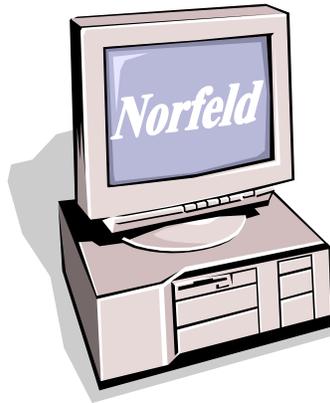


Deubrook Area Schools 5-6

*PO Box 346
100 School Avenue
White, SD 57276-0346*

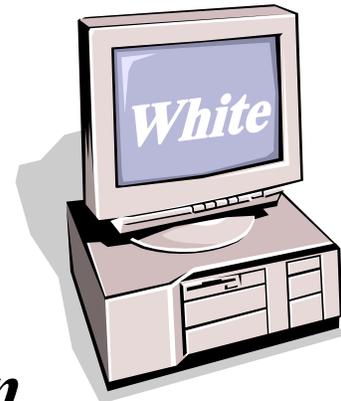
Dreaming



Developing



Doing



Technology Plan 2011-2014

District Contact Person:
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Adopted on: January 15, 2011

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Technology Committee

Committee Member	Title
James Niehus	Chairman/Technology Coordinator
Toby Nelson	School Board/Community Member
Kevin Keenaghan	Superintendent
Jarod Larson	JH & HS Principal
Cristy Olsen	Elementary Principal
Mary Trewatha	Lead Special Education Teacher
Nikki Brown	Media Specialist
Joe Skroch	Computer Technician
Jamie Grimsrud	Norfeld Building Representative
Jennifer Moravetz	Toronto Building Representative
Don Ray	White Building Representative
Josh Lutgen	Sophomore Student Representative
Andrew Berndt	Freshmen Student Representative

Meeting Dates:

The Deubrook Area Schools Technology Committee meets on the first Thursday of every other month in Studio 1.

VISION AND GOALS

School Mission Statement

The Deubrook Area School Community, through a positive and safe learning environment, will prepare students to reach their potential and promote respect and character.

Goals to Achieve that Mission

Developing

Education

Understanding

Basics

Reaching

Opportunities

Obtaining

Knowledge

This mission will be achieved by the teachers, school board and staff **D**eveloping the curriculum and **E**ducation of each child. The primary grade students will begin the process of developing their education by **U**nderstanding **B**asics. In the later elementary and junior high, students will be **R**eaching for new **O**pportunities provided by the broader curriculum. Senior high students will continue with the educational process by **O**btaining **K**nowledge they need to reach their potential and be successful in adult life.

Technology Mission Statement

The mission of Deubrook Area Schools is to create, maintain, and perpetuate an environment in which all students, teachers, administrators and the community use technology as a tool for learning and exchange of information.

Technology Vision Statement

Deubrook Area Schools recognizes that as part of the Information Age, there are increased needs to obtain, understand, and communicate information more effectively. By including technology as a component of a well-balanced K-12 program based on the content standards, Deubrook Area School will provide students with the opportunity to develop lifelong learning skills through the use of technology. Teachers, administrators and support staff in collaboration will use technology as a tool to become more effective in facilitating and managing an engaged learning environment.

NEEDS ASSESSMENT

The Deubrook Area School consists of three sites. Grades 7 -12 are in White, grades K-6 are in Toronto and we also have our Norfeld Colony. The Deubrook Area School currently uses technology throughout the entire K-12 school district. We are integrating technology for communication, assessment, teaching, and learning. At the elementary level, we are in the process of providing each elementary classroom with 2 laptop computers, SmartBoard, ceiling mounted LCD projectors, Internet hookups, wireless network connections, as well as 2-4 additional desktop computers for student use. We also have an elementary computer lab with 25 Gateway Tablets for the use of our elementary teachers and students. We also have a rolling cart that has 24 Gateway Tablets for grades 5th and 6th.

In the junior high and high school, the Deubrook Area School has worked to provide students with more accessibility to technology. All of the classrooms have wireless capabilities, as well as physical network hookups. All classrooms in grades 7th -12 currently have ceiling mounted LCD projectors. Each staff member has been equipped with a Tablet PC. All students' grades 7th – 12th have their own individual Tablet PC. Grades 7th – 8th have a Gateway Tablet PC and grades 9th - 12th have a HP Tablet PC. We do have 5 Promethean Boards in grades 7th -12th, at this time they are in our Science, Math and English classrooms. We will be looking at adding either more Promethean Boards or Smart Boards, depending on the teacher's preference. As the technology changes we will continue to improve our infrastructure by adding more access points in the elementary building, this will give them better wireless coverage throughout the building. We are in the process of upgrading switches in the 7th – 12th grade building and the K – 6th grade building. We will start looking at purchasing new Tablet PCs for the class of 2014 and 2015 during the 2011 school year. We will then continue with a 4 year rotation on our Tablet PC's that way we will keep our Tablet PC's updated with today's technology hardware.

The Deubrook Area School also maintains a district website which allows students, staff, and members of the community a way to stay informed with activities taking place at school. The Deubrook Area School also uses DDN Campus for teachers to take attendance and post student grades. The district also uses the student and parent portals as a way to make communications between teachers, students, and parents more convenient. The Deubrook Area Schools in grades 7th – 12th have lesson plans on their own individual SharePoint sites, which keeps parents and students informed on what they are doing in their classroom. The Deubrook Elementary has newsletters on their SharePoint sites that they use to communicate with parents. The Deubrook Area School also uses email on a daily basis for communication between administrators, staff, students, and parents. The district also provides students access to additional distance learning courses through the use of two distance learning labs.

The Deubrook Area School continues to communicate with parents and community members through the use of the school's web site. We have now added a Deubrook Elementary website that pertains more to our elementary parents. Community members have the option of being able to use the community library, to access Internet and e-mail. Parents now are able to see more information through the use of SharePoint sites that have been setup by teachers. Parents also can sign up for Parent Portal accounts that let them monitor their child's grades and attendance at our school. Telephone communications relay important messages to students, staff, parents, and

guardians via School Reach. School Reach serves as a tool to communicate via land line phones, cell phones and e-mail to inform parents and students of important information like school closings, late starts, early releases, health issues and other important messages. School Reach can be used across the entire district or drilled down to teams, drama, music, play or any sized group. We are also in the process of having our K-12 School library online, so that community members can access library resources from their home. Another tool that parents will be able to use at home is called Study Island. This is setup to help assess how students are doing at school.

The teachers of the Deubrook Area School are encouraged to incorporate technology into their classrooms on a daily basis. Teachers have been provided with opportunities to attend technology trainings throughout the school year and summer months. Technology trainings have also been provided during school in-services. Deubrook Area School staff has staff in-service days every two weeks. Teachers with the school district are working with SharePoint to enhance their communication between parents and students. Teachers in all grade levels use a multitude of resources to provide students with great education opportunities. Teachers currently use programs such as Accelerated Reader, Star Reading, Map Testing (NWEA), Study Island, Microsoft Office 2007, FrontPage, SharePoint, Adobe Photoshop, Adobe InDesign, SmartBoard software, Promethean software, Microsoft Moviemaker (Video Editing), Blogs, Wikis, as well as many more programs to provide students with the skills to learn and be successful. At the Deubrook Elementary we have a ½ time computer teacher that focuses on teaching the K-6th state technology standards. At the 7th – 12th grade level we have 2 computer teachers that focus on the 7th – 12th grade technology standards.

The Deubrook Area School is committed to bringing relevant technology into our curriculum striving to maintain and update technology as the need arises. The district plans to implement an online needs assessment each spring for student and staff of the Deubrook Area School to better gauge the needs, interests, and technology usage of our school. We also will be looking at the 8th grade Computer State Technology Assessment. Based on the results of the surveys, the Deubrook Area School will work to update its goals and objectives for the upcoming school year. The results of the survey will also help school administrators in planning staff in-services and technology spending. The data provided by the survey will allow for the district to better determine how to integrate technology into our classrooms and improve student educational success. In terms of our present needs, the Deubrook Area School believes that due to the constant advances in classroom technologies, it is the responsibility of the district to provide our students and staff with the resources and training necessary to be successful in the classroom and workforce.

Technology Survey – Deubrook Area Schools Staff

1. What grade(s) do you currently teach? Please select all that apply.

- Pre-K-3
- 4-6
- 6-8
- 9-12

2. As a teacher, how comfortable are you with the following tasks:

	4	3	2	1	
	Very Comfortable	Comfortable	Uncomfortable	Very Uncomfortable	N/A
Internet Searching	_____	_____	_____	_____	_____
Microsoft Word	_____	_____	_____	_____	_____
Microsoft Excel	_____	_____	_____	_____	_____
Microsoft PowerPoint	_____	_____	_____	_____	_____
Microsoft Publisher	_____	_____	_____	_____	_____
ExamView	_____	_____	_____	_____	_____
Notebook Software	_____	_____	_____	_____	_____
Blogs	_____	_____	_____	_____	_____
Wikis	_____	_____	_____	_____	_____
Shared Folders	_____	_____	_____	_____	_____
SharePoint\WebDesign	_____	_____	_____	_____	_____
DDN Campus	_____	_____	_____	_____	_____
Multimedia (audio, video, flash, etc.)	_____	_____	_____	_____	_____

3. How often do you use a computer to perform the following work related activities:

	4	3	2	1	
	Always	Frequently	Sometimes	Rarely	N/A
Inputting Grades	_____	_____	_____	_____	_____
Classroom instruction (PowerPoint, Online tutorials, etc.)	_____	_____	_____	_____	_____
Accessing teacher resources	_____	_____	_____	_____	_____
Communicating with students	_____	_____	_____	_____	_____
Authoring multimedia (audio, video, flash, webpages, etc.)	_____	_____	_____	_____	_____

4. Where have you learned the most about using technology?

- Workshops and conferences
- School in-services
- Courses taken at colleges/universities
- Colleagues and friends
- On your own

5. Which of these statements best describe your feelings about using technology? Please select only one.

- I avoid using technology as much as possible.
- I use technology a lot but it's just a tool for me, not a hobby.
- I enjoy working with technology and learning new ways for me to use it.
- I often help my students with their technology problems and I like showing them how to use technology in different ways.

6. I believe computers are a valuable tool to use with my students.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- Unsure

7. I believe computers are a valuable tool for enhancing my teaching practice.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- Unsure

8. The Colman-Egan School can benefit from a one-to-one teacher laptop initiative.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- Unsure

9. In order to use one-to-one computing effectively, teachers must have access to different resources.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- Unsure

10. The greatest impact of one-to-one teacher laptop initiatives is the improvement of academic achievement.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- Unsure

11. Positive change will happen if we provide every student in the Colman-Egan High School with a laptop.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- Unsure

12. What are your visions and goals for the use of technology in your classroom?

13. Briefly describe how you intend to use technology hardware, such as computers etc. in your classroom? What are some needs that you foresee in the next three years?

14. Briefly describe what software programs you use in your classroom, and what are some needs that you foresee in the next three years?

15. Explain what you have done to further your knowledge in the world of technology.

16. What types of staff development methods should be used to improve teacher's knowledge and use of technology in the classroom?

17. What can the Deubrook Area School do to better improve teacher's knowledge and use of technology in the classroom?

18. In your opinion, what should be our school's long range objectives for continued upgrading of our school's technology hardware and software?

19. What curriculum improvements are needed to allow students to benefit most from our school's technology? What improvements are needed over the next three years?

20. What are your strengths and weaknesses when it comes to technology?

Technology Survey – Deubrook Area School Students

1. What is your current grade in school?

- Grade 7
- Grade 8
- Grade 9
- Grade 10
- Grade 11
- Grade 12

2. As a student, how comfortable are you with the following tasks:

	4 Very Comfortable	3 Comfortable	2 Uncomfortable	1 Very Uncomfortable	N/A
Operating a Computer (Laptop or Desktop)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet Searching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using Social Networking Sites (Facebook)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blogs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wikis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drop Folders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Digital Cameras	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multimedia (audio, video, flash, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. In a typical week, which of these technology products and internet tools do you use outside of school?(check all that apply)

- Desktop/Laptop Computer
- Cell Phone
- Digital Camera
- Digital Camcorder
- MP3 Player
- Email
- Facebook (or similar site)
- Chat Rooms/Blogs
- Instant Messaging
- Internet Search Engine
- YouTube

4. In a typical week, which of these technology products and internet tools do you use in school?(check all that apply)

- Desktop/Laptop Computer
- Email
- Cell Phone
- Facebook (or similar site)
- Digital Camera
- Chat Rooms/Blogs
- Digital Camcorder
- Instant Messaging
- MP3 Player
- Internet Search Engine

5. Do you have access to a computer with internet services at home?

- Yes, I have a computer but no Internet
- Yes, I have a computer with Internet service
- No, I have neither a computer or Internet service

6. Do you have access to any Microsoft Office products at home (Word, Excel, PowerPoint, Publisher, FrontPage, etc)?

- Yes
- No

7. Where have you learned the most about using technology?

- Classes in school
- My parents taught me about using the computer and Internet
- My friends taught me how to use technology
- Self taught

8. Do you current use technology to help you with your schoolwork?

- Yes
- No

9. When you are at your school, where at school do you use technology most often?

- in a regular classroom
- in a computer lab
- in the school library
- in the college planning or guidance office
- other
- I do not regularly use technology at my school

10. Which of these statements best describes your feelings about using technology? (Check one)

- I avoid using technology as much as possible.
- I use technology a lot but it's just a tool for me, not a hobby.
- I enjoy working with technology and learning new ways for me to use it.
- I often help my friends with their technology problems and I like showing them how to use technology in different ways.

Consolidated Application

The district’s action plan for raising student achievement:

Reading Goal			
Objective	Strategies	Performance Indicators	Funding
The Deubrook School District staff will improve the reading skills of all students so that 90% of the elementary, 90% of the junior high, and 83% of the high school will be proficient and advanced according to the Dakota STEP by the end of the 2014 school year	Title I staff will provide supplementary reading instruction to individuals and small groups who qualify after administering the Title I Needs Assessment review at Toronto Elementary.	Developmental Checklists grades K Dakota STEP grades 3-6 MAP Testing Grades K-6 Study Island Grades K-6	Title I Part A District
	K-12 Classroom teachers will incorporate researched based 21 st Century Skills when working with all students. All teachers will also use hands on materials, manipulatives, and technology to enhance academic achievement.	Developmental Checklists grades K Dakota STEP grades 3-8 and 11 MAP Testing Grades K-11 Study Island Grades K-8	District
	Professional development will focus on sending teachers to the TIE conference to look at modeling programs who report on successful integration strategies. Professional development will also focus on training teachers in NWEA and Study Island, along with data analysis and Achievement Series.	Staff Skill Inventory	District
The Deubrook School District Staff will improve the reading skills so that 60% of the sub-group SPED students are proficient and advanced according to the Dakota STEP by the end of the 2014	All classroom teachers will implement each individual child’s IEP as written. Problem solving teams will provide a variety of instructional strategies for classroom teachers to incorporate with special education students.	Dakota STEP Grades 3-8 and 11 Dakota STEP - Alternate as documented by individual IEPs.	District SPED

Math Goal			
Objective	Strategies	Performance Indicators	Funding
The Deubrook School District Staff will improve the math skills so that 79% of the elementary, 79% of the junior high, and 72% of the high school students are proficient and advanced according to the Dakota STEP by the end of the 2010-2011 school year.	Title I staff will provide supplementary math instruction to individuals and small groups who qualify after administering the Title I Needs Assessment review at Toronto Elementary.	Developmental Checklists grades K Dakota STEP grades 3-6 MAP Testing Grades K-6 Study Island Grades K-6	Title I Part A
	K-12 Classroom teachers will incorporate researched based 21 st Century Skills when working with all students. All teachers will also use hands on materials, manipulatives, and technology to enhance academic achievement. The SD Counts Program is being expanded for all elementary teachers and secondary math teachers.	Developmental Checklists grades K Dakota STEP grades 3-8 and 11 NWEA MAP Grades K-12 Study Island Grades K-8 Saxon Math Assessment Grades K-5	District
	Professional development will focus on sending teachers to the TIE conference to look at modeling programs who report on successful integration strategies. Professional development will also focus on training teachers in NWEA and Study Island, along with data analysis and Achievement Series.	Staff Skills Inventory	District
The Deubrook School District Staff will improve the math skills so that 56% of the sub-group SPED students are proficient and advanced according to the Dakota STEP by the end of the 2014 school year.	All classroom teachers will implement each individual child's IEP as written. Problem solving teams will provide a variety of instructional strategies for classroom teachers to incorporate with special education students.	Developmental Checklists grades K-2 Dakota STEP grades 3-8 and 11 Dakota STEP - Alternate as documented by individual IEPs.	District SPED

LEP Goal			
Objective	Strategies	Performance Indicators	Funding
<p>The Deubrook School District staff will improve the reading skills of all LEP students so that 63% of LEP students will be proficient and advanced according to the Dakota STEP by the end of the 2014 school year.</p> <p>The Deubrook School District staff will improve the math skills of all LEP students so that 53% of LEP students will be proficient and advanced according to the Dakota STEP by the end of the 2014 school year.</p>	<p>Classroom teachers will incorporate researched based 21st Century Skills when working with all students. All teachers will also use hands on materials, manipulatives, and technology to enhance academic achievement. The SD Counts Program is being expanded for all elementary teachers and secondary math teachers.</p>	<p>Developmental Checklists grades K Dakota STEP grades 3-8 NWEA MAP Grades K-8 Study Island Grades K-8 Saxon Math Assessment Grades K-5</p>	<p>District</p>
	<p>Class size reduction teacher at Norfeld Colony for grades K-2.</p>	<p>Developmental Checklists grades K Dakota STEP grades 3-8 MAP Testing Grades K-8 Study Island Grades K-8 Saxon Math Assessment Grades K-8</p>	<p>REAP District</p>

Safe and Drug Free Schools Goal			
Objective	Strategies	Performance Indicators	Funding
<p>The number of reported bullying incidences will remain at 10 or less for the 2014 school year.</p>	<p>Elementary Guidance Counselor to provide instruction and information to elementary students concerning bullying.</p>	<p>Student Survey</p>	<p>REAP District</p>

THREE YEAR GOALS & OBJECTIVES

Three Year Goal(s) - Improving Academic Achievement and Teacher Effectiveness. - 2011-2014

Goal: Use technology as a tool to enhance student learning and expand assessment thereby improving academic achievement and teacher effectiveness
Goals need to tie to State Standards. Does your goal tie to State Standards? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Strand #2: Social Interactions in Information & Communication Technology; Indicator 2: Student investigate the advantages and disadvantages of technology
Strand #5: Information Literacy Indicator 1: Students use technology to locate and acquire information

Activity	Timeline	Projected Cost	Category and Source of Funding	Evaluation
Objective 1: Use technology to locate, evaluate and collect information from a variety of sources.				
Students will be taught strategies in order to locate and evaluate information from various sources	On going	\$200 per student based on Tech staff salaries	District General Fund	Completion of presentation to appropriate grade levels
Students will be taught to coordinate information obtained electronically with that from more traditional sources	On going	\$200 per student based on Tech staff salaries	District General Fund	Completion of presentation to appropriate grade levels
Objective 2: Use technology resources as tools in a variety of assessments.				
Students will routinely use technology for daily assignments, class presentations and projects	On going	\$200 per student based on Tech staff salaries	Students time and energy	Completion of presentations and projects
Junior High and High School students will integrate technology use into their daily classroom routine.	Develop and Implement 2014	\$200 per student based on Tech staff salaries	Student curriculum meet technology standards	Use of available technology in classes
Maintain current and seek future technology based assessment tools or programs	2011-2014	\$15,500 per year	District General and/or Capital Outlay Funds	Continued support and new assessment tools implemented
Objective 3: Continue to seek on-line learning opportunities for students.				
Research potential on-line courses for non-credit at the K-8 level.	Develop and Implement by 2014.	Minimal	Time	List developed and presented to staff
Continue to offer on-line opportunities for credit at the high school/college level through DDN, DIAL, and Virtual High School.	On going	\$6,000	District General Fund	On-line courses continued to be offered
Review policies/procedures for DDN or on-line courses	On going	Minimal	Staff time and energy	Policies and procedures update regularly

Objective 4: Utilize textbooks in an electronic format where appropriate.				
Purchase textbooks in a CD and/or on-line format for grades 5-12	Develop and implement 2014 -	12,000 per year	District General and/or Capital Outlay Funds	Policy developed and implemented
Purchase CD and/or on-line teacher resource kits for all levels/subject areas.	On going	2,600 per year	District General and/or Capital Outlay Funds	Resources available
Objective 5: Provide training and reinforcement of Legal and Ethical use of technology.				
Integrate a Legal and Ethical units into the curriculum K-12	Develop and implement 2011 and ongoing	Included in district cost of teacher	District General Funds	Units integrated into the curricula
Reinforce the Fair Use and Copyright laws in other curricula areas.	On going	Included in district cost of teacher	District General Funds	Material addressed in other classes
Staff and student users will be required to change their DDN password once per year and will not be able to reuse their old passwords	September 1 st each year beginning in 2011	Included in district cost of technology staff	District General Funds	Technology staff will develop, implement, and maintain

Three Year Goal(s) - Professional Development.

Goal: Provide effective professional development for all teachers and support staff for professional growth and curriculum development
Goals need to tie to State Standards. Does your goal tie to State Standards? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Strand: #3 Information & Communication Technology Tools
Indicator 1: Student recognize and demonstrate skills in operating technological systems
Indicator 3: Students evaluate and select information tools based on the appropriateness to specific tasks

Activity	Timeline	Projected Cost	Category and Source of Funding	Evaluation
Objective 1: Provide ongoing training and support program to meet identified needs in order to reinforce technology use in meeting the technology standards.				
A yearly needs assessment will be given to all instructional staff and professional development will be designed to meet the identified needs	On going during spring of each year	Minimal	Time	Compilation of results into table and report
Technology learning strategies, standards and benchmarks reviewed for growth with all staff	2011-2014	Minimal	District General Funds- staff development	Monkey surveys and SD Tech Standards evaluation results at the 8 th grade level
Send DDN Campus key personnel to training on software	On going	\$600	District General Funds- staff development	Campus administrators attend conference
Continue to provide in-service on changes in DDN Campus for all staff	On going	Minimal	District General Funds- staff development	Completion of presentation to staff.
Training for laptop learning to ensure high-quality education for the K-12 Staff and improved student outcomes	Summer Session	\$5000	District General Funds- staff development CCY3	Keeping a log of sessions planned and attended Data retreats will be used to study student learning outcomes

Objective 2: Have the opportunity to participate in continuing education conferences and workshops in technology.				
Funds are budgeted annual for technology workshops	On going	\$2,000	District General Funds	Attendance of workshops
Technology staff and interested teachers attend annual TIE conference	On going	\$1,500	District General Funds	Attendance of conference
Encourage staff to register for workshops involving technology	On going	\$1,500	District General Funds	Staff attend workshops
Objective 3: Provide the opportunity to participate in local in-services/workshops in technology.				
Provide a local in-service on use of video studios and create a studio use guide	On going	district cost of teacher	District General Funds- staff development	Sessions planned and attended
Provide in-service to demonstrate the uses of the Promethean and Smart Boards to improve student learning outcomes	On going	district cost of teacher	District General Funds- staff development	Sessions planned and attended
Hold yearly technology in-services to reflect the need for ongoing support and renewal in the ever changing technological landscape	On going	district cost of teacher	District General Funds- staff development	Sessions planned and attended

Three Year Goal(s) - Integration of Technology with Curricula and Instruction.

Goal: Teachers will implement curriculum plans that include methods and strategies for applying technology to maximize student learning.
Goals need to tie to State Standards. Does your goal tie to State Standards? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Strand 3: Information and Communication Technology Tools
Indicator 2: Student use technology to enhance learning, extend capability and promote creativity

Activity	Timeline	Projected Cost	Category and Source of Funding	Evaluation
Objective 1: Facilitate technology-enhanced experiences that address content standards and student technology standards.				
Improve learning through collection, distribution and use of assessment data	2011-2014	Costs are built into professional development activities	District General Funds	MAP Testing Results mapped for strengths and weaknesses
Teachers will integrate technology into one place where they have not used it before in order to enhance student experiences	Ongoing	Costs are built into professional development activities	District General & TCAP Funds	Presentation at building meeting
Objective 2: Teachers will use technology to implement differentiated instruction.				
Use of MAP/nwea Testing for reading and math for K-8 differentiated instruction	Ongoing	\$1,800 per year renewal costs	District Capitol Outlay Funds	Student data from year
Use of Accelerated Reader for reading for K-6 differentiated instruction	Ongoing	\$800 per year renewal costs	District Capitol Outlay Funds	Student data from year
7-12 teacher will provide assignment choice which allow students to use technology at different cognitive levels	Ongoing	Minimal	District Capitol Outlay Funds	Documented at least 1 time per semester
Objective 3: Teachers will integrate technology to develop students' high order thinking skills and creativity.				
Technology will be used as a tool in combination with proven learning strategies to ensure high-quality education	Ongoing	Included in district cost of teacher	District General Funds	Student work samples and assessment score reviews
Emerging information and communication techniques will reshape how students learn and how they apply their knowledge, skills, and abilities in later life	Ongoing	Included in district cost of teacher	District General Funds	Assessment score reviews related to standards and benchmarks for each subject
Objective 4: Provide training and support programs to help promote integration strategies and projects.				
Provide in-service time to collaborate with fellow teachers	2011-2014	Included in district cost of teacher	District General Funds	Time scheduled to meet in calendar
Provide training for teachers for integration strategies and networking with colleagues from other schools	2011-2014	Included in district cost of teacher	District General Funds	Training scheduled and offered

Three Year Goal(s) - Improvement of Infrastructure and Technology

Goal: Deubrook Area Schools will continue to maintain and support a robust WAN/LAN infrastructure that is capable of supporting current technology and software.
Goals need to tie to State Standards. Does your goal tie to State Standards? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Strand 3: Information and Communication Technology Tools
Indicator #1: Students recognize and demonstrate skills in operating technological systems
Indicator #2: Students use technology to enhance learning, extend capability and promote creativity

Activity	Timeline	Projected Cost	Category and Source of Funding	Evaluation
Objective 1: Equip all schools with an infrastructure to support current technology and communication.				
Upgrade switches in buildings, upgrading to managed switches in all building.	On going	\$13,500	General and/or Capital Outlay Funds	Managed switches throughout building
Provide T1/Frame Relay line for WAN service	On going	\$3,200	E-Rate, General &/or Capital Outlay Funds	WAN stays functional
Continue to upgrade technology infrastructure, bandwidth, and trained personnel necessary to support 21 st century learning:				
Update Servers as needed	2011-2014	\$5,000 per year	General and/or Capital Outlay Funds	Equipment installed and operational
Update backups	2011-2014	\$5,000 per year	General and/or Capital Outlay Funds	Equipment installed and operational
Update software	2011-2014	\$5,000 per year	General and/or Capital Outlay Funds	Equipment installed and operational
Continue phone access for school	On going	\$17,500	E-Rate, General &/or Capital Outlay Funds	Service continued
Continue long distance service	On going	\$2,176	E-Rate, General &/or Capital Outlay Funds	Service continued
Continue DSL service at the Colony site	On going	\$265	E-Rate, General &/or Capital Outlay Funds	Service continued
Continue Wireless phone services	On going	\$500 per month	E-Rate, General &/or Capital Outlay Funds	Service continued
Objective 2: Develop and maintain a wireless infrastructure in the 7-12 building to participate in the 1 to 1 initiative.				
Setup and maintain wireless controller and access points	On going	\$14,200	General &/or Capital Outlay Funds	Wireless network up and running

Objective 3: Recommend specific budget line items to address technological hardware and software.				
Continue to update students and staff laptops at a grade level each year, K-12	2011-2014	\$30,000 each year	General &/or Capital Outlay Funds	Tablets in hands of students and staff
Maintain Rolling Lab carts for Elementary	2011-2014	\$3,000	General &/or Capital Outlay Funds	Cart being used in elementary
Purchase up to 4 Promethian and/or Smart boards at each building site	On going	\$8,500	General &/or Capital Outlay Funds	Installed and operational
Continue to update projection devices for classrooms	2011-2014	\$4,800	General &/or Capital Outlay Funds	Installed and operational
Update MS Office software and OS software with computers	2011-2014	\$9,800	General &/or Capital Outlay Funds	Software installed
Computer Supplies	On going	\$12,000	General &/or Capital Outlay Funds	Supplies on hand
Objective 4: Have computer coordinator and technician attend trainings in order to keep current with new technology and techniques.				
Training on specific hardware or software issues for Computer Coordinator and Technician in order to stay updated with technology.	Yearly	\$3500	District Funds	Implementation of new technologies
Have Computer Coordinator and Technician attend area technology meetings	Monthly	\$600	District Funds	Attendance of meetings

Three Year Goal(s) - Use of Technology to Promote Parental Involvement and Increase Communications with Parents.

Goal: Use technology to promote parental involvement and increase communication with parents
Goals need to tie to State Standards. Does your goal tie to State Standards? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Strand #4: Information & Communication Technology Processes
Indicator 1: Students understand the purpose of information technologies to communicate with a variety of collaborators

Activity	Timeline	Projected Cost	Category and Source of Funding	Evaluation
Objective 1: The district will provide access to Parent Portal to allow contact with staff and to monitor grades.				
DDN Campus/Parent Portal so parents have opportunity to access their student's grades	Ongoing	None	Provided as part of DDN	Survey of parent using Parent Portal
Objective 2: The district will maintain a web site that will provide information, contacts, calendars and other information to the district, students and parents.				
The web master will maintain and update the school web site	Ongoing	Minimal	District Funds	Availability of web site
Objective 3: The district will hold a communications meeting with students and parents each fall before laptops are issued for the Laptop Initiative.				
Participation is mandatory for all student and a parent for training and insurance review	2011-2014	Minimal	District Funds	Paperwork and signature reflecting attendance
Objective 4: The district will create an e-mail list serve for interested parents to provide updates, notifications, reports, etc. electronically.				
Participation is voluntary for all parents of students in the district - SchoolReach	2011-2014	\$1,000 per year	District General Funds	List Serve created and in use.

Three Year Goal(s) – Adult Literacy

<p>Goal: Deubrook Area Schools will support community education opportunities and the use of technology-based applications to promote lifelong learning.</p>
<p>Goals need to tie to State Standards. Does your goal tie to State Standards? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Strand #1: Nature, Concepts and Systems</p> <p>Indicator: 3: Students analyze the relationships and the connections between technologies in different fields of study and how they apply communities</p>

Objective	Activity	Timeline	Projected Cost	Category and Source of Funding	Evaluation
Objective 1: The school will provide access to use technology available.					
Continue to provide access to technology including Internet access, e-mail and productivity tools.	Community and students use of internet over 12 month period	Yearly	Community and School Library employee's \$8,000	Community Library Board Funds	Time logs on two computers for internet connection for library use
Provide the community with the opportunity to increase their technological skills	At least once per year by offering Community Introduction Course	Once each year	The cost is covered by the tuition paid by the student	Community Library Board & course fees collected	Survey completed by class members at the end of the class
Continue to provide access to the distance-learning studios for classes or attending interactive meetings	Community and students use of studio's over 12 month period	Yearly	Community and School Library employee's \$8,000	Community Library Board & General Funds	Scheduled use logs of the two studios

Three Year Goal(s) – Distance Learning

Goal: Use of Distance Learning Studio 1 and 2 will continue to provide distance learning opportunities for students and staff.

Main reasons for use of the DDN is for Advanced Placement Courses, Scheduling Conflicts, Enhance Student Learning, Credit Recovery, and Staff Development.

Activity	Timeline	Evaluation	Quantity if applicable	Projected Cost	Source of Funding
Objective 1: Provide students with opportunities to take classes not offered by the district or enhance student learning opportunities due to scheduling conflicts..					
Students may take NSU E-learning Classes through DDN.	2011 - 2014	Course Evaluations	24 student seats	40644 (Proctors)	District Funds
Objective 2: Provide Advanced Placement courses online.					
Students may take NSU E-learning Classes through DDN.	2011 - 2014	Course Evaluations	2 student seats	40644 (Proctors)	District Funds
Objective 3: Provide students with opportunities for credit recovery.					
Students may take NSU E-learning Classes through DDN.	2011 - 2014	Course Evaluations	1 student seats	40644 (Proctors)	District Funds
Objective 4: Provide staff with access to DDN for training opportunities.					
Staff may take trainings through DDN depending on availability of courses/training sessions.	2011 - 2014	Paperwork and signature reflecting attendance	2	Minimal	District Funds

Projected DDN Usage

Activity	Timeline	Quantity if applicable	Projected Cost	Source of Funding
SDSTE Meetings	2011-2014	1	0	na
Math Conferences	2011-2014	1	0	na

INVENTORIES

Our annual technology survey is submitted to the K-12 Data Center and includes an inventory online at <https://members.k12.sd.us/in/DDNAdmin/DDNSurveys.asp>.

An inventory of software, computers, and other technology was taken in the fall of 2010. The inventories will be used as a reference to expand and update curriculum, professional and personal development, and student proficiencies. All inventories will be updated annually to reflect changes made within the district. The budget is reviewed each spring and funds are appropriated where deemed necessary. Staff funds are appropriated through Title I and district funds. All software and hardware requests are based upon need and will have to be approved by the Technology Committee, and then the school administration.

At our districts technology committee meetings held once every other month, members will review concerns involving software and hardware that have become outdated. The committee will also review requests for any new or additional software and/or hardware. In case of software and/or hardware that needs immediate attention, the District Technology Coordinator and Superintendent will be responsible for those decisions. All staff and students are able to put before the committee any ideas or requests regarding computer software or hardware.

Data that is kept includes, but not limited to: hard drive size and make; memory; graphics adapter; speakers, removable drives; monitor make and size; keyboard; mouse; and any additional hardware attached to the computer. Any changes to the standard setup are kept to a minimum to make it easier to image the workstations.

Facilities & Model Classroom Configurations

Review & Purchase Plan

1. Approximately \$85,000 of capital outlay will be spent on upgrading technology annually over the next three years. This amount will be used to purchase software, site licenses, hardware, and computer/network maintenance.
2. The Deubrook Technology Committee will review the needs of the school district throughout the school year. The Technology Coordinator will then present the district's Superintendent with documentation of what is needed by the school district. The Superintendent will then present the Deubrook School Board with a finalized review for approval. All ordering and installation will be done by the Deubrook Technology Coordinator.

Maintenance & Support

Technology maintenance will increase the life span of existing equipment as well as allow for funding of repairs. The Deubrook Area Schools have worked to expand its computer and technology inventory over the past several years, and plans to continue this increase in the years to come. As a school district, we realize the importance of continuing our efforts to keep pace with the needs of our staff and students. Maintenance and support issues are:

1. Annual cleaning of computers, printers, monitors, and keyboards to prevent buildup of debris.
2. Annual budgeting for maintenance costs.
3. Annual re-imaging of all student and staff computers.
4. Teaching students and staff to do minor repairs on computers, projectors, printers, and other technologies.
5. Updating and removing outdated computers and other technologies.
6. Providing student, staff, and parent development on the maintenance, cleaning and care of computers and other technologies.
7. Update our technology inventory annually.
8. Provide for furniture, accessories and wiring for digital data, video, audio, and telecommunications.
9. Coordinate the acquisition of software to avoid duplication of purchase.
10. Consider software which will add to and/or upgrade the offerings available to individuals and classrooms.
11. Establish an annual budget for the purchase of hardware and software.
12. Periodic meetings between Technology Coordinator, students, and staff to discuss the needs of students and individual staff members.
13. Technology Coordinator monitors the school network by utilizing the following resources, but is not limited to just these resources:

DDN Support: Troubleshooting and configuring servers, switches, routers, tape backups, V-Tel and general networking/distance learning technical issues.

Phone: (605) 773-7277

DDN Video Support: V-Tel, technical support and scheduling.

Technical Support: 1-800-567-8345

Video Scheduling: 1-888-356-2030

Web Site: [http://www/ddnnet.net/](http://www.ddnnet.net/)

K-12 Data Center: E-mail, Web Hosting, WebCT, Media, DNS, etc.

Policy Manual: <http://members.k12.sd.us/in/Support/Downloads.aspx>

Web Site: <http://www.k12.sd.us>

E-Mail Address: help@k12.sd.us

DDN Campus: The statewide web-based database of student and staff information.

Web Site: <http://www.infinitecampus.com>

Technical Support: <http://support.infinitecampus.com>

Phone: 1-888-461-2004

DDNCampus Web Site: <http://ddncampus.net>

SDN Network Surveillance Center (NSC): Support for Internet connectivity to the school.

Phone: 1-877-736-2497

Technical Support: support@sdn24x7.com

Web Site: <http://support.sdn24x7.com>

	Service or Resource	Projected Cost	Licenses	Category and Source of Funding
Software	Follett Library System	\$12000	Site License	Software Maintenance - District Funds
Software	Map Testing (NWEA)	\$12000	Site License	District Funds
Software	Accelerated Reader - Star Math	\$1600	Site License	Software Maintenance - District Funds
Software	Study Island	\$2500	Site License	Software Maintenance - District Funds
Software	Altiris	\$3665	300 in White 200 in Toronto	Imaging Software - District
Software	Software Unlimited	\$2900	Site License	Software Maintenance - District Funds
Software	PrintManager Plus	\$2238	3 licenses for 3 servers	Print Monitoring - District Funds
Software	FortiClient	\$552	220	OffSite Internet Protection - District Funds
Software	Virtual Business	\$1500	Site License	District Funds
Software	Fitness Gram Activity	\$1000	Site License	District Funds
Software	Office 2007	\$10000	315	District Funds
Software	FrontPage	\$3000	176	District Funds
Software	Office 2010	\$2500	50	District Funds
Software	Data Protection Manager 2010	\$2500	Site License	District Funds
.SWEVC	Service or Resource	Projected Cost	Category and Source of Funding	
Hardware	Pre-Paid Tech Support	\$2000	Support of Servers – District Funds	
Hardware	Switches	\$1500	District Funds	
Hardware	SmartBoards	\$9200	District Funds	
Hardware	Projectors	\$6000	District Funds	
Hardware	Digital Cameras	\$2500	District Funds	
Hardware	Buffalo NAS (Grades 7-12 th Backup System)	\$3500	District Funds	

	Service or Resource	Projected Cost	Category and Source of Funding
Telecommunications	Phone access for school	\$17500	E-Rate, General &/or Capital Outlay Funds

Telecommunications	Long distance service	\$2200	E-Rate, General &/or Capital Outlay Funds
Telecommunications	Dial-up service	\$300	E-Rate, General &/or Capital Outlay Funds
Telecommunications	Wireless phone services	\$500	E-Rate, General &/or Capital Outlay Funds

	Service or Resource	Projected Cost	Category and Source of Funding
Other Services	TIE membership	\$1325	District Funds

ACCEPTABLE USE POLICY

DEUBROOK AREA SCHOOLS

ACCEPTABLE USE POLICY

NETWORK, INTERNET AND E-MAIL ACCESS INFORMATION: for Parents, Students, Faculty and Patrons of Deubrook Area Schools.

Please read the following Terms and Conditions for the use of the Internet/E-Mail carefully before signing this document. This document is intended to be binding upon those signing. Network, Internet access, and E-Mail are coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guideline. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Deubrook Area Schools user violates any of these provisions, his or her access will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party(ies) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Goal: Network, Internet access and E-Mail is available to students and teachers within the Deubrook Area Schools District. We are very pleased to bring this access to the district and believe the Internet/E-Mail offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation and communication.

Deubrook Area Schools District (DAS) Technology Resources: DAS District technology resources will be used exclusively for educational purposes. Network accounts and storage is provided by the district for student use and both remain the property of the district. Users of DAS technology resources have no reasonable expectation of privacy. All students will read, understand and adhere to the DAS District's Acceptable Use Policy.

1. Local Area Network (LAN):

The network is provided for students to conduct research, complete assignments, and communicate with others. Network accounts have been established for all students. All users are required to store files in their home directory located on the file server. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege – not a right. As such, general school rules for behavior and communications apply and users must comply with district standards and honor the agreements they have signed (see application for acceptable use policy).

Printers are provided. Students are allowed to print only class-related materials, only with the permission or direction of a teacher or other supervisor. Print quotas may be implemented if printer usage is abused.

2. Internet/World Wide Web:

Access to the Internet will enable students to use remote libraries and databases. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use. In compliance with the Children's Internet Protection Act (CIPA), Deubrook Area School District 5-6 (subsequently referred to as DAS) has installed a content filtering device (Fortinet). All Internet traffic must pass the Fortinet filtering device. Remember, no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the internet, in the form of information resources

and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Students who feel that a web site has been incorrectly blocked should contact their teacher, who in turn may contact the network administrator or complete the FortiGuard Web Filtering URL Submission Server.

3. Publishing to the World Wide Web:

Parents, your daughter or son's work may be considered for publication on the World Wide Web, specifically on school's web site. Such publishing requires parent/guardian permission (see application for acceptable use policy). The work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to the student's parent/guardian.

Unidentified photos of students may be published on school websites, illustrating student projects and achievements. In addition, your daughter or son's full name may be considered for publication on his/her school's web site. If published, his/her name will appear on pages with a clear school related purpose and will be included to further instructional and/or co-curricular activities. Permission for such publishing does not grant permission to share any other information about your son/daughter, beyond that implied by their inclusion on the web pages(s). If you do not want your child's photo or name to be published on the website, please indicate this on the (form developed on release of directory information).

4. Acceptable Use:

The purpose of NSFNET, which is the backbone to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources, and education in, and opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Use of other organization's network and computing resources must comply with the rules appropriate for that network. Transmissions of any material in violation of any U.S. or state regulation are prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use of product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable. Students are expected to adhere to the US Copyright and Fair Use Guideline policy.

5. Network Etiquette:

Users are expected to learn and to abide by generally accepted rules of Internet etiquette, as well as rules of school decorum. These include common courtesy, politeness, and the avoidance of vulgar language. Try to avoid sarcasm and humor; without face-to-face communication, your comments may be misinterpreted or viewed as criticism. Don't publicly criticize or anger others. Use all capitals only to highlight a word; if you use them for an entire message, people will think you're shouting at them.

6. E-mail:

The use of electronic e-mail is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. E-mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Students have been provided an E-Mail account hosted by DDN. The use of web mail accounts (Hotmail, Yahoo mail, etc.) or any other personal E-Mail account is not allowed. Students are "electronic" representatives of the DAS District. **E-Mail will be used for educational purposes only.**

7. Software:

The installation of personal software on district computers is not allowed. The download and installation of software is not allowed. This includes, but is not limited to programs not purchased by the district such as screen savers, games and web browser plug-ins.

8. Games:

DAS District technology resources will be used exclusively for educational purposes. Using DAS technology resources for game playing during the school day is not permitted unless authorized by a teacher or supervisor.

9. Security:

Security of any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher who will in turn notify a system administrator. Do not use another individual's account. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet. Personal technology equipment will not be allowed to connect to the District's computer network. Personal technology equipment includes, but is not limited to: desktop computers; laptop computers; portable devices such as Palm Pilots, Ipaqs, Ipods, etc.; and printers.

10. Non-Liability:

Deubrook Area Schools make no warranties of any kind, whether expressed or implied, for the service it is providing. Deubrook Area Schools will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via Deubrook Area Schools is at the user's own risk. Deubrook Area Schools is not responsible for the accuracy or quality of information obtained.

11. Vandalism:

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

12. Violations/Consequences:

Users of the district technology must be aware that misuse of district technology may result in penalties being imposed on the user by the district. Misuse may include but is not limited to:

- Attempting to log in as another user
- Attempting to violate network security
- Plagiarizing (copying someone else's work and representing it as one's own)
- Tampering with computer software
- Printing personal documents
- Using inappropriate language in E-mail messages
- Participating in illegal activities
- Using bandwidth such as streaming or downloading videos or files
- Taking part in chain letters
- Disseminating religious, social, or political views
- Harassing behaviors
- Sending threatening E-mail(s)
- Using E-mail for financial gain
- Using E-mail for messaging during class time
- Installing personal software on district owned computers
- Downloading personal software on district owned computers
- Using computers for non-educational game playing
- Vandalizing or attempting to destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the DDN

DAS District retains the right to monitor network and mail use. The system administrator and teachers will deem what is appropriate use and their decision will be final. Users that misuse the district technology will result in the following penalties:

- a. First violation will result in a two week loss of computer privileges
- b. Second violation will result in loss of computer privileges for the remainder of the school year.
- c. Attempts to login to Internet as s system administrator will result in cancellation of user privileges.

13.Exception of Terms and Conditions:

All terms and conditions as stated in this document are applicable to Deubrook Area Schools, in addition to NSFNET. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties.

**DEUBROOK AREA SCHOOL DISTRICT 5-6 – ACCEPTABLE USE POLICY
SIGNATURE / AGREEMENT PAGE**

My child and I have read the Deubrook Area School District 5-6 Acceptable Use Policy. We agree to abide by ALL of the rules listed in the Deubrook Area School District 5-6 Acceptable Use Policy. We understand that violation of these provisions may result in disciplinary action including, but not limited to, revocation of computer privileges, suspension, or exclusion from school and / or criminal prosecution. We release the Deubrook Area School District 5-6 and all other organizations related to the Deubrook Internet Connection from any liability or damages that may result from the use of the Computer System. In addition, we will accept full responsibility and liability for the results of any action with regards to the use of the Network and the Internet. We release the school and related organizations from any liability relating to consequences from the student/s us of the Internet.

Student Name (please print) _____ Grade _____

Signature of Student _____ Date _____

Signature of Parent / Guardian _____ Date _____

Check (X) one:

_____ **We accept** the conditions of Deubrook Area School District 5-6 Acceptable Use Policy and plan to access the district’s system / network

_____ **We do not accept** the conditions of the Deubrook Area School District 5-6 Acceptable Use Policy and will not access the district’s system / network

Circle your response to each statement:

We give / We do not give permission for _____’s NAME to appear on school web pages.

We give / We do not give permission for _____’s PHOTO to appear on school web pages.

NEW – DAS Email List

Please add my email address to the “DAS Email List.” I understand that this list will be used by the DAS Administration and Teachers for the purpose of sharing timely information with parents and students. No information will be shared with any third parties and recipients of the e-mail cannot “Respond to All” to addresses on the list thereby ensuring your privacy.

E-mail Address: _____

DISTANCE LEARNING POLICY

DEUBROOK AREA SCHOOL DISTRICT DISTANCE LEARNING POLICY

MISSION

Provide enhanced opportunities and create an interactive distance learning environment for students and staff through courses and programs offered within the state, nationally and internationally

ACADEMIC

- Academic Calendars
 - Calendar of sending school will be used to establish starting and ending dates for DDN classes.
 - Calendar of sending school and receiving school will be used to determine holidays, in-service days or non-class days.
- Class schedule of sending school will be used to determine beginning and ending times of class
- Late Starts
 - If sending school starts classes late, efforts will be made for the class to meet as scheduled.
 - If receiving school starts classes late, efforts will be made for the students
- School cancellation
 - If the sending school or receiving school cancels or closes school due to inclement weather or unforeseen circumstances, DDN classes are cancelled.
- Accreditation programs
 - Deubrook Area High School is an NCA accredited school
- Course quality
 - Classes will adhere to the state standards and aligned course guidelines
- Course and program evaluation
 - This program will follow the established course assessments for Deubrook Area School District 5-6
- Credits earned
 - Students will receive one-half (1/2) credit per semester
- Grading scale of sending school will be used
- Admission
 - Enrollment will be determined by the space available
- Curriculum review
 - All courses offered will follow the established curriculum review procedure
- Approval process
 - The receiving school will assure that students have the class pre-requisite requirements and the ability to be successful in the program
- School may tape classes and show at a later date
- Each school is responsible for textbooks and materials. They may be shared when possible. Costs are negotiable between schools
- It is critical to the success of the class to have a facilitator in the classroom of the receiving school. The skills needed by the facilitator are in part determined by the distance learning class in which they are assisting.

FISCAL, GEOGRAPHIC, AND GOVERNMENTS

- Tuition Rates
 - Tuition Rates will be determined by the Deubrook Area School District Board of Education.
 - Current rate we use is \$600 per semester
 - Payment due within 30 days from the beginning of each semester
- Consortia agreements

- Deubrook Area High School is currently not part of a consortium. If at a later date a consortium is developed, an addendum to this agreement will be considered
- Contracts with collaborative associations
 - Partnerships and associations will be considered
 - A cooperative agreement may be with, but is not limited to, surrounding school districts
- Board oversight
 - The policy will be Deubrook Area School District 5-6 School Board approved
- Administration cost
 - A teacher will be paid a stipend per semester or per hour based on the type of class. Compensation will be determined and negotiated by the Deubrook Area School Board
 - A stipend/extra duty pay will be determined by the Deubrook Area School Board on a yearly budget review to be paid for delivery of a class during normal/outside class instruction.
 - Release time for training instructors and class preparation will be determined by the Deubrook Area School District 5-6. Teachers new to the interactive system will receive training prior to teaching.

STUDENT BEHAVIOR

Each student taking a DDN class will sign a student contract which outlines expected behavior

STUDENT

The following procedures will ensure effective classes

- When talking to the teacher, state your name and location. Leave the microphones on mute when not speaking
- Assume you are on camera at all times and can be recorded; therefore, act appropriately
- Stay in view of the camera at all times.
- Each site will have a site coordinator/facilitator who will assist you in collection of papers, tests, etc. and getting additional help as you request
- Notify the teacher at the start of class if you need to be excused
- Class requirements, grading, make up requirements, and policies will be that of the host school.
- Each student will sign a student behavior contract
- Handouts and materials will be provided to you by your site coordinator/facilitator or available online.
- It is your responsibility to have materials provided with you in class and turn in on the due date. Your site coordinator/facilitator will be responsible for faxing, mailing or delivering materials.
- On the first day of class, teachers will give alternatives for contacting him/her for assistance.
- In the event that the network should fail or disconnect, contact your site coordinator/facilitator immediately for assistance.
- If you have any questions in regard to student guidelines or procedures, contact your site coordinator/facilitator.

FACULTY

- Provide receiving school with course outline or syllabus which includes the calendar, classroom rules, grading scale and procedure (e.g. make-up testing, class project, incompletes, and extra credit procedures), title of the required textbook and class materials.
- Local school policies and procedures will be followed
- Send tests and other materials to facilitator of receiving school at least one day in advance
- Provide receiving school with grades according to receiving school's grading periods.
- Make discipline referrals to receiving school principal
- The rate for the teacher stipend will be set by the Deubrook Area School District 5-6 Board of Education.

SITE COORDINATOR/FACILITATOR

Receiving school will designate its high school principal as the site coordinator for primary contact for all matters dealing with the DDN course. Duties may be completed by someone other than the site coordinator; however, the site coordinator should be responsible for the coordination of the actions.

- Provide name, addresses and phone numbers of site coordinator/facilitator
- Set up equipment and arrange the distance classroom prior to the start of each class.
- Know the operation of the distance classroom equipment.
- Assist teacher in solving equipment problems and deep downtime to a minimum.
- Act as liaison for teacher-student communications.
- Supervise classroom with physical presence and enforce teacher's classroom rules and procedures in addition to those of the receiving school.
- Ensure that all students are in view of the camera at all times
- Do not send students out of the classroom to work on class projects without discussing with teacher.
- Take attendance and submit the attendance to the local school office
- Duplicate materials and hand out according to teacher's direction.
- Collect and fax, mail or deliver assignments, homework, and make-up work to the teacher in a timely manner.
- Duplicate and safeguard testing materials received from the sending teacher according to teacher's directions.
- Provide supervision of students during testing as needed.
- Check out textbooks and materials on loan from other schools.
- Tape class as needed
- Ensure each student fills out a Student Registration Form and it is sent to sending teacher.
- Ensure each student signs a Student Behavior Contract. Maintain a copy in students' records.

TECHNICAL

- DDN support provides technical assistance.
- Local technical support will be provided by the technology coordinator and or technician.

SOUTH DAKOTA VIRTUAL HIGH SCHOOL

In order to participate in the South Dakota Virtual High School, the school/attendance center/student agrees to the following:

- The school will register students for courses offered via South Dakota Virtual High School. Students are not allowed to register on their own.
- Schools have the right to deny a student's request to take a course via the Virtual High School.
- The school will monitor student progress on any course taken via the Virtual High School.
- The school will proctor assessments for any course taken via the Virtual High School.
- The school will assign credit associated with any course taken via the Virtual High School. (Providers will assign the grade.)
- **Public schools** will give the Dakota STEP to any student who has achieved status as a junior and is enrolled in a district full-time.
- The school will collaborate with the course provider to assure alignment to the student's instructional program.
- The school will coordinate with the course provider to assure that instruction is consistent with the individualized education program (IEP) under section 614(d) of the Individuals with Disabilities Education Act.

Three Year Telecommunications Services and Equipment Policy

The Deubrook Area School currently utilizes ITC as the vendor for local and long distance services for the telephones and fax machines located in the district. We currently have 2 fax lines for the district. The district currently utilizes Verizon Wireless for its smart phone usage. The district has 2 Blackberries and 1 Droid Incredible. These services receive E-Rate funding as telecommunications services.

Student & Staff Phone Usage

1. A phone has been installed in the entry area of the school for student use. No other phone in the school building will be used by any student without the prior approval of the office or an instructor and should only be used at the end of the period only.
2. Cell phones and pagers may not be used during school hours without permission from the office. These items should be left in cars or lockers and should not be carried during school hours.
3. The phones in the offices & classrooms are for school business only and should not be used by students without approval of the office or instructor.
4. Teachers have been provided a four-digit access code for long distance school related phone calls. It is to the teacher's advantage not to give this code out to anyone, as they will be billed for any non-school related phone calls.
5. In order to promote the educational goal and prevent the number of interruptions from educational activities, telephone calls should not be made or taken during normal class or advisory time and should be limited to the teacher's planning time or their lunch time. Messages for instructors will be forwarded directly to voicemail.
6. Staff members expecting emergency phone calls should inform the office of the nature of the call and it will be forwarded.
7. The school district currently utilizes ITC 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 3 voice and 1 fax line for the district. These services receive E-Rate funding as telecommunications services. We currently have purchased a phone system that has voice-mail access throughout the school district.

Maintenance & Upgrade

- Telecommunication system maintenance & upgrades are performed by ITC.
- Policies will be annually revised by administration.
- Technology equipment will be evaluated each year to determine if it is obsolete or not.
- Video and Data technologies are managed and maintained by DDN as needed.

Funding Source

Technology is a growing and evolving entity that requires constant input and evaluation. To become leaders in education, the Deubrook Area School must continually assess and modify our technology plan. We must evaluate our existing technology and look to the future and determine what possibilities exist. The following process will be used to evaluate our plan of action:

- Investigate and research current technology inventories to determine what to salvage or delete from existing programs
- Determine the longevity of the equipment and software to meet our technology goals
- Research and report on new technologies to determine what need to be addressed by the technology planning committee
- Recommend staff who attend technology conventions to present their findings formally or informally to others on staff and in the community
- Measure student growth with Student Performance Indicators
- Monthly committee meetings
 - Updates and addendums submitted yearly as needed.
- Needs Assessment data analysis
 - Student, staff & community feedback.
- Periodic State Reviews
- Representative from Technology Committee will keep school board updated periodically when the need arises.
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Funding

Activity	Category of Funding	Funding Source
Updating/maintaining DDN, internet and telephone services; in-house two-way communication	Telecommunication Services	E-rate, Capital Outlay, General District Funds
Updating/maintaining infrastructure	Hardware	Capital Outlay
Upgrading/enhancing software inventory; licensing	Software	General District Funds, Capital Outlay
In-services; conferences and workshops	Professional Development	Title II Part D Funds, General District Funds, REAP, Capital Outlay, Title II Part A Funds, ARRA
Adult Education	Other Services	Student Tuition

E-rate Records Retention Policy (part of State Technology Plan) 611

The district will retain the following documentation, to the extent applicable, for five years after the last date of service, pending any litigation or ongoing audit. 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.

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 486, Certification & delivery confirmations
- 1.5. 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)

First Reading: 10/11/2010

Second Reading for adoption:

CHILDREN’S INTERNET PROTECTION SAFETY POLICY (CIPA)

CHILDREN’S INTERNET PROTECTION ACT

Deubrook Area Schools District has participated in the State’s Cyber Security Project since its beginning. Our first filtering device and firewall was purchased in December of 2000, in conjunction with the wiring the schools project, and was called Cyber Library. Our Acceptable Use Policy was updated and brought to the Board of Education for approval, at which time the CIPA act was discussed. The Board approved the Acceptable Use Policy on August 9, 2001. The district replaced the firewall and Cyber Library with a Sonic Wall device in its network. Most recently, the SonicWall device was replaced with a Fortinet device as designed by the Cyber Security Project.

The Fortinet device is monitored both internally by the technology department and externally SDN Communications, a part of the Cyber Security Project. Any warnings are e-mailed to the technology coordinator. Any violation of the acceptable use policy is dealt with accordingly. The updates of the blocking/filtering software are continuous, as it is updated at a server and accessed from there.

All internet, email, chat rooms, and other electronic communications are addressed in our Acceptable use policy. With our planned participation in the 2010 initiative we have scheduled yearly parent/student orientation to the wireless network and Acceptable Use Policies.

A presentation on Internet on Internet Safety and Technology will be held at the start of 2011 school years for students, staff and community members. The presentation will be provided by the Deubrook Area Schools Network Administrator, High School Principal, Elementary Computer Teacher and School Superintendent. The presentation will involve a complete review of our school’s Laptop Handbook, and Acceptable Use Policy. As a result of our school’s One-To-One Laptop Initiative, prior to a student receiving their tablet at the beginning of school, they and their legal guardian will be required to attend one of our school’s Internet Safety and Technology presentations. During the presentation, all issues regarding Internet Safety will be addressed, and students and guardians will be given the opportunity to ask questions regarding Internet Safety.

COLLABORATION WITH ADULT LITERACY

Currently our district library works in conjunction with the community library. Two computers have been acquired through a Bill and Melinda Gates Grant for public internet access. The district also offers adult computer education courses through East Central Multi District at times during the year. In the past the district has opened the distance education rooms to the public to further their education or to hold meetings as long as it doesn't conflict with regular education programs.

EVALUATION

EVALUATION

The Technology Committee will annually review the technology plan for the year since we know that technology can change and that this technology plan is a working document. The committee will make necessary revisions which may include making suggestions to the district’s school board of any technology areas that need to be addressed. Each year, the technology coordinator and computer technician attend budget proposal meetings where needs including those identified by the Technology Committee are reviewed with the budget committee. Our plan is annually approved by the board upon completion of any updates and revisions.

We use the results of the surveys by staff and students to give us input to monitor our progress on staying current with our hardware and software. Surveying the alumni and community also helps to monitor our progress on preparing our students and for college and the needs of the job market. By offering adult classes to our community, we are also addressing needs for our patrons of our school to have the opportunity to stay current with their technology needs as well.

After the annual review of the technology committee including all the areas listed below, the necessary changes will be addressed by the committee and an addendum of our plan will be developed which includes approval of the school board and submission to the state of the addendum.

Vision	The school’s technology vision statement will be reviewed by the technology committee annually to ensure it still addresses the vision of our committee.
Goals & Objectives	Annually, the technology committee will review the goals and objectives of the current plan. Goals and objectives that have been met will be identified and new goals and objectives developed as addendums to this plan.
Needs Assessment	In order to stay current, MONKEY survey’s and STARS Rubric, or equivalent tools, will be used annually to assess our teachers and students on their current needs. This will help us to stay current with our needs and address the changing needs of the district.
Professional Development	Deubrook Area Schools will use MONKEY survey’s and STARS Rubric as our assessment tool. It will be used annually to measure our progress on the goals. We will then use this information to update and plan for the identified needs and professional development for the following year. We will use these as our baseline data for comparison in the future years of this technology plan.
Curriculum Integration	This area needs to be reviewed every year using the results of MONKEY survey’s and STARS Rubric from the teachers and the TAGLIT survey from the students to monitor our progress and develop new areas and ideas as curriculum changes. Also, we are in the process of

	<p>curriculum mapping and teachers are working on ways to integrate. The State DOE technology assessment results given in May to our 8th graders each year are reviewed and strengths and weaknesses noted. Weaknesses are addressed into the curriculum as needed.</p>
Student Performance	<p>The Technology Standards and benchmarks will be developed into an evaluation tool with specific skills to be addressed in each grade. These benchmark evaluations will be placed into each student’s file and will follow the student throughout their school career.</p> <p>Annually, the graduating seniors will be surveyed approximately six to nine months following graduation to determine technology use in their current settings.</p>
Community	<p>We plan to use the community evaluation tool to survey the community and to use the results to determine our current community technology needs. We will then try to develop classes or activities to address these needs as an on going part of this technology plan.</p>
Action Plan	<p>This area needs to be reviewed annually by the Technology Committee. Goals and objectives that have been met will be identified and new goals and objectives developed. Action plans and activities will be developed as part of an addendum to this plan.</p>
Inventory	<p>The technology coordinator updates the inventory on an annual basis when he completes the survey for the State of South Dakota. This will be used to determine hardware needs and also input from teachers on their software needs. This also gives the committee the chance to address new technologies. We will also use the results of the teacher and alumni survey to monitor our progress on staying current with hardware and software.</p>
Infrastructure	<p>The technology coordinator updates the inventory on an annual basis when he completes the survey for the State of South Dakota. He will use this also as needs assessment for needed hardware for the school.</p>