

Technology Plan Submission Form School Years 2012-2015

District Name	WALDRON SCHOOL DISTRICT
County	Scott
Education Cooperative	Western Arkansas Education Service Cooperative
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Include URL of technology plan if posted to district website:	http://waldron.k12.ar.us/DistrictInfo/planspolicies

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Current District Demographics

District Profile	
DISTRICT NAME:	WALDRON SCHOOL DISTRICT
District Local Education Agency (LEA) Number:	6401000
Number of Schools in the LEA :	3
Total Number of Teachers for the District:	147
Total Number of Students Enrolled in the District:	1788
District Billed Entity Number:	139729
FCC Registration Number (FCC-RN):	1717396
District National Center for Education Statistics (NCES) Number:	513680
Percentage of Students Eligible for Free/Reduced Lunch:	72
E-Rate District Discount Level:	84
Internet Connected Student/Computer Ratio for District:	3:1
Based on Census Tract information is your district considered Rural or Urban:	rural

	(Year 1)2012-2013	(Year 2)2013-2014	(Year 3)2014-2015
Number of computers & other devices with Internet access before application.	813.00	786.00	704.00
Projected number of computers & other devices for each year of this technology plan	1000.00	1050.00	1100.00
Direct connections to the Internet number of drops.	1000.00	1020.00	1050.00
Number of classrooms with Internet access.	201.00	210.00	215.00
Direct broadband services between 10 Mbps and 200 Mbps.	1.00	2.00	2.00

School(s) Profile

To be consistent, please use the same school name submitted to Child Nutrition for the Cycle 2 APSCN Report. Please list the name of every school, new and non-instructional facilities for which you file E-Rate.

School Name	LEA#	E-Rate Entity #	NCES#	BEN#
WALDRON ELEMENTARY SCHOOL	6401001	83377	5136900	83377
WALDRON HIGH SCHOOL	6401003	83378	5136900	83378
WALDRON MIDDLE SCHOOL	6401004	83376	5136900	83376

Technology Committee

The Technology Committee should represent all stakeholders. Development of the technology plan and implementation of the plan should enable parents, educators, students and community members to benefit from the investment in technology. All should have representation on the committee.

District Technology Committee		
Member	Title	Constituency Represented
Michael Parks	Technology Coordinator	Waldron School District
Ryan Walker	Elementary Assistant Principal	Waldron Elementary School
Patti Fletcher	High School Media Specialist	Waldron High School
Connie Maxell	Middle School Media Specialist	Waldron School District
Suzanne Bailey	Superintendent	Waldron School District
Tammy Madden	Elementary School Principal	Waldron School District
Dan Fielding	Middle School Principal	Waldron Middle School
Paulette Crouthers	High School Principal	Waldron High School
Lane Black	Student	Student Body
Mike Galinato	Technology Instructor	UAFS
Kristi Sigman	Federal Coordinator	Waldron School District
Jacob Cambell	Student	Student Body
Darla Jeffery	Elementary Media Specialist	Waldron Elementary School
Cindy Franklin	Literacy Coach	Waldron School District
Kim Bennett	Family Center Program Coordinator	Waldron School District
Ashli Hutchens	District Secretary	Waldron School District
Roger Sparks	Community Member	Community
Shirley Rippy	Community Member	Community

Narrative: A narrative on the technology planning process to include:

The committee make-up reflects teachers, administrators, paraprofessionals, community members, students, and parents. The number of each sub-group is flexible and can change with each new committee. The role of the district technology committee is to assess the current technology needs and to anticipate the future technology needs of the district and to suggest actions that will fulfill those needs. Plans for the specific use of technologies are discussed and introductions of emerging technologies are revealed. The plan is then amended with proposed updates -pending school board approval.

The plan was developed using a process of evaluating current technology needs and trying to anticipate future technology needs. This evaluation is made by the technology committee members representing the high school, middle school, elementary school, student body, and the community. Teachers are asked to rate their technology expertise through surveys at least once a year- and training needs are derived from the survey results.

Once the 2012 - 2015Waldron School District Technology Plan is approved by the school board and the state, it will be posted online for public access allowing the public to see the districts working efforts to prepare students to succeed at the new common core standards and for overall student achievement.The2012-2015 Technology Plans will be located under the District Info tab of the website in the Plans and Policies section. It will be available along withthe2006 - 2009, 2009 -2012 Technology Plans.

Technology Maintenance:

- The committee chairperson distributed PDF copies of the technology plan.
- Using the guiding questions in the details tab of the online technology plan we asked if all the points were incorporated into the plan.
- Notes and changes are recorded by the Chairperson of the evaluation summary as the status of each item was determined.
- The committee then reworded and/or made any corrections to each section of the current technology plan
- Discussion based on evaluation of the current plan was used to help determine the final goals, objectives, and strategies.
- After the meeting the committee chairperson made all the corrections to the online technology plan.
- PDF copies of the final plan were then emailed to committee members for final approval.

A new Technology Committee will meet at least twice a year for the sole purpose of reviewing, evaluating, and updating the current Technology Plan. Any changes or additions will be submitted to the ADE for record. We will meet during the summer break two weeks before the first day of classes and also during the December Holiday break for a midyear



update. The new committees will be made up of administrators, teachers, students, parents, and community members. The committee chairperson will be responsible for keeping up with all documentation of the evaluation processes and any/all other information.

Vision and Mission Statements

Vision Statement

The Waldron School Districts students and faculty will have access to technology resources that provide for the skill development and the use of word processing, databases, spreadsheets, electronic information resources, distance learning, multimedia presentations, general tool applications, occupational applications, computer assisted instruction, and computer aided assessment. Teachers and students will receive appropriate training that includes a general knowledge of current technologies, aspects of communication, distance learning, and computers. Teachers and students will have access to software programs that enhance and support the established curriculum and deliver instruction in an effective manner. Technology will be used in bridging the communications gap caused by the increased enrollment of limited English speaking students. In summary, The Waldron School District will strive to use technology to provide the student populace with the ability to achieve the highest standards in the state.

Mission Statement

Our mission at the Waldron School District is to achieve a recognized status of excellence with high expectations for:

College and Career Readiness

Global Use of Technology

Leadership and Character Development

Personal Accountability and Responsibility

Individual Growth and Development

Expanded Community Partnerships

Current Technology Assessment

A. Technology Integration with Curriculum and Instruction

An active, on-going team will develop, coordinate, maintain, and continue a well-supported technology within the curriculum to improve non-verbal skills via increased computerized writing accessibility. This provides opportunities to students for application and utilization of advanced software and multimedia technology to encourage individual concepts and creativity, and to provide appropriate advanced technology for all areas of curriculum, including traditionally “nonacademic” areas.

Waldron School District’s benchmark and end of course test scores are not as high as we want them to be. Aligning and mapping our curriculum in all areas is an important part of raising test scores. Annually we update our resource map and adjust our curriculum maps. Our teachers are seeing the value of the process and the importance of the end result.

Classroom teachers use technology in a variety of ways. In addition to using the curriculum alignment software, teachers also have access in each classroom to computerized grade books and district e-mail, as well as Internet access. Computer labs in each school plus mobile labs give individualized computer assisted lessons as assigned by the teacher in math and language arts as well as in keyboarding, research skills, and ACT prep. Teachers also have access to digital cameras, scanners, projectors, and laptops available to them for classroom use. Many teachers use PowerPoint and other MS Office tools in daily lessons. Teachers integrate video streaming into their lesson plans on all campuses.

Students use technology in the classrooms in Elementary and Middle schools in the Renaissance Accelerated Reader program. We are increasing the use of projectors and document cameras with the ultimate goal of having these products installed in every classroom and available to every teacher just as standard equipment for those who work in the district. Computers are used in the classroom across all the campuses for creative writing and Internet research. Labs provide an excellent environment for practice as well as testing on the Renaissance STAR Reader program. The yearbook staff utilizes digital cameras, scanners, and photography software to create pages for the yearbook.

We have a CIV distance learning lab that will be utilized the entire day to offer opportunities to students in the form of classes that have never been offered before such as foreign language classes and Crime Scene Investigation. We also have laptops that are available for student check-out that have ACT and other study software installed. We also use the Education2020 on line remediation software designed for credit recovery for students. This program is maintained in a mobile lab with state-of-the-art laptop computers and an on-site media storage unit that gives students fast access to streaming videos, lectures, and other educational content.

This school year, 2011-2012, we have started to use a district reading software known as Read Naturally. The program is broken down to all the different reading levels. Students are assessed and placed individually making sure they will get the grade level that will benefit them the most. Alongside with Read Naturally we are taking advantage of web based learning with Study Island. Study Island was built directly from the Arkansas Curriculum



Frameworks. This web based program is made up of easy to use, research based lessons.

B. Professional Development

Waldron Public Schools requires that faculty members have six hours of technology for their professional development, with the option to require more if needed depending on the circumstances. To ensure the faculty members of the district are prepared for the instructional use of technology, the district has implemented a plan that would allow smaller groups and provide greater hands on training, thus enhancing the learning experience. Every year the teachers of the district are surveyed or assessed by the best means available, and then group according to skill level, building, and grade levels.

District wide, we address needs using results from surveys or assessments. This usually breaks down into five to ten groups. Every group has a group leader who is responsible for their training. The group leaders are provided training by the technology department or trained with a product training team such as Promethean and Hitachi. The workshops are given during the summer usually two weeks before the first day of school. Administrators are grouped in a separate professional development group that focuses on technology that will help the district achieve and accomplish our needs and goals.

The following tables will be our current Professional Development Guidelines provided by the State of Arkansas. We will follow this standard for the 2012-2013, 2013-2014, and 2014-2015 school years unless otherwise updated/revised by the ADE.

Required Professional Development – Superintendent and Administrator

These charts and notes are highlights only. They are not intended to be considered comprehensive. Each individual is responsible for reading and following Rules and Regulations established by the state of Arkansas concerning Professional Development. Rules are subject to change and new rules are being added yearly. Administrators should read commissioner's memos and the standards checklist that is updated annually.

What Who When Number of Hours

Superintendent Mentoring (ACT 586) What for additional information 1st year Superintendents Initial year of employment as superintendent Number of hours not established as of 1/16/2012

CTE Highly Qualified PD (ACT 743) All certified CTE and Administrators Annually Number of hours not established as of 1/16/2012

Teen Suicide Prevention (ACT 770) All certified licensed personnel All educators shall obtain, at least once every five years two or more hours of training in teen suicide awareness and prevention Two or more hours of training in teen suicide awareness and prevention. Up to two hours of training, no more than once every five years, may be obtained by self-review of suitable suicide prevention materials approved by the ADE

Anti-Bullying Policies/training compliance (ACT 907) All district employees responsible for reporting or investigating bullying allegations or complaints Annually Number of hours not established as of 1/16/2012

Parental Involvement Training (PD Rule 4.03.3) Administrator Annually Three hours (one time every five years may substitute other PD within the 60 regular hours)

Data Disaggregation (PD Rule 4.03.4) Administrators Annually Number of hours not established as of 1/16/2012

Instructional Leadership (PD Rule 4.03.4) Administrators Annually Number of hours not established as of 1/16/2012

Fiscal Management (Tier 1) (ACT 61 FIN 05-016) Administrators Annually Initially Four hour update

Twelve hour training

Teacher Excellence & Support System (waiting for rules as of 1/16/2012) All educators September 2012 – August 2013 Not specified as of January 2012 watch for coming Rules

Technology (PD Rule 4.03.1) All educators Annually 6 hours

Recognizing sign/symptoms of child maltreatment. Methods for managing disclosure regarding victim, methods for connecting victim to in-school services and other agencies (curriculum approved by AR Child Abuse/Rape/Domestic

Violence Commission) (ACT 1236 of 2011 LIC-12-021) All educators Within 12 months of initial licensure or renewal A one hour video has been provided to each district by the ADE. A training video available at <http://arkansas.ed.org> under Professional Development Resources. Make the power point available when district does the training.

Arkansas Scholarship Lottery Act (PD Rule 4.03.5) Superintendent, Asst. Superintendent, Principals of grades 7-12, Asst. Principals of grades 7-12, Guidance Counselors of grades 7-12 Three hours upon employment in positions listed. One hour annually thereafter Three hour training in initial year of employment of any of the positions listed. (PD Rule 4.03.05.1) One hour course annually thereafter (PD Rule 4.03.05.2)

Superintendent and Administrator Notes/FAQs:

College Courses: Three hour undergraduate or graduate-level college credit course from an accredited college or university counts as 15 hours of PD if:

- Is related to or enhances the educator's knowledge of the subject area in which educator is current employed.
- Is part of the requirement for the educator to obtain additional certification in a subject matter that has been designated by the ADE as having a critical shortage.
- Other approved by the ADE as a graduate level course eligible for PD credit
- No more than 30 hours of PD from college credit hours can count in the required 60 hours.
- Graduate level courses in educational leadership are eligible for PD credit based on approval by the ADE. The focus of the course must specifically relate to the job assignment as approved by the district.

4.05 AP – 30 hours of AP training required to teach subject covered by the College Board & Educational Testing Service shall count toward the required 60 hours of PD.

4.06 – Approved PD hours which occur during the instructional day or outside the educator's annual contract days may apply to the 60 required hours.

4.08.1- If an educator is absent because of illness of the educator or the educator's immediate family, the educator shall be allowed to make up the hours missed during the remainder of the current school year or succeeding school year. The educator may earn the PD hours through Arkansas IDEAs, online PD.

4.09- Any educator who provides approved PD may count two hours professional development credit for each one hour of time spent in presenting professional development content.

Required Professional Development – Teacher

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What Who When Number of Hours

Technology All certified educators Annually between June 1 and May 31 or July 1 and June 30 as approved by the local district Six hours

Recognizing signs/symptoms of child maltreatment. Methods for managing disclosure regarding victim, methods for connecting victim to in-school services and other agencies. (curriculum approved by AR Child Abuse/Rape/Domestic Violence Commission) (COM LIC-12-021) All certified educators Within 12 months of initial licensure or renewal of license. A one hour video has been provided to each district by the ADE. A training video available at <http://arkansased.org> under Professional Development Resources. Make the power point available when district does the training.

Teen Suicide Prevention (ACT 770 of 2011) All certified licensed personnel One time every five years Two hours (may be self-review of materials must be from approved reading list) Training also available on IDEAS by summer 2012

Anti-bullying Policies / training compliance (ACT 907) All district employees responsible for reporting or investigating bullying allegations or complaints Annually Number of hours not established as of 1/16/2012, must include understanding responsibilities under district's anti-bullying policy

Diversity Training – listed in the objectives for PD as "adds knowledge & skills needed to teach culturally and linguistically

diverse students" (ACT 1150 of 2011) All educators Annually Number of hours not established as of 1/16/2012

Teacher Excellence & Support System (waiting of rules as of 1/16/2012) All educators September 2012-August 2013
Number of hours not established as of 1/16/2012

Parent Involvement Training (PD Rule 4.03.3) All Teachers Annually Two hours (one time every five years may substitute other PD within the 60 regular required hours)

Autism – knowledge/skills needed to teach students w/ disabilities including without limitation autism (AR ACT 1146 of 2011) Special Education teachers and Regular Education teachers who teach students with disabilities (almost every teacher if not every teacher has a student with a disability in class) Annually Number of hours not established as of 1/16/2012

CTE Highly Qualified PD (AR ACT 743) All certified CTE and Administrators Annually Number of hours not established as of 1/16/2012

Additional Required Professional Development – Coach

What Who When

Recognition and management of the following events or conditions that may be encountered by a student during athletic training and physical activities:

- Concussion, dehydration & other health emergency
- Environmental issues that threaten health/safety
- Communicable disease
- Best practices for coach to educate parents on sports safety Each person employed as a coach 4.16 At least once every three years, each person employed as a coach shall obtain training in recognition and management of the following events or conditions that may be encountered by a student during athletic training and physical activities:

4.16.1 A concussion, dehydration, or other health emergency

4.16.2 An environmental issue that threatens the health or safety of students

4.16.3 A communicable disease

4.16.4 The training may include a component on best practices for a coach to educate parents of students involved in athletics on sports safety

Required Professional Development School Board member

These charts and notes are highlights only. They are not intended to be considered comprehensive. Each individual is responsible for reading and following Rules and Regulations established by the state of Arkansas concerning Professional Development. Rules are subject to change and new rules are being added yearly. Administrators should read commissioner's memos and the standards checklist that is updated annually.

What Who When

- Legal requirements and ACA 6-1-101
- Financial laws and regulations designated by the ADE
- Role differentiation
- Financial Management
- Improving student achievement
- How to interpret an audit School Board members Annually

Required Professional Development for School Personnel Volunteer to Administer Glucagon

These charts and notes are highlights only. They are not intended to be considered comprehensive. Each individual is responsible for reading and following Rules and Regulations established by the state of Arkansas concerning Professional Development. Rules are subject to change and new rules are being added yearly. Administrators should read commissioner's memos and the standards checklist that is updated annually.

What Who When

Rules for Glucagon

6.01 Training under these rules shall include, at a minimum, the following components:

6.01.1 What glucagon is and how glucagon works;

6.01.2 When, how, and by whom glucagon may be prescribed.

6.01.3 The requirements of Arkansas law pertaining to the administration of glucagon injections to Arkansas public school students suffering from Type 1 diabetes

6.01.4 When glucagon should be administered, how glucagon should be prepared, the dosage and side effects of glucagon, and follow-up care after glucagon is administered

6.01.5 How glucagon should be stored, including identifying the expiration date and need for replacement

6.01.6 The role of the school nurse in the administration of glucagon and the delegation of the administration of glucagon

6.01.7 The signs of hypoglycemia in student with Type 1 diabetes, including techniques and practices used to prevent the need for glucagon (Rule for Glucagon 2.01) The purpose of these rules is to set forth protocols and procedures for the administration of glucagon by trained volunteer school personnel to Arkansas public school students who suffer from Type 1 diabetes.

Training must be given by one of the following:

3.01.1 Registered Nurse (RN);005.15.2

3.03.2 Advanced Practice Nurse (APN); or

3.03.3 Diabetic Nurse Educators

3.03.4 This definition does not include License practical Nurses (LPNs).

LPNs may assist in the provision of training under these rules. However, training under these rules must be performed by Registered Nurses, Advance Practice Nurses, or Diabetic Nurse Educators At least annually even if trained in previous years

January 2nd

8:30 am to 3:30 pm

Middle School

Training Starts 8:30 am Ends 11:30 am

Where- Middle Library

Presenter- Jimma Holder

Topic- Differentiation of Instruction

-Strategies

-Implementation



-Hands on Practice

Lunch 11:30 am to 12:20 pm

Where- High School Cafeteria

What- Baked Potato, Salad, Cookies, and Tea

Training Starts 12:30 pm Ends 3:30 pm Training Starts 12:30 to 3:30 pm

Where-Computer Lab-Middle School Where-Mrs. Saunder's Room

Presenter- Mike Galinato Presenter-Andrea Riddle

Topic- Computer 101 Topic- Starboards

Training Starts 12:30 pm to 3:30 pm

Where- Chris Bailey's Classroom

Presenter- Chris Bailey

Topic- Clickers

Note-This is a mandatory training day for all certified employees.

Note-The afternoon will be a wheel. Staff will divide into three groups and rotate to each session.

January 2nd

8:30 am to 3:30 pm

High School

Training Starts 8:30 am Ends 11:30 am

Where- Library

Presenter- Dr. Diann Gathright

Topic- Differentiation of Instruction

-Strategies

-Implementation

-Hands on Practice

Lunch 11:30 am to 12:20 pm

Where- High School Cafeteria

What- Baked Potato, Salad, Cookies, and Tea

Training Starts 12:30 pm Ends 3:30 pm Training Starts 12:30 to 3:30 pm

Where- Business Lab Where- Library

Presenter- Rebecca Campora & Crystal Lipham Presenter- Patti Fletcher & Melissa Brewer

Topic- Computer 101 Topic- Utilizing IPADS

Training Starts 12:30 pm to 3:30 pm

Where- Amy Slater's Classroom

Presenter- Traci Brown & Amy Slater

Topic- Collaborative Teaching Strategies

Note-This is a mandatory training day for all certified employees.

Note-The afternoon will be a wheel. Staff will divide into three groups and rotate to each session.

Professional Development Plan for Summer 2011

Part I – Required professional development for all teachers

Waldron School District will provide 48 hours of required professional development that all teachers must attend, unless your building administrator requires you to attend another professional development session. These hours will be provided as follows -

18 hours of work related to the Common Core State Standards. This will be offered on June 13th, 14th, and 15th for all teachers.

These sessions will be repeated on August 8th, 9th, and 10th for teachers who fit one of the following categories –

- Teachers who are responsible for teaching summer school in June
- New teachers who are hired after June 7th
- Teachers who have received administrative approval to attend the training in August

12 hours of professional development to be provided during the week of August 15th. These hours will be provided in the following manner –

Thursday 8-11 – 4 hours of professional development work in classrooms during the afternoon

Friday 8-12 – 4 hours of professional development plus 3 hours of approved planning time in the afternoon to equal 7 total hours of professional development

Monday 8-15 – 1 hour of professional development, faculty meetings, and Meet the Teacher Night

6 additional hours will be provided on January 2, 2012.

Part II – Additional professional development provided by Waldron School District

Waldron School District will provide another 12 hours of professional development on our campuses that teachers are required to attend unless their building principal has approved another professional development activity to replace these hours. These sessions will be offered on August 4th and August 5th.

Part III – Professional development not provided by Waldron School District

All teachers in the Waldron School District must attend 12 hours of professional development approved by your building administrator that is not provided by the district. Teachers can elect to attend an additional 12 hours of professional development approved by your building administrators instead of the professional development offered on August 11th and 12th. This would mean that some teachers could attend 24 hours of professional development such as AP Conferences, ELLA, CGI, etc. Teachers could also choose to get some of these hours online through Arkansas IDEAS.

All professional development that is not provided by the district must be approved by your building administrator before you register.

Schedule for June 13th – 15th

Monday June 13th

7:45 – 8:15 Refreshments and Sign-In located in High School Commons

8:15 Session 1 begins in the High School Auditorium

11:30 Lunch will be provided in the High School Commons

12:15 Breakout sessions begin

English Language Arts – Elementary School

Mathematics 4th – HS – High School Library

Everyone else – Middle School Library

3:30 Dismiss for the day

There will also be 15 minute breaks in the morning and in the afternoon

The schedule for Tuesday and Wednesday will be very similar. We will start each day in the High School Commons for breakfast followed by a short session in the High School Auditorium. Lunch will be available at the same time each day and



we might have a short meeting in the High School Auditorium at 12:15 each day if needed. After the session on Monday morning, most of the work will be completed in Breakout sessions.

C. Equitable Use of Technology

Elementary School Campus

Students have access to computers in the media center and, on a limited basis, in their classrooms. Elementary has three computer labs available for classroom rotations. Each mobile lab has a wireless access point attached for lab internet and network resources. Each teacher has access to one or more workstations located in the classroom. Classrooms are equipped with ceiling mounted projectors and an interactive white board for instructional use.

Middle School Campus

Students have access to computers in the media center, computer lab, and keyboarding. The media center has three mobile computer labs available for classroom checkout. Each mobile lab has a wireless access point attached for lab internet and network resources. Each teacher has access to between one or more workstations located in the classroom. Classrooms are equipped with ceiling mounted projectors and an interactive whiteboard for instructional use.

High School Campus

Students have access to computers in the media center, vocational classrooms, and EAST lab. The media center has three mobile computer labs available for classroom checkout. Each mobile lab has a wireless access point attached for lab internet and network resources. Each teacher has access to between one or more workstations located in the classroom. Classrooms are equipped with ceiling mounted projectors and 75% of classrooms have interactive whiteboards. Recently, the high school has obtained a classroom set of 12 hand-held computing devices as part of a pilot program to evaluate student/teacher interaction with hand-held technology.

Special Education

Assistive technology is provided as needed to any student or staff member that requires alternative methods of instruction and support to achieve competency in the classroom or as a staff member. Local district and special education funds are used to provide this technology. Access is readily available for use of these tools as they are placed in classrooms, media centers, and labs. Students are also able to access these tools outside of the regular school day before and after school, summer programs, and our family center. Examples of assistive technology in the district include screen magnifiers and readers, optical character recognition software, video magnifiers, diagnostic assessment software, translation software, hand-eye coordination skill software alternative keyboard and mouse devices, voice amplifiers, communication aides, laptops, and ergonomically designed computer stations. Staff members are trained to support assistive technology through workshops and seminars designed to provide them with skills that support the use of these technologies. When assistive technologies are purchased a prerequisite of the district is that training, support, and updates are provided through the use of the product.

In the faculty technology handbook, we now have a policy about equitable access which states:

1. Equitable Access Policy

Assignments requiring the use of technology

It is the teachers responsibility to make sure all students have equal time to access technology resources:

Microsoft Office

Research Time

Typing Time



Teachers must allocate ample class time for student to research on the Internet when necessary. For projects made mandatory to be typed out,

teachers **MUST** allow all students fair and equal time to work on projects.

D. Current Technology Inventory (2012-2015)

Every year teachers and staff take classroom/workroom inventory. This inventory contains everything from books, desks, chairs, computers, projectors, and tools. This inventory data is sent to each building secretary who then enters it into an excel document broken down for each room of their building. After this document is completed, it is then sent to the district's secretary.

Also any item purchased for a thousand dollars or more is maintained by the district secretary who enters the item, serial number, purchase order number, and other information into APSCN. The technology department also keeps a separate extensive inventory record of all computers and networking hardware in the district.

Description Location Qty

Computers Elementary 248

Computers Middle School 251

Computers High School 216

Computers Central Office 45

Computers ALA/ABC 63

Network Printers Elementary 7

Network Printers Middle School 5

Network Printers High School 6

Network Printers Central Office 4

Network Printers ALA/ABC 6

USB Printers Elementary 36

USB Printers Middle School 28

USB Printers High School 18

USB Printers Central Office 6

USB Printers ALA/ABC 2

Switches Elementary 16

Switches Middle School 20

Switches High School 15

Switches Central Office 16

- Switches ALA/ABC 6
- Servers Elementary 1
- Servers Middle School 1
- Servers High School 4
- Servers Central Office 1
- Servers ALA/ABC 1
- Projectors Elementary 48
- Projectors Middle School 36
- Projectors High School 28
- Projectors Central Office 1
- Projectors ALA/ABC 12
- Interactive White Boards Elementary 42
- Interactive White Boards Middle School 28
- Interactive White Boards High School 19

- Interactivte White Boards Central Office 0
- Interactive White Boards ALA/ABC 12
- Doc. Camera Elementary 42
- Doc. Camera Middle School 32
- Doc. Camera High School 21
- Doc. Camera Central Office 0
- Doc. Camera ALA/ABC 2

Retaining this type of information will be very helpful if USAC requests this information in the future.

List of Equipment	Serial #	Make & Model	Date of Purchase	Install Date	Original Location	Current Location	Replacement Date (if applicable)	Quantity	Notes

Interactive White Board	Promethean-Board	-	-	Elementary School	42	
Projector	NEC NP1000 Series	-	-	Elementary School	1	
Projector	Hitachi CPX Series	-	-	Elementary School	45	
Document Camera	AverMedia 300AF+	-	-	Elementary School	46	
Laptop	Lenovo X 120E	-	-	Elementary School	10	
Laptop	Lenovo SL 510	-	-	Elementary School	14	
Desktop	Gateway E Series 300S	-	-	Elementary School	1	
Laptop	Dell Latitude E5500	-	-	Elementary School	26	
Desktop	Dell Optiplex 210L	-	-	Elementary School	25	
Laptop	Dell Latitude D630	-	-	Elementary School	4	
Desktop	Dell Optiplex GX60	-	-	Elementary School	10	
Desktop	Dell Optiplex GX280	-	-	Elementary School	5	
Desktop	Dell Optiplex GX620	-	-	Elementary School	26	
Desktop	Dell Optiplex 760	-	-	Elementary School	47	
Desktop	Dell Optiplex 745	-	-	Elementary School	2	
Desktop	Dell Dimension 4600	-	-	Elementary School	1	
Desktop	Dell Dimension 2400	-	-	Elementary School	4	
Desktop	Dell Optiplex GX270	-	-	Elementary School	2	
Desktop	Dell Optiplex GX280	-	-	Elementary School	3	
Desktop	Dell Optiplex GX520	-	-	Elementary School	1	
Desktop	Dell Optiplex 755	-	-	Elementary School	12	
Desktop	Dell Optiplex 380	-	-	Elementary School	18	
Mini Netbook	ByteSpeed NL2	-	-	Elementary School	26	

Desktop	ByteSpeed D61CR	-	-	-	Elementary School	-	12	
Interactive White Board	SMART Board	-	-	-	Middle School	-	2	
Interactive White Board	Hitachi Starboard FX Due	-	-	-	Middle School	-	28	
Projector	CPX Series	-	-	-	Middle School	-	32	
Projector	NEC NP1000 Series	-	-	-	Middle School	-	4	
Document Camera	AverMedia 300AF+	-	-	-	Middle School	-	36	
Laptop	Toshiba Satellite Pro 5300	-	-	-	Middle School	-	11	
Desktop	Power Edge-SC 430	-	-	-	Middle School	-	1	Library Server
Desktop	Gateway E Series 300S	-	-	-	Middle School	-	9	
Desktop	Dell Precision T3500	-	-	-	Middle School	-	1	
Laptop	Dell Latitude D630	-	-	-	Middle School	-	3	
Desktop	Dell Optiplex GX60	-	-	-	Middle School	-	6	
Desktop	Dell Optiplex GX280	-	-	-	Middle School	-	2	
Desktop	Dell Optiplex GX620	-	-	-	Middle School	-	32	
Desktop	Dell Optiplex 760	-	-	-	Middle School	-	43	
Desktop	Dell Optiplex 745	-	-	-	Middle School	-	28	
Desktop	Dell Dimension 4600	-	-	-	Middle School	-	1	
Desktop	Dell Dimension 2400	-	-	-	Middle School	-	2	
Desktop	Dell Optiplex GX280	-	-	-	Middle School	-	3	
Desktop	Dell Optiplex GX520	-	-	-	Middle School	-	2	
Desktop	Dell Optiplex 755	-	-	-	Middle School	-	6	
Desktop	Dell Optiplex 380	-	-	-	Middle School	-	19	
Desktop	Compaq SRS 710Y	-	-	-	Middle School	-	1	

Mini Netbook		ByteSpeed NL2	-	-		Middle School	-	50	
Laptop		ByteSpeed T21	-	-		Middle School	-	18	
Desktop		ByteSpeed D61CR	-	-		Middle School	-	1	
Desktop		Apple iMac	-	-		Middle School	-	9	
Desktop		Acer Power Series	-	-		Middle School	-	1	
Interactive White Board		Hitachi Starboard FX Due	-	-		High School	-	19	
Projector		Hitachi CPX Series	-	-		High School	-	22	
Projector		NEC NP 1000 Series	-	-		High School	-	6	
Document Camera		AverMedia 300AF+	-	-		High School	-	28	
Laptop		Lenovo SL 510	-	-		High School	-	50	
Desktop		Gateway E Series 300S	-	-		High School	-	6	
Laptop		Dell Latitude E5500	-	-		High School	-	22	
Desktop		Dell Optiplex GX620	-	-		High School	-	2	
Desktop		Dell Optiplex 760	-	-		High School	-	23	
Desktop		Dell Optiplex 745	-	-		High School	-	9	
Desktop		Dell Optiplex GX520	-	-		High School	-	11	
Desktop		Dell Optiplex 755	-	-		High School	-	6	
Desktop		Dell Optiplex 380	-	-		High School	-	26	
Mini Netbook		ByteSpeed NL2	-	-		High School	-	25	
Desktop		ByteSpeed D61CR	-	-		High School	-	10	
Mini Netbook		ASUS EEEPC	-	-		High School	-	25	
Projector		Hitachi CPX Series	-	-		Central Office	-	1	
Laptop		Dell Latitude E2200	-	-		Central Office	-	24	
Laptop		Dell Latitude D630	-	-		Central Office	-	3	
Desktop		Dell Optiplex 760	-	-		Central Office	-	4	

Desktop		Dell Dimension 2400	-	-		Central Office	-	1	
Desktop		Dell Optiplex GX280	-	-		Central Office	-	1	
Desktop		Dell Optiplex 755	-	-		Central Office	-	5	
Laptop		ByteSpeed SP 15-R	-	-		Central Office	-	5	
Mini Netbook		ByteSpeed NL2	-	-		Central Office	-	1	
Desktop		ByteSpeed D61R	-	-		Central Office	-	1	
Interactive White Board		SMART Board	-	-		ALA	-	8	
Interactive White Board		Promethean Board	-	-		ALA	-	4	
Projector		Hitachi CPX Series	-	-		ALA	-	8	
Projector		Promethean Series	-	-		ALA	-	4	
Document Camera		AverMedia 300AF+	-	-		ALA	-	4	
Desktop		EMachine W3619	-	-		ALA	-	1	
Desktop		IStartSmart	-	-		ALA	-	5	
Desktop		Dell Optiplex 210L	-	-		ALA	-	2	
Desktop		Dell Optiplex 760	-	-		ALA	-	3	
Desktop		Dell Optiplex 745	-	-		ALA	-	15	
Desktop		Dell Optiplex GX280	-	-		ALA	-	4	
Mini Laptops		ASUS EEEPC	-	-		ALA	-	32	
Desktop		Dell Optiplex 380	-	-		ALA	-	1	
Mini Gbic		HP J4858C Mini Gbic	-	-		ALA	-	2	
Mini Gbic		HP J4858C Mini Gbic	-	-		Central Office	-	5	
Mini Gbic		HP J4858C Mini Gbic	-	-		Elementary School	-	1	
Mini Gbic		HP J4858C Mini Gbic	-	-		Middle School	-	3	
Mini Gbic		HP J4858C Mini Gbic	-	-		High School	-	7	
Router		Cisco 1800	-	-		Central Office	-	1	
24 Port Switch		Allied Telesyn	-	-		ALA	-	0	

		ATFS 716							
24 Port Switch		Allied Telesyn ATFS 716	-	-		Central Office	-	3	
24 Port Switch		Allied Telesyn ATFS 716	-	-		Elementary School	-	3	
24 Port Switch		Allied Telesyn ATFS 716	-	-		Middle School	-	1	
24 Port Switch		HP ProCurve 6200yl	-	-		Elementary School	-	1	
24 Port Switch		HP ProCurve 6200yl	-	-		High School	-	1	
Server		HP ProLiant ML 110	-	-		ALA	-	1	
Server		HP ProLiant ML 110	-	-		Central Office	-	1	
Router		Cisco 1841	-	-		Central Office	-	0	
Aggravator		Ecessa Shield Link Aggravator	-	-		High School	-	1	
Desktop		Dell Optiplex 780	-	-		High School	-	1	District Web Server
Server		HP ProLiant DL 380 G7'	-	-		High School	-	1	Secondary Controller
Server		HP ProLiant DL 120 G6	-	-		High School	-	1	
Router		Cisco CS 20024	-	-		High School	-	1	
48 Port Switch		Millian MIL S 4800	-	-		High School	-	1	
24 Port Switch		HP ProCurve 2910a	-	-		Elementary School	-	1	
24 Port Switch		HP ProCurve 2910a	-	-		Middle School	-	1	
24 Port Switch		HP ProCurve 2910a	-	-		High School	-	1	
48 Port Switch		HP ProCurve 2650	-	-		Central Office	-	0	
48 Port Switch		HP ProCurve 2650	-	-		High School	-	2	
24 Port Switch		HP ProCurve 2626	-	-		ALA	-	1	
24 Port Switch		HP ProCurve 2626'	-	-		Central Office	-	7	
48 Port Switch		HP ProCurve 2610	-	-		Elementary School	-	4	
48 Port Switch		HP ProCurve	-	-		Middle School	-	4	

		2610						
48 Port Switch		Hp ProCurve 2610	-	-		High School	-	1
48 Port Switch		HP ProCurve 2510	-	-		Central Office	-	1
48 Port Switch		HP ProCurve 2510	-	-		High School	-	8
24 Port Switch		HP ProCurve 1400	-	-		ALA	-	0
24 Port Switch		HP ProCurve 1400	-	-		Elementary School	-	6
24 Port Switch		HP ProCurve 1400	-	-		Middle School	-	13
24 Port Switch		HP ProCurve 1400	-	-		High School	-	0
16 Port Switch		Cisco SR 2016	-	-		ALA	-	0
16 Port Switch		Centrurycom-FH 760	-	-		Elementary School	-	1
24 Port Switch		3COM 2824	-	-		ALA	-	1
24 Port Switch		3COM 2824	-	-		Central Office	-	2
24 Port Switch		3COM 2824	-	-		High School	-	1
16 Port Switch		Centrurycom-FH 760	-	-		Middle School	-	1

Needs Assessment

Student Needs Assessment

Since students are a primary target group of stakeholders, their input on their perception of the school's technology needs is invaluable. Hence a survey was provided to them to address this. The next few paragraphs briefly outline the results of that survey.

The needs assessment survey is created in Google Apps Forms. It is then distributed to the faculty and staff by an email with the survey URL hyperlink. The survey varies between 25 and 50 questions each year. The survey consists of multiple choice questions, scale of 1-5 questions. The student survey is created the same way consisting of yes or no questions. The student survey is taken in the library on laptops setup with a desktop shortcut to the survey URL. The students are taken to the library one class at a time to take the five minute survey. The results of the survey will help us see what areas we need to work on and where they are occurring. Analysis will show how faculty members throughout the district are at different levels of technological knowledge, and how available resources vary.

Introduction

One of the chief concerns of the Waldron Public School Technology Department is the provision of cutting edge technology to both teachers and students. However, because of resources that are provided and the never-ending exponential growth in technology, it is very difficult to keep up with and plan ahead for future acquisition of existing and newer technology. Another challenge faced by any k-12 educational institution is making sure teachers remain aware of the technology that is available to bring instruction to their students. Furthermore, teachers of the school must be trained in the tools they have and plan on procuring in the future. Hence, we have prepared a simple 15 question survey, directed to the student populace of Waldron Public Schools. Since many of the tech terms and concepts may be difficult for a younger audience to grasp, we have decided to focus on the students of the Middle School and High School. The results of this survey will be discussed along with some brief insights in a few key areas.

Survey Results

The survey was given on February 1 and February 2, 2012. During these dates, 733 students were given the opportunity to respond. The survey tries to build an understanding of student preference, perception and ownership of technologies. Mike Galinato and Patti Fletcher administered the survey at the High School and Cody Parks administered the survey at the Middle School. Due to the maturity of most middle school students, Cody read the questions to help provide clarity to the students. As with any statistical data, this data should be viewed as statistical only and it is possible to have a $\pm 5\%$ margin of error. Additionally, this survey should help shed light on some possible areas to focus on in the upcoming 3-year technology plan.

Overall Statistical Data

There were 733 respondents to the survey that were from the both schools. The student's personal connection to modern day technology comprised the first part of this survey. Nothing extraordinary is found by looking at the numbers. Nearly 78% have a personal computer that they have access to while at the same time; only 41% have access to broadband (high-speed) internet. Approximately 52% own a laptop and about 34% have a Smart Phone device (i.e. one that can have connection to the internet). That being said, it could be viewed that a little less than $\frac{1}{2}$ of our student population has a medium, outside this school, which provides a portal to areas such as: Social Networking, Education, Shopping, and Entertainment. Hence, the remaining of our students must depend on our school to stay connected. It should be understood that it is not necessarily our place to provide this to them. Nonetheless, in order for them to be competitors in the future job market, these students must be exposed to current and upcoming global technologies. To that end, the last part of the survey focuses on school provided technology. Most students (74%) said they were given the opportunity to use technology in the class room 1-4 times a day. Nevertheless, only 41% said that WPS is providing enough technology to engage them in learning. The students felt like there were some devices that could help them in their educational endeavors (please see data). Furthermore, it was more specifically stated that they would like to see our teachers use more of the iPad (71%) and StarBoard (42%) as a part of the teaching regimen. On a lighter note, 78% also stated that, for those who use PowerPoint/Projectors, it was beneficial in learning the material. As for teacher preparedness, 58% shown that they felt like teachers need additional training in using the technology provided. To conclude this brief analysis, there are some areas that should be addressed in planning ahead for our technology needs. It is apparent that we must be proactive in providing and training our teachers with cutting edge technology. We also should continue to explore possible solutions for our students to have a full day of access to computing devices.

STUDENT SURVEY

Grades Surveyed

5th - 162 - 22.10% 6th - 127 - 17.33% 7th - 117 - 15.96% 8th - 001 - 0.014% 9th - 098 - 13.37% 10th - 081- 11.05% 11th - 077- 10.50% 12th - 070 - 9.55%

Do you have access to a computer after school?

Yes - 573 - 78.17% No - 160 - 21.83%

Do you own a laptop?

Yes - 379 - 51.71% No - 35448.29%

Do you have access to high speed internet?

Yes - 300 - 40.93% No - 291 - 39.70% Not Sure - 142 - 19.37%

Do you own a smart phone?

iPhone - 113 - 15.42% Android - 119 - 16.23% Windows Phone - 16 - 2.18% No - 484 - 66.03%

Please list any portable computing devices you own.

iPad - 39 - 5.32% Kindle - 25 - 3.41% Netbook - 18 - 2.46% Laptop - 244 - 33.29%

Do you feel like the Waldron Public School district is providing you with enough technology to use in everyday learning?

Yes - 298 - 40.65% NO - 435 - 59.35%

Please indicate some useful technology that you would like to see provided to enhance your learning.

iPad - 406 - 55.39% Laptops - 288 - 39.29% Kindle - 168 - 22.92% Netbook - 151 - 20.60% Desktop - 145 - 19.78%

Please indicate how many times, during a school day are you given an opportunity to use some type of technology during class.

0 times - 113 - 15.42% 1-4 times - 540 - 73.67% 5-8 times - 59 - 8.05% 8+ times - 0 - 0.00%

If given a choice, do you feel like you would learn more from a traditional text book or an electronic device such as an iPad?

Text Book - 63 - 8.59% Electronic Device - 574 - 78.31% Not Sure - 96 - 13.10%

Do you think PowerPoint presentations make effective learning material?

Yes - 577 - 78.72% No - 112 - 15.28%

Please check all the devices below that you think teachers use enough of during class.

iPad - 100 - 13.64% Interactive White Boards - 546 - 74.49% Document Camera - 238 - 32.47% Projector - 322 - 45.29%

Please check all the devices below that you think teachers could use more of during class.

iPad - 522 - 71.21% Interactive White Boards - 310 - 42.29% Document Camera - 105 - 14.32% Projector - 116 - 15.83%

If our school provided an online learning environment, would you be willing to use this web based program to interact with your teachers?

Yes - 529 - 72.17% No - 89 - 12.14% Not Sure - 115 - 15.69%

Do you feel like your teachers are trained enough to use technology as a teaching tool for your learning?

Yes - 425 - 57.98% No - 154 - 21.01% Not Sure - 142 - 19.37%

Teacher Needs Assessment

During the 2011-2012 school year, a brief survey was administered for the staff of the Waldron School District. The results for the survey showed that: teachers would like to see more hand held interactive computing devices available for use in the classroom; most of the staff (79%) would be willing to learn and adapt to new technologies as they become prevalent; and more technology Professional Development be provided by the district. The survey also indicated that a low number of teachers are using "any kind" of interactive teaching tools in the classroom and this needs to be addressed in the upcoming school years. As a final note, the survey also revealed that a high number of users (93%) would use an integrated hand held tablet/overhead projector/interactive device as a primary teaching tool in the classroom. That being said and with adequate training provided, teachers are willing to adapt to emerging technology, as it becomes available, in their classroom.

TEACHER SURVEY

What operating system do you primarily use?

Windows - 87 Apple/Mac - 3

What Windows based operating system are you most comfortable with?

Windows 7 - 37 Windows Vista - 1 Windows XP - 9 Don't Know - 9

What Documentation Software are you most comfortable with?

Microsoft Office - 51 Google Docs - 10 Open Office - 3 iWork - 1 Don't know - 1

What handheld computing device are you most comfortable with?

iPad - 37 Other - 12 Don't Know - 37

How confident is your ability to use multimedia presentation software such as PowerPoint, SMART Notebook, or Promethean Flip charts?

Confidently - 29 Minimally - 33 Can Teach Others - 9 Not at all - 15

How confident is your ability to create numerical data using a spreadsheet?

Confidently - 24 Minimally - 37 Can Teach Others - 8 Not at all - 17

How confident is your ability to search the internet for resources supportive of the learning environment?

Confidently - 45 Minimally - 15 Can Teach Others - 26 Not at all - 0

How confident is your ability to capture images using a digital camera or scanner and transfer them to a computer?

Confidently - 40 Minimally - 20 Can Teach Others - 18 Not at all - 8

How confident is your ability to use email and/or other forms of electronic communication to facilitate communication with teachers, administrators, and parents?

Confidently - 55 Minimally - 0 Can Teach Others - 25 Not at all - 0

How confident is your ability to share documents using Google Apps, Live@EDU, or other collaboration suite?

Confidently - 19 Minimally - 34 Can Teach Others - 4 Not at all - 29

How confident is your ability to share calendars using Google Apps, Live@EDU, or other collaboration suite?

Confidently - 19 Minimally - 35 Can Teach Others - 0 Not at all - 32

How confident is your ability to use online tools (text editor, html editor, navigation buttons, etc) to complete a task?

Confidently - 34 Minimally - 27 Can Teach Others -5 Not at all - 20

Please complete the following item. The question begins, "In your experience at school, do you use..."

Arkansas IDEAS - 26 AR Digital Sandbox - 5 Britanica - 6 Thinkfinity - 16 iTunesU - 3
Nettrekker - 3

How confident is your ability to teach students or teachers strategies to assess the quality of information they gather via the Web and other technologies?

Confidently - 32 Minimally - 36 Can Teach Others -6 Not at all - 12

How confident do you feel in your ability to choose technology resources such as calculators, data collection probes, videos, educational software, the Web to support instruction?

Confidently - 46 Minimally - 28 Can Teach Others - 3 Not at all - 9

How confident do you feel in your ability to plan presentations or workshops that effectively integrate technology resources such as the Web, data collection probes, videos, handhelp hardware, and educational software?

Confidently - 28 Minimally - 31 Can Teach Others - 3 Not at all - 24

How confident do you feel in your ability to use wikis and blogs?

Confidently - 10 Minimally - 32 Can Teach Others - 0 Not at all - 44

How confident do you feel in your ability to use social networking sites?

Confidently - 26 Minimally - 27 Can Teach Others - 6 Not at all - 27

How confident do you feel in your ability to save and access files on your... (select what you are able to do)

Computer Hard Drive - 80 Flash Drive or External Hard Drive - 80 CD/DVD - 72

Goals, Objectives and Strategies and Implementation of Plan

Technology Goal: State the particular goal that supports your technology plan.

ACTION TIMELINE

Goals	Strategies	Timeframe for this Activity	Professional Development Required	Cost(Budget)for this Activity
Re-Desgin Current Web Site	Upgrading current site & making someone accountable for updating regularly	First Year / 2012-2013 School Year	Train staff on use of New Website	3000
Monitoring and Evaluation:				
The current design of our website is being evaluated for strengths and weaknesses at this time. Our major priority of this "plan of action" is to provide a fully functional communication system that provides the necessary school related info to the students, parents, and community. The website should be utilized to provide information to staff, students, parents, and the global community.				
Additional Bandwidth	Effectively use E-Rate to purchase additional bandwidth	First Year / 2012-2013 School Year	N/A	8000
Monitoring and Evaluation:				
District bandwidth must be increased to keep up with the increasing needs and demands of today's new software, web-based learning material, and digital media.				
Provide a technology support team sufficient in size and scope to meet the needs of the district	Hire additional technology staff and better train district personnel	Third Year / 2014 - 215 school year	PC troubleshooting	30000
Monitoring and Evaluation:				
With the district goal of being a 1-to-1 school we must provide additional training for PC troubleshooting. Many of our technology work orders are commonly problems related to user error. Better training for our district personnel would greatly reduce our current technology work load. However, going forward to the 1-to-1 school district would require additional staffing in the technology department. Currently we have two full time staff members and one part time staff member. Increasing the total computing devices in the district will also increase the amounts of work orders coming in on a daily basis.				
Dirstrict Wide Wireless Access	Effectively use E-Rate to purchase equipment and licenses	Second Year / 2013-2014 school year	Technology staff training in AP troubleshooting and configuration	16000
Monitoring and Evaluation:				
The 2011-2012 school year we will be applying with E-Rate for a "turn key" district wide wireless network installation. If we are awarded the money for our installation our technology staff will need training on the access controller, access points, and any other software that may be included. With the use of personal technology arriving everyday, and the additional bandwidth request we want to provide our teaching and students every beneficial resource we have.				
Technology as a Tool for Parental Involvement and Communication	Better usage of Edline's Gradequick and district website	First Year / 2012-2013 School Year	Edline Training provided by faculty / Website Training provided by EAST lab	0
Monitoring and Evaluation:				
This coming school year the district will be taking fulladvantage of the features provided by Edline. Edline's tools will allowparents and students to see weekly projects, homework assignments, test dates,and other classroom objectives. Better training of our district websitewill further the process of allowing parents and students ?to easilycommunicate with teachers and administrators.				
Expansion Of Elementary, Middle, and High School Network Infrastructure	Install additonal 48 port switchs and add additoinal drops to classrooms and remove 8 port switchs aquired through the years	Second Year/2013-2014	N/A	2000
Monitoring and Evaluation:				

Over the years eight port switches have been purchased when classrooms have grown past the current network setup. These switches were a cheap alternative to purchasing new 48-port switches, cabling, and man hours running cabling and installing drops. However throughout the year they occasionally cause issues when hooked up incorrectly causing network loops. Replacement of these switches would also be more eye appealing in the classroom by removing unnecessary hardware.

Integrate More Diverse Workstations Into District	Purchasing of Apple computers and software to give students a more diverse environment	Second Year / 2013-2014 School Year	Apple training for teachers and technology department	30000
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Monitoring and Evaluation:

The Waldron Public School district would like to give our student the opportunities to work with other operating systems besides just Windows. Windows may be the prime operating system by today's standards, however many different career choices such as careers in web design, artistic careers, and music career fields will usually incorporate working with Apple computers and software. By purchasing Apple technologies and providing the correct training, the district will be further preparing our students to achieve career readiness by working with Apple technologies.

Policies and Procedures

The Waldron Public School District has in place several policies that help in defending our network from security breaches, as well as, viruses and email SPAM. Our first defense system, to keep us in compliance with the Children's Internet Protection Act (CIPA), is our use of the state provided M8e6 web filter and our local M8e6 web filter. This system is monitored and controlled onsite by the district technology department. We will be using the Arkansas State's standard web content profiles. We currently use Google Apps for Education for email services. We use Postini to keep our systems and network clean from viruses that might be brought into the district through our email system. Postini regularly updates its rules and virus detection keeping us safe from the new viruses and spyware created every day. The state Cisco router is configured to allow only necessary access to our network through the state IP addresses. The local web filter was setup by the technology department along with a Department of Information Systems (DIS) field agent to prevent unauthorized network access. We currently do not allow any access to our IP ranges, unless you have an IP address that is owned by the state. Virus, Spam, Adware, and Phishing are all handled by our Microsoft Forefront End Point Protection Server installed in the beginner of the 2011-2012 school years. Before the 2011-2012 school year, the district was using Symantec End Point Protection Software for Virus, Spam, Adware, and Phishing protection. Policies for student access to the internet, network resources, and computers are also in place. All students who use computer equipment at Waldron Public Schools must sign the agreement concerning usage of the equipment at the beginning of each school year. Students are expected to show respect and care for the equipment and to use the technology in a moral and ethical manner. Specific rules pertaining to the ethical and appropriate use can be found in the Acceptable Use Policies Sections of this Technology Plan, as well as the other documents that pertain to student access and safety. These policies are also located in the Policies and Procedures Document located on the districts website, in accordance with Act 1747, and student handbooks for their schools. Security is also enforced by required regular changing of passwords for our network and APSCN users. As resources and technology changes, more policies and procedures will be added/edited to keep up with the high standards of safety and protection our district want to provide.

Faculty Policies and Procedures

Faculty and staff should be familiar with the student acceptable use policies in order that they may supervise students using the computers in the Waldron School District.

Appropriate Use

Appropriate use of the network and computers include those uses that support: Instruction, Independent Study, Research, Career or Professional Development Activates, Official Work of the offices and departments of the Waldron School District.

Inappropriate Use

There is unacceptable uses of the District computing facilities and network. Inappropriate uses can be classified into two categories: Illegal and Prohibited. Examples of illegal and prohibited activities follow. This list should not be viewed as comprehensive but as explanatory. The district is responsible to refer any and all illegal activities to the appropriate law enforcement agency. Illegal uses include: obscenity, libel, threats, hate postings, sexual

harassment, and copyright violations. Prohibited activities are based on the intended use of the instructional network and computing facilities. Therefore, examples of prohibited activities are: pornography, profanity, plagiarism, commercial use, political lobbying and anonymous messages.

Equitable Access Policy

Teachers must allocate ample class time for students to research on the Internet when necessary. For projects made mandatory to be typed out, teachers **MUST** allow all students fair and equal time to work on projects. It is the teacher's responsibility to make sure all students have equal time to access technology resources.

Software Guidelines

Software may be purchased from specific curriculum budgets, school technology budgets, and/or the district wide technology budget. However, before purchasing software, staff should consult with the technology department by entering a School Dude work request under "Software Request." This helps to avoid duplication, allows us to order in the most economical way, allows for purchasing of interdisciplinary pieces of software, and ensures that the software purchased will be compatible with the hardware, network, and security programs in place within the District.

All curriculum software and software purchases at the building level that resides on the teacher or student machines or on the school servers must be catalogued with the building as part of the school software inventory. The Technology Department catalogs District wide, server, and other software along with the school catalogs.

Web Publishing Guidelines

Any material posted for the global community should reflect the high educational standard of the Waldron School District. All published pages and corresponding links stored on the school department servers must be related to the District's educational goals and objectives or related to school sponsored activities. Publishing student material on the public schools web pages is encouraged and supported. Pictures that include the heads of students should be posted only if parent(s) have signed standard release form for videotaping and newspaper photographs, **NO** last names or students, except with parental permission, **NO** home addresses or e-mail addresses of student are to be posted. Also, no telephone numbers for students are permitted.

Purchase of Technology Supplies

The District Budget for technology does not cover the following supplies: extension cords, power strips, surge protectors, blank CD's, flash drives, ink or toner cartage replacements, paper for printers, mouse pads, and replacement batteries. These supplies need to come from the building or department budget and budgets should be developed with this in mind.

Inventory and Purchase of Technology Hardware

All of the District's computers and printers need to be ordered centrally through the Technology Department. This is for inventory and installation purposes. Every new machine is inspected, and the pertinent information is recorded into the central hardware inventory database. This information is indispensable for warranty, repair and reporting information, as well as for software licensing reasons. Before purchasing hardware, the staff should consult with the Technology Department by submitting a School Dude Request under "New Hardware

Request." This helps to coordinate purchasing, allows us to order in the most economical way, ensures that the hardware purchased will be compatible with the hardware, software, and networks in place, and ensures that the hardware meets the desired needs and specifications of the intended user.

Technology Work Requests

When a network or hardware/software problem arises submit a School Dude Request and provide as much information about the problem as possible. E-mails and phone calls to the Technology Department will be disregarded unless it is an emergency request. For an emergency request, contact your building administrator to have them directly contact the Technology Department

Student Network and Internet Acceptable Use and Safety

Students are responsible for their behavior and communication on the Internet. Students may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the network. Students may not use the Internet/electronic devices to engage in unethical, hacking or any other unlawful activities. Transmission of any material in violation of any State or Federal law or regulation, or Board Policy is prohibited. Any use of the Internet, including email, for commercial purpose, advertising, or political lobbying is prohibited. No hardware, software, or peripherals may be added to classroom PC's or the network. This can only be done by technology staff members. Students may not attach any media players, e.g. iPods or Zunes. Students may use flash drives or camera for the sole purpose of school-related activities.

Student Network and E-Mail Etiquette

Students are expected to be polite, courteous, and respectful in their messages to others. Use language appropriate to school situations in any communications made through the District's computer/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in messages. No school technology resources will be used to intimidate or bully another student either on or off school grounds. Doing so will violate the acceptable use policy and user privileges will be suspended. In addition, further disciplinary action or legal action may be taken. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. It is the student's responsibility to remember their student username and password's for E-Mail and Network Access.

Use of Internet to access, process, distribute, display or print any materials that are obscene, objectionable, inappropriate, and/or harmful to minors is prohibited. Malicious use of the District's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Student may not use the District's computers/network in such a way that would disrupt their use by others. All communication and information accessible via the Internet should be assumed to be private property. All copyright issues regarding software, information, and attribution of authorship must be respected. All users are to download and save information onto their home directories (H drive). Downloading of information onto the District's hard drive is prohibited unless permission is granted by media specialist or the Technology Department.

Students are prohibited from accessing or participating in online "chat rooms" or other forms



of direct electronic communication (other than email) without prior approval from a teacher or administrator. All such authorized communication must comply with these guidelines.

Privacy in communication over the Internet and the Network is not guaranteed and should not be expected. To ensure compliance with these guidelines, the District reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the District's network. Messages related to or in support of illegal activities will be reported to the appropriate authorities. Students may be providing with an email account. This account is hosted by Google. The Google accounts are subject to filtering of content and addressing. These email accounts are to be used for school related purposes only.

Technology Infrastructure

The Waldron Public School District's current basic technology infrastructure is structured as follows:

- High, Middle, & Elementary Schools
 - o These three sites are interconnected using a fiber optic connection providing a gigabit backbone between the three sites. Within each site, there are a variety of switches (some managed - some un-managed), patch panels, and CAT5 cabling to provide the 100mbps interconnections. These connections are utilized by desktops, wireless APs, and printers. At the high school location, all the fiber connections, along with the high school connectivity, are inter-connected (switch based) to our primary/secondary domain controllers, Eccessa aggregator, state provided circuits (connected with a Router 1.5 mbps x 3) and a business grade DSL line (rated at 10 mbps).
- Administration Building
 - o This location has a state provided circuit (connected with a router rated at 1.5 mbps) that is connected to its LAN. The LAN has a variety of switches, CAT5 cabling, and patch panels which provide interconnectivity to wireless APs, printers, servers, and desktops.
- Alternative Learning Academy (ALA)
 - o This location has a state provided circuit (connected with a router rated at 1.5 mbps) that is connected to its LAN. The LAN has a variety of switches, CAT5 cabling, 1 fiber line, and patch panels which provide interconnectivity to wireless APs, printers, servers, and desktops.

The district's telecommunications connectivity capacity is summarized as follows:

- High, Middle, & Elementary Schools
 - o 1.5mbps x 3 + 10mbps = Total 14.5 mbps (MAX only)
- Administration Building
 - o 1.5mbps x 1
- Alternative Learning Academy (ALA)
 - o 1.5mbps x 1

The district agrees that the Administration building and Alternative Learning Academy (ALA) locations have adequate capacity to meet current connectivity demands. However, these locations could suffer if we acquire more and more devices / online learning materials that will be utilized in the administration or classroom areas respectively. The district currently has a distance learning lab located at our high school facility. As for the High, Middle, & Elementary School network, we are already suffering periodically from lack of bandwidth. More and more teachers (K-12) are making more attempts to using many teaching resources that require online connectivity. Hence, there are times when current bandwidth is

inadequate. We are planning on purchasing more bandwidth from a local ISP. The amounts are undetermined at this time as we wait to see what will be available.

The average age of the equipment being used for delivery of instructional services is between 3 to five years old. The district is currently using a five year cycle for desktop/laptop computing devices. Our printers are usually on a 7 year replacement cycle. For projectors, we are using a five year replacement cycle.

The district's current technology platform is a Windows environment. We have a few Apple technologies starting to appear in the district. One of our current goals is to implement more Apple computers in our district to allow students a more diverse computing environment. We have some students and some staff who utilize handheld computing devices and mini netbooks.

The district currently employs two full time employees and one part time employee to manage our computer population and our network infrastructure. At times, our staff is overloaded with the work that needs to be done to maintain our technology needs. Our technology staff is provided with educational training opportunities, as it pertains to their specific role in the department. For example, our technology staff is given the chance to receive training at the annual HSTI conference as well as technology specific training when necessary.

As with many school districts, funding can sometimes be a real challenge in acquiring our infrastructure needs. However, from the perspective of a wired network, we have worked diligently in the last 3 years to make sure our equipment is not outdated and meets current infrastructure demands. The next big infrastructure projects that will need to be addressed involve implementing a wireless infrastructure and wired connection for our entire district. E-Rate has allowed us to improve some of the LAN networking issues by assisting us with obtaining robust Layer 3 switches. We will also be applying for E-Rate assistance with our wireless project.

We currently have an IT Security Policy in place along with a disaster and recovery plan. For the 2012-2013 school year, we are planning to revise our Security Policies. At the time of this plan, the district has no new school facilities being.

Technology Plan Evaluation

The Waldron Public School District had our submission meeting for this plan on February 7th 2012. The purpose of the meeting was the evaluation of the plan. The process used for this evaluation and submission meeting was:

- The committee chairperson distributed PDF copies of all sections of the 2012-2015 technology plan.
- Using the guiding questions in the details tab of the online technology plan we asked if all the points were incorporated into the plan.
- Notes and changes were recorded by the Chairperson of the evaluation summary as the status of each item was determined.
- The committee then reworded and/or made any corrections to each section of the current technology plan
- Discussion based on evaluation of the current plan was used to help determine the final goals, objectives, and strategies.
- After the meeting the committee chairperson made all the corrections to the online technology plan.
- PDF copies of the final plan were then emailed to committee members for final approval.
- The Final PDF copies of the plan were then submitted to the Waldron Public School Board members for approval and signature.

A new Technology Committee will meet at least twice a year for the sole purpose of reviewing, evaluating, and updating the current Technology Plan. Any changes or additions will be submitted to the ADE for record. We will meet during the summer break two weeks before the first day of classes and also during the December Holiday break for a midyear update. The new committees will be made up of administrators, teachers, students, parents, and community members. The committee chairperson will be responsible for keeping up with all documentation of the evaluation processes and any/all other information.

Estimated District Technology Plan Budget

2012-2013

Item	Quantity	Local	State	Federal	Sub Total
Item 1: Network Servers					
Switches/Hubs/Routers/DSU's	10	\$0.00	\$2000.00	\$0.00	\$20000.00
Network Cables	5	\$250.00	\$0.00	\$0.00	\$1250.00
Network Cards (desktop & laptop)	0	\$0.00	\$0.00	\$0.00	\$0.00
Firewall or Proxy (include software cost)	0	\$0.00	\$0.00	\$0.00	\$0.00
LAN wiring (Local Area Network)	5	\$250.00	\$0.00	\$0.00	\$1250.00
Network Server Software	1	\$750.00	\$0.00	\$0.00	\$750.00
Network File Servers	0	\$0.00	\$0.00	\$0.00	\$0.00
Network Printers	3	\$1200.00	\$0.00	\$0.00	\$3600.00
Fiber	0	\$0.00	\$0.00	\$0.00	\$0.00
Wireless Access Points	75	\$0.00	\$275.00	\$0.00	\$20625.00
Network Maintenance	0	\$0.00	\$0.00	\$0.00	\$0.00
Server (number of servers connected to Internet)	0	\$0.00	\$0.00	\$0.00	\$0.00
Network Storage	0	\$0.00	\$0.00	\$0.00	\$0.00
Email Server	0	\$0.00	\$0.00	\$0.00	\$0.00
DNS (Domain Name Services)	0	\$0.00	\$0.00	\$0.00	\$0.00
Web Hosting Services	1	\$3000.00	\$1500.00	\$0.00	\$4500.00
Wireless WANS	0	\$0.00	\$0.00	\$0.00	\$0.00
Wireless LANS	0	\$0.00	\$0.00	\$0.00	\$0.00
WAN (Wide Area Network)	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
SubTotal	100				\$51,975.00
Item 2: Network Security					
Electronics Rack	0	\$0.00	\$0.00	\$0.00	\$0.00
UPS	3	\$150.00	\$0.00	\$0.00	\$450.00
Locked Cabinet	0	\$0.00	\$0.00	\$0.00	\$0.00

Locked Space	0	\$0.00	\$0.00	\$0.00	\$0.00
Fire Alarm	0	\$0.00	\$0.00	\$0.00	\$0.00
Internet Filtering	0	\$0.00	\$0.00	\$0.00	\$0.00
Anti-Virus	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
SubTotal	3				\$450.00
Item 3: Computer Hardware/Software					
Computers (total number of computers connected to Internet for the District)	50	\$850.00	\$0.00	\$0.00	\$42500.00
Laptops	50	\$866.00	\$0.00	\$866.00	\$86600.00
Hand Held	0	\$0.00	\$0.00	\$0.00	\$0.00
Printers	0	\$0.00	\$0.00	\$0.00	\$0.00
Digital Camera	0	\$0.00	\$0.00	\$0.00	\$0.00
Interactive WhiteBoards	3	\$1100.00	\$0.00	\$0.00	\$3300.00
Scanners	0	\$0.00	\$0.00	\$0.00	\$0.00
MP3 Players	0	\$0.00	\$0.00	\$0.00	\$0.00
Educational Software (both instructional and non-instructional; i.e. Accelerated Reader/Math)	7	\$3500.00	\$0.00	\$1500.00	\$35000.00
Wireless Access Card Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance & Upgrades	0	\$0.00	\$0.00	\$0.00	\$0.00
Visual Presenters (i.e document camera)	2	\$625.00	\$0.00	\$0.00	\$1250.00
LCD Projectors	3	\$1000.00	\$0.00	\$0.00	\$3000.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
SubTotal	115				\$171,650.00
Item 4: Telecommunication Services					
Telephone Equipment (i.e. PBX, Key systems, VOIP, including local and long distance Centrex/Plexar)	0	\$0.00	\$0.00	\$0.00	\$0.00
Distance Learning Services (video equipment)	0	\$0.00	\$0.00	\$0.00	\$0.00
Cellular Services	0	\$0.00	\$0.00	\$0.00	\$0.00

ISDN, DSL line, Leased line	0	\$0.00	\$0.00	\$0.00	\$0.00
911 Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Paging Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Satellite	0	\$0.00	\$0.00	\$0.00	\$0.00
Data/Voice drops	0	\$0.00	\$0.00	\$0.00	\$0.00
Basic Phone Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Data Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Internet Fax Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Internet Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
SubTotal	0				\$0.00
Item 5: Professional Development					
Training (online professional development courses i.e. IDEALS site)	1	\$3000.00	\$0.00	\$5000.00	\$8000.00
Staff Support (including materials, stipends, substitute, pay, mileage, conference expenses, salary and fringe benefits of professional development coordinator)	1	\$15000.00	\$0.00	\$25000.00	\$40000.00
Professional Development Contracts	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
SubTotal	2				\$48,000.00
Item 6: Services					
Tech Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Retrofitting (i.e....electrical expansion, electrical repairs, electrical outlets, breaker box, transformers)	2	\$1050.00	\$0.00	\$0.00	\$2100.00
ISP Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Computer Vendor Tech Support	0	\$0.00	\$0.00	\$0.00	\$0.00
Software Vendor Tech Support	0	\$0.00	\$0.00	\$0.00	\$0.00
Printers, Copies, Fax	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00

SubTotal	2				\$2,100.00
Item 7: Technical Support					
Staffing (including salaries and fringe benefits of technology coordinator, technician, etc..)	3	\$0.00	\$28000.00	\$0.00	\$84000.00
Contractual (including contracts to provide technical services not available within the district)	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
SubTotal	3				\$84,000.00
Item 8: Basic Maintenance					
LAN	0	\$0.00	\$0.00	\$0.00	\$0.00
WAN	0	\$0.00	\$0.00	\$0.00	\$0.00
File Servers	0	\$0.00	\$0.00	\$0.00	\$0.00
PC & Other workstations	0	\$0.00	\$0.00	\$0.00	\$0.00
Distance Learning (CODEC)	0	\$0.00	\$0.00	\$0.00	\$0.00
Phone Systems	0	\$0.00	\$0.00	\$0.00	\$0.00
Installation/Shipping (for E-Rate eligible for equipment)	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
SubTotal	0				\$0.00
Item 9: Supplies, Materials and Other Expenditure					
General Supplies	1	\$2500.00	\$0.00	\$0.00	\$2500.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00



-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
SubTotal	1				\$2,500.00
Grand Total	226				\$360,675.00

Estimated District Technology Plan Budget

2013-2014

Item	Quantity	Local	State	Federal	Sub Total
Item 1: Network Servers					
Switches/Hubs/Routers/DSU's	3	\$2000.00	\$0.00	\$0.00	\$6000.00
Network Cables	5	\$250.00	\$0.00	\$0.00	\$1250.00
Network Cards (desktop & laptop)	0	\$0.00	\$0.00	\$0.00	\$0.00
Firewall or Proxy (include software cost)	0	\$0.00	\$0.00	\$0.00	\$0.00
LAN wiring (Local Area Network)	5	\$250.00	\$0.00	\$0.00	\$1250.00
Network Server Software	1	\$750.00	\$0.00	\$0.00	\$750.00
Network File Servers	0	\$0.00	\$0.00	\$0.00	\$0.00
Network Printers	2	\$1200.00	\$0.00	\$0.00	\$2400.00
Fiber	0	\$0.00	\$0.00	\$0.00	\$0.00
Wireless Access Points	0	\$0.00	\$0.00	\$0.00	\$0.00
Network Maintenance	0	\$0.00	\$0.00	\$0.00	\$0.00
Server (number of servers connected to Internet)	0	\$0.00	\$0.00	\$0.00	\$0.00
Network Storage	0	\$0.00	\$0.00	\$0.00	\$0.00
Email Server	0	\$0.00	\$0.00	\$0.00	\$0.00
DNS (Domain Name Services)	0	\$0.00	\$0.00	\$0.00	\$0.00
Web Hosting Services	1	\$0.00	\$1500.00	\$0.00	\$1500.00
Wireless WANS	0	\$0.00	\$0.00	\$0.00	\$0.00
Wireless LANS	0	\$0.00	\$0.00	\$0.00	\$0.00
WAN (Wide Area Network)	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
SubTotal	17				\$13,150.00
Item 2: Network Security					
Electronics Rack	1	\$100.00	\$0.00	\$0.00	\$100.00
UPS	2	\$150.00	\$0.00	\$0.00	\$300.00
Locked Cabinet	0	\$0.00	\$0.00	\$0.00	\$0.00

Locked Space	0	\$0.00	\$0.00	\$0.00	\$0.00
Fire Alarm	0	\$0.00	\$0.00	\$0.00	\$0.00
Internet Filtering	0	\$0.00	\$0.00	\$0.00	\$0.00
Anti-Virus	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
SubTotal	3				\$400.00
Item 3: Computer Hardware/Software					
Computers (total number of computers connected to Internet for the District)	30	\$850.00	\$0.00	\$0.00	\$25500.00
Laptops	100	\$870.00	\$0.00	\$0.00	\$87000.00
Hand Held	0	\$0.00	\$0.00	\$0.00	\$0.00
Printers	3	\$250.00	\$0.00	\$0.00	\$750.00
Digital Camera	0	\$0.00	\$0.00	\$0.00	\$0.00
Interactive WhiteBoards	0	\$0.00	\$0.00	\$0.00	\$0.00
Scanners	0	\$0.00	\$0.00	\$0.00	\$0.00
MP3 Players	0	\$0.00	\$0.00	\$0.00	\$0.00
Educational Software (both instructional and non-instructional; i.e. Accelerated Reader/Math)	7	\$3500.00	\$1500.00	\$0.00	\$35000.00
Wireless Access Card Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance & Upgrades	0	\$0.00	\$0.00	\$0.00	\$0.00
Visual Presenters (i.e document camera)	2	\$650.00	\$0.00	\$0.00	\$1300.00
LCD Projectors	7	\$1000.00	\$0.00	\$0.00	\$7000.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
SubTotal	149				\$156,550.00
Item 4: Telecommunication Services					
Telephone Equipment (i.e. PBX, Key systems, VOIP, including local and long distance Centrex/Plexar)	0	\$0.00	\$0.00	\$0.00	\$0.00
Distance Learning Services (video equipment)	0	\$0.00	\$0.00	\$0.00	\$0.00
Cellular Services	0	\$0.00	\$0.00	\$0.00	\$0.00

ISDN, DSL line, Leased line	0	\$0.00	\$0.00	\$0.00	\$0.00
911 Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Paging Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Satellite	0	\$0.00	\$0.00	\$0.00	\$0.00
Data/Voice drops	0	\$0.00	\$0.00	\$0.00	\$0.00
Basic Phone Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Data Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Internet Fax Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Internet Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
SubTotal	0				\$0.00
Item 5: Professional Development					
Training (online professional development courses i.e. IDEALS site)	1	\$3000.00	\$0.00	\$5000.00	\$8000.00
Staff Support (including materials, stipends, substitute, pay, mileage, conference expenses, salary and fringe benefits of professional development coordinator)	1	\$15000.00	\$0.00	\$25000.00	\$40000.00
Professional Development Contracts	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
SubTotal	2				\$48,000.00
Item 6: Services					
Tech Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Retrofitting (i.e....electrical expansion, electrical repairs, electrical outlets, breaker box, transformers)	1	\$1500.00	\$0.00	\$0.00	\$1500.00
ISP Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Computer Vendor Tech Support	0	\$0.00	\$0.00	\$0.00	\$0.00
Software Vendor Tech Support	0	\$0.00	\$0.00	\$0.00	\$0.00
Printers, Copies, Fax	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00

SubTotal	1				\$1,500.00
Item 7: Technical Support					
Staffing (including salaries and fringe benefits of technology coordinator, technician, etc..)	4	\$0.00	\$28000.00	\$0.00	\$112000.00
Contractual (including contracts to provide technical services not available within the district)	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
SubTotal	4				\$112,000.00
Item 8: Basic Maintenance					
LAN	0	\$0.00	\$0.00	\$0.00	\$0.00
WAN	0	\$0.00	\$0.00	\$0.00	\$0.00
File Servers	0	\$0.00	\$0.00	\$0.00	\$0.00
PC & Other workstations	0	\$0.00	\$0.00	\$0.00	\$0.00
Distance Learning (CODEC)	0	\$0.00	\$0.00	\$0.00	\$0.00
Phone Systems	0	\$0.00	\$0.00	\$0.00	\$0.00
Installation/Shipping (for E-Rate eligible for equipment)	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
SubTotal	0				\$0.00
Item 9: Supplies, Materials and Other Expenditure					
General Supplies	1	\$2500.00	\$0.00	\$0.00	\$2500.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00

-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
SubTotal	1				\$2,500.00
Grand Total	177				\$334,100.00

Estimated District Technology Plan Budget

2014-2015

Item	Quantity	Local	State	Federal	Sub Total
Item 1: Network Servers					
Switches/Hubs/Routers/DSU's	0	\$0.00	\$0.00	\$0.00	\$0.00
Network Cables	1	\$250.00	\$0.00	\$0.00	\$250.00
Network Cards (desktop & laptop)	0	\$0.00	\$0.00	\$0.00	\$0.00
Firewall or Proxy (include software cost)	0	\$0.00	\$0.00	\$0.00	\$0.00
LAN wiring (Local Area Network)	1	\$250.00	\$0.00	\$0.00	\$250.00
Network Server Software	1	\$750.00	\$0.00	\$0.00	\$750.00
Network File Servers	0	\$0.00	\$0.00	\$0.00	\$0.00
Network Printers	2	\$1200.00	\$0.00	\$0.00	\$2400.00
Fiber	0	\$0.00	\$0.00	\$0.00	\$0.00
Wireless Access Points	0	\$0.00	\$0.00	\$0.00	\$0.00
Network Maintenance	0	\$0.00	\$0.00	\$0.00	\$0.00
Server (number of servers connected to Internet)	0	\$0.00	\$0.00	\$0.00	\$0.00
Network Storage	1	\$3000.00	\$0.00	\$0.00	\$3000.00
Email Server	0	\$0.00	\$0.00	\$0.00	\$0.00
DNS (Domain Name Services)	0	\$0.00	\$0.00	\$0.00	\$0.00
Web Hosting Services	1	\$0.00	\$1500.00	\$0.00	\$1500.00
Wireless WANS	0	\$0.00	\$0.00	\$0.00	\$0.00
Wireless LANS	0	\$0.00	\$0.00	\$0.00	\$0.00
WAN (Wide Area Network)	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
SubTotal	7				\$8,150.00
Item 2: Network Security					
Electronics Rack	0	\$0.00	\$0.00	\$0.00	\$0.00
UPS	2	\$150.00	\$0.00	\$0.00	\$300.00
Locked Cabinet	0	\$0.00	\$0.00	\$0.00	\$0.00

Locked Space	0	\$0.00	\$0.00	\$0.00	\$0.00
Fire Alarm	0	\$0.00	\$0.00	\$0.00	\$0.00
Internet Filtering	0	\$0.00	\$0.00	\$0.00	\$0.00
Anti-Virus	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
SubTotal	2				\$300.00
Item 3: Computer Hardware/Software					
Computers (total number of computers connected to Internet for the District)	25	\$850.00	\$0.00	\$0.00	\$21250.00
Laptops	50	\$860.00	\$0.00	\$860.00	\$86000.00
Hand Held	0	\$0.00	\$0.00	\$0.00	\$0.00
Printers	2	\$175.00	\$0.00	\$0.00	\$350.00
Digital Camera	0	\$0.00	\$0.00	\$0.00	\$0.00
Interactive WhiteBoards	1	\$1200.00	\$0.00	\$0.00	\$1200.00
Scanners	0	\$0.00	\$0.00	\$0.00	\$0.00
MP3 Players	0	\$0.00	\$0.00	\$0.00	\$0.00
Educational Software (both instructional and non-instructional; i.e. Accelerated Reader/Math)	7	\$3500.00	\$0.00	\$1500.00	\$35000.00
Wireless Access Card Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance & Upgrades	0	\$0.00	\$0.00	\$0.00	\$0.00
Visual Presenters (i.e document camera)	2	\$650.00	\$0.00	\$0.00	\$1300.00
LCD Projectors	5	\$1000.00	\$0.00	\$0.00	\$5000.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
SubTotal	92				\$150,100.00
Item 4: Telecommunication Services					
Telephone Equipment (i.e. PBX, Key systems, VOIP, including local and long distance Centrex/Plexar)	0	\$0.00	\$0.00	\$0.00	\$0.00
Distance Learning Services (video equipment)	0	\$0.00	\$0.00	\$0.00	\$0.00
Cellular Services	0	\$0.00	\$0.00	\$0.00	\$0.00

ISDN, DSL line, Leased line	0	\$0.00	\$0.00	\$0.00	\$0.00
911 Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Paging Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Satellite	0	\$0.00	\$0.00	\$0.00	\$0.00
Data/Voice drops	0	\$0.00	\$0.00	\$0.00	\$0.00
Basic Phone Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Data Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Internet Fax Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Internet Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
SubTotal	0				\$0.00
Item 5: Professional Development					
Training (online professional development courses i.e. IDEALS site)	1	\$3000.00	\$0.00	\$5000.00	\$8000.00
Staff Support (including materials, stipends, substitute, pay, mileage, conference expenses, salary and fringe benefits of professional development coordinator)	1	\$15000.00	\$0.00	\$25000.00	\$40000.00
Professional Development Contracts	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
SubTotal	2				\$48,000.00
Item 6: Services					
Tech Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Retrofitting (i.e....electrical expansion, electrical repairs, electrical outlets, breaker box, transformers)	0	\$0.00	\$0.00	\$0.00	\$0.00
ISP Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Computer Vendor Tech Support	0	\$0.00	\$0.00	\$0.00	\$0.00
Software Vendor Tech Support	0	\$0.00	\$0.00	\$0.00	\$0.00
Printers, Copies, Fax	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00

SubTotal	0				\$0.00
Item 7: Technical Support					
Staffing (including salaries and fringe benefits of technology coordinator, technician, etc..)	4	\$0.00	\$28000.00	\$0.00	\$112000.00
Contractual (including contracts to provide technical services not available within the district)	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
SubTotal	4				\$112,000.00
Item 8: Basic Maintenance					
LAN	0	\$0.00	\$0.00	\$0.00	\$0.00
WAN	0	\$0.00	\$0.00	\$0.00	\$0.00
File Servers	0	\$0.00	\$0.00	\$0.00	\$0.00
PC & Other workstations	0	\$0.00	\$0.00	\$0.00	\$0.00
Distance Learning (CODEC)	0	\$0.00	\$0.00	\$0.00	\$0.00
Phone Systems	0	\$0.00	\$0.00	\$0.00	\$0.00
Installation/Shipping (for E-Rate eligible for equipment)	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
SubTotal	0				\$0.00
Item 9: Supplies, Materials and Other Expenditure					
General Supplies	1	\$3000.00	\$0.00	\$0.00	\$3000.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00



-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
SubTotal	1				\$3,000.00
Grand Total	108				\$321,550.00

TECHNOLOGY PLAN

STATEMENT OF ASSURANCES

School District WALDRON SCHOOL DISTRICT

The LEA, in accordance with the Arkansas Department of Education policies and procedures, by submitting this local technology plan, hereby assures that:

1. The LEA is an equal opportunity employer and shall perform to all affirmative action and other applicable requirements; accordingly, the applicant does not discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the grounds of race, color, religion, national origin, handicap or sex in any manner prohibited by law. Further, the applicant agrees to comply with the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans with Disabilities Act.
2. The LEA agrees that the Arkansas Department of Education, or any of its duly authorized representatives, at any time during the terms of this technology plan, shall have access to, and the right to audit examine any pertinent books, documents, papers, and records of grantee related to this plan.
3. The LEA certifies that they have not been barred from contracting or otherwise doing business with the State or Federal Governments.
4. This plan, and all matters or issues collateral to it, shall be governed by, and construed in accordance with, the laws of the State of Arkansas.
5. **This plan has been reviewed and approved by the District Technology Committee, the District Superintendent, and the approved by the School Board.**

Signature of School Board President	Date
Signature of Superintendent	Date
Chairperson, District Technology Committee	Date

District Technology Coordinator/Contact:

Name:	Telephone #:
Title:	
Email:	Fax:

School District Acceptable Use Policy

Student Acceptable Use Policy 2012

Student Network and Internet Acceptable Use and Safety

Students are encouraged to use the District's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.

The Waldron School District makes computers and/or computer Internet access available to students, to permit student to perform research and to allow students to learn how to use computer technology. Use of the District's computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors.

No student will be granted Internet access until and unless a computer-user agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file.

Students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students who misuse district-owned computers or Internet access in any way, including using computers except as directed or assigned by staff or teachers, using computers to violate any other policy or contrary to the computer use agreement, attempting to defeat or bypass Internet filtering software, or using the computers to access or create sexually explicit or pornographic text or graphics, will face progressive disciplinary action, up to and including expulsion.

The Waldron School District agrees to allow the student to use the District's technology to access the Internet under the following terms and conditions:

1. Conditional Privilege: The Student's use of the District's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the District's access to the Internet unless the Student and his/her parent or guardian have read and signed the agreement.
2. Acceptable Use: The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.
3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action. The use of the Internet connection through the Waldron School District is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and/or disciplinary action. The system administrator will deem what is inappropriate use. On the first offense, the system administrator may suggest the student be issued a verbal warning as a minimum and may recommend expulsion and/or prosecution as a maximum. On the second offense, the system administrator will suggest that the student be suspended off the system for a specified number of days as a minimum and may recommend expulsion and/or prosecution as a maximum.
4. Misuse of District's access to the Internet includes, but is not limited to, the following:
 - a. Using the Internet for other than educational purposes;
 - b. Gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
 - c. Using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;

- d. Making unauthorized copies of computer software;
 - e. Accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
 - f. Using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
 - g. Posting anonymous messages on the system;
 - h. Using encryption software;
 - i. Wasteful use of limited resources provided by the school including paper;
 - j. Causing congestion of the network through lengthy downloads of files;
 - k. Vandalizing data of another user;
 - l. Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
 - m. Gaining or attempting to gain unauthorized access to resources or files;
 - n. Identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
 - o. Invading the privacy of individuals;
 - p. Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address, and phone number;
 - q. Using the network for financial or commercial gain without district permission;
 - r. Theft or vandalism of data, equipment, or intellectual property;
 - s. Attempting to gain access or gaining access to student records, grades, or files;
 - t. Introducing a virus to, or otherwise improperly tampering with the system;
 - u. Degrading or disrupting equipment or system performance;
 - v. Creating a web page or associating a web page with the school or school district without proper authorization;
 - w. Providing access to the District's Internet Access to unauthorized individuals;
 - x. Failing to obey school or classroom Internet rules; or
 - y. Taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools;
 - z. Installing or downloading software on district computers without prior approval of the technology department or his/her designee;
5. Liability for Debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computer or the Internet including penalties for copyright violations.
6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the Districts Internet Access and may also examine all system activities the Student participates in, including but not limited to email, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parent/guardians.
7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.?

WALDRON SCHOOL DISTRICT

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and just sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of the Internet is a privilege, not a right. The Waldron School District's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Waldron School District has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Waldron School District also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the School Board has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Student's accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized use of the Internet. The Waldron School District has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the District's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Please complete the following information:

Student User's Full Name (please print): _____

Student Signature: _____ Date: _____

School: _____ Grade: _____

Parent/Guardian

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the District has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate, and/or harmful to minor. However, I recognize that it is impossible for the District to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the District (or any of its employees, administrators, or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet—I.e. setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

I also give permission for my son/daughter's photograph to be used in the Waldron School District's web page.

Please check box for approval.

Parent/Guardian Name(PleasePrint): _____

Parent/Guardian Signature: _____ Date: _____

Faculty Acceptable Use Policy 2012

I. Student Acceptable Use Policies

a. Faculty and staff should be familiar with the student acceptable use policies in order that they may supervise students using the computers on the Waldron School District network. Appendices A and B are the rules and guidelines for each level. If you have any questions or concerns about the Acceptable Use Policies or about enforcing the policies, please contact the Technology Specialist in your building or the technology department.

II. Faculty & Staff Rules for Acceptable Use

a. Introduction

i. Waldron School District, (also the "District" elsewhere in this document) is committed to providing a robust information technology environment to support its students and faculty in the pursuit of their academic and instructional objectives. The District makes available a range of information technology resources, which are intended to be used for educational and professional purposes and in accordance with the mission of Waldron Public Schools. Professional purposes, refers to those tasks and requirements for fulfilling professional duties as related to working at the Waldron School District. All those who use the information technology resources at the Waldron School District must comply with the written policies covering their use as well as the "spirit and intent" of those policies.

b. Network and Computer Facilities Provided by Waldron School District

i. Waldron Gmail

1. Waldron Gmail allows employees to communicate with people from within our district and throughout the world. The Waldron School District only supports the Waldron Gmail e-mail accounts.

ii. World Wide Web

1. The Web provides access to a wide range of information in the form of text, graphics, photographs, video, and sound, from throughout the world. The Web is a valuable research and publishing tool.

iii. Local Area Network (LAN)

1. Desktop computers are connected to local file servers to enable users to easily store and share files and share resources.

iv. Software

1. Full suite of personal productivity software (word processor, spreadsheet, database, e-mail, web browser, desktop security) is available on every networked computer in the district. Other software, including curriculum specific software is widely available on various computers throughout the district. Grade book software is available for every computer in the District and available to download from the APPS volume or from Edline.net

v. Peripherals

1. Printers, digital cameras, scanners, and projection devices are provided as widely as possible throughout the district for student and staff use.

vi. Appropriate Use

1. Appropriate uses of the network and computer facilities include those uses that support: Instruction, Independent Study, Research, Career or Professional Development Activities, Official Work of the Offices and Departments of the Waldron School District.

vii. Inappropriate Use

1. There are unacceptable uses of the District computing facilities and network. Inappropriate uses can be classified into two categories: illegal and prohibited. Examples of illegal and prohibited activities follow. This list is not to be viewed as

comprehensive but as explanatory. Waldron School District is responsible to refer any and all illegal activities to the appropriate law enforcement agency. Illegal uses include: obscenity, libel, threats, hate postings, sexual harassment, and copyright violations. Prohibited activities are based on the intended use of the instructional network and computing facilities. Therefore, examples of prohibited activities are: pornography, profanity, plagiarism, commercial use, political lobbying and anonymous messages. Employee violations of the Staff Acceptable Use Policy will be referred to the appropriate supervisory personnel. Examples of inappropriate activities include (but are not limited to):

a. Commercial Use:

i. Waldron School District's computing facilities should not be used for commercial services, defined as "offering or providing products or services."

b. Political Lobbying

i. The use of a district system by district employees for political lobbying activities is generally unacceptable. Most states allow public employees to express opinions on legislative measures and, therefore, using the district system for this purpose may also be appropriate. But engaging in fundraising or other political activity will be considered unacceptable.

c. Obstructing or Disrupting Computer Facilities:

i. Any activity that intentionally obstructs or hinders network traffic, network resources, or desktop security is prohibited. Such actions are illegal. Activities included in this category are any that harm other people, damage the computer, network, or information that belongs to someone else.

d. Accessing Improper Material:

i. Use of the district computing facilities to access material that is profane, vulgar, or obscene (pornography), that advocates or condones the commission of unlawful acts (illegal), or that advocates or condones violence or discrimination towards other people (hate literature) is prohibited.

e. Accessing the Files of Others:

i. Any attempt to access the files of another individual is strictly not allowed. This includes attempting to log in through another person's account or accessing another person's "private" files. These actions are illegal, even if only for the purposes of "browsing." It is recognized that colleagues often need to share work. There are shared directories for this purpose and staff is encouraged to use these shared locations when they want to share a "non-private" file with others.

f. Etiquette:

i. Activities covered under general computing and network etiquette include viewing, sending, or displaying offensive messages or pictures, or wasting limited resources such as disk space or printing capacity.

g. Sharing Accounts or Passwords:

i. Your network login and password are for your own individual use. Do not share your account or password with anyone. If you suspect that someone may have obtained your password, change it immediately. Conversely, using someone else's password to access services or data is also a violation of policy, regardless of how the password was obtained. Do not use anyone else's password, account, or e-mail.

h. Privacy:

i. The information systems of the Waldron School District and the files that reside on the computers are the property of the Waldron School District. Therefore, there is only a limited expectation of privacy within the network, just as there is for any storage facility in the schools. The District has the right to examine all data stored on computers or disks, which are the property of the District to ensure that users are in compliance with these regulations. Individuals should be aware that our computing systems do generate logs of the activities of users including login and logout times, web sites accessed, software launched, etc. Routine maintenance and monitoring of the system and these logs may lead to discovery that a user has or is violating the Staff Acceptable Use Policy, or the law. Please be aware that any misuse (as outlined in this document) of the computing facilities provided by the Waldron School District will be referred to the appropriate supervisory personnel. E-mail is simply another system resource.

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2. E-mail Use

a. Please do not overload the communications servers and please do not abuse your communications privileges. E-mail is a fast, convenient form of communication. However, the following list represents e-mail activities, which are prohibited and/or discouraged.

i. Waldron School District E-Mail Guidelines:

1. Chain E-Mail Letters

a. Forwarding chain e-mail is a violation of the Waldron School District's computing policy. Phrases in the subject line can usually identify chain e-mail, such as "Forward - do not delete," "don't break the chain," etc. Some chain e-mails promise good luck, promise easy money, tell stories and ask for help, or warn of false e-mail viruses. If there are a large number of addresses in the message, chances are very good that it is chain e-mail. "Get rich quick" schemes will invariably claim to be "completely legal." Do not be fooled. Delete all chain e-mail from your account and do not forward.

2. Bombing:

a. Sending numerous or large e-mail messages to one person is considered "e-mail bombing." Even if no harm was intended or it was simply a "harmless prank," an e-mail "bomb" can disrupt service to all users and is strictly forbidden.

3. Forgery:

a. Altering any form of electronic communication and then claiming it to be original is prohibited. Further, creating, altering, or deleting the attribution of origin (for example, the "From" in e-mail, or the IP address in headers) is also prohibited. Attachments and File Size. Users are discouraged from sending large files (greater than 2 MB) as this noticeably slows network traffic for all users. Files such as Internet "greeting cards" that contain animation and sound are discouraged for the same reason

4. Harassment:

a. Any repeated or unwanted communication may constitute harassment. Any communication with the direct intention of harassing, threatening, implying or otherwise causing harm to individuals, or classes of individuals is a violation of the District's policy. If you should receive any harassing messages electronically, you may consider notifying the sender. Often the sender may not realize that their communication is unwanted or offensive unless you tell them. However, if the sender continues after being notified, or you do not wish to contact the sender, or if the situation is serious, you should contact the Director of Technology or your supervisor. Be sure to save copies of all harassing material.

5. District Limitation of Liability

a. The Waldron School District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the District system will be error free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for obligations, financial, legal or other, arising through the unauthorized use of the system.

III. Equitable Access Policy

a. Assignments requiring the use of Technology

i. It is the teachers responsibility to make sure all student have equal time to access technology resources:

1. Microsoft Office

2. Research Time

b. Teachers must allocate ample class time for students to research on the Internet when necessary. For projects made mandatory to be typed out, teachers MUST allow all student fair and equal time to work on projects.

IV. Software Guidelines

a. Purchasing of Software

i. Software may be purchased from specific curriculum budgets, school technology budgets, and/or the district wide technology budget. However, before purchasing software, staff should consult with the Technology Department by entering a

School Dude for "Software Request." This helps to avoid duplication, allows us to order in the most economical way (lab packs and site licenses when warranted), allows for purchasing of interdisciplinary pieces of software, and ensures that the software purchased will be compatible with the hardware, network, and security programs in place within the District.

b. Inventory of Software

i. All curriculum based software and software purchased at the building level that resides on the teacher or student machines or on the school servers, must be catalogued with the building as part of the school software inventory. The Technology Department catalogs district wide, server, and other software.

c. Installation of Software

i. The Waldron School District has well over 1000 networked computers. One difficulty in maintain such a large number of machines is software compatibly and conflicts. Some may not be compatible with other pieces of software, and once installed, other software already on the machine may not work correctly and network service may crash. In order to prevent such conflicts with software as well as to comply with software copyright laws, all software on District computers must be installed ONLY under the following conditions:

1. The school department licenses the software and the license is on file in the appropriate office.
2. The Media Specialist or IT Department has given approval for installation.

d. NOTE CONCERNING COPYRIGHT:

i. For your use, the Waldron School District provides may programs (Software applications) that have been obtained under contracts or licenses stating that they may not be copied, cross-assembled, or reverse compiled. Specifically, these programs may not be copied for use on other computers. The Technology Department will assist with any questions regarding software usage and licensing issues.

V. Web Publishing Guidelines

a. The World Wide Web is an incredibly powerful publishing tool. Pages posted to the web have the potential for having a worldwide audience in a matter of seconds. Publishing on the web is strongly encouraged. If you are considering posting to the web yourself, or having students post to the web, you should familiarize yourself with the following guidelines concerning content and technical requirements.

i. Any material posted for the global community should reflect the high educational standard of the Waldron School District. All published pages and corresponding links stored on school department servers must be related to the District's educational goals and objectives or related to school sponsored activities. Publishing children's material on the public schools web pages is encouraged and supported.

ii. Content and Review Guidelines for Student Publication:

Individual teachers will review their students' material before publication. The quality and completeness of any published work should be such that both student and teacher are proud that it can reach a global audience. Any review procedures for publishing established by the school for publishing in other formats, such as newsletters, notices sent home, should be respected. Any reviewers should validate content and first level links. Teachers are encouraged to have colleagues review classroom projects or individual student work before publishing on the Web.

b. Safety Rules for Student Publication

i. Pictures that include the heads of students should be posted only if parent has signed standard release form for videotaping and newspaper photographs No last names of students, except with parental permission No home/school addresses or e-mail addresses of students are to be posted. Also, no telephone numbers for students are permitted. Pictures that include the heads of students may be posted only if identified only by first name and last initial or if parent has signed the standard release form for videotaping and newspaper photographs No last names of students, except with parental permission No home/school addresses or e-mail addresses of students No telephone numbers for students About staying within the bounds of these rules:

If you are posting a class project and wish to link to the work of each student or group of students, first name could be used, or first name with last initial, or an alias that the students have chosen.

ii. Technical and Procedural Guidelines:

The following information must be available on every web page: The name of staff person or volunteer maintaining the page
Date published Date to Remove Project or page. Unless necessary, no web page should be bigger than 35 K. It is helpful to include a "mail to" link with the staff or faculty person responsible for maintaining the page.

iii. Guidelines for staff publication:

Teachers are encouraged to have colleagues review projects before submission to the Web-Master. Any review procedures for publishing established by the school for publishing in other formats, such as newsletters, notices sent home, should be respected. Any reviewers should validate content and first level links.

VI. Purchase of Technology Supplies

a. Introduction

i. Each new computer will be provided with appropriate software and supplies for initial installation. Additional supplies are the responsibility of the school or department.

b. Ordering Technology Supplies

i. The district budget for technology does not cover the following supplies: extension cords, power strips, surge protectors, blank CD's, flash drives, Ink or toner cartridge replacements, Paper for printers, mouse pads, and replacement batteries. These supplies should come from the building or department budget and budgets should be developed with this in mind: If there are any questions about prices, preferred vendors, or specifications, the Technology Department should be contacted. When the staff member and someone from the Technology Department have reached an agreement for items to be purchased and the appropriate vendor/prices have been selected, the purchase order will then be generated by the technology department and forwarded to the appropriate personnel (i.e. Building Principals and Administration).

VII. Inventory and Purchase of Information Technology Hardware

a. All of the District's computers and printers need to be ordered centrally through the Technology Department. This is for inventory and installation purposes. Every new machine is inspected, and the pertinent information (model, serial number, purchase date, vendor, purchase order number, etc.) is recorded into the central hardware inventory database. This information is indispensable for warranty, repair and reporting information, as well as for software licensing reasons. Then, software is installed and the computer is networked (when appropriate) before being delivered to its destination.

b. Before purchasing hardware, the staff should consult with the Technology Department via School Dude under New Hardware Request. This helps to coordinate purchasing, allows us to order in the most economical way, ensures that the hardware purchased will be compatible with the hardware, software, and networks in place, and ensures that the hardware meets the desired needs and specifications of the intended user.

VIII. Technology Work Requests

a. When a network or hardware/software problem arises, submit a school dude request and provide as much information about the problem as possible. E-mails to the Technology Department or phone calls will be disregarded unless it is an emergency request.

b. Emergency Requests

i. Full Network Outage

1. Contact your building administration to directly contact the Technology Department.

ii. Campus Outage

1. Contact your building administration to directly contact the Technology Department.

2.

FACULTY ACCEPTABLE USE POLICY

Name (Please Print) _____

School _____ Date _____

The Waldron School District agrees to allow the certified personnel identified above to use the district's technology to access the Internet under the following terms and conditions:

1. Conditional Privilege: The user's use of the district's access to the Internet is a privilege conditioned on the users abiding by this agreement.
2. Acceptable Use: The user agrees that in using the District's Internet access he/she will obey all federal and state laws and regulations. Internet access is provided as an aid for the user to enable them to better perform their job responsibilities. Under no circumstances shall a user use of the District's Internet access interfere with, or detract from, the performance of his/her job-related duties.
3. Penalties for Improper Use: If the user violates this agreement and misuses the Internet, the user shall be subject to disciplinary action up to and including termination.
4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following:
 - a. using the Internet for any activities deemed lewd, obscene, vulgar, or pornographic as defined by prevailing community standards;
 - b. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
 - c. posting anonymous messages on the system;
 - d. using encryption software;
 - e. wasteful use of limited resources provided by the school, including paper;
 - f. causing congestion of the network through lengthy downloads of files;
 - g. vandalizing data of another user;
 - h. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
 - i. gaining or attempting to gain unauthorized access to resources or files;
 - j. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
 - k. using the network for financial or commercial gain without district permission;
 - l. theft or vandalism of data, equipment, or intellectual property;
 - m. invading the privacy of individuals;
 - n. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 - o. introducing a virus to, or otherwise improperly tampering with, the system;
 - p. degrading or disrupting equipment or system performance;
 - q. creating a web page or associating a web page with the school or school district without proper authorization;



- r. attempting to gain access or gaining access to student records, grades, or files of students not under their jurisdiction;
- s. providing access to the District's Internet Access to unauthorized individuals; or
- t. taking part in any activity related to Internet use creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools;
- u. making unauthorized copies of computer software;
- v. personal use of computers during instructional time; or
- w. installing software on district computers without prior approval of technology director or his/her designee.

5. Liability for debts: Staff shall be liable for any and all costs (debts) incurred through their use of the District's computers or the Internet including penalties for copyright violations.

6. No Expectation of Privacy: The user signing below agrees that in using the Internet through the District's access, he/she waives any right to privacy the user may have for such use. The user agrees that the district may monitor the user's use of the District's Internet Access and may also examine all system activities the user participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system.

7. Signature: The user, who has signed below, has read this agreement and agrees to be bound by its terms and conditions.

Certified Personnel's Signature: _____ Date _____

Program Years 2012,2013,2014

Department of Information Systems

E-Rate Letter of Agency

The Participant, (Cooperative/District/School/Library Name) WALDRON SCHOOL DISTRICT authorizes the Department of Information Systems (DIS), State of Arkansas, to act as a consortium lead on its behalf in matters related specifically to any State and Federal discount programs for the purpose of securing E-rate discounts.

The Participant authorizes DIS to engage on its behalf in the procurement process, in the submission of FCC Form 470, FCC Form 471, and other E-rate forms, and in the overall administration of these programs solely for the purpose of facilitating application for those discounts on E-rate eligible services, which shall include, but not be limited to, Telecommunications Services, Internet Access, Internal Connections, and Internal Connections Basic Maintenance.

I, the authorized signer, understand that DIS will be making certifications on behalf of the Participant. By signing this letter of agency, I make the following certifications:

- a. I certify that the schools or educational service cooperatives in the Participants district are all schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. §§7801(18) and (38), do not operate as for-profit businesses, and do not have endowments exceeding \$50 million.
- b. I certify that the libraries or library consortia in the Participants system are eligible for assistance from a State Library Administrative Agency under the Library Services and Technology Act of 1996, Pub. L. No. 104-208, §211 et seq., 110 Stat. 3009 (1996), do not operate as for-profit businesses, and have budgets that are completely separate from any school (including, but not limited to, elementary schools, secondary schools, colleges, or universities).
- c. I certify that the schools, educational service cooperatives, libraries, or library consortia in the Participants district have secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that the entities I represent or the entities listed in this application have secured access to all of the resources to pay the discounted charges for eligible services from funds to which access has been secured in the current funding year. I certify that the Billed Entity will pay the non-discount portion of the cost of the goods and services to the service provider(s).
- d. I certify that all of the schools, educational service cooperatives, libraries, or library consortia in the Participants district are all covered by technology plans that are written, that cover all 12 months of the funding year, and that have been or will be approved by a state or other authorized body, and an SLD-certified technology plan approver, prior to the commencement of service.
- e. I certify that the schools, educational service cooperatives, libraries, or library consortia in the Participants district are compliant, or will be compliant at the time funded services are provided, with the Childrens Internet Protection Act, Pub. L. 106-554 (2000).
- f. I certify that the services the school, educational service cooperative, library, library consortia or district purchases at discounts provided by 47 U.S.C. Sec. 254 will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the Commissions rules at 47 C.F.R. Sec. 54.500(k). Additionally, I certify that the Billed Entity has not received anything of value or a promise of anything of value, other than services and equipment requested under this form, from the service provider(s) or any representative or agent thereof or any consultant in connection with this request for services.
- g. I certify that the entities eligible for support that I am representing will retain copies of all documents related to E-Rate applications and funding use for a period of five years from the last date of service covered by this letter of agency. Documents to be retained include, but are not limited to: E-rate forms, technology plans, discount rate support, competitive bids received, bid selection results, inventory records, invoices, and payments.
- h. I certify that the entities eligible for support that I am representing have complied with all applicable state and local laws regarding procurement of services for which support is being sought.
- i. I certify that the Participants district, educational service cooperative, library, or library consortia has complied with all E-rate program rules, and I acknowledge that failure to do so may result in denial of discount funding and cancellation of funding commitments.
- j. I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service receive an appropriate share of the benefits from those services.
- k. I certify that no kickbacks were paid to anyone and understand that false statements on this form may be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§502, 503(b), may subject me to a fine and imprisonment pursuant

to 18 U.S.C. 1001, and may subject me to the civil remedies available under the False Claims Act, 31 U.S.C. §§3729 et seq.

- i. I certify that I am authorized to sign this Letter of Agency on behalf of the Participant, that I have examined this letter, and that, to the best of my knowledge, information, and belief, all information provided to DIS for E-rate submission or contained in this Letter is true and correct.

This certification for the E-Rate Program is effective for:

1. Program Year 2012 (July 1, 2012 June 30, 2013);
2. Program Year 2013 (July 1, 2013 June 30, 2014); and
3. Program Year 2014 (July 1, 2014 June 30, 2015).

This certification in no way limits the abilities of entities of the Participant to file for a discount or refund pursuant to the E-rate program, or any other grants and programs on their own, nor does it abrogate any other rights and responsibilities of the Participant with the E-Rate Program.

Entity Name:	
*Authorized Signature:	
Printed Name:	
Title:	
Date:	
**Entity Number:	

**Signature shall be that of Superintendent or designee; or Educational Service Cooperative Director or designee; or Librarian or designee.*

***Entity number is the number assigned to each district by the Schools & Libraries Division. One may determine a districts entity number at: www.sl.universalservice.org/Utilities/BilledEntitySearch_Public.asp.*

**DO NOT SEND THIS FORM TO THE UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
 OR TO THE FEDERAL COMMUNICATIONS COMMISSION**

**Schools and Libraries Universal Service
 Certification by Administrative Authority to Billed Entity of
 Compliance with the Children's Internet Protection Act**

Please read instructions before completing.
 (To be completed by the Administrative Authority and provided to your Billed Entity)
This form is required only for funding years beginning July 1, 2001 and later.

Administrative Authority's Form Identifier: _____
 Create your own code to identify THIS Form 479.

Block 1: Administrative Authority Information

1. Name of Administrative Authority	2. Funding Year
-------------------------------------	-----------------

3. Mailing Address and Contact Information for Administrative Authority
 Street Address, P. O. Box or Route Number

City	State	Zip Code
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Name of Contact Person

10-Digit Telephone Number	Fax Number	Email Address
---------------------------	------------	---------------

Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

Block 2: Certifications and Signature

- I am the Administrative Authority for one or more schools or libraries for which Universal Service Support Mechanism discounts have been requested or approved for eligible services. The Administrative Authority must make the required certification(s) for the purposes of the Children's Internet Protection Act (CIPA) in order to receive discounted services.
- I recognize that I may be audited pursuant to this form and will retain for five years any and all records that I rely upon to complete this form.

Name of Administrative Authority _____
 Administrative Authority's Form Identifier _____
 Contact Person _____
 Telephone Number _____

Block 2: Certifications and Signature (Continued)

6. I certify that as of the date of the start of discounted services:

- a the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).
- b pursuant to the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments:
 (FOR SCHOOLS and FOR LIBRARIES IN THE FIRST FUNDING YEAR FOR PURPOSES OF CIPA) is (are) undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA for the next funding year, but has (have) not completed all requirements of CIPA for this funding year.

 (FOR FUNDING YEAR 2003 ONLY: FOR LIBRARIES IN THE SECOND OR THIRD FUNDING YEAR FOR PURPOSES OF CIPA) is (are) in compliance with the requirements of CIPA under at 47 U.S.C. § 254(l) and undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA under 47 U.S.C. § 254(h) for the next funding year.
- c the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), does not apply because the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments is (are) receiving discount services only for telecommunications services.

CIPA Waiver. Check the box below if you are requesting a waiver of CIPA requirements for the Second Funding Year after April 20, 2001 in which the recipients of service under your administrative authority have applied for discounts:

- d I am providing notification that, as of the date of the start of discounted services, I am unable to make the certifications required by the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), because my state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification(s) otherwise required. I certify that the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments will be brought into compliance with the CIPA requirements before the start of the Third Funding Year after April 20, 2001 in which they apply for discounts.

CIPA WAIVER FOR LIBRARIES FOR FUNDING YEAR 2004. Check the box below if you are requesting a waiver of CIPA requirements for Funding Year 2004 for the library(ies) under your administrative authority that have applied for discounts for Funding Year 2004:

- e I am providing notification that, as of the date of the start of discounted services in Funding Year 2004, I am unable to make the certifications required by the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), because my state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification(s) otherwise required. I certify that the library(ies) under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments will be brought into compliance with the CIPA requirements before the start of Funding Year 2005.

The certification language above is not intended to fully set forth or explain all the requirements of the statute.

7. Signature of authorized person	8. Date
-----------------------------------	---------

9. Printed name of authorized person

10. Title or position of authorized person

11. Telephone number of authorized person

FCC NOTICE FOR INDIVIDUALS REQUIRED BY THE PRIVACY ACT AND THE PAPERWORK REDUCTION ACT

Part 54 of the Commission's Rules authorizes the FCC to collect the information on this form. Failure to provide all requested information will delay the processing of the application or result in the application being returned without action. Information requested by this form will be available for public inspection. Your response is required to obtain the requested authorization.

The public reporting for this collection of information is estimated to be 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the required data, and completing and reviewing the collection of information. If you have any comments on this burden estimate, or how we can improve the collection and reduce the burden it causes you, please write to the Federal Communications Commission, AMD-PERM, Paperwork Reduction Act Project (3060-0853), Washington, DC 20554. We will also accept your comments regarding the Paperwork Reduction Act aspects of this collection via the Internet if you send them to PRA@fcc.gov. PLEASE DO NOT SEND YOUR RESPONSE TO THIS FORM TO THIS ADDRESS.

Remember - You are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-0853.

THE FOREGOING NOTICE IS REQUIRED BY THE PRIVACY ACT OF 1974, PUBLIC LAW 93-579, DECEMBER 31, 1974, 5 U.S.C. 552a(e)(3) AND THE PAPERWORK REDUCTION ACT OF 1995, PUBLIC LAW 104-13, OCTOBER 1, 1995, 44 U.S.C. SECTION 3507.

A paper copy of this form, with a signature in Block 2, Item 7, must be mailed or delivered to your Billed Entity.

**Schools and Libraries Universal Service
Certification by Administrative Authority to Billed Entity of Compliance with the Children’s Internet Protection Act**

**Instructions for Completing the
Schools and Libraries Universal Service
Certification by Administrative Authority to Billed Entity of Compliance with the Children’s Internet Protection Act (FCC Form 479)**

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I. PURPOSE OF FORM

The FCC Form 479, Certification by Administrative Authority to Billed Entity of Compliance with the Children’s Internet Protection Act, provides notification to a Billed Entity by an Administrative Authority of the status of the Administrative Authority’s compliance for the purposes of CIPA. The Billed Entity will then certify on its FCC Form 486, Receipt of Service Confirmation Form, that it has collected duly completed and signed Forms 479 from Administrative Authorities that the Billed Entity represents. Starting in Funding Year 2002 (the Funding Year beginning July 1, 2002), Form 479 also provides notification to the Billed Entity of a request for waiver by the Administrative Authority.

Throughout these instructions, the Administrative Authority may also be referred to as “you.”

Note that this form must be used beginning with Funding Year 2001 (the Funding Year beginning July 1, 2001) and later.

II. IMPACT OF CIPA REQUIREMENTS ON FORM 479

The Children's Internet Protection Act (CIPA) was signed into law on December 21, 2000. In order to receive discounts for Internet Access and Internal Connections services under the universal service support mechanism, school and library authorities must certify that they are enforcing a policy of Internet safety. The Internet safety policy must include measures to block or filter Internet access for both minors and adults to certain visual depictions.

Beginning with Funding Year 2001 (the Funding Year beginning July 1, 2001), if the Billed Entity who represents an Administrative Authority is applying for Internet Access or Internal Connections, the Administrative Authority must certify on a Form 479 that it is in compliance with the requirements of CIPA or that it is undertaking such actions to comply with the requirements of CIPA prior to the start of the following Funding Year. (If the Administrative Authority is the Billed Entity, the Administrative Authority will certify on the Form 486.) The Billed Entity must receive your completed and signed Forms 479 before it can complete and postmark its Form 486. If the Billed Entity is applying only for Telecommunications Services, the requirements of CIPA do not apply and the Billed Entity is not required to collect Forms 479. (For more information, see the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).)

Applying for funds. For the purpose of CIPA requirements, a school or library that is a recipient of service is considered to have applied for funds in a Funding Year only when a Form 486 for a Funding Request for Internet Access, Internal Connections or Basic Maintenance has been successfully data entered and USAC has issued a Form 486 Notification Letter.

Determination of Your First Funding Year for Purposes of CIPA. The first Funding Year after Funding Year 2000 (the Funding Year beginning July 1, 2000) in which a school or library applies for funds (i.e. in which a Form 486 is successfully data entered for Internet Access, Internal Connections or Basic Maintenance and USAC issues a Form 486 Notification Letter) is the **First Funding Year** for purposes of CIPA. Once your First Funding Year is established, the next two funding years will be your second and third funding years for purposes of CIPA. (See "**Applying for Funds**" above.) In the first Funding Year, the applicant must be in compliance with CIPA or undertaking actions to comply with CIPA, in order to receive discounts for Internet Access, Internal Connections or Basic Maintenance services.

Once the First Funding Year is established, the Funding Year immediately following the First Funding Year becomes the **Second Funding Year** for purposes of CIPA. If the school or library applies for funds for Internet Access, Internal Connections or Basic Maintenance in the Second Funding Year, it must certify that it is in compliance with CIPA unless state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification otherwise required. A school or library so prevented may request a waiver for the Second Funding Year.

The **Third Funding Year** for purposes of CIPA is the Funding Year immediately following the Second Funding Year. If the school or library applies for funds for Internet Access, Internal Connections or Basic Maintenance in the Third Funding Year, it must be in compliance with CIPA.

You must be in compliance with CIPA for any Funding Year thereafter.

The following situations WOULD constitute the Administrative Authority's First Funding Year:

- The Billed Entity submits a Form 486 for Internet Access, Internal Connections or Basic Maintenance, the Form 486 is successfully data entered and USAC issues a Form 486 Notification Letter, but the Billed Entity cancels all of its Funding Requests on a Form 500.
- The Billed Entity submits a Form 486 for Internet Access, Internal Connections or Basic Maintenance, the Form 486 is successfully data entered and USAC issues a Form 486 Notification Letter, but the service provider does not receive a corresponding disbursement.

The following situations WOULD NOT constitute the Administrative Authority's First Funding Year:

- The Billed Entity receives a Funding Commitment for Internet Access, Internal Connections or Basic Maintenance, but takes no further action.
- The Billed Entity receives a Funding Commitment for Internet Access, Internal Connections or Basic Maintenance, submits Form 486, but the Form 486 is not successfully data entered and no Form 486 Notification Letter is issued.
- The Billed Entity applies only for Telecommunications Services.

III. SUBMISSION REQUIREMENTS AND GENERAL INSTRUCTIONS

Who Must Submit the Form 479?

In general, the Administrative Authority is the entity that must complete Form 479. For a school, the Administrative Authority may be the school, school district, school board, local educational agency, or other authority with responsibility for administration of the school. For a library, the Administrative Authority may be the library, library board, or other authority with responsibility for administration of the library.

If the Administrative Authority is also the Billed Entity, the Administrative Authority certifies on the Form 486. If the Administrative Authority is not the Billed Entity, the Administrative Authority must complete Form 479, and submit the Form 479 to the Billed Entity. The Billed Entity then certifies on Form 486 that it has collected duly completed and signed Form(s) 479.

How Many Forms 479 to Submit to the Billed Entity?

Generally, you will complete one Form 479 for each of your Billed Entities.

When to Submit the Form 479?

The Billed Entity must receive your completed and signed Forms 479 in time to postmark the Billed Entity's Form 486 to meet Form 486 deadlines. You should work with your Billed Entity to determine when to submit your Form 479.

You must complete Form 479 for each Funding Year in which you receive discounted services beginning with Funding Year 2001 (the Funding Year beginning July 1, 2001) and after.

SPECIAL NOTE FOR LIBRARIES AND CONSORTIA CONTAINING LIBRARIES FOR FUNDING YEAR 2003: On July 24, 2003, the FCC released an Order (FCC 03-188) to bring its implementation of CIPA into compliance with the recent United States Supreme Court decision on CIPA. The Order states that library consortium members who filed the September 2002 version of the Form 479 for FY2003 funding requests prior to the effective date of the Order must file the revised Form 479 with their billed entity within 45 days after the effective date of the Order. USAC expects the effective date of the Order to be in August 2003. To determine the effective date of the Order and the deadline for refiling Form 479, applicants should check the USAC website or contact the Client Service Bureau (see "Where to Get More Information?" below).

Note to Libraries in Funding Years 2003 and 2004.

- **For Funding Year 2003**, libraries must be in compliance with CIPA or undertaking actions to comply with CIPA in order to receive discounts for Internet Access, Internal Connections or Basic Maintenance.
- If a library that applied for funds for Internet Access, Internal Connections or Basic Maintenance in Funding Year 2003 applies for funds for Internet Access, Internal Connections or Basic Maintenance **in Funding Year 2004**, it must certify that it is in compliance with CIPA unless state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification otherwise required. A library so prevented may request a waiver for Funding Year 2004. (See "**Applying for funds**" above and the instructions for Item 6e below.)
- If a library has applied for funds for Internet Access, Internal Connections or Basic Maintenance in both Funding Year 2003 and Funding Year 2004, it must be in compliance with CIPA in Funding Year 2005 and any Funding Year thereafter. (See "**Applying for funds**" above.)
- Libraries that apply for funds for Internet Access, Internal Connections or Basic Maintenance for the first time in Funding Year 2004 or any subsequent year should follow the procedures in the "**Determination of Your First Funding Year for Purposes of CIPA**" above.

Where to Send Form 479?

The Form 479 must be filed with your Billed Entity.

DO NOT SUBMIT THE COMPLETED FCC FORM 479 TO THE SCHOOLS AND LIBRARIES DIVISION OR TO THE FCC; SUBMIT IT ONLY TO YOUR BILLED ENTITY.

Compliance.

Anyone filing false information is subject to penalties for false statements, including fine or forfeiture, under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001.

All of the information required in the Form 479 must be completed in order for the Billed Entity to be able to certify as required on the FCC Form 486.

Where to Get More Information?

Information is available on the USAC website at www.usac.org/sl. Information is also available by contacting the SLD Client Service Bureau by email using the "Submit a Question" feature on the USAC website, by fax at 1-888-276-8736 or by phone at 1-888-203-8100.

IV. SPECIFIC INSTRUCTIONS

Type or clearly print in the spaces provided. Attach additional pages if necessary.

Administrative Authority's Form Identifier: Use this space to assign a number or letter of your own devising to facilitate communication with your Billed Entity about THIS particular Form 479. Your Administrative Authority's Form Identifier can be very simple; for example, if you are filing three Forms 479, you might label them "A," "B," and "C." The Administrative Authority's Form Identifier can also be descriptive, such as "Internet." Choose identifiers that suit your own record keeping needs.

A. Block 1: Administrative Authority Information

Block 1 of Form 479 asks you for your name, address, and basic identification information.

Item 1 - Provide the name of the Administrative Authority.

Item 2 - Provide the Funding Year (e.g., 2001 –2002) for which funds were requested or approved and for which the Billed Entity will be submitting a Form 486. Program Funding Years begin on July 1 and end on June 30. For example, Funding Year 2001 runs from July 1, 2001 through June 30, 2002. Cite only one Funding Year in this item.

Item 3 - Provide the Administrative Authority's full mailing address, whether a street address, Post Office Box number, or route number. Provide the Contact Person's Name; 10-digit telephone number including the area code; fax number; and e-mail address.

B. Block 2: Certifications and Signature

Block 2 of Form 479 asks you to certify with respect to your status as the Administrative Authority and with respect to your compliance with the Children's Internet Protection Act.

Item 4 – Certify that you are an Administrative Authority for one or more schools or libraries for which Universal Service Support Mechanism discounts have been requested or approved for eligible services. You must make the required certification(s) for the purposes of the Children's Internet Protection Act in order to receive discounted services. While the Billed Entity will not submit the Form 486 until after discount requests have been approved and a Funding Commitment Decision Letter (FCDL) has been issued, the Billed Entity may ask you to file the Form 479 in advance of approval of the requests so that the Billed Entity is ready to file the Form 486 once the FCDL has been received.

Item 5 – Certify to your recognition that you may be audited pursuant to this certification and will retain for five years any and all records that you rely upon to complete this form.

Item 6 - This item concerns compliance with the requirements of the Children's Internet Protection Act (CIPA), as codified at 47 U.S.C. § 254(h) and (l), and the implementing rules as codified at 47 C.F.R. § 54.520. Check the box that describes the status of compliance with the Children's Internet Protection Act. The certification statements in Item 6 of the Form 479 should be read as if you are addressing them to the Billed Entity.

An Administrative Authority can certify Item 6b only in the first Funding Year after Funding Year 2000 (the Funding Year beginning July 1, 2000) for which it is applying for discounts for Internet Access or Internal Connections services. An Administrative Authority can seek a CIPA Waiver under Item 6d only in its Second Funding Year. If you request a CIPA Waiver, you certify that your schools or libraries will be in compliance before the start of the Third Funding Year. You cannot seek a CIPA Waiver in your Third Funding Year, even if you have a new school or library branch/outlet under your authority in that Funding Year. (See “**Impact of CIPA Requirements on Form 479**” above for a discussion of First, Second and Third Funding Years.) Note that libraries can request a CIPA Waiver under Item 6e in Funding Year 2004. (See the instructions for Item 6e below.)

Schools and libraries receiving E-rate discounts are required to have an Internet safety policy that addresses: (1) access by minors to inappropriate matter on the Internet and World Wide Web, (2) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (3) unauthorized access, including hacking, and other unlawful activities by minors online, (4) unauthorized disclosure, use, and dissemination of personal identification information regarding minors, and (5) measures designed to restrict minors’ access to materials harmful to minors. There is also a public notice and hearing/meeting requirement. The Internet safety policy must include the use of filtering or blocking technology that protects against access, through computers with Internet access, to visual depictions that are obscene, child pornography, or (in the case of use by minors) harmful to minors.

- **Item 6a** – Check here if you certify to the Billed Entity that the recipient(s) of service under your administrative authority and represented in the Funding Request Number(s) for which the Billed Entity has requested Funding Commitments has (have) complied with the requirements of the Children’s Internet Protection Act.
- **Item 6b** – Check here if you certify to the Billed Entity that the recipient(s) of service under your administrative authority and represented in the Funding Request Number(s) for which the Billed Entity has requested Funding Commitments is (are) undertaking such actions, including any necessary procurement procedures, to comply with the requirements of the Children’s Internet Protection Act for the next funding year, but has (have) not completed all requirements of CIPA for this funding year.

NOTE FOR LIBRARIES: If Funding Year 2003 is your Second or Third Funding Year for purposes of CIPA and you check Item 6b, you are certifying that you are in compliance with the Internet safety policy and the public notice and hearing/meeting requirements and that you are undertaking actions to be in compliance with the filtering or blocking technology requirement by the start of Funding Year 2004.

- **Item 6c** – Check here if you certify that the Children’s Internet Protection Act does not apply because the recipient(s) of service under your administrative authority and represented in the Funding Request Number(s) for which the Billed Entity has requested or received Funding Commitments is (are) receiving discount services only for Telecommunications Services.
- **Item 6d – CIPA Waiver. This item is applicable only to your Second Funding Year. (See “Impact of CIPA Requirements on Form 479” above for the definition of your Second Funding Year.)** Check here if you are providing notification that, as of the date of the start of discounted services, you are unable to make the certifications required by the Children’s Internet Protection Act because your state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certifications otherwise required. You certify that the recipients(s) of service under your administrative authority and represented in the Funding Request Number(s) for which your Billed Entity has requested or received Funding Commitments will be brought into compliance with the CIPA requirements before the start of the Third Funding Year after April 20, 2001 in which they apply for discounts.

For example, if in Funding Year 2001 you certify that you are undertaking such actions necessary to put the measures required by CIPA in place for Funding Year 2002, then in order to obtain discounts in Funding Year 2002, you must fully implement the measures prior to the start of services in that Funding Year, unless you obtain a waiver as a result of procurement/competitive bidding constraints.

- **Item 6e – CIPA WAIVER FOR LIBRARIES FOR FUNDING YEAR 2004.** Check here if you are providing notification that, as of the date of the start of discounted services in Funding Year 2004, you are unable to make the certifications required by the Children’s Internet Protection Act because your state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certifications otherwise required. You certify that the library(ies) under your administrative authority and represented in the Funding Request Number(s) for which your Billed Entity has requested or received Funding Commitments will be brought into compliance with the CIPA requirements before the start of Funding Year 2005.

NOTE THAT the certification language in the Form 479 is not intended to fully set forth or explain all the requirements of CIPA.

Item 7 requires the signature of the Authorized Person.

Item 8 - Enter the date the Form 479 was signed. This date must include the month, day and year.

Item 9 - Print the name of the Authorized Person whose signature is provided in Item 7.

Item 10 - Provide the title or position of the Authorized Person whose signature is provided in Item 7.

Item 11 - Provide the telephone number, including area code, of the Authorized Person whose signature is provided in Item 7. This information is required in order to expedite any communications that may be necessary between the Authorized Person responsible for signing the Form 479 and the Billed Entity.

Submit completed forms to your Billed Entity.

V. REMINDERS

- The person authorized to provide the information required by Form 479 must sign and date Form 479.
- Provide data for all information items.
- This Form 479 is applicable to you only if you are an Administrative Authority who is not a Billed Entity. If you are starting services for which **you** were approved for discounts as the Billed Entity on a Form 471, please file a Form 486 and submit it to the Schools and Libraries Division.
- DO NOT send the Form 479 to USAC or to the FCC.
- DO send Form 479 to your Billed Entity.