

South Dakota Department of Education
Office of Curriculum, Technology, and Assessment
Technology Plan Submission Form

*Approved Plan will be effective from
July 1, 2009 – June 30, 2012*



Spearfish School District 40-2
525 E Illinois
Spearfish, SD 57783

Technology Plan Submitted by:
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March 24, 2009*

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2. Technology Committee

Dave Peters.....	Superintendent Spearfish School District
Scott Hardesty.....	Technology Coordinator Spearfish School District
Dave Smith.....	Technology Assistant Spearfish School District
Tim Gusso.....	Technology/Curriculum Integration Spearfish High School
Stacy Kingsbury.....	English Teacher Spearfish High School
Stan Takahashi.....	Math Teacher Spearfish High School
Jo Ann Claggett.....	Computer Science Teacher Spearfish Middle School
Sheila Hansen.....	Librarian Spearfish Middle School
Ellie Cooch.....	Math Teacher Spearfish Middle School
Betty Lenner.....	Special Education Teacher West Elementary School
Janice Koski.....	Computer Science Teacher East Elementary School
Dianne Hemminger.....	Librarian East Elementary School
Dawn Edwards.....	Third Grade Teacher East Elementary School
Penny Lensegrav.....	Computer Science Teacher West Elementary School
Tricia Gainey.....	First Grade Teacher West Elementary School
Jan Goodrich.....	Second Grade Teacher West Elementary School

Committee members will meet monthly on the second Tuesday.

3. Vision

The Technology Vision*

- *Spearfish School District educators integrate technology into the educational program and are responsible for keeping current on technological advances. Teachers empower students to take advantage of new and existing technologies.*
- *The Spearfish School District has created virtual classrooms to expand access to learning opportunities for all students.*
- *A significant share of the district's curriculum is taught via technology, allowing teachers to provide more individualized instruction.*
- *Software is selected primarily to teach problem solving, decision-making and critical thinking skills. All software purchases support the district's student performance standards.*
- *Spearfish School District students use technology in a variety of ways to demonstrate student learning.*
- *The Spearfish School District budgets approximately the same number of dollars for technology training as it does for hardware. Hands on training focuses on integrating technology into the curriculum and enhancing staff effectiveness and efficiency.*
- *The Spearfish School District uses a computerized student information system (SIS) that collects and tracks data on student achievement and administrative functions. The system identifies the progress that each student is making toward performance standards. Teachers and principals have access to the SIS from their classrooms, offices and homes.*

*Spearfish School District educators use technology as a transparent teaching tool. The value of technology is in its potential for helping the school district to realize its vision in curriculum, instruction and assessment.

As described in the overall mission of the Spearfish School District, the purpose of education in our district is to '*empower all students to succeed in a changing world*'.

Within this context, we believe that technology is a tool for learning that expands our instructional repertoire and is the vehicle that maximizes the capacity of all teachers and learners. It is the vision of the district that students be engaged in a stimulating academic environment and a challenging curriculum that is student-centered and focused on inquiry-based learning.

Specifically, we envision that technology is available and effectively supported for all students and staff:

- To provide global access to information
- To meet the curricular needs of all learners
- To provide access to the general curriculum
- To refine critical thinking skills and foster creativity
- To provide a medium for expression and communication
- To collect, assess, and share performance information
- To improve the effectiveness of administrative tasks
- To provide skills and proficiencies necessary for the workforce

It is our intention that this vision will remain constant over the course of our plan and that it will guide the day-to-day and year-to-year implementation of technology.

4. Needs Assessment

The following components reflect targets for improvement and are essential to the effective implementation of the Spearfish School District Technology Plan:

- To improve equity and access to technology
- To replace and upgrade outdated hardware and software
- To institute and support job-specific technology training for all staff
- To institute and support best practices in technology integration
- To continue training technical support with new technologies and practices
- To improve and update fixed assets inventory database and remove obsolete equipment
- To implement tools for assessments, instructional exercises and teacher-created tests to measure students progress on state standards;
- To improve performance on standardized tests
- To improve data network security

Our needs assessment data for our technology plan is based on information drawn from many sources including:

- A review of the literature to identify best practices
- A survey of school sites hardware and instructional media
- A survey of students and teachers
- Discussion with site and district administrators
- Discussion with technology representatives from each building
- Input from students and teachers
- Superintendent Advisory Committee
- The South Dakota State Technology Standards

5. Consolidated Application

(From Consolidated Application June 2008) Per our approved District Technology Plan, Title II D funds will be used to fund technology mini-course sessions for all staff (Goal 1); professional day (release from classroom) opportunities for staff training related to grade-level and curriculum area (Goal 1); to supplement district support for training all High School staff in best practices for use of the laptops (laptop initiative school) (Goal 3); and, training of all staff for use of the Tech Path program to enhance curriculum mapping (Goal 2).

Consolidated Application Goals

- Goal 1: Increase student achievement in grades 6-12 in total reading/writing
- Goal2: Increase student achievement in grades 6-12 in math
- Goal 3: Increase total reading/writing in grades K-5
- Goal 4: Increase math proficiency levels in grades K-5
- Goal 5: All students K-12, will use technology skills to increase math and reading/writing achievement
- Goal 6: All students, K-12 will attend school in an environment that is safe, drug-free and conducive to learning

6. Three Year Goals and Objectives

Improving Student Academic Achievement

Goal: *All students will be taught to be ethical, responsible users of technology as they use technology resources to increase their math, reading, writing and research skills.*

Objectives:

1. Students will have equitable and easy access to effective and engaging software, and online resources for content delivery as an integral part of every school curriculum.
2. Students will use technology tools and applications for solving problems, making informed decisions, and participating in authentic, project-based learning.
3. Increase the number of students K-12 who use technology to communicate effectively in a variety of modes, as demonstrated in classroom, school, district and state assessments.
4. All students 9-12 will have access to a laptop for use at school and at home.
5. The district will provide one multimedia, Internet equipped computer per five or less students in all instructional classrooms.
6. Students will have internet safety training throughout the grades.

Objective	Activity	Timeline	Quantity if Applicable	Projected Cost	Source of Funding
1	Moodle	Yearly	K-12	Freeware	NA
4	Laptops for Grade 9-12	2009-2012	750	1,000,000	Capital Outlay
6	iSafe	Yearly	K-12	Free	NA

Professional Development

Goal: *Improve teaching and learning with staff development opportunities for all teachers and support staff.*

Objectives:

1. Technology mini-sessions will be held annually.
2. One in-service training activity will pertain to State mandated accountability program.
3. Professional day opportunities will be provided for staff for training related to their grade and curriculum area.
4. New staff will have access to a technology mentor to learn district applications, network file management and classroom management skills.

Objective	Activity	Timeline	Projected Cost	Source of Funding
1	Technology Mini-Sessions	Yearly	\$3,000	General Fund

Improving Technology Integration into Curricula and Instruction

Goal: *Provide standards based curriculum integrated at all grade levels and curriculum areas.*

Objectives:

1. Teachers will use an online program (TechPaths) to align curriculum to state standards.
2. Educational technology will be infused into the district’s curriculum and instructional activities.
3. Ensure that each school addresses instructional technology within their AdvancEd/North Central Association School Improvement Plan (SIP).
4. Increase technology use and competence of the entire teaching staff.
5. All educators will have access to e-mail and other interactive tools to communicate with parents, students and other educators.

Objective	Activity	Timeline	Evaluation Method Benchmark	Projected Cost	Source of Funding
1	Tech Paths Training	1 Day	Evaluated by Building Principals	In House	NA
5	GroupWise Email	Yearly	Evaluated by Building Principals	\$5,000	Capital Outlay

Improving Infrastructure

Goal: *Provide Quality Facilities*

Objectives:

1. Create an infrastructure including networks, hardware, software and facilities to support staff development and technology integration across the curriculum.
2. Provide a wireless infrastructure in the High School for the 1:1 laptop implementation
3. The district will obtain and maintain broadband, high-speed networks and reliable Internet access that enables students and educators to support their curricula activities.
4. The district will have a LAN (Local Area Network) and a WAN (Wide Area Network) where appropriate
5. Technical support via a technician and/or electronic assistance necessary to the maintenance of operating equipment will be easily accessible to all educators at all times.
6. The district will provide one multimedia, Internet equipped computer per five or less students in all instructional classrooms.
7. The district will provide broadband, high-speed voice, video and data network connections in all classrooms and other learning environments.

Activity	Timeline	Evaluation Method Benchmark	Projected Cost	Source of Funding
Hardware Updates	Yearly	Technology Committee	\$250,000	Capital Outlay

Distance Learning

Goal: *Provide easy access to a learning environment off campus.*

Objectives:

1. Distance-learning activities will be incorporated into the curricula where appropriate.
2. The district will have high-quality, highly informative, user-friendly Web sites.
3. The district will identify and support the needs of students who do not have access to technology in their homes to enable them to continue their learning through technology when school is not in session.
4. All students, teachers and administrators will be able to use technology systems, online resources and software in a safe, ethical and secure manner through the adoption by the district of an Acceptable Use Policy.
5. The school building will have the equipment necessary to provide distance-learning opportunities when and where it is needed in the school.

Objective	Activity	Timeline	Projected Cost	Source of Funding
2	District Web Site	2009-2012	0	NA
4	Content Filtering	Yearly	\$10,150.00	Technology Budget

DDN Usage

Goal: *Provide Staff with a digital Meeting Pipeline.*

Objectives:

1. Provide service to The Digital Dakota Network (DDN) a state wide interactive video and data communications system for meetings and continued education.

Objective	Activity	Timeline	Quantity if Applicable	Projected Cost	Source of Funding
1	Meetings and continued education	2009-2012	District	0	NA

7. Inventories

Yes, we have submitted our inventory to the K-12 Data Center.

Software Inventory (*see attachment J*)

Each May the district completes an online technology survey. This inventory includes such items as computers, servers, hubs, cameras, graphing calculators, TV's, telecommunications equipment, distance learning equipment, etc. This survey is submitted to the K-12 Data Center.

The District also maintains a Microsoft Access database of items purchased through the technology budget. Metal Asset Tags are stuck on all hardware items with the following engraved "Property of Spearfish School District" and a reference number. Items tracked in this database include: Building Location, Room Number, Item Description, Make, Model, Processor, Speed, Serial Number, Operating System, Date Purchased, Vendor Purchased From, and Asset Tag Number.

The District Technology Committee will review concerns involving software, hardware, and facilities that have become outdated and come up with a plan to address each issue. The District Technology Committee also reviews new purchases of software and hardware per building. Purchases of software that are considered a "standard" for all systems (for example the Office Suite) in the district will be handled by the District Technology Committee. Individual curriculum software requests are handled at the building level. Any technology purchases District wide that require any type of network support needs to be approved by the District Technology Coordinator prior to purchase. Currently all computers and networking hardware are on a 3 year replacement rotation. Yearly building tech requests are not final until School Board Approval.

8. Acceptable Use Policy

The District has a policy (*District Internet Policy 6165 – see attachment C*) that governs the use of online services for all staff and students. A user account that is password protected is required of all users that wish to use any of the network and online services. Each user will be given a “home directory” for the storage of personal files. Each user on the network is required to sign an Acceptable Use Policy (*see attachments D, E, F, and G for individual site forms*) that outlines what is acceptable, what is not acceptable, and the consequences. All software installed on Spearfish School District computers are owned and licensed by Spearfish School District.

9. Distance Learning Policy

Rapid advancements in technology will undoubtedly create new methods for providing and delivering distance education. Therefore, policies and procedures that impact distance education will continuously change and these guidelines should be considered "interim" in nature and reflect the latest developments at the time of printing. As changes occur that are internally developed or required by the South Dakota Department of Education, this document will be revised to incorporate those changes.

The attached (*see attachment H*) distance education policy is intended to assist with planning, coordination, and technological support for participating administration, faculty and staff.

10. Three Year Telecommunications Services and Equipment Policy

The Spearfish School District currently utilizes Knology as the vendor for all local and long distance services for the telephones and fax machines located in the district. We currently have a total of 50 lines for the district. These services receive E-Rate funding as telecommunications services. As additional lines are needed we work closely with the vendor to implement these in the most efficient method. There is not a current need or plan to make major revisions to the phone system in any of the district’s schools.

The Spearfish School District leases fiber lines from Knology for the purpose of connecting all of the primary attendance locations together in a WAN with a gigabit backbone. These services receive E-Rate funding as telecommunications services.

The Spearfish School District utilizes a total of twenty cellular phones that are contracted with Alltel. These services also receive E-Rate funding as telecommunications services.

Funding Sources

Activity (from action plan)	Category of funding	Funding Source(s)	Projected amount of funding from each source
Phone Services	Telecommunications Services	General Fund	\$15,760
Fiber ring connecting buildings	Telecommunications Services	General Fund	\$32,040
Servers / infrastructure	Hardware	Capital Outlay	\$40,000
Workstations / peripherals	Hardware	Capital Outlay	\$200,000
Software	Software	Capital Outlay	\$10,000
TIE Conference, Mini-grants, Mini-courses	Professional Development	Title II	\$10,234

11. E-rate Document Retention Policy

Retain the documentation as listed in *Attachment I*, to the extent applicable, for five years after the last date of service. Last date of service is the last day of the service delivery period of the E-rate funding year for recurring services. Last date of service for equipment purchases funded through E-rate is the latest date of (1) date of purchase of equipment; (2) installation date; or, (3) the date of the E-rate funding commitment decisions letter.

12. Children's Internet Protection (CIPA)

All Internet activity will pass through our firewall (FortiGuard). This appliance will provide protection to the internal network from outside intrusion. This appliance will also provide filtering from inappropriate sites. The State of South Dakota maintains and supports the filtering software on the FortiGuard appliance. Lightspeed Total Traffic Control software provides a client on each laptop taken off campus for offsite content filtering and is monitored and updated by the Technology Coordinator.

Each user will be required to have their parent/guardian sign an *Internet Use Agreement* form as attached in (*Attachments E, F, and G*) before they will be granted access to the Internet. Each user will be instructed on appropriate use of the Internet.

Spearfish School District will continue to provide the students and parents with information on internet safety through public meetings and outside sources such as internet safety speakers and the local police department.

CIPA compliance and related policies were last reviewed with the School Board on October 11, 2005.

13. Collaboration with Adult Literacy Providers

Not Applicable.

14. Evaluation

The District Technology Committee will annually review the technology plan and purchases for that year. The committee will make necessary revisions and make suggestions to the district's school board of any technology areas that need to be addressed. The District Technology Committee will keep the board informed of all areas of the technology plan.

We will use the results of the teacher and student surveys to monitor our progress on staying current with hardware and software. Surveying past graduates will keep us informed and be used as an evaluation of our plan on student performance in the areas of preparing them for post secondary school or job market requirements.

Our plan has been formulated to be a workable document and therefore we feel the following areas need to be reviewed annually:

- **Inventory:** on an annual basis the technology coordinator will update the room by room inventory of district hardware.
- **Infrastructure:** changes and upgrades to infrastructure will be examined on the basis of changing technology needs.
- **Needs Assessments:** as teachers and administrators update their training and abilities, new additions to the plan will be considered.
- **Goals and Objectives:** on an annual basis the technology committee will examine whether district goals and objectives have been met and the need for new or modified action plans.
- **Vision:** with the speed of change in technology, the district's vision will be reviewed in light of these changing technology and student needs.
- **Professional Development:** as new staff members enter the district and existing staff members seek new solutions and challenges for students, the District Technology Committee will need to examine other training options.
- **Curriculum:** curriculum integration needs to be examined on an annual basis as course offerings change and student competencies increase.
- **Action Plan:** needs to be read and evaluated annually to find those areas that have been met and to identify new areas that require an update action plan.
- **Student Performance:** will be examined as test scores are evaluated. We continue to search for tools that provide us with the ability to accurately evaluate student performance.

District Internet Policy 6165

Internet Usage

The Internet is a global information infrastructure used by educators, businesses, the government, the military, and many other organizations. The Spearfish Board of Education believes the use of the Internet offers vast, diverse and unique resources to students, teachers and other users. The district's goal in providing this service to staff, students and other users is to promote educational excellence in our schools by facilitating resource sharing, innovation and communication.

The Spearfish School District will make every reasonable effort to give access to educationally appropriate sites. However, it may not be technologically possible to limit Internet access to only those sites that have been authorized for the purpose of instruction, and research related to the curriculum.

The district firmly believes that access to the valuable information and the interaction on this global network far outweigh the possibility users may procure material that is not consistent with the educational goals for the district. However, parents/guardians are advised a determined user may be able to gain access to services on the Internet that district has not authorized for education purposes.

Parents/guardians are also advised that communications on the Internet are not censored by the district. Students participating in the use of the Internet may gain access to information and communications their parents/guardians find inappropriate, offensive or controversial. Parents/guardians assume this risk by consenting to allow their students to participate in the use of the Internet. In order to access the district's Internet service, students and their parent/guardian must first agree to and sign the district's acceptable use agreement.

The Spearfish School District does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with the rules, regulations and policies of the district. Users who disregard the district's acceptable use agreement may have their privileges suspended or revoked. In some cases, where applicable, law enforcement officials may become involved in actions that violate state or federal regulations or laws. Users granted Internet access through the Spearfish School District assumes all responsibility and liability, both civil and criminal, for their use of this service. The district makes no warranties of any kind, expressed or implied, for the Internet service that is provided. The district will not be responsible for any unauthorized financial obligations resulting from use of this service.

Spearfish School District Staff Acceptable Use Agreement

Internet access is available to authorized users through the Spearfish School District. Internet is a global electronic information infrastructure; a network of global networks. Because the Internet is a constantly changing electronic environment, the information available to users is constantly changing. Therefore, it is impossible to predict with certainty what information users might locate. This networking environment requires that the user be responsible for the appropriate use of this service. Availability of some materials on the Internet does not indicate endorsement of their content by the Spearfish School District. All users are required to sign this agreement before they may access this service. To access the Internet services users must agree to the following:

- Be polite and use appropriate language in your messages to others. Obscene, abusive, sexually explicit, or threatening language will not be tolerated. Access is a privilege, not a right.
- Never reveal yours or anyone else's personal address, phone number or password.
- Recognize that electronic mail is not guaranteed to be private and it may be accessed by school officials.
- Use only your own account. You cannot access any other person's materials, information or files without their permission.
- Do anything that threatens the integrity of the Spearfish School District network.
- Use the network in ways that do not disrupt the use of the network for other users.
- Do not harm or destroy in any way the data of another user, including the uploading of, or the creation of computer viruses to any computer.
- Do not send "chain letters" or "broadcast" messages to lists of individuals that would result in congestion of the network or otherwise interfere with the work of others.
- Do not place unlawful information on the network.
- Keep e-mail messages remaining in your mailbox to a minimum to conserve disk space.
- Abide by all copyright and license agreements, including obtaining the approval for the use of another person's intellectual property.
- You are prohibited from accessing, uploading, downloading, distributing, viewing or possessing any pornographic, obscene or sexually explicit material or language.
- You, not the District, are responsible for possession of any and all materials and for your actions with the use of the account.
- You must abide by any and all local, state and federal rules and regulations.
- No financial transactions of any kind will be allowed by students using this account.
- Any violations of District policy or rules may result in the loss of District provided access to the Internet.
- Additional disciplinary action may be imposed and will be determined on an individual basis in keeping with existing practices and procedures regarding inappropriate language or behavior. When applicable, law enforcement agencies may become involved.
- Internet use will be monitored by the Spearfish School District.

The Spearfish School District makes no warranties of any kind, expressed or implied, for the Internet access it is providing. The District will not be responsible for any unauthorized financial obligations resulting from the use of this account.

I have read this agreement and agree to adhere to the principles and procedures detailed within.

STAFF _____ **DATE** _____

***Refusal to sign this document will result in loss of computer privileges.**

**Spearfish High School Student
Acceptable Use Agreement**

Internet access is available to authorized users through the Spearfish School District. Internet is a global electronic information infrastructure; a network of global networks. Because the Internet is a constantly changing electronic environment, the information available to users is constantly changing. Therefore, it is impossible to predict with certainty what information users might locate. This networking environment requires that the user be responsible for the appropriate use of this service. Availability of some materials on the Internet does not indicate endorsement of their content by the Spearfish School District. All users are required to sign this agreement before they may access this service, and all students must also have their parent/guardian sign the following guidelines for user exploration. By signing this agreement parents/guardians give their permission for their child to access these services. To access the Internet services users must agree to the following:

- Be polite and use appropriate language in your messages to others. Obscene, abusive, sexually explicit, or threatening language will not be tolerated. Access is a privilege, not a right.
- Never reveal yours or anyone else’s personal address, phone number or password.
- Recognize that electronic mail is not guaranteed to be private and it may be accessed by school officials.
- Use only your own account. You cannot access any other person’s materials, information or files without their permission.
- Use the network in ways that do not disrupt the use of the network for other users.
- Do not harm or destroy in any way the data of another user, including the uploading of, or the creation of computer viruses to any computer.
- Do not send “chain letters” or “broadcast” messages to lists of individuals that would result in congestion of the network or otherwise interfere with the work of others.
- Do not place unlawful information on the network.
- Keep e-mail messages remaining in your mailbox to a minimum to conserve disk space.
- Abide by all copyright and license agreements, including obtaining the approval for the use of another person’s intellectual property.
- You are prohibited from accessing, uploading, downloading, distributing, viewing or possessing any pornographic, obscene or sexually explicit material or language.
- You, not the District, are responsible for possession of any and all materials and for your actions with the use of the account.
- You must abide by any and all local, state and federal rules and regulations.
- No financial transactions of any kind will be allowed by students using this account.
- Any violations of District policy or rules may result in the loss of District provided access to the Internet.
- Additional disciplinary action may be imposed and will be determined on an individual basis in keeping with existing practices and procedures regarding inappropriate language or behavior. When applicable, law enforcement agencies may become involved.
- Internet use will be monitored by the Spearfish School District.

The Spearfish School District makes no warranties of any kind, expressed or implied, for the Internet access it is providing. The District will not be responsible for any unauthorized financial obligations resulting from the use of this account.

I have read this agreement and agree to adhere to the principles and procedures detailed within.

STUDENT _____ DATE _____

I have read this agreement with my child and I agree to allow my child to access the Internet services provided by the District.

PARENT/GUARDIAN _____ DATE _____

I want my child to access the Internet.	Yes	No
My child’s work may be published on the Internet.	Yes	No
My child’s photo may be published on the Internet.	Yes	No

Spearfish Middle School Technology Use Agreement

I. Internet Access and Use

Internet access is available to authorized students through the Spearfish School District. The Internet is a vast archive full of information, not all of which is relative to school. Availability of some materials on the Internet does not indicate endorsement by the Spearfish School District. In order to provide access to our students, they must carefully read and sign the following technology use agreement. A parent or legal guardian must also read and sign the agreement.

By signing this agreement parents/guardians give permission for their child to access Internet services. Student users must agree to and abide by the following guidelines at all times.

In compliance with Board policy and procedures on student rights and responsibilities, a copy of which is attached, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folder, work, or files
- Intentionally wasting limited resources
- Employing the network for unauthorized commercial purposes
- Visiting chat rooms or guestbook's
- Visiting sites containing violent, pornographic, or other inappropriate material
- Changing any default settings on the computer
- Downloading of files, software, applications, music, or zipped files without teacher permission/supervision

*Electronic mail will only be used for academic reasons and with teacher permission/supervision. Consequences for breaking the technology use agreement may be removal from school use of all technology for the entire school year.

II. Electronically Displayed Student Work and Photographs

Students at Spearfish Middle School may have the opportunity to be published on the World Wide Web. Projects, class work, and photographs of students may be included on websites published by our students, teachers, or other School District personnel. In the event that photographs of students are published, first or last names will not be included.

- My child has permission to gain Internet and technology access under the compliance of rules stated in the Technology Use Agreement above. (Option of Yes or No given on sign-off sheet.)
- My child has permission for his/her work and/or photograph (name excluded) to be published on the World Wide Web. (Option of Yes or No given on sign-off sheet.)

East-West Signature Page

As parent/guardian, I have read, understand, and agree to all of the guidelines, procedures, and policies set forth in the 2004-2005 Spearfish Elementary Schools Student/Parent Handbook. I have also reviewed the Handbook with my child. I acknowledge the special expectations and requirements contained in the following areas:

- Public Conduct on School Property and at School Events (Board Policy 1315)
- Dangerous Weapons in School Policy (Board Policy 4250/5115)
- Drug, Alcohol, and Tobacco Policy (Board Policy 5105)
- Search and Seizure Policy (Board Policy 5110)
- Anti-Harassment Policy (Board Policy 5130)
- Threats (Board Policy 5138)
- Suspension and Expulsion (Board Policy 5210)
- Alternative Instruction Programs and Transfer of Credits From Non-Instruction Programs (Board Policy 6255) Accredited and Alternative
- Technology Use Agreement

As parent/guardian, I am responding to the following areas:

1. Attend any field trips planned and supervised by the school during the school year. I understand that private automobiles with parent drivers may sometimes be used.
Yes ___ No ___
2. My child may use email and the internet while at school according to the rules outlined in the Technology Use Agreement. Yes ___ No ___
3. I understand that the school may wish to publish examples of student projects, photographs of students, and other work on the Internet. The school will not be displaying photos with the child's name listed, nor will they be including any last names of students when student work is published.
 - a. My child's work may be published on the Internet. Yes ___ No ___
 - b. My child's photo may be published on the Internet. Yes ___ No ___
4. Each year the Title I staff does some individual academic assessments to assist in selecting children for Title I services and to plan appropriate programs for them. You will be notified if your child is eligible for Title I services. I grant permission for my child to participate in the assessment with the understanding that I can discuss this service at any time with school personnel.
Yes ___ No ___
5. The news media will sometimes be in our school to cover school activities. I give permission for my child to be included in these news media publications/broadcasts. Yes ___ No ___
6. My child may view PG rated (parental guidance) videos, DVD's, etc.
Yes ___ No ___

I may contact the particular elementary school to discuss any portions of the Student/Parent Handbook, which are unclear to me. I understand that the Signature Page must be signed and returned to the school office by the end of the school day.

My student's name is _____ . (Please Print)

Parent/Guardian Signature

Date

Spearfish School District 40-2

Distance Learning Policy & Guidelines

Any teaching assignment that includes remote delivery will be made only with the consent of the teacher and district. Written notice of all teacher assignments will be made by April 1 of each year. Teachers who teach via the distance learning systems will be required to participate in a training program, which will consist of a minimum of 15 clock hours of training at no cost to the teachers.

Teachers will be responsible for course content, materials and supply selection, instruction, testing, evaluation and all other necessary instructional responsibilities for all sites taking the class. The principal of the home site will be responsible for supervising the teacher.

Teachers will be expected to maintain classroom order and discipline in the same manner that they would for any other classes. Discipline referrals are to be made to the Administration of the school in which the student resides. Teachers may gather personal data relevant to their teaching and the class on their students in remote sites. Remote sites are urged to share relevant information about the students with the teacher.

Testing procedures are up to the instructor. If a local site monitor is required for any testing, the instructor must notify the principals at least 48 hours before the test.

All students will receive the following information on the first day of class:

- Introduction of students and teachers.
- Rules for attendance, homework, incompletes and grading.
- Discipline rules and procedures. (See Student Contract)
- An explanation of the parent/student agreement.
- Studio equipment usage, responsibilities, operations and the startup procedures.

If technical downtime occurs, the teacher must call the principal's office at the remote site(s) to notify them of the problem. If the system is partially functional, and students cannot see but can hear the teacher, the class will continue. If the students cannot see or hear the teacher, the teacher should call the remote site and give the students the assignment. Teachers are encouraged to use electronic media to keep students informed about the class and for transmitting information back and forth. E-mail should be used extensively and the teacher should consider establishing a web site.

Principals should exercise care in selecting students to ensure that the students are academically prepared to meet the stated course prerequisites and that they possess sufficient maturity and motivation to function well in a two-way interactive television class environment.

Substitute Teachers

The host site will be responsible for securing substitute teachers when they are needed. Teachers may videotape a lesson in advance for use by the substitute; however, the videotape cannot take the place of a teacher.

Classroom Supervision

Principals at remote sites will provide classroom supervision sufficient to ensure that order is maintained.

Student Attendance

Principals should make every attempt to have their student in the classroom according to the host school's starting times and whenever the host site is in session.

Operational Policies

CLASS SIZE—Maximum recommended enrollment in the host site studio is 20 students unless the principal and Coordinator agree to a larger number. The overall class size (total of all students at all sites) will not exceed a normal class load of that course or a similar course in the teacher's home school.

STUDENT CONTRACT—All students who take courses on the V-Tel network will be required to sign a course contract. This course contract will be countersigned by one of the students' parents or guardian.

GRADING—Grading policies and standards for courses and deficiency notices shall be consistent with the policies in the originating school. Teachers will be responsible for communicating these to students in the remote sites.

MAKEUP WORK—When a school does not hold classes for any reason, students will be responsible for any work missed. Notification of these changes is the responsibility of the teacher. Students who know they will be absent from class may request that the class be video taped for them. Video taping can be done only with the advance notice and approval of the teacher and only for the benefit of the student.

BROADCASTING FROM ANOTHER SITE—Any planned change in origination sites must have the approval of both principals at least 48 hours ahead of the change.

FIELD TRIPS ETC.—Field trips, social activities, get-togethers, etc. must have the approval of all principals involved. Any travel expenses associated with the trips will be the responsibility of the students' home district.

SYSTEM PRIORITIES—The system will be available for K-12 member schools use every Monday through Friday from 7:00 AM until 4:00 PM. The system can be used within those hours only with the approval of the principal and the Digital Dakota Network (DDN) Coordinator. Use outside of those hours will require approval by the principal, the superintendent or designee and the V-Tel Coordinator.

General Procedures

TEXTBOOKS- All schools taking classes via distance learning will be responsible for providing their own textbooks for courses offered for high school credit. It is permissible to loan textbooks between schools.

PARENT CONFERENCES - Parent/student/teacher conferences may be arranged and the system may be used for the conference.

SCHEDULE CHANGES- The announcement of changes in school schedules caused by emergencies such as weather shall be announced on local radio and television stations.

VIDEO TAPES- Videotapes made for remote delivery purposes shall become the property of the school district and their sale or re-use by other teachers is prohibited without the permission of the teacher and the district.

CLASS CALENDAR- Instructional days for a class on the system will follow the calendar of the origination site for the class.

Teacher Fees/ Student Fees

Schools that contract to receive a distance learning class from Spearfish will pay per semester to the Spearfish School District. Billing for the first semester will be based upon the number of students on the registration listed for any class on June 15 or the actual number of students in the class on September 15, whichever is greater. Billing for the second semester will be based upon enrollment in the classes on the 10th day of class during that semester.

The Distance Education Instructor is guaranteed \$1500 per semester. The cost per student is \$150 with a minimum of 10 students. A site with fewer than ten students; the total is pro-rated to equal \$1,500; more than ten the cost per student is still \$150, with any extra money going to the originating site.

Student Contract

AS A STUDENT TAKING A TWO-WAY INTERACTIVE COURSE, I AM AWARE THAT: Certain standards are expected of me, as a student, and insubordination of any kind will not be tolerated. Insubordination has been defined as anything that interferes with teaching or learning in the classroom.

Disruptive behavior will not be tolerated. This includes: cheating, using inappropriate language or gestures, creating distracting noise, leaving or entering class without teacher approval and similar acts.

Because of the technology, anything I do in the classroom can be video taped without my knowledge.

Classroom procedures must be followed: Students must sit within camera view at all times. Students must not mishandle the equipment in the classroom.

I hereby authorize and give consent to Spearfish High School to record and play back any likeness, image, voice, and performance and any and all materials furnished by me on film, tape, or otherwise during this school year. I give these rights freely and without compensation now or in the future. I have read and understand the above policy and agree to everything stated.

Student signature

Date

Parent or Guardian signature

Date

School District Staff

Date

Erate Retention

1. USAC Forms & Certifications

- 1.1. Form 470, 470 Certification & delivery confirmations (if a form or certification was mailed to SLD).
- 1.2. Form 471, 471 Certification & delivery confirmations
- 1.3. Form 472 & delivery confirmations
- 1.4. Form 479 (*Consortium members & consortium leaders only*)
- 1.5. Form 486, Certification & delivery confirmations
- 1.6. Form 500 & delivery confirmations

2. USAC Letters

- 2.1. Form 470 Receipt Notification Letter (RNL)
- 2.2. Form 471 Receipt Acknowledgment Letter (RAL)
- 2.3. Form 471 Out Of Window Letter (OOW)
- 2.4. Funding Commitment Decision Letter (FCDL)
- 2.5. Form 486 Notification Letter
- 2.6. Form 500 Notification Letter
- 2.7. BEAR Notification Letter
- 2.8. Quarterly Disbursement Reports (QDR)
- 2.9. Other USAC letters

3. Technology Plan & Approval Letter

- 3.1. Written Technology Plan with Creation Date
- 3.2. Approved Technology Plan
- 3.3. Approved Technology Plan updates
- 3.4. Certified Technology Plan Approver Letter (or screen print if approval is maintained online)
- 3.5. Professional Development Training Logs
- 3.6. Technology Plan Training Sign In Sheets

4. Competitive Bidding, Vendor Evaluation & Contracts

- 4.1. State and Local Procurement Regulations (printout or website reference)
- 4.2. RFP/ Public Notice/ Advertisement
- 4.3. All Vendor responses & Bids received (winning and losing)
- 4.4. Bid Evaluation criteria, Evaluation Matrix & Bid ratings (**Sample Available**)
- 4.5. Notice of Award letters
- 4.6. Miscellaneous documents (memorandums, board minutes, notes to file)
- 4.7. Signed and Dated Contracts/ Service Agreements/ Notice of Award Letters
- 4.8. Contract Amendments/Addendums/Extensions
- 4.9. State Master Contracts (printout or website reference)
- 4.10. Vendor Correspondence

5. PIA Review

- 5.1. Letter of Agency (LOA) consortium
- 5.2. Consultant agreement or LOA
- 5.3. Responses to PIA inquiries (email, faxes, case numbers)
- 5.4. Entity eligibility documentation (state website printout, matching records, etc.)
- 5.5. Discount eligibility calculation documentation
- 5.6. Item 21 Attachment (online or paper)
- 5.7. Product Service Eligibility (warranties, product descriptions, network diagrams etc.)(for E-rate equipment)
- 5.8. Budget (Final approved, Superintendent Letter, draft budget, Grant Letters)
- 5.9. Request to Cancel Services

6. CIPA (Children's Internet Protection Act)

- 6.1. Undertaking Actions to comply with CIPA (e.g., public notice, public meeting or hearing minutes, etc.)
- 6.2. Filtering Documentation (purchase, installation, use)
- 6.3. Internet Safety Policy
- 6.4. Logs of filtering incidents

7. Service Delivery & Inventory Management (Applicable for E-rate funded equipment or E-rate funded maintenance)

- 7.1. Inventory/Asset Registry
- 7.2. Schematic of equipment
- 7.3. Receipt of service/ product and installation log (work orders)
- 7.4. Replacement Log (replacement or upgrades)
- 7.5. Maintenance Log
- 7.6. Equipment transfer log

8. Invoicing & Payments

- 8.1. Customer Bills
- 8.2. Calculation Workpapers for BEARs
- 8.3. Service Certifications
- 8.4. Proof of Payment of discount and non-discount amounts (cancelled checks, bank statements)
- 8.5. Reimbursement from vendor verification (BEAR only)
- 8.6. Miscellaneous (memos to vendors, notes to file, emails)

9. Change Requests & Appeals

- 9.1. Appeal Request
- 9.2. Appeals Delivery Receipt (proof of postmark, fax confirmation)
- 9.3. Service Substitution Request
- 9.4. SPIN Change Request
- 9.5. Documentation of Funds Returned to USAC
- 9.6. Invoice Deadline Extension Request
- 9.7. Service Deadline Delivery Request
- 9.8. Transfer of Equipment Notification

10. Miscellaneous

- 10.1 PIN mailer (For the authorized user)
- 10.2 Site Visit documentation
- 10.3 Audit documentation

Software Purchases

License Quantity	Software Title
District License	Novell Netware 6.5
District License	Novell ZENworks 7
District License	Novell BorderManager 3.9
District License	Novell GroupWise 8
District License	Messaging Architects Spam Filter
District License	TimeLiner 5
District License	Tech Paths
District License	Excent
District License	Symantec Veritas Backup Software
District License	Pcounter
District License	Juniper Radius Software
District License	Rosetta Stone
Admin Building	Software Unlimited Accounting
Admin Building	Time Management Systems
HS Site License	Macromedia Studio 8
HS Site License	Choices
HS Lab License	Automated Accounting
HS Site License	Adobe CS3 Design Standard
HS Site License	SynchronEyes
HS Site License	Geometer Sketchpad
HS Site License	Data Studio
HS Site License	ThinkStation
MS Site License	Dreamweaver MX
MS Site License	TimeLiner5
MS Site License	SynchronEyes
East Site License	Library World Silver
East Site License	Clock Faces
East Site License	Fractions
East Site License	Gamco Math: Geometry and Fractions
East Site License	Type to Learn
East Site License	Ultra Key
East Site License	Discover Time
East Site License	Print Shop 15EEV
East Site License	Reading Blaster
East Site License	Math Blaster
East Site License	Spelling Blaster
East Site License	Vocabulary Blaster
East Site License	Word Munchers

East Site License	Money Challenge
West Site License	Blaster Series (Reading and Math)
West Site License	Library World Silver
West Site License	Orchard
5 lab packs	Cat in the Hat
5 lab packs of 10	Living Books
12	Adrem Software
1147	Symantic Corporate Edition
1150	Office Pro 2007
3	Windows 2003 Server
2	Microsoft Visio Pro 2007
45	Microsoft FrontPage 2002
10	Grouplink Help Desk
25	WordPerfect Office X3
1150	Lightspeed Total Traffic Control
25	AutoCAD 2007LT
35	Anamagic
20	Adobe PhotoShop 5
5	Pinnacle Studio 8
35	Kidspiration
50	PhotoShow Deluxe
9	Making the Grade
55	Kidspiration
450	Renaissance Place (Accelerated Reader, Accelerated Math, STAR reading)
250	Renaissance Place (Accelerated Reader)
1	Mircrosoft Web Expressions