

Estelline School District #28-2 Technology Plan

**Estelline School District
706 Davis Avenue
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Estelline, South Dakota 57234**

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Approved Plan will be effective from
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Technology Committee

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School Board Members

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Other Staff Members

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Josh Opp – Instrumental/Vocal Music
Chris Watt – Pre-K/Vocal Music
Cecelia Louwagie – Kindergarten Teacher
Lisa Hausman--- First Grade Teacher
Shawnalisa Adee – Second Grade Teacher
Angie Wegner– Third Grade Teacher
Brandon Krein – Fourth Grade Teacher
Nikki Mack – Fifth Grade Teacher
Cindy Toben – Title I Teacher
Christy VanHeerde—Elementary SPED Teacher
Gunnar Haug—Elementary SPED Teacher
Kristy McAninch– MS English Teacher
Erika Hauck – MS Math Teacher
Tiffany Runia – MS Science Teacher, Elem. PE, Health
Hilary Suther—MS History & Technology Integrationist
LouAnn Jensen – English/Government
Amanda Saathoff – Spanish/ESL Teacher
Kristy Hollenbeck – Science Teacher
Morgan Hanenberger– Guidance Counselor
Angie Scotting – HS Special Education Teacher
James Rieger – Adv Bio, Ind Tech, Shop Teacher
Jeremy Bachman – Physical Ed/History, Teacher
Audra Gunderson –Administrative Assistant

Vicki DeVille – Librarian
Kari Nolte—Reading Recovery
Renee Luckhurst—Paraprofessional
Sheri Will-Paraprofessional
Troylynn Joesph – Paraprofessional
Josephine Voegler – Paraprofessional
Jen Greene—Kitchen Personnel
Becky Saathoff-Kitchen Personnel
Lisa Cruz—Kitchen Personnel

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DISTRICT'S MISSION STATEMENT:

It is the mission of the Estelline School District to educate and prepare each student with the knowledge and skills necessary to succeed in a diverse society.

Vision:

Estelline School District seeks to build upon our tradition of excellence by promoting a rigorous curriculum supported by technological access, resources, and collaborative community efforts while maintaining a safe and diverse learning environment.

Belief Statements:

Education is a shared partnership and collaborative responsibility of:

1. School
 - a. School environment is safe, secure, conducive to learning, and promotes respectful relationships.
 - b. School provides a standard-driven curriculum enhanced by up-to-date technology which will encourage individual learning.
2. Teachers/Administration
 - a. Teachers provide challenging, subject-focused activities to inspire students' personal growth.
 - b. Teachers/Administrators participate in ongoing professional development and are committed to continuous improvement.
3. Students
 - a. Students are challenged to meet and establish individual goals and establish high expectations.
 - b. Students will value and respect diversity.
 - c. Students will create foundations to be life-long learners.
4. Family
 - a. Family is the major influence in a child's development.
 - b. Open communication is the foundation of a successful education.
5. Community
 - a. The community understands and promotes the school's goals through open communication.
 - b. The community shows a sense of ownership in the school and helps to build a positive foundation for education.

Needs Assessment

A survey of Estelline graduates within the last five years as well as current students gave the district much information regarding the use of technology in our schools. The results of the survey led the Estelline School District administration and Board of Education to decide to continue with the one to one program and the BYOD program.

Even though the state decided to not continue funding the 1 to 1 project the Estelline Board of Education continues to support the program by furnishing student laptops as freshman, and students will keep those laptops for 4 years, until they graduate. Students in grades 3-8, were furnished with Chromebooks in 2018 that stay in each student's respective classroom.

Next, a survey was given to all students in grades 7-12. The survey asked a variety of technological questions ranging from types of technology they currently use in school and at home, how technologically savvy they perceive themselves, how and where they learn to use technology, and their overall feelings about technology. 90% of staff members have implemented an online learning solution such as Google Classroom or Schoology to help better facilitate learning in the classroom.

The results are no secret; students love to use technology in the classroom. A strong majority of students already use technology every day and have access to a computer at home. There is strong support at all levels of the Estelline School District to continue with this project. The administration is leading the way, the board is fully committed, the staff is excited and positive, and most importantly, the students are ready for this to happen.

Consolidated Application

2. How will the district prepare and disseminate the annual District and school assessment report to all stake holders in the district?

The administration and school team leaders will examine the assessment report containing information concerning all students taking the test that is supplied by the department of education in the fall of each year. This includes disaggregated information, all students, ethnicity, students with disabilities, Limited/English Proficiency, and Economically Disadvantaged, gender and migrant students. In addition to the assessment report, the accountability report and any and all other pertinent district information as provided by the addition to the assessment report, the accountability report and any and all other pertinent district information as provided by the Department of Education will be used to compile the LEA Report Card. This report will include participation, graduation rates, percentage of classes not taught by Highly Qualified Teachers, AYP status for the district and applicable student groups and the district and school improvement plan or alert status should the school district be placed in one of these categories. The Estelline school District will publicize and disseminate the results of the LEA Report Card, its annual reviews and state assessment results to parents, teachers, principals, school and the community through the two parent-teacher conferences, staff meetings, school board minutes, local newspapers, newsletters, parent testing information, parent meetings and the school website and individual student reports will be distributed to parents at registration in the fall. All reports will be provided for results at the district level, as well as the Elementary, Jr. High and Sr. High schools within the district.

3. How will the district prepare and disseminate the annual district and school accountability report to all stake holders in the district?

The administration and school team leaders will examine the assessment report containing information concerning all students taking the test that is supplied by the Department of Education. In addition to the assessment report, the accountability report and any other pertinent district information will be used to compile the LEA Report Card. This report will contain information from the state report specific to the district and schools in the Estelline School District at the Elementary, Jr. High and High School and District levels. This accountability report will include students who have completed a full academic year, including disaggregated information for all applicable subgroups all students, ethnicity, students with disabilities, Limited English Proficiency, Economically Disadvantaged, gender and migrant students, participation, attendance and graduation rate as well as teacher qualification information, percentage of classes not taught by High Qualified Teachers and district and school improvement and or AYP information. The Estelline school District will publicize and disseminate the results of the LEA Report Card, its annual reviews and state assessment results to parents, teachers, principals, school and the community through the two parent-teacher conferences, staff meetings, school board minutes, local newspapers, newsletters, parent testing information, parent meetings and the school website and individual student reports will be distributed to parents at registration in the fall.

Three Year Goal(s) - Improving Academic Achievement and Teacher Effectiveness.

Goal 1: **Performance Goal: To implement software/curriculum to improve academic achievement of all students.**

Measurable Goal: Continue to train staff to implement the various technological system in their classrooms, and cross curricular areas if applicable

Timeline: **2020-21** review & continue program, **2021-22** review and continue program, **2022-23** review and continue program

Funding Source: The projected cost of this varies from classroom to classroom, and will be supported through the general fund.

Evaluation: Monitor results for specific implementations and usage by teachers.

Three Year Goal(s) – The Use of Technology to Promote Parental Involvement and Increase Communications with Parents.

Goal 1: **Performance Goal: Encourage parents and community members to access district technology tools.**

Measurable Objective to Meet Goal: Utilize on-line announcements, newsletters, Dakota Digital Network system, staff and student e-mail, and school webpage.

Display student projects and activities related to technology.

Programs and Strategies: Update daily school information via the school webpage, newsletters, mass e-mails, and local newspaper announcements. Coordinate a technology open house to display student information.

Timeline: There is no determined date of completion as this is an on-going, continuous activity.

Funding Source: The projected cost of these activities is not applicable.

Evaluation: The school district will continue to utilize parent, business, student, teacher/staff, and graduate surveys to ascertain the effectiveness of our technology program

Three Year Goal(s) – Integration of Technology with Curricula and Instruction

Goal 1: **Performance Goal:** To use the necessary resources to integrate technology in the curriculum and instructions.

Program and Strategies: Provide staff with necessary software and on-line resources to integrate technology.

Timeline: Ongoing

Funding Source: General Fund, Capital Outlay Fund, Special Education Fund (when appropriate)

Evaluation: Staff technology surveys and anecdotal evidence.

Three Year Goal(s) - Professional Development.

Goal 1: **Performance Goal:** To share technology integration strategies among staff members.

Program and Strategies: To share technology integration strategies among staff members.

Timeline: **2020-21** continue volunteer staff presentations, **2021-22** develop a presentation schedule, **2022-23** develop a presentation schedule, **2014-15** reevaluate presentations

Funding Source: NA

Evaluation: Staff Technology Surveys

Three Year Goal(s) - Improvement of Infrastructure and Technology.

Goal 1: **Performance Goal:** Purchase Interactive Boards for each classroom and upgrade network infrastructure

Program and Strategies: Contract with outside vendors.

Timeline: **2020-21** purchase 3 interactive systems, **2021-22** purchase 3 interactive systems, **2022-23**, evaluate host servers and purchase as needed

Funding Source: \$3,500.00 per unit for interactive hardware-\$5000 for host server upgrades, training and connectivity

Evaluation: Purchase / Use

Three Year Goal(s) - Distance Learning and DDN use.

Goal 1: **Performance Goal:** Increase student access to quality courses or courses not offered.

Activity: Purchase distance courses from approved content providers, Dual credit courses, or CTE course sharing options

Timeline: 2020-2023

Funding Source: General funds

Projected Cost: \$1250

Evaluation: Course evaluations

Inventories

Yes, we have submitted our inventory to the K-12 Data Center.

No, we do not submit to the K-12 Data Center and therefore have attached our district's technology inventory.

The Estelline School District has a hardware and software inventory. The technology coordinator maintains an up-to-date listing of all equipment located in the building as well as software licensing. Software licensing continues to be a priority with the district and a district budget is in place to purchase software as it is needed. The technology coordinator monitors the computer industry in order to keep the software programs up-to-date and to make purchases of certain programs as new versions become available in order to continue the equity across the district.

The hardware inventory is maintained by the technology coordinator, and is using a barcode system to label and track all devices owned by the school district. The District's technology inventory has been submitted to the K-12 Data Center and will continue to do so annually.

Student Technology Acceptable Use Policy

2020-2021

Purpose

The Estelline School District is pleased to offer student access to technology resources for educational and instructional activities. The purpose of the Estelline School District's technology resources is to provide additional educational resources and communication tools for students and staff. These resources will help staff to facilitate education and research consistent with the technology vision of the Estelline School District: "Learning is advanced with the integration of technology."

Definition of Technology Resources

The Estelline School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, mobile devices, peripheral devices, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

Regulations

The use of the Estelline School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Estelline School District is not transferable to people or groups outside the district and terminates when a student is no longer enrolled in

the Estelline School District. Each employee, student and/or parent will be required to follow the guidelines outlined in this document. These guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this document, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

Responsibility

Students are responsible for their ethical and educational use of technology resources of the Estelline School District. The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Noncompliance with the Technology Acceptable Use Policy will result in disciplinary action and/or repairs at the expense of the student.

The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Estelline School District along with State and Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the online activities of the users in the school environment. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

Technology Service

Estelline School District does not guarantee that its technology resources will be uninterrupted or error free; nor does it make any guarantee as to the results obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided as available without guarantees of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.

Receiving Equipment

Student machines will be distributed each fall. Parents and students must sign and return the Student Technology Acceptable Use Policy before equipment can be issued and/or accounts are set up for the student. School-issued machines are the property of the Estelline School District and are for educational use. These machines may be collected at various times throughout the year and will be collected at the end of each school year for maintenance, cleaning and software installation or upgrades. Students will retain the original machines each year while enrolled at EHS, unless update machines are issued to students.

Equipment Identification

Student equipment will be labeled in the manner specified by the school. Equipment can be identified by the serial number, stickers on computer, and individual user account name and password. School district labels should not be altered or removed, and should remain visible. Please notify the tech coordinator if these labels need to be replaced. Machines and covers must remain free of any writing, drawing, stickers, or labels that are not the property of the Estelline School District. If school district stickers or labels are removed intentionally, the student will be assessed a fee for a new one.

Password Protection

Students are assigned individual passwords for accessing computers, devices, and accounts. Students needing help with password issues should contact the tech coordinator. Students are responsible for securely storing their own passwords. Passwords should never be shared.

Taking Care of the Equipment

Students are responsible for the general care of the equipment they have been issued by the school. Machines that are broken or fail to work properly must be reported to the tech coordinator. Lost or stolen equipment should be reported immediately to the tech coordinator or principal.

Repairing or Replacing the Laptop Computer or Device

Computers or devices that malfunction or are damaged must be reported to the tech coordinator immediately. Vendors warrant the laptops and devices from defects in materials and workmanship for a limited time. This limited warranty covers normal use, mechanical breakdown or faulty construction and may provide replacement parts necessary to repair the laptop or a laptop replacement. The warranty does not protect against damage caused by misuse, neglect, or abuse. Students will be entirely responsible for the cost of repairs to computers or devices that are damaged intentionally or due to negligence. Continuous reports of damage will be logged and dealt with on an individual basis.

Personal Insurance Coverage

Students are financially responsible for the cost of repairs to computers or devices that are damaged intentionally or due to negligence. Students or parents may wish to carry their own personal insurance to protect the laptop or devices in cases of theft, loss, or damage. Please consult with an insurance agent for details about personal coverage of the school equipment. If you choose to put your student's device on your personal insurance, a copy of proof will need to be submitted to the school before the device can be taken home.

School District Computer Protection

The Estelline School District recognizes that there is a need to protect technology investments by both the District and the Student/Parent. All damages will need to be covered by the school and/or the student. Following are the three options that are available for coverage: No Insurance, Personal Insurance, and School District Protection. An additional document will be sent home to parents/guardians that outlines each of the following previously listed options.

Laptop Undergoing Repair

Loaner laptops or devices may be issued to a student when equipment is being repaired. There are a limited number of loaner machines and there may be times when loaners are not available. The Technology Department will make every effort to maintain equipment necessary for students' education.

Negligence or Intentional Damage

Attempting to repair, remove, or install hardware and software components is prohibited. Vandalizing or damaging the machine is prohibited, including but not limited to pencil marks, stickers, graffiti, carving, burning or other markings, broken screens, broken hinges, damaged cases or cords, or exposure to extreme temperatures. Disassembling machine in any form or fashion is prohibited.

The cost of repairs due to negligence or intentional damage will be the responsibility of the student. Examples of negligence could include but are not limited to: liquid spills on the keyboard, broken hinges or screen damage due to closing the computer with paper or objects inside, pulling the machine off a desk by catching the cord, dropping the computer, or disassembling any technology resources.

Students may wish to carry their own personal insurance to protect the equipment in cases of theft, loss, or accidental damage. Please consult with an insurance agent for details about personal coverage of the laptop or iPad.

Lightspeed Content Filter

Lightspeed is a content filtering server that has been installed to filter Internet content while laptops and devices are in use at school or off-campus. Lightspeed will block inappropriate web sites and record web sites and search requests that are visited or made from school or home. There are various filter options used to restrict student access as needed assigned by school personnel.

Inspection

Student machines and accounts may be inspected periodically. Remote software may be used for inspections of a student's computer usage while on the school's network. User accounts are considered the property of the school district. The Tech Department may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause,

users should not expect that anything stored on school computers or networks will be private.

Equipment Use at School

Machines are intended for use at school each day. In addition to teacher expectations for technology use, school messages, announcements, calendars and schedules will be accessed using the computers or devices. Students must be responsible to bring the machines to all classes, unless specifically advised not to do so by their teacher.

General Precautions

1. No food or drink is allowed near the equipment.
2. Cords, cables, and removable storage devices should be inserted carefully and removed properly from the laptop or device.
3. Equipment should never be left in a car or any unsupervised area.
4. Equipment should never be exposed or subjected to extreme temperatures, hot or cold.
5. Close the lid when not in use to preserve battery life.

Care of the Laptop/iPad/Chromebook

The machine should be turned off before leaving the building each day. The laptop should also be turned off at home before returning to school. This helps ensure all server settings are received. Only students in grades 9th-12th will be have the opportunity to take home their devices. Students not in those grades will store their devices in the appropriate storage place, which is provided by the school.

Screen Care

- Clean the screen regularly with a soft, dry, antistatic or microfiber cloth. The screens can be damaged if subjected to rough treatment.
- Do not place anything on the keyboard before closing the lid (i.e. pens, pencils, paper, or disks).
- Do not lift or carry the laptop by the screen.
- Leaning on the top of the laptop when it is closed is not allowed.
- Excessive pressure on or contact with the screen can cause damage to the screen.
- Apple recommends only using a soft cloth dampened with water to clean iPad glass; cleaners can ruin the touch capabilities of the iPad.

Battery Life

Laptops and devices must be brought to school in fully charged condition. Students need to charge the machines at home. In cases where use of the equipment has caused batteries to become discharged, students may be able to connect their devices to a power outlet in class.

To preserve the life of the battery, please close the laptop or iPad when not in use.

Equipment Left in Unsupervised Areas

Under no circumstances should equipment be left in unsupervised areas. Unsupervised areas include but are not limited to outside the school, the cafeteria, concourse, locker

rooms, library, unlocked classrooms, dressing rooms and hallways. Any machine left unattended is in danger of being stolen and will be collected by staff and taken to the tech coordinator. Technology privileges may be suspended or revoked for students whose equipment is collected from an unsupervised situation.

Software on District Equipment

District equipment will contain software and applications pertinent to the curriculum of the Estelline School District. Any resources originally installed by the district must remain on the machines in usable condition and be easily accessible at all times. Upgraded versions of licensed software will be automatically upgraded through the network. From time to time the school may add software applications for a particular purpose. The licenses for this software may require that the software be deleted from equipment at a future time. Periodic checks of equipment may be made to ensure that the school has not exceeded its licenses. The Tech Department cannot support software that is not purchased by the District. Software found to be interfering with district software will be removed. Software used to circumvent copy protection will be removed.

Managing Files and Saving Work

Students will not have their own storage folder on the network with space to back up work. It is suggested that students also backup all of their work at least once each week using removable file storage: USB drives, CDs, DVDs (DVD-R are recommended for the Mac), cloud devices, or external hard drives. There are also a variety of low-cost web-based storage solutions available, at students' expense that provide secure backup solutions. It is the students' responsibility to ensure that work is backed up in the event of mechanical failure or accidental deletion. Ample cloud storage will be provided for all devices.

Cloud Storage

The Estelline School District recognizes the availability and advantages of Internet based storage options (I.E. Dropbox, One Drive, One Drive for Business, etc.) and therefore has adopted the following measures. The District has determined the services that will be adopted for District use shall be Microsoft One Drive for Business and/or Google Drive for use by staff and students. Data that may be stored in online may include Staff and Student Classwork and course materials (provided copyrights are followed).

Sensitive material such as student records, grades, personal information and confidential documents shall not be stored in any Internet based storage. Any information stored must comply with the District's Acceptable Use Policy. Accounts may be created by staff and teachers using their K12 credentials only. No personal accounts using a Microsoft account (I.E. Hotmail.com, Outlook.com etc.) shall be used for district use. Student Accounts for One Drive for Business and/or Google Drive accounts are created through the State of South Dakota and are enabled through the district with the student's K12 credentials.

District One Drive for Business and/or Google Drive account may be shared between teachers and students within a classroom setting. District accounts will not be shared with other users or accounts including personal accounts. When a staff member or student leaves the district, the K12 User account will be locked, the password will be changed and any District information will be removed prior to the account being transferred to the new District or being deleted within the 30 days after the student's last official day.

Internet storage will not be backed up by the District and the District is not responsible for lost data.

Procedure for Reloading Software

If technical difficulties occur, or non-school issued software is discovered, the Tech Department will attempt to recover all school-related files. The hard drive will then be reformatted and imaged.

Recovering Data and Files

If technical difficulties occur, the Tech Department will attempt to recover school-related files. Students are responsible for any non-school items. It is the individual student's responsibility to ensure that work is backed up in the event of mechanical failure or accidental deletion, and prior to scheduled maintenance.

Personal Use

The School District recognizes the use of personal exploration as a learning tool, and encourages students to investigate resources. All material should be educationally appropriate, and any personal files and data created should be backed up on an external device rather than to the server. If student performance or function are impaired due to excessive personal items installed or stored on the machine, the district may require their removal. In the event the machine must be re-imaged, personal files or software will not be backed up or reinstalled by the Tech department.

Printing

Students may use printers with teacher permission during class or breaks. School printers are managed by the Tech Department and cannot be added or removed by individual students. Students using an iPad or Chromebook will not be allowed to print from their devices, print stations will be setup for those students. Please print responsibly.

Sound

Sound must be muted. Headphones may be used with permission.

Virus Protection

School machines have antivirus protection software. This software will scan the hard drive and removable devices for known viruses. The virus software will be upgraded from the network, and should not be altered by any person/s.

Use of School Resources

Avoid intentionally wasting school resources, including but not limited to the use of Internet bandwidth, internal network bandwidth or printing resources. Non-educational subscriptions to mailing lists, mass email messages, games, chat rooms, instant messaging, proxy list serves or mailing lists, or other services that can slow the system or waste others' time and access are prohibited.

Responsible Internet Use

Avoid sites unrelated to instruction during the school day. Any videos for non-educational purposes are strictly prohibited unless assigned by a teacher. Downloading or transmitting games, music, or video files is prohibited unless approved for educational purposes. Games, including but not limited to flash, web-based, and executables/installables are prohibited on the school machine.

Never reveal your full name, phone number, home address, social security number, credit card numbers, or passwords online.

Sending, accessing, uploading, downloading, creating, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials is prohibited. If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify the tech coordinator immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Using the network or Internet for commercial, political campaign, or financial gain purposes is prohibited, such as shopping or auction sites or school election campaigns. Promoting or soliciting for illegal activities is prohibited.

Inappropriate use will result in disciplinary action.

YouTube Use & Exploration

YouTube has become a necessity in education today and should only be used for educational purposes. Students caught using YouTube inappropriately will be subject to reprimand at the discretion of the administration. Students may also have the opportunity to run, appear in, or view the school YouTube channel. The school YouTube channel is used for educational purposes only, and will not include any confidential information.

Email Use

Students should maintain high integrity with regard to email content. Always use appropriate language; do not transmit language or material that is profane, obscene, abusive, or offensive to others. School district email is subject to inspection by school personnel. Sending or forwarding mass emails, chain letters, or spam is prohibited. Private chatting or instant messaging during class without permission is prohibited. After a student has graduated or left the district, their email will be removed from the district within 30 days, no data will be saved.

Summer Use

Students will have the opportunity take online classes throughout the duration of the summer months. All school devices requested in the summer will be subject to a summer laptop policy that must be handed in before any device can be taken home. During the summer, all students must adhere to this Acceptable Use Policy, and will be subject to the same fees that would be accessed during the year. Contact the Technology Coordinator for more information on summer use.

Copyright and Fair Use

Staff and students are expected to comply with trademark, copyright laws and license agreements.

Violating copyright or other protected materials laws for print, audio and video components is prohibited.

Children's Online Privacy Protection Act (COPPA)

In order for the Estelline School District to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

Our schools utilize several computer software applications and web-based services, operated by third parties. In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address,

must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent to be given directly to the website operator. Signing this AUP form will constitute consent for the Estelline School District to provide information for your child consisting of first name, last name, school email address and username to the operators of any web-based educational programs and services which have been reviewed and selected for instructional use.

Recordings

It is important to obtain consent before sharing audio or video recordings of others. Recording audio or video without consent of the teacher in the classroom is prohibited.

Hacking

Any malicious attempt to alter data, the configuration of a computer or device, or the files of another user (student or staff) without consent may be considered an act of vandalism and subject to disciplinary action. Note that instructors may need to access student materials for educational purposes.

Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources is prohibited. Do not attempt to log on to the network with a device other than the school assigned laptop. The use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

Consequences

Students who violate the Student Technology Acceptable Use Guidelines are subject to consequences. Consequences are determined based on the severity of the violation. These may include, but are not limited to suspension of technology privileges, referral to law enforcement authorities and possible long term suspension or recommended expulsion from school.

Students shall be responsible for any outside costs, fees, charges, or expenses incurred under the person's account in connection with the use of the Estelline School District's network or Internet connection(s).

Individual school machines and accessories must be returned at the end of each school year. Students who graduate early, withdraw, are alternatively placed outside the district, or are suspended or expelled for any length of time, or terminate enrollment at EHS for any other reason must return school machines on the date of termination.

Upon leaving the district, students must return equipment and accessories to the district in working order and free of damage. The individual will be expected to pay for any needed repairs or replacement of the computer, device, cords, sleeves or equipment that are deemed negligent or intentional.

LAPTOP COMPUTER PROTECTION

The Estelline School District recognizes that there is a need to protect technology investments by both the District and the Student/Parent. The following outlines the various areas of protection:

All damages will need to be covered by the school and/or the student. Following are the three options that are available for coverage. The Student/Parent must commit to one by **marking** the appropriate box.

No Insurance You agree to pay for the replacement of the laptop at a cost not to exceed \$1,000.00. If this option is selected, students will not be allowed to take their device outside the school.

Personal Insurance You will cover the laptop under your own insurance policy and you agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the laptop replacement not to exceed \$1,000.00.

***PARTS REPLACEMENT FOR THE ABOVE TWO OPTIONS:** The student/parent is responsible for replacement of parts to include the stylus, power cord, and battery. If any of the mentioned parts are lost or stolen or rendered unusable, the cost shall be as follows:

First Incident:

AC Cord = \$50.00

Damaged power cord = \$20.00

Battery = to be determined up to \$150 depending on replacement cost

Screen = \$75.00

Subsequent incidents per item: fines will be doubled, triple, etc.

School District Protection You choose to pay the school district an annual protection payment for coverage of theft, loss or damage by fire in the amount of \$30.00 or \$75.00 for family coverage when there are two or more children in high school using laptop computers. The \$30.00 payment is non-refundable. This protection coverage has a \$100.00 additional charge per occurrence. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

NOTE: This covers theft, loss, or fire. It does not cover damages deemed to be intentional or as a result of neglect. Nor does it cover parts replacement. Refer to costs of parts below.

***PARTS REPLACEMENT FOR SCHOOL DISTRICT PROTECTION PARTICIPANTS:** The student/parent is responsible for replacement of parts to include the stylus, power cord, and battery. If any of the mentioned parts are lost or stolen or rendered unusable, the cost shall be as follows:

First Incident:

AC Cord = \$35.00

Damaged power cord = \$15.00

Battery = to be determined up to \$150 depending on replacement cost

Screen = \$30.00

Subsequent incidents per item: fines will be doubled, triple, etc.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to laptops. Warranty, Accidental Damage Protection, or School District Laptop Protection **DOES NOT** cover intentional damage or neglect of the laptops.

Estelline Public Schools BYOD Policy

Bring Your Own Device

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3: Device Information

4: Technology Acceptable Use Policy Parent/Student Agreement sign-off Form

Estelline Public School Bring Your Own Device Pilot Purpose and Guidelines

The challenge for educators today is to “preserve what is important from the past...while embracing the tools of the future.” (Prensky, “Teaching Digital Natives,” pg. 6). The Estelline School District believes 21st century instruction is necessary for 21st century learning. Our students are living in a world where they have immediate access to information anytime and anywhere. In a 21st century learning environment, students actively engage in an integrated curriculum, access information and apply it creatively. Many students have personally owned devices that can be used to allow them to access information that ties to instructional purposes for a classroom. Allowing students to bring their own devices ensures that all students have a tool to use for instructional purposes. The Estelline School will begin the Bring Your Own Device (BYOD) in the fall of the 2019-2020 school year. It will be imperative that both students and parents agree to the district program guidelines. We would also like to make clear that parents are not expected to purchase a device for their child because of this program. If a student owns a device, has parent permission, and agrees to the guidelines, the student will be allowed to bring their device to school. Technology is a tool for assisting students and teachers in the instructional and learning process. Technology is not intended to replace teacher instruction, but is rather a tool for students and teachers to access information, share and collaborate, and problem solve.

Important Facts

- Required to use only the Estelline School wireless network. (No personal data plans.)
- School network is filtered and monitored.
- All students are subject to the Acceptable Use Policy whether using personal or school device.
- Students are expected to exhibit digital citizenship and follow the guidelines while using their personal devices.

Responsibility for Devices

- Neither the school nor the district may be held liable for loss, theft, or damage to personal property.
- Theft of items on school property will be referred to the school resource officer (Hamlin County Sheriff).
- Students are to keep their devices secure at all times and not loan them to others.
- The classroom teacher has the authority of when devices can and cannot be utilized.
- The MAC address and other identifying information will be recorded and utilized for school safety and security.

Prior to Bringing Devices to School

- Clearly and permanently label all devices and power cords with your student's name.
- Set a password on the device and do not share that password with others.
- Bring devices fully charged to school and in good working order.
- Bring necessary charging/power supplies to school.
- Record the device serial number and model information to be kept at home.

- Students should “power off” when not using their device in order to save battery power. Also, unless otherwise directed, students should set their device to the “silent” setting. Examples of Inappropriate Use (These uses are NOT allowed):
- Using the districts electronic communication system for illegal purposes including, but not limited to, cyber bullying, gambling, computer hacking or pornography.
- Disabling or attempting to disable any system monitoring or filtering or security measures.
- Sharing user names and passwords with others; and/or borrowing someone else’s username, password, or account access.
- Purposefully opening, viewing, using, or deleting files belonging to another system user without permission.
- Electronic posting of personal information about one’s self or others (i.e. addresses, phone numbers, and pictures).
- Downloading or plagiarizing copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus or other malicious programs on the district’s website.
- Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.
- Accessing the internet through use of 3G/4G instead of the school’s guest network.
- Gaming on personal devices.
- Recording of any type is not allowed unless authorized by a teacher for an assignment.
- Students that bring their own device to school will not have the option to connect to the school printers, as a security measure.
- Students that bring their laptop to school also agree to putting LanSchool on their machines, so staff members can monitor their machines during in class tests and quizzes.

Consequences for Inappropriate Use
“You Abuse It, You Lose It”

- Failure to follow the BYOD guidelines or district policy may result in these actions:
- Loss of the right to use a personal device at school after confiscation of the student personal device:
 - -As is the case with cell phones at this time, when a personal device is confiscated, the student may retrieve the device at the end of the school day from the school principal
 - **One and Done Policy-if you are using your personal device inappropriately, you will not be allowed to bring your personal device to school anymore-a computer will then be provided**
- Police involvement and/or arrest in cases of theft of a personal device.
- The administration reserves the right to adjust the rules and consequences as necessary in each situation

BYOD FAQ’s

(Bring Your Own Device/Frequently Asked Questions)

What does BYOD stand for?

“Bring Your Own Device” is simply a program where staff and students can bring their own personal computing devices on campus and connect them to a new school district wireless network that will allow filtered internet access.

No

Is this a 1:1 initiative?

No, 1:1 models presume that all students have devices at all times in the instructional day, often with a prescribed device or product. While there may be instances in which all or most students have devices in

a given classroom, it is not expected that all students have devices or that they will be required for success in the class. In a BYOD model, a variety of personal computing devices may be used either as a part of individual, small group or large group instruction.

Are students allowed to bring their devices to school?

Yes, at their own risk and choice.

Are parents (or other guardian) required to purchase and participate a personal electronic device for this BYOD Pilot?

No. Devices will be provided for those students that do not participate.

If a parent (or other guardian) does not choose to purchase a personal electronic device for this BYOD Pilot, can a certain level of device usage be expected during the day?

No device usage is subject to each individual and classroom and is not a requirement.

How will my son/daughter's device be used in the classroom?

Schools must challenge students with rigorous, personalized, academic learning experiences that foster innovation and creativity. Students will engage in a cohesively integrated curriculum, access information, and apply it to solve authentic problems in a collaborative setting.

Will a student be at a disadvantage if they don't have a personal computing device when they come to school during the BYOD Pilot?

No. District curriculum remains the same. This district will continue to purchase basic supplementary textbooks, support materials, computers and software to support student learning. When electronic devices are used to enhance learning in the classroom, students without a personal device will be provided access to an appropriate district-owned device as needed individually, in pairs or as part of a group.

Can a teacher require students to have a personal computing device in their class?

No.

What if my child's device is stolen and damaged? What recourse can I take?

Students bring their personal electronic devices to school at their own risk, just like any other personal items. The school district will not be held responsible if a personal electronic device (or any other personal item) is lost, stolen, damaged or misplaced. Some personal devices have a device locator it is recommended that you enable this feature if possible and label all personal devices, cables and other related items.

What network access will users have with their own devices?

Students will have access to district-filtered internet access only by logging into the BYOD network. Students will not have access to district-purchased software, building printers (they will email their teacher or use a LMS), or network files and folders when logged into the guest network on their own personal devices.

As a parent, am I required to add additional software (virus protection, filter, tracking device, etc.) to my child's device?

Virus protection for all personal electronic devices having internet connection capability is strongly recommended. Device location/tracking software is also recommended, but not required.

Will the personal devices be filtered at school and at home?

The student devices will be filtered at school. The student will be required to login to the school filter before being able to access any site.

Parents have the option to filter their student devices when they are at home. By choosing this option, parents understand the technology staff will install a mobile filter at the beginning of the year and remove it before school ends.

What about privacy from pictures/videos?

Students will not be allowed to take pictures or videos with their devices unless specifically requested by a teacher for a project. Any pictures or videos taken without permission will be subject to our discipline policy.

Are students and teachers still bound to district technology ethics policies and guidelines if they bring their own devices into school to use?

Yes. The same policies and guidelines apply to personal computing devices as to district-purchased computers or devices.

What if my child has no device or we choose not to participate?

The school will provide a device for that student to use.

Can the technology staff troubleshoot my student's personal device?

The only troubleshooting that the technology staff will do is very basic. Some examples include: wireless and installing software.

Are there risks of students accessing inappropriate material from the internet through the Guest network?

Although our Guest network security and filtering system prevents over 99% of inappropriate online material from access, there is always a chance that a student may be exposed to an unintended pop-up or screen. Through our digital citizenship lessons, students have been informed to immediately notify the classroom teacher if this occurs.

Will students have access to "chat rooms," "instant messaging", or other social network-type vehicles through the Guest network?

No. All "chat" and "IM'ing" capabilities have been disabled. Students cannot access, Facebook or other social network sites. Students will continue to have access to Gmail only for the purpose of communication/collaborating with students/teachers for specific school projects and assignments. Because the Gmail is through our school network, as a school we have access to and do monitor student Gmail accounts and usage.

Specific student FAQ questions: I brought my device to school to use it in the classroom, but my teacher said I couldn't use it in his/her classroom.

Can I still use it?

No. The teacher in the classroom has the final say on procedures in that classroom (including specific directions left for any substitute teacher). If the teacher (or substitute teacher) asks a student to not use the device, then the student must follow those directions.

I have my device with me in class. How do I get on the Internet now?

Most devices will detect a wireless connection when you are near one. Most of the time devices will ask you if you would like to join the network. When prompted, choose the BYOD network. At the beginning of school, all personal devices will need to be brought to the technology staff.

I need to save my work in my network folder. Why can't I access this resource?

Students do not have folders on the network anymore. Use OneDrive or Google Drive to save your work.

I need to print the assignment I just completed, why is there no printer when I try this?

Like the network folders, printers are networked differently in the school and will not be available when you log into the guest network. Some network solutions include saving it to a flash drive, emailing it to the teacher or printing it from home or another school computer. Keep in mind that using school printers in the classroom or other learning spaces is at the discretion of the teacher. A printing station will be made available for students that use BYOD.

My device was stolen or damaged when I brought it to school. Who should I contact about this?

Bringing your own devices to school can be useful; however, some risks are involved as well. The school district is not responsible for theft, loss or damage to personal devices. It is always a good idea to record the device's serial number to have in case of theft.

Also, label personal devices, cables and other items in a permanent way, so that they may be identified. In the event that your personal device is damaged, lost or stolen, please report it to your teacher and the school office immediately. If appropriate, the school will have the student complete a lost/stolen property report to be shared with the SRO (School Resource Officer). It is best to report stolen items prior to the end of the school day so that the school may attempt to prevent the stolen item from leaving school grounds.

When should I not use my personal device at school?

During class when a teacher has stated that personal devices are not going to be used in the lesson today and should be put away; during lunch (unless under the supervision of a teacher during lunch detention); or in the hallways during school hours. In fact, it is best to have your personal device powered down during these stated times in order to save battery life and prevent disruption to classroom instruction.

Am I allowed to access the internet during class using a source/access point other than the Guest network?

No. The guest network is the only allowed internet source/access point for students. Students attempting to access the internet outside of the filter will be subject to consequences.

Does my student have access to Microsoft Office products?

Yes. All students and staff members have the ability to five free copies of Microsoft Office.

What options are available for storage and backup of my student's files?

Since lost file troubleshooting will not be available, students are encouraged to save their files to OneDrive, Google Drive, and/or a flash drive. Saving directly to their computer is okay, as long as there is a backup of their files in case something happens.

What is an LMS and how will it be used in the classroom?

A LMS (Learning Management System), is an online portfolio where teachers can put resources, assign assignments, and have student’s hand in their assignments. This option will be encouraged, as students that utilize BYOD will not be able to print from their device. Some examples of an LMS are: Schoology, Google Classroom, and D2L.

Allowed Device Information

All devices will be checked upon when brought to school the first week. If students/parents have questions whether the device will be allowed, please bring laptop in or contact the technology staff. The technology staff has the right to deny any device that does not meet the minimum requirements.

	Macbook	Windows Laptop
OS Version	10.4 or Newer	Windows 7 or Higher
Battery Life Needed	4 Hours	4 Hours
Required Accessories	Padded Case	Padded Case
Estimated Price Range	\$1000-\$1500	\$300
Projected Implementation	Fall 2018	Fall 2018
Devices Not Allowed:		
Nooks, Kindles, Kindle Fires, Samsung Galaxys, Andriod Devices/Tablets, Ipods, iPhones, Smartphones, Chromebooks, Ipads, Raspberry Pis		

Recommendations for a Device

Recommendations for Specs of a PC	Recommendations for Specs of a Mac
4GB to 8GB of Ram	4GB to 8GB of Ram
100gb Solid State Hard Drive	100gb Solid State Hard Drive
15-17 inch Screen	15-17 inch Screen
i5 or i7 Processor	i5 or i7 Processor
Antivirus	Antivirus

User agreement

NETWORK ACCEPTABLE USE POLICY

Students using the school district’s network are responsible for using this technology appropriately and in an ethical manner. Failure to do so may result in disciplinary action, including the termination of network privileges for the user.

The use of technology must be in support of education and consistent with the academic goals of the district. The last page of this agreement must be signed and returned to the technology department.

All students/staff that bring their own device to the school:

Will be able to:

Access the school's equipment.

Use the internet for educational purposes.

Backup important files to the school server using a school laptop.

Use external storage devices if virus scanned by a staff member prior to use.

Will be prohibited from:

Bypassing the internet filter to gain access to blocked websites.

Printing from their own device. All print jobs will have to be printed from a school computer.

Transmitting, receiving or viewing obscene materials.

Revealing personal information about themselves or others.

Sharing individual passwords or utilizing another student's password to gain access to network resources.

Communicating any financial information for online purchases on school equipment.

Utilizing electronic mail during school hours unless under the direct supervision of a classroom teacher.

Using tools or programs capable of disrupting the network.

Accessing real time audio or video streaming.

Vandalizing, stealing, or attempting malicious harm to school equipment or data of other users.

Accessing non-educational games on school equipment.

Bringing programs or games from home or other sources.

Downloading files from the internet.

Using P2P (Peer to Peer) services.

Chat or instant message services on school equipment.

Housing MP3 files or executables on the school server.

Using vulgarities or other inappropriate language while on the network.
Bringing outside electronic devices to access the school's network.

Using school computers to place phone calls.

The student's internet use is tracked and monitored on a daily basis. While students are on the school network, students can be subject random inspections based on their internet usage.

Damage to Unowned Property:

It is recommended that students do not share their personal devices with other students. In the case that a personal device is shared with another student with the permission from the owner, and the owner cannot expect the student to be held liable if the personal is damaged.

If a personal device is used without the knowledge of the owner, the owner can press charges for restitutions for any damage done to that said device.

Misconduct:

The technology staff can refer to a higher up administration for misconduct— administration is responsible for applying disciplinary actions when the Acceptable Use Policy has been violated.

Consequences:

First Notice: Student's computer privileges will be terminated. Student's will no longer be allowed to use their personal device. A school laptop will then be issued to the student.

When applicable, law enforcement agencies may be involved.

Violation of any of the above mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary or legal actions

The consequences listed are to be used as a reference for the Estelline School Administration. This policy cannot list every eventuality that might occur in or outside the school building in regards to use of technology. The administration has the right to review each case depending upon the severity to determine a student's disciplinary action. The administration has the right to skip any of these steps depending upon the severity of these actions.

All questions, comments and concerns should be directed to the technology staff or school administration for further clarification.

Agreement Consent Form (Please Return)

I have read and agree to the terms listed to above. I understand that consequences will arise if this contract is broken. I also understand that this contract is elastic and can be subject to change throughout the year to fit the needs of the Estelline Public School system. I also understand, as a security measure, I do not have the option to connect to the school's printers, and my machine will have the school's Lanschool program installed on my machine-which will allow for staff members to monitor my machine during school use.

Student Name: _____ Date: _____

Student Signature: _____ Date: _____

Parent Name: _____ Date: _____

Parent Signature: _____ Date: _____

(Student can sign if of the age of 18.)

Mobile Filter Consent

I, _____, guardian of _____ give Estelline School District #28-2 permission to apply a Mobile Filter to the laptop that my son/daughter will be using throughout the duration of the 2019-2020. As the guardian, I understand that the Mobile Filter will filter my student's personal laptop off of the school network.

Guardian Signature

Date

Estelline Summer Laptop Policy

Due to amount of dual credit courses taken in the summer, the Estelline School District recognizes the need for students to have access to their school owned device over the summer. Before students will be allowed to take home their devices, this addendum will need to be signed and returned to the office.

By signing this form, parents and students understand the following:

- Recognize the current rules and regulations set forth by the Estelline School District in the Student Technology Acceptable Use Policy Handbook (This acknowledgement statement was signed and returned at the beginning of the year)
- Understand students will adhere to those policies that were set forth throughout the duration of the summer.
- Understand all laptops MUST be returned to the technology coordinator no later than August 1st, which leaves ample time to reload and reset the machine.
- Any issues that transpire must be brought to the attention of the technology coordinator immediately after it occurs.
- If the school laptop was not placed on an insurance policy at the beginning of the year, it will be placed on it before any students will be allowed to take home any devices (either School Insurance or Personal Insurance).
- All damages that occurs in the summer will be subject to the same fines that would be issued during the school year.

I understand all the bullets points listed above, as well as, the Technology Acceptable Use Policy Handbook that was issued at the beginning of the year. I also understand that having a laptop in the summer is a privilege, not a right. At any time, my laptop privilege can be subject to change and can be revoked.

Student (s) Name: _____ (Please Print)

Parent/Guardian(s) Name: _____ Date: _____

Parent/Guardian(s) Signature: _____ Date: _____

APPENDIX A

ESTELLINE HIGH SCHOOL POST-GRADUATE SURVEY

		STRONGLY AGREE	AGREE	NO RATING	DISAGREE	STRONGLY DISAGREE
ACADEMIC						
1	Textbooks and instructional materials used in my classes were appropriate and current.	SA	A	NR	D	SD
2	There was quality classroom instruction.	SA	A	NR	D	SD
3	There were suitable resources available in the library.	SA	A	NR	D	SD
4	The library was accessible to me when I needed it.	SA	A	NR	D	SD
5	Testing and grading procedures were fair.	SA	A	NR	D	SD
6	Real life experiences were offered in my classes.	SA	A	NR	D	SD
7	The teachers were always ready to help if I did not understand something.	SA	A	NR	D	SD
8	My employment negatively affected my academic performance.	SA	A	NR	D	SD
GUIDANCE						
9	Counselor was available, approachable and willing to meet with me.	SA	A	NR	D	SD
10	I learned effective personal skills that will help me be a confident, healthy person. (e.g. assertiveness, resist peer pressure, get along with others, handle conflict and seek help)	SA	A	NR	D	SD
11	Counselor and/or teachers helped me to understand my interests, abilities and provided adequate information about post-secondary schools, scholarships, and military or work options.	SA	A	NR	D	SD

CO-CURRICULAR ACTIVITIES

12 We had quality co-curricular activities.
(athletics, speech, theater, music, etc.) SA A NR D SD

13 School-sponsored social activities were
important. (homecoming, dances,
assemblies, etc.) SA A NR D SD

14 Student organizations were valuable. SA A NR D SD

TECHNOLOGY

15 Computers are accessible to me when I need
them. SA A NR D SD

16 My school uses technological resources
(computers, calculators, etc.) in the
classroom. SA A NR D SD

17 The computer courses I took helped me
succeed in other classes. SA A NR D SD

18 The computer courses I took will help me with
my post-secondary education and/or future
work. SA A NR D SD

SCHOOL ATMOSPHERE

19 Teachers treat students with respect. SA A NR D SD

20 Principals treat students with respect. SA A NR D SD

21 Students in this school respect each other. SA A NR D SD

22 Students have a voice in the decision-making
process. SA A NR D SD

23 The school discipline policy is fair. SA A NR D SD

24 The school is a safe place. SA A NR D SD

25 My parents talk positively about this school. SA A NR D SD

26 Students take pride in this school. SA A NR D SD

MISCELLANEOUS

27 On an average, mark how many hours a
week did you participate in school activities
outside of the classroom. (A) 0 (B) 1-10 (C) 11-20 (D) 21-30 (E) 31-40
hours hours hours hours hours

28 On an average, mark how many hours a
week did you work at a job. (A) 0 (B) 1-10 (C) 11-20 (D) 21-30 (E) 31-40
hours hours hours hours hours

- 29 Outside of the classroom, mark how many hours per week did you study. (A) 0 hours (B) 1-10 hours (C) 11-20 hours (D) 21-30 hours (E) 31-40 hours
- 30 At present, which of the following most appropriately describes your post high school status.(Circle one)
- A College/University In State
 - B College/University Out of State
 - C Post High Technical Institution in State
 - D Post High Technical Institution Out of State
 - E Full Time Employment In State
 - F Full Time Employment Out of State
 - G Military Service

Other comments that will help Estelline School District provide a better education:

Technology Survey - Instructors

1. What grade do you teach?
- PreK – 3 4-6 6-8 9-12
2. Are you . . .
- Female Male
3. In a typical week, which of these technology products and internet tools do you use in your classroom?(check all that apply)
- Desktop computer
 - Laptop computer
 - Cell Phone
 - PDA
 - Digital camera
 - Digital camcorder
 - Scanner
 - CD Burner
 - MP3 player
 - iPod
 - Email
 - Internet Search Engine
 - Personal site (i.e. My Yahoo)
 - Instant Messaging
 - Message Boards
 - Chat Rooms
 - Web Logs (Blogs)
 - Specific Internet Websites that you already have bookmarked
 - Other
4. In a typical week, which of these technology products and internet tools do you require your students to use outside of school? (check all that apply)
- Desktop computer
 - Laptop computer
 - Cell Phone
 - PDA
 - Digital camera
 - Digital camcorder
 - Scanner
 - Email
 - Internet Search Engine
 - Personal site (i.e. My Yahoo)
 - Instant Messaging
 - Message Boards
 - Chat Rooms
 - Web Logs (Blogs)
 - Specific Internet Websites that you already have bookmarked
 - Other

- CD Burner
- MP3 player
- iPod

5. Do you have access to internet at home? (check one)

- Yes
- No
- Not sure

6. Do you have a website?

Yes

No

7. Do you use technology to help you with your lesson planning?

Yes

No

8. To your knowledge, which of these technology products and internet tools have PARENTS of your students used here at Estelline school? (check all that apply)

- | | |
|---------------------|---|
| — Desktop computer | — Email |
| — Laptop computer | — Internet Search Engine |
| — Cell Phone | — Personal site (i.e. My Yahoo) |
| — PDA | — Instant Messaging |
| — Digital camera | — Message Boards |
| — Digital camcorder | — Chat Rooms |
| — Scanner | — Web Logs (Blogs) |
| — CD Burner | — Specific Internet Websites that you already have bookmarked |
| — MP3 player | — Other |
| — iPod | |

9. Thinking about the other instructors at your school, do you consider yourself

- An advanced tech user – more expert than most of the students at your school
- An average tech user – the same as most of the students at your school
- A beginner – below the skills of most of the students at your school

10. Where have you learned the most about using technology?

- Workshops and conferences, including TTL
- Monthly in-services
- Classes in college
- My friends/colleagues taught me how to use technology
- I learned on my own

11. When you are at your school, where at school do you use technology most often?

- in a classroom
- in a computer lab
- in the school library

- in the lunch room
- in the college planning or guidance office
- other
- I do not regularly use technology at my school

12. Which of these statements best describes your feeling about using technology?
(Check one)

- I avoid using technology as much as possible.
- I use technology a lot but it's just a tool for me, not a hobby.
- I enjoy working with technology and learning new ways for me to use it.
- I often help my students with their technology problems and I like showing them how to use technology in different ways.

13. What do you anticipate will be the impact to instruction in your high school?
What goals do you see the district meeting with this initiative? Share any examples of how you anticipate using laptops in your classroom.

Thank you for your time and cooperation regarding this survey.
Estelline Technology Committee

Technology Survey - Students

Teachers: Please circle the grade of the students you are surveying.

2. What is your current grade in school?

Grade 7 Grade 8 Grade 9 Grade 10 Grade 11 Grade 12

Please mark the number of males and females in the group.

2. Are you . . .

Female

Male

3. In a typical week, which of these technology products and internet tools do you use in your classroom?(check all that apply)

- | | |
|---|---|
| <ul style="list-style-type: none"> — Desktop computer — Laptop computer — Cell Phone — PDA — Digital camera — Digital camcorder — Scanner — CD Burner — MP3 player — iPod | <ul style="list-style-type: none"> — Email — Internet Search Engine — Personal site (i.e. My Yahoo) — Instant Messaging — Message Boards — Chat Rooms — Web Logs (Blogs) — Specific Internet Websites that you already have bookmarked — Other |
|---|---|

4. In a typical week, which of these technology products and internet tools do you require your students to use outside of school? (check all that apply)

- Desktop computer
- Laptop computer
- Cell Phone
- PDA
- Digital camera
- Digital camcorder
- Scanner
- CD Burner
- MP3 player
- iPod

- Email
- Internet Search Engine
- Personal site (i.e. My Yahoo)
- Instant Messaging
- Message Boards
- Chat Rooms
- Web Logs (Blogs)
- Specific Internet Websites that you already have bookmarked
- Other

5. Do you have access to internet at home? (check one)

- Yes
- No
- Not sure

6. Do you have a website?

Yes

No

7. To your knowledge, which of these technology products and internet tools have PARENTS of your students used here at Estelline School? (check all that apply)

- Desktop computer
- Laptop computer
- Cell Phone
- PDA
- Digital camera
- Digital camcorder
- Scanner
- CD Burner
- MP3 player
- iPod

- Email
- Internet Search Engine
- Personal site (i.e. My Yahoo)
- Instant Messaging
- Message Boards
- Chat Rooms
- Web Logs (Blogs)
- Specific Internet Websites that you already have bookmarked
- Other

8. Thinking about the other students at your school, do you consider yourself

- An advanced tech user – more expert than most of the students at your school
- An average tech user – the same as most of the students at your school
- A beginner – below the skills of most of the students at your school

9. Where have you learned the most about using technology?

- Classes from teachers in school
- My parents taught me about using the computer and the Internet
- My friends taught me how to use technology
- I learned on my own

10. When you are at your school, where at school do you use technology most often?

- in a classroom

- in a computer lab
- in the school library
- in the lunch room
- in the college planning or guidance office
- other
- I do not regularly use technology at my school

11. Which of these statements best describes your feeling about using technology?
(Check one)

- I avoid using technology as much as possible.
- I use technology a lot but it's just a tool for me, not a hobby.
- I enjoy working with technology and learning new ways for me to use it.
- I often help my students with their technology problems and I like showing them how to use technology in different ways.