

Fremont School District SAU 83



Technology Plan 2015 - 2018

School Board Approval: June 9, 2015

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Introduction

Technology Committee

Dr. Betsey Cox-Buteau, Superintendent
John Safina, Principal
Carla Smith, Director of Technology
Dawn Kidd, Grade 8 Teacher
Bonnie Vadala, Computer Teacher
Ida Keane, Fremont School Board
Greg Fraize, Fremont School Board

About Fremont School District

The Town of Fremont is located in southern Rockingham County in southeastern New Hampshire. The town is 17 miles west of the Atlantic Ocean; 10 miles north of the Massachusetts border; 24 miles southeast of the state capitol, Concord, New Hampshire; and 16 miles east of Manchester, New Hampshire.

Fremont was settled around 1730 and was incorporated as the town of Poplin in 1764. On July 8, 1854 the town name was changed to Fremont in honor of John Charles Fremont, a prominent American West Pathfinder and Republican presidential candidate in 1856. Historically, Fremont was a rural mill town populated for generations by the founding families. The present day population includes an increasing number of new families from many walks of life and different areas of the country.

The Fremont School District consists of a single school, the Ellis School, managed under School Administrative Unit 83 (SAU 83). The Pre-K-8 school has approximately 430 students in 10 grades (2015). Ellis School students move on to attend Sanborn Regional High School in Kingston, NH.

District Mission

The mission of the Fremont School District, in partnership with the parents and community, is to ensure that students achieve their full potential through educational excellence in teaching.

Students will be able to apply their knowledge to solve problems and think critically, both independently and working cooperatively with others. They will acquire a "thirst to learn," develop a strong confident character, show empathy for others, value community involvement, and be knowledgeable of the traditions and principles upon which America was founded.

Technology Vision

The vision of Ellis School is to utilize technology to assist students in all areas of the curriculum and across all grade levels. We strive to have a fully integrated technology curriculum in all grades. The school has aligned their technology curriculum to the National standards. Ellis School will incorporate technology into the educational program to achieve the following:

- provide the students with academic skills to allow him/her to excel academically
- provide students with the skills needed to be successful in a digital workflow
- promote problem solving, critical thinking, and research skills
- utilize technology as a tool to prepare students for the next step in their academic careers
- provide staff training and professional development in technology - including peer- based technology leadership
- continue to improve and effectively maintain technology to support the educational system
- continue to use technology as an administrative and collaborative tool

Goals

The district is committed to the belief that technology, when appropriately applied, can effectively support improved student achievement and prepare students for the 21st century. The State's adopted ISTE standards¹ and ICT standards² serve as the foundation in the continued development and refinement of both Student Technology Literacy Skills and Teacher Technology Benchmarks. Our broad goals with respect to technology include:

Literacy

Members of the educational community will be able to utilize technology.

- Students will attain computer literacy as defined the ISTE and ICT standards by 8th grade completion, and will be able to successfully transition to high school.
- When given a task, students will be able to select and use appropriate technology.
- Students will be able to utilize technology to enhance their learning.
- Staff and students will ethically use technology as defined by District policies and federal laws.

Information Management

Members of the educational community will use technology to access and manipulate information.

- Students and staff will obtain information through the use of technology.
- Students will complete class work by using technology.
- Staff will use technology for classroom information/assessment management.

Teaching and Learning

Members of the educational community will use technology to facilitate teaching and learning.

- Students will use technology to manipulate and evaluate information in the process of solving problems.
- Students will develop both cooperative and independent learning skills through the use of technology.

¹ http://www.iste.org/docs/pdfs/20-14_ISTE_Standards-S_PDF.pdf

http://www.iste.org/docs/pdfs/20-14_ISTE_Standards-T_PDF.pdf

² <http://www.nheon.org/ictliteracy/ICTStandardsOnePage.pdf>

- Students will use technology as a vehicle for self-expression, i.e. reflections, portfolio, creative writing, etc.
- Teachers will use various forms of technology to develop and /or implement units of study to meet the needs of the learner.

Communication

Members of the educational community will use technology to communicate.

- Students will use technology to share ideas and information within and outside of the educational community as per district policy.
- Staff will use technology to share ideas and information within and outside of the educational community as per district policy.

Action Plan

Current Status

Staff

The Ellis School staff communicates daily via e-mail, uses Microsoft Office to create original documents such as letters, worksheets, tests and projects, and maintains student grades and attendance with a comprehensive student information system. Discovery Streaming, BrainPOP and BrainPOP Jr. are available in classrooms school-wide and teachers use Performance Pathways for curriculum mapping.

The technology program is managed by the Director of Technology who is responsible for budgeting, administration, and maintenance of technology resources. A Computer Technology Educator provides instruction to students in grades K-8, guided by the New Hampshire Information and Communication Technology (ICT) standards. ICT is also implemented by the classroom teachers through interdisciplinary units of study.

Infrastructure and domain

The Ellis School has a Windows network supporting desktops, laptops and thin clients. Currently there are four physical servers and eight virtual servers supporting approximately 300 clients. A cart housing 30 Chromebooks is located in the Media Center. Servers are virtualized on Hyper-V running Windows Server 2008 R2. Thin Clients are supported by VMWare View5 which allows approximately 100 thin clients access to a pool of virtual desktops using PCoIP technology. Virtual desktops run Windows 7. Most other desktops and laptops run Windows 7. A few desktops are still running Windows XP and are being retired as budget allows.

Wiring within the building is either CAT5 or CAT6. There is one main wiring closet and three satellite locations. Each location contains a mix of managed and unmanaged switches. A managed Meraki wireless network was installed in 2014 providing greatly improved wireless access throughout the school. A secured network is available school-wide and a guest network can be enabled in all or selected areas of the building when needed.

Ellis School and the SAU83 Business Office subscribe to Comcast Business Internet service with 50 Mbps download and 10 Mbps upload speeds. Primary DNS and public IP addresses are also provided by Comcast. Gateway and filtering services are provided by a SonicWall 2400MX firewall with premium content filtering. A Barracuda Backup Server 190 manages local and

cloud backups of staff and student network folders. The SAU office use MozyPro Online Backup for off-site backup of SAU data.

Anti-virus protection is provided by FortiClient hosted by DayStar Inc. A client is installed on each server/workstation and protection is updated up to the minute.

The district has a Google Apps for Education account. Staff email is provided by Google as well as calendars and collaboration tools. Teachers each have Google Sites that are linked to the SAU website for their classroom webpages. The SAU website (SAU83.org) is hosted off-site.

Moodle is hosted on a Linux server located at Ellis School. Moodle will be moved off-site during 2015 and the server de-commissioned.

SAU83 has a contract with Specialized Purchasing Consultants to provide and support networked printers and copiers. There are four networked copiers with printing and scanning to email functionality and 19 networked printers available throughout the building. All copiers and printers are manufactured by Konica Minolta.

Ellis School has a phone system installed throughout the school, with a phone in each classroom and office. The phone system management software is Merlin Magix. There are eight phone lines provided by Comcast into the school. Each staff member has a phone extension and voicemail.

Authentication and client computers

The domain is controlled by a Windows Server 2008 R2 running Windows Active Directory. Students and staff have home folders located on the network making their data available anywhere they log on inside of the network.

Classrooms have anywhere from 2 – 20 computer workstations, mostly thin clients. There are three classrooms with 20 thin client workstations; 6th grade Science, 7th grade English/Language Arts and 8th grade English/Language Arts. There is a computer lab with 28 desktop computers. All classrooms contain ceiling mounted LCD projectors.

All teachers, as well as many of the other professional staff, have laptop computers. Other staff members have shared computers available to them.

Software

The school has several major database applications (not all are hosted internally):

- ADS/Profund – financial software
- Web2School – student information system
- SNAP Nurse – nurse's student information system

- Follett Destiny – library online catalog and circulation system
- NutriKids – cafeteria point of sale system
- SEAS – special education
- Windows Active Directory – network authentication
- Edviation – teacher professional development and certification tracking system

Staff and students have other software applications available as well:

- Microsoft Office
- Waterford Early Learning (grades K and 1 only)
- EBSCO online databases
- Discovery Education Streaming
- BrainPOP and BrainPOP Jr
- Adobe Acrobat Pro (administrators only)
- KidPix (computer lab)

Other applications are provided as necessary for educational or operational needs.

All students in grades K-8 participate in NWEA testing three times a year in the areas of Math, Reading and Science.

Access to Technology Resources (hardware and connectivity)

The goal of this plan is to assure that adequate technology resources are available to meet the educational and operational demands of the district. This includes replacement of equipment on a regular schedule as well as investigation and adoption of new technologies when deemed appropriate.

- Replace classroom equipment including computers, monitors and mobile devices on a five year cycle.
- Replace staff laptops on a five year cycle.
- Purchase additional laptops for staff use, assuring that all teachers and administrators have working computers.
- Maintain ceiling mounted projectors in all classrooms.
- Upgrade and replace servers, switches, firewalls, wireless access points and other network devices as necessary and prudent.
- Purchase new network equipment as necessary to maintain high functionality for educational and organizational computing.
- Maintain Ethernet, fiber and wireless networking currently installed. Increase capacity as necessary.
- Maintain Internet connectivity through Comcast. Monitor bandwidth usage and increase if deemed necessary.
- Maintain phone system wiring and add ports as necessary.
- Add electrical outlets and circuits as necessary to provide adequate power for technology equipment.

- Maintain industry standard backup and recovery procedures to ensure reasonable data security and disaster recovery.

FY 2016

- Maintain current subscriptions for operation of network and domain including thin client technology, data backup and restore services and anti-virus.
- Maintain current subscriptions/licensing for educational and operational software including ADS/Profund, Web2School, SNAP Nurse, Follett Destiny, NutriKids, SEAS and Edivation.
- Implementation of Google Apps for Education will continue to include student accounts.
- Replace staff laptops per replacement cycle.
- Replace LCD monitors as needed.
- Replace literacy lab in room 502 with Chromebooks and charging station.
- Purchase laptops and cart for 6th grade science lab.
- Replace computer tables in room 410.
- Review sound system in gym and investigate potential replacement.
- Review benefits of thin client vs. mobile technology in light of state mandated testing and equitable sharing of resources within the school.
- Create a study committee for investigation of the educational benefits of interactive whiteboard or projector technology. Possible visit to Saco, ME showcase school.
- Review the use and efficacy of current educational subscriptions – Discovery Education, BrainPOP, BrainPOP Jr, EBSCO, Typing Pal.
- Investigate replacement of current antivirus solution with local or alternative hosted solution.
- Investigate Microsoft Education Agreement for Windows & Office for SY17
- Investigate one-to-one computing and BYOD for middle school.

FY 2017

- Maintain current subscriptions for operation of network and domain including thin client technology, data backup and restore services and anti-virus.
- Maintain current subscriptions/licensing for educational and operational software including:
 - ADS/Profund – SAU Accounting System
 - Web2School – Student Information System
 - SNAP Nurse – Student Health management System
 - Follett Destiny – Library Circulation System
 - NutriKids – Cafeteria Services System
 - SEAS – Special Education Tracking System (or replacement)
 - Edivation – Teacher Effectiveness & Professional Development System
 - Microsoft Education Agreement – Microsoft Software Licensing
 - Educational subscriptions – to be determined
- Continue replacement cycle.
- Purchase additional thin client or mobile technology as per recommendation of FY2016 review.
- Start implementation of recommendations of interactive whiteboard or projector study committee.

- Purchase educational subscriptions recommended by FY2016 review.
- Replace antivirus solution if recommended by review.
- Replace sound system in gym.
- Purchase Microsoft Education Agreement for Windows and Office

FY 2018

- Maintain current subscriptions for operation of network and domain including thin client technology, data backup and restore services and anti-virus.
- Maintain current subscriptions/licensing for educational and operational software including:
 - ADS/Profund – SAU Accounting System
 - Web2School – Student Information System
 - SNAP Nurse – Student Health management System
 - Follett Destiny – Library Circulation System
 - NutriKids – Cafeteria Services System
 - SEAS – Special Education Tracking System (or replacement)
 - Edviation – Teacher Effectiveness & Professional Development System
 - Microsoft Education Agreement – Microsoft Software Licensing
 - Educational subscriptions – to be determined
- Continue replacement cycle.
- Continue initiatives regarding interactive whiteboard and mobile technologies as necessary.
- Review wireless alternatives in preparation for replacement/expansion in FY2019.

Technology Literacy (effective & engaging software)

Teachers will increase the level of technology integration in their instruction

- Provide ongoing training and reference materials to aid teachers in the assessment process.
- Maintain basic software applications and use of Internet resources.
- Technology Leader will work with individual teachers to help answer technology questions on integrating technology.
- Provide all staff members with access to and training on the use of TechPaths
- Provide teacher training on hardware/software use, as well as all peripherals.

Technology will be used by all students and staff to enhance and encourage learning accordance with ISTE Standards

- Students will be expected to apply decision-making and/or problem- solving skills when creating presentations, gathering information from the Internet, or analyzing data.
- Appropriate technological resources, such as spreadsheet programs, will be used to analyze data.
- Consistent encouragement of the use of proper referencing of document sources.

- Applications such as an electronic library system and online reference sources will be used to stimulate thorough and accurate research methods. Research skills will be taught as part of interdisciplinary units.
- Students will develop an e-portfolio as per state requirements.

Technology will be used by students and staff to meet the needs of different learning styles.

- Specialized and recommended computer programs will be available to meet specific students, for example, E-books would be used for students who are not developmentally ready to read.
- Multimedia programs and presentation software will be used to accommodate multiple learning styles.
- LCD projectors/interactive whiteboards will be available to address the needs of multiple learning styles.

Computer technology will allow for alternative means of assessing student knowledge and performance.

- Assessments/ data input to Performance Tracker for comprehensive reporting.
- Student information system will be used by teachers in grades 1 through 8 to track student progress.
- NWEA (Northwest Evaluation Association), an electronic testing program which provides researched-based, educational growth measures, will be used to assess student instructional levels in grades K through 8.
- Ellis School provides access to innovative learning and distance learning programs on an as needed basis such as VLACS Learning

Professional Development (training & support)

Continue Technology Leader program, the members of which will model good practice of technology for the teaching staff and provide professional development in technology for the school district. The objectives of this program will be:

- To have a Technology Leader be available to train district staff using a mentor program.
- To be creative in scheduling so that teachers can attend training during professional time, rather than personal time, to assure widespread attendance.

Continue to increase staff expertise, comfort, and competency levels in the use of technology as an integral part of their professional experience. Advise staff to continue to generate staff development goals in line with the state and local curriculum requirements. Provide staff development opportunities to all staff, including administrators, teachers, and para-educators to allow for advancement through different levels of expertise. Include the following opportunities for all staff:

- Take advantage of workshops and seminars on educational application of technology, including those offered by the SPDC, OpenNH, and NHSTE.
- Provide time for staff to create innovative technology projects to improve learning.
- Make available the individual support from the Technology Leader on an as needed basis.

Community Involvement

- Maintain website with current information as the primary communications model to community.
- RSS feed available on website from Blackboard Connect.
- Continue online newsletter to community.
- Continue using Blackboard Connect to send information to families and community.
- Continue updating the school Facebook page.
- At this time there is no Adult Literacy Programs in Fremont. If the need arises we will collaborate with the community to share district technology resources.

Budget

FY16

Computer Repair		1,500
Computer Supplies		5,000
Software - technology	Barracuda Backup Cloud Storage & Instant Replace (Ellis backup)	863
	FortiClient Anti-Virus	2,420
	VMware maintenance	4,080
	VEEAM maintenance	1,120
	Gigatrac maintenance	99
	Mozy Backup (SAU backup)	250
	Microsoft Office Licenses	1,276
Software - SAU	ADS-Profund	7,500
Software – regular education	Destiny Library Manager	1,000
	Discovery Streaming	1,700
	E-Suite	3,000
	Gizmos	800
	IXL.com – Grade 6	200
	SNAP Nurse	302.25
	Typing Pal	560
	Software for Computer Lab - TBD	500
Software – special education	MindPlay (2 seats)	1,272
	ReThink (3 seats)	5,550
	Teaching Strategies (PreK)	480
	SPED administration tool – TBD	1,000
	Occupational Therapy software	100
Replace Furniture	Replace 5 broken tables in room 410	2,325
Replace Computer Equipment	Replace 6 teacher laptops	5,882
	Replace 10 desktops (Windows XP) in room 502 with Chromebooks & charging station	4,366
	Replacement monitors	2,400
	Laptops & charging – Grade 6	21,500
New Computer Equipment	Interactive Projector – Grade 4	2,000
	Interactive Projector – Grade 8	2,000
New Computer Equipment – special education	3 laptop computers	3,540
	3 iPads with covers	2,037

Evaluation

The Technology Committee will meet a minimum of three times per school year – once each trimester as follows:

- September – to create technology budget for the following school year and review initiatives for the current school year
- December or January – after School Board approves budget
- March or April – after the March elections

During these meetings, after creating the technology budget, the committee will review the initiatives of the current year. Sub-committees may be formed around these initiatives and will determine their own meeting schedules.

Policy and Procedure

Children's Internet Protection Act (CIPA)

Blocking and Filtering Measures

The Fremont School District filters all Internet traffic, for both staff and students, through the network's firewall appliance. Filtering is done by IP address and is enforced on all District owned computers accessing the Internet. For an annual fee the District uses SonicWall's Premium Content Filtering Service. In compliance with the Children's Internet Protection Act SonicWall's Premium Content Filtering Service is used by the Fremont School District to protect against access by adults and minors to visual depictions that are obscene, contain child pornography, or with respect to use of computers with Internet access by minors, are harmful to minors.

To learn more, please review the SonicWall Content Filtering Service – Premium Administrator's Guide here:

http://www.sonicwall.com/app/projects/file_downloader/document_lib.php?t=PG&id=212

Internet Safety Policy (EHAA, JICL)

EHAA - COMPUTER SECURITY, E-MAIL AND INTERNET COMMUNICATIONS POLICY

Category P

Also EHAA & IJNDB

The District has established this policy with regard to access and disclosure of electronic data composed, stored, sent, or received by employees using the District computer system. This policy is designed to protect the safety and security of the District's computer systems when using any services hosted by the District, including e-mail and Internet use.

The District intends to enforce the rules set forth below and reserves the right to change these rules at any time.

1. The computer hardware system, software and e-mail system are owned by the District, and all messages or data composed, stored, sent, or received using the system are and remain the private property of the District. They are not the property of the employee.
2. The computer and e-mail system is to be used for business purposes only. Personal business is unauthorized and should not be conducted on the system.
3. The e-mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
4. The District prohibits discriminatory, harassing, or offensive materials in any form of media. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
5. The e-mail system shall not be used to send (upload) or receive (download) illegally distributed electronic materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
6. The District reserves, and intends to exercise without prior notice, the right to read, review, audit, intercept, access or disclose any and all information on an employee's computer system or messages created, received or sent over the e-mail system for any purpose, even if encrypted.
7. The confidentiality of any message or data should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality, or that the District will not retrieve it.
8. Any communications created, sent, or retrieved using e-mail may be read by individuals other than the intended recipient.
9. Notwithstanding the District's right to retrieve and monitor any e-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail that is not sent to them. Any exception to this policy must receive prior approval by the Superintendent.
10. Any employee who violates this policy or uses the computer system or e-mail system for improper purposes shall be subject to discipline up to and including discharge.
11. The District has the authority to terminate or limit access to any program at any time.

12. Personal disks cannot be used on the system unless pre-authorized by the computer administrator.

Legal Reference: RSA 194:3-d, School District Computer Networks

First Reading	7/08/2008
Second Reading	9/23/2008
Adopted	10/28/2008

JICL - SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS

The School Board recognizes that technological resources can enhance student performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, teachers, and the community, supporting District and school operations, and improving access to and exchange of information. The Board expects all students to learn to use the available technological resources that will assist them in the performance of their education. As needed, students shall receive lessons and instruction in the appropriate use of these resources.

Students shall be responsible for the appropriate use of technology and shall use the District's technological resources primarily for purposes related to their education. Students are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.

The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or pornographic and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research, educational or other lawful purpose.

The Superintendent shall establish administrative regulations and an Acceptable Use Agreement that outlines student obligations and responsibilities related to the use of District technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the student's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations. The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all students. Students shall be required to acknowledge in writing that they have read and understood the District's Acceptable Use Agreement.

Legal References:

RSA 194:3-d, School District Computer Networks

47 U.S.C. §254, Requirements For Certain Schools – Internet Safety

20 U.S.C. §6777, Enhancing Education Through Technology – Internet Safety

Appendix: JICL-R

First Reading: 11-27-12

Adoption: 11-12-12

JICL-R - ACCEPTABLE INTERNET USE PROCEDURES - STUDENTS

Purpose

The purpose of the Acceptable Use Procedures is to provide the procedures, rules, guidelines, and the code of conduct for the use of technology and the Internet.

Definition

The definition of "information networks" is any configuration of hardware and software, which connects users. The network includes, but is not limited to, all of the computer hardware, operating system software, application software, stored text and data files. This includes electronic mail, local databases, externally accessed databases, CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. Stand-alone workstations are also governed by this acceptable use procedure.

The School District Services

The School District provides resources for teaching and learning, communication services, and business data services by maintaining access to local, regional, national, and international sources of information. The School District information resources will be used by members of the school community with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the School District. These procedures do not attempt to articulate all required for proscribed behavior by its users. Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services.

Guidelines

1. Access to the networks and to the information technology environment within the District is a privilege and must be treated as such by all users of the network and its associated systems.
2. Information networks will be used for the purposes of research, education, and school-related business and operations.
3. Any system which requires password access or for which the District requires an account, such as the Internet, will only be used by the authorized user. Account owners are ultimately responsible for all activity under their accounts.
4. The resources of the District are limited. All users must exercise prudence in the shared use of this resource.

Unacceptable Use

The District has the right to take disciplinary action, remove computer and networking privileges and/or take legal action, for any activity characterized as unethical and unacceptable. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third-party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system, and/or using a District network to make unauthorized entry into any other resource accessible via the network.
3. Seeks to gain or gains unauthorized access to information resources.

4. Uses or knowingly allows another to use any computer or computer system to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles or otherwise interferes with the integrity of computer based information and/or information resources.
6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity.
8. Installs unauthorized software for use on District computers.
9. Uses a network to access inappropriate materials.
10. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.
11. Uses a District network for illegal harassing, vandalizing, inappropriate or obscene purposes, or in support of such activities.

School District Rights

The District reserves the right to:

1. Monitor all activity. Notwithstanding FERPA and other related laws, students have no expectation of privacy regarding their use on the school district computer network.
2. Make determinations on whether specific uses of a network are consistent with these acceptable use procedures.
3. Log network use and monitor storage disk space utilization by users.
4. Determine what appropriate use is.
5. Remove a user's access to the network at any time it is determined that the user engaged in unauthorized activity or violated these acceptable use procedures.
6. Cooperate fully with any investigation concerning or relating to the District's network activity.

School District Internet Code of Conduct

Use of the Internet by students and staff of the District shall be in support of education and research that is consistent with the mission of the District. Internet use is limited to those persons who have been issued District-approved accounts. Use will be in accordance with the District's Acceptable Use Procedures and this Code of Conduct. Users are expected to abide by the following terms and conditions:

1. Protect their Internet log from information from others.
2. Respect the privacy of other users. Do not use other users' passwords.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
5. Treat information created by others as the private property of the creator. Respect copyrights.
6. Use any network in a way that does not disrupt its use by others.
7. Do not destroy, modify or abuse the hardware or software in any way.
8. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, etc.
9. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
10. Do not use the Internet for commercial purposes.

The District reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

School District Internet Access Release Form

As a condition of my right to use the School District network resources, including access to the Internet, students understand and agree to the following:

1. To abide by the District Acceptable Use Procedures and Code of Conduct.
2. That District administrators and designated staff have the right to review any material stored on District computers in files and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable and students hereby waive any right of privacy which I may otherwise have to such material.
3. That the School District will not be liable for any direct or indirect, incidental or consequential damages due to information gained and/or obtained via use of the District's network resources.
4. That the School District does not warrant that the functions of any District network, or any network accessible through District resources, will meet any specific requirements you may have, or that the network resources will be error-free or uninterrupted.
5. That the School District shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use District networks and resources.
6. That the use of the District network(s), including access to public networks, is a privilege which may be revoked by network administrators at any time for violation of the Acceptable Use Procedures and Code of Conduct. The School District will be the sole arbiter(s) of what constitutes violation of the Acceptable Use Procedures or Code of Conduct.
7. In consideration for the privilege of using the School District network resources and in consideration for having access to the public networks, I hereby release the School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the District network resources.

Name of User/Student: _____

Home phone: _____

School of Attendance: _____

I hereby certify that I have read the Acceptable Use Policy and Procedures; that I fully understand their terms and conditions; and that I will abide by the terms conditions set forth in this document.

Signature of User/Student: _____

Date: _____

Signature of Building Principal: _____

Date: _____

Public Notice and Hearing (BEDA)

BEDA PUBLIC NOTIFICATION OF SCHOOL BOARD MEETINGS

Category R

All School Board Meetings are open to the public. The Board will announce at least 24 hours in advance (excluding Sundays and legal Holidays) through two public postings and, when possible, by the newspapers and the local radio station, the date, time, and place of all regular and special meetings and the major topics to be discussed.

The Board may need to hold an emergency meeting in the case where immediate undelayed action is deemed to be imperative by the Chair or presiding Officer of the body or agency, who shall employ whatever means are available to inform the public that a meeting is to be held. The minutes of the meetings shall clearly spell out the need for the emergency meeting.

Legal Reference:

RSA 91A:

2, II, Public Records and Meetings: Meetings Open to the Public

First Reading:	10/23/07
Second Reading:	11/13/07
Adopted	11/27/2007

Copyright and Fair Use (EGAD, EGAD-R)

EGAD COPYRIGHT COMPLIANCE

Category R

The District recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempted purposes. Severe penalties may be imposed for unauthorized copying or using audio, visual or printed materials and computer software, unless the copying or using conforms to the "fair use" doctrine.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research.

The District encourages its staff to enrich the learning programs by making proper use of supplementary materials, however, it is the responsibility of District staff to abide by the District's copying procedures and obey the requirements of the law. District staff shall not, under any circumstances, violate copyright law. The District is not responsible for any violations of copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the District's procedures or is permissible under the law should contact the Superintendent. The Superintendent will assist staff in obtaining proper authorization to copy or use protected materials when such authorization is required.

Legal Reference: 17 U.S.C. 101 et seq., United States Copyright Law of 1976

First Reading	5/26/2009
Second Reading	10/27/09
Adoption	11/17/09

Copyright and Fair Use

EGAD-R - COPYRIGHT COMPLIANCE

Authorized Reproduction and Use of Copyrighted Material in Print.

In preparing for instruction, a teacher may make or have made a single copy of a Chapter from a book; and article from a newspaper or periodical; a short story; Short essay or short poem; or a chart, graph, diagram, cartoon or picture from a book, periodical or newspaper. A teacher may make multiple copies not exceeding more than one per pupil for classroom use if the copying meets the test of “brevity, spontaneity and cumulative effect” set by the following guidelines. Each copy must include a notice of copyright.

1. Brevity
 - a. A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words;
 - b. Complete articles, stories or essays of less than 2500 words or excerpts from prose works less than 1000 words or 10% of the work; whichever is less may be copied; in any event, the minimum is 500 words. (Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph)
 - c. One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue may be copied. “Special” works cannot be reproduced in full; this included children’s books combining poetry, or prose or poetic prose.
2. Spontaneity - Should be at the “instance and inspiration” of the individual teacher.
3. Cumulative Effect

Teachers are limited to using copied material for only one course in the school in which copies are made. No more than one short poem, article, story or two excerpts from the same author may be copied, and no more than three works can be copied from a collective work of periodical column during one class term. Teachers are limited to nine instances of multiple copying for one course during one class term. Limitations do not apply to current news periodicals, newspapers and current news sections of other periodicals.

Performances by teachers or students of copyrighted dramatic works without authorization from the copyright owner are permitted as part of a teaching activity in a classroom or instructional setting. All other performances require permission from the copyright owner.

The copyright law prohibits using copies to replace or substitute for anthologies, consumable works, compilations or collective works. “Consumable” works include: workbooks; exercises, standardized tests, test booklets and answer sheets. Teachers cannot substitute copies for the purchase of books, publishers’ reprints or periodicals, nor can they repeatedly copy the same item from term-to-term.

Copying cannot be directed by a “higher authority,” and students cannot be charged more than actual cost of photocopying. Teachers may use copyrighted materials in overhead or opaque projectors for instructional purposes.

Authorized Reproduction and Use of Copyrighted Materials in the Library

A library may make a single copy of an unpublished work which is in its collection; and a published work in order to replace it because it is damaged, lost or stolen, provided the unused replacement cannot be obtained at a fair price.

A library may make a single copy of a copyrighted material to a student or staff member at no more than the actual cost of photocopying. The copy must be limited to one article of periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstances, the entire work may be copied. In any case, the copy shall contain the notice of copyrighted and the student or staff member shall be notified that the copy is to be used only for private study, scholarship or research. Any other use may subject the person to liability for copyright infringement.

At the request of a teacher, copies may be made for reserve use. The same limits apply as for single or multiple copies designated in "Authorized Reproduction and Use of Copyrighted Material in Print".

Authorized Reproduction and Use of Copyrighted Music

A teacher may make a single copy of a song, movement, or short section from a printed musical work that is unavailable except in a larger work for purposes of preparing for instruction.

A teacher may make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which constitute a performable unit such as a complete section, movement, or song.

In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available.

See Policy EGAD