

Spearfish School District  
Technology Plan  
2017-2020



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

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## 2. Technology Committee

Kirk Easton.....	Superintendent Spearfish School District
Scott Hardesty.....	Technology Coordinator Spearfish School District
Steven Overby.....	Technology Assistant Spearfish School District
John Mitchell.....	Support Specialist Spearfish High School
Stacy Weglin.....	English Teacher Spearfish High School
Emily Benvenga.....	Librarian Spearfish High School
Don Lyon.....	Principal Spearfish Middle School
Teri Bauerly.....	Computer Science Teacher Spearfish Middle School
Dan Olson.....	Principal Creekside Elementary
Janice Koski.....	Computer Science Teacher Creekside Elementary
Alisa Bentley.....	Librarian Creekside Elementary
Brooke McLellan.....	Computer Science Teacher West Elementary School
Jennifer McBurnett.....	Teacher Mountain View Elem.

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Committee members will meet bi-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.*

*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 student 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:

- Review of the literature to identify best practices
- Survey of school sites hardware and instructional media
- Survey of students and teachers
- Discussion with site and district administrators
- Discussion with technology representatives from each building
- Input from students and teachers
- Input from Superintendent Advisory Committee
- Integration of the South Dakota State Technology Standards
- Implementation of the Common Core State Standards

## 5. Consolidated Application

(From Consolidated Application June 2015) 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).

### 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 8-12 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.
7. Provide 3 laptop carts of 30 laptops to Creekside Elementary and 2 laptop carts of 30 laptops to Spearfish Middle School.

Objective	Activity	Timeline	Quantity if Applicable	Projected Cost	Source of Funding
1	Moodle	Yearly	K-12	Freeware	NA
4	Laptops for Grade 8-12	2017-2020	950	850,000	Capital Outlay
7	Laptop Carts	2017-2020	150 Laptops	\$17,500	Capital Outlay

### **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. Educational technology will be infused into the district's curriculum and instructional activities.
2. Ensure that each school addresses instructional technology within AdvancEd.
3. Increase technology use and competence of the entire teaching staff.
4. 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
4	GroupWise Email	Yearly	Evaluated by Building Principals	\$1,000	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 throughout the school district.
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	Yearly	0	NA
4	Content Filtering	Yearly	\$10,500.00	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	Yearly	District	0	NA

## 7. Inventories

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*) 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 E*) 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 Vast 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.

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 Vast 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 21 cellular phones that are contracted with AT&T.

## 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	\$18,760
Fiber ring connecting buildings	Telecommunications Services	General Fund	\$42,720
Servers / infrastructure	Hardware	Capital Outlay	\$40,000
Workstations / peripherals	Hardware	Capital Outlay	\$200,000
Software	Software	Capital Outlay	\$30,000
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 F*, 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) and content filter (Lightspeed). The firewall will provide protection to the internal network from outside intrusion. The Lightspeed appliance will provide content filtering from inappropriate sites. The State of South Dakota maintains and supports 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 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 educational 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.

**Acceptable and Ethical Use of Technology Resources  
Spearfish School District Network and Computer Systems**

Definitions: The "District's Computer Systems" and the "District's Networks" are defined as any configuration of hardware and software, including all of the computer hardware, operating system software, application software, stored text, and data files. This also includes, but is not limited to, electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and any and all new technologies as they become available.

Policy: The use of the District's Network, inclusive of the Wide Area Network (WAN) and the Local Area Network (LAN) is a privilege, not a right. Guidelines are provided to make all users aware of the responsibilities associated with educational, efficient, ethical, and lawful use of network resources. If a person violates any of these provisions, privileges may be terminated, access to the District Network may be denied, and the appropriate disciplinary action shall be applied. The District's discipline policy shall be applied to student infractions.

In compliance with applicable laws, including SDCL 22-24-55, the District shall operate a technology protection measure that blocks or filters Internet access. The technology protection measure is intended to protect against access by adults and minors to content that is harmful to minors, abusive, obscene, profane, sexually explicit, threatening, illegal or pertaining to pornography, including child pornography. The District shall make reasonable efforts to restrict access to inappropriate materials and shall take reasonable measures to monitor the online activities of the end users; however, it is impossible to control all materials on a global network. Therefore, the District shall not be liable for the content or viewing of any materials not prepared by the District, or for access by a minor user to obscene materials under SDCL 22-24-57. Teachers may file a request with the Technology Coordinator to unblock websites that they believe have significant educational value. If the website is determined to be appropriate, the site will be unblocked.

Disciplinary action may be taken against students whose on-site communication causes a substantial disruption to the education environment or interferes with another student's rights. Disciplinary action may also be taken against students for non-communication violations affecting the District's Computer Systems and District's Networks. Criminal action by law enforcement authorities may be taken against students if their on-site communication constitutes a threat or otherwise constitutes illegal conduct.

The parent/guardian shall notify building administrators each year if the parent/guardian does not want his or her child to independently use the District's Computer Systems to access the Internet. Unless the District receives a proper authorization from the student and parent/guardian, students will not be permitted Internet access (See Code 6245). If a parent/guardian denies Internet access, this does not apply to direct classroom instruction where the teacher uses the Internet as a classroom demonstration or in a situation where the

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students are using computers and being supervised by District staff in the directed use of specific Internet sites as part of the class curriculum. Teachers should be prepared to provide alternate activities for students who have lost privileges through disciplinary action.

User accounts are considered the property of the District. The District expressly reserves the right at any time to review the subject, content, and appropriateness of electronic communications or other computer files and remove them if warranted, reporting any violation to the school administration or law enforcement officials.

Persons using the District's Computer Systems or District's Networks shall have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent, received, or stored on the District's Computer Systems or District's Network.

The District does not guarantee that the District's Computer Systems or District's Networks will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by them. **Access to the District's Computer Systems or District's Network is provided on an "as is" basis without warranties of any kind, express or implied, and all implied warranties including those of merchantability or fitness for a particular purpose are excluded. Neither the District nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the District's Computer Systems or District's Network or out of any breach of any warranty, express or implied.**

Security of all networks connected to the District is a high priority. Anyone observing a security problem on the District's Computer Systems or District's Network shall notify District personnel. Any person identified as a security risk or having a history of problems with other computer systems may be denied access to the District's Computer Systems or District's Network.

The District's Network may not be used for personal gain, which includes District email and/or web pages, to solicit sales or conduct business.

### **Proper Use of District Network and Computer Systems**

Proper use of the District's Computer Systems and the District's Network requires that District staff and students abide by the following guidelines. District staff and students shall:

- (a) be responsible for all use of the network under their accounts, regardless of whether access is gained with or without the person's knowledge and/or consent;
- (b) immediately notify the District if the person suspects any unauthorized use of their account. The person shall remain liable and responsible for any unauthorized use until the District is notified of the suspected unauthorized use and the District has a reasonable opportunity to act upon such notice;
- (c) be responsible for any costs, fees, charges, or expenses incurred under the person's account number in connection with the use of the the District's Computer Systems and the District's Network except such costs, fees, charges, and expenses as the District explicitly agrees to pay;

## **Appendix D**

- (d) avoid anonymity when communicating through electronic resources, unless authorized by the District or completing professionally-related surveys;
- (e) ensure that student information shared electronically complies with the Family Educational Rights and Privacy Act;
- (f) delete non-District authorized or adopted software if disk-space or system conflict issues arise;
- (g) abide by all District policies and regulations when accessing personal email accounts, chat rooms, social networking sites or other forms of direct electronic communications via the District's Network;
- (h) not send, access, or retain any abusive, defamatory, obscene, profane, sexually explicit, pornographic, threatening, or illegal material;
- (i) not transmit copyrighted material without the express consent or authorization of the owner of the copyrights;
- (j) not disclose passwords;
- (k) not intentionally damage the District's Computer Systems, equipment or software or intentionally attempt to harm or destroy data of another person. This includes, but is not limited to, "hacking" and the loading or creation of computer viruses. The persons responsible for such actions or their parents/guardians shall be responsible for damages or the cost of correcting the problem;
- (l) not install equipment on or make modifications to the District's Computer Systems or District's Network without pre-authorization from the District Technology Coordinator;
- (m) not utilize proxy sites or other means to circumvent the District's filter;
- (n) not include in student folders executable files (\*.exe), batch files (\*.bat), command files (\*.com), system files (\*.sys), media player files (\*.mp3), or network files unless the file(s) directly relate(s) to a classroom assignment;

### **Educational Use of District Technology Resources**

Online communication and network resources are an important part of 21<sup>st</sup> Century teaching and learning. The network and technology resources are considered an extension of the classroom. An educator's role includes fostering development of students who are reasonably equipped to communicate effectively, ethically and safely through appropriate guidance to students using telecommunications and electronic information resources related to the District curriculum. Teachers may allow students to use forms of online collaboration such as email, wikis and blogs, etc. for educational purposes only and with proper supervision. Proper supervision shall include the teacher having documentation of the identities of participating students and being able to monitor the account. Spearfish School District or designated representatives will provide age-appropriate training on educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

## **Ethical Use of District, Public, or Private Technology Resources**

Ethical behavior requires that District staff and students show consideration and respect whenever using computers or electronic communication/technology/devices/resources. When interacting with each other, District staff and students shall:

- (a) not include in electronic communication between staff, students and/or parents/guardians, comments or content that would not be acceptable in a face-to-face communication;
- (b) not disclose, use, or disseminate unauthorized personal information of another person;
- (c) distinguish between personal social networking sites and professional social networking sites. Staff shall not invite or accept current District students, except for the staff person's relatives, into any personal social networking sites; and
- (d) evaluate all information for its accuracy, reliability, and authority.

Disciplinary action may be taken against staff or students whose off-site communication causes a substantial disruption to the education environment or substantially interferes with another's rights. Criminal action by law enforcement authorities may be taken if the off-site communication constitutes a threat or otherwise constitutes illegal conduct.

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**

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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**

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

## **Student Attendance**

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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**

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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**

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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 videotaped 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.

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Student signature

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Date

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Parent or Guardian signature

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Date

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School District Staff

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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	Software Title
District	SUSE Linux
District	Novell ZENworks 11
District	Novell Storage Manager
District	Novell GroupWise 2014
District	Lightspeed SPAM Filtering
District	Microsoft Open Value Windows Pro
District	Microsoft Open Value Office Pro
District	Adobe CS6 Web Design
District	SEP Backup Software
District	Juniper Radius Software
District	Lightspeed Content Filtering
District	Symantec AV
District	Windows Server
Admin Building	Software Unlimited Accounting
Admin Building	Time Management Systems
High School	NIDA
High School	Automated Accounting
High School	SynchronEyes
High School	Geometry Sketchpad
High School	Data Studio
High School	ThinkStation
High School	AutoCad 2015
High School	Follett Library Software
Middle School	Follett Library Software
Middle School	SynchronEyes
Middle School	IcanLearn
Creekside Elementary	Library World Silver
Creekside Elementary	Clock Faces
Creekside Elementary	Fractions
Creekside Elementary	Gamco Math: Geometry and Fractions
Creekside Elementary	Type to Learn
Creekside Elementary	Ultra Key
Creekside Elementary	Discover Time
Creekside Elementary	Print Shop 15EEV
Creekside Elementary	Reading Blaster
Creekside Elementary	Math Blaster
Creekside Elementary	Spelling Blaster
Creekside Elementary	Vocabulary Blaster
Creekside Elementary	Word Munchers

Creekside Elementary	Money Challenge
Creekside Elementary	Orchard
Creekside Elementary	Renaissance Place
Creekside Elementary	Shapes
Creekside Elementary	TimezAttack
Creekside Elementary	LogoPaths
West Elementary	Blaster Series (Reading and Math)
West Elementary	Library World Silver
West Elementary	Orchard
West Elementary	Renaissance Place
West Elementary	Kidspiration
West Elementary	Shapes
West Elementary	Logo Paths
West Elementary	Word Rescue
West Elementary	Type to Learn
West Elementary	TimeLiner
West Elementary	A to Z