PAULDING COUNTY SCHOOL DISTRICT

DALLAS, GEORGIA

Three-year Technology Plan

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I. Vision for Technology Use

Compose an overall mission and/or vision which describes the steps the LEA is taking to ensure all students/teachers have increased access to technology. Include a list of specific vision statements for system educational improvement over a three year period.

It is imperative that education remain relevant to the age in which our students and staff live. The ability to gather, manipulate, and present data using technology as the medium is a required skill in the emerging global community. Technology promotes the development of essential higher-order thinking skills in a life-long learning model of education. The use of computers and other technologies for problem solving has been identified as an integral component for a student's success in higher learning and in the new workplace. The Paulding County School District's vision for technology is that students will be fluent in the use of technology so its application will become commonplace to them.

Technology can captivate and engage students thereby impacting academic achievement. In order for technology to have maximum effect on academic achievement, professional learning for teachers is imperative so that they feel competent in their ever-changing roles as technology users thus enabling them to fully implement the resources available to them. PCSD's intranet facilitates training and technical support to all district employees. Technology trainers provide professional development opportunities on available technologies with a student-centered focus.

Technology is a resource for expanding and creating new options in education. Teachers utilize technology in two ways: for the delivery of instruction and as a professional tool. In the Paulding County School District, integration of technology with curriculum is expected and, as more teachers are becoming comfortable with computers and software, this is becoming a reality.

As the district works toward providing students with an integrated curriculum relevant to their needs, technology becomes an essential component in instruction. Believing that, uniform technology integration standards will be implemented across all grade levels to develop progressively more sophisticated levels of technology use. Teachers will integrate technology on a daily basis with an increased focus on student usage to promote higher-order thinking skills and performance-based assessments. Students will use technology resources to access and apply information to solve problems, communicate ideas, and reinforce academic skills. Students will use interactive devices such as whiteboards, instant assessment devices, scientific probes, document cameras, laptops, and calculators to conduct experiments, present information, manage data, and demonstrate understanding of concepts.

In order to support the delivery of instruction, the focus will remain on maintaining and increasing the accessibility of technology in all schools. The District will continue to increase the number of 21st century classrooms. As a standard, all new construction will be wired for 21st century capability. Existing classrooms will be upgraded to include the minimum of a wall-mounted short throw projector and an interactive whiteboard device. Teachers will increase the utilization of stationary computer labs, mobile wireless laptop labs, hand-held devices, interactive whiteboards, instant assessment devices, and video-streaming to provide meaningful instruction and curriculum enrichment.

Administrators will provide leadership by modeling confident and effective uses of technology and telecommunication tools. Key administrators such as principals, counselors, and school resource officers will be provided mobile computing devices that will afford them increased productivity and immediate access to critical information. Administrative efficiency will be enhanced through the use of Infinite Campus, a web-based student information database; web-based instruction; professional development; system-wide email; and video conferencing via the internet and intranet. Administrators will use online and software-based testing resources to disaggregate data. This data

will be used to focus instruction and teaching strategies to enhance learning for targeted subgroups.

In an effort to improve community perception, a high priority is placed on home/school communication. The district uses the Infinite Campus student information system. Student grades, assignments, and attendance are available to parents through secure logins to the system. Email presently serves as an important communication tool between parents and teachers. Links to teacher email addresses are provided on all school websites and are available from the parent portal in Infinite Campus. School websites provide important information about the operation of the school as well as information pertaining to student life such as school lunch menus, school calendars, athletic events, and extracurricular activities. In addition, school websites serve as an instructional resource for parents and students. Teacher websites offer homework help, class assignment information, and information concerning other classroom resources and activities.

Information is offered to parents concerning emerging technologies in education, Internet safety, and Internet resources. Parents receive training and information through various formats to understand and assist students with homework, test taking strategies, and technology applications. The school system will continue its efforts to educate parents and community members regarding opportunities to utilize technology to improve student achievement.

II. Current Reality

Identify your data sources. What data does your technology inventory survey tell you? Compose a narrative analyzing the gap in access to technology across the district. Address the following groups—instructional, administrative, parent/community, system readiness/system support—personnel/resources.

Data Sources

The Paulding County School District utilizes the following data sources to collect valuable data for informed technology-planning decisions:

- Annual technology budget which identifies capital purchases, training, and support expenditures
- New and alternative funding sources
- Ongoing gap analysis of equality of technology resources between schools
- Annual technology inventory submitted to the State Department of Education which includes
  - Definition of "modern computer specification" which leads to replacement of dated equipment
  - Ratio of student to computers to ensure adequate technology access in all school settings
  - Annual technology literacy assessment to evaluate students

Access to Technology

The Paulding County School District supports equitable use and access by students and teachers of all resources, computers, and software. The district ensures equitable access at each school by providing the Board of Education and Superintendent with periodic updates of technology progress at each level and within each department. Each Paulding County elementary classroom is equipped with networked computers with access to instructional software and the Internet. Portable classrooms are equipped with one networked computer. In addition, each elementary school has a lab with a minimum of 25 networked computers. In all middle and high schools multiple computer labs provide the necessary access to learning resources, including Internet access. Each middle school has a separate computer lab for keyboarding classes. All high schools are provided vocational computer labs as well as general purpose labs designed for academic studies. Adaptive/assistive software and hardware devices are provided in special education classrooms as well as labs to accommodate students with disabilities. Media centers are equipped with computers for student use.   Along with

providing Internet access, these computers provide access to the electronic card catalogs for the school's media collection.

Current student to computer ratio, based on the district's annual hardware survey reported to the state, is 2.62:1. Students have access to computers daily before, during, and after school. Teachers are encouraged to be users of technology and to serve as role models for student use. Teachers of students with disabilities are consulted regarding special needs for hardware and software to aid in the education of this subgroup of students. Resources are provided through from joint ventures between the Technology Department and the Student Services Department to ensure that all students have equitable access to educational experiences.

Elementary School Technology Inventory

School	Abney	Allgood	Baggett	Burnt Hickory	Dallas	Dugan	Hiram	Hutchins	McGarity	Nebo	New GA	Northside	Panter	Poole	Ragsdale	Ritch	Roberts	Russom	Shelton	Union
Student Population	819	966	588	934	457	817	638	672	602	886	373	508	618	451	653	327	740	857	967	458
Total Classrooms	49	57	45	58	34	51	36	38	39	53	26	32	39	45	36	34	42	52	54	26
Total number of computers (no admins)	307	357	370	306	332	244	322	297	259	371	220	290	264	308	334	277	298	362	349	255
Total number of computers with Internet connectivity	307	357	370	306	332	244	322	297	259	371	220	290	264	308	334	277	298	362	349	255
Total number of modern computers	307	257	370	306	332	244	322	297	259	371	220	290	264	308	334	277	298	362	349	255
Special Education classrooms	10	10	13	7	8	9	5	6	5	8	3	4	7	9	4	3	6	8	4	3
Total number of computers in Special Education classrooms	24	27	56	11	38	39	20	18	16	25	11	17	22	39	11	17	23	26	13	14
Total number of modern computers in Special Education classrooms	24	27	56	11	38	39	20	18	16	25	11	17	22	39	11	17	23	26	13	14
Projectors	71	78	67	64	46	45	51	63	40	75	29	33	43	56	60	49	54	71	71	35
Whiteboards	24	23	18	53	6	1	21	36	8	20	2	12	3	3	39	0	2		27	6
Slates	0	4	4	1	1	3	3	0	22	3	5	0	0	3	0	0	7	4	2	2
Instant assessment devices (Turning Point, CPS, and SMART Response)	32	32	96	32	24	64	96	0	64	64	0	0	30	56	0	0	128	35	224	120
Digital Cameras	2	6	2	1	1	0	2	2	4	1	3	0	7	5	0	2	2	7	7	2
Computer labs	1	1	1	1	1	1	2	1	1	1	1	1	1	1	1	2	2	1	1	1
Wireless Labs	3	5	6	6	5	0	4	6	2	4	2	4	2	3	9	2	3	4	2	4
Student to computer ratio	2.67	2.71	1.59	3.05	1.38	3.35	1.98	2.26	2.32	2.39	1.7	1.75	2.34	1.46	1.96	1.18	2.48	2.37	2.77	1.8

Middle School Technology Inventory

	AMS	DMS	EPMS	HJMS	SMMS	MMS	SMS	SPMS
Student Population	920	912	932	670	1053	920	728	585
Total Classrooms	62	55	53	49	59	45	47	32
Total number of computers incl netbooks (no admins)	246	298	269	233	203	283	279	265
Total number of computers with Internet connectivity	246	298	269	233	203	283	279	265
Total number of modern computers	246	298	269	233	203	283	279	265
Special Education classrooms	13	14	11	13	11	2	13	2
Total number of computers in Special Education classrooms	37	31	21	27	18	8	26	9
Total number of modern computers in Special Education classrooms	37	31	21	27	18	8	26	9
Projectors	56	105	50	37	65	106	67	33
Whiteboards	2	32	21	14	43	7	33	4
Slates	10	12	3	14	1	13	1	0
Instant assessment devices (Turning Point, CPS, and SMART Response)	64	155	62	0	160	60	32	32
Digital Cameras	5	10	1	4	2	13	5	1
Computer labs	2	2	2	2	2	2	2	2
Wireless Labs	2	3	3	2	0	3	3	2
Student to computer ratio	3.74	3.06	3.46	2.88	5.19	3.26	2.61	2.21

High School Technology Inventory

School	EPHS	HHS	NPHS	PCHS	SPHS
Student Population	1610	1650	1722	1444	1930
Total Classrooms	84	89	77	84	87
Total number of computers incl netbooks (no admins)	581	573	472	479	483
Total number of computers with Internet connectivity	581	573	472	479	483
Total number of modern computers	581	573	472	479	483
Special Education classrooms	11	22	11	14	8
Total number of computers in Special Education classrooms	31	63	19	24	16
Total number of modern computers in Special Education classrooms	31	63	19	24	16
Projectors	51	84	60	68	89
Whiteboards	4	35	29	24	26
Slates	11	24	14	0	9
Instant assessment devices (Turning Point, CPS, and SMART Response)	224	64	128	48	32
Digital Cameras	2	12	13	9	21
Computer labs		4	1	2	1
Wireless Labs	3	4	4	4	4
Student to computer ratio	2.77	2.88	3.65	3.01	4

Technology Use

All teacher computers have software for classroom management and lesson development resources including Internet access, Infinite Campus grade book, and GroupWise e-mail. All networked computers provide access to the Internet as well as Microsoft Office suite including Word, Excel, Access, PowerPoint, and Publisher. Elementary schools use Compass Learning Odyssey software, a web-based instructional program which includes reading, math, language arts, science, and social studies. Middle schools use Compass Classic, a server-based software for reading, math, and language arts. High schools provide credit recovery and credit accrual through E2020, Plato, and Georgia Virtual School. Classworks, provides math support for 8th, 9th, and 10th graders.

High schools offer industry-certified programs for business, marketing, automotive, drafting and design, and health occupations. In addition, the high schools provide ROTC programs and web design/advanced web design as career pathways. Hiram High School has an engineering lab. Paulding County High School has a computer tech lab and a graphic arts lab. EPHS offers an entrepreneurship class. Paulding County High School and East Paulding County High School offer early childhood courses. Paulding County High School offers agri-science and horticulture. All of these programs make use of computers, projectors, interactive response devices, scanners, and digital cameras, as well as technology devices specific to each curriculum area. Business labs contain at least 28 student computers. Other programs have multiple computer stations which provide Internet access and/or access to software applications specific to the subject matter. Beginning this year, by law every student who completes a pathway must take a technical assessment test on line to receive a state or national accreditation.

Administrative

Administrative applications are installed and supported at the district level. These applications are available to all schools and include student information management,

food services, personnel information, employee attendance, district finances, bus-tracking and transportation software, and purchasing.

All teachers and administrators access web-based data through a high speed data connection. Schools connect through a single-mode fiber backbone. Internet access is provided through a 100 mbs connections provided by the state. Personnel are provided e-mail accounts to promote communication among the schools, staff, and parents.

Infinite Campus is utilized as the student information system. Infinite Campus is a widely-used, web-based system that runs on servers located at the central office. Data can be transferred between Infinite Campus and EasyIEP (an individual education plan database program), Trapeze (transportation-related software), Follett/Destiny (media software), and WinSNP (school nutrition program). Data is backed up locally and off-site. Administrators, counselors, nurses, and clerical staff have access to student data through Infinite Campus.

All teachers maintain an electronic grade book which is a component of Infinite Campus. Schedules and student demographics are populated in teacher gradebooks as part of the integrated student information relational database.

Special education teachers utilize EasyIEP, a special education program designed to manage data on special education students and electronically generate and document required paperwork such as IEPs and parent contact logs.

Parent and Community

PCSD utilizes e-mail, websites, and newsletters to promote better communication between schools, staff, parents, and community members. Student attendance, demographic information, and grade book files are available through the Infinite Campus parent portal. Using a secured password, parents and guardians can access the information regarding their children. An automated phone calling system and the Nixle system allow schools and district administrators to relay school event notices and

emergency information. A quarterly district newsletter keeps parents updated on system events.

Special Education

Closing the achievement gap for students with disabilities will continue to be a district priority. The Paulding County School District's Assistive Technology (AT) program currently provides AT services and training through a staff position entitled Assistive Technology Lead. The AT Lead is responsible for providing Individual Education Plan (IEP) teams throughout the district with support in effectively considering if assistive technology is necessary to provide FAPE. In addition, the AT Lead provides access to AT equipment and provides training for the integration of identified tools. In order to ensure that IEP teams have the knowledge to effectively consider assistive technology, policies and procedures for an effective consideration process have been developed. The Exceptional Students Educational Programs (ESEP) department has integrated the current paper version of the consideration checklist for assistive technology into the Easy IEP system to aid teams in documenting the consideration process. The AT Lead will continue to provide training through workshops and online resources.

The Student Services department uses various software tools to provide students access to the general education curriculum. The school district has purchased an upgrade to network licenses of Classroom Suite in order to provide access in all schools. Classroom Suite is a tool that is utilized in small group classrooms to assist with access to the general education curriculum for those students working on a modified curriculum. Classroom Suite provides teachers with the tools to create and adapt activities to the core curriculum and meet the unique needs of individual students. The program provides students with disabilities equal access. The Student Services department is also in the process of looking at a variety of networked software tools that can provide both reading and writing support for students with disabilities throughout the district. These tools would be available on every computer in the county for consistent access.

The following assistive technology tools are being utilized in the county:

Academic Learning Aids:

- Classroom Suite
- Draft Builder (graphic organization software)
- NEO/DANA (portable word processor/word processor with PDA support)
- Fusion (portable word processors that provide text to speech)
- ClassMate Reader (portable text reader that accepts text, Daisy and NIMAS files)
- Intel Reader (portable text reader that allows the student to take a picture of text and instantly have it read)
- Co-Writer/ Write Out Loud (word-prediction / text to speech software)
- Speaking Dictionaries and Spell Checkers
- Reading Pen (small scanning pen that provides text to speech)
- Digital Tape recorders
- Laptops

Computer Access:

- Intellikeys (adapted keyboard)
- Magic Touch Screens
- Elo touch screen monitors
- Switch interfaces (allows switch access for students who utilize scanning)
- Various Switches (allows for computer access)
- Big Keys Keyboard (enlarged keyboard)
- REACH (onscreen keyboards)
- Joysticks
- Roller Ball
- Zoom Caps (stickers placed on keyboard to enlarge letters)
- Zoom Text (screen magnification)
- JAWS (screen reading software)

AAC- Augmentative Communication Solutions:

- DynaVox (dynamic screen display)
- CheapTalk (static display)
- E-Talk (dynamic screen display)
- Step by Step (sequential messages, voice output)
- Big Mac (single location, voice output)
- Talking Photo Albums
- Boardmaker (software that allows teachers to create communication symbols)
- Communication Boards/Wallets/Books
- Twin Talk (two location, voice output)
- Go Talk (static display)
- Speaking Dynamically Pro (software program that provides dynamic display)

Gap Analysis

The educational process is enhanced and the level of student understanding and achievement is increased through the integration of technology into instruction. Teachers incorporate technology into concept introduction, remediation, and enrichment. The District faces many challenges related to funding technology. Due to the relatively low free and reduced lunch rate, the District receives very little E-Rate funding. Although funding is limited, the District has been able to provide exceptional access to technology. Currently, PCSD serves more than 28,500 students with a student to computer ratio of 2.62:1, as reported on the State Technology Inventory for February, 2011. This is an improvement from a previous ratio of 4.29:1 reported on the 2009-2010 technology inventory.   In an effort to close the gap in network access to portable classrooms, all portable classrooms now have fiber optic connectivity with one modern computer. However, a gap still exits at the elementary level where regular classrooms have multiple networked computers while the portable classrooms only have one.   All schools were provided an equitable number of classrooms equipped with

ceiling-mounted projectors, interactive pads, DVD/VCR players, amplification systems, and interactive response devices. The district continues to equip additional classrooms as funds become available. All new construction includes funds for equipping classrooms with these items. Each high school has large student populations of at least fifteen hundred students. High Schools have two general purpose labs and multiple mobile labs. Limited physical space makes the addition of general purpose labs impractical. The use of the mobile labs at each high school indicates that more of these could be a viable option.

In special education classrooms computer access continues to be an area of growth. The school district has increased the computer access in small group classrooms through the purchase of student work stations. This allows students to utilize specialized software which connects them to the general education curriculum. In order to continue to close the achievement gap, additional access continues to be a Student Services departmental focus. A survey of computer access will be conducted and results used to assess needs.

Goals, Benchmarks, and Strategies

The purpose of technology is to enhance and support curriculum, instruction, communication, and professional learning. PCSD has established the following goals for the instructional use of technology, the use of technology as a data and resource management tool, and as a tool for both internal and external communication. The objectives of the district improvement plan are reflected in the following goals.

Instructional Uses of Technology Goal

Goal 1: Students will be competent in essential knowledge and skills.				
Strategies	**Benchmarks**	**Budget**	**Responsibility**	**Evaluation Plan**
Elementary students will: Develop an understanding	Baseline data	Annual	Classroom	Assessments

of the basic functions of computer keyboarding, Internet navigation, and program applications. use a variety of technologies to produce a digital presentation or product. **Middle grades students will:** Develop mastery of an office suite of applications, begin to produce digital products, and develop skill in navigation of Internet resources **High school students will:** Build upon the proficiency of an office suite of applications, produce more creative and higher-level learning products including the use of Internet resources and different types of multimedia resources	will be established the first year. Each successive year will reflect a 10% increase in proficiency	subscription to K-12 Insight - $28,000. PD360 – online training for teachers and staff	teachers and local school administrators Classroom teachers and local school administrators Classroom teachers	will be administered at the end of 3rd, 5th, 8th, and 12th grades. The state 8th grade technology literacy test will be administered. The district will use K-12 Insight and Infinite Campus survey tools

Goal 2: Students will be competent in presenting ideas				
Students at all levels will: Create reports and presentations using a variety of technology applications. Interact, collaborate, and publish with peers employing a variety of digital environments and media. (ISTE S.2.a) Communicate information and ideas effectively to multiple audiences using a variety of media and formats. (ISTE S.2.b)	Baseline data will be established the first year. Each successive year will reflect a 10% increase in proficiency	Annual subscription to K-12 Insight - $28,000. PD360 – online training for teachers and staff	Classroom teachers and local school administrators	Assessments will be administered at the end of 3rd, 5th, 8th,and 12th grades. The state 8th grade technology literacy test will be administered. The district will use K-12 Insight and Infinite Campus survey tools. The district will use teacher surveys/checklists as a means of assessment.

Goal 3: Students will be competent in terminology and usage.				
Elementary students will: Become familiar with basic components of computer and menu items within the software applications. Select and use applications effectively and productively (ISTE S.6.b).	Baseline data will be established the first year. Each successive year will reflect a 10% increase in proficiency	Annual subscription to K-12 Insight - $28,000. PD360 – online training for teachers and staff	Classroom teachers and local school administrators	Assessments will be administered at the end of 3rd, 5th, 8th, and 12th grades. The state 8th grade technology literacy test will be administered.
Middle grades students will: Become proficient with terminology and competent in the use of tools and functions in programs. Troubleshoot systems and applications. (ISTE S.6.c)			Classroom teachers and local school administrators	
High school students will: Become fluent with terminology and competency in the use of tools and functions in programs and Internet. Transfer current knowledge to the learning of new technologies. (ISTE S.6.d)			Classroom teachers	The district will use K-12 Insight and Infinite Campus survey tools

Goal 4: Students will be competent in solving problems.				
Students at all levels will: Research and evaluate the accuracy, relevance, appropriateness, and bias of electronic information sources concerning real-world problems. Identify and define authentic problems and significant questions for investigation. (ISTE S.4.a) Plan and manage activities to develop a solution or complete a project. (ISTE S.4.b) Collect and analyze data to identify solutions and/or make informed decisions. (ISTE S.4.c) Utilize multiple processes and diverse perspectives to explore alternative solutions. (ISTE S.4.d)	Baseline data will be established the first year. Each successive year will reflect a 10% increase in proficiency.	Annual subscription to K-12 Insight - $28,000. PD360 – online training for teachers and staff	Classroom teachers	Assessments will be administered at the end of 3rd, 5th, 8th, and 12th grades. The state 8th grade technology literacy test will be administered. The district will utilize K-12 Insight and Infinite Campus survey tools

Goal 5: Eighth grade students will be technology literate.				
The District will: Increase the percentage of schools that exceed the system passing score on the state 8th grade technology literacy test.	2010 – baseline data will be established 2011 – 90% of students will pass with 70% or better 2012 – 90% will pass with 90% or better		Classroom teachers and school administrators	The state 8th grade technology literacy test will be administered.

Administrative Uses of Technology Goal

Educators will use technology to communicate effectively with all stakeholders and make educational decisions using data from decision support systems (DSS).

Goal 1: Communicate effectively with all stakeholders				
Strategies	**Benchmarks**	**Budget**	**Responsibility**	**Evaluation Plan**
Administrators will employ technology for communication and collaboration among colleagues, staff, parents, students, and the larger community. Web portal will be used to communicate student progress to parents. District and school-based web sites will be utilized to communicate school information. Messages will be posted in Infinite Campus. E-mail will be used for employee communication. District Intranet will be used by employees to disseminate and share information. A district-wide automated communication service that includes call, text, and email is utilized for updates and emergency communication.	Baseline data will be established the first year. Each successive year will reflect a 10% increase in hits to the web portal page.	Currently Installed	Web Master and the Infinite Campus team	Periodic reviews of web portal traffic.

Goal 2: Make educational decisions using data from decision support systems (DSS)				
Administrators will: Use technology to collect and analyze data, interpret results, and communicate findings to improve instructional practice and student learning. Utilize information from SLDS, Compass Learning, Infinite Campus, Performance Matters, and the Data Warehouse to make decisions.	Baseline data will be established the first year. Each successive year will reflect a 10% increase in hits to the web portal page	Currently Installed	School Administrators, Operations, Technology, Business Services, Student Services and Curriculum Departments	K-12 Insight survey will be utilized and usage reports from Infinite Campus. Performance Matters, and Compass Learning. Baseline data will be established during 10-11 school year

Instructional Uses of Technology

Teachers will integrate technology into instruction in an appropriate and effective manner.

Strategies	Benchmarks	Budget	Responsibility	Evaluation Plan
Goal: Teachers and staff will have professional learning opportunities to improve and advance the integration of technology into the curriculum.				
Staff members will: Have opportunities for training on effectively incorporating technology into instruction. bBe trained on new software and hardware.	100% of teachers will receive instruction on new software and hardware	Local, state, and federal funds	Director of Professional Development, Technology Staff	Training Service sign in

Access to Technology Goal

The Paulding County School District will continue to ensure equitable and consistent access to technology in all schools.

Goal: Obtain and maintain sufficient hardware and software as an essential component of the curriculum.				
Strategies	**Benchmarks**	**Budget**	**Responsibility**	**Evaluation Plan**
Replacement of outdated equipment will occur on a rotating schedule	95% of computers will meet the state's definition of a modern computer	Local, state, and federal funds	Board, Superintendent, Technology Director, Technology Support Staff	State Inventory Report Utilization Reports/ Usage Surveys
Software programs will be reviewed to ensure teachers and students are provided with effective and engaging programs for classroom use.	Software programs will be assessed periodically.			
Increase technology in special education classrooms			Board, Superintendent, Technology Director, Assistive Technology Lead	
Interactive presentation devices will be provided for classroom use.			Board, Superintendent, Technology Director, Technology Support Staff	

Parent / Community Use

The district will continue to increase use of the district's technology resources by parents and the community.

Goal: Provide parents with an effective tool for accessing their student(s)' data and school information				
Strategies	**Benchmarks**	**Budget**	**Responsibility**	**Evaluation Plan**
Infinite Campus parent portal will be used to channel grade and attendance information to parents Increase utilization of teacher web pages	The number of parents accessing parent portal will increase by 10% annually	Currently Installed with approximately $25,000 annual support funded by local dollars	School Administrators, Teachers, Curriculum Department, Web Master	Periodic reviews of Web portal traffic and website usage Baseline data will be established during 2010-2011 school year

System Readiness Technology Goals

The district will provide additional training to technology staff throughout the system.

Goal 1: Provide training for technical support of school technology				
Local School Technologists will receive technical training for support of hardware and software in local school settings.	Quarterly training will be conducted.	No Cost	Technology Department will conduct training	Class evaluations will be performed at the end of each training
Goal 2: Provide training for central office technology staff				
Central office technology staff will be trained on new system-wide software and hardware.	The number of central office technology staff attending annual and semi-annual training will be increased by 50%.	Funded by vendors	Technology Department and Vendors	Class evaluations will be performed at the end of each training Baseline data will be established during 2010-2011 school year

Evaluation Plan

Evaluation is an integral part of the educational process. Effective evaluation it must be ongoing. For this reason the technology hardware plan calls for annual evaluations with a three-year rotation for developing the district's technology plan. This porcessprovides for one-third of the hardware to be evaluated each year, allowing for modifications to be made in hardware and software replacements for the following year. The Georgia Department of Education's Technology Hardware Survey will serve as an evaluation of district success in meeting the goals of this technology plan. Professional learning as it relates to technology will be monitored and evaluated regularly. Surveys, questionnaires, observations, and interviews will be conducted to assess needs and evaluate implementation of the plan. Student achievement related to meeting the goals

and benchmarks of this plan will be assessed by local school administrators and teachers using observation, local assessment designs, and norm-referenced test evaluations. Student achievement will be monitored and data compiled annually. Modifications to improve student achievement will be made as new developments and opportunities become available.

Barriers to the technology plan implementation may include funding. Should necessary funds not be allocated for any given fiscal year, appropriate steps will be taken to revise the plan.

III. Communication and Marketing

Describe strategies to share system progress, disseminate evaluation results, encourage broad stakeholder involvement, and market the role technology can have in helping students achieve in innovative ways. How are we sharing what we are doing? How can we show that the way we are sharing is meeting our needs? How are we encouraging more people to be actively involved with the system?

Paulding County School District Communications

To ensure student success the Paulding County School District is committed to maintaining frequent and meaningful communication between the school system and community members. Paulding County has approximately 136,655 residents, with approximately 75% of the population commuting outside the county for employment. As with other large counties, logistics of population and communications can be a challenge. The school district communicates through a variety of methods: print, web, broadcast, crisis management, and community organizations. Teacher websites, newsletters and emails, 4 ½ weeks progress reports, report cards, and information found on the county and school level websites all enhance the communication endeavor.

Print Communications

Paulding County has three local newspapers: the *Dallas New Era*, the *Paulding Sentinel*, and the *Paulding Neighbor*. None of the local papers cover the entire county with delivery/subscription services. The district works closely with each paper to ensure that school stories and announcements get out and the message remains the same among all three papers.

The Paulding County School District provides access to the Department of Education school and district Report Cards. The Report Cards document student achievement on standardized tests. This same information is provided in the school system newsletter, *First Bell*. *First Bell* is a tri-fold, color newsletter with school stories, curriculum information, budget information, and construction updates. This publication also features articles that inform the community about ways students and teachers are utilizing technology in the classroom and includes information on how parents can offer input into the county's technology planning efforts. This newsletter is sent home with students, and copies are distributed to local area establishments and the Paulding Chamber of Commerce. A link for the district newsletter is provided on the district's website. Each school sends home a monthly newsletter with news and information about school activities and special events.

Website Communications

In today's world of technology, the Internet has become a part of every day life. A district level website, maintained by the Technology Department, provides information to the community about the Paulding County School District. The website is designed to keep residents informed of news and special announcements along with quick links to popular information. There are sections on the website catering to students, parents and the community. This allows information to be organized for a targeted audience. One can find information about county demographics, local schools, budgets, construction updates, transportation, curriculum, and testing resources. Board of Education agendas and meeting minutes are available as well.

Email accounts are provided to staff members to facilitate communication with colleagues, parents, and community members.   The district's website provides a tool for parents, students, or community stakeholders to email questions and concerns. Stakeholder input is solicited through the use of online surveys through K-12 Insight. In addition, Infinite Campus includes an online survey component which can be used to collect information and analyze responses. The district maintains an intranet which is used as a communication tool and teaching resource for staff. Through the internet daily information is communicated to employees along with access to forms, links to resources, and video and text help for software applications. Staff can access the intranet from home through a secure login.

In addition to the district website, each school has its own website which is maintained by a staff member. Information is targeted to the school's parents and students. Parents and community can find information on how to contact faculty members by phone or by email on each school's website. These sites also contain calendar and special event announcements for the local school. Teachers maintain websites which provide current information regarding their classrooms.

Infinite Campus parent portal provides access to student grades, attendance, and other school information via the Internet. Select communication media, including gradebook and attendance information, is available in Spanish as well as English. Links to these resources are provided on the district website and most local school websites.

Crisis Communications

Approximately 75% of Paulding County community commutes outside of the county. Therefore, it is particularly important to have an instant communication tool for parents and guardians so that they may be notified as quickly as possible in case of an emergency. The district utilizes an automated notification service that includes call, text, and email. A notice can be sent to an entire list in a matter of minutes. This

system can notify an entire group of parents or a defined target audience. This service can be used for purposes other than emergencies such as welcoming students back for another year or sending administrative reminders.

PCSD has a central command post that goes into operation when an emergency arises at a school. Designated district office staff members and local school staff members are able to monitor cameras inside and outside the local schools through the computer network. The crisis team works closely with local government agencies to ensure proper procedures and information are in place to handle an emergency safely, effectively, and with the least amount of disruption.

Community Communications

The Communications Division of the Paulding County School District works closely with the Paulding County Chamber of Commerce. This partnership connects the business community and the schools with resources, sponsorships, and mentors for school events. The Paulding County School District also partners with the Paulding County School Foundation to promote the success of school programs and students. Through these various organizations, the district is able to gather feedback from the community on various programs.

The individual schools host parent night, PTA meetings, school council meetings and other events in which parents receive information such as technology integration, student achievement, and school business. All schools hold Open House nights where parents learn about the curriculum and student use of technology.   Many schools also hold a Back-to-School Night where parents attend classes to learn about the technology available in their child's school and how this technology impacts student achievement.

While Paulding County is a bedroom community of Atlanta, it is challenging to get the local Atlanta broadcasters to cover its stories. As a result, the district has taken up the charge to produce video news stories. In addition to classroom stories, the district

produces videos targeting parents with information such as CRCT testing and changes in graduation requirements. These stories are created in an electronic news gathering style and are streamed on the district's website.

Paulding County School District continues to investigate and assess communication efforts and to revise and update policies and methods in a ceaseless endeavor to communicate effectively with students, parents, staff, and community stakeholders.

IV. Professional Development

Describe how the local educational agency will provide professional development and ensure that specific funds like E-Rate and other sources are spent on scientifically and/or evidence based practices in relation to the purchase of technology and technology tools.

The Paulding County School District provides a multitude of professional learning opportunities to maintain, retain, and challenge a high quality staff. Professional learning activities focus on student achievement, school improvement, and professional development. Workshops, in-services, classes, and reflective activities are designed to develop effective and useful strategies that support the school district's improvement goals especially in the area of student achievement.

Northwest Georgia RESA, in conjunction with other continuing education centers, offers professional learning workshops and activities that help to address regional district curriculum areas and school improvement goals. Self-directed learners are provided the opportunity to participate in on-line courses through PD360. Each school provides specific professional activities tailored to the school improvement plan.

Professional learning funds are allocated to ensure the proper support for and quality offerings within the development programs. Throughout the year, the focuses of the professional learning program remain research-based instructional practices. By

focusing on assessment and proper implementation of the standards, the school district is able to further identify areas of strength and weakness as plans are made for the professional learning program for each school year. The school district identifies and offers activities to provide teachers, administrators, and other staff the necessary teaching, technology, and leadership skills to implement strategies to improve student achievement. Professional Learing are planned at both the school and district levels in addition to other supplemental programs that are provided for certification and improved student achievement purposes.

Below is a list of professional learning activities offered during the recent years:

FY09

- Enhancing Teaching and Learning Using Technology: Microsoft Publisher Basics
- Enhancing Teaching and Learning Using Technology: Microsoft Publisher Basics
- Enhancing Teaching and Learning Using Technology: Using Web Applications in Instruction
- Technology Tools for Teachers

FY10

- Compass Learning Odyssey Class
- Compass Learning Odyssey Training
- Creating the 21st Century Classroom
- Enhancing Teaching and Learning Using Technology - Microsoft Excel Basics
- Enhancing Teaching and Learning Using Technology: Microsoft Excel Basics
- Enhancing Teaching and Learning Using Technology: Microsoft PowerPoint Basics
- Enhancing Teaching and Learning Using Technology: SMART Board Basics and SMART Notebook Essentials
- Enhancing Teaching and Learning Using Technology: SMART Board Basics and SMART Notebook Essentials
- Enhancing Teaching and Learning Using Technology: Microsoft Excel Basics for Paraprofessionals

- Enhancing Teaching and Learning Using Technology: Microsoft Excel Basics for Teachers
- Enhancing Teaching and Learning Using Technology: Microsoft PowerPoint Basics
- ProVenance - ParaEducator On-Line Professional Learning
- Tech Cafe
- Technology for Media Personnel

FY11
- Compass Learning Odyssey-Part 2
- Enhancing Teaching and Learning Using Technology: SMART Board Basics and SMART Notebook Essentials
- Enhancing Teaching and Learning Using Technology: Using other SMART Technologies in the Classroom
- Technology Integration

Each of the activities listed above was selected based on its ability to create a stronger focus and direction for the specific improvement needs for increased student achievement in the school district. Activities are revisited and offered again as necessary to support the on-going efforts and goals of professional learning.

The Paulding County School District will continue to provide long-term, systematic, and ongoing professional learning to meet the goals and objectives of this technology plan. Professional learning will include a variety of delivery methods for in-service opportunities, professional learning courses, training sessions, workshops, and peer tutoring. Based on need and staff requests, conferences and out-of-district opportunities will be provided. Professional learning will be led by district personnel such as Instructional Technology Specialists, lead teachers, and teachers recognized as highly proficient computer/program users. Teachers will be trained to be trainers and will be responsible for training other teachers. Educational consultants and vendors will

be used as trainers when appropriate. The Department of Education Technology Centers will continue to provide in-service and support. Additional funding for training will be provided by the professional learning budget, Title IID, Title IIA, Title I, and Title V. Monitoring and evaluation of the professional learning program will be ongoing through the use of surveys and observations. Staff development on integrating the use of the Internet and programs such as presentation software into lesson planning and resource development for student and teacher use has been provided by district personnel and through college courses offered at local school sites. In order for teachers to share Internet resources and information, "MyGADOE" will be utilized through the website georgiastandards.org.   Professional Learning Units (PLU) and/or stipends are provided based on available funding and course requirements.

Ongoing staff development will include topics such as:
- The Use and Application of Windows
- The Use and Application of Microsoft Word
- The Use and Application of Microsoft PowerPoint
- The Use and Application of Microsoft Excel
- The Use and Application of GroupWise
- The Use and Application of Infinite Campus
- The Use and Application of Internet as an Instructional Resource
- The Integration of New and Existing Technology in the Classroom
- The Use and Application of CompassLearning Odyssey
- The Use and Application of Existing Software for New Teachers
- The Use and Application of SMART Technologies
- The Use and Application of Classworks

V. Eighth Grade Technology Literacy

Evidence of the tools and strategies defining technology literacy are clearly outlined.

An estimation of the students' school-based experiences with developing technology skills and technology literacy at all levels

Evidence of the tools and strategies the LEA is implementing to ensure that all students are technologically literate by end of 8th grade

Technology instruction for Paulding County students is integrated into various subjects at each grade level beginning in kindergarten as defined by the Georgia Performance Standards. By the time they reach middle school, students have learned to recognize and use a variety of technology tools. They have been instructed on the proper handling and maintenance of equipment. They have also received instruction on copyright as it pertains to the use of technology such as software and the Internet.

At the middle school level, formal instruction is available through specific courses that emphasize keyboarding techniques, document formatting, and desktop publishing. These courses also provide students with a basic understanding of web page design. Selection of appropriate technology tools for problem solving is a focus of instruction. Ethical use of technology continues to be emphasized.

Evaluation is vital in determining the effectiveness of instruction. Technology competence for eight grade students is assessed using the state technology literacy test. This test measures the student's ability to use a range of technology tools appropriately and responsibly as designated by state standards. Test results not only provide feedback on the progress of individual students, but results can also be used to evaluate instructional needs. With this information, strategies can be developed to augment technology instruction.

The infusion of technology into the curriculum is essential in developing skills for the future. Georgia's technology standards serve as a guide in developing technology skills at each grade level. A variety of software and equipment is provided at all grade levels. Students are expected to use relevant technology in their assignments.

It is imperative that students become competent, responsible users of technology. The Paulding County School District continues to improve and increase access to technology. Staff members must be proficient in the use of technology if it is to be effectively incorporated into the curriculum. Therefore, teachers and staff are given instruction on the use of technology tools including ways to integrate them into instruction.

Appendices

Appendix A: Board Policy Electronic Communications   Descriptor Code: IFBGA

INTRODUCTION

The Paulding County Board of Education recognizes that technology and its utilization, including but not limited to, electronic networks, messaging, and web site publishing enhance the quality and delivery of education in our schools.

The Paulding County School District will provide access to the technology to employees and students, collectively known as users. The user's use of the technology, including the hardware and software that support the technology, must serve a limited educational purpose.

Student use of the technology will be governed by this policy and its regulation, as well as other Paulding County Board of Education policies and regulations, including Board Policy JD: Student Discipline. Employee use of the technology will be governed by this policy and its regulation, as well as other Paulding County Board of Education policies and regulations and the technology use acknowledgement form signed by employee. All use of the technology will be in a responsible, safe, ethical and legal manner. Any unauthorized use, failure to comply with Paulding County Board of Education policies or regulations, or violation of federal, state, or local laws will be grounds to discontinue a user's use of the technology and may result in other disciplinary and/or legal action.

DEFINITIONS

As used in this Technology Use policy and implementing regulation the term:

"Cookies" means messages that may include personally identifiable information, which are stored in a text file and used to identify visitors and possibly prepare customized web pages for them.

"Cracking" means the illegal activity of breaking into computer systems through the security or other protection mechanisms that protect it, including firewalls.

"Deep-linking" means the practice of providing a hyperlink to a deeply embedded web page, but not the home page, of another web site.

"DOS attack" means a denial-of-service attack designed to overload an electronic network with useless traffic and messages.

"Educational purposes" means for educational activities, research, career or professional development, or administrative purposes.

"E-mail" means an electronic message generated using Paulding County School District's e-mail and/or web-based e-mail. It is also used generically to mean either Paulding County School District's e-mail system or a web-based e-mail system itself.

"External site" means web sites and materials not hosted on Paulding County School District's web server.

"Firewall" means hardware, software, or both, used in conjunction to prevent unauthorized access to an electronic network.

"Framing" means the practice of copying content found on another web site and displaying it to a user as if the information originated at the current web site. With this practice, all rights of attribution are effectively stripped from the original content.

"Hacking" means the illegal activity of breaking into a computer system or electronic network, regardless of intent to cause harm.

"Inappropriate material" means material that does not serve an instructional or educational purpose and that (a) is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, or threatening; (b) advocates illegal or dangerous acts; (c) causes disruption to Paulding County School District, its employees or students; (d) advocates violence; or (e) contains knowingly false, recklessly false, or defamatory information.

"Meta-tag" means a type of HTML tag that provides information about a web page but does not affect how the web page is displayed.

"Mirroring" means the creation of other web sites that replicate or duplicate an existing web site in order to reduce network traffic or improve performance and availability of the original web site.

"Phreaking" means the use of a computer or other device to make free telephone calls or to charge calls to a different account.

"Piracy" means the unauthorized and illegal reproduction of a copyrighted work or trademarked product.

"Plagiarism" means the copying of another person's words or the expression of an idea and representing it as one's own.

"Right of Publicity" means a person's right to protect his/her identity from unauthorized use. Identity may include a person's name, nickname, picture, photograph, or any object closely identified with a person. The right applies to both celebrities and non-celebrities alike.

"Spamming" means the practice of sending or forwarding "junk" e-mail to other users or members of a distribution list.

"Spidering" means the practice of making temporary copies of web pages to extract information for republication.

"Spoofing" means a technique used to gain unauthorized access to a computer by sending messages and pretending that these messages originate from a trusted computer.

"Technology" means electronic media systems such as computers, electronic networks, messaging, and web site publishing and the associated hardware and software programs used for purposes such as, but not limited to, developing, retrieving, storing, disseminating, and accessing instructional, educational, and administrative information.

"Trojan Horse" means a destructive computer program that enters onto a computer by pretending to be a simple and safe computer application.

"Users" means Paulding County School District students, certain employees, including school and Central Office staff, and other persons who use Paulding County School District's technology.

"Virus" means a replicating computer program or piece of code that is loaded onto a computer without the user's knowledge and may attach itself to other computer programs and spread to other computers.

"Warez" means pirated commercial software that has been placed on a bulletin board or the Internet for unauthorized free distribution.

"Web Bug" means an invisible image placed on a web page that is embedded in JavaScript code that collects information about a user's Internet behavior.

"Worms" means a type of virus that can replicate itself and use a computer's memory but can or cannot attach to other computer programs.

VIOLATIONS

1. Violations of any of the provisions listed below will result in discontinuing or restricting a student's or employee's use of the Internet and Paulding County School District's technology and may result in other disciplinary and/or legal action.

2. Paulding County School District will fully cooperate with local, state and federal officials in any investigation concerning or relating to any illegal activities conducted through the Paulding County School District's technology, as permitted by or in compliance with federal and state laws.

3. For students, disciplinary action will be tailored to meet the specific violation. If the violation also involves a violation of other Paulding County Board of

Education policies or implementing regulations, including <u>Board Policy JD: Student </u>Discipline, the violation will be handled in accordance with the discipline measures recommended by that other policy or regulation.

4. For employees, disciplinary action will be tailored to meet the specific violation.

<u>ELECTRONIC NETWORKS AND MESSAGING</u>

A.   PURPOSE

Paulding County School District provides its students and certain employees with access to and use of its technology. The privileges, responsibilities, and other proper guidelines for student and employee acceptable use are outlined in this Technology Use regulation.

B.   RESPONSIBILITIES

1.   Paulding County Board of Education

a.   Provide technology access to individual schools and media centers, as well as Paulding County School District and its administrative offices.

b.   Provide and update policies to maintain appropriate use of technology for Paulding County School District students and employees.

2.   Individual School Principals and Administrators

a.   Ensure that all students and employees are aware of the rights and responsibilities associated with use of Paulding County School District's technology through the dissemination of employee and student handbooks or other approved methods.

b.   Provide access to technology for use by students and employees.

c. Ensure that any attempts to harm, modify, destroy or otherwise change Paulding County School District's data and technology are reported to appropriate Paulding County School District authorities.

d. Deal with the abuse of Paulding County School District technology privileges in a manner consistent with the Paulding County Board of Education's policies including, but not limited to, Board Policy JD: Student Discipline,and the implementing regulation.

3. Employees and Students

a. Adhere to and support all policies and implementing regulations issued by the Paulding County Board of Education, including this Technology Use policy and implementing regulation.

b. Practice responsible use of all technology resources.

C. ACCEPTABLE USE GUIDELINES

The following Sections set forth acceptable use guidelines applicable to all users:

1. Privacy and Security

a. The user understands and agrees that he/she shall not have an expectation of privacy in the use of and storage on Paulding County School District's technology. An employee's personal files, records and communications prepared and maintained or received on or using Paulding County School District's technology, including e-mail, may be subject to disclosure under Georgia's Open Records Act, O.C.G.A. 50-18-70. By using Paulding County School District's technology, the user consents to routine monitoring and maintenance of Paulding County School District's technology performed in the ordinary course of business to maintain security and integrity. Monitoring includes, but is not limited to, reading, listening to, or otherwise monitoring the user's wire, oral or electronic communications, including screening e-mails and

tracking the user's on-line Internet activity and other computer usage. This routine maintenance and monitoring is necessary and may lead to discovery that a user has or is violating this Technology Use policy and implementing regulation, other Paulding County Board of Education policies and implementing regulations, or the law. In addition, backup files may be maintained for archive purposes and may contain copies of all user files, records and communications.

b.   The user will be ultimately responsible for the use of his/her individual computer and e-mail accounts and all activity that occurs there. The user will take all reasonable precautions to prevent other users from gaining access to and using the accounts. Users will not share any account names and passwords, including e-mail, with other users or leave computer files (including, but not limited to, electronic grade book files), e-mails, or electronic network sessions open or unattended. Users will immediately inform the appropriate technology staff member if a password change becomes necessary to ensure security due to a potential security problem.

c.   The user will use appropriate virus detection and protection software provided by Paulding County School District.

2.   Impermissible Activities

a.   The user will not:

    i.   attempt to or gain unauthorized access to Paulding County School District's technology

    ii.   use Paulding County School District's technology to gain unauthorized access to another computer system

    iii. go beyond the limits of authorized use

b.   Unauthorized access includes, but is not limited to:

    i.   cracking

    ii.   hacking

    iii.   phreaking

    iv. spoofing

    v.   attempting to or gaining access to Paulding County School District's technology through another user's account

    vi. attempting to or gaining access to another user's e-mail, work folders, files, passwords, or data without prior permission.

c.   In the event of unauthorized access, the user engaged in that activity shall be required to pay all costs incurred by Paulding County School District as a result of that activity.

d.   The user will not make deliberate attempts to disrupt the Paulding County School District's technology by:

    i.   destroying, altering or otherwise modifying technology, including but not limited to, files, data, or passwords

    ii.   spamming

    iii. creating or spreading computer viruses, worms or Trojan horses

    iv. engaging in DOS attacks

    v.   participating in other disruptive activities

e.   The user will not use the Paulding County School District's technology to engage in any act that violates the Paulding County Board of Education policies and implementing regulations, or local, state and federal laws.

f. Users will not use Paulding County School District's technology to solicit business, advertise, or engage in any other selling activities in support of non-school related fund-raising or private business enterprises.

g. User transmissions, including e-mail, conducted on or using Paulding County School District's technology may not be encrypted or otherwise altered in order to avoid security review and detection without the prior authorization of the Superintendent or the Director of Technology of Paulding County School District.

3. Resource Limits

a. Users will not waste Paulding County School District's technology or other resources by using them to:

i. create, send or forward chain letters

ii. create, store, or send unauthorized mass mailings

iii. engage in spamming

b. Users will not engage in any activity that monopolizes or compromises Paulding County School District's technology resources.

c. Users will not copy computer programs, software or other technology provided by Paulding County School District for personal use.

4. Copyright and Trademark

a. Users will not download or upload files to Paulding County School District's technology that might cause copyright infringement. This includes, but is not limited to, accessing and copying Napster or similar software and MP3 music files. In addition, use of the Paulding County School District's technology will be governed by Board Policy IFA: Intructional Materials - Media Center/Copyright:

<u>Compliance with Board Policy, State and Federal Law,</u> as well as other applicable Paulding County Board of Education policies and implementing regulations.

b.   Users will not infringe upon another person's copyrighted or trademarked material or plagiarize materials that they see displayed or performed on the Internet or in e-mail.

c.   Users will not infringe the rights of copyright owners. If the material contains language that specifies acceptable use of that material, the user should follow those requirements. If the user is in doubt as to whether or not he/she may use the material, the user should request permission from the copyright owner by sending the copyright owner the form found in <u>ATTACHMENT D: PERMISSION TO USE A THIRD PARTY WORK.</u>

d.   The user will not install, use, store, distribute or transmit unauthorized copyrighted or trademarked materials including, but not limited to, pirated materials and warez, or engage in spidering, on Paulding County School District's technology.

5.   <u>Internet</u>

a.   Use of the Internet is a privilege, not a right.

b.   Users will not use Paulding County School technology to access inappropriate material on the Internet. Paulding County School District has taken precautions to restrict user access of inappropriate material on the Internet. However, on a global network like the Internet, it is impossible to control all materials that a user may accidentally or purposely discover. It is the user's responsibility to avoid initiating access to inappropriate material when using the Internet. If inappropriate sites are accessed, it is the user's responsibility to give the site locations to school administration. Administrators will then inform the system's Director of Technology concerning the site locations.

c.   The Paulding County Board of Education firmly believes that the valuable information and interaction gained by exposure to the Internet far outweighs the possibility that users may be exposed to materials not in keeping with his or her family's values and beliefs. In addition, it is not possible for Paulding County School District to monitor and enforce a wide range of social values in user use of the Internet. Therefore, the Paulding County School District disclaims responsibility for any inappropriate material, as well as the accuracy or quality of material, a user may access on the Internet while using Paulding County School technology.

6.   E-mail

   a.   Users will not send anonymous e-mail.

   b.   Users will not use e-mail to distribute inappropriate material through pictures, text, forwards, attachments, and other forms of information.

   c.   Users should conduct themselves appropriately and in a manner befitting a member of Paulding County School District when sending e-mail.

7.   Additional Acceptable Use Guidelines For Students

In addition to the Acceptable Use Guidelines outlined above for all users in Sections students shall also be required to adhere to the following:

   a.   The student will immediately notify his/her teacher or other school personnel if a potential security problem is identified. A student will not purposely look for security problems because such action may be considered an unauthorized attempt to gain access to Paulding County School District's technology.

   b.   Students may be provided with Internet access to aid in completion of academic requirements. Student access will be discontinued when the student graduates, or withdraws from Paulding County School District, or as a result of a disciplinary action.

c. Student use of the Paulding County School technology will be for educational purposes only. Paulding County School District reserves the right to prioritize student use of its technology.

d. Students at the Middle School and High School levels shall not access teacher workstations.

e. Unless the student receives prior permission and supervision from the student's teacher or other appropriate school personnel, the student shall not:

   i. use Paulding County School District's technology

   ii. access the Internet

   iii. use e-mail

   iv. download or upload files from the Internet or disk

   v. subscribe to and participate in any discussion group mail lists, list serves, or on-line chats

   vi. go beyond the limits of authorized use

f. The student will not place personal contact information about himself/herself or anyone else on the Internet or in e-mail. Personal contact information includes full name, address, telephone number, school address, or names of family or friends.

g. The student will not arrange to meet anyone they correspond with via the Internet or in e-mail while using Paulding County School District's technology without his/her parent's and/or guardian's permission and participation.

h. In the event a student inadvertently accesses inappropriate material while using the Internet at school, he/she shall immediately disclose the inadvertent access to the teacher or other appropriate school personnel. This prompt disclosure to

the student's teacher will protect the student from an allegation of violation of this Technology Use policy and implementing regulation.

8.   Additional Acceptable Use Guidelines For Employees

In addition to the Acceptable Use Guidelines outlined above for all users, employees shall also be required to adhere to the following:

a.   An employee's personal files, records and communications prepared and maintained or received on or using Paulding County School District's technology, including e-mail, may be subject to disclosure under Georgia's Open Records Act, O.C.G.A. 50-18-70.

b.   The employee will immediately notify the school, Paulding County School District administrator, or other appropriate personnel if a potential security problem is identified.

c.   Certain employees will have remote, dial-up access to Paulding County School District's technology. This remote, dial-up access will be treated in the same manner as if the employee were physically on Paulding County School District property and using Paulding County School District's technology. The employee's remote computer must meet minimum configuration requirements that shall include anti-virus software, personal firewalls, and limitations on file sharing. An employee's access to and use of Paulding County School District's technology will be discontinued when the employee is terminated, re-assigned to a job not requiring access, or suspended, either voluntarily or involuntarily.

d.   When using Paulding County School District's technology, employees will not download files from the Internet or upload files from disk unless necessary during the routine performance of the employee's assigned duties. If necessary, employees will download or upload the files at a time when Paulding County School District's technology is not being heavily used.

e. All software to be installed at the local school level must be approved for installation using ATTACHMENT F: HARDWARE/SOFTWARE PURCHASE/INSTALLATION APPROVAL FORM.

f. Employees will not grant student access to a teacher computer at the Middle School and High School levels.

g. Employees will use Paulding County School District's technology for educational and incidental personal purposes only. An employee may make incidental personal use of the Paulding County School District's technology if such use:

   i. does not consume more than a trivial amount of technology resources that could otherwise be used for business purposes

   ii. does not interfere with employee productivity

   iii. does not preempt any legitimate activity of Paulding County School District

   iv. does not violate any other portion of this Technology Use policy and implementing regulation, other Paulding County Board of Education policies and implementing regulations, or the law. Notwithstanding the above, Paulding County School District reserves the right to prioritize employee use of its technology. Any educational purpose will take precedence over all incidental personal uses.

h. While using Paulding County School District's technology, employees will subscribe to and participate in only high quality discussion group mail lists, list serves, or on-line chats that are relevant to their educational or professional career development.

i. When using the Internet and e-mail for classroom activities, teachers shall provide orientation on acceptable use practices and supervise students. This shall include, but is not limited to, a review of copyright, privacy, and security issues. In addition, teachers will:

i)   ensure that all students who will be accessing the Internet have on file an Internet Use Permission Form

ii)   select material that is appropriate based on the students' ages and that is relevant to the classroom topic and activity

iii)   preview all materials, including web sites, before requiring students to access those materials

iv)   provide guidelines and resource lists to assist students to properly and effectively focus research activities

v)   assist students to develop skills to determine the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues

j.   The use of e-mail to transmit confidential student information, as defined in [policy about confidentiality], or sensitive personnel information is prohibited, except where the confidential information is sent in an e-mail directly to a parent/guardian, the subject of the e-mail, or school official. When sending e-mail that contains confidential information, the employee should refer to the subject of the e-mail by first name only and must include the following disclaimer:

"This e-mail may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are hereby notified that any unauthorized dissemination, distribution or copying of any information from this e-mail is strictly prohibited. If you receive this e-mail in error, please notify us immediately by collect telephone call at(telephone number) or electronic mail (e-mail)."

Appendix B: Board Policy Web Pages   Descriptor Code: IFBGB

I.   WEB SITE PUBLISHING

PURPOSE

The availability of Internet access provides Paulding County School District an opportunity to have a presence on the World Wide Web. Paulding County School District's web site is to provide information about the curriculum and activities in its schools as well as other general information. This portion of the regulation states the privileges, responsibilities, and other guidelines for proper web site and web page publishing for all schools and organizations of Paulding County School District, on Paulding County School District's web server and / or on approved external servers, in addition to web page design and publishing taught in the classroom.

PAULDING COUNTY SCHOOL DISTRICT WEB SITE STRUCTURE

1.   Hierarchy

   a.   Paulding County School District will establish and administratively maintain one or more web sites hosted on one or more web servers. Material appropriate for placement on its web sites include:

      i.   Paulding County Board of Education information
      ii.   Individual school information
      iii.   Teacher or classroom information
      iv.   Student projects
      v.   Extracurricular organization information
      vi.   Limited community information as appropriate
      vii.   Other information as deemed necessary

   b.   The Superintendent or his/her designee will designate a System Webmaster, responsible for maintaining the official Paulding County School District web site and monitoring all Paulding County School District web site activity for compliance with all Paulding County Board of Education policies and implementing regulations, as well as local, state, and federal laws. Web Page Publishing and Compliance Guidelines are furnished herein for official Paulding County School District and individual school web materials. These guidelines include procedures for the placement and removal of such material. All official material originating from Paulding County School District and placed on the System's web site or on individual school web sites, whether placed on the Paulding County School District's servers or approved external servers, will be

consistent with these Web Page Publishing and Compliance Guidelines and approved through the established compliance process outlined in the Guidelines.

2. Individual School, Teacher, Student, and Extracurricular Organization Web Pages

   a. Individual schools may create web pages to be hosted on an approved external server of the school's choosing. Approval must be obtained from Director of Technology or his/her designee. These pages may be linked to from the Paulding County School District's web site. Editing rights will be given to the System Webmaster for all school sites hosted on external servers, including any necessary account IDs, Names, and Passwords. It is understood that the System Webmaster has authority, but not primary responsibility, to edit/change/update any information found on any school site that does not comply with the Web Page Publishing and Compliance Guidelines furnished herein and any applicable System policies and /or procedures.

   b. The Principal at the individual school or his/her designee will designate a School Webmaster, responsible for managing the individual school web pages and monitoring school, teacher, and extracurricular organization web pages. All official material originating from the individual school and placed on the school web pages will be consistent with the Web Page Publishing and Compliance Guidelines, furnished herein, and approved through the compliance process established by the System Webmaster.

   c. Teachers may be given access to create web pages under the individual school web pages. The teacher web pages will be used in conjunction with class activities, to provide a resource for other teachers, or a resource for students and parents. Each teacher will be responsible for maintaining his/her web pages. All material originating from the teacher and placed on the teacher web pages will be consistent with the Web Page Publishing and Compliance Guidelines, furnished herein, and approved through the compliance process established by these guidelines.

   d. Under certain circumstances, students may be given access to create web pages under the individual school web pages as part of a classroom activity.

      i. Material presented on the student web pages must meet the educational objectives of the class activity and be consistent with the Web Page Publishing and Compliance Guidelines, furnished herein, and approved through the compliance process established by these guidelines.

ii.   Student web pages will be removed from the individual school web pages at the end of each term unless special arrangements are made with appropriate authorized personnel. A notice will not be provided to students prior to such removal.

e.   With the approval of the individual school Principal, extracurricular organizations may create and maintain web pages under the school web pages. Extracurricular organizations include, but are not limited to, school sports teams, school bands and orchestra, and other clubs and student organizations as defined in Board Policy JHC: Student Organizations and Activities.   Material presented on the organization web pages must relate to organization activities and must be in compliance with the above-mentioned policies, as well as other Paulding County Board of Education policies and implementing regulations.

f.   Paulding County School District reserves the right to remove material from teacher, student or extracurricular organization web pages, including removal of the web pages in their entirety, which fails to meet established educational objectives or that violates any Paulding County Board of Education policy or implementing regulation.

II.   WEB PAGE PUBLISHING AND COMPLIANCE GUIDELINES

The following Sections set forth web page publishing and compliance guidelines applicable to all web publishers and web page developers:

A.   Content, Quality and Subject Matter

The Paulding County School District web site does not create, nor is it intended to create, a public or limited public forum. Nothing in this regulation or published on Paulding County School District's web site shall be interpreted or implemented so as to open the facilities of Paulding County School District for indiscriminate use by the general public. The provisions of this Technology Use policy and implementing regulation, as well as all other applicable Paulding County Board of Education policies and implementing regulations, will govern material placed on the Paulding County School District web site, on other web pages hosted on the System's web server, and on web sites for any school agency, extracurricular organization or club hosted on external servers which function as that group's official site.

Only the System Webmaster, School Webmasters, and their designees will have password-protected access to appropriate areas of the Paulding County School District's web server, or the appropriate individual school's approved external web servers, to place and remove web pages. Moreover, the System Webmaster, School Webmasters, and their designees will be responsible for ensuring that each and every

web page complies with these Web Page Publishing and Compliance Guidelines prior to placing the pages on Paulding County School District's web server or on the individual school's approved external web server. Paulding County School District reserves the right to edit, delete, or modify web page material as it sees fit to comply with this regulation.

All material on Paulding County School District's web site or individual school web pages will serve an educational purpose only, adhering to criteria established in Section IV.B.1 of this policy.

All material displayed on a web page is expected to meet academic standards of proper spelling, grammar, and accuracy of information. Web pages may not contain inappropriate material or link directly to inappropriate material.

In questions of quality, propriety of web page material, appearance, or content, the judgment of the System Webmaster, with input from the School Webmaster, will prevail.

In questions of quality, propriety of web page material, appearance, or content, the judgment of the System Webmaster, with input from the School Webmaster, will prevail.

B.   Ownership

Except as indicated to the contrary, all web pages hosted on Paulding County School District's web server and the material displayed or performed thereon, are the property of and owned by Paulding County School District. In the event someone other than a Paulding County School District employee develops or maintains an individual school's web pages (including teacher, student and extracurricular organization web pages), this person will be required to sign Attachment E: Work Made for Hire Agreement to relinquish any ownership rights in and to the web pages prior to first posting these web pages.

Students may retain the copyright on the material they create that is subsequently displayed or performed on Paulding County School District's web site or individual school web pages. Prior to placing the student's material on the Internet, the student must sign a permission slip in the form found in Attachment C: Permission to Display Student Work. For students under the age of 18, the permission slip must also be signed by the student's parent or guardian.

Web pages hosted from Paulding County School District's web server shall not contain copyrighted or trademarked material belonging to others unless prior written permission to use, publicly display, publicly perform, or digitally transmit the material has been obtained from the owner. This permission may be in the form found in Attachment D: Permission to Use a Third Party Work.Web page developers, School Webmasters, and

the System Webmaster will not assume that the publication of copyrighted material on Internet qualifies as a "fair use" exemption under federal copyright law.

C. Student Information

Web pages hosted from Paulding County School District's web server or school web pages hosted on approved external servers will not contain the full name, address, or phone number of any student, names of other family members or friends. In addition, web pages may not include any information that indicates the physical location of a student at a given time, other than attendance at a particular school or participation in school activities.

Notwithstanding any provision to the contrary, web pages hosted from Paulding County School District's web server or school web pages hosted on approved external servers may contain a reference to a student. This includes references to students in photographs or in honor rolls. All student references will be in the form of a first name and last initial. For example, student Jane Doe may be listed as "Jane D."

Web pages hosted from Paulding County School District's web server or school web pages hosted on approved external servers shall not display photographs, videos, or audio clips of any identifiable student without a prior signed permission slip in the form found in Attachment B: Permission to Display Student Photograph. This permission slip must be signed by the student. For students under the age of 18, the permission slip must also be signed by the student's parent or guardian.

Web pages hosted from Paulding County School District's web server or school web pages hosted on approved external servers shall not violate a celebrity's right of publicity by containing the name, likeness, or image of the celebrity without first obtaining permission. This may be accomplished by completing the form found in Attachment D: Right to Use a Third Party Work, and sending a copy to the celebrity to sign.

D.   Additional Guidelines

1. Paulding County School District's web site will be hosted on the Paulding County School District's web server. Other web sites, including all individual school, teacher, student and extracurricular organization web pages may be hosted on approved external servers upon approval of the System Webmaster.

2. No "cookies," "web bugs," or other methods of IP-address gathering will be used to track and save information on any visitor to Paulding County School District's web site or any web page that comprises the web site.

3. The Paulding County School District web site or school web sites hosted on approved external servers will not be used as a mirroring web site.

4. The Paulding County School District web site or school web sites hosted on approved external servers will not contain public message boards or chat-room areas.

5. No confidential, secret, proprietary, personal, and non-educational information will be permitted on Paulding County School District's web site, not excluding the authorized use of password-protected content areas.

6. All web pages will carry:

    a. a stamp indicating the date the page was last updated

    b. the e-mail address of the System or School Webmaster responsible for the page

    c. a link to Paulding County School District's legal information disclaimer as it appears herein Attachment A: Legal Information -the terms and conditions of which are hereby incorporated into this regulation)

    d. a current copyright notice such Copyright 2001, Paulding County School District. All Rights Reserved." In addition, all web pages shall be given titles that clearly identify them.

7. The home page for the individual school web pages shall contain a link that directs or returns a visitor to Paulding County School District's home page. The home page for the individual school web pages will include the postal address and e-mail address for the school in addition to the telephone number for the school's main office. All portions of the home page for an individual school will fit on one screen (within normal resolution standards) without scrolling.

8. Teacher, student, or extracurricular organization web pages shall contain a link that directs or returns a visitor to the individual school's home page. These web pages will not contain extensive scrolling unless the page is a document.

9. Web pages will not contain extensive tiled backgrounds or large graphics to the extent that these pages become time-consuming for visitors to download and view. Also, web pages that are hosted internally and have extensive tiling and large graphics slow down the Paulding County School District's file servers and waste technology resources. As a general rule, a web page should not take longer than

one minute to download over a 28.8K-modem connection. Unless a special situation exists, individual graphics files should be no larger than 75K in size.

10.   Web pages hosted on Paulding County School District's web server will not include links to commercial businesses or advertisements, nor will they solicit business, advertise or engage in any other selling activities in support of non-school related fund-raising or private business enterprises. Notwithstanding the above, an individual school web page may contain the name, logo, icon and/or link, associated with a commercial business that qualifies as a "Partner in Education."

11.   Web pages may not contain links to other web pages not yet complete. If additional pages are anticipated but not yet created, the text that will provide such a link may be included, but not linked. This may be converted into an actual link upon the additional page's completion.

12.   Web pages hosted on Paulding County School District's web server will not contain deep-links to pages that do not identify the identity of the web site of which they are a part. Frames shall only be used as a navigational aid and not in such a way as to present material from external sites without presenting the entire external page, with all identifying material.

13.   Web pages may contain links to other external sites, provided these external sites meet the definition of educational purposes. Any links to external sites that fail to meet that definition will be removed.

14.   Web pages hosted on Paulding County School District's web server or school web pages hosted on approved external servers will not link to an external site by creating a hyperlink that uses the trademark, service mark or logo of the owner of the external site without first obtaining the owner's written consent.

15.   A trademark or service mark that belongs to someone else shall not be used as a meta-tag in the code that creates a web page unless the meta-tag accurately describes the material on the web page in question.

16.   When submitting web pages to the System Webmaster, School Webmaster, or designee for placement on Paulding County School District's web server individual school web site, the web page developer shall also submit, when necessary, properly signed permission forms, including but not limited to:

   a.   Attachment B: Permission to Display Student Photograph
   b.   Attachment C: Permission to Display Student Work
   c.   Attachment D: Permission to Use a Third Party Work

    d.   Attachment E: Work Made for Hire Agreement.

17.   Any deliberate tampering with or intentional misuse of Paulding County School District's web site, including the technology used in the creation and maintenance of the web site, will be considered violations of this Technology Use policy and implementing regulation.

18.   Electronic transmissions, uploading and downloading materials are all forms of copying. As specified in this Technology Use policy and implementing regulation and Board Policy IFA: Instructional Material - Media Center/Copyright: Compliance with Board Policy, State and Federal Law,no unlawful copies of copyrighted materials may be knowingly reproduced, transmitted, or stored on or using Paulding County School District's Technology. School web sites hosted on external servers may not contain unlawful copies of copyrighted materials.

Appendix C: Board Policy School Properties Disposal Procedures
Descriptor Code: DO

The Board shall have the authority to sell any unserviceable or surplus property at its discretion. Before any sale is made, the Board shall declare that the property is no longer necessary for school purposes and specify the terms and manner of sale and/or disposal. The Board shall reserve the right to reject all bids and shall authorize the Superintendent to conduct the sale at public outcry after advertisement. The Board shall also reserve the right to sell surplus property at private sale.

In accordance with the lease contract with Dell, computers may be purchased for $1 at the end of the lease period or they may be turned in for recycling.

To discard unusable, non-leased equipment, the administrator of the site submits a list of equipment to be discarded. The request is submitted to the Board of Education asking that the equipment be discarded. The Board of Education rules to surplus the equipment. Upon Board approval of the surplus request, the equipment is picked up from the site by county personnel and returned to the warehouse for disposal.

Appendix D: Board Policy Acceptable Use   Descriptor Code: IFBG

The Paulding County Board of Education makes available to its students and faculty a wide variety of media resources, including electronic media such as the Internet. Both students and employees are expected to follow legal, ethical and school rules regarding use of the Internet and other electronic media. Students who fail to abide by such rules may be subject to disciplinary action, including revocation of use privileges, suspension or other appropriate action. Employees violating the rules also may be subject to disciplinary action, up to and including termination.

Teachers will employ the same supervision and care in determining appropriate use of the Internet as is used with other instructional materials. The Board of Education authorizes the Superintendent or his or her designee to develop guidelines for use of the Internet. These guidelines should include language that addresses the importance of following all federal and state laws, including copyright laws, when using the Internet; the importance of complying with Internet "etiquette", including privacy and appropriate language use; appropriate educational uses of the Internet; need for notification to parents regarding Internet use, including a description of the Internet and the wise variety of materials that students may encounter; need for parental permission before using the Internet; and possible disciplinary consequences for violating the guidelines or any other school rules established for Internet use.

The Board makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. The school district or individual schools in the district will not be responsible for any damages the student/user suffers. Use of any information obtained via the Internet is at the student's own risk. The school district specifically denies any responsibility for the accuracy or quality of information or software obtained through its services.

It shall be the policy of the Paulding County Board of Education that the school district shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

1. A qualifying "technology protection measure," as that term is defined in section 1703(b)(1) of the Children's Internet Protection Act of 2000; and

2. Procedures or guidelines developed by the superintendent, administrators and /or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:

a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;

b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;

c. Prevent unauthorized access, including so-called "hacking', and other unauthorized activities by minors online;

d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and

e. Restrict minors' access to materials 'harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000.