

# Technology Plan Submission Form School Years 2006-2009

<b>District Name</b>	Pangburn School District
<b>County</b>	White
<b>Education Cooperative</b>	Wilbur D. Mills
<b>Contact Person</b>	John Sullivan
<b>Contact Title</b>	Technology Coordinator
<b>Contact Mailing Address</b>	1100 Short St., Pangburn, AR 72121
<b>Contact Phone</b>	(501) 728 – 4511
<b>Contact Fax</b>	(501) 728 – 4514
<b>Contact Email</b>	<a href="mailto:jsullivan@pangburn.k12.ar.us">jsullivan@pangburn.k12.ar.us</a>
<b>District Home Page (URL):</b>	<a href="http://pangburn.k12.ar.us">http://pangburn.k12.ar.us</a>
<i>Include URL of technology plan if posted to district website:</i>	<a href="http://pangburn.k12.ar.us/TechPlan.pdf">http://pangburn.k12.ar.us/TechPlan.pdf</a>

**(REVIEW TEAM WILL COMPLETE THE FOLLOWING INFORMATION)**

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<b>DATE RECEIVED:</b>		
<b>REVIEWER:</b>	<b>Approval Status:</b>	<b>DATE:</b>
<b>DISTRICT NOTIFICATION LETTER SENT:</b>		<b>DATE:</b>

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## Current District Demographics

District Profile	
DISTRICT NAME: Pangburn School District	
DISTRICT LEA NUMBER: 7309000	DISTRICT NCES#: 0511070
NUMBER OF SCHOOLS IN LEA	2
NUMBER OF TEACHERS	60
NUMBER OF STUDENTS ENROLLED	730
PERCENT OF STUDENTS ELIGIBLE FOR FREE/REDUCED LUNCH	52%
STUDENT / COMPUTER RATIO	Approx. 3:1
BASED ON CENSUS TRACT INFORMATION, IS YOUR ENTITY RURAL OR URBAN	Rural
E-RATE DISTRICT DISCOUNT LEVEL	75%

School Profile			
School Name	LEA#	E-rate Entity #	NCES#
Pangburn High School	730900039	82581	05 11070 00835
Pangburn Elementary	730900038	82580	05 11070 00834

## **District Executive Summary**

The Pangburn School District is located in North Central Arkansas in the Northwest part of White County between Searcy and Heber Springs. The District serves approximately 730 students grades k – 12. The elementary, grades K – 6, and high school, grades, 7 – 12, both serve approximately 365 students apiece.

Our campus consists of an administrative building which houses the Superintendent's office as well as our bookkeeping and IT Support departments. The cafeteria, gymnasium, music room, and auditorium are shared by all grades K – 12. The elementary consists of two full buildings and four classrooms on the East side building. The high school consists of one main building with the special education department in a separate building at the southeast corner of the high school building. The agriculture department, two science teachers, the home economics department, and band room are all in their own separate buildings. Two high school classrooms and one computer lab are housed within the gymnasium building.

The mission statement of the district as displayed on our website reads:

“All students are expected to learn, create, achieve, and succeed in education, community, and life. As educators, we should strive to motivate, encourage, and inspire young people to overcome obstacles and achieve lifelong goals.”

We recognize that each of the students with which we are entrusted is a very valuable resource for our community, state, and nation. The school desires nothing more than to meet this mission with the support of a cohesive alliance with the students' parents as well as the rest of the community.

Pangburn is a rural area in which most of the residents work outside the community in towns such as Searcy, Heber Springs, and Little Rock. Only a minority of our patrons work locally as a part of several small businesses. The businesses that do make their home in the Pangburn community include three restaurants, two service installations, a hardware store, a florist, a Laundromat, a video store, and a grocery store. Our community borders Little Red River which is one of the state's top trout streams attracting several tourists and retirees to the area.

The Pangburn people are offered a city library, public water system, city park with two baseball fields, services of several churches of different denominations, Class 6 fire department, two full-time policemen, First Security Bank, Pangburn Community Bank, Dripping Springs Manor Retirement home, and a Senior Citizen Center. Pangburn uses the mayor-council system as its form of government.

All persons in the school system and community are very proud of our school! Those involved are constantly searching for ways to improve the community, thus improving the school. Our school is continually growing; not only in number but also in facilities.

## Technology Committee

<b>District Technology Committee</b>		
<b>Member</b>	<b>Title</b>	<b>Constituency Represented</b>
<b>John Sullivan, Chairperson</b>	<b>Technology Coordinator</b>	<b>IT Staff</b>
<b>Cristy Waire</b>	<b>Elementary Librarian</b>	<b>Elementary Teachers / Library Staff</b>
<b>Shannon Galyan</b>	<b>Gifted &amp; Talented Coordinator</b>	<b>Middle School Teachers</b>
<b>Kym Atkins</b>	<b>Business/Computer Teacher</b>	<b>Computer Lab Managers</b>
<b>Rhonda Houston</b>	<b>Middle School Secretary</b>	<b>Office Staff</b>
<b>Chad Ramsey</b>	<b>Middle School Principal</b>	<b>Administration</b>
<b>Nancy Pate</b>	<b>High School English Teacher</b>	<b>High School Teachers</b>

In October 2004, the previous Technology Coordinator left. In the short absence of a tech coordinator, much of our planning and evaluation infrastructure dissolved. We have just recently rediscovered, so to speak, the need to go through this process and the opportunities it can provide us. Because of this, we have only been able to give a recent base evaluation of our previous plan. The review was done to a large extent by the current Technology Coordinator. In doing so, we have found our weaknesses and strengths in the area of technology.

After reviewing what we have done in the past and meeting with the superintendent, it was decided that the best way to proceed was to get input from teachers and students. The majority of the input that we received in this process was provided by students. The technology coordinator passed out a basic assessment to all the teachers and let one of our teachers in a high school computer lab pass out a similar assessment to students in two of her classes. All of the students' forms were returned, but only a small number of the forms given to the teachers were turned back in to the office.

After the input was collected and reviewed, a meeting with the administrative staff was scheduled so we could restart our planning process, and in a combined effort of the administration and the technology staff, an outlined set of goals for the next three years were compiled. These will give us a base for implementation in conjunction with the technology committee, now and in future years, to monitor and adjust according to the needs, vision, and of course, state guidelines.

Our district's technology plan has been posted on our website after being approved by the local School Board. A copy will also be placed in each building's office for inspection by the staff, students, and the public in general.

Keeping this process current and up-to-date is also a critical factor for us since we do not want to ever have a lapse in planning as in the past. Therefore, in each coming year, the technology committee will meet twice (once during the fall term and once during the spring term) to evaluate the current use of technology in relation to our technology plan, as well as, to express any areas that the other teachers or the students have communicated to them that they feel need to be reevaluated and/or adjusted in light of the changing needs both for our district and the students' education.

## **Vision and Mission Statements**

### **Vision Statement**

At the Pangburn Public School District, we are striving toward the perfect blend between outstanding classroom instruction and exceptional use of technology to promote more communication and interest from parents and students alike in the students' educational process. We feel that by increasing our teachers' and students' aptitude and comfort with using technology as a part of the classroom that we will be able to provide much more communication, access to information, and productive use of the technology that we currently possess. Subsequently, we expect to see improvement in the proficiency and efficiency of our student both with technology and their usual classroom subjects.

### **Mission Statement**

Our mission at Pangburn Public Schools is to provide equitable access to information and technology for students and staff to meet their educational and professional needs, but even more, we want to also motivate, encourage, and inspire our students through the use of technology to learn, create, achieve, and succeed in education, community, and life. We understand that to do this in today's technologically advanced society we must provide access to ever increasing amounts of not only technology but information and guidance/supervision on how to use this technology in the proper manner to enhance and not detract from their education.

## Current Technology Assessment

### A. Curriculum Integration

We have made great strides over the past three to five years in integrating our curriculum with the technology available to our teachers. We are constantly looking for new sources of funds to maintain and increase the current level of technology that we have in our classrooms.

In the high school, all of our math and English teachers have SMARTBoards which they use as a means of not only create more visual lectures, but we are slowly beginning to integrate videos from [www.unitedstreaming.com](http://www.unitedstreaming.com) and other sources to not only provide notes but to allow students see what their teachers are talking about. It also allows our teachers to visually demonstrate methods of searching the internet for sources and give tips and tricks that will improve the students' ability to write their papers and complete other assignments in the research phase of the projects as well as in the later stages such as making final revisions.

As well, several of our high school teachers have received test generator software some of which allows them to choose questions that are based on specific standards that align with the current frameworks for their individual subjects. This allows the teachers to track their students strengths and weaknesses in order to better prepare them for both tests which they will have to take and for experiences that they will face after leaving high school.

In both the high school and elementary, we are using the Renaissance Learning's Accelerated Reader and Accelerated Math to help the teachers track performance with reading comprehension and computational skills respectively. Both programs also allow students to work at their own pace toward a more advanced understanding of the subject matter.

In the elementary, some of the students who still need assistance outside of the normal classroom setting are getting help in an after-school tutoring program that uses a subscription based service from [www.rpclearning.com](http://www.rpclearning.com) called SkillsSurfer to track their performance in a more standards based environment, allowing them to get specific help in deficient areas on tests such as the benchmark exams or the Iowa Basic Skills exam.

Our elementary also uses Orchard teaching software to not only help their students get basic educational concepts, but also, this software gives them a head start in learning to use computers and technology in general.

## **B. Professional Development**

Currently, the Pangburn School District is only providing professional development on an as-needed basis. Due to staffing changes we have not been in a position to offer a better base of training until this year.

The district has complied with state guidelines verifying that every teacher has at least 6 hours of technology training each year. However, until this year, much of that training has come from sources outside the district, such as the Co-op Technology Day.

As of this year, with new technology being added, we have done some one-on-one training for the individual receiving the new technology, and we are also in the process of training all our teachers and administrative staff to use the new gradebook system that we have implemented this year. We have more training scheduled, and we hope to increase the amount of training we are able to provide over the next few years.

## **C. Equitable use of Technology**

The Pangburn School District makes every effort to have any necessary technology available to its students, and it is readily available for all students and staff who need it. All classrooms have at least one computer, and that computer has access both to the campus network and to the internet. The high school currently has two computer labs in which classes are taught and the entire district shares two other labs which are primarily used for supplemental elementary instruction. When scheduled, though, high school classes may also use that lab as a way to research and/or type papers for their particular classes.

We also are committed to providing any assistive technologies necessary to help students get the most out of their education. This is provided on an as needed basis, and currently, we only have software designed to help students with speech difficulties. The district will do whatever we can to provide for students as new needs are presented.

We are constantly working on new ways to get computers and other technologies into the classrooms, and we are determined to give students as much access as we can to all the new and emerging technologies. Still, it is an ongoing challenge to reach our ultimate goal.

## D. Current Technology Inventory and Narrative

For the most part, all computers on the Pangburn Schools campus are attached to the network. Because of this, we have a program (Dameware) that allows us to keep most of our inventory information at our fingertips. All computers are required to be set-up by the technology coordinator when they first come on to the campus. This allows them to be added to the inventory before they are added to the network. Teachers are also required to fill out a form notifying the financial clerk who keeps up with the state required inventory as well as the technology coordinator before moving a computer. This assures that all computers are easily identifiable on the network and easily tracked down to a physical location.

This inventory has been done annually for at least the previous two school years, and it will be done on an annual basis from this point forward.

Manufacturer	Model	High School	K - 3	4 - 6	Admin	Other/Shared	Totals
Dell	Dimension 2400	2	1	0	0	2	5
Dell	Inspiron 5100	0	1	0	0	0	1
Dell	Inspiron 700m	2		0	0	0	2
Dell	Latitude C640	2	0	0	0	0	2
Dell	Lattitude 100L	1	0	1	0	0	2
Dell	Optiplex 170L	2	0	0	0	0	2
Dell	Optiplex GX 260	20	3	5	0	0	28
Dell	Optiplex GX 270	9	1	0	5	0	15
Dell	Optiplex GX 280	2	0	1	0	0	3
Dell	Optiplex GX 60	44	19	12	1	2	78
Dell	Precision 340	1	0	0	0	0	1
Gateway	E2300	17	0	0	0	0	17
Gateway	GT 4010	1	0	0	0	0	1
Gateway	E1600	0	4	1	0	1	6
HP	nx9010	2	0	0	0	0	2
Medallion	Unknown	8	21	15	0	0	44
Mega Tech.	Unknown	1	0	0	0	0	1
Micron	Unknown	1	0	1	0	0	2
Nobilis	Unknown					26	26
Total Computers on Campus							238

### Additional Inventory Information:

All classrooms on campus are wired for internet access. All classrooms have a TV both in the high school and elementary. All buildings have a phone system capable of dialing out with a total of 36 phones in various locations including all administrative offices. There are 6 phone lines which all buildings share which is sufficient at this time. All high school English, math, and vocational teachers, along with the art teacher, have SMARTBoards in their classrooms, and the high school science teachers have at least a projector in their rooms as well.

## **Needs Assessment**

After a review, we could not find any specific goals nor needs that had not been addressed or at least worked toward. While not everything may have been accomplished from our last plan, we have since reorganized our technology infrastructure and administration, and we are in the process of realigning our goals and objectives to truly work together with our new setup toward our goals. In other words, we have basically wiped the slate clean to start over again. We felt this was a necessary step to take in order to assure that everything in our plan and in our budget was truly working at its optimal levels.

After starting over and getting an understanding of where we've been and what is currently at our disposal, we needed to find out what our students and teachers feel is necessary for them to get the most out of their educational experience.

In order to conduct a proper needs assessment, surveys were given out to all the teachers and one of our computer teachers were asked to pass out a similar survey to two of her classes. Both groups were given a week to come up with answers to two open-ended questions relating to our current and technology and future plans of what they feel is necessary for a quality educational experience. These results were compiled and reviewed. Though most of our current input has come from students, we will be reviewing other methods that may help us receive more suggestions and information back from our teachers as well, and we will be reevaluating our needs on an annual basis in order to monitor and adjust as necessary.

## Goals, Objectives and Strategies for Technology

**Goal 1:** Increase students' knowledge and comfort in using technology to better prepare them for real world scenarios that they may face after leaving high school.

1. *Objective:* Use time in computer labs in elementary labs and in non-technology oriented classes to familiarize students with basic elements of computing.
  - a. Provide students opportunities to use software such as Orchard in lab situations.
  - b. Provide students in higher grades the opportunity to type papers and work on assignments, when possible, in a lab setting.
  - c. Use computer vocabulary with students so they know the different part of the computer. (i.e. – mouse, keyboard, monitor, and etc.)
2. *Objective:* Provide more availability of computer labs and technology oriented classrooms.
  - a. Investigate adding a second shared lab for the entire campus.
  - b. Install and familiarize students with the Distance Learning Lab.
3. *Objective:* Give students the ability to understand different technologies so that in the future they will be able to evaluate technologies, identify them, make informed choice between those systems, and, in the end, use the systems efficiently.
  - a. This will primarily focus on computer/business courses in high school. Students will learn basic terminology for computers, and how to decide what to buy (comparison points, basic computer specs, etc.) if they choose to purchase a computer.
  - b. Show other technologies in presentations to the students when possible. (Units on technology in elementary classrooms or libraries)
4. *Objective:* Teach students the ethical and legal standards for using computers, not only in classroom settings, but in home and corporate settings as well.
  - a. Show students how computers are used both at home and at the workplace.
  - b. Inform students of consequences of misuse of computers. (Lawsuits of file-sharing, hacking, etc.)
  - c. Teach students to use computers as a tool, not a toy, through proper training and classroom discussions.

**Goal 2:** Continue to integrate new technologies into classrooms and administrative offices to provide better communication to students' about lessons and to parents' about student performance.

1. *Objective:* Set up and maintain Distance Learning Lab(s).
2. *Objective:* As feasible, keep integrating SMARTBoards into classrooms whenever possible.
  - a. Work with bookkeepers on budget issues
  - b. Look for new suppliers with lower costs
  - c. Look for new sources of funding
3. *Objective:* Set up Pinnacle Parent Viewer to allow parents to track students' progress and attendance and to allow parents to view upcoming assignments when posted.
  - a. Fully deploy Pinnacle grading system to all teachers.
  - b. Send letters home with students to give access to Parents
  - c. Investigate the need for public training on the Pinnacle Parent Viewer system.
  - d. Investigate need for telephone system in addition to the default Internet viewer.
4. *Objective:* Investigate upgrades to current systems that will foster improvements in network speed, reliability, and usability.
  - a. Investigate upgrading network switches to managed, gig switches.
  - b. Add new fiber line in the high school building to ensure communication to all buildings.
  - c. Design and implement back-up procedures for all teacher documents.

**Goal 3:** Improve technology skills of campus staff and administrators to provide a better base for planned and future classroom integration.

1. *Objective:* Annual training courses for staff, either as refresher courses or training on new technologies.

Some sample topics tentatively planned:

- a. Summer 06: Refresher and new teacher training for Pinnacle software
  - b. Summer 07: Basic computer training for teachers uncomfortable with technology.
  - c. Summer 07: New Teacher and refresher training on Pinnacle
  - d. Summer 07: Outlook training
  - e. Summer 08: Classroom strategies for using SMARTBoards
  - f. Summer 08: Outlook training
2. *Objective:* Investigate feasibility of an intranet containing all instructions created and compiled through the course of training session, creating a repository for any new teacher who has questions.
    - a. Determine network storage needs for such a repository.
    - b. Examine potential costs (time, extra storage needed, etc.)
    - c. Create design and basic structure
    - d. If possible implement within the course of the next three years.
  3. *Objective:* Require use of certain programs so that staff retains a minimum level of training, so that training may be extended to higher levels at a later date.
    - a. With all new software, give training in simplest basic uses first.
    - b. Give teachers time to learn the basics before more training.
    - c. Provide “advanced” training later, giving teachers the skills needed to use the software more to its potential.
    - d. Continue cycle within each year until the software’s potential is fully realized.

## **Policies and Procedures**

The Pangburn School District has an approved Acceptable Computer Usage Policy for our faculty, staff, and also our students. In previous years, only students that were signed up to take certain business/computer classes were required to sign a student computer usage policy. As of the 06-07 school year, all students will sign a computer usage policy that is now a part of the student handbook. Also staff members will sign a copy of the faculty/staff policy as a part of the Policy & Procedure manual each year.

Pangburn Schools also participates in the state internet content filter. Through constant vigilance on the part of our teachers and staff members, we are able to catch any sites that might slip through the filter and protect our teachers and students from viewing any content which would be inappropriate or unbeneficial to them. We do this for the benefit of our students and also to comply with state guidelines and CIPA.

**PANGBURN SCHOOL DISTRICT  
EMPLOYEE COMPUTER & INTERNET USE AGREEMENT**

Name (Please Print) \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

The Pangburn School District agrees to allow the employee identified above (“Employee”) to use the district’s technology to access the Internet under the following terms and conditions:

1. Conditional Privilege: The Pangburn School District, to help teachers and staff with work-related tasks, provides computers and, in many cases, computer Internet access and/or campus e-mail accounts for its employees. This access is a privilege that should not be taken lightly. The Employee’s use of the district’s access to the Internet is a privilege conditioned on the Employee’s abiding by this agreement.
  
2. Acceptable Use: The Employee agrees that in using the District’s Internet access he/she will obey all federal and state laws and regulations. Internet access is provided as an aid to employees to enable them to better perform their job responsibilities. Under no circumstances shall an Employee’s use of the District’s Internet access interfere with, or detract from, the performance of his/her job-related duties.
  
3. Student Confidentiality & General Security: Under Arkansas law, all student records must be kept confidential. Therefore, it is imperative that employees keep their passwords in a secure location. All employees should use all the safety precautions advised by the district to maintain the integrity of network security. Employees must not disable or bypass security procedures, disclose passwords to other staff members or students, or grant students or any unauthorized individual access to any computer not designated for that individual’s use. Every staff member must have any computer issued to them turned on, on campus and/or hooked into the campus network, at least one day and over one night each week so that every computer may download the required Windows and virus updates from the campus network.
  
4. Installation of Programs: All employees also recognize the need to keep the district’s computer system free of illegal software. For that reason, only a designated technology staff member is allowed to install programs on school computers. All programs that are installed must be for school-related purposes, meaning only educational software will be installed unless otherwise approved by the administration.
  
5. Penalties for Improper Use: If the Employee violates this agreement and misuses the Internet, the Employee shall be subject to disciplinary action up to and including termination.

6. “Misuse of the District’s access to the Internet” includes, but is not limited to, the following:
- a. using the Internet or any computer resources for any activities deemed sexually explicit, lewd, obscene, vulgar, or pornographic as defined by prevailing community standards;
  - b. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
  - c. posting anonymous messages on the system;
  - d. using encryption software;
  - e. wasteful use of limited resources provided by the school including paper;
  - f. causing congestion of the network through lengthy downloads of files;
  - g. vandalizing data of another user;
  - h. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
  - i. gaining or attempting to gain unauthorized access to resources or files;
  - j. identifying oneself with another person’s name or password or using an account or password of another user without proper authorization;
  - k. using the network for financial or commercial gain without district permission;
  - l. theft or vandalism of data, equipment, or intellectual property;
  - m. invading the privacy of individuals;
  - n. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
  - o. introducing a virus to, or otherwise improperly tampering with, the system;
  - p. degrading or disrupting equipment or system performance;
  - q. creating a web page or associating a web page with the school or school district without proper authorization;
  - r. attempting to gain access or gaining access to student records, grades, or files of students not under their jurisdiction;
  - s. providing access to the District’s Internet Access to unauthorized individuals; or
  - t. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools;
  - u. making unauthorized copies of computer software.
  - v. excessive personal use of computers and/or personal use of computers during instructional time.
  - w. accessing free web-based e-mail (effective July 1<sup>st</sup> 2006) or engaging in any form of instant messaging
  - y. listening to music or playing games over the internet or allowing students to do so
  - z. plugging any personal network equipment (router, laptop, etc.) into the school’s network

7. Personal Safety: Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervisor. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet. Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

8. Content Filtering: Pangburn School District has Internet Content Filtering software in place as provided by the state through DIS. This software allows the district to prevent any harmful or obscene websites from being viewed by minors. It is each teacher's responsibility to monitor their students' internet activity and report any websites that are being viewed that should be blocked by the filter. For any site that has been blocked by the content filter but is needed by an employee for work-related duties, the employee may request an exemption for that site. Once the requested site has been reviewed, the site will be unblocked, if it is deemed safe and acceptable.

9. Liability for debts: Teachers and staff shall be liable for any and all costs (debts) incurred through their use of the District's computers or the Internet including penalties for copyright violations.

10. No Expectation of Privacy: The Employee signing below agrees that in using the District's computers and/or Internet access, he/she waives any right to privacy the Employee may have for such use. The Employee agrees that the district may monitor the Employee's use of the District's Internet Access and may also examine all computer system activities the Employee participates in, including but not limited to e-mail, voice, video transmissions, web pages visited, files created, and programs used, to ensure proper use of the system.

11. Signature: The Employee, who has signed below, has read this agreement and agrees to be bound by its terms and conditions.

Employee's Signature: \_\_\_\_\_ Date \_\_\_\_\_

## STUDENT COMPUTER & INTERNET USE AGREEMENT

The Pangburn School District agrees to allow the student, who has signed below, with permission of his or her parents/guardian, to use the district's technology and to access the Internet under the following terms and conditions:

1. Conditional Privilege: The Pangburn School District provides computers and, in many cases, computer Internet access for its students in order that they may do necessary research and class work. This access is a privilege that should not be taken lightly. A student's use of the district's computers and access to the Internet is a privilege conditioned on the student's abiding by this agreement.
2. Acceptable Use: The student agrees that in using the District's Internet access he/she will obey all federal and state laws and regulations. Internet access is provided as an aid to student to enable them to better perform within their classes. Under no circumstances shall a student's use of the District's Internet access interfere with, or detract from, the performance of his/her class-related duties.
3. General Security: Students must not even attempt to disable or bypass security procedures, disclose passwords given to them to staff members or other students, or grant any unauthorized individual access to any computer not designated for that individual's use. Each student also realizes that the final authority on what will be done on classroom computers is ultimately the teacher for that class.
4. Installation of Programs: Only a designated technology staff member is allowed to install programs on school computers. All programs that are installed must be for school-related purposes, meaning only educational software will be installed unless otherwise approved by the administration. Students are not allowed to bring any software or download any files or software on school computers that violate this agreement or any copyright laws.
5. Penalties for Improper Use: If a student violates this agreement and misuses the Internet, the student shall be subject to disciplinary action, depending on the offense, up to and including expulsion.
6. Content Filtering: Pangburn School District has Internet Content Filtering software in place as provided by the state through DIS. This software allows the district to prevent any harmful or obscene websites from being viewed by minors. Each teacher also monitors their students' internet activity and reports any websites that are being viewed that should be blocked by the filter.
7. Liability for debts: Parents, guardians, or, if over 18, the student shall be liable for any and all costs (debts) incurred through the misuse of the District's technology or the Internet including penalties for copyright violations or damage which the student causes to the district's technology.

8. “Misuse of the District’s access to the Internet” includes, but is not limited to, the following:
- a. using the Internet or any computer resources for any activities deemed sexually explicit, lewd, obscene, vulgar, or pornographic as defined by prevailing community standards;
  - b. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
  - c. posting anonymous messages on the system;
  - d. using encryption software;
  - e. wasteful use of limited resources provided by the school including paper;
  - f. causing congestion of the network through lengthy downloads of files;
  - g. vandalizing data of another user;
  - h. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
  - i. gaining or attempting to gain unauthorized access to resources or files;
  - j. identifying oneself with another person’s name or password or using an account or password of another user without proper authorization;
  - k. using the network for financial or commercial gain without district permission;
  - l. theft or vandalism of data, equipment, or intellectual property;
  - m. invading the privacy of individuals;
  - n. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
  - o. introducing a virus to, or otherwise improperly tampering with, the system;
  - p. degrading or disrupting equipment or system performance;
  - q. creating a web page or associating a web page with the school or school district without proper authorization;
  - r. attempting to gain access or gaining access to student records, grades, or files of students not under their jurisdiction;
  - s. providing access to the District’s Internet Access to unauthorized individuals; or
  - t. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools;
  - u. making unauthorized copies of computer software.
  - v. engaging in any form of instant messaging
  - w. accessing free web-based e-mail (effective July 1<sup>st</sup> 2006)
  - y. listening to music or playing games over the internet
  - z. plugging any personal network equipment (router, laptop, etc.) into the school’s network

9. Personal Safety: Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervisor. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet. Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet.

10. Netiquette: All users must abide by rules of network etiquette, which include the following:
1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
  2. Avoid language and uses which may be offensive to other users. Don't use the school's access to access, make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
  3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
  4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

11. No Expectation of Privacy: The student and parent/guardian signing below agree that in using the district's computers and Internet through the District's access, he/she waives any right to privacy the student may have for such use. The student and parent/guardian agree and understand that the district may monitor any student's use of the District's Internet Access at any time and may also examine all computer system activities the student participates in, including but not limited to web pages visited, files created, and programs used, to ensure proper use of the system.

## **Technology Infrastructure, Management, and Support**

The Pangburn School District runs on a 10/100 MB switched network. Our internet access comes in through a router provided by DIS in the same room that currently houses the school's two file & application servers. There is a plan to update to three servers once the district forms its third school, a middle school. This will provide one server for each school, it's files, grade book, and access to other programs more directly related to that school. Between each of the buildings we have run a fiber line to ensure transparent access to all available features of our network.




The core philosophy behind any component of our infrastructure is to ensure that teachers and students have the ability to access needed materials to improve the students' learning experience. We are taking steps using the state provided SPAM filter, in addition to our use of their internet content filter in order to make sure that all activities on campus are directed toward the benefit of the students. We also maintain a network-wide virus program so that any virus threats are caught on our network before they have a chance to do real damage.

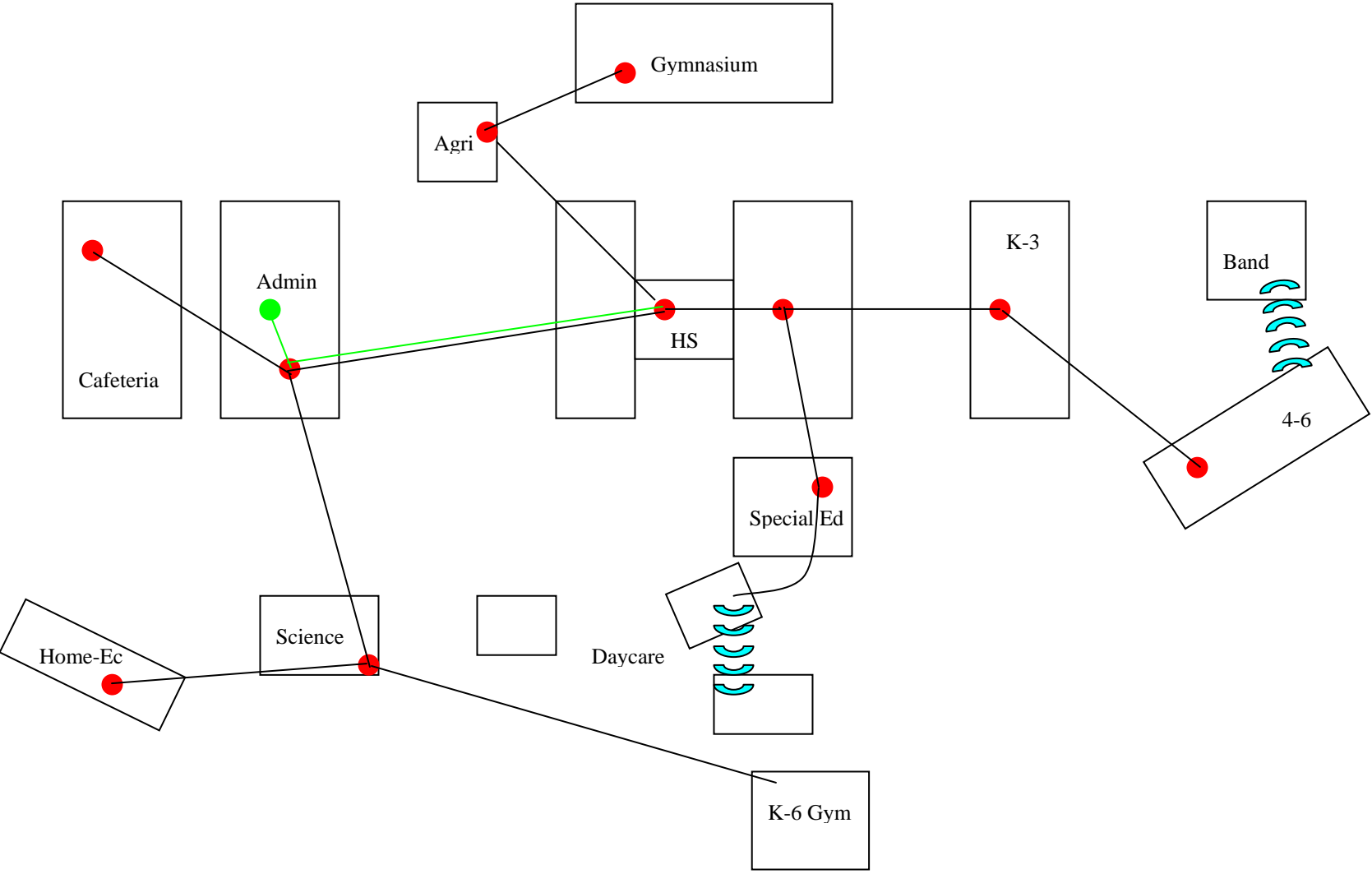
All of the desktop computers that currently connect to our network are Windows 98, Windows 2000 Server edition, or Windows XP. We are currently attempting to phase out the majority of our Windows 98 computers in a two year process. In the 2005 – 2006 school year, we received federal Title VI Part B funds which allowed us to replace approximately 40 computers. These computers are placed in the classrooms over the course of the following summer. We did not, however, replace the monitors. It is our hope that those will slowly fail over the course of the next few years so we can spread out that expense. The next step of this process relies on Perkins funds which we are hoping to receive next year. This will allow us to upgrade one of our business labs, and use the current computers in that lab to create a new lab which will serve the entire campus as a place to do research, type papers, and do other classroom work when scheduled.

The district has one technology staff member whose duties include primarily maintaining the current efficiency of our network. He also is in charge of implementing new technologies, installing software, and most other duties associated with the upkeep and improvement of our system.

As of the 2005-2006 school year, Pangburn Schools has also started filing for E-Rate funding for our telephone system. E-Rate is a program that is designed to help schools fund their telecommunications and network infrastructure needs so that students will have more and better access to current technologies. We intend to continue to file each year. We plan to use this to allow us to stretch our budget further every year.

# Pangburn School District LAN Schematic

-  - Wireless
-  - Fiber (if at both ends, Cat5e otherwise)
-  - Router



## **Staff Development and Training**

We have currently begun to look at our procedures and policies as they relate to staff development. After an initial review, it does not appear that up to this point there has been any guidelines or standards that have been adopted for our teachers. Presently, staff development and training have been given on an as needed basis. We are scheduling some training school-wide for upcoming releases of some new software that the teachers will use, but at this time, no definite plans have been made. This is a goal we have, and we will be dedicated to working toward it as best we can over the next few years.

The technology staff of Pangburn Schools is dedicated to teachers understanding the full potential of all new and existing technologies. It is with that in mind, that while no definite plans have been made yet, we can confidently say that each year our staff will provide at least one or two training sessions each year as either refresher courses of previous training sessions or new skills aimed at existing technologies, and our staff will provide training on any new technologies or programs that are implemented district-wide.

## Technology Budget

The majority of the funding that we know we will receive at this point over the next few years is local funds. We are constantly searching for new sources of funding. Each year for the past couple of years, we have received some Title Funds. In the 2005-2006 school year, we received Carl Perkins Funds to help us upgrade a lab.

Our top priority has and will always be maintaining a fully functioning computer system that gives our students access to all resources that they need. With this in mind, it logically follows that our primary budget concerns will be to implement a replacement cycle that will, over the course of 5 – 10 years, replace every computer on campus with a more current model to ensure that our system and software stay as current as is feasible.

A secondary concern would be to implement new technologies as they become available and affordable. This will of course add to our maintenance cycle, so we expect that if the price of technology does not decrease or if new sources of funds are not locatable or reliable, our ability to implement and maintain new technologies will slowly decrease as new equipment is added and maintenance cycles begin to take their full toll.

Lastly, we will always be on the lookout for opportunities such as grants and different ways to fund current projects. There will always be things we want which are not feasible to maintain. In some cases, if the opportunity arises, we may implement a technology for a time based on a grant or on a temporary source of funding. At the end of funding, however, we will take a new look at the technology to see if it merits continued upkeep or if we should simply look for alternatives to that technology.

All of these will be a focus and a point of consideration in all budget talks over the next three years. They will guide the decisions that we make, and ultimately, focus our budget towards the projects that “fit” our budget best. A key point in evaluating the success of our efforts will be the feedback that we receive from each meeting of the technology committee to see how teachers and students alike feel we are doing.

# BUDGET SUMMARY

District Technology Plan Budget										
Submitted by: Pangburn School District										
Budget Category	YEAR 1			YEAR 2			YEAR 3			TOTAL EXPENDITURES YEARS 1-3
	2006-2007			2007-2008			2008-2009			
	LOCAL	STATE	FEDERAL	LOCAL	STATE	FEDERAL	LOCAL	STATE	FEDERAL	
<b>Technology Infrastructure</b>										
Hardware	10000	25000	25000	11000	27500	25000	12100	30250	25000	190850
(including work stations, printers, laptops, ect.)										
Internal Connections	5000			5500			6050			16550
(including wiring, file servers, network components)										
<b>Telecommunications Services</b>										
Internet Service Provider										
Telephone Service (POTS)	16000			17600			19360			52960
High-bandwidth Voice/Data/Video Connections										
Dial-up Internet Connections										
Wireless Connections										
Telecommunications Equipment	4900			5390			5929			16219
(including phones, pagers, radios, etc.)										
Other										
<b>Maintenance and Upgrades</b>										
<b>Software</b>										
Curriculum	1000			1000			1000			3000
Administrative	5000			5000			5000			15000
<b>Professional Development</b>										
Training	7500		3000	8250		3300	9075			31125
(including ADE or district level training, online courses for teachers, etc.)										
Staff Support	15000			16500			18150			49650
(including materials, stipends, substitute pay, mileage, conference expenses, salary and fringe benefits of prof dev coordinator)										
<b>Technical Support</b>										
Staffing	45000			49500			54450			148950
(including salaries and fringe benefits of technology coordinator, technician, etc.)										
Contractual	15000			16500			18150			49650
(including contracts to provide technical services not available within the district)										
<b>Supplies and Materials</b>										
<b>Other</b>										
TOTAL	124400	25000	28000	136240	27500	28300	149264	30250	25000	573954

## Implementation Plan

Once the technology committee has a chance to meet and organize some classroom strategies related to part of our goals, we can work in that direction. For now, we can only tentatively plan that over the course of the next three years, we will see more units on technology and its growing impact on society in classrooms that are directly related to technology.

Our technology staff will also work with our library staff to make sure that training students to use internet search engines and our computerized card catalog system is a defined part of the library experience in both elementary and high school.

Many of our teachers are already using time in the lab as a way to give students the opportunity to type papers and do other assignments on computers that they have not been able to do previously. Beginning in the 06-07 school year, we will stress to teachers the importance of doing just that to ensure that our students have plenty of access to the technology available on campus. In this manner, we hope communicate clearly all of our goals that deal with classroom activities. All of these will be started in the 06-07 school year, and we hope that they will be an integral part of the classroom within the next two to three years.

To completely meet our goals, however, we will have to do some work not only on classrooms, but we will have to work at upgrading other parts of our network. Listed below is a more detailed out line of the actions that we will take and a time line for when they will be accomplished.

## Action Timeline

**Technology Goal:** Increase students' knowledge and comfort in using technology to better prepare them for real world scenarios that they may face after leaving high school.

Activities To Support this Goal	Person(s) Responsible	Timeframe for this Activity	Hardware & Software Required	Professional Development Required	Cost (Budget) for this Activity	Source of funds
Addition of Distance Learning Lab, and training of students to be comfortable in this new environment.	Teacher Possibly a lab manager?	Summer 2006	Distance Learning Equipment	Training of lab personnel to manage lab		Federal Grant
Addition of Second shared lab by upgrading of one of our current business labs to needed standards	Tech Staff	Summer 2007	New computers, switches, wiring for new lab	None	~ \$20,000	Perkins Funds
Train teachers in real world standards and ethics for using computers so students may be shown in turn.	Tech Staff	Summer 2007 Summer 2008		Local training	\$0	

**Evaluation:** *We will consider ourselves successful if teachers in future, annual evaluations feel that they use technology more in their classrooms and if our school has obtained the second computer lab that we are hoping to acquire. We will provide future needs assessment evaluations that will monitor our progress, and we will base all assessments on those forms.*

## Action Timeline

**Technology Goal:** Continue to integrate new technologies into classrooms and administrative offices to provide better communication to students' about lessons and to parents' about student performance.

Activities To Support this Goal	Person(s) Responsible	Timeframe for this Activity	Hardware & Software Required	Professional Development Required	Cost (Budget) for this Activity	Source of funds
Addition of Distance Learning Lab, and training of students to be comfortable in this new environment.	Teacher Lab manager Tech Staff	Summer 2006	Distance Learning Equipment	Training of lab personnel to manage lab		Federal Grant
Integrate more SMARTBoards in more classrooms	Tech Staff / Bookkeeping	06-07 – 08-09 School years	SMARTBoards And accompanying software	SMARTBoard training for teachers	~ \$2500-3000 per SMARTBoard	Federal Grants, Title Funds
Deploy Pinnacle to all teachers in all grades for use and set up Pinnacle Parent Viewer	Tech Staff Teachers Parents	Summer 06	None that is not currently available on campus	Pinnacle Training / Parent Training?	\$0	
Additional fiber line in high school building to provide added functionality and speed to network	Tech Staff	Summer 06	Fiber Line Installation Patch cables	None	~ \$3000	Local Funds State Funds
Upgrading network switches to managed, gig switches	Tech Staff	06-07 – 08-09 School Years	Switches GBIC fiber insert cards for new switches	None	~\$25,000	Local Funds State Funds

**Evaluation:** *There are several factors that will determine complete success for this goal. We know that we are going to get a Distance learning lab in the summer of 2006. We will feel successful if we can get it up and running and have students using it each semester. Also, we will be tracking (if possible) the number of parents who log in to check their students grades. We are hoping to have at least a quarter of the parents use this. The additional fiber line is a needed and necessary step. It is imperative that this step be taken. However, as long as our network is able to handle the traffic that passes through it, depending on budget constraints we may reevaluate this objective. We will monitor usage of all of these to determine our success.*

## Action Timeline

**Technology Goal:** Improve technology skills of campus staff and administrators to provide a better base for planned and future classroom integration.

Activities To Support this Goal	Person(s) Responsible	Timeframe for this Activity	Hardware & Software Required	Professional Development Required	Cost (Budget) for this Activity	Source of funds
Create network repository for slideshows and instruction sets from previous trainings	Tech Staff Training instructors	Summer 07	Network Storage	None	\$600	Local Funds
Pinnacle Training Basic Computer Training SMARTBoard Training Outlook Training	Tech Staff	Summer 06 Summer 07 Summer 08	None	None	\$0	
Require basic use of Pinnacle and Outlook in all classrooms	Tech Staff Administration	06-07 School year	None that is not already purchased	Pinnacle training already planned	\$0	
Provide more advanced Outlook and Pinnacle training in future years	Tech Staff	Summer 07 Summer 08	None	None	\$0	

**Evaluation:** *Our success in this goal is dependent on our ability to get teachers to use and feel comfortable using the Pinnacle grading system and Outlook campus e-mail. We will monitor our progress on these fronts through future, annual needs assessments. Though, a network repository of instruction sets is hoped for, we feel a more urgent need to train our teachers than to simply have the instructions available.*

## **Previous Plan Evaluation**

As stated previously, there was a lapse in the planning and evaluation processes within this district, so only a cursory evaluation was done. Most of this evaluation was done in a meeting between the superintendent and the technology coordinator. After reviewing and redefining our planning and evaluation processes, we feel that in future years it will be a much smoother process.

### **Connectivity/Infrastructure**

Over the past two years, we have put all the computer on the network on a domain and greatly increased the amount of network access and storage available to all our users. We have also investigated the possibility of upgrading our network from 100MB to 1 gig speeds. Unfortunately, at the time this plan was typed, we have not found a suitable means to do any current upgrades at this time. Our primary concern at this point is simply maintaining the consistency and availability of our network and its resources.

### **Hardware**

We have made great strides toward improving our hardware. As of the 2006-2007 school year, we will have less than 40 Windows 98 computers on our campus with the hope that we can phase out those computers over the next few years. We are always looking for ways to improve and provide the best and latest hardware to our users.

### **Integration and Use of Technology**

Our teachers have done a wonderful job integrating several programs into their classrooms, but there are several teachers who are still not as comfortable using technology in the classroom as they could be.

### **Professional Development**

As stated before in this plan, most (if not all) of our previous professional development has been given by the Co-op during the summer. We made a few changes this year that allowed us to host some training here on campus, and we hope that we will have more training sessions on campus in the future for our teachers.

### **Fiscal Support of Technology**

We are constantly looking for grants and new sources of funds to continue to support the technology we currently have as well as adding new technologies that would be beneficial in the classroom.

## **Current Plan Evaluation**

The technology committee will have two meetings a year to discuss our overall progress towards our goals in each area. The overall monitoring process will be done by the technology coordinator based on how well we meet our goals (Based on input from the committee) and how well our equipment holds up. If something unforeseen occurs, we will adjust our plan to meet the new challenges as they arise. All this will be documented after each meeting of the technology committee for review by an audit we may have or by the public in general. Any other documentation for anything outside the general overview we will have at each meeting will be found at the respective office where it is already located.

### **Connectivity/Infrastructure**

As we add more programs and capabilities to our network, we will monitor to make sure that there isn't a drop in the speed of the connections within our network. To prevent such problems, we are working toward upgrading our network to 1 gig connections.

### **Hardware**

We will monitor the creation of the replacement cycle that is planned to be implemented. If the basic cycle does not appear to be sufficient, we will readjust and reformulate it to make it meet the needs of the district.

### **Integration and Use of Technology**

Committee members will report at each meeting findings on how well teachers feel that technology has been integrated in the class rooms. We will use this information to ascertain whether more focus needs to be put on this area.

### **Professional Development**

The technology committee will have a much more pronounced role in the professional development planning process. It will decide what training sessions should be offered. Based on their feedback and responses that they gather from other teachers, the committee will determine the professional development needs of the district and modify the plan to meet those needs.

### **Fiscal Support of Technology**

We are constantly looking for grants and new sources of funds to continue to support the technology we currently have as well as adding new technologies that would be beneficial in the classroom. The technology committee will work with bookkeepers to determine the best way to spend monies designated for technology.

## DISTRICT TECHNOLOGY STATEMENT OF ASSURANCES

**School District:**                     Pangburn School District                    .

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

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

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

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District Technology Coordinator/Contact:

Name: John Sullivan	Telephone #: (501) 728 - 4511
School District: Pangburn School District	Fax #: (501) 728 – 4514
Address: 1100 Short St. Pangburn, AR 72121	E-mail: <a href="mailto:jsullivan@pangburn.k12.ar.us">jsullivan@pangburn.k12.ar.us</a>