

Lexington City Schools



www.lexedu.org

Technology Plan

2009-2015

Technology Committee Members

Dan Lyons	Division Superintendent
Brian Balkey	Parent; Instructional Technology Resource Teacher
Janice Burguieres	Teacher
Shelby Cash	Clerk
Lisa Clark	Parent; Principal
Rich Dowd	Principal
Nona Harris	Media Specialist
Dusan Janjic	Network Administrator
Kevin Kendall	Parent; Gifted Coordinator
Pat Knick	Deputy Clerk
Debi D. W. Maschal	Special Ed Director
Mary Carol Moore	Teacher
Marsha Stores	Technology Services Manager

Division Profile

Lexington City Schools Central Office

300 Diamond Street
Lexington, VA 24450
(540) 463-7146
(540) 464-5230 FAX

Waddell Elementary School

100 Pendleton Place
Lexington, VA 24450
(540) 463-5353
(540) 463-6309 FAX

Lylburn Downing Middle School

302 Diamond Street
Lexington, VA 24450
(540) 463-3532
(540) 463-1548 FAX

Division Mission Statement

The mission of Lexington City Schools is to enhance teaching and learning. The LCS system uses technology to prepare students for the demands of the 21st century. The importance of technology skills is an integral part of our school system and our vision is to construct a more student-centered learning environment.

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**TECHNOLOGY PLAN
2009-2015**

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Mission

The technology mission for Lexington City schools, herein after referred to as LCS, is to offer a content rich educational program that will effectively:

- Provide all students a learning atmosphere that utilizes prevailing technology
- Provide all students technological resources that will augment their ability to become lifelong learners.
- Provide new technology skills that will be significant, durable and transferable
- Provide staff effectiveness through the interactive use of technology

At LCS, instructional technology is defined as the application of electronic media to the learning environment. This includes, but is not limited to the following types of electronic media: computer hardware/software, handhelds, televisions, monitors, projection devices, VCR's, DVDs, video tapes, assistive/adaptive devices, alternative input devices including bar code readers, scanners, voice generated items, video discs, CD-ROMs and systems which provide simulated learning environments.

Vision

LCS firmly believes that technology will allow students, faculty, and staff to explore a world beyond our walls and enable them to pursue goals as life long learners, with the primary goal being student learning. We visualize technology as an instrument for success in the following areas: videoconferencing, video streaming, online learning, improved communications between home and school and an overall improvement in basic literary skills. We at LCS view technology as a means of supporting the needs, goals and objectives in the areas of at-risk students, parent and community engagement, student achievement and public relations. The use of technology in LCS is intended to increase learning across the curriculum and give emphasis to learning with technology rather than about technology. With that in mind, this plan will address and identify one key goal and four objectives that will enable us to develop and coordinate success.

Needs Assessment

The Elementary School employs thirty-five (35) faculty and staff members with a maximum of two (2) desktop computers, one (1) laptop, one (1) LCD projector, and one (1) Elmo housed in respective classrooms; a computer lab with twelve (12) desktop computers, Media Center, six (6) 10-station laptop mobile labs and one (1) 24-station laptop mobile lab. At the middle school, twenty four (24) faculty and staff members are employed with one (1) desktop in respective classrooms while the Media Center houses twelve (12) desktop machines. The middle school also houses nine (9) mobile labs containing ten (10) laptops each. Respective classrooms house an Elmo, projector and SmartBoard.

Each building completed a needs assessment survey with representatives including administrators, teachers, administrative support personnel, paraprofessionals, technology coordinators and instructional support professionals. Significant components of the survey included access to technology, staff development/continuing education needs, and technical support needs.

A needs assessment survey on page 32 will be distributed to each faculty member for input regarding "Classrooms and Curriculum of the Future." The top four reported priorities at the middle school are more mobile labs for classroom use, interactive multimedia, wireless environment and ceiling mounted projectors.

Data will continue to be compiled from the surveys for reviewing and discussion by the Division Technology Committee. The Committee will then begin to prioritize the needs and divide them into those that should be addressed at the division level and those to remain at a building level.

The district's technology plan contains a realistic and clearly stated set of goals and strategies that align with the district-wide school improvement plan. LCPS is committed to achieving its vision.

Goal

All Lexington City Schools educators and learners will benefit from technology-rich environments that support student achievement and produce lifelong learners able to succeed in an information society. It is our intention to work on an ever-evolving list of goals dealing with hardware and software continuity, capability and usefulness. Network infrastructure is always a challenge with the growing requirements of increased and newer systems. One of our main goals is to provide an environment that will enable everyone to use technology consistently.

Objectives

Objective 1: Access

All learners will use technology to enhance learning across the curriculum while accessing current and appropriate information technology resources.

Objective 2: Integration of Technology

Technology will be integral to standards-based student learning and school improvement.

Objective 3: Professional Development

All teachers will have access to ongoing professional development that prepares them to effectively use and integrate technology into the curriculum to enhance standards-based teaching and learning.

Objective 4: Instructional & Technology Leadership, and Accountability

Division administrators, building administrators, and the instructional technology resource teacher will demonstrate leadership in the use of technology to support standards-based school improvement while providing continuous leadership, guidance, and resources to schools to meet the rise and demand of educational technology.

Goal - All Lexington City Schools educators and learners will benefit from technology-rich environments that support student achievement and produce lifelong learners able to succeed in an information society.

Objective 1: Access: All learners will use technology to enhance learning across the curriculum while accessing current and appropriate information technology resources.

Benchmarks
Target Year: 2015

All instructional spaces, faculty offices, and administrative offices will have multimedia computers with printing access and Internet connectivity.

Each school will have at least a 3:1 student to computer ratio of multimedia, fully functioning, Internet-enabled computers.

Appropriate assistive/adaptive technology will be available to address the unique requirements of persons with special needs, i.e. FM Auditory Trainers.

Teachers and students will have access to a variety of electronic resources including but not limited to, video cameras, scanners, graphing calculators, and science probes.

Every student, administrator, and teacher will receive high-quality technical support. (Technical support can be provided by dedicated staff or equivalent services)

The Division will adopt a Technology Acceptable Use Policy. The policy will address online safety, fair use, and privacy issues.

Strategies	Timeline	Responsibility
Develop, implement and revise a long-range technology plan that reflects needs of the 21 st century to equip our Division/schools with technology necessary to support the teaching and learning process and instructional management needs.	2009/Ongoing	Media Specialist Technology Specialist
Provide a standardized set of equipment for respective schools (Projector, scanner, digital video and still cameras, notebooks, SmartBoard, etc.)	Ongoing	Teachers Principals Technology Specialist Instructional Technology Resource Teacher
Maintain staff to support the technical infrastructure and to maintain classroom equipment.	2009/Ongoing	Principals Technology Specialist Instructional Technology Resource Teacher
Revise the Acceptable Use Policy.	2009/Ongoing	Technology Committee
Development of a wireless network in each school building and School Board Office.	2011	Principals Network Administrators Technology Specialist
Assisting schools with the purchase of assistive devices for special needs students.	2009/Ongoing	Technology Specialist Instructional Technology Resource Teacher Special Education Director
Provide and support electronic communication throughout the Division so that teachers, administrators, board members and special groups are able to utilize email fully.	2009/Ongoing	Technology Specialist Instructional Technology Resource Teacher Network Administrators
Provide fiber optic network and appropriate wiring for Internet Access in LDMS Annex	Ongoing	Network Administrators

Goal - All Lexington City Schools educators and learners will benefit from technology-rich environments that support student achievement and produce lifelong learners able to succeed in an information society.

Objective 2 - Integration of Technology: Technology will be integral to standards-based student learning and school improvement.

**Benchmarks
Target Year 2015**

Technology will be integrated into the teaching and learning environment as defined in the school improvement plan.

All students, faculty and staff will use technology as a communication tool linking school, family and community.

All students, teachers and administrators in the Division will have free access to high quality online resources provided by the state.

Support the integration of technology into the curriculum that includes assistance in sharing of ideas, blend of multimedia and gathering of resources that make use of technology.

Strategies	Timeline	Responsibility
A system-wide technology curriculum will be developed.	Ongoing	Teachers Principals Instructional Technology Resource Teacher Technology Specialist
Software will be purchased to support all curriculum areas.	Ongoing	Teachers Principals Instructional Technology Resource Teacher Technology Specialist
Research & development of online programs	Ongoing	Instructional Technology Resource Teacher Tech Specialist
Expand Media Center with more network accessible computers.	Ongoing	Principals Media Specialist Technology Specialist
Placing additional computers and white boards in respective classrooms.	Ongoing	Teachers Principals Instructional Technology Resource Teacher Technology Specialist
Research, train and assist teachers with creating blogs, i.e., Google site	Ongoing	Instructional Technology Resource Teacher

Goal - All Lexington City Schools educators and learners will benefit from technology-rich environments that support student achievement and produce lifelong learners able to succeed in an information society.

Objective 3 - Professional Development: All teachers and staff will use technology to enhance learning, planning, assessing, reporting, and standards-based teaching which prepares them to effectively use and integrate technology into the curriculum.

Benchmarks
Target Year: 2015

Teachers and staff will engage in professional development activities that demonstrate how to integrate digital content into their standards-based educational objectives and how to develop appropriate assessment measures to evaluate the benchmark.

Technologically experienced staff members will train others in software in order to perform respective tasks efficiently.

Strategies	Timeline	Responsibility
Provide technical troubleshooting training for teachers.	Ongoing	Teachers Instructional Technology Resource Teacher Technology Specialist
Provide the opportunity for training required to enable effective use of technology including but not limited to PowerSchool, which will replace SASI as the new SIS, Distance Learning capabilities, webinars with other school systems, video conferencing capabilities, high definition & digital capabilities, interactive whiteboards (for teachers and students), interactive technologies (i.e. webcams, iPods, Wii, etc.), and provide virtual learning experiences for tutoring and remediation.	2009/Ongoing	Teachers Secretaries Media Specialists Technology Specialist Instructional Technology Resource Teacher Principals Superintendent
Provide an environment with incentives for administrators, teachers, students and staff to utilize technology and to welcome change with confidence.	2009/Ongoing	Principals Superintendent
Encourage faculty and staff to model successful programs at other school divisions.	2009/Ongoing	Principals Instructional Technology Resource Teacher
Develop and provide the opportunity to use email to distribute information to faculty, staff and administrators. (i.e., Daily Announcements, Bulletins, Memos)	Ongoing	Teachers Secretaries Instructional Technology Resource Teacher Technology Specialist

Our Instructional Technology Resource Teacher will be used to establish clear performance goals relevant to the Technology Standards for Instructional Personnel; to promote continuous growth; to locally support with substantial resources; to reflect collaborative planning; to reflect best available research and practice; to provide development to all teachers in the core academic subjects library media specialists and principals; and to focus on integration and the use of advanced and emerging technologies in instruction.

Goal - All Lexington City Schools educators and learners will benefit from technology-rich environments that support student achievement and produce lifelong learners able to succeed in an information society.

Objective 4 - Instructional & Technology Leadership and Accountability: Division administrators, building administrators, and the instructional technology resource teacher will demonstrate leadership in the use of technology to support standards-based school improvement while providing continuous leadership, guidance, and resources to schools to meet the rise and demand of educational technology.

**Benchmarks
Target Year: 2015**

Educational administrators/leaders will use a variety of emerging technologies (i.e., e-mail, voice technologies, school intranet) to communicate.

Educational administrators/leaders will facilitate and assess the integration of technology and curriculum in instruction.

Educational administrators/leaders will provide opportunities for continuous professional development and ongoing systematic mentoring to support use of technology in teaching and learning.

The Division will review existing policies to recognize certification in educational technology facilitation and educational leadership.

Educational administrators/leaders will support, evaluate, coordinate and modify the Division and school technology plans annually to maximize financial resources.

Strategies	Timeline	Responsibility
Establish meetings 3 times a year with Technology Committee during the months of October, January and April.	Ongoing	Instructional Technology Resource Teacher
Communicate with staff and Division-level personnel to facilitate the performance process as described in this plan.	Ongoing	Technology Committee
Maintain Division-wide systems of communication that support the effective use of electronic information.	Ongoing	Network Administrators Technology Specialist
Provide technical infrastructure to support the effective use of instructional technologies.	Ongoing	Network Administrators
Obtain server upgrades and software	Ongoing	Network Administrators
Survey teachers every two years to assess perceived levels of instructional technology.	Ongoing	Instructional Technology Resource Teacher

Technology (2-6805)

This function was established to track all funds expended for instructional and administrative technology in the division. Included are wages and benefits for one Division Technology Specialist, for the two schools, a teacher of Technology Education at the middle school level, one State mandated Instructional Technology Resource Teacher, expenses for contracted computer network management and program maintenance, and funds for capital procurement under the Virginia Technology Plan.

Fund 02 – School Fund	2008 Actual Expense	2009 Adopted Budget	2009 Amended Budget	2009 Projected Budget	2010 Proposed Budget
Technology					
Personnel Services	113,449	121,033	121,033	121,033	124,831
Fringe Benefits	44,326	43,368	43,368	43,368	45,902
Contractual Services	38,806	37,000	37,000	37,000	36,000
Other Charges	143,254	170,128	170,128	170,128	137,600
Capital Outlay	803	25,600	25,600	25,600	20,400
Technology Totals	338,638	397,129	397,129	397,129	364,733

Significant Changes:

Personnel services and fringe benefits reflect increases in compensation; reflects an increase in State Technology Grant as well as the Local Match.

Technology Resources

The Division will support its technology infrastructure using the Network Administrators, Instructional Technology Resource Teacher, and Technology Specialist. The Network Administrators will be in charge of managing the network and maintaining the computer infrastructure, oversee the installation of networks and related equipment. The Instructional Technology Resource Teacher personnel will lead technology committee meetings and ensure ongoing professional development in the area of technology. The Technology Specialist with the assistance of the Instructional Technology Resource Teacher will ensure all division computer equipment is kept in working condition.

Internal support will include:

Building Technology Leaders – consisting of Instructional Technology Resource Teacher, Technology Specialist, committee representatives, and media specialist to provide building support for training, curriculum, software and hardware.

Division Technology Committee – consists of Instructional Technology Resource Teacher, Technology Specialist, instructional staff, media, administration and school board representatives will meet three (3) times per year to share information, discuss technology related curriculum. The committee will be responsible for developing surveys and assessment tools to evaluate our long-range plans, policies or programs.

Media Centers – storage of operating manuals, copies of curriculum materials, videotapes, laptops, scanners, cameras, and tutorial CD programs for checkout.

Goal:

- ❑ Database has been created and implemented for tracking inventory and can be expanded to track repairs.
- ❑ Increase tutorials; on-line; CD selection and manuals

External Support includes:

- ❑ Opportunities for training at several local colleges
- ❑ Consulting relationships with outside vendors

Background

Aware of the ever-changing nature of technology, the Division recognizes that the specific methods used to achieve its goals for curricular enhancement and increased student achievement via technology may change, but certain policies will be followed, (i.e. Student Acceptable Use Policy, Employee Acceptable Use Policy, Web Publishing Guidelines)

Administrative Infrastructure

The Division has established technology positions: Network Administrators, Instructional Technology Resource Teacher, and Technology Specialist. The Network Administrator oversees the installation and maintenance of networks, hardware and software in the Division. The Instructional Technology Resource Teacher and Technology Specialist are available for, but not limited to, a resource for classroom teachers, administrative offices and media specialists.

Technology Infrastructure

Environment improvements to ensure that the computers are operating in an appropriate setting with reference to temperature, humidity and easy access to all users, including those with disabilities.

Computers (including peripherals) that are available for each classroom in the 2 school buildings and administrative offices in the Division;

A Division wide network which connects computers with fiber or other appropriate wireless or hard-wired technologies at all buildings; Internet access and data lines –T1 & PRI; (revised FY06-07) Our division's will phase in a plan to include a fiber optic network to enhance performance and accessibility. This will further benefit instruction by creating more opportunities for video streaming, e-learning, and interactive learning. An awareness of our division's bandwidth will be monitored.

Laptop checkout system located in the middle school Media Center.

Mobile Labs are available in both schools.

Wiring for Internet Access will be included in the newly renovated Division Central Office, which will be housed in the LDMS Annex – neighboring the middle school.

Communication

The Division will communicate the progress and goals of its technology initiative to the Lexington City Schools community on a regular basis. The Network Administrators and Technology Committee will work closely to make sure the community understands the Technology Program of Lexington City Schools.

Summary

The focus of the Lexington City Schools Technology Plan is specific: to increase student learning division-wide. The school community recognizes that technology will be a valuable quality when successfully integrated into the curriculum. Through interconnected networks, it can be a means to provide refined research sources, which encourage higher-level thinking skills. It can be a means to provide research, text retrieval, distance interactive learning, school-to-work skills, word processing, and higher level thinking skills, alternative skills and supplemental curriculum objectives. Classroom management tasks will be enhanced.

At LCS, technology will never be giving the impression of being an end in itself. By using it as a means to the end of providing the best possible environment in which our students can learn, it can and must become an integral part of our educational experience.

Dear Parent/Guardian:

We are pleased to offer the students of Lexington City Schools access to the Division's electronic network. This network includes Internet access, computer services, computer equipment and related equipment for educational purposes. This network will assist in preparing students for success in life and work in the 21st Century by providing them with electronic access to a wide range of resources. Access to the technology network will enable students to explore thousands of libraries, databases, and web sites for purposes of research and exchange of information and ideas with users throughout the world.

To gain access to the Lexington City School Division electronic network, all students must obtain parental permission and must sign and return both the Acceptable Use Policy Student Agreement Form and the Web Site Posting Parental/Guardian Consent Form. You must return these forms whether or not you consent to your child's participation on the technology network or use of student photos, images or other media on the Division or school web sites. These forms are new and replace any previous acceptable use policy agreements you may have signed in the past. The new forms incorporate changes in federal law as well as changes in Division policy and procedure due to changes and advances in technology.

The Division maintains filtering software designed to block access to certain Internet sites. However, no filtering software is entirely effective in blocking access and, therefore, we cannot guarantee that your child will not gain access to inappropriate material. Please be confident that Lexington City Schools Division staff will make every effort to ensure proper access and usage of the Internet and the computer network. Personal safety information will be provided to Elementary and Middle school students prior to accessing the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information resources.

These documents contain documents that you will need to read and review with your child. Two documents, the "*Student Acceptable Use Policy Agreement Form*" and the "*Web Site Posting Parental/Guardian Consent Form*", must be signed and returned promptly to your child's school. A separate form does need to be filled out for each child in your household that attends a Division school. The revised "*Student Acceptable Use Policy Guidelines/Rights & Responsibilities*" gives information regarding expectations of the students when utilizing Division technology resources and replaces the previous acceptable use policy.

Thank you for your time during a very busy part of the school year. Your support in the area of technology makes it possible to give your child the best opportunities for experiencing 21st Century learning!

Internet Safety Curriculum
2009-2015

- I. Program presentation to the Lexington City School Board*
 - a. Internet Safety Resources available for parents
 - b. NetSmartz Program for Elementary and Middle School
 - c. Internet Safety Pledges for Elementary and Middle School Students

- II. Presentation to Middle School and Elementary Faculty and Staff
 - a. Review responsibilities and age appropriate programs
 - b. Present appropriate NetSmartz information
 - c. Review Acceptable Use Policy

- III. Presentation for Parents and Community
 - a. Review parental responsibilities and safety issues
 - b. Present the appropriate NetSmartz Program
 - c. Online Safety Tips
 - d. Questions and Answers

- IV. Student Assemblies
 - a. Review Internet Safety Issues
 - b. Review Student Acceptable Use Policy
 - c. Show appropriate NetSmartz Program

Lexington City Schools

[Internet Safety Resources for Parents](#)

[Online Lingo](#)

[Internet Safety Pledge Grades K-2](#)

[Internet Safety Pledge Grades 3-6](#)

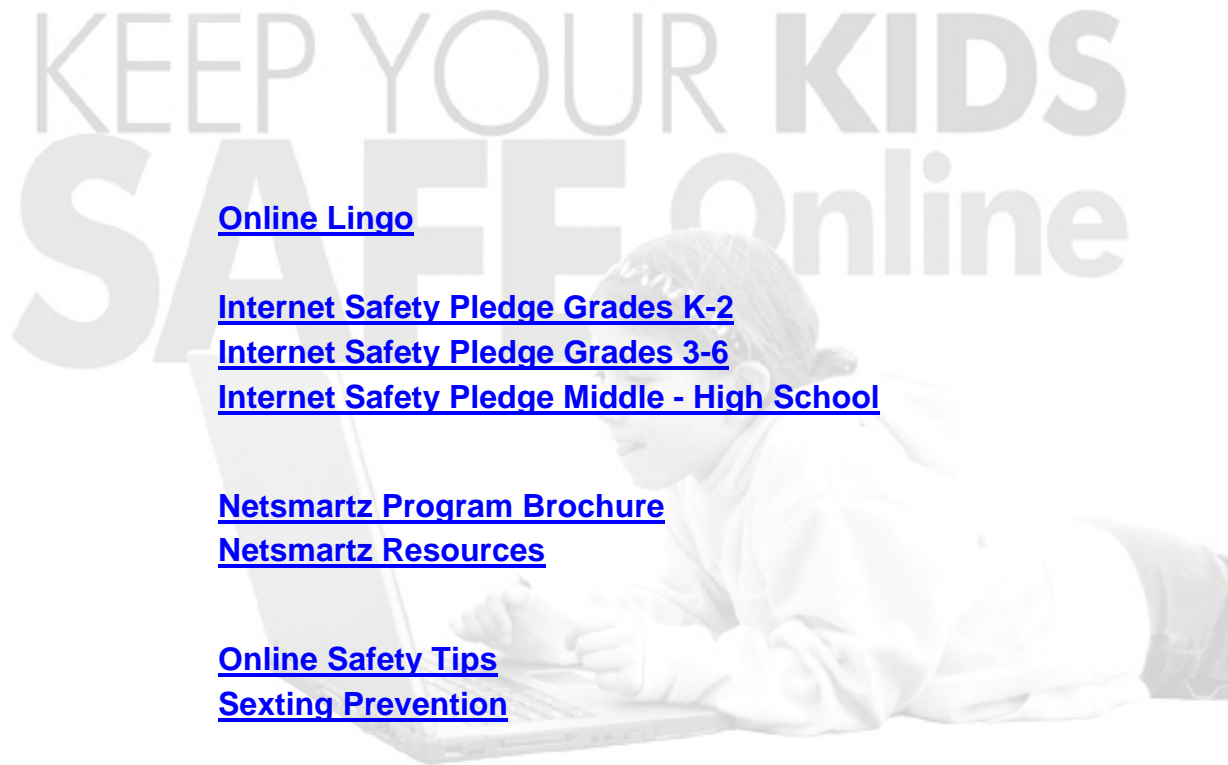
[Internet Safety Pledge Middle - High School](#)

[Netsmartz Program Brochure](#)

[Netsmartz Resources](#)

[Online Safety Tips](#)

[Sexting Prevention](#)



ACCEPTABLE USE POLICY

The School Board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the internet and other internal or external networks

All use of the Division's computer system must be

- (1) in support of education and/or research, or
- (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material used on the computer system, including electronic mail or other files deleted from a user's account may be monitored or read by school officials.

The Division Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics and protocol for the computer system.

The procedures shall include:

- (1) a prohibition against uses by division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the internet;
- (2) provisions, including the selection and operation of a technology protection measure for the division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to
 - (a) child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256.
 - (b) obscenity as defined by Va. Code § 18.2-373 or 18 U.S.C. § 1460; and ©material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h) (G), and material that is otherwise inappropriate for minors;
- (3) provisions establishing that the technology protection measure is enforced during any use of the Division's computers by minors;
- (4) provisions establishing that online activities of minors will be monitored;
- (5) provisions designed to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- (6) provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful activities by minors online; and
- (7) provisions prohibiting the unauthorized disclosure, use, and dissemination of personal information regarding minors;
- (8) a component on Internet safety for student that is integrated in the division's instructional program

Use of the School Division's computer system shall be consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students. The Division's computer system is not a public forum.

Each teacher, administrator, student and parent/guardian of each student shall sign the Acceptable Compute System Use Agreement, IIBEA-E2, before using the Division's computer system. The failure of any student, teacher or administrator to follow the terms of the Agreement, this policy or accompanying regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

The Division Superintendent shall submit to the Virginia Department of Education this policy and accompanying regulation biennially.

Adopted: September 12, 2005

Revised: September 11, 2006

Legal Refs.: 18 U.S.C. §§ 1460, 2256. 47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1- 78 and 22.1-70.2.

All use of the Lexington City School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the internet and any other internal or external network.

Computer System Use-Terms and Conditions:

1. Acceptable Use. Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.

2. Privilege. The use of the Division's computer system is a privilege, not a right.

3. Unacceptable Use. Each user is responsible for his or her actions on the computer system.

Prohibited conduct includes:

- using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal, state, or local law.
- sending, receiving, viewing, or downloading illegal material via the computer system.
- unauthorized downloading of software.
- downloading copyrighted material for unauthorized use.
- using the computer system for private financial or commercial gain.
- wastefully using resources, such as file space.
- gaining unauthorized access to resources or entities.
- posting material authorized or created by another without his or her consent.
- using the computer system for commercial or private advertising.
- submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal or other inappropriate material.
- using the computer system while access privileges are suspended or revoked.
- vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.

4. Network Etiquette. Each user is expected to abide by generally accepted rules of etiquette, including the following:

- Be polite.
- Users shall not forge, intercept, or interfere with electronic mail messages.
- Use appropriate language. The use of obscene, lewd, profane, threatening or disrespectful language is prohibited.
- Users shall not post personal contact information about themselves or others.
- Users shall respect the computer system's resource limits.
- Users shall not post chain letters or download large files.
- Users shall not use the computer system to disrupt others
- Users shall not read, modify or delete data owned by others

5. Liability. The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of these procedures.

6. Security. Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.

7. Vandalism. Intentional destruction of any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.

8. Charges. The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone or long-distance charges.

9. Electronic Mail. The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private and may be monitored and accessed by the School Division. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and nature of the file.

10. Enforcement. This procedure and the policy it supports shall be enforced by monitoring information on the School Division's computer system. To protect students, software may also be installed on the computer system that blocks obscene/illegal material as well as material that may be harmful to juveniles. **Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.**

Adopted: September 12, 2005

Legal Refs.: 18 U.S.C. §§ 1460, 2256. 47 U.S.C. § 254

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1- 70.2 and 22.1-78.

Cross Refs.: JFC Student Conduct

JFC-R Standards of Student Conduct

Student Acceptable Use Policy

The purpose of this agreement is to provide access to the use of Computers Hardware/Software, Printers, Scanners, Network and Internet access, for educational purposes to the student. As such, this access will:

- Assist in the collaboration and exchange of information.
- Facilitate personal growth in the use of technology.
- Enhance information gathering and communication skills.
- Assist in the students' education.

The intent of this policy is to ensure that students are aware of and complies with all related technology use policies approved by the Division. The use of the network and computer resources is a privilege. Misuse will lead to negative consequences, up to and including revocation of said privilege by the Division.

In exchange for the use of related technology resources either at school or away from school, I understand and agree to the following:

1. GENERAL HARDWARE/SOFTWARE GUIDELINES

RIGHTS: Each student has the conditional right to make use of authorized hardware and software provided by the school Division in designated locations in order to facilitate academic growth.

RESPONSIBILITIES:

It is the student's responsibility to preserve and care for the hardware and/or software.

It is the student's responsibility to make sure no hardware or software is destroyed, modified, or abused in any way.

It is the student's responsibility to keep programs/files of a viral nature off any school equipment. The user will be held accountable for any deliberate attempts at knowingly installing and/or running a computer virus.

The Student may only log on and use the network under the immediate supervision of a staff member and only with his/her authorized userid and password.

It is the student's responsibility to make sure that all food and drinks are kept away from all hardware and software.

It is the student's responsibility to make sure that the content of the material they print, display to the screen, or transmit on computer hardware, is not deemed inappropriate. This includes, but is not limited to:

- Threatening to an individual(s)
- Abusive
- Intimidating
- Sexually explicit
- Demeaning, degrading, or derogatory in nature (including comments that are Ethnic and/or Racial in nature)

It is the student's responsibility not to use computers/Internet to play non-educational games or other non-academic activities.

It is the student's responsibility not to damage or vandalize computers, computer systems or networks.

It is the student's responsibility not to trespass in other's folders, work or files or use another's password. It is the student's responsibility not to use computers / Internet for commercial purposes.

It is the student's responsibility not to use computers / Internet for political lobbying.

It is the student's responsibility not to attempt to use e-mail or participate in any type of teleconferencing or chat.

It is the student's responsibility not to download files, programs, join listservs or newsgroups, install personal software or shareware on any Division computer.

2. PRINTER USAGE GUIDELINES

RIGHTS:

Each student has the conditional right to access an authorized and available printer in order to produce quality documents pertaining to his/her respective topic or interest area and to facilitate academic growth.

RESPONSIBILITIES:

It is the student's responsibility to adhere to the following printer guidelines:

Each user has the responsibility to monitor the printer while in use.

It is the student's responsibility to request permission to print materials exceeding the length set by the teacher or supervisor, or to print materials in color.

It is the student's responsibility to keep images (or text) containing pornographic material or material otherwise deemed inappropriate for school use from being printed or used on school premises.

It is the student's responsibility not to waste resources, such as paper, ink cartridges, ribbons, storage space, diskettes, etc.

3. SCANNER USAGE GUIDELINES

RIGHTS:

Each student has the conditional right to access an available scanner to facilitate personal academic growth.

RESPONSIBILITIES:

It is the student's responsibility to adhere to the following scanner guidelines:

The user is responsible for all scanned material. It is the student's responsibility to keep images (or text) containing pornographic material or material otherwise deemed inappropriate for school use from being scanned or used on school premises.

INTERNET USAGE GUIDELINES

RIGHTS:

Students have the conditional right to access the Internet to facilitate personal academic growth, information gathering skills, and communication skills.

RESPONSIBILITIES:

- The student shall accept responsibility for all material received under his/her account.
- The use of the Network is a privilege, which may be revoked by the Division at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software, the place of unauthorized information, computer viruses or harmful programs on or through the computers system in either public or private files or messages, attempting to access non-academic sites. The Division reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.
- The Division reserves all rights to any material stored in files which are generally accessible to others and will remove any material which the Division, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use their Division-approved computer account/access to obtain, view, download, or otherwise gain access to such materials.
- All information services and features contained on the Division's network resources are intended for the private use of its registered users and any of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form is expressly forbidden.

The Division and/or Network resources are intended for the exclusive use by their registered users. The student is responsible for the use of his/her account/password and/or access privilege. Any problems which arise from the use of a Student's account are the responsibility of the account holder. Use of an account by someone other than the authorized account holder is forbidden and may be grounds for loss of access privileges. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action by the Division. Misuse shall include, but not be limited to:

- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
- Misrepresenting other users on the Network.
- Disrupting the operation of the Network through abuse of the hardware or software.
- Malicious use of the Network through hate mail, harassment, profanity, vulgar statements, or discriminatory behavior.
- Interfering with other use of the Networks.
- Extensive use for non curriculum-related communication.
- Illegal installation of copyrighted software.
- Unauthorized down-sizing, copying, or use of licensed or copyrighted software.
- Allowing anyone to use an account other than the account holder.

Web Publishing Guidelines

The Lexington City Schools Division web site is designed to provide an electronic environment to improve communication among teachers, students, staff, administration and the community. Student web authoring will be encouraged and supported throughout the schools. The sharing of ideas between students and the global community will enhance the learning process. Student material posted on the World Wide Web must reflect the high educational standards of the Lexington City Schools Division. To insure the safety of our students and the accuracy and security of Division information, the guidelines and procedures listed below must be followed:

- No student's personal information, such as name, home address, and telephone number may be posted on the web site. Students must submit a signed permission form from their parent/guardian granting permission to post the student's work.
- Requests to post material on the LCS web site must have prior approval of the Principal or Superintendent. After approval, the material must be submitted in HTML on disk to Tech Specialist.
- Photographs and images used must have the written parent permission of not only the person or organization that owns the image, but of any person(s) included within the image.
- All copyrighted material used must have written permission of the person or organization that owns the copyright.
- Logos or trademarks used must have written permission of the person or organization that owns the copyright.
- All web pages must have at least one link back to the Division home page.
- Student directory will not be published.
- Students will not have access to the Division server to either upload or edit information.

The creator of the web page is responsible for insuring that the information contained therein is of the highest editorial standards (spelling, punctuation, grammar, style, etc.) The information should be factually accurate and current. If errors are observed, Tech Specialist should be contacted to make the necessary corrections.

*It should be noted that the LCS Division name or logo may not be used on a personal web page without permission of the Superintendent.

STUDENT ACCEPTABLE USE AGREEMENT

This agreement is entered into this _____ day of _____, 20__ between _____, hereafter referred to as Student, and Lexington City Schools. The purpose of this agreement is to provide access to the use of Computers, Hardware/Software, Printers, Scanners, Internet access, for educational purposes to the student. As such, this access will:

- Assist in the collaboration and exchange of information.
- Facilitate personal growth in the use of technology.
- Enhance information gathering and communication skills.
- Assist in the student's education.

The intent of this contract is to ensure that students will comply with all related Technology User policies approved by the Division.

I agree to abide by such rules and regulations of system usage as may be further added from time-to-time by the Division and/or Network. These rules will be available in hardcopy form in the Media Centers, Computer Labs, and the Administration Offices.

Student Agreement to Comply

I have read and understand the LCS Technology Acceptable Use Policy. I understand that the use of school computers including Internet access is a privilege and not a right. I also understand that my failure to comply with the policy could result in disciplinary action.

Signature: _____ Date: _____

Student Name: _____ Grade: _____

Parent/Guardian Agreement to Comply

Computers and the Internet are available to students to enhance the curriculum and promote educational excellence. The school Division has taken reasonable precautions to assure student safety, however, it is technically impossible for LCS to restrict access to all controversial material. Students are expected to avoid questionable materials and communications. I understand that the use of school computers including Internet access is a privilege and not a right. I will not hold Lexington City Schools responsible for any materials acquired by my child using the school's computers. As the parent/guardian of this student, I have read and understood the Lexington City School's Technology Acceptable Policy. I have reviewed these rules with my child and grant permission for my child to have Internet access.

As the student's parent or legal guardian, I will support this agreement.

Signature: _____ Date: _____

Name: (Please print) _____

*Signatures signify a contractual agreement for the period of time that the student attends schools in the Lexington City Schools Division.

Parent/Guardian Web Publishing Agreement

Lexington City Schools maintains web pages for each school and the Division. Photo images and student work are sometimes displayed on the web pages as a means of communicating and sharing student achievements with the community and other schools. Examples of such displays may include sports teams and captains; play casts, art work/show winners, writing contests, etc. I understand that other persons accessing the World Wide Web who are not part of the educational community may view these images. I give permission to LCS to display on the school web pages pictures of my child, his/her work as they relate to activities, projects, and programs at the school. Names will not be displayed at any time. (If you, as the parent or guardian, wish to cancel this agreement, you may do so at any time in writing by sending a letter to the principal of your child's school and such cancellation will take effect upon receipt by the school.)

Signature: _____ Date: _____

Name: (Please print) _____

*Signatures signify a contractual agreement for the period of time that the student attends schools in the Lexington City Schools Division.
Adopted:

Employee Acceptable Use Policy

Effective the date noted below, this Employee Acceptable User Policy is entered into between _____ and the Lexington City Schools, regarding the terms and conditions for access and acceptable use of the Internet for educational purposes through the LCS network. Use of the Division's educational network, including employee access to and use of the Internet through the LCS network, is limited to legitimate educational purposes to support and enhance the school Division's curriculum in a manner which is consistent with the Lexington City School's Division mission statement. Access to and use of the Internet through the Network is offered to employees for the following educational and employment-related purposes:

- To assist in the collaboration and exchange of information;
- To facilitate personal growth in the use of technology;
- To enhance information on gathering and communication skills;
- To provide resources which will enhance the Employee's job functions with the Division;
- To assist students in the use of technology to enhance their educational experiences.

The employee acknowledges that improper use of the Internet through the Lexington City School network is strictly prohibited and may subject the employee to restriction, suspension or termination of Internet access through the network and to appropriate disciplinary sanctions consistent with Division policies and/or provisions of the applicable collective bargaining agreement or employment contract. By signing this policy, the user agrees to not:

- Gain unauthorized entry into a file, whether to use, read, transfer, change, delete, duplicate, or for any other purpose.
- Use without authorization another individual's identification or password, trespass in other's folders, work or files.
- Knowingly transmit or receive communications, which are indecent, offensive, obscene, profane, vulgar, threatening, defamatory, an invasive of privacy or otherwise prohibited by law.
- Violate copyright, trademark, trade secrets or licensing agreement.
- Introduce a virus, either intentionally or through irresponsible handling of data and telecommunications resources.
- Change in any way the configuration of a computer or network.
- Damage or vandalize computers, computer systems or networks.
- Use computers / Internet for any purpose that is inconsistent with the educational purpose intended.
- Use computers / Internet to play non-educational games or other non-academic activities.
- Use computers / Internet for commercial purposes, political lobbying, to purchase, sell, and/or advertise for goods or services.
- Send, display, or receive offensive messages, pictures, or other media that is defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive or intended to harass.
- Download files, programs, join listservs or newsgroups, and install personal software or shareware on any Division computer.

The Employee acknowledges that:

- The LCS network is a monitored telecommunications network and no stated or implied guarantee is made regarding the privacy of electronic mail (E-Mail) or any other telecommunications.
- The Lexington City School Division and/or Internet resources through the LCS network are intended for exclusive use for educational purposes by LCS users only.
- The employee is responsible for the use of his/her account/password and/or access privilege.
- The Lexington City School Division does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted.
- The Lexington City School Division shall not be liable for any direct or indirect, incidental, or consequential damages (including, but not limited to, lost data, information, time or any harm caused by exposure to offensive material) sustained or incurred in connection with the use and operation of the system or inability to use the system.
- Employees have a conditional right to request newsgroups from the Internet in order to facilitate real-time learning with members on the network.
- Employees have the conditional right to send e-mail to members on the network.

Employee Signature Date

_____@lexedu.org
E-Mail Address

*Signatures signify a contractual agreement for the period of time that the teacher is employed in the Lexington City Schools Division.

Faculty Member: _____



***Lexington City Schools
“Classrooms and Curriculum of the Future” Results***

Please take a few minutes to provide input to the system-wide Technology Committee. Feel free to submit your answer in written form, e-mail responses, or talk with any committee member with reference to your vision or needs.

- 1. What classroom equipment would you envision in your “electronic classroom of the future”? (Consider the electronic hardware, assistive devices, communication tools, software and supplies you would utilize in your daily instruction)***

- 2. Would you be willing to serve on a system-wide Technology Curriculum Development Committee? (We need grade-level core curriculum teachers as well as elective/exploratory teachers to collaborate in the development of technology skills for instructional and professional development for students and faculty. Please help to develop a plan for meeting the future technological needs for our students and ourselves.)***