

Subject to approval by the New Hampshire Department of Education.

**SAU #14  
Epping School District**

**Technology Plan**

**2008-2009**

**2009-2010**

**2010-2011**

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**School Board Approval: December 4, 2008**

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# I. Introduction

## A. Technology Committee Membership

Members of the five Epping School District Technology Committees are:

### District Technology Committee

- Jon Altbergs, Curriculum, Data and Assessment Specialist
- Peter Gilligan, Technology Director
- Sue Kimball, School Board
- Dee Mayne, Elementary School Teacher
- Barbara Munsey, Superintendent
- Kyle Repucci, Middle School Dean of Students
- Melissa Swirbliss, Special Education Administrative Assistant
- Bob Tadgell, High School Teacher
- Thelma Thompson, Middle School Teacher
- Dixie Tremblay, High School Principal
- Paula Vangundy, Central Office Administrative Assistant
- Martha Williamson, Business Administrator
- Cathy Zylinski, Special Services Coordinator

### Infrastructure

- Peter Gilligan, Technology Director
- Cush Gilman, Teacher
- Cheryl MacLeay, Parent
- Dee Mayne, Teacher
- Kyle Repucci, Dean of Students
- Mark Vallone, Principal
- Jon Altbergs, Curriculum, Data and Assessment Specialist
- Martha Williamson, Business Administrator

### Curriculum

- Carol Colgan, Teacher
- Peter Gilligan, Technology Director
- Lyn Healy, Middle School Principal
- Dee Mayne, Teacher
- Barbara Munsey, Superintendent
- Bob Tadgell, Teacher
- Thelma Thompson, Literacy Specialist
- Dixie Tremblay, High School Principal
- Mark Vallone, School District Principal
- Cathy Zylinski, Special Services Director

### Assessment

- Peter Gilligan, Technology Director
- Lyn Healy, School District Principal

- Dee Mayne, Teacher
- Kyle Repucci, Dean of Students
- Thelma Thompson, Literacy Specialist
- Dixie Tremblay, High School Principal
- Mark Vallone, School District Principal
- Jon Altbergs, Curriculum, Data and Assessment Specialist
- MaryAnn Wortley, Guidance
- Cathy Zylinski, Special Services Director

#### Data Warehousing

- Tracy Bell, High School Administrative Assistant
- Melorah Bisailon, High School Dean of Students
- Megan Smith, School District Guidance
- Karen Mongeon, School District Administrative Assistant
- Kyle Repucci, Middle School Dean of Students
- Melissa Swirbliss, Administrative Assistant for Special Services
- Sue Thompson, Middle School Administrative Assistant
- Erin Milbury, School District Dean of Students
- Paula Vangundy, Administrative Assistant to the Superintendent
- Jon Altbergs, Curriculum, Data and Assessment Specialist

These five committees are interdependent, sharing a common goal and working together to enhance student learning through support of the district mission, and development and implementation of the district technology plan.

#### B. School Board Approval

The 2008-2011 Epping School District Technology Plan received the approval of the Epping School Board on December 4, 2008.

#### C. District Mission Statement

The mission of the Epping School District is to focus on the potential of every student and engage each to be passionate, confident learners who demonstrate competence and have strength of character to reach their highest aspirations and thoughtfully contribute to a diverse and changing world.

#### D. District Demographic Description

The Epping School District consists of Epping School District, grades Pre-K – 5; Epping Middle School, grades 6-8; and Epping High School, grades 9-12. Student enrollment as of June 2008 totaled 1030. Epping is the only school district in School Administrative Unit #14, which is located in Rockingham County in southeastern New Hampshire. According to the NH State Data Center, the actual census for the town of Epping in 2000 was 5,476. The projected census for 2007 was 6,053.

Although much of Epping still maintains the rural atmosphere which in the past characterized the town, recently quite a few shops and larger businesses have appeared along the main route. In addition, professionals and families from the New Hampshire coastal region and northern Massachusetts have

begun to buy homes in the area, living alongside established families and giving the community a more diverse population.

#### E. Technology Vision

Epping School District will ensure the implementation of educational technology that is appropriately integrated into instruction and data management to increase student learning, enhance the teaching process, and improve the operations of the school system in accordance with the District Mission. Epping School District will ensure the use of available technology by administration, classroom teachers and support staff through the provision of regular and adequate professional development opportunities for all staff members.

## II. Goals

#### A. Access to Technology Resources

1. Computers and other technology will be provided to staff and students in sufficient quantities to support staff needs and student learning.
2. To ensure continued viability, a percentage of the district's technological hardware will be replaced annually in accordance with the technology long-term plan.
3. Systems, policies and procedures will be implemented to ensure a safe and secure learning environment.
4. All students and staff will have access to the district-wide network.
5. All students and staff will have access to the Internet and will follow the approved acceptable use policy.
6. Software and network programs will be used to efficiently manage the operations of the district in areas such as student data management and assessments, food service, facilities and the media center.
7. New software will be reviewed and acquired as needed.
8. Technical support will be adequate to support existing technology.

#### B. Technology Literacy

1. The K-12 Technology Curriculum will be part of an ongoing curriculum revision cycle. Teachers will be kept up to date on the revisions.
2. The Technology Curriculum will be aligned with state and national standards including NH State Frameworks, ISTE National Educational Technology Standards, and Information Power Standards. The alignment is noted within the curriculum document.
3. Technology will be used to improve education services resulting in increased student learning.

#### C. Professional Development

Staff members will participate in workshops, classes, and other training opportunities to gain the skills and knowledge needed to effectively integrate and utilize available technologies.

#### D. Community Involvement

1. Technology will be used to communicate with parents, the community, and others.

2. Communications systems will be used to connect within the school buildings, with the community, and with the outside world.
3. Parents will be able to access information concerning their student via district software.
4. The district website will inform the community of significant achievements, upcoming events and any other information of interest in the district.

### III. Action Plan

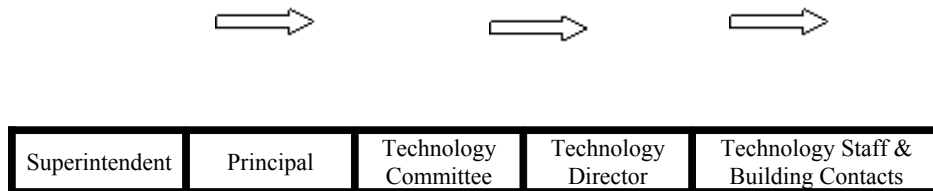
#### A. Access to Technology Resources

This action plan describes current and planned technology resources that provide technology access for all students and teachers. All classrooms, offices, the computer lab, and the library media center have networked computers with high speed Internet access. Teachers are able to provide a computer for every student in a class for any appropriate instructional task due to the availability of computer labs and COW's (Computers On Wheels).

Based on the staffing formula provided by the NH Department of Education, sufficient technology support personnel are provided to ensure attainment of the instructional goals. According to the formula, the district should have the equivalent of three and a half people working in technology. The district has one full time technology director and one full time technology assistant. In addition each building has a computer contact who deals with straightforward questions from staff and refers more involved or difficult issues to the technology department. Administrative assistants in each building and at the SAU maintain and update the district website. Specific personnel in each building other than the technology director and his assistant implement and maintain the student data management in Powerschool. An hourly temporary support person is also employed during school breaks and summer if needed. These resources combined are equal to at least 3.5 staff.

*\*Broad Staffing Formula: [(# high end computers)/300] + [(# low-mid-range computers)/100] = minimum # staff required. (450/300+200/100=3.5)*

Technology Support Organizational Chart:



Computers and other technologies are currently replaced on a 4-5 year rotational schedule. The following acquisition plan includes services, software, print resources, and other electronically delivered learning materials.

#### 1. Hardware and Support

##### Hardware

- Microsoft Office 2003/2007
- Online student records database (Powerschool)
- Library automated catalog on dedicated computers

- Internet on all 650 district computers
- 8 district computer labs with a minimum of 20 computers each: four high school labs with 20 or more computers, one middle school lab of 26 computers, two elementary labs of 24 computers, one Successmaker lab with 10 computers.
- A minimum of one computer per classroom; the average is two per classroom
- 3 COW's (Computers On Wheels) with 20 laptop computers in the middle school
- 40 wireless access points (cover the whole district)
- 25 networked printers and 5 networked copiers
- 20 Computer projectors, fixed and on carts, and a projector screen in every classroom
- 8 digital movie cameras
- 25 digital still cameras
- Classroom televisions, VCR's, and DVD players, all with computer connections
- Audiovisual equipment
- 8 Scanners
- 6 dedicated iMacs for video and picture editing
- Multiple laptops with special education software
- Educational software
- District-wide Microsoft Exchange e-mail server with web access providing e-mail to all district staff
- District website
- District-wide WAN

#### Support

- The Technology Director is responsible for technology support. The Director designs, selects, purchases, implements, and supports the computers and infrastructure as well as the Internet connections.
- The Technology Director offers training as requested by teachers and provides technical support where needed.
- The Technology Director handles all technology purchasing.
- The Technology director maintains support agreements with software companies are purchased or renewed as applicable.

#### 2. Connectivity

- Districtwide WAN connected by fiber
- Recently upgraded infrastructure at SAU (server, switches, firewall, backup, UPS)
- 40 wireless points (cover all district buildings)
- Complete off-site backup of all data
- Enterprise UPS system providing over 200 hours of battery for entire network backbone
- Verizon FIOS main Internet line
- Comcast digital backup Internet

**A diagram of the Local Area Network can be found in Appendix A.**

#### 3. Acquisition Plan 2008-2011

#### **Acquisition Plan / First year 2008-2009**

- Upgrade and maintain all computer equipment, replacing as necessary
- Upgrade audiovisual equipment to meet digital standards
- Upgrade one third of monitors to LCD
- Upgrade a portion of district wiring to CAT 6 (over 7 years)

#### **Acquisition Plan / Second year 2009-2010**

- Upgrade and maintain all computer equipment, replacing as necessary
- Upgrade audiovisual equipment to meet digital standards
- Upgrade one third of monitors to LCD
- Upgrade a portion of district wiring to CAT 6 (over 7 years)

#### **Acquisition Plan / Third year 2010-2011**

- Continue to actively upgrade and maintain all computer equipment, replacing as necessary
- Upgrade audiovisual equipment to meet digital standards
- Upgrade last third of monitors to LCD
- Upgrade a portion of district wiring to CAT 6 (over 7 years)

#### 4. Data: Hardware and Support

- Current hardware resources, including routers, switches, wireless connections, and other components are included in an inventory maintained by the Technology Director.
- Current software installed on each computer is included in an inventory maintained by the Technology Director.
- The Technology Director designs, selects, purchases, implements, and supports the computers and WAN as well as the Internet connection.
- The Technology Director leads training on a case-by-case basis and provides technical support where needed.
- An electrician is available to add and maintain electrical services as needed.
- The Technology Director oversees maintenance contracts and technology support agreements for district software and hardware.
- Software is reviewed and updated annually by the Technology Director.
- The Technology Director is responsible for network operations, E-mail management, software selection, installation, maintenance, and purchasing.
- Classroom teachers must have all technology purchases approved by the Technology Director.

#### B. Technology Literacy

The Pre K-12 Educational Technology Curriculum is included in the school's curriculum revision cycle. This cycle assures that all curricula are revised and updated regularly by curriculum committees. Classroom teachers and computer teachers are responsible for the implementation of the Educational Technology Curriculum.

The overall goal of the Educational Technology Pre K-12 Curriculum states that the curriculum will provide students with the essential skills necessary to use technology as part of the learning process. The curriculum will include benchmarks that are in alignment with the NH Frameworks for each grade

level. Benchmark skills are applied throughout the curriculum in computer classes as well as in the regular classrooms. Student progress is regularly monitored using a variety of assessment tools.

## 1. Steps

The following steps will provide all teachers with the skills and information they need to effectively integrate technology into curriculum and instruction in order to increase student achievement and technology literacy:

- Curriculum development cycle of revision and training
- Professional development opportunities in technology including integration and use of technology
- Collaboration and integration where appropriate
- Development of unit and lesson plans in alignment with NH State Frameworks
- Implementation of lessons
- Student assessment
- Teacher assessment of lessons
- Curriculum updates and revisions

## 2. Services

Technology integration services are provided to teachers by 2.0 FTE technology staff with other staff supporting the website, student data management, and DOE requirements.

## 3. Timeline for Technology Integration

### 2008-2009

- Review goals and standards with new teachers and experienced teachers
- Review Technology Plan
- Review Epping School District Educational Technology Curriculum
- Expand integration of technology into all existing curricula
- Provide professional development in methodology that includes technology integration
- Explore new ways of using technology to improve teaching and learning
- Expand proficiency levels of student and staff technology users
- Assess progress toward technology goals

### 2009-2010

- Continue goals from previous year
- Review goals and standards with new teachers and experienced teachers
- Review Technology Plan
- Review Epping School District Educational Technology Curriculum
- Expand integration of technology into all existing curricula
- Provide professional development in methodology that includes technology integration
- Explore new ways of using technology to improve teaching and learning
- Expand proficiency levels of student and staff technology users
- Assess progress toward technology goals

2010-2011

- Continue goals from previous year
- Review goals and standards with new teachers and experienced teachers
- Review Technology Plan
- Review Epping School District Educational Technology Curriculum
- Expand integration of technology into all existing curricula
- Provide professional development in methodology that includes technology integration
- Explore new ways of using technology to improve teaching and learning
- Expand proficiency levels of student and staff technology users
- Assess progress toward technology goals

#### 4. Strategies

Curricular and teaching strategies in all areas follow national and state standards based on scientific research. The Educational Technology Curriculum is based on the ISTE NETS (National Educational Technology Standards). Technology is a component of all curricular areas, following the Related Standards within Existing Frameworks identified by the NH Office of Educational Technology. The District promotes integrated strategies in many ways including the implementation of an annual interdisciplinary school-wide theme, teaming between classroom and technology teachers, and the availability of Computers on Wheels, a computer lab, and library information services.

#### 5. Integration

Technology curriculum integration is currently ongoing in all aspects of the Pre K-12 curriculum. The level of curriculum integration continues to increase every year. For example:

- Students in elementary school are learning keyboarding, basic Excel functions, PowerPoint and creating digital stories.
- Middle school students are expanding skills in Excel, PowerPoint and doing web searches on ethics, internet safety and the history of PowerPoint.
- High school students have to pass a technology proficiency exam. They participate in advanced research which develops skills necessary for post-secondary education.
- Digital portfolios are being developed through ICT literacy in all grade levels Pre K-12.

Curriculum integration is an ongoing process at Epping School District. All areas of the curriculum are in the process of being revised and updated. Technology is integrated into every area of the curriculum during this process. New Hampshire State Frameworks and the appropriate national standards are referenced in the curriculum in all areas for which they are available. An educational technology curriculum designed to follow the ICT standards is included. The Epping School District does not have a Curriculum Director. Instead, curriculum committees are designated for each curriculum area. These committees are comprised of teachers and administrators. They meet throughout the school year to complete the task of curriculum revision and integration. All teachers are expected to follow the curriculum outlines developed by these committees. During teacher observations and evaluations, teacher use of these documents is assessed.

#### 6. Innovative Strategies

- Supervised student use of Internet resources greatly expands access to information in all areas of the curriculum.
- Parents and school personnel have more opportunities for effective communication and distribution of information through the use of e-mail and the school website.

## 7. Support Resources

The Technology Director and outside experts, including trainers and vendor technical support, are utilized to ensure effective use of technology.

The Internet is available in every classroom, the computer labs, the COW's (Computers On Wheels), and in the media centers. The media centers acquire and circulate professional collections that include software and print materials.

Powerschool, a student information system has been purchased, installed, and is being customized. Extensive training and technological support are included in this package. The student database provides effective information, communication, reporting, scheduling, and planning for the entire school system. The district is working on opening access to parents through use of the Parent Portal.

## 8. Data: Technology Literacy

- Teacher evaluation process as determined by the Professional Development Plan
- Classroom assessments including tests, projects, rubrics, observations, and conferences
- NECAP testing
- NWEA testing

## C. Professional Development

Professional development is a priority identified in the Epping School District Professional Development Master Plan. The Epping Professional Development Master Plan contains technology guidelines to meet GLE's and GSE's and provides the process for achieving these goals.

Technology-related professional development is ongoing. Teachers, administrators, and support staff are expected to participate in training in the effective use of technology for use in classrooms, media centers, offices, and cafeterias.

### 1. Needs

Professional development needs are identified by:

- Assessment of staff use and knowledge of technology
- Professional Development Master Plan goals
- Student performance and assessment
- Staff surveys

### 2. Activities

The district has as a priority to develop professional development activities for all staff including administrators, which covers:

- Mentoring program – more highly trained staff members train others and become partners in initiatives such as teacher web page design, development, and maintenance
- Seminars and workshops such as the Christa McAuliffe Technology Conference and NELMS' Unified Arts Conference
- Training led by the Technology Director - both one-to-one and group training
- Surveys to evaluate staff training and needs
- Practice and development of applications using new technology
- Training in use of web-based statistical analysis of state and standardized testing
- Powerschool training sessions for student information system
- Graduate and collegiate courses
- Job-embedded projects (activities done during the school day that expand knowledge and/or skills)
- Observations / On-site visits
- Partnerships / Study groups
- Participation in professional networks
- Independent study through use of Virtual Learning Academy
- Sources of training and technical support:
  - NH State Department of Education
  - University of New Hampshire
  - NH State Library
  - Plymouth State University
  - NHSTE (NH Society for Technology in Education)
  - NHEON (NH Educators Online)
  - NHEMA (NH Educational Media Association)
  - NHPTV (NH Public Television)
  - Epping Technology Committee
  - Epping Professional Development Committee
  - Epping Teaching Staff
  - Virtual Learning Academy
  - Mentor training program

### 3. Data: Professional Development

The Technology Committee will conduct a LoTi Survey in the coming year to determine experience and training. Professional development needs will be determined and a plan developed to improve technological expertise.

## D. Community Collaboration

### 1. Activities to promote parent involvement and communication

The Epping community and the School Board have been generous in their support of the use of technology as a teaching tool and as a management tool. Hardware, software, technology support, and training continue to be integral components of the technology plan. Future funding through grants will be sought in order to supplement the school budget.

The public is always welcome at Epping School District. Community members are invited to visit the computer lab and classrooms during Open House, parent-teacher conferences, Kindergarten registration, and other special events. Student work that makes use of technology is showcased periodically.

All school community members can communicate with the school through E-mail. Utilization of the school district website is increasing.

Community members have collaborated with the school on projects such as the new middle school addition and the renovation of the high school. Currently the community is participating in the development of new fields project.

The school facility is used for many public meetings. During these meetings, the school's technological capabilities are often utilized. Technology is used for School Board presentations.

### 2. Collaboration with adult literacy providers

There are no adult literacy programs in the Town of Epping. Adults from Epping make use of the Adult Education Program in Exeter.

## IV. Budget

### A. Projected Costs

#### 2008-2009

10-2225-5111-00-00000	Salaries	\$135,300.00
10-2225-5220-00-00000	FICA	\$10,350.00
10-2225-5290-00-00000	Staff Development	\$5,000.00
10-2225-5330-00-00000	Contracted Service	\$10,000.00
10-2225-5430-00-00000	Repair Equipment	\$9,500.00
10-2225-5531-00-00000	Phone	\$2,500.00
10-2225-5610-00-00000	Supplies	\$32,300.00
10-2225-5641-00-00000	Reference	\$1,000.00
10-2225-5650-00-00000	Software	\$35,995.00
10-2225-5734-00-00000	New Equipment	\$17,500.00
10-2225-5738-00-00000	Replace Equipment	\$35,000.00
<b>TOTAL</b>		<b>\$294,445.00</b>

#### 2009-2010

10-2225-5111-00-00000	Salaries	\$107,500.00
10-2225-5220-00-00000	FICA	\$8,223.75
10-2225-5290-00-00000	Staff Development	\$2,500.00
10-2225-5330-00-00000	Contracted Service	\$10,000.00
10-2225-5430-00-00000	Repair Equipment	\$5,000.00
10-2225-5531-00-00000	Phone	\$1,250.00
10-2225-5610-00-00000	Supplies	\$40,000.00
10-2225-5641-00-00000	Reference	\$0.00
10-2225-5650-00-00000	Software	\$16,000.00
10-2225-5734-00-00000	New Equipment	\$0.00
10-2225-5738-00-00000	Replace Equipment	\$35,000.00
<b>TOTAL</b>		<b>\$225,473.75</b>

## 2010-2011

10-2225-5111-00-00000 Salaries	\$111,262.50
10-2225-5220-00-00000 FICA	\$8,511.58
10-2225-5290-00-00000 Staff Development	\$2,500.00
10-2225-5114-00-00000 Contracted Service	\$10,000.00
10-2225-5430-00-00000 Repair Equipment	\$9,500.00
10-2225-5531-00-00000 Phone	\$2,500.00
10-2225-5610-00-00000 Supplies	\$40,000.00
10-2225-5731-00-00000 New Computers/Equipment	\$0.00
10-2225-5650-00-00000 Software	\$20,000.00
10-2225-5738-00-00000 Replace Equipment	\$45,000.00
<b>TOTAL</b>	<b>\$249,274.08</b>

### B. Budget Narrative

The School District has nearly completed equipping the schools for technology. There is a need to upgrade the monitors throughout the district and this will be done over the next three years. Wiring throughout the district will be upgraded to CAT 6 over the next seven years. However, our main focus going forward will be on maintenance and replacement.

<h2>V. Evaluation</h2>
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### A. Technology Plan Assessment

- Progress on the Technology Plan is overseen by the Technology Director and the Business Administrator.
- Data from all sources listed in the data sections of this plan is gathered on a continuous basis.
- Progress is monitored through:
  - Quarterly meetings of the Technology Infrastructure Committee
  - Annual review of the plan by the Superintendent's Office and District Technology Committee.
- Recommendations and revisions are made by the Technology Committee with staff and community input as new developments and opportunities arise.
- Action is ongoing in response to analysis and review.

### B. Student Assessment

Students are assessed using the NECAP's in grades three through eight and grade eleven, the NWEA in grades one through ten, curriculum tests in the classroom (including computer classes), observations, rubrics, and other tools.

### C. Evaluation Timeline

The development, implementation and assessment of the Technology Plan are integral parts of an ongoing cycle. The Technology Committees and school administration are responsible for

overseeing this project in conjunction with all aspects of the school programs and in alignment with Epping School District goals.

October 2008: Presentation of 2008-2011 Technology Plan to Epping School District staff

September 2008 – June 2009: Year 1 implementation

May 2009: Evaluation/Annual assessment of progress for Year 1

September 2009 – June 2010: Year 2 implementation

May 2010: Evaluation /Annual assessment of progress for Year Two

September 2010 – June 2011: Year 3 implementation

March 2010 – May 2011: Development of new Technology Plan

May 2011: Evaluation/Annual assessment of progress for Year Three

#### D. Hardware, Software and Support Evaluation

Evaluation of district technology needs is ongoing. During the Technology Committee's meetings, hardware needs, including purchases, maintenance, and use, are evaluated in order to make decisions and to plan for the future. Technology support is adequate to support existing technology and planned acquisitions.

#### E. Technology Literacy Evaluation

Epping School District has implemented a technology curriculum that addresses the present national standards in Technology Education.

#### F. Professional Development Evaluation

Professional development activities in the area of technology are evaluated by the Professional Development Committee in accordance with the Professional Development Master Plan.

#### G. Community Collaboration Evaluation

Funding for the Technology Plan is proposed annually to the Epping School Board and Epping Budget Committee for their approval. The 2008-2009 district budget was unanimously approved in March, 2008. The present level of funding adequately meets expected needs for the 2008-2009 school year. Community members visit the schools to view student work and see the school facilities.

## **VI. Policies and Procedures**

#### A. Children's Internet Protection Act (CIPA) / Security Policy

##### **CIPA Compliant Security:**

Firewall: SonicWall Pro 30-60 protects entire district WAN

Filtering: Enhanced content filter package on SonicWall

WAN based security: Windows 2003 server

Data backup methods: Intelligent nightly offsite backup

Facility security: computer labs locked, air conditioned and dust filtered; school buildings locked

Passwords: multilevel passwords used everywhere, passwords required to log on network, passwords used for specific programs  
E-mail: Staff only  
Computer use: Student use with staff supervision  
Network access: Student use with staff supervision, student access denied in some applications

## B. Student and Staff Acceptable Use Policy

### **School Board Policy: EGA - ACCEPTABLE COMPUTER, NETWORK, E-MAIL, AND INTERNET USE**

**BACKGROUND** – The Epping School Board recognizes that telecommunications and other new technologies have changed the ways that information may be accessed, communicated, transferred and exchanged by members of society. Those changes will also affect student instruction and learning. The Board is committed to the effective use of technology as a tool to advance the District’s educational program and curriculum and to enhance the quality of student and staff learning, as well as to promote the efficiency of District operations.

The District’s electronic communications system (“Network”) will provide unprecedented opportunities for students and staff to communicate, learn, access, exchange and publish information. The resources available through this Network, and the electronic communication and information research skills that students will develop using it, are of significant and growing importance in the learning process and preparation of students for success in the future.

This Network includes the Internet, which is global information and communication network that provides tremendous opportunity to bring previously unimaginable education and information opportunities to our students. The Internet is, however, a public space. As is true with all public spaces, there is a potential that students may come in contact with potentially harmful or inappropriate material or people. Therefore use of the Internet by students necessarily raises concerns about safety and security. The District will provide guidance to help students learn to use the Internet in a safe and responsible manner.

The Board believes that the advantages to students and staff from access to the valuable information and interaction available on the Network outweigh the risk that users may misuse the Network for purposes that are inconsistent with the curriculum and educational goals of the District. The Board further believes that these risks can be reduced through the adoption of this policy and related procedures.

**DEFINITIONS** – The term “Network” shall be interpreted to include any and all District owned computers, servers, any hardware or software, the District’s local area network (LAN), municipal area network (MAN), all wireless access points, the Internet, the District Intranet, self-contained electronic mail systems, and any other elements of the District’s computer, telecommunications or electronic communication/information systems.

**OBJECTIVE** – To provide for and establish a reasonable and equitable policy for the use of the District’s Network by students and staff and for development of applicable rules and regulations regarding the acceptable use of the Network as a tool to support and advance the District’s educational program, curriculum and internal operations and to promote a policy of Internet safety.

**ACCEPTABLE NETWORK USE** – The Network may be used only as a tool to support and advance the functions of the District and curriculum and educational program. Access to the District’s Network is a

privilege and not a right. Users of the Network are responsible for their behavior and communications over the Network and access to Network services will be provided only to those staff and students who agree to act in a considerate and responsible manner and in accordance with the District's rules and regulations as may be adopted and amended from time to time. All staff and students (and/or the students' parents depending upon the age of the student) who wish to use the Network must sign one or more Network agreements whenever requested by the District. Computer access will be denied to any user that has not submitted either a signed agreement, or a signed receipt or acknowledgment of agreement in a parent/student or employee handbook.

Students may use the Network only in support of education and research consistent with the educational objectives of the District. Faculty and staff may use the Network primarily in support of education and research consistent with the educational objectives of the District. Faculty and staff may access the Network for limited personal use, but not for any commercial or business use, however such personal use may not violate any applicable rules and regulations or applicable administrative procedures or interfere with job performance. Use of the Network must be in compliance with applicable laws, including the copyright law, and all materials on the Network should be presumed to be copyrighted.

Staff or students who claim that this policy is denying them access to material that is not within the prohibitions of this policy shall direct their claim, in writing, to the District's Director of Technology or his/her designee, who shall review the matter and respond promptly. If overriding the technology protection measure that blocks and/or filters Internet access is warranted to enable a student (minor) to access a site for bona fide research or other lawful purposes, the student will be monitored directly by an authorized staff member.

**INAPPROPRIATE USE AND ACTIVITIES** – The District reserves the absolute right to define inappropriate behavior or improper use of the Network, adopt rules and regulations applicable to Network use, determine whether an activity constitutes inappropriate use of the Network, and determine the consequence of such inappropriate use. Network use shall not involve obscene, pornographic or offensive matter; vulgarity, harassment, intimidation, insult or ridicule of another; damage or waste of property; use of another's password or misrepresenting one's identity; use for commercial purposes or illegal purposes; instant messaging or chatting in chat rooms; on-line gaming; promoting political causes, religious causes, commercial products or services; soliciting for non-job related activities; linking to non-educational sites; use of chain or other type messages; intentional use of viruses, hacking or other such detrimental activities; use of unauthorized, confidential student or employee information; plagiarism; or any other use deemed inappropriate by the District, or in violation of any other District policy, administrative procedure, or code of conduct.

Inappropriate use of the Network may result in suspension or cancellation of Network privileges. In addition to suspension or cancellation of privileges, inappropriate use of the Network may result in disciplinary action up to and including suspension or expulsion from school, in the case of a student, or suspension or termination of employment in the case of an employee. Where circumstances warrant, inappropriate use of the Network may be referred to law enforcement authorities and the Department of Education. Users who intentionally violate the District's policy and who intentionally damage the Network shall assume legal and financial liability for such damage.

**ELECTRONIC MAIL GUIDELINES** – The content of electronic mail is not secure. Users must not disclose confidential information in electronic mail messages. Time sensitive information should not be communicated by electronic mail since there is no guarantee that an addressee will receive, read, and/or respond to a message in a timely manner. When sending electronic mail it should be assumed that the information provided is a matter of school record as with official school letters on school letterhead. It

must also be warned that electronic mail messages may be forwarded to others without the originator's permission.

**PUBLISHING GUIDELINES** – Students and staff will be allowed to produce materials for electronic publication on the school servers for educational purposes. The school administration, teachers, and staff will monitor these materials to ensure compliance with content standards and Board policy. The content of such materials is constrained by the following restrictions:

1. No personal information about a student will be allowed. This includes telephone numbers and addresses.
2. Individuals in pictures, movies, sound recordings, or student work may be identified only by their first name.
3. Parents/guardians must sign a release before a picture, movie, or sound recording student work will be published on the school's website.
4. No text, image, movie, sound recording, or student work that contains pornography, profanity, obscenity, or language that offends or degrades others will be allowed.

**CONFIDENTIALITY** – 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. Users should also understand that Internet activity and electronic mail in log files may be available to the public under RSA 91-A, Access to Public Records and Meetings. The use of passwords for security does not guarantee confidentiality, or that the District will not retrieve it. All passwords must also be disclosed to the computer administrator.

**PROTECTION AND FILTERING** – The District shall employ appropriate technology protection measures during use of computers with Internet access by students. Such technology shall be designed to block or filter access to visual depictions that are obscene, pornographic or harmful to minors. In addition, the Network may not be used to access, use, disclose or disseminate personal identification information regarding students or staff. The District may also use blocking or filtering technology to screen out inappropriate text. The District will endeavor to keep the blocking and filtering technology up-to-date, but it is not possible to guarantee that all inappropriate content will be successfully blocked or filtered.

The District shall employ appropriate technology protection for student and employee records. Such technology shall be designed to block access from non-authorized users. Security measures for student and employee records shall be on a need to know basis only. 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.

In order to protect the Network, users may not connect non-District computers, personal laptop computers, or other personal computing devices or peripherals to the Network. In addition, users may not use personal software programs on the Network or transfer files, programs, shareware or software from information services, third-party Networks or websites, or any other external source without permission of the Network supervisor. Data discs, memory sticks, and other temporary file storage devices may be used with District computers for the sole purpose of transferring user data files, for appropriate school-related work, but not for personal use.

**OWNERSHIP AND RETENTION** – Any and all material or information placed in any file on the District's Network becomes District property. The District reserves the right to access any such material or information on the Network, including personal and electronic mail files, and to dispose of any

material or information contained therein without prior notice. The District further reserves the right to monitor online activities and review, record or log Network use. The District also reserves the right to limit content of District websites to District-approved information related to District curriculum and program. Users should also understand that Internet activity and electronic mail in log files may be available to the public under RSA 91-A, Access to Public Records and Meetings.

**ADMINISTRATIVE RESPONSIBILITY** – It shall be the responsibility of the Administration to develop and publish written administrative procedures and/or administrative guidelines for the implementation of this policy, including developing rules and regulations for appropriate Network use, website access and website links, a Network agreement form, security measures including password procedures, measures designed to restrict access to harmful or inappropriate matter on the Internet, procedures for promoting the safety and security of students when using electronic mail and prevention of unauthorized access and any other matter deemed necessary or advisable to implement this policy. Rules for acceptable computer, network, e-mail, and Internet use shall be included in all student and employee handbooks.

**ACCEPTABLE USE AND INTERNET SAFETY –**

STUDENT USER – I understand and will abide by the procedures and Network/Internet Use Policy for independent access to the electronic resources of the Epping School District. I further understand that any violation of the regulations above is unethical and should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken. In consideration for the privilege of using the Epping School District electronic resources and in consideration for having access to the information contained on it, I hereby release and agree to hold harmless the Epping School District from any and all claims or damages of any nature arising from my access, use or inability to access or use the computers or Network system. Signing the receipt and acknowledgment of the school parent/student handbook will also serve as understanding and acceptance of the Network/Internet Use Policy.

Student Name (Please Print)

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date \_\_\_\_\_

**PARENT OR GUARDIAN CONSENT FOR INDEPENDENT USE** – As the parent or guardian of the student signing above, I have read the Network/Internet Use Policy and guidelines for independent use established by the Epping School District. I grant permission for my son or daughter to access networked computer services such as the Internet and the World Wide Web. I understand that some materials on the computers, or Internet may be objectionable, but I accept responsibility for guidance of computer or Internet and World Wide Web use setting and conveying standards for my son or daughter to follow when selecting, sharing or exploring information or media. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting. Signing the receipt and acknowledgment of the school parent/student handbook will also serve as understanding and acceptance of the Network/Internet Use Policy.

Parent or Guardian Name (Please Print)

\_\_\_\_\_

Parent or Guardian Signature

\_\_\_\_\_

Date \_\_\_\_\_

STAFF USER – I understand and will abide by the procedures and Network/Internet Use Policy for independent access to the electronic resources of the Epping School District. I further understand that any violation of the regulations above is unethical and should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken. In consideration for the privilege of using the Epping School District electronic resources and in consideration for having access to the information contained on it, I hereby release and agree to hold harmless the Epping School District from any and all claims or damages of any nature arising from my access, use or inability to access or use the computers or Network system. Signing the receipt and acknowledgment of the District employee handbook will also serve as understanding and acceptance of the Network/Internet Use Policy.

Staff Name (Please Print)

\_\_\_\_\_

Staff Signature

\_\_\_\_\_

Date \_\_\_\_\_

Statutory/Regulatory/Policy/Handbook Cross References

RSA 194:3-d ( School District Computer Networks)

47 U.S.C. Section 254 (Children's Internet Protection Act)

Handbook (Referenced in Student/Parent and Personnel Handbooks)

APPROVED: August 17, 2006

## C. Copyright and Fair Use Policy

### **School Board Policy: EGAD – COPYRIGHT COMPLIANCE**

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 purpose. 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.

While the District encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of District staff to abide by the District's copying procedures and obey the requirements of the law. Under no circumstances shall it be necessary for District staff to violate copyright requirements in order to perform their duties properly. The District cannot be 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.

#### Statutory/Regulatory/Policy/Handbook Cross References

US Code Title XVII, Public Law 94-533 (United States Copyright Law of 1976)  
Handbook (Student and Personnel Handbooks)

APPROVED: June 14, 2007

### **School Board Policy: 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 can not 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; which ever 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 includes 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 reverse 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 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.

Statutory/Regulatory/Policy/Handbook Cross References

US Code Title XVII, Public Law 94-533 (United States Copyright Law of 1976)  
Handbook (Student and Personnel Handbooks)

APPROVED: June 14, 2007

D. Data Retention Policy

**School Board Policy: EHB – DATA/RECORDS RETENTION**

The Superintendent shall develop procedures for a records retention system that is in compliance with RSA 189:29-a and Department of Education regulations.

Statutory/Regulatory/Policy/Handbook Cross References

RSA 189:29-a (Records Retention and Disposition)  
NH Code of Administrative Rules, Section Ed. 306.04(a)(4) (Records Retention)  
Handbook (None)

APPROVED: June 14, 2007

# APPENDIX