

**Treutlen County School System**  
Soperton, GA



**Three-Year Technology Plan**  
July 1, 2014-June 30, 2017

**Superintendent**  
Dr. Cheryl Conley

**IT Coordinator**  
Gregory Martin

# 1. Vision of the Treutlen County School System

## Treutlen County School System

### I. Vision for Technology Use

Compose an overall mission and/or vision which describes the steps the LEA is taking to ensure all students/teachers have increased access to technology. Include a list of specific vision statements for system educational improvement over a three year period.

### Treutlen County School System (TCSS) Technology Mission Statement:

The mission of TCSS is to provide a quality education for all students, consisting of the knowledge and skills necessary to enhance the economic and social well-being of each student. We must prepare students to be life-long learners, who can go onto further education or enter the workforce as productive members of our society. With the ever changing, information driven society of today, we must use technology to enhance the learning process. It is our goal to make technology available for instructional and administrative uses throughout the system. The impact of technology implementation will be monitored through the process so changes can be made to enrich the educational experience.

### TCSS Technology Vision:

The Treutlen County School System envisions an environment where students, teachers, administrators and technology all exist together, working in harmony to help students achieve academic success. This can be accomplished by the following:

#### 1a. Teacher:

Technology will be a tool used by the teacher to support more effective and efficient instruction. In order to accomplish this teachers will use technology in the following ways:

- Use technology tools to access information that supports their instructional efforts.
- Prepare and teach lessons that incorporate technology into the normal classroom, such as document cameras, interactive white boards, computer, etc.
- Use software that supports their administrative tasks (Infinite Campus)
- Use local and on-line software to help prepare and teach lessons, such as Microsoft Office, Plato, Active Inspire, Smart, etc.
- Use teacher websites to provide 24/7 learning opportunities for students.
- Model responsible, ethical, and legal uses of technology.
- Implement basic troubleshooting techniques.

Staff development will be provided for the teacher to appropriately integrate technology into the curriculum.

#### 1b. Student:

Technology is a resource that students will use to facilitate learning and improve achievement, which extends beyond the walls of the school.

- Use technology tools to access information that supports the student's learning efforts.
- Use software to apply skills learned in project based learning opportunities.
- Demonstrate computer literacy skills.
- Demonstrate responsible, ethical, and legal uses of technology.

Instructional support and supervision will accompany all student uses of technology.

#### **1c. Administrative:**

Technology is a tool that school administration will use throughout the school system in support of more accurate and timely records management and more powerful data reporting.

- Student records management
- Personnel records management
- Financial records management
- Food services
- Transportation services
- Maintenance services

Training will be provided to all school administration personnel to become proficient in using technology to manage schools and the services they provide.

#### **1d. Parent/Community:**

Parent and community members will use technology as a link to schools to help support and improve student achievement.

- Monitor student progress through a secure, password-protected, online database (Infinite Campus).
- Communicate with teachers via email.
- Access information through school website.

#### **1e. Infrastructure:**

In order for any technology vision to be achieved, there must be an infrastructure in place to accommodate the process. TCSS will use knowledge, skills and finances to ensure the infrastructure will be in place to help the school reach its goals of a stringent, student centered, real-world learning environment.

## 2. Current Reality

Treutlen County School System	
<b>II. Current Reality</b> Identify your data sources. What data does your technology inventory survey tell you? Compose a narrative analyzing the gap in access to technology across the district. Address the following groups- instructional, administrative, parent/community, system readiness/system support-personnel/resources.	
Component	
a. Access to Technology/Data Sources.	<input type="checkbox"/> Identified data sources (such as annual hardware survey) are collected and cited to determine system members' current level of access to computer hardware, instructional software, and the internet.

### 2a. Access to Technology:

The school system has a WAN system connected to each school with a 1 gigabit LAN and a 45 Megabit Internet access.

Data gathered from the 2013-2014 end of year survey, TCSS had approximately a 3.7 to 1 student to computer ratio. At that time the total number of students was 1073 and the number of computers was 290. We have identified that this ratio must change in order to allow our students the proper access to technology.

<i>School</i>	<i>Number of Students</i>	<i>Number of Computers</i>	<i>Ratio (Student to Computer)</i>
Treutlen Elementary K-5	566	130	4.35 to 1
Treutlen Middle/High	567	160	3.54 to 1

### Treutlen County Elementary School

At Treutlen County Elementary School, all classrooms have multiple Ethernet drops for connection to the school network. Each classroom has from two-four student computers, a printer and access to the Internet. All computers have access to the Internet by being connected to the school system LAN/WAN. All traditional classrooms, except Pre-K have an interactive Promethean whiteboard.

There are workrooms on each hallway that include a Kyocera copy machine. This allows teachers access for copying and scanning at each machine. They also have the capability to printing directly to the copier from the classroom.

Each teacher has at least 2 laptops. One is connected to the whiteboard, while the other is used for documentation, communication with parents, and planning. All teachers have a school provided email address for communication purposes.

There is a single computer lab with 30 computers that are shared between the grade levels by students. The students have access to the lab one day a week at each grade level. Students also have access to computers in the media center for research.

Student and teachers have access to both locally installed software, as well as on-line learning materials. Examples of software used are Microsoft Office 2010, Plato, Active Inspire, Smart Notebook, and many on-line sites.

All teachers have access to infinite Campus as our SIS for student reporting and data. Parents have access to the SIS system as well through the password protected Parent Portal. This allows for easy sharing of student data between the parent/guardian, teachers and administrators.

### **Treutlen County Middle/High School**

At Treutlen County Middle/High School, all classrooms have multiple Ethernet drops for connection to the school network. Each classroom has an interactive Promethean whiteboard.

There are workrooms on each hallway that include a Kyocera copy machine. This allows teachers access for copying and scanning at each machine. They also have the capability to printing directly to the copier from the classroom.

Each teacher has at least 2 laptops. One is connected to the whiteboard, while the other is used for documentation, communication with parents, and planning. All teachers have a school provided email address for communication purposes.

There are three computer labs with approximately 30 computers that are shared between the grade levels by students. Teachers at all grade levels, 6-12, have access to use the lab. The labs are reserved by teachers for student use. Students also have access to computers in the media center for research.

Student and teachers have access to both locally installed software, as well as on-line learning materials. Examples of software used are Microsoft Office 2010, Plato, Active Inspire, Smart Notebook, and many on-line sites.

All teachers have access to infinite Campus as our SIS for student reporting and data. Parents have access to the SIS system as well through the password protected Parent Portal. This allows for easy sharing of student data between the parent/guardian, teachers and administrators.

### **Board of Education and School Offices**

All offices have Ethernet drops for connection to the school system network. All offices have computers and printers. There are Kyocera copiers at each location. These can be used for printing large jobs, copying and scanning. They are also equipped with FAX connection for sharing data with other systems. The system uses software for managing the following:

- Student records management
- Personnel records management
- Financial records management

- Food services
- Transportation services
- Maintenance services

b. Technology Use	collected data is used to determine the following: <input type="checkbox"/> Instructional uses of technology <input type="checkbox"/> Administrative uses of technology <input type="checkbox"/> Parent/community uses of technology
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## 2b. Technology Use

As the data is collected, the prevailing needs of the learning community are examined, and a plan is constructed to address any deficiencies. The ever changing technology needs of our various stakeholders, drives us to continually monitor and improve our instructional offerings. Teachers are on the front lines of this innovation. They are the vital source for identifying the needs for instructional resources.

The administrators are also vital to the management of the learning environment. Their needs are encompassed within the plan to assure proper data is collected and used to improve the overall learning experience.

Parent involvement is one of the cornerstones to successful education. The more parents know about their student's progress the more they can be involved in helping the school to ensure all students are achieving. We are constantly looking at ways to increase the communications between the school system and parents/community.

c. Gap Analysis	<input type="checkbox"/> Collected data to determine the gap between what levels of technology access is needed to achieve the vision and what is currently available. <input type="checkbox"/> Analysis includes trends across sub-groups in the school system
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## 2c. Gap Analysis

After looking over the data from the 2014 survey, we have determined the following:

There must be more computers in house to allow our students proper access to the outside world. We must also make an effort to reduce printing and costs associated with normal classroom paper needs. We must also work on better and more efficient ways to communicate with all shareholders.

Goals, Benchmarks, and Strategies	
a. Goals	Based on the vision, data collection, and the gap analysis, clear and concrete goals are established in the following categories:

Goal 1	Ensure all staff and students have access to modern technology, software and internet access to facilitate student success within the environment.			
Strategies	Benchmark	Evaluation	Funding	Person Responsible
Provide LAN/WAN access that will be capable of handling the bandwidth needed for the modern classroom.	Currently we have about 45 Megabit access. This may be upgraded over time.	Annual Survey	E-Rate and Local Funds	IT Coordinator
Make sure all classrooms have an interactive whiteboard.	Most classrooms have them at this time, but add those needed.	Annual Survey	Local Funds Grants	IT Coordinator
Add document cameras for instruction use by teachers. This will decrease the need for copies and also engage students.	None currently	Annual Survey	Local Funds Grants	IT Coordinator Principal Curriculum Dir.
Add computers to decrease the student to computer ratio. This will give more students access to the resources needed.	Our ration at this time is 3.7 to 1.	Annual Survey	Local Funds Grants	IT Coordinator Principal Curriculum Dir.
Provide adequate server and infrastructure framework to support the ever changing demands of improving technology.	Our servers are getting some age and needed operating system updates.	Annual Survey	E-Rate Local Funds Grants	IT Coordinator
Add updated hardware and software to ensure students have the necessary devices and programs to perform.	Add additional hardware and software as needed.	Annual Survey	Local Funds Grants	IT Coordinator Principal Curriculum Dir.

Goal 2	All teachers will have adequate training needed to help students learn in a technology enriched classroom.			
Strategies	Benchmark	Evaluation	Funding	Person Responsible
Teachers will be allowed to attend training off-site.	Survey of training needs.	Survey	Local Grants	Curriculum Dir

Teachers will be allowed to attend on-site training.	Survey of Needs	Survey	None	IT Coordinator
Students will be trained in the rotation class for computer usage.	None	Teacher Observation	None	IT Coordinator Business Teacher

<b>Goal 3</b>	Parents/Guardians have access to student grades, reports, attendance, assignments and communications with the school system.			
<b>Strategies</b>	<b>Benchmark</b>	<b>Evaluation</b>	<b>Funding</b>	<b>Person Responsible</b>
Parents have access to student grades, attendance records and other data.	Currently in place with SIS system, but may need updating.	Parent	Local Grants	IT Coordinator Superintendent Registrar
Add updated website	Current website is outdated and not functional	Survey	Local Grants E-Rate	IT Coordinator
Add automated contact system for parents/guardians.	None now in place	Survey	Local Grants E-Rate	IT Coordinator

<b>Goal 4</b>	Parents/Guardians have access to student grades, reports, attendance, assignments and communications with the school system.			
<b>Strategies</b>	<b>Benchmark</b>	<b>Evaluation</b>	<b>Funding</b>	<b>Person Responsible</b>
Parents have access to student grades, attendance records and other data.	Currently in place with SIS system, but may need updating.	Parent	Local Grants	IT Coordinator Superintendent Registrar
Add updated website	Current website is outdated and not functional	Survey	Local Grants E-Rate	IT Coordinator
Add automated contact system for parents/guardians.	None now in place	Survey	Local Grants E-Rate	IT Coordinator

## 2. Communications and Marketing

<b>Treutlen County School System</b>
<p><b>III. Communication and Marketing</b>  Describe strategies to share system progress, disseminate evaluation results, encourage broad stakeholder involvement, and market the role technology can have in helping students achieve in innovative ways. How are we sharing what we are doing? How can we show that the way we are sharing is meeting our needs? How are we encouraging more people to be actively involved with the system?</p>

The following strategies will be used to communicate with all stakeholders concerning student achievement and the important role technology plays in this achievement as well as the role technology can play in the communication process itself.

1. Open house is held each year where parents and students can see the state of the school and technology.
2. The newspaper is kept apprised of the latest happenings within our school system.
3. The school website is a vital communication tool within our system. This website better facilitates timely communication and home to school interaction.
4. Parents, Guardians, and students, are provided access to our Infinite Campus SIS, through the parent portal. The information accessible through the portal, provides current academic progress for the students.
5. Staff continually uses technology when presenting programs to any group within the school or in the community.
6. Computer labs are used by parents to complete surveys throughout the year.
7. Seeing the current level of technology functionality, helps the community member to gain a better feel for how their tax dollars are being used to provide a strong academic program for the community.
8. We use One Call Now as its mass phone communication system. This product is used to maintain a connection from school to home for the purpose of sharing current events, and emergency notifications.

<b>Treutlen County School System</b>	
<p><b>b. Integration/ coordination with long-range planning initiatives.</b></p>	<p><input type="checkbox"/> There is evidence that a regular and consistent technology plan results from intra-system collaboration between the technology department and system-level staff development, curriculum, media, Title I, Special Education, and ESOL personnel.</p>

In our school system there is a technology committee comprised by people from each school level (elementary, middle, high), administrators, media specialist and IT coordinator. This group does meet and discuss the needs of the school system.



## Treutlen County Public School System Staff Acceptable Use Policy/Procedures



Internet access is available in the Treutlen County School System. We are very pleased to bring this access to our schools and believe the Internet offers vast, diverse and unique resources to our students and staff. Our goal in providing this service is to promote educational excellence in the curriculum by facilitating communications for resource sharing and innovation. On a global network it is impossible to control all materials and an industrious user may discover controversial information. In an effort to provide a safe environment for our users, a monitoring system has been deployed within the Treutlen County Wide Area Network. It is the position of the Treutlen County School System (TCSS) that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school system.

### **Internet Guidelines**

The Treutlen County School System guidelines are provided so that users are aware of the responsibilities they are about to accept. If a TCSS user violates any of the following provisions, his or her access may be terminated. Disciplinary actions may be taken which could result in appropriate legal action being initiated.

### **Teacher Due Process**

If a Treutlen County School System teacher violates any of the following provisions, his or her access may be terminated. Disciplinary actions may be taken which could result in suspension or appropriate legal action being initiated. The site administrator or designee will investigate allegations of teacher violations of Internet Acceptable Use Policy/Procedures. The teacher will be notified and provided an opportunity to respond to the allegations.

### **Internet**

The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of this privilege. Every TCSS user must participate in an orientation session concerning the appropriate educational use of the Internet and sign an Acceptable Use Policy Signature form, at least annually.

### **Usage Guidelines:**

#### **A. Internet**

1. Do not reveal personal information or that of others, such as home address or home phone number unless utilizing an approved application deemed appropriate by the superintendent or his/her designee.
2. Do not search for or access inappropriate sites.
3. Do not view or transmit any racist, sexist, pornographic, obscene, or threatening material.
4. Do not make solicitations or purchases of a personal nature.
5. Do not conduct unethical or illegal activities of any kind.
6. Do not conduct commercial, for-profit activities.

Downloading of any copyrighted material requires permission from the owner of the materials and should adhere to Federal Copyright Laws - <http://www.copyright.gov/>

## **B. Social Media Procedures**

The district recognizes the use of online social media networks as a communications and e-learning tool. As a result, the district provides password-protected, innovative social tools for e-learning and collaboration purposes. However, public social media networks may not be used for classroom instruction without prior consent of the superintendent or designee. The district may use publicly available social media for fulfilling its responsibility for effectively communicating in a timely manner with the general public, through designated employees at the direction of the superintendent or designee.

## **Procedures for Technology Equipment Issued to Teachers**

A. School district technological resources are provided for school-related purposes. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning. Use of school district technological resources for political purposes or for commercial gain or profit is prohibited.

B. School district technological resources are installed and maintained by members of the Technology Department. Employees shall not attempt to perform any installation or maintenance without the permission of the Technology Department.

C. Under no circumstance may software purchased by the school district be copied for personal use.

D. Employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited.

E. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors. All users must comply with Board Policy on Bullying, when using school district technology.

## **Warranties**

The Treutlen County School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Treutlen County School System will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by network failure or your own errors or omissions.

## **Supervision and Monitoring**

It shall be the responsibility of all members of the TCSS staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Students are not to be left in a classroom without supervision while using technology equipment.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Coordinator, Media Specialist or designated representatives.

### **CIPA BACKGROUND**

Full text of the Children's Internet Protection Act

[http://www.fcc.gov/ccb/universal\\_service/chipact.doc](http://www.fcc.gov/ccb/universal_service/chipact.doc)

FCC regulations implementing CIPA; FCC 01-120

[http://www.fcc.gov/Bureaus/Common\\_Carrier/Orders/2001/fcc01120.doc](http://www.fcc.gov/Bureaus/Common_Carrier/Orders/2001/fcc01120.doc)

SLD's FAQ on E-rate certification procedures and timing

<http://www.sl.universalservice.org/reference/CIPAfq.asp>

### **Internet Filtering**

The Treutlen County School System is presently using an advanced filtering solution to access and manage the type and level of online information that is most appropriate and relevant to the system's educational needs and goals, as well as reduce legal liability. The filtering software in place uses a sophisticated research process involving human review to continuously comb, analyze, and catalog each Internet site. This provides the most powerful, flexible tool available for assisting in the enforcement of the acceptable use policies (AUP) for the Treutlen County School System. It is prohibited to use personally owned equipment such as, but not limited to, smart cards, wireless cards, etc, to bypass the filtered Internet that TCSS has put in place. Software and websites that are used to bypass the filter are prohibited. The Treutlen County Board of Education is not responsible for the content accessed by users who connect to the Internet on school-owned devices via their personal or public Internet access points.

### **Vandalism**

Vandalism will result in immediate cancellation of privileges and possible disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy. The use of TCSS computer equipment should not be used for unauthorized access to other networks.

### **User Information**

All TCSS users must complete and return a new Acceptable Use Policy Signature form at least annually.

### **Acceptance**

All terms and conditions as stated in this document are applicable to the Treutlen County School System. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understanding of the parties. These terms and conditions shall apply to the laws of the State of Georgia and the United States of America.

## **Teacher Electronic Communication Guidelines**

Teachers being assigned an email and/or a network account by the Treutlen County School's Technology Department must follow certain guidelines.

### **Guidelines**

1. Teachers will use their email account and network login for educational related activities only.
2. Teachers will NOT share their email or network password with anyone.
3. Teachers will NOT use the email account to conduct commercial or for-profit business activities.
4. Teachers will NOT view or transmit any racist, sexist, pornographic, obscene, or threatening material.
5. Teachers will NOT download any materials that are not related to course work.
6. Email correspondence can be monitored by TCSS.
7. Teachers will not upload viruses to or destroy data on the Treutlen County School System network. This is considered vandalism and will result in immediate cancellation of privileges and possible disciplinary action.

## **Treutlen County Public School System Staff Acceptable Use Policy/Procedures**

### **ACCEPTABLE USE POLICY SIGNATURE FORM**

I, as a staff member of the Treutlen County School System, have been provided a copy and I have read the district's policy and regulations concerning use of the system's technology. I understand that some materials available through external computer networks may be inappropriate and objectionable; however, I acknowledge that it is impossible for the district to screen or review all of the materials. I accept responsibility to abide by the standards, written in the district's policy for appropriate and acceptable use, when using the TCSS technology.

Print Staff's Name: \_\_\_\_\_

Staff's Signature: \_\_\_\_\_

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



# Treutlen County Public School System Student Acceptable Use Policy/Procedures



## **Treutlen County Public School System Acceptable Use Policy/Procedures**

Internet access is available in the Treutlen County School System. We are very pleased to bring this access to our schools and believe the Internet offers vast, diverse and unique resources to our students and staff. Our goal in providing this service is to promote educational excellence in the curriculum by facilitating communications for resource sharing and innovation. On a global network it is impossible to control all materials and an industrious user may discover controversial information. In an effort to provide a safe environment for our users, a monitoring system has been deployed within the Treutlen County Wide Area Network. It is the position of the Treutlen County School System (TCSS) that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of this system.

### **Internet Guidelines**

The Treutlen County School System guidelines are provided so that users are aware of the responsibilities they are about to accept. If a TCSS user violates any of the following provisions, his or her access may be terminated. Disciplinary actions may be taken which could result in appropriate legal action being initiated.

### **Student Due Process**

If a Treutlen County School System student violates any of the following provisions, his or her access may be terminated. Disciplinary actions may be taken which could result in suspension or appropriate legal action being initiated. The site administrator or designee will investigate allegations of student violations of Internet Acceptable Use Policy/Procedures. The student will be notified and provided an opportunity to respond to the allegations. Activities on the Internet that are in violation of the Treutlen County School System Code of Conduct will be handled in accordance with that code. The student's parent(s) and appropriate legal authorities will be contacted if there is any suspicion of illegal activity.

### **Internet - Terms and Conditions**

**Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of this privilege. Every TCSS user must participate in an orientation session concerning the appropriate educational use of the Internet and sign a User Internet Agreement Form at least annually. (Employees/Parents – User Agreement Form; Students – Code of Conduct signature page)

### **Usage Guidelines:**

#### *A. Internet*

1. Do not reveal personal information or that of others, such as home address or home phone number unless utilizing an approved application deemed appropriate by the superintendent or his/her designee.
2. Do not search for or access inappropriate sites.
3. Do not view or transmit any racist, sexist, pornographic, obscene, or threatening material.
4. Do not make solicitations or purchases of a personal nature.
5. Do not conduct unethical or illegal activities of any kind.

6. Do not conduct commercial, for-profit activities.

Downloading of any copyrighted material requires permission from the owner of the materials and should adhere to Federal Copyright Laws - <http://www.copyright.gov/>

#### *B. Social Media Procedures*

The district recognizes the use of online social media networks as a communications and e-learning tool. As a result, the district provides password-protected, innovative social tools for e-learning and collaboration purposes. However, public social media networks may not be used for classroom instruction without prior consent of the superintendent or designee. The district may use publicly available social media for fulfilling its responsibility for effectively communicating in a timely manner with the general public, through designated employees at the direction of the superintendent or designee.

#### **Procedures for iPads/Chromebooks/Laptops/etc. Issued to Students**

A. School district technological resources are provided for school-related purposes. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning. Use of school district technological resources for political purposes or for commercial gain or profit is prohibited. Student personal use of school district technological resources for amusement or entertainment is also prohibited.

B. School district technological resources are installed and maintained by members of the Technology Department. Students and employees shall not attempt to perform any installation or maintenance without the permission of the Technology Department.

C. Under no circumstance may software purchased by the school district be copied for personal use.

D. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as cheating, as stated in the Student Code of Conduct.

E. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors. All users must comply with Board Policy on Bullying, when using school district technology.

#### **Warranties**

The Treutlen County School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Treutlen County School System will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by network failure or your own errors or omissions.

#### **Supervision and Monitoring**

It shall be the responsibility of all members of the TCSS staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Coordinator, Media Specialist or designated representatives.

### **CIPA BACKGROUND**

Full text of the Children's Internet Protection Act

[http://www.fcc.gov/ccb/universal\\_service/chipact.doc](http://www.fcc.gov/ccb/universal_service/chipact.doc)

FCC regulations implementing CIPA; FCC 01-120

[http://www.fcc.gov/Bureaus/Common\\_Carrier/Orders/2001/fcc01120.doc](http://www.fcc.gov/Bureaus/Common_Carrier/Orders/2001/fcc01120.doc)

SLD's FAQ on E-rate certification procedures and timing

<http://www.sl.universalservice.org/reference/CIPAfq.asp>

### **Internet Filtering**

The Treutlen County School System is presently using an advanced filtering solution to choose, access and manage the type and level of online information that is most appropriate and relevant to the system's educational needs and goals, as well as reduce legal liability. The filtering software in place uses a sophisticated research process involving human review to continuously comb, analyze, and catalog each Internet site. This provides the most powerful, flexible tool available for assisting in the enforcement of the acceptable use policies (AUP) for the Treutlen County School System. It is prohibited to use personally owned equipment such as, but not limited to, smart cards, wireless cards, etc, to bypass the filtered Internet that TCSS has put in place. Software and websites that are used to bypass the filter such as anonymizers and proxies are prohibited. The Treutlen County Board of Education is not responsible for the content accessed by users who connect to the Internet on school-owned devices via their personal or public Internet access points.

### **Vandalism**

Vandalism will result in immediate cancellation of privileges and possible disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy. The use of TCSS computer equipment should not be used for unauthorized access to other networks.

### **User Information**

All TCSS users must complete and return a new Internet Procedures Agreement form at least annually. (Employee/Parent – Internet Agreement Form; Students – Code of Conduct Signature Form)

### **Acceptance**

All terms and conditions as stated in this document are applicable to the Treutlen County School System. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understanding of the parties. These terms

and conditions shall apply to the laws of the State of Georgia and the United States of America.

### **Student Electronic Communication Guidelines**

Students being assigned an email and/or a network account by the Treutlen County Schools Technology Department must follow certain guidelines. This will be a privilege available only to students whose teacher deems it necessary to have these accounts for instructional purposes.

#### **Guidelines**

1. Students will use their email account and network login for course-related activities only.
2. Students will NOT share their email or network password with anyone.
3. Students will NOT use the email account to conduct commercial or for-profit business activities.
4. Students will NOT view or transmit any racist, sexist, pornographic, obscene, or threatening material.
5. Students will NOT download any materials that are not related to course work.
6. Email correspondence will be monitored by the onsite advisor for the online course.
7. Students will not upload viruses to or destroy data on the Treutlen County School System network. This is considered vandalism and will result in immediate cancellation of privileges and possible disciplinary action.