lexedu.org

TECHNOLOGY PLAN

2021-2023

Technology Committee Members

Mrs. Rebecca Walters   Division Superintendent

Mr. Dave McGee   Parent; Instructional Technology Resource Teacher

Dr. Abbott Keesee   Middle School Principal

Mrs. Melanie Camden   Elementary School Principal

Mr. Nathan Straub   Parent; Director of Technology

Mr. Scott Lemmer   Data Manager and Technology Specialist

Division Profile

Lexington City Schools Central Office

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

Harrington Waddell Elementary School

100 Pendleton Place
Lexington, VA 24450
(540) 463-5353
(540) 464-5230 FAX

Lylburn Downing Middle School

302 Diamond Street
Lexington, VA 24450
(540) 463-3532
(540) 463-1548 FAX

TABLE OF CONTENTS

MISSION STATEMENT

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

- Provide all students a learning environment that utilizes current technologies
- Provide all students technological resources that will increase their ability to become lifelong learners
- Provide new technology skills that will be significant, durable and transferable
- Provide staff with the resources and support needed to effectively use technology to support their work

At LCS, 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; interactive displays; and alternative input devices such as touchscreens, and digital recorders.

LCS 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 both inside and out of the classroom. 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 view technology as a means of supporting the needs, goals, and objectives for student, parent, and community engagement, student achievement, and public relations. The use of technology is intended to increase learning across the curriculum and to place emphasis on learning *with* technology rather than *about* technology. With that in mind, this plan will address and identify goals and objectives that will enable us to develop and coordinate success.

NEEDS ASSESSMENT

Harrington Waddell Elementary School employs thirty-four (34) faculty and staff members with a maximum of one (1) desktop computer, one (1) laptop, one (1) LCD projector, and one (1) document camera housed in respective classrooms. Each classroom teacher has a charging cart with a Chromebook assigned for a 1:1 student ratio. Each K-2 teacher has 7 iPads with a charging station (total of 63). Resource teachers have 6 iPads and a charging station. Harrington Waddell Elementary School has four (4) mobile carts with ten (10) laptops each.

Lylburn Downing Middle School, twenty-eight (28) faculty and staff members are employed with a maximum one (1) desktop, one (1) LCD projector, and one (1) document camera in respective classrooms. Each student has been assigned a Chromebook for a 1:1 student ratio. Due to each student having a personal device, the media labs will be repurposed into multi-use rooms.

Additionally, division administrators are equipped with a laptop and docking station, and a 14-inch laptop.

In 2020, the division purchased two (2) servers to replace old ones and added a minimum of 2 outdoor Wireless Access Points at each school to provide Internet hotspots for students with limited internet access at home.

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 strategic 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**
Objective 1.1: Deliver appropriate and challenging curricula through face-to-face, blended, and virtual learning environments.	Provide necessary classroom equipment for respective schools (projectors, tablets, computers, interactive displays, etc.) Provide robust web filtering capabilities to prevent students from accessing malicious and/or inappropriate websites. Maintain devices for student use.	Web-based resources are available to teachers on the division's teacher resource pages. Mobile charging carts are available for classroom use in K-5. Maintain 1: 1 capability Maintain interactive displays in classrooms where used as an instructional tool
Objective 1.2: Provide the technical and human infrastructure necessary to support real, blended learning environments.	Provide necessary classroom equipment for respective schools (projectors, tablets, computers, interactive displays, etc.) Maintain trained staff to support the technical infrastructure and to maintain classroom equipment. Ensure robust wireless coverage throughout the district. Provide comprehensive backups for district servers, faculty data, and staff data.	Maintain and provide updated interactive displays in classrooms where used as an instructional tool ITRT works with teachers in the classroom. Network Engineer ensures that hardware and software remain up to date and functioning smoothly. Purchase and maintain a dedicated server to collect hourly backups, which must be replicated offsite.
Objective 1.3: Provide high-quality professional development to help educators create, maintain, and work in a variety of learner-centered environments.	Research, train and assist teachers to maintain a web presence (i.e., creating blogs, virtual classrooms, Google classroom), keeping current with the latest software releases (e.g., PowerSchool, Windows OS, Microsoft Office), and personal computing devices (e.g., iPads).	ITRT participates in Train-the-Trainer type undertakings. Once trained, he offers training and support for teachers and staff. ITRT holds various sessions to update teachers on the ever-changing technology.

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 maintaining 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).	Evident in lesson plans and annual teacher observations.
Objective 2.2: Use technology to individualize learning.	Provide learning programs that support individualization and differentiation for students. Ensure robust wireless coverage throughout district facilities. Assist schools with the purchase of assistive devices for special needs students. Identify the most-needed software programs to support student learning and identify budget funds available to purchase subscriptions.	Install WiFi access points throughout the district facilities. Software and hardware is made available for instructional purposes.
Objective 2.3: Develop a plan for providing high-quality Internet safety and digital citizenship programs in schools K-8.	Revise the Acceptable Use Policy. Provide robust web filtering capabilities to prevent students from accessing malicious and/or inappropriate websites. ITRT and media specialists will collaboratively create a K-8 pacing guide and list of resources for implementing internet safety and digital citizenship curriculums.	Lexington City Schools' website provides Internet safety resources. Programs utilized: NetSmartz, iSAFE, Everfi, Commonsensemedia, Socialmediadrive, and Interland by Google.

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 in developing instructional experiences that offer authentic learning outcomes for students, such as student created videos, Flipgrid responses, presentations, websites, and digital poster board projects. Consider developing digital student portfolios to showcase learning outcomes in grades 6-8.	Provide monthly/quarterly technology training sessions based on teacher/staff need and interest as well as new technology programs available. ITRT will work with teachers during planning and during classroom implementation.
Objective 3.2: Ensure that students, teachers, and administrators are ICT (information and communications technology) literate.	Develop and implement system-wide technology curriculum by grade level (including keyboarding, G-suite, etc.). Develop a plan to implement the Computer Science Virginia SOL and Digital Learning Integration curriculum. Identify and secure a formal keyboarding program for elementary and middle grades.	A K-8 technology curriculum is available for teachers and parents through the Virginia Department of Education. An LCS curriculum pacing guide will be developed.
Objective 3.3: Implement technology-based formative assessments that produce further growth in content knowledge and skills development.	Formative assessments include student creation of artifacts such as videos, audios, presentations, websites, and digital poster board projects. Students participate in digital learning games. Students interact with teachers and each other on Google Classroom.	Software and subscriptions will be purchased to support all curriculum areas. Teachers use Google Classroom as the learning management system (LMS)

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.	1-to-1 Chromebooks Research, train and assist teachers. Facilitate the implementation of high quality Internet safety programs in our schools. Budget planning for replacement of personal computing devices (Consider replacing 20-25% of computing devices annually)	Resources and software are current and maintained for effective usage.
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 technical troubleshooting for students/parents using Chromebooks.	New technology will be purchased annually to replace aging equipment and to ensure that hardware and software remain current. All students, teachers, board members and administrators have access to email. All teachers and students have access to computers, laptops, and chromebooks.
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.	Assist schools with the purchase of assistive devices for special needs students. Software will be purchased to support all curriculum areas. Teachers will be kept updated with emerging technologies, methods, and services.	An inventory of all computing devices will be kept current annually. 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 available data to inform financial support for technology needs and spending. .	Communicate with staff and division-level personnel to identify needs, project expenses, and monitor spending. IT staff will keep a current spreadsheet with projected and actual expenses.	Technology committee will meet quarterly or as needed to discuss technology needs and align purchases with the technology plan. . IT and division staff will collaborate to track technology spending. IT staff will be open and available for teachers and division staff to discuss their technology needs.
Objective 5.2: Provide support to help teachers disaggregate, interpret, and use data to plan, improve, and differentiate instruction.	Provide teachers with training and support in the use of Performance Matters to administer assessments and to interpret data. Look to expand the use of Performance Matters to other content area teachers. ITRT participates in Train-the-Trainer type undertakings. Once trained, he shares what he has learned. ITRT holds various training support sessions to update teachers on the ever-changing technology.	Teachers have access to cloud-based gradebooks and the division student information system (i.e., PowerTeacher, PowerSchool, and Performance Matters) Webinars are available upon notification and requests. SOL data assessments and school-level data walls/spreadsheets will be used to help determine the student growth percentage.

Fiscal Analysis

Account	Account Description		Adopted Budget
Fund 02 - School Fund			
Department **6805 - Technology**			
EXPENSE			
Personal Services			
1120-0	Wages - Teachers		54,070.00
1133-0	Wages-Technical Develop.		150,660.00
1620-0	Salary Supplements		4,797.00
		Personal Services Totals	$209,527.00
Fringe Benefits			
2001-0	Fica		15,133.00
2210-0	Vrs		34,657.00
2300-0	Health Benefits		22,223.00
2400-0	Life Insurance		2,794.00
2750-0	Retiree Health Care Credi		2,523.00
2800-0	Other Benefits		.00
		Fringe Benefits Totals	$77,330.00
Contractual Services			
3000-0	Purchased Services		10,000.00
		Contractual Services Totals	$10,000.00
Other Charges			
5001-0	Telecommunications		8,000.00
5400-0	Leases & Rentals		10,500.00
5500-0	Travel		2,500.00
5800-0	Miscellaneous		200.00
6000-0	Materials & Supplies		500.00
6040-0	Technology - Software		10,000.00
6050-0	Non-Capitalized Hardware		112,400.00
6060-0	Non-Cap. Infrastructure		500.00
		Other Charges Totals	$144,600.00
Interfund Charges			
9151-0	Services of Technology		(136,100.00)
		Interfund Charges Totals	($136,100.00)
		EXPENSE TOTALS	$305,357.00
	Department **6805 - Technology** Totals		($305,357.00)
	Fund **02 - School Fund** Totals		$305,357.00
		Grand Totals	$305,357.00

TECHNOLOGY RESOURCES

The Division will support its technology infrastructure by dividing responsibilities between the Technology Director, the Data Manager/Technology Specialist, and the Instructional Technology Resource Teacher (IRTR). The Technology Director and Data Manager/Technology Specialist will be in charge of managing the network infrastructure, maintaining the servers, and overseeing the installation of new hardware. The ITRT will chair the division Technology Committee meetings and ensure ongoing professional development in the area of technology. The ITRT will work with instructional personnel to support curriculum development and implementation. The IT team will work together to ensure that all division computer equipment is in working condition.

Internal support will include:

- **Building Technology Leaders** – include the ITRT and teacher technology leaders at each school. Provide building support for training, curriculum, software and hardware.
- **Division Technology Committee** – includes the ITRT, Technology Director, Data Manager/Technology Specialist, principals, Superintendent, and central office staff. Will meet at least quarterly 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 curriculum 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:

-Technology Director

-Data Manager and Technology Specialist

-Instructional Technology Resource Teacher

The Technology Director oversees the installation and maintenance of networks and servers.
The Data Manager and Technology Specialist is responsible for student data, state reporting, Google Admin, and LCS website updating.
The ITRT is available as a resource for classroom teachers, administrative offices and media specialists.
The three 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.
- Student 1:1 Chromebook devices.

COMMUNICATION

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

Lexington City Public Schools

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)

Additional Required Notifications

A. Acceptable Computer System Usage
(LCS – Policy GAB/IIBEA)

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, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the internet and other electronic services and internal or external networks. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

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. Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action. Any communication or material generated using the computer system, including electronic mail, social media posts, instant or text messages, tweets, and other files, including communications and materials deleted from a user's account, may be monitored, read, and/or archived by division staff.

This policy applies to all users of the division's computer system. By using or accessing the computer system, the user agrees to abide by this policy.

The superintendent is responsible for establishing Technology Use Guidelines, containing the appropriate uses, ethics and protocols for use of the computer system. It is the user's responsibility to know and follow this policy and the Technology Use Guidelines.

The Guidelines include:

23 (1) a prohibition against use 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 requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords;

(8) provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and

(9) 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.

Users of the division's computer system have no expectation of privacy for use of the division's resources or electronic devices including non-division owned devices while connected to division networks or computer resources.

Software and/or services may not be installed or downloaded on the division's computer system without the prior approval of the superintendent or superintendent's designee.

The failure of any user to follow the terms of this policy or the Technology Use Guidelines 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
April 2019
May 2019

Legal Refs: 18 U.S.C. §§ 1460, 2256. 47 U.S.C. § 254. Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2, and 22.1-78.

Cross Refs.: EGAA Reproduction and Use of Copyrighted Materials
GAB-R/IIBEA-R Technology Use Guidelines
GBA/JHFA Prohibition Against Harassment and Retaliation
GCPD Professional Staff Discipline
GCQB Staff Research and Publishing
JFC Student Conduct JFC-R Standards of Student Conduct

B. Technology Use Guidelines
(LCS – Policy GAB-R/IIBEA-R)

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, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the internet and other electronic services and any other internal or external network. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

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 is not responsible 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.**

Adopted:
September 12, 2005
August 10, 2009
May 2013
April 2019 27
May 2019

Legal Refs:
18 U.S.C. §§ 1460, 2256.
47 U.S.C. § 254.
Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2 and 22.1-78.

Cross Refs:
GAB/IIBEA   Acceptable Computer System Use
GCPD   Professional Staff Discipline
JFC   Student Conduct
JFC-R   Standards of Student Conduct

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.

LCS Agreement of Equipment Checkout and Use

I, the parent of guardian of (student name) _____, understand that my son or daughter must adhere to the terms and conditions of the Lexington City Schools School Board Policies for Acceptable Computer System Use and Technology Use Guidelines (GAB and GAB-R). I understand that access to LCS technology resources is for educational purposes only. I accept responsibility to set and convery rules, regulations and standards for appropriate and acceptable use by my son or daughter when he or she is using LCS technology resources. Furthermore, my signature indicates my permission to allow my child to have access to the Internet under the conditions set forth. Anyone accepting use of the loaned equipment will follow all school rules while using the equipment.

I have read, understood, and agreed to the equipment checkout agreement. I will not damage the equipment and understand that I will be charged for any loss or damage of the equipment while it is checked out to me.

Loss or damage of any device will result in a maximum fee of:
$200 per chromebook
$50 per charger.

I have read the Lexington City Schools equipment checkout agreement above and I have explained to my child what is expected. I give my child permission to use the technology resources accordingly.

Parent/Guardian **PRINT NAME**_____

Parent/Guardian Signature: _____ Date: _____

Phone number where you can be reached _____

Please print child's name: _____

Grade: _____ School: _____

❏   Chromebook (with charger)

Chromebook number _____

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 the 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 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 school. Using the computers at school will provide your student with access to browsing the Internet.

The LCS 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 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.

WEB PUBLISHING GUIDELINES

The Lexington City Schools website 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 Schools. 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 website. 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 LCS website 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 ensuring 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 LCS 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 LCS website.

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

_____   _____   _____
Parent/Guardian Name (Please Print)   **Parent/Guardian Signature**   **Date**

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