Raymond School District

SAU 33

Technology Plan

June 2018

Plan Cycle – July 1, 2018 – June 30, 2024

Raymond School District:

Raymond High School

45 Harriman Hill Road

Raymond, NH 03077

603-895-6616

Iber Holmes Gove Middle School

1 Stephen Batchelder Parkway

Raymond, NH 03077

603-895-3394

Lamprey River Elementary School

Old Manchester Road

Raymond, NH 03077

603-895-3117

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Technology Plan Committee Members

Kevin Federico, Technology Director
Brittany L'Heureux, IT Technician
Sondra Gilbert, Technology Teacher
Joe Sauliner, School Board Representative
Sarah Arsenault, Library/Media Center Instructor
Bryan Belanger, Elementary School Principal
Michael Whaland, Curriculum Coordinator
Jordan Remmes, Community Member

Purpose

The primary reason for a technology plan is to provide direction and goals for the evolution of technology in the Raymond School District. The Technology Committee firmly believes that a 1:1 computing environment is the most essential element to prepare our students for the future. This goal has been addressed in this plan and will continue to be a focus of our efforts. Another desire of the committee is to update the existing technology. The committee recognized that is essential to replace old technology on a regular schedule, specifically identifying immediate hardware needs. The technology committee recognizes that with the implementation of this plan, the quality of education as a whole will increase and students will be better prepared to use technology in their college, career and everyday lives. We also hope that the community as a whole will become more prepared to utilize the educational and community resources available in the digital world. We recognize that education in the 21st Century must involve media literacy, critical thinking, problem solving, decision-making, and demonstrations of competency with digital tools.

Demographic Information

Raymond is a rural community located about 30 miles from the seacoast and 25 miles east of Manchester, the state's largest city. In the Raymond School District there are currently three schools; Raymond High School (RHS) with approximately 375 students, Iber Holmes Gove Middle School (IHGMS) with approximately 390 students, and Lamprey River Elementary School (LRES) with approximately 500 students.

Technology Vision Statement

The Raymond School District is committed to the continued integration of technology, for all students, that will support developmentally appropriate learning opportunities that prepare our students in our ever-changing technological world.

Technology Goals

- Achieve a ratio of 1:1 digital devices to students, as developmentally appropriate, in order to meet identified standards.
- Community Collaboration – Use technology tools to promote parental involvement, enhance communication and foster collaboration with the Raymond community, other schools in SAU 33, the state, and the global community.
- Integrate the use of technology and digital content into the core curriculum and align with State and National Standards in order to advance technology literacy and to facilitate content learning of all students.
- Students in grades 5-8 will create and manage their digital portfolio, which is an electronic collection of their work.
- Provide tools and training for all staff to establish a culture of effective integration of technology and digital content into the curriculum.
- Annually evaluate the effectiveness of the action steps in this plan

ACTION PLAN – 1 Access to Technology Resources

GOAL: Achieve a ratio of 1:1 digital devices to students, as developmentally appropriate, in order to meet identified standards.

Objective	Action Steps	Year 1 LRES/IHGMS/RHS	Year 2 LRES/IHGMS/RHS	Year 3 LRES/IHGMS/RHS
Ensure Access to appropriate devices and technology tools to facilitate day to day tasks, standardized testing and the use of digital content.	Maintain a permanent computer lab equipped for classroom instruction and testing (SAS, STAR)	$0 / $0 / $18,000	$ / $18,000 / $0	$9,000 / $0 / $0
	Rollout devices one grade level per year.	$0 / $30,000 / $0	$0 / $30,000 / $0	$0 / $30,000 / $0
	Provide essential training to staff prior to 1:1 rollout to ensure that all staff are confident in the use of appropriate technology.	$0 / $0 / $0	$0 / $0 / $0	$0 / $0 / $0
	Provide full immersion hands on workshops to teachers during Teacher Workshop days.	$1,000 / $1,000 / $1,000	$1,000 / $1,000 / $1,000	$1,000 / $1,000 / $1,000
	Investigate innovative ways to reinvent the current libraries to make them into versatile technology centers.	$0 / $0 / $0	$0 / $0 / $0	$0 / $0 / $0
	Maintain multiple mobile carts, each with enough modern devices to meet the needs of our largest class.	$0 / $12,000 / $12,000	$12,000 / $12,000 / $12,000	$12,000 / $12,000 / $12,000
	Periodically survey staff members on effectiveness of devices.	$0 / $0 / $0	$0 / $0 / $0	$0 / $0 / $0
	Maintain classroom-assigned devices as necessary to support the curriculum.	$3,000 / $2,000 / $5,000	$3,000 / $2,000 / $5,000	$3,000 / $2,000 / $5,000
	Investigate new and emerging technologies.	$0 / $0 / $0	$0 / $0 / $0	$0 / $0 / $0
	Research and develop options for parents to lease/purchase devices	$0 / $0 / $0	$0 / $0 / $0	$0 / $0 / $0

	Replace school wide hardware, including teacher laptops, student stations, and interactive display on a five year scheduled basis in order to keep up with emerging technologies.	$18,000 / $18,000 / $18,000	$18,000 / $18,000 / $18,000	$18,000 / $18,000 / $18,000
	Utilize the capabilities of modern computer platforms by migrating to a virtualized network environment wherever possible.	$0 / $0 / $0	$0 / $0 / $0	$0 / $0 / $0
	Identify any remaining locations that need interactive white boards and install them.	$0 / $5,000 / $0	$0 / $0 / $0	$0 / $0 / $0
	Maintain up-to-date assistive technology to provide for the needs of students and upgrade as needed.	$5,000 / $5,000 / $5,000	$5,000 / $5,000 / $5,000	$5,000 / $5,000 / $5,000

To provide network infrastructure and software to meet the technology needs of the school community.	Assess printing needs and printer locations – Adjust as required.	$2,000 / $2,000 / $2,000	$2,000 / $2,000 / $2,000	$2,000 / $2,000 / $2,000
	Maintain the school's high-speed Internet connection – Collect and analyze data on bandwidth usage and upgrade as needed.	$36,000	$36,000	$36,000
	Maintain online library catalog system and upgrade as needed.	$2,500 / $2,500 / $2,500	$1,000 / $1,000 / $1,000	$1,000 / $1,000 / $1,000
	Maintain current educational and administrative software and upgrade as needed.	$38,800	$38,800	$38,800
	Maintain firewall/Internet filter and a server backup system and upgrade as needed.	$15,000	$0	$8,000
	Maintain wireless network access in all areas of the school building and upgrade as needed.	$10,000 / $10,000 / $10,000	$10,000 / $10,000 / $10,000	$10,000 / $10,000 / $10,000

To provide consistent and timely technical and curriculum support	Continue to contract outside technical support as needed. Include technology funding in the district budget process.	$10,000	$10,000	$10,000
	Research and use the most fiscally responsible methods for acquiring technology resources.	$0 / $0 / $0	$0 / $0 / $0	$0 / $0 / $0
	Establish a help system that works for staff. Possibly have staff members who are tech savvy be a "team tech leader" as a stipend position to lead and model technology integration and troubleshoot minor issues.	$1,000 / $1,000 / $1,000	$1,000 / $1,000 / $1,000	$1,000 / $1,000 / $1,000

To secure appropriate funding from a variety of sources.	Establish a team to discover grants.	$0 / $0 / $0	$0 / $0 / $0	$0 / $0 / $0
	Maintain community involvement in the funding process through our Technology Committee.	$0 / $0 / $0	$0 / $0 / $0	$0 / $0 / $0
	Efficiently coordinate the use of funds from Title II, Title II-D, Title V, REAP Grant, IDEA-B Grant and other sources.	$0 / $0 / $0	$0 / $0 / $0	$0 / $0 / $0

ACTION PLAN - 2 Community Collaboration

Goal: Use technology tools to promote parental involvement, enhance communication and foster collaboration with the Raymond schools in SAU 33, the state, and the global community.

Objective	Action Steps	Year 1 LRES/IHGMS/RHS	Year 2 LRES/IHGMS/RHS	Year 3 LRES/IHGMS/RHS
Use technology to promote parental involvement.	Establish a once a year "IT Is Fun" night. Parents will explore various apps, games, sites that enhance learning. Led by teachers, staff and IT Staff.	$200 / $200 / $200	$200 / $200 / $200	$200 / $200 / $200
	Newsletters will include a "Tech Tips" section in the weekly news.	$0 / $0 / $0	$0 / $0 / $0	$0 / $0 / $0
	Continue to increase awareness of school activities and events through continuous website updates.	$0 / $0 / $0	$0 / $0 / $0	$0 / $0 / $0
	Offer education/exploration sessions for parents and community members (May include: PowerSchool, Google Apps, Website Navigation, Internet Usage and Safety.)	$200 / $200 / $200	$200 / $200 / $200	$200 / $200 / $200
	Survey parents and community to identify what they would like for education/exploration sessions.	$0 / $0 / $0	$0 / $0 / $0	$0 / $0 / $0
	Establish a once a year "IT Is Fun" night. Parents will explore various apps, games, sites that enhance learning. Led by teachers, staff and IT Staff.	$200 / $200 / $200	$200 / $200 / $200	$200 / $200 / $200

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Use technology to enhance communication and foster collaboration with the Raymond community.	Tech integration updates will be shared at board meetings and shared monthly with district newsletter.	$0 / $0 / $0	$0 / $0 / $0	$0 / $0 / $0
	Work with the staff to develop teacher pages, posting newsletters, homework, and class activities on class webpages.	$0 / $0 / $0	$0 / $0 / $0	$0 / $0 / $0

Use technology to foster collaboration with other school, the state and global community.	Tech teams in the SAU will get together to address how they are reaching tech goals, enhancing parent involvement.	$0 / $0 / $0	$0 / $0 / $0	$0 / $0 / $0
	Technology Staff will attend workshops on best practices in tech integration to support learners. This will be shared at faculty meetings.	$0 / $0 / $0	$0 / $0 / $0	$0 / $0 / $0

ACTION PLAN - 3 ICT Literacy				
GOAL: Integrate the use of technology and digital content into the core curriculum and align with *National and State Standards* in order to advance technology literacy and to facilitate content learning of all students.				
Objective	**Action Steps**	**Year 1 LRES/IHGMS/RHS**	**Year 2 LRES/IHGMS/RHS**	**Year 3 LRES/IHGMS/RHS**
To ensure successful and effective uses of technology by developing strategies for purchasing and integrating software and online resources into the curriculum.	Continue subscriptions to online educational tools.	$7,500/$7,500/$7,500	$7,500/$7,500/$7,500	$7,500/$7,500/$7,500
	Hire a Technology Integration Specialist to Assist teachers in continuing to further integrate technology into the daily curriculum.	$40,000	$0 / $0 / $0	$0 / $0 / $0
	Collect data on technology integration and usage to design and deliver appropriate professional development.	$0 / $0 / $0	$0 / $0 / $0	$0 / $0 / $0

ACTION PLAN - 4 Digital Portfolio.

GOAL: Students in grades 5-12 will create and manage their digital portfolio, which is an electronic collection of their work.

Objective	Action Steps	Year 1 LRES/IHGMS/RHS	Year 2 LRES/IHGMS/RHS	Year 3 LRES/IHGMS/RHS
To provide a system for students to demonstrate competencies using technology resources.	Create a blank digital portfolio for all incoming 5th grade students.	$0 / $0 / $0	$0 / $0 / $0	$0 / $0 / $0
	Maintain portfolio during the student's tenure in the Raymond School District.	$0 / $0 / $0	$0 / $0 / $0	$0 / $0 / $0
	Final review of student work at the completion of 12th grade.	$0 / $0 / $0	$0 / $0 / $0	$0 / $0 / $0
	Train teachers on populating student digital portfolios.	$0 / $0 / $0	$0 / $0 / $0	$0 / $0 / $0

ACTION PLAN - 5 Professional Development				
GOAL: Provide tools and training for all staff to establish a culture of effective integration of technology and digital content into the curriculum.				
Objective	**Action Steps**	**Year 1** **LRES/IHGMS/RHS**	**Year 2** **LRES/IHGMS/RHS**	**Year 3** **LRES/IHGMS/RHS**
To provide ongoing sustained technology related professional development for all educators.	Increase awareness of professional development opportunities involving technology.	$0 / $0 / $0	$0 / $0 / $0	$0 / $0 / $0
	Provide opportunities for staff to visit other districts or schools to increase awareness of technology uses.	$0 / $0 / $0	$0 / $0 / $0	$0 / $0 / $0
	Offer Technology based in-house professional development opportunities.	$0 / $0 / $0	$0 / $0 / $0	$0 / $0 / $0

ACTION PLAN - 6 Annual Evaluation				
GOAL: **Annually evaluate the effectiveness of the action steps in this plan.**				
Objective	**Action Steps**	**Year 1** **LRES/IHGMS/RHS**	**Year 2** **LRES/IHGMS/RHS**	**Year 3** **LRES/IHGMS/RHS**
Annual evaluation of Technology Plan to ensure that technology action items reflect current needs, that available technology resources are effective and to review new trends in technology.	Measure access to technology resources through multiple data points including but not limited to teacher surveys, professional development, reflections, workshop attendance, etc.	✔	✔	✔
	The Technology Plan Committee will meet annually to evaluate the effectiveness of this plan.	✔	✔	✔
	The Technology Plan Committee will report annually the results of the yearly evaluation.	✔	✔	✔

RAYMOND SCHOOL DISTRICT EGA-R
<u>**Acceptable Use Procedures: Students**</u>
The responsibility of the students and the parents or guardians of students is to familiarize himself/herself with and abide by the rules of these Acceptable Use Procedures, the Student Handbook and all other applicable school policies.

I. Introduction

Pursuant to New Hampshire Revised Statutes Annotated 194:3-d, these Acceptable Use Procedures shall serve as a statement on the appropriate use of the various technology resources available to all authorized students of the Raymond School District including, but not limited to, the Raymond School District computers, network, electronic mail system (e-mail), website (www.sau33.com) and Internet access. It is the Raymond School District's goal to enhance educational excellence with the assistance of these technology resources.

A. <u>The Internet</u>
The Internet is a vast information network that links individuals, computers, networks and databases throughout the world. The Internet has the potential to serve as an invaluable resource because it allows immediate access to and download of educational materials found at universities and colleges, government agencies and departments, non- profit organizations, private businesses and companies, and even private residences. Students and Parents/guardians should be aware that the Internet's power to access limitless resources also includes information or material that lacks educational value and can be inaccurate, controversial, objectionable, offensive, defamatory and even illegal. The Raymond School District does not condone the use of such materials at any time and prohibits the use of the Raymond School District technology resources for these purposes. It is technologically impossible for the Raymond School District or any District staff member to adequately filter or control the quality or content of the information available on the Internet while still retaining a meaningful connection to it. Therefore, students will be held responsible for ensuring that their activities adhere to the District's Acceptable Use Procedures and policy, EGA-Internet Access, and to generally accepted educational standards as outlined in other applicable District policies.

The internet also provides new and exciting interactive communication technologies. While these interactive technologies are exciting and hold great potential for the learning process, they are also very disruptive if improperly utilized. Students using Raymond School District Internet access to participate in these interactive technologies without an educational purpose will immediately lose all Internet access privileges and may be subject to disciplinary action.

Internet access can serve as a means for improving, extending and enriching teaching and learning in the Raymond School District. The Raymond School District firmly believes that the educational benefits to staff and students from access to the Internet, in the form of information resources and opportunities for collaboration or interaction, far exceed the disadvantages.

B. <u>Raymond School District Web Presence</u>

The Raymond School District's presence on the Internet has been established to communicate with staff, students, parents, community members and the world. The Raymond School District's website (www.sau33.com**)** is intended to convey general information about the
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District's schools, events, curriculum or programs of study, and policies and procedures. Sections must be responsibly developed. All information or material must be professional, ethical and meet the standards required of other District publications. It is not a forum for regularly hosting publications for non-Raymond School District events or organizations. The District uniformly prohibits unauthorized hyperlinks from its sections to other websites.

In order to maintain the safety of the Raymond School District students, student work or materials, pictures of students, and any such other information that would allow for the identification of students, will only be allowed after the receipt of written permission from students and their parents or guardians. All information about students posted will comply with the District's policy on student records, the Federal Family Education Rights and Privacy Act, and any other applicable state or federal law.

II. Responsibilities

Students are responsible for appropriate behavior when using the Raymond School District and personally owned technology resources, just as they are in a classroom, a school hallway, or other school or District function. As outlined in the Student Handbook, general school rules for behavior and communications apply. The Raymond School District technology resources are provided for students to conduct research, gather information and communicate with others for educational purposes. The Raymond School District technology resources shall not be utilized for personal, commercial or other non- educational purposes. Violations may result in disciplinary action, including restricted access or suspension of computer privileges, following a review of the incident.

Acknowledging that the potential for abuse of network resources exists, all students and parents or guardians of students who are minors must sign the Raymond School District Acceptable Use Agreement Form prior to accessing the Raymond School District technology resources, including the District network. All students and parents or guardians of students shall assume full liability, whether legal, financial or otherwise, for students' actions when using the Raymond School District technology resources. Similarly, outside of school, parents and guardians bear responsibility for the appropriate guidance of their children on the Internet, as they do with other information sources such as television, telephones, movies, radio or other potentially offensive media.

Responsible use of the Raymond School District technology resources by students include but are not limited to:

i. Conducting themselves in ways that are not harmful or deliberately offensive to others;
ii. Using the technology resources for legal and legitimate educational purposes;
iii. Direct electronic communication will only be allowed in a supervised classroom environment;
iv. Only using the technology resources when authorized to do so as outlined in these procedures;
v. Changing passwords annually or whenever their current passwords may be known to others;
vi. Closing all personal files and not leaving computer sessions unattended;
vii. Immediately notifying a parent, classroom teacher, principal or appropriate District employee if others are using the District's technology illegally or trying to contact them for unlawful or suspicious activities.

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Personally-owned Computing Devices

1. A student who wishes to use a personally-owned computing device in school must complete a Student BYOD (Bring Your Own Device) Registration and Agreement form. The form must be signed by the student and his/her parent/guardian. <u>BYOD is for educational purposes in classes of participating teachers, and only when the use of personally-owned devices is permitted by the teacher.</u>

2. The student is responsible for proper care of his/her personally-owned computing device, including any costs of repair, replacement or any modifications needed (including installation of up-to-date anti-virus software) to use the computing device at school.

3. The Raymond School District is not responsible for damage, loss or theft of any personally-owned computing device.

4. Students are required to comply with all Raymond School Board policies, administrative procedures and school rules while using personally-owned computing devices at school. Only the District's Student Guest Network will be accessible by students. Students may not access the internet through other services such as 3G and 4G services while on school property. Under no circumstances will students be allowed to access the Raymond School District's primary network.

5. Students have no expectation of privacy in their use of a personally-owned computing device while at school. The Raymond School District reserves the right to search a student's personally-owned computing device if there is reasonable suspicion that the student has violated Raymond School Board policies, administrative procedures or school rules, or engaged in other misconduct while using the computing device.

6. Violation of any Raymond School Board policies, administrative procedures or school rules involving a student's personally-owned computing device may result in the revocation of the privilege of using the computing device at school and/or disciplinary action.

7. The personally-owned computing device may be confiscated when used by a student in school without authorization or permission, as required by these rules. The contents of the computing device may be searched in accordance with applicable laws and policies.

8. <u>Use of personally-owned devices shall not be disruptive or in violation of any Raymond School District policy.</u>

III. Privilege

The use of the Raymond School District technology resources is a privilege and not a right. The Raymond School District technology resources are only for legitimate educational purposes to students and staff of the District, and shall not constitute a public forum.

Behaviors and activities that shall result in appropriate disciplinary action include, but are not limited to:

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i. Interfering with the normal and proper operation of the Raymond School District computers, network, e-mail system, website, Internet access, or other technology tools;

ii. Adversely affecting the ability of others to use equipment or services;

iii. Disclosing personal information such as name, school, address, and telephone number outside of the school network;

iv. Trespassing in another person's folders, work, files or e-mails;

v. Storing or transferring unnecessarily large files;

vi. Accessing, viewing, storing, creating, transferring or otherwise using any text, image, movie or sound recording that contains potentially harmful material, pornography, profanity, obscenity or language that offends or tends to degrade others;

vii. Attempting to download or install any software on the computers;

viii. Downloading software from the Internet;

ix. Sharing individual passwords with others;

x. Using the technology resources for commercial, financial and/or personal gain, including solicitation and business of any nature;

xi. Using profanity, vulgarity, obscenity or other language which tends to be offensive or tends to degrade others;

xii. Sending hate mail, cyber bullying, anonymous messages or threatening messages;

xiii. Sending "chain" type letters and unsolicited bulk mails (spamming);

xiv. Using harassing, racial, sexist or discriminatory remarks and other antisocial behaviors;

xv. Using e-mail, news groups, list servers, instant chat rooms, discussion groups, and other forms of electronic communication for non-educational purposes;

xvi. Wasting resources, including paper and toner/ink;

xvii. Using invasive software such as viruses, worms and other detrimental activities;

xviii. Using encryption or security measures to avoid monitoring or review in the ordinary course of business or routine maintenance by the system administrator or District staff;

xix. Attempting to log-on to the network as the system administrator;

xx. Using someone else's password;

xxi. Misrepresenting oneself as another user;

xxi. Changing files that do not belong to the user;

xxii. Revealing personal information about others;

xxiii. Infiltrating, disrupting or interfering with others' use of the Raymond School District technology resources or infiltrating, disrupting or interfering with others' use of outside computing systems or networks;

xxiv. Intentionally infringing upon the intellectual property rights of others in computer programs or electronic information, including plagiarism and/or unauthorized use or reproduction;

xxv. Transferring, utilizing or storing material in violation of copyright laws or license agreements;

xxvi. Involvement in any activity prohibited by law or school district policy;

xxvii. Creating hyperlinks between the Raymond School District's Website and other Internet sites;

xxviii. Any computer use, web page creation and Internet access for the purpose of disrupting the learning process by any of the means listed above;

xxix. Using school technology or network resources in hacking attempts or attempts to otherwise compromise system security including attempts to bypass the filtering system;

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The Raymond School District reserves the right to add and include additional behaviors and activities to the above list.

Use of the District's technology resources for any altruistic or charitable purpose must be approved in advance by the appropriate district administrator. The Raymond School District reserves the right to add and include additional behaviors and activities that can result in appropriate disciplinary action.

IV.   Violations

The District is aware that violations of these procedures may occur under circumstances where the student is involuntarily routed to sites containing inappropriate information or material. Upon arriving at such sites, it is the responsibility of the student to immediately exit such site as quickly as possible, and report the event to the building administration. Disciplinary action under these procedures shall only result from willful and intentional violations of these procedures. The District reserves the right to discipline any student for violations of these procedures where it is apparent that the student knew, or should have known, that violations of these procedures were likely to occur as a result of the actions, or inactions, of the student in question.

V.   Disciplinary Actions

Student violation of these Acceptable Use Procedures and /or other Raymond School District policies shall result in, but is not limited to, one or more of the following:

i. Restriction, suspension or revocation of access privileges to technology resources;
ii. Removal from a class activity;
iii. Removal from a course;
iv. Removal from an extracurricular activity;
v. Detention, suspension or expulsion;
vi. Referral to the appropriate legal authorities for possible prosecution;
vii. Civil liability.

VI. Privacy

Students have no rights of privacy with regard to their use of the Raymond School District technology resources, which includes but is not limited to the Raymond School District computers, network, Raymond School District Website, and Internet access. Raymond School District retains ownership and control of its technology resources. The District does not guarantee, and students should not have any expectation of, confidentiality, privacy, security or ownership of the content of any information accessed, sent, received, created or stored thereon, including network drive or portable memory devices. Students should realize that electronic communications and other information sent through the Internet are accessible by IT staff and third parties.

A system administrator or other authorized District staff member may, at any time, without advance notice to students, monitor, access, modify, remove, review, retrieve and/or disclose the subject, content and appropriateness of any and all information stored or transmitted on District technology resources, including information that may have been deleted but still exists on the system. Students are put on notice that deleted messages are never completely removed and may be retrieved or restored. Students should not save their personal work on computer hard drives, but

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rather should use the network or a portable memory device for saving their work. Students shall frequently delete old files. During routine maintenance the system administrator may delete files stored on any of the Raymond School District technology resources.

The District makes no warranties of any kind, whether expressed or implied, for the technology services it is providing. While the Raymond School District will make every effort to preserve data, students are responsible for the preservation of their own data. The District will not be held responsible for any damages a student may suffer, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruption caused by its own actions or a student's errors or omissions. The District specifically denies any responsibility for the accuracy or quality of information obtained through its technology resources. Students must fully understand that the use of any information obtained through the Internet is at the student's own risk.

The Raymond School District reserves the right to record all Internet addresses, screen activity, and electronic communications accessed by students. Likewise, the District has the right to determine what information is posted on its website and it will routinely monitor all technology resources in order to maintain their integrity and to ensure compliance with these regulations. Any and all violations of these procedures detected by district staff will be reported to the school principal or appropriate district administrator for investigation and/or disciplinary action.

VII. Copyrighted and Other Proprietary Materials

It is the intent of the Raymond School District to adhere to the provisions of the
U.S. Copyright Act and the license agreements and/or policy statements contained in software packages or other resources used by the District. All students shall respect the copyright and proprietary interest of any materials accessed through the Raymond School District technology resources. Whether for personal use or for the use of others, students may not duplicate copyrighted materials, graphics or software, including school owned software, without permission from the copyright holder, unless the use falls within the legal parameters of the Fair Use Doctrine. The improper duplication or use of copyrighted materials is a violation of this policy and is subject to disciplinary actions, as well as possible civil liability and criminal prosecution.

VIII. Complaints

If violations of these regulations occur, the classroom teacher, school principal or appropriate District administrator shall be informed and all complaints shall be documented. Every effort will be made to protect the anonymity of the reporting person, but anonymity cannot always be guaranteed. The school principal or appropriate District administrator shall conduct an investigation and document the complaint and any disciplinary action taken.

Students who are disciplined as a result of these regulations have the same rights to appeal as with any disciplinary action.

IX. Enforcement

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The Raymond School District uses a technology protection measure that monitors, blocks and/or filters Internet access to Internet sites that are not in accordance with District policy.

The technology protection measure that blocks or filters access may be disabled by appropriate personnel upon request for bona fide research purposes. IT staff may override the technology protection measure to access a site with legitimate educational value.

Appropriate personnel will monitor use of District technology resources to ensure enforcement of the procedures.

The Raymond School District extends a thank you to the Londonderry School District for allowing us access to their acceptable use policy and technology guidelines.

Adopted: April 16, 1998
Revised: November 4, 1999
Revised: September 20, 2001
Revised: May 16, 2001
Revised: May 16, 2001
Revised: August 2, 2006
Revised: May 6, 2009
Revised: June 20, 2012

RAYMOND SCHOOL DISTRICT - EGA-R
Acceptable Use Procedures: Staff

For purposes of these procedures, "staff" refers to the Raymond School District employees, contracted service personnel, SAU employees and any volunteers working within the District or schools.

The responsibility of the staff is to familiarize himself/herself with and abide by the rules of these Acceptable Use Procedures, the Staff Handbook and all other applicable school policies.

I. Introduction

Pursuant to New Hampshire Revised Statutes Annotated 194:3-d, these Acceptable Use Procedures shall serve as a statement on the appropriate use of the various technology resources available to all authorized staff of the Raymond School District including, but not limited to, the Raymond School District computers, network, electronic mail system (e-mail), website (www.sau33.com) and Internet access. It is the Raymond School District's goal to enhance educational excellence with the assistance of these technology resources.

A. The Internet

The Internet is a vast information network that links individuals, computers, networks and databases throughout the world. The Internet has the potential to serve as an invaluable resource because it allows immediate access to and download of educational materials found at universities and colleges, government agencies and departments, non- profit organizations, private businesses and companies, and even private residences. All staff must be aware that the Internet's power to access limitless resources also includes information or material that lacks educational value and
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can be inaccurate, controversial, objectionable, offensive, defamatory and even illegal. The Raymond School District does not condone the use of such materials at any time and prohibits the use of the Raymond School District technology resources for these purposes. It is technologically impossible for the Raymond School District or any District staff member to adequately filter or control the quality or content of the information available on the Internet while still retaining a meaningful connection to it. Therefore, all staff will be held responsible for ensuring that their activities adhere to the District's Acceptable Use Procedures and policy, EGA- Internet Access, and to generally accepted educational standards as outlined in other applicable District policies.

The Internet also provides new and exciting interactive communication technologies. While these interactive technologies are exciting and hold great potential for the learning process, they are also very disruptive if improperly utilized. Staff use of Raymond School District Network/Internet access to participate in these interactive technologies must be related to District business or have an educational purpose, and be sanctioned by the District.

Internet access can serve as a means for improving, extending and enriching teaching and learning in the Raymond School District. The Raymond School District firmly believes that the educational benefits to staff and students from access to the Internet, in the form of information resources and opportunities for collaboration or interaction, far exceed the disadvantages.

B. Raymond School District Web Presence

The Raymond School District's presence on the Internet has been established to communicate the happenings of the Raymond School District with staff, students, parents, community members and the world. The Raymond School District's website **(www.sau33.com)** is intended to convey general information about the District's schools, events, curriculum or programs of study, and policies and procedures. Sections must be responsibly developed. All information or material must be professional, ethical and meet the standards required of other District publications. It is not a forum for regularly hosting publications for non-Raymond School District events or organizations. The District uniformly prohibits unauthorized hyperlinks from its sections to other websites. Any unauthorized hyperlink to the School District or School's section is a violation of these procedures, subject to disciplinary action.

The Acceptable Use Procedures Agreement Form is a contract. As part of this contract, the Raymond School District reserves the right at any time, without advance notice to staff, to monitor, access, modify, remove, review, and/or retrieve the subject, content and appropriateness of any and all information stored or transmitted on the Raymond School District's Website, hyperlinks, or web pages attached to these sections.

Employees may create electronic homepages, publication pages, information pages and personal pages that carry out official business in support of the District's mission. Contents of all such electronic pages must be consistent with District policies, procedures, regulations, and local, state, and federal laws. Employees must advise the appropriate administrator of the site and request a review and authorization prior to the site/page being attached to the District web site section. Administration will review and respond within ten (10) school days of the request. Personal pages are not the purview of the District and no District resources may be utilized in the creation of these

pages. All school-related employee-generated websites must be linked to the www.sau33.com Website.

II. Responsibilities

Staff is responsible for appropriate and professional behavior when using the Raymond School District technology resources, just as they are in a classroom or other District function. As outlined in the Staff Handbook, general school rules for behavior and communications apply. The Raymond School District technology resources are provided for staff to conduct research, gather information and communicate with others for educational purposes. The Raymond School District technology resources shall not be utilized for personal, commercial or other non-educational purposes.

Acknowledging that the potential for abuse of the Network/Internet exists, all staff must sign the Raymond School District Acceptable Use Agreement Form prior to accessing the Raymond School District technology resources. All staff shall assume full liability, whether legal, financial or otherwise, for their actions when using the Raymond School District technology resources.

Responsible use of the Raymond School District technology resources by staff includes, but is not limited to:

viii.   Conducting themselves in ways that are not harmful or deliberately offensive to others;
ix. Using the technology resources for legal and legitimate educational purposes;
x. Using e-mail and other forms of direct electronic communication appropriately. No personally identifying student information should be placed in email;
xi. Only using the technology resources when authorized to do so as outlined in these procedures;
xii. Changing passwords regularly (IT notification required) or whenever current passwords may be known to others;
xiii. Closing all personal files and not leaving computer sessions unattended;
xiv. Immediately notifying the principal or appropriate District Administrator when it is known that others are utilizing the District's technology for unlawful or suspicious activities.

III.   Privilege

The use of the Raymond School District technology resources is a privilege and not a right. The Raymond School District technology resources are only for legitimate educational purposes for students and staff of the District, and shall not constitute a public forum.

Behaviors and activities that shall result in appropriate disciplinary action include, but are not limited to:

xxxi.   Interfering with the normal and proper operation of the Raymond School District computers, network, e-mail system, website, Internet access, or other technology tools;
xxxii. Adversely affecting the ability of others to use equipment or services;
xxxiii. Trespassing in another person's folders, work, files or e-mails;
xxxiv. Storing or transferring unnecessarily large files;

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xxxv. Accessing, viewing, storing, creating, transferring or otherwise using any text, image, movie or sound recording that contains potentially harmful material, pornography, profanity, obscenity or language that offends or tends to degrade others;

xxxvi. Attempting to download or install any software on the computers without permission from the District's Technology Director/designee;

xxxvii. Sharing individual passwords with others;

xxxviii. Using the technology resources for commercial, financial and/or personal gain, including solicitation and business of any nature;

xxxix. Using profanity, vulgarity, obscenity or other language which tends to be offensive or tends to degrade others;

xl. Sending hate mail, anonymous messages or threatening messages; xli. Sending "chain" type letters and unsolicited bulk mails (spamming);

xlii. Using harassing, racial, sexist or discriminatory remarks and other antisocial behaviors;

xliii. Using e-mail, news groups, list servers, instant chat rooms, discussion groups, and other forms of electronic communication for non-educational purposes;

xliv. Wasting resources;

xlv. Using invasive software such as viruses, worms and other detrimental activities;

xlvi. Using encryption or security measures to avoid monitoring or review in the ordinary course of business or routine maintenance by the system administrator or District staff;

xlvii. Attempting to log-on to the network as the system administrator; xlviii. Using someone else's password;

xlix. Misrepresenting oneself as another user;

l. Changing files that do not belong to the user; li. Revealing personal information about others;

lii. Infiltrating, disrupting or interfering with others use of the Raymond School District technology resources or infiltrating, disrupting or interfering with others use of outside computing systems or networks;

liii. Intentionally infringing upon the intellectual property rights of others in computer programs or electronic information, including plagiarism and/or unauthorized use or reproduction;

liv. Transferring, utilizing or storing material in violation of copyright laws or license agreements;

lv. Involvement in any activity prohibited by law or School District policy; lvi. Off school premises computer use, web page creation and Internet access

for the purpose of disrupting the learning process by any of the means listed above;

lvii. Using school technology or network resources in hacking attempts or attempts to otherwise compromise system security including attempts to bypass the filtering system.

The Raymond School District reserves the right to add and include additional behaviors and activities to the above list.

Use of District technology resources for any altruistic or charitable purpose must be approved in advance by the appropriate District administrator.

IV. Intentional Violations

The District is aware that violations of these procedures may occur under circumstances where the staff is involuntarily routed to sites containing inappropriate information or material. Upon arriving at such sites, it is the responsibility of the staff member to immediately exit such site as quickly as possible, and report the event to the building administration. The District is also aware that commercial vendors may secure e- mail addresses of staff members and use these

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addresses to propagate or otherwise deliver viruses, worms, commercial advertisements, solicitations, etc., under circumstances where the staff member has no control, intention or desire to access or transmit the offending information or material. Disciplinary action under these procedures shall only result from willful and intentional violations of these procedures. The District reserves the right to discipline any staff member for violations of these procedures where it is apparent that the staff member knew, or should have known that violations of these procedures were likely to occur as a result of the actions, or inactions, of the staff member in question. As soon as possible, staff shall request that IT personnel delete the inappropriate material from the District's computer systems, unless the preservation of such material is necessary to pursue disciplinary action. To the degree possible, staff should take appropriate steps to discourage and/or prevent further unwelcomed deliveries or transmissions, including, if necessary, reporting the situation to the system administrator so that appropriate steps can be taken to prevent further inadvertent and unintentional violations of these procedures.

V.   Reporting Infractions

If violations of these procedures occur, all staff are required to immediately notify the school principal or appropriate District employee of the school where the infraction occurred, or where the staff person is based. The school principal or appropriate District administrator shall document all complaints in writing. Every effort will be made to protect the anonymity of the reporting person, but it cannot always be guaranteed. The school principal or appropriate District administrator shall conduct an investigation of the complaint and shall report any disciplinary action taken.

VI.   Disciplinary Actions:

Staff violation of the Acceptable Use Procedures and /or other Raymond School District policies shall result in, but is not limited to, one or more of the following:

viii.   Restriction, suspension or revocation of access privileges;
ix. Written warnings or a letter of reprimand in the personnel file;
x. Other remedies, such as suspensions with or without pay and terminations as covered under New Hampshire law;
xi. Referral to the appropriate legal authorities for possible prosecution;
xii. Civil liability.

Staff who are disciplined as a result of these procedures have the same appeal procedure as any disciplinary action.

VII. Privacy

Staff have no rights of privacy with regard to their use of the Raymond School District technology resources, which includes but is not limited to the Raymond School District computers, network, Raymond School District Website, e-mail, and Internet access. Raymond School District retains ownership and control of its technology resources. The District does not guarantee, and staff should not have any expectation of, confidentiality, privacy, security or ownership of the content of any information accessed, sent, received, created or stored thereon. All staff should

realize that electronic communications and other information sent through the Internet are accessible by IT staff and third parties, including but not limited to the Internet Service Provider.

A system administrator or other authorized District staff member may, at any time, without advance notice to staff, monitor, access, modify, remove, review, retrieve and/or disclose the subject, content and appropriateness of any and all information stored or transmitted on District technology resources, including information that may have been deleted but still exists on the system. All staff are put on notice that deleted messages are never completely removed and may be retrieved or restored. Staff should save their work related files on an external storage device or the network in order to best preserve data. All staff shall frequently delete unnecessary files. During routine maintenance the system administrator may delete files stored on any of the Raymond School District technology resources.

The District makes no warranties of any kind, whether express or implied, for the technology services it is providing. While the Raymond School District will make every effort to preserve data, the responsibility for it lies with the staff. The District will not be held responsible for any damages staff may suffer, including but not limited to, loss of data negligence or a staff's errors or omissions. The District specifically denies any responsibility for the accuracy or quality of information obtained through its technology resources. All staff must fully understand that the use of any information obtained through the Internet is at the staff member's own risk.

The Raymond School District reserves the right to record all Internet addresses and electronic communications accessed by staff. Likewise, the District has the right to determine what information is posted on its website and it will routinely monitor all technology resources in order to maintain their integrity and to ensure compliance with these regulations. Any and all violations of these procedures detected by the system administrator will be reported to the school principal or appropriate District administrator for disciplinary action.

VIII. Copyrighted and Other Proprietary Materials

It is the intent of the Raymond School District to adhere to the provisions of the
U.S. Copyright Act, and the license agreements and/or policy statements contained in software packages or other resources used by the District. All staff shall respect the copyright and proprietary interest of any materials accessed through the Raymond School District technology resources. Whether for personal use or for the use of others, staff may not duplicate copyrighted materials, graphics or software, including school owned software, without permission from the copyright holder, unless the use falls within the legal parameters of the Fair Use Doctrine. The improper duplication or use of copyrighted materials is a violation of these regulations and is subject to disciplinary actions, as well as possible civil liability and criminal prosecution.

IX.   Enforcement

The Raymond School District uses a technology protection measure that monitors, blocks and/or filters Internet access to some Internet sites that are not in accordance with District policy.

The technology protection measure that blocks or filters access may be disabled by appropriate personnel upon request for bona fide research purposes by an adult. IT staff may

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override the technology protection measure to access a site with legitimate educational value that is wrongly blocked by the technology protection measure.

X.   Exemptions

The District recognizes that the job requirements of several positions may conflict designee may exempt such personnel from sections of the procedures as necessary to carry out their individual responsibilities. It shall be the responsibility of the Superintendent to develop a list of exempt personnel and to identify the specific sections of the procedures that are inapplicable. An addendum shall be attached to the employee's signed Acceptable Use Agreement Form indicating the nature and extent of the exemption.

The Raymond School District extends a thank you to the Londonderry School District for allowing us access to their acceptable use policy and technology guidelines.

Adopted: April 16, 1998
Revised: November 4, 1999
Revised: September 20, 2001
Revised: May 16, 2001
Revised: May 16, 2001
Revised: August 2, 2006
Revised: May 6, 2009

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