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Introduction

Silver Creek Central School District is set in a small, rural community located in Chautauqua County. The District encompasses the Town of Hanover, Town of Sheridan, Village of Silver Creek, Irving, the Cattaraugus Territory, and part of the Town of Brant. Silver Creek is home to a single campus educational system, housing Pre-K – 12 in one interconnected complex made up of the high school, middle school, and elementary school. The high school consists of grades 9-12 and has 335 students. The middle school consists of grades 6-8 and has 267 students. The elementary school consists of grades Pre-K-5 and has 583 students. The district employs 111 full and part-time teachers. The student demographics are 73% White; 13% Native American; 7% Multiracial; 6% Hispanic, 1% Asian, and 1% African-American. Approximately 47% of the student population are eligible for free or reduced lunch programs.
Mission

Silver Creek Central School District builds bridges with students linking today’s learning to tomorrow’s possibilities.

Vision

Silver Creek Central School District is a collaborative learning community, sharing the responsibility for student learning and preparing our students for life’s journey. The curriculum is dedicated to the meaningful development of 21st century skills such as critical thinking, decision making, and problem solving – all within a safe and comfortable environment that meets student’s needs. The relevance of the curriculum is based on its application of the real world.

In preparing for the global world of tomorrow, Silver Creek Central School District is helping students become information seekers in a collaborative work environment that will enable them to think and perform more critically and powerfully. We focus on the importance of comprehensive literacy as we prepare our students for their futures. Responding to the needs of each and every student, we use research-based practices to shape curriculum, assessment and instruction.

We encourage and expect students to take ownership for their learning. In addition to our academic pursuits, we envision a district where all students grow in mutual respect, trust, honesty, tolerance, integrity and honor in becoming model citizens for the 21st century.
Goals

GOAL 1: (Curriculum/Assessment) Teachers implement a comprehensive system for using pre and post formative and summative assessments for strategic short and long range curriculum planning.

- Assessments used involve student reflection, tracking of and ownership of learning, student created rubrics, student use of rubrics for peer and self-assessment,
- Assessments and Curriculum are aligned to the standards. This includes adoption, implementation and alignment to the ISTE Standards
- Unit and lesson plans used include DDI protocols address student achievement needs.

GOAL 2: (Instruction) Teachers inform planning and foster student participation in their own learning process by using a variety of summative and formative data sources. School and teachers leaders ensure that instructional practices and strategies are organized around annual, unit, and daily lesson plans that address all student goals and needs.

GOAL 3: (Infrastructure) Support the district technology infrastructure and provide effective technical support to continually maintain access and availability of technology resources for all students and staff.
Planning Process

The district Comprehensive District Education Planning (CDEP) and the Learning and Technology Council (LTC) committees were utilized to develop the Instructional Technology Plan. Our CDEP committee worked with all stakeholders in the district to develop goals for the district and the Learning and Technology Council developed the action steps that will be used to incorporate technology within the district.

The Stakeholder groups that are represented in the CDEP committee and LTC are Administrators, Support Staff, Teachers, Parents, and Community Members. These members evaluate the instructional technology plan and come to consensus on all plans, purchases, professional development offerings, and budgets then make recommendations to the Superintendent of Schools.

We wish to acknowledge the members of the District’s Comprehensive District Educational Planning team as well as the District’s Learning and Technology Council for their assistance in the development of the educational technology plan and helping identify, meet, and integrate instructional technology in our district. Your assistance in the development of this plan and integrating technology ensures that the students of Silver Creek will be well prepared for joining the global community and workforce.

Stakeholders:

Todd Crandall
Superintendent

Michelle Helmer
Director of Curriculum & Instruction

Michael Kempster
Technology Coordinator

Warren Scott Rudnicki
Director of Pupil Personnel Services

Tom Buczkowski
High School Principal

Eleanor Payne
Middle School Principal

Merrie Maxon
Elementary School Principal

Lisa Rohloff
School Business Administrator

Silver Creek Board of Education

Learning and Technology Council Members

Comprehensive District Education Planning Committee
Professional Development

Strategies for providing ongoing, sustained professional development for teachers, principals, administrators, and school library media personnel to ensure that staff know how to use the new technologies to improve education or library services.

Silver Creek Central School District provides ongoing professional development for district technology to all staff, teachers and administrators. We continually assess the technology professional needs of all staff so that we can meet our ongoing goal to integrate technology into all aspects of the educational learning environment. Teachers, staff and administration receive technical integration support in order to use technology for communication, collaboration, data driven instruction, delivery of instructional materials and assessments, as well as, a means to provide student feedback in a more efficient and timely manner. Professional development promotes technology as a tool to design learning opportunities, to evaluate the effectiveness of instruction and to monitor student learning, as well as ensure that there is a positive student learning environment. Our technology professional development also ensures that educators have the knowledge, skills, and opportunity to engage and collaborate with parents and families as active partners in children’s education.

Training opportunities are provided through staff development days, during and after school, including hands-on, interactive and documentation learning.

(See the District’s Professional Development Plan for specifics of all professional development in District) include link perhaps...

Goal Measurement and Evaluation Process

The stakeholders that are a part of the Planning Process will be evaluating the instructional technology goals throughout the school year in addition to the action plan evaluation using the following metrics (3-8) that are a part of the Every Student Succeeds Act (ESSA).

Key subgroups (Economically Disadvantaged, Students with Disabilities, Native American students) for which our district is highly accountable, will be closely monitored for evidence of improvement. Key Measures that will be utilized are: 3-8 Assessments, Regents, College Career and Civic Readiness (CCCR), Chronic Absenteeism, iReady, IRLA, Common Formative Assessments (CFA) through eDoctrina, Annual Instructional Technology Survey, and Panarama (intended to measure social/emotional learning).
**Goal 1: (Curriculum)** - Teachers implement a comprehensive system for using pre and post formative and summative assessments for strategic short and long range curriculum planning that involves student reflection, tracking of and ownership of learning, student created rubrics, student use of rubrics for peer and self-assessment, and alignment of assessment and curriculum to the standards. Unit and lesson plans used include DDI protocols address student achievement needs.

<table>
<thead>
<tr>
<th>Actions needed to achieve goal</th>
<th>Staff Development</th>
<th>Person(s) Responsible</th>
<th>Date each action will be Completed</th>
<th>Indication of Success</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers and leaders upload assessments into digital platform (eDoctrina) to facilitate analysis of data results</td>
<td>Use of eDoctrina</td>
<td>Teacher on Special Assignment (Instructional Coach)</td>
<td>Continuous</td>
<td>Assessments and data housed in eDoctrina</td>
</tr>
<tr>
<td>Participation is Regional Common formative assessment project in preparation for CBT</td>
<td>Development of assessments and scoring</td>
<td>Teacher on Special Assignment (Instructional Coach), Technology Coordinator, Director of Curriculum</td>
<td>Summer 2018-June 2019</td>
<td>Grade levels that participate in project &amp; success rate of students who participate</td>
</tr>
<tr>
<td>PK-12 Curriculum mapping of technology skills aligned to ISTE standards</td>
<td></td>
<td>Technology teachers</td>
<td>Summer 2020</td>
<td>Curriculum maps and lessons are aligned with Common Core standards.</td>
</tr>
<tr>
<td>Exploration of the 4+1 pathways to graduation and development of courses to prepare students for opportunities in Computer Sciences</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>


**Goal 1: (Curriculum) continued** - Teachers implement a comprehensive system for using pre and post formative and summative assessments for strategic short and long range curriculum planning that involves student reflection, tracking of and ownership of learning, student created rubrics, student use of rubrics for peer and self-assessment, and alignment of assessment and curriculum to the standards. Unit and lesson plans used include DDI protocols address student achievement needs.

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<tbody>
<tr>
<td>Implement technology to help support integration of NYS learning standards.</td>
<td>Evaluate current technology to determine if it is meeting NYS learning standards.</td>
<td>Technology Staff</td>
<td>Continuous</td>
<td>Availability of technology tools to support integration of Common Core standards.</td>
</tr>
</tbody>
</table>
Goal 2: (Instruction) Teachers inform planning and foster student participation in their own learning process by using a variety of summative and formative data sources. School and teachers leaders ensure that instructional practices and strategies are organized around annual, unit, and daily lesson plans that address all student goals and needs.

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<tbody>
<tr>
<td>Grow teacher pedagogy around personalized learning</td>
<td>Personalized Learning</td>
<td>Director of Curriculum, Director of Technology, Technology Coordinator, Teacher on Special Assignment, Erie 2 BOCES,</td>
<td>June 2020</td>
<td>Observation data on instructional strategies</td>
</tr>
<tr>
<td>Leadership team understand personalized learning</td>
<td>Personalized learning</td>
<td>Administration</td>
<td>Summer 2018</td>
<td>Attendance at workshops</td>
</tr>
<tr>
<td>Continue effective implementation of 1:1 initiative</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Goal 3: Maintain and support an up-to-date technology infrastructure for continuing and enhancing student, staff, and teacher learning.**

<table>
<thead>
<tr>
<th>Actions needed to achieve goal</th>
<th>Staff Development</th>
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</thead>
<tbody>
<tr>
<td>Maintain the 1:1 iPad initiative for students in grades 6-12.</td>
<td>Continued training for students and teachers on using the iPads and Apps that will be utilized for instruction.</td>
<td>Administration Technology Staff</td>
<td>iPads will be purchased each year for students entering 6th and 9th grade.</td>
<td>Integration of curriculum and instruction with the iPads.</td>
</tr>
<tr>
<td>Maintain laptops and iPads and additional technology to create a 21st century classroom for learning for teachers.</td>
<td>Continued training opportunities to learn how to use and integrate technology into the classroom.</td>
<td>Administration Technology Staff BOCES</td>
<td>Classroom technology will be replaced as part of the technology replacement plan.</td>
<td>Integration of technology into the classroom and instruction.</td>
</tr>
<tr>
<td>Maintain PC and Mac computer labs, library computers, iPad carts, and laptop carts.</td>
<td>Continuous training opportunities to learn how to use the technology.</td>
<td>Administration Technology Staff</td>
<td>Labs and carts will be replaced as part of the technology replacement plan.</td>
<td>Integration and use of the computer labs and carts.</td>
</tr>
<tr>
<td>Maintain and explore increasing technology available to students in grades Pre-K through 5 while exploring the possibility of a 1:1 program.</td>
<td>Training for students, teachers, and staff that would be utilizing technology.</td>
<td>Administration Technology Staff</td>
<td>Continuous</td>
<td>Additional technology available to students in grades Pre-K through 5.</td>
</tr>
</tbody>
</table>
Goal 3 (Infrastructure) continued: Maintain and support an up-to-date technology infrastructure for continuing and enhancing student, staff, and teacher learning.

<table>
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<tr>
<th>Actions needed to achieve goal</th>
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<th>Person(s) Responsible</th>
<th>Date each action will be Completed</th>
<th>Indication of Success</th>
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</thead>
<tbody>
<tr>
<td>Maintain computer, laptops, and iPads for administration and clerical.</td>
<td>Continuous training opportunities to learn and use the technology.</td>
<td>Administration Technology Staff</td>
<td>Administrative and clerical technology will be replaced as part of the technology replacement plan.</td>
<td>Integration and use of administrative and clerical technology.</td>
</tr>
<tr>
<td>Maintain district networking equipment such as switches, wireless, and</td>
<td>N/A</td>
<td>Technology Staff</td>
<td>Administrative and clerical technology will be replaced as part of the technology replacement plan.</td>
<td>Installation and setup of networking equipment.</td>
</tr>
<tr>
<td>Maintain district servers, backup infrastructure, and data storage devices.</td>
<td>N/A</td>
<td>Technology Staff</td>
<td>Administrative and clerical technology will be replaced as part of the technology replacement plan.</td>
<td>Installation and setup of servers and storage devices.</td>
</tr>
</tbody>
</table>
Goal 3 (Infrastructure) continued: Maintain and support an up-to-date technology infrastructure for continuing and enhancing student, staff, and teacher learning.

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<tr>
<td>Maintain projectors, screens, and interactive displays in classrooms and conference rooms.</td>
<td>Continuous training opportunities to learn and use the technology for classroom use.</td>
<td>Technology Staff</td>
<td>Administrative and clerical technology will be replaced as part of the technology replacement plan.</td>
<td>Installation and setup of projectors, screens, and interactive displays.</td>
</tr>
<tr>
<td>Install fiber connection to press box.</td>
<td>N/A</td>
<td>Technology Staff</td>
<td>9/2020</td>
<td>Installation of fiber cable.</td>
</tr>
<tr>
<td>Install air conditioning in all data closets.</td>
<td>N/A</td>
<td>Technology Staff</td>
<td>9/2020</td>
<td>Air conditioning installed and running in all data closets.</td>
</tr>
<tr>
<td>Install new VoIP phone system to upgrade all phone in the district to digital.</td>
<td>Training for all users on how to use the new phone system.</td>
<td>Technology Staff</td>
<td>9/2019</td>
<td>New VoIP system installed and running and training completed.</td>
</tr>
<tr>
<td>Expand and enhance the current security camera system.</td>
<td>Training for all users that use the security cameras.</td>
<td>Technology Staff</td>
<td>9/2019</td>
<td>New cameras installed to expand and enhance current coverage.</td>
</tr>
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</table>
Goal 3 (Infrastructure) continued: Maintain and support an up-to-date technology infrastructure for continuing and enhancing student, staff, and teacher learning.

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<tbody>
<tr>
<td>Expand and enhance the current wireless access system to accommodate wireless VoIP phones.</td>
<td>N/A</td>
<td>Technology Staff</td>
<td>9/2019</td>
<td>Installation of wireless access points and testing of wireless VoIP phones.</td>
</tr>
<tr>
<td>Add wireless phones to VoIP system to replace existing radio system for communication. Also link existing bus radio system to VoIP system.</td>
<td>Training for all users of the wireless phones and bus radio communications.</td>
<td>Technology Staff</td>
<td>9/2019</td>
<td>Installation and testing of wireless phones and bus radio integration.</td>
</tr>
<tr>
<td>Install new/updated wiring to all access points and for new VoIP phone system.</td>
<td>N/A</td>
<td>Technology Staff</td>
<td>9/2019</td>
<td>Installation of new wiring in all areas for access points and phones.</td>
</tr>
<tr>
<td>Purchase replacement computers as necessary.</td>
<td>N/A</td>
<td>Technology Staff</td>
<td>Continuous</td>
<td>Purchase of new computers and technology.</td>
</tr>
<tr>
<td>Purchase replacement computers as necessary.</td>
<td>N/A</td>
<td>Technology Staff</td>
<td>Continuous</td>
<td>Purchase of new computers and technology.</td>
</tr>
<tr>
<td>Purchase replacement computers as necessary.</td>
<td>N/A</td>
<td>Technology Staff</td>
<td>Continuous</td>
<td>Purchase of new computers and technology.</td>
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<tr>
<td>-------------------------------</td>
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<td>----------------------</td>
</tr>
<tr>
<td>Identify the technology in use that meets any of the criteria set for an obsolete computer.</td>
<td>N/A</td>
<td>Technology Staff</td>
<td>Continuous</td>
<td>List of technology equipment needing to be removed.</td>
</tr>
<tr>
<td>The computer can no longer be networked with current systems.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The computer can no longer run the currently supported version of Microsoft Windows and/or Microsoft Office.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The computer is 5 or more years old.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The computer is no longer cost effective to support.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recycle computers that are deemed to be obsolete and remove from inventory.</td>
<td>N/A</td>
<td>Technology Staff</td>
<td>Continuous</td>
<td>Computers are recycled and removed from inventory.</td>
</tr>
<tr>
<td>Identify alternative uses for computers that are not obsolete and still useful.</td>
<td>N/A</td>
<td>Technology Staff</td>
<td>Continuous</td>
<td>Computers and technology are redeployed.</td>
</tr>
<tr>
<td>Monitor technology usage and needs.</td>
<td>Staff surveys and technology committees will be used to determine if technology is working and if needs are not being met.</td>
<td>Technology Staff</td>
<td>Continuous</td>
<td>Results of surveys and technology committee discussions.</td>
</tr>
</tbody>
</table>
NYSED Initiatives Alignment

Sustainment of Rigor

The Silver Creek School District has created a Learning and Technology Council, which provides oversight and recommendations of district implementation of curriculum, instructional technology, and professional development in the achievement of the Comprehensive District Education Plan and Board of Education goals.

The Learning and Technology Council meets regularly and will be monitoring the academic, social/emotional, and civic participation of the students in the district. The council will utilize a number of key measures: 3-8 Assessments, Regents, College Career and Civic Readiness (CCCR), Chronic Absenteeism, iReady, IRLA, Common Formative Assessments (CFA) through eDoctrina, Annual Instructional Technology Survey, and Panarama (intended to measure social/emotional learning) in the decision making and recommendation process.

Students with Disabilities and Assistive Technology

The district’s instructional technology plan addresses the needs of students with disabilities to ensure equitable access to instruction, materials, and assessment. The district’s iPad initiative improves access for all students and has improved access for special education students across settings. Students readily have access to tools, web-based programs and apps to access instruction. Teachers are able to utilize technology to support instruction, plan lessons and to support standards based instruction. Students have access to features such as text to speech, screen enlargement, and apps specific to their needs. These features allow differentiation as well as more immediate access for students. Student IEPs can be accessed securely and electronically to allow teachers immediate access to ensure student needs are met. Student IEPs outline student-specific needs for assistive technology and recommend devices, software, and tools to assist the student access instruction. Currently, Silver Creek, BOCES and IT staff assist students and teachers who trial and utilize various assistive technology tools, apps, and devices to facilitate student access to instruction.

The district provides and implements assistive technology specified on a student’s Individualized Education Program (IEP). When an assistive technology device is not available, the district contracts with BOCES or purchases the needed assistive devices. The district’s 1:1 iPad initiative has caused our assistive technology practices to evolve. The features on the iPad have allowed the district to provide assistive technology support within that device in some cases rather than through the use of multiple
devices like what may have occurred in the past. For instance, the use of the iPad has taken the place of some communication devices due to the ease of use and language structure of an app versus the use of a Dynovox. The iPad has also made it easier for students who need text magnified, text to speech, speech to text, or word prediction. In the past, students might be introduced to multiple assistive technology devices where, with our 1:1 iPad initiative, these assistive components are accessible for all students. This has increased students willingness to use the assistive technology because of ease of use and the ability to look like their peers. Students still have access to all forms of assistive technology but the iPad initiative has in many cases made trials and implementation quicker and easier for students.

**English Language Learners / Multilingual Learners**

The district utilizes technology to address the needs of English Language Learners (ELLs) by providing additional ways to access key content such as providing videos or other visuals to supplement verbal or written instruction or content. Text to speech and/or speech to text software is utilized to provide increased support for comprehension of written or verbal language. Home language dictionaries and translation programs are provided through technology. Learning games and other interactive software are used to supplement instruction.

Professional development will be offered to teachers of ELLs that will enable them to use technology to support writers in the elementary and secondary classrooms, reading strategies for ELLs, electronic communication and collaboration, promote and model digital citizenship and responsibility, and the interactive use of a whiteboard/smartboard and language learning.

**Culturally-Responsive Instruction and Learning Environments**

The district uses instructional technology to strengthen relationships and connections with families to assist in building a culturally responsive learning environment to enhance student learning. We develop and organize coherent and relevant units, lessons, and learning tasks that build upon students’ cultural background and experiences. Instructional technology assists in varying teaching approaches to accommodate diverse learning styles and language proficiencies.
Administrative Management Plan

**Staffing**

The district staffing

**Investment Plan**

The district's instructional technology plan address

**Website**

http://www.silvercreekschools.org

**Security / Privacy**

The district's instructional technology plan address

**Online Behavior / Cyberbullying**

The district's instructional technology plan address

**Public Documents**

Internet Safety Policy

Cyberbullying Policy

Parents’ Bill of Rights for Data Privacy and Security

Information Breach Policy

**Appendices:**

Smart Schools Investment Plan (SSIP)

Comprehensive English Language Learners Education Plan (CEEP)

Curriculum Software
Curriculum Software

Strategies that are based on research and that integrate technology into curricula and instruction for purposes of improving student academic achievement and a timeline for that integration.

Adobe Creative Cloud
- Provides for Adobe Acrobat Professional on staff and teacher devices. Also provides access for MS/HS students to Adobe’s design and creation applications used in art and business classes.

Apple TV
- Network appliance used to mirror iPad displays on projectors and screens.

Autodesk
- CAD (Computer-Aided Design) software for learning architectural and engineering modeling.

AVRovers
- Portable AV systems that include a projector, DVD player, audio mixer, laptop computer, and ONfinity technology. AVRovers allow any classroom to become 21st century learning environment.

BrainPOP
- An online resource that provides animated, curriculum-based content to increase student achievement. The included content is all mapped to Common Core standards. BrainPOP uses movies, quizzes, experiments and many more methods to engage students in learning.

Castle Learning
- An online tool that uses assignments, practice sessions, and benchmark testing to support classroom instruction. Material is aligned with New York State learning standards.

Cleartrack
- Online Special Education management software including creation and management of IEPs.

eDoctrina
o An online curriculum mapping, student assessment, planning, data reporting, and student learning objectives software.

Ensemble Video

Follett Destiny

o Online library management system to manage library resources, inventory, and media assets. Follett Shelf is an integrated platform for assigning and managing eBooks that are used with our 1:1 iPad program.

Frontline RTI

o An online software that provides teachers with a way to develop, track, and report interventions for students that are identified as needing AIS or RTI services. It is designed to improve academic performance that is aligned with New York State learning standards.

Gizmos

o Interactive science and math simulations for grades 3-12 that are aligned to state learning standards.

Health Office Anywhere

o Web-based software for managing the school’s electronic health records.

iReady

o Computer-based diagnostic assessments for students that are computer-adaptive and tracks development in reading and math.

iTunes U

o iTunes is an online course management software that allows teachers to create courses to manage their assignments, materials, and notes for use with the 1:1 iPad program.

IXL

o A web-based learning tool that provides math, ELA, social studies, and science curriculum questions, assessments and practice activities. The activities are based on the Common Core standards and New York State learning standards.

Lightspeed Filtering
Web-based Internet filtering software used to appropriately filter staff and student web access both while in-district and outside of the district.

Microsoft EES Agreement
- Provides access to desktop and server operating system licensing as well as Office licensing. Server application licenses including Microsoft Exchange, which provides student and staff email access, are included. Office 365 access is also included for mobile and web-based access to Office applications.

PowerSchool
- Web-based student management system used to collect and store student information. Portal access allows students and parents to monitor and view student information and grades.

School Messenger
- Communication platform used for school notifications, district website, and mobile applications.

Schoology
- An online learning management system for K-12. It allows users to create, manage, and share resources and content.

SchoolPace
- Web-based online performance system that targets reading growth. Includes IRLA formative assessments to track which standards students are mastering.

SMART Boards
- Interactive whiteboards that use touch detection for user input. Students are engaged with the visual integration and the ability to physically interact with classroom lessons.

Versatrans
- An online transportation system for managing all aspects of student busing.

WebSMARTT
- Windows-based point-of-sale cafeteria management software. Used in conjunction with MySchoolBucks to allow parents to use pay and manage their student’s account.
Welnet
  - A web-based software for tracking and assessing student fitness data and communicating those results.

A process for a teacher requesting new Technology/Curriculum resources is initiated through a request form. The initial request would need to be approved through the building principal. Once approved by the building principal it would then be reviewed by a panel made up of representatives of the Curriculum, Technology, and Pupil Personnel departments. If the resource is approved by the panel, it would be sent for final approval by the building principal and/or superintendent. The current form can be found in the Appendix of this document.
Curriculum

Parental Communications & Community Relations

Strategies to promote parental involvement and to increase communication with parents and community, including a description of how parents and community will be informed of the technology to be used with students.

Dissemination of the Education Technology Plan

- The education technology plan will be available on the district website at the URL: [http://www.silvercreekschools.org/technologyplan](http://www.silvercreekschools.org/technologyplan).
- A copy of the plan will also be available in the district office.
- The plan will be shared at Board of Education meetings, faculty meetings, and staff development days.

Communication Tools for Parents and the Community

District Website
- The district website is an important communication tool that provides important news and event information for parents, students, and the community. Teachers also maintain teacher webpages that provide information to students and parents about their classes.

Mobile App
- The district’s mobile app provides school information including new, calendar events, and notifications available on mobile devices.

Parent Portal
- The Parent Portal is a component of PowerSchool, which is the district’s student management system. It provides parents and students with webpage access to their attendance, progress reports, grades, and report cards.

School Messenger
School Messenger is a notification system that provides parents and students with emergency closings and other important school district events and news. This can include phone messages, text messages, as well as email messages.

District Newsletter
- The Silverliner is the district newsletter which is mailed to all district households periodically. Important technology news and information is provided as part of the newsletter.

District Handouts
- Technology news and information may also be distributed through handouts to students to take home.
Infrastructure, Hardware, Technical Support, and Software

Infrastructure Needs/Technical Specification and Design

Strategies to identify the need for telecommunication services, hardware, software, and other services to improve education or library services, and strategies to determine interoperability among the components of the technologies to be acquired.

Current Status

District Infrastructure
  - The Silver Creek network is part of the broadband gigabyte wide area network provided by Erie 1 BOCES/WNYRIC. The local area network consists of a core fiber backbone connected by 10-gigabit fiber connections to all network closets. The network closets all have 10-gigabit switches installed with Power over Ethernet capability to help connect VoIP phones, wireless access points, and security cameras. All classrooms and offices have at least one Ethernet drop to allow connection to the district network and receive Internet access. The district has an enterprise wireless system that uses 150 access points throughout the district to provide wireless access connection speeds up to 802.11ac.

Internet Connectivity
  - The Internet is accessible on all computers in the district by students, staff, teachers, and administrators. The content filtering of the Internet is through Lightspeed Systems software which is provided by Erie 1 BOCES.
Hardware

- There are presently over 900 computers available throughout the district to students and employees. The majority of the desktops and laptops in the district are running Windows 10. There are small clusters of desktop computers in most of the elementary classrooms. There are two wired PC computer labs and four wireless laptop carts in the elementary school. There also are 4 iPad carts and classroom sets of iPads for grades 3 through 5. The middle and high school share two wired PC computer labs and two wireless laptop carts. There is an Apple computer lab in both the music and art departments. Students in grades 6 through 12 are provided with iPads as part of a 1:1 iPad program. All teachers are provided with laptops and iPads for instruction. SMART Boards are installed in most Elementary classrooms and math classrooms in the MS/HS. Projectors with screens are provided in most MS/HS classrooms. All classrooms are connected with an Apple TV to mirror iPad displays through the projection system. AVRovers, which include a laptop, projector, DVD/VCR, and audio system, are available to be signed-out. Printers, scanners, digital cameras, projection devices are available in the district to be used and to be signed-out.

Software

- Silver Creek has a range of software titles and programs that are used by various staff, teachers, and students. The district is currently part of a Microsoft EES agreement which provides Microsoft licensing for various products used in the district. Several online subscription sites are also used in the district for video streaming, math and reading products, and for assessment.

Telecommunications

- The phone system at Silver Creek is a Voice over IP hybrid system. All classrooms and offices have wired telephones connected to a central voicemail system capable of making internal and external calls. There are currently ten dedicated fax lines throughout the district. School Messenger is a voice messaging system that allows the district to send out emergency and general announcements to the Silver Creek
community. E-Rate services (Form 470) include local and long distance voice services, paging, cellular phone, and telecommunication services.

Email
- Email accounts and access are provided to all district employees and students in grades six through twelve though Microsoft Exchange. All district email is archived through MailMeter.

Website
- Silver Creek’s website, www.silvercreekschools.org, is an important resource to the students, parents, teachers, staff, and community. It provides information, news, events, files, and forms to the learning community of Silver Creek.

Technical Support
- Director of Educational Technology (.25 FTE)
- Technology Coordinator (1.0 FTE)
- Technology Information Manager (1.0 FTE)
- Network Technician (1.0 FTE)
- Technology Administrative Aide (1.0 FTE)
- The Web Help Desk is a web-based help desk software that is used by the district for inputting, tracking, and resolving technology support requests and inventory.

Future Plans, Needs, and Acquisitions

- Maintain, upgrade, and replace district infrastructure as needed including servers, switches, wireless access points, and additional networking equipment.
- Maintain the broadband WAN, Internet access, network connectivity, telephone, cell phone, long distance, and email services as part of E-Rate.
- Keep active support agreements with hardware and software vendors, and BOCES services for implemented technology.
- Maintain and update district-wide inventory for all hardware and software.
• Explore Microsoft SharePoint to provide a district Intranet solution for collaboration and form repository.
• Expand wireless network by adding additional access points to provide better coverage throughout the district and increased reliability and connectivity as additional wireless hardware is added and implemented.
• Continue and expand the use of VMware to virtualize and consolidate physical servers.
• Continue to maintain valid and legal software licenses including renewing annual subscriptions and upgrading to new versions as needed and appropriate.
• Increase the use of the district website as a communication tool for the community.
• Continue to increase the use of the PowerSchool Parent Portal for distribution of grades, progress reports, and report cards electronically.
**Interoperability of Equipment**

Maintaining and ensuring the interoperability of hardware, software, and all technology in the district is important to ensure the continuous dependability and availability of the district infrastructure and equipment. The approval of all technology hardware and software by the Office of Instructional Technology prior to its purchasing and ordering is paramount to keeping the interoperability of equipment. It also ensures that the new technology that is purchased is not only compatible with currently implemented technology but also with future acquisitions and purchases. The acquisition of technology also needs to consider the installation time and/or costs, training and staff development needs, and other indirect costs associated with the new technology. The continuous updating and following of a district replacement and maintenance plan also ensures that the interoperability of technology equipment and software is maintained.
**Replacement and Maintenance Cycle**

Silver Creek maintains a replacement and maintenance plan based on the following criteria of an obsolete computer. Once a computer meets any of the criteria stated then it is to be removed from production and support. If a computer is no longer needed in its original deployment but does not meet any of the criteria, it can be discussed with the technology stakeholders on how to best redeploy the technology for other purposes.

**Definition of an obsolete computer.**
- The computer can no longer be networked with current systems.
- The computer can no longer run the currently supported version of Microsoft Windows and/or Microsoft Office.
- The computer is 5 or more years old.
- The computer is no longer cost effective to support.
# Hardware Inventory

<table>
<thead>
<tr>
<th>Inventory</th>
<th>Computer Labs</th>
<th>Classrooms</th>
<th>Library or Media Center</th>
<th>Admin. Office</th>
<th>Other Location</th>
<th>Planned Future Acquisitions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Computers (list by type)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. PC</td>
<td>260</td>
<td>332</td>
<td>75</td>
<td>58</td>
<td>6</td>
<td>110 125 160</td>
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<tr>
<td>B. Apple</td>
<td>42</td>
<td>6</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>0 23 0</td>
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<tr>
<td>C. iPads</td>
<td>30</td>
<td>395</td>
<td>0</td>
<td>12</td>
<td>0</td>
<td>256 157 208</td>
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<tr>
<td><strong>Peripheral Devices</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Printers</td>
<td>14</td>
<td>110</td>
<td>2</td>
<td>37</td>
<td>0</td>
<td>40 40 40</td>
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<td>B. Scanners</td>
<td>13</td>
<td>15</td>
<td>7</td>
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<td>0</td>
<td>0 0 0</td>
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<tr>
<td>C. Assistive/Adaptive Devices</td>
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<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0 0 0</td>
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<tr>
<td>D. Digital Cameras</td>
<td>7</td>
<td>0</td>
<td>25</td>
<td>2</td>
<td>0</td>
<td>0 0 0</td>
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<td>E. Projection Devices</td>
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<td>114</td>
<td>2</td>
<td>8</td>
<td>5</td>
<td>0 0 50</td>
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<td>F. E-Readers</td>
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<td>0</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>0 0 0</td>
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<tr>
<td><strong>Software (See below)</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Network Equipment</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Hubs</td>
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<td>0</td>
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<td>0</td>
<td>25</td>
<td>9 8 8</td>
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<tr>
<td>B. Servers – Physical</td>
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<td>0</td>
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<td>2 2 2</td>
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<tr>
<td>C. Servers – Virtual</td>
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<td>0</td>
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<td>0</td>
<td>27</td>
<td>0</td>
</tr>
<tr>
<td>---------------------</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>----</td>
<td>---</td>
</tr>
<tr>
<td>Number of rooms wired for internal connections</td>
<td>90</td>
<td>111</td>
<td>2</td>
<td>23</td>
<td>0</td>
<td>0</td>
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**Telecommunication Links**

<table>
<thead>
<tr>
<th>A. Full or fractional T1</th>
<th>90</th>
<th>111</th>
<th>2</th>
<th>23</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
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</thead>
<tbody>
<tr>
<td>B. ISDN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Dedicated cable/microwave</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Software Inventory

#### Standard Image Software

<table>
<thead>
<tr>
<th>Name</th>
<th>License</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobe Acrobat Reader</td>
<td>Free Software</td>
</tr>
<tr>
<td>Adobe Flash</td>
<td>Free Software</td>
</tr>
<tr>
<td>Adobe Shockwave</td>
<td>Free Software</td>
</tr>
<tr>
<td>Audacity</td>
<td>Free Software</td>
</tr>
<tr>
<td>Chrome Browser</td>
<td>Free Software</td>
</tr>
<tr>
<td>CPS</td>
<td>Free Software</td>
</tr>
<tr>
<td>Firefox</td>
<td>Free Software</td>
</tr>
<tr>
<td>Google Earth</td>
<td>Free Software</td>
</tr>
<tr>
<td>Google Picasa</td>
<td>Free Software</td>
</tr>
<tr>
<td>Google SketchUp</td>
<td>Free Software</td>
</tr>
<tr>
<td>Finale NotePad</td>
<td>Free Software</td>
</tr>
<tr>
<td>Internet Explorer</td>
<td>Free Software</td>
</tr>
<tr>
<td>iTunes</td>
<td>Free Software</td>
</tr>
<tr>
<td>Java</td>
<td>Free Software</td>
</tr>
<tr>
<td>Microsoft Office 2013</td>
<td>Site License</td>
</tr>
<tr>
<td>Microsoft WorldWide Telescope</td>
<td>Free Software</td>
</tr>
<tr>
<td>Mozilla Firefox</td>
<td>Free Software</td>
</tr>
<tr>
<td>PowerDVD</td>
<td>Licensed with Desktops/Laptops</td>
</tr>
<tr>
<td>PrimoPDF</td>
<td>Free Software</td>
</tr>
<tr>
<td>QuickTime Player</td>
<td>Free Software</td>
</tr>
<tr>
<td>RealPlayer</td>
<td>Free Software</td>
</tr>
<tr>
<td>Roxio</td>
<td>Licensed with Desktops/Laptops</td>
</tr>
<tr>
<td>System Center Endpoint</td>
<td>Site License</td>
</tr>
<tr>
<td>Protection</td>
<td></td>
</tr>
<tr>
<td>Tux Paint</td>
<td>Free Software</td>
</tr>
<tr>
<td>Windows Live Essentials</td>
<td>Free Software</td>
</tr>
<tr>
<td>Windows Photo Story</td>
<td>Free Software</td>
</tr>
</tbody>
</table>

#### Specialized Instructional Software

<table>
<thead>
<tr>
<th>Name</th>
<th>License</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobe Creative Cloud</td>
<td>Site License</td>
</tr>
<tr>
<td>Autodesk Design Academy</td>
<td>25 Licenses</td>
</tr>
<tr>
<td>Name</td>
<td>License</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>Dragon Naturally Speaking</td>
<td>11 Licenses</td>
</tr>
<tr>
<td>ExamView</td>
<td>Licensed with Textbooks</td>
</tr>
<tr>
<td>Insight</td>
<td>Site License</td>
</tr>
<tr>
<td>Kurzweil 3000</td>
<td>Site License</td>
</tr>
<tr>
<td>Read 180</td>
<td>Site License</td>
</tr>
<tr>
<td>SmartMusic</td>
<td>13 Practice Room/1 Educator Licenses</td>
</tr>
</tbody>
</table>

**Web Based Software**

<table>
<thead>
<tr>
<th>Name</th>
<th>License</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achieve 3000</td>
<td>250 Licenses</td>
</tr>
<tr>
<td>BrainPOP</td>
<td>Site License</td>
</tr>
<tr>
<td>Castle Learning</td>
<td>Site License</td>
</tr>
<tr>
<td>eDoctrina</td>
<td>Site License</td>
</tr>
<tr>
<td>Enchanted Learning</td>
<td>Site License</td>
</tr>
<tr>
<td>Everyday Math Online</td>
<td>Site License</td>
</tr>
<tr>
<td>Fitnessgram</td>
<td>Site License</td>
</tr>
<tr>
<td>Gizmos</td>
<td>Site License</td>
</tr>
<tr>
<td>IXL Math</td>
<td>MS Building License</td>
</tr>
<tr>
<td>Learning A-Z</td>
<td>ES Building License</td>
</tr>
<tr>
<td>My Big Campus</td>
<td>Site License</td>
</tr>
<tr>
<td>STAR Early Literacy, Math, and Reading</td>
<td>ES and MS Building Licenses</td>
</tr>
<tr>
<td>Typing Pal</td>
<td>Site License</td>
</tr>
</tbody>
</table>

**Management Software**

<table>
<thead>
<tr>
<th>Name</th>
<th>License</th>
</tr>
</thead>
<tbody>
<tr>
<td>BoardDocs</td>
<td>Site License</td>
</tr>
<tr>
<td>ClearTrack</td>
<td>Site License</td>
</tr>
<tr>
<td>Data Mentor</td>
<td>Site License</td>
</tr>
<tr>
<td>Follett Destiny</td>
<td>Site License</td>
</tr>
<tr>
<td>HealthOffice</td>
<td>Licensed for Nurse’s Office</td>
</tr>
<tr>
<td>Lightspeed</td>
<td>Site License</td>
</tr>
<tr>
<td>MailMeter</td>
<td>Site License</td>
</tr>
<tr>
<td>Microsoft Exchange</td>
<td>Site License</td>
</tr>
<tr>
<td>Microsoft System Center Configuration Manager</td>
<td>Site License</td>
</tr>
<tr>
<td>PowerSchool</td>
<td>Site License</td>
</tr>
<tr>
<td>RTIm Direct</td>
<td>Site License</td>
</tr>
<tr>
<td>Schoolwires</td>
<td>Site License</td>
</tr>
<tr>
<td>Web Help Desk</td>
<td>Site License</td>
</tr>
<tr>
<td>WebSMARTT</td>
<td>Site License</td>
</tr>
<tr>
<td>WinCap</td>
<td>Site License</td>
</tr>
</tbody>
</table>

**iPad Apps**

<table>
<thead>
<tr>
<th>Name</th>
<th>License</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achieve 3000</td>
<td>Free App</td>
</tr>
<tr>
<td>Book Creator</td>
<td>90 Licenses</td>
</tr>
<tr>
<td>BrainPOP Featured Movie</td>
<td>Free App</td>
</tr>
<tr>
<td>Destiny Quest</td>
<td>Free App</td>
</tr>
<tr>
<td>Dragon Dictation</td>
<td>Free App</td>
</tr>
<tr>
<td>Fitnessgram Student</td>
<td>Free App</td>
</tr>
<tr>
<td>Follett BryteWave</td>
<td>Free App</td>
</tr>
<tr>
<td>GarageBand</td>
<td>Free App</td>
</tr>
<tr>
<td>iMovie</td>
<td>Free App</td>
</tr>
<tr>
<td>iPhoto</td>
<td>Free App</td>
</tr>
<tr>
<td>iTunes U</td>
<td>Free App</td>
</tr>
<tr>
<td>IXL.com</td>
<td>Free App</td>
</tr>
<tr>
<td>Keynote</td>
<td>Free App</td>
</tr>
<tr>
<td>My Big Campus</td>
<td>Free App</td>
</tr>
<tr>
<td>Notability</td>
<td>298 Licenses</td>
</tr>
<tr>
<td>Numbers</td>
<td>Free App</td>
</tr>
<tr>
<td>Pages</td>
<td>Free App</td>
</tr>
<tr>
<td>PowerSchool for Students</td>
<td>Free App</td>
</tr>
<tr>
<td>Showbie</td>
<td>Free App</td>
</tr>
<tr>
<td>Splashtop Whiteboard</td>
<td>33 Licenses</td>
</tr>
<tr>
<td>STAR</td>
<td>Free App</td>
</tr>
</tbody>
</table>
Infrastructure, Hardware, Technical Support, and Software

Increase Access

Strategies to increase access to technology for all students and all teachers.

- All classrooms from grades Pre-K to 6 have had a SMART Board and projector installed as part of our ongoing capital project.
- Install mounted projectors and screens for grades 7-12 to provide an interactive classroom.
- Implement Apple TVs for all classrooms allowing for iPad instruction through a projector.
- Continue to support the 1:1 iPad program in grades 6 through 12.
- Increase the amount of available iPads for use at the Elementary School and explore expanding the 1:1 iPad program to the Elementary School in the future.
- Implementing WebDAV servers that will allow all staff, teachers, administrators, and students to remotely access their home directories from the Internet on various devices including iPads.
- A guest wireless network is made available to employees, students, and visitors to the district to allow increased Internet access.
- Assistive technology is provided for students as is recommended as part of their individualized education programs.
- Increase support and training opportunities for staff, teachers, and administrators.
Monitoring and Evaluation

Evaluation

Strategies that the district will use to evaluate the extent to which activities are effective in integrating technology into curricula and instruction, increasing the ability of teachers to teach, and enabling students to reach challenging state and national academic standards.

Evaluating and implementation of the educational technology plan is the responsibility of the Director of Educational Technology and the Technology Coordinator, and the Curriculum Director in conjunction with the Learning and Technology Committee, and building School Improvement Teams. These individuals and groups will meet continually throughout the school year to assess, review, and adjust the educational technology plan as necessary. Goals that are unmet will be discussed and addressed by the individuals and groups that are in charge of evaluating and implementing the educational technology plan. The educational technology plan will be updated and revised throughout the school year to ensure that it is an up-to-date and accurate plan for the district to follow for technology in Silver Creek.
## Action Plan

**Goal:** Monitor and evaluate the educational technology plan.

<table>
<thead>
<tr>
<th>Actions needed to achieve goal</th>
<th>Staff Development</th>
<th>Person(s) Responsible</th>
<th>Date each action will be Completed</th>
<th>Indication of Success</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning and Technology committee will meet bi-monthly on technology needs, purchasing, professional development, and building level feedback.</td>
<td>N/A</td>
<td>Learning and Technology Committee</td>
<td>Continuous</td>
<td>Bi-monthly meets take place.</td>
</tr>
<tr>
<td>Utilize the Data Warehouse, Data Mentor, and student performance to identify students at risk, trends, strengths and weaknesses, and staff development needs.</td>
<td>N/A</td>
<td>Administration Technology Staff</td>
<td>Continuous</td>
<td>Successful decision making based on the information analyzed.</td>
</tr>
<tr>
<td>Distribute technology surveys to staff, teachers, administration, and students.</td>
<td>N/A</td>
<td>Technology Staff</td>
<td>Continuous</td>
<td>Analyzing survey results and making recommendations based off those results.</td>
</tr>
</tbody>
</table>
Monitoring and Evaluation

Acceptable Use Policy

Strategies are in place to monitor the district’s Acceptable Use Plan for staff and student use of the technologies.

See Attached Appendix for Staff and Student AUP.
# Appendix

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Use of Computerized Information Resources</td>
<td>38</td>
</tr>
<tr>
<td>Student Use of Computerized Information Resources</td>
<td>43</td>
</tr>
<tr>
<td>Internet Safety/Internet Content Filtering Policy</td>
<td>51</td>
</tr>
<tr>
<td>Staff/Teacher Software Request Form</td>
<td></td>
</tr>
</tbody>
</table>
Acceptable Use Policy (AUP) For Faculty/Staff

Staff Use of Computerized Information Resources
(Board Policy #6470 – Draft – Not Adopted by BOE)

The Silver Creek Central School District’s computer system (DCS hereafter) is provided for staff to enhance the educational programs of the District, to further District goals and objectives; and to conduct research and communicate with others.

Every Silver Creek Central School District employee will be required to read and acknowledge this Employee Computer Use Agreement. This form supersedes previous forms. Employees who have signed previous forms must also complete this new form.

Computer use is often a valuable and necessary component of an employee’s work. In addition, varying work responsibilities result in access to information sources such as software, programs, the Internet, and the district’s computer network. Although employees may have access to these information sources, their use must be specially authorized. Access and authorization to information and equipment carry a corresponding responsibility to their appropriate use. Access should be primarily for educational and professional or career development activities.

Electronic mail and telecommunications shall not be utilized to share confidential information about students or staff without authorization. No staff member may disclose, use, or disseminate any personal information regarding students or staff without authorization.

Generally, the same standards of acceptable staff conduct which apply to any aspect of job performance shall apply to use of the DCS. The standards of acceptable use as well as prohibited conduct by staff accessing the DCS, as outlined in District policy and regulation, are not intended to be all-inclusive. The staff member who commits an act of misconduct which is not specifically addressed in District policy and/or regulation may also be subject to disciplinary action, including loss of access to the DCS as well as the imposition of discipline under the law and/or the applicable collective bargaining agreement. Legal action may also be initiated against a staff member who willfully, maliciously or unlawfully damages or destroys property of the District.

Staff is encouraged to utilize electronic communications in their roles as employees of the District. Staff are also encouraged to utilize electronic means to exchange communications with parents/guardians or homebound students, subject to appropriate consideration for student privacy. Such usage shall be limited to school related issues or activities. Communications over the DCS are often public in nature; therefore, general rules and standards for professional behavior and communications will apply.
Silver Creek Central School’s computers, network, and Internet access are provided to enhance the educational programs of the District. They are to be used primarily for school-related purposes. Incidental use of the District’s computers, network, and Internet access must not interfere with the staff members job performance, must not violate any rules contained in this or the student AUP, and must not damage any of the District’s hardware, software, or telecommunications systems.

In compliance with the Children's Internet Protection Act (CIPA) and Regulations of the Federal Communications Commission (FCC), the District has adopted and will enforce this Internet safety policy that ensures the use of technology protection measures (i.e., filtering or blocking of access to certain material on the Internet) on all District computers with Internet access. Such technology protection measures apply to Internet access by both adults and minors with regard to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, considered harmful to such students. The District will provide for the education of students regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. Further, appropriate monitoring of online activities of minors, as determined by the building/program supervisor, will also be enforced to ensure the safety of students when accessing the Internet.

Staff may be issued Silver Creek Central Schools owned equipment; this may include but is not limited to laptop computers, tablet computers, various external input/output devices, and/or other relevant peripherals. It is understood that this equipment needs to be made available for use during and after normal school and business hours. As a result, it is understood that staff may transport and use their portable technology away from school grounds including their home to perform work-related duties with permission of the Technology Coordinator. It is also understood that all District-owned equipment remains the property of Silver Creek Central Schools and must be returned to the Office of Instruction and Technology prior to leaving the District or upon starting a leave of absence. Any user of the DCS that accesses an external network or other computer resources with District-owned equipment while off school grounds shall continue to be subject to this Acceptable Use Policy as well as of that network or resource's acceptable use policy.

The District's policies and accompanying regulations on staff and student use of computerized information resources establish guidelines for staff to follow in instruction and in working with students on acceptable student use of the DSC, including access to external computer networks. All hardware, including computers and equipment, is the property of Silver Creek Central Schools and will fall under the guidelines listed below. Expectations of employees include, but are not limited to, the following:

1. **Student Personal Safety**
   Employees who supervise students with access to technical resources shall be familiar with the Silver Creek Central Schools Student Internet Use Agreement and enforce its provisions. All student computer use must be supervised.

2. **Illegal or Destructive Activities**
   Employees shall not go beyond their authorized access to the district network or other computer equipment or software including the files or accounts of others. Employees shall not disrupt or attempt to damage or disrupt any computer, system, system performance, or data. Employees shall not use district equipment to engage in illegal acts.
3. **System Security**
   Employees are responsible for the security of their computer equipment, files and passwords. Employees shall promptly notify their immediate supervisor of security problems. Employees with access to student records may not use, release, or share these records except as authorized by Federal and State law.

4. **Inappropriate Conduct**
   The following are prohibited when using any technical resource: obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language; potentially damaging, dangerous, or disruptive material; personal or generalized harassment in violation of district policies; and false or defamatory information.

5. **Plagiarism and Copyright Infringement**
   Works may not be plagiarized. The rights of copyright owners are to be respected. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If an employee is unsure whether or not a work can be used, the copyright owner should be contacted for permission. Software copyrights and software licenses must be strictly respected.

6. **Inappropriate Access to Material**
   Technical resources shall not be used with material that is profane, obscene (pornographic), or advocates illegal acts, violence, or illegal discrimination. The use of Internet games, web chats, unauthorized software, or other instant messaging software (e.g. AOL Instant Messenger, etc.) is prohibited except when specifically authorized by the District Superintendent (or designee). Inadvertent inappropriate access shall be reported immediately to the supervisor.

7. **Expectation of Privacy**
   Employees have no expectation of privacy in files, disks, or documents that have been created in, entered in, stored in, downloaded from, or used on district equipment. Staff data files, e-mail and electronic storage areas shall remain District property, subject to District control and inspection. The Technology Coordinator may access all such files and communications without prior notice to ensure system integrity and that users are complying with requirements of District policy and accompanying regulations. Staff should **NOT** expect that information stored on the DCS will be private.

8. **Services and Assumption of Risks**
   Silver Creek Central Schools makes no warranties of any kind, whether express or implied, for services provided and is not responsible for any damages suffered while on the system to include loss of data and inaccurate or poor quality information obtained from the system. Users are responsible for backing up data stored on the hard drive of any computer assigned to them.

9. **Discipline**
   Staff members who engage in unacceptable use may lose access to the ITS (Information Technology System) and may be subject to further discipline under the law or in accordance with applicable collective bargaining agreements. Deliberate violations of this agreement (e.g., malicious acts or omissions; searching for, viewing or otherwise visiting pornographic or sexually explicit sites) are cause for disciplinary action.
10. Unacceptable Uses
   The following uses will be regarded as not acceptable: insulting, bullying, threatening or attacking others, illegal or malicious use, including downloading or transmitting of copyright material. Use for racial, sexual or other harassment in violation of district policy. To access, view, or transmit pornographic or obscene material. To solicit personal information with the intent of using such information to cause emotional or physical harm. To disrupt the work of other users. This included the propagation of computer viruses and use of the Internet to make unauthorized entry to any other Internet resource. Use for non-educational, commercial purposes, product advertisement, or political lobbying.

11. Etiquette
   The following general principles should be adopted: be polite; do not be abusive in messages to others. Use appropriate language: Remember that you are a representative of Silver Creek Central Schools and that you are using a non-private network. Do not disrupt the use of the Internet by other users.

12. E-Mail
   Do not e-mail massive files during peak hours and other high volume activities. Every user is responsible for all e-mail originating from their user ID (e-mail address). Forgery or attempted forgery of electronic mail is prohibited. The organization’s e-mail standard (currently, Lotus Notes) is the only allowable e-mail to be used. Do not access your personal e-mail account (ex. Hotmail, AOL, etc.) through the Silver Creek Central Schools network or dialup modem. Attempts to read, delete, copy or modify the e-mail of other users are prohibited. E-mail is NOT private. The District Superintendent (or designee) has the right of access to all e-mail sent or received. In the event of Silver Creek Central Schools being involved in any legal proceedings, any relevant e-mails (including Internet e-mail) may have to be disclosed, on the same basis as the case for written documents. Forwarding of chain letters is not allowed.

   Staff that use personal electronic devices while on school grounds to access external networks, including the Internet, agrees to use the DCS network. These devices should be registered with the Office of Instruction and Technology and/or utilize the District guest wireless network with appropriate authorization. Accessing an external network, including Internet, while on school grounds with personal electronic devices or other non-District devices is a violation of this Acceptable Use Policy (AUP).

Sanctions
   The computer coordinator will report inappropriate behavior to the staff member's supervisor who will take appropriate disciplinary action. Any other reports of inappropriate behavior, violations or complaints will be routed to the staff member's supervisor for appropriate action. Violations may result in a loss of access to the DCS and/or disciplinary action. When applicable, law enforcement agencies may be involved.

Notification
   All staff will be notified in writing and/or electronically of the District's policies on staff and student use of computerized information resources and the regulations established in connection with those policies. Each staff member will sign an Acceptable Use Agreement (Form #6470F) before establishing an account or continuing their use of the DCS.
In consideration for the privilege of using the Silver Creek Central School’s DCS and in consideration for having access to information contained on it and accessible through it, I hereby release the DCS, its operators, administration, staff, Silver Creek Central Schools, and BOCES from any and all claims of any nature or form arising from my use, misuse, or inability to use the Silver Creek Central School’s DCS.

I have read and I understand the Acceptable Use Policy (AUP) For Faculty/Staff. I agree to adhere to these regulations. I further understand that failure to comply with these may result in loss of my computing privileges, and may result in criminal charges being made against me.

I acknowledge that I have received, in hard copy or electronically, and have read:
Policy #6470, Staff Use of Computerized Information Resources
Policy #8271, Internet Safety/Internet Content Filtering Policy
Policy #7314, Student Use of Educational Technology

__________________________________________________
Employee Name (Please Print)

__________________________________________________                       ___________________
Employee Signature                                             Date

__________________________________________________
Position

__________________________________________________
School Building/Office
Acceptable Use Policy (AUP) For Students

Student Use of Computerized Information Resources
(Board Policy #7314 – Draft - Not Adopted by BOE)

Program Implementation

The Silver Creek Central School District recognizes that effective use of technology is important to our students and will be essential to them as adults. Consequently, the School System will provide access to various computerized information resources through the District's computer system (DCS hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, "on-line services," "WiFi" and the "Internet." The District shall provide personnel support for such usage.

The DCS is for educational and/or research use only and must be consistent with the goals and purposes of the Silver Creek Central School District. The standards of acceptable use as well as prohibited conduct by students accessing the DCS, as outlined in District policy and regulation, are not intended to be all-inclusive. Students are held to the same standards of good behavior whether they are using school computer networks or any other electronic media or communications, including a student's own personal technology or electronic device while on school grounds or at school events. In addition to the specific standards of student conduct delineated in this regulation, the general requirements of acceptable student behavior expected under the District's school conduct and discipline policy and the Code of Conduct also apply to student access to the DCS. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Legal and ethical implications of software use will be taught to students of all levels where there is such software use. In addition, the Building Principal or his/her designee and/or classroom teacher will be responsible for informing District students of rules and regulations governing student access to the DCS.

In order to match electronic resources as closely as possible to the approved District curriculum, District personnel will review and evaluate resources in order to offer "home pages" and menus of materials which comply with Board guidelines governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guides to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the District curriculum. As much as possible, access to the District's computerized information resources will be designed in ways which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which
have not been evaluated by staff, students shall be provided with guidelines and lists of resources particularly suited to the learning objectives.

In compliance with the Children's Internet Protection Act (CIPA) and Regulations of the Federal Communications Commission (FCC), the District has adopted and will enforce this Internet safety policy that ensures the use of technology protection measures (i.e., filtering or blocking of access to certain material on the Internet) on all District computers with Internet access. Such technology protection measures apply to Internet access by both adults and minors with regard to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, considered harmful to such students. The District will provide for the education of students regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. Further, appropriate monitoring of online activities of minors, as determined by the building/program supervisor, will also be enforced to ensure the safety of students when accessing the Internet.

**Standards of Conduct Governing Student Access to the District Computer System**

Inappropriate use of the DCS may result in disciplinary action, including suspension or cancellation of access. Prior to suspension or revocation of access to the DCS, students will be afforded applicable due process rights. Each student who is granted access will be responsible for that usage. The DCS is provided for students in support of their educational program and to conduct research and communicate with others. Student access to external computer networks not controlled by the District is provided to students who act in a considerate and responsible manner. Likewise, students are expected to observe the same standards of behavior when using their own personal technology or electronic devices on school grounds or at school events. Individual users of the District's computerized information resources are responsible for their behavior and communications over the District computer network. It is presumed that users will comply with District standards and will honor the agreements they have signed.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be Silver Creek Central School District property and subject to control and inspection. The computer coordinator may access all such files and communications without prior notice to ensure system integrity and that users are complying with the requirements of District policy and regulations regarding student access to the DCS. Students should NOT expect that information stored on the DCS will be private.

During school, teachers will guide students toward appropriate materials. Outside of school, parents/guardians bear responsibility for such guidance as they do with information sources such as television, telephones, movies, radio and other potentially offensive/controversial media.

Use of the DCS which violates any aspect of Silver Creek Central School District policy; the Code of Conduct; and federal, state or local laws or regulations is strictly prohibited and may result in disciplinary action in compliance with applicable District guidelines and/or federal, state and local law including, but not limited to, suspension and/or revocation of access to the DCS. All hardware, including computers and equipment, is the property of Silver Creek Central Schools and will fall under the guidelines listed below. Expectations of employees include, but are not limited to, the following:

**13. Illegal or Destructive Activities**
Students shall not go beyond their authorized access to the district network or other computer
equipment or software including the files or accounts of others. Students shall not disrupt or
attempt to damage or disrupt any computer, system, system performance, or data. Students shall
not use district equipment to engage in illegal acts.

14. System Security
   Students are responsible for the security of their computer equipment, files and passwords.
   Students shall promptly notify the teacher in charge of security problems.

15. Inappropriate Conduct
   The following are prohibited when using any technical resource: obscene, profane, lewd, vulgar,
rude, inflammatory, threatening or disrespectful language; potentially damaging, dangerous, or
disruptive material; personal or generalized harassment in violation of district policies; and false or
defamatory information.

16. Plagiarism and Copyright Infringement
   Works may not be plagiarized. The rights of copyright owners are to be respected. Copyright
   infringement occurs when an individual inappropriately reproduces a work that is protected by
copyright. If an employee is unsure whether or not a work can be used, the copyright owner should
be contacted for permission. Software copyrights and software licenses must be strictly respected.

17. Inappropriate Access to Material
   Technical resources shall not be used with material that is profane, obscene (pornographic), or
advocates illegal acts, violence, or illegal discrimination. The use of Internet games, web chats,
unauthorized software, or other instant messaging software (e.g. AOL Instant Messenger, etc.) is
prohibited except when specifically authorized by the District Superintendent (or designee).
Inadvertent inappropriate access shall be reported immediately to the teacher in charge.

18. Expectation of Privacy
   Students have no expectation of privacy in files, disks, or documents that have been
created in, entered in, stored in, downloaded from, or used on district equipment. Student data
files, e-mail and electronic storage areas shall remain District property, subject to District control
and inspection. The Technology Coordinator may access all such files and communications without
prior notice to ensure system integrity and that users are complying with requirements of District
policy and accompanying regulations. Students should NOT expect that information stored on the
DCS will be private.

19. Services and Assumption of Risks
   Silver Creek Central Schools makes no warranties of any kind, whether express or implied, for
services provided and is not responsible for any damages suffered while on the system to include
loss of data and inaccurate or poor quality information obtained from the system. Users are
responsible for backing up data stored on the hard drive of any computer assigned to them.

20. Discipline
   Students who engage in unacceptable use may lose access to the ITS (Information Technology
System) and may be subject to further discipline under the law or in accordance with appropriate
due process procedures. Deliberate violations of this agreement (e.g., malicious acts or omissions;
searching for, viewing or otherwise visiting pornographic or sexually explicit sites) are cause for disciplinary action.

21. Unacceptable Uses

The following uses will be regarded as not acceptable: insulting, bullying, threatening or attacking others, illegal or malicious use, including downloading or transmitting of copyright material. Use for racial, sexual or other harassment in violation of district policy. To access, view, or transmit pornographic or obscene material. To solicit personal information with the intent of using such information to cause emotional or physical harm. To disrupt the work of other users. This included the propagation of computer viruses and use of the Internet to make unauthorized entry to any other Internet resource. Use for non-educational, commercial purposes, product advertisement, or political lobbying. Disclosing an individual password to others or using others’ passwords. Revealing personal information about oneself or of other students including, but not limited to, disclosure of home address and/or telephone number. Creating or using a website or blog which may cause a substantial disruption in the school environment or interfere with the rights of others. Using digital devices (such as a cell or camera phone), electronic technology and/or media to facilitate cheating, plagiarism, etc.

22. Etiquette

The following general principles should be adopted: be polite; do not be abusive in messages to others. Use appropriate language: Remember that you are a representative of Silver Creek Central Schools and that you are using a non-private network. Do not disrupt the use of the Internet by other users.

23. E-Mail

Do not e-mail massive files during peak hours and other high volume activities. Every user is responsible for all e-mail originating from their user ID (e-mail address). Forgery or attempted forgery of electronic mail is prohibited. The organization’s e-mail standard (currently, Lotus Notes) is the only allowable e-mail to be used. Do not access your personal e-mail account (ex. Hotmail, AOL, etc.) through the Silver Creek Central Schools network or dialup modem. Attempts to read, delete, copy or modify the e-mail of other users are prohibited. E-mail is NOT private. The District Superintendent (or designee) has the right of access to all e-mail sent or received. In the event of Silver Creek Central Schools being involved in any legal proceedings, any relevant e-mails (including Internet e-mail) may have to be disclosed, on the same basis as the case for written documents. Forwarding of chain letters is not allowed.

Network accounts are to be used only by the authorized owner of the account. Any user of the DCS that accesses another network or computer resources shall be subject to that networks acceptable use policy.

If a student or a student's parent/guardian has a District network account, a non-district network account or any other account or program which will enable direct or indirect access to a District computer, any access to the DCS in violation of District policy and/or regulation may result in student discipline. Indirect access to a District computer shall mean using a non-district computer in a manner which results in the user gaining access to a District computer, including access to any and all information, records or other material contained or stored in a District computer.
Students that use personal electronic devices while on school grounds to access external networks, including the Internet, agrees to use the DCS network. These devices should be registered with the Office of Instruction and Technology and/or utilize the District guest wireless network with appropriate authorization. Accessing an external network, including Internet, while on school grounds with personal electronic devices or other non-District devices is a violation of this Acceptable Use Policy (AUP).

Sanctions

1. Violations may result in suspension and/or revocation of student access to the DCS as determined in accordance with appropriate due process procedures.

2. Additional disciplinary action may be determined at the building level in accordance with existing practices and procedures regarding inappropriate language or behavior, as well as federal, state and local law.

3. When applicable, law enforcement agencies may be involved.

Security

Security on any computer system is a high priority, especially when the system involves many users. Users of the DCS identifying a security problem on the District's system must notify the teacher in charge. A student is not to demonstrate the problem to other users. Attempts to log on to the DCS as a computer coordinator may result in restriction or suspension of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the DCS. Further, any violations regarding the use and application of the DCS shall be reported by the student to the teacher in charge.

Notification

The District's Acceptable Use Policy and Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and students' obligations when accessing the DCS.
Agreement for Student Use of District Computerized Information Resources

In consideration for the use of the Silver Creek Central School District’s Computer System (DCS), I agree that I have been provided with a copy of the District’s policy on student use of computerized information resources and the regulations established in connection with that policy. I agree to adhere to the policy and the regulations and to any changes or additions later adopted by the District. I also agree to adhere to related policies published in the Student Handbook.

I understand that failure to comply with these policies and regulations may result in the loss of my access to the DCS. Prior to suspension or revocation of access to the DCS, students will be afforded application due process rights. Such violation of District policy and regulations may also result in the imposition of discipline under the District’s school conduct and discipline policy and the Code of Conduct. I further understand that the District reserves the right to pursue legal action against me if I willfully, maliciously or unlawfully damage or destroy property of the District. Further, the District may bring suit in civil court pursuant to General Obligations Law Section 3-112 against my parents or guardians if I willfully, maliciously or unlawfully damage or destroy District property.

__________________________________________________
Student Name (Please Print)

__________________________________________________
Student Signature

__________________________________________________
Date

__________________________________________________
Grade

__________________________________________________
Classroom/Home Room Number

__________________________________________________
School Building
Parental/Guardian Consent for Student Use of District Computerized Information Resources

I am the parent/guardian of ______________________________________________________________, the minor student who has signed the District's agreement for student use of computerized information resources. I have been provided with a copy and I have read the District's policy and regulations concerning use of the DCS.

I also acknowledge receiving notice that, unlike most traditional instructional or library media materials, the DCS will potentially allow my son/daughter student access to external computer networks not controlled by the Silver Creek Central School District. I understand that some of the materials available through these external computer networks may be inappropriate and objectionable; however, I acknowledge that it is impossible for the District to screen or review all of the available materials. I accept responsibility to set and convey standards for appropriate and acceptable use to my son/daughter when using the DCS or any other electronic media or communications.

I agree to release the Silver Creek Central School District, the Board of Education, its agents and employees from any and all claims of any nature arising from my son/daughter's use of the DCS in any manner whatsoever.

I agree that my son/daughter may have access to the DCS and I agree that this may include remote access from our home.

__________________________________________________
Parent/Guardian Name (Please Print)

__________________________________________________                       ___________________
Parent/Guardian Signature                                             Date

__________________________________________________
Home Address

__________________________________________________
Phone Number
| Student’s School Building | Student’s Grade/Homeroom |
The Silver Creek Central School District is requesting your decisions regarding your child’s participation in school publicity and technology, as described below. These decisions will remain in effect until the next grade level at which we request a new agreement form. (Request for consent is made in Kindergarten – valid until Grade 5, Grade 6 – valid until Grade 9, Grade 9 – valid until graduation). You may at any time withdraw your consent by writing a note to your child’s building principal. At no time will there be monetary compensation for use of student information in publicity or our website.

Publicity – The Silver Creek Central School District routinely publicizes student achievement and participation in school activities in the media. Your authorization to permit your child to be included in this school-related publicity could mean the use of their photograph, samples of their work (art work, music, electronic presentations, voice, video, or still), name, grade, teacher’s name, and school. Students’ addresses will not be used.

I hereby give permission for the above.  YES  NO

Website – The Silver Creek Central School District intends to expand the district website to include examples of quality student work. Your authorization to permit your child to be included in this school related website could mean the use of their picture, sample student work (art work, music, electronic presentations, voice, video, or still), first name, last name initial, grade, teacher’s name, and school. Use of student address and full name will not be permitted.

I hereby give permission for the above.  YES  NO

__________________________________________________
Student Name (Please Print)

__________________________________________________
Parent/Guardian Name (Please Print)

__________________________________________________                       ___________________
Parent/Guardian Signature                       Date
SUBJECT: INTERNET SAFETY/INTERNET CONTENT FILTERING POLICY

In compliance with the Children's Internet Protection Act (CIPA) and Regulations of the Federal Communications Commission (FCC), the District has adopted and will enforce this Internet safety policy that ensures the use of technology protection measures (i.e., filtering or blocking of access to certain material on the Internet) on all District computers with Internet access. Such technology protection measures apply to Internet access by both adults and minors with regard to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, considered harmful to such students. The District will provide for the education of students regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. Further, appropriate monitoring of online activities of minors, as determined by the building/program supervisor, will also be enforced to ensure the safety of students when accessing the Internet.

Further, the Board of Education’s decision to utilize technology protection measures and other safety procedures for staff and students when accessing the Internet fosters the educational mission of the schools including the selection of appropriate teaching/instructional materials and activities to enhance the schools’ programs; and to help ensure the safety of personnel and students while online.

However, no filtering technology can guarantee that staff and students will be prevented from accessing all inappropriate locations. Proper safety procedures, as deemed appropriate by the applicable administrator/program supervisor, will be provided to ensure compliance with the CIPA.

In addition to the use of technology protection measures, the monitoring of online activities and access by minors to inappropriate matter on the Internet and World Wide Web may include, but shall not be limited to, the following guidelines:

a) Ensuring the presence of a teacher and/or other appropriate District personnel when students are accessing the Internet including, but not limited to, the supervision of minors when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications. As determined by the appropriate building administrator, the use of email, chat rooms, as well as social networking websites, may be blocked as deemed necessary to ensure the safety of such students;

b) Monitoring logs of access in order to keep track of the web sites visited by students as a measure to restrict access to materials harmful to minors;

c) In compliance with this Internet Safety Policy as well as the District’s Acceptable Use Policy, unauthorized access (including so-called "hacking") and other unlawful
activities by minors are prohibited by the District; and student violations of such policies may result in disciplinary action; and
locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events.

SUBJECT: INTERNET SAFETY/INTERNET CONTENT FILTERING POLICY (Cont’d.)

The District is not responsible for inappropriate content or material accessed via a student's own personal technology or electronic device or via an unfiltered Internet connection received through a student's own personal technology or electronic device.

Notification/Authorization

The District's Acceptable Use Policy and accompanying Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and student's obligations when accessing the Internet.

The District has provided reasonable public notice and has held at least one (1) public hearing or meeting to address the proposed Internet Safety/Internet Content Filtering Policy prior to Board adoption. Additional public notice and a hearing or meeting is not necessary when amendments are made to the Internet Safety Policy in the future.

The District's Internet Safety/Internet Content Filtering Policy must be made available to the FCC upon request. Furthermore, appropriate actions will be taken to ensure the ready availability to the public of this policy as well as any other District policies relating to the use of technology.

The Internet Safety/Internet Content Filtering Policy is required to be retained by the school for at least five (5) years after the funding year in which the policy was relied upon to obtain E-rate funding.

47 United States Code (USC) Sections 254(h) and 254(l)
47 Code of Federal Regulations (CFR) Part 54
Education Law Section 814

NOTE: Refer also to Policy #7314 -- Student Use of Computerized Information Resources (Acceptable Use Policy)
District Code of Conduct on School Property
Internet access on the District's computer system is provided for staff and students as a means to enhance the educational mission and instructional programs of the School System, to further District goals and objectives, and to conduct research and communicate with others. In accordance with such educational mission and the instructional goals and objectives of the District, technology protection measures (i.e., filtering or blocking of access to certain material on the Internet) will be utilized on all District computers with Internet access to ensure the integrity of educational services and to address safety concerns regarding the online activities of minors. In accordance with The Children’s Internet Protection Act (CIPA), the term "minor" shall mean any individual who has not attained the age of seventeen (17) years.

Consequently, the District, unless an authorized "override" (i.e., disabling of the blocking or filtering measure) is permitted as enumerated below, will block or filter Internet access for both minors and adults to visual depictions that are:

1) Obscene (as defined pursuant to CIPA and other applicable laws/regulations as may be appropriate);

2) Child pornography (as defined pursuant to CIPA and other applicable laws/regulations as may be appropriate);

3) For computers used by minors with Internet access, are harmful to minors. The term "harmful to minors" is defined, pursuant to CIPA, as any picture, image, graphic image file, or other visual depiction that:

a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

b. Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

In addition, the District will monitor, as deemed appropriate by the applicable building/program administrator and/or classroom teacher, access by minors to "inappropriate matter" on the Internet and World Wide Web. Per CIPA, the District is authorized to filter or block Internet access to other material determined to be inappropriate for minors. The determination of what is "inappropriate" for minors shall be made in accordance with District guidelines and, as appropriate, on a case-by-case determination depending upon the factors such as the age of the
However, no filtering or blocking technology has a one hundred percent (100%) guarantee that all sites accessed by staff and students are immediately filtered in compliance with law and District procedures. Consequently, if District personnel and/or students find an accessed site that is questionable, the procedure is to contact the appropriate supervisor/teacher who will notify the Superintendent/designee. The Superintendent/designee will contact, as appropriate, the service/software provider and/or the District Technology Coordinator.

The District is not responsible for any inappropriate content or material which may be accessed via a staff member’s or a student’s own personal technology or electronic device or via an unfiltered Internet connection received through a staff member’s or a student’s own personal technology or electronic device.

Further, in order to help ensure the safety and security of minors when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications, appropriate supervision will be provided by a classroom teacher and/or other appropriate District personnel; and notification will be given to minors regarding the prohibition as to unauthorized disclosure, use and dissemination of personal identification information regarding such students. Students will also be informed regarding unauthorized access to District computers and the Internet, including so-called "hacking," and other unlawful activities by minors online.

Parental and/or student consent, as may be applicable, shall be required prior to authorization for student use of District computers as a means to help ensure awareness/compliance with District rules and standards of acceptable behavior.

In accordance with New York State Education Law, the School District may provide, to students in grades kindergarten through twelve (12), instruction designed to promote the proper and safe use of the Internet. Schools must instruct students in appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, as well as providing education on cyberbullying awareness and response. The Commissioner shall provide technical assistance to assist in the development of curricula for such course of study which shall be age appropriate and developed according to the needs and abilities of students at successive grade levels in order to provide awareness, skills, information and support to aid in the safe usage of the Internet.
SUBJECT: INTERNET SAFETY/INTERNET CONTENT FILTERING GUIDELINES (Cont'd.)

In furtherance of the District's educational mission to enact safety measures to protect students when online, the District has adopted and will enforce its Internet Safety Policy that includes the operation of technology protection measure(s) with respect to any of its computers with Internet access as mandated by CIPA and also in accordance with the District's Acceptable Use Policies and Regulations. The District shall enforce the operation of such technology protection measure(s) during any use of District computers in accordance with CIPA and applicable Board policies and building procedures.

Furthermore, in accordance with law, the District Technology Coordinator may access all staff and student files, email, and electronic storage areas to ensure system integrity and that users are complying with the requirements of CIPA and District policy and procedures. Additionally, dissemination and/or publication of the District's Acceptable Use Policy and Regulation will be utilized as one means to further ensure the implementation of safety measures and appropriate notification to staff and students as to acceptable, as well as prohibited, conduct when using District computers or accessing the Internet on such computers. The standards of acceptable use as well as prohibited conduct by staff and students when accessing District computers and the Internet, as outlined in the District's technology policies, are not intended to be all-inclusive. Staff and students who commit an act of misconduct which is not specifically addressed in District policy and/or regulation may also be subject to disciplinary action in accordance with law, the District Code of Conduct, and/or the applicable collective bargaining agreement. Legal action may also be initiated as deemed necessary by the Superintendent/designee.
Teacher Initiated Curriculum/Technology Request

**NAME** __________________________

**Date** ____________________________

**Building/Department** ________________

| Building Principal Initial Approval |
| Technology Approval |
| Curriculum Approval |
| Pupil Personnel Approval |
| Building Principal Final Approval |
| Superintendent Approval |
| BUDGET CODE |

**Name of Resource Requested** ____________________________________________________________

*(Please provide a link to information about your resource or a printed document/flyer describing the resource)*

**Please answer the following questions regarding your request.**

1. Is this resource replacing a current resource? If so, what resource is it replacing?

2. Is this resource a primary source of curriculum for your class? Circle: (YES/NO)

**LEVEL of IMPACT: Place an X where you think it falls on the following continuum:**

<table>
<thead>
<tr>
<th>District</th>
<th>Building</th>
<th>Department</th>
<th>Grade Level</th>
<th>Classroom</th>
</tr>
</thead>
</table>

3. What teacher or student practice are you hoping to improve with this request? (Technology)

**COST: Place an X where you think it falls on the following continuum:**

| High (> $10,000) | Mid (> $2,000) | No cost to district |

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5. What outcome for students are you trying to improve with the use of this resource?

6. How will this resource be utilized? (Please be as specific as possible)

**INTENDED AUDIENCE:** Place an X where you think it falls on the following continuum:
- Public
- Families/Parents
- Student
- Teacher only

**WHO WILL USE THIS RESOURCE:** Place an X where you think it falls on the following continuum:
- Open to all for use
- Families Interact
- Students Interact
- Presentation only

**DATA:** Place an X where you think it falls on the continuums:
- Student data is collected
- Some user data is collected
- No data is collected
- Individual student log in needed
- Building log in
- Specific teacher log in only
- No log in needed

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