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

Shannon County School District 65-1
206 School Street
PO Box 109
Batesland, SD 57716

Approved Plan will be effective from
July 1, 2012- June 30, 2015

Technology Plan Submitted by:

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1. INTRODUCTION

Shannon County School District (SCSD) is involved with school improvement efforts that propose to raise student test scores, improve teaching practices, and increase student attendance. The intent is to meet *Annual Yearly Progress* (AYP) as required by the South Dakota Department of Education and the *2001 No Child Left Behind Act*.

As a Prioritized Need, the following performance goals and strategies were listed in the (2010-2011) district improvement plan:
- Address student achievement in reading and math
- Design and implement a district wide professional development program
- Develop a technology plan that supports student learning, and
- Develop a parent/community involvement program

The technology plan will undertake a cooperative role and align the technology program with the district's proposed improvement plan performance goals and strategies. Moreover, the criterion described below will also function as guidelines for district technology planning:

Student Achievement
The technology plan honors established goals, objectives, and strategies adopted by the school improvement plan. Adopted policies and practices ensure that all student groups will be proficient by the end of the 2013-2014 school year.

Professional Development
The technology plan will endorse and support an on-going meaningful training program that is research based and designed to meet the needs of students, school faculty, parents and the community.

Technology Plan
The heart of the plan centers on educational priorities defined by the school improvement plan. The continuation of an efficient and robust infrastructure that delivers digital resources is a major focus. The program ensures that technology tools are compatible, available and accessible for users whenever convenient. Other areas regarding technology operations include communication, accountability, data storage, training and student achievement strategies.

Parent/Community Involvement
The district believes that parents are a vital component to education. The technology plan will oblige and encourage parent/community participation as defined by the school improvement plan (i.e., assemblies, meetings, conferences, school events, after school programs, open-door policy, access to student work, etc.).

The technology plan seeks to align the ways in which technology will be used in our schools with the ways technology are experienced by students in their daily lives.

Technology will no longer be a specific add-on to learning in school. Rather, technology will become an essential tool and method for collecting, analyzing, and presenting information across grade levels and subject areas. To empower our students to become excited learners, personal access to current technologies will be used to build relationships and respect, foster meaningful and relevant learning, and to set high expectations in an effort to have all students engage in quality work.

This plan requires changes in the way technology is currently used by our students, teachers, and administrators. This level of change requires strong leadership and commitment from administrators, teachers, and parents, as well as proper training and support. It will be updated and adjusted over time and it will, also, serve as a compass as we chart future directions.

2. TECHNOLOGY COMMITTEE

Dr. Richard Zephier	Superintendent
Coy Sasse	Business Manager
Dana Christensen	Technology Department Director
Sharei Ricketts	Director of School Improvement, Assessment and Data Collection
Robert Hall	Principal
Barbara Ice	Principal
Justina Setalla One Horn	Principal
Larry Larson	Principal
Connie Kaltenbach	Principal
Monica Whirlwind Horse	Principal/Parent
Melvin Sierra	Virtual High School Principal
Brian Wechsler	District Computer Technician
Jiles Bowman	District Computer Technician
Ryan Speed	District Computer Technician
Shawnna Bauer	District Computer Technician
Steven Chase	Teacher, Association President

Committee members will meet three times per school year on the fourth Monday of November, February, and May in conjunction with School Board Meetings

3. VISION

The district's endeavor is to prepare and educate students for the future through the application of effective technology infused pedagogy and best practices that respond to socio-economic-political challenges at the local scene and worldwide

4. NEEDS ASSESSMENT

The school district uses technology for instructional and management operations on a daily basis. Mobile carts containing laptop computers are available for instruction. Wireless access is available anytime, anywhere throughout the campus. An interactive video system is available for distance education. An appropriate and sophisticated infrastructure supports all technology-based functions. An independent and expanded telephone system serves communication needs. On a routine basis, software applications are maintained, updated, and replaced. Training initiatives for faculty and support staff are planned and strategically implemented throughout the school year. A district SPED program utilizes Kurzweil, Board Maker, PECS, and SuccessMaker.

School faculty members determine all technology needs, improvements, replacements and updates at staff meetings. Oral reports are recorded and listed. The needs are referred to the technology department it is presented to the superintendent for approval.

Goals and objectives were formulated by the technology committee from the results gathered in determining our technology needs.

5. Consolidated Application

The School District will support and integrate the needs assessment goals of the consolidated application and the School Improvement plan as outlined therein.

6. THREE-YEAR GOALS AND OBJECTIVES

The district technology plan will mirror the school improvement goals and strategies (See Section 8 for More Detail):

1. Achievement - to improve student achievement, raise testing scores and help meet performance goals:
   - Objective 1: 61 percent of 3-5th graders will score proficient in reading in 2012-13; 62 % in 2013-14, 63% in 2014-15
   - Objective 2: 52 percent of 6-8th graders will score proficient in reading in 2012-13, 53% in 2013-14, 54% in 2014-15
   - Objective 3: 37 percent of 3-5th graders will score proficient in mathematics in 2012-13; 38 % in 2013-14, 39% in 2014-15
   - Objective 4: 31 percent of 6-8th graders will score proficient in mathematics in 2012-13, 32% in 2013-14, 33% in 2014-15

2. Integration - to sustain a technology integration effort that impacts "best practice" regarding lesson development, instruction and management
   - Incorporate a technology integration section in the teacher evaluation instrument

3. Professional Development - Design and implement a district wide professional development program to offer appropriate on-going training opportunities for faculty as identified by need

4. Infrastructure - to maintain a reliable and efficient infrastructure (LAN/WAN) that generates digital resources anytime, anywhere
   - Training based on need – outsourced
   - Funding

5. Distance Learning/DDN Usage – Classes will be offered to students as needed, staff will utilize DDN Collaboration Meetings regularly to further enhance the classroom experience with feedback from our schools

CURRICULUM INTEGRATION

Listed below are the district's improvement plan performance goals and strategies:
- o Address student achievement in reading and math
- o Design and implement a district wide professional development program
- o Develop a technology plan that supports student learning, and
- o Develop a parent/community involvement program

The technology plan is guided by state content standards and the school improvement plan initiatives as outlined in the 2010-2011 Improvement Plan Criteria, a two-year plan. In addition, the vision, the three-year goals and objectives of the plan will focus on the critical needs of the school district (i.e., instruction, achievement, management, accountability, etc.).

Academically, learning basic communication skills such as reading, writing, and grammar rely on a ninety-minute literacy block. Other curriculum areas including math, science, social studies, and a comprehensive health program consisting of physical education, health, and counseling are part of the daily schedule. Other programs such as SPED services and Lakota Studies are a part of the instructional process.

Laptop computers deployed to classrooms through mobile carts are available for users at all times. The Internet offers digital resources almost anytime, anywhere through a wireless solution. Our networked printers, Promethean Boards equipped with projectors, software applications, ASPs, and interactive video permit curriculum integration.

Network technicians are available onsite for daily support and troubleshooting. Technology integration is dedicated to aid student achievement and support inquiry-based instruction and makes equitable access to technology a reality for both instructional staff and students.

At this time we are using the DDN for intra-district regular collaboration conversations rich with discussions revolving around curriculum, assessment and strategies for improvement. We will continue to offer or expand our distance learning as opportunities, availability and need arises.

STAFF DEVELOPMENT

The training model for SCSD strives to deal with the major initiatives of the school improvement plan, which includes improving the use of technology in instruction and administration with the ultimate goals of improving instruction and increasing student achievement. The notion is to help faculty challenge, verify or change ideas and beliefs about teaching, and act upon those beliefs and values to improve the quality of instruction provided to students.

As a standard model, the framework for staff training features a direction (goal/objective) that is aligned with the District Professional Development Plan. Performance indicators such as evaluations, observation, proficiency rating, transcripts, and attendance logs monitor training implementation and outcomes.
The training model boasts the following guiding principles:

- o Instruction presented by highly qualified consultants, trainers, etc.
- o Incorporate interesting topics, meaningful hands-on experiences, and exciting strategies that attract participants
- o Methods and incentives for participation: local in-service, on-site training, conferences, consultants, college credit, book studies, etc.

Scope and sequence of staff development is determined by administration (See Section 8 for more detail) as a District Professional Development Plan is currently in place. DDN Collaborative Sessions in District are held regularly with our other schools to discuss experiences/successes others are experiencing to enrich our other schools. Monthly technology reports highlighting staff development and plans for improvement are given each month at the School Board Meeting.

In an on-going basis, we will offer professional development opportunities via conferences to staff. We currently are offering attendance to the TIE Conference held in State, and attendance to the NECC conference out of State. Each year we allow the following representation:

Location	Conference	# Staff Attending
District Office	TIE	1 (Director of Technology)
	ISTE	3 (Director of Technology + Two on Rotational Basis)
	Mac World	5

Also we will send Technology Department Staff to Technology Training as available to stay current with changing computer/server systems to maintain proficiency as needed.

7. INVENTORIES

Equipment
Switches, routers, computers: mobile carts (MacBooks), and desktops (iMacs); scanners, VGA projectors, printers, digital cameras (still/movie); interactive video equipment (monitors, PCs, Elmos, Promethean Boards); phone units, cellular phones, TVs, receivers-tuners (satellite), Video Surveillance Systems (DVRs, cameras). Network switches and wiring are to be updated every 7 years or as needs arise, updating to new switch technologies or more adequate wiring infrastructures to better suit needs of users or for better security of the network. Computer equipment will be rotated on a 3 to 4 year lease basis for renewed technology and capability, or as needs arise for additional equipment.

Records
Inventory records include type of equipment, location, serial numbers, service tags, operating system, amount of RAM, IP address, Ethernet address (Mac), access address (wireless, airport), processor speed, equipment acquisition data are all kept in a centralized database accessible at all sites for updating via Filemaker Pro Server.

Software Licenses and Quantity
Current list of software and licenses:

Software Title:	#	Platform:	Version:	License:
Microsoft Office	1600	Mac	MS2011	Site
Microsoft Office	50	PC	MS2010	Site
Adobe Photo Shop	200	Mac/PC	Elements	Site
File Maker Pro	35	Mac/PC	11.0	
iWork Suite	1600	Mac		District
Inspiration	250	Mac		Site
Kidspiration	250	Mac/PC		Site
I-Life Suite	1600	Mac	11	District
Success Maker	1600	ASP/PC/Mac	3.0	District
Accelerated Reader & Star Reading				
Math Keys	1600	ASP Mac/PC		State Funds

Needs for the technology department and teachers determine new equipment, upgrading and updating. Teachers report to the technology department then to the principal, then to a district wide administrators meeting. Next the technology committee reviews and passes along to the superintendent for action.

Public School Districts meet this requirement through the annual technology survey submitted to the K-12 Data Center at
https://members.k12.sd.us/in/DDNAdmin/DDNSurveys.asp

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

8. THREE-YEAR ACTION PLAN

One or more of the topical strategies listed will be included in the activities below:

-- Assessments	-- Leadership concepts	-- SPED training
-- Technology	-- Content standards	-- CMP training
-- Best Practices	-- District writing class	-- Investigations training
-- SD Reads	-- Examining student work	-- Distance education

Goals/objectives: 1. Achievement, 2. integration, 3. training, and 4. infrastructure	Activities that will address the specific goals/objectives	Person(s) Responsible for Activities Listed	Timeline	Projected Cost	Assessment used to measure impact
1. To improve student achievement, raise testing scores, and help meet performance goals set in the timeline and Students will demonstrate technology skills in class including daily meetings via the DDN for Teacher Collaboration in District between schools	1 Staff and students will use available technology 2 Learning experiences will involve technology-based lessons, projects, and activities via classroom integration 3 Maintain student data 4 Utilize DDN Daily Meetings to Enhance Classroom Experiences	(1,2,3,4) Adminstrative Leadership (1,2,3,4) Classroom Teachers (1,2,4) Support Staff	**2012-13** 61% 3-5th, 52% 6-8th Proficient in Reading, 37% 3-5th, 31% 6-8th Prof in Math **2013-14** 62% 3-5th, 53% 6-8th Proficient in Reading, 38% 3-5th, 32% 6-8th Prof in Math **2014-15** 63% 3-5th, 54% 6-8th Proficient in Reading 39% 3-5th, 33% 6-8th Prof in Math	$50,000 per/ annum	Monitor students using DSTEP and SuccessMaker Gains
2. To sustain a technology integration effort that impacts best practice regarding lesson development and instruction and assure alignment of national/state standards with local assessments including daily meetings via the DDN for Teacher Collaboration in District between schools	1 Assess, adopt, and implement, a standards-driven curriculum 2 Unpact content standards 3 Develop instructional plans for low scoring students aided by daily DDN Sessions for all Grade Levels	(1,2,3) Adminstrative Leadership (2,3) Classroom Teachers (2,3) Support Staff	2012-13 SY 2013-14 SY 2014-15 SY	$50,000 per/ annum	Teacher and Administrator Evaluations 8th Grade Technology Assessment Tool Results (2008) Teacher Self-proficiency Report

Three-year Action Plan: Continued

3. To offer appropriate on-going training opportunities for all faculty as identified by need by providing highly qualified professional trainers either in-house or outsourced during in-service sessions and extra curricular trainings during breaks	1 Develop strategies to attract qualified consultants, etc 2 Send staff to conferences and workshops 3 Offering/Attending Apple Related Training Sessions 4 Offer Incentives Such as College Credits	(1,2,3,4) Adminstrative Leadership (1,3) Classroom Teachers (1,3) Support Staff	2012-13 SY 2013-14 SY 2014-15 SY	$75,000.00 per/ annum	Teacher Evaluations and Observations Teacher Self-proficiency Rating Conference, Inservice, and Workshop Attendance lists
4. To maintain a reliable insfrastructure that generates digital resources anytime, anywhere by replacing computer equipment on 3 to 4 year rotational basis with leased equipment, Primary Servers replaced on 4 year rotational plan, utilize E-Rate Funding for Infrastructure Upgrade on 7 year rotation to further higher level of technology presence for richer Educational environments (Wireless done Summer 08, Plan for Switch and Wiring Infrastructure Upgrade Summer 2010, Server Upgrades Summer 2011)	1 Upgrade server system to deploy specific authentication solution 2 System to handle peak loads for run-time authentication requests 3 Ensure that the system is secure 4 System is highly available to ensure users anytime access to the network resources they require 5 Deploy, maintain, repair or replace end-user equipment/units 6 Assure updated software solutions 7 Maintain High Speed Switched Network Environment Including Wireless Infrastructure	(1-7) Administrative Leadership (1-8) Local IT Technicians (1,2,3,4,5) Vendor Representive or Engineers (2,3,4,6,7) E-Rate Representatives	2012-13 SY (Upgrade Switch and Wiring Infrastructure) 2013-14 SY (Replace Wireless Infrastructure at Schools) 2014-15 SY (Replace Primary Servers at Schools)	$100,000.00 per/ annum	Inventories (hardware, software, peripherals, etc.) Records of Site Licenses Service Agreements Lease Agreements Attrition Records Purchase and Work Orders

9. ACCEPTABLE USE

Equipment, LAN, and Internet
School staff and students have permission to use online services during a normal eight (8) hour school and work day when school is in session. The District restricts the actual use of computers and software to access online materials by issuing access accounts to students and staff. A user name and password controls who can utilize computer equipment, access the local network, the Internet, and use of the e-mail system (students fourteen years of age and under are not allowed e-mail accounts). Student data, records and information are confidential and are protected by access accounts assigned to school building level principals and teachers by district administrators and designated technology staff. These accounts are reviewed at the end of the school year and reassignments are considered for the next year. New accounts are given to new staff accordingly.

Terms and Conditions of Use
All users are expected to abide by the rules of network etiquette. Breaches can result in harsh criticism by others on the Net and restrictions imposed for improper use of technology equipment and online services. The rules of acceptable behavior include:

o Transmission of materials in violation of national or state regulation is prohibited. This includes, but is not limited to, copyright materials, threatening or obscene materials, or materials protected by trade secret
o The use of computers and the LAN is not a right, and inappropriate use will result in a concellation of privileges
o Use of the LAN is voluntary on the part of the student
o Be polite (abusive messages to others is not acceptable)!
o Use appropriate language; do not swear, use vulgarities or any other inappropriate language
o Illegal activities are strictly forbidden
o Revealing personal information, addressess or phone numbers of other users is forbidden
o Electronic mail (e-mail) is not guaranteed to be private. Network administrators and technicians have access to all mail. Messages relating to or in support of illegal activities will be reported appropriately
o The use of the LAN in such a way that disrupts other users is prohibited
o All communication and information accessible via the LAN should be assumed to be private property. Therefore, copyright laws should be followed
o All e-mail messages are expected to be signed by the user (signature should include name, position, affiliation, and Internet address)

The District makes no warranties of any kind, whether expressed or implied, for the service is provides. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or interruptions caused by negligence, errors, or omissions.

Security on any computer system is high priority, especially when the system involves many users.

1.) If a user can identify a security problem on the Internet, he/she should notify the district's technology coordinator
2.) The user should not demonstrate the problem to other users
3.) Use of another individual's account without written permission from that individual is prohibited
4.) Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges
5.) Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet

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

Procedures
- Building administrators will identify who will receive Internet accounts in their respective buildings.
- The SCSD network administrator will assign all account numbers
- Student accounts will be assigned only within the guidelines of the Children's Internet Protection Act
- Student accounts will be assigned only with the written permission of the student, a parent and/or guardian, and a teacher
- Staff accounts will be assigned only with the written permission of the staff person
- Each student, teacher, or staff member who receives an account will be part of a discussion with a SCSD staff member pertaining to the proper use of the network prior to use of that account
- The administration, faculty, and staff of SCSD may request the network administrator to deny, revoke, or suspend specific user accounts, based on inappropriate use
- Building administrators will determine what is inappropriate use on a case-by- case basis; their decision may be appealed to the Superintendent

Violation Consequences
Violations of the International, United States, South Dakota or Oglala Sioux Tribal law, through the use of the district's Internet access may result in disciplinary action or litigation against the offender by proper authorities.

District Consequences
School disciplinary action, including suspension or expulsion, and/or appropriate legal action may be taken.

1. Preliminary determination: The school administration with the assistance of the teacher will make the initial determination of a policy violation.
2. Student Due Process: Violations will be accorded due process as per school district policy
3. Internet Access: Following due process, the network administrator, as per school district policy, may deny, suspend, or revoke any or all Internet privileges.
4. Restitution for abuse/misuse of computer hardware will be assessed to person(s) found responsible

Agreement
All staff and student users will sign the Internet Use Agreement form (Attachments)

10. DISTANCE LEARNING POLICY

The District has no immediate plans to implement a distance learning program. Future plans will be considered when needs for such a program is imminent.

The state funded program provides equipment that include a Polycom Codec VSX8000, 1 Sony PTZ Camera EVI-D100, a combination Sony DVD/VHS player-recorder, a 54" LG large monitor and a microphone system completes DDN classrooms at each site. In addition, a Catalyst 2950 Cisco switch connects the video system to the LAN and Internet.

The interactive video conferencing unit is available for scheduling courses through the Digital Dakota Network system upon request.

Responsible Party/Person
Each school site will assign or designate a person who will oversee distance educational hardware during off school time/holidays and after school hours.

11. CHILDREN'S INTERNET PROTECTION ACT

Each school site has blocking/filtering software in place. Fortinet filtering controls access to the Internet, which is provided by the State of South Dakota and maintained therein by BIT and DDN. The District does not have the space or staff to monitor students every minute. Therefore, it is necessary to implement an approved AUP, filtering, and blocking where minors have Internet access without direct supervision. Staff and Students are blocked by the following list through our Fortinet Manager.

All chat rooms, multimedia downloads, outside e-mail (Google, Yahoo, Hotmail, etc.), social networking sites are blocked and not allowed student access through the school network. Hacking sites, games, gambling sites, and proxy avoidance sites are also blocked. Network filtering protects data from outsiders and control which sites are accessible to persons using their system.

Education
The District provides Internet safety policy classes for staff and students and conduct public meetings on Internet Safety/technology protection issues (social and ethical practices) at the beginning of each school year with curriculum delivered by our Guidance counselors and re-emphasized by each classroom teacher throughout the school year.

Before any student is allowed access to the Internet, the counselor will instruct the student in appropriate Internet safety topics. For instruction one source will be the South Dakota http://www.sdcybersafe.com sites. This unit will include but not be limited to topics like good password use, release of personal data, validity of sites, social networking sites, chat room sites, cyber bullying, hacking and other illegal actions.

Public Meetings/Notice
Parents are informed of the Internet Use policy and the Network Use policy at the beginning of each school year. Permission forms are sent home to each household for student use of the Internet as well as for permission to use students' photos or names to be put on the school's web site. This started August 2001 at the School Board Meeting and again at beginning of that 2001-2001 school year and continues today.

General Network Use
The network is provided for students to conduct research and complete assignments. Access to network services is given to students who agree to act in a considerate and responsible manner. To ensure the use of electronic communication systems in the District are compliant with this agreement, network administrators may monitor usage of District purchased equipment from time to time. Access is a privilege - not a right. As such, general school rules for behavior and communications apply and users must comply with district standards and honor the agreements they have signed. (See Staff and Student Network/Internet User Agreements Attached)

Currently we do not have any collaboration with adult literacy service providers, we train staff internally for safe environments with the children.

<u>CIPA Compliance</u>
The Children's Internet Protection Act was signed into law on December 21, 2000. The District enforces all CIPA requirements. The Policy protects against access, through computers or other devices with Internet access, to visual depictions that are obscene, child pornography, or (in the case of use by minors) harmful to minors. The school or library must also certify that it is enforcing the operation of such filtering or blocking technology during any use of such computers by minors. The law is effective for Funding Year 2001 (07/01/2001 to 06/30/2002) and for all future years. Schools and libraries receiving only Telecommunications Services are excluded from the requirements of CIPA.

12. THREE-YEAR TELECOMMUNICATIONS SERVICE AND EQUIPMENT

The district maintains telecommunication service for four different sites via a DS1 Option available through two T1 lines. The major purpose for such a system is to localize call locations between schools and social service entities that would otherwise be considered long distance because of LATA boundaries involving several different telecommunication providers where the schools are located.

Telecommunications breakdown of equipment and providers to include Voice/Fax/Data Lines to the listed locations:

Schools	Units	# Lines	Hunt Groups	Provider	Local	Long Distance	Intra-State	Inter-State
Wolf Creek	29	28	1	Golden West	Golden West	Golden West	Yes	Yes
Rockyford	18	20	1	Golden West	Golden West	Golden West	Yes	Yes
Batesland	40	21	1	Great Plains	Great Plains	AT&T	Yes	Yes
Red Shirt	9	9	1	Mt. Rushmore	Mt. Rushmore	AT&T	Yes	Yes
Totals	94	80	4					

Other Telecommunication Equipment:

Network Equipment:	1. 4 Nortel Networks: Option 11 Switches
	2. 94 T1700 Single-line Digital Units
	3. Nortel Voice Mail System

Maintenance Agreement:	Golden West Telecommunications
T1 Line Provider:	SDN Telecommunications

Number of Cell Phones:	41
Wireless Data Cards	7
Cell Phone Provider:	AT&T

Internet currently being provided by DDN along with Content Filtering/Firewall service, this also provides each of the schools with Video Conferencing capabilities throughout the state bridging service for providing for Distance Education and Professional Development opportunities for Staff via the DDN. Also DDN is providing us with a Virtual WAN linked through the Fortinet connections between schools to provide us with connectivity for day-to-day operations.

Future Telecommunication Plans and E-Rate Filing:

A. Refine our current system and continue telecommunication improvements, including looking at expanding upon the VWAN to be a dedicated connection in cooperation with the DDN to help reduce expenses in Shannon County School District and to the

DDN. This would be consolidating all schools connections in district with use of a dedicated WAN connection, giving us higher speeds between buildings, and reducing connection costs.

B. Configure or partition portion of the existing T1 line at Red Shirt School toward telecommunication service so all schools can have local calling options between schools. Red Shirt is not connected to the SCSD DS1 system.

C. Complete and submit E-Rate applications for continued telecommunication service, data access, and internal connections in a timely manner, all quotes/bids/contracts will be taken according to E-Rate guidelines and approved by Business Manager prior to Form 471 submission to Schools and Libraries to ensure compliance by having valid contracts on hand prior, we will also ensure current NSLP documentation is used for discount percentages on all E-Rate filings, all billings will be compared to actual quotes/bids/contracts to ensure integrity via Finance Department and Director of Technology on applications being filed. The District will receive bids/quotes during the required waiting period for services being requested via E-Rate application, if none are submitted to the District, the District will seek vendors to complete tasks necessary for service to the District.

(See E-Rate Retention Policy Below)

Shannon County School District E-rate Records Retention Policy

Shannon County School District shall retain the following documentation, to the extent applicable, for five years after the last date of service. Last date of service is the last day of the service delivery period of the E-rate funding year for recurring services. Last date of service for equipment purchases funded through E-rate is the latest date of (1) date of purchase of equipment; (2) installation date; or, (3) the date of the E-rate funding commitment decisions letter.

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

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

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

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

5. PIA Review

5.1. Letter of Agency (LOA) consortium

5.2. Consultant agreement or LOA

5.3. Responses to PIA inquiries (email, faxes, case numbers)

5.4. Entity eligibility documentation (state website printout, matching records, etc.)

5.5. Discount eligibility calculation documentation

5.6. Item 21 Attachment (online or paper)

5.7. Product Service Eligibility (warranties, product descriptions, network diagrams etc.)(for E-rate equipment)

5.8. Budget (Final approved, Superintendent Letter, draft budget, Grant Letters)

5.9. Request to Cancel Services

6. CIPA (Children's Internet Protection Act)

6.1. Undertaking Actions to comply with CIPA (e.g., public notice, public meeting or hearing minutes, etc.)

6.2. Filtering Documentation (purchase, installation, use)

6.3. Internet Safety Policy

6.4. Logs of filtering incidents

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

7.1. Inventory/Asset Registry

7.2. Schematic of equipment

7.3. Receipt of service/ product and installation log (work orders)

7.4. Replacement Log (replacement or upgrades)

7.5. Maintenance Log

7.6. Equipment transfer log

8. Invoicing & Payments

8.1. Customer Bills

8.2. Calculation Work papers for BEARs

8.3. Service Certifications

8.4. Proof of Payment of discount and non-discount amounts (cancelled checks, bank statements)

8.5. Reimbursement from vendor verification (BEAR only)

8.6. Miscellaneous (memos to vendors, notes to file, emails)

9. Change Requests & Appeals

9.1. Appeal Request

9.2. Appeals Delivery Receipt (proof of postmark, fax confirmation)

9.3. Service Substitution Request

9.4. SPIN Change Request

9.5. Documentation of Funds Returned to USAC

9.6. Invoice Deadline Extension Request

9.7. Service Deadline Delivery Request

9.8. Transfer of Equipment Notification

10. Miscellaneous

10.1 PIN mailer (For the authorized user)

10.2 Site Visit documentation

10.3 Audit documentation

13. Collaboration with Adult Literacy

Currently we are not engaged in any Adult Literacy Service Providers we are training staff internally.

14. EVALUATION

Throughout each school year, faculty will monitor the use of available technology tools, the efficiency of the infrastructure, daily operations, and user tech-support. Changes and updates to the the technology plan are made on a daily and annual basis. These changes depend on needs reported to the technology committee by teachers, administration and support staff.

Revisions to the plan are made by the technology committee in regular meetings.

Modifications, design changes, hardware/software upgrades, site license expirations, equipment acquisition (lease, purchase), and training needs will be identified at each site. Changing circumstances regarding normal operations and the use of technology will be reported to the school principals and the technology department director via electronic communication process, i.e., e-mail system, telephone calls, staff meetings, and monthly administrator's meetings. Costs regarding major repairs and renovations will be approved by the superintendent and through school board action.

Technology integration and professional development efforts will be measured by student performance data in the areas of reading and math.

District Board approval is required for our districts technology plan.

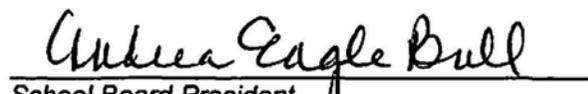# SHANNON COUNTY SCHOOL DISTRICT INSTRUCTIONAL TECHNOLOGY PLAN

The local school board has actively involved key stakeholders in the development of a district-wide three-year technology plan that includes the following major components:

- o A vision statement consistent with the South Dakota Instructional Technology Plan Guidelines that reflects the unique qualities and strategic priorities of the local education agency
- o The identification of the current situation, goals, objectives and evaluation of the core instructional and administrative components of a technology program that goals and objectives of the 2010-2011 and ongoing School Improvement and School wide Plans:
    1. Address student achievement in reading and math
    2. Design and implement a district-wide professional development program
    3. Develop a technology plan that supports and aligns with student learning, and
    4. Develop a parent/community involvement program
- o A staff development and training component that reflects a budget 5 to 10% of the total cost of the technology program; and
- o An infrastructure/connectivity component that meets general business standards to assure compatibility, connectivity, and cost effectiveness

LEA Name: Shannon County School District **LEA Number:** 65-1

Signatures:

Richard L Zephier, PhD, MBA
Superintendent

Andrea Eagle Bull
School Board President

Person of Contact: Dana L. Christensen
Director of Technology
SCSD Technology Department
(605) 288-1921 Ext. 6687

Attachments

Staff Internet Agreement

Student Internet Agreement

Shannon County School District
Batesland ▾ Wolf Creek ▾ Rockyford ▾ Red Shirt

Staff Network/Internet User Agreement

Introduction

We are pleased to offer staff of the Shannon County School District access to the district computer network resources, and the Internet. To use these resources, staff must sign and return this form. Please read and complete this document carefully, review its contents, and sign and initial where appropriate. Any questions or concerns about this permission form or any aspect of the computer network should be referred to your school's Site Technology Coordinator.

General Network Use

The network is provided for staff to conduct research and projects. Access to network services is given to staff who agree to act in a considerate and responsible manner. Staff is responsible for good behavior on school computer networks. To ensure the use of electronic communication systems in the District are compliant with this agreement, network administrators may monitor usage of District purchased equipment from time to time. Access is a privilege - not a right. As such, general school rules for behavior and communications apply and users must comply with district standards and honor the agreements they have signed (see over).

Network storage areas may be treated like school lockers. Network administrators may review files and communications (i.e. computers, emails, cell phones, pagers, chat, instant messaging) to assure that they are used appropriately and to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers would ever be private, as electronic systems are not personal property, including school internet, staff/students have no expectation or right of privacy related to their use of District Electronic Communication Systems.

Internet / World Wide Web

Access to the Internet will enable staff to use thousands of libraries and databases, including DDN Campus. Within reason, limited freedom of speech and access to information will be honored. Staff should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, staff may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to staff from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, staff is responsible for setting and conveying the standards that they should follow when using media and information sources. To that end, the Shannon County Schools support and respect each staff member's right to decide whether or not to apply for independent Internet access at the staff/students own expense.

Publishing to the World Wide Web

Staff, your work may be considered for publication on the World Wide Web, specifically on your school's web site. Such publishing requires your permission (see over). Notwithstanding the foregoing, to the extent your original work is in performance of your contract with the District, it is considered a work for hire and the District has copyright interests in the material. The work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to you and the administration.

Email

Email, Instant Messaging, Chat, Text Messaging using District supplied equipment should be courteous, professional, and business oriented if permitted. Remember, what seems humorous as it is being written may not be humorous when read by the recipient, whether inside or outside the District. Email, Chat, or Instant Messaging to anyone will not be tolerated if it is interfering with normal duties and could lead to termination of usage if abused. Employees may not disclose or use proprietary or confidential information except as required by their jobs, security must be used at all times to protect confidentiality. Disclosure includes electronic transmission of information. Anyone who violates this policy will be subject to discipline and possible legal recourse for such things as defamation and stalking.

Shannon County Schools
Staff Network/Internet User Agreement

To use networked resources, all staff must sign and return this form. The activities listed below are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language, defamatory, offensive or harassing via any Electronic Communication (email, chat, text messaging, or websites)
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
- Harassing, insulting or attacking others
- Damaging or modifying computers, computer systems or computer networks will result in monetary charges related to repair, replacement or re-configuration
- Installing or attempting to install any program, game or application not approved by the District
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- All Chat Rooms, Multimedia Downloads, Outside Email (Google, Yahoo, Hotmail, etc.)
- Social Networking Websites are Blocked and not allowed access on the school networks
- Employing the network for commercial purposes, financial gain, or fraud.
- Accessing and playing games not approved by the teacher or administration
- Hacking Sites, Games or Gambling Sites and Proxy Avoidance Sites are Blocked

Violations may result in a loss of access as well as other disciplinary or legal action

User Agreement:

As a user of the Shannon County Public Schools computer network, I hereby agree to comply with the statements and expectations outlined in this document and to honor all relevant laws and restrictions.

In consideration of being allowed to access the network and internet on school equipment at no cost to myself, I hereby waive any and all right or expectation of privacy I may have under state or federal law with respect to any material, including without limitation, email, instant messaging, document storage, usage history and the like and access to such material by the Shannon County School District.

(Initial appropriate items)

_____ I agree to use the network responsibly

_____ I grant permission to have my name for staff listing or recognition published to the World Wide Web

Signature _____ Date _____

Shannon County School District
Batesland ▼ Wolf Creek ▼ Rockyford ▼ Red Shirt

Student Network/Internet User Agreement

Introduction
We are pleased to offer students of the Shannon County School District access to the district computer network resources, and the Internet. To use these resources, parents of all students must sign and return this form. Parents, please read and complete this document carefully, review its contents with your son/daughter, and sign and initial where appropriate. Any questions or concerns about this permission form or any aspect of the computer network should be referred to your school's Site Technology Coordinator.

General Network Use
The network is provided for students to conduct research and complete assignments. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. To ensure the use of electronic communication systems in the District are compliant with this agreement, network administrators may monitor usage of District purchased equipment from time to time. Access is a privilege - not a right. As such, general school rules for behavior and communications apply and users must comply with district standards and honor the agreements they have signed (see over).

Network storage areas may be treated like school lockers. Network administrators may review files and communications (i.e. computers, email, cell phones, pagers, chat, and instant messaging) in order to appropriately to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers are ever private, as electronic systems are not personal property, including school internet, staff/students maintain no right or expectation of privacy related to their use of District Electronic Communication Systems.

Internet / World Wide Web
Access to the Internet will enable students to use thousands of libraries and databases. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. The Shannon County School District does not provide off campus or home-based Internet access. Parents are urged to explore the resource with their children, as there are many areas not suitable for access by children.

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

It is the policy of the Shannon County School District that no students name and photo will be published together on the school web site. It is our policy that publication means either the students photo or name and not both.

> *It is the policy of the Shannon County School District to follow the guidelines set forth in the Child Internet Protection Act located on the American Library Association website at:* **http://www.ala.org**

Directions
Read carefully! Then complete the green highlighted areas on the back page and return to the school. This information will be kept on record with the technology coordinator. Only Office Staff, Technology Staff, and the Classroom Teacher will have access to this information. We must have this document on record for your child to able to use school computers or access the Internet.

Shannon County Schools
Student Network/Internet User Agreement and Parent Permission Form

To use networked resources, all students must sign and return this form, and those under
age 18 must obtain parental permission. The activities listed below are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language, defamatory, offensive or harassing via any Electronic
  Communication (email, chat, text messaging, or websites)
- Giving personal information, such as complete name, phone number, address or
  identifiable photo, without permission from teacher and parent or guardian
- Harassing, insulting or attacking others
- Damaging or modifying computers, computer systems or computer networks will
  result in monetary charges related to repair, replacement or re-configuration
- Installing or attempting to install any program, game or application not approved
  by the District
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- All Chat Rooms, Multimedia Downloads, Outside Email (Google, Yahoo,
  Hotmail, etc.)
- Social Networking Websites are Blocked and not allowed access on the school
  networks
- Employing the network for commercial purposes, financial gain, or fraud.
- Accessing and playing games not approved by the teacher or administration
- Hacking Sites, Games or Gambling Sites and Proxy Avoidance Sites are Blocked

Violations may result in a loss of access as well as other disciplinary or legal action

Student User Agreement:

As a user of the Shannon County Public Schools computer network, I hereby agree to comply with the statements
and expectations outlined in this document and to honor all relevant laws and restrictions. In addition, I hereby
waive any right or expectation of privacy I might have in any communication including emails, instant messaging,
and documents that may be accessed by the District through the network.
(Initial appropriate items)

_____ I agree to use the network responsibly
_____ I grant permission to have my work or un-named group pictures published to the World Wide Web

Student Signature _____ Date _____

Parent/Guardian Permission:

Parent/Guardian Permission:

All students are provided with access to district computer resources. In addition to accessing our district computer network, as the parent or legal
guardian, I grant permission for the above named student to:(Initial appropriate items)

_____ Access the Internet

_____ Have his/her materials published to the World Wide Web

_____ Have his/her name or photo published on the World Wide Web, according to Guidelines stated on the previous page of this document.

These permissions are granted for an indefinite period of time, unless otherwise requested. I understand that individuals and
families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept
responsibility for guidance of Internet use - setting and conveying standards for my daughter, son, or guardian to follow when
selecting, sharing or exploring information and media.
I understand that the District takes reasonable steps to limit offensive material from the network accessible to my child. I further
understand that no such system is fool proof. In consideration of allowing my child access to the network and Internet I hereby
waive any claim my child or I might make relating to the content of information or images my child may encounter on the network.

In addition, I hereby waive any state or federal right or expectation of privacy my child or I might have with respect to communication
to, from or about my child that may be accessed through the network, including without limitation emails, instant messaging,
documents and the like and the District's access to such material.

Parent Signature _____ Date _____