

Lexington City Public Schools



lexedu.org

TECHNOLOGY PLAN

2016-2018

Technology Committee Members

Mr. Scott Jefferies	Division Superintendent
Mr. Brian Balkey	Parent; Instructional Technology Resource Teacher
Mrs. Stephanie Burch	Clerk
Mr. Steven Eckstrom	Middle School Principal
Mr. Timothy Martino	Elementary School Principal
Mr. Tommy Roberts	Finance
Mr. Gregory Switzer	Starfleet Network Engineer
Mrs. Rebecca Walters	Director of Instruction; Special Education Coordinator

Division Profile

Lexington City Public Schools Central Office

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Lexington, VA 24450
(540) 463-7146
(540) 464-5230 FAX

Waddell Elementary School

302-B Diamond Street
Lexington, VA 24450
(540) 463-5353
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MISSION STATEMENT

The technology mission for Lexington City Public Schools, herein after referred to as LCPS, is to offer a content rich educational program that will effectively:

- Provide all students a learning atmosphere that utilizes prevailing technology
- Provide all students technological resources that will augment their ability to become lifelong learners.
- Provide new technology skills that will be significant, durable and transferable
- Provide staff effectiveness through the interactive use of technology

At LCPS, instructional technology is defined as the application of electronic media to the learning environment. This includes, but is not limited to, the following types of electronic media: computer hardware and software; tablets and handheld devices; televisions, monitors, and projection devices; Blu-ray discs, DVDs, VHS tapes, and their respective players; and alternative input devices such as bar code readers, scanners, touchscreens, and digital recorders.

LCPS firmly believes that technology will allow students, faculty, and staff to explore a world beyond our walls and enable them to pursue goals as lifelong learners, with the primary goal being student learning. We visualize technology as an instrument for success that promotes online learning, improves communication between home and school, and improves overall basic literacy skills. We at LCPS view technology as a means of supporting the needs, goals, and objectives in the areas of at-risk students, parent and community engagement, student achievement and public relations. The use of technology in LCPS is intended to increase learning across the curriculum and give emphasis to learning *with* technology rather than *about* technology. With that in mind, this plan will address and identify one key goal and four objectives that will enable us to develop and coordinate success.

NEEDS ASSESSMENT

The Elementary School employs thirty-four (34) faculty and staff members with a maximum of one (1) desktop computer, one (1) LCD projector, and one (1) document camera housed in respective classrooms; for student use, the Elementary School has ten (10) mobile carts with ten (10) laptops each, forty (40) Apple iPads, and sixty-six (66) Apple iPods.

At the Middle School, twenty-eight (28) faculty and staff members are employed with one (1) desktop, LCD projector, and one (1) document camera in respective classrooms; for student use, the Middle School has a main computer lab with twenty-four (24) desktops, a Media Center lab with sixteen (16) desktops, and four (4) mobile carts with ten (10) laptops each.

Additionally, division administrators are equipped with a laptop or desktop computer and an optional iPad.

All district facilities receive technical equipment based on the instructional needs of the faculty, educational needs of the students, and operational needs of the staff. The ability to provide the proper technical maintenance and support is also a significant consideration.

This technology plan contains a realistic and clearly stated set of goals and strategies that aligns with the district-wide school improvement plan and seeks to meet the needs of the students, faculty, and staff.

It is our intention to continuously re-evaluate our technical goals with an eye towards hardware and software continuity, capability and usefulness. Network infrastructure is always a challenge given the rapid advances and dynamic change inherent in the hardware and software industries. One of our main goals is to provide an environment that will enable everyone to use technology consistently.

GOALS & OBJECTIVES

Goal 1: Provide a safe, flexible, and effective learning environment for all students		
Objectives	Strategies	Assessment
<p>Objective 1.1: Deliver appropriate and challenging curricula through face-to-face, blended, and virtual learning environments.</p>	<p>Provide a standardized set of classroom equipment for respective schools (projectors, tablets, computers, SMART Boards, etc.)</p> <p>Provide robust web filtering capabilities to prevent students from accessing malicious and/or inappropriate websites.</p> <p>Provide additional computing equipment and tablet devices for student use.</p> <p>Create a virtual lab for distance learning and group collaboration.</p>	<p>Web-based resources are available to teachers on the division's teacher resource pages.</p> <p>Mobile laptop and iPad carts are available for classroom use.</p> <p>Each school has a dedicated computer lab, as well as a set of Media Center PCs.</p> <p>Reviewing requirements and options for virtual lab implementation.</p>
<p>Objective 1.2: Provide the technical and human infrastructure necessary to support real, blended learning environments.</p>	<p>Provide a standardized set of classroom equipment for respective schools (projectors, tablets, computers, SMART Boards, etc.)</p> <p>Maintain trained staff to support the technical infrastructure and to maintain classroom equipment.</p> <p>Ensure robust wireless coverage throughout district facilities.</p> <p>Provide comprehensive backups for district servers, faculty data, and staff data.</p>	<p>77 inch Whiteboards/SMART Boards have been installed in classrooms at the request of the teacher.</p> <p>ITRT works with teachers in the classroom.</p> <p>Network Engineer ensures that hardware and software remain up to date and functioning smoothly.</p> <p>Purchase dedicated server to collect hourly backups, which must be replicated offsite.</p>
<p>Objective 1.3: Provide high-quality professional development to help educators create, maintain, and work in a variety of learner-centered environments.</p>	<p>Research, train and assist teachers to maintain a web presence (i.e., creating blogs), keeping current with the latest software releases (e.g., PowerSchool, Windows OS, Microsoft Office), and personal computing devices (e.g., iPads).</p>	<p>ITRT participate in Train-the-Trainer type undertakings. Once trained, he shares what he has learned.</p> <p>ITRT holds various sessions to update teachers on the ever-changing technology.</p>

Goal 2: Engage students in meaningful curricular content through the purposeful and effective use of technology.		
Objectives	Strategies	Assessment
Objective 2.1: Support innovative professional development practices that promote strategic growth.	Research, train and assist teachers with maintain a web presence (i.e., creating blogs), keeping current with the latest software releases (e.g., PowerSchool, Windows OS, Microsoft Office), and personal computing devices (e.g., iPads). Encourage faculty and staff to model successful programs at other school divisions.	Lexington City Schools' website provides Internet safety resources. Available programs: NetSmartz, iSAFE
Objective 2.2: Actualize the ability of technology to individualize learning.	Ensure robust wireless coverage throughout district facilities. Assisting schools with the purchase of assistive devices for special needs students.	Install WiFi access points throughout the district facilities.
Objective 2.3: Facilitate the implementation of high-quality Internet safety programs in schools.	Revise the Acceptable Use Policy. Provide robust web filtering capabilities to prevent students from accessing malicious and/or inappropriate websites.	Acceptable Use Policy was revised May 1, 2014.

Goal 3: Afford students with opportunities to apply technology effectively to gain knowledge, develop skills, and create and distribute artifacts that reflect their understandings.		
Objectives	Strategies	Assessment
Objective 3.1: Provide and support professional development that increases the capacity of teachers to design and facilitate meaningful learning experiences, thereby encouraging students to create, problem solve, communicate, collaborate, and use real-world skills by applying technology purposefully.	Research, train and assist teachers. Facilitate the implementation of high quality Internet safety programs in our schools.	Available programs: NetSmartz, iSAFE
Objective 3.2: Ensure that students, teachers, and administrators are ICT literate.	Apply a system-wide technology curriculum (including keyboarding, Office, etc.).	77 inch WhiteBoards/SMART Boards have been installed in classrooms at the request of the teacher.
Objective 3.3: Implement technology-based formative assessments that produce further growth in content knowledge and skills development.		Software will be purchased to support all curriculum areas.

Goal 4: Provide students with access to authentic and appropriate tools to gain knowledge, develop skills, extend capabilities, and create and disseminate artifacts that demonstrate their understandings.		
Objectives	Strategies	Assessment
Objective 4.1: Provide resources and support to ensure that every student has access to a personal computing device.	Research, train and assist teachers. Facilitate the implementation of high quality Internet safety programs in our schools.	Available programs: NetSmartz, iSAFE
Objective 4.2: Provide technical and pedagogical support to ensure that students, teachers, and administrators can effectively access and use technology tools.	Provide technical troubleshooting training for teachers. Provide an environment with incentives for administrators, teachers, students and staff to utilize technology and to welcome change with confidence.	New technology will be purchased annually to replace aging equipment and to ensure that hardware and software remain current. All teachers, board members and administrators have access to email All teachers and students have access to computers and tablets.
Objective 4.3: Identify and disseminate information and resources that assist educators in selecting authentic and appropriate tools for all grade levels and curricular areas.	Assisting schools with the purchase of assistive devices for special needs students. Software will be purchased to support all curriculum areas.	An updated list of approved equipment will be provided. IT staff will be open and available for teachers to discuss their classroom technology needs.

Goal 5: Use technology to support a culture of data-driven decision making that relies upon data to evaluate and improve teaching and learning.		
Objectives	Strategies	Assessment
Objective 5.1: Use data to inform and adjust technical, pedagogical, and financial support.	Communicate with staff and Division-level personnel to facilitate the performance process as described in this plan.	Secretary sends Announcements with various information to teachers and administrators on a daily basis. Technology Committee meetings are held 3 times a year. IT staff will be open and available for teachers to discuss their classroom technology needs.
Objective 5.2: Provide support to help teachers disaggregate, interpret, and use data to plan, improve, and differentiate instruction.	Continually assess instructional technology capabilities with faculty and staff.	Teachers have access to cloud-based gradebooks and the division student information system (i.e., PowerTeacher and PowerSchool) Webinars are available upon notification and requests.
Objective 5.3: Promote the use of technology to inform the design and implementation of next generation standardized assessments.	ITRT will establish clear performance goals relevant to the Technology Standards for Instructional Personnel; to promote continuous growth; locally support with substantial resources; reflect collaborative planning, best available research and practice; provide development to all teachers in the core academic subjects library media specialists and principals; and to focus on integration and the use of advanced and emerging technologies in instruction. SOL data assessments will be used to determine the student growth percentage.	ITRT participate in Train-the-Trainer type undertakings. Once trained, he shares what he has learned. ITRT holds various sessions to update teachers on the ever-changing technology.

ACCOUNT: 02 – School Fund – 6805 Technology

Account	Account Description	Adopted Budget
<i>Personal Services</i>		
1120-0	Wages – Teachers	\$71,971.00
1133-0	Wages – Technical Development	80,000.00
	Personal Services Totals	\$151,971.00
<i>Fringe Benefits</i>		
2001-0	FICA	\$11,626.00
2210-0	VRS	21,367.00
2300-0	Health Benefits	21,775.00
2400-0	Life Insurance	1,808.00
2700-0	Worker’s Compensation	150.00
2750-0	Retiree Health Care Credit	1,611.00
2800-0	Other Benefits	6,060.00
	Fringe Benefits Totals	\$64,397.00
<i>Contractual Services</i>		
3000-0	Purchased Services	\$19,000.00
	Contractual Services Totals	\$19,000.00
<i>Other Charges</i>		
5000-0	Other Charges	\$100.00
5001-0	Telecommunications	16,800.00
5400-0	Leases & Rentals	13,100.00
5500-0	Travel	1,458.00
6000-0	Materials & Supplies	1,000.00
6040-0	Technology – Software	11,800.00
6050-0	Non-Capitalized Hardware	102,000.00
6060-0	Non-Capitalized Infrastructure	1,000.00
	Other Charges Totals	\$147,258.00
<i>Capital Outlay</i>		
8110-0	Hardware Replacement	\$10,400.00
8120-0	Infrastructure Replacement	5,000.00
8220-0	Infrastructure Additions	5,000.00
	Capital Outlay Totals	\$20,400.00
<i>Interfund Charges</i>		
9151-0	Services of Technology	(\$114,039.00)
	Interfund Charges Totals	(\$114,039.00)
	Expense Totals	\$288,987.00
	Department 6805 – Technology Totals	(\$288,987.00)
	Fund 02 – School Fund Totals	\$288,987.00
	Grand Totals	\$288,987.00

TECHNOLOGY RESOURCES

The Division will support its technology infrastructure by dividing responsibilities between the Network Engineer and the Instructional Technology Resource Teacher. The Network Engineer will be in charge of managing the network infrastructure, maintaining the servers, and overseeing the installation of new hardware. The Instructional Technology Resource Teacher personnel will lead technology committee meetings and ensure ongoing professional development in the area of technology. The Instructional Technology Resource Teacher and Network Engineer, will ensure that all division computer equipment is kept in working condition.

Internal support will include:

- **Building Technology Leaders** –consists of the Instructional Technology Resource Teacher and committee representatives. Provides building support for training, curriculum, software and hardware.
- **Division Technology Committee** – consists of Instructional Technology Resource Teacher, Network Engineer, administrators, and school board representatives. Will meet three (3) times per year to share information and discuss technology related curriculum. The committee will be responsible for developing surveys and assessment tools to evaluate our long-range plans, policies or programs.
- **Media Centers** – storage of operating manuals, copies of curriculum materials, DVDs, videotapes, laptops, scanners, camcorders, cameras, and tutorial CD programs for checkout.

External Support includes - Opportunities for training at several local colleges; consulting relationships with outside vendors.

BACKGROUND

Aware of the ever-changing nature of technology, the Division recognizes that the specific methods used to achieve its goals for curricular enhancement and increased student achievement via technology may change, but certain policies will be followed, (i.e. Student Acceptable Use Policy, Employee Acceptable Use Policy, Web Publishing Guidelines).

ADMINISTRATIVE INFRASTRUCTURE

The Division has established technology positions: Network Engineer and Instructional Technology Resource Teacher. The Network Engineer oversees the installation and maintenance of networks and servers. The Instructional Technology Resource Teacher is available as a resource for classroom teachers, administrative offices and media specialists. The Network Engineer and ITRT work together to maintain all Division end-user hardware and software.

TECHNOLOGY INFRASTRUCTURE

- Servers and network equipment to support Division operational needs and connectivity.
- Computers and tablet devices that are available for all classrooms and administrative offices.
- Internet connection via fiber to ensure sufficient bandwidth for large-scale streaming and interactive learning.

COMMUNICATION

The Division will communicate the progress and goals of its technology initiative to the Lexington City Public Schools community on a regular basis. The Technology Committee will work closely to make sure the community understands the Technology Program of Lexington City Public Schools.

SUMMARY

The focus of the Lexington City Schools Technology Plan is specific: to increase student learning division-wide. The school community recognizes that technology will be a valuable quality when successfully integrated into the curriculum, but technology is not an end in and of itself. Rather, it provides the best possible environment in which our students can learn, and so it must remain an integral part of our educational experience.

Dear Parent/Guardian,

Part of the school district's responsibility in preparing our students for the 21st Century is to provide them access to the tools they will be using as adults. We believe that use of Internet is one of those tools. We accept the responsibility for teaching your student about his/her role as a "network citizen" and the code of ethics involved with this new global community.

Lexington City Public Schools requires every student to turn in a signed Parent/Student Acceptable Use Policy before computer access is granted. This form should be read and signed by the parents/guardian, student, then returned to either the teacher or secretary. Using the computers at school will provide your student with access to browsing the Internet.

The LCPS Division maintains filtering software designed to block access to certain Internet sites. However, no filtering software is entirely effective in blocking access and, therefore, we cannot guarantee that your child will not gain access to inappropriate material. Please be confident that Lexington City Public Schools Division staff will make every effort to ensure proper access and usage of the Internet and the computer network. Personal safety information will be provided to Elementary and Middle school students prior to accessing the Internet.

Thank you for your time during a very busy part of the school year.

INTERNET SAFETY CURRICULUM

2016-2018

- I. Program presentation to the Lexington City School Board*
 - a. Internet Safety Resources available for parents
 - b. NetSmartz Program for Elementary and Middle School
 - c. Internet Safety Pledges for Elementary and Middle School Students

- II. Presentation to Middle School and Elementary Faculty and Staff
 - a. Review responsibilities and age appropriate programs
 - b. Present appropriate NetSmartz information
 - c. Review Acceptable Use Policy

- III. Presentation for Parents and Community
 - a. Review parental responsibilities and safety issues
 - b. Present the appropriate NetSmartz Program
 - c. Online Safety Tips
 - d. Questions and Answers

- IV. Student Assemblies
 - a. Review Internet Safety Issues
 - b. Review Student Acceptable Use Policy
 - c. Show appropriate NetSmartz Program

Lexington City Public Schools

KEEP YOUR KIDS SAFE Online



Internet Safety Resources for Parents

(https://lexedu.org/files/docs/Internet_Safety_Resources_For_Parents.pdf)

Online Lingo

(https://lexedu.org/files/docs/Online_Lingo.pdf)

Online Safety Tips

(https://lexedu.org/files/docs/Online_Safety_Tips.pdf)

Sexting Prevention

(https://lexedu.org/files/docs/Sexting_Prevention.pdf)

Netsmartz Program Brochure

(https://lexedu.org/files/docs/NetSmartz_Program_Brochure.pdf)

Netsmartz Resources

(https://lexedu.org/files/docs/NetSmartz_Website_Links.pdf)

Internet Safety Pledge Grades K-2

(https://lexedu.org/files/docs/Safety_Pledge_Grades_K_2.pdf)

Internet Safety Pledge Grades 3-6

(https://lexedu.org/files/docs/Safety_Pledge_Grades_3_6.pdf)

Internet Safety Pledge Middle - High School

(https://lexedu.org/files/docs/Safety_Pledge_Middle_High_School.pdf)

ACCEPTABLE COMPUTER USE POLICY

The School Board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart telephones, the internet and other internal or external networks.

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material generated using the computer system, including electronic mail, instant or text messages, tweets, or other files deleted from a user's account, may be monitored, read, and/or archived by school officials.

The Division Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics and protocol for the computer system.

The procedures shall include:

- (1) a prohibition against uses by division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the internet;
- (2) provisions, including the selection and operation of a technology protection measure for the division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to
 - (a) child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
 - (b) obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
 - (c) material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
- (3) provisions establishing that the technology protection measure is enforced during any use of the Division's computers;
- (4) provisions establishing that all usage of the computer system may be monitored;
- (5) provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites, blogs, in chat rooms, and cyberbullying awareness and response;
- (6) provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful online activities;
- (7) provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
- (8) a component of Internet safety for students that is integrated in the division's instructional program.

Use of the School Division's computer system shall be consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

The Division's computer system is not a public forum.

Each teacher, administrator, student and parent/guardian of each student shall sign the Acceptable Computer System Use Agreement, GAB-E1/IIBEA-E2, before using the Division's computer system. The failure of any student, teacher or administrator to follow the terms of the Agreement, this policy or accompanying regulation may result in

loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

The School Board will review, amend if necessary, and approve this policy every two years.

Adopted: September 12, 2005

Revised: September 11, 2006

August 10, 2009

June 16, 2010

May 2013

ACCEPTABLE COMPUTER SYSTEM USE TERMS AND CONDITIONS

All use of the Lexington City School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart phones, the internet and any other internal or external network.

Computer System Use-Terms and Conditions:

1. **Acceptable Use.** Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.
2. **Privilege.** The use of the Division's computer system is a privilege, not a right.
3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:
 - using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
 - sending, receiving, viewing or downloading illegal material via the computer system.
 - unauthorized downloading of software.
 - using the computer system for private financial or commercial purposes.
 - wastefully using resources, such as file space.
 - gaining unauthorized access to resources or entities.
 - posting material created by another without his or her consent.
 - submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
 - using the computer system while access privileges are suspended or revoked.
 - vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
 - intimidating, harassing, bullying, or coercing others.
 - threatening illegal or immoral acts.
4. **Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette, including the following:
 - be polite.
 - users shall not forge, intercept or interfere with electronic mail messages.
 - use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
 - users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.

- users shall respect the computer system’s resource limits.
 - users shall not post chain letters or download large files.
 - users shall not use the computer system to disrupt others.
 - users shall not modify or delete data owned by others.
5. **Liability.** The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs, or damages incurred by the School Board relating to or arising out of any violation of these procedures.
6. **Security.** Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
7. **Vandalism.** Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.
8. **Charges.** The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, data, or long- distance charges.
9. **Electronic Mail.** The School Division’s electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students’ electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message’s authenticity and the nature of the file.
10. **Enforcement.** Software will be installed on the division’s computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.
11. **Printing.** It is the student and employees’ responsibility to click print preview to make sure your document looks the way you want it to prior to printing. Check to see where you are sending your document to be printed. Do not press the “Print” button again if you don’t see your document right away – it might be “queued up” waiting to print, or there may be a printer problem. Call a teacher before trying to print again.
12. **General Rules and Regulations.** Leave no trace in the computer lab – that includes leaving the hardware (screen, keyboard, mouse, scanner) and the software (your account settings, desktop, programs) just as you found them at the start of class, or better. Food and drink are **not** permitted near computers. Always log out when you are finished – if you find someone else’s account still logged in at a computer, ask a teacher for help. Students are reminded that computer and network storage areas may be treated like school lockers and are subject to searches. They are a device provided by the school to store your materials. Any document or file accessed, created and/or stored on school owned equipment might be subject to review by system administrators, building administrators, or teachers to ensure the integrity of the network and educational appropriateness.

*Adopted: September 12, 2005
 August 10, 2009
 May 2013*

ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT

Each employee must sign this Agreement as a condition for using the School Division’s computer system. Each student and his or her parent/guardian must sign this Agreement before being permitted to use the School Division’s computer system. Read this Agreement carefully before signing.

Prior to signing this Agreement, read Policy GAB/IIBEA and Regulation GAB-R/IIBEA-R, Acceptable Computer System Use. If you have any questions about this policy or regulation, contact your supervisor or your student’s principal.

I understand and agree to abide by the School Division’s Acceptable Computer System Use Policy and Regulation. I understand that the School Division may access, monitor, and archive my use of the computer system, including my use of the internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student/Employee Signature

Date

I have read this *Agreement* and *Acceptable Computer Use Policy* (GAB/IIBEA) and *Regulation* (GAB-R/IIBEA-R). I understand that access to the computer system is intended for educational purposes and the Lexington City School Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the School Division to restrict access to all inappropriate material and I will not hold the School Division responsible for information acquired on the computer system. I have discussed the terms of this agreement, policy, and regulation with my student.

I grant permission for my student to use the computer system in accordance with Lexington School Division’s policies and regulations and for the School Division to issue an account for my student.

Parent/Guardian Signature

Date

Parent/Guardian Name (Please Print)

*Signatures signify a contractual agreement for the length of time students are enrolled in the Lexington City Public Schools Division.

WEB PUBLISHING GUIDELINES

The Lexington City Public Schools Division web site is designed to provide an electronic environment to improve communication among teachers, students, staff, administration, and the community. Student material posted on the World Wide Web must reflect the high educational standards of the Lexington City Public Schools Division. To insure the safety of our students and the accuracy and security of Division information, the guidelines and procedures listed below must be followed:

- No student's personal information, such as name, home address, and telephone number may be posted on the web site. Students must submit a signed permission form from their parent/guardian granting permission to post the student's work.
- Requests to post material on the LCPS web site must have prior approval of the Principal or Superintendent. After approval, the material must be submitted.
- Photographs and images used must have the written parent permission of not only the person or organization that owns the image, but of any person(s) included within the image.
- All copyrighted material used must have written permission of the person or organization that owns the copyright.
- Logos or trademarks used must have written permission of the person or organization that owns the copyright.
- All web pages must have at least one link back to the Division home page.
- Student directory will not be published.
- Students will not have access to the Division server to either upload or edit information.

The creator of the web page is responsible for insuring that the information contained therein is of the highest editorial standards (spelling, punctuation, grammar, style, etc.) The information should be factually accurate and current.

*It should be noted that the LCPS Division name or logo may not be used on a personal web page without permission of the Superintendent.

PARENT/GUARDIAN WEB PUBLISHING AGREEMENT

Dear Parent or Guardian,

Throughout the school year, photographs, videos, or work of individual students or student group activities may be displayed on our website. Any student and/or their school work will be identified by first name only. No last names will be mentioned.

Please mark any of the choices below and return to school:

_____ Yes, I give my permission to display my child's school work including class pictures on the LCPS website.

_____ Please do not publish my child's photograph on the LCPS website.

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date

*Signature signify a contractual agreement for the length of time students are enrolled in the Lexington City Public Schools Division.