

## Technology Plan Submission Form School Years 2012-2015

District Name	PARKERS CHAPEL SCHOOL DIST.
County	UNION
Education Cooperative	SOUTH CENTRAL SERVICE COOPERATIVE
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District Home Page (URL):	<a href="http://parkerschapel.k12.ar.us/index.htm">http://parkerschapel.k12.ar.us/index.htm</a>
Include URL of technology plan if posted to district website:	

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## Current District Demographics

District Profile	
<b>DISTRICT NAME:</b>	PARKERS CHAPEL SCHOOL DIST.
<b>District Local Education Agency (LEA) Number:</b>	7007000
<b>Number of Schools in the LEA :</b>	2
<b>Total Number of Teachers for the District:</b>	55
<b>Total Number of Students Enrolled in the District:</b>	721
<b>District Billed Entity Number:</b>	139394
<b>FCC Registration Number (FCC-RN):</b>	716020837
<b>District National Center for Education Statistics (NCES) Number:</b>	511220
<b>Percentage of Students Eligible for Free/Reduced Lunch:</b>	37
<b>E-Rate District Discount Level:</b>	70
<b>Internet Connected Student/Computer Ratio for District:</b>	7:4
<b>Based on Census Tract information is your district considered Rural or Urban:</b>	RURAL

	(Year 1)2012-2013	(Year 2)2013-2014	(Year 3)2014-2015
Number of computers & other devices with Internet access before application.	396.00	436.00	466.00
Projected number of computers & other devices for each year of this technology plan	436.00	466.00	486.00
Direct connections to the Internet number of drops.	283.00	303.00	328.00
Number of classrooms with Internet access.	70.00	71.00	72.00
Direct broadband services between 10 Mbps and 200 Mbps.	1.00	1.00	2.00

### School(s) Profile

To be consistent, please use the same school name submitted to Child Nutrition for the Cycle 2 APSCN Report. Please list the name of every school, new and non-instructional facilities for which you file E-Rate.

School Name	LEA#	E-Rate Entity #	NCES#	BEN#
PARKERS CHAPEL ELEM. SCHOOL	7007039	82136	840	0
PARKERS CHAPEL HIGH SCHOOL	7007040	82137	841	0

## Technology Committee

The Technology Committee should represent all stakeholders. Development of the technology plan and implementation of the plan should enable parents, educators, students and community members to benefit from the investment in technology. All should have representation on the committee.

<b>District Technology Committee</b>		
<b>Member</b>	<b>Title</b>	<b>Constituency Represented</b>
James Cupples	Technology Corrdinator	District
John Gross	Superintendent	Administration
Mike LaRue	High School Principal	Administration
June Wells	Elementary Principal	Administration
Sonya Feemster	High School Counselor	High School Staff / Students / Parents
Mona Williams	Elementary Counselor	Elementary Staff / Students / Parents
Mila Burns	High School Media Spec	Media Specialist / Parents
Jewel Kelley	Elementary Media Spec	Media Specialist / Students
Kathy Murph	High School Staff / Parent	Parents / High School Staff
Benita Jones (Committee Chairperson)	Parent / Admin Assistant	Parents / Classified Staff

### Narrative: A narrative on the technology planning process to include:

The technology committee meets a minimum of twice each year to review and evaluate the implementation of the technology plan. During the first semester meeting, members review the plan and make necessary changes and updates. Goals are discussed and reviewed. During the second semester meeting, the committee meets to evaluate the plan and make needed changes. All staff members are notified of the technology committee meetings and encouraged to attend. Parental involvement information is contributed by school administrators, members with children in the district, and ASCIP plan committees.

The technology committee meet to discuss the current concerns, issues and needs of staff, students, and community. Results of the most recent needs assessment surveys, sources of funds and monies, emerging technology and other resources available are used to focus the committee on which will provide the greatest impact on increasing student achievement.

The technology plan will be reviewed by the technology committee for any corrections that may be needed throughout the year. Copies of the technology plan will be on file in all principal offices and the administration office for viewing by any staff member, student, or parent. Additionally an overview of the technology plan will be given to the personnel policy committee for them to review and a copy of the technology plan will be placed on the school website for access by the school community.



## Vision and Mission Statements

### Vision Statement

Our vision is to use technology to provide the best possible education to each student; to enhance opportunities for student growth and the development of skills, knowledge and attitudes needed for a changing society; to provide the school staff and administration with the training, information and resources to integrate technology into the curriculum; to support technology as a tool to bring efficiency to the management and assessment to realms of education and to create a framework for advancing the use of technology in every aspect of the education process.

Classrooms will have the technology needed to carry out the vision as stated above. Computers, other equipment and software are in every classroom. Students use the computers / iPads and equipment with the ease that they now use their own phones. The use of technology will help to ensure that students are prepared for the future.

### Mission Statement

Our mission is to provide an educational environment that provides students and the staff with knowledge and understanding of emerging technology that will allow them to function in an information society and become lifelong learners.

## Current Technology Assessment

### A. Technology Integration with Curriculum and Instruction

Parkers Chapel Schools currently utilizes the Arkansas Consolidated School Improvement Plan (ASCIP), test scores in math, reading, and other areas to determine strengths and weaknesses. Weakness include open-response items and writing portions of the Arkansas Benchmark Exam, and End-of-Course Exams. The district uses the Harcourt Math and English computer programs, Accelerated Reader and Star Reader programs for practice and remediation. Teachers use the internet, iPad Apps and various online research databases for reliable content and practice problems, research projects and sample practice tests of various kinds.

Teachers integrate technology into their lessons through demonstration and presentation for whole group instruction and individualized instruction for small groups / individuals. The Elementary and High School classrooms have Smart Boards or Interwrite interactive boards along with available computer labs for use by teachers, students, and staff during classes, meetings and professional development. All workforce education classrooms and most other classrooms have PC projectors and Elmo document cameras for daily use purposes. Anti-virus software is used to keep the district computers safe (currently AVG anti-virus software is utilized with a local AVG server and update server).

The challenge for the district is to train our teachers to access and use the new technology to provide the students with real-world experiences. Allowing the teacher to make adjustments in their teaching for remediation and/or enrichment of students.

Teachers use GraeQuick, Edline, Edline messaging, and other programs for record keeping, communicating with parents, and to help determine strengths and weaknesses of students. Students use technology to communicate through application software, by creating documents and presentations for the classroom using MS Office Suite, WordPerfect Suite, MicroType, CA Mastery, Adobe Desktop and Multimedia software. Students use these programs and the world wide web to access and retrieve information; develop basic technology skills and vocabulary; collect, manipulate and interpret data; communicate through networks and telecommunication software; access, retrieve, evaluate and interpret visual/auditory information appropriate to their current and anticipated needs. Students can develop higher order thinking skills, strategies for problem solving, critical and creative thinking, maximize productivity and effectiveness applicable to technology in all disciplines.

## B. Professional Development

Parkers Chapel School District uses an online Technology Survey for assessing the technology professional development needs of teachers, administrators, and non-certified staff. The last survey was given in April 2011. A follow up paper survey is usually conducted in the fall semester. Parkers Chapel School District also participates in a survey conducted by the South Central Service Co-op and receives some training from their staff.

Some professional development is based on the International Society for Technology in Education standards (standards for evaluating the skills and knowledge educators need to teach, work, and learn in an increasingly connected global and digital society). Technology professional development activities that have been offered to teachers for effective use of technology include training for Interwrite interactive boards, mobi (handheld interactive devices), use of digital camera, e-mail and internet access, MS Word processing, PowerPoint, Excel spreadsheet, use of GradeQuick and Edline for effective documentation and communication with parents, Accelerated Reader, graphic and publishing programs, web page design programs, and other technology based programs and systems. Teachers receive training in the effective use of the computer labs, document cameras and technological resources on campus.

The effectiveness of the professional development activities is determined using a survey given to teachers and actual products required for completion of the training (example: a PowerPoint with pictures taken with a digital camera or a Certificate created and printed using MS Office Publisher). A positive note of these sessions was the opportunity of teachers to share their products, ideas and solutions with their colleagues.



### C. Equitable Use of Technology

Technology is accessible to all students and staff in the district. Each school has at least one computer lab for student/classroom use during the day. Each school has access to PC/video/document camera/multimedia projector, digital camera, and access to remediation software available for teacher checkout. The Elementary School has a mobile 10 Apple iBook computer station for teacher checkout that can be shared with the High School if needed. High School (52 computers - 2 rooms of 25 and 27 computers each) and Elementary (52 computers - 2 rooms of 28 and 24 computers each) both have computer labs set aside for teachers to bring their classes to for use of the internet, resource material, and production of classroom projects.

The resource special needs classrooms in the elementary and high school campus have various computers, iPads and software programs for reinforcement of skills being taught that link to the core curriculum (example the Boardmaker software, using symbols for writing, assist non-speaking students with skills necessary to communicate). Various programs can be used to work on core course work and reinforcement of math, language and reading skills. A digital camera is also used to assist in documenting mastery of skills for students with severe disabilities, which is required for alternative assessments and portfolios.

Training on any new assistive and accessible technology as well as remediation technology already in place will be first covered during the technology in-service at the start of the school year. Smaller in-service meetings with groups of staff will be conducted (regular education and special education) for those directly involved in the use of any assistive and accessible technologies. Additional training will be given at the monthly teacher's meetings on any new implemented technology as well as any distance learning and/or online web programs/course.

### D. Current Technology Inventory (2012-2015)

Technology equipment is inventoried in twoways. If equipment is over \$1,000, it is placed into the assets module ofthe Pentamation financial online software through the state. If theequipment is below \$1,000, it is inventoried in a spreadsheet of equipmentgiving the type, model, serial number, and location. If the equipment isa computer, it is also inventoried using OCS reports (a unix/linux server) byinstalling an OCS program on each computer to keep track of the softwareinstalled, RAM, OS, processor, and components. Every year a physicalinventory of items is performed to check the spreadsheet entries.

The current item category inventory is:

- 61 - projectors
- 31 - Kindle readers
- 32 - ELMO document cameras
- 21 - Mobi interactive pads
- 27 - Interwrite interactive wall boards
- 2 - Smart interactive wall boards
- 25 - Networked Color and Monochrome printers
- 70 - Non-networked printers
- 3 -Honeywell DVR Surviel. camera systems
- 1 -Tandberg CIV distance learning system
- 6 -Apple iPad
- 2 -Novell OSE servers
- 12 - Wireless Access Points (WAP2)
- 5 -Networked Copiers
- 3 - Non-networked Copiers
- 24 - Phones lines
- 5 -Cell Phones
- 3 - Fax/printers
- 388 - Computers (desktop and laptop)
- 3 - T1 internet lines
- 1 - Consumer internet cable broadband (with CIPAFilter and aggregator)
- 1 - CIPA m86 internet filter
- 1 - Aggregator to combine all internet lines intoone source
- 2 - Managed ethernet switches
- 26 - unmanaged ethernet switches
- 86 - Rooms wired for internet (classrooms andoffices)

**Retaining this type of information will be very helpful if USAC requests this information in the future.**

List of Equipment	Serial #	Make & Model	Date of Purchase	Install Date	Original Location	Current Location	Replaceme nt Date (if applicable)	Quantity	Notes
Non-net Printer		HP PSC D110A	-	-			-	6	
Non-net Printer		HP PSC 4480	-	-			-	1	
Non-net Printer		HP PSC 4780	-	-			-	2	
Non-net Printer		HP PSC 4680	-	-			-	2	
Non-net Printer		HP PSC 4280	-	-			-	1	
Non-net Printer		HP PSC F380	-	-			-	7	
Non-net Printer		HP PSC 1401	-	-			-	11	
Non-net Printer		HP PCS 1315	-	-			-	2	
Non-net Printer		HP PSC 2175	-	-			-	1	

Non-net Printer	HP 3940	-	-					2	
Non-net Printer	HP 3845	-	-					3	
Non-net Printer	HP 1220	-	-					1	
Non-net PrinterNon-net Printer	HP 5150	-	-					1	
Non-net Printer	HP 960	-	-					3	
Non-net Printer	HP LJ 1022	-	-					1	
Non-net Printer	HP LJ 1150	-	-					1	
Non-net Printer	HP LJ 1012	-	-					1	
Non-net Printer	HP 6122	-	-					1	
Non-net Printer	HP 5550	-	-					2	
Non-net Printer	HP 3820	-	-					3	
Non-net Printer	HP DJ 940	-	-					6	
WAN printer	Epson FX2190	-	-					2	Dot Matrix - 9 pin
Non-net Printer	Brother 5860	-	-					1	
Non-net Printer	Epson 880	-	-					8	
Network Printer	HP CP4525DN	-	-					1	
Network Printer	HP CLJ P2055N	-	-					1	
Network Printer	HP CLJ P2025N	-	-					2	
Network Printer	HP LJ P3015DN	-	-					1	
Network Printer	HP CP3525N	-	-					1	
Network Printer	HP CM2320N	-	-					1	
Network Printer	HP CLJ 3600N	-	-					3	
Network Printer	HP CLJ 4700N	-	-					1	
Network Printer	HP CLJ 3800N	-	-					1	
Network Printer	HP CLJ 2550N	-	-					1	
Network Printer	HP CLJ 3500	-	-					2	
Network Printer	HP LJ 4300N	-	-					1	
Network Printer	HP LJ 1300N	-	-					2	

Network Printer	HP CLJ 4650N	-	-	-	-	1	
Network Printer	HP CLJ 4600N	-	-	-	-	1	
Network Printer	SamSung 6060	-	-	-	-	1	
Network Printer	HP LJ 4050N	-	-	-	-	1	
Network Printer	HP LJ2100	-	-	-	-	2	
Network Printer	HP CLJ 1500X	-	-	-	-	1	
Access Points	D-Link 2590	-	-	-	-	12	Wireless N band
Network Copier	Lexmark 646	-	-	-	-	1	Leased
Non-Net Copier	Toshiba e452-3	-	-	-	-	3	Leased
Network Copier	Toshiba e452-3	-	-	-	-	5	Leased
Un-man Switch	Linksys 24	-	-	-	-	7	
Un-man Switch	TrendNet 8 & 16	-	-	-	-	6	
Un-man Switch	Netgear 8 & 16	-	-	-	-	5	
Un-man Switch	Dlink 8 & 16	-	-	-	-	8	
Mang Switch	Cisco SG200	-	-	-	-	2	
Aggregator	ECESSA PL200	-	-	-	-	1	Leased from ADE
Internet Filter	M86 350	-	-	-	-	1	Leased from ADE
Fax Printer	Brother 5890CN	-	-	-	-	2	
Fax Printer	Brother 825DW	-	-	-	-	1	
CIV system	Tandberg 6000	-	-	-	-	1	
Surviel. System	Honeywell 16	-	-	-	-	3	
Inter. Wall Bd	Interwrite IW777	-	-	-	-	27	
Inter. Wall Bd	Smart 60	-	-	-	-	2	
Interactive Pad	Mobi IP501	-	-	-	-	21	
Document Cam	ELMO TT02RX	-	-	-	-	32	
Tablet	Kindle D01400	-	-	-	-	1	'Fire'
Tablet	Kindle D01200	-	-	-	-	30	
Projector	Optoma EX532	-	-	-	-	11	
Projector	Sanyo XD2600	-	-	-	-	10	

Projector	Viewsonic 990	-	-					4	
Projector	Acer X0702	-	-					9	
Projector	Planar 3020	-	-					2	
Projector	Epson PL76C	-	-					2	
Projector	InFocus IN2104	-	-					14	
Projector	InFocus IN34	-	-					6	
Projector	NEC VT400	-	-					3	
Desktop	Mach P4M	-	-					1	
Desktop	Dell V400	-	-					1	
Desktop	Dell T1500	-	-					26	
Desktop	Dell OP990	-	-					26	
Desktop	Dell OP980	-	-					26	
Desktop	Dell OP780	-	-					2	
Desktop	Dell OP760	-	-					16	
Desktop	Dell OP380	-	-					3	
Desktop	Dell OP320	-	-					1	
Desktop	Dell XPS8100	-	-					1	
Desktop	Dell GX280	-	-					45	
Desktop	Dell GX270	-	-					45	
Desktop	Dell GX260	-	-					6	
Desktop	Dell D4550	-	-					1	
Desktop	Dell D4500	-	-					4	
Desktop	Dell GX240	-	-					12	
Desktop	Compaq 1503	-	-					1	
Desktop	Acer Z023	-	-					1	
Desktop	Acer D5200	-	-					1	
Desktop	Acer M460	-	-					3	
Desktop	Acer M264	-	-					3	
Desktop	Acer S290	-	-					9	

Desktop	Acer S280	-	-	-	-	6	
Desktop	Acer S260	-	-	-	-	12	
Desktop	Acer F1	-	-	-	-	4	
Desktop	Acer F2	-	-	-	-	4	
Server	Dell 2800	-	-	-	-	1	
Server	Dell 1800	-	-	-	-	1	
Tablet	Apple iPad 64	-	-	-	-	1	
Tablet	Apple iPad 32	-	-	-	-	5	
Laptop	Dell V3700	-	-	-	-	1	
Laptop	Dell V3550	-	-	-	-	1	
Laptop	Dell V3500	-	-	-	-	3	
Laptop	Dell V1520	-	-	-	-	21	
Laptop	Dell V1500	-	-	-	-	20	
Laptop	Dell V1015	-	-	-	-	3	
Laptop	Dell 5150	-	-	-	-	1	
Laptop	Dell 1300	-	-	-	-	1	
Laptop	Dell D610	-	-	-	-	41	
Laptop	HP G72	-	-	-	-	1	
Laptop	Sony V215	-	-	-	-	6	
Laptop	Apple iBook G4	-	-	-	-	10	
Laptop	Acer 4070	-	-	-	-	4	
Laptop	Acer 5140	-	-	-	-	1	
Laptop	Acer 7720	-	-	-	-	2	
Laptop	Acer 5630	-	-	-	-	3	

## Needs Assessment

Parent, student, and teacher suggestions are reviewed for possible objectives or corrective actions. A needs survey is conducted via internet, email, and/or paper to gather suggestions to be evaluated for possible future implementation. The technology committee meets and discusses the submitted material to see if it is covered under one of our priorities. If not, then it is weighed and evaluated for future consideration.

Results indicate that staff wants more input into the website and would like to help maintain the information so that it is up to date. New events, calendar, contact with parents, daily announcements for each school are some of the suggestions. The committee will look into erate web hosting and a CMS system that can allow multiple users and protected pages that only certain staff can update and/or create.

A parent contact system (text, email, voice message of some form) should be acquired. This will allow staff to contact parents about up coming trips, events, and school outages. This will also allow the administration a method of contacting staff about important news or outages when school is not in session.

Surveillance cameras should be placed in the Elementary School hallways, the Specialty Building hallways and classrooms, and the Gym. It is suggested that more cameras be placed in the Cafeteria to give better coverage of the area.

It has been suggested that the backbone of the district LAN should be segmented in order to cut down on network congestion. Possible solutions are virtual LANs on the main switches (different switches may have to be purchased). In two years additional bandwidth may be required when the district starts online student testing.

Continued use of GradeQuick and Edline will be continued to provide parent information about student grades and communication with teachers. Accelerated Reader and Star Reader (web version) will be continued to provide advancement in student reading ability and to provide parent involvement in student success.

The addition of Apple iPads for teacher/student/learning curriculum involvement will be investigated for possible textbook and class implementation. The possible Apps (iBook, iTunesU, etc) will be rated for usefulness.

## Goals, Objectives and Strategies and Implementation of Plan

**Technology Goal:** State the particular goal that supports your technology plan.

### ACTION TIMELINE

Goals	Strategies	Timeframe for this Activity	Professional Development Required	Cost(Budget)for this Activity
Technology as a Tool for Parental Involvement and Communication	Provide adequate services and infrastructure to support staff with communication to parents.	2012-2013 yearly application	Yearly workshops on new technology and refreshers on continuing technology.	10000
<b>Monitoring and Evaluation:</b>				
Teachers using technology to enhance learning in the classroom. Staff increasing productivity and improve record keeping. Staff communication with parents and colleagues through email, grade reports from GradeQuick and Edline, website information updates online through the internet. Monitoring of online grade system with feedback from parents, students, and staff through the form of surveys. Monitoring of systems to prevent downtime.				
Technology as a Tool for Parental Involvement and Communication	Provide adequate servers and infrastructure to support staff with communication to parents	2013-2014 yearly application	Yearly workshops on new technology and refreshers on continuing technology	10000
<b>Monitoring and Evaluation:</b>				
Staff communication with parents and colleagues through email, grade reports from GradeQuick and Edline, website information updates online through the internet. Monitoring of online grade system with feedback from parents, students, and staff through the form of surveys. Monitoring of systems to prevent downtime.				
Technology as a Tool for Parental Involvement and Communication	Provide adequate services and infrastructure to support staff with communication to parents	2014-2015 yearly application	Yearly workshops on new technology and refreshers on continuing technology	10000
<b>Monitoring and Evaluation:</b>				
Staff communication with parents and colleagues through email, grade reports from GradeQuick and Edline, website information updates online through the internet. Monitoring of online grade system with feedback from parents, students, and staff through the form of surveys. Monitoring of systems to prevent downtime.				
Provide infrastructure to support staff and students for daily use	Evaluate each school network and update switches and converters	2012-2015	none	3000
<b>Monitoring and Evaluation:</b>				
Technology Coordinator will check wireless network, connections and cabling for adequate reliability and update as needed on a yearly basis.				
Provide adequate servers and software for student internet safety	Evaluate software and servers with replacement every 3-7 years	2012-2015	Workshops to train technology staff in new software/hardware operation	10000
<b>Monitoring and Evaluation:</b>				
Elvaluate the operating software of the network, anti-virus, email, and data servers. Update the software as needed on a yearly basis. Evaluate servers for adequate reliability and disk space needs (repalcement schedule for servers is 5-7 years). Network operating software is Novell OES, with Groupwise being used for email on a yearly SLA renewal of license.				
Technology integration with curriculum and instruction	Upgrade computers, purchase interactive devices, upgrade/purchase software	Annually 2012-2013, 2013-2014, 2014-2015	In-service on MS Office, photo editing, desktop publishing, online curriculum, etc	9000
<b>Monitoring and Evaluation:</b>				



Evaluate the needed software, computer, devices and multimedia software needed for curriculum development and research capabilities. Provide office personnel with appropriate technology and training to perform their functions. Staff and students will be polled yearly for possible problem areas along with possible improvements. These polls will be presented to the Technology Committee for review and used as support for problems and improvements.

Provide continuing in-service for staff to increase student learning and parental communication	Provide training and funds annually for staff development and software renewal/purchase	Annually 2012-2013, 2013-2014, 2014-2015	Provide training on software/hardware used for record keeping and communication with students, administration, and parents	21000
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**Monitoring and Evaluation:**

Principals, superintendent, technology coordinator will provide training for staff annually over web based gradebooks, web based parental grade reports, email and communication software. Funding for annual renewals of software and web hosting (\$4,000 - \$7,000 per year). Examples: GradeQuick, Edline, Site Reporter, Microsoft Office licenses yearly renewal.

Maintenance and expansion of infrastructure	Provide and maintain network copiers, printers, computers for each school	Annually 2012-2013, 2013-2014, 2014-2015	Development of basic skills in using various equipment	11000
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**Monitoring and Evaluation:**

The technology coordinator and principals will evaluate existing configurations and provide reasonable printer and copier access for students and staff. Equipment will be replaced on a as needed basis. Each student computer lab will have at least one monochrome or color laser printer. Staff will have access to networked copiers and printers. The equipment will be checked at least once every semester and problem equipment will be reviewed by the Technogoly Committee for replacement.

Provide resources for the utilization of distance learning	Provide necessary devices/tools/software for students to take classes not on campus (CIV, AV, online courses)	Annually 2012-2013, 2013-2014, 2014-2015	Facilitator training	5000
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**Monitoring and Evaluation:**

Principals, Counselors, ASMSA, DLC, and AVHS will implement scheduling for students to take courses by way of compressed interactive video, CIV, or online AVHS courses for student enrichment. Student records will be reviewed to determine student success of classes. Equipment and connections will be monitored by the facilitator during the classes to maintain low downtime.

Modernization and renovation of school technology equipment	Replace annually needed equipment (computers, printers, switches, cabling, interactive devices, etc)	Annually 2012-2013, 2013-2014, 2014-2015	As needed	30000
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**Monitoring and Evaluation:**

Computers over 5-6 years old will be replaced with new computers. Printers, switches, cabling, interactive devices, etc will be replaced on a as needed basis. Each year the computers and equipment will be evaluated against needed standards of operation in the classroom and offices. New software demands more powerful devices and equipment; the current equipment will be judged accordingly by the Technology Committee and scheduled for replacement at least every 6 years.

Provide a safe and drug free environment for student learning	Install security cameras and surveillance equipment in areas not currently covered	2013-2014	As needed	20000
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**Monitoring and Evaluation:**

Additional surveillance equipment (DVRs - cable lines) and cameras will be installed to cover the Specialty Building, Gym, Elementary hallways and possibly additional coverage of the Cafeteria. The system will be monitored on a near daily basis. The reports of bullying and non-safe conditions will be evaluated by the principal and improvements will be suggested to the Technology Committee on a semi-annual or more often basis.

## Policies and Procedures

The Parkers Chapel School District participates in the state internet content filter program, which is currently using 8e6 technology and has onsite a M86 internet content filter for CIPA rules of the consumer internet cable feed. Parkers Chapel Schools also uses host files on some computers to limit access to some of the non-educational sites. We have the staff sign network/internet use agreements. The students sign a CIPA/Computer use agreement at the beginning of every school year. Teachers and staff also monitor/supervise student use of technology to guard against abuse and misuse. We will also be participating in the state firewall set up on the school router.

The Parkers Chapel School District policy for meeting The Children's Internet Protection Act is included in each school internet acceptable use agreement and is included in each school handbook. The district uses filter software, firewalls, site limiting files, and direct supervision to monitor the student's internet usage to guard against materials harmful to minors.

The Parkers Chapel Schools in combination with the Internet access provider, will utilize restriction methods to filter software or other technologies to prevent students from accessing visuals that are obscene, child pornography, or harmful to minors. The district will also monitor students through direct observation and/or other means, to ensure that students are not accessing inappropriate materials. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 354 [h] [7]).

All computer rooms in the High School are under camera surveillance and a staff member is in attendance during computer access time.

Every year the students and parents sign a Computer / Internet / Network usage agreement at the time of registration and the usage policy form is attached to every handbook given to a student or parent each year. The forms must be signed and returned or the student is not allowed on any computer with internet and / or network access. A copy of the usage policy for students and staff is given later in this technology plan. The policies were reviewed and updated as needed during July 2011.

## Technology Infrastructure

Both schools and the administration buildings have 100/1000 switched networks to the desktop. We have multimode fiber between all buildings. We are using wide area wireless access point connectivity at the elementary and the high school to allow for ease of computer movement and laptop/iPad/Kindle integration. We have one 12 Meg internet cable and two T1 lines shared by the elementary and high school with an additional T1 line shared by the pre-school and administration buildings. E-rate through DIS currently maintains these internet connections and the maintenance/routers/firewall/filtering involved are overseen or leased from ADE/DIS.

We have all of our school in a single network. This makes maintaining the servers and student / faculty user accounts easier. All district computers are PC or Mac OS iBooks or iOS 5 on iPads; technology is running Windows XP Pro, Windows 7 Pro (32 bit and 64 bit), or Window Vista Business Edition. They are all connected to the internet and are currently running AVG Grisoft anti-virus software which is updated daily when the computer is turned on and the user logs into the computer. Anti-virus scans are performed nightly or at a minimum weekly if the computer is not on at night. Our current student to computer ratio is 7:4. Our goal each year is to replace any computer over 6 years of age. Our budget to replace computers is currently \$30,000 to \$35,000 yearly. We plan on adding another 30 laptops in addition to the replacements during the next two years in preparation for the state online testing goals. If our current budget does not have enough room for this project other additional monies will be pursued. All desktops will be phased out or replaced as needed or as monies are made available with new desktops and laptops.

The elementary and high school servers (Dell) are running Novell OSE2. The high school (the main district server) server is currently also running Groupwise 8 e-mail with a SPAM filter provided through DIS, Zenworks for desktops 7.0 and Novell Messenger under a School License Agreement from Novell. These servers will need to be replaced sometime after 2013 or 2014 depending on a 5 to 7 year life span.

We currently have a Technology Coordinator to support the network, servers, PCs, network switches and other equipment. Most of his training is provided by DIS or the South-Central Coop. We have standardized our computer manufacturer to Dell and Acer products, but will be changing over from Acer to HP or Dell. This improves our ability to get replacement parts and technical assistance quickly and easily. Our need at this time is staff development to help integrate and increase the use of technology into the curriculum and technology trouble shooting for staff members.

Laptops are used by almost all of the administration and counselors in addition to their desktop computers. The administration can use their laptops to remote view the camera system located at the schools while not on site if needed. We will be increasing the number of laptops in our district by the replacement of teacher/staff computers on the equipment replacement rotation. We will also phase in teacher iPads for use with the interactive devices and/or projectors/document cameras in our classrooms.

We have applied for monies every year for the telephone service, internal connections, and basic maintenance. We also use E-rate and grants to help us link our schools, provide distance learning classes to our students, and do video conferencing.

We currently have a distance learning classroom with a Tandberg 6000 system in operation and classes are offered through ASMSA (Hot Springs). This equipment will be upgraded as needed and maintained by our tech staff, the cooperative tech staff, and will be replaced when funds allow (currently this equipment is over 5 years old and not covered by a maintenance contract).

In the year 2013 or 2014 laptops with wireless capabilities will be purchased for the high school student/teacher use and online testing. At that time wireless capabilities will also be determined and provided if needed at the high school level.

It is possible that another technology staff member will be added in the next three years due to the growth in the number of technology devices in the District.

In the Elementary and High School Campuses all rooms have internet access. In addition, the band room, cafeteria, and the main gym are connected to the network with fiber and CAT 5e/6 switches. The gym and all campus buildings have wireless connectivity available through a series of D-Link commercial grade Access Points with possible VLAN support.

We currently have in place an IT security policy and a technology disaster recovery plan (the technology disaster recovery plan is also included in the district disaster recovery plan).

## Technology Plan Evaluation

2012 – 2015

The district has plans to replace the high school and elementary servers and increase each server storage capacity. The current network backbone speed is 1 gb. The infrastructure will be reworked to allow fewer and faster switches eventually bringing all switches to the 1gig speed. The infrastructure will be evaluated through monitoring of bottleneck and slow conditions, and updated each year to meet the performance needs of our students and faculty based on the Technology Committee recommendations. Most changes to the servers and infrastructure will take place over the summer months. New servers will be needed before the end of 2015. The Technology Coordinator will maintain and present problem conditions and possible solutions for the Technology Committee's consideration each semester.

The Technology Committee will meet to hear suggestions and evaluate the current hardware and software needs and/or goals. Ideas and suggestions will be compiled from student, parent, staff surveys and technology trends. Integration and use of technology is monitored mainly at the building level through teacher evaluations and parental comments. The parents will keep in contact with teachers through the school website (a new CMS web hosting service will be purchased during the 2012-2013 school year), Edline grade web hosting (so parents can monitor their children's grades), and texting/voice messages/emails. Parents and staff communicate through progress reports, newsletters, and e-mail (a new parent/student/staff contacting service will be implemented during the 2013-2014 school year).

Every year during the budget process, the committee will evaluate the amount budgeted to the district technology fund and any possible other monies that may be used for this purpose. A list of needed and desired equipment, software, expansions and goal requirements for the coming years will be compiled and prioritized by the Technology Committee. If the available monies is not sufficient to meet the goals and needs set by the committee, then low priority items will be delayed or dropped.

On an annual basis in the last quarter of every year the Technology Plan will be consulted and amended as needed by the Technology Committee based on the surveys, reports, presentations, and technology trends provided to them at that time and from throughout the current year by the principals/administration and technology coordinator.

## Estimated District Technology Plan Budget

2012-2013

Item	Quantity	Local	State	Federal	Sub Total
<b>Item 1: Network Servers</b>					
Switches/Hubs/Routers/DSU's	22	\$150.00	\$0.00	\$0.00	\$3300.00
Network Cables	0	\$0.00	\$0.00	\$0.00	\$0.00
Network Cards (desktop & laptop)	0	\$0.00	\$0.00	\$0.00	\$0.00
Firewall or Proxy (include software cost)	1	\$500.00	\$0.00	\$0.00	\$500.00
LAN wiring (Local Area Network)	10	\$75.00	\$0.00	\$0.00	\$750.00
Network Server Software	2	\$408.00	\$0.00	\$672.00	\$2160.00
Network File Servers	0	\$0.00	\$0.00	\$0.00	\$0.00
Network Printers	3	\$800.00	\$0.00	\$0.00	\$2400.00
Fiber	0	\$0.00	\$0.00	\$0.00	\$0.00
Wireless Access Points	2	\$310.00	\$0.00	\$0.00	\$620.00
Network Maintenance	0	\$0.00	\$0.00	\$0.00	\$0.00
Server (number of servers connected to Internet)	0	\$0.00	\$0.00	\$0.00	\$0.00
Network Storage	0	\$0.00	\$0.00	\$0.00	\$0.00
Email Server	0	\$0.00	\$0.00	\$0.00	\$0.00
DNS (Domain Name Services)	0	\$0.00	\$0.00	\$0.00	\$0.00
Web Hosting Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Wireless WANS	0	\$0.00	\$0.00	\$0.00	\$0.00
Wireless LANS	0	\$0.00	\$0.00	\$0.00	\$0.00
WAN (Wide Area Network)	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>40</b>				<b>\$9,730.00</b>
<b>Item 2: Network Security</b>					
Electronics Rack	0	\$0.00	\$0.00	\$0.00	\$0.00
UPS	2	\$210.00	\$0.00	\$0.00	\$420.00
Locked Cabinet	0	\$0.00	\$0.00	\$0.00	\$0.00

Locked Space	0	\$0.00	\$0.00	\$0.00	\$0.00
Fire Alarm	0	\$0.00	\$0.00	\$0.00	\$0.00
Internet Filtering	0	\$0.00	\$0.00	\$0.00	\$0.00
Anti-Virus	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>2</b>				<b>\$420.00</b>
<b>Item 3: Computer Hardware/Software</b>					
Computers (total number of computers connected to Internet for the District)	30	\$1000.00	\$0.00	\$0.00	\$30000.00
Laptops	10	\$900.00	\$0.00	\$0.00	\$9000.00
Hand Held	0	\$0.00	\$0.00	\$0.00	\$0.00
Printers	10	\$100.00	\$0.00	\$0.00	\$1000.00
Digital Camera	0	\$0.00	\$0.00	\$0.00	\$0.00
Interactive WhiteBoards	2	\$1500.00	\$0.00	\$0.00	\$3000.00
Scanners	0	\$0.00	\$0.00	\$0.00	\$0.00
MP3 Players	0	\$0.00	\$0.00	\$0.00	\$0.00
Educational Software (both instructional and non-instructional; i.e. Accelerated Reader/Math)	0	\$0.00	\$0.00	\$0.00	\$0.00
Wireless Access Card Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance & Upgrades	0	\$0.00	\$0.00	\$0.00	\$0.00
Visual Presenters (i.e document camera)	0	\$0.00	\$0.00	\$0.00	\$0.00
LCD Projectors	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>52</b>				<b>\$43,000.00</b>
<b>Item 4: Telecommunication Services</b>					
Telephone Equipment (i.e. PBX, Key systems, VOIP, including local and long distance Centrex/Plexar)	24	\$20.00	\$0.00	\$40.00	\$1440.00
Distance Learning Services (video equipment)	0	\$0.00	\$0.00	\$0.00	\$0.00
Cellular Services	5	\$250.00	\$0.00	\$500.00	\$3750.00

ISDN, DSL line, Leased line	0	\$0.00	\$0.00	\$0.00	\$0.00
911 Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Paging Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Satellite	0	\$0.00	\$0.00	\$0.00	\$0.00
Data/Voice drops	0	\$0.00	\$0.00	\$0.00	\$0.00
Basic Phone Services	24	\$200.00	\$0.00	\$440.00	\$15360.00
Data Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Internet Fax Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Internet Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>53</b>				<b>\$20,550.00</b>
<b>Item 5: Professional Development</b>					
Training (online professional development courses i.e. IDEALS site)	0	\$0.00	\$0.00	\$0.00	\$0.00
Staff Support (including materials, stipends, substitute, pay, mileage, conference expenses, salary and fringe benefits of professional development coordinator)	1	\$2000.00	\$0.00	\$0.00	\$2000.00
Professional Development Contracts	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>1</b>				<b>\$2,000.00</b>
<b>Item 6: Services</b>					
Tech Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Retrofitting ( i.e....electrical expansion, electrical repairs, electrical outlets, breaker box, transformers)	0	\$0.00	\$0.00	\$0.00	\$0.00
ISP Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Computer Vendor Tech Support	0	\$0.00	\$0.00	\$0.00	\$0.00
Software Vendor Tech Support	2	\$3500.00	\$0.00	\$0.00	\$7000.00
Printers, Copies, Fax	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00







-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>130</b>				<b>\$10,600.00</b>
<b>Grand Total</b>	<b>284</b>				<b>\$138,500.00</b>

## Estimated District Technology Plan Budget

2013-2014

Item	Quantity	Local	State	Federal	Sub Total
<b>Item 1: Network Servers</b>					
Switches/Hubs/Routers/DSU's	0	\$0.00	\$0.00	\$0.00	\$0.00
Network Cables	0	\$0.00	\$0.00	\$0.00	\$0.00
Network Cards (desktop & laptop)	0	\$0.00	\$0.00	\$0.00	\$0.00
Firewall or Proxy (include software cost)	1	\$500.00	\$0.00	\$0.00	\$500.00
LAN wiring (Local Area Network)	10	\$75.00	\$0.00	\$0.00	\$750.00
Network Server Software	2	\$408.00	\$0.00	\$672.00	\$2160.00
Network File Servers	0	\$0.00	\$0.00	\$0.00	\$0.00
Network Printers	3	\$800.00	\$0.00	\$0.00	\$2400.00
Fiber	0	\$0.00	\$0.00	\$0.00	\$0.00
Wireless Access Points	2	\$310.00	\$0.00	\$0.00	\$620.00
Network Maintenance	0	\$0.00	\$0.00	\$0.00	\$0.00
Server (number of servers connected to Internet)	0	\$0.00	\$0.00	\$0.00	\$0.00
Network Storage	0	\$0.00	\$0.00	\$0.00	\$0.00
Email Server	0	\$0.00	\$0.00	\$0.00	\$0.00
DNS (Domain Name Services)	0	\$0.00	\$0.00	\$0.00	\$0.00
Web Hosting Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Wireless WANS	0	\$0.00	\$0.00	\$0.00	\$0.00
Wireless LANS	0	\$0.00	\$0.00	\$0.00	\$0.00
WAN (Wide Area Network)	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>18</b>				<b>\$6,430.00</b>
<b>Item 2: Network Security</b>					
Electronics Rack	0	\$0.00	\$0.00	\$0.00	\$0.00
UPS	3	\$210.00	\$0.00	\$0.00	\$630.00
Locked Cabinet	0	\$0.00	\$0.00	\$0.00	\$0.00

Locked Space	0	\$0.00	\$0.00	\$0.00	\$0.00
Fire Alarm	0	\$0.00	\$0.00	\$0.00	\$0.00
Internet Filtering	0	\$0.00	\$0.00	\$0.00	\$0.00
Anti-Virus	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>3</b>				<b>\$630.00</b>
<b>Item 3: Computer Hardware/Software</b>					
Computers (total number of computers connected to Internet for the District)	10	\$1000.00	\$0.00	\$0.00	\$10000.00
Laptops	20	\$900.00	\$0.00	\$0.00	\$18000.00
Hand Held	12	\$600.00	\$0.00	\$0.00	\$7200.00
Printers	0	\$0.00	\$0.00	\$0.00	\$0.00
Digital Camera	0	\$0.00	\$0.00	\$0.00	\$0.00
Interactive WhiteBoards	2	\$1500.00	\$0.00	\$0.00	\$3000.00
Scanners	0	\$0.00	\$0.00	\$0.00	\$0.00
MP3 Players	0	\$0.00	\$0.00	\$0.00	\$0.00
Educational Software (both instructional and non-instructional; i.e. Accelerated Reader/Math)	0	\$0.00	\$0.00	\$0.00	\$0.00
Wireless Access Card Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance & Upgrades	0	\$0.00	\$0.00	\$0.00	\$0.00
Visual Presenters (i.e document camera)	0	\$0.00	\$0.00	\$0.00	\$0.00
LCD Projectors	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>44</b>				<b>\$38,200.00</b>
<b>Item 4: Telecommunication Services</b>					
Telephone Equipment (i.e. PBX, Key systems, VOIP, including local and long distance Centrex/Plexar)	24	\$20.00	\$0.00	\$40.00	\$1440.00
Distance Learning Services (video equipment)	0	\$0.00	\$0.00	\$0.00	\$0.00
Cellular Services	5	\$250.00	\$0.00	\$500.00	\$3750.00

ISDN, DSL line, Leased line	0	\$0.00	\$0.00	\$0.00	\$0.00
911 Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Paging Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Satellite	0	\$0.00	\$0.00	\$0.00	\$0.00
Data/Voice drops	0	\$0.00	\$0.00	\$0.00	\$0.00
Basic Phone Services	24	\$200.00	\$0.00	\$440.00	\$15360.00
Data Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Internet Fax Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Internet Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>53</b>				<b>\$20,550.00</b>
<b>Item 5: Professional Development</b>					
Training (online professional development courses i.e. IDEALS site)	0	\$0.00	\$0.00	\$0.00	\$0.00
Staff Support (including materials, stipends, substitute, pay, mileage, conference expenses, salary and fringe benefits of professional development coordinator)	1	\$2000.00	\$0.00	\$0.00	\$2000.00
Professional Development Contracts	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>1</b>				<b>\$2,000.00</b>
<b>Item 6: Services</b>					
Tech Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Retrofitting ( i.e....electrical expansion, electrical repairs, electrical outlets, breaker box, transformers)	0	\$0.00	\$0.00	\$0.00	\$0.00
ISP Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Computer Vendor Tech Support	3	\$4000.00	\$0.00	\$0.00	\$12000.00
Software Vendor Tech Support	0	\$0.00	\$0.00	\$0.00	\$0.00
Printers, Copies, Fax	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00





-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>130</b>				<b>\$11,600.00</b>
<b>Grand Total</b>	<b>254</b>				<b>\$131,810.00</b>

## Estimated District Technology Plan Budget

2014-2015

Item	Quantity	Local	State	Federal	Sub Total
<b>Item 1: Network Servers</b>					
Switches/Hubs/Routers/DSU's	12	\$150.00	\$0.00	\$0.00	\$1800.00
Network Cables	20	\$75.00	\$0.00	\$0.00	\$1500.00
Network Cards (desktop & laptop)	0	\$0.00	\$0.00	\$0.00	\$0.00
Firewall or Proxy (include software cost)	1	\$750.00	\$0.00	\$0.00	\$750.00
LAN wiring (Local Area Network)	20	\$75.00	\$0.00	\$0.00	\$1500.00
Network Server Software	2	\$408.00	\$0.00	\$690.00	\$2196.00
Network File Servers	2	\$4100.00	\$0.00	\$0.00	\$8200.00
Network Printers	3	\$850.00	\$0.00	\$0.00	\$2550.00
Fiber	0	\$0.00	\$0.00	\$0.00	\$0.00
Wireless Access Points	2	\$310.00	\$0.00	\$0.00	\$620.00
Network Maintenance	0	\$0.00	\$0.00	\$0.00	\$0.00
Server (number of servers connected to Internet)	0	\$0.00	\$0.00	\$0.00	\$0.00
Network Storage	0	\$0.00	\$0.00	\$0.00	\$0.00
Email Server	0	\$0.00	\$0.00	\$0.00	\$0.00
DNS (Domain Name Services)	0	\$0.00	\$0.00	\$0.00	\$0.00
Web Hosting Services	3	\$500.00	\$0.00	\$1000.00	\$4500.00
Wireless WANS	0	\$0.00	\$0.00	\$0.00	\$0.00
Wireless LANS	0	\$0.00	\$0.00	\$0.00	\$0.00
WAN (Wide Area Network)	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>65</b>				<b>\$23,616.00</b>
<b>Item 2: Network Security</b>					
Electronics Rack	0	\$0.00	\$0.00	\$0.00	\$0.00
UPS	2	\$210.00	\$0.00	\$0.00	\$420.00
Locked Cabinet	0	\$0.00	\$0.00	\$0.00	\$0.00

Locked Space	0	\$0.00	\$0.00	\$0.00	\$0.00
Fire Alarm	0	\$0.00	\$0.00	\$0.00	\$0.00
Internet Filtering	1	\$240.00	\$0.00	\$600.00	\$840.00
Anti-Virus	450	\$10.00	\$0.00	\$0.00	\$4500.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>453</b>				<b>\$5,760.00</b>
<b>Item 3: Computer Hardware/Software</b>					
Computers (total number of computers connected to Internet for the District)	15	\$1000.00	\$0.00	\$0.00	\$15000.00
Laptops	20	\$850.00	\$0.00	\$0.00	\$17000.00
Hand Held	12	\$600.00	\$0.00	\$0.00	\$7200.00
Printers	10	\$110.00	\$0.00	\$0.00	\$1100.00
Digital Camera	0	\$0.00	\$0.00	\$0.00	\$0.00
Interactive WhiteBoards	3	\$1500.00	\$0.00	\$0.00	\$4500.00
Scanners	0	\$0.00	\$0.00	\$0.00	\$0.00
MP3 Players	0	\$0.00	\$0.00	\$0.00	\$0.00
Educational Software (both instructional and non-instructional; i.e. Accelerated Reader/Math)	0	\$0.00	\$0.00	\$0.00	\$0.00
Wireless Access Card Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance & Upgrades	0	\$0.00	\$0.00	\$0.00	\$0.00
Visual Presenters (i.e document camera)	0	\$0.00	\$0.00	\$0.00	\$0.00
LCD Projectors	20	\$800.00	\$0.00	\$0.00	\$16000.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>80</b>				<b>\$60,800.00</b>
<b>Item 4: Telecommunication Services</b>					
Telephone Equipment (i.e. PBX, Key systems, VOIP, including local and long distance Centrex/Plexar)	24	\$25.00	\$0.00	\$45.00	\$1680.00
Distance Learning Services (video equipment)	1	\$40000.00	\$0.00	\$0.00	\$40000.00
Cellular Services	5	\$275.00	\$0.00	\$550.00	\$4125.00



ISDN, DSL line, Leased line	0	\$0.00	\$0.00	\$0.00	\$0.00
911 Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Paging Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Satellite	0	\$0.00	\$0.00	\$0.00	\$0.00
Data/Voice drops	0	\$0.00	\$0.00	\$0.00	\$0.00
Basic Phone Services	26	\$220.00	\$0.00	\$540.00	\$19760.00
Data Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Internet Fax Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Internet Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>56</b>				<b>\$65,565.00</b>
<b>Item 5: Professional Development</b>					
Training (online professional development courses i.e. IDEALS site)	0	\$0.00	\$0.00	\$0.00	\$0.00
Staff Support (including materials, stipends, substitute, pay, mileage, conference expenses, salary and fringe benefits of professional development coordinator)	1	\$3000.00	\$0.00	\$0.00	\$3000.00
Professional Development Contracts	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>1</b>				<b>\$3,000.00</b>
<b>Item 6: Services</b>					
Tech Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Retrofitting ( i.e....electrical expansion, electrical repairs, electrical outlets, breaker box, transformers)	0	\$0.00	\$0.00	\$0.00	\$0.00
ISP Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Computer Vendor Tech Support	0	\$0.00	\$0.00	\$0.00	\$0.00
Software Vendor Tech Support	3	\$5000.00	\$0.00	\$0.00	\$15000.00
Printers, Copies, Fax	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00





-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>164</b>				<b>\$15,000.00</b>
<b>Grand Total</b>	<b>826</b>				<b>\$261,941.00</b>

## TECHNOLOGY PLAN

### STATEMENT OF ASSURANCES

**School District** PARKERS CHAPEL SCHOOL DIST.

**The LEA, in accordance with the Arkansas Department of Education policies and procedures, by submitting this local technology plan, hereby assures that:**

1. The LEA is an equal opportunity employer and shall perform to all affirmative action and other applicable requirements; accordingly, the applicant does not discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the grounds of race, color, religion, national origin, handicap or sex in any manner prohibited by law. Further, the applicant agrees to comply with the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans with Disabilities Act.
2. The LEA agrees that the Arkansas Department of Education, or any of its duly authorized representatives, at any time during the terms of this technology plan, shall have access to, and the right to audit examine any pertinent books, documents, papers, and records of grantee related to this plan.
3. The LEA certifies that they have not been barred from contracting or otherwise doing business with the State or Federal Governments.
4. This plan, and all matters or issues collateral to it, shall be governed by, and construed in accordance with, the laws of the State of Arkansas.
5. **This plan has been reviewed and approved by the District Technology Committee, the District Superintendent, and the approved by the School Board.**

Signature of School Board President	Date
Signature of Superintendent	Date
Chairperson, District Technology Committee	Date

#### District Technology Coordinator/Contact:

Name:	Telephone #:
Title:	
Email:	Fax:

## School District Acceptable Use Policy

The Parkers Chapel School District maintains a internet filtering system on all incoming and outgoing internet connections to which students have access (M86 filtering system and ECESSA Aggregator). The AUP/CIPA revisions for Internet safety policy was approved in the April Public School Board Meeting.

AUP/CIPA Student version - to be signed by student and parent -

PARKERS CHAPEL SCHOOL DISTRICT

CIPA / COMPUTER USE AGREEMENT

revised April 2012

Parents, please carefully read this document and review its contents with your son/daughter before signing. The Parkers Chapel School District in combination with the Internet access provider, will utilize restriction methods to filter software or other technologies to prevent students from accessing visuals that are obscene, child pornography, or harmful to minors. The district will also monitor students through direct observation and/or other means, to ensure that students are not accessing inappropriate materials. The term "harmful to minors" is defined by the US Code: Title 47 – CIPA (Children's Internet Protection Act). The Parkers Chapel School District makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The use of computers and the local area network can be of benefit to all students. Please help us maintain a smooth working system by reporting problems and following the rules.

I, (print student name) \_\_\_\_\_, agree to follow the regulations listed below while using the computers and technologies in the school, the local network, and its access to the Internet (includes Internet e-mail if allowed), and all other technology belonging to the Parkers Chapel School District.

I will respect and use with care all the technological resources that I choose to utilize. I also understand that I am not to remove any CD-ROMs or other resources from the school nor will I be allowed to bring outside computer resources into the school without permission. I understand that all materials and information placed in my account and/or on school equipment is subject to review and monitoring by the staff and system administrator.

I will at all times use technology in a moral and ethical manner. I understand that e-mail (electronic mail) is not allowed, except possibly in the Business classes as part of the class objectives. If e-mail is used, then it will NOT be used to disrespect my fellow students, faculty, or others. I also understand while using the Internet, it is my responsibility to notify the teacher and IMMEDIATELY exit any site containing inappropriate material. I understand I will be subject to suspension and/or other penalties and will lose credit for course work during the suspension period.

I will not use any computer accounts except my own or an account given to me by the teacher for use in that class. If I am issued an account for class work, I will keep my account password private, and I will log off the network after I have personally logged in. I understand that all activity using my network/internet account is my responsibility. I also understand while using the school computers I will not be allowed to access internet game sites or internet chat sites.

I understand downloading of ANY material or software is STRICTLY PROHIBITED and FORBIDDEN on the school computers. I also understand I will not be allowed to use any material or software that has been downloaded elsewhere on the Parkers Chapel School District campuses or in the business labs. Users will not violate the integrity of a network or computer system, change its performance or intentionally make it malfunction, or add or delete any programs or information resources.

I understand that ALL activity on the Internet will only be allowed with the monitoring of a Parkers Chapel School District staff member. If a Parkers Chapel teacher/staff member is not in the room, I understand I am NOT to use the Internet. I also understand that failure to follow any of the above rules or those listed in the Parkers Chapel School Handbook regarding Internet usage may result in the loss of computer privileges and/or disciplinary action through the office.

Students (minors) will be instructed/educated and monitored/restricted by staff on the following: Appropriate online behavior, including interacting with other individuals on social websites; cyberbullying awareness; cyberbullying response; restricting access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access including "hacking" and other unlawful activities by minors online; unauthorized disclosure, use, and dissemination of personal information regarding minors; measures designed to restrict minors' access to materials harmful to minors (both state level

and local level filters/site blockers will be maintained).

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the regulations for computer and internet usage. I understand that some materials on the Internet may be objectionable and that, even though the Parkers Chapel School District uses a filtering system to block as many of these sites as possible, no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. I give permission for my child to open an account on the school system if needed for educational purposes.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This signed agreement is kept on file at the school and is valid only for the school year in which it was signed.

AUP/CIPA Staff version - to be signed by staff/faculty -

Parkers Chapel School District

Faculty and Staff Acceptable Use Policy

Internet, Technology, and Computer Network Usage

Please Read This Document Carefully Before Signing.

Internet access, technology, and e-mail are available in the Parkers Chapel School District. The term technology includes, but is not limited to: all computers; printers; digital cameras; document cameras; interactive white boards; projectors; scanners; peripheral equipment; networks; internet resources; all forms of Web-based systems; fax equipment; phones; software; files and user generated files; television; communication devices including electronic mail; as well as the supplies used to maintain technology. The internet offers world wide resources that are diverse and unique to both students and teachers/staff. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication between academic and research organizations.

With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of the school setting. Parkers Chapel School District and the Arkansas Public School Computer Network (APSCN) have taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and precautions should be taken.

The Parkers Chapel Schools in combination with the Internet access provider, will utilize restriction methods to filter software or other technologies as stated in CIPA (Children's Internet Protection Act) to prevent students from accessing visuals that are obscene, child pornography, or harmful to minors. The district will also monitor students through direct observation and/or other means, to ensure that students are not accessing inappropriate materials. The term "harmful to minors" is defined by the Communications Act – Title 47 US Code. As a faculty/staff member it is part of your responsibility to help monitor the enforcement of CIPA for the district.

Internet access is coordinated through APSCN, a complex association of government agencies, and regional and state networks. The smooth operation of the network relies upon the proper conduct of its users who must adhere to strict guidelines. In general, this requires efficient, ethical and legal utilization of the network resources. If a Parkers Chapel School District user violates any of these provisions, he or she will receive a warning and his or her account may be terminated and future access could be denied. Continued violations could result in disciplinary action and/or suspension.

Staff members will instruct/educate their students and/or minors and will monitor and/or restrict students on the following: Appropriate online behavior, including interacting with other individuals on social websites; cyberbullying awareness; cyberbullying response; restricting access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access including "hacking" and other unlawful activities by minors online; unauthorized disclosure, use, and dissemination of personal information regarding minors; measures designed to restrict minors' access to materials harmful to minors (both state level and local level filters/site blockers will be maintained).

The signatures at the end of this document are legally binding and indicate the parties who sign have read the terms and conditions carefully and understand their significance.

Internet and e-mail Terms and Conditions

All equipment and storage of information on the school's equipment is subject to review and monitoring. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Also, the system administrator may close any account at anytime they deem advisable. The system administrators retain the right to review,

edit, or remove any materials received, transmitted, or stored on the user accounts and equipment. Remember that all computers, equipment and materials are the property of the Parkers Chapel School District and as such may be replaced or removed without notice. It is the responsibility of the user to maintain proper backups and updates for the data and software installed on their computers. Please maintain up to date Anti-virus and Anti-Spam/Anti-Ad programs as purchased and/or used by the District.

Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use of school resources for commercial activities, product advertisement or political lobbying is not acceptable. E-mail is NOT guaranteed to be private and is subject to review and monitoring.

Messages of an illegal nature may be reported to the authorities. Vandalism will result in cancellation of privileges and may lead to civil or criminal prosecution. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, agencies or other networks connected to the school's local area network. This includes, but is not limited to, the uploading or creation of computer viruses or worms. Refer to Appendix I of the Personnel Handbook for additional information/restrictions.

Users are responsible for all activity that uses their network (Internet) account. Guard your account and passwords. Passwords will contain at least one number and one letter and be at least 6 characters in length. Try not to use common names or words, some viruses use these to crack accounts for spreading to other computers.

Disclaimer: Parkers Chapel School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Parkers Chapel School District will not be responsible for any damage you suffer. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Parkers Chapel School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

#### Appendix I

#### STAFF ACCESS TO NETWORKED INFORMATION RESOURCES

The network is provided for staff and students to conduct research and communicate with others. Communications over the network are often public in nature therefore general rules and standards for professional behavior and communications will apply.

Network administrators will review files and communications to maintain system integrity and to ensure that staff members are using the system responsibly. Users should not expect that files stored on district servers will be private.

The following behaviors are not permitted on district networks:

Sharing confidential information on students or employees is permitted only in accordance with District guidelines.

Sending or displaying offensive messages or pictures.

Assisting a campaign for election of any person to any office or for the promotion of, or opposition to any ballot proposition.

Using obscene language.

Harassing, insulting or attacking others.

Engaging in practices that threaten the network (e.g., loading files that may introduce a virus).

Violating copyright laws.

Unauthorized use of others' passwords.

Trespassing in others' folders, documents, or files.

Intentionally wasting limited resources.

Employing the network for personal gain.

The Network Supervisor will report inappropriate behaviors to the employee's supervisor who will take appropriate disciplinary action. Any other reports of inappropriate behavior, violations, or complaints will be routed to the employee's supervisor for appropriate action. Violations may result in a loss of access and/or disciplinary action. When applicable, law

enforcement agencies may be involved.

A copy of this policy is included in the Personnel Handbook

Parkers Chapel School District

Faculty and Staff Acceptable Use Policy

Internet, Technology, and Computer Network Usage

Contract for Computer/Technology use at Parkers Chapel School District

I (Please Print Name) \_\_\_\_\_ have read the preceding pages and understand that failure to follow any of the herein stated rules and/or guidelines and policies may result in the loss of login privileges and the removal of my account from the computernetwork. This failure may result in school disciplinary action being taken and/or appropriate legal action.

I understand that this access is designed for educational purposes. Parkers Chapel School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Parkers Chapel School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network or the Internet.

By signing this agreement, I acknowledge that I have read, understand and agree to abide by the provisions of this AUP (Acceptable Use Policy) Agreement.

Staff Member –

Signature \_\_\_\_\_ Date \_\_\_\_\_

Current Position \_\_\_\_\_ Location \_\_\_\_\_

Revised April 2012



Program Years 2012,2013,2014

## Department of Information Systems

### E-Rate Letter of Agency

The Participant, (Cooperative/District/School/Library Name) PARKERS CHAPEL SCHOOL DIST. authorizes the Department of Information Systems (DIS), State of Arkansas, to act as a consortium lead on its behalf in matters related specifically to any State and Federal discount programs for the purpose of securing E-rate discounts.

The Participant authorizes DIS to engage on its behalf in the procurement process, in the submission of FCC Form 470, FCC Form 471, and other E-rate forms, and in the overall administration of these programs solely for the purpose of facilitating application for those discounts on E-rate eligible services, which shall include, but not be limited to, Telecommunications Services, Internet Access, Internal Connections, and Internal Connections Basic Maintenance.

I, the authorized signer, understand that DIS will be making certifications on behalf of the Participant. By signing this letter of agency, I make the following certifications:

- a. I certify that the schools or educational service cooperatives in the Participants district are all schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C.§§7801(18) and (38), do not operate as for-profit businesses, and do not have endowments exceeding \$50 million.
- b. I certify that the libraries or library consortia in the Participants system are eligible for assistance from a State Library Administrative Agency under the Library Services and Technology Act of 1996, Pub. L. No. 104-208,§211 et seq., 110 Stat. 3009 (1996), do not operate as for-profit businesses, and have budgets that are completely separate from any school (including, but not limited to, elementary schools, secondary schools, colleges, or universities).
- c. I certify that the schools, educational service cooperatives, libraries, or library consortia in the Participants district have secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that the entities I represent or the entities listed in this application have secured access to all of the resources to pay the discounted charges for eligible services from funds to which access has been secured in the current funding year. I certify that the Billed Entity will pay the non-discount portion of the cost of the goods and services to the service provider(s).
- d. I certify that all of the schools, educational service cooperatives, libraries, or library consortia in the Participants district are all covered by technology plans that are written, that cover all 12 months of the funding year, and that have been or will be approved by a state or other authorized body, and an SLD-certified technology plan approver, prior to the commencement of service.
- e. I certify that the schools, educational service cooperatives, libraries, or library consortia in the Participants district are compliant, or will be compliant at the time funded services are provided, with the Childrens Internet Protection Act, Pub. L. 106-554 (2000).
- f. I certify that the services the school, educational service cooperative, library, library consortia or district purchases at discounts provided by 47 U.S.C. Sec. 254 will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the Commissions rules at 47 C.F.R. Sec. 54.500(k). Additionally, I certify that the Billed Entity has not received anything of value or a promise of anything of value, other than services and equipment requested under this form, from the service provider(s) or any representative or agent thereof or any consultant in connection with this request for services.
- g. I certify that the entities eligible for support that I am representing will retain copies of all documents related to E-Rate applications and funding use for a period of five years from the last date of service covered by this letter of agency. Documents to be retained include, but are not limited to: E-rate forms, technology plans, discount rate support, competitive bids received, bid selection results, inventory records, invoices, and payments.
- h. I certify that the entities eligible for support that I am representing have complied with all applicable state and local laws regarding procurement of services for which support is being sought.
- i. I certify that the Participants district, educational service cooperative, library, or library consortia has complied with all E-rate program rules, and I acknowledge that failure to do so may result in denial of discount funding and cancellation of funding commitments.
- j. I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service receive an appropriate share of the benefits from those services.
- k. I certify that no kickbacks were paid to anyone and understand that false statements on this form may be punished by fine or forfeiture under the Communications Act, 47 U.S.C.§§502, 503(b), may subject me to a fine and imprisonment pursuant

to 18 U.S.C. 1001, and may subject me to the civil remedies available under the False Claims Act, 31 U.S.C. §§3729 et seq.

- i. I certify that I am authorized to sign this Letter of Agency on behalf of the Participant, that I have examined this letter, and that, to the best of my knowledge, information, and belief, all information provided to DIS for E-rate submission or contained in this Letter is true and correct.

This certification for the E-Rate Program is effective for:

1. Program Year 2012 (July 1, 2012 June 30, 2013);
2. Program Year 2013 (July 1, 2013 June 30, 2014); and
3. Program Year 2014 (July 1, 2014 June 30, 2015).

This certification in no way limits the abilities of entities of the Participant to file for a discount or refund pursuant to the E-rate program, or any other grants and programs on their own, nor does it abrogate any other rights and responsibilities of the Participant with the E-Rate Program.

<b>Entity Name:</b>	
<b>*Authorized Signature:</b>	
<b>Printed Name:</b>	
<b>Title:</b>	
<b>Date:</b>	
<b>**Entity Number:</b>	

*\*Signature shall be that of Superintendent or designee; or Educational Service Cooperative Director or designee; or Librarian or designee.*

*\*\*Entity number is the number assigned to each district by the Schools & Libraries Division. One may determine a districts entity number at: [www.sl.universalservice.org/Utilities/BilledEntitySearch\\_Public.asp](http://www.sl.universalservice.org/Utilities/BilledEntitySearch_Public.asp).*

**DO NOT SEND THIS FORM TO THE UNIVERSAL SERVICE ADMINISTRATIVE COMPANY  
 OR TO THE FEDERAL COMMUNICATIONS COMMISSION**

**Schools and Libraries Universal Service  
 Certification by Administrative Authority to Billed Entity of  
 Compliance with the Children’s Internet Protection Act**

Please read instructions before completing.  
 (To be completed by the Administrative Authority and provided to your Billed Entity)  
**This form is required only for funding years beginning July 1, 2001 and later.**

Administrative Authority’s Form Identifier: \_\_\_\_\_  
 Create your own code to identify THIS Form 479.

**Block 1: Administrative Authority Information**

1. Name of Administrative Authority	2. Funding Year
-------------------------------------	-----------------

3. Mailing Address and Contact Information for Administrative Authority  
 Street Address, P. O. Box or Route Number

City	State	Zip Code
------	-------	----------

Name of Contact Person

10-Digit Telephone Number	Fax Number	Email Address
---------------------------	------------	---------------

**Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.**

**Block 2: Certifications and Signature**

- I am the Administrative Authority for one or more schools or libraries for which Universal Service Support Mechanism discounts have been requested or approved for eligible services. The Administrative Authority must make the required certification(s) for the purposes of the Children’s Internet Protection Act (CIPA) in order to receive discounted services.
- I recognize that I may be audited pursuant to this form and will retain for five years any and all records that I rely upon to complete this form.

Name of Administrative Authority \_\_\_\_\_  
 Administrative Authority's Form Identifier \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Telephone Number \_\_\_\_\_

**Block 2: Certifications and Signature (Continued)**

6. I certify that as of the date of the start of discounted services:

- a  the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).
- b  pursuant to the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments:  
 (FOR SCHOOLS and FOR LIBRARIES IN THE FIRST FUNDING YEAR FOR PURPOSES OF CIPA) is (are) undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA for the next funding year, but has (have) not completed all requirements of CIPA for this funding year.  
  
 (FOR FUNDING YEAR 2003 ONLY: FOR LIBRARIES IN THE SECOND OR THIRD FUNDING YEAR FOR PURPOSES OF CIPA) is (are) in compliance with the requirements of CIPA under at 47 U.S.C. § 254(l) and undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA under 47 U.S.C. § 254(h) for the next funding year.
- c  the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), does not apply because the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments is (are) receiving discount services only for telecommunications services.

CIPA Waiver. Check the box below if you are requesting a waiver of CIPA requirements for the Second Funding Year after April 20, 2001 in which the recipients of service under your administrative authority have applied for discounts:

- d  I am providing notification that, as of the date of the start of discounted services, I am unable to make the certifications required by the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), because my state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification(s) otherwise required. I certify that the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments will be brought into compliance with the CIPA requirements before the start of the Third Funding Year after April 20, 2001 in which they apply for discounts.

CIPA WAIVER FOR LIBRARIES FOR FUNDING YEAR 2004. Check the box below if you are requesting a waiver of CIPA requirements for Funding Year 2004 for the library(ies) under your administrative authority that have applied for discounts for Funding Year 2004:

- e  I am providing notification that, as of the date of the start of discounted services in Funding Year 2004, I am unable to make the certifications required by the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), because my state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification(s) otherwise required. I certify that the library(ies) under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments will be brought into compliance with the CIPA requirements before the start of Funding Year 2005.

**The certification language above is not intended to fully set forth or explain all the requirements of the statute.**

7. Signature of authorized person	8. Date
-----------------------------------	---------

9. Printed name of authorized person

10. Title or position of authorized person

11. Telephone number of authorized person

**FCC NOTICE FOR INDIVIDUALS REQUIRED BY THE PRIVACY ACT AND THE PAPERWORK REDUCTION ACT**

Part 54 of the Commission's Rules authorizes the FCC to collect the information on this form. Failure to provide all requested information will delay the processing of the application or result in the application being returned without action. Information requested by this form will be available for public inspection. Your response is required to obtain the requested authorization.

The public reporting for this collection of information is estimated to be 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the required data, and completing and reviewing the collection of information. If you have any comments on this burden estimate, or how we can improve the collection and reduce the burden it causes you, please write to the Federal Communications Commission, AMD-PER, Paperwork Reduction Act Project (3060-0853), Washington, DC 20554. We will also accept your comments regarding the Paperwork Reduction Act aspects of this collection via the Internet if you send them to PRA@fcc.gov. PLEASE DO NOT SEND YOUR RESPONSE TO THIS FORM TO THIS ADDRESS.

Remember - You are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-0853.

**THE FOREGOING NOTICE IS REQUIRED BY THE PRIVACY ACT OF 1974, PUBLIC LAW 93-579, DECEMBER 31, 1974, 5 U.S.C. 552a(e)(3) AND THE PAPERWORK REDUCTION ACT OF 1995, PUBLIC LAW 104-13, OCTOBER 1, 1995, 44 U.S.C. SECTION 3507.**

**A paper copy of this form, with a signature in Block 2, Item 7, must be mailed or delivered to your Billed Entity.**

**Schools and Libraries Universal Service  
Certification by Administrative Authority to Billed Entity of Compliance with the Children’s Internet Protection Act**

**Instructions for Completing the  
Schools and Libraries Universal Service  
Certification by Administrative Authority to Billed Entity of Compliance with the Children’s Internet Protection Act (FCC Form 479)**

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**FCC NOTICE FOR INDIVIDUALS REQUIRED BY THE PRIVACY ACT AND THE PAPERWORK REDUCTION ACT**

Part 54 of the Commission’s Rules authorizes the FCC to collect the information on this form. Failure to provide all requested information will delay the processing of the application or result in the application being returned without action. Information requested by this form will be available for public inspection. Your response is required to obtain the requested authorization.

The public reporting for this collection of information is estimated to be 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the required data, and completing and reviewing the collection of information. If you have any comments on this burden estimate, or how we can improve the collection and reduce the burden it causes you, please write to the Federal Communications Commission, AMD-PERM, Paperwork Reduction Act Project (3060-0853), Washington, DC 20554. We will also accept your comments regarding the Paperwork Reduction Act aspects of this collection via the Internet if you send them to PRA@fcc.gov. PLEASE DO NOT SEND YOUR RESPONSE TO THIS FORM TO THIS ADDRESS.

Remember - You are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-0853.

**THE FOREGOING NOTICE IS REQUIRED BY THE PRIVACY ACT OF 1974, PUBLIC LAW 93-579, DECEMBER 31, 1974, 5 U.S.C. 552a(e)(3) AND THE PAPERWORK REDUCTION ACT OF 1995, PUBLIC LAW 104-13, OCTOBER 1, 1995, 44 U.S.C. SECTION 3507.**

**I. PURPOSE OF FORM**

The FCC Form 479, Certification by Administrative Authority to Billed Entity of Compliance with the Children’s Internet Protection Act, provides notification to a Billed Entity by an Administrative Authority of the status of the Administrative Authority’s compliance for the purposes of CIPA. The Billed Entity will then certify on its FCC Form 486, Receipt of Service Confirmation Form, that it has collected duly completed and signed Forms 479 from Administrative Authorities that the Billed Entity represents. Starting in Funding Year 2002 (the Funding Year beginning July 1, 2002), Form 479 also provides notification to the Billed Entity of a request for waiver by the Administrative Authority.

Throughout these instructions, the Administrative Authority may also be referred to as “you.”

**Note that this form must be used beginning with Funding Year 2001 (the Funding Year beginning July 1, 2001) and later.**

## **II. IMPACT OF CIPA REQUIREMENTS ON FORM 479**

The Children's Internet Protection Act (CIPA) was signed into law on December 21, 2000. In order to receive discounts for Internet Access and Internal Connections services under the universal service support mechanism, school and library authorities must certify that they are enforcing a policy of Internet safety. The Internet safety policy must include measures to block or filter Internet access for both minors and adults to certain visual depictions.

Beginning with Funding Year 2001 (the Funding Year beginning July 1, 2001), if the Billed Entity who represents an Administrative Authority is applying for Internet Access or Internal Connections, the Administrative Authority must certify on a Form 479 that it is in compliance with the requirements of CIPA or that it is undertaking such actions to comply with the requirements of CIPA prior to the start of the following Funding Year. (If the Administrative Authority is the Billed Entity, the Administrative Authority will certify on the Form 486.) The Billed Entity must receive your completed and signed Forms 479 before it can complete and postmark its Form 486. If the Billed Entity is applying only for Telecommunications Services, the requirements of CIPA do not apply and the Billed Entity is not required to collect Forms 479. (For more information, see the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).)

**Applying for funds.** For the purpose of CIPA requirements, a school or library that is a recipient of service is considered to have applied for funds in a Funding Year only when a Form 486 for a Funding Request for Internet Access, Internal Connections or Basic Maintenance has been successfully data entered and USAC has issued a Form 486 Notification Letter.

**Determination of Your First Funding Year for Purposes of CIPA.** The first Funding Year after Funding Year 2000 (the Funding Year beginning July 1, 2000) in which a school or library applies for funds (i.e. in which a Form 486 is successfully data entered for Internet Access, Internal Connections or Basic Maintenance and USAC issues a Form 486 Notification Letter) is the **First Funding Year** for purposes of CIPA. Once your First Funding Year is established, the next two funding years will be your second and third funding years for purposes of CIPA. (See "**Applying for Funds**" above.) In the first Funding Year, the applicant must be in compliance with CIPA or undertaking actions to comply with CIPA, in order to receive discounts for Internet Access, Internal Connections or Basic Maintenance services.

Once the First Funding Year is established, the Funding Year immediately following the First Funding Year becomes the **Second Funding Year** for purposes of CIPA. If the school or library applies for funds for Internet Access, Internal Connections or Basic Maintenance in the Second Funding Year, it must certify that it is in compliance with CIPA unless state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification otherwise required. A school or library so prevented may request a waiver for the Second Funding Year.

The **Third Funding Year** for purposes of CIPA is the Funding Year immediately following the Second Funding Year. If the school or library applies for funds for Internet Access, Internal Connections or Basic Maintenance in the Third Funding Year, it must be in compliance with CIPA.

You must be in compliance with CIPA for any Funding Year thereafter.

The following situations WOULD constitute the Administrative Authority's First Funding Year:

- The Billed Entity submits a Form 486 for Internet Access, Internal Connections or Basic Maintenance, the Form 486 is successfully data entered and USAC issues a Form 486 Notification Letter, but the Billed Entity cancels all of its Funding Requests on a Form 500.
- The Billed Entity submits a Form 486 for Internet Access, Internal Connections or Basic Maintenance, the Form 486 is successfully data entered and USAC issues a Form 486 Notification Letter, but the service provider does not receive a corresponding disbursement.

The following situations WOULD NOT constitute the Administrative Authority's First Funding Year:

- The Billed Entity receives a Funding Commitment for Internet Access, Internal Connections or Basic Maintenance, but takes no further action.
- The Billed Entity receives a Funding Commitment for Internet Access, Internal Connections or Basic Maintenance, submits Form 486, but the Form 486 is not successfully data entered and no Form 486 Notification Letter is issued.
- The Billed Entity applies only for Telecommunications Services.

### III. SUBMISSION REQUIREMENTS AND GENERAL INSTRUCTIONS

#### Who Must Submit the Form 479?

In general, the Administrative Authority is the entity that must complete Form 479. For a school, the Administrative Authority may be the school, school district, school board, local educational agency, or other authority with responsibility for administration of the school. For a library, the Administrative Authority may be the library, library board, or other authority with responsibility for administration of the library.

If the Administrative Authority is also the Billed Entity, the Administrative Authority certifies on the Form 486. If the Administrative Authority is not the Billed Entity, the Administrative Authority must complete Form 479, and submit the Form 479 to the Billed Entity. The Billed Entity then certifies on Form 486 that it has collected duly completed and signed Form(s) 479.

#### How Many Forms 479 to Submit to the Billed Entity?

Generally, you will complete one Form 479 for each of your Billed Entities.

#### When to Submit the Form 479?

The Billed Entity must receive your completed and signed Forms 479 in time to postmark the Billed Entity's Form 486 to meet Form 486 deadlines. You should work with your Billed Entity to determine when to submit your Form 479.

You must complete Form 479 for each Funding Year in which you receive discounted services beginning with Funding Year 2001 (the Funding Year beginning July 1, 2001) and after.

**SPECIAL NOTE FOR LIBRARIES AND CONSORTIA CONTAINING LIBRARIES FOR FUNDING YEAR 2003:** On July 24, 2003, the FCC released an Order (FCC 03-188) to bring its implementation of CIPA into compliance with the recent United States Supreme Court decision on CIPA. The Order states that library consortium members who filed the September 2002 version of the Form 479 for FY2003 funding requests prior to the effective date of the Order must file the revised Form 479 with their billed entity within 45 days after the effective date of the Order. USAC expects the effective date of the Order to be in August 2003. To determine the effective date of the Order and the deadline for refiling Form 479, applicants should check the USAC website or contact the Client Service Bureau (see "Where to Get More Information?" below).

#### Note to Libraries in Funding Years 2003 and 2004.

- **For Funding Year 2003**, libraries must be in compliance with CIPA or undertaking actions to comply with CIPA in order to receive discounts for Internet Access, Internal Connections or Basic Maintenance.
- If a library that applied for funds for Internet Access, Internal Connections or Basic Maintenance in Funding Year 2003 applies for funds for Internet Access, Internal Connections or Basic Maintenance **in Funding Year 2004**, it must certify that it is in compliance with CIPA unless state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification otherwise required. A library so prevented may request a waiver for Funding Year 2004. (See "**Applying for funds**" above and the instructions for Item 6e below.)
- If a library has applied for funds for Internet Access, Internal Connections or Basic Maintenance in both Funding Year 2003 and Funding Year 2004, it must be in compliance with CIPA in Funding Year 2005 and any Funding Year thereafter. (See "**Applying for funds**" above.)
- Libraries that apply for funds for Internet Access, Internal Connections or Basic Maintenance for the first time in Funding Year 2004 or any subsequent year should follow the procedures in the "**Determination of Your First Funding Year for Purposes of CIPA**" above.

#### Where to Send Form 479?

The Form 479 must be filed with your Billed Entity.

**DO NOT SUBMIT THE COMPLETED FCC FORM 479 TO THE SCHOOLS AND LIBRARIES DIVISION OR TO THE FCC; SUBMIT IT ONLY TO YOUR BILLED ENTITY.**



## Compliance.

Anyone filing false information is subject to penalties for false statements, including fine or forfeiture, under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001.

All of the information required in the Form 479 must be completed in order for the Billed Entity to be able to certify as required on the FCC Form 486.

### Where to Get More Information?

Information is available on the USAC website at [www.usac.org/sl](http://www.usac.org/sl). Information is also available by contacting the SLD Client Service Bureau by email using the "Submit a Question" feature on the USAC website, by fax at 1-888-276-8736 or by phone at 1-888-203-8100.

## IV. SPECIFIC INSTRUCTIONS

Type or clearly print in the spaces provided. Attach additional pages if necessary.

**Administrative Authority's Form Identifier:** Use this space to assign a number or letter of your own devising to facilitate communication with your Billed Entity about THIS particular Form 479. Your Administrative Authority's Form Identifier can be very simple; for example, if you are filing three Forms 479, you might label them "A," "B," and "C." The Administrative Authority's Form Identifier can also be descriptive, such as "Internet." Choose identifiers that suit your own record keeping needs.

### A. Block 1: Administrative Authority Information

Block 1 of Form 479 asks you for your name, address, and basic identification information.

**Item 1** - Provide the name of the Administrative Authority.

**Item 2** - Provide the Funding Year (e.g., 2001 –2002) for which funds were requested or approved and for which the Billed Entity will be submitting a Form 486. Program Funding Years begin on July 1 and end on June 30. For example, Funding Year 2001 runs from July 1, 2001 through June 30, 2002. Cite only one Funding Year in this item.

**Item 3** - Provide the Administrative Authority's full mailing address, whether a street address, Post Office Box number, or route number. Provide the Contact Person's Name; 10-digit telephone number including the area code; fax number; and e-mail address.

### B. Block 2: Certifications and Signature

Block 2 of Form 479 asks you to certify with respect to your status as the Administrative Authority and with respect to your compliance with the Children's Internet Protection Act.

**Item 4** – Certify that you are an Administrative Authority for one or more schools or libraries for which Universal Service Support Mechanism discounts have been requested or approved for eligible services. You must make the required certification(s) for the purposes of the Children's Internet Protection Act in order to receive discounted services. While the Billed Entity will not submit the Form 486 until after discount requests have been approved and a Funding Commitment Decision Letter (FCDL) has been issued, the Billed Entity may ask you to file the Form 479 in advance of approval of the requests so that the Billed Entity is ready to file the Form 486 once the FCDL has been received.

**Item 5** – Certify to your recognition that you may be audited pursuant to this certification and will retain for five years any and all records that you rely upon to complete this form.

**Item 6** - This item concerns compliance with the requirements of the Children's Internet Protection Act (CIPA), as codified at 47 U.S.C. § 254(h) and (l), and the implementing rules as codified at 47 C.F.R. § 54.520. Check the box that describes the status of compliance with the Children's Internet Protection Act. The certification statements in Item 6 of the Form 479 should be read as if you are addressing them to the Billed Entity.

An Administrative Authority can certify Item 6b only in the first Funding Year after Funding Year 2000 (the Funding Year beginning July 1, 2000) for which it is applying for discounts for Internet Access or Internal Connections services. An Administrative Authority can seek a CIPA Waiver under Item 6d only in its Second Funding Year. If you request a CIPA Waiver, you certify that your schools or libraries will be in compliance before the start of the Third Funding Year. You cannot seek a CIPA Waiver in your Third Funding Year, even if you have a new school or library branch/outlet under your authority in that Funding Year. (See “**Impact of CIPA Requirements on Form 479**” above for a discussion of First, Second and Third Funding Years.) Note that libraries can request a CIPA Waiver under Item 6e in Funding Year 2004. (See the instructions for Item 6e below.)

Schools and libraries receiving E-rate discounts are required to have an Internet safety policy that addresses: (1) access by minors to inappropriate matter on the Internet and World Wide Web, (2) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (3) unauthorized access, including hacking, and other unlawful activities by minors online, (4) unauthorized disclosure, use, and dissemination of personal identification information regarding minors, and (5) measures designed to restrict minors’ access to materials harmful to minors. There is also a public notice and hearing/meeting requirement. The Internet safety policy must include the use of filtering or blocking technology that protects against access, through computers with Internet access, to visual depictions that are obscene, child pornography, or (in the case of use by minors) harmful to minors.

- **Item 6a** – Check here if you certify to the Billed Entity that the recipient(s) of service under your administrative authority and represented in the Funding Request Number(s) for which the Billed Entity has requested Funding Commitments has (have) complied with the requirements of the Children’s Internet Protection Act.
- **Item 6b** – Check here if you certify to the Billed Entity that the recipient(s) of service under your administrative authority and represented in the Funding Request Number(s) for which the Billed Entity has requested Funding Commitments is (are) undertaking such actions, including any necessary procurement procedures, to comply with the requirements of the Children’s Internet Protection Act for the next funding year, but has (have) not completed all requirements of CIPA for this funding year.

**NOTE FOR LIBRARIES:** If Funding Year 2003 is your Second or Third Funding Year for purposes of CIPA and you check Item 6b, you are certifying that you are in compliance with the Internet safety policy and the public notice and hearing/meeting requirements and that you are undertaking actions to be in compliance with the filtering or blocking technology requirement by the start of Funding Year 2004.

- **Item 6c** – Check here if you certify that the Children’s Internet Protection Act does not apply because the recipient(s) of service under your administrative authority and represented in the Funding Request Number(s) for which the Billed Entity has requested or received Funding Commitments is (are) receiving discount services only for Telecommunications Services.
- **Item 6d – CIPA Waiver. This item is applicable only to your Second Funding Year. (See “Impact of CIPA Requirements on Form 479” above for the definition of your Second Funding Year.)** Check here if you are providing notification that, as of the date of the start of discounted services, you are unable to make the certifications required by the Children’s Internet Protection Act because your state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certifications otherwise required. You certify that the recipients(s) of service under your administrative authority and represented in the Funding Request Number(s) for which your Billed Entity has requested or received Funding Commitments will be brought into compliance with the CIPA requirements before the start of the Third Funding Year after April 20, 2001 in which they apply for discounts.

For example, if in Funding Year 2001 you certify that you are undertaking such actions necessary to put the measures required by CIPA in place for Funding Year 2002, then in order to obtain discounts in Funding Year 2002, you must fully implement the measures prior to the start of services in that Funding Year, unless you obtain a waiver as a result of procurement/competitive bidding constraints.

- **Item 6e – CIPA WAIVER FOR LIBRARIES FOR FUNDING YEAR 2004.** Check here if you are providing notification that, as of the date of the start of discounted services in Funding Year 2004, you are unable to make the certifications required by the Children’s Internet Protection Act because your state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certifications otherwise required. You certify that the library(ies) under your administrative authority and represented in the Funding Request Number(s) for which your Billed Entity has requested or received Funding Commitments will be brought into compliance with the CIPA requirements before the start of Funding Year 2005.

**NOTE** THAT the certification language in the Form 479 is not intended to fully set forth or explain all the requirements of CIPA.

**Item 7** requires the signature of the Authorized Person.

**Item 8** - Enter the date the Form 479 was signed. This date must include the month, day and year.

**Item 9** - Print the name of the Authorized Person whose signature is provided in Item 7.

**Item 10** - Provide the title or position of the Authorized Person whose signature is provided in Item 7.

**Item 11** - Provide the telephone number, including area code, of the Authorized Person whose signature is provided in Item 7. This information is required in order to expedite any communications that may be necessary between the Authorized Person responsible for signing the Form 479 and the Billed Entity.

Submit completed forms to your Billed Entity.

## **V. REMINDERS**

- The person authorized to provide the information required by Form 479 must sign and date Form 479.
- Provide data for all information items.
- This Form 479 is applicable to you only if you are an Administrative Authority who is not a Billed Entity. If you are starting services for which **you** were approved for discounts as the Billed Entity on a Form 471, please file a Form 486 and submit it to the Schools and Libraries Division.
- DO NOT send the Form 479 to USAC or to the FCC.
- DO send Form 479 to your Billed Entity.