

# **Lewis Cass Intermediate School District**

**“Providing Services Today For A Better  
Tomorrow”**

## **Technology Plan**

**7/1/2006-6/30/2009**

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# Lewis Cass Intermediate School District

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## Introduction

Lewis Cass Intermediate School District is a State of Michigan authorized educational agency serving the geographic boundaries of its four constituent local public school districts including Cassopolis, Dowagiac, Edwardsburg, and Marcellus. The majority of Cass County as well as portions of the counties of Berrien, St. Joseph, and Van Buren are included in the service area. ***The Mission statement of Lewis Cass Intermediate School District is “Providing Services Today For A Better Tomorrow”.*** The District’s driving goal is to provide help and services for those who might not find it elsewhere. The ISD provides regional and center based special education services, instructional services, and career technical education coordination services for the local school districts. Local governance is provided by a five-member board of education. Board members represent all four of the local K-12 public school districts that the ISD serves.

Lewis Cass ISD also serves as a contractor for Michigan Works in Berrien, Cass, Van Buren, and St. Joseph counties of Michigan. In this capacity contracted programs currently served include Work First, Employment Services, Workforce Investment Act for Youth, and Food Assistance Employment and Training.

Lewis Cass ISD receives funding from numerous sources for all of its programs including local, state and federal. The ISD operates within the guidelines, policies, and laws of both state and federal governments. All programs and service offerings are subjected to annual independent audit.

Lewis Cass ISD employs more than 175 individuals including 25 teachers. The ISD provides direct center based special education services for approximately 175 students as well as support for nearly 7,500 pre-kindergarten through 12<sup>th</sup> grade students in the areas of general education, special education and career technical education. The district is largely rural in nature with only one city and four villages located within its boundaries. There is significant diversity both in terms of racial makeup and household income. Nearly 50% of children are eligible for the free and reduced lunch program while, at the same time, there are numerous high priced lake front properties, many owned by non residents of the district.

The district is comprised of two instructional facilities and an administrative-professional learning center building. The ISD also runs several satellite special education programs at local school district sites.

## Technology Background

In June 1997 the first Lewis Cass ISD Technology Plan was written. The plan was a requirement to receive a \$250,000 Goals 2000 grant, together with the four constituent school districts. In 1997 all clerical, the business office, and some classrooms had computers. The business office was connected to Berrien County ISD with a 56K line. Berrien provides services for business and payroll applications as well as pupil accounting and records. At that time less than 25% of employees had internet connections via modems.

By 2001 the ISD, in collaboration with the four LEAs had received two more Goals 2000 grants and a Technology Literacy Challenge Grant (TLC). The ISD also directly received an independent TLC grant. The North Pointe Center (instructional facility) located eight miles north of the main campus was connected to the ISD server by a wireless system. The connection to Berrien County ISD was upgraded to a T1 line.

By 2003 all classrooms and offices had up-to-date computers, monitors, and printers and were connected to the Internet via a server. Staff members have laptops and palm pilots. Other peripherals such as scanners and cameras are available as needed. The district maintains its own web page and provides many opportunities for technological professional development. The district has a budget cost center for technology consistent with the State of Michigan Accounting manual. There is a wireless wide area network supporting all operational programs of the ISD.

## Vision

The Lewis Cass ISD mission and vision of “Providing services today for a better tomorrow” is delivered more effectively by providing state of the art technology hardware, software, and a well-trained staff. The Lewis Cass ISD *technology* vision is “to empower all students to become valuable members of society by providing excellent educational services and *technology* opportunities for all students, parents, employees, and the community”. Specialized assistive technology such as verbal language simulators are available for the wide diversity of special needs students served. This same combination of appropriate hardware, software, and a trained staff help to achieve the ISD School Improvement goals of:

1. Collaboration with educational community agencies and resources
2. Providing professional development services
3. Providing quality educational services and programs for students, educators, parents, and the community
4. Being financially solvent and accountable to future generations

## **District Goals**

Lewis Cass ISD is committed to the use of technology in achieving its goals for all students and teachers. Goals include:

1. Increase opportunities for communication and cooperation between the school, home, and the community.
2. Increase student and parental access to hardware, software, and shared resources.
3. Increase student achievement and mastery of fundamental skills.
4. Allow teachers and other staff to better meet the individual needs of ALL students.
5. Provide students additional opportunities to develop critical thinking, problem solving, and cooperative skills.
6. Stimulate student creativity, development and expression.
7. Enable all students to become life-long learners.
8. Enhance student communications by using multimedia applications focusing on video, voice, and data.
9. Enable all students and employees to become literate and/or proficient in the use of technology based on their individual capabilities.
10. Allow and encourage all employees to increase their knowledge of technology and its application to their professional duties.
11. Provide access for all employees to computers and other tools necessary to accomplish their professional objectives.
12. Provide technical support to all employees and students.

### **Specific goals of the Technology Plan as it relates to the district mission and vision include:**

1. Continued technology professional development for all employees including the physical resources and training sites for individual and group learning.
2. Maintaining a perpetual technology replacement schedule to assure state of the art resources.
3. Continued upgrades to the LAN and WAN systems
4. Integration of technology into all curricular areas.

## **Parental Communications and Community Relations**

The LCISD believes that parent communications and community involvement is essential to the success of our students and programs. All teachers and classroom staff in ISD programs have computers (email) and telephones with voice mailboxes in the classrooms to facilitate direct communications. The ISD website has employee contact information and a listing of the various programs, which are easily accessible for parents and community members.

At the Brookside Learning Center, North Pointe Center, and programs located at Marcellus Middle and High Schools, and Squires Elementary School (Cassopolis), parents are involved in the following manner:

- Periodic communications by phone, email, and the U.S. Postal Service.
- Parent information sessions, Open houses, and Parent – Teacher Conferences.
- Home visits.
- IEP's.
- School newsletter.

Parents, community members, and district personnel are encouraged to use the ISD website. This will provide them with programmatic information, BOE policies and guidelines, as well as how to access other available services.

Parents and community members are also involved in the LCISD Parent Advisory Committee, Human Growth and Development Advisory Committee, and other committees throughout the ISD. These committees meet regularly to assess program curriculums and recommend changes where necessary to assure that student needs are appropriately met. These committees also address future needs in terms of programs and services that are provided.

Classrooms are encouraged to participate in Distance Learning field trips throughout the school year. The Distance Learning equipment is housed in the administrative building and grants are available from Berrien County ISD for the county. Also, LCISD subscribes yearly to the United Streaming video system. Classrooms are able to download or stream actual videos through the internet on a wide range of topics.

## **State Standards for Student Achievement**

Lewis Cass ISD supports, promotes and assists its constituents in implementing the Michigan Curriculum Framework and its attending Grade Level Content Expectations. In every appropriate way, we seek to promote and use technology to access the framework, GLCE's, support documents and the next generation of MI-Climb to the greater efficiency and instructional development of our educators. The easier it is to align, given the speed and access of tech applications, the more powerful for student achievement.

## **Academic Strategies**

It has become a rare professional development presentation where only low tech academic strategies are modeled. It is the posture and position of Lewis Cass ISD to model through professional offerings only the most powerful and research based academic strategies. High tech software and applications are becoming the norm naturally without even forcing the issue.

## **Integration of Technology & Curriculum**

Intermediate School Districts by their very nature have a duality of purpose. That is, educating low incidence special needs student populations and providing models for professional growth of all district and constituent district educators. Thus, speed of access to curricula, the mutual needs of all educators using the same documents to provide both consistency and reliability of the instructional effort, and tracking the subsequent applications of curricula all lend themselves to technology integration with the curriculum. Lewis Cass ISD continues to model and promote these usages.

In addition, the ISD leads and maintains a county wide curriculum cycle. The power of modeling online usage, CD applications and other quick access devices have proved invaluable for the Language Arts Study (2004-2005), the Mathematics Study (2005-2006), and will prove likewise for High School Redesign (2006-2007), Social Science (2007-2008), Natural Science (2008-2009) and beyond.

## **Professional Development**

Lewis Cass ISD's mission is service based, and programming for both our low incidence student populations and the wider community of education professionals flows from this orientation. With regard to students, our special education leadership and faculty are naturally predisposed to those technological applications that help students move, hear, speak, see and understand. This orientation, here, would not be unlike the medical establishment.

Providing services for the wider community of education professionals is just as important, but subtly different, because the constant emphasis is understanding. Indeed the ways in which technology directly produces understanding (achievement) are barely discernable with some research indicating detrimental. Thus, we would never attempt professional development planning and activities without regular consultations with constituent districts. These take the form of monthly Assistant Superintendent/Curriculum Directors' Council meetings and the several County Principals meetings. From these, the annual professional development plan is formed with specific timelines and dates, as well as predispositions for extended sessions. This process has been in place for a number of years and will become even more valuable as the MDE & ISD/RESA Partnership Matrix becomes a reality.

The norm at Lewis Cass ISD is that our technology must help us produce greater educational understandings. Therefore technical skill development is valuable only in the context of the greater integrations that such technical skills can foster, thus the broader approaches to full integration are what is wanted and expected. These approaches follow the timeline of our program for professional development. In any event, where practicable, we follow both our state standards for professional development and our state and national standards both for technical skill acquisition and for appropriate curricular and instructional applications.

## **Adult Education**

Lewis Cass ISD runs an Adult Education program for a consortium of six local school districts located in Berrien County, Michigan. Students from The Niles Community Schools, Coloma Community Schools, Lakeshore School District, Benton Harbor Area Schools, Eau Claire Public Schools, and Watervliet School District participate in Adult Education and GED programs. Basic computer skills are utilized both in the effective delivery of curriculum and also in the processing of the actual GED certification. Many of these students come from households lacking computer access and most have left the traditional K-12 environment. The technology made available at the school site is the only opportunity they have. Computers with the most up to date processors and features are provided.

## **Coordination of Financial Resources**

The total Technology Budget for the 2005-2006 school year totaled approximately \$150,000 exclusive of telecommunications.

The Technology program is funded through a variety of sources that include:

Local Sources include general fund and special education property taxes and fund balances.

State Sources include Section 81 general operating state aid and special education state aid for classroom instructional use of technology.

Federal Sources include IDEA flow through funds for special education classroom use of technology.

Other Sources include a \$200,000 private trust grant restricted for purchasing instructional materials and services for children with special needs in Cass County, and discounted technology solutions through membership in MiCTA.

Universal Service Fund discounts on telecommunications provide funds in general support of technology.

The board of education and the administration of Lewis Cass ISD are committed to funding the long-term technology needs of the district. Toward that end three year budget projections include increasing the technology budget each year.

The ISD coordinates and collaborates with the Berrien County ISD data processing center for financial accounting, payroll, student scheduling, pupil accounting, and student records. Three of the four LEAs served by Lewis Cass also use the Berrien system enabling us to support common operational needs. Lewis Cass serves as the dissemination point for new technology and programs offered by Berrien and seeks to resolve issues related to technology including state and federal reporting for the local districts.

Lewis Cass ISD utilizes the services of several private technology support companies in pursuit of enhanced performance and networks for the local districts

## Technology Inventory for Lewis Cass ISD

66	IBM Computer Systems*
17	MAC Computer Systems
15	IBM Laptops
6	MAC Laptops
74	Printers
2	Printers—Network
58	Cell Phones
1	Toshiba Strata CTX Digital Telephone/Voicemail System
2	Compaq Servers**
9	HP Procurve 2324 10/10 unmanaged switch
2	Orthogon Gemini Wireless Link Systems
1	Wireless Network Access in Administrative Building
1	Polycom Distance Learning System w/60" monitor
2	LCD 32" Wall Monitors

\*Microsoft Office 2003 license for 200 systems

\*\*Novell Netware 6.5 includes ZenWorks, Groupwise, SecureLogin

# Technology 3 Year Budget

## 2006-2009

School Year	2006-2007	2007-2008	2008-2009			
Computer/Monitor Replacement	20 systems @ \$1100	22,000	20 systems @ \$1100	22,000	20 systems @ \$1100	22,000
Laptop Replacement	5 laptops @ \$1800	9,000	5 laptops @ \$1800	9,000	5 laptops @ \$1800	9,000
Printers	6 printers @ \$300	1,800	6 printers @ \$300	1,800	6 printers @ \$300	1,800
	6 printers @ 200	1,200	6 printers @ 200	1,200	6 printers @ 200	1,200
Misc peripherals		3,000		3,000		3,000
BCISD:						
Internet Services		4,500		5,000		5,500
T1 Line (net of discount)		2,400		2,600		2,800
Service Retainers:						
Secant		5,000		6,000		7,000
Priority		3,500		4,000		4,500
Phones		2,000		2,200		2,400
Miscellaneous Service		5,000		5,500		6,000
Major Projects:						
Server replacement				7,000		
Groupwise				5,000		
WAN Upgrades						25,000
Software Licensing and Upgrades		3,500		4,000		4,500
Training/Conferences:		3,000		3,000		3,000
Professional						
Development-staff		4,000		3,000		4,000
Tech training/field trips-students		1,500		1,500		1,500
CD Storage		5,000		5,000		5,000
Supplies		12,000		14,000		16,000
Totals		87,600		104,000		123,400

## **Monitoring and Evaluation**

### Technology Committee

The LCISD Technology Committee consists of:

Superintendent, John Ostrowski  
Technology Coordinator, Candy Cooper  
Director of Instruction Services, Brian Wood  
Director of Special Education, Louis Chism  
Chief Financial Officer, Richard DeVos  
Ad Hoc members, as required

### Process:

The Technology Committee will meet at least twice per year to evaluate the status and progress of defined goals and objectives in support of the Technology Plan. Issues addressed will include, but not be limited to:

Technology applications in the instructional program  
Technology acquisitions of new equipment and software applications  
Future needs and timelines for replacement and new technologies  
Technology budgets  
Evaluation of service support and strategic partners

The evaluation process in all areas will focus on progress toward stated goals, problems of achieving stated goals, and identification of any unexpected outcomes.

### Outcomes:

The results of the Technology Committee evaluation meetings will include written updates of the Technology Plan which is considered to be an ongoing and evolving planning tool. The written technology Plan will be updated on an annual basis to reflect updated objectives, progress and budgetary considerations. Emphasis will be on identifying objectives achieved or progressed toward, addressing unmet goals, and the identification of new goals. Evaluation reports will include the names of individuals responsible for addressing the stated goals and objectives.

### Inclusion:

As part of the evaluation process, the Technology Committee will identify opportunities for the involvement of and assistance for constituent local school districts, other local units of government, parents, and community members in developing mutually beneficial resources in the area of educational technology. Individuals, other than LCISD staff, will be invited to participate in the evaluation and planning process as deemed beneficial.

# *Technology Administrative Policies*

## Lewis Cass Intermediate School District Administrative Guidelines

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### **7540 - COMPUTER TECHNOLOGY AND NETWORKS**

The Technology Coordinator shall be responsible for the management of the Board's technology system and for making the arrangements for any networks which may be used to enhance the educational program and/or operations of the District.

S/He shall be responsible for implementing the guidelines established for program development (AG's 2210 - AG [2252](#)), the selection of materials and equipment (AG [2521A](#)), and the District's purchasing guidelines (AG 6320). In addition, the Technology Coordinator shall make sure that the appropriate agreement [Form 7540.04 F1](#) or [Form 7540.03 F1](#) is complete for each staff member and student who will have access to Board technology and any networks.

All tentative agreements with networks or technology agencies are to be submitted to the Superintendent for review and approval.

It is essential that staff members and students be provided the following information concerning the use of the Internet. This can be done through written guidelines, professional development seminars, faculty and student meetings, and introductory remarks at the beginning of a course in which the Internet may be used.

- A. Use of the Internet is to be related to one or more courses of study.
- B. The Internet is not to be used by staff or students for discriminatory or unlawful purposes, including harassing or hazing any individual or group.
- C. All student use of the Internet is to be supervised by a staff member or approved volunteer who has signed the Staff Network and Internet Acceptable Use and Safety Agreement Form 7540.04 F1.
- D. Prior to disseminating information across the Internet about a student such as name, address, or other identifying data including pictures, signed parental permission forms must be on file.
- E. Because of the vast amount of information that can be retrieved from the world-wide network, teachers are responsible for training students to use proper research skills when retrieving information. It is inappropriate, costly, and a waste of valuable instructional time for staff and/or students to download large quantities of information that has not been checked ahead of time for accuracy, relevancy, and probable usage. It may be helpful, therefore, for teachers to conduct some controlled exercises with students on how to differentiate between web-sites that are "attractive but superficial or irrelevant" from those that are attractive, substantive, and relevant.
- F. Staff members need to have back-up plans or contingency procedures in place for times when the Internet may not be accessible. Since the Internet is primarily a data-gathering mechanism, alternative sources for needed data should be available so that students can accomplish the purpose of the instruction within the established time period.
- G. The Student and Staff Network and Internet Acceptable Use and Safety Agreements, [Form 7540.03 F1](#) and [Form 7540.04 F1](#), that students and staff members must sign prohibits the use of the Internet for unethical purposes or to obtain information that could be considered obscene, pornographic, or unsuitable for children. If a question of interpretation arises concerning the definition of these terms, the building principal shall have the authority to determine whether the web site is appropriate. Prior to accessing or allowing access to information that the staff member is unsure about, s/he should consult with Technology Coordinator.
- H. As students and/or staff members complete projects which reflect unusual and creative applications of technology, the projects should be shared with the Coordinator so that proper publicity can be created as appropriate to the project. It is essential that the Student and Staff Network and Internet Acceptable Use and Safety Agreements, [Form 7540.03 F1](#) and [Form 7540.04 F1](#), address the issue of the proprietary rights related to web site design concerning web sites and/or pages hosted on the Board's servers.

Revised 11/04

# Lewis Cass Intermediate School District

## Bylaws & Policies

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### 7540.01 - TECHNOLOGY USAGE

The Board of Education and administration of the Lewis Cass Intermediate School District recognize the important role that technology and technology equipment play in facilitating and enhancing the performance of the District's responsibilities. Therefore, all LCISD employees are encouraged to become familiar with, receive training on, and use the technology and the equipment which will develop the skills necessary for effective job performance.

District owned equipment may be used by ISD staff at home or other away-from-school sites when such use is approved by the employee's supervisor/ technology coordinator. Use of equipment by individuals not employed by the District is not allowed except with the written authorization of the Superintendent or designate. Reasonable charges may be made for such use.

The employee to whom the equipment is assigned is responsible for its ethical and professional use and should be familiar with and abide by the attached usage policy. **During assigned working hours**, employees should use the ISD technology and equipment for work responsibilities **only**.

The District reserves the right to monitor and log all network activity, including e-mail, with or without notice, and therefore users should have no expectation of privacy in the use of these resources.

Use of the District's telecommunication infrastructure is a revocable privilege, requiring compliance and conformity with this acceptable use policy.

- A. Limit use of LCISD resources to legitimate LCISD business or professional activities associated with LCISD business.
- B. Respect the privacy and ownership privileges of other users. Users shall not intentionally seek information on, obtain copies of, use, modify, place on openly accessible information servers - files and other data which are exempt or excluded from public disclosure pursuant to the Freedom of Information Act, PA 442 of 1976, as amended.
- C. Respect the legal protection provided by copyright and license to programs, data and printed materials. No software copy is to be made by any user without a prior, good faith determination that such copying is, in fact, permissible and that the licensing restrictions have been met.
- D. Respect the integrity of passwords and/ authentication pass phrases. The exchanging of passwords or seeking the password of others is explicitly prohibited, unless authorized by the other user(s).
- E. Respect the integrity of computing systems by not intentionally taking actions or developing programs that harass other users, infiltrate a computer or computing system, damage, alter or disrupt computers or the computing system.
- F. Respect the integrity of connected computer systems by ensuring that imported files are virus free.
- G. Be good network citizens by being cognizant of and conservative in the bandwidth demands that applications (especially those using video or image transmissions) make on the network.

Be responsible for sent mail or other forms of communication. Regularly read electronic mail and respond accordingly.

#### Acceptable Uses of the Telecommunications Network

- A. Communication and exchange directly relating to the mission, charter and work tasks of LCISD.
- B. Announcements of new state laws, procedures, policies, services or activities, but not commercial advertising.
- C. Use for advisory standards, research, analysis and professional society activities related to the LCISD's responsibilities.
- D. Use in applying for or administering grants or contracts for LCISD.
- E. Communication and exchange for professional development, to maintain currency or debate issues related to that user's assigned LCISD work activities.

## Prohibited Uses of the Telecommunications Network

- A. Use which is illegal.
- B. Use for playing of games or nonbusiness computer activities which generate traffic or consume bandwidth on the District's network.
- C. Use which violates the security, privacy and confidentiality policies, practices, and laws of the District and State and release of material which is exempt from disclosure as listed in section 13 of the Freedom of Information Act, PA 442 of 1976, as amended.
- D. Use for access to, display of or distribution of: (a) indecent or obscene material (re: US Supreme Court Miller vs. California 1957 and Ginsberg vs. New York 1958), (b) child pornography (re: 18 US Code 2252) or (c) material in violation of District regulations prohibiting sexual harassment.
- E. Use for profit activities unless specific to the charter, mission, and duties of the LCISD.
- F. Use for private or personal business transactions, or for partisan or nonpartisan political activities

# Lewis Cass Intermediate School District

## Administrative Guidelines

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### 7540.01A - PERSONAL USE OF DISTRICT TECHNOLOGY

The following guidelines will govern the personal use of Board technology by staff members as well as use for school purposes by either staff or students while at home. No personal, that is, nonschool, use of Board technology may be made by any student at any time.

- A. [Form 7540.01 F1](#) - Permission to Use/Import Software is to be submitted to the Technology Coordinator before any personal software is brought to school. In addition, the staff member must provide either the licensing agreement from the manufacturer or a proof of purchase. The staff member must also confirm to the Technology Coordinator that s/he has analyzed the content of the software using the criteria established in [Form 2521 F1](#) - Rating Nondistrict Instructional Materials and has rated it no higher than "2" on any of the four criteria. The staff member should retain a copy of the form. It is essential that [Form 7540.03 F1](#) and [Form 7540.04 F1](#) address the issue of the proprietary rights related to the web site design concerning web sites and/or pages hosted on the Board's servers.
- B. A staff member or a student may start a project using Board owned software at school or personal software at home and produce a copy of the project or document. The Board will not provide Board owned software for use on personal computers at home. When the project is completed, the staff member should notify the Technology Coordinator to find out whether or not the Board wishes to keep a copy for reference or for use by others. No staff member or student should expect to retain any proprietary rights related to the design on any web site or pages hosted on the Board's servers.
- C. Prior to making a copy of any Board owned software, a staff member or student should contact the Technology Coordinator to find out whether or not there is any licensing agreement associated with that software, and if so, whether the license allows the staff member or student to load the material on his/her home computer. If reproduction is allowed, the staff member or student is to complete a check-out form (see [Form 7540.01 F2](#)) in which s/he agrees to make only one copy and only for personal use and not for use by others. If the license does not allow this, then no copy is to be made.
- D. No staff member or student will be allowed access to the Internet or other networks without first signing the Student or Staff Network and Internet Acceptable Use and Safety Agreement, Form 7540.03 F1 or 7540.04 F1. All student use of the Internet must be under the supervision of a staff member or approved volunteer.
- E. Neither staff members nor students are to use the Internet for recreational, personal, discriminatory, or unlawful purposes but only for purposes related to the Board's educational program or to operational needs.
- F. Each staff member and student will be provided a password for use with Board technology with the provision that the password is not to be shared with others. The existence of a password does not guarantee confidentiality or privacy and the Board retains the right to use any person's password to monitor the type of use that is being made of Board technology.
- G. With regard to personal E-mail, staff members may use it to send and/or receive personal messages providing such use is limited to nonduty time and does not involve the conduct of any personal, discriminatory, or unlawful business (including commercial purposes, advertising, and political lobbying).
- H. Use of all other Board technology shall be in accord with AG [7530](#) - Personal Use of District Equipment and Facilities

# Lewis Cass Intermediate School District

## Administrative Guidelines

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### **7540.04 - STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Staff members are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Staff members must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the applicable collective bargaining agreement and Board policy, and/or civil criminal liability. Prior to accessing the Internet at school, staff members must sign the Staff Network and Internet Acceptable Use and Safety Agreement.

Smooth operation of the Board's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Staff members are responsible for their behavior and communication on the Internet.
- B. Staff members may only access the Internet by using their assigned Internet/E-mail account. Use of another person's account/address/password is prohibited. Staff members may not allow other users to utilize their passwords.
- C. Staff members may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- D. Staff members may not use the Internet to engage in "hacking" or other unlawful activities.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- G. Staff members are expected to abide by the following generally accepted rules of network etiquette:
  - 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers/network. Refrain from using obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
  - 2. Never reveal names, addresses, phone numbers, or passwords of students while communicating on the Internet.
  - 3. Diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- H. Use of the Internet to access, process, distribute, display or print child pornography and other material is obscene, objectionable, inappropriate or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals, and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g., viruses) are also prohibited.
- I. Malicious use of the Board's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Staff members may not use the Board's computers/network in such a way that would disrupt their use by others. Staff members should refrain from intentionally wasting limited resources.
- J. All communications and information accessible via the Internet should be assumed to be private property (i.e., copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- K. Downloading of information onto the Board's hard drives is prohibited; all downloads must be to floppy disk. If a staff member transfers files from information services and electronic bulletin board services, the staff member must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a staff member transfers a file or software program that infects the Network with a virus and causes damage, the staff member will be liable for any and all repair costs to make the Network once again fully operational.
- L. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these

guidelines, the Board reserves the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

- M. Use of the Internet and any information procured from the Internet is at the staff member's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in class should be cited the same as references to printed materials.
- N. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
- O. Proprietary rights in the design of web sites hosted on the Board's servers remains at all times with the Board without prior written authorization.

Staff members are reminded that personally identifiable student information is confidential and may not be disclosed without prior written parental permission.

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000  
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended  
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended  
18 U.S.C. 2256  
18 U.S.C. 1460  
18 U.S.C. 2246