

DATE: May 6, 2009

Mr. L. C. Evans
1120 Dahlonega Hwy.
Cumming, GA 30040

Dear **Mr. Evans:**

Thank you for submitting your system-level technology plan to the Georgia Department of Education. The **Forsyth County School District** technology plan meets all the required criteria posted at (http://www.doe.k12.ga.us/documents/technology/state/tech_planning_rubric.pdf) and is **approved from July 1, 2009 through June 30, 2012**. Keep this official approval with your records for audit purposes of the following programs:

- E-Rate discounts – Federal program
- Enhancing Education through Technology (EdTech) Grants – Federal ESEA, Title II-D.

Sincerely,



Ann Ware, Associate Superintendent of Instructional Technology
Georgia Department of Education
Instructional Technology
1952 Twin Towers East
205 Jesse Hill Jr. Drive
Atlanta, GA 30334
404-657-7841
404-657-6822 fax
aware@doe.k12.ga.us

PK: CJ

CC: Kennesaw State ETC
Dr. Traci Redish

Forsyth County Schools
Cumming, Georgia

Three-Year Technology Plan
July 1, 2009 – June 30, 2012

Superintendent
Buster Evans

I. Vision for Technology Use

Mission Statement:

Forsyth County Schools will maximize technology to positively impact student achievement and system level initiatives. Technology will be utilized by students and adults to produce quality work and to create an environment where there is excellence in student academic performance and where adults support the understanding that all work is related to creating a school district that is safe, caring and responsive to stakeholder needs. The school district will display a belief that technology is imperative to the work of students and adults and will provide the resources necessary for an effective and efficient operation to achieve results.

Vision:

- Improve the teaching and learning processes through technology integration
- Increase student achievement even as rapid change impacts the system
- Support differentiation for all students
- Combine technology integration with curriculum standards
- Empower teachers to use technology resources to meet student needs
- Support data driven decisions
- Recruit, maintain, enhance, and nurture a highly qualified work force
- Increase community involvement to enhance educational programs
- Improve internal and external communication
- Pursue and effectively incorporate multiple alternate resources
- Implement new technologies to improve the work of the school district

II. Current Reality

Access to Technology

The district currently supports 17,946 Windows based computers. All schools are connected to the wide area network with a gig Ethernet connection with a 100 MB download and upload bandwidth speed (339 MB aggregate) connection to the Internet. Every classroom in the district has four modern computers connected to the Internet. Each permanent classroom is outfitted with an interactive whiteboard, mounted projector, and sound system. Every high school and middle school has at least one computer lab with 30 modern computers and every school has access to seven to twelve mobile laptop labs that consist of ten modern laptop computers and a network printer. Every school also has at least ten stand alone laptops that can be designated for student checkout. Every school has a wireless network connection throughout the building. Every teacher has an email account and storage space on the Storage Area Network.

Every school has a building level Instructional Technology Specialist who acts as the local school technology coordinator, providing instructional resources to help teachers integrate technology into instruction, thereby enhancing teaching and learning. They oversee the use of multimedia equipment such as scanners and digital cameras as well as instructional equipment such as student response systems, digital microscopes and document cameras; provide technology support for the computers in the school as well as manage access to software, the Internet and other network resources such as video streaming.

Teachers have a wide variety of software applications to assist in the teaching and learning of students to increase the creation of engaging lessons that impact student achievement. The Microsoft Office Professional suite or Open Office is installed on every classroom desktop and teacher laptop. Additional district supported software includes Inspiration, Kidspiration, Pixie 2, the Macromedia web

design suite, Google Earth and Sketchup, ActivStudio, Windows Movie Maker and Photostory. Full-time teachers have a notebook computer with email and Internet access.

Technology Use

Instructional/Administrative Uses:

All teachers and administrators are provided equal access to technology and technology services at the school level. The hardware, software applications, and training are provided equally to every school. Teachers have access to the student information system, an electronic grade book integrated into the SIS package, productivity applications and instructional software. Applications have been developed as add-ons to the student information system which aggregate and disaggregate achievement and at-risk indicators at the administrative and teacher levels. Instructional Technology Specialists serve every school to assist in technology professional development and improve instruction and student achievement through technology integration.

Teachers are required to post grades to the Internet for parental access. Teachers also publish homework and class information to their teacher website or maintain an Angel course, which is the learning management system that allows for asynchronous learning. Teachers have access to a wide variety of software and Internet resources, which includes:

- NefTrekker, a online student friendly search engine where resources are aligned to standard;
- Safari Montage and United Streaming, video streaming databases that can be searched by standard, grade level or subject area;
- Questia, an online database of scanned in books, magazines, journals, newspapers and other artifacts – this is available at the high school level;
- BrainPOP, each concept area contains an animated movie, an interactive quiz, an experiment, a comic strip, a how-to hands on application, a timeline and a printable Activity Page – this is available at the elementary and middle school levels
- Digital Textbooks, connected to textbook publisher resources that allow for textbooks to be accessed via the Internet.

Currently walk throughs are being conducted at the school level to determine the level of technology integration occurring at each school. These observations will help school administrators make better decisions concerning professional development at each school to ensure that teachers are creating 21st century classroom. In addition to these walk throughs, the district has created a walk through instrument to assist administrators in teacher observations to ensure quality teaching, alignment to district initiatives and standards based classrooms.

Parent/Community Uses:

Parents can view grades, homework assignments, progress reports and other information provided by teachers via the Internet. Families without a computer at home are encouraged to use the computers in the local library or make use of the school's media center computers. Over 9,000 parents are registered for the online student information system called Infinite Campus ParentPortal. Parents are also able to replenish lunch money, receive alerts and school notices and access bus routes and transportation pick up times via the Internet. Middle and High School students have Portal accounts as well and can view their own progress at home or at school, in cases where home internet connection is not available. Advisors or counselors can work with students, viewing their own assignments and performance.

Student access to technology at home is accessible through Citrix, which enables the student to access their documents and files as well as software programs such as Open Office that are located on the network. The schools have now become wireless which enables students to bring their own laptops or handhelds from home and access district network resources.

Households within the Forsyth County School District also have the ability to purchase computers at below cost from the school district. These modern computers, which include Windows XP and Open Office and an available monitor, were sold to families that do not currently have a computer within their home.

Gap Analysis

For many years, Forsyth County Schools has made it policy to standardize access to technology across the district in order to prevent a situation where certain schools or classrooms would have less access than others. As a result of this district goal, there are very few if any discrepancies in access.

Limited funds have prevented the district from providing laptop computers to part-time teachers or those who have a desktop computer in an office as their primary computing device. This gap continues to exist as additional funding has not been available to provide more laptop computers. The average student/computer ratio, not including computer labs, is 3:1. The district continues to purchase computers and instructional software for classrooms in order to narrow this gap.

With almost 18,000 computers and a student computer ratio of 2.37 to 1, computers are readily available to students. However, there is great interest in moving to a 1:1 computer ratio. The greatest factor that impedes progress on this goal is the lack of technical personnel to support such an implementation.

Again due to limited funds and a rapidly growing student population, interactive whiteboards and projectors have not been placed in mobile classrooms.

Student access to technology at home continues to be a cause of concern. The district has focused attention on increasing student achievement, using the very limited funding that is available. Forsyth schools offer refurbished, off lease computers to homes without a computer. The individual schools also have laptops that can be distributed to students via checkout from the media center. However, a growing concern is student access to the Internet at home.

Additionally, there is a need for further work on moving away from teaching from traditional textbooks towards more project-based, student-centered learning as evidenced by the results of school observations completed through walkthroughs completed at all grade levels.

This data is compiled from the Annual Statewide Technology Inventory information, system inventory information, system professional learning records, and system technology inventory records.

II. GOALS, BENCHMARKS, AND STRATEGIES

Forsyth County Schools has a 14 year history of strategic planning in the district. This technology plan reflects the current strategic plan as approved by the Board of Education.

Goal #1: Increase all student achievement while expanding educational opportunities		
Benchmarks	Evaluation Method	
Ensure a high performing culture	Data on Professional learning for all employees, Perception survey data (internal and external)	
Increase academic rigor for all	Adequate Yearly Progress (AYP) data, ACT data, SAT data, Criterion referenced test (CRCT) scores, HSGT scores, EOCT scores, Writing scores, ACCESS scores, GAA scores, AP enrollment and exams data	
Foster innovative practice	Facilities and technology usage, Staff utilization data, Master schedule data, Budget/financial data, IE2 annual report data, # of opportunities to recognize and communicate innovative practices	
Develop core competencies	# of extracurricular activities (GA411) and student involvement, Student health survey Discipline data, HS graduation follow up, Assessment of 21 st century skills, Usage of digital resources, Level of technology use (Engage Me), Student advisement data	
Design opportunities for success	Career credentialing data, Drop out rate, Completion rate, Retention rate, Graduation rate, Career pathway participation, Participation in dual enrollment, Enrollment in virtual classes, Forsyth Academy data	
Strategies	Funding Source/Amount	Person Responsible
Maintain the learning management system (ANGEL) to provide an infrastructure for the instructional framework of our school system.	Pending availability of funds, \$240,000 annually from general operating funds	Director of Instructional Technology and Associate Superintendent for Academics and Accountability
Provide digital content (Atomic Learning, BrainPOP, ExploreLearning, netTrekker, Safari Montage and SoundzAbound) to support the instructional framework of our school system.	Pending availability of funds, \$275,000 from general operating funds	Dir. of Instr. Tech. & Assoc. Super. for Academics & Accountability
Maintain the benchmark assessment system (Edusoft) to support the balanced assessment program.	Pending availability of funds, \$230,000 from general operating funds	Dir. of Instr. Tech. & Assoc. Super. for Academics & Accountability
Teachers will successfully complete the online learning endorsement offered within the school district.	Pending availability of funds, \$5000 from Title IIA annually	Director of Instructional Technology and Director of Professional Learning
Receive a 42% discount through Erate funding on Telecommunications services	Pending availability of funds, \$140,000 annually from general operating funds	Chief Technology and Information Officer
Receive a 42% discount through Erate funding on Internet Access.	Pending availability of funds, \$540,000 annually from general operating funds	Chief Technology and Information Officer
Receive Internet connectivity via the GaDOE STATE Network	State e-Rate Funding	Chief Technology and Information Officer
Focus on professional learning to support a 1:1 learning environment.	Pending availability of funds, regular budget - \$1,001,330 for classroom computer lease annually (3 year lease) Pending availability of funds, regular budget - \$1,000,000 for lease of teacher notebooks annually (3 year lease) Pending availability of funds, regular budget - \$446,148 for lease of Tech & Career prep, computer lab, and administrative desktop computers annually (3 year lease)	Chief Technology and Information Officer and Director of Educational Technology and Director of Instructional Technology

Goal 1 Continued

Goal #1: Increase all student achievement while expanding educational opportunities		
Benchmarks	Evaluation Method	
Ensure a high performing culture	Data on Professional learning for all employees, Perception survey data (internal and external)	
Increase academic rigor for all	Adequate Yearly Progress (AYP) data, ACT data, SAT data, Criterion referenced test (CRCT) scores, HSGT scores, EOCT scores, Writing scores, ACCESS scores, GAA scores, AP enrollment and exams data	
Foster innovative practice	Facilities and technology usage, Staff utilization data, Master schedule data, Budget/financial data, IE2 annual report data, # of opportunities to recognize and communicate innovative practices	
Develop core competencies	# of extracurricular activities (GA411) and student involvement, Student health survey Discipline data, HS graduation follow up, Assessment of 21 st century skills, Usage of digital resources, Level of technology use (Engage Me), Student advisement data	
Design opportunities for success	Career credentialing data, Drop out rate, Completion rate, Retention rate, Graduation rate, Career pathway participation, Participation in dual enrollment, Enrollment in virtual classes, Forsyth Academy data	
Strategies	Funding Source/Amount	Person Responsible
Implement UMPCs for each school	Pending BOE approval and costs at the time of purchase, SPLOST 2005 funds	Director of Educational Technology
Utilize data analysis tools with academic, attendance, and effective data is available to all stakeholders and data is updated within 2 weeks of receipt.	Pending availability of funds, regular budget - \$25,000 annually	Director of Information Systems

Goal #2: Recruit, develop and retain a highly qualified workforce.		
Benchmarks	Evaluation Method	
Create and maintain an atmosphere of respect among stakeholders.	# of recognitions for system employees at building, departmental, system and community levels; Perception survey data (internal and external); Staff exit survey data; Analysis of competitive benefits, salaries and work conditions	
Foster a culture of opportunity	# of certified staff participating in preparation opportunities; Leadership Academy; # of classified staff participating in staff development opportunities	
Build system capacity to support schools	% surveyed favorable on measures of self-efficacy; % HQ; % of teachers and staff retained; Review of equitable system-wide distribution of effective teachers	
Provide progressive and relevant professional development	% of new employees provided induction support; # of certified and classified staff completing training programs and/or adding licenses; Rate of effectiveness of professional learning delivery models and programs	
Continue to build upon leadership development and support	% of leaders provided induction support; # of participants enrolled in multi-tier Leadership Academy; # of staff completing training for next level of responsibility	
Strategies	Funding Source/Amount	Person Responsible
Teachers will successfully complete the online learning endorsement offered within the school district.	Pending availability of funds, \$5000 from Title IIA annually	Director of Instructional Technology and Director of Professional Learning
Maintain public web site through easy to use content management system (Schoolwires).	Pending availability of funds, \$53,000 annually from general operating funds	Director of Instructional Technology
Maintain the learning management system (ANGEL) to provide an infrastructure for the instructional framework of our school system.	Pending availability of funds, \$240,000 annually from general operating funds	Director of Instructional Technology and Associate Superintendent for Academics and Accountability

Maintain the benchmark assessment system (Edusoft) to support the balanced assessment program.	Pending availability of funds, \$230,000 from general operating funds	Dir. of Instr. Tech. & Assoc. Super. for Academics & Accountability
Maintain high quality technical maintenance of school system's public web site	Pending availability of funds, \$17,000 from general operating funds	Director of Instructional Technology
Recruit and retain the highest quality instructional technology specialists through systemic mentoring (over 70% of current ITS have less than 5 years experience in the role)	Pending availability of funds, \$20,300 from general operating funds	Director of Instructional Technology
Provide ongoing professional learning in order to build capacity for transformational uses of instructional technology (ANGEL, Interactive Whiteboards, STARS)	Pending availability of funds, \$60,000 from general operating funds	Director of Instructional Technology

Goal #3:		
Enhance educational programs through increased community involvement.		
Benchmarks	Evaluation Method	
Provide and increase opportunities for students, staff, schools and district to serve the external community	Community service participation data	
Educate and engage the community to work in tandem with FCS	Mentor and volunteer data; # of collaboration with colleges and universities; # of meetings/initiatives with local, state and federal officials; Partners in Education data (see goal #5); LSC and PTA/O involvement data; Workforce development data	
Communicate and recognize the quality of involvement	# of community involvement opportunities communicated; FC Educational Foundation data; Perception survey data (internal and external); Recognition data; Results of initiatives	
Strategies	Funding Source/Amount	Person Responsible
Maintain public web site through easy to use content management system (Schoolwires).	Pending availability of funds, \$53,000 annually from general operating funds	Director of Instructional Technology
Maintain high quality technical maintenance of school system's public web site	Pending availability of funds, \$17,000 from general operating funds	Director of Instructional Technology
Goal #4:		
Communicate effectively both internally and externally.		
Benchmarks	Evaluation Method	
Develop, maintain and enhance collaboration and relationships with stakeholders	Perception survey data (internal and external); Community involvement data (see goal #3); eBoard strategic plan module usage; # of community partnerships (see goal #5); # of meetings/initiatives with local, state and federal officials; # of student transfers to home/private school; Communications audit data	
Improve internal communication	Perception survey data; Staff retention rate; Process audit	
Use district technology to engage and educate students, staff, parents and community	Perception survey data; User engagement data; eBoard strategic plan module; usage eBoard BOE meeting module usage; % of usage and customer satisfaction of electronic communication	
Make decision-making throughout the district more transparent	Perception survey data; eBoard BOE meeting module usage; decision making audit (BOE and administrative levels)	
Strategies	Funding Source/Amount	Person Responsible
Maintain public web site through easy to use content management system (Schoolwires).	Pending availability of funds, \$53,000 annually from general operating funds	Director of Instructional Technology
Maintain the learning management system (ANGEL) to provide an infrastructure for the instructional framework of our school system.	Pending availability of funds, \$240,000 annually from general operating funds	Director of Instructional Technology and Associate Superintendent for Academics and Accountability
Provide digital content (Atomic Learning,	Pending availability of funds, \$275,000 from	Dir. of Instr. Tech. & Assoc. Super. for

BrainPOP, ExploreLearning, netTrekker, Safari Montage and SoundzAbound) to support the instructional framework of our school system.	general operating funds	Academics & Accountability
Maintain the benchmark assessment system (Edusoft) to support the balanced assessment program.	Pending availability of funds, \$230,000 from general operating funds	Dir. of Instr. Tech. & Assoc. Super. for Academics & Accountability
Use TRIM to digitally store all student records.	Pending availability of funds, regular budget - \$25,000	Director of Information Systems

Goal #5:		
Pursue and secure alternate funding and resources while maximizing operational efficiency.		
Benchmarks	Evaluation Method	
Pursue additional funding from all applicable sources.	# of applications submitted; % of grant resources compared to total budget; # of additional funding sources obtained; # of partnership with local municipalities	
Increase receipt of resources through private partnerships with the business community and other stakeholders.	# of business partnerships; % of overall growth of business and private partnerships	
Pursue and successfully implement district flexibility through the IE2 academic contract with the Georgia Department of Education.	Contract approved by state BOE; % of flexibility options exercised	
Maximize operational efficiency in all areas of the system.	KW hrs consumed by school; % of facility inspection reports meeting standards; % of work orders which took over 10 days to complete; construction cost per square foot; % of projects completed within budget; % of projects completed on time; Average life cycle of fleet	
Strategies	Funding Source/Amount	Person Responsible
Hire additional Technical Support Specialists to free up ITS for more direct instructional support.	Pending Budget Approval, Regular Budget \$864,000	Chief Technology and Information Officer and Chief Human Resources Officer
Maintain public web site through easy to use content management system (Schoolwires).	Pending availability of funds, \$53,000 annually from general operating funds	Director of Instructional Technology
Maintain the learning management system (ANGEL) to provide an infrastructure for the instructional framework of our school system.	Pending availability of funds, \$240,000 annually from general operating funds	Director of Instructional Technology and Associate Superintendent for Academics and Accountability
Provide digital content (Atomic Learning, BrainPOP, ExploreLearning, netTrekker, Safari Montage and SoundzAbound) to support the instructional framework of our school system.	Pending availability of funds, \$275,000 from general operating funds	Dir. of Instr. Tech. & Assoc. Super. for Academics & Accountability
Maintain the benchmark assessment system (Edusoft) to support the balanced assessment program.	Pending availability of funds, \$230,000 from general operating funds	Dir. of Instr. Tech. & Assoc. Super. for Academics & Accountability

III. Communication and Marketing

A. Communication and Marketing

The Forsyth County Schools three-year technology plan will be posted on the school system website. Additionally, the plan will be presented at a public Board of Education meeting and will be shared with administrators, Instructional Technology Specialists and Media Specialists.

B. Integration and Coordination with Long-Range Planning Initiatives

Forsyth County Schools has been guided its work via a strategic plan process since 1995 (see Appendix for more information). Technology planning has been an integral part of strategic improvement in the district throughout that time. This technology plan is reflection of that process.

Meetings are scheduled on a weekly basis among the technology department, system level professional development staff, curriculum, media, Title 1, special education and ESOL personnel to coordinate the implementation of the strategic plan (including technology initiatives).

IV. Professional Development

Forsyth County Schools adheres to a job-embedded approach for high quality professional learning, implemented on district-wide Early Release Days, to help standards-based practices become a reality in all Forsyth County classrooms.

The Forsyth County Schools Board of Education has adopted the National Staff Development Council's standards for Professional Learning.

Schools submit a professional learning plan each year aligned to their school improvement goals and these plans are reviewed by Curriculum, Title 1, Professional Learning, Technology, Special Education and ESOL personnel to ensure fit with district as well as school goals. View the 2007-2008 plans at <http://tinyurl.com/fcss-pl>.

Appendices

Appropriate Use Policy

Policy Level: <p style="text-align: center;">Board Policy</p>	Descriptor Code:	Rescinds Code IFGA July 1998
Descriptor Term: <p style="text-align: center;">Acceptable Use of Forsyth County Schools Computers and Network Resources</p>	Effective Date: <p style="text-align: center;">August 2001</p>	
<p>It is the belief of the Forsyth County Board of Education that the use of technology for the purpose of information acquisition, retrieval, manipulation, distribution and storage is an important part of preparing children to live in the 21st century. The Board further believes that a “technology rich” classroom can significantly enhance both the teaching and learning process. This technology includes computer hardware, software, local and wide area networks and access to the Internet. Due to the complex nature of these systems and the magnitude of information available via the Internet, the Forsyth County Board of Education believes guidelines regarding acceptable use are warranted in order to serve the educational needs of students.</p> <p>It shall be the policy of the Forsyth County Board of Education that the school system shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:</p> <ol style="list-style-type: none"> 1. A qualifying “technology protection measure,” as that term is defined in Section 1703(b)(1) of the Children’s Internet Protection Act of 2000; and 2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children’s Internet Protection Act of 2000. Such procedures or guidelines shall be designed to: <ul style="list-style-type: none"> ○ Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web; ○ Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; ○ Prevent unauthorized access, including so-called “hacking,” and other unauthorized activities by minors online; ○ Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and ○ Restrict minors’ access to materials “harmful to minors,” as that term is defined in Section 1703(b) (2) of the Children’s Internet Protection Act of 2000. 		

Policy Level: <p style="text-align: center;">Board Policy</p>	Descriptor Code:	Rescinds Code IFGA July 1998
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<p>The district’s technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Forsyth County School System. Use of computers and network resources outside the scope of this educational purpose is strictly prohibited. Students and employees accessing network services or any school computer shall comply with the district’s acceptable use guidelines. The district reserves the right to monitor, access, and disclose the contents of any user’s files, activities, or communications.</p> <p>It must also be understood that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable tool for educational research, there are sections that are not commensurate with community, school, or family standards. It is the belief of the Board that the Internet’s advantages far outweigh its disadvantages. The Forsyth County Board of Education will, through its administrative staff, provide an Internet screening system which blocks access to a large percentage of inappropriate sites. It should not be assumed, however, that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.</p> <p>Additionally, access to the Internet and computer resources is a privilege, not a right. Therefore, users violating the Forsyth County Board of Education’s acceptable use policy shall be subject to revocation of these privileges and potential disciplinary action.</p>		

Forsyth County Schools

Student Acceptable Use Guidelines

Please read the following carefully. Violations of the Acceptable Use Guidelines may cause a student's access privileges to be revoked, disciplinary action and/or appropriate legal action may be taken.

Any student who utilizes the computer lab(s) or any computer equipment at the school must be aware of certain policies for use of the equipment and/or facilities. Procedures are in place for the protection of students and equipment. Students will be held accountable for any violation of the following policies (as would be the case for any classroom disciplinary matter). A student and his/her parents will be responsible for damages and will be liable for costs incurred for service or repair.

Students are only allowed to utilize the computers and network to retrieve information and run specific software applications as directed by their teacher. Students are not permitted to explore the configuration of the computer, operating system or network, run programs not on the menu, or attempt to do anything they are not specifically authorized to do.

Students are responsible for ensuring that any computers or computing devices, diskettes, CDs, memory sticks, USB flash drives, or other forms of storage media that they bring in from outside the school are virus free and do not contain any unauthorized or inappropriate files. Students may not bring personal computers or hand-held computing devices and connect them to the school network or Internet connection (including connecting to wireless access points).

Safety Issues:

1. Any on-line communication should always be at the direction and with the supervision of a teacher.
2. Never provide last name, address, telephone number, or school name online.
3. Never respond to, and always report to the teacher or parent, any messages that make you feel uncomfortable or that are from an unknown origin.
4. Never send a photo of yourself or anyone else.
5. Never arrange a face-to-face meeting with someone you met on-line.
6. Never open attachments or files from unknown senders.
7. Always report to a teacher any inappropriate sites that you observe being accessed by another user or that you browse to accidentally.

Examples of prohibited conduct include but are not limited to the following:

- A. Accessing, sending, creating or posting materials or communications that are:
 1. Damaging to another person's reputation,
 2. Abusive,
 3. Obscene,
 4. Sexually oriented,
 5. Threatening or demeaning to another person,
 6. Contrary to the school's policy on harassment,
 7. Harassing, or
 8. Illegal
- B. Using the network for financial gain or advertising.

- C. Posting or plagiarizing work created by another person without their consent.
- D. Posting anonymous or forging electronic mail messages.
- E. Attempting to read, alter, delete, or copy the electronic mail messages of other system users.
- F. Giving out personal information such as phone numbers, addresses, driver's license or social security numbers, bankcard or checking account information.
- G. Using the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violation of copyright laws.
- H. Downloading, installing, or using games, music files, public domain, shareware or any other unauthorized program on any school's computer or computer system.
- I. Purposely bringing on premises or infecting any school computer or network with a Virus, Trojan, or program designed to damage, alter, destroy or provide access to unauthorized data or information.
- J. Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person.
- K. Using or attempting to use the password or account of another person or utilizing a computer while logged on under another user's account.
- L. Using the school's computers or network while access privileges have been suspended.
- M. Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.
- N. Altering or attempting to alter the configuration of a computer, network electronics, the operating system, or any of the software.
- O. Attempting to vandalize, disconnect or disassemble any network or computer component.
- P. Utilizing the computers and network to retrieve information or run software applications not assigned by their teacher or inconsistent with school policy.
- Q. Providing another student with user account information or passwords.
- R. Connecting to or installing any computer hardware, components, or software which are not school system property to or in the district's technology resources without prior approval of the district technology supervisory personnel. Students are permitted to connect to the district network via the secure wireless connection provided by the school system, but all access must be in accordance with this Acceptable Use Policy. Students are NOT permitted to use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system.
- S. Bringing on premises any computer, disk or storage device that contains a software application or utility that could be used to alter the configuration of the operating system or network equipment, scan or probe the network, or provide access to unauthorized areas or data.
- T. Downloading or accessing via e-mail or file sharing, any software or programs not specifically authorized by Technology personnel.
- U. Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies.
- V. Possessing or accessing information on school property related to "Hacking", or altering, or bypassing network security or policies.
- W. Participating on message boards without teacher direction, or in live chat using but not limited to AIM, Yahoo, or MSN Messenger.
- X. Students should follow the guidelines below when performing Internet searches.

Elementary:

Students in grades K-5 may visit sites pre-selected by a teacher. Searches may only be done with Nettekter (<http://school.nettrekker.com>) and must be done with teacher supervision.

Middle:

Students in grades 6-8 may only perform unsupervised Internet searches using Nettekker (<http://school.nettrekker.com>). A search using any other search engine must be conducted with teacher supervision.

High:

If students in grades 9-12 use any search engines other than a child-friendly search engine, they must use the advanced search page of internet search engines in order to develop more reliable, useful, and relevant search results.

Employee Acceptable Use Guidelines:

Please read the following carefully. Violations of the Acceptable Use Guidelines may cause an employee's access privileges to be revoked, School Board disciplinary action and/or appropriate legal action may be taken, up to and including employment termination.

Additional items that employees need to be aware of:

- A. Staff must be aware that students have access to the Internet from all of the school system's computers. Teachers must use good judgment and closely supervise their student's use of the Internet. The School System uses filtering software to help prevent student access to inappropriate web sites. However, it is impossible to block access to all objectionable material. If a student decides to behave in an irresponsible manner, they may be able to access sites that contain materials that are inappropriate for children or are not commensurate with community standards of decency. They should not be permitted to access sites unrelated to their assignment and should not be allowed to access game or other sites that could infect the computer with "Spyware".
- B. Teachers should follow the guidelines below when allowing or directing students to do Internet searches.
Elementary:
Students in grades K-5 may visit sites pre-selected by a teacher. Searches may only be done with child-friendly Internet search engines (see for examples) **and** must be done with teacher supervision.

Middle:
Students in grades 6-8 may only perform unsupervised Internet searches using child-friendly search engines (see for examples). A search using any other search engine must be conducted with teacher supervision.

High:
If students in grades 9-12 use any search engines other than a child-friendly search engine, they must use the advanced search page of internet search engines in order to develop more reliable, useful, and relevant search results (see for examples).
- C. Any individual who is issued a password is required to keep it private and is not permitted to share it with anyone for any reason.
- D. Never allow a student to log in with a staff member's user name and password. They will tell their friends what the password is and they will log in under the teacher name and look at private documents including e-mail and grades.
- E. Be careful when entering your user name and password or changing your password. Students will try to look over your shoulder and steal this information.
- F. Never allow a student to use a computer unless they are logged on under their own name (K-2 students may use a generic "classroom account" created by the school ITS).
- G. Enforce the Acceptable Use Guidelines while supervising students. For example, students should not have access to a DOS prompt or other software applications not accessible through the student menu. It is the employee's responsibility to notify the administration and the Instructional Technology Specialist of any violation of the Acceptable Use Policy.
- H. Do not allow students to go to computer labs unsupervised (if the school site has labs).
- I. Treat student user names and passwords with confidentiality. Do not post a list of user names and passwords where all students can see them.
- J. Users are responsible for the appropriate storage and backup of their data.
- K. The system requires employees to change passwords every 14 days. Some examples of passwords not to use: names of pets, birth date, children's names, street address, school mascots, favorite car, sports team, actor or movie. Make sure any written password information is stored in a secure location. Do not leave passwords lying on your desk or in an unlocked drawer.
- L. Short-term substitute teachers are not to take students to the computer lab nor allow students to use the computers in the classrooms. (Long term substitute teachers may be qualified to use computers/labs by the building ITS after they receive appropriate orientation including review of the Acceptable Use Policy.)
- M. Email accounts are provided to employees for professional purposes. Email accounts should not be used for personal gain or personal business activities; broadcasting of unsolicited messages is

prohibited. Examples of such broadcasts include chain letters, mail bombs, virus hoaxes, Spam mail (spreading email or postings without good purpose), and executable files. These types of email often contain viruses and can cause excessive network traffic or computing load. All employees must request permission from the building administrator before sending any messages to an entire school staff.

- N. Employees must abide by the Forsyth County Schools Web Site Posting guidelines when posting any materials to the web.
- O. Employees are not permitted to connect or install any computer hardware, components, or software, which are not school system property to or in the district's technology resources without prior approval of the district technology supervisory personnel.

Forsyth County Schools Computers and Network Resources Web Site Posting Guidelines

I. Student Information, Work, and Pictures:

1. Web pages hosted from Forsyth County School District's web server may contain a reference to a student. This includes references to students in photographs or in text.
2. The following student information is acceptable to include in conjunction with text or photograph, unless parent(s) request that no information on their child be posted on the school's web page*.
3. A student's photograph or exemplary classroom projects may be posted, but the school system is careful not to associate a student's full name in such a way that it can be identified with a photograph of a student.

II. On Copyright

1. Unauthorized use of copyrighted material is prohibited. All copyrighted material must be properly cited using standard citation information. Giving credit (web address or active link) to a company or individual (celebrity, for instance) that has created text, a graphic, etc. for a school page may be allowed, assuming the site is not blocked by the web filtering hardware and software.

III. Prohibited Content/Items

1. Personal communications information about staff and parent volunteers: non-district email addresses, non-district mailing address, and non-district phone numbers except as approved by the building principal and the parent volunteer whose information is to be released.
Example: PTA/PTA/Booster Organization officer/contact requests to have their personal email address listed in the appropriate area on the school's page(s) and principal approves the request.
2. Student personal contact information of any kind
3. Links to staff, volunteers or student's "personal" home pages that are on remote, non-district web servers (not hosted on Forsyth County School's equipment)
4. Links to "non-official" Forsyth County Schools related sites that are hosted on remote, non-district web servers - Examples: athletic booster pages, PTA pages, etc. This prohibition includes teacher-created classroom pages or online services that may inform parents and visitors of the school district's site or classroom activities. The school system will provide hosting services for school-related web postings of booster club organizations, PTA groups, teachers, etc. following the same protocol and guidelines presented in this document.
5. Counters: If a school wants a Web page counter on its site, it must be an "invisible" counter. Tracking information on the use of a school's web site and individual sections can be obtained from Coordinator of Online Learning.

IV. Compliance with FCS Acceptable Use Guidelines

All material posted to the Forsyth County Schools website must adhere to all provisions set forth in the Acceptable Use Guidelines. Items from these documents, which are relevant to information posted on the web, are:

No information/materials may be posted that is:

- Damaging to another person's reputation, Abusive,
- Obscene,
- Sexually oriented,
- Threatening or demeaning to another person's gender or race,
- Contrary to the school's policy on harassment
- Harassing
- Illegal

Pages created/information posted on Forsyth County Schools web sites:

- MUST NOT use the network for financial gain or advertising.
- MUST NOT contain plagiarized work created by another person without his/her consent
- MUST NOT contain personal information such as phone numbers, addresses, drivers license or social security numbers, bank card or checking account information about any student or staff member.
- MUST NOT provide any user account information or passwords. If students participate in the creation and/or maintenance of web pages, they MUST be logged onto the network with their own USER IDs and PASSWORDS. Under NO circumstances are students to be given another student's or employee's login information.

V. Educational Appropriate Postings

Material posted to the school's web site and associated teacher web pages must be educationally sound and appropriate as determined by the school or district administrators.

- * *Parent permission is granted on the enrollment data form and is cross-referenced in the student information system.*

Filtering Software for CIPA Compliance

The district currently employs Fortinet Fortigate 3600 Firewall and Web Filter as well as the DeepNines appliance in order to restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000.

August 16, 2001 Board Meeting Agenda

The agenda from the August 16, 2001 board meeting serves as documentation of the public notice provided regarding the use of filtering software mentioned above. A copy is provided here as documentation.

Forsyth County Schools Board of Education
Agenda for Board Meeting
8/16/2001
Thursday 7:00PM (Revised Agenda)

1. Call to Order
2. Welcome and Invocation
3. Agenda Approval
4. Minutes Approval –
 - 7/19/01 Board Meeting
 - 8/02/01 Called Work Session
5. Recognitions
 - Resolution to Recognize Employees
 - School Board Training Certificates - Jane Fuqua
 - National School Public Relations Association Award- - Jennifer Caracciolo
 - Diplomas for WWII Veterans
6. Teaching & Learning
 - Midway Pay for Performance
 - Changing Demographics - Dr. Cohan, Debbie Rondem, Rev. Bob Jolly, Kathy Jolly
 - SAT 9 Test Results - Rhenida Rennie
 - Drivers Education Update - Rhenida Rennie
 - Math Update-Dawn Souter
7. Format for Developing Action Plan - Jane Fuqua
8. R.E.A.C.H- Employee Recognition Program - Jennifer Caracciolo
2. Technology Update - Bailey Mitchell
 - Network Upgrade Project
 - Policy IFGA-Acceptable Use of Forsyth County Schools Computers and Network Resources - Mark Klingler
3. Facilities Report - Robert Sewell
4. Field Trips
5. Fund-Raiser
 - Fund-raiser form
 - FCHS Fund-raiser
6. Financial Reports - Dan Jones
7. Points Of Information
 - LSC Minutes
 - Coal Mountain Elementary-July
 - Chattahoochee Elementary-Aug.
 - Chestatee Elementary-August
 - Cumming Elementary- August
 - Georgia High School Association Reclassification
 - 2001 District 9 Meeting
 - Southern Regional Educational Board "Paceseter" Observation and Conference Visits
 - American Association of School Administrators Participation
8. Letters/Emails/News Articles
 - Otwell-Parent Letter
 - Current News from GAEL-State Board Meeting Report-July 2001
 - September Calendar of Important Events
9. Executive Session
10. Personnel
11. Adjourn