2015-2018 Technology Plan Report
EXECUTIVE SUMMARY

Purpose of Report: To provide to the School Board information regarding the District’s 2015-2018 Technology Plan.

The Sioux Falls School District maintains a three-year technology plan that guides the District in appropriating technology to teach students effectively, develop staff proficiencies, and maximize equipment usage. The current plan expires June 30, 2015, so a new plan is proposed for the coming three years of the District.

The Technology Plan has eight sections, including the integral section four, which establishes the Plan’s three-year goals. The Plan also proposes the establishment of a Technology Innovation Committee that will approve and evaluate software/hardware pilots and the possible expansion of those pilots. The Plan will continue to equip classrooms with technology that is seamless, sustainable and flexible while effectively supporting 21st Century instruction.

The focus of the Plan is on refreshing the multiple mobile platforms, and all costs will be submitted over three years in the capital outlay budget.

Purpose of Report: To provide to the School Board information regarding the District’s 2015-2018 Technology Plan.

District Priority Area: Student Achievement

Goal: The District will provide multiple programs and pathways to support improved student achievement across the curriculum.

Strategy: SA6.2 Review and revise the District’s Technology Plan.

Explanation:

The District Technology Plan is a document that guides the District in appropriating technology to teach students effectively, develop staff proficiencies, and maximize equipment usage. In the past, the District accessed the federal eRate program to upgrade its infrastructure. During that time, an approved plan was required by the State to be on file and reviewed on a three year cycle. Given completion of the infrastructure upgrade and until such time as further needs develop, the State does not require the District’s plan to be on file with the State. The District’s current plan expires June 30, 2015, and a three year revision cycle will be maintained.

The Plan has eight sections with section four considered to be the most significant section. Section four establishes the Plan’s three year goals and consists of the following areas:

- Create and implement a continuous process for identifying and evaluating effective instructional technology resources.
- Create and implement a process for providing continuous professional development for existing and emerging technologies.
- Create, implement, and update district policies and procedures.
- Develop a comprehensive plan to communicate implementation of identified effective technology resources.
- Evaluate to determine effectiveness of implemented technology resources.
- Develop a budget roadmap to implement identified effective technology resources.

The Plan also proposes to establish a Technology Innovation Committee that will approve and evaluate software/hardware pilots and the possible expansion of those pilots. The District would adopt the effective technologies as determined by the Technology Innovation Committee. The adopted technologies would direct equipment purchases and support both the infrastructure and technical support.
The Plan will continue to equip classrooms with technology that is seamless, sustainable and flexible while effectively supporting 21st Century instruction. The focus of the Plan is on refreshing the multiple mobile platforms.

**Costs:** The three year projected capital outlay budget is as follows:
1. 2015-2016: $880,000 - $1,840,000
2. 2016-2017: $2,500,000 - $4,270,000
3. 2017-2018: $6,700,000 - $7,318,000

Funding is contingent upon the annual budget process. As there is currently $7 million available in the technology and CTE equipment line items available over the next three years, a strategic increase in the capital outlay levy or the scheduled 2015 bond issue will be necessary to budget at the top range.

**Committee Participation:** The District Technology Committee is comprised of administrators, teachers, support staff, and instructional coaches. The committee met seven times over the past eight months.

**Summary:** The 2015-2018 Technology Plan provides a direction for the District’s technology implementation over the next three years. The Plan will be reviewed on an annual basis and adjusted accordingly as technology requirements change.

**Administrative Recommendation to School Board:** Acknowledge the District’s 2015-2018 Technology Plan.
Sioux Falls School District
Technology Plan
2015-2018
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1. District Information

SIoux Falls School District 49-5
201 East 38th Street
Sioux Falls, SD 57105

Bob Jensen, Director of ATI
605.367.8432
Bob.Jensen@K12.SD.US
January 2015
2. Technology Committee

Technology Planning Committee Members

- Nancy Hagen - Principal, John Harris Elementary
- Josh Hall - Assistant Superintendent, Curriculum, Instruction & Staff Development
- Wade Helleson - Administrative Intern, John Harris Elementary
- Mark Hofer - Assistant Principal, Roosevelt High School
- Richie Hutchinson - Assistant Principal, George McGovern Middle School
- Bob Jensen - Director, Assessment, Technology, & Information Services
- Jim Kayl - Principal, CTE Academy
- Rod Knock - Technology Integration Facilitator
- Deb Muilenburg-Wilson - Director, Special Services
- Leisa Riggs - Teacher, Memorial Middle School
- Sharon Schueler - Coordinator, AOF
- Ann Smith - Coordinator, Federal Programs/Libraries
- Deb Wolf - High School Instructional Coach

Committee Meeting Dates and Times

- Wednesday, April 30, 2014  1:30 - 3:30 at ATI, Conference Room C
- Friday, May 16, 2014  10:00 - 12:00 at ATI, Conference Rooms A & B
- Friday, May 23, 2014  10:00 - 12:00 at IPC, Board Room 3
- Thursday, June 12, 2014  9:00 - 12:00 at IPC, Board Room 3
- Friday, November 21, 2014  3:00 - 5:00 at IPC, Center Room 1
- Thursday, December 4, 2014  3:00 - 5:00 at ATI, Conference Rooms A & B
- Wednesday, December 10, 2014  3:00 - 5:00 at IPC, Center Room 1

Present to School Board for approval Monday, January 26, 2015
3. Vision

**District Vision Statement:** It is the vision of the Sioux Falls School District to provide the opportunities and challenges for each student to succeed as a lifelong learner in a changing world. The District values a highly trained and committed workforce, continually evaluating and improving their own and student performance. The District recognizes its role as a key contributor to the social, civic and economic foundation of this community. To achieve this vision, we must ignite the hearts and minds of our students, staff, families, the business community and citizens.

**District Mission:** To educate and prepare each student to succeed in a changing world.
4. Three Year Goals

Goal 1: Create and implement a continuous process for identifying and evaluating effective instructional technology resources.

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Timeline</th>
<th>Who is responsible</th>
<th>Projected Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish and maintain a “Technology Innovation Committee.”</td>
<td>2015-2018</td>
<td>Curriculum Services/ATI</td>
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<tr>
<td>● Form Committee</td>
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<td>● Meeting Schedule</td>
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<tr>
<td>Technology Innovation Committee will approve and evaluate software/hardware pilots/expansion of pilots.</td>
<td>2015-2018</td>
<td>Curriculum Services/ATI</td>
<td>$175,000</td>
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<tr>
<td>● Application Process</td>
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<tr>
<td>● Communication Component</td>
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<td>● Evaluation Component</td>
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<td></td>
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<tr>
<td>During curriculum studies:</td>
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<td></td>
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<tr>
<td>● Year One</td>
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<td></td>
<td></td>
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<tr>
<td>○ Identify potential digital resources (Semester 2/Summer)</td>
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<tr>
<td>● Year Two</td>
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<tr>
<td>○ Pilot identified digital resources (Semester 1)</td>
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<tr>
<td>○ Evaluate digital resources (Semester 1)</td>
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<tr>
<td>○ Develop implementation logistics (Semester 2)</td>
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<tr>
<td>○ Develop training plan</td>
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<tr>
<td>Based on results of previous two strategies, an Implementation Plan will be developed and will determine the degree to which the technology is implemented beyond initial pilot.</td>
<td>2015-2018</td>
<td>Curriculum Services/ATI</td>
<td></td>
</tr>
</tbody>
</table>
Goal 2: Create and implement a process for providing continuous professional development for existing and emerging technologies.

<table>
<thead>
<tr>
<th>Strategy</th>
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</tr>
</thead>
</table>
| Staff Development will plan for professional development opportunities to transform classroom instruction through the effective integration of technology with pedagogy.  
  ● Annual Needs Assessment (gathered from)  
    ○ Instructional Coaches  
    ○ Building Administrators  
    ○ Curriculum Coordinators  
    ○ surveys to employee groups | 2015-2018 | Staff Development         |                |
| Identify district-wide mechanisms for providing ongoing technology support.  
  ● Establish centralized location for accessing resources.  
    ○ tutorials - videos  
    ○ tutorials - documents  
  ● Workshops on district-supported technologies  
  ● Red Apple Classes | 2015-2018 | Staff Development/ATI      |                |
| Identify mechanisms for providing ongoing building level technology integration.  
  ● Train the Trainer  
  ● Use proficient staff members during building in-services and staff meetings | 2015-2018 | Principals/Staff Development/ATI | $28,000         |
Goal 3: Create, implement, and update district policies and procedures.

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Timeline</th>
<th>Who is responsible</th>
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</thead>
<tbody>
<tr>
<td>Provide a safe, flexible, and effective learning environment for all students.</td>
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<tr>
<td>● Provide information to students and parents about proper internet behavior and the consequences of inappropriate behavior.</td>
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<tr>
<td>○ Address social networking issues.</td>
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<td>● Explore Digital Citizenship Lesson-Completion Certification.</td>
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<tr>
<td>● Facilitate the implementation of high-quality Internet safety programs in schools.</td>
<td>Back-to-school sessions.</td>
<td>Building Principals</td>
</tr>
<tr>
<td></td>
<td>Throughout the school year.</td>
<td>Elementary Librarians: All elementary students.</td>
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<td></td>
<td></td>
<td>Middle school pro time/ICT teachers: All middle school students.</td>
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<tr>
<td></td>
<td></td>
<td>High school librarians: High school students.</td>
</tr>
<tr>
<td>Ensure compliance with the Children's Internet Protection Act and Children's Online Privacy Protection Act.</td>
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<tr>
<td>● Engage students in meaningful curricular content through the purposeful and effective use of technology.</td>
<td></td>
<td></td>
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<tr>
<td>● Establish best practices for classroom management in an online environment.</td>
<td>Ongoing.</td>
<td>District administration.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Classroom teachers.</td>
</tr>
<tr>
<td>As new technologies are identified and implemented, acceptable use policies will be reviewed.</td>
<td>As needed.</td>
<td>District administration.</td>
</tr>
</tbody>
</table>
Goal 4: Develop a comprehensive plan to communicate implementation of identified effective technology resources.

<table>
<thead>
<tr>
<th>Strategy</th>
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</thead>
<tbody>
<tr>
<td>Communicate information regarding pilot project results, integration in the classroom and available resources to support staff, and opportunities to develop proficiency on implemented technologies.</td>
<td>Once a semester; more often if needed</td>
</tr>
<tr>
<td>Within each curriculum study, outline how technology supports instruction in the curriculum area.</td>
<td>By rotation of curriculum updates</td>
</tr>
<tr>
<td>Establish regular opportunities for teachers to bring examples of lessons with technology integrated within it to share with content area colleagues.</td>
<td>During school year</td>
</tr>
<tr>
<td>Parents: ● Notify parents of technology initiatives and policies.</td>
<td>Ongoing.</td>
</tr>
<tr>
<td>Students: ● Communicate policies (i.e. acceptable use, etc.), appropriate practices, and digital citizenship.</td>
<td>Ongoing.</td>
</tr>
</tbody>
</table>

Who is responsible:
- Instructional Coaches/
  Curriculum Coordinators/
  Building Technology Leaders/Staff Development
- Curriculum study committee
- Building Principals/Coordinators
- District Communications Specialist/
  Community Education/
  Building Principal
- All stakeholders
## Goal 5: Evaluate to determine effectiveness of implemented technology resources.

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Timeline</th>
<th>Who is responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish an evaluation plan for all proposed/piloted technologies.</td>
<td>As needed.</td>
<td>Implementer will develop plan; Technology Innovation Committee will review and approve plan.</td>
</tr>
<tr>
<td>Evaluate effective integration of implemented technology within the classroom:</td>
<td>As needed.</td>
<td>ATI/Curriculum Services Building Principals</td>
</tr>
<tr>
<td>● Develop a “technology use” self-evaluation rubric for teachers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Monitor student engagement for purposeful use (products created by students with technology, student surveys, etc.).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Goal 6: Develop a budget roadmap to implement identified effective technology resources.

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Timeline</th>
<th>Who is responsible</th>
<th>Projected Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluate replacement technology for the projected end of life technology listed below: Laptops: (340) Desktop Computers: (550)</td>
<td>FY 15-16</td>
<td>ATI/Curriculum Services</td>
<td>$290,000 $385,000</td>
</tr>
<tr>
<td>Evaluate technology purchases required to accommodate student population growth and hardware replacement. Chromebooks: (New for 9th grade - 1,888) iPads: (100)</td>
<td>FY 15-16</td>
<td>ATI/Curriculum Services</td>
<td>$570,000 $50,000</td>
</tr>
<tr>
<td>Evaluate continued need for annual technology purchases (Microsoft Office, Infinite Campus, SmartBoards, Projectors, Notebook software, file server replacements, disk storage for backup system).</td>
<td>FY 15-18</td>
<td>ATI/Curriculum Services</td>
<td>$350,000 annually</td>
</tr>
<tr>
<td>Annually evaluate technology infrastructure required to support and implement identified technologies.</td>
<td>FY 15-18</td>
<td>ATI</td>
<td>$20,000 annually</td>
</tr>
<tr>
<td>2015-2016 Total</td>
<td></td>
<td></td>
<td>$1,840,000</td>
</tr>
<tr>
<td>Evaluate replacement technology for the projected end of life technology listed below: Laptops: (780) Desktop Computers: (2,050)</td>
<td>FY 16-17</td>
<td>ATI/Curriculum Services</td>
<td>$578,000 $1,435,000</td>
</tr>
<tr>
<td>Evaluate technology purchases required to accommodate student population growth and replacement. Chromebooks: (New for 9th grade – 1,888) Chromebooks: (New for 11-12 grade – 3,640) iPads: (100)</td>
<td>FY 16-17</td>
<td>ATI/Curriculum Services</td>
<td>$570,000 $1,092,000 $50,000</td>
</tr>
<tr>
<td>2016-2017 Total</td>
<td></td>
<td></td>
<td>$4,270,000</td>
</tr>
<tr>
<td>Strategy</td>
<td>Timeline</td>
<td>Who is responsible</td>
<td>Projected Cost</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Evaluate replacement technology for the projected end of life technology</td>
<td>FY 17-18</td>
<td>ATI/Curriculum Services</td>
<td>$452,000 $1,748,000</td>
</tr>
<tr>
<td>listed below: Laptops: (610)</td>
<td></td>
<td></td>
<td>$3,551,000</td>
</tr>
<tr>
<td>Desktop Computers: (1,322)</td>
<td></td>
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</tr>
<tr>
<td>Chromebooks: (New for 3-8 grade – 11,836)</td>
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<tr>
<td>Evaluate technology purchases required to accommodate student</td>
<td>FY 17-18</td>
<td>ATI/Curriculum Services</td>
<td>$590,000 $432,000</td>
</tr>
<tr>
<td>population growth and hardware replacement.Chromebooks: (New for 9th</td>
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<tr>
<td>grade – 1,966) iPads: (900)</td>
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<tr>
<td>2017-2018 Total</td>
<td></td>
<td></td>
<td>$7,318,000</td>
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Note: All strategies with expenditures are subject to annual budget approval.
5. Acceptable Use Policy

Acceptable and Ethical Use of Technology Resources

The Sioux Falls School District provides technology resources to its students and staff for educational and administrative purposes. The Superintendent shall encourage use of the District local and wide area networks to promote educational excellence by facilitating academic achievement, resource sharing, innovation, and communication. The use of all technology resources is a privilege, not a right.

The administration is directed to develop regulations which comply with all federal and state laws and regulations governing schools and computer use. The regulation also shall insure proper use of District networks and the Internet by students, staff members, and members of the community.

Legal References:
- Children's Internet Protection Act (CIPA) 29 USC § 6777; 45 CFR §54.520
- Children’s Online Privacy Protection Act (COPPA) 15 USC §6501-6506

Related Policies/Regulations:
- GEB – Code of Conduct
- JK/JK-R – Student Discipline, Suspension and Expulsion
- JRA/JRA-R – Student Records

<table>
<thead>
<tr>
<th>Policy</th>
<th>Board Action</th>
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<tbody>
<tr>
<td>adopted:</td>
<td>11-25-96</td>
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<tr>
<td>amended:</td>
<td>01-11-99</td>
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<td>amended:</td>
<td>08-13-01</td>
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<tr>
<td>reviewed:</td>
<td>05-29-07</td>
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<tr>
<td>amended:</td>
<td>06-22-09</td>
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<tr>
<td>reviewed:</td>
<td>09-14-09</td>
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<tr>
<td>reviewed:</td>
<td>03-12-12</td>
</tr>
<tr>
<td>reviewed:</td>
<td>05-13-13</td>
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<td>reviewed:</td>
<td>08-11-14</td>
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</table>
Instruction

Acceptable and Ethical Use of Technology Resources

Sioux Falls School District Network and Computer Systems and Wireless Access

The District’s computer systems and networks (“District Network”) are any configuration of hardware and software. The systems and networks include all of the computer hardware, operating system software, application software, stored text, and data files. This includes electronic mail, local databases, externally accessed databases (such as the Internet), optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available.

The use of the District Network, inclusive of the Wide Area Network (WAN) and the Local Area Network (LAN – includes wireless access) is a privilege, not a right. Persons using the District Network, regardless of whether the equipment used is personal or District provided, shall have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the District Network. All persons using the District Network regardless of whether the equipment used is personal or District provided, are governed by District Policies/Regulations.

Guidelines are provided to make all users aware of the responsibilities associated with educational, efficient, ethical, and lawful use of network resources. If a person violates any of these provisions, privileges may be terminated, access to the District Network may be denied, and the appropriate disciplinary action shall be applied. The District’s discipline policy shall be applied to student infractions.

The District does not guarantee that the District Network will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the District Network is provided on an “as is” basis without warranties of any kind. Neither the District nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the District Network or out of any breach of any warranty.

Internet Safety

The District shall operate a technology protection measure that blocks or filters Internet access. The technology protection measure shall protect against access by adults and minors to content, including visual depiction that is abusive, obscene, profane, sexually explicit,
threatening, and illegal or pertains to pornography or with respect to use of the computers by
minors, other information that is harmful to minors. The District shall make every effort to
restrict access to inappropriate materials and shall monitor the online activities of the end
users. District staff may file a request with the Technology Integration Facilitator to unblock
websites that they believe have significant educational value. If the website is determined to be
appropriate, the site will be unblocked for educational purposes or bona fide research only.

To the extent possible, steps shall be taken to promote the safety and security of users of the
District Network when using electronic mail, chat rooms, and other forms of direct electronic
communications. Specifically, prevention of inappropriate network usage includes (1)
unauthorized access, including so-called “hacking,” and other unlawful activities; and (2)
unauthorized disclosure, use, and dissemination of personal identification information regarding
minors.

The District shall make every effort to restrict access to inappropriate materials and shall
monitor the online activities of minors. The District will educate minors about appropriate online
behavior, including interacting with other individuals on social networking web sites and in chat
rooms and cyberbullying awareness, prevention and response.

Security of the District Network is a high priority. Anyone observing a security problem on the
District network shall notify District personnel. Any person identified as a security risk or having
a history of problems with other computer systems may be denied access to the District
Network.

**Educational Use of District Technology Resources**

Online communication and network resources are critical to 21st Century teaching and learning.
The District Network and all technology resources are considered an extension of the
classroom. An educator’s primary responsibility is to develop students who are fully prepared
to communicate effectively, ethically and safely. Teachers will provide developmentally
appropriate guidance to students using telecommunications and electronic information
resources related to the District curriculum. Teachers may allow students to use forms of online
collaboration such as email, wikis and blogs, etc. only for educational purposes and only with
proper supervision. Proper supervision shall include the teachers having documentation of the
identities of participating students and monitor the account. Any email account issued by
District Staff is the property of the District and students have no expectation of privacy or
confidentiality in the content of electronic communications sent to or from that email address.
The District expressly reserves the right at any time to review the subject, content, and
appropriateness of electronic communications reporting any violation to the school
administration or law enforcement officials.

**Acceptable Use of District Technology Resources:**

Internet use by students for direct classroom instruction, e.g. where the teacher uses the
Internet as a classroom demonstration or in a situation where the students are using computers
and being supervised by District staff in the directed use of specific Internet sites as part of the
class curriculum is allowed. Teachers should be prepared to provide alternate activities for students who have lost privileges through disciplinary action.

All user accounts are considered the property of the District. The District expressly reserves the right at any time to review the subject, content, and appropriateness of electronic communications or other computer files and remove them if warranted, reporting any violation to the school administration or law enforcement officials.

Disciplinary action may be taken against students whose electronic communications cause a substantial disruption to the education environment or interfere with another student’s rights. Criminal action may be taken against students if their electronic communications constitute a threat.

The District’s Network may not be used for personal gain, which includes District email and/or web pages, to solicit sales or conduct business.

**Proper Use of District Network and Computer Systems**
Proper use of the District Network requires that District staff and students abide by the following guidelines. District staff and students shall:

(a) be responsible for all use of the networks under their accounts, regardless of whether access is gained with or without the person’s knowledge and/or consent;

(b) immediately notify the District if the person suspects any unauthorized use of their account. The person shall remain liable and responsible for any unauthorized use until the District is notified of the suspected unauthorized use and has a reasonable opportunity to act upon such notice;

(c) be responsible for any costs, fees, charges, or expenses incurred under the person’s account number in connection with the use of the network except such costs, fees, charges, and expenses as the District explicitly agrees to pay;

(d) avoid anonymity when communicating through electronic resources, unless authorized by the District or completing professionally-related surveys;

(e) develop web-based content only to fulfill course or school-related activity; web pages shall include an identifiable image of a student with or without association to the student’s name, school, or program only if written authorization has been obtained from the student’s parent or guardian through the District’s registration form; Annual Emergency Health, Student Update and Authorizations form; or other written consent;

(f) ensure that student information shared electronically complies with the Family Educational Rights and Privacy Act, the Children’s Online Privacy Protection Act, as well as District student records policy JRA/JRA-R;

(g) delete non-District authorized or adopted software if disk-space or system conflict issues arise;

(h) abide by all District policies and regulations when accessing personal email accounts, chat rooms, social networking sites or other forms of direct electronic communications via the District’s Network;

(i) not send, access, or retain any abusive, defamatory, obscene, profane, sexually explicit, pornographic, threatening, or illegal material;

(j) not transmit copyrighted material without the express consent or authorization of the owner of the copyrights;
(k) not disclose passwords except to authorized District staff;
(l) be responsible for damages or the cost of correcting any damage to the District Network, District equipment or software or attempts to harm or destroy data of another person. This includes, but is not limited to, “hacking” or creating, loading, or sharing malicious software, scripts or code (e.g. executable files (*.exe), batch files (*.bat), command files (*.com), system files (*.sys));
(m) not install equipment on or make modifications to the District’s Network, or download free or paid-for online educational services, or applications, which might utilize protected student information, without pre-authorization from the Director of Assessment, Technology, and Information Services;
(n) not utilize proxy sites or other means to circumvent the District’s filter;

Ethical Use of District, Public, or Private Technology Resources
Ethical behavior requires that District staff and students show consideration and respect whenever using computers or electronic communication/technology/devices/resources. When interacting with each other, District staff and students shall:
(a) not include in electronic communication between staff, students and/or parents/guardians, comments or content that would not be acceptable in a face-to-face communication;
(b) not disclose, use, or disseminate unauthorized personal information of another person;
(c) distinguish between personal social networking sites and professional social networking sites. Staff shall not invite or accept current District students, except for the staff person’s relatives, into any personal social networking sites; and
(d) evaluate all information for its accuracy, reliability, and authority.

District Protection of Student Personally Identifiable Information
The District allows the use of online and cloud-based services and applications that are educationally appropriate. When such services may utilize personally identifiable information, the District must ensure the provider agrees to protect such information before District staff or students use the service or disclose any student information.

When the District provides student data to providers for use of online educational services, all data created by students, teachers, and staff, related to students, will be considered personally identifying information protected by the Family Educational Rights and Privacy Act (FERPA). Personally identifying information includes specific identifiers such as name, address, or student number, and any information, alone or combined, that may allow someone to identify the student with reasonable certainty. In order to protect personally identifying information, the District shall enter into written agreements with third party vendors or service providers and these agreements shall include satisfactory assurances that the provider will appropriately safeguard any personally identifying information in accordance with state and federal laws. At a minimum, any agreement shall include terms that 1) ensure the provider uses the information for authorized purposes only; 2) prevents disclosure of protected student information by the provider to other third parties; 3) maintains that student data collected by the provider is under the direct control of the District with regard to the provider’s use of that information; and 4)
requires the provider to observe state and federal laws for the use, and breach, of personal identification information. When a provider requires the user to accept the providers’ standard ‘terms of service’ agreement (TOS), the District will review the TOS to ensure the provider will protect personally identifying information before allowing use of the service, or application, by staff and students.

To prevent inadvertent disclosure, all free and paid-for online educational services, or applications, to be used either on District computers or personally owned devices, which might utilize personally identifying information, must be reviewed and approved by the Director of Assessment, Technology, and Information Services prior to use by staff and students.

If, for any reason, a provider plans to use personally identifying information for its own commercial or marketing purposes, the District shall obtain parental consent before disclosing such information.

**Discipline**

Disciplinary action may be taken against staff or students whose communications (on or off-site) constitute a threat and cause a substantial disruption to the education environment or substantially interferes with another’s rights. Criminal action may be taken if the communication constitutes a threat.

Legal References:

- Children’s Internet Protection Act (CIPA) 29 USC § 6777; 45 CFR §54.520
- Children’s Online Privacy Protection Act (COPPA) 15 USC §6501-6506

Related Policies/Regulations:

- GBEB – Code of Conduct
- JK/JK-R – Student Discipline, Suspension and Expulsion
- JRA/JRA-R – Student Records

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6. Children’s Internet Protection

Children’s Internet Protection Act – The District’s CIPA safety policy is incorporated in the Acceptable Use Policy, specifically “In compliance with federal law, the School District shall operate a technology protection measure that blocks or filters Internet access. The technology protection measure shall protect against access by adults and minors to content that is abusive, obscene, profane, sexually explicit, threatening, illegal or pertains to pornography. The School District shall make every effort to restrict access to inappropriate materials and shall monitor the online activities of the end users; however, it is impossible to control all materials on a global network. Therefore, the District shall not be liable for the content or viewing of any materials not prepared by the District.”

The District uses the NetSpective appliance to restrict access to inappropriate sites. District staff may file a request with the Technology Integration Facilitator to unblock websites that they believe have significant educational value. If the website is determined to be appropriate, the site will be unblocked for educational purposes or bona fide research only.

The Acceptable Use Policy is reviewed during the back to school sessions held at each building at the start of each school year.

The District has developed a High School Bullying Prevention model that allows for systemic implementation and continuation of the work currently being done in the K-8 Olweus Program. The District is also doing the following:

High School
The state technology standard 9-12.SI.1.1 Students understand the safe, ethical, legal, and societal issues related to technology is taught in the following High School classes:

American Studies
AP Environmental Science
Culinary I
Government
Health Careers I
Health Careers II
Personal Computing
Web Page Design
Multimedia
Desktop Publishing
Keyboarding
Fundamentals of Personal Computing
Sheltered Math
Pre-Algebra
Algebra I
**Middle School**

The standards that address the safe, ethical, legal, and societal use of technology are taught in the following middle school classes:

- Computer Classes: ICT I, ICT II, ICT III
- English Language Arts
- Family Consumer Science (FACS)
- PRO-Time Curriculum
- Social Studies

Each year as each new curriculum is written, the technology standards are aligned and integrated. This year the new curricula to integrate the technology standards will be health and science.

**Elementary**

The English Language Arts Standards include the technology standards at all grades and emphasize Indicator 1 of the SD Standards (Students understand the safe, ethical, legal, and societal issues related to technology) at grades 3, 4, and 5.

Grade 3: (3.SI.2.1) Recognize the advantages and disadvantages of technology on the individual.

Grade 4: (4.SI.1.2) Communicate issues relating to online safety.

Grade 5: (5.SI.1.2) Integrate personal safety precautions and etiquette while online.

School Resource Officers also provide lessons to fourth and fifth graders on the importance of cyber-safety.

Librarians include lessons covering online safety issues such as cyberbullying, online predators, and protecting privacy during their weekly library classes.
7. 3-Year Telecommunications Services and Equipment Policy

Technology Equipment and Software Information
- Desktops, laptops and mobile devices that are more than 5 years old will be removed from schools and administrative buildings.
- Current level of desktop and laptop computers must run Windows 7 operating system.
- Current desktop, laptop and mobile device standards:
  - Desktop – HP 705 G1 AMD processor with 8GB of memory
  - Laptop – HP 645 G1 AMD processor with 8GB of memory
  - iPad – Apple iPad Air 2 with 16GB
  - Chromebook – HP Chromebook 11
- Current Video projector and Smart Board:
  - Epson PowerLite 97 LCD projector
  - Smart board SBM680
  - Smart board SB880i6 w/speakers
- Standard office software is Microsoft Office 2010
- Technology related equipment needs and requirements are evaluated each year
- Voice: The District will evaluate the feasibility of voice over IP (VoIP) if/when the State allows VoIP traffic over the Digital Dakota Network. The cellular phones, pagers, two-way radios, etc. are reviewed annually for cost savings, enhancements, replacements and additions where appropriate.
- Data: During the FY14 school year the District increased the bandwidth to 1GB at each high school and 450MB at each middle school. During the FY15 school year the Internet bandwidth was increased to 2GB. The replacement of 8 to 10 file servers will occur each year along with the necessary battery backups.
- Video: The District uses Learn360 and YouTube for video clips and Skype for two-way video connections to other locations.

8. E-Rate Document Retention Policy

It is the Sioux Falls School District’s policy to retain all E-Rate documents for seven years after the last date of services and equipment purchases funded by E-Rate. The last date of services and equipment purchases is (1) date of purchase of equipment; (2) installation date; or (3) the date of the E-Rate funding commitment decisions letter.