



Technology Plan

Litchfield School District
SAU#27

July 1, 2011 – June 30, 2014

Approved by the Litchfield
School Board on June 15, 2011

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Purpose & Scope of this Document

The purpose of this plan is to establish an outline, goals and vision for technology in the Litchfield School District for the next 3 years. This plan is not meant to outline specific products, technologies or programs which will be used to accomplish these goals. We believe that technology is ever evolving and as such this is meant to be an evolving document. Because of the speed that technology evolves it may be necessary for the Technology Director to propose additional or different technologies based on new or updated information not contained in this document. These additions will be vetted by the technology committee, administrative team or school board depending on the situation.

Technology Committee

Name	Title
Kyle Hancock	Director of Information Technology, Litchfield School District
Robert Demaine	Technology Coordinator, Litchfield School District
Julie Heon	Director of Curriculum, Litchfield School District
Dennis Miller	School Board Representative, Litchfield School District
John Brunelle	Community Member
Tim Wade	Community Member
Andrea Ange	Library Media Specialist, Campbell High School
Laurie Gatherum	Computer Education Teacher, Campbell High School
Robin Corbeil	Computer Education Teacher, Litchfield Middle School
Jody Corbett	Language Arts and Reading Teacher, Litchfield Middle School
Julie Cote	Library Media Specialist, Griffin Memorial School
Sandra Doucette	First Grade Teacher, Griffin Memorial School
Mathew Bennett	Building & Grounds Coordinator, Litchfield School District
Kerry Finnegan	Assistant Principal, Litchfield Middle School

District Description & Mission

Approved District Mission Statement

Our Mission is to provide rigorous and varied educational opportunities that challenge and engage all students to attain their highest level of intellectual, social, physical and emotional growth. (2007)

Approved District Vision Statement

Our staff, in partnership with parents and the entire Litchfield community, will enable all students to fulfill their aspirations and help instill a lifelong passion for learning. This partnership is committed to providing a safe and supportive learning environment to develop confident, responsible and productive members in our community and global society. (2007)

District Demographics

The Litchfield School District consists of three schools, grades K-12. Student enrollment as of February 2010 totaled 1597 students. Litchfield belongs to School Administrative Unit #27, with administrative offices housed within Campbell High School. SAU #27 is a single district SAU serving only the town of Litchfield. The town of Litchfield is a suburb of Manchester and Nashua with the majority of residents committing to jobs outside of the town. According to the US Census Bureau, Litchfield has a population of 8,790 residents with a median annual household income of \$97,591.

Technology Vision Statement

Students and staff will effectively utilize technology to:

- Facilitate a rigorous and challenging education through curriculum integration.
- Foster communication and collaboration between students, teachers and the community at large.
- Foster lifelong learners who are self-directed and adaptable to ongoing change in the 21st century.
- Expand learning opportunities beyond the confines of a traditional classroom to provide students with global view.
- Promote higher level thinking, problem-solving skills and information literacy.
- Implement a holistic view considering business processes and systems in an ongoing review to streamline daily operations.

Technology Plan Goals and Objectives

The Litchfield School District will stride to accomplish the following goals and objectives:

- Access to Technology resources
 - Provide at least one desktop in every classroom
 - Provide a portal environment for staff and students to access from home and work remotely
 - All district wide applications should be web based for: ease of use, platform independence and accessibility at the end of year three.
 - Provide a unified communications system so that every teacher has easy access to phones and voice mail (VOIP)
- Technology Literacy
 - Students and staff will be able to select and use technology appropriate to a given task.
 - Students will demonstrate knowledge of digital citizenship in their use of technology.
 - Students and staff will ethically use technology as defined by District policies and federal laws.
- Professional Development
 - Provide ongoing opportunities for staff to enhance skills.

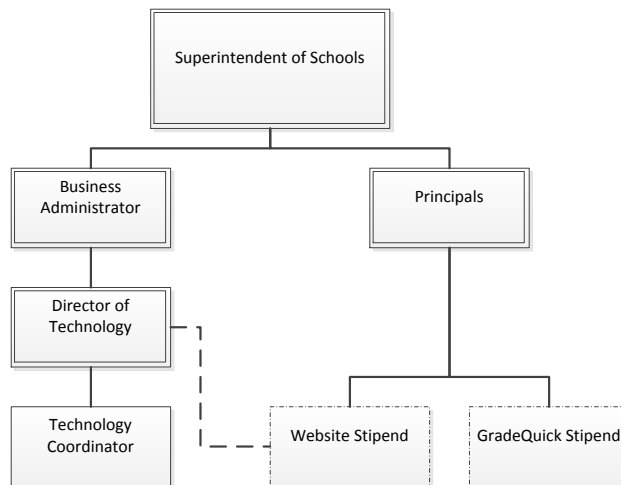
- Develop content level specialists to assist staff with technology integration.
- Promote the integration of technology throughout all curricula per the NH ICT Literacy requirements.
- Community Involvement
 - Develop ties with the community to enhance student and staff learning as well as support.
 - Staff will use technology to share ideas and information both inside and outside the educational community.

Action Plan

Access to Technology Resources

This action plan describes both planned and current resources available to students and teachers alike. All district computers are networked and provide secure & individual user accounts to students and teachers. These user accounts allow each person to have individual networked storage space and access to high speed internet. A 1:1 ratio of computers can be achieved by utilizing one of the labs available for teachers to take classes to or by using one of the district laptop carts (each cart houses approximately 20 laptops or minis).

Based on the staffing formula provided by the NH Department of Education, sufficient technology support personnel are not provided. Both the Director of Information Technology and technology coordinator are employed full time (52weeks / year) however the staffing formula calls for 5.5 FTE $(220/300)+(402/100)$. The district does attempt to supplement this shortfall with several stipends provided to teachers or staff members. The district provides two stipends at each school level. One stipend is provided for website management and the other for GradeQuick grade book management. Given the reduction in state aid of over \$2million and the District's reduction in force of over 37 positions starting in the 2011-12 school year it is unclear when Technology Department will obtain adequate staffing in the next three years. An organizational chart is provided below.



The following acquisition plan includes services, software, and hardware.

1. Hardware and Support

a. Current district resources include (not an exhaustive list)

- Microsoft Schools Agreement which provides site licensing for Microsoft Windows and Office also provides staff work at home rights for Office
- Rediker Student information system
- Grade Quick Gradebooks
- EdLine Parent Access
- Destiny online card catalog with public access (OPAC)
- Network connections for all computers
- All buildings have wireless networks
 1. Elementary and Middle wireless is secured for only district equipment
 2. High School facilitates guest equipment access for all teachers and staff
- Seven COWs (Computers on Wheels) with approximately 20 laptops or minis each
- 120 Level A Computers (Less than 3 years old)
- 502 Level B Computers (Over 3 years old)
- 60 Networked Printers
- 30 Wireless Access Points
- 7 Terabytes of network storage
- 10 Networked Windows 2003 or 2008 servers
- 34 Fixed LCD Projectors installed in Labs and Classrooms
- 37 Portable LCD Projectors for use in Classrooms without fixed installations
- 13 Fixed *Smart* Boards
- 14 Portable *Smart* boards
- Microsoft Outlook Email System
- WASP inventory system
- Sungard Financial and Human Resource management systems
- Website for each school and district (4 total)
- School Dude help desk system

b. Support:

- The Director of Information Technology (DIT) is responsible for the vision, implementation and support of all information technology resources. The DIT is assisted by the Technology Coordinator in accomplishing these tasks.
- The DIT offers training on an as needed basis to assist staff members with continually improving technology integration.
- Support is offered by both the DIT and Technology Coordinator. Staff can access support via the online School Dude help desk

- Support contracts are maintained with the following vendors: Microsoft, Symantec, Rediker, Edline, GradeQuick, Tools4Ever, Cisco, HP, Barracuda, Destiny, SchoolDude, and Sophos.
- The Director of Technology is responsible for procuring outside technical assistance when needed.

c. Acquisition Plan (2011-2012)

- Upgrade 100 Lab computers in CHS.
 1. Distribute current lab computers to classrooms for teacher and student use.
 2. Recall all CHS Teacher laptops. Laptops which have any life left will be used to unify laptop carts throughout the district. Additionally any further useable units will be assigned to each department to be managed by the department head.
- Purchase additional *Smart* boards and mount in classrooms as possible (5-10 boards estimated based on grant funding)
- Purchase projectors to go with every *Smart* board currently in district. Mount all existing *Smart* boards in classrooms with LCD projectors.
 1. Retain one *Smart* Board / LCD combo for each school building to be used on a checkout basis.
- Rebuild current websites using Joomla content management system

d. Acquisition Plan (2012-2013)

- Upgrade 100 Computers throughout the district.
 1. Distribute current lab computers to classrooms for teacher and student use.
 2. Recall all LMS and GMS Teacher laptops. Laptops which have any life left will be used to unify laptop carts throughout the district. Additionally any further useable units will be assigned to each team to be managed by the team leader.
- Complete stage three of network repairs from 2010 network audit
 1. Wireless network controller
 2. Network monitoring software
- Transition to a virtual server infrastructure to provide a more dynamic and flexible network.
 1. Reuse current servers
 2. Implement NAS / SAN
- Replace other network assets as necessary.
- Evaluate student management system (Rediker), if necessary begin planning & budgeting for replacement in 2013-2014 year.
- Purchase speaker / conference phone for GMS and LMS to enable conference calling.
- Purchase one classroom set of student response tools for each level.

- Acquire additional *Smart* boards and projectors.

e. Acquisition Plan (2013-2014)

- Upgrade 100 Computers throughout the district.
 1. Replace wireless labs at LMS and GMS (50 laptops)
 2. Replace CHS computer labs (2)
- Deploy VOIP / unified communications in at least one building
- Based on 2012-13 evaluation, replace student management system if necessary.
- Install secondary servers at GMS and LMS
- Explore possibility of building computer lab at GMS
- Acquire additional interactive *SMART* boards for classrooms and labs as possible
- Purchase additional classroom LCD projectors as possible

2. Connectivity:

a. Current capability:

- All internet connectivity is routed through CHS via MPLS circuits (GMS 3mb/s, LMS 4.5mb/s). Internet filtering is provided by our Barracuda web filter. Network and Internet security is provided by the District's Cisco Firewall. The district internet connection is 12.5mb/s.
- All MPLS, Internet and phone connectivity is provided by OneCommunications under a three year contract ending in the Spring of 2013
- All network switches provide 1Gbps network connectivity.
- Each workstation is connected to the network at a minimum of 100mbps.
- All switches are HP Procurve managed switches
- Each building has Cisco wireless access points with 100% wireless coverage throughout the buildings.
- The district uses Microsoft Exchange to facilitate electronic communications.
- Remote access is provided via VPN.
- All websites and email are hosted internally

b. Acquisition Plan 2011-2012

- Develop and pilot portal for online access of school documents and resources for staff and students.
- Develop a plan to implement an online learning environment and provide a blended classroom approach.

c. Acquisition Plan 2012-2013

- Implement wireless network controllers. Facilitate guest access at all buildings.
- Explore possibility of implementing Cable modems with Internet load balancing / fail over.
 1. Use Cable for internet connectivity only
 2. Reserve MPLS circuits for internal traffic only / internet fail over

d. Acquisition Plan 2013-2014

- Replace the phone system in one school building with a modern voice over IP phone system. This system will benefit the district by:

1. Providing voice mail for staff which is easily accessed via phone or computer from inside or outside the district.
2. Replace the paging & intercom systems which are antiquated
3. Provide a phone in every classroom for emergency services (911)

ICT Literacy

Goal: Students and staff will be able to select and use technology appropriate to a given task.

Technology Education Curriculum

The Litchfield School District has developed a comprehensive Technology Education Curriculum for all grades K-12. This curriculum guide provides the framework for the instruction of technology literacy skills that is consistent across grade levels. These technology literacy skills prepare students with the expertise needed to integrate technology in their core subject areas.

Goal: Students and staff will ethically use technology as defined by District policies and federal laws.

ICT Program

Higher-order thinking skills and Digital Citizenship are critical to learn to live productively in our emerging global society. The Litchfield School District understands the importance for students to learn 21st Century Skills in order to be successful in today's modern world. The district is further committed to applying 21st century resources, throughout the context of the core subject areas, as required by NHDOE School Approval Standard Ed 306.42.

Digital Citizenship

The Litchfield School District manages two different versions of the acceptable use policy (AUP), staff and student. Every staff member who has access to any technology resources including network, internet and email access has a signed AUP on file with the Human Resources Director. Student AUPs are signed at transition between each school level (Grades: K,5,9). Student AUPs are kept on file at the schools and managed by the school secretarial staff. At the direction of the Technology Director the AUPS are audited at least once yearly at each school level. Copies of the AUPs can be found in the appendix of this document.

Goal: Students will demonstrate knowledge of digital citizenship in their use of technology.

Digital Portfolio Guidelines

The purpose of the Student Digital Portfolio is to develop a collection of student-created digital artifacts that demonstrate knowledge, skill and understanding of the Information and Communication Technologies (ICT) Literacy Standards as they are integrated into the core subject areas of the curriculum. Through a chronological digital collection of their work, students demonstrate growth and competency in the use of technology tools and resources within those core subject areas.

- Artifacts will be stored electronically on school district network resources.

- Students will select artifacts to be stored (with teacher assistance at early grade levels).
- Students will include a reflection with each stored artifact.
- Artifacts and reflections will be reviewed by the respective classroom teachers, followed up with teacher comments/feedback to students.
- Artifacts will follow the student as they move from grade to grade and school to school.

District Wide Portfolios

While each school level does a good job integrating digital portfolios in its curriculums the district has identified some disconnects between the school levels as a weakness. We hope to implement a refined K-12 vision over the next two years as well as support this goal with a unified digital portfolio system.

Elementary School Student Portfolio Map

- Grades K-2 – Minimum of 2 artifacts per year, selected with teacher assistance
- Grades 3-5 – Minimum of 4 artifacts per year, selected with teacher assistance

Middle School Student Portfolio Map

Artifacts are required for the core subject areas. For full-year classes, 1 artifact is required by the end of the 1st semester, as a benchmark indication of developing proficiency. A second artifact is required by the end of the school year. Only 1 artifact is required for quarter-long classes.

High School Student Portfolio Map

The High School curriculum will be reviewed to determine specific artifact requirements for students in grades 9-12.

Student Artifact Reflections

Students should base their artifact reflections on these questions:

- Why you chose to do this specific artifact?
- How does this artifact demonstrate what you have learned?
- How did the technology help you learn?

Portfolio Assessment

The NHDOE is currently conducting a statewide collaborative effort to develop a common set of student portfolio assessment rubrics. In the interim, the district will utilize a general rubric obtained from the ICT Literacy Toolkit website.

Elementary:

- Teachers use the laptop cart to achieve a one to one student to computer ratio.
- Teachers use technology for attendance, grades, report cards, homework, email communication, and professional development.
- Teachers provide opportunities for students to integrate technology in various arenas throughout the curriculum.
- Technology is integrated into classroom curriculum.
- Fast Math is used in grades three and four to reinforce math concepts.
- Special education uses adaptive and supportive technology to increase student achievement.
- Teachers use websites and other online resources to enhance curriculum.

- LCD Projectors assist teachers and students in presenting technology.
- RM E-Cart's assist teachers integrating multimedia and connecting students to outside world
- Destiny online cart catalog allows students to access library databases from school or home.
- SmartBoards increase student engagement and achievement.
- Listening centers are used in conjunction with computers for enrichment and recovery.
- PodCasts are used in the Library to introduce award nominees to students.
- Alert Now is used to provide mass email and voice communications to parents and community members.
- NWEA testing is conducted three times a year and provides teachers with nearly real time data on student achievement.

- **Middle School:**

- One fully equipped computer lab.
- Three fully equipped mobile computer labs.
- VLACS is for enrichment and credit recovery.
- Teachers use technology for attendance, report cards, homework, professional development and email communication.
- IPods, Pod-Casts, digital cameras, FLIP cameras and other emerging technologies are used to enrich the student learning process.
- Teachers provide opportunities for students to integrate technology in various arenas throughout the curriculum.
- Teachers use websites and other online resources to enhance curriculum.
- SmartBoards increase student engagement and achievement.
- LCD Projectors assist teachers and students in presenting technology.
- Grade level laptops are used by each team to embed technology in every classroom.
- Students use technology to create multimedia presentations to enrich achievement.
- Alert Now is used to provide mass email and voice communications to parents and community members.
- T-Flex is used to provide an introduction to computer aided drafting (CAD).
- Edline is used to provide online grades and student information for both parents and the student.
- NWEA testing is conducted three times a year and provides teachers with nearly real time data on student achievement.

High School:

- Four fully equipped computer labs.
- Library maintains one laptop cart and one mini cart for student use.
- Technology instruction is available to all students, grade 9–12. Course enrollment may require the completion of prerequisites.
- Teachers use technology for attendance, report cards, homework, professional development and email communication.
- VLACS is for enrichment and credit recovery.
- Teachers use websites and other online resources to enhance curriculum.
- SmartBoards increase student engagement and achievement.
- Teachers provide opportunities for students to integrate technology in various arenas throughout the curriculum.
- Students use technology to create multimedia presentations to demonstrate competency.

- Alert Now is used to provide mass email and voice communications to parents and community members.
- Edline is used to provide online grades and student information for both parents and the student.
- Courses are offered through the Business, and Computer Education Departments.
- Courses include: Computer Applications, Digital Publishing, Multimedia, Web Design, Programming, Advanced Web Site Design. [Course summary information can be found here.](#)
- NWEA testing is conducted twice a year and provides teachers with nearly real time data on student achievement.
- Utilize real time online feedback and polling tools.

Professional Development

The Litchfield School District will provide ongoing, sustained professional development for teachers, principals, administrators, school library media personnel and support staff.

- Professional development technology workshops are offered throughout the year. These workshops are led by in-house staff and guest trainers. As outlined in the approved Litchfield School District Professional Development Master Plan technology is a significant area of ongoing need for all staff.
- At minimum, basic training will be offered to staff in order for them to be technologically proficient.
- All newly hired staff participates in technology orientation where they receive access information and are given an overview of how technology is utilized in the Litchfield School District.
- Methods of delivery of professional development will be varied to help assist staff members with time constraints and will provide choices (Ex: workshops, online courses or tutorials, email, etc...). The district is able to offer professional development technology training through the following affiliations:
 - NH DOE
 - University system of New Hampshire
 - Christa McAuliffe Technology Conference
 - The Greater Manchester Professional Development Center (GMPDC)
 - Other content area specialists as necessary

The district will promote and support curricula and teaching strategies that integrate technology effectively into curriculum and instruction. The goal of promoting these curricula and teaching strategies is to link them to relevant research and to use them to improve academic achievement.

- School Library Media Personnel provide training in accessing and using Destiny (the district online Media Center) and other electronic databases provided by the state or Litchfield School District.
- The technology department, classroom teachers, and other educators work together to provide students opportunities to use distance learning both within and outside the district. The district will integrate technology, including software and electronic learning materials, into curricula and instruction.
- Established scheduling calendars for Technology Labs, Laptop Carts, SmartBoards and other technology resources in School Dude facilities scheduling to provide better communication

between buildings, staff, administration, curriculum integrators and tech specialists. This should also reduce the current burden on Library staff for scheduling these resources.

- Office Suites – teachers apply programs in teaching and learning extensively. For example, students rely on word processing continually in the writing program when they are preparing final drafts.
- Math software – available at the elementary school and reinforces the teaching and learning of math concepts at all grade levels.
- Classroom management system - teachers create effective online learning communities.
- SPED software such as Earobics, BoardMaker, DragonSpeak and Skills Tutor are used as needed by Special Education Educators; allow students the capability to write with symbols and listen to talking software.

Strategies to Meet Goals

- Training must be available to all staff. All staff should be able to implement the use of technology resources in their classrooms.
- All staff is encouraged to partake in a minimum of 2 hours of technology professional development each year.
- Teachers need to become familiar with the ISTE NETS performance indicators.
- Insure that technical support is available consistently in every building every day.
- Train the Trainer – highly motivated and technology literate teacher’s work with the Director of Information Technology to become experts in specific areas. These teachers then return to their department or team to teach other staff members.
- Develop an online and self-serving portion of the school district website / portal to assist staff with technology training. This system should include the following:
 - How-to documents.
 - FAQ / Troubleshooting steps for common problems.
 - Schedule of any upcoming training events.
 - Develop a library of online resources and websites useful for teachers.
 - Short self-help and tutorial based videos.
- Explore the implications of Social networking as a 21st century educational tool.
- Beginning in August of 2011 the Litchfield School District will offer a two day “Technology Institute.” This institute is grant funded and therefore no cost to the district. Provided funding is available in future years we hope to make this a yearly event.
 - For the 2011 Institute the training is as follows:
 - Day 1: Work with a certified SmartBoard trainer to discuss integration in classrooms with content area / level specific groups
 - Day 2:
 - A review of Windows 7 and Office 2010 which will be new to all staff.
 - Work with integration specialists to address specific technologies such as PodCasting, Projectors, Flip Cameras, School websites, laptops & minis etc...

Community Involvement:

The Litchfield School District has a long-standing history of collaboration with the community in many areas. Technology remains a natural vehicle for forging partnerships in our technology-oriented community.

The Litchfield School District seeks to involve community members, businesses and organizations in areas related to our students' academic endeavors. These partnerships include:

- Sponsorship for student activities, such as BAE Systems' support of our FIRST robotics team
- Expert consultation specific to a topic, such as using community members as a sounding board for technology initiatives or in an ad hoc capacity for policy making.
- Sophomore projects require 35 hours of community service.
- Senior projects often involve / require internships in the community.
- Community volunteers assist with the First Robotics Team, Technology Committee, PTO at the elementary and middle school and with high school internship coordination.
- Volunteers assist elementary and middle school library managing the library.
- PTO assists with fundraising for technology at the elementary school.
- Parent volunteers assist middle and high school teachers with technology topics such as websites, EdLine, NWEA testing, etc....
- Food Service posts all meal calendars online, parents can pay for student's meals and view account information online.
- All School Board agendas, minutes and meetings are posted online for community consumption.
- In the future we hope to further out use of online forms for new student registration and other office forms.

Litchfield School District buildings are used outside the school day to host a variety of community activities from sports events to community meetings.

Adult education was piloted for three years at Campbell High School. During this three year pilot the program was unable to become self-funded as was its original goal. Unfortunately a significant reduction in state adequacy funding prohibited the continued use of district funds to support adult education and at this point the program has been discontinued.

The community also has access to school information through the district and individual school websites. School and district websites provide students and teachers with remote access to the District Library Program's online catalog and subscription databases. Schools also coordinate resources and summer reading programs with the Town Library. In addition the Litchfield School District has implemented the School Dude Facilities Scheduling module which will allow community groups to request facilities usage on-line, receive email alerts of approval / status changes and view online calendars of the facilities usage.

The district continues to provide online access to EdLine for both students / parents at the middle and high schools. EdLine facilities online grade books which allows parents to view up to date information regarding their student's grades. It is also used to provide parent notices from time to time. Some teachers also use EdLine to provide homework assignments, classroom materials and other information online. In the future we hope to expand our use of a Student Portal and incorporate it further into the district's online culture.

The district heavily relies upon AlertNow to provide parent and community notifications. AlertNow is used frequently by principals to send email alert messages and other information. We also use this tool

to gain community feedback by notifying the community about online surveys or asking to attend meetings to provide input. In addition AlertNow voice notifications are used for emergency communications to insure that all personnel and school community members are aware of school closings, delays and other emergency situations.

All Litchfield School District School Board meetings are televised on local cable access by the Litchfield Cable Committee. The school district houses a great deal of equipment in order to facilitate this access. In addition the cable committee is beginning to setup online distribution channels where community members will be able to stream recorded videos on demand. Students assist in this recording and editing of the video. This is a service provided by the town at no charge to the School District.

Budget

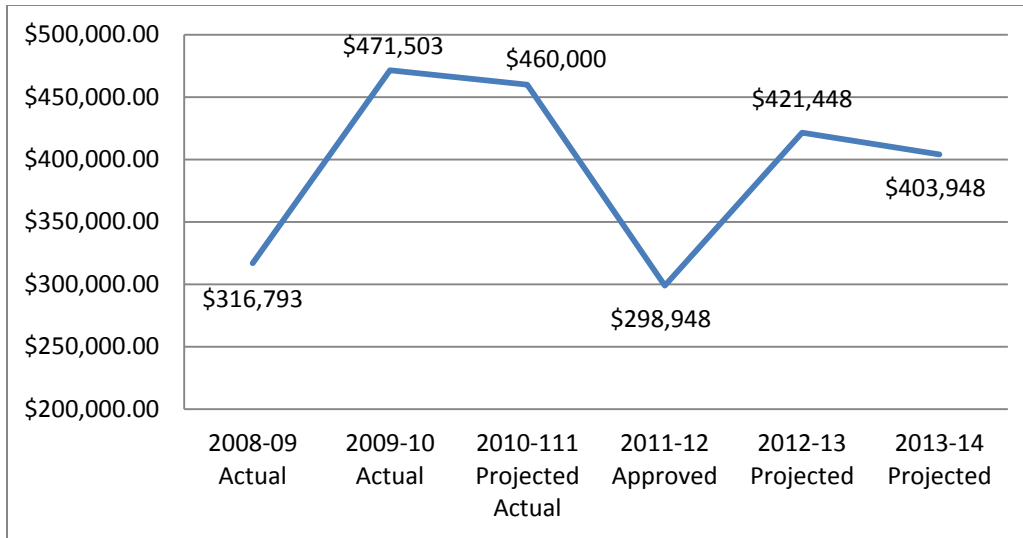
Narrative:

The Litchfield School district has been devastated by a two million dollar reduction in state aid currently projected for the 2011-12 school year. This reduction has had a tremendous impact on technology. At the same time the school board, budget committee and voters have been shown tremendous support for technology by including hardware replacement leasing plans in the proposed budget. This has had a significant short term effect on the budget but as we look at the impact of sustaining multiple hardware leases the budget will slowly rise. The below budgetary numbers consider all aspects of technology including hardware, software, infrastructure support, telecommunications costs, classroom technology support, and personal.

Projected Budget:

Below is the approved budget for the 2011-12 school year as well as the projected budget for the 2012-13 and 2013-14 school year. As noted above the approved 2011-12 school year budget was substantially impacted by reductions in State Aid. Given these reductions district was still able to include over 100 replacement PCs and a new Microsoft Schools agreement providing the district with Microsoft Windows and Office licensing in this budget. It's important to note the actual expenditures in 2009-10 reflect a district wide network audit and replacement which consisted of replacing all servers, switches, routing equipment, wireless access points and MPLS bandwidth upgrades in addition to normal operating expenses. Projects which are expected to have a significant impact on the budget (+/- \$10,000) are outlined below for the projected budget years. All projects expected to have a multi-year impact are denoted as such. In addition it's important to note that there is \$13,500 - \$18,000 of annual projected costs which do not meet the +/- \$10,000 limit outlined below but are included in the Action Plan: Access to Technology Resources portion of this document. These smaller costs are included in the total figures below.

2008-09 Actual	2009-10 Actual	2010-111 Projected Actual	2011-12 Approved	2012-13 Projected	2013-14 Projected
\$316,792.96	\$471,503.21	\$460,000.00	\$298,948.00	\$411,448.00	\$393,948.00



2012-13 Projected Budget Changes:

1. Computer Lease from 2011-2012 School Year (+\$31,000)
2. Lease 100 Computers: (+\$31,000) – Three year impact, \$31,000 / year.
3. Complete stage three of network audit; wireless controllers, management software: (+\$33,000)
4. Migrate to virtual infrastructure; server memory upgrades, software, SAN: (+\$45,000)

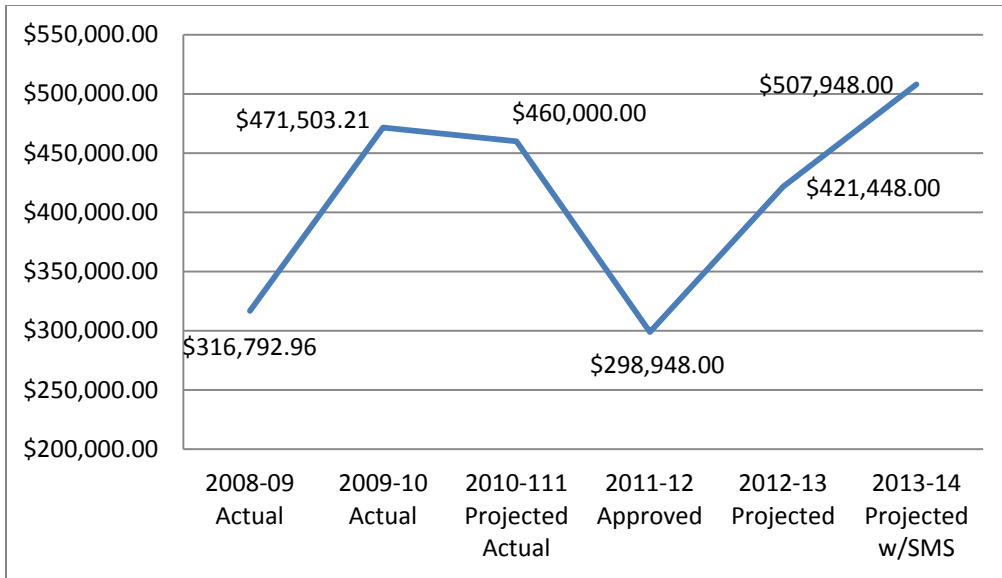
2013-14 Projected Budget Changes:

1. Computer Lease from 2011-2012 School Year (+\$31,000)
2. Computer Lease from 2012-2013 School Year (+\$31,000)
3. Lease 100 Computers: (+\$31,000) – Three year impact, \$31,000 / year.
4. Implement VOIP / Unified Communications at one school: (+\$25,000)

Potential Cost of Replacing Student Management System:

As outlined in the acquisition plan we will be evaluating the student management system in the 2012-13 school year. This evaluation will be done against the districts goal of providing all systems in an online format. The potential implementation costs of replacing this system are significant. It would require addition of a staff member to the technology staff for at least two years in order to train staff, implement reporting tools, redesign report cards, implement online parent and student portals, etc... If this system is deemed in need of replacement the projected startup costs for year one (2013-14) is \$135,000 including a full time staff member. Year two (2014-15) costs would not include hardware or initial software purchases but are still projected to be \$80,000. Budget projections with this system included can be found below.

2008-09 Actual	2009-10 Actual	2010-111 Projected Actual	2011-12 Approved	2012-13 Projected	2013-14 Projected w/SMS
\$316,792.96	\$471,503.21	\$460,000.00	\$298,948.00	\$411,448.00	\$528,948.00



Other Funding Sources:

Whenever possible the Litchfield School District supplements its budget with alternative funding sources such as grants and donations. In the summer of 2010 we received over 50 LCD monitors and 50 desktop computers from the IRS. In addition we have received donations of 20-40 laptops from Netscout which are used at our Middle School.

The district also participates in E-Rate which supplements our communications costs including phone lines, district cell phones, internet connection and school to school MPLS circuits. The district has been successful in applying for and receiving E-Rate in the past and will continue to do so in the future.

The district has also effectively used grant funding from ARRA to purchase technology needs such as laptops and smart boards. In the summer of 2011 the district will be holding a summer technology institute for staff members. This institute will be held for two days covering various topics with professional trainers and has been paid for using Title IIA grant funding.

Evaluation:

The most significant responsibility of the Technology Committee is to monitor and assess the efficacy of technology planning efforts on a continual basis. By taking into account a wide range of processes and products, as well as noting improved student achievement resulting from effective technology integration, it is possible to draw conclusions as to whether or not technology objectives are being met.

Each year, the Technology Committee will undertake a review of the Technology Plan. Action Plans, the corresponding budgets and timelines will be examined to see whether or not goals have been met. This group also solicits feedback from building teams regarding training and equipment needs. As is outlined in the purpose and scope this is intended to be a living document. Technology changes at such a rapid pace it is impossible to foresee products that will be available in 2-3 years. As such each spring the technology committee will make any necessary revisions / adjustments and submit them for approval as is appropriate.

Appendix A: Student Network and Internet Acceptable Use Policy

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STUDENT NETWORK AND INTERNET ACCEPTABLE USE POLICY

Introduction

This policy serves as a statement on the appropriate and acceptable use of the Litchfield School District Technology Network, including the District's connection to the Internet, by the students of the Litchfield School District, as well as any other person not covered by the Staff Technology Acceptable Use Policy.

Purpose

The purpose of this policy is to insure the efficient, safe, ethical, and legal use of the Litchfield School District Technology Network. This policy applies to all student users of the District's Technology Network as well as users who obtain their access privileges through association with the District.

Definition/Scope/Peripheral Devices

The Litchfield School District Technology Network (sometimes "Technology Network" or "District Network") consists of all computers, printers, personal digital assistants, telephones, cell phones, pagers, photocopiers and other peripheral devices that are owned or leased by the District and any configuration of computer hardware and software that connects users. The term includes all internal (intranet) and external (internet) connections as well as all of the computer hardware operating systems software, application software, stored text, and data, voice, and image files. The term also includes electronic mail, local databases, externally accessed databases, CD ROM, DVD, recorded magnetic or optical media, clip art, digital images, digitized information, communication technologies and new technologies as they become available.

Any computer, peripheral device, personal digital assistant, cell phone, pager or other device, not owned by the District, is not allowed to access the District's Technology Network without prior authorization from the District's Director of Technology or Business Administrator.

Any computer, peripheral device, personal digital assistant, cell phone, pager or other device, not owned by the District but which has been permitted to access the District's Technology Network, or which accesses the Technology Network without permission shall be governed by this policy and shall be considered part of the District's Technology Network.

Consequences for Violation of the Policy

Access to the Technology Network and the Internet at the Litchfield schools is a privilege, not a right. Users who abide by this policy will be allowed to access the resources of the Internet and of any other technological resource made available to them. Users who do not abide with the policies set forth herein may be denied access to the Network. Also, failure to abide by this policy could also lead to detention, suspension and/or expulsion and a report to the police

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concerning any violation of the law. Acceptable use practices, policies, and guidelines apply to anyone who accesses the District's Technology Network.

This policy is an evolving document. Students, parents, and non-staff members sign their acknowledgement of the existence of this policy. Signing this agreement and abiding by its standards will result in access to the Litchfield School District's Technology Network including the Internet. Changes to this policy will only occur as necessary with notification provided to all users and parents.

Educational Purposes

The purpose of the Litchfield School District Technology Network is to serve as a resource for improving, extending, and enriching the teaching and learning in the Litchfield School District. The Technology Network may be used only for purposes consistent with the educational objectives of the Litchfield School District and support for an assigned classroom project. The Technology Network may not be used for recreational, personal, or commercial purposes. Only authorized students and others may use the District Technology Network. The Technology Network shall not constitute a public forum. All communications and information accessible via any District Technology Network may be accessed by the District and treated as District property.

Users are responsible for ensuring that their activities adhere to these uses and generally accepted educational standards. Inappropriate use includes all those activities prohibited to the user based on their allowed degree of access and any activity that violates the school district's or school building's policies or procedures.

Unacceptable Uses

Examples of Unacceptable Uses of the District's Technology Network may include but are not limited to:

- Involvement in any activity that is prohibited by this policy or by applicable law
- Using the District's network/Internet connection for any illegal or restricted activity
- Interfering with the work of a faculty member or school operations
- Engaging in non-academic endeavors
- Plagiarizing or cheating
- Accessing, storing or sending an inappropriate or indecent website or material
- Violating any rules of behavior in the student handbook
- Using for personal, financial, political or commercial purpose(s).
- Participating in a public forum(s), "blogging", "chat rooms", "social networking" or "instant messaging" [unless the teacher's instructions require access]
- Sending, receiving or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, defaming, threatening or attacking others
- Cyber-bullying

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- Participating in any scheme to defraud or unlawfully obtain money or property from others
- Violating copyright law, trademarks or license agreements
- Transmission of unsolicited advertising, promotional materials, or other forms of solicitation, including placing hyperlinks to non-district related web sites
- Inappropriate mass mailings
- Damaging or altering either District or third party computers, computer systems, computer networks, peripheral devices, software or data
- Gaining access to or attempting to modify employees', teachers' students' or third parties' folders, work or files
- Gaining unauthorized access to restricted resources or organizations
- Wasting limited resources, including bandwidth, server space, or printers
- Intentionally or unintentionally impeding the computing or work activities of others
- Installing or downloading unauthorized software programs onto the District's computers or network, and/or using such programs on the District's computers or network
- Spreading, creating or using invasive software, such as computer viruses, worms, malware, or other detrimental technology
- Misrepresenting oneself in any e-mail communication or while accessing the network
- Accessing, using, or distributing another user's login or password
- Damaging or tampering with any technology resource equipment or network services
- Allowing third-party access to technology resources or network services without prior authorization from the Director of Technology or Business Administrator
- Posting items on the Internet or on the District's website without proper administrative authorization and parental permission, if the posting relates to students
- Encrypting communications or files to avoid security review
- Unauthorized use, installation, downloading and or copying of software or files
- Sharing personal passwords or personal information, or mishandling passwords, access codes or other data in violation of the District's Confidentiality Policy

Students should immediately notify their teacher or building principal of any violations of this policy.

The District reserves the right to make individual written exceptions to the above restrictions upon requests to the Director of Technology or Business Administrator and to add further unacceptable uses as it deems appropriate to this policy.

Personal Security

In addition to following the Educational Purposes and Acceptable Use guidelines listed above, the following rules are in effect to protect our students:

1. Do not give out any personal information.
2. Never arrange to get together with someone "met" online.
3. Do not respond to any illicit or suspicious activities, and immediately report them to a school district administrator.

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Safeguards

Teachers will supervise students' use of Internet access where possible. However, students are solely responsible for the content they access- accidentally or intentionally. Students must notify a teacher if they accidentally find anything on the Internet that, in the student's best judgment, could be seen as in conflict with the spirit of this policy.

The Litchfield School District is operating a content filtering application, which allows access to educational programs for appropriate ages, while blocking inappropriate content.

Internet content filtering takes place in the following fashion:

High School and Middle School: Access to any site deemed inappropriate for school use will be blocked from student use. Failure to abide by the policies set forth herein will result in students having limited access to the Internet.

Elementary School: Students will be given access to websites once those sites are deemed appropriate by faculty and/or administrators. By default, all websites are blocked until they are determined to be appropriate for student use.

Parental Notification

The School District's Technology Network is a valuable resource and a research tool that can provide timely information to users along with the ability to instantly download information for academic purposes from the Internet. Although the Internet provides many resources and opportunities for learning, it also contains information that may be illegal, defamatory, inaccurate or offensive. It is the District's intent to make the Internet accessible to students through the Technology Network solely for educational purposes. The District's staff will strive to monitor and provide student safeguards. In spite of the District's best efforts to safeguard our students using filtering technologies, the District cannot guarantee the appropriateness or accuracy of the information that students may access on the Internet.

Copyright and Other Proprietary Materials

All users shall respect the copyright and proprietary interests of materials accessed through the District's Technology Network. Users may not copy any software or printed materials, without permission from the copyright holder, whether for personal use or other use because certain unauthorized duplication, even for educational purposes, may violate copyright law. Any student who is uncertain as to the copyright status of any material must consult with one of the District's Library Media Specialists prior to the use of or copying of the material.

Investigation

All investigations that relate to student use of the Technology Network, conduct, and/or sexual harassment, and/or bullying, shall also be investigated as required under those policies.

Disciplinary actions may include those outlined under the above policies if those investigations find that violations of the policy or policies in question occurred.

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Should none of the above policies apply, investigations shall be performed as detailed below. Investigating administrators shall be the building principal or, if designated, the assistant principal, in his or her respective building. The Director of Human Resources shall serve as a back-up for the building principals unable to conduct an investigation in their building. All administrators may use both district and external technical expertise if deemed necessary with the approval of the Business Administrator for the purpose of completing an investigation of a student.

In the event that a student violates the District's Network and Internet Acceptable Use Policy, the student will be subject to discipline as set forth in the student disciplinary code.

Any District administrator may terminate the account privileges of a student for any reason.

Responsibilities

1. All users assume full liability – legal, financial, civil and otherwise – for their actions when using the Litchfield School District Technology Network. All users of the network will be held fully responsible for the use of their accounts. Any student who suspects that his/her password has been compromised must request that a new password be issued. Any inappropriate activities performed through a student's account will be considered to be the actions of the account holder. Users should report any inappropriate activity observed to the building principal or a responsible administrator immediately. The responsibility of the user is to familiarize himself/herself with and abide by the rules of the Litchfield School District's Student Network and Internet Acceptable Use policy.
2. The Director of Technology will serve as the coordinator to oversee the school District Technology Network.
3. The building Principals will serve as the building-level coordinators for the system, will approve building-level activities, ensure teachers receive proper training in the use of the system and in the requirements of this policy, establish a system to ensure adequate supervision of students using the system, maintain executed student user agreements, and be responsible for interpreting the Network and Internet Acceptable Use Policy at the building level.

District's Rights

The Technology Network is maintained and managed by the system administrator(s) in such a way as to insure its availability and reliability in performing its educational mission. Users have no reasonable expectation of privacy concerning any materials transferred over or stored with the Litchfield School District Technology Network, even if protected by password.

The Litchfield School District reserves the right to:

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1. Monitor all activity and use of the District's Technology Network;
2. Make determinations on whether specific uses of the Technology Network are consistent with this acceptable use policy;
3. Log Technology Network use and monitor storage disk space utilization by users;
4. Determine what is appropriate use;
5. Remove user access to the Technology Network at any time it is determined that the user engaged in unauthorized activity or violated this policy;
6. Cooperate fully with any investigation and law enforcement concerning or relating to the District's Technology Network activity.

District's Limitation of Liability

The District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the District Technology Network will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Users will indemnify and hold the District harmless from any losses sustained as the result of use of the system by the user including but not limited to losses due to the cost of repair to equipment as a result of intentional misconduct or abuse.

Students who bring their personal electronic devices (e.g. laptops, netbooks, PDAs, cell phones, etc.) to school do so at their own risk. The District will not be responsible for any theft, loss, damage or misuse.

Retention of Records

All electronic information shall be retained in accordance with the District's Records Retention Policy.

Internet access logs will not be retained after ninety (90) days.

Student and Parent Acknowledgement

Every student and his/her parent must sign a Student and Parent Acknowledgement for the Student Network and Internet Use Policy as a condition to receive a network access account and password. The acknowledgement form will be signed at the beginning of the student's first year in each school building. Once signed the acknowledgment will remain in effect until such time as the student moves to a different school building or a policy revision requires that a new acknowledgement form needs to be signed. Each school will include a reminder of the Student Network and Internet Use Policy in their materials distributed to students and parents at the beginning of each year.

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The school office is responsible for obtaining signed forms from each student. The signed acknowledgement form will be kept as part of the student's file. A copy of the signed acknowledgement form will be sent to the IT Department to authorize the issuance of a network account and password.

Statutory References:

RSA 194:3-d, School District Computer Networks

47 U.S.C. Section 254, Children's Internet Protection Act, Effective April 20, 2001

References

EHB/EHB-R – Records Retention Policy & procedure

GBAA/JBAA – Sexual Harassment Policy

GBCB – Staff Conduct

GBCC – Anti-Fraternization

GBEBB – Employee/Student Relations

JICDD – Cyber-bullying

JICK – Pupil Safety & Violence Prevention (Bullying)

JM – Staff-Student Relations

EGA- Staff Technology Acceptable Use Policy

Approval: 2nd Reading, July 28, 2010

Reviewed: 1st Reading, July 14, 2010

Revised: April 7, 2010

Approval: Original EGA, August 27, 2003

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Student Network and Internet Acceptable Use Policy

Pre-Kindergarten through Grade 4 Student and Parent Acknowledgement

I promise to never give information about others or myself like names, addresses, phone numbers, or pictures to anyone on the internet without my parents' or guardians' permission.

I promise to never give my school's name or my computer password to anyone without my teacher's permission.

I promise to tell a parent, guardian, or teacher if I see any bad language or pictures on the Internet or if anyone makes me feel nervous or uncomfortable.

I promise to stay out of any chat rooms and websites not approved by my parents, my guardians, or my teacher.

I promise to use appropriate language and good manners on the Internet, just like I do in school. I promise not to meet face-to-face with someone I meet on the Internet without telling my parents or my guardians and getting their permission.

I promise to be online only during the times and days my parents, guardians, teacher, and I set aside for using the Internet.

I understand that if I break any of these rules I will lose my Internet privileges and may be punished in other ways by the school, including being suspended or expelled from school.

Student's Full Name (printed)

Student's Signature

Date

I have read and discussed these rules with my child. I have also read and understood the Litchfield School District's Student Network and Internet Acceptable Use Policy.

Parents or guardians will be financially responsible for damage as a result of misuse of computers, software, or any activity in violation of this policy.

Parent's /Guardian's signature

Date

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Student Network and Internet Acceptable Use Policy

Grade 5 through Grade 12 Student and Parent Acknowledgement

As a condition of my right to use the District Technology Network, including access to the Internet, I and my parents/guardians (if the user is a minor) understand and agree to the following:

1. To abide by the Litchfield School District Student Network and Internet Acceptable Use Policy.
2. That District administrators and staff have the right to review any material stored on the District Technology Network and to edit or remove any material that they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable. I acknowledge that I have no expectation or right to privacy regarding such material. Students have no right to privacy with regard to the use of the District's Technology Network, including material that the user has accessed through or stored on the School District Technology Network.
3. That the District reserves the right to record all electronic addresses to which students send or receive information through the District's Technology Network. The District retains ownership, possession, and control of the District's Technology Network and may retain all information sent, received, created, accessed or stored therein. District Technology Network administrators may review computer files and communications at any time, without advance notice to students, to maintain system integrity and ensure that users use the system responsibly.
4. That the District does not warrant that the functions of any District Technology Network resource will meet any specific requirements I may have, or that the network resources will be error-free or uninterrupted.
5. That the District shall not be liable for any direct or indirect, incidental or consequential damages (including lost data or information, or damage to personal equipment) sustained or incurred in connection with the use, operation, or inability to use District Technology Network resources.
6. That the use of the District Technology Network, including access to public networks, is a privilege, which may be revoked by network administrators at any time for any reason including, but not limited to violation of the Litchfield School District Student Network and Internet Acceptable Use Policy. The Litchfield School District is the sole arbiter of what constitutes a violation of the Litchfield School District Student Network and Internet Acceptable Use Policy.

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- 7. In consideration for the privilege of using the District Technology Network and in consideration for having access to the public networks, my parents/guardian and I hereby release the District, its officials and employees, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the District Technology Network.
- 8. I agree that I will be responsible for my actions and will be required to reimburse the District for costs it incurs due to an intentional misuse or abuse of the District's Technology Network or equipment.
- 9. I hereby certify that I have read and understand the Consequences for Violation of the Policy section, and understand that the consequences include loss of computer usage or a possible detention, suspension or expulsion.

Parents or guardians will be financially responsible for damage as a result of intentional misuse of computers and/or software in violation of this policy.

Student's Full Name (printed)

Parent's/Guardian's Name (printed)

Student's signature

Parent's/Guardian's signature

Date

Date

Appendix B: Staff Technology Acceptable Use Policy

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STAFF TECHNOLOGY ACCEPTABLE USE POLICY

Introduction

This policy serves as a statement on the appropriate and acceptable use of the Litchfield School District Technology Network, including the District's connection to the Internet, by the staff of the Litchfield School District. For purposes of this policy, "staff" refers to Litchfield School District employees, contracted service personnel, SAU employees and any volunteers working within the District or schools; and "District website" refers to all District sponsored websites including the SAU, Campbell, Middle and Griffin websites.

Purpose

The purpose of this policy is to insure the efficient, safe, ethical, and legal use of the Litchfield School District Technology Network. This policy applies to all users of the District's Technology Network as well as users who obtain their access privileges through association with the District.

Definition/Scope/Peripheral Devices

The Litchfield School District Technology Network (sometimes "Technology Network" or "District Network") consists of all computers, printers, personal digital assistants, telephones, cell phones, pagers, photocopiers and other peripheral devices that are owned or leased by the District and any configuration of computer hardware and software that connects users. The term includes all internal (intranet) and external (internet) connections as well as all of the computer hardware operating systems software, application software, stored text, and data, voice, and image files. The term also includes electronic mail, local databases, externally accessed databases, CD ROM, DVD, recorded magnetic or optical media, clip art, digital images, digitized information, communication technologies and new technologies as they become available.

Any computer, peripheral device, personal digital assistant, cell phone, pager or other device, not owned by the District, is not allowed to access the District's Technology Network without prior authorization from the District's Director of Technology or Business Administrator.

Any computer, peripheral device, personal digital assistant, cell phone, pager or other device, not owned by the District but which has been permitted to access the District Technology Network or which accesses the Technology Network without permission shall be governed by this policy and shall be considered part of the District's Technology Network.

Staff using their own computer or their own other technology device (e.g. PDA or cell phone) from outside a District facility (e.g. working from home) are only required to follow this policy while connected to the District's Technology Network (e.g. VPN) or when using a District application (e.g. email or phone system).

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Consequences for Violation of the Policy

The use of the Litchfield School District Technology Network is a privilege and not a right. There are and will be varying degrees of access to the Litchfield School District Technology Network that are and will be allowed to different users.

Inappropriate use will result in restriction or cancellation of access privileges and such other actions as the District's administration deems appropriate for violations of the school district's or school building's policies or procedures. Other actions may include verbal warnings, written warnings, work suspensions with or without pay, and termination of employment.

Educational and Business Purposes

The purpose of the Litchfield School District Technology Network is to serve as a resource for improving, extending, and enriching the teaching and learning in the Litchfield School District, as well as to provide the administrative and operational support by the District staff in the ongoing business and financial operations of the District. Its primary use should be for tasks essential to the School District's educational, administrative, communication and business operational needs as well as assisting or supervising students with their use and access to the District's Technology Network.

Any use by staff that interferes with the staff person's duties or the duties of another staff member shall not be permitted. Users are responsible for ensuring that their activities adhere to these uses and generally accepted educational and business standards.

Inappropriate use includes all those activities prohibited to the user based on their allowed degree of access and any activity that violates the school district's or school building's policies or procedures.

Incidental personal use is permitted as long as such use does not interfere with classroom instructional time, negatively impact the performance of the network, does not violate any other unacceptable uses, and has no incremental cost to the District (e.g. long distance telephone calls).

Unacceptable Uses

Uses of the network that are not considered generally accepted for education or business purposes include but are not limited to:

- Involvement in any activity that is prohibited by this policy or by applicable law
- Using the District's network/Internet connection for any illegal or restricted activity
- Interfering with the work of a faculty member or school operations
- Plagiarizing or cheating
- Accessing, storing or sending an inappropriate or indecent website or material
- Using for financial, political or commercial purpose(s)
- Sending, receiving or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, defaming, threatening or attacking others
- Cyber-bullying

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- Participating in any scheme to defraud or unlawfully obtain money or property from others
- Violating copyright law, trademarks or license agreements
- Transmission of unsolicited advertising, promotional materials, or other forms of solicitation, including placing hyperlinks to non-district related web sites
- Inappropriate mass mailings
- Damaging or altering either District or third party computers, computer systems, computer networks, peripheral devices, software or data
- Gaining access to or attempting to modify employees', teachers' students' or third parties' folders, work or files
- Gaining unauthorized access to restricted resources or organizations
- Wasting limited resources, including bandwidth, server space, or printers
- Intentionally or unintentionally impeding the computing or work activities of others
- Installing or downloading unauthorized software programs onto the District's computers or network, and/or using such programs on the District's computers or network
- Spreading, creating or using invasive software, such as computer viruses, worms, malware, or other detrimental technology
- Misrepresenting oneself in any e-mail communication or while accessing the network
- Accessing, using, or distributing another user's login or password
- Damaging or tampering with any technology resource equipment or network services
- Allowing third-party access to technology resources or network services without prior authorization from the Director of Technology or Business Administrator
- Posting items on the Internet or on the District's website without proper administrative authorization and parental permission, if the posting relates to students.
- Encrypting communications or files to avoid security review
- Unauthorized use, installation, downloading and or copying of software or files
- Sharing personal passwords or personal information, or mishandling passwords, access codes or other data in violation of the District's Confidentiality Policy

Staff should immediately notify the building principal/superintendent or their designee of any violations of this policy.

The District reserves the right to make individual written exceptions to the above restrictions upon requests to the Director of Technology or Business Administrator and to add further unacceptable uses as it deems appropriate to this policy.

Home Use of District Computers

District computers may be taken home by District staff for training and school-related use at no charge when school is not in session. Authorization must be secured from the building principal or responsible administrator. The District's computer may not be used for any purpose not allowed under the Educational and Business Purposes section of this policy, or for producing personal income such as running one's own business or online teaching or tutoring that are non-Litchfield School District assigned duties. An employee will be responsible for repair or replacement costs caused by the employee's negligence.

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Copyrighted and Other Proprietary Materials

It is the intent of the Litchfield School District to adhere to the provisions of the U.S. Copyright Act, and the license agreements and/or policy statements contained in software packages or other resources used by the District. All users shall respect the copyright and proprietary interests of materials accessed through the District's Technology Network. Users may not copy any software or printed materials, without permission from the copyright holder, whether for personal use or other use because certain unauthorized duplication, even for educational purposes, may violate copyright law. The improper duplication or use of copyrighted materials is a violation of this policy and is subject to disciplinary action, as well as possible civil liability and criminal prosecution. Any staff member who is uncertain as to the copyright status of any material must consult with one of the District's Library Media Specialists prior to the use of or copying of the material.

Investigation

All investigations that relate to staff conduct, and/or sexual harassment, and/or bullying, shall be investigated as required under those policies. Disciplinary actions may include those outlined under the above policies if those investigations find that violations of the policy or policies in question occurred.

Should none of the above policies apply, investigations shall be performed as detailed below. Investigating administrators shall be the building principal or, if designated, the assistant principal, in his or her respective building. The Business Administrator shall be the investigator for the central office, maintenance, food service and transportation operations. The Director of Human Resources shall serve as a back-up for the building principals and Business Administrator unable to conduct an investigation in their building or operation. The Superintendent of Schools shall be responsible for investigations involving administrators under this policy, and the Chairperson of the Litchfield School Board shall be responsible for investigations involving the Superintendent. All administrators may use both District and external technical expertise if deemed necessary with the approval of the Business Administrator for the purpose of completing an investigation of another staff member.

Responsibilities

All users assume full liability – legal, financial, civil and otherwise – for their actions when using the Litchfield School District Technology Network. All users of the network will be held fully responsible for the use of their accounts. Any staff member who suspects that his/her password has been compromised must request that a new password be issued. Any inappropriate activities performed through a user's account will be considered to be the actions of the account holder. Users should report any inappropriate activity observed to the building principal or a responsible administrator immediately. The responsibility of the user is to familiarize himself/herself with and abide by the rules of the Litchfield School District's Staff Technology Acceptable Internet Use policy.

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The Director of Human Resources will be responsible for maintaining all executed staff agreements.

District's Rights

The Technology Network is maintained and managed by the system administrator(s) in such a way as to insure its availability and reliability in performing its educational mission. Users have no reasonable expectation of privacy concerning any materials transferred over or stored with the Litchfield School District Technology Network, even if protected by password.

The Litchfield School District reserves the right to:

1. Monitor all activity and use of the District's Technology Network;
2. Make determinations on whether specific uses of the Technology Network are consistent with this acceptable use policy;
3. Log Technology Network use and monitor storage disk space utilization by users;
4. Determine what is appropriate use;
5. Remove user access to the Technology Network at any time it is determined that the user engaged in unauthorized activity or violated this policy;
6. Cooperate fully with any investigation and law enforcement concerning or relating to the District's Technology Network activity.

District Limitation of Liability

The District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the District Technology Network will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Users will indemnify and hold the District harmless from any losses sustained as the result of use of the system by the user.

Staff and other parties covered by this policy who bring their personal electronic devices to work (e.g. laptops, netbooks, PDAs, cell phones, etc.) do so at their own risk. The District will not be responsible for any theft, loss, damage or misuse.

Retention of Records

All electronic information shall be retained in accordance with the District's Records Retention Policy.

Internet access logs will not be retained after ninety (90) days.

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Employee Acknowledgement

Every employee must sign an Employee Acknowledgement for the Staff Technology Acceptable Use Policy Agreement Form as a condition of employment. The acknowledgement form will be signed upon hiring and will be kept as a permanent part of the employee's personnel file in the SAU office by the Director of Human Resources. Once signed the acknowledgment will remain in effect until such time as a policy revision requires that a new acknowledgement form needs to be signed. The SAU will include a reminder of the Staff Technology Acceptable Use Policy in their materials distributed to staff at the beginning of each year.

Statutory References:

RSA 194:3-d, School District Computer Networks

47 U.S.C. Section 254, Children's Internet Protection Act, Effective April 20, 2001

References

EHB/EHB-R – Records Retention Policy & procedure

GBAA/JBAA – Sexual Harassment Policy

GBCB – Staff Conduct

GBCC – Anti-Fraternization

GBEBB – Employee/Student Relations

JICDD – Cyber-bullying

JICK – Pupil Safety & Violence Prevention (Bullying)

JM – Staff-Student Relations

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Reviewed: 1st Reading, July 14, 2010

Revised: April 7, 2010

Approval: Original EGA, August 27, 2003

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LITCHFIELD SCHOOL DISTRICT STAFF TECHNOLOGY ACCEPTABLE USE POLICY AGREEMENT FORM

Employee Acknowledgement

As a condition of my right to use the District Technology Network, including access to the Internet, I understand and agree to the following:

1. To abide by the Litchfield School District Staff Technology Acceptable Use Policy.
2. That District administrators and staff have the right to review any material stored on the District Technology Network and to edit or remove any material that they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable. I acknowledge that I have no expectation or right to privacy regarding such material. Staff members have no right to privacy with regard to the use of the District's Technology Network, including material that the user has accessed through or stored on the School District Technology Network.
3. That the District reserves the right to record all electronic addresses and telephone numbers to which staff members send or receive information through the District's Technology Network. The District retains ownership, possession, and control of the District's Technology Network and all information sent, received, created, accessed or stored therein. District Technology Network administrators may review computer files and communications at any time, without advance notice to staff members, to maintain system integrity and ensure that users use the system responsibly.
4. That the District does not warrant that the functions of any District Technology Network resource will meet any specific requirements I may have, or that the network resources will be error-free or uninterrupted.
5. That the District shall not be liable for any direct or indirect, incidental or consequential damages (including lost data or information, or damage to personal equipment) sustained or incurred in connection with the use, operation, or inability to use District Technology Network resources.
6. That the use of the District Technology Network, including access to public networks, is a privilege, which may be revoked by network administrators at any time for any reason including, but not limited to violation of the Litchfield School District Staff Technology Network Acceptable Use Policy. The Litchfield School District is the sole arbiter of what constitutes a violation of the Litchfield School District Student Network and Internet Acceptable Use Policy.
7. In consideration for the privilege of using the District Technology Network and in consideration for having access to the public networks, I hereby release the District, its officials and employees, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the District Technology Network.

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8. I hereby certify that I have read and understand the Consequences for Violation of the Policy section, and understand that the consequences include loss of computer usage or may include verbal warnings, written warnings, work suspensions with or without pay, and termination of employment.

I understand that I may be held financially responsible for damage as a result of intentional misuse of any District Technology Network in violation of this policy

Employee Name (Printed)

Employee's Signature

Date