Silver Creek Central School District
Educational Technology Plan
July 2015 – June 2018

http://www.silvercreekschools.org/technologyplan

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Mission

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

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 289 students. The middle school consists of grades 6-8 and has 224 students. The elementary school consists of grades Pre-K-5 and has 556 students. The district employs 111 full and part-time teachers. The student demographics are 76% White; 12% Native American; 6% Multiracial; 5% Hispanic and 1% African-American. Approximately 47% of the student population is eligible for free or reduced lunch programs.
Acknowledgements

We wish to acknowledge the members of the Board of Education, Administration, and the District Technology Committee 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.

The District Technology Committee meets bi-monthly to discuss technology needs, purchasing, professional development, and building level feedback, as well as to review and adjust the instructional technology plan as necessary. The Committee will also schedule additional meetings to focus solely on reviewing and updating the District Technology Plan during each year.

Stakeholders:

Board of Education:

Matt Bogosian  President
Greg Cole  Vice President
Steve Boothe
Jerry Cross
Marjorie Foxton
Martha Howard
Scott Pulver

Administration:

Delia Bonenberger  Interim Superintendent
Lynne Gowan  Director of Pupil Personnel Services
Michael Lauria  High School Principal
Cindy Mackowiak  School Business Administrator
Eleanor Payne  Middle School Principal
Warren Scott Rudnicki  Elementary Principal/Director of Educational Technology
**District Technology Committee:**

Chad Austin-Alford  Network Technician  
Lisa Brennan  Technology Information Manager  
Elizabeth Guzzetta  Special Education Teacher  
Jason Hammond  MS/HS Library Media Specialist  
Martha Howard  Board of Education  
Shannon Karcz  MS Secretary  
Ann Kempster  MS Teacher  
Michael Kempster  Technology Coordinator  
Craig Lamoreaux  ES Teacher  
Dana Leone  AIS Teacher  
Melodee Leone  Literacy K-12  
Paula Michalak  ES Library Media Specialist  
Carol Pulver  Parent  
Maureen Quant  ES Teacher  
Scott Rudnicki  Elementary Principal/Director of Technology  
Dan Tomaszewski  HS Teacher  
Jason Waterman  MS Teacher  

<table>
<thead>
<tr>
<th>Date</th>
<th>Purpose</th>
<th>Participants</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 4th, 2015</td>
<td>Discuss, review, and work on updating and revising the District Technology Plan</td>
<td>District Technology Committee</td>
<td>Progress on updating and revising District Technology Plan</td>
</tr>
<tr>
<td>May 18th, 2015</td>
<td>Discuss, review, and work on updating and revising the District Technology Plan</td>
<td>District Technology Committee</td>
<td>Continued progress on updating and revising District Technology Plan</td>
</tr>
<tr>
<td>June 1st, 2015</td>
<td>Discuss, review, and work on updating and revising the District Technology Plan</td>
<td>District Technology Committee</td>
<td>Finalize updating and revising of the District Technology Plan</td>
</tr>
</tbody>
</table>
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

- Provide 21st century knowledge and skills to allow all students to become independent, life-long learners.
- Integrate and align our curriculum with the National Educational Technology Standards (NETS) for students, teachers, and administrators.
- Educate and promote being proper digital citizens of the Silver Creek learning community.
- Deliver continuous, diverse, and broad staff development for all staff and administrators to ensure highly effective technology integration to improve student learning.
- Foster and increase communication using technology between staff, students, administrators, parents, and the community.
- Make available and acquire technology that will improve student academic achievement on Common Core standards.
- Ensure equitable technology tools and resources are provided to all students and staff.
- Support the district technology infrastructure and provide effective technical support to continually maintain access and availability of technology resources for all students and staff.
Curriculum

Curriculum Integration

Goals and strategies, aligned with challenging state and national standards, for using telecommunications and technology to improve teaching and learning.

- Design instruction and lessons that will teach digital citizenship to allow students to use technology appropriately while in school and in society.
- Adopt, implement, and integrate National Education Technology Standards for all students, teachers, staff, and administrators.
- Provide students with hardware and software that will allow them to participate in a 21st century learning environment as part of a Universal Design for Learning approach.
- Provide teachers and staff with hardware and software that will allow them to create 21st century learning environments that will engage all students.
- Implement teacher and student technology benchmarks based on the Common Core standards.
- Maintain an up-to-date network infrastructure.
Goal 1: Design instruction and lessons that will teach digital citizenship to allow students to use technology appropriately while in school and in society.

<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>Research and train staff, teachers, and administrators on digital citizenry.</td>
<td>Digital citizenship training for staff, teachers, and administrators.</td>
<td>Administration Technology Staff</td>
<td>Fall 2016</td>
<td>Completion of digital citizenry training for staff, teachers, and administrators.</td>
</tr>
<tr>
<td>Implement digital citizenship concepts and interactions into student technology learning.</td>
<td>Integration of digital citizenship into curriculum.</td>
<td>Administration Technology Staff</td>
<td>Fall 2017</td>
<td>Successful completion of digital citizenship lessons and curriculum by students.</td>
</tr>
</tbody>
</table>
Goal 2: Adopt, implement, and integrate National Education Technology Standards for all students, teachers, staff, and administrators.

<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>Provide education and staff development on ISTE/NETS standards to staff, teachers, and administrators.</td>
<td>Training provided during staff development days and during and after school.</td>
<td>Administration Technology Staff</td>
<td>Fall 2016</td>
<td>Completed ISTE/NETS standards training to all staff, teachers, and administrators.</td>
</tr>
<tr>
<td>Implement ISTE/NETS standards into curriculum and lessons.</td>
<td>Training provided during staff development days and during and after school.</td>
<td>Administration Technology Staff</td>
<td>Fall 2017</td>
<td>Student projects and learning that incorporates the ISTE/NETS standards.</td>
</tr>
</tbody>
</table>
## Action Plan

- **Goal 3:** Provide students with hardware and software that will allow them to participate in a 21st century learning environment.

<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>Implement and maintain a 1:1 iPad initiative for students in grades 6-12.</td>
<td>Students will be trained on using the iPads and Apps that will be utilized for instruction.</td>
<td>Administration Technology Staff Teachers &amp; Staff</td>
<td>Fall 2015</td>
<td>Integration of curriculum and instruction with the iPads.</td>
</tr>
<tr>
<td>Increase technology available to students in grades Pre-K–5 while exploring the possibility of a 1:1 ratio.</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-5.</td>
</tr>
<tr>
<td>Expand student distance learning course offerings.</td>
<td>N/A</td>
<td>Administration Technology Staff</td>
<td>Continuous</td>
<td>Newly offered distance learning courses available to students.</td>
</tr>
<tr>
<td>Increase virtual field trip offerings and opportunities.</td>
<td>Advertise available virtual field trips and provide training on using technology to participate in virtual field trip.</td>
<td>Administration Technology Staff</td>
<td>Continuous</td>
<td>Increased participation in virtual field trips by teachers and students.</td>
</tr>
</tbody>
</table>
### Action Plan

- **Goal 4:** Provide teachers and staff with hardware and software that will allow them to create 21st century learning environments that will engage all students.

<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>Provide all teachers with laptops and iPads and additional technology to create a 21st century classroom for learning.</td>
<td>Training opportunities to learn how to use and integrate technology into the classroom.</td>
<td>Administration Technology Staff BOCES</td>
<td>Fall 2015</td>
<td>Integration of technology into the classroom and instruction.</td>
</tr>
<tr>
<td>Provide training to utilize the technology to increase student learning and achievement.</td>
<td>Training opportunities provided during and after school including hands-on, interactive, documentation learning.</td>
<td>Administration Technology Staff BOCES</td>
<td>Continuous</td>
<td>Increased integration of technology into lessons and curriculum.</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>
Goal 5: Implement teacher and student technology benchmarks based on the Common Core standards.

<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>Review Common Core standards and technology requirements.</td>
<td>Training on Common Core standards for all staff, teachers, and administrators.</td>
<td>Administration</td>
<td>Continuous</td>
<td>Completion of training in Common Core standards.</td>
</tr>
<tr>
<td>Update current curriculum maps and lessons to reflect Common Core standards.</td>
<td>Training and updating of curriculum to reflect Common Core standards.</td>
<td>Administration</td>
<td>Continuous</td>
<td>Curriculum maps and lessons are aligned with Common Core standards.</td>
</tr>
<tr>
<td>Implement technology to help support integration of Common Core standards.</td>
<td>Evaluate current technology to determine if it is meeting Common Core 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>
Action Plan

- Goal 6: Maintain an up-to-date network infrastructure.

<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>Replace existing wireless system with an 802.11ac Wave 2 wireless system.</td>
<td>N/A</td>
<td>Technology Staff</td>
<td>Continuous</td>
<td>Installation of a running 802.11ac Wave 2 wireless system.</td>
</tr>
<tr>
<td>Upgrade network switches to support new 802.11ac Wave 2 wireless system.</td>
<td>N/A</td>
<td>Technology Staff</td>
<td>Continuous</td>
<td>Network switches support new wireless system.</td>
</tr>
<tr>
<td>Install network cabling to all 802.11ac Wave 2 access points.</td>
<td>N/A</td>
<td>Technology Staff</td>
<td>Continuous</td>
<td>Installation of network cable.</td>
</tr>
<tr>
<td>Install air conditioning in all data closets.</td>
<td>N/A</td>
<td>Technology Staff</td>
<td>Continuous</td>
<td>Air conditioning installed and running in all network closets.</td>
</tr>
<tr>
<td>Investigate new VoIP phone system and upgrade all telephones to digital.</td>
<td>N/A</td>
<td>Technology Staff</td>
<td>Continuous</td>
<td>New VoIP system installed and all telephones are digital VoIP phones.</td>
</tr>
</tbody>
</table>
Identifying and Promoting Curricula and Teaching Strategies.

- Provide opportunities to discuss and demonstrate technology at building/district level technology committees and grade/building meetings.
- Training will be provided to teachers and staff when new technology is implemented and added.
- Technology related projects and lessons will be displayed around the school, included in the district newsletter, at parent information nights, and presented at public areas.
- Staff development days will include technology training and allow for teachers to demonstrate how they use technology integration in curriculum and teaching.
Curriculum

Student Achievement

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.

➤ Achieve 3000  
  o An online reading and writing solution that provides differentiated online instruction to improve students’ reading and writing. It is aligned to the Common Core standards and uses Lexiles as its foundation to achieve higher levels of reading and writing.

➤ AVRovers  
  o 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. The ONfinity system allows any whiteboard or flat surface to become an interactive whiteboard allowing lessons to become interactive and engaging.

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

➤ Classroom Performance Systems  
  o An educational tool that allows for electronic student responses using clickers. CPS allows teachers to create interactive quizzes and games through the ExamView Learning Series which is based on Common Core
standards. Students interactively respond to the activities using a clicker response device.

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

- **Follett Destiny**
  - 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.

- **iTunes U**
  - 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 Math**
  - A web-based learning tool that provides math curriculum questions, assessments, and practice activities from Pre-K math through algebra. The activities are based on the Common Core standards and New York State learning standards.

- **Learning A-Z**
  - An online software that provides differentiated instruction and content in reading, writing, and science through different websites for students in the Elementary School.

- **My Big Campus**
  - My Big Campus is an online learning management system that includes lessons, assignments, and calendars into a single collaborative environment.

- **RTI Edge**
  - 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.

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

➤ STAR Reading, Math, and Early Literacy
• Computer-based diagnostic assessments for students that are computer-adaptive and tracks development in reading and math.
Curriculum

Technology Delivery

Strategies for the delivery of specialized or rigorous courses and curricula through the use of technology, including distance learning technologies.

- The Internet is used throughout the district to access websites, videos, Web 2.0 applications, and additional resources to integrate technology into the teaching to help student instruction and achievement.
- Distance learning is utilized to provide additional course offerings and opportunities for students that are not available as traditional in-district classes. The current DLL room provides a high definition experience for students.
- Virtual field trips are available to be scheduled using either the distance learning room or the Polycom videoconferencing equipment. Virtual field trips allow students to experience events and opportunities for free or small fees that would otherwise not be available.
- On-line courses are currently being evaluated and used on a small scale to determine if they would be good additions to our course offerings in the future. These on-line courses would provide additional opportunities for classes and courses that would not be available in-district.
- Teachers and students have access to thousands of free standards-based video resources through the VITAL (video in teaching and learning) website. The site is sponsored along with PBS to provide video resources for classes of all grade levels.
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.
- 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.
- 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, schedules, grades, and report cards.
- School Messenger
  - School Messenger is a system that parents, students, and community members can sign-up for that provides an automated telephone service. Emergency closings and other important school district events and news
will be communicated through School Messenger which integrates into PowerSchool.

- **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.

- **Twitter**
  - Twitter will be used to post important district announcements.
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 on-going 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 on-going 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. Side-by-Side coaching and co-teaching are also provided for teachers through our technology integrators that have been provided through Erie 1 and 2 BOCES Cosers. Our current one-to-one iPad initiative in grades six-twelve has resulted in a great deal of on-going training. High School and Middle School Faculty continue to receive support in platform training around iTunes U, as well as, software applications such as: Nearpod, Showbie, iMovie, Notability and Socrative. Elementary Faculty receive support around software applications such as: Achieve 3000, Learning A-Z software, Accelerated Math, IXL ELA and Math to enhance their instruction to meet the individual student needs. Faculty and staff also continue to have support with data screening and collection tools such as STAR.
Early Literacy, Reading and Math; Edocrina, PowerSchool, and PowerSchool Gradebook. Professional development also encourages our teachers to engage with students in using this technology as it relates to curricular activities, and to assist our students in using technology in innovative ways.
### Action Plan

- **Goal:** Increase and provide on-going professional development for district technology to all staff, teachers and administrators.

<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>Develop awareness of ISTE/NETS standards all teachers, staff, and administrators.</td>
<td>Inclusion of standards into staff development days and training opportunities</td>
<td>Administration Technology Staff</td>
<td>Continuous</td>
<td>Survey results indicating implementation and incorporation of standards.</td>
</tr>
<tr>
<td>Develop entry level training for new and beginning users of technology for base hardware and software.</td>
<td>Training opportunities provided during and after school including hands-on, interactive, documentation learning.</td>
<td>Administration Technology Staff</td>
<td>Continuous</td>
<td>Evaluation by teachers and incorporation of technology into lessons.</td>
</tr>
<tr>
<td>Provide training opportunities to all staff, teachers, and administrators for all implemented hardware and software.</td>
<td>Training opportunities provided during and after school including hands-on, interactive, documentation learning.</td>
<td>Administration Technology Staff</td>
<td>Continuous</td>
<td>Evaluation by teachers and use of available technology resources.</td>
</tr>
<tr>
<td>Develop training materials for all newly implemented technology.</td>
<td>Training materials created as new technology is installed and implemented.</td>
<td>Technology Staff</td>
<td>Continuous</td>
<td>Training materials are available, updated, and accessible.</td>
</tr>
<tr>
<td>Task</td>
<td>Activity</td>
<td>Responsible Party</td>
<td>Frequency</td>
<td>Timeline</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>-------------------------</td>
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<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Provide on-line training tutorials to all staff, teachers, and administrators.</td>
<td>Pilot different on-line tutorial software packages.</td>
<td>Technology Staff</td>
<td>Continuous</td>
<td>Once a product has been chosen and is implemented.</td>
</tr>
<tr>
<td>Provide a frequently asked question database as part of Web Help Desk.</td>
<td>Creation of FAQ’s as appropriate and needed.</td>
<td>Technology Staff</td>
<td>Continuous</td>
<td>Availability and use of FAQ database.</td>
</tr>
<tr>
<td>Assess technology professional development needs.</td>
<td>Annual technology survey to all staff, teachers, and administrators.</td>
<td>Administration Technology Staff</td>
<td>Annually</td>
<td>Revision and updating of professional development opportunities based on results of survey.</td>
</tr>
</tbody>
</table>
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 WNYRIC/Erie 1 BOCES. The local area network consists of a core fiber backbone connected by ten gigabyte fiber connections to all network closets. The network closets all have ten gigabyte 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 123 access points throughout the district to provide wireless access connection speeds up to 802.11n.

- 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 1,600 computers available throughout the district to students and employees. The vast majority of the computers are Windows-based desktops and laptops running Windows 7. There are small clusters of desktop computers in most of the elementary classrooms and select middle and high school classrooms. There are two wired PC computer labs and one wireless laptop cart in the elementary school. The middle and high school share two wired PC computer labs and five wireless laptop carts. There is an Apple computer lab in both the music and art departments as well as iPad cart. Students in grades 6-12 are provided with iPads as part of a 1:1 iPad program. All teachers are provided with laptops and iPads for instruction. 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 nine dedicated fax lines throughout the district. Power Announcement 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.
Distance Learning
  - Silver Creek has a dedicated distance learning room connected to BOCES through a broadband connection. The distance learning room allows live video and audio course offerings to be made available to students. There is also a portable Polycom unit available to sign-out for virtual field trips.

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)
  - Erie 1 BOCES Microcomputer Technical Support Specialist (.4 FTE)
  - Erie 2 BOCES Staff Development Specialist (.4 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.
- Implement Microsoft Lync to provide an internal instant messaging and communication system for staff, teachers, and administrators.
- 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.
  o The computer can no longer be networked with current systems.
  o The computer can no longer run the currently supported version of Microsoft Windows and/or Microsoft Office.
  o The computer is 5 or more years old.
  o The computer is no longer cost effective to support.
# Action Plan

- **Goal:** Maintain a replacement and maintenance 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>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>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>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>
</tbody>
</table>
# Hardware Inventory (Less Than 5 Years Old)

<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</strong> (list by type)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. PC</td>
<td>260</td>
<td>265</td>
<td>75</td>
<td>58</td>
<td>6</td>
<td>110 125 160</td>
</tr>
<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>
</tr>
<tr>
<td>C. iPads</td>
<td>30</td>
<td>911</td>
<td>0</td>
<td>12</td>
<td>0</td>
<td>85 89 90</td>
</tr>
<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>0 0 0</td>
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<tr>
<td>B. Scanners</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>C. Assistive/Adaptive Devices</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>D. Projection Devices</td>
<td>6</td>
<td>57</td>
<td>2</td>
<td>8</td>
<td>5</td>
<td>0 0 50</td>
</tr>
<tr>
<td>E. E-Readers</td>
<td>0</td>
<td>0</td>
<td>30</td>
<td>0</td>
<td>0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>F. Document Cameras</td>
<td>0</td>
<td>6</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>G. Interactive Whiteboards</td>
<td>3</td>
<td>46</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>0 0 0</td>
</tr>
<tr>
<td>H. Multi-function Printers</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>6</td>
<td>0</td>
<td>0 0 0</td>
</tr>
<tr>
<td><strong>Software</strong> (See below)</td>
<td></td>
<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></td>
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<td>0</td>
<td>25</td>
<td>9</td>
</tr>
<tr>
<td>----------------</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>----</td>
<td>---</td>
</tr>
<tr>
<td><strong>A. Hubs</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>25</td>
<td>9</td>
</tr>
<tr>
<td><strong>B. Servers — Physical</strong></td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>9</td>
<td>2</td>
</tr>
<tr>
<td><strong>C. Servers — Virtual</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>27</td>
<td>0</td>
</tr>
<tr>
<td><strong>Number of rooms wired for internal connections</strong></td>
<td>90</td>
<td>111</td>
<td>2</td>
<td>23</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Telecommunication Links**

<table>
<thead>
<tr>
<th></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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Full or fractional T1</strong></td>
<td>90</td>
<td>111</td>
<td>2</td>
<td>23</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>B. ISDN</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>C. Dedicated cable/microwave</strong></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>
</tbody>
</table>
Dragon Naturally Speaking | 11 Licenses
ExamView | Licensed with Textbooks
Insight | Site License
Kurzweil 3000 | Site License
Read 180 | Site License
SmartMusic | 13 Practice Room/1 Educator Licenses

➢ **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</td>
<td>Site License</td>
</tr>
<tr>
<td>Configuration Manager</td>
<td>License</td>
</tr>
<tr>
<td>------------------------</td>
<td>---------</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.
- Expand the 1:1 iPad program by adding iPads to grades 8-12 for the Fall of 2015. These iPads are utilized throughout the school day for instruction and are allowed to go home with students.
- 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 or 504 plans.
- Increase support and training opportunities for staff, teachers, and administrators.
- Evaluate expanding the wireless network to include more locations around the athletic fields and exterior locations on the campus for district and guest access.
➤ Continue to provide laptops and iPads to all teachers for use during school and for use at home.
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 District Technology Committee, District Curriculum Council, 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. Technology surveys will be distributed to administrators, staff, and students at least once a year to gather data and feedback. The District Technology Committee will meet bi-monthly throughout the school year and include a discussion on the effectiveness of the educational technology plan at each meeting and update and revise the plan as needed to ensure it is an up-to-date and accurate 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>District technology committee will meet bi-monthly on technology needs, purchasing, professional development, and building level feedback. Evaluate current status of the education technology plan.</td>
<td>N/A</td>
<td>Technology Staff</td>
<td>Continuous</td>
<td>Bi-monthly meets take place. Discussion on agenda items occurs with evaluation of the educational technology plan.</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</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

Staff Use of Computerized Information Resources ................................................................. 44
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Parent/Guardian and Student iPad Handbook ................................................................. 63
Superintendent Assurance Document ............................................................................. 76
470 Form ............................................................................................................................... 77
Parents’ Bill of Rights for Data Privacy and Security .......................................................... 78
Acceptable Use Policy (AUP) For Faculty/Staff

Staff Use of Computerized Information Resources
(Board Policy #6470 – Adopted by BOE: 7/25/12)

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 – Adopted by BOE: 7/25/12)

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/Homeroom 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

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Parental/Guardian Consent for Student Website Release Form

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                     ___________________

Student’s School Building                                  Student’s Grade/Homeroom

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

d) Appropriate supervision and notification to minors regarding the prohibition as to unauthorized disclosure, use and dissemination of personal identification information regarding such students.

The determination of what is "inappropriate" for minors shall be determined by the District and/or designated school official(s). It is acknowledged that the determination of such "inappropriate" material may vary depending upon the circumstances of the situation and the age of the students involved in online research.

The terms "minor," "child pornography," "harmful to minors," "obscene," "technology protection measure," "sexual act," and "sexual contact" will be as defined in accordance with CIPA and other applicable laws/regulations as may be appropriate and implemented pursuant to the District’s educational mission.

The School District shall provide certification, pursuant to the requirements of CIPA, to document the District’s adoption and enforcement of its Internet Safety Policy, including the operation and enforcement of technology protection measures (i.e., blocking/filtering of access to certain material on the Internet) for all School District computers with Internet access.

Internet Safety Instruction

In accordance with New York State Education Law, the School District may provide, to students in grades K through 12, instruction designed to promote the proper and safe use of the Internet. 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.

Under the Protecting Children in the 21st Century Act, students will also be educated on appropriate interactions with other individuals on social networking websites and in chat rooms, as well as cyberbullying awareness and response.

Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices

Despite the existence of District policy, regulations and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other 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 student, the material involved, and the educational purpose/research for which such material is utilized.
SUBJECT: INTERNET SAFETY/INTERNET CONTENT FILTERING GUIDELINES (Cont'd.)

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.
Parent/Guardian and Student iPad Handbook

2014-2015
SCCS 1:1 iPad Initiative

The focus of the 1:1 iPad initiative at the Silver Creek Central School District (SCCS) is to provide technological tools and resources to the 21st Century Learner. With the use of these tools, it is the hope of the initiative to improve student engagement and achievement. Ultimately, the iPad initiative will allow our students to be better prepared for their post-graduation plans by giving them the skills and confidence to integrate and use technology into their future endeavors.

One of the preeminent learning tools for today’s students is the Apple iPad. In schools around the world, the iPad has extended student learning beyond the classroom. The iPads at SCCS will contain student textbooks, books for required reading, and learning apps, as well as multiple productivity, study, and assessment tools. With the implementation of this iPad initiative, Silver Creek students can expect to see technology integrated into the curriculum on a daily basis.

The policies, procedures, and information within this document apply to all iPads used at SCCS. Teachers may set additional requirements for use in their classroom.

1.) RECEIVING YOUR iPAD & iPAD CHECK-IN

1.1 Receiving Your iPad

iPads will be distributed at the beginning of each school year. A parent meeting will be held each summer for students who are receiving iPads for the first time. Parents and students must sign and return the “iPad Handbook Acknowledgement Form” before the iPad will be allowed to be taken home. If this form is not signed, the student will still be assigned an iPad during the school day but will not be allowed to take the iPad home. These students will still be responsible for completing the assigned work on the iPad.

Cases have provided for additional protection for these devices. Please recognize that if misuse, damage, or loss occurs to the iPad, the iPad case, or any iPad accessories the student will be assessed the replacement cost for which the parent/guardian will be held accountable, and the student may lose privileges for the remaining current school year.

Students will be receive the following equipment:

- school-issued iPad
- iPad case and cover
- stylus
- headphones
- iPad charger / cable

1.2 Returning Your iPad (iPad Check-in)

Student iPads plus any accessories must be returned during the final weeks of school so they can be serviced over the summer and prepared for the next school year. Students who graduate early, withdraw, transfer, are suspended or expelled, or terminate enrollment at SCCS for any other reason must return their iPad and accessories on the date of departure. If a student fails to return the iPad and/or accessories at the end of the school year or upon termination of
enrollment at SCCS, that student will be subject to criminal prosecution or civil liability. The student and/or parent/guardian may be required to pay the replacement cost of the iPad, or, if applicable, any insurance deductible. Failure to return the iPad will also result in a theft report being filed with the Chautauqua County Sheriff’s Department.

If it is determined that there have been damages to the iPad, or any iPad accessories, or if the device is not returned in satisfactory or better condition, the student will be held responsible for any necessary repairs, as outlined in section 8 of this handbook.

2.) TAKING CARE OF YOUR iPad

You, the student, are responsible for the general care of the iPad that has been issued to you by the Silver Creek Central School District. You are NOT to loan the device out to anyone. iPads that are broken or fail to work properly must be reported immediately to the building office for an evaluation of the equipment.

2.1 General Precautions

The iPad is Silver Creek Central School property and is subject to the policies of the school district. By accepting and signing the “iPad Handbook Acknowledgement Form,” you, the student, are accepting responsibility for any damage to the device that you caused or could have controlled. You will be responsible for any repair costs if the device is damaged due to misuse, accidents, modifications, unsuitable physical or operating environments, or improper maintenance. This type of damage may include, but is not limited to: screen damage (cracks, scratches, etc.); liquid damage caused by spills; damage from foreign material inside the system; shock from misuse or drops; handling an iPad in a manner that can lead to damage of equipment (such as dropping the iPad onto a hard surface); pushing on the screen of an iPad; downloading or installing potentially hazardous files.

- No food or drink is allowed near, next to, or on your iPad.
- Cords, cables, and removable devices must be inserted carefully into the iPad.
- iPads and iPad cases must remain free of any writing, drawing, stickers, skins, or labels that are not the property of the school district.
- Protective cases, school labels, and ID stickers shall never be removed from the device.
- iPads must never be left in an unlocked car or locker, or any unsupervised area.
- Students are responsible for keeping their iPad’s battery charged for school each day.
- Problems with the iPad should be reported immediately. Students should not attempt to restore or fix the iPad.

2.2 Carrying iPads

The protective cases provided with the iPads have sufficient padding to protect them from normal day to day treatment and provide a suitable means for carrying the device within and to and from school. The guidelines below should be followed:

- iPads should always be in the protective case. The cover should be on whenever the iPad is not in use.
If using a carrying case or book bag, other objects (such as folders, workbooks, books, etc.) must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.

2.3 Screen Care

The iPad screens can be damaged, if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in a carrying case that will press against the screen.
- Do not poke, punch, or hit the screen.
- Do not place the iPad on a table, desk, or any other surface where it could be accidentally knocked down onto the floor.
- Only clean the screen with a soft, dry cloth or anti-static cloth. No cleaners of any type should be used.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc., as this will break the screen.
- Never place on the floor where someone may step on it.

3.) USING YOUR iPAD AT SCHOOL

iPads are intended for use at school each day and should arrive in a fully-charged condition. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the device. Students are responsible for bringing their iPad to all classes, unless specifically instructed not to do so by their teacher.

3.1 iPads Left or Forgotten at Home

If a student leaves his or her iPad at home, he or she is still responsible for completing the required course work. If a student repeatedly leaves his or her iPad at home, he or she may be required to “check out” his or her iPad from the main office every day for a length of time to be determined by his or her principal.

3.2 iPad Repair

Students will visit the main office when repair is needed to the iPad. Instructions will be available there on how to open a support ticket with the technology department. Loaner iPads may be issued if available from main office for the duration of repair.

3.3 Charging Your iPad’s Battery
Students are required to charge their iPads each evening; the devices must be brought to school each day in a fully charged condition. If a charge is needed at some point throughout the day, students should see their teacher for instructions.

If a student repeatedly neglects to keep his or her device charged, he or she may be required to “check out” his or her iPad from the main office every day for a length of time to be determined by his or her principal.

3.4 Personalizing Your School Owned iPad

Personalization of the school issued iPad is allowed but only under the conditions listed below. If a student fails to comply with these conditions disciplinary actions will be taken.

- Only 5 personal photos and videos are allowed on the device at a time.
- Photos/Videos required for class work must be organized and stored in individual albums.
- Inappropriate media may not be used as a screensaver or background photo. Examples of inappropriate media include, but not limited to: presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related images.

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Internet games are not allowed on the iPads unless for instructional use or as directed by the teacher.
- All software/Apps must be district provided. Data storage will be available through Apps on the iPad, the school’s network and through school provided email.
- Earphones or ear buds are encouraged when teacher permits sound. Each student will be given earphones when he or she receives his or her iPad.

3.6 Printing

Printing will only be available from the iPad for school-related materials that are approved by a teacher. Abuses of this privilege may result in disciplinary action.

3.7 Off-Site Internet Access

Students are allowed to access home or public wireless networks on their iPads. This will assist them with iPad use while off campus.

3.8 Apps

- Students are NOT authorized to install any Apps onto the iPads. Their iPads will be updated at pre-determined intervals through-out the year by SCCS.
- Devices will be monitored daily for inappropriate Apps.
- Save all work to a location that can be accessed from home.
3.9 Email

- All district iPads are configured with individual school email accounts (username@silvercreekschools.org).
- For more information on student email please see “Student Acceptable Use Policy.”

4). MANAGING YOUR FILES AND SAVING YOUR WORK

4.1 Saving to the iPad/Home Directory

Students are responsible for backing up their own files. Students may save work directly to the iPad. It is recommended students e-mail documents to themselves for backup. Students may also use provided Apps for cloud storage or back-up to the district file server. Storage space will be available on the iPad, BUT it will NOT be backed up in case of re-imaging. It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

Best efforts are in place to ensure consistent network connectivity though the district makes no guarantee that their network will be up and running 100% of the time as accidents and natural disasters do occur. In the rare case that the network is down, the SCCS District will not be responsible for lost or missing data.

5.) SOFTWARE ON THE iPADS

5.1 Originally Installed Software/Apps

The software/Apps originally installed by SCCS must remain on the iPad in usable condition and be easily accessible at all times. From time to time or at pre-defined intervals, the school may add software applications for use in a particular course. Depending on the licensing for any added software, it may be required that the software will be deleted from the iPads at the completion of the course. Checks/audits of iPads will be made to ensure that students have not removed required apps.

5.2 Additional Software/Apps

SCCS will maintain and update the iPads so that they contain the necessary apps for schoolwork. Synching iPads to personal accounts or devices is not allowed.

5.3 Inspection

Students may be selected at random to provide their iPad for inspection.
5.4 Procedure for restoring an iPad

If technical difficulties occur or illegal software, non-SCCS installed Apps, or inappropriate Apps are discovered, the iPad may be restored from the latest iPad image/build. The school does not accept responsibility for the loss of any software or documents deleted when this occurs.

5.5 Software upgrades

Upgrades for licensed software/apps are available from time to time. Students may be required to leave their iPads with their teacher, the library, or the main office for periodic updates and synching. At these times, the iPad will be unavailable to use.

6.) ACCEPTABLE USE

The use of the Silver Creek Central School District’s technology resources is a privilege, not a right. The privilege of using the technology resources provided by SCCS is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Silver Creek School District. All students are required to comply with the Silver Creek Acceptable Use Policy and this Handbook when using their iPads. If a student violates any of the terms and conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

The SCCS School District’s Student Code of Conduct shall be applied to student infractions. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

- Monitor the use of the iPad and internet when students are at home.

6.2 School Responsibilities are to:

- Provide Internet and e-mail access to its students.
- Provide Internet Blocking of inappropriate materials as required by the Children’s Internet Protection Act.
- Provide network data storage areas. These will be treated similar to school lockers. SCCS reserves the rights to review, monitor, and restrict information stored on or transmitted via SCCS District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
6.3 Students are Responsible for:

- Using the iPad in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to iPad use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Students should always turn off and secure their iPad after they are done working to protect their work and information.
- When students are not using their iPads, they should be stored safely and securely. This means lockers (if assigned) must be locked appropriately. Nothing should be placed on top of the iPad when stored in the locker. Students are encouraged to take their iPads home every day after school. iPads should not be stored in a student’s vehicle whether at school or at home. If a student needs a secure place to store his or her iPad, he or she may check it in for storage with the main office.
- Students should not share lockers and/or locker combinations in order to protect the security of the assigned iPad.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she should report it immediately to a teacher or administrator.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board of Education policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Plagiarism, including accessing sites selling term papers, book reports, and other forms of student work.
- Unauthorized messaging services, or use of anonymous and/or false communications.
- Unauthorized Internet/Computer Games.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.).
- Downloading inappropriate Apps.
- Spamming (Sending mass or inappropriate emails).
- Gaining access to other student’s accounts, files, data, and/or iPad settings.
- Use of the school’s internet/email accounts for financial or commercial gain or for any illegal activity.
- Use or possession of hacking software.
- Students are not allowed to give out personal information, for any reason, over the Internet.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
• Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
• Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
• Bypassing the SCCS web filter.
• The iPad camera (all photos and videos) must be used for required school work only.

6.5 iPad Care

Students will be held responsible for maintaining their individual iPads and keeping them in good working order.

• iPad batteries must be charged and ready for school each day.
• Only labels or stickers approved by the SCCS School District may be applied to the device.
• iPad covers furnished by the school district must be returned with only normal wear and no alterations to avoid paying a cover replacement fee.
• iPads that malfunction or are damaged must be reported to the main office. The school district will be responsible for repairing iPads that malfunction.
• iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired. See Section 8 for associated costs.
• iPads that are stolen must be reported immediately to the main office and a police report must be filed with the Chautauqua County Sheriff’s Office or the school resource officer. iPads that have been stolen will be replaced pending a police report. The student/parent will be responsible under the terms covered in Section 8.
• iPads that are damaged due to fire, flood, or other natural disasters must be reported immediately to the main office. In this situation, iPads will be replaced pending an insurance claim. The student/parent will be responsible under the terms covered in Section 8.
• iPads that are misplaced or lost must be reported immediately to the main office. Full replacement value will be due for lost iPads.

6.5 Legal Propriety

• Comply with trademark and copyright laws and all license agreements, including all Apple/iTunes license agreements (www.apple.com/legal). Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
• Plagiarism is a violation of the SCCS Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
• Use or possession of hacking software is strictly prohibited and violators will be subject to SCCS Code of Conduct. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.
6.6 Student Discipline

All disciplinary action will follow the same guidelines as described in the SCCS Code of Conduct. If a student violates any part of the above policy, additional disciplinary steps may be determined by the administration.

7). STORING YOUR iPad

7.1 iPad Identification

Student iPads will be labeled in the manner specified by the school. iPads can be identified by the SCCS bar code and inventory number.

7.2 Storing Your iPad

When students are not using their iPads, they should be stored safely and securely. Nothing should be placed on top of the iPad when stored in the locker. Students are encouraged to take their iPads home every day after school. iPads should not be stored in a student’s vehicle whether at school or at home. If a student needs a secure place to store their iPad, they may check it in for storage with the main office.

8.) REPAIRING OR REPLACING YOUR iPad

The SCCS District recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the District and the Student/Parent/Guardian. The following outlines the various areas of protection: warranty, accidental damage protection and associated cost.

Any iPad that malfunctions due to any internal issues not caused by the student’s usage, such as internal iPad issues or problems such as malfunctioning units, batteries, USB cable, and/or adapters, are covered by the AppleCare+ Protection Plan purchased by the district. These units will be replaced at no cost to the student.

Any unit that is damaged or destroyed by the student, including; accidental damage (drops and spills), cracked screens, liquid submersion, neglect or vandalism, will be covered by the Student/Parent/Guardian. For each incident that this occurs the price will be:

- 1st Time Damage: $49
- 2nd Time Damage: $49
- 3rd Time and beyond Damage: Cost of Unit, or repair including (whichever is lesser)
- Lost iPads: full replacement value of the device will be due.
- Stolen iPads: full replacement value of the device pending a Police report.
- Natural Disasters: no charge pending an insurance claim
All malfunctions and damage to any unit must be reported immediately to the main office. The district will make a determination as to what the problem is and what the next recourse will be, including following the steps listed below.

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

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**SCCS Student Pledge for iPad Use**

1. I will take good care of my iPad.
2. I will never leave my iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad's battery daily.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by only carrying it while in the case provided.
9. I will use my iPad in ways that are appropriate, meet SCCS expectations, and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on my iPad or case.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of the SCCS District.
12. I will follow the policies outlined in the *iPad Handbook* and the *Acceptable Use Policy* while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, or for any other necessary reason.
14. I will be responsible for all damage or loss caused by neglect or abuse.

I agree to return my District iPad and any accessories in good working condition at the end of the school year or upon leaving the Silver Creek Central School District.
Student iPad Handbook Acknowledgement

SCCS Student Pledge for iPad Use

1. I will take good care of my iPad.
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5. I will charge my iPad's battery daily.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by only carrying it while in the case provided.
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10. I will not place decorations (such as stickers, markers, etc.) on my iPad or case.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of the SCCS District.
12. I will follow the policies outlined in the iPad Handbook and the Acceptable Use Policy while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, or for any other necessary reason.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return my District iPad and any accessories in good working condition at the end of the school year or upon leaving the Silver Creek Central School District.

I have read both the above Student Pledge for iPad Use and the iPad Handbook. I agree to follow the policies and procedures in the above pledge, as well as the iPad Handbook and Acceptable Use Policy.

___________________________________________
Name (Printed)

___________________________________________   _________________
Signature         Date
Parent/Guardian iPad Handbook
Acknowledgement

SCCS Student Pledge for iPad Use

1. I will take good care of my iPad.
2. I will never leave my iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad's battery daily.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by only carrying it while in the case provided.
9. I will use my iPad in ways that are appropriate, meet SCCS expectations, and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on my iPad or case.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of the SCCS District.
12. I will follow the policies outlined in the iPad Handbook and the Acceptable Use Policy while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, or for any other necessary reason.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return my District iPad and any accessories in good working condition at the end of the school year or upon leaving the Silver Creek Central School District.

I have read both the above Student Pledge for iPad Use and the iPad Handbook. My student and I agree to follow the policies and procedures in the above pledge, as well as the iPad Handbook and Acceptable Use Policy.

___________________________________________  _______________________
Name (Printed)                                             Signature         Date
In accordance with Part 100.12(b)(4) of the Regulations of the Commissioner of Education, as Superintendent of the Silver Creek Central School District, I hereby confirm that the District has provided for the loan of instructional computer hardware to students legally attending nonpublic schools located in the District pursuant to Education Law Section 754.

[Signature]
Superintendent of Schools

[Date]
E-rate Technology Plan Updates

Due to recent information from the SLD (School Library Division) in charge of technology plan guidelines, each school with a technology plan must include validation of requested 470 items within their plan.

This means that if you are applying for items such as Cell Phones, Telephone, PBX, Internet, Hardware specific items, you must refer to those items in your plan to protect your Erate money from being revoked in the future. The suggestion is to add them to the plan where you write about acquiring future technologies.

If you feel you have already addressed these items within your current technology plan please list the page number(s) where they can be found or revise your plan to include these items. Send the revised plan and reference the page numbers where they are found on the form below.

Without this final form your plan cannot be approved.

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SUBJECT: PARENTS’ BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY

The Silver Creek Central School District is committed to protecting the privacy and security of student, teacher, and principal data. In accordance with New York Education Law § 2-d, the District wishes to inform the school community of the following:

1) A student’s personally identifiable information cannot be sold or released for any commercial purposes.

2) Parents have the right to inspect and review the complete contents of their child’s education record.

3) State and federal laws protect the confidentiality of personally identifiable information, and safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred.

4) A complete list of all student data elements collected by the State is available for public review at: http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx, or by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, New York 12234.

5) Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed in writing to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, New York 12234. Complaints may also be directed to the Chief Privacy Officer via email at: CPO@mail.nysed.gov.

(Continued)
APPENDIX

Supplemental Information Regarding Third-Party Contractors

In the course of complying with its obligations under the law and providing educational services to District residents, the Silver Creek Central School District has entered into agreements with certain third-party contractors. Pursuant to such agreements, third-party contractors may have access to "student data" and/or "teacher or principal data," as those terms are defined by law.

Each contract the District enters into with a third party contractor where the third party contractor receives student data or teacher or principal data will include the following information:

1) The exclusive purposes for which the student data or teacher or principal data will be used;

2) How the third party contractor will ensure that the subcontractors, persons or entities that the third party contractor will share the student data or teacher or principal data with, if any, will abide by data protection and security requirements;

3) When the agreement expires and what happens to the student data or teacher or principal data upon expiration of the agreement;

4) If and how a parent, student, eligible student, teacher or principal may challenge the accuracy of the student data or teacher or principal data that is collected; and

5) Where the student data or teacher or principal data will be stored (described in such a manner as to protect data security), and the security protections taken to ensure such data will be protected, including whether such data will be encrypted.

Adopted: 6/24/15