

# Richmond County Public Schools Technology Plan July 1, 2011 – June 30, 2015

Approved by the Richmond County School Board June 8<sup>th</sup> 2011



<http://www.richmond-county.k12.va.us>

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## Executive Summary/Statement

Richmond County Public Schools continues to use technology to provide opportunities to its students and staff members that would otherwise not exist in our rural environment. Our small “out of the way” school system struggles to balance budgetary concerns and the availability of services with providing our students and staff with industry standard, enterprise level computing and information systems. The school’s data network has become a critical component in the day to day functioning of all aspects of the district’s operation. From the VOIP phone system to taking attendance in class, critical tasks handled on the computer network are pervasive. Instructional tasks utilize interactive white boards, streaming digital media, digital projectors, and a variety of other tools. The amount of bandwidth utilized continues to climb, and the specifications of the software and hardware tools necessary to complete the desired instructional tasks expand exponentially. It is expected that this technology plan will be a “living” document, and as such will be revisited at least annually for review and revision. The technology team will meet either face to face or electronically for this review (or perhaps both). The resulting revisions to the document will be added to the document in the form of an appendix, or in line with the document, whichever is most appropriate.

## Goals and Objectives Summary

Goal 1: Provide a safe, flexible, and effective learning environment for all students and staff.

Objective 1.1: Deliver appropriate and challenging curricula through face-to-face, blended, and virtual learning environments.

Objective 1.2: Provide the technical and human infrastructure necessary to support real, blended, and virtual learning environments.

Objective 1.3: Provide high-quality professional development to help educators create, maintain, and work in a variety of learner-centered environments.

Objective 1.4: All eligible E-Rate Services will be requested and applied for on an annual basis

Goal 2: Engage students in meaningful curricular content through the purposeful and effective use of technology.

Objective 2.1: Support innovative professional development practices that promote strategic growth for all educators and collaboration with other educators, content experts, and students.

Objective 2.2: Actualize the ability of technology to individualize learning and provide equitable opportunities for all learners.

Objective 2.3: Facilitate the implementation of high-quality Internet safety programs in schools.

Objective 2.4: Provide necessary support to allow all instructional and support staff to use technology to perform basic job functions.

Goal 3: Afford students and staff with opportunities to apply technology effectively to gain knowledge, develop skills, and create and distribute artifacts that reflect their understanding.

Objective 3.1: Provide and support professional development that increases the capacity of teachers to design and facilitate meaningful learning experiences, thereby encouraging students to create, problem solve, communicate, collaborate, and use real-world skills by applying technology purposefully.

Objective 3.2: Ensure that students, teachers, and administrators are ICT literate.

Objective 3.3: Implement technology-based formative assessments that produce further growth in content knowledge and skills development.

Goal 4: Provide students with access to authentic and appropriate tools to gain knowledge, develop skills, extend capabilities, and create and disseminate artifacts that demonstrate their understandings.

Objective 4.1: Provide resources and support to ensure that every student and staff member has access to a personal computing device.

Objective 4.2: Provide technical and pedagogical support to ensure that students, teachers, and administrators can effectively access and use a variety of technology tools.

Objective 4.3: Identify and disseminate information and resources that assist educators in selecting authentic and appropriate tools for all grade levels and curricular areas.

Goal 5: Use technology to support a culture of data-driven decision making that relies upon data to evaluate and improve teaching and learning.

Objective 5.1: Use data to inform and adjust technical, pedagogical, and financial support.

Objective 5.2: Provide support to help teachers disaggregate, interpret, and use data to plan, improve, and differentiate instruction.

Objective 5.3: Promote the use of technology to inform the design and implementation of next generation standardized assessments.

## Vision

The Richmond County School System envisions an educational climate that provides equitable access for all students, teachers, and staff members to the physical resources and the technical literacy required to become effective and efficient creators and consumers of information and knowledge.

## Mission

The mission of the Richmond County Public Schools is to collaborate with parents and the community to provide a healthy environment in which children can develop academically, socially, physically, and emotionally in order to become lifelong learners, independent thinkers, and responsible citizens. In order to achieve the targets set by Richmond County's mission statement, technology must be deployed into the teaching and learning process so that it is efficiently and

effectively utilized to further the growth of the complete student learner, making him or her prepared to work and live as responsible citizens in the technological society of the 21<sup>st</sup> century.

## Designing and Sharing the Technology Plan

The Technology Planning Committee members were chosen to provide input into the planning process from a variety of different viewpoints by involving parents, students, administrators, teachers, community leaders, consultants, and representatives of the local community college. The members of this committee are:

Charles S. Huntley III	Director of Technology
Sarah M. Schmidt	Director of Federal & Special Programs
Marian C. Thompson	Data Manager
Jordan M. Franklin	Network Manager
Christopher Trader	Network Manager
Elizabeth P. Perry	Instructional Technology Resource Teacher
Davis Roberts Jr.	Principal, Richmond County Elementary
Patricia Means	Principal, Richmond County Intermediate
Jesse Boyd	Assistant Principal, Rappahannock High
Brooks Smith	Teacher, Richmond County Elementary
Jason Strong	Teacher, Richmond County Intermediate
Fred Edwards	Teacher, Rappahannock High
Thomas (Ed) Brown	Community Member
Walter (Petie) Norris	Community College Representative

A meeting of the entire team was scheduled June 14<sup>th</sup> 2010 to lay out the scope of the process. After the initial meeting, individual and small group meetings occurred with members based on specific areas of knowledge or interest. The use of technology in the form of Google wave was implemented for the sharing of ideas and discussions.

## Distribution Process

The Director of Technology will present the Technology Plan document to the Richmond County School Board for its approval. Once approved, the following distribution activities will occur within 3 months:

- The Technology Plan will be posted on the district's web site
- A summary article will be written and presented to the local newspaper
- Copies will be distributed to all committee members
- Copies will be provided to all schools for discussion with staff members
- Copies will be provided to each school library to be available on request
- An article on the technology plan will appear in the Class Acts (a parent newsletter for the school division) following board approval
- Technology staff will discuss portions of the Technology Plan at faculty meetings when requested and scheduled by building administrators

## Current Status

Richmond County Public Schools demonstrates excellence in technology in a variety of ways. The Technology Department at Richmond County Public Schools continues to be fully compliant with the Standards of Quality, employing one full time and one part time computer technician and one year round ITRT (Instructional Technology Resource Teacher). One of the technology staff has been made a full time Data Manager to work with the ever increasing state reports. During the previous technology planning cycle most of the planned improvements were realized and put into effect.

Richmond County seeks to make appropriate hardware available to teachers and learners; hence our instructional hardware is constantly updated, and new tools are frequently introduced. By joining the 4 Rivers Technology Consortium, Richmond County has received Smart boards, airliner slates, digital projectors, graphing calculators and other technology hardware used for instruction in the classroom, that otherwise may have been difficult to obtain. When the 4 Rivers Technology Consortium ceases to exist shortly, it will be hard to replace the training and hardware our district has received as a member. Virtually every classroom in the county has at least five computers and a color ink jet printer.

The high school hosts a Business lab with 29 computers and an Office Technology lab with 27 computers. An electronic classroom at the high school with video conferencing capabilities and network drops provides an environment used for streaming language classes. A math lab was created at the high school during the summer of 2010 with 26 computers and an interactive white board. The library also houses 19 computers with additional network drops that can be used with laptop computers. A variety of technology materials are available for checkout from the high school library including: two mobile laptop carts with 24 laptops on each, which have wireless networking capabilities; several multimedia carts that include digital projectors; a Smart board with projector; and a Renaissance Response System.

The Intermediate School has a Computer Technology lab with 25 computers and three English labs containing between 11 and 14 computers each; the library has 24 computers which teachers may reserve for their classes. Teachers may also check out materials for use in their classroom including: digital projectors; a Smart board and digital projector; three mobile lap top carts containing 20 computers with wireless networking capabilities; a digital video camera; a set of digital cameras; and three Renaissance Response Systems with 24 clickers each.

The Elementary School has one computer lab with 23 computers, a projector and interactive white board available for teachers to sign out and the library has 8 computers for student use. Teachers may check digital projectors out of the library, and there is also a Personal Response System, and a Renaissance Response System with 24 clickers available. There are also two netbook carts with a total of 54 netbooks and a traditional laptop cart with 24 laptops available to teachers. All of the mobile computing carts have wireless access points that travel with them to provide network access for the endpoints. Additionally the school houses a Math Lab with a digital projector, Smart board and seven computers.

In addition to providing hardware for teachers and students, building level administrators are also given access to advanced hardware. The principals and assistant principals at each school were provided with new tablet PCs at the beginning of the 2006-2007 school year to replace their desktop machines. The principals had their tablets replaced with laptops in 2009-2010. As the administrator tablets/laptops were very well received, we wanted to expand and put laptops into the hands of the instructional staff. In order to do this in a fair and unbiased fashion, we developed an application process whereby teachers could submit an application that would be reviewed and if successful then be awarded a laptop, projector stand, and digital projector (if funds allowed). The teacher laptop program began at the end of the 2008-2009 school year. So far, we have distributed 23 laptop and projector packages to successful applicants and anticipate continuing in the same fashion. We have also provided all of the special education teachers with laptops to better facilitate their use of the online IEP program used by the district. Within 3 years of its inception, we have been able to put laptops into the hands of 37% of our instructional staff district wide. The computer hardware being utilized by the central office staff was replaced in 2007 but will need to be replaced again in 2011 as the warranties expire on the machines. The computers in the instructional settings have been updated more or less on schedule.

Major strides have been made forward concerning software in Richmond County. A variety of programs are used to protect the machines, the network, and students from viruses and other cyber dangers. Deep Freeze desktop locking software has been installed on all of the computers in the district. Anti-virus software has also been purchased and installed on all of the district's computers. Additionally, filtering software is in place to satisfy the E-Rate and CIPA requirements. The District has entered into a school agreement with Microsoft to keep the office software current and consistent across the school system, and the high school has a site license for Adobe CS5 design premium for graphics and web design.

Professional Development in technology is one of the strengths of Richmond County Public Schools. Each spring, staff members are asked to give input for the kinds of training they would like to see offered as part of the summer in-

service program, and using this data, the ITRT coordinates a comprehensive summer program. The program offers a variety of 24-hour courses in instructional technologies, for which teachers are paid stipends. Examples of courses offered during the 2005-2011 technology plan cycle have included: Assessments, Using Smart Boards, using remote response systems; Presentations, using Power Point and other software; You Choose the Software, an independent study; Digital Cameras, Intel Classes; Digital Video Cameras; Technology Survival, an introduction to instructional technology basics; and Laptops in the Classroom, integrating wireless laptops into the curriculum.

Richmond County Public Schools current network consists of both WAN and LAN networks. The schools are connected via a gigabit fiber network currently leased through an outside vendor. This allows connectivity for our School Board Office, Elementary School, and Intermediate School. Richmond County's High School connects to the Elementary School via a Gig fiber line. The schools' LAN networks are a mix of 100mb and 10mb switched networks. The Elementary School is the demark for the network. A DS3 line to Network Virginia provides internet connectivity to the entire district. All of the district's switches and routers were replaced in summer 2008. Some additional upgrades to the switches and routers occurred in February 2010 when a VOIP phone and paging system was installed across the district. During the summer of 2009 the individual server farms at each school and the district office were consolidated through virtualization to the Elementary school. At the same time the Network operating system was transitioned from Novell to Microsoft. Currently the district is using active directory and has its entire domain and core server functions running on 3 host servers with one controller server. A Storage Area Network was also implemented at this time to serve the needs of the district, the students and staff members.

The county uses a Packeteer to monitor network activity, which also doubles as a device to control many types of network traffic, such as bit torrent and music downloads. A Marshall8e6 appliance, which is CIPA compliant, is used as the main filtering device for Internet traffic. All students, beginning in the sixth grade, have individual user ids to log in and save schoolwork in personal storage areas. All staff at Richmond County use a web mail system that is hosted off site to communicate both internally and externally. Our school system participates in online SOL testing at all of the schools, and all of our schools have achieved stage 2 readiness certification for the eSOL web based assessment program.

## Review of Accomplishments from Previous Plan

Numerous goals from the previous plan were achieved; here are some of the highlights:

- The bandwidth available to the school was increased from a T1 line, with another T1 line that was used for failover purposes, to a DS3 that is shared out to all of the district locations. This has allowed the school system to ease its filtering policies that were aimed at reducing bandwidth consumption and has greatly increased online instructional opportunities for both students and staff.
- The network operating system was evaluated and determined to need replacing. The network now uses a Microsoft based Active Directory system and other Microsoft based Domain services.
- The point-to-point wireless system that had connected the Intermediate school, Elementary school, and School Board Office was replaced with a gigabit fiber network which is leased from an outside vendor. The Bus Garage was also added to the network providing internet connectivity for diagnosing bus engine problems.
- SOL testing is conducted on-line at all of the district schools with only a very small number of “special situation” tests being administered by pencil and paper.
- The district’s website was redesigned by our art teacher, and is much improved in terms of look and feel as well as in ease of use.

## Needs Assessment

During the last technology plan, and while actively planning for this new plan, we collected data in a number of ways to assist in our assessment of needs. The technology team conducted interviews with staff members, focus groups with stakeholders were held, and institutional data was collected through a variety of methods and compared to the information gleaned from other techniques. Current research, such as the Horizon Reports, was also consulted to form a direction for our goals and objectives for this plan. The summary of our findings are below.

### Staffing

Currently we are meeting or exceeding the staffing guidelines set forth by the Standards of Quality for Technology related positions. However, for a while we were running short staffed and experienced firsthand the strain such a situation can place on technology departments. With an ever increasing reliance on technology for critical day to day operations, and with the growing number of devices that need technology support being deployed in the classrooms, we need to be very cognizant of the staffing levels of the technology related positions in Richmond County. We also need to make sure the people filling these positions have the skill sets necessary to positively affect technology in our schools. Having a lead

technology contact/teacher at each of the schools would be a great asset to invest in.

## Infrastructure

Since our last technology plan we have made many improvements to our infrastructure. We have replaced the wireless point to point system that had connected several of our locations with gigabit fiber. We have replaced all of our internal switches and deployed a VOIP phone system. However there are still areas that need improvement. We do not have a pervasive wireless infrastructure at any of our locations. The county is exploring the prospect of building a new high school and moving the intermediate school to the existing high school. If this actually occurs, we will have to make sure that all of the network systems are available in the new facilities. In our next switch replacement we should get full gigabit switches, and POE capabilities.

## Training

The training program has always been a strength for Richmond County with many varied offerings for the instructional and administrative staff. However, again there is always room for improvement. The instructional staff, as they have more contact with technology in their classrooms, need to be more capable in their basic troubleshooting and networking skills. Too many times the technology staff is called on to plug in a computer to the network or wall outlet, or push the power button on a piece of equipment. We need to revisit the most basic of skills for many of our instructional staff members. Also, the offerings for our instructional and administrative staff are impressive; these opportunities for training need to be carried over to all of our staff members including the technology department.

## Tools

The current replacement schedule for Richmond County calls for classroom computers to be updated on a 5 year rotation period. This has been very difficult to meet, and with the additional problems of inventory creep and request for additional computers in many of the classrooms, it is getting even more difficult. When ordering computers a five year warranty is added whenever possible. The district's six year plan, which was adopted by the school board in November 2009 calls for all classrooms to be furnished with digital projectors and interactive white boards. The school entered into a school agreement with Microsoft for the Office suite so we now have access to the most current version of Office for all district computers. This eliminates the problem of having disparate versions of the Office suite even within the same school. Virtually all of the districts computers were upgraded to the Office 2007 Suite during the 2008-2009 school year and

training was offered to district employees to ease the transition. The district has also moved over to a new Student Information System. In October 2008 the district migrated from SASI to Power School. Our instance of Powerschool is hosted by Pearson. Powerschool gives our stakeholders access to grades and other student information from any web connected computer. This has allowed for access to grade books and other tools outside of the classroom and physical buildings of the school, it would be beneficial for our stakeholders to see a continued migration of applications and other tools to be available when off campus.

## Goals, Objectives, Strategies, and Evaluation Strategies

Goal 1: Provide a safe, flexible, and effective learning environment for all students and staff.				
Objective 1.1: Deliver appropriate and challenging curricula through face-to-face, blended, and virtual learning environments.				
Strategies	Assigned to	Target Date	Objective Met	Evaluation Strategies
1.1.1 Increase offerings through and student enrollment in Virtual Virginia online courses.	RHS & RCI Guidance and Building Administration, Tech Director	Ongoing		Student Schedules, Enrollment Records
1.1.2 We will increase participation in dual enrollment courses offered through RCC, and explore options to have the classes taught on site in the district, perhaps through distance learning technology.	RHS & RCI Guidance and Building Administration, RCC Staff,	Ongoing		Student Schedules, Enrollment Records, Room Assignments, Communication w/RCC
1.1.3 Richmond County will continue to send as many students as possible to the Chesapeake Bay Governor's School and continue our close working relationship with the CBGS.	Guidance Counselors, Federal Programs Director,	Ongoing		CBGS Enrollment Records
Objective 1.2: Provide the technical and human infrastructure necessary to support real, blended, and virtual learning environments.				
Strategies	Assigned to	Target Date	Objective Met	Evaluation Strategies
1.2.1 Maintain Instructional Technology Resource Teacher Position(s) in the district as outlined in the Standards Of Quality.	Superintendent, School Board, Finance Department	Ongoing		Employment Records

1.2.2 Maintain Technology support position(s) to at least the levels outlined in the Standards Of Quality.	Superintendent, School Board, Finance Department	Ongoing		Employment Records
1.2.3 Implement a wireless LAN infrastructure at the district's instructional and administrative sites.	Superintendent, School Board, Finance Department, Technology Director,	May 2013		Purchase Orders LAN Maps
1.2.4 Maintain/expand the fiber infrastructure connecting the instructional and administrative sites to include all district sites, and to provide for failure of links.	Superintendent, School Board, Finance Department, Technology Director,	Ongoing		Service Agreements/Contracts, Site Plans
1.2.5 Maintain/expand VOIP telephone system to include new rooms, facilities, and staff.	Superintendent, School Board, Finance Department, Technology Director,	Ongoing		Service Agreements/Contracts, Site Plans
1.2.6 Maintain at least 5:1 student to computer ratio. Currently we have almost a 2:1 student to computer ratio to keep in good standing with the Web-Based Standards of Learning Technology Initiative.	Superintendent, School Board, Finance Department, Technology Director,	Ongoing		Inventory Lists
1.2.7 Install a streaming media system @ RHS which will allow for the creation, editing, and delivery of video content on premises.	Superintendent, School Board, Finance Department, Building Administrators, Technology Director,	2014 or when new High School is completed		Purchase Orders, Inventory lists

Objective 1.3: Provide high-quality professional development to help educators create, maintain, and work in a variety of learner-centered environments.

Strategies	Assigned to	Target Date	Objective Met	Evaluation Strategies
1.3.1 Continue summer training workshops with a sustained school year component and stipends.	ITRT, Federal Programs Director,	Annually		Workshop Attendee Lists, Workshop related communications,
1.3.2 Maintain Regional Educational Consortium Membership and continue to take advantage of training opportunities offered.	Superintendent, School Board, ITRT, Federal Program Director	Ongoing		Membership documentation, Training documentation
1.3.3 Maintain/Expand Technology Club for staff members.	ITRT	Ongoing		Club membership roster, Minutes from meetings

Objective 1.4: All eligible E-Rate Services will be requested and applied for on an annual basis

Strategies	Assigned to	Target Date	Objective	Evaluation Strategies
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			Met	
1.4.1 Apply for eligible internet WAN/LAN services	Technology Director	Annually according to e-rate timeline		E-rate Documents
1.4.2 Apply for eligible telephone services.	Technology Director	Annually according to e-rate timeline		E-rate Documents
1.4.3 Apply for eligible web hosting and email services	Technology Director	Annually according to e-rate timeline		E-rate Documents
1.4.4 Investigate eligibility for and apply for Priority 2 services.	Technology Director	Annually according to e-rate timeline		E-rate Documents

**Goal 2: Engage students in meaningful curricular content through the purposeful and effective use of technology.**

**Objective 2.1: Support innovative professional development practices that promote strategic growth for all educators and collaboration with other educators, content experts, and students.**

Strategies	Assigned to	Target Date	Objective Met	Evaluation Strategies
2.1.1 Leverage our Regional Educational Consortium Membership to provide training to staff members.	Superintendent, School Board, Federal Programs Director, ITRT	Ongoing		Training documentation, Training attendee lists,
2.1.2 Staff members will be encouraged to attend area educational conferences.	Superintendent, School Board, Federal Programs Director	Ongoing		Conference attendance documentation
2.1.3 Teachers will be provided with tuition assistance for online courses to encourage their enrollment in them.	Superintendent, School Board, Federal Programs Director	Ongoing		Tuition reimbursement requests.

**Objective 2.2: Actualize the ability of technology to individualize learning and provide equitable opportunities for all learners.**

Strategies	Assigned to	Target Date	Objective Met	Evaluation Strategies
2.2.1 Continue teacher laptop program to make laptops available to teachers	Superintendent, School Board, Federal Programs Director, Technology Director, IT Staff	Annually seek applications from interested teachers		Applications for laptops, Purchase orders, Inventory lists
2.2.2 Evaluate the benefits of implementing Virtual Desktops, and based on the results of the evaluation an implementation date will be set for the VDI	Superintendent, School Board, Technology Director, IT Staff	Recommendations will be made by summer of 2011		Evaluation Materials, Contracts, Purchase Orders,
2.2.3 All educational and administrative software will be evaluated for usage, adequacy, and perception of usefulness (with a district created	Technology Director, IT Staff, ITRT, Director of Federal Programs, Superintendent, School Board	Administrative software will be evaluated by June 30 <sup>th</sup> 2012, Educational Software will be		Evaluation rubrics, Evaluation results, Software inventory lists, Purchase orders, License agreements,

rubric). Once assessed, software will be updated, replaced or purged based on the results of the evaluations.		evaluated by June 30 <sup>th</sup> 2013, Remediative actions will be completed by June 30 <sup>th</sup> 2015		
2.2.4 A Technology Policy Manual outlining Standard Operating Procedures dealing with Richmond County Schools' Technology matters will be developed and distributed to stakeholders (staff, students, parents, community)	Technology Director, IT Staff, ITRT, Director of Federal Programs, Superintendent, School Board	Manual will be completed and approved by June 2012 and will be distributed to stakeholders by October 2012		Copy of Manual, Minutes from approval, Records of distribution,
2.2.5 On line assessment tools, such as Interactive Achievement and Study Island, will be used to inform teacher's instruction through the use of pre & post test data	Technology Director, IT Staff, ITRT, Director of Federal Programs, Building Level Administrators, Superintendent, School Board	Ongoing		Pre & post tests, Data evaluations, Lesson plans

**Objective 2.3: Facilitate the implementation of high-quality Internet safety programs in schools.**

Strategies	Assigned to	Target Date	Objective Met	Evaluation Strategies
2.3.1 Evaluate the Acceptable Use Policy making sure it takes into consideration current and emerging technologies as well as reflects the current educational policies of the district.	Technology Team	Bi-Annually (At Least)		Policy, Board Meeting Minutes
2.3.2 Evaluate the classroom level internet safety program and adjust as necessary to accommodate trends and innovations.	ITRT, Building administrators, Instructional Staff	Bi-Annually (At Least)		Internet safety program, Board Meeting Minutes

**Objective 2.4: Provide necessary support to allow all instructional and support staff to use technology to perform basic job functions.**

Strategies	Assigned to	Target Date	Objective Met	Evaluation Strategies
2.4.1 Annual training for the Powerschool student information system will be offered for staff members, with job specific training being available.	Technology Director, IT Staff, ITRT, Director of Federal Programs, Building Level Administrators, Superintendent, School Board	To be conducted annually before the school year commences, with specialized training scheduled as needed.		Training schedules, Training attendance, Training outline
2.4.2 Annual training on the use of the Richmond County VOIP phone	Technology Director, IT Staff, ITRT, Director of Federal Programs,	To be conducted annually before the school year		Training schedules, Training attendance, Training outline

system and computer network will be offered for staff members.	Building Level Administrators, Superintendent, School Board	commences, with specialized training scheduled as needed.		
2.4.3 The current server storage space will be evaluated and if necessary, expanded/alterd to support portfolio storage for individual students.	Technology Director, IT Staff, ITRT, Director of Federal Programs, Building Level Administrators, Superintendent, School Board	Evaluation by summer 2013 If necessary, storage needs modified by summer 2015		Evaluation rubrics, Evaluation results, Inventory lists, Purchase orders, License agreements
2.4.4 The school cafeterias will be outfitted with technologies to assist in processing students quickly and accurately through food lines.	Technology Director, IT Staff, ITRT, Director of Federal Programs, Building Level Administrators, Superintendent, School Board	Rolling implementation beginning in the Elementary school in 2011 and continuing from there.		Inventory lists, Purchase orders, License agreements, Training documentation.
Goal 3: Afford students and staff with opportunities to apply technology effectively to gain knowledge, develop skills, and create and distribute artifacts that reflect their understanding.				
Objective 3.1: Provide and support professional development that increases the capacity of teachers to design and facilitate meaningful learning experiences, thereby encouraging students to create, problem solve, communicate, collaborate, and use real-world skills by applying technology purposefully.				
Strategies	Assigned to	Target Date	Objective Met	Evaluation Strategies
3.1.1 The classes from the Intel® Teach Program will be offered.	ITRT, Federal Program Director,	Training will be offered as interest allows		Training schedules, Training attendance, Training outline
3.1.2 The current server storage space will be evaluated and if necessary, expanded/alterd to support portfolio storage for individual students.	Technology Director, IT Staff, ITRT, Director of Federal Programs, Building Level Administrators, Superintendent, School Board	Evaluation by summer 2013 If necessary, storage needs modified by summer 2015		Evaluation rubrics, Evaluation results, Inventory lists, Purchase orders, License agreements
Objective 3.2: Ensure that students, teachers, and administrators are ICT literate.				
Strategies	Assigned to	Target Date	Objective Met	Evaluation Strategies
3.2.1 Distribute information about current NETS*A standards for administrators, and provide training on how to meet them if needed.	ITRT, Federal Programs Director, Technology Director, IT Staff, Superintendent, Building Administrators	All administrators will be compliant with current NETS*A standards by summer 2011		Information distributed, Evaluation rubrics, Training schedules, Training attendance, Training outline
3.2.2 Distribute information about current NETS*T standards for staff, and provide training on how to meet them if needed.	ITRT, Federal Programs Director, Technology Director, IT Staff, Superintendent, Building Administrators	All Instructional Staff will be compliant with current NETS*T standards by summer 2011		Information distributed, Evaluation rubrics, Training schedules, Training attendance, Training outline
3.2.3 Distribute information about current NETS*S standards for students, and provide training on how to teach the students to meet	ITRT, Federal Programs Director, Technology Director, IT Staff, Superintendent, Building Administrators	All students will be compliant with current NETS*S standards by summer 2012		Information distributed, Evaluation rubrics, Training schedules, Training attendance, Training outline

them if needed.				
3.2.4 Review evaluation forms at all levels to include current NETS* components.	ITRT, Federal Programs Director, Technology Director, IT Staff, Superintendent, Building Administrators	Evaluation forms will include NETS* components by summer 2012		Modified evaluation forms
Objective 3.3: Implement technology-based formative assessments that produce further growth in content knowledge and skills development.				
Strategies	Assigned to	Target Date	Objective Met	Evaluation Strategies
3.3.1 On-line assessment tools will be provided to staff members and students, such as interactive achievement and study island	ITRT, Federal Programs Director, Technology Director, IT Staff, Superintendent, School Board, Building Administrators	Summer 2011		Purchase orders, License agreements
3.3.2 Training and support to use the tools made available at the classroom level will be provided to the stakeholders who will be implementing them.	ITRT, Federal Programs Director, Technology Director, IT Staff, Superintendent, School Board, Building Administrators	Ongoing		Training schedules, Training attendance, Training outline
3.3.3 EIMS/PEMS solutions accounts will be made available to all core subject area classroom teachers.	Technology Director, IT Staff, Superintendent, School Board	Accounts for teachers will be created and activated by 2012		Account lists
3.3.4 Training on how to utilize EIMS/PEMS solutions will be conducted for classroom teachers	ITRT, Federal Programs Director, Technology Director, IT Staff, Superintendent, School Board, Building Administrators	Training will be conducted after account creation in 2012		Training schedules, Training attendance, Training outline
Goal 4: Provide students with access to authentic and appropriate tools to gain knowledge, develop skills, extend capabilities, and create and disseminate artifacts that demonstrate their understandings.				
Objective 4.1: Provide resources and support to ensure that every student and staff member has access to a personal computing device.				
Strategies	Assigned to	Target Date	Objective Met	Evaluation Strategies
4.1.1 The teacher laptop program will be continued to provide staff members access to laptop computers.	ITRT, Federal Programs Director, Technology Director, IT Staff, Superintendent, School Board, Building Administrators	Ongoing		Submitted Applications, Purchase orders,
4.1.2 A textbook replacement pilot will be researched and conducted. The platform for the textbook replacement must be determined first. (Apple, Android, Kindle?)	ITRT, Federal Programs Director, Technology Director, IT Staff, Superintendent, School Board, Building Administrators	Initial research into a platform will be complete summer 2012, make recommendation following that.		Evaluation rubrics, Recommendations, Timeline to follow,

Objective 4.2: Provide technical and pedagogical support to ensure that students, teachers, and administrators can effectively access and use a variety of technology tools.				
Strategies	Assigned to	Target Date	Objective Met	Evaluation Strategies
4.2.1 An electronic help desk will be implemented and users will be trained in its use. All tickets will be submitted via this system in order to track the problems and use the data to make decisions in the technology department.	Technology Director, IT Staff, ITRT, Superintendent, School Board	By 2012		Sample tickets, Help desk data, Training schedules, Training attendance, Training outline, Decisions made supported by data
4.2.2 Maintain Instructional Technology Resource Teacher Position(s) in the district as outlined in the Standards Of Quality.	Superintendent, School Board, Finance Department	Ongoing		Employment Records
4.2.3 Maintain Technology support position(s) to at least the levels outlined in the Standards Of Quality.	Superintendent, School Board, Finance Department	Ongoing		Employment Records
Objective 4.3: Identify and disseminate information and resources that assist educators in selecting authentic and appropriate tools for all grade levels and curricular areas.				
Strategies	Assigned to	Target Date	Objective Met	Evaluation Strategies
4.3.1 Provide training on the use of the TPACK planning tool, and require its use in the formation of teacher lesson plans.	ITRT, Federal Programs Director, Building Administrators, Superintendent	Ongoing		Training Attendance Rosters, Lesson plans
4.3.2 Explore options to update the district's web hosting in order to provide additional features and internet presence	ITRT, Federal Programs Director, Technology Director, IT Staff, Superintendent, School Board	By 2012		Purchase orders, License agreements, Contracts
4.3.3 Maintain the United Streaming/Discovery Education subscription to provide tools and resources to staff members.	School Board	Annual renewal		Purchase orders, License agreements, Contracts
4.3.4 The Instructional Technology Resource Teacher will publish an online newsletter highlighting appropriate educational tools and resources available to staff members.	ITRT	Published at least quarterly		Newsletters

Goal 5: Use technology to support a culture of data-driven decision making that relies upon data to evaluate and improve teaching and learning.				
Objective 5.1: Use data to inform and adjust technical, pedagogical, and financial support.				
Strategies	Assigned to	Target Date	Objective Met	Evaluation Strategies
5.1.1 On-line assessment tools will be provided to staff members and students, such as interactive achievement and study island. These tools will be used to generate reports on student performance.	ITRT, Federal Programs Director, Technology Director, IT Staff, Superintendent, School Board, Building Administrators	Summer 2011		Reports generated, Data evaluations, Lesson plans,
5.1.2 EIMS/PEMS solutions accounts will be made available to all core subject area classroom teachers.	Technology Director, IT Staff, Superintendent, School Board	Accounts for teachers will be created and activated by 2012		Account lists
5.1.3 Staff members will use student response systems to collect, manipulate, and analyze data related to student knowledge and learning.	ITRT, Federal Programs Director, Technology Director, IT Staff, Superintendent, School Board, Building Administrators	By 2013		Data sets
Objective 5.2: Provide support to help teachers disaggregate, interpret, and use data to plan, improve, and differentiate instruction.				
Strategies	Assigned to	Target Date	Objective Met	Evaluation Strategies
5.2.1 Professional Development will be held for instructional leaders on facilitating data use.	ITRT, Federal Programs Director, Technology Director, IT Staff, Superintendent, School Board, Building Administrators	By Sept. 2013, With refreshers as needed		Training schedules, Training attendance, Training outline
5.2.2 Professional Development will be held for teachers on using data to influence instruction.	ITRT, Federal Programs Director, Technology Director, IT Staff, Superintendent, School Board, Building Administrators	By Sept. 2013, With refreshers as needed		Training schedules, Training attendance, Training outline
Objective 5.3: Promote the use of technology to inform the design and implementation of next generation standardized assessments.				
Strategies	Assigned to	Target Date	Objective Met	Evaluation Strategies
5.3.1 Online tools, such as interactive achievement and study island, enable teachers to design and administer web based evaluations	ITRT, Federal Programs Director, Technology Director, IT Staff, Superintendent, School Board, Building Administrators	Summer 2011		Purchase orders, License agreements
5.3.2 An evaluation of web hosting options will be conducted to include tools such as next	ITRT, Federal Programs Director, Technology Director, IT Staff, Superintendent, School	By 2012		Purchase orders, License agreements, Contracts

generation standardized assessments as one of the offerings we would be able to provide through our web portal.	Board, Building Administrators			
5.3.3 Staff members will use student response systems to collect, manipulate, and analyze data related to student knowledge and learning.	ITRT, Federal Programs Director, Technology Director, IT Staff, Superintendent, School Board, Building Administrators	By 2013		Data sets

## Appendix 1 Fiscal Analysis

The Richmond County Public Schools technology department, the programs it supports, and the professional development components of this plan are supported by a variety of methods. The main source of funding comes from the VPSA “Series” grants and from the schools operational budget. When the possibility of the VPSA monies being discontinued was raised during the legislative session, we had questions of how we would keep our technology program operating at the level our users have become accustomed to. Additional sources of funding utilized for technology are the federal Title II, part D funds; Carl Perkins money used for career and technical education; and recently some federal stimulus money. Below is a brief synopsis of the funding for the technology program for the 2009 – 2010 fiscal year. It is expected that though there may be slight fluctuations in some of the numbers, most will be fairly consistent from year to year, at least for the foreseeable future.

	Local	State	Federal
<b>VPSA “Series”</b>	\$25,600	\$128,000	
<b>Operational Budget</b>	\$246,000		
<b>Carl Perkins</b>			\$21,804.06
<b>SFSF Funds</b>		\$35,331	
<b>Title II, Part A</b>			
<b>Title II Part D</b>			\$2,952.45
<b>Title II Part D Stimulus</b>			\$7,475.02
<b>Other Federal</b>			\$30,982.78
	\$271,600	\$163,331	\$63,214.31
<b>\$498,145.31</b>	Total		

## DIVISION TECHNOLOGY SYSTEM

The Board is committed to the development and establishment of a quality, equitable, and cost effective division-wide technology system. The purpose of the system shall be the advancement and promotion of learning and teaching. Richmond County supports the use of technology for research, communication, instruction, and to provide access to unique resources and opportunities for collaborative work.

This policy applies to all users of the Richmond County Public Schools electronic information, services, hardware, and networks. By using or by accessing Division facilities or services, the user agrees to abide by this policy.

### I. TECHNOLOGY PLAN

The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, and networks. Given the need for planning the Superintendent or designee shall develop a plan to address the short and long-term technology needs of the division and provide for compatibility of resources among school sites, division offices, and other division operations. In creating this plan the Superintendent or designee shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

The Superintendent or designee may appoint a technology committee to assist with the above investigations and determinations, and may employ a technology consultant to aid in development of the division's system.

### II. SYSTEM USE

The Superintendent shall establish administrative regulations for the use of the division's system.

Failure to abide by division policy and administrative regulations governing use of the division's system may result in the suspension and/or revocation of system access. Additionally, student violations may result in discipline up to and including expulsion. Staff violations may also result in discipline up to and including dismissal. Fees, fines, or other charges may also be imposed.

Adopted: May 13, 1998

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## IN-SCHOOL NETWORK ACCEPTABLE USE REGULATION

The Richmond County School System in conjunction with local and state funding has developed a computer system which routinely allows student access to technology in all classrooms. The school computer networks are provided to support instructional objectives and student research. Because our computer resources are an important and integral part of the instructional program, access to in-school network services is automatically given to all students. However, access is a privilege - not a right - and may be revoked for students who fail to act in accordance with computer use guidelines. As much as possible, technology resources should direct students to those resources which have been evaluated prior to use. Staff should provide supervision during all Internet activities. Users are accountable for appropriate use of resources.

This policy governs student behavior and access to in-school networks. Student access to the Internet is not covered by this policy.

### **Student Rules for Computer Use**

Student communications and files on the local school network are public and may be monitored at the discretion of school personnel.

### **Prohibited Activities**

The following uses of Division computer networks including Internet access are prohibited by any users:

1. to "hack into" or otherwise access data not intended for the user including, but not limited to, other users' files and administrative data;
2. to share passwords with others, circumvent the menu/password and/or Internet filtering software installed on Division computers;
3. to access, upload, download, create or distribute profane, pornographic, obscene, sexually explicit, or illegal material;
4. to transmit profane, obscene, abusive, sexually explicit, or threatening language that could be characterized as bullying, harassing, or damaging to one's reputation;
5. to vandalize, damage, or disable the property of another individual or organization including destroying data by creating or spreading viruses or by other means;
6. to violate copyright or otherwise use the intellectual property of another individual or organization without permission;
7. to abuse or monopolize technology resources for non-educational use; and
8. to violate any local, state, or federal law.
9. to access the Division computer network with privately owned laptop computers
10. to download and/or install software on the Division's computers

Failure to follow this In-School Network Acceptable Use Regulation will result in the loss of computer privileges and may result in additional disciplinary measures.

Approved by School Board: January 7, 1998

## ACCEPTABLE COMPUTER SYSTEM USE

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

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

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

- (1) a prohibition against use by division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the Internet;
- (2) provisions, including the selection and operation of a technology protection measure for the division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to
  - (a) child pornography as set out in Va. Code section 18.2-374.1:1 or as defined in 18 U.S.C. §2256;
  - (b) obscenity as defined in Va. Code section 18.2-372 or U.S.C. § 1460; and
  - (c) material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47b U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
- (3) provisions establishing that the technology protection measure is enforced during any use of the Division's computers by minors;
- (4) provisions establishing that the online activities of minors will be monitored;
- (5) provisions designed to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- (6) provision designed to prevent unauthorized online access by minors, including "hacking" and other unlawful activities by minors online; and
- (7) provisions prohibiting the unauthorized disclosure, use, and dissemination of personal information regarding minors.
- (8) A component on Internet safety for students that is integrated in the division's instructional program.

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

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

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

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

Adopted: May 13, 1998

Amended: August 11, 1999

Amended: August 8, 2001

Amended: May 8, 2002

Amended: May 11, 2005

Amended: August 9, 2006

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

***18 U.S. C. §§ 1460, 2256***

***47 U.S. C. § 254***

## ACCEPTABLE COMPUTER SYSTEM USE

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

**Computer System Use-Terms and Conditions:**

1. **Acceptable Use.** Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.
2. **Privilege.** The use of the Division's computer system is a privilege, not a right.
3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes:
  - Accessing data not intended for the user including, but not limited to, other users' files and administrative data;
  - Sharing passwords with others, circumventing the menu/password and/or Internet filtering software installed on Division computers;
  - Accessing, uploading, downloading, creating or distributing profane, pornographic, obscene, sexually explicit, or illegal material;
  - Transmitting profane, obscene, abusive, sexually explicit, or threatening language that could be characterized as bullying, harassing, or damaging to one's reputation;
  - Vandalizing, damaging, or disabling the property of another individual or organization including destroying data by creating or spreading viruses or by other means;
  - Violating copyright or otherwise using the intellectual property of another individual or organization without permission;
  - Abusing, wasting, or monopolizing technology resources for non-educational use
  - Violating any local, state, or federal law;
  - Accessing the Division computer network with privately owned computers or other non-approved devices;
  - Downloading and/or installing software on the Division's computers.
  - Using the computer system for private financial or commercial gain.
  - Using the computer system for commercial or private advertising.
  - Using the computer system while access privileges are suspended or revoked.
4. **Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette, including the following:

- Be polite
- Users shall not forge, intercept or interfere with electronic mail messages.
- Use appropriate language. The use of obscene, lewd, profane, threatening or disrespectful language is prohibited.
- Users shall not post personal contact information about themselves or others.

File: IIBEA-R

(Page 2)

- Users shall respect the computer system's resource limits.
  - Users shall not post chain letters or download large files.
  - Users shall not use the computer system to disrupt others.
  - Users shall not read, modify or delete data owned by others.
5. **Liability.** The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of these procedures.
  6. **Security.** Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. Current security measures include, but are not limited to: managed networks, firewalls, Internet filters, virus control and monitoring devices. Methods to ensure data and network security are reviewed periodically. Problems are identified, evaluated, and addressed. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
  7. **Vandalism.** Intentional destruction of any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.
  8. **Charges.** The School Division assumes no responsibility for any unauthorized charges or fees as result of using the computer system, including telephone or long-distance charges.
  9. **Electronic Mail.** The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

10. **Enforcement.** The Richmond County Public Schools Network uses the Surf Control Web Filtering software to filter or block access through its internet connected computers to child pornography and obscenity. The Surf Control software provides additional reporting tools so the online activities of network users may also be monitored manually. **Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.**
  
11. **Internet Safety.** In accordance with Va. Code § 22.1-70.2, students in Richmond County Public Schools receive instruction in internet safety.

Approved by the School Board: January 7, 1998

Amended: August 8, 2001

Amended: May 8, 2002

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

18 U.S.C. §§ 1460, 2256

47 U.S.C. § 254

Cross Refs.: JFC Student Conduct

JFC-R Standards of Student Conduct

## **Student's Agreement for Acceptable Computer System Use**

I have read the Acceptable Use Regulation for the Richmond County Public Schools and I agree to abide by the guidelines these regulations contain. I understand that my failure to use in-school computer resources or the Internet properly will result in school disciplinary action and may result in legal action if behavior warrants. I understand that I may not access the Internet without my parents signed statement below authorizing me to receive Internet access.

Student's Signature \_\_\_\_\_

## **Parents' Agreement for In-School Computer Services**

As a parent or guardian of this student, I have read the In-School Network Acceptable Use Regulation. I understand that my child will automatically be allowed to use in-school computers and computer services and that this use is subject to these acceptable use guidelines and consequences.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **Parents' Agreement for Internet Services**

I understand that I must give permission before my child may access Internet resources and that this access is designed solely for limited educational purposes. I also recognize that employees of the school or school system are not able to restrict access to all controversial materials on the Internet. I will not hold school personnel responsible for materials my son or daughter acquires as a result of the use of the Internet from school facilities. I accept full responsibility for supervising my child's use of the Internet outside the school setting.

I give my permission to the Richmond County School System to allow my child to access the Internet.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Employee's Agreement for Acceptable Computer System Use

I have read the Acceptable Use Regulation for the Richmond County Schools and I agree to abide by the guidelines these regulations contain. I understand that my failure to use in-school computer resources or the Internet properly will result in school disciplinary action and may result in legal action if behavior warrants.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Brief Outline:

1. First, we provided training for our teachers: During the 2007-2008 school year our teachers participated in an online course designed to increase their awareness of Internet Safety issues through online readings, exploration of resources, and forum participation. The participants were required to suggest ways they would incorporate Internet Safety messages in their curriculum. (This course is still available for new teachers.)
2. Teachers working on curriculum projects during the summer of 2008 participated in an Internet Safety meeting where they took another look at ways to share the Internet Safety message within the context of their new curriculum pieces.
3. We provided the training in order to prepare our teachers to include Internet Safety lessons within the context of their courses, and they are addressing Internet Safety as part of their ongoing curricula.
4. In addition to the core subject teachers, the school librarians and the elementary guidance counselor developed special lessons, parent presentations, and/or web page content which they plan to present during the 2008-2009 school year.

**ONLINE PROFESSIONAL DEVELOPMENT COURSE****Internet Safety & Copyright for Educators — 1/25/2008**

Richmond County Public Schools contracted with Karen Richardson to develop an online professional development Moodle course on Internet Safety. If you are interested in enrolling in the Internet Safety Moodle, please contact Karen about creating a course specifically for you (karen@ivyrun.com).

Richmond County teachers who complete this required course earn 10 recertification points. Their coursework (reading, web site searches, and contributions to four forum topics) is expected to take 10 to 12 hours. Some of the teachers have worked in grade level groups and some have worked independently.

This course meets the requirement that faculty members learn about Internet safety and begin making lessons that incorporate the concepts. We will work on Internet safety curriculum in a workshop setting this summer, so the teachers can develop and redesign lessons using what they have learned in this Moodle course.

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**Internet Safety—a three-hour tour for curriculum writers — 8/14/2008**

Karen Richardson, leader [witchyrichy.wikispaces.com/internetsafety](http://witchyrichy.wikispaces.com/internetsafety)

**BULLYING—**

- First of the year teach respect with frequent reminders. R-E-S-P-E-C-T
- What to do? Separate them or put them together! Make them do a project together.

Use email to communicate in a positive way.

Parent education: pos in instant messaging means parent over shoulder.

Parents have to be allies.

Create a web page for parents.

We have an obligation to educate the public.

Internet safety as part of citizenship and health/PE

They need to know that **What you post stays there.**

Tell parents: Be a 'friend' of their kids on their facebook and my space accounts; keep the computer screen facing out in a public room in the house.

Predators, cyberbullying

Help kids become smart users of the Internet as a research tool. Help them learn to evaluate and identify bias.

Examples on Wikispace page –including a quiz that's good for parents.

Karen for pres- (pal)-

Museum of Hoaxes—fun-not necessarily true

Snopes.com

Edit Wikipedia (grammar); be a Wikipedia editor (content): Have students create accounts and log in – gives them responsibility and accountability.

Parents—NetSmartz—request a presentation/valid for two days.

Create a poster for computer area (contest in school?)

Need to hear the rules often. Teach the students how to decide which are good websites by telling them, "Here's why I selected this website."

Students can make videos about Internet safety and post them to Teacher tube. Also, search TT for Internet safety clips.

How to download video using zamzar.com. Copy the YouTube or TeacherTube url to zamzar and select wmv.

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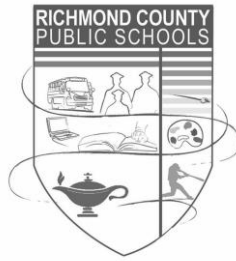
Include a link to the Internet Safety page at DOE where resources are listed.

We evaluate the Technology Skills for Instructional Personnel for every teacher and offer a workshop and an assessment through the community college for those who have not mastered the skills.

Each summer staff participate in training and workshops on technology in the classroom, including safe and responsible use of the Internet. These workshops are offered in house and through the community college.

Technology Leadership Conference—attended by director of tech who is our lead authority on safe surfing through the application of filters, the AUP, and compliance with state and federal guidelines related to Internet use.

Annual review and revision of Acceptable Use Plan by technology director.



**TO:** All Teachers  
**FROM:** Beth Perry  
**DATE:** November 2010  
**SUBJECT:** INTERNET SAFETY IN THE CURRICULUM: AN ASSESSMENT

REMINDER AND SURVEY—Virginia law requires teachers to include information and lessons about Internet safety in their curriculum. Two years ago we completed an online course on computer safety so we could begin the process of integrating those lessons for our students. Now we need to report our methods and our progress to the state, so we need your input on the short survey below. Please complete the survey on this sheet or send an email to [bperry@richmond-county.k12.va.us](mailto:bperry@richmond-county.k12.va.us). Attachments are welcome! Thank you for your assistance in this data gathering, and thank you for your work with our students!

Your name: \_\_\_\_\_

Your subject area/grade level(s) \_\_\_\_\_ / \_\_\_\_\_

How do you include Internet Safety in your lessons? Please describe the context of that inclusion (during a research project on \_\_\_\_\_; when we discuss the \_\_\_\_\_).

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What might you do differently in the future?

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What kind of support do you need from the tech team?

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## **SURVEY RESULTS**

The survey results indicate that teachers are presenting the Internet Safety message as a component of their curriculum when that curriculum work includes Internet research. Some examples are included below:

**English 12, English 11 AP, Novels and Plays:** *My students use the internet for research several times throughout the year. At the first lesson, I spend approximately 10 minutes reminding them of internet safety rules. After that, I simply remind them to “be safe” on the internet during research. In the future I might include the librarian’s refresher lesson with my students on choosing good internet sources and incorporate a brief lesson on internet safety.*

*I would like to have a powerpoint presentation in the shared folder and/or handout we could give to each student when we distribute the Research Packet (works cited and parenthetical ref.). The English teachers distribute this information at the beginning of each year.*

**Guidance, Grades K-5:** *I did a cyber bullying lesson for all classes 3-5, using the website [www.infinitelarninglab.org](http://www.infinitelarninglab.org). Professor Garfield instructs the children on what cyber bullying is and what to do if it is happening to you. The students played the interactive games and some explored the online safety section of the website.*

**Kindergarten:** *The students only use the internet while on <http://www.starfall.com> . I get the students to the website and tell them what games to play. We have discussed that they only go to the website that I put on the computer and if they need help or something is not normal they are to get me.*

**Reading, Grade 4:** *We do an entire lesson on research as a part of SOL 4.6. The children are assigned an animal to research and we do a lesson about reliable sources. Intertwined into that lesson is a discussion on general Internet safety. We have also researched an author using the Internet and discussed how to identify reliable sources and how the Internet and search engines work. The guidance counselor teaches a unit about CyberBullying, and in the future I will discuss more information regarding social accounts and texting.*

**Title1 Math Resource, Grades K-5:** *Talk about internet safety when using websites.*

**English, Grade 6:** *In a collaborative lesson plan with the 6th grade history teacher, students wrote a paper using the internet to do some research. I briefly reminded the students that they need to search keywords ONLY and to avoid any site that may require personal information be given. Occasionally my students get on my computers in the back during bus load. I remind them that they are not old enough to have facebook/myspace and should not be using this time to get on any other social website. They usually play Oregon Trail instead.*

*In the future I might incorporate an entire lesson on internet safety before beginning a project. I didn't have any problems with the one day we used the internet, but again, I think it's important that they have some knowledge of what they should and should not do on the internet. I would just like to know that the filter is being monitored so that students are not going onto sites that are not school appropriate.*

**Science, Grade 6:** *I include Internet Safety during a research project on planets when we discuss reliable websites such as NASA. We talk about how NASA and Google Space are reliable resources because they are either government or educational sites. We discuss how people will put up anything on their personal websites. We also do an energy project in late winter, and we discuss the reliability on info and pictures on the internet at this time also. Some years, the subject of My Space or Facebook has come up in class. We then discuss safety issues of not putting out your name, address and location information (school, hometown, etc.) on the internet.*

**2nd grade:** *When the students access the internet for games, videos, lessons, etc. I always remind them that they are NOT to type their name in any website unless they have my permission. The only time they are allowed to do this is when they are logging on to a school wide program such as Study Island, Interactive Achievement, etc. In the future, I could give a classroom lesson focusing on internet safety and the importance of NOT giving personal information on the internet.*

**Math, Grade 7:** *I seldom use the Internet in math class. If I have something I want the students to view, I will show them the site in class having the site on my computer and projecting it onto the SmartBoard screen. If the Internet is used by students during my class, I have chosen the sites, placed them in the student drive and given the instruction that only these sites can be viewed during the class. I then observe students while they are in the computer lab to be sure they are on the sites I have chosen and not their own.*

**English and Journalism, Grade 8:** *I periodically include a multimedia research lesson based on recent cyber-bullying events covered in the media. My most frequently used lesson includes readings from Perry Aftab's blog, as well as the stopcyberbullying.org website. In the future, we might make it a part of a more continuous research project, where students create a product or presentation to share with the class that reveals the insights of their research.*

**English, Grade 7:** *During our research project on a persuasive topic that is chosen from a list created by the teacher, we explore different sites together, and we evaluate information for credibility. We talk about how important it is to use resources that are credible. I model methods of deciding if websites are good sources, and the students do several independent searches on their own before they begin work on their actual projects. In the future, instead of doing this practice right before our research projects, I might try doing little "safety" practice activities throughout the year. I could tie them into other activities that we do on the computer.*

**Kindergarten:** *I watch and carefully choose what web sites the children are on.*

*Social Studies, Grade 4: Students complete a scrapbook project in which they can use the internet to research for information. I stress to the students that they should have a parent/guardian help them while they search. I also stress that if they were to be contacted by an unknown person while using the Internet that they should notify an adult immediately. They should also notify an adult if they come across information about another person.*



	\$2,000.00		8120 C.O. REPLACEMENT - INFRASTRUCTURE	\$2,000.00		
	\$3,500.00		8210 C.O. ADDITIONS - HARDWARE	\$3,500.00		
	\$1,000.00		8220 C.O. ADDITIONS - INFRASTRUCTURE	\$1,000.00		
			<b><u>CLASSROOM INSTRUCTION - ELEM. &amp; SEC. - 68100</u></b>			
	\$44,605.00		1120 TEACHERS - WAGES	\$44,605.00		
	\$3,415.00		2100 SOCIAL SECURITY	\$3,415.00		
	\$4,255.00		2210 RETIREMENT & HCC	\$5,055.00		
	\$4,850.00		2300 HOSPITALIZATION	\$4,850.00		
	\$125.00		2400 GROUP LIFE INSURANCE	\$125.00		
	\$2,000.00		3000 PURCHASED SERVICES	\$2,000.00		
	\$3,000.00		5001 TELECOMMUNICATIONS	\$3,000.00		
	\$1,500.00		5500 TRAVEL	\$1,500.00		\$86,050.00
	<b><u>2010-2011</u></b>		<b>TECHNOLOGY</b>	<b><u>2011-2012</u></b>		
			<b><u>CLASSROOM INSTRUCTION - ELEM. &amp; SEC. - 68100</u></b>			
	\$41,000.00		6025 INSTRUCTIONAL SUPPLIES	\$41,000.00		
	\$31,000.00		6040 TECHNOLOGY SOFTWARE	\$31,000.00		
	\$52,380.00		6050 NON-CAPITALIZED - HARDWARE	\$52,380.00		
	\$5,000.00		6060 NON-CAPITALIZED - INFRASTRUCTURE	\$5,000.00		
	\$18,850.00		8110 C.O. REPLACEMENT - HARDWARE	\$18,850.00		

	\$1,000.00		8120 C.O. REPLACEMENT - INFRASTRUCTURE	\$1,000.00		
	\$7,000.00		8210 C.O. ADDITIONS - HARDWARE	\$7,000.00		
	\$1,000.00		8220 C.O. ADDITIONS - INFRASTRUCTURE	\$1,000.00		
			<b><u>INSTRUCTIONAL SUPPORT - 68200</u></b>			
	\$1,500.00		3000 PURCHASED SERVICES	\$1,500.00		
	\$2,000.00		3125 INSERVICE EDUCATION	\$2,000.00		
	\$1,000.00		6025 INSTRUCTIONAL SUPPLIES	\$1,000.00		
						\$161,730.00
	<b><u>2010-2011</u></b>		<b><u>TECHNOLOGY</u></b>			<b><u>2011-2012</u></b>
			<b><u>INSTRUCTIONAL SUPPORT - 68200</u></b>			
	\$2,000.00		6040 TECHNOLOGY SOFTWARE	\$2,000.00		
	\$6,000.00		8110 C.O. REPLACEMENT - HARDWARE	\$6,000.00		
	\$1,200.00		8120 C.O. REPLACEMENT - INFRASTRUCTURE	\$1,200.00		
	\$1,000.00		6050 NON-CAPITALIZED - HARDWARE	\$1,000.00		
	\$1,000.00		6060 NON-CAPITALIZED - INFRASTRUCTURE	\$1,000.00		
	\$3,000.00		8210 C.O. ADDITIONS - HARDWARE	\$3,000.00		
	\$1,000.00		8220 C.O. ADDITIONS - INFRASTRUCTURE	\$1,000.00		\$15,200.00
	<b>\$463,035.00</b>		<b>TOTAL</b>	<b>\$493,805.00</b>		493,805.00