

FINAL

# **District Learning Technology Plan 2021 – 24**

## **Regional School Unit 10**

**799 Hancock Street, Suite 1**

**Rumford, ME 04276**

**Date Approved by the District Technology Committee:** November 15, 2021

**Date Approved by the RSU10 School Board:** January 24, 2022

### **Plan Authors:**

Brian Carrier, District Technology Coordinator  
District Technology Committee

### **Schools Affected by the Plan:**

Rumford Elementary School  
Meroby Elementary School  
Mountain Valley Middle School  
Mountain Valley High School  
Hartford Sumner Elementary School  
Buckfield Junior/Senior High School  
Western Foothills Regional Program

## **Section II: Shared Vision for Learning:**

RSU 10 will take part in a strategic plan process in 2021-22 incorporating the work from the district Portrait of A Graduate.

In 2010 the communities that make up RSU 10 went through a Future Search process to create a shared vision for the RSU. The Future Search process involved community members, teachers, administrators, parents, and students from all the communities that make up RSU 10. The following vision was the outcome of that work:

Revised October 2021

“Motivating, engaging, empowering: today and tomorrow. Where instruction is student centered, standards-based, and differentiated for pace and individual student need. Where students develop complex, creative, and critical thinking skills through a wide range of authentic learning opportunities and community collaboration. Where learners are active participants in setting learning goals and monitoring their progress.”

### **Section III: Shared Leadership:**

Our RSU 10 District Technology Committee is composed of Administrators, Teachers, Library Media Specialists, Board Members and other various technology staff. We believe the importance of having a wide range of representation across all buildings, departments, and grade levels. We reformed the technology committee in 2019, focusing on equity throughout our seven schools while maintaining our innovative technology leadership in the state. RSU 10 has always been a leader in technology. For example, we expanded the MLTI program in its earliest years.

In March of 2020, the coronavirus spread across the globe, and like most schools, we had to adapt quickly and provide education remotely. With the support of the board, RSU 10 used federal coronavirus relief monies to purchase a device for every student. This has always been a goal since the start of MLTI. RSU 10 is now a complete 1-to-1 district providing iPads to students Pre-K through 2<sup>nd</sup> grade and laptops from 3<sup>rd</sup> through 12<sup>th</sup> grades. All staff (administrators, teachers, ed techs, custodians, nutrition and secretaries) have been assigned a device to support learning through access to professional development, virtual meetings and professional training, access to the Internet, electronic time clock, and a slew of other programs and systems used daily.

Over the past three years we have been upgrading our interactive boards by moving away from SmartBoards and replacing them with Promethean boards. The Promethean boards are comparable in price and less expensive to maintain. The boards can be mounted on a wall or mounted on a cart for shared use. We currently have 40 throughout the district with more coming this fall through a federal DLT RUS grant. We are also purchasing additional boards with local funds to continue upgrading older technology in the classrooms.

The committee membership for the 2021-2022 school year is listed below:

Mountain Valley High School Teacher – Jeff Bailey  
Hartford-Sumner Elementary School Teacher – Carrie Raymond  
Hartford-Sumner Elementary School Teacher – Kelley Houghton  
Rumford Elementary School Teacher – Sarah Marshall  
Mountain Valley Middle School Teacher – Lacey Todd  
Meroby Elementary School Media Center Specialist – Kristen Giberson  
Mountain Valley Middle School Teacher – Ben Bridges  
Buckfield Junior Senior High School Librarian/Media Specialist – Maria Reinstein  
Buckfield Junior Senior High School Teacher – Zachary Reinstein

Meroby Elementary School – Michelle Scribner  
Mountain Valley High School Librarian – Mary Gamble  
RSU 10 Board Members – Peter DeFilipp and Dan Hodge  
Technology - Reinette Chenard, Data Specialist  
Administrator – Brian Carrier, Technology Coordinator  
Administrator – Leanne Condon, Assistant Superintendent  
Administrator – Deb Alden, RSU 10 Superintendent

The team's goals are clearly defined and are reviewed at each meeting to ensure the focus of the work remains teaching and learning. Our goals for the 2021-2022 school year are:

- Develop / Maintain a new 3-year Technology Plan (2021-2024)
- Support 1-to-1 Device Rollout and Implementation PK – 12
- Recruit Committee Member Representation from all RSU10 Buildings
- Adopt & implement Digital Citizenship Curriculum (PK-2, 3-5, 6-8, 9-12)
- Create & Offer Quality, Effective Professional Development
- Support & Advocate for High Quality Technology Integration PK – 12

For the 2020-21 school year, the District Technology Committee will focus on ways to create and integrate digital citizenship into the curriculum. As we have moved to more digital subscriptions, online assessments, and virtual classrooms, we have required all students to participate online and use devices. It is our goal as a committee to provide the best digital citizenship information to all students. Learning how to use a computer and how to use it appropriately to become a good digital citizen will be one of our main focuses to start the year.

Over the last five years our district adopted and has used Google Apps for Education. We have incorporated single sign on (SSO) for any of our systems that take advantage of the SSO technology. This provides our users with one account to sign into a multitude of applications we have access to without creating another account or separate username. Aside from the technical considerations, committee members continue to offer a wide array of professional development opportunities in both regions in many areas integrated within G-Suite. These consisted of developing and curating training materials and conducting training during after school, district workshop or building-based late arrival Wednesday sessions. We continue to survey staff 1 to 2 times per year to best select the topics of interest to provide training on.

A. The plan for applying technology to the Vision for Learning.

Our Vision for Learning is future focused. To create student centered instruction with technology that is engaging, we need to leverage technology tools that allow students to collaborate, within and beyond the classroom, access authentic learning opportunities, and aid in creative and critical thinking. It is clear from our survey data, that the majority of technology used by students is for research, word processing and presentation. Though these skills are

important, we want to ensure that technology is used in an engaging and meaningful way. Moving forward, teachers in RSU 10 should encourage innovation in assignments and assessments by using student-centered methods such as Voice and Choice. This means students use technology to create and collaborate in new ways.

The school district is committed to tracking and monitoring student progress on learning goals with the adoption, training, and use of PowerSchool and other digital reporting tools. To bring the students' learning in RSU 10 forward and in line with our vision, we will continue to ensure effective use and integration of technology.

### ***B. Technology Infrastructure***

To ensure RSU10 is providing equity across all schools and grade levels, our plan is to upgrade and replace hardware every four years, on a rotation. This process allows us to spread upgrade costs among multiple budget years. We are providing students with a solid technical foundation offering the tools to become life-long learners and supporting learning through innovation.

As we continue to move forward with technology in the upcoming years, our plan is to upgrade old technology in classrooms with newer, more advanced equipment including interactive panels, video conferencing, microphones and speakers, and charging stations throughout the buildings. Our focus is student driven and allows us to implement this technology for stronger learning environments, additional options for student learning and provides our teachers with tools to teach and support their students.

Over the past decade we have had to increase our security protocols not only in the classroom but throughout the buildings as well. We have gone from two security systems DVR's to 13, with combinations of internal and external views of the entrances, exits, parking lots, hallways and problem areas. Unfortunately, cameras and hardware have changed exponentially over the last couple of years. Our current analog cameras and systems are becoming old, outdated, and cumbersome to maintain. We are restricted to outdated software and specific hardware to view cameras and security systems remotely. Our plan as we move into the next three years is to upgrade these systems to provide better safety and security for our employees and students. We will be moving to digital IP based cameras with newer hardware and software. As we upgrade these safety protocols we will also be pursuing newer hardware for our current VoIP phone routers. We have added 50+ new staff over the last year and have now surpassed our licensing for how many VoIP phones we can have on our system. Since, this is also antiquated technology, we can no longer increase the number of licenses to our current system in the Mountain Valley region schools. In our Nezinscot region schools we are still using an older analog system. We know that we need to provide our schools and teachers with better phones and phone systems to increase security, communication and efficiency.

### C. Planning Professional Learning Communities

Our school district has a structure for providing building-based professional development. Each building has a stakeholder team composed of teachers and the building administrators. These teams are responsible for planning professional development work within their school and work with district administrators to help plan for district-wide professional development. With the adoption of Google Apps for education, as our district's communication platform, many digital opportunities exist to create online spaces for Professional Learning Communities as well.

### D. Selection of devices and other equipment.

RSU 10 utilizes survey data of students, teachers and administrators to make decisions about which devices and equipment we purchase. This data, along with the equipment and device information is discussed at Technology Committee meetings and a final decision is made.

### E. Filtering and blocking policies

In the 2020-2021 school year, we updated our filtering and blocking systems to provide better access to applicable content.

### **From IJNDE Internet Safety**

#### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, 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.

### F. Appropriate Use Policies and policies related to discipline and corrective measures for inappropriate use.

EDUCATIONAL POLICIES OF POLICY: IJNDB-R

REGIONAL SCHOOL UNIT NO. 10

REVISIONS ADOPTED: March 8, 2021

## **STUDENT COMPUTER AND INTERNET USE RULES**

These rules accompany Board policy IJNDB (Student Computer and Internet Use). Each student is responsible for his/her actions and activities involving school unit computers (including I-Pads, tablets, laptops and other devices issued to students), networks, and Internet services, and for his/her computer files, passwords, and accounts.

These rules provide general guidance concerning the use of the school unit's computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact the building principal or the Technology Coordinator.

### **A. Acceptable Use**

The school unit's computers, networks, and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum, and instructional goals.

All Board policies, school rules, and expectations concerning student conduct and communications apply when students are using computers, whether the use is on or off school property.

Students are also expected to comply with all specific instructions from school administrators, school staff or volunteers when using the school unit's computers.

### **B. Consequences for Violation of Computer Use Policy and Rules**

Compliance with the school unit's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may, after having been given the opportunity to respond to an alleged violation, have their computer privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement, and or legal action.

The building principal shall have final authority to decide whether a student's privileges will be limited, suspended or revoked based upon the circumstances of the particular case, the student's prior disciplinary record, and any other relevant factors.

### **C. Prohibited Uses**

Examples of unacceptable uses of school unit computers that are expressly prohibited include, but are not limited to, the following:

1. **Accessing or Posting Inappropriate Materials** – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials or engaging in “cyber bullying;”
2. **Illegal Activities** – Using the school unit’s computers, networks, and Internet services for any illegal activity or in violation of any Board policy or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers;
3. **Violating Copyrights** – Copying, downloading or sharing any type of copyrighted materials (including music or films) without the owner’s permission (see Board policy/procedure EGAD – Copyright Compliance). The school unit assumes no responsibility for copyright violations by students;
4. **Copying Software** – Copying or downloading software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for illegal software copying by students;
5. **Plagiarism** – Representing as one’s own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher, and website must be identified;
6. **Non-School-Related Uses** – Using the school unit’s computers, networks, and Internet services for any personal reasons not connected with the educational program or assignments;
7. **Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other users’ passwords, and accessing or using other users’ accounts;
8. **Malicious Use/Vandalism** – Any malicious use, disruption or harm to the school unit’s computers, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses; and
9. **Unauthorized Access to Blogs/Chat Rooms/Social Networking Sites** – Accessing blogs, chat rooms or social networking sites to which student access is prohibited.

**D. No Expectation of Privacy**

RSU 10 computers remain under the control, custody, and supervision of the school unit at all times. Students have no expectation of privacy in their use of school computers, including email, stored files, and Internet access logs.

**E. Compensation for Losses, Costs, and/or Damages**

The student and his/her parents are responsible for compensating the school unit for any losses, costs, or damages incurred by the school unit for violations of Board policies and rules while the student is using school unit computers, including the cost of investigating such violations. The school unit assumes no responsibility for any unauthorized charges or costs incurred by a student while using school unit computers.

**F. Student Security**

A student is not allowed to reveal his/her full name, address or telephone number, social security number, or other personal information on the Internet without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

**G. System Security**

The security of the school unit's computers, networks, and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security, or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended, or revoked.

**H. Additional Rules for Laptops Issued to Students**

1. Laptops are loaned to students as an educational tool and are only authorized for use in completing school assignments.
2. Before a laptop is issued to a student, the student must sign the school's "acceptable use" agreement. Parents are required to attend an informational meeting before a laptop will be issued to their child. Attendance will be documented by means of a "sign in" sheet. The meeting will orient parents to the goals and workings of the laptop program, expectations for care of school-issued laptops, Internet safety, and the school unit's rules in regard to use of this technology.



3. Students and their parents are responsible for the proper care of laptops at all times, whether on or off school property, including costs associated with repairing or replacing the laptop. RSU #10 offers an insurance program for parents to cover replacement costs and/or repair costs for damages not covered by the laptop warranty. Parents who choose not to purchase insurance should be aware that they are responsible for any costs associated with loss, theft, or damage to a laptop issued to their child.
4. Loss or theft of a laptop must be reported immediately to the school building, and, if stolen, to the local law enforcement authority as well.
5. The Board's policy and rules concerning computer and Internet use apply to use of laptops at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of laptops issued by school staff.
6. Violation of policies or rules governing the use of computers, or any careless use of a laptop may result in a student's laptop being confiscated and/or a student only being allowed to use the laptop under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies or school rules.
7. Parents will be informed of their child's login password. Parents are responsible for supervising their child's use of the laptop and Internet access when in use at home.
8. The laptop may only be used by the student to whom it is assigned and by family members, to the extent permitted by Maine's laptop program.
9. Laptops must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

EGAD – Copyright Compliance

IJNDB – Student Computer and Internet Use

REGULATION adopted by Policy Committee: 03/08/21

#### **Section IV: District Learning Technology Data and Action Plan:**

The Technology Committee, with leadership from our technology department, creates and disseminates surveys that are distributed for staff input in advance of purchasing new hardware, equipment, and software. Surveys are also used to provide relevant professional development for all staff. For example, when the district looked into upgrading from Chromebooks to MacBook Air devices. Staff and students were offered opportunities to provide input. A video was created to present to the school board to advocate for the upgrade to the Macbook Air.

We also surveyed our families to determine which students and staff had internet access. Hotspots were provided for those staff and students that had no internet access. This ensured that all students and staff had access to remote and hybrid teaching/learning during the pandemic.

Moving forward the Technology Committee will continue to survey stakeholders as we change, grow, and evolve.

#### **Section IV, Part A: Student Learning & Teacher Practice**

##### **Results of the Data**

In response to circumstances resulting from the COVID pandemic that began in March 2020, we put devices in the hands of as many students in our system as possible. Once we had an influx of COVID relief funds, the Technology Committee used the results of the above survey, and our district purchased MacBook Airs for all middle and high school students and all staff. We also surveyed our elementary administrators and teachers to purchase one-to-one devices for our elementary students and staff.

##### **Professional development:**

As a result of purchasing new hardware, equipment, and software, the District Technology Committee surveyed staff to be responsive to the professional development needs. Professional development was provided within each school and organized through the District Technology Committee. District-wide training was also provided to meet staff needs. For example basic training was provided for all building custodians/bus drivers and nutrition staff when they received their devices, and then additional training was provided for each department specific to their needs.

##### **Next Steps**

Supporting staff with professional development to continue to move forward with technology use and integration to provide engaging, relevant, and purposeful learning experiences.

The district will support professional development in the area of technology integration through the use of American Relief Funds/ESSER funds and access local funds to ensure our instructional staff and employees continue their learning.

#### **Section IV, Part D: Learning-Focused Access**

RSU 10 will continue to provide access to high speed internet in its buildings by maintaining and upgrading switches, routers and wireless access points. It is our focus to increase bandwidth as technology in the schools continues to grow and expand.

#### **Section V: Responsible Use:**

EDUCATIONAL POLICIES OF POLICY: IJNDB

REGIONAL SCHOOL UNIT NO. 10 REVISIONS ADOPTED: April 26, 2021

STUDENT USE OF SCHOOL-ISSUED COMPUTER, DEVICES AND THE INTERNET

RSU 10 computer/device, network, and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to other school devices issued directly to students (such as laptops and iPads), whether in use at school or off school premises.

***Students are not allowed to use privately-owned computer/devices at school.***

Compliance with RSU 10's policies and rules concerning computer/device and Internet use is mandatory. Students who violate these policies and rules may, after being given an opportunity to respond to an alleged violation, have their privileges limited, suspended or revoked. The building administrator shall have the final authority to decide whether a student's privileges will be altered, based on the circumstances of the particular case.

Violations of this policy and RSU 10's computer/device and Internet rules may also result in disciplinary action, referral to law enforcement, and/or legal action.

RSU 10 computer/devices remain under the control, custody, and supervision of the school unit at all times. The school unit monitors all computer/device and Internet activity by students. Students have no expectation of privacy in their use of school computer/devices, whether they are used on school property or elsewhere.

RSU 10 utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. RSU 10 takes precautions to supervise student use of the Internet and electronic communications, and to prevent the unlawful disclosure, use or dissemination of personally identifiable information about students. RSU 10 educates students about safety on the

Internet, appropriate online behavior and cyberbullying awareness and response, but parents should be aware that RSU 10 cannot reasonably prevent all instances of inappropriate computer/device use by students that may violate Board policies and rules, including access to objectionable materials and communications.

The Superintendent or his/her designee is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the school unit's computers/devices and network may be implemented by the Superintendent, consistent with Board policies and rules.

Students and parents/guardians shall be informed of this policy and the accompanying rules through student handbooks, the school website, and/or other means selected by the Superintendent.

Legal Reference: 47 USC § 254(h)(5) (Children's Internet Protection Act) P.L. No. 110-385 (Protecting Children in the 21st Century Act)

47 C.F.R. § 54.520

Cross Reference: EGAD/EGAD-R - Copyright Compliance GCSA/GCSA-R - Employee Computer/device and Internet Use

IJNDB-R - Student Computer/device and Internet Use Rules IJND – Distance Learning Program

JICIA – Weapons, Violence, Bullying and School Safety

GBEB – Staff Conduct with Students

JIH-R – Questioning and Search of Students – Administrative Procedure

Adopted: May 24, 2010

First reading: May 10, 2010

Second reading: May 24, 2010

First reading of revisions: January 14, 2013

Second reading and adopted: January 28, 2013

First reading of revisions: February 23, 2015

Second reading of revisions and adopted: March 9, 2015

First reading: April 12, 2021

Second reading and adoption: April 26, 2021

**Section VI: Certifications:**

By signing below, the superintendent is acknowledging the following:

- The district has completed one Technology Access Survey per school in the district
- The information submitted in the Technology Access Survey is accurate
- The Learning Technology Plan has been approved by the SAU's school committee
- The district is committing to work the plan (recognizing that plans do evolve over time)

MEDMS ID # & Name

Superintendent Email

**Western Foothills**

**dalden@rsu10.org**

**Regional School Unit No. 10**

**MEDMS# 3159**

Superintendent Signature: \_\_\_\_\_

Date: **1/24/2022**

**Debra Alden**