

Minidoka County School District

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District Technology Plan

2017-2018 Edition

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Purpose of this Plan

This plan will provide the necessary guidelines and standards for making future decisions on the acquisition, integration, maintenance and support of technology in every facet of education in our district.

Vision

Minidoka County School District's students, staff, and community members will have access to a wide variety of technological learning tools. Training will provide the skills necessary to use those tools to gather information understand and synthesize it, and share results with others. A variety of instruction will provide the means to use those tools and skills to develop and improve student performance. Our district will operate in an environment of collaborative learning in which students, staff, and community members plan and work together in facilitating life-long learning.

Technology Areas of Focus

The implementation of technology into the curriculum has five distinct areas of focus: **Staff Development** in the use and integration of technology into their teaching, **Staff Objectives** in technology usage skills, **Student Objectives** in the use of technology to improve and enhance their learning experience, the **Necessary Technology** for the plan to be effective, and the **Ongoing Support and Maintenance** of the technology.

Staff Development

Before technology can have a positive influence on education, teachers must be trained to use and integrate technology into their curriculum and instructional methods. This training will help staff become learning facilitators rather than disseminators of knowledge. The following are proposals for staff development training in the district:

All staff will be trained in:

1. iVisions
2. SubFinder
3. MilePosts
4. Basic troubleshooting and technology management
5. Email
6. Accessing District website and safety (SafeSchools) trainings

Instructional staff will be trained in:

1. Use of networked district attendance and grading software (Powerschool).
2. Integrating technology into the curriculum.
3. Word Processing and Spreadsheets.

Additional training will be made available to staff in the following areas:

1. Presentation software and hardware.
2. Multimedia software and hardware.
3. Web page creation and publishing.
4. Graphics and video use, creation, and publication.

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5. Two way interactive audio/video equipment use and course development.
6. Online curriculum/instruction use and development.

Resources for providing the above training will include:

1. Regularly scheduled technology related district in-services and workshops.
2. Specific in-district training based upon technology surveys.

Staff and Administrative Objectives

All staff should be proficient in using some technology at some level. The following guidelines will help direct the need for professional development in the area of basic technology skills:

1. Instructional staff participate in professional development that is based on grade level/content area standards
2. Instructional staff participate in professional development that is based on technology standards (i.e. "integration") and apply those skills in the classroom.
3. All staff strive to problem solve and troubleshoot basic technical issues.
4. Instructional staff collaborate to construct knowledge and share ideas.
5. Instructional staff use technology for inquiry-based learning to foster critical thinking.
6. Instructional staff facilitate and inspire student learning and creativity.
7. Instructional staff design and develop digital age learning experiences and assessments.
8. All staff promote and model digital citizenship and responsibility.
9. Instructional staff engage in professional growth and leadership.

Student Objectives

All students should be proficient in using grade-level appropriate technology. The following guidelines will help direct the need for assessing student skills in the use of technology:

1. Students demonstrate creativity and innovation using technology.
2. Students collaborate and communicate using technology.
3. Students conduct research, evaluate sources, and gather information using technology.
4. Students engage in inquiry, project, and problem-based learning.
5. Students model digital citizenship and the proper use of technology.
6. Students will learn to meet Idaho Core Standards related to technology and grade-level appropriate ISTE standards.

Necessary Technology

In order for staff and students to learn and use technology effectively it must be made available to them. In order for us to meet the needs of our students and staff, we will follow these guidelines in the areas of technology infrastructure, hardware and software. Specific information on implementation of these guidelines is contained in Appendices A through C.

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Infrastructure

- A. The District network shall:
 - 1. Provide adequate storage space, security, and redundancy.
 - 2. Provide reliable, wired and/or wireless access throughout the district.
 - 3. Provide reliable, adequate Internet access in all district buildings.
 - 4. Provide for the filtering and monitoring of Internet and email content.

Technology Distribution

- A. Every classroom in the district shall have:
 - 1. 1:1 devices for student use.
 - 2. An IP telephone system.
 - 3. A television or a projection device that can be connected to a computer.
 - 4. Mic and sound system.
 - 5. Access to a printer.
- B. Every school building in the district shall have:
 - 1. Enough wireless access for coverage throughout the building to support 1:1 student devices.
 - 2. At least one computer lab with at least 30 computers for students to use.
 - 3. A printer on the network for high quality output.
 - 4. Wireless access for guests.
- C. Every office in the district shall have access to
 - 1. A color printer on the network for high quality output.
 - 2. Dual monitors as needed.
 - 3. Wireless access for guests.

Software

- A. Office software.
 - 1. Accounting software.
 - 2. Student information systems.
 - 3. Substitute tracking system.
 - 4. Utility management system.
- B. Classroom software such as curriculum based learning software.
- C. Assessment software as needed to monitor student achievement.
- D. Specialized curriculum software such as keyboarding, business applications, CAD, and video production.

Maintenance and Support

In order for staff and students to fully utilize the benefits of having technology available to them, it must be maintained, monitored, and upgraded on a regular basis to make it a reliable part of the educational system. This will be done by providing the necessary maintenance procedures, support personnel, and organizational structure to provide the services and funds necessary to make the technology useful.

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Maintenance Procedures

- A. **Equipment Upgrade Procedure** based on the following:
 - 1. Establish an annual upgrade fund as part of the district operating budget.
 - 2. Continual upgrading of technology based on
 - (a) Established philosophies and guidelines contained in this plan, and
 - (b) Annual needs assessment of our network and other current technologies with the priority being placed on the improvement of instruction and student achievement.
 - 3. Procedures and plan in place to replace older devices as needed.

- B. **Software Evaluation and Installation Procedure** for networked software.
 - 1. All software for installation on the network will be approved by the District IT Director and by the District Technology Committee.
 - 2. System resource requirements will be verified whenever possible by having a single copy or demonstration copy installed on the network before software is purchased.
 - 3. Software (including apps) purchased for a single class or staff member will be installed as it can be scheduled with the building Technology Support Person and the Technology Department.
 - 4. Downloaded software to be installed shall be stored on a secure district server.
 - 5. Software purchased for installation on the network should be scheduled for installation far enough in advance of its scheduled use in the classrooms that it can be thoroughly tested.

- C. **Virus Protection Procedure** as follows:
 - 1. District approved virus protection software will be updated and running on computers at all times.
 - 2. If a computer has been infected with a virus, the virus should be removed or deleted immediately and the building Technology Support Person, or a member of the Technology Department, notified.

- D. **Technology Plan Review Procedure** as follows:
 - 1. Review the technology needs of each building in the district at least once a year.
 - 2. Review progress in achieving the annual goals and objectives set forth in this plan by the Technology Committee as follows:
 - (a) The year's progress will be reviewed each spring and the next year's Technology Plan Appendix A will be revised to meet evolving needs of staff, emerging new technology, and available funding.
 - (b) Review and correlate technology staff development plans and equipment and software installation schedule May for the following year.

- E. **Technology Progress Reporting** as follows:
 - 1. The Technology Department and/or Committee will report regularly to the School Board on technology integration.
 - 2. A status report of current progress will be presented at school board meetings as needed during the school year.

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3. An annual survey of staff will be conducted to assess effectiveness of the use of technology within the district and the need for additional staff development activities.
4. An annual report and revised Technology Plan will be presented for board approval in June.

Support Personnel

- A. Full time **District Information Technology (IT) Director** oversees and coordinates the use and maintenance of all technology in the district, monitor the network, troubleshoot equipment problems and, when possible, make repairs. Install network equipment and software, train and work with the Technology Support Person from each building and student trainees in supporting technology.
- B. Full time **District Technology Integration Specialist** to assist in the coordination of classroom curriculum goals integrating the use of technology. Assist teachers in the integration of technology into their curriculum.
- C. At least one building **Technology Support Person** in each building will be assigned to provide timely building technology support.
- D. At least one building **Technology Integration Specialist** in each building to support technology integration in the classroom.
- E. Train high school students to help as trouble-shooters throughout the district.
- F. Train building level **Student Technologists** at all grade levels to support technology use within each building.

Organizational Structure

- A. **Technology Administration**
 1. The IT Director shall report to the Superintendent, District Cabinet, and District Technology Committee on a monthly basis.
 2. The Technology Department shall meet at least quarterly with each building level Technology Support Person, and the Technology Curriculum Integration Specialists to conduct quality Technology Support Meetings are to be conducted by the Technology Department and include appropriate Technology Department staff, each building's Technology Specialist(s), and Technology Integration Specialist(s).
 3. The District Technology Committee shall meet regularly during the school year and shall consist of: the Superintendent, the Technology Coordinator, Administrators and Technology Support Personnel from each building. Any decision making by Technology Committee will be based on one vote per building.
- B. **Technology Support**
 1. Members of the Technology Department will coordinate roles and responsibilities with building level Technology Support Personnel, who may work with other building level staff to ensure equipment and software maintenance.
 2. The members of the Technology Department will work with all of the building Technology Support Persons to train them monthly in troubleshooting and software installation procedures.
 3. Each building should hold a monthly Building Technology Committee meeting to discuss building level issues, Internet Safety and other needs.

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Funding

The Funding for the technology outlined in this plan shall be from the following sources:

- A. Annual District Budget – to include maintenance, software, and hardware funds within each building budget as well as separate funding at the district level for infrastructure, computer labs, and some Technology Department staff.
- B. Infrastructure / Access & Support
- C. Equipment
- D. Professional Development
- E. State funding provided by the legislature and grants.
- F. Federal funding programs and other grants.
- G. Participation in the E-Rate program will reduce the costs of technology. Funds thus saved will be used to support technology.

Technology Replacement Plan

See Appendix E for current replacement schedule.

Policies, Guidelines, and Handbook

The following policies, guidelines and handbook provide the working documents through which this plan will be implemented. These documents provide specific information in relation to their given topic and will be reviewed annually.

Student Acceptable Use Policy (MCSD Policy 502.97)

Internet access and interconnected computer systems are available to the District's students and faculty. Electronic networks, including access to the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

In order for the District to be able to continue to make its computer network and Internet access available, all users, including students, must take responsibility for appropriate and lawful use of this access. Students utilizing school-provided Internet access are responsible for good behavior on-line. The same general rules for behavior apply to students' use of District-provided computer systems. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other staff will make reasonable efforts to supervise use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. Students will be required to sign and abide by the Appropriate Use Agreement (503F) on an annual basis.

Curriculum

In accordance with this policy and the Board's philosophy to ensure the safety of all students, the District shall provide an appropriate planned instructional component for Internet safety which shall be integrated into the District's regular instructional program. The purpose of the program is to increase students' knowledge of safe practices for Internet use.

The use of the District's electronic networks shall be consistent with the curriculum adopted by the District, as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and shall comply with the selection criteria for instructional materials and library-media center materials.

The District's electronic network is part of the curriculum and is not a public forum for general use.

See Appropriate Use Handbook below for Form 502.97F

Staff Acceptable Use Policy (MCSD Policy 402.97)

General

Internet access and interconnected computer systems are available to the District's students and faculty. Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

In order for the District to be able to continue to make its computer network and Internet access available, all users must take responsibility for appropriate and lawful use of this access. It is imperative that all staff make all reasonable effort to monitor student use of school-provided Internet access and District-provided computer systems. Teachers and other staff should remind students of their responsibility in the use of this access.

Staff are to abide by and enforce the guidelines and requirements outlined in the District Appropriate Use Handbook (MCSD Policy 502-97A)

For the purposes of this policy, individual Board members having Internet access or using the Internet through the school district interfaces will be subject to the same rules of conduct, behavior and communications as all employees of the district. They will be required to abide by the terms contained herein and will be required to sign the Appropriate Use Agreement (402.97F) on an annual basis.

Curriculum

In accordance with this policy and the Board's philosophy to ensure the safety of all students, the District shall provide an appropriate planned instructional component for internet safety which shall be integrated into the District's regular instructional program. The purpose of the program is to increase students' knowledge of safe practices for internet use.

The use of the District's electronic networks shall be consistent with the curriculum adopted by the District, as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and shall comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the District's educational goals, use the Internet throughout the curriculum.

Staff is allowed to use Internet resources, such as education related e-mail, Learning Management Systems (LMS) and discussion boards as part of the curriculum. Examples of an LMS are Edmodo, BrainHoney and SchoolNet. These resources are necessary for online blended- and flipped-classroom environments, as long as they are used for appropriate educational purposes.

The District's electronic network is part of the curriculum and is not a public forum for general use.

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Network Uses

1. **Acceptable Uses of Network.** All use of the District’s electronic network must be 1) in support of education and/or research, and in furtherance of the District’s stated educational goals; 2) for a legitimate purpose; or 3) for personal use during non-working time as long as it does not violate the “Unacceptable Uses of Network. Network use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District’s electronic network or District computers. The District reserves the right to monitor, inspect, copy, review and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.
2. **Unacceptable Uses of Network.** The following are considered examples of unacceptable uses and constitute a violation of this policy. Additional unacceptable uses can occur other than those specifically listed or enumerated herein:
 - A. Uses that violate the law or encourage others to violate the law, including but not limited to
 - 1 Transmitting offensive or harassing messages;
 2. Offering for sale or use any substance the possession or use of which is prohibited by the District’s student discipline policy, local, state, or federal law;
 3. Viewing, transmitting or downloading pornographic materials or materials that encourage others to violate local, state, or federal law;
 4. Intruding into the networks or computers of others;
 5. Downloading or transmitting confidential, trade secret information, or copyrighted materials.
 - B. Uses that cause harm to others or damage to their property, person or reputation, including but not limited to
 - 1.Engaging in defamation (harming another’s reputation by lies);
 2. Employing another’s password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet;
 3. Uploading a worm, virus, other harmful form of programming or vandalism;
 4. Participating in “hacking” activities or any form of unauthorized access to other computers, networks, or other information.
 5. Uses amounting to harassment, sexual harassment, bullying or cyber-bullying defined as using a computer, computer system, or computer network to convey a message in any format (audio, video, text, graphics, photos, or any combination thereof) that is intended to harm another individual.
 - C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
 - D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.
 - E. Sending, receiving, viewing or downloading obscene materials, materials harmful to minors and materials that depict the sexual exploitation of minors.

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Internet Safety

Each District device with Internet access shall have a filtering device that blocks entry to visual depictions that are 1) obscene, 2) pornographic, or 3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.

The school shall also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or other material that is inappropriate for minors. The Superintendent or designee shall enforce the use of such filtering devices to ensure that no content deemed harmful to minors (according to 1C 18-1514(6) is accessed.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- ³⁵₁₇ taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- ³⁵₁₇ depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- ³⁵₁₇ taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

Appropriate Use Agreements

Each staff member will be required to sign and have on file an Appropriate Use Agreement that has been signed in the past 26 months.

Warranties/Indemnification

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet, and any user is fully responsible to the District and shall indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all

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loss, costs, claims, or damages resulting from such user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s)/legal guardian(s) agrees to cooperate with the District in the event of the school's initiating an investigation of a user's use of his/her access to its computer network and the Internet.

Violations

If any user intentionally violates this policy, the employee's access to the school's internet system and computers will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action. The system administrator and/or the building principal, in consultation with the Superintendent, will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with his/her/their decision being final. Actions which violate local, state or federal law may be referred to the local law enforcement agency.

If the actions of the individual are also in violation of other District discipline policies, said student shall be subject to additional possible disciplinary action based upon these policies.

Internet Filtering

Filtering is only one of a number of techniques used to manage student's access to the Internet to encourage acceptable usage. It is not viewed as a foolproof approach to preventing access to material considered inappropriate or harmful to minors. Anything that falls under at least one of the categories below shall be blocked/filtered. This list will be updated/modified as required.

- ³⁵₁₇ Nudity/pornography – prevailing U.S. standards for nudity, provocative semi-nudity, sites which contain pornography or links to pornographic sites
- ³⁵₁₇ Sexuality – sites which contain material of a mature level, images or descriptions of sexual aids, descriptions of sexual acts or techniques, sites which contain inappropriate personal ads
- ³⁵₁₇ Violence – sites which promote violence, images or description of graphically violent acts, graphic autopsy or crime-scene images
- ³⁵₁₇ Crime – information of performing criminal acts (e.g., drug or bomb making, computer hacking), illegal file archives (e.g., software piracy)
- ³⁵₁₇ Drug Use – sites which promote the use of illegal drugs, material advocating the use of illegal drugs (e.g. marijuana, LSD) or abuse of any drug. Exception: material with valid-educational use
- ³⁵₁₇ Tastelessness – images or descriptions of excretory acts (e.g., vomiting, urinating), graphic medical images outside of a medical context
- ³⁵₁₇ Language/Profanity – passages/words too coarse to be softened by the word filter, profanity within images/sounds/multimedia files, adult humor
- ³⁵₁₇ Discrimination/Intolerance – Material advocating discrimination (e.g., racial or religious intolerance), sites which promote intolerance, hate or discrimination
- ³⁵₁₇ Inappropriate Banners – advertisements containing inappropriate images or words
- ³⁵₁₇ Gambling – sites which allow or promote online gambling

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- ³⁵₁₇ Weapons – sites which promote illegal weapons, sites which promote the use of illegal weapons
- ³⁵₁₇ Body Modification – sites containing content on tattooing, branding, cutting, etc.
- ³⁵₁₇ Judgment Calls – whether a page is likely to have more questionable material in the future (e.g., sites under construction whose names indicate questionable material)

Filtering should also be used in conjunction with:

- ³⁵₁₇ any device sent home with student;
- ³⁵₁₇ educating students to be “Net-smart;”
- ³⁵₁₇ using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;
- ³⁵₁₇ the District “Acceptable Use Agreements;”
- ³⁵₁₇ behavior management practices for which Internet access privileges can be earned or lost; and
- ³⁵₁₇ appropriate supervision, either in person and/or electronically.

The system administrator and/or building principal shall monitor student Internet access.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 18 and older.

Review of filtering technology and software shall be done on a periodic basis and is the responsibility of the Internet Safety Coordinator. It shall be the responsibility of the Internet Safety Coordinator to bring to the Board any suggested modification of the filtering system and to address and assure that the filtering system meets the standards of Idaho Code 18-1514 and any other applicable provisions of Chapter 15, Title 18, Idaho Code.

Internet Safety Team

The Building Administrator shall appoint an “Internet Safety Team” with responsibility and authority for ensuring compliance with the requirements of federal law, state law and this policy. The Internet Safety Team shall develop and maintain administrative procedures to enforce the provisions of this policy and coordinate with the appropriate District personnel regarding the internet safety component of the District’s curriculum. The Internet Safety Team shall handle any complaints about the enforcement of this policy.

The Internet Safety Team shall maintain documentation evidencing that instruction by school personnel on internet safety is occurring District wide.

Public Notification

The Internet Safety Team shall inform the public via the main District webpage of the District’s procedures regarding enforcement of this policy and make them available for review at the District office.

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Submission to State Department of Education

This policy shall be filed with the State Superintendent of Public Instruction no later than August 1, 2011 and every five (5) years after initial submission and subsequent to any edit to this policy thereafter.

Student Use of Electronic Devices (MCSD Policy 503.00)

In order to maintain a secure and orderly learning environment and to promote respect and courtesy regarding the use of personal Electronic Communication Devices (ECDs), the District hereby establishes the following rules and regulations governing student use of ECDs, and procedures to address student misuse of those devices.

Provisions

Minidoka County School District takes no responsibility for the loss or damage of any personal Electronic Communication Devices (ECD). School authorities will not investigate lost or stolen personal devices. Students who choose to bring their ECD for use before or after school take sole responsibility for those devices.

The use of personal ECD for communication and/or entertainment during instructional time is prohibited in all District schools.

At no time shall any ECD be used at school to participate in illegal activities, disrupt the educational process or climate of the school or cause harm to another individual. Any use of electronic devices which involves bullying, intimidation, threats, sexting or other like activity while at school shall result in investigation, possible loss of the use of the ECD at school and discipline up to expulsion.

In the event bullying by way of any ECD places a student in reasonable fear of harm to his or her person or places a student in reasonable fear of damage to his or her property or is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student, the building administrator shall refer the matter to the local law enforcement agency for violation of Idaho Code 18-917A.

Definitions

1. “Electronic communication device(s)” include but are not limited to cell phones, pagers, USB drives, MP3 players, personal digital assistants (PDAs) or any other privately owned device that is used for audio, video or text communication.
2. “Sexting” means the taking, disseminating, sending, receiving, sharing or possession of sexually explicit messages, photographs or images by electronic communication devices.

Approved Uses of Electronic Communication Devices

The District acknowledges that Electronic Communication Devices may have a place in the education process. Each classroom instructor shall use his/her discretion in determining when it may be appropriate to allow the use of ECDs in the educational process. Prior to using ECDs in the curriculum or during classroom instruction, classroom instructors should get approval from their building administrator.

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Students may use an ECD during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan or a Health Care Plan.

Electronic Communication Devices Elementary School

The building administrator is responsible to determine the parameters under which ECDs may or may not be used during non-instructional times such as before school, lunch, recess or after school. Students who violate building rules regarding usage of ECDs are subject to discipline measures.

Electronic Communication Devices Middle Schools

Students may bring ECDs to school but they must be kept out of sight and must be turned off or silenced and may not be used during instructional time. Any use during the school day will result in consequences as listed below.

Electronic Communication Devices High School

Students may use ECDs during times other than instructional time. Any use of ECDs is prohibited during instructional time.

Consequences for Possession or Prohibited Use of ECDs at the Secondary Level

First offense: ECDs will be confiscated and given to administration. Only the student's parent/guardian may pick up the ECD with the student present. Prior to receiving the ECD, the student shall sign that he or she has read this policy and understands the consequences for future violations.

Additional offenses: ECD will be confiscated and given to administration. Administration will hold the ECD until a parent conference with the student's parent/guardian. Further discipline will be at the discretion of the building administrator.

- The person responsible for confiscating the ECD shall turn the device over to the building administrator.
- The building administrator shall inform the student's parent/guardian of the confiscation of the ECD and shall document that contact in a log specific to ECDs.
- When the building administrator returns the ECD to either the parent/guardian, the recipient shall sign for receipt of the ECD in a log specific to ECDs.
- If the building administrator turns the ECD over to the police the administrator shall document the release of the ECD in a log specific to ECDs.

District Appropriate Use Handbook (MCSD Policy 502.97A)

The Minidoka County School District #331 offers network computer access for students and staff. This handbook covers appropriate Internet and other network uses of school computers.

A. Educational Purpose

1. The District network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality personal research.
2. The District network has not been established as a public access service or a public forum. The District has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in district and school building rules and the law in the use of the District network.
3. You may not use the District network for commercial purposes. This means you may not offer, provide, or purchase products or services through the District network.
4. You may not use the District network for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

B. Student Internet Access/District Email Account

1. Elementary students will have Internet access only under direct supervision using a classroom account. Upper grade students may obtain an account with the approval of their classroom teacher and their parent.
2. Secondary students may obtain an account with the approval of their parent. This account may be revoked or suspended in accordance with the District regulations set forth in this handbook.
3. Students and their parent must sign an Appropriate Use Agreement to be granted an individual account on the District network. This Agreement must be renewed on an annual basis.

C. Unacceptable Uses

The following uses of the District network are considered unacceptable:

1. **Personal Safety**
 - (a) Students will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
 - (b) Students will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.
2. **Illegal Activities**
 - (a) You will not attempt to gain unauthorized access to the District Network or to any other computer system through the District network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
 - (b) You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

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- (c) You will not use the District network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.
- 3. **System Security**
 - (a) You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. Doing so may result in possible suspension of access privileges.
- 4. **Inappropriate Language**
 - (b) Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
 - (c) You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
 - (d) You will not post information that could cause damage or a danger of disruption.
 - (e) You will not engage in personal attacks, including prejudicial or discriminatory attacks.
 - (f) You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
 - (g) You will not knowingly or recklessly post false or defamatory information about a person or organization.
- 5. **Respect for Privacy**
 - (h) You will not repost a message that was sent to you privately without permission of the person who sent you the message.
 - (a) You will not post private information about another person.
- 6. **Plagiarism and Copyright Infringement**
 - (i) You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
 - (j) You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask MCSD staff member.
- 7. **Inappropriate Access to Material**
 - (a) You will not use the MCSD system to access material that may be interpreted as
 1. Harmful to minors;
 2. Obscene or child pornography as defined by law or indecent, vulgar, profane or lewd as determined by the district;
 3. A product or service not permitted to minors by law;
 4. Harassment, intimidation, menacing, threatening or constitutes insulting or fighting words, the very expression of which injures or harasses others;
 5. A likelihood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;

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6. Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule, regulation, Board policy and/or administrative regulation.
 - (b) You will not use the District network to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). While the District network does provide filtering of Internet content it is still your responsibility to avoid accessing inappropriate sites that may not be blocked.
 1. A special exception for accessing material generally considered inappropriate may be made if the purpose is to conduct research and access is approved by both your teacher and your parent.
 2. To request access to a blocked Internet site or to report an inappropriate site, you must contact the school building Technology Coordinator.
 - (c) If you mistakenly access inappropriate information, you should immediately disclose this access in the manner specified by your school. This may protect you against a claim that you have intentionally violated this Policy.
8. **Online Access on School Computers**
- (a) Internet Email
 1. The district shall provide email accounts for all secondary students.
 2. Students are NOT allowed to access any Internet e-mail account on school computers other than the one provided by the District.

D. Your Rights

1. **Free Speech**

Your right to free speech, as set forth in the MCSD Student Code of Conduct, applies also to your communication on the Internet. The District network is considered a limited forum, similar to the school newspaper, and therefore the MCSD may restrict your speech for valid educational reasons.
2. **Search and Seizure.**
 - (a) You should expect only limited privacy in the contents of your personal files on the District network and records of your online activity. The situation is similar to the rights you have in the privacy of your locker.
 - (b) Routine maintenance and monitoring of the District network may lead to discovery that you have violated this Policy, the school building's rules, or the law.
 - (c) An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the school building's rules, or the law. The investigation will be reasonable and related to the suspected violation.
 - (d) Parents of students have the right at any time to request to see the contents of their child's e-mail.
3. **Due Process**
 - (a) The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the NWCSN Network.
 - (b) In the event there is a claim that you have violated this Policy or the school building's rules in your use of the NWCSN Network, you will be provided with notice and opportunity to be heard in the manner set forth in your school building's rules.
 - (c) If the violation also involves a violation of other provisions of your school building's

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rules, it will be handled in a manner described in the NWCSO policies. Additional restrictions may be placed on your use of your Internet account.

E. Limitation of Liability

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

F. Password Security

All users of the District network shall adhere to follow the password guidelines:

1. Passwords must be at least eight characters long and include at least one upper case letter, one lower case letter, one number, and one of the following symbols (*, &, ^, %, \$, #, @, !, +, _).
2. Users shall keep their password private and not share it with anyone.
3. Passwords shall be changed regularly and at least annually.
4. Student passwords will be automatically changed at the beginning of each school year until their signed Acceptable Use Agreement is turned in.

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Minidoka County School District #331

Student Appropriate Use Contract (Form 502.97F)
School Year

Student Section (PLEASE PRINT)

Student Name (Last) _____ (First) _____ (MI) _____

Grade _____

School (Please circle correct school)

Acequia	Heyburn	Paul	Rupert	TLC
East Minico	West Minico	Minico	Mt. Harrison	

I have read the Minidoka County School District (MCSD) Appropriate Use Handbook and agree to abide by the regulations within as well as all MCSD and school building rules relating to student behavior. I understand that any violation of these provisions will result in discipline up to and including expulsion from school and/or suspension or revocation of District network access and related privileges and/or referral to law enforcement officials.

Student Signature _____ Date _____

Parent or Guardian Section

I have read the MCSD’s Student Appropriate Use Handbook.
I hereby release the MCSD, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the MCSD Network, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. I understand that I can be held liable for damages caused by my child's intentional misuse of the system.
I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the MCSD Appropriate Use Handbook. I will emphasize to my child the importance of following the rules for personal safety.
I give permission to issue an account for my child and certify that the information contained in this form is correct.

Parent Signature _____ Date _____

PLEASE PRINT:

Parent Last Name _____ First Name _____ MI _____

Home Address _____ Phone _____

Parent E-mail _____

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Minidoka County School District #331

**Employee Appropriate Use Agreement
(Form 402.97F)**

Name _____

Address _____ Phone _____

I have read and agree to abide by the District Appropriate Use Handbook. I understand that my use of the MCSD's network account is only for educational purposes and I agree to limit my use of my account to activities related to that purpose. I recognize that my emails and files are the property of the district and as such I do not expect full privacy with regards to their storage on the district network. I recognize that all computer equipment and software are the property of MCSD. This includes all software programs and files, whether developed internally or purchased from outside vendors.

I acknowledge that MCSD reserves the right to access all information and data in the district's computers and electronic equipment, and to conduct periodic audits to assure compliance with these policies. Network users are prohibited from sending voice mails or emails which may be interpreted as harassing, discriminatory, obscene, or defamatory. Deleting or purging data from the district's computers or electronic equipment does not necessarily mean that it has been permanently destroyed and/or cannot be retrieved.

I hereby release the MCSD, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my use of, or inability to use, the MCSD system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. I understand that I can be held liable for damages caused by my intentional misuse of the system.

Date _____ Signature: _____

This space reserved for System Administrator
(Use only if this is a non-standard user name.)

Assigned User Name: _____
Assigned Temporary Password: _____

APPENDIX A

Technology Objectives and Criteria for 2017-2018

Staff Training in the Use of Technology

1. Continued workshops and in-services on relevant applications and the use of technology in student projects based on building needs.
2. Introductory level of Professional Development for areas that will be receiving or have received 1:1 devices
3. Dedicate one Professional Development day to technology District-wide.
4. Technology Integration Coach will provide support and modeling in effective technology integration practices.
5. Instructional technology cohort (elementary and secondary) to promote greater understanding and application of the integration of technology.
6. Staff will participate in the continued self-assessment of their technology skills (brightBytes).
7. Provide opportunities for professional development through online software (Kyte Learning).

Student Use of Technology

1. Expand the Student Technologist program to include high school students that would be available to assist middle and elementary school teachers and their students.
2. Continue to implement a program for basic skills training in keyboarding.
3. Continue implementation of district-wide digital citizenship program for all students.

Necessary Technology

1. INFRASTRUCTURE
 - (a) Continual upgrades of servers, switches, wifi.
1. HARDWARE
 - (b) Purchase 1:1 devices for 9th grade students (laptop, case, etc.)
 - (c) Purchase replacement iPads for 5th grade students, teachers district-wide.
 - (d) Purchase additional shared carts of ipads/laptops for middle schools.
2. SOFTWARE
 - (a) Continue to update and improve the district Internet and Intranet sites.
 - (b) Establish the use of software and continue to upgrade for achievement and diagnostic testing where available and appropriate.
 - (c) Continually upgrade software to current versions as needed.
 - (d) Provide opportunities for professional development through online software (Kyte Learning)

Maintenance and Support of Technology Services

1. Provide training for District Technology Support Person at each building.
2. Continue development and implementation of building level Technology Integration Specialists program.
3. Conduct an annual user survey of technology skills, use, and integration.
4. Conduct training on district software (website, dialer, etc.)
5. Continue to update and improve the district Internet and Intranet sites.

APPENDIX B

Technology Objectives and Criteria for 2018-2019

Staff Training in the Use of Technology

1. Continued workshops and in-services on relevant applications and the use of technology in student projects based on building needs.
2. Introductory level of Professional Development for areas that will be receiving or have received 1:1 devices
3. Dedicate one Professional Development day to technology District-wide.
4. Technology Integration Coach will provide support and modeling in effective technology integration practices.
5. Instructional technology cohort (elementary and secondary) to promote greater understanding and application of the integration of technology.
6. Staff will participate in the continued self-assessment of their technology skills (brightBytes).
7. Provide opportunities for professional development through online software (Kyte Learning).

Student Use of Technology

1. Continue to expand the Student Technologist program to include high school students that would be available to assist middle and elementary school teachers and their students.
2. Continue to implement a program for basic skills training in keyboarding.
3. Continue Implementation of district-wide digital citizenship program for all students.

Necessary Technology

1. INFRASTRUCTURE
 - a. Upgrade all network services to 100Mb or greater.
2. HARDWARE
 - a. Purchase 1:1 devices for 9th grade students (laptop, case, etc.)
 - b. Purchase replacement iPads for 4th grade students, teachers district-wide.
 - c. Purchase additional shared carts of ipads/laptops for middle schools.
 - d. Purchase laptops to continue the replacement plan for teachers.
3. SOFTWARE
 - a. Continue to update and improve the district Internet and Intranet sites.
 - b. Establish the use of software and continue to upgrade for achievement and diagnostic testing where available and appropriate.
 - c. Continually upgrade software to current versions as needed.
 - d. Provide opportunities for professional development through online software (Kyte Learning)

Maintenance and Support of Technology Services

1. Provide training for District Technology Support Person at each building.
2. Continue Development and implementation of building level Technology Integration Specialists program.
3. Conduct an annual user survey of technology skills, use, and integration (BightBytes).
4. Conduct training for Mobile Device Specialists in managing iPads.
5. Conduct training on district software (website, dialer, etc.)
6. Continue to update and improve the district Internet and Intranet sites.

APPENDIX C

Technology Objectives and Criteria for 2019 and Beyond

Staff Training in the Use of Technology

1. Continued workshops and in-services on relevant applications and the use of technology in student projects based on building needs.
2. Introductory level of Professional Development for areas that will be receiving or have received 1:1 devices
3. Dedicate one Professional Development day to technology District-wide.
4. Technology Integration Coach will provide support and modeling in effective technology integration practices.
5. Instructional technology cohort (elementary and secondary) to promote greater understanding and application of the integration of technology.
6. Staff will participate in the continued self-assessment of their technology skills.
7. Provide opportunities for professional development through online software (Kyte Learning).

Student Use of Technology

1. Continue to expand the Student Technologist program to include high school students that would be available to assist middle and elementary school teachers and their students.
2. Continue to implement a program for basic skills training in keyboarding.
3. Continue Implementation of district-wide digital citizenship program for all students.

Necessary Technology

1. INFRASTRUCTURE
 - (a) Upgrade all network service.
2. HARDWARE

	2019-2020	2020-2021	2021-2022	2022-2023
Elementary	3 rd grade	2 nd grade	1 st grade kindergarten	5 th grade
Middle School	8 th grade		6 th grade	7 th grade
High School	9 th grade	9 th grade	9 th grade	9 th grade

3. SOFTWARE
 - (a) Continually upgrade software to current versions.
 - (b) Continue the use of software for all achievement testing.

Maintenance and Support of Technology Services

Supplemental Levy/ Technology Budget

Funding and Development

APPENDIX D

Equipment Replacement Schedule

2018-2019

1. Infrastructure
2. Student Devices
 - a. 1:1 devices for freshmen
 - b. iPads for 4th grade
 - c. ipads/Laptops for 7th grade (4 carts per middle school)
3. Staff Devices- Purchase of 40 laptops
4. Computer Labs
5. Software

2019-2020

1. Infrastructure
2. Student Devices
3. Staff Devices- Purchase of 40 laptops
4. Computer Labs
5. Software

	2019-2020	2020-2021	2021-2022	2022-2023
Elementary	3 rd grade	2 nd grade	1 st grade kindergarten	5 th grade
Middle School	8 th grade		6 th grade	7 th grade
High School	9 th grade	9 th grade	9 th grade	9 th grade