

Technology Plan Submission Form

School Years 2012-2015

District Name	Pangburn School District
County	White
Education Cooperative	Wilbur Mills Service Cooperative
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District Home Page (URL):	http://www.pangburnschools.org

(REVIEW TEAM WILL COMPLETE THE FOLLOWING INFORMATION)

DATE RECEIVED:		
REVIEWER:	Approval Status:	DATE:
DISTRICT APPROVAL LETTER SENT:		DATE:
DISTRICT REVISED LETTER SENT:		DATE:

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Current District Demographics

District Profile	
DISTRICT NAME:	Pangburn School District
District Local Education Agency (LEA) Number:	7309000
Number of Schools in the LEA :	2
Total Number of Teachers for the District:	59
Total Number of Students Enrolled in the District:	775
District Billed Entity Number:	139524
District Federal Registration Number (FRN):	0005911789
District National Center for Education Statistics (NCES) Number:	0511070
Percentage of Students Eligible for Free/Reduced Lunch:	51.4%
E-Rate District Discount Level:	75%
Internet Connected Student/Computer Ratio for District:	2:1
Based on Census Tract information is your district considered Rural or Urban:	Rural

	(Year 1) 2009-2010	(Year 2) 2010-2011	(Year 3) 2011-2012
Number of computers & other devices with Internet access <u>before</u> application.	286	286	457
Number of computers & other devices with Internet access <u>after</u> application.	286	286	457
Direct connections to the Internet number of drops.	70	70	75
Number of classrooms with Internet access.	53	53	59
Direct broadband services between 10 Mbps and 200 Mbps.	0	0	0

School(s) Profile			
To be consistent, please use the same school name submitted to Child Nutrition for the Cycle 2 APSCN Report. To insure accuracy, refer to the database in the Technology Resources site: http://arkansased.org/tech_resources/excel/school_lunch_07-08_121907.xls Please list the name of every school building for which you file E-Rate.			
School Name	LEA#	E-Rate Entity #	NCES#
Pangburn High School	7309039	82581	05 11070 00835
Pangburn Elementary School	7309038	82580	05 11070 00834

Technology Committee

District Technology Committee		
Member	Title	Constituency Represented
Johnny Ramsey, Chair	Technology Coordinator	IT Staff
Cristy Waire	Elementary Librarian	Elementary Teachers / Library Staff
Shannon Galyan	Gifted & Talented Coordinator	Middle School Teachers
Kym Atkins	Business/Computer Teacher	Computer Lab Managers
Kris Turner	High School Secretary	Office Staff
Chad Ramsey	Middle School Principal	Administration
Nancy Pate	High School English Teacher	High School Teachers

The purpose of the technology committee is to provide a cross-section of the faculty to allow for the best feedback from teachers about interests the teachers would like to pursue through technology, as well as any deficiencies that have been noted over the previous months. Because the committee is a priority, we try to meet at least once a year, twice if possible.

This gives teachers the opportunity to present ideas and plans that we can support through either new equipment or realignment of the uses that we already have in place for our current equipment. The committee continues to collaborate with campus staffs and administrators to plan for future technology needs

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 skills with technology and their 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. The district will continue to work towards meeting needs of today's advanced technology needs and empower students and staff to use equipment and tools to enhance education.

Current Technology Assessment

A. Technology Integration with Curriculum and Instruction

We continue to integrate our curriculum with the technology available to our teachers and students. Through those continued efforts, we have implemented Google Apps for Education though out the district to help us maintain and increase the current level of technology that we have in our classroom. Through Google Apps our teachers have the means to integrate lessons, quizzes, assessments, labs, and tests through the use of electronic and web-based curriculum.

SMARTboards are also used on campus as a tool to enhance teaching in the classroom. It helps generate better understanding of the lessons taught with student's interactive images.

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

In the elementary computer lab the Orchard teaching software and Help Me to Learn Online is used to help the students learn basic educational concepts and also give them the opportunity to learn how to use computers and technology.

B. Professional Development

Our district makes every effort to provide all of our teachers with opportunities to learn new technologies and software as well as to stay current on existing projects. We do this through in-service provided in the summer, and we also provide extra training opportunities through the year if necessary.

We will provided at least one 3-hour workshop each summer to familiarize teachers with the new technologies adopted. The District Administration with the help of the Tech. Committee will determine workshops offered. The district continues to encourage online Professional Development opportunities and workshops that integrate core curriculum and technology.

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. When scheduled, though, high school classes may also use that lab as a way to research and/or type papers for their particular classes. High School has a Mac book portable lab; Middle School has netbook C.O.W, and iPad portable station.

We also are committed to providing any assisting 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

All computers on the Pangburn Schools campus are attached to the network. Microsoft Active Directory allows us to keep most of our inventory information at our fingertips. Though, an inventory is still done on an annual basis over the summer. 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 bookkeeper who keeps up with the state required inventory. As well, the technology coordinator keeps a separate inventory. The computers are named based on location and renamed before they are moved. This assures that all computers are easily identifiable on the network and easily tracked down to a physical location.

All classrooms on campus are wired for internet access. All classrooms have a TV both in the high school and elementary. There are 21 Smartboards in the High School and 17 in the 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, funded through E-Rate, which all buildings share which is sufficient at this time. The campuses have fax line and fax machines.

On the next page, we are including a summary of all technology related inventory for both the high school and elementary.

Technology	High School	Elementary		Admin	Other/Shared	Totals
		K - 3	4 - 6			
Internet Connect CPUs	181	107	119	14	0	421
Rooms with Internet Access	52	33	26	7	0	118
Printers	49	25	26	6		106
Servers	0	0	0	0	5	5
Fax Line / Machine	1	1	0	1	0	3
Phone Lines	1	1	1	2	0	5
Phone Instruments	26	9	9	6	0	50
Network Switches						
HP ProCurve 2824	4	1	1	1	0	7
HP ProCurve 1700-24	3	0	0	0	1	4
Allied Telesyn	2	0	0	0	1	3
Classroom Switches	3	0	0	0	0	3
Distance Learning Equipment	1	0	0	0	0	1
Mitsubishi LCD TVs	3	0	0	0	0	3
Tanberg Codec	1	0	0	0	0	1
Conferencing Cameras	2	0	0	0	0	2

Summary of Technology on Campus

List of District Wide Software Packages

1. Accelerated Reader
2. Accelerated Math
3. STAR Reader
4. STAR Math
5. Orchard Learning Software
6. Compass Learning Expedition Software
7. Help Me 2 Learn

Needs Assessment

Our needs assessment will be conducted annually with our Technology Committee to identify technology needs. This will allow us to monitor and adjust our plans to suit the changing needs of our teachers through in-service and training

We monitor and adjust our plans to suit the changing needs of our teachers. We survey and evaluate all faculty and staff.

We evaluate along these categories and survey results from lowest to highest skill level. (1 being the lowest and 5 being the highest measure)

Spreadsheet Usage	0
Database	0
Technology Presentation	0
Multimedia	0
Graphics	0
File Management	0
Printing	0
Internet	0
Basic Computer Usage	0
Word Processing	0
E-mail	0

One trend that seems to stand out is that since teachers have been required to learn to use e-mail as part of their everyday activities, they have become increasingly proficient with it. We hope that this trend will hold as we implement new technologies in the future.

At the end of the survey, the teachers are given some open response questions to make sure that all their needs are being met in the classroom for all required activities. There is also a place for teachers to voice reasoning behind some of the things that they would like to see develop technology-wise on our campus. We are constantly listening trying to determine the best way to appropriate funds.

Along with that, we are using all of this data along with the compiled stats on work orders and e-mail requests to determine the best course of action that we can take in our professional development. As our process becomes more refined , we hope to

- c. Point out new technologies that are available for the students that are beneficial at home and at school.
 - 3. 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.
 - d. Continue to give students training on Internet safety and Cyber etiquette.
- 2. Investigate upgrades to current systems that will provide a more integrated learning experience for students, and that will promote better communication between administration, teachers, and parents.
 - 1. Integrating Technologies into classrooms whenever possible.
 - a. Assist Administration on budget costs for technology
 - b. Look for new suppliers with lower costs
 - c. Look for new sources of funding
 - 2. Advertise and promote use of Pinnacle by parents.
 - a. Investigate the training needs for parents and students on communication technologies used within the school district.
 - b. Test reliability of technologies to ensure efficiency.
 - c. Encourage teachers to use communication technologies on a regular basis.

3. Investigate and Purchase educational technologies.
 - a. Take bids from companies.
 - b. Provide ongoing training to all staff.
 - c. Use technologies as a tool to improve communications and instructions.
 4. Investigate possibility of purchasing supporting technologies.
 - a. Take bids from companies.
 - b. Estimate budget for installation and setup.
 - c. Use bandwidth as supplemental tool to support curriculum
3. Increase technology skills of campus staff and administrators to provide a better base for planned and future classroom integration.
1. Annual training courses for staff, either as refresher courses or training on new technologies.
 2. 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 technologies, 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 technologies to its full potential.
 - d. Continue the training cycle each year to promote teacher understanding of technologies.

Policies and Procedures

The Pangburn School District has an approved Acceptable Computer Usage Policy for the faculty, staff, and students. All students are required to sign a computer usage policy that is a part of the student handbook. Faculty and staff will sign a copy of the faculty/staff policy as a part of the Policy & Procedure manual each year.

Yearly, students are provided with lessons which give the importance of Internet safety and etiquette.

We do realize however that there is an abundance of content on the Internet that the students, teachers, and parents want to protect them from. Because of this, Pangburn School District has a local Internet content filter with the option to switch over to DIS Internet content filter in case of local filter failure. 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. The purpose of the Internet filter is to protect the schools LAN and to abide by State and CIPA regulations and compliance.

Technology Infrastructure, Management, and Support

The Pangburn School District runs on Gigabit network at its core, though most computers still have 10/100MB connections. Our internet access comes in through both a DSL Windstream Service and a router provided by DIS in the same room that currently houses the school's three file & application servers and the web server. Between each of the buildings we have fiber line to ensure transparent access to all available features of our network. Networked AP's are set in place for wireless connectivity throughout the campus.

The core philosophy behind any component of our infrastructure is to ensure that teachers and students have the ability to access needed materials. We use M86 Internet content filtering in order to make sure that all Internet activities are safe guarded. We also maintain a network-wide virus program called SOPHOS that detects, reports, and cleans virus activity.

All computers that currently connect to our network are Windows 2000 Server edition, Windows XP, or Mac OS.

As a part of our school technology, we house a distance learning lab with an additional T1 line provided by the state to provide the bandwidth necessary for it. We provide a variety of technologies in the classrooms, such as, SMARTBoards, Orchard Education Software, Accelerated Reader Online and Accelerated Math, The Learning Institute Online, Help Me To Learn Online and Google Apps for Education.

The district technologies offered are implemented, managed, and maintained by the District Technology Coordinator, with the assistance from campus staffs.

Pangburn School District files 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 better access to current technologies. We file for E-Rate yearly.

Our main projects looking forward are to meet the never ending technology needs of our school district. We look forward to that challenge and opportunities that it will provide.

Budget Summary

The majority of the funding that the district receives yearly is from local funds. We are constantly searching for new sources of funding.

Our top priority has and will always be maintaining technologies that give our students access to all of the resources they need. There will always be budget concerns in maintaining all technologies. Implementing a replacement cycle over the course of 3 – 5 years for all technology systems, software, and online services for each campus would insure technological advancements of student resources and predetermine the needs that can be accurately budgeted.

A secondary concern would be to implement new technologies as they become available and affordable. If funds are not locatable or reliable, our ability to implement and maintain new technologies will slow our district's ability to provide our students needed resources.

Opportunities for grants and different ways to fund projects will constantly be pursued. The school district may implement a technology for a set amount of 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 the district should look for alternatives to that technology.

Both priorities and concerns will be the focus and a point of consideration in all budget talks in the next three years. It will guide the decisions that the school district makes, and ultimately, focus districts budget towards the technology projects that “fit” our budget the best. A key point in evaluating the success of our efforts will be the feedback that we receive from each technology committee member’s survey.

Technology Plan Implementation

Over the next three years, we want to continue the process of changing the culture of our campus toward a more technology-oriented focus. To make this possible it will take training and better communication between our IT staff, administration, and teachers.

Pangburn School District would like to increase communication to parents and their involvement in their child’s education by providing information and/or training on the use of information technologies. With our efforts we can begin the cycle and nurture its development and growth.

The perception and support by our School Board members, Administrators, and Staff of the use of technology within our school district will be measured by the usage and success of our students.

Action Timeline

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.

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
Increase Teachers comfort level with and knowledge of computers in general (See Goal 3)	Tech Staff	2012-2015 School years	None not already available	Teacher Training (See Goal 3)	\$0	
Provide teachers with ideas for technology oriented classroom activities	Teachers Administration Tech Staff	2012-2015 School years	None not already available	Teacher Training	\$0	
Search out internet curriculums that could be useful in classroom settings	Teachers Tech Staff	2012-2015 School years	None not already available	Teacher Training	\$0	
Be open and accepting of new technologies that students will need to learn to use both in school and in the real world	Teachers Tech Staff	2012-2015 School years	Unknown	Administration / Teacher Training	Unknown	

Evaluation:

This long-term goal of a culture shift that we hope will continue within our district. As is the goal of this plan, we want technology to be a natural part of the teaching process. We are working in that direction and have taken several steps in that direction. Success for this goal will mean making more progress toward our final goal. This is a hard goal to evaluate, but it may be best evaluated by our faculty's effort to work toward it, as well, as our districts efforts at ensuring the best technology possible is in every classroom.

Action Timeline (cont.)

Goal 2: Investigate upgrades to current systems that will provide a more integrated learning experience for students, and that will promote better communication between administration, teachers, and parents.

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
Integrate more SMARTBoards in more classrooms	Tech Staff / Bookkeeping	2012-2015 School years	SMARTBoards And accompanying software	SMARTBoard training for teachers	~ \$2500-3000 per SMARTBoard	Federal Grants, Title Funds
Investigate School Pads	Tech Staff / Central Office	2012-2015 School years	None	Training on new product if purchased	~\$1500-1800 per Airliner / SchoolPad	Local Funds State Funds
Promote Pinnacle Internet Viewer to Teachers and Parents as a means of communication	Tech Staff Teachers Parents	2012-2015 School years	None that is not currently available on campus	Teacher / Parent Training?	\$0	
Look into entering discipline records in Pinnacle to be viewed by parents.	Teachers Administration	2012-2015 School years	None that is not currently available on campus	Teacher Training	\$0	

Evaluation:

Our ultimate goal is to have SMARTBoards in every classroom where needed and have teachers communicating frequently with parents through email and teacher websites. We will judge these by both the time frame of adoption by admin and teachers alike, and the increased use of the updated district website.

Action Timeline (cont.)

Goal 3: Increase 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/Contact Office	2012-2015 School years	Network Storage	None	\$600	Local Funds
Organizing Information Google Apps Training Word Training Pinnacle Refresher	Tech Staff	2012-2015 School years	None	None	\$0	
Investigate additional software that may be useful for teachers and whether required use would be beneficial	Tech Staff Administration	2012-2015 School years	Unknown	Planned as needed	\$0	

Evaluation:

Our success in this goal is dependent on our ability to get teachers to continue to be comfortable using the computer software as an extension of their classroom activities rather than simply a burden. We will monitor our progress on these fronts through future, annual needs assessments.

Technology Plan Evaluation

Previous Plan Evaluation

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), how well our equipment holds up, and results from tech surveys. 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

We have plans for upgrades to our connectivity or infrastructure. To evaluate this section, we will rely on the state to monitor uptime, and we will try to minimize any necessary downtime. We will also rely on the tech staff to make sure that these are maintained.

Hardware

Again, we have plans for upgrades in this area, so we will monitor the district to make sure that it does not fall too far behind the overall trends in technology.

Integration and Use of Technology

As was stated, we are working toward a culture shift in our district. We hope that efforts will be made to promote this goal not only within the classroom but as a communication tool between teachers and parents. We will evaluate our success in this by the adoption and integration of new technologies into our district's culture.

Professional Development

The technology committee has a 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 and survey results,

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

Current Plan Evaluation

The overall monitoring process will be done by the technology coordinator, administrators, and committee. The data will be reviewed and updated on annual basis and be available to general public. Any other documentation outside the general overview we will have to come from our central office.

Connectivity/Infrastructure

We have plans for upgrades to our connectivity or infrastructure. To evaluate this section, we will rely on the state to monitor uptime, and we will try to minimize any necessary downtime. We will also rely on the tech staff to make sure that these are maintained.

Hardware

Again, we have plans for upgrades in this area, so we will monitor the district to make sure that it does not fall too far behind the overall trends in technology.

Integration and Use of Technology

All staff and students have Google Apps for Education accounts were they have access to create Documents, Presentations, Spreadsheets, Forms, Drawings and Websites.

Teachers can post classroom information, lesson plans, online labs, online quizzes, online assessments, and online test to their website. Parents can visit teacher websites for information. Principals can view lesson plans on a teacher's website. Students can visit websites provided by the teachers to help them in class. Teachers can provide online test so that students can get instant feedback on test results and teachers can save time grading. The district has an integrated calendar for all school administrators to use to keep parents informed of campus events which show up on the district web page. Updated website available Spring 2012.

Professional Development

Our teachers make strides to learn new programs and new ways to integrate technology through local and online Professional Development.

Fiscal Support of Technology

Appropriate use of Federal funds, past grants, and available local funds keep supporting technology needs.

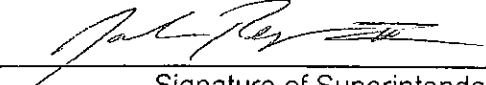

TECHNOLOGY PLAN STATEMENT OF ASSURANCES

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 employer 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
	2/20/12
Signature of Superintendent	Date
Dr. Kathy Berryhill	2/20/12
Chairperson, District Technology Committee	Date
	2/21/12

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District Technology Coordinator/Contact:

Name: Johnny Ramsey	Telephone #: (501) 728 - 4511
Title: District IT Coordinator	
Email: johnny.ramsey@pangburnschools.org	Fax: (501) 728 - 4514

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Superintendent/Contact:

Name: Dr. Kathy Berryhill	Telephone #: (501) 728 - 4511
Title: Superintendent	
Email: kathy.berryhill@pangburnschools.org	Fax: (501) 728 - 4514

School District Acceptable Use Policy

PANGBURN SCHOOL DISTRICT 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 1st 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.

PANGBURN SCHOOL DISTRICT EMPLOYEE COMPUTER & INTERNET USE AGREEMENT

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 1st 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

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.