting student personal information or pictures on the Internet without parental and staff permission
10. Altering the computer system

Disclaimer-
Users may encounter material that is controversial, inappropriate, or offensive. However, on the World Wide Web, it is impossible to control effectively the content of data and an industrious user may discover controversial materials. It is the user's responsibility to stop access to such material immediately.

2. Inventory-
The USD 417 technology coordinator maintains a complete inventory of all hardware and software for the entire district. The inventory is broken down by building. Each building maintains its own inventory of hardware and software.

2a. Gift Acceptance Policy-
The district is always willing to accept computer hardware and software that is compatible with our current systems and is in good working condition. Hardware that is in need of repair by a service contractor will not be accepted.

2b. Hardware/Software Disposal Process-
In this fast changing technological world, computer systems and software packages can become obsolete or unusable. With this in mind, USD 417 has the following process for disposing of old equipment and software.

Old computer systems and software will go through the following evaluation and disposal process:
1. Building technology personnel will determine there is no use for the hardware/software in the building in which it is housed.
2. Hardware/Software goes to the district coordinator for evaluation.
3. Usable hardware/software is offered to the other district buildings.
4. If the equipment is non-usable, usable parts will be removed and stored with non-usable parts being disposed of properly or recycled.

     5   Usable hardware that is no longer needed by the district will be offered to non-profit organizations first and then put to public auction.

     6   Because of licensing agreements, software that is not usable by the district will be destroyed.

3. Filtering Systems-

The district has in place and in working order the SonicWall Internet filtering system and Open DNS.

Frequent monitoring of Internet usage will be conducted. Quarterly, staff will randomly select two, one-week periods to run an Internet usage report. The reports will be given to building principals and the superintendent. Any issues discovered will be addressed by the administrative team.

4. Technology Committee-

Each attendance center has at least one representative who understands that particular building's technology needs. Each year, the technology committee meets a minimum of seven times to evaluate current needs and to assess upcoming needs.

The duties of the committee include but are not restricted to
1. Keep up with the needs of the buildings
2. Investigate equipment and software needs specific to respective buildings
3. Meet with the committee to prioritize district ordering
4. Develop a 5-year plan for purchasing and repairing equipment and for training personnel
5. Develop a rotation plan for upgrading
6. Create a 3-Year Technology Plan submitted to the state and annually evaluate the plan's progress.
7. Evaluate building equipment and software to keep the building's technology as up to date as possible
8. Keep the district technology coordinator updated with needs and concerns

5. Procedure for upgrading technology-

The superintendent makes technology decisions with the recommendations of the technology coordinator and the technology committee.

Network operations is the highest priority for the Technology Committee. Switches and servers need to be maintained and upgraded to run efficiently.

The Technology Committee recommends upgrading teacher's machines every three years and labs every 5 years. Replaced machines are then made available to students in the library or individual classrooms.

Other technology is upgraded based on building needs and priorities as needed for instruction.

In December, Building Principals discuss and prioritize with each building staff their technology needs and goals. These are shared with the Technology Committee at the January meeting.

In January, requests are accepted from individual teachers, curriculum committees, and staff by building tech representatives. The technology representatives work with their building principals to analyze and prioritize requests.

By February 1st, each building's prioritized requests are delivered to the Technology Coordinator. The Tech Coordinator then prepares them to be presented to the Technology Committee at the February meeting and begin prioritizing as a district. Final prioritizing is done at the March meeting.

By April 1st, requests are delivered to the Superintendent for consideration and taken to the Board of Education for approval pending funds availability.

6. **Equitable distribution of available technology-**
Each building has computer technology available to all students. This does not mean that every student can have complete access all through the day, but that each student has the chance to be able to use available technology at some point throughout the day.

Each elementary building has computer labs or classroom machines that are available at predetermined times of the day or after school when contracted personnel can monitor them. The high school has some computer lab time but also accommodates students by having some classroom machines available for use while teachers are on contract time.   Laptops are available for check-out through the library during the day and/or to take home after school hours. Usage of available machines is monitored by staff and restricted only when students abuse the privilege.

The individual teachers determine the amount of technology integration within their curricula.

7. **Staff Development-**
The technology committee in conjunction with the professional development committee is responsible for providing in-service activities for both certified and classified staff in the school district. This training is available on an as needed basis determined by building needs assessments. It is open to all district employees who are notified by flyers and email when the workshops will be presented. Non-contract time workshops are available for professional development points.

The above policies outline our plans to meet the requirements of CIPA.