



Bedford County Public Schools

Educational Technology Plan 2011-2016

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Executive Summary

Bedford County Public Schools recognizes the importance of technology as an integral part of the learning process and the role it plays in the future of our students.

At their January 13, 2011 School Board meeting, the School Board of Bedford County Public Schools adopted the 2011-2015 Strategic Plan. A major goal of this plan is to prepare students to be successful in college and career fields. A key strategy to support that goal is as follows: "Transform primary instruction delivery model to a 'blended learning environment' that includes a continuum of traditional and technology-based methods and individualized time-independent student pacing/progress." The Bedford County Public Schools' Technology Plan is designed to support the Strategic Plan. As a part of that support, a Crosswalk of Goals has been outlined – comparing the goals of the National Educational Technology Plan, The Educational Technology Plan for Virginia, and the Bedford County Public Schools' Strategic Plan.

Crosswalk of Goals

A goal comparison of the National Educational Technology Plan, the Educational Technology Plan for Virginia, and the Bedford County Public Schools' Strategic Plan.

| National Educational Technology Plan | Educational Technology Plan for Virginia | Bedford County Public Schools' Strategic Plan |
|--|--|---|
| Learning: All learners will have engaging and empowering learning experiences both in and outside of school that prepare them to be active, creative, knowledgeable, and ethical participants in our globally networked society. | Goal 3: Afford students with opportunities to apply technology effectively to gain knowledge, develop skills, and create and distribute artifacts that reflect their understandings. | Prepare students to be successful in college and career fields. |
| Assessment: Our education system at all levels will leverage the power of technology to measure what matters and use assessment data for continuous improvement. | Goal 5: Use technology to support a culture of data-driven decision making that relies upon data to evaluate and improve teaching and learning. | Prepare students to be successful in college and career fields. |
| Teaching: Professional educators will be supported individually and in teams by technology that connects them to data, content, resources, expertise, and learning experiences that enable and inspire more effective teaching for all learners. | Goal 2: Engaging students in meaningful curricular content through the purposeful and effective use of technology | Employ highly effective teachers and support staff. |
| Infrastructure: All students and educators will have access to a comprehensive infrastructure for learning when and where they need it. | Goal 1: Provide a safe, flexible, and effective learning environment for all students | Prepare students to be successful in college and career fields. Manage resources responsibly, efficiently, and effectively. |
| Productivity: Our education system at all levels will redesign processes and structures to take advantage of the power of technology to improve learning outcomes while making more efficient use of time, money and staff. | Goal 4: Provide students with access to authentic and appropriate tools to gain knowledge, develop skill, extend capabilities, and create and disseminate artifacts that demonstrate their understandings. | Prepare students to be successful in college and career fields. Enhance community support for student learning. Manage resources responsibly, efficiently, and effectively. |

Technology Focus Committee

Edward Hoisington – Director of Technology and Media

Tracy Piestrak – Instructional Technology Coordinator

Kevin Harrison – Data Manager

Barry Sexton – Systems Engineer

Melissa Sexton – Coordinator of Planning and Data Analysis

Fred Conner – Supervisor Career and Technical Education

Technology Advisory Committee

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Fred Conner – Supervisor Career and Technical Education

Julie Bennington – School Board Member, Vice Chair

Amy Fariss – Instructional Technology Resource Teacher

Debbie Prowse – Instructional Technology Resource Teacher

Jody Turner – Library Media Specialist, Elementary School

Roberta Thornton – Library Media Specialist, Middle School

Leigh Ann Ellis – Library Media Specialist, High School

Susan Mele – Principal, Elementary School

Scott Simmons – Principal, Middle School

Mary Brandon – Principal, High School

Christine Mistretta – Teacher, Elementary School

William Burnette – Teacher, High School

Becky Robertson – Parent, Middle School

Tony Ferguson – Parent, High School

Teacher Technology Advisory Committee

Mary Jo Krufka – Bedford Elementary School

Darla McGuire – Bedford Middle School

Reneta Herndon – Bedford Primary School

James Harper – Bedford Science and Technology Center

Rebecca Faye Powell – Big Island Elementary School

Barbara Parker – Body Camp Elementary School

Jennifer Zinn – Boonsboro Elementary School

Karen Watson – Forest Elementary School

Nancy Young – Forest Middle School

Kelli Webb – Goodview Elementary School

Melissa Overstreet – Goodview Elementary School

Amy Mallow – Huddleston Elementary School

Mollye Hays – Jefferson Forest High School

Jeanne Willis – Liberty High School

Ellen Fagan – Moneta Elementary School

Meredith Dooley – Montvale Elementary School

Kevin Spaulding – New London Academy

Maggie Marsh – Otter River Elementary School

Robert Smith – Staunton River High School

Melissa Neumann – Staunton River Middle School

Sandra Gisiner – Stewartsville Elementary School

Alicia Simonds – Thaxton Elementary School

Anisa Stenback – Thomas Jefferson Elementary School

The Planning Process

September 2010 – Form a Technology Focus Committee

October 2010 – Focus Committee outlines a planning process

November 2010 – Focus Committee develops local objectives, strategies, and measures\evaluations to support each of the state goals; formulates needs assessment

December 2010 – Focus Committee continues developing local objectives, strategies, and measures\evaluations to support each of the state goals; Focus committee complete SWOT

January 2011 – Administer needs assessment and SWOT with other stakeholders

February 2011 – Focus Committee developed measure and evaluations for strategies

March 2011 – Technology Plan Advisory Committee and Teacher Technology Advisory Committee reviewed local strategies and measures

April 2011 – School Board approval

It must be noted that this plan is considered a living document and will be adjusted during the year to meet the ongoing needs of the school system, as changes will be identified by the stakeholders of Bedford County Public Schools. The Technology Focus Committee will evaluate priorities as funding sources change from the anticipated revenue sources. The sequential progress through the technology plan will be posted on the Bedford County Public Schools website.

Needs Assessment

The Bedford County Public Schools Technology Department completed a comprehensive needs assessment providing the opportunity for school staff, parents, student, and community members the option to respond in an electronic or paper format.

The survey was broken down into various technology related categories – instruction, integration, and Internet safety. Recommendations from the Needs Assessment:

- Additional training for teachers in technology use to provide quality classroom instruction
- Increase the technology skill set for all end users
- Increase students access to technology tools
- Continue to provide Internet Safety training for all stakeholders
- Increase the opportunities for teachers to integrate technology into instruction
- Provide teachers with adequate access to Instructional Technology Resource Teacher assistance
- Provide teachers with updated computers and reliable infrastructure

In addition to the Needs Assessment, the Technology Focus Committee completed a SWOT (Strengths, Weaknesses, Opportunities, and Threats). Results from the SWOT are as follows:

Strengths – What are the current strengths?

- Involvement of all stakeholders
- Technology and ITRT (Instructional Technology Resource Teacher) Staff
- Technology Training
- Advanced Network Security
- Superintendent more tech focused
 - Board Members – more focused
- Student Information System
- Adequate broadband services
- More technology available (better equipped)

Weaknesses – What are the current weaknesses?

- Funding
- Staffing
- Age of equipment
- Lack of comprehensive replacement plan for hardware
- Teacher aversion to technology
- Schools inconsistent with technology (standardization of software)
- Adequate equipment and software
- Web page management
- Continued staff development after training

Opportunities – What are the future opportunities?

- Giving opportunity to use technology – need for real world jobs
- Virtual – online learning (blended)
- School Interoperability Framework (SIF)
- Replacement of computers\equipment
- Adequate equipment in all schools
- Grants
- Community stakeholder involvement
- Increase skill set for stakeholders
- Increase wireless architecture
- Increase IT and ITRT staff
- Provide opportunities for students to work and learn at their own pace

Threats – What threatens those future opportunities?

- Budget
 - State cuts
 - Local funds not adequate
- Student-based home machines
- Stakeholder buy in
- Board approval
- Allocating resources to key part of the plan
- SOQ's – supported for SOQ's
- Students bringing their own machines and potential viruses

Vision, Mission, and Goals of Bedford County Public Schools

The Bedford County Public Schools Strategic Plan was adopted January 13, 2011

Mission

To prepare our students to be productive and responsible citizens in our community and in the world

Vision

A community dedicated to our students and their future.

Goals and Strategies

Goal 1: Prepare students to be successful in college and career fields

- Transform primary instructional delivery model to a “blended learning environment” that includes a continuum of traditional and technology-based methods and individualized time-independent student pacing/progress
- Strengthen Advanced Placement programs
- Revise Career and Technical Education programs to include current/future career fields and expanded student career internship opportunities
- Strengthen alternative education programs for all students
- Develop and implement a comprehensive student academic/career planning system for students
- Improve student readiness to learn when entering Kindergarten

Goal 2: Enhance community support for student learning

- Solicit investments for the school division from government and private sources
- Encourage and equip parents to support individual student learning
- Form partnerships with local businesses in support of student learning

Goal 3: Manage resources responsibly, efficiently, and effectively

- Review, revise, and streamline business and budget processes
- Develop and implement a comprehensive long-range facility plan
- Implement a comprehensive energy efficiency plan
- Develop and implement a comprehensive policy review and update process aligned with current statutes and consistent with current practices

Goal 4: Employ highly effective teachers and support staff

- Develop and implement comprehensive evaluation systems for teachers and administrators
- Enhance hiring practices to improve quality of workforce

State Goals and Objectives with Local Strategies and Measures

Environment

Goal 1: Provide a safe, flexible, and effective learning environment for all students.

Objective 1.1: Deliver appropriate and challenging curricula through face-to-face, blended, and virtual learning environments.

Strategy 1.1.1: Expand virtual course-offering and/or blended learning environments.

Measures\Evaluation Strategies: Increase opportunities to all students through the Program of Studies, Dual Enrollment courses, Virtual Virginia courses, and online courses through various colleges.

Strategy 1.1.2: Ensure all instructional leaders (principals, assistant principals, instructional supervisors, instructional coaches, department chairs, etc.), teachers, students, and parents are aware of both face-to-face and blended learning opportunities for students and provide support for implementation.

Measures\Evaluation Strategies: Provide notification of all learning opportunities for students; collect data on the number and frequency of related communications, the number and frequency of workshops provided for staff, students, and parents; and the number of students reported to have participated in various learning opportunities i.e. face-to-face, blended learning, online learning.

Strategy 1.1.3: Continue to utilize technological tools to support 21st century skills in classroom instruction.

Measures\Evaluation Strategies: Enhance the ITRT (Instructional Technology Resource Teachers) program to continue to provide resources and tools that support NETS-S (National Educational Technology Standards for Students) and NETS-T (National Educational Technology Standards for Teachers) incorporation into lesson planning.

Objective 1.2: Provide the technical and human infrastructure necessary to support real, blended, and virtual learning environments.

Strategy 1.2.1: Meet or exceed the Standards of Quality staffing requirements.

Measures\Evaluation Strategies: Review the Bedford County Public Schools' Staffing Plan as it relates to the Library Media staff, ITRT, and Technical Personnel required for the division.

Strategy 1.2.2: Provide resources and support to assist teachers in integrating technology into teaching and learning.

Measures\Evaluation Strategies: Document the number of professional development opportunities, afterschool workshops/training, and ITRT assistance to teachers/schools.

Strategy 1.2.3: Ensure all courses are accessible to all students regardless of technology access outside of the school day.

Measures\Evaluation Strategies: Provide a flexible computer lab schedule to ensure all students have access to courses before and/or after school.

Strategy 1.2.4: Increase the number of technology rich schools at all levels.

Measures\Evaluation Strategies: Provide adequate funding to ensure equity throughout the district.

Strategy 1.2.5: Implement an enterprise wireless solution in all buildings.

Measures\Evaluation Strategies: Provide an enterprise wireless solution in all buildings when funding becomes available.

Strategy 1.2.6: Continually evaluate, install, and upgrade network-capable hardware and appropriate software.

Measures\Evaluation Strategies: Implement a repair and replace cycle.

Measures\Evaluation Strategies: Assess the instructional value and cost feasibility as new technology and software emerge.

Objective 1.3: Provide high-quality professional development to help educators create, maintain, and work in a variety of learner-centered environments.

Strategy 1.3.1: Identify, develop, disseminate, and maintain resources to support the effective use of technology by all teachers in all curricula.

Measures\Evaluation Strategies: Review the needs assessment to identify and address deficiencies in technology integration.

Strategy 1.3.2: Continue to implement the instructional coaching model, incorporating the use of technology as both a learning accelerator and a community builder.

Measures\Evaluation Strategies: Continue to utilize the ITRT program to grow professional learning communities.

Strategy 1.3.3: Maintain the train-the-trainer model for staff development in order to continue meeting the needs of 21st century learning for all stakeholders.

Measures\Evaluation Strategies: Provide opportunities and time for teachers to attend training and time to train colleagues.

Engagement

Goal 2: Engage students in meaningful curricular content through the purposeful and effective use of technology.

Objective 2.1: Support innovative professional development practices that promote strategic growth for all educators and collaboration with other educators, content experts, and students.

Strategy 2.1.1: Facilitate the development or use and delivery of innovative professional development that promotes collaboration.

Measures\Evaluation Strategies: Provide opportunities and time for all educators to attend training.

Strategy 2.1.2: Facilitate the development and delivery of professional development opportunities that focus on effective technology use in all curricular areas.

Measures\Evaluation Strategies: Expand opportunities and assist teachers in integrating new technologies into the curricula.

Strategy 2.1.3: Develop opportunities for virtual professional development and online collaboration.

Measures\Evaluation Strategies: Develop and implement an online “Teacher Training Academy” that focuses on integrating 21st century technology tools into the curriculum.

Objective 2.2: Actualize the ability of technology to individualize learning and provide equitable opportunities for all learners.

Strategy 2.2.1: Provide reasonable access to Internet-ready devices that offer students the flexibility to learn in an online environment that is relevant to student learning.

Measures\Evaluation Strategies: Increase the number of Internet-ready devices available for student use.

Strategy 2.2.2: Identify and disseminate information and resources to assist schools in developing and maintaining resources to support teaching and learning.

Measures\Evaluation Strategies: Develop a centralized platform that provides 24/7 information and assistance.

Strategy 2.2.3: Provide resources and support for Instructional Technology Resource Teachers, Lead Teachers, Library Media Specialists, and technology trainers to assist teachers in integrating technology into teaching and learning.

Measures\Evaluation Strategies: Provide ongoing technology training to ensure best practices are being utilized.

Objective 2.3: Facilitate the implementation of high-quality Internet safety programs in schools.

Strategy 2.3.1: Research and identify best practices and provide resources to promote the integration of Internet Safety throughout curricula.

Measures\Evaluation Strategies: Maintain the Acceptable Use Policy and Internet Safety Committee to examine current national trends and Bedford County Public Schools’ student assessment data.

Strategy 2.3.2: Provide resources and support for faculty, staff, students, and parents to assist in promoting Internet Safety.

Measures\Evaluation Strategies: Maintain the Acceptable Use Policy and Internet Safety Committee to examine current national trends and disseminate approved information.

Strategy 2.3.3: Develop virtual professional development for school personnel in Internet safety and security training.

Measures\Evaluation Strategies: Develop and implement an online “Teacher Training Academy” that focuses on integrating 21st century technology tools into the curriculum as they pertain to Internet safety and security.

Application

Goal 3: Afford students with opportunities to apply technology effectively to gain knowledge, develop skills, and create and distribute artifacts that reflect their understandings.

Objective 3.1: Provide and support professional development that increases the capacity of teachers to design and facilitate meaningful learning experiences, thereby encouraging students to create, problem-solve, communicate, collaborate, and use real-world skills by applying technology purposefully.

Strategy 3.1.1: Develop additional professional development workshops and courses that support integrating technology into teaching and learning.

Measures\Evaluation Strategies: Develop and implement an online “Teacher Training Academy” that focuses on integrating 21st century technology tools and skills into the curriculum.

Strategy 3.1.2: Identify and disseminate information and resources that help schools provide ongoing, personalized, and just-in-time professional development for teachers implementing technological and pedagogical innovations.

Measures\Evaluation Strategies: Maintain the ITRT program to continue to provide personalized professional development.

Strategy 3.1.3: Enhance curricula using Internet resources and software to encourage creativity, collaboration, and problem solving.

Measures\Evaluation Strategies: Provide Internet resources and software that support 21st century skills.

Strategy 3.1.4: Create professional development workshops and courses that enhance STEM (science, technology, engineering, and mathematics) learning.

Measures\Evaluation Strategies: Develop and implement a component of the online “Teacher Training Academy” that focuses on STEM integration.

Objective 3.2: Ensure that students, teachers, and administrators are ICT (Information and Communication Technology) literate.

Strategy 3.2.1: Ensure all teachers and administrators are TSIP (Technology Standards for Instructional Personnel) certified as defined by the school division.

Measures\Evaluation Strategies: Provide a tiered TSIP program.

Strategy 3.2.2: Provide and support high quality professional development focused on the acquisition and application of ICT skills for teaching, learning, and school management.

Measures\Evaluation Strategies: Maintain and extend the number of high quality professional development offerings.

Strategy 3.2.3: Ensure technology applications are available to students K-12 with a NETS-S based assessment to be completed by all students prior to the end of 8th grade.

Measures\Evaluation Strategies: Maintain technology assessment tool.

Objective 3.3: Implement technology-based formative assessments that produce further growth in content knowledge and skills development.

Strategy 3.3.1: Provide training and support to assist teachers in using a variety of technology-based assessments.

Measures\Evaluation Strategies: Increase the training and support for state and district initiatives.

Strategy 3.3.2: Implement pilot projects to explore technology-based formative assessments that integrate curricula, instruction, and assessment.

Measures\Evaluation Strategies: Increase funding for pilot programs.

Tools

Goal 4: Provide students with access to authentic and appropriate tools to gain knowledge, develop skills, extend capabilities, and create and disseminate artifacts that demonstrate their understandings.

Objective 4.1: Provide resources and support to ensure that every student has access to a personal computing device.

Strategy 4.1.1: Develop the capacity to support student use of personal devices at school.

Measures\Evaluation Strategies: Provide an enterprise wireless solution in all buildings as funding becomes available.

Measures\Evaluation Strategies: Develop policies that address the use of personal devices within school facilities.

Strategy 4.1.2: Seek funding and resources to support student access to personal computing devices.

Measures\Evaluation Strategies: Provide student access to personal computing devices as funding becomes available.

Objective 4.2: Provide technical and pedagogical support to ensure that students, teachers, and administrators can effectively access and use technology tools.

Strategy 4.2.1: Provide resources and ongoing support to assist educators in evaluating and integrating technology in ways that foster effective teaching and student use.

Measures\Evaluation Strategies: Implement and maintain a repository of information regarding evaluating and best practices for integrating technology into the curricula.

Strategy 4.2.2: Provide timely and effective technical support to ensure that all tools and the network that supports them are installed and maintained properly.

Measures\Evaluation Strategies: Increase technical support of personnel and stay current with network hardware and software as funding becomes available.

Objective 4.3: Identify and disseminate information and resources that assist educators in selecting authentic and appropriate tools for all grade levels and curricular areas.

Strategy 4.3.1: Identify and disseminate information about new and emerging technologies.

Measures\Evaluation Strategies: Develop and implement an online “Teacher Training Academy” that assists with the dissemination of information regarding new and emerging technologies.

Strategy 4.3.2: Implement pilot projects to evaluate a variety of appropriate technology tools.

Measures\Evaluation Strategies: Increase funding for pilot programs through local investments and grant opportunities.

Strategy 4.3.3: Provide resources and support for teachers to gain knowledge of emerging technologies.

Measures\Evaluation Strategies: Develop and implement an online “Teacher Training Academy” that assists with the dissemination of information regarding new and emerging technologies.

Results

Goal 5: Use technology to support a culture of data-driven decision making that relies upon data to evaluate and improve teaching and learning.

Objective 5.1: Use data to inform and adjust technical, pedagogical, and financial support.

Strategy 5.1.1: Expand data system capabilities and improve reliability.

Measures\Evaluation Strategies: Implement a horizontal SIF (Student Interoperability Framework) as funding becomes available.

Measures\Evaluation Strategies: Maintain monthly training for school-based data personnel.

Strategy 5.1.2: Conduct an annual review to assess progress in implementing the recommendations of this plan; use data collected to revise the process and strategies that reflect the changing priorities of the division, align with the Virginia Educational Technology Plan, and drive funding requests.

Measures\Evaluation Strategies: Review annually the Bedford County Public Schools’ Technology Plan to ensure recommendations set forth in this plan are being carried out.

Strategy 5.1.3: Evaluate funding for systematic replacement of existing technology, deployment of new technologies, and innovative seed projects that allow students and teachers to explore new technologies.

Measures\Evaluation Strategies: Implement a technology replacement cycle as funding becomes available.

Measures\Evaluation Strategies: Increase funding for pilot programs through local investments and grant opportunities.

Objective 5.2: Provide support to help teachers disaggregate, interpret, and use data to plan, improve, and differentiate instruction.

Strategy 5.2.1: Provide training and support to assist teachers in using technology effectively to address data-driven needs.

Measures\Evaluation Strategies: Implement teacher access and provide training to the statewide testing database.

Strategy 5.2.2: Identify and disseminate resources to assist teachers in disaggregating, interpreting, and using data for instructional improvement.

Measures\Evaluation Strategies: Provide resources to assist teachers in data-driven decision making as funding becomes available.

Strategy 5.2.3: Utilize a variety of assessment tools to disaggregate, interpret, and collect data to plan, improve, and differentiate instruction.

Measures\Evaluation Strategies: Provide a variety of assessment tools that assist teachers in data-driven decision making to improve differentiated instruction as funding becomes available.

Strategy 5.2.4: Establish technology teams at each school – teams should consist of a teacher and/or administrator, a Library Media Specialist, and an Instructional Technology Resource Teacher.

Measures\Evaluation Strategies: Increase the utilization of technology teams at each school.

Objective 5.3: Promote the use of technology to inform the design and implementation of next-generation standardized assessments.

Strategy 5.3.1: Provide training and support to assist teachers in the use of a variety of technology-based assessments.

Measures\Evaluation Strategies: Continue to provide training and support to assist teachers in the use of a variety of SOL (Standards of Learning) practice tests and online assessments as funding is made available.

Strategy 5.3.2: Provide resources to facilitate technology-based assessments.

Measures\Evaluation Strategies: Increase funding through local investments and grant opportunities.



Bedford County Public Schools

Educational Technology Plan 2011-2016

Appendix 1

*Budget and Timetable for Goals,
Objectives, Strategies, and Measures*

Appendix 1

Budget and Timetable for Goals, Objectives, Strategies, and Measures

| Source | 2009-2010 Budget | 2010-2011 Adopted | 2011-2012 Projected |
|-------------------------|------------------|-------------------|---------------------|
| State Funds (VPSA) | \$622,000 | \$596,000 | \$596,000 |
| Local Match Requirement | \$124,372 | \$150,372 | \$150,372 |
| Title II D | \$14,658 | \$11,667 | \$11,667 |
| Other Local Funds | \$793,309 | \$502,179 | \$502,179 |
| | | | |
| | \$1,554,339 | \$1,260,218 | \$1,260,218 |

| Expenditures | 2009-2010 | 2010-2011* | 2011-2012* |
|------------------------------|-------------|-------------|-------------|
| Infrastructure | \$565,028 | \$551,370 | \$551,370 |
| WAN | \$530,231 | \$275,231 | \$275,231 |
| Hardware | \$147,272 | \$173,272 | \$173,272 |
| Software | \$219,130 | \$197,667 | \$197,667 |
| Purchased Services | \$61,578 | \$31,578 | \$31,578 |
| Staff Development & Training | \$31,100 | \$31,100 | \$31,100 |
| | | | |
| | \$1,554,339 | \$1,260,218 | \$1,260,218 |

*Estimated

| Strategies Measure | Timetable | Budget Source |
|--------------------|-------------------------------------|--|
| 1.1.1 | Annually | N/A |
| 1.1.2 | Annually during course registration | N/A |
| 1.1.3 | On-going | N/A |
| 1.2.1 | Annually in July | Technology budget code 25-8315-1-1210-100 |
| 1.2.2 | On-going | N/A |
| 1.2.3 | Annually during course registration | N/A |
| 1.2.4 | On-going | Technology budget code 25-8315-6-1850-900 25-8315-6-1851-900 |
| 1.2.5 | On-going | Technology budget code 25-8315-6-1850-900 25-8315-6-1851-900 |
| 1.2.6 | On-going | Technology budget code 25-8315-6-1850-900 25-8315-6-1851-900 25-8315-3-0000-900 |
| 1.3.1 | On-going | Technology budget code 25-8315-3-0030-900 |
| 1.3.2 | On-going | Technology budget code 25-8315-3-0030-900 |
| 1.3.3 | On-going | Technology budget code 25-8315-3-0030-900 |
| 2.1.1 | On-going | Technology budget code 25-8315-3-0030-900 |

| | | |
|-------|--|--|
| | | Funding through Title II D |
| 2.1.2 | On-going | Technology budget code 25-8315-3-0030-900 Funding through Title II D |
| 2.1.3 | On-going | Technology budget code 25-8315-3-0030-900 Funding through Title II D |
| 2.2.1 | On-going | Technology budget code 25-8315-6-1850-900 25-8315-6-1851-900 |
| 2.2.2 | On-going | Technology budget code 25-8315-6-0708-900 |
| 2.2.3 | On-going | Technology budget code 25-8315-3-0030-900 Funding through Title II D |
| 2.3.1 | On-going | N/A |
| 2.3.2 | On-going | N/A |
| 2.3.3 | Fall 2012 | N/A |
| 3.1.1 | On-going | Technology budget code 25-8315-3-0030-900 Funding through Title II A |
| 3.1.2 | On-going | Technology budget code 25-8315-3-0030-900 Funding through Title II A |
| 3.1.3 | On-going | Technology budget code 25-8315-3-0000-900 Funding through Title II A |
| 3.1.4 | | Funding through Title II A |
| 3.2.1 | On-going | N/A |
| 3.2.2 | On-going | Technology budget code 25-8315-3-0000-900 Funding through Title II A |
| 3.2.3 | Quarterly or by semester (depending on school) | N/A |
| 3.3.1 | On-going | Technology budget code 25-8315-3-0000-900 Funding through Title II A |
| 3.3.2 | On-going | Funding as available |
| 4.1.1 | On-going | Technology budget code 25-8315-6-1850-900 25-8315-6-1851-900 |
| 4.1.2 | On-going | N/A |
| 4.2.1 | On-going | Technology budget code 25-8315-3-0000-900 Funding through Title II A |
| 4.2.2 | On-going | Technology budget code 25-8315-1-1500-900 25-8315-3-0002-900 25-8315-6-1850-900 25-8315-6-1851-900 |
| 4.3.1 | On-going | N/A |
| 4.3.2 | On-going | Funding as available |
| 4.3.3 | On-going | Technology budget code 25-8315-3-0000-900 Funding through Title II A |
| 5.1.1 | On-going | Technology budget code 25-8315-3-0000-900 |

| | | |
|-------|----------|--|
| 5.1.2 | Annually | N/A |
| 5.1.3 | Annually | N/A |
| 5.2.1 | On-going | Technology budget code 25-8315-3-0000-900 Funding through Title II A |
| 5.2.2 | On-going | N/A |
| 5.2.3 | On-going | Funding through Instructional Program |
| 5.3.1 | On-going | Technology budget code Funding through Title II A |
| 5.3.2 | On-going | N/A |



Bedford County Public Schools

Educational Technology Plan 2011-2016

Appendix 2

Division Acceptable Use Policy (AUP)

Bedford County Technology Statement of Understanding

All use of the Bedford County School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence in its endeavor to prepare our students to be productive and responsible citizens in our community and in the world. Bedford County's computer system will provide for instruction in 21st Century skills, research, communication, and to support opportunities for collaborative work.

Compliance

The Bedford County Public Schools Acceptable Use Policy complies with state and federal telecommunication codes, laws, and regulations. The use of the Bedford County Public School (BCPS) computer system is a privilege, not a right, and the Acceptable Use Policy is designed to establish clear guidelines for all students and adult stakeholders who have access to the BCPS computer system. The term computer system shall include, but not be limited to, laptops, desktop computers, all peripherals, digital cameras, document cameras, interactive white boards, projectors, all hardware, communication lines, servers, and software. The term adult stakeholder shall include, but not be limited to, Bedford County Public School employees, volunteers, parents, and any adult guests who have been granted access to use the BCPS computer system. The BCPS computer system is maintained for the mutual benefit of all users and adherence to the following policy is necessary for continued access to the school's technological resources. It shall be understood that each time the BCPS computer system is accessed by a student or adult stakeholder, all policies outlined in this document shall apply.

Educational Use and Advantages of the Internet

As we march forward into the 21st Century, our students must learn to utilize the tools and skills necessary to compete in a global economy. Students of today must think critically about global issues, work collaboratively on projects, and understand the significance of intellectual property, fair-use laws, and copyright regulations as they research the world in which they live. The BCPS computer system, coupled with Internet access, empowers our students to construct authentic meaning from classroom lessons.

Ongoing Professional Development and Community Outreach

In an effort to meet the ever-changing demands of the 21st Century classroom, Bedford County Public Schools provides year-round professional development opportunities, free of charge, to division personnel. Teachers, staff, and administrators are notified well in advance of professional development offerings through email and postings on the county web site and all are encouraged to attend. Each professional development offering is based upon open communication between the various stakeholders and the technology department in relation to interests, technology comfort, the need to meet technology standards set forth by the Commonwealth, and the need to stay up-to-date with emerging technological hardware and applications to effectively integrate their use into the classroom setting.

Community outreach is conducted annually to educate and instruct students, parents, and community members about the dangers and pitfalls associated with improper Internet use. This includes, but is not limited to, intellectual property rights, online predators, illegal downloading from the Internet, and sexting. Community outreach programs often include School Resource Officers to assist in the explanation of legal definitions, charges that may be filed against the stakeholder in specific situations, and lasting legal consequences. The need for community outreach programs is assessed by building administrators, the Instructional Technology Resource Teachers (ITRT), and the AUP and

Internet Safety Committee all working together to maximize the effect of educating all stakeholders within our community.

Safety Measures

To protect students, software will be installed on the division's computers having Internet access to filter or block any content deemed inappropriate or harmful to juveniles by Bedford County Public Schools to include, but not be limited to, child pornography as set out in Va. Code 18.2-374.1:1; obscenity as defined in Va. Code section 18.2-372 ; and non-educational social networking spaces. All parents who choose to provide a cellular telephone for their child to use *are hereby cautioned* that the filter used by Bedford County Public Schools will *not* catch inappropriate sites the student visits using the browser on the cell phone, as cellular phones utilize cell towers and not school servers. Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action. As new technologies emerge, the educational value and ease of classroom integration for each will be evaluated concurrently by building technology committees, ITRT, and the AUP and Internet Safety Committee. Recommendations for amendment to policy will be made by the AUP and Internet Safety Committee to the governing School Board.

Data Backup and Network Security

Bedford County Public Schools makes every effort to provide reliable storage for all user documents and files on our servers. However, as no server can ever be 100% reliable, the responsibility for backing up individual files lies with each user. BCPS recommends every user regularly back-up their individual files to a portable medium, such as a Flash drive or an external hard drive, at least once a week.

Users shall not expect any data stored on the Bedford County Public School computers to be private. Digital communication and files stored on Division computers are regarded as property of the Division. Authorized administrators may, without reason or prior notice, review files and documents including, but not limited to, email, documents, and logs, to ensure users are acting in accordance with the AUP and maintain system integrity.

Measures of security currently in place in the Bedford County Public School computer system include, but are not limited to, firewalls, Internet filters, virus protection, and virus monitoring devices. The BCPS Systems Engineer works daily to identify and evaluate the security of the Bedford County Public Schools computer system. Hence, data and network security is constantly being reviewed with adjustments and modifications to the system made as issues arise. Any user who identifies a security issue or problem shall *immediately* notify the building administration, the Systems Engineer, or the Director of Technology. The intentional destruction or vandalism of the Bedford County Public School computer system by any means or the intentional breach of the Bedford County Public School LAN or WAN is prohibited. Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.

Internet Safety

As set forth in Va. Code § 22.1-70.2, all students (K-12) in Bedford County Public Schools receive Internet safety training and are expected to actively practice proper Network etiquette.

Electronic Mail (Email)

Bedford County Public Schools may provide electronic mail to aid students and staff in fulfilling their duties and as an educational tool. Electronic mail is not private and may be monitored and accessed by the School Division. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

Unacceptable Email Behavior for any BCPS user includes, but is not limited to:

- Sending personal and confidential student information (i.e. staff will not include confidential student information in emails)
- Do not swear, use vulgarities, or any other inappropriate language in any email transmission. *Be advised that doing so in school-sponsored email will result in your email being automatically redirected from the intended recipient to the Director of Technology for review. Disciplinary action, as outlined in this policy, may be forthcoming.*
- Sending or forwarding chain letters
- Spamming (sending annoying email to large groups of people, or everyone in your address book)
- Resending private messages without permission of the person who sent the message
- Subscribing to unauthorized mail lists
- Failing to maintain email storage area (i.e. not deleting unwanted emails and not checking email regularly)
- Sending personal contact information about oneself or others (i.e. personal contact information includes home address, home telephone, school address, work address, etc.)
- Sending emails with false or defamatory information
- Sending emails that are intended to harass, insult, or are personal or discriminatory attacks on another user

Roles and Responsibilities of Stakeholders

Student: Defined as any juvenile or person currently enrolled in a Bedford County Public School as outlined in the Compulsory Attendance Statute as set out in Va. Code § 22.1-254. Any student accessing the Bedford County Public School computer system shall only do so with permission from BCPS staff for the purposes consistent with the educational objectives of the Division. Students are responsible to maintain appropriate behavior online just as they are responsible to maintain appropriate behavior in any other designated area of the school.

Division Personnel: Defined as any person employed by Bedford County Public Schools. *All* Division personnel are responsible to follow the policy set forth in this document. No user shall share their passwords or specific account information with anyone. Users are responsible to only use the Bedford County Public School computer system for purposes consistent with the educational objectives of the Division. It is the responsibility of every user who identifies a security issue or problem to *immediately* notify the building administration, the Systems Engineer, or the Director of Technology.

Instructional staff are further responsible for the following:

- To monitor and manage the student use of the BCPS computer system to protect the safety and security of minors to include, but not be limited to, online use, private chat room use, blog use, and the transmissions of school-sponsored email
- To monitor and supervise learning activities that include the integration of technology
- To educate and support students in Internet Safety, fair-use laws, and copyright regulations
- To partake of professional development opportunities designed to further the educator's understanding of technological integration in the classroom and/or further the educator's understanding of 21st Century Skills in the classroom
- To partake in community outreach programs designed to educate and instruct students, parents, and community members about the dangers and pitfalls associated with improper Internet use.
- To ensure that all Division security measures are adhered to for the protection of all students and the BCPS computer system
- To ensure bandwidth resources are not used in an exorbitant manner for long periods of time, especially during test administration windows

- To log off the BCPS network when equipment will be left unattended for extended periods of time
- To backup their individual files and documents each week

Parents: Defined as the biological parent, relative, guardian, or other adult who has physical and/or legal control and responsibility for a minor (child) under the age of eighteen years. The parent is responsible to read this document, in its entirety, prior to signing it. The parent is responsible to explain the significance of this document to their child.

Any parent granted user status to the BCPS computer system is responsible to:

- Follow the policy set forth in this document
- Use the BCPS computer system for purposes consistent with the educational objectives of the Division
- Notify the building administration, the Systems Engineer, or the Director of Technology *immediately* upon identifying a security issue or problem

Community Stakeholders: Defined as any member of the community at large whose interaction with the students or staff of the Division affects that individual's educational experience or whose interaction with the students and staff of the Division affects the business that individual is affiliated with.

It is the responsibility of the community stakeholder who is granted user status to the BCPS computer system to:

- Read and sign the AUP prior to initial use of the computer system
- Follow the policy set forth in this document
- Use the BCPS computer system for purposes consistent with the educational objectives of the Division
- Notify the building administration, the Systems Engineer, or the Director of Technology *immediately* upon identifying a security issue or problem

It is the responsibility of the community stakeholder whose interaction with students or staff of the Division affects the business that individual is affiliated with to:

- Understand that Division personnel are committed to promoting educational excellence in their endeavor to ensure that all children of school age receive the highest quality education. In doing so, we recognize that the education we provide our children today will directly impact the way those individuals interact with the computer systems owned and operated by community businesses and institutions of higher learning in the future. More important, we recognize that the education we provide our children today will impact the readiness of the upcoming workforce to meet the challenges of the global community.

Acceptable Use

1) In the Instructional Setting:

- Class assignments
 - Comply with fair-use laws and copyright regulations while accessing the Internet
 - Understand, recognize, and respect the intellectual property of others
 - Use of appropriate citation for sources
- Career development activities
- School-sponsored email

- Approved use of 21st Century Tools including, but not limited to, podcasting, private class chat room experiences, private class to class video-conferencing, private class blogging, and private class wikis
- Educational research
 - Comply with fair-use laws and copyright regulations while accessing the Internet
 - Understand, recognize, and respect the intellectual property of others
 - Cite your sources

2) The Principles of Community:

- Be polite and use proper Network etiquette (the acceptable behavior the Internet community expects its citizens to follow)
- Use appropriate language
- Use the BCPS network for educational activities
- Respect both your own privacy and the privacy of others by not giving out personal information
- Respect the rights of others by not wasting network resources
- Report threatening or harassing remarks or materials to a teacher or the system administrator
- Students will report any material that makes them feel scared or uncomfortable to a teacher

Unacceptable Use

- 1) **Students may not** bypass or attempt to bypass the Bedford County Public Schools filtering software
- 2) Do not swear, use vulgarities, or any other inappropriate language in any messages or web pages. *Be advised that doing so in school-sponsored email will result in your email being automatically redirected from the intended recipient to the Director of Technology for review. Disciplinary action, as outlined in this policy, may be forthcoming.*
- 3) Users are **prohibited** from accessing any site on the Internet that is not consistent with the educational objectives of the Division, to include, but not be limited to, social networking sites, blogs, and chat rooms.
- 4) Participating in “cyber bullying” such as personal attacks and/or threats on/against anyone including being impolite
- 5) Using the network/Internet for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of any federal, state or local law
- 6) Sending, receiving, viewing, or downloading illegal material via the BCPS computer system
- 7) Unauthorized downloading or installing of software to any BCPS electronic devices or any electronic device, such as an mp3 player, brought on to the school grounds
- 8) Using the computer system for private financial or commercial gain
- 9) Wastefully using resources, such as bandwidth, file space, paper, and ink/toner
- 10) Gaining unauthorized access to resources or entities
- 11) Posting material authored or created by another without his or her consent
- 12) Using the computer system for commercial or private advertising
- 13) Submitting, posting, publishing or displaying any obscene, profane, threatening, illegal, or other inappropriate material
- 14) Using the computer system while access privileges are suspended or revoked
- 15) Vandalizing the computer system, including, but not limited to, modifying or rearranging keyboards, individual key caps, or any other peripheral equipment, or destroying data by creating or spreading viruses and/or by any other means
- 16) Forging, intercepting, or interfering with electronic mail messages, except as otherwise provided in this policy
- 17) Posting personal contact information about oneself or others including, without limitation, name, address, telephone, school/work address, without the prior written approval of the school principal or other designee of the Division

- 18) Accessing or attempting to access instant messages, non-educational chat rooms, forums that are not school-related, private e-mail, message boards, blogs or wikis that are not school-related, or host personal web pages at any time on the Division LAN or WAN. Exceptions to this shall only include school-approved, teacher-supervised, filtered, archived Internet communication which occurs during the instructional day.
- 19) Failing to respect the BCPS computer system's resource limits
- 20) Using the computer system to disrupt others
- 21) Reading, modifying or deleting data owned by others, except as otherwise provided in this policy
- 22) Use of the computer system concurrent with a violation of the code of conduct or violation of any rule or regulation of the school or school system.

Recommended Dispositions:

- Student Conference
- Parent Contact (required)
- Confiscation
- Conference with Parent or Guardian
- Restriction or Cancellation of Technology Privileges
- Detention
- Restitution
- School Service
- Modified Instructional Program
- Out-of-School Suspension
- Suspension Pending a Hearing
- Law Enforcement Agency Involvement
- Recommended Expulsion to the School Board
- During the course of the school year additional rules regarding internet safety may be added. Upon such occurrence, any new rule will become part of this policy.

AUP Review and Revision

The policy set forth in the document will be reviewed minimally on an annual basis by the AUP and Internet Safety committee. Additional review will take place as new recommendations are set forth by the Virginia Department of Education, as new/emergent technologies warrant, and as BCPS computer system user behavior indicates. Any recommendations for amendment to policy will be made by said committee to the governing School Board.

Liability

The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of these policies.

Legal Refs: Code of Virginia, 1950, as amended, §§ 22.1-70 and 22.1-78.

ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT- STUDENTS

Each student and his or her parent/guardian must sign this Agreement before being granted use of the School Division's computer system. Read this Agreement carefully before signing.

Prior to signing this Agreement, read Policy and Regulation IIBEA, Acceptable Computer System Use. If you have any questions about this policy or regulation, contact your supervisor or your school principal.

I understand and agree to abide by the School Division's Acceptable Computer System Use Policy and Regulation. I understand that the School Division may access and monitor my use of the computer system, including my use of the Internet, e-mail and download material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student signature _____ Date _____

I have read this Agreement and Policy and Regulation IIBEA. I understand that access to the computer system is intended for educational purposes and the Bedford County School Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the School Division to restrict access to all inappropriate material, and I will not hold the School Division responsible for information acquired on the computer system. I have discussed the terms of this agreement, policy and regulation with my student.

I grant permission for my student to use the computer system and for the School Division to issue an account for my student.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name _____
(Please Print)

ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT- Adult Stakeholders

Each adult having access to the Bedford County Public Schools Computer System *must sign this Agreement before being granted use of the School Division's computer system. Read this Agreement carefully before signing.*

Prior to signing this Agreement, read Policy and Regulation IIBEA, Acceptable Computer System Use. ***If you have any questions about this policy or regulation, contact your supervisor or your school principal.***

I have read this Agreement and Policy and Regulation IIBEA. I understand that access to the computer system is intended for educational purposes and the Bedford County School Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the School Division to restrict access to all inappropriate material, and I will not hold the School Division responsible for information acquired on the computer system.

I understand and agree to abide by the School Division's Acceptable Computer System Use Policy and Regulation. I understand that the School Division may access and monitor my use of the computer system, including my use of the Internet, e-mail and download material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Signature _____ Date _____



Bedford County Public Schools

Educational Technology Plan 2011-2016

Appendix 3

Summary of the Internet Safety Program

The Bedford County Public School division endeavors to continually evaluate and improve our Internet Safety Program. We have met each benchmark set forth by the Virginia Department of Education and the Virginia General Assembly from their inception in 1999. In 2009, we rewrote our Acceptable Use Policy to include all fourteen components recommended by the Commonwealth and set forth the expectation that classroom teachers, rather than just Instructional Technology Resource Teachers and Library Media Specialists, were expected to be teaching Internet Safety. All teachers who taught Internet Safety, along with their building principal, sign an Internet Safety Verification Form each year and submit it to the office of the Instructional Technology Coordinator for review.

Our elementary students are taught Internet Safety utilizing NetSmartz and various other online learning sites. At the middle and high school levels of education, the Internet Safety component is built into the English Curriculum. Currently, we are using lesson plans developed by Common Sense Media to teach middle and high school students. Community outreach is conducted whenever feasible.

Our program has been assessed and evaluated, to date, by an AUP and Internet Safety Committee. This committee, working with the BCPS Technology Department, has compiled a needs assessment survey to gauge stakeholder understanding of both basic Internet Safety and the Internet Safety Program being offered within the Bedford County Public School system. The results of the survey will be analyzed and used to drive instruction for future school years.