

**Lake Preston School District
Technology Plan
2019-2022**

South Dakota Department of Education
Office of Curriculum, Technology, and Assessment
Technology Plan Submission Form

Lake Preston School District 38-3
300 1st St. NE
Lake Preston, SD 57249
(605) 847-4455

March 27, 2019

Approved Plan will be effective from
July 1, 2019 – June 30, 2022

Technology Plan Submitted by:
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Technology Committee

Committee Member	District Assignment	School	Email
Kristi Odegaard	Technology Coordinator	District	kristi.odegaard@k12.sd.us
Kristi Curd	Business Manager	District	kristi.curd@k12.sd.us
Dana Felderman	Supt./Elem. Principal	District/Elem	dana.felderman@k12.sd.us
Melissa Bothun	MS/HS Principal	MS/HS	melissa.bothun@k12.sd.us
David Schmidt	Science Teacher	MS/HS	david.schmidt@k12.sd.us
Krista O'Dea	English Teacher	MS/HS	krista.odea@k12.sd.us
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Alecia Erstad	Math/Computer Teacher	HS	alecia.erstad@k12.sd.us
Tricia McCloud	Fifth Grade Teacher	Elem	tricia.mccloud@k12.sd.us

The Lake Preston Technology Committee meets as needed or discusses through email District issues. We try to keep members on the committee from throughout the district as to cover issues from Preschool up through seniors along with staff concerns.

Lake Preston Vision

Graduates of the Lake Preston School will be prepared to function effectively in the world of the twenty-first century.

Lake Preston recognizes technology as a basic skill necessary for success in the 21st century. Because no aspect of communication or employment has been left untouched by the Information Age, it is essential that students be equipped with the fundamentals and be given the opportunity to acquire advanced capabilities.

Students and staff will benefit directly from the seamless integration of instructional technology into the evolving curriculum. Technology will facilitate engaged learning, accommodate different learning styles and provide opportunities for learning outside the classroom.

The Lake Preston School District accepts responsibility as an ethical leader in technology education and will share information and resources with the community. The district envisions a collaborative relationship between the community and itself that will enhance educational opportunities.

Lake Preston Mission

The mission of the Lake Preston School is twofold. It is our mission to provide our students with a foundation of knowledge and skill that will optimize their opportunities for success in a rapidly changing world and foster lifelong learning. We shall strive to instill in our students an appreciation for the virtues of honesty, citizenship, decency, earning rewards through hard work, and respect for people, property and social tradition.

Needs Assessment

Lake Preston School District consists of one building that houses all PreK-12 students. Included in the building are the following technology tools:

- 1:1 school (6-12) – 95 student tablets & 20 staff tablets
- 1:1 school (1-5) – 100 student laptops (these do not leave the building)
- PK & K – have student iPads for all within the classroom
- PreK-5 staff and support staff – laptops
- Five interactive Promethean Boards
- Twelve Promethean ActivPanels
- One Video Conferencing Unit
- Twenty-three wireless mounted or portable Projectors
- Entire building set up for wireless capability (6 different SSIDs)

We are currently using technology for communication among all staff members with the use of the State of South Dakota K-12 Data Center Email Services. The certified staff can build their own websites and then it is linked to our newly developed ADA compliant District website. Each staff person has an individual tablet or laptop including the kitchen and maintenance staff. Teaching and office staff utilizes Infinite Campus for the use of attendance, grades, assignments and general information of students. This application allows us to use the Student/Parent Portal for communicating with the parents/guardians and allows the students access to their own grades.

Staff and students are encouraged to utilize technology in the classroom on a daily basis. In our curriculum we currently use Microsoft Office 2016 but are looking to move to Office 365 for the next school year. We teach office applications in the elementary along with keyboarding skills utilizing online applications. We use Common Sense Media information in the elementary to cover internet safety and cyber bullying. The middle and high school students are also using Common Sense Media curriculum covering some of the 21st century skills along with internet safety. In high school we offer Multimedia, Intro to Technology, Computer Programming, Broadcasting Tech, and a Mechatronics/Robotics class. Students take the NWEA Map Growth tests in the Fall, Winter, & Spring along with the state Smarter Balance interim and spring tests. We also use Renaissance Place and offer Accelerated Reader and Accelerated Math, along with IXL Math, Khan Academy, and several other online tools for use in the classroom.

A Technology in-service day is held prior to the beginning of each school year. Each staff member is given support regarding different aspects of technology and then some staff are asked where they could offer help to their peers. The Technology Committee will then correlate the results and discuss changes that may need to be made to help improve comfort levels and the use of technology in the classroom. These results are also used to plan for future in-services and workshops.

At this time we are using data collected from the Lake Preston School District certified and non-certified staff. We also ask our business department and administration on their levels of comfort using technology. We speak with alumni about their computer skills against their peers at their place of higher education and determine what curriculum we can improve on to help make them ready for technology beyond our walls.

The discussion covers areas of how comfortable the staff is at using the current hardware and software based on personal use, teaching the students, and sharing knowledge with their peers. The student discussion focuses on what programs they have been made familiar with and how comfortable they feel with the applications. We also asked them what they would like to see added or dismissed from the current curriculum.

After analyzing the data gathered the technology committee helped formulate the following goals and objectives for the Consolidated Application and the School Wide Improvement Plan.

Consolidated Application District Improvement Goals

Goal # 1: By the end of the 2018-2019 school year – 75% of all Lake Preston students, PK-12 will be proficient or advanced in reading.

Evaluation of Effectiveness: SLO’s, Pre-& Post Tests, End of the year benchmarks, state testing, Accelerated Reader, NWEA Map Growth testing, and Differentiated instruction.

Goal # 2: By the end of the 2018-2019 school year – 75 % of all Lake Preston students, PK-12 will be proficient or advanced in mathematics.

Evaluation of Effectiveness: SLO’s, Pre-& Post Tests, End of the year benchmarks, state testing, IXL Math, My Math, CBM’s, NWEA Map Growth testing, and Differentiated instruction.

Technology supports these goals through programs and strategies and some of the performance indicators. Most of the applications used are technology based and also offer skills for the students to meet the technology standards.

Three Year Goals

Improving Student Academic Achievement:

<p>Goal: To offer the students a wide variety of technology diversity and increase STEM skills at all levels.</p>
<p>The above goal describes the process of using technology tools combined with the knowledge of how to utilize technology to further advance education not only within the technology field but within whatever field they choose and give them hands-on learning opportunities either within the District or partnering with area businesses.</p>
<p>Yes: the goal matches the following Ed Tech state standards:</p> <p>Social Interactions: Indicator 1: Students use technology to enhance learning, extend capability, and promote creativity.</p> <p>Information and Communication Tools: Indicator 1: Students recognize and demonstrate skills in operating technological systems.</p> <p>Information and Communication Tools: Indicator 2: Students understand the safe, ethical, legal, and societal issues related to technology.</p>

Objective	Activity	Timeline	Evaluation	Quantity	Cost	Source
Online textbooks and Digital library availability	Continue to Purchase software as rotation allows	2019-22	Rotation policy developed & implemented	All students	\$20,000	Capital Outlay – Textbooks & Software
Increasing Robotics & STEM Skills	Teaching Robotics classes & increasing STEM activity	2019-22	Observation in the classrooms	PK-12 students	\$0	Free
Increase awareness in the legal and ethical aspects of technology	Integrating units into the current curriculum	2019-22	Observation in the classroom	MS/HS students	\$0	Free
Increase awareness on Internet Safety & CIPA Policy	Common Sense Media Curriculum and Assemblies	2019-22	Observation in the classroom	All students	\$5,000	General Fund

Professional Development:

Goal: To increase our staff's awareness and comfort level using technology						
Objective	Activity	Timeline	Evaluation	Quantity	Cost	Source
Staff Technology Day	Staff training how to use new technology	2019-22	Observe daily technology use	District Staff	\$0	Free
Utilizing shared Office 365	Staff in-service to overview Office 365	2019-22	Shared use for communication	District staff	\$0	Free
Encourage staff to take part in TIE & SDSTE workshops	Attendance of workshops	2019-22	Sharing information with entire staff during in-service	District Staff	TIE & SDSTE Member	General Funds

Improving Technology Integration into Curricula and Instruction:

Goal: Continuing support of staff by providing current technology.						
Objective	Activity	Timeline	Evaluation	Quantity	Cost	Source
Staying current with technology	Introducing technology based lessons	2019-22	SD Tech standards	PK-12 students	\$0	Free

Purchasing of software-based curriculum	Classroom activities online or on the computer	2019-22	SD Tech standards	PK-12 students	\$20,000	Capital Outlay – Technology Budget
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Improving Infrastructure:

Goal: Keep updating hardware and software to stay current with technology.						
Objective	Activity	Time line	Evaluation	Quantity	Cost	Source
Upgrading Microsoft Office to current version	Purchase new software and licensing	2019-2022	Software	250 licenses	EES agreement with	General Fund – Technology Budget
Updating Elem machines	Purchase new computers	2019	Hardware	90 Elem laptops	\$60,000	Capital Outlay – Technology Budget
Updating MS/HS student & Staff machines	Purchase new computers	2021	Hardware	100 MS/HS & Staff machines	\$100,000	Capital Outlay – Technology Budget

Distance Learning & DDN Usage:

Goal: Increase the amount of staff and students who use Distance Learning.						
Objective	Activity	Timeline	Evaluation	Quantity	Cost	Source
Inform staff of what is all available online	Email out notifications of upcoming trainings	2019-22	Teacher usage	District Staff	\$0	Free
Increase student access to courses.	Purchase DDN courses for transcript requirements	2019-22	Survey students/teachers	5-10 students	\$1,000	General Fund
Increase access to college level classes.	Purchase online courses for college credit	2019-22	Usage of students/teachers	5-10 students	NA	Student Pays

Projected DDN Usage:

	Activity	Timeline	Evaluation	Quantity	Cost	Source
	AD meeting	2019-2022	Meet twice/year	1 AD	\$0	Free
	Track rules	2019-2022	1/year	1 coach	\$0	Free

Security Services and Equipment:

Goal: To enhance our current security infrastructure.						
Objective	Activity	Timeline	Evaluation	Quantity	Cost	Source
Upgrade security hardware	Purchase Recording devices	2019-21	Speed up connections & centrally locate	48 ports	\$12k	Capital Outlay – Technology Budget
Prevent blind spots	Purchase additional cameras	2019-21	View blind spots	6 addt'l	\$6k	Capital Outlay
Security Infrastructure	Move to IP cameras	2021-22	View off network	36 cameras	\$15k	Capital Outlay

Promoting Parental Involvement and Increase Communication:

Goal: Increase parental usage of technology and communication with the District.						
Objective	Activity	Timeline	Evaluation	Quantity	Cost	Source
Parent Portal Infinite Campus	Newsletter and messenger applications	2019-22	Usage charts	District Users	\$0	Free
ADA Website	Maintain daily	2019-22	Community	District Users	\$0	Free
Continue to incorporate more parental involvement	Registration, paperwork, calendars, announcements, forms, etc.	2019-22	Parents accessing information themselves	District Users	\$0	Free

Inventories

Yes, we have submitted our inventory to the K-12 Data Center.

Records Management Information: The Computer and Hardware Inventory that the District keeps on file is maintained in an Excel Spreadsheet. The following information is recorded for all technology items purchased:

- Item Purchased – with Description, date and cost of item
- Serial Numbers along with Warranty information
- Location of item within the District and model information
- Current Operating System and Office Product
- Purchase Orders and Vendor Information

At our Technology Committee meetings, we review concerns involving software and hardware that have become outdated and the possibilities of purchasing new or additional software and hardware. All staff and students are able to bring requests before the committee regarding both software and hardware issues.

If there is an issue that comes up before a scheduled meeting time then the committee is notified by email and options are discussed informally among committee members to decide course of action.

Lake Preston has designated Kristi Odegaard as the Technology Coordinator. She is in charge of technology related problems that occur during the school year and will assist with the installation and repair of technology in the district. Kristi has also been designated as the Technology Committee chairman and is responsible for network maintenance, technology planning (working with the technology committee), overseeing purchases, and all maintenance needed during the summer months. Dave Schmidt, Science Teacher, and Angie Jensen, Administrative Assistant, will assist Kristi when needed. These individuals will also work with staff to increase the comfort level and the integration of technology into the curriculum.

When problems occur that are beyond the abilities of Kristi or Dave outside help will be procured. Currently the District works closely with the South Dakota Bureau of Information and Technology (BIT) along with SDN, the K-12 Data Center, and Connecting Point out of Watertown. We will continue to work with them as well as reviewing network infrastructure on a yearly basis to determine what needs to be updated and where those needs fit into the budget.

Through our TIE and SDSTE membership, and Professional Development we gain information and support on a variety of ways to integrate technology into the curriculum. By disseminating this information to the staff, this will enable them to enhance the learning environment of the students.

Policies

Acceptable Use:

Attached #8.1 - PK-5 Acceptable Use Policy

Attached #8.2 - 6-12 Acceptable Use Policy

Attached #8.3 – Employee Acceptable Use Policy

Attached #8.4 – Employee Social Media/Networking Policy

Policies concerning technology have been developed and are in use. Internet traffic is monitored and filtered by the LightSpeed Bottle Rocket Filter. The acceptable use policies are handed out every year at the start of school and both the parents and students must sign and return the form to the school. The staff acceptable use policy is now a Board Approved annual policy as well.

These policies address the personal use of the district hardware, software and what is appropriate and inappropriate use of the network. This includes hardware, software and the data stored within the district. All confidentiality issues are addressed from stored data behind a specific log in to transmitted information in emails.

Distance Learning:

Attached #9.1 - Distance Learning Policy

Our district's plan for distance education will focus on web-based and two-way audio/video classes offering Dual Credits and College Credits. A continuation of offering assistance for enrollment in college coursework, and using the curriculum offered around the state to supplement our current offerings. Enrollment in online classes is an option for students who want to pursue a specialized curriculum and/or provide alternatives for students who are behind their peers.

The School Board has passed a policy relating to distance learning. Costs associated with a distance learning class will be covered by the school as long as students successfully complete the course, the course is approved by the administration, it is not a class that the student is repeating and it is not for college credit. A deposit, equal to the cost of the course will be collected from the student at the start of the course. It will be returned at the end of the course, if the student has completed the course. Students dropping the course will be responsible for any costs incurred.

Three Year Telecommunications Services and Equipment Policy:

The Lake Preston School District currently utilizes MCI and CenturyLink as vendors for all local and long distance services for the telephones and fax machines located in the district. We currently have a total of 40 voice and 2 fax lines for the district. The District pays for an inside wire repair plan with MCI for maintenance on the phone lines.

The school uses two-way radios for the administration, office staff, cooks, janitors, and playground duty teachers. The radios were updated this summer with the new FCC regulations. The school is equipped with 30 motion activated security cameras and ceiling lights have been strategically placed to be left on overnight near each camera. We also have a security door system in place and funneling all visitors through one entrance for safety.

We use Blackboard for our ADA webpage and storage, K12 Data Center for our email services, and the State maintains the firewall through SDN.

There is no current need to update our technology, but as additional extensions/lines are needed we will work closely with the vendor to implement these in the most efficient method. As telecommunication services and equipment need replacing the plans are reviewed and approved by the School Board. The Board also approves equipment that is placed on the surplus list and then placed up for public auction or some equipment is disposed of properly if not functional for auction.

There is not a current need or plan to make major revisions to the phone systems in the school district. If and when the School District decides to upgrade equipment will be researched and purchased from a vendor that best meets our needs and standards. Along with these purchases the Board will also need to approve maintenance plans if offered by the vendors.

E-Rate Document Retention Policy:

Attached #11.1 - E-Rate Documentation & Retention Policy

Children's Internet Protection Act:

Attached #12.1 – Internet Safety & CIPA Policy

The District's Internet Safety and CIPA policy have been combined to comply with the new regulations and guidelines. This policy is also incorporated into our Acceptable Use Policies in

regards to the safety of minors when on the district's network and online. The school uses LightSpeed Bottle Rocket to filter the content both during school time and during out of school time. Safety awareness is discussed in the classrooms and included into the counseling curriculum.

Because of the complex association between academic institutions, government and military agencies, and commercial entities that operate the Internet, users are expected to adhere to strict guidelines and particular rules of conduct and protocol while on-line. With access to computers and people all over the world also comes the possibility of accessing material that may not be considered to be of educational value in the context of the school setting. Lake Preston School has taken precautions to restrict access to non-educational materials. Management of the network will also be accomplished by educating users through the Acceptable Use Policy that outlines the rights and responsibilities as well as the educational, ethical, and legal utilization of network resources. If a user violates any of the provisions listed, his or her computer privileges will be terminated and future access jeopardized.

The school district has combined its Internet Safety and CIPA Policy that incorporates parts of our Acceptable Use Policies and includes our Internet Safety Curriculum. Safety awareness is discussed in the classrooms along with during computer lessons and also through parts of our counseling curriculum. The LightSpeed Bottle Rocket profiles are updated on a regular basis to include newly found URL addresses that need to be blocked both locally onsite and offsite.

The Children's Internet Protection Act is discussed yearly at a public School Board meeting. The Lake Preston School District publishes internet safety information in the district newsletter, for our community and our parents/guardians, and we also have our Internet Safety and CIPA Policy posted on our website. The District has included technology education seminars during our Parent Night events and has the Technology Coordinator on-site during Parent-Teacher Conferences to assist with any questions or concerns.

Collaboration with Adult Literacy

At this time the Lake Preston School District is not in collaboration or development with any adult literacy service providers. We do however allow community members to utilize our school library and Video Conferencing Unit. The District also lends technology equipment out to community members for organizational and personal use and several staff have done proctoring for community members seeking higher education.

Evaluation

Evaluating the overall Technology Plan:

The Technology Plan will be reviewed and revised every year by our Technology Committee along with all of our District Policies. If items need to be changed or updated then addendums will be submitted on a yearly basis to coincide with the State of South Dakota requirements.

Evaluating the impact of the plan on student performance:

The Technology Plan is in place to help evaluate the District's Technology as a whole. The student performance will improve as the staff performance also improves. At this time we are using

our needs assessment surveys, evaluations, and test scores to judge where our staff and students technology levels are at. Based on this information the Technology Committee will address issues in the curriculum and with integration to help both our staff and students perform at a higher level while using 21st Century Skills.

Attached #8.1 – PK-5 Acceptable Use Policy

LAKE PRESTON SCHOOL DISTRICT PK-5 Acceptable Use Policy (AUP) for District Computer Network

District Information:

The District's Acceptable Use Policy (AUP) is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act (CIPA) and the District's Internet Safety Policy. As used in this policy, "user" includes any student using the computers, Internet, email, chat rooms and any other forms of direct electronic communications or equipment provided by the District regardless of the physical location of the user. The AUP applies even when District equipment is used off of District property.

The District will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are *obscene, pornographic, and harmful to minors* over the network. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files.

Regulations:

The privilege of using the technology resources provided by the Lake Preston School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

Lake Preston Students are required to follow this policy and to confirm their consent to this policy annually or when the accounts are established for a limited educational purpose. The term "educational purpose" includes classroom activities, continuing education, professional or career development, and high-quality, educationally enriching personal research.

Unacceptable Uses of the Lake Preston Computer Network or Internet:

The District Internet system has not been established as a public access service or a public forum. The district has the right to place reasonable restrictions on the material you access or post through the system.

These are examples of inappropriate activity on the District network, but the District reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the District, students, employees, schools, computer resources, or (2) that expend District resources on content the District in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by District as inappropriate.

- **Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information, plagiarism or copyrighted materials;**

- **Criminal activities that can be punished under law;**
- **Downloading programs or files that can be hazardous to the network without permission;**
- **Selling or purchasing illegal items or substances;**
- **Students knowingly accessing or bringing prohibited materials into the school environment may be subject to suspension and/or the termination of their privileges and will be subject to discipline in accordance with the district's policy and applicable administrative regulations.**
 - Prohibited Material may not be accessed at any time, for any purpose. The district designated the following types of materials as Prohibited: obscene materials, child pornography, material that appeals to a prurient or unhealthy interest in, or depicts or describes in a patently offensive way, violence, nudity, sex, death, or bodily functions, material that has been designated as for "adults" only, and material that promotes or advocates illegal activities.
- **Causing harm to others or damage to their property; such as:**
 - Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 - Deleting, copying, modifying, or forgoing other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
 - Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 - Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws; or
- **Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:**
 - Using another's account password(s) or identifier(s);
 - Interfering with other users' ability to access their account(s); or
- **Using the network or Internet for Commercial purposes:**
 - Using the Internet for personal financial gain, personal advertising, and promotion; or
 - Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.
- **Social Media Use:**
 - Students may not use social media sites to publish negative remarks, videos, or pictures about faculty, students, community members, or contest rivals. Students may not publish any phone numbers, full names, email addresses or other confidential information of any students, faculty or other information for any reason.

Penalties for Improper Use:

The use of a District account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action, including suspension, expulsion, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

Students shall be responsible for any technology costs, fees, charges, or expenses incurred under the student's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.

1st Offense: Office referral – Parent Contact with 1 day before/after school detention set by admin/parents and 1 week suspension of computer privileges.

2nd Offense: Office referral – Parent Contact with 3 days before/after school detention set by admin/parents and 3 weeks suspension of computer privileges. Documented within Infinite Campus and student's permanent record.

3rd Offense: Office referral – 1 week before/after school detention set by admin/parents and loss of computer privileges for 1 quarter (9 weeks) – parent meeting to determine course of action. Documented within Infinite Campus and student’s permanent record.

Depending on the violation, student may go directly to the 3rd offense consequences, and or be referred to law enforcement and may be subject to possible long term suspension or recommended expulsion from school.

Disclaimer:

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network accounts. Any additional charges a user accrues due to the use of District’s network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author’s individual point of view and not that of the District, its affiliates, or employees.

Attached #8.2 – 6-12 Acceptable Use Policy

**LAKE PRESTON SCHOOL DISTRICT
6-12 ACCEPTABLE USE POLICY (AUP) FOR DISTRICT COMPUTER NETWORK**

District Information:

The District’s Acceptable Use Policy (AUP) is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children’s Internet Protection Act (CIPA) and the District’s Internet Safety Policy. As used in this policy, “user” includes any student using the computers, Internet, email, chat rooms and any other forms of direct electronic communications or equipment provided by the District regardless of the physical location of the user. The AUP applies even when District equipment is used off of District property.

The District will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are *obscene, pornographic, and harmful to minors* over the network. The District reserves the right to monitor users’ online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files.

Regulations:

The privilege of using the technology resources provided by the Lake Preston School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

Lake Preston Students are required to follow this policy and to confirm their consent to this policy annually or when the accounts are established for a limited educational purpose. The term

"educational purpose" includes classroom activities, continuing education, professional or career development, and high-quality, educationally enriching personal research.

Unacceptable Uses of the Lake Preston Computer Network or Internet:

The District Internet system has not been established as a public access service or a public forum. The district has the right to place reasonable restrictions on the material you access or post through the system.

These are examples of inappropriate activity on the District network, but the District reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the District, students, employees, schools, computer resources, or (2) that expend District resources on content the District in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by District as inappropriate.

- **Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information, plagiarism or copyrighted materials;**
- **Criminal activities that can be punished under law;**
- **Downloading programs or files that can be hazardous to the network without permission;**
- **Selling or purchasing illegal items or substances;**
- **Students knowingly accessing or bringing prohibited materials into the school environment may be subject to suspension and/or the termination of their privileges and will be subject to discipline in accordance with the district's policy and applicable administrative regulations.**
 - Prohibited Material may not be accessed at any time, for any purpose. The district designated the following types of materials as Prohibited: obscene materials, child pornography, material that appeals to a prurient or unhealthy interest in, or depicts or describes in a patently offensive way, violence, nudity, sex, death, or bodily functions, material that has been designated as for "adults" only, and material that promotes or advocates illegal activities.
- **Causing harm to others or damage to their property; such as:**
 - Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 - Deleting, copying, modifying, or forgoing other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
 - Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 - Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws; or
- **Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:**
 - Using another's account password(s) or identifier(s);
 - Interfering with other users' ability to access their account(s); or
- **Using the network or Internet for Commercial purposes:**

- Using the Internet for personal financial gain, personal advertising, and promotion; or
- Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.
- **Social Media Use:**
 - Students may not use social media sites to publish negative remarks, videos, or pictures about faculty, students, community members, or contest rivals.
 - Students may not publish any phone numbers, full names, email addresses or other confidential information of any students, faculty or other information for any reason.
 - Students may not use social media sites to degrade, harass, bully, or discriminate against.

Penalties for Improper Use:

The use of a District account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action, including suspension, expulsion, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

Students shall be responsible for any technology costs, fees, charges, or expenses incurred under the student's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.

Tablet and Network Violations:

Prohibited technology resources activities include, but are not limited to the following:

Computer Tablet Violations:

- ✓ Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials. Downloading or transmitting multi-player game, music, or video files using the school network.
- ✓ Vandalizing, damaging, or disabling property of the school or another individual or organization.
- ✓ Accessing another individual's materials, information, or files without permission.
- ✓ Using the network or Internet for commercial, political campaign, or financial gain purposes.
- ✓ Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- ✓ Promoting or soliciting for illegal activities.
- ✓ Attempting to repair, remove/install hardware components.
- ✓ Violating copyright or other protected material laws.
- ✓ Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- ✓ Intentionally wasting school resources.

The consequences of violating this policy are as follows:

- The 1st offense will result in an official warning.
- The 2nd offense will result in suspension of tablet privileges for 2 weeks.
- The 3rd offense will result in suspension of tablet privileges for 4 weeks. The 4th offense will result in suspension of tablet privileges for the remainder of the school year.

The Network Administration along with the Principal reserve the right to discipline the students based on the severity of the offense, this may require an office referral to be given to the student and more extreme measures to be taken.

Computer Network Violations:

- ✓ Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- ✓ Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- ✓ Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- ✓ Creating, uploading, or transmitting computer viruses.
- ✓ Attempting to defeat computer or network security.

The consequences of violating this policy are as follows:

- The 1st offense will result in an office referral along with a 2 week suspension of tablet use.
- The 2nd offense will result in suspension of tablet use for 4 weeks along with an office referral and a parental meeting.
- The 3rd offense will result in suspension of tablet use for the remainder of the school year, an office referral and a parental meeting.

Depending on the violation, students may also be referred to law enforcement authorities, and may also be subject to possible long term suspension or recommended expulsion from school.

Student Responsibilities:

Students will be held responsible for maintaining their individual school computers and keeping them in good working order.

- ✓ Computer batteries must be charged and ready for school each day.
- ✓ Only labels/stickers approved by the Lake Preston School District may be applied to the computer.
- ✓ Computers that malfunction or are damaged must first be reported to the Technology Office. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.

- ✓ Accidental tablet damage: Students who have recorded 3 or more instances of accidental tablet damage may be asked to check their tablet in at the Technology Office or Classroom teacher after school. Tablets may be checked out again before classes begin the next day. Special permission to take a tablet home for class work may be permitted by the student's teacher.
- ✓ Stolen computers must be reported immediately to the Principal's Office and the police department.
- ✓ Individual school tablet computers and accessories must be returned to the Technology Office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Lake Preston for any other reason must return their individual school tablet computer on the date of termination.

Tablet computers remain the property of the Lake Preston School District and must be returned upon a student's graduation, transfer or termination. If a student fails to return the computer at the end of the school year or upon termination of enrollment at LPSD, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer. Failure to return the computer will result in a grand theft report being filed with the Kingsbury County Sheriff's Department.

Computer Protection and User Costs:

The Lake Preston School District will be assessing tech fees to the students based on repair or replacement costs throughout the school year. These fees will include, but are not limited to, costs accrued from damage caused by liquid spills, accidental drops, power surges, natural disasters, fire, theft, loss, misuse, abuse, accidents, computer viruses, intentional or frequent damage, and cosmetic damage. Machine failures or faulty construction will not be assessed fees but will be taken care of at the School District's cost. Please report all tablet problems to the Technology Coordinator.

Lost or stolen accessories and items will be replaced basing the cost on the replacement value at the time of the reported incident. The Lake Preston School District will also be assessing a fee based on the excessive damage to the overall appearance and general use of the tablet.

The Lake Preston School District recognizes that with the implementation of the tablet computer initiative there is a need to protect the investment by both the District and the Student/Parent.

The Lake Preston School District recommends that you place your child/children's machine on your home owner's policy to help cover some of the larger costs.

LAKE PRESTON SCHOOL DISTRICT
Employee Acceptable Use Policy (AUP) for District Computer Network

District Information:

The District’s Acceptable Use Policy (AUP) is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children’s Internet Protection Act (CIPA) and the District’s Internet Safety Policy. As used in this policy, “user” includes anyone using the computers, Internet, email, chat rooms and any other forms of direct electronic communications or equipment provided by the District regardless of the physical location of the user. The AUP applies even when District equipment is used off of District property.

The District will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are *obscene, pornographic, and harmful to minors* over the network. The District reserves the right to monitor users’ online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email.

Acceptable Uses of the Lake Preston Computer Network or Internet:

Employees and other users are required to follow this policy. Employees are required to confirm their consent to this policy annually or when they activate their account. The District Internet system has been established for a limited educational purpose. The term “*educational purpose*” includes classroom activities, continuing education, professional or career development, and high-quality, educationally enriching personal research. Access is provided primarily for education and District business although staff may use the Internet, for incidental personal use during duty-free time. By using the network, users have agreed to this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, he/she should contact an Administrator or the Technology Coordinator.

Unacceptable Uses of the Lake Preston Computer Network or Internet:

These are examples of inappropriate activity on the District network, but the District reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the District, students, employees, schools, computer resources, or (2) that expend District resources on content the District in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by District as inappropriate.

- **Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;**
- **Criminal activities that can be punished under law;**
- **Downloading programs or files that can be hazardous to the network without permission;**
- **Selling or purchasing illegal items or substances;**
- **The unauthorized collection of email addresses (“harvesting”) of email addresses from the Global Address List and other District directories;**
- **Obtaining and/or using anonymous email sites; spamming; spreading viruses;**
- **Causing harm to others or damage to their property; such as:**
 - Using profane, abusive, or impolite language; threatening, harassing, making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 - Deleting, copying, modifying, or forgoing other users’ names, emails, files, or data; disguising one’s identity, impersonating other users, or sending anonymous email;

- Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
- Using any District computer to pursue “hacking,” internal or external to the District, or attempting to access information protected by privacy laws; or
- **Accessing, transmitting, downloading large files, including chain letters or pyramid schemes.**
- **Engaging in uses that jeopardize access or lead to unauthorized access into others’ accounts or other computer networks, such as:**
 - Using another’s account password(s) or identifier(s);
 - Interfering with other users’ ability to access their account(s); or
 - Disclosing passwords to others or allowing them to use yours or another’s account(s).
- **Using the network or Internet for commercial purposes:**
 - Using the Internet for personal financial gain;
 - Using the Internet for personal advertising, and promotion; or
 - Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.
- **Social Media, Networking, and On-line Sites:**

The District expects you to keep the line between your professional life and your personal life clearly drawn at all time. Employees should adhere to the following guidelines which follow the school’s standards on harassment, student relationships, conduct, professional communication, and confidentiality.

- Employees should not post statements that would violate any of the school’s policies concerning discrimination or harassment.
- An employee may not disclose any confidential information of the School, about any individuals or organizations, including staff/faculty, students and/or their families.
- Employees are expected to uphold high values of respect for individuals and refrain from making defamatory statements about the School, employees, students and/or their families.
- Improper fraternization with students using Facebook and similar Internet sites or social networks, or via cell phone, texting, snapchatting, or telephone.
 - Electronic messages with students are to be academic in nature and/or related to a school activity or event.
 - All messages communicated by teachers, coaches, and advisors shall be sent to all members of a class, team, or activity unless the message pertains to one individual and concerns medical, or other academic privacy matters.
 - Inappropriate fraternization or contact with students via email, phone, chat rooms, social networking sites or any other electronic or form of communication is prohibited.
- Inappropriateness of posting items with sexual content.
- Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol.

If the School District believes that an employee’s activity on a social networking site may violate the School’s policies then the school may request that the employee cease such activity. Depending on the severity of the incident, the employee may be subject to disciplinary action.

Penalties for Improper Use:

The use of a District account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action, including suspension, expulsion, dismissal from District Employment, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

Disclaimer:

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network accounts. Any additional charges a user accrues due to the use of District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

Lake Preston School District Acceptable Use Policy----- Signatory Section

Please sign, date and return to your Superintendent to have on file.

As a user of the Lake Preston School District computer network, I hereby agree to comply with the above stated rules for using the Internet, networked computers and any other local technology equipment. I understand that this document and my signature are valid for the 2018-2019 school year and needs to be reviewed on an annual basis. I understand my employer reserves the right to update the AUP as needed and may request new approval from all users at that time.

User Signature _____ Date _____

Attached #8.4 – Employee Social Media/Networking Policy

Social Media/Networking

Due to the wealth of new social media tools available, products and documents have the potential to reach audiences far beyond the district. This translates to a greater level of responsibility and accountability for everyone. Staff engaging in unprofessional and/or immoral conduct on social networking sites that are viewed by students, parents, or community members may result in discipline. Below are guidelines employees in the Lake Preston School District should adhere to when using such tools whether on personal and/or professional accounts.

A. Personal Responsibility

1. It is strongly encouraged for employees to set up a professional profile separate from their personal profile if they are going to interact with students via social networks.
2. Lake Preston School District employees are personally responsible for the content they publish online for both their personal and professional profiles.
3. Online behavior should reflect the same standards of honesty, respect, and consideration that you use face to face. Language and/or photos considered inappropriate at the work place would also be deemed inappropriate online.

4. The lines between public and private, personal and professional are blurred in the digital world. By virtue of being a Lake Preston School District employee online, you are connected to colleagues, students, parents, and the school community. You should ensure that content associated with you online is consistent with your work at Lake Preston School District.
5. Employees are expected to uphold high values of respect for individuals and refrain from making defamatory statements about the School, employees, students and/or their families.
6. When contributing online, do not post confidential student information. Be mindful that pictures can even disclose confidential information unintentionally. Be aware of everything that you post.

B. Disclaimers

1. It is recommended that Lake Preston School District employees include disclaimers within their personal blogs and comments that the views are their own and do not reflect on their employer. For example, “The postings on this site are my own and don’t necessarily represent Lake Preston School District’s positions, strategies, opinions, or policies.”
2. This standard disclaimer does not by itself exempt Lake Preston School District employees from insubordinate behavior when blogging or posting comments.

C. Use

1. By posting comments, having online conversations, etc. be aware that even with the strictest privacy settings, what you ‘say’ online should be within the bounds of professional discretion. Comments expressed via social networking pages under the impression of a ‘private conversation’ may still end up being shared into a more public domain.
2. Comments related to the school should always meet the highest standards of professional discretion.
3. Electronic messages with students are to be academic in nature and/or related to a school activity or event.
4. Prior to posting photographs and videos of fellow employees, permission should be sought from the subject(s).
5. Before posting photographs or videos, thought should be given as to whether it is a positive reflection of you and your professionalism.
6. Images relating to alcohol or tobacco use may be deemed inappropriate. Remember, your social networking site is an extension of your personality, and by that token, an extension of your professionalism. If it seems inappropriate to put on the wall, should it be put online?
7. Personal Social Media is prohibited during working hours.

Lake Preston School District Social Media/Networking ----- Signatory Section

Please sign, date and return to your Superintendent to have on file.

As a user of the Lake Preston School District computer network, I hereby agree to comply with the above stated rules for using the Internet, Social media and any other online profiles. I understand that this document and my signature are valid for the 2018-2019 school year and needs to be reviewed on an annual basis. I understand my employer reserves the right to update the Social Media/Networking policy as needed and may request new approval from all users at that time.

User Signature _____ Date _____

Attached #9.1 – Distance Learning Policy

LAKE PRESTON SCHOOL DISTRICT Distance Learning Policy

Distance Learning Mission Statement:

The Administration of Lake Preston School District recognizes the significance of online education and how organized and well-coordinated programs strengthen the school's image as an innovative and technologically sound institution. This policy will be continually changing as technology changes; new methods will be introduced and old ones removed.

Courses:

1. Courses: This policy follows established online course structures from various sites, follows state standards, and aligned state guidelines.
2. Credits: Students are able to take online classes offering high school credits, dual credits and college credits.
3. Registration: All registration must be handled through the Lake Preston School District.
4. Grading: The contract between the E-learning provider and the Lake Preston School District will work in conjunction when establishing grades and coursework alignment. The provider will give the number/grade and the District will give the credit.

Costs:

The Lake Preston School District will pay for the cost of any online class, including materials needed, that goes on the High School Transcript if the following conditions exist.

1. The class being taken is pre-approved by the high school principal.
2. The class being taken is not offered at Lake Preston.
3. The student successfully completes the class.

Additionally:

- a. The student will be asked to reimburse the District if he/she receives a failing grade.
- b. The district will not pay for a class when a student needs to repeat a class after failing it the first time and chooses to repeat the class online.

Costs, including materials, for any class taken for dual credit (which goes on both the High School and the college transcript) or college credit (which goes on the college transcript only) will be the responsibility of the student.

Information:

1. Registration for online classes will be done during normal registration.
2. Students can choose an online course to help fill their schedules.
3. A contract will be signed by all parties involved.
4. Faculty will be assigned to monitor the student's progress and proctor any testing.
5. Accommodations for students with disabilities are available for all classes.

The Lake Preston School would like to encourage students to take online classes and hope to eventually have all graduating seniors have at least one online class on their transcript.

Attached #11.1 – E-Rate Document and Retention Policy

**LAKE PRESTON SCHOOL DISTRICT
E-Rate Document and Retention Policy**

The Lake Preston School District's policy is to retain all E-Rate records for a period of ten years after the last date of service in accordance with the FCC Fifth Order Report.

All applicants and service providers are required to retain receipt and delivery records relating to the technology plans, pre-bidding, bidding, contracts, application process, invoices, provision of services, and other matters relating to the administration of the Universal Service Fund for a period of at least ten (10) years from last date of service. The following suggested list of documents to be retained was taken from Paragraphs 45-50 in the FCC's 5th Report and Order:

- *Pre-bidding Process.* Beneficiaries must retain the technology plan and technology plan approval letter. If consultants are involved, beneficiaries must retain signed copies of all written agreements with E-rate consultants.
- *Bidding Process.* All documents used during the competitive bidding process must be retained. Beneficiaries must retain documents such as: Request(s) for Proposal (RFP(s)) including evidence of the publication date; documents describing the bid evaluation criteria and weighting, as well as the bid evaluation worksheets; all written correspondence between the beneficiary and prospective bidders regarding the products and service sought; all bids submitted, winning and losing; and documents related to the selection of service provider(s).
- *Contracts.* Both beneficiaries and service providers must retain executed contracts, signed and dated by both parties. All amendments and addendums to the contracts must be retained, as well as other agreements relating to E-rate between the beneficiary and service provider, such as up-front payment arrangements.
- *Application Process.* The beneficiary must retain all documents relied upon to submit the Form 471, including National School Lunch Program eligibility documentation supporting the discount

percentage sought; documents to support the necessary resources certification pursuant to section 54.505 of the Commission's rules, including budgets; and documents used to prepare the Item 21 description of services attachment.

- *Purchase and Delivery of Services.* Beneficiaries and service providers should retain all documents related to the purchase and delivery of E-rate eligible services and equipment. Beneficiaries must retain purchase requisitions, purchase orders, packing slips, delivery and installation records showing where equipment was delivered and installed or where services were provided.
- *Invoicing.* Both service providers and beneficiaries must retain all invoices. Beneficiaries must retain records proving payment of the invoice, such as accounts payable records, service provider statement, beneficiary check, bank statement or ACH transaction record. Beneficiaries must also be able to show proof of service provider payment to the beneficiary of the BEAR, if applicable.
- *Inventory.* Beneficiaries must retain asset and inventory records of equipment and components of supported internal connections services sufficient to verify the location of such equipment. Beneficiaries must also retain detailed records documenting any transfer of equipment within three years after purchase and the reasons for such a transfer.
- *Forms and Rule Compliance.* All program forms, attachments and documents submitted to USAC must be retained. Beneficiaries and service providers must retain all official notification letters from USAC, as applicable. Beneficiaries must retain FCC Form 470 certification pages (if not certified electronically), FCC Form 471 and certification pages (if not certified electronically), FCC Form 471 Item 21 attachments, FCC Form 479, FCC Form 486, FCC Form 500, FCC Form 472. Beneficiaries must also retain any documents submitted to USAC during program integrity assurance (PIA) review, Selective Review and Invoicing Review, or for SPIN change or other requests. In addition, beneficiaries must retain documents to provide compliance with other program rules, such as records relevant to show compliance with CIPA.

Attached #12.1 – Internet Safety and CIPA Policy

**LAKE PRESTON INTERNET SAFETY POLICY
ADOPTED TO COMPLY WITH
THE CHILDREN'S INTERNET PROTECTION ACT
AND
SOUTH DAKOTA CONSOLIDATED STATUTES SECTION 22-24-55**

I. Introduction:

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5), and South Dakota Consolidated Statutes Section 22-24-55 require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school owned computers. This policy is adopted to implement these state and federal requirements.

II. Internet Safety:

It is the policy of the Lake Preston School District to protect computer users from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcomed electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator.

A. The Lake Preston School District has implemented a technology protection measure that blocks access to inappropriate matter such as child pornography, obscene material and material that is harmful to minors. The software blocks and filters the Internet and other forms of electronic communication both on campus and off campus.

B. In order to protect the safety and security of our students, network users are prohibited from revealing personal information to other users when engaging in online activities including but not limited to chat rooms, email, and social networking web sites. Personal information such as complete names, addresses, telephone numbers, and identifiable photos should remain confidential when communicating on the network.

C. All network users are prohibited from hacking and engaging in any unlawful online activity. All use of the system must be in support of education and research and consistent with the mission of the district. Any use of the system must be in conformity to state and federal law, and the District Acceptable Use Policy.

D. All network users are prohibited from disclosing or disseminating personal information without proper authorization regarding minors. Staff transmissions of student's confidential information via-email must be in compliance with all federal and state student privacy laws.

E. All network users are prohibited from accessing sites or online materials that are blocked by the filter on/off campus. The filter is applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful or inappropriate for minors and the educational setting.

III. Implementation of Technology Protection Measure:

A. All school owned computers must be equipped with a technology protection measure. The Lake Preston School District has implemented FortiGate for the Firewall and LightSpeed to filter all on/off campus traffic.

B. Staff members may request the Technology Protection Measure be temporarily disabled in order to conduct bona fide research or for another lawful purpose. The Technology Protection Measure must be re-activated as soon as the staff member finishes using the computer for the authorized bona fide research or other lawful purpose. Procedures for modifying any of the filtering on the software shall be the responsibility of the Technology Coordinator or designated representatives based on educational importance.

IV. Acceptable Use Policy:

Each network user shall be required to sign an Acceptable Use Policy annually in the form approved by the School Board. The Acceptable Use Policy shall implement this Internet Safety Policy. Violation of this policy and/or the Acceptable Use Policy shall be subject to appropriate discipline sanctions.

V. Monitoring of Online Activities:

It shall be the responsibility of all personnel of the Lake Preston School District to monitor students' online activities and use of the network to ensure that their use is in compliance with CIPA and this Internet Safety Policy. Students' use of the system will be supervised by staff in a manner that is appropriate to the age of the students and circumstances of use.

VI. Cyberbullying and Appropriate Online Education:

Students will be educated annually about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. The implementation of this provision is delegated to the Superintendent who shall report annually to the School Board on the educational activities undertaken to comply with this subsection.

The Lake Preston School District has set in place the following Internet Safety Curriculum to further educate our students K-12. The curriculum has been integrated into the current computer classes/lessons and also integrated into the counseling curriculum. The curriculum covers the following information:

Unit 1 – Safety & Security Online

- Private Identity Information
- Meeting People Online
- Security
- Online Privacy

Unit 2 – Manners, Bullying, and Ethics

- Cyberbullying
- Cyber Citizenship
- Ethics and Property
- Netiquette

Unit 3 – Research and Information Fluency

- Search Engine Directories
- Nuts & Bolts of Searching
- Evaluating Web Sites
- Homework Help
- What About the Library?
- Recognizing Commercial Intentions

Unit 4 – Authentic Learning and Creativity

- Authentic Learning
- Creativity

Unit 5 – Twenty-First Century Challenges

- Communication Inventions
- What is Cyberspace?
- How Does the Internet Work?
- Into the Future

The Lake Preston School District recognizes technology as a basic skill necessary for success in the 21st century. Because no aspect of communication or employment has been left untouched by the Information Age, it is essential that students be equipped with the fundamentals and be given the opportunity to acquire advanced capabilities. While learning these tools it is imperative for the students to be in a safe and secure environment onsite as well as offsite.