

**Technology Plan
Lead-Deadwood School District 2016-2019**

District Information

School District Name and Number: Lead-Deadwood School District 40-1
 School District Mailing Address: 320 S. Main St.
 City: Lead
 Zip Code: 57754
 District Contact Person and Title: Dan Leikvold, Superintendent
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 Date of Submission: 1-27-2016
 Date of Review: 12-11-2017

Technology Committee

Lenessa Keehn		Technology Integrationist
Susan Mollman		Technology Support
Daniel Thomas		Technology Support
Tony Biesiot		9-12 Principal
Jay Beagle		6-8 Principal
Tim Kusters		K-5 Principal
Julie Gardner		Parent
Kim Loeffen		High School Computer Teacher
Tony Musilek		Middle School Computer Teacher
Tami Bischoff		Elementary Teacher
Shannon Mollman		Elementary Teacher
Bree Oatman		High School Teacher
Lisa Rantapaa		Middle School Teacher
Wendy Schamber		Middle School Teacher
Jamie Hohn		District Network Director
Dr. Dan Leikvold		Superintendent

Vision

The Lead-Deadwood School District envisions a learning community that focuses on core academic subjects, while ensuring the development of the whole child through positive relationships, character, service, wellness, and community collaboration. As students leave the Lead-Deadwood School District in the 21st Century, it is paramount that learners of all abilities have been challenged to maximize their potential.

Curriculum offerings and learning experiences must prepare students to compete in an ever-changing and interconnected global society. To meet these challenges, we will:

- Create students who are self-motivated problem-solvers.
- Utilize technology as a part of the pedagogical process within the scope of content knowledge within the student-learning process.
- Employ teachers who are facilitators, guiding students through self-identified goals in an environment where students are active participants in what and how they learn.
- Engage learners in a standards-driven curriculum, which is the foundation for all educational experiences.
- Graduate students who are skilled, knowledgeable, independent, and self-directed learners.
- Implement technology to improve the management of schools by providing administrators access to the information they require to make complex instructional and administrative decisions.
- Train teachers and professional staff to use technology efficiently when collaborating, sharing knowledge, and problem-solving with colleagues and the school community.

When our vision has been realized, students, family, school, and community will truly become active learning partners within the district. The foundation for our vision is problem solving, continuous knowledge development, and the appropriate use of changing technology.

Needs Assessment

The Lead-Deadwood School District monitors progress and collects feedback in regards to needs of the Lead-Deadwood School District and its buildings. Feedback and information is sought from a variety of sources including student, staff, and parent perception surveys; a periodic review of state and national practices; and the results of an environmental scan of future trends. Information gathered from parents and students continues to focus on the effectiveness of the technology used within the school, and the accessibility of technology for students out of the district. This data is needed to provide information on how the school could better serve the needs of the students outside of school. The staff is surveyed regarding areas of strength and need in the field of technology, specifically in regards to increasing the effectiveness of classroom integration. Goals and objectives are formulated by the technology committee after consideration of the student, parent and staff feedback as well as through discussion of future trends that will impact our students when they leave the Lead-Deadwood School system. Meetings are held by the technology committee to discuss results and formulate goals.

Teachers and other staff will be surveyed periodically for input on technology: training needs and efficiency of integration into the classroom. The Technology Committee will meet to review all strategies and actions steps, incorporate data gathered from surveys, review standardized test results, and professional development evaluations and staff surveys. The Technology Integrationist will compile survey results and prepare a list of technology-related staff development offerings.

The committee will make necessary adjustments and additions to improve the overall plan. Each goal, strategy, and action step will be discussed and evaluated as to: is it being accomplished; is it effectively enhancing the learning process; is it time and cost effective; does it align with technology standards; and what can be done to improve it.

Consolidated Application

Goal # 1 Performance Goal: By 2018-2019, all students will reach high standards, at a minimum attaining proficiency or better in reading/language arts.

Goal # 2 Performance Goal: By 2018-2019, all students will reach high standards, at a minimum attaining proficiency or better in mathematics.

Goal # 3 Performance Goal: By 2018 -2019 all students will be educated in learning environments that are safe, drug free, and conducive to learning.

The use of technology is integrated into all curriculum areas. Therefore, staff will be provided with training in new skills and software implementation. The District has purchased Interactive Display technology for all of the elementary classrooms, all middle school classrooms, and all but 1-2 MS/HS classrooms. The district also offers training during the school year as needed and directed by the technology integrationist and building principals. Technology training topics include, but are not limited to: software/hardware needs as depicted by the classroom/building, creating and maintaining websites, stakeholder communication mediums, cloud utilization, project based learning, continued Web 3.0 tools, and technology integration through pedagogy. Title IIA dollars will be utilized to offer professional development opportunities to our teaching staff. The Title IIA grant will provide registration funds (when available) for the spring TIE conference. Any district instructor may request professional development dollars to attend the TIE conference. The district recognizes the ever changing nature of technology and will continue to offer professional development opportunities to meet the needs of our staff.

Three Year Goals and Objectives

Action plan implementation will be regularly monitored, assessed and modified as needed by the technology integrationist, building administrators, and Technology Committee. Information gained from these meetings will be shared with the staff, Board of Education and community through the use of the district website.

Improving Student Academic Achievement

Goal: The Lead-Deadwood School District will utilize new and emerging technology to build 21st Century technical skills and help all students improve in the area of academic achievement. The school district will utilize technology to help create and sustain a positive environment which nurtures students, fosters learning, and facilitates communication among all staff and the community.

We believe that being curriculum driven is essential in providing an educational environment and the type of learning experiences necessary for students to meet the future with confidence and high expectations and that technology supported standards-based learning will increase academic performance.

The following strategies will be utilized to reach our goal:

- All students K-12 will utilize interactive technology to master state content standards.
- Keyboarding skills will be taught and evaluated on an ongoing basis.
- All elementary and middle level science students use technology cross-curricular to reinforce concepts learned and to foster critical thinking, problem solving and communicate their results.
- At the upper elementary level, calculators and computers will be used to foster mathematical thinking.
- All upper elementary students use technology to read, write, and publish.
- All middle level students use technology to collect, organize, analyze, and present data.
- All middles and high school English and Social Studies students use technology to research, write, and publish inquiry-based projects.
- All secondary science students use technology to collect, organize, analyze, and present data and for visualizing and simulating difficult concepts aligned with the curriculum.
- All high school students will complete a Senior Capstone Experience Project including a technology-centered component and presentation.
- All high school mathematic students use technology to collect, organize, analyze, and present data.

- Textbooks for classes in the middle and high school will be made available electronically via the Internet or software and supported with the District's Classroom Connections 1:1 computer initiative.
- Offer content-specific software packages that address multiple intelligences to assist students with different learning styles and to help gifted students work ahead and offer more practice to help remediate students having trouble with the content.
- All students will be given access to virtual-based educational programming through the South Dakota Virtual School.
- Access to learning will be assured through the provision of assistive technology.

Objective	Activity	Timeline Persons Responsible	Evaluation Method Benchmark	Quantity if applicable	Projected Cost	Source of Funding
Integrate Technology Standards into the Curriculum	Require Staff to Include Tech Standards in Subject Area Course Guidelines	Tech Integrationist/ Teachers	21 st Century Skills Assessment <i>(Where is this/what does this look like?)</i>	NA	NA	General and Capital Funds if Needed
Utilize the TPACK model when integrating technology into the curriculum	PD to teach staff about the TPACK model and implement usage through yearly technology goal	Building Principals/ Tech Integrationist/ Teachers	Use the Technology Integration Matrix to determine current level of integration and goals for continued improvement	All teachers utilizing technology in the classroom would be affected (K-12)	?	?
Students will have equitable and easy access to effective and engaging software, and online resources for content delivery as an integral part of every school curriculum.		Tech Integrationist/ Teachers			NA	General and Capital Funds if Needed
Students will use technology tools and applications for solving problems, making informed decisions, collaborating, and participating in authentic, project-based learning.		Tech Integrationist/ Teachers				

Increase the number of students K-12 who use technology to communicate effectively in a variety of modes, as demonstrated in classroom, school, district and state assessments.		Technology Integrationist/ Teachers				
All students 8-12 will have access to a laptop for use at school and at home. All students 3-7 will have access to a laptop for use at school.		Administration/ School Board		300	\$400,000	Capital Outlay
Students will have internet safety training throughout the grades.		Technology Integrationist/ Teachers		NA	\$500	General Fund

Professional Development

Goal: In conjunction with the Professional Development Committee, the CSIC, and building administrators, the technology committee will work to provide professional development opportunities for teachers and administrators that address technology standards, ongoing technology needs of our district, and emphasize the support and integration of technology into the curriculum.

To enhance the ongoing professional development of teachers, principals, and administrators, there should be a constant stream and access to training and updated research in teaching and learning through electronic means. The staff in the Lead-Deadwood School District has placed great emphasis on integrating technology into the curriculum. To achieve curriculum integration the staff continually has access to a variety of training and support opportunities. Other initiatives include: Interactive Display technologies, cloud computing, digital citizenship, digital curriculum and training through curriculum vendors, and expansion of educational software.

Although there still must be attention to technology skills, the main focus of future professional development must be on the integration of technology into the curriculum and improving staff use of high-level technology applications. District teachers have expressed a desire to learn about new ideas and develop new skills. To maintain a staff development program that prepares all staff with the technology skills required to perform their duties, the Lead-Deadwood School District staff is involved in ongoing discussions of needs in regards to hardware, software, infrastructure, and staff development. The district promotes the following options to facilitate the educator's learning: conferences, workshops, in-services, tutoring, staff to staff/student to staff training, multi-media presentations, formal classroom training, online opportunities and distance learning. The district will continue to encourage attendance at state and national technology conferences and to provide resources to that end. The district will also provide ongoing, high quality professional development at the school site for administrators, teachers and other instructional staff to focus on changing instructional practices that result in improved student performance.

The district will upgrade and maintain current technology hardware and software on a regular cycle, and also integrate the coinciding technology and technology- related courses into the curriculum. Opportunities will be provided for expanded and advanced training for those teachers who already lead the district in technology

integration. Training will also be provided for administrators and support staff in management software and programming. The current use of a Technology Integration Team at each building whose purpose is to help teachers with the implementation of technology in the classrooms will be continued.

Professional Development	Content	Person Responsible	Projected Dates	Follow-up
LightSpeed/LANSchool	Classroom Web Management	Technology Integrationist	2016-2019	2016-2019
Interactive Displays	Use of currently utilized Interactive Displays	Technology Integrationist	2016-2019	2016-2019
Websites	Creating and maintaining professional websites	Technology Integrationist		
Achievement Series	Formative Assessment	Technology Integrationist/ Teachers	2016-2019	2016-2019
1:1 Program	Laptops at the MS/HS	Building Principals / Technology Integrationist	2016-2019	2016-2019
Campus	Management	Schumacher	2016-2019	2016-2019
Various Models	Learning Management Systems	Technology Integrationist		
TBD	TIE	ESA/TIE	2016-2019	Ongoing
ACTE	NATIONAL CONFERENCE	CTE Teachers Only- this isn't a "technology" thing	2016-2019	Ongoing
ISTE	National Conference	Tech Committee		
Tablet Technology	Curriculum and Apps	Staff	2016-2019	Ongoing

Objective	Activity	Timeline	Evaluation Method Benchmark	Quantity if applicable	Projected Cost	Source of Funding
Training will be provided that will assist staff in integration of technology into pedagogy, following the TPACK model	Provide opportunities during scheduled In-services as well as individual learning times (before/after school, planning period)	2016-2019	Surveys	NA	NA	General or Capital Funds if Necessary

Improve Technology Integration into Curricula and Instruction

Goal: All teachers will use technology that will allow students to become more engaged and involved in their learning by exploring information, identifying and interpreting main ideas, solving problems, creatively organizing information to be learned, and publishing content.

Teachers in grades K-12 will be encouraged and supported in the integration process. The Lead-Deadwood School District will continue to monitor and adjust the integration of technology across the curriculum currently taking place and evaluate how it supports the teaching and learning process. We are currently in year ten of the 1:1 program at the high school. The district is moving to the 1:1 model in the middle school in the 2016-17 school year. The elementary has a laptop cart for each classroom in grades 3-5, as well as Interactive Displays in every classroom K-12 with the exception of Middle School/High School Health & PE. As new technologies, new resources, and new distance education opportunities develop and become viable options for the district, further research will be done on how the students of our district might benefit from the new technology. For example, the district will pursue an implementation of the 1:1 program with Interactive Displays in every classroom.

Technical support is crucial to having an effective system of technology integration. Teachers must be allowed time to discuss technical concerns and the technology assistant must provide technical service on a daily basis for urgent concerns and at least monthly for regular maintenance. There must also be staff trainings and workshops to help teachers successfully integrate technology into their classrooms scheduled throughout the year. Additional assistance can be provided by fellow staff members who receive specific training and who in turn mentor others.

Curriculum integration is further enhanced by the 1:1 program, two computer labs, eleven mobile labs, and an array of computers in the classrooms at the K-5 level. In addition, technology integration teams in each building further assist in integration. These teams provide teacher-driven support for classroom teachers in regards to hardware, software, and integration issues. Computer accessibility is strong, and a schedule of hardware rotation, upgrade, and replacement has been identified. Technology Department & Technology Committee also will know the functions of these computers and use them with the classroom teacher and students to further the district technology integration. Technical support is provided by the district for all of these computers.

We have a distance learning lab set up in the VTEL/DDN room at the high school and at the elementary school. We use the DDN for student classes, college courses, special programming, sharing with other districts, and teacher training. The South Dakota Virtual School is utilized for student course access as well.

Regarding DDN and Distance Learning, the School District utilizes the South Dakota Virtual School for acceleration and remediation. In addition, the curriculum at the LDHS Alternative School is supported by online learning.

Objective	Activity	Timeline	Evaluation Method Benchmark	Quantity if applicable	Projected Cost	Source of Funding
Provide Additional Training Opportunities; Educational technology will be infused into the district's curriculum and instructional activities; Increase technology use and competence of the entire teaching staff; All educators will have access to e-mail and other interactive tools to communicate with parents, students and other educators.	Training on current and new technology	2016-2019	District Evaluation Process	120 Staff	\$ 7500	General Funds
Encourage teachers to increase their communication with parents via Infinite Campus	Increased maintenance of grades for parent communication	2016-2019	Keep gradebook up to date			
Increase the Usage of the School Messenger program for encouraging parents to attend school functions	Send recorded messages to parents	2016-2019	N/A			

Improvement of Infrastructure and Technology

Goal: The Lead-Deadwood School District is committed to keeping pace with ever changing technology by enhancing the current solid infrastructure. Management of technology resources will occur to ensure their availability and accessibility to students and staff regardless of gender, socioeconomic status, ethnic background, or learning exceptionality. There will be an ongoing annual technology planning process with a focus on learning. The district will pursue an increase in efficiency in record keeping, communication, and planning.

It is the goal of the district to provide an efficient means for educators to organize information, obtain teaching materials and to communicate among other teachers in the field. Two of the most common methods include the use of the Internet and E-mail. Using the Internet's vast resources, one can share and discuss information in many ways. Many highly acclaimed teacher resource sites have been created to aid teachers in choosing best practices and providing research to reinforce and validate the use of these methods. They also provide a wide array, along with other teacher sharing sites, of lessons plans that incorporate a variety of teaching styles and modalities. The Internet provides to the general population a wealth of information through the use of experts in the field, primary documents, and virtual field trips.

E-mail has created an environment where users can send information to a select group of people without the hassle of calling each one individually or the delay of the traditional mail service. E-mail has also given one access to the most up-to-date information in the form of teacher newsletters that can function as a multimedia format with links to select web sites. Teachers can communicate quickly with teachers in different buildings and districts about school related matters. Teachers have the ability to stay in touch easily with teachers from other buildings or schools within the same field of study.

Technology can be used to provide students, teachers, administrators, and parents with timely information on student progress. This can be done by requesting an e-mail address that can be used to reach parents (provided, of course, they have one). Teachers can quickly and easily send e-mail messages to parents regarding student performance on an as-needed basis. Students and parents can enter the Parent Portal and get up to date progress reports. Through technology, teachers can efficiently and effectively keep parents and students informed on a regular basis.

Technology can enhance communication between and among the district’s key stakeholders. Communication is greatly enhanced through technology. E-mail is an extremely effective and efficient method of communication. Furthermore, messages, events, school district progress, sample student work, etc. can be communicated to the entire community by posting the information on the website and using the School Messenger calling system and the LDS App. Furthermore, a web page can be created with e-mail addresses of school board members, administrators, teachers, and community members willing to post their address. In the last year, students have taken a more active role in the development of the school website. Electronic forms will be created and disseminated for use by staff, parents, and students (Appendix C). Reviews and updating of facilities and network modifications are reviewed on a constant basis by the District Network Director. The recommendations of the Technology Integrationist and Technology Department are brought before the technology committee, supervisors, and staff and recommended to the Board before completed.

The Technology Department has developed a plan for upgrade and replacement of hardware based on rotation. The plan considers refresh rates to be determined by function and use, an analysis of maintenance/repair costs vs. value of work station; and cost considerations of printing technologies. The district will align software purchases with curriculum goals and apply for grants for technology on an annual basis.

A district-wide wireless network has been set up for all classrooms and students in grades K-12. There are over fifty access points providing wireless network and internet coverage in every classroom and building in the district. Day to day networking is done as needed by the District Network Director.

Objective	Activity	Timeline	Evaluation Method Benchmark	Quantity if applicable	Projected Cost	Source of Funding
Encourage staff to use the system for professional development opportunities	Provide information about TIE and other PD	2016-2019	Increased activity on the scheduling calendar	NA	NA	NA
Implement online learning program	High school students taking online courses	2016-2019	Count how many do it	30 students	\$17,000	General Fund

The Lead-Deadwood School District currently has three buildings. The Elementary in Deadwood has a dedicated fiber optic line installed by the state of SD while the High School and Middle school are wired together via fiber. Both sites possess a fast e-connect connection. The Deadwood “site” and the Lead “site” are connected via a VPN to share between the two “sites” or campuses which makes up the Lead-Deadwood

LAN/WAN. The LAN/WAN is supported by 4 file, print, and application servers with an additional 7 virtual servers. Both sites are protected with a FortiGate firewall device and filtered by Lightspeed Web Filters.

Model	Quantity	Year Purchased	Hard Drive	RAM	Processor	Network Y/N	Year Outdated
iPad	47	2012,14,15	16GB	2GB	Seagate	Y	2014,2017
Dell Desktops	60	2013-16	256GB	2GB	i-3	Y	2016-19
Fujitsu S752	109	2014	297GB	4GB	i-3	Y	2018
Fujitsu E544	161	2015	118GB	4GB	i-5	Y	2019
Fujitsu T732	295	2014	297GB	4GB	i-5	Y	2017
Fujitsu E546	70	2016	118GB	4GB	i-5	Y	2020
Fujitsu E547	20	2017	118GB	4GB	i-5	Y	2021
Fujitsu P727	230	2017	118GB	4GB	i-5	Y	2021

Software	Quantity
EES Windows License – Workstation	111 Staff and 356 Students
EES Windows License – Server	2 Data Center and 1 Standard
Adobe Creative (Photoshop, Dreamweaver, etc.)	High School building site license
Chief Architect	10 Student licenses and 1 educator license
Destiny Library Management	3 site licenses 1 for each building
Goverlan	1 license
IXL	HS 10 Student license
LanSchool	High School site license
Lightspeed	District license
Logger Pro and Logger Lite	High School site license
SMART Software	51 District licenses
Torchmate	High School/Middle School site license

Software review and new purchase procedure is done via form filled out by an individual or committee, which is brought before the Curriculum School Improvement Council and debated on what to do. Recommendations are given by the Tech Committee. Office 365 is available for all students and staff through their K12 Member login.

Lead-Deadwood School District

District Technology Acceptable Use Agreement

We are pleased to offer students of the Lead-Deadwood School District access to the district computer network resources, electronic mail and the Internet. To use these resources, all students must sign and return the district's Acceptable Use Agreement form as well as the Digital Citizenship Agreement. See attachments: [Example1](#), [Example1a](#). Students under age 18 must obtain parental permission.

General Network Use

The network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services is given to students who agree through the Lead-Deadwood School District Acceptable Use Agreement and Digital Citizenship Agreement to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege – not a right. As such, general school rules for behavior and communications apply and users must comply with district standards and honor the agreements they have signed. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Internet / World Wide Web Access

The Lead-Deadwood School District will make every reasonable effort to give access to educationally appropriate sites. However, it may not be technologically possible to limit Internet access to only those sites that have been authorized for the purpose of instruction and research related to the curriculum.

The district reserves the right to monitor staff and student website access and to take the necessary steps to prohibit access to certain inappropriate sites or to provide consequences for access to such sites. The district may also monitor social media sites, to ensure that information placed on those sites does not violate any school policy. The district also requires that students agree not to place anything on public sites that would have a negative impact on the school environment to include, but not limited to, cyber-bullying, slander or libel of students or staff members, or other information deemed inappropriate or illegal. The district reserves the right to provide consequences for such actions.

The Lead-Deadwood School District does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with the rules, regulations and policies of the district. Users who disregard the district's acceptable use agreement may have their privileges suspended or revoked. In some cases, where applicable, law enforcement officials may become involved in actions that violate state or federal regulations or laws. Users granted access to the Internet through the Lead-Deadwood School District assumes all responsibility and liability, both civil and criminal, for their use of this service. The district makes no warranties of any kind, expressed or implied, for the Internet service that is provided. The district will not be responsible for any unauthorized financial obligations resulting from use of this service.

Email

Students and staff have access to email. All emails generated or received through the Lead-Deadwood School District are the property of the district. Staff members are allowed to use their school email address for personal use as long as the use does not interfere with their assigned duties or violate any district policy. Students have access to e-mail, for educational purposes, through the state e-mail system. The school reserves the right to monitor staff and students e-mail contents and students may be subject to disciplinary action for inappropriate use.

Lead-Deadwood School District 40-1

District Technology Acceptable Use Agreement

Parents, please read this document carefully, review its contents with your son/daughter, sign and return.

Lead-Deadwood School District believes technology use is an essential skill for lifelong learning. The goal in providing computer and Internet access to staff and students is to promote educational excellence by facilitating resource sharing, innovation, and communication. All users are required to sign this agreement before they may access district resources and all students must also have their parent/guardian sign the following guidelines for account privileges. By signing this agreement parents/guardians give their permission for their child to access these services and agree to district policy **IIBG-R**.

The Lead-Deadwood School District will make every reasonable effort to give access to educationally appropriate resources, including Internet sites. However, it may not be technologically possible to limit Internet access to only those sites that have been authorized for the purpose of instruction and research related to the curriculum.

The use of electronic networks is a privilege, not a right. General school rules for behavior and communications apply. Users are responsible for possession of any and all materials and for all actions with the use of the account. Violation of district policy through the use of technology will result in disciplinary action in accordance with district policy. When applicable, law enforcement agencies may become involved.

Examples of inappropriate use include, but are not limited to:

- Accessing, uploading, downloading, distributing, viewing or possessing any offensive files that may be pornographic, obscene or contain sexually explicit material or language.
- Harassing, insulting, or attacking others.
- Damaging or modifying computers, computer systems, or computer networks.
- Violating copyright laws.
- Using others' access information such as usernames and passwords or trespassing in others' folders, work, or files.
- Forgery of electronic communications.
- Intentionally wasting resources.
- Employing the network for commercial purposes, financial gain, or fraud.

The Lead-Deadwood School District makes no warranties of any kind, expressed or implied, for the Internet access it is providing. The District will not be responsible for any unauthorized financial obligations resulting from the use of this account.

I have read this agreement and agree to adhere to the principles and procedures detailed within.

STUDENT/STAFF _____ **DATE** _____

I have read this agreement with my child and I agree to allow my child to access the Internet services provided by the District.

PARENT/GUARDIAN _____ **DATE** _____

I want my child to access the Internet.	Yes	No
My child's work may be published on the Internet.	Yes	No
My child's photo may be published on the Internet.	Yes	No

Distance Learning

Our district uses synchronous and asynchronous distance learning for staff development through the state VTel system and the Internet. Our students in the high school's on-site alternative school and other students who need additional coursework participate in an online independent study program. The district will implement a program that provides online curriculum to homeschool students in or outside of our district, who are looking for assistance with curriculum. Our district will provide the laptop and software and that student will then be enrolled in our district.

Virtual High School/Distance Education Policy

Students in the Lead-Deadwood School District may earn credits via distance education. The two methods which students may access coursework via distance education are:

- Access coursework found in the South Dakota Virtual High School
- Access coursework provided by the school district

All virtual education programs and courses must be consistent with District instructional goals and aligned with South Dakota's academic standards, curriculum frameworks and assessments, and accredited by the South Dakota Department of Education. The administration is directed to periodically review instructional materials of virtual/online courses to ensure they meet program standards. Further, such courses must provide the opportunity for rigor, and substantial, timely interactions among staff and students.

The Lead-Deadwood School District Distance Education Program is designed to:

- Provide students with 24/7 access to coursework
- Assure standards in course offerings
- Provide opportunity for students needing credit recovery due to failure, illness, or other issues
- Provide opportunity for homeschool students wishing to be educated at home. They must be registered by September 1.
- Provide opportunities for students enrolled in school who may have scheduling conflicts or wanting to take additional courses not available to them
- Provide students the opportunity to challenge themselves through an accelerated program

Student Application for Distance Education Courses

Students applying for permission to take a virtual/online course will do the following:

- Meet with a school counselor to assess the student's ability to function effectively in an online learning environment.
- Complete prerequisites and meet with the high school counselor to confirm that the student possesses the maturity level needed to function effectively in an online learning environment.
- Obtain the written approval of the Principal before a student enrolls in a virtual course.
- Adhere to the District code of conduct to include rules of behavior and consequences for violations.

Credit for Virtual Coursework

High school students may earn a maximum of five (5) units of academic credit to be applied toward graduation requirements by completing virtual/online courses accredited by the South Dakota State Board of Education. Students may earn more than five (5) credits if specified in the student's Individualized Education Plan or approved by the building administration. Students taking courses provided by the District must be enrolled in the District.

Costs for Virtual Coursework

Students will be responsible for all costs related to virtual/online coursework that is not provided through the District.

Three to Four Year Telecommunications Services and Equipment

The District Maintenance Supervisor and the District Network Director are responsible for all telecommunication services and equipment. Through verbal discussion, evaluation of technology will run on an estimated life for each piece of equipment. The administrative team and manufacturer will discuss this yearly.

When a piece of technology reaches its life expectancy, that piece will be replaced or upgraded upon the recommendation of the District Network Director. Equipment will be acquired via quotes from three different vendors using mostly capital outlay funds. A majority of the equipment is on a four year life expectancy.

Funding Source

Activity (from action plan)	Category of funding	Funding source
Long Distance Service	Telecommunication Services	General Fund
New Hardware (computers, Interactive Displays, Servers, Wireless, etc.)	Hardware	Capital Outlay
Windows Update License	Software	Capital Outlay
Academic Software	Software	Capital Outlay
Wireless Phone Service	Telecommunication Services	General Fund
Outside Trainer (one day workshop)	Professional Development	General Fund
School Messenger	Telecommunication Services	General Fund
Internal Phone System	Telecommunication Services	General Fund

E-RATE RECORDS RETENTION POLICY

In accordance with the Federal Communications Commission (FCC) the Lead-Deadwood School District will retain the following documentation, to the extent applicable, for five years after the last date of service. Last date of service is the last day of the service delivery period of the E-rate funding year for recurring services.

Universal Service Administration Company (USAC) Forms & Certifications

- Form 470, 470 Certification & delivery confirmations (if a form or certification was mailed to SLD).
- Form 471, 471 Certification & delivery confirmations
- Form 472 & delivery confirmations
- Form 479 (*Consortium members & consortium leaders only*)
- Form 486, Certification & delivery confirmations
- Form 500 & delivery confirmations

USAC Letters

- Form 470 Receipt Notification Letter (RNL)
- Form 471 Receipt Acknowledgment Letter (RAL)
- Form 471 Out of Window Letter (OOW)
- Funding Commitment Decision Letter (FDLC)
- Form 486 Notification Letter
- Form 500 Notification Letter

BEAR Notification Letter
Quarterly Disbursement Reports (QDR)
Other USAC letters

Technology Plan & Approval Letter

Written Technology Plan with Creation Date
Approved Technology Plan
Approved Technology Plan updates
Certification Technology Plan Approval Letter (or screen print if approval is maintained online)
Professional Development Training Logs
Technology Plan Training Sign In Sheets

Competitive Bidding, Vendor Evaluation & Contracts

State and Local Procurement Regulations (printout or website reference)
RFP/Public Notice/Advertisement
All Vendor responses & Bids received (winning and losing)
Bid Evaluation criteria, Evaluation Matrix & Bid ratings
Notice of Award letters
Miscellaneous documents (memorandums, board minutes, and notes to file)
Signed and Dated Contracts/Service Agreements/Notice of Award Letters
Contract Amendments/Addendums/Extensions
State Master Contracts (printout or website reference)
Vendor correspondence

PIA Review

Letter of Agency (LOA) consortium
Consultant agreement of LOA
Responses to PIA inquiries (email, faxes, case numbers)
Entity eligibility documentation (state website printout, matching records, etc.)
Discount eligibility calculation documentation
Item 21 Attachment (online or paper)
Product Service Eligibility (warranties, product descriptions, network diagrams etc.)(for E-rate equipment)
Budget (Final approved, grant letters)
Request to Cancel Services

CIPA (Children's Internet Protection Act)

Undertaking Actions to comply with CIPA (e.g., public meeting or hearing, minutes, etc.)
Filtering Documentation (purchase, installation, use)
Internet Safety Policy
Logs of filtering incidents

Service Delivery & Inventory Management (Applicable for E-rate funded equipment or E-rate funded maintenance) Inventory/Asset Registry

Schematic of equipment
Receipt of service/product and installation log (work orders)
Replacement Log (replacement or upgrades)
Maintenance Log
Equipment transfer log

Invoicing & Payments

Customer Bills

Calculation Work papers for BEARs

Service Certifications

Proof of Payment of discount and non-discount amounts (cancelled checks, bank statements)

Reimbursement from vendor verification (BEAR only)

Miscellaneous (memos to vendors, notes to file, emails)

Change Requests & Appeals

Appeal Request

Appeals Delivery Receipt (proof of postmark, fax confirmation)

Service Substitution Request

SPIN Change Request

Documentation of funds returned to USAC

Invoice Deadline Extension Request

Service Deadline Delivery Request

Transfer of Equipment Notification

Miscellaneous

PIN mailer (For the authorized user)

Site Visit documentation

Audit documentation

Children's Internet Protection Act

It is the policy of **Lead-Deadwood Schools** to:

- (A) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (B) prevent unauthorized access and other unlawful online activity;
- (C) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- (D) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter the Internet or other forms of electronic communications as well as access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the **Lead-Deadwood Schools** online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

- A) unauthorized access, including so-called 'hacking,' and other unlawful activities; and
- B) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the Lead-Deadwood School District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Technology Department or designated representatives.

CIPA definitions of terms

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. HARMFUL TO MINORS. The term "harmful to minors" means 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.

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code. The District Network Director maintains and updates all blocking and filtering. This is done on an as needed basis. In the spring of 2003 a school wide public meeting was held for students and the community on Internet Safety. The meeting was attended by the public, parents, law enforcement, students and staff.

The Lead-Deadwood School District meets the requirements of the CIPA by:

- Providing content filtering both on and off site for district provided technology
- Monitors and reports Internet traffic and email
- Protects Intranet resources and data with firewall and data protection services
- Educates children and parents of the dangers of online activity
- Teach students about web etiquette and acceptable behavior and conduct while using electronic communication devices
- Has developed and approved cyber-bullying and acceptable web conduct regulations
- Educates parents of the safeguards of the District and consequences in annual parent meetings
- Ensure Compliance of acceptable Internet use through annual review and consent through our Acceptable Use Policy **See attached
- We do not collaborate with adult literacy

Evaluation

The technology plan will be reviewed annually and discussed quarterly concerning district purchases. Board approval is not required for any changes or purchases. We will continue to survey staff and students to measure the impact the plan is having. Community and parent surveys will be done to aid in our knowledge of what is needed after graduation. The following areas will be addressed as needed since our tech plan is a working, living document:

Inventory

The Technology Department along with the help of the tech committee and some in the business office will maintain an inventory of district hardware and software.

Infrastructure

The District Network Director will continue to evaluate and maintain an Infrastructure which will keep up with staff and student needs.

Needs Assessment

The administrative team along with the curriculum council will communicate to keep training available for teachers which will help keep up with their ever changing abilities.

Goals and Objectives

Goals and Objective will be evaluated annually by the LDSD technology committee to see whether they are met and whether new or modified action plans are needed.

Vision

As students leave the Lead-Deadwood School District in the 21st Century, it is paramount that learners of all abilities have been challenged to maximize their potential. Curriculum offerings and learning experiences must prepare students to compete in a changing and expanding world environment.

Professional

All training opportunities will be evaluated and provided by the professional development committee and approved by the curriculum council.

Student

Test scores will be evaluated annually to see if the district's technology is adequate enough for the student to succeed.

Performance

Assisting in the advancement of their scores is the focus of technology.