

Fairhaven Public Schools

Technology Plan

2015-2019

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Introduction

The Fairhaven Public Schools serve approximately 2,000 K-12 students. The district is composed of two elementary schools, one middle school and a high school.

The 2015-2019 Technology Plan addresses specific benchmarks recommended by the Department of Elementary and Secondary Education (DESE) through the Educational Technology Advisory Council. The benchmarks are conditions to guide districts in effectively integrating technology into teaching and learning. Information can be found at: <http://www.doe.mass.edu/edtech/planning.html>

Our technology plan will serve as the district's guide to implementing additions and changes of our network infrastructure, hardware, software, professional development program, policies and procedures as well as technology integration. As technology continuously advances, we must sustain flexible and vigorous plans to meet the ever changing environment. The technology plan not only confirms our commitment the the district's vision but also ensures that technology integration will enhance teaching and learning, professional development and information management.

Benchmark 1

Commitment to a Clear Vision and Implementation Strategies

Fairhaven Public School's vision for a 21st Century District rests on the belief that all students have the natural ability to succeed at high levels and that it is our responsibility to find out how to nurture, develop and encourage each innate talent. The vision of the Fairhaven Public School technology committee is to provide all students and staff a strong and supported teaching and learning environment with integrated technology that is appropriate and effective. The goal is to seamlessly embed technology into our everyday learning environment so that it is not a supplemental tool but rather part of everyday instruction. The Fairhaven Public Schools is dedicated to providing students with creative and intellectual skills that encourage critical thinking and create a positive self-image. The instructional technology in our schools is planned and implemented in a way that will support the students learning efforts to obtain these skills.

Additionally, Fairhaven Public Schools is committed to providing our faculty and staff the necessary training and consistent support required to successfully implement technology. Staff will be given various opportunities to participate in learning environments that will show them how technology can enhance instruction.

The district technology team consists of representatives from a variety of stakeholder groups.

Team Member	Role
Paul B. Kitchen	School Business Manager
Tara Kohler	Fairhaven High School Principal
Andy Kulak	Assistant Principal of Teaching and Learning 6-12
Brian Monroe	School Committee Member
Nicole Potter	Director of Instructional Technology
Jeffrey Moll	CAD Teacher
Nicholas Pilla	Coding Teacher
Christine Neville	Art Teacher
Ann Lacasse-Elliot	Special Education Teacher
Bethany Whinnem	English Teacher
Ashley Garth	School Counselor
Joanne Reuther	Instructional Technology Teacher
Melissa Taylor	Instructional Technology Teacher

Budget

The Fairhaven Public Schools' annual budget includes specific technology related line items for staffing, hardware, software, professional development, support, and contracted services. All technology expenditures are made with the goal of supporting district curriculum. By means of the federally funded E-rate program we

obtained telecommunications discount of 30-50% discount. The Fairhaven Public Schools also makes use of funds from the Fairhaven Alumni Association to increase our technology footprint at Fairhaven High School.

Goal: The district seeks funding for technology programs from federal, state and private resources as well as from academic departments that are supported by technology. The district explores ways technology can reduce costs and create efficiencies.

Current Status	FY15 is the first year the district applied for E-Rate. In the past, the district did not have eligible services. The district was awarded a 30-50% discount on our yearly projected telecommunications services. \$5000 for Category 2 The district applies for private, federal and state grant opportunities.
Action Steps	Continue to seek out grant opportunities. As a requirement for approval of E-RATE, continue to keep the technology plan current.
Intended Evidence of Success	To ensure appropriate infrastructure and connectivity at each building.

Goal: For districts that plan to apply for E-RATE reimbursement, the technology plan specifies how the district will pay for the non-discounted portion of their costs for the services procured through E-RATE.

Current Status	The operating budget will contribute to pay for all the Category 1 and Category 2 services and products under E-RATE.
Action Steps	Evaluate future purchases each year while reviewing eligibility requirements for E-RATE to determine if any new services apply. Dedicate portions of the operating budget for continuous improvement.
Intended Evidence of Success	To ensure appropriate infrastructure and connectivity at each building.

Goal: The district consults with technology staff before purchasing technology items to ensure that the items are appropriate, cost-effective and sustainable.

Current Status	The district consults with the Director of Instructional Technology and Computer technicians before purchasing equipment and software.
Action Steps	Continue working towards a five year refresh plan. Meet with the Technology Committee quarterly to make informative decisions.
Intended Evidence of Success	Ensure appropriateness and sustainability of equipment purchased.

Goal: The district assesses the technology products and services that will be needed to improve teaching and learning.

Current Status	All equipment and software is coordinated by the IT department and is purchased on as needed basis.
Action Steps	Adhere to five year refresh cycle for all computers and devices. To maintain appropriate subscriptions to teaching and learning services.
Intended Evidence of Success	Commitment to assessment protocol to ensure technology products and services are available to support teaching and learning.

Goal: The district has a CIPA-compliant Acceptable Use Policy (AUP) regarding Internet and network use. The policy is updated as needed to help ensure safe and ethical use of resources by teachers and students.

Current Status	The Fairhaven School Committee approved the Acceptable Use Policy that adheres to CIPA regulations in January 2014. All staff and students are provided with the Acceptable Use policy at the beginning of each school year. The policy is posted on the district website: http://fairhavenps.org/technology.cfm
Action Steps	Review policy annually and make adjustments accordingly.
Intended Evidence of Success	The district maintains an up-to-date Acceptable Use Policy that adheres to CIPA.

Benchmark 2

Technology Integration and Literacy

The Fairhaven Public Schools is confident that by providing all students with the proper tools, will help to build a technology-rich learning environment in which they can thrive and prepare for their future. The students are immersed in a learning environment where technology complements the instructional practices of our educators and enhances the learning of our students. By 2019, all students will be expected to meet yearly Technology Literacy Standards. These standards are derived from MA Common Core and ISTE standards. They provide a foundation for technological skill and exploration.

The goal of Fairhaven Public Schools is to provide continuous accessibility to technology resources and tools while creating a safe technology environment for students. In order to ensure technology is embedded in our curriculum we must horizontally and vertically align our curriculum to meet these goals.

Year 1: Data Collection from individual departments and elementary grade levels

Year 2: Horizontal and Vertical curriculum alignment using ISTE and Massachusetts Standards

Year 3: Develop and implement curriculum with an emphasis on digital citizenship and safety

Fairhaven Public Schools Technology Literacy

- All teachers participate in ongoing technology literacy training.
- 100% of teachers have access to desktop, laptop and or tablet.
- All new staff participate in classroom specific technology orientation

Instructional Technology Goals

Fairhaven Public Schools is committed to achieving specific instructional technology goals. These goals support the district vision to provide all students and staff a strong and supported teaching and learning environment with integrated technology.

- Technology literacy in all schools by implementing technology standards/student benchmarks.
- Encourage staff to use technology everyday in a meaningful and purposeful way.
- Provide high quality professional development on an on-going basis.
- Provide collaborative opportunities for staff to share ideas.
- Staff participate in district technology orientation.
- Routinely update hardware and applications for instruction and learning with a five year refresh cycle on computers and devices.
- Improve district technology resources: access to online support and district websites.
- Fairhaven High School's Roadmap to 1:1.

Outside Teaching Time - At least 90% of teachers use technology every day, including some of the following areas: research, lesson planning, organization, administrative tasks, communications, and collaboration. Teachers explore evolving technologies and share information about technology uses with their colleagues.

Current Status	Approximately, 85% of teachers use technology everyday.
Action Steps	Increase professional development opportunities for staff.

Intended Evidence of Success	By 2019, 100% of teachers will use technology everyday (outside teaching time).
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For Teaching and Learning - At least 90% of teachers use technology appropriately with students every day to improve student learning of the curriculum. Activities include some of the following: research, multimedia, simulations, data analysis, communications, and collaboration. Teachers integrate evolving technologies that enhance student interest, inquiry, analysis, collaboration, and creativity.

Current Status	Approximately, 50% of teachers use technology appropriately with students each day.
Action Steps	Increase professional development opportunities for staff. Monitor and support teacher development in this area.
Intended Evidence of Success	<i>90% of teachers using technology appropriately with students every day to improve student learning.</i>

At least 90% of eighth grade students show proficiency in all the Massachusetts Technology Literacy Standards and Expectations for grade eight.

Current Status	Benchmark test in Fall of 2015 to establish current technology skills.
Action Steps	Realign curriculum and embed lesson strategies in the targeted areas of need.
Intended Evidence of Success	At least 90% of eighth grade students show proficiency in all the Massachusetts Technology Literacy Standards and Expectations for grade eight by 2019.

100% of teachers are working to meet the proficiency level in technology, and by the school year 2017-2018, 90% of teachers will have mastered 90% of the skills in the Massachusetts Technology Self-Assessment Tool (TSAT).

Current Status	Benchmark test in 2015-2016 school year to establish current technology skills.
Action Steps	Increase professional development opportunities for staff.
Intended Evidence of Success	By the school year 2017-2018, 90% of teachers will have mastered 90% of the skills in the Massachusetts Technology Self-Assessment Tool

Staffing

The district IT department consists of four staff members. The district provides one FTE Technology Support Technician per 60-120 instructional staff to coach and model. The district has staff specifically dedicated to data management and assessment. The Director of Instructional Technology is responsible for management and training on all software applications, including Aspen Student Information System.

Title	Location
Director of Instructional Technology	District-Wide
Technology Support Technician	Fairhaven High School & LeRoy L. Wood Elementary School
Technology Support Technician	Hastings Middle School & East Fairhaven Elementary School
Professional Development Specialist (part-time)	District-Wide

Fairhaven High School 1:1 Roadmap

In the fall of 2015, each tenth through twelfth grade student will receive a web-based mobile device through an

initiative to create a 1:1 technology learning environment. The school will also use iPads in conjunction with computer labs for the freshman class in order to ease them into the transition. Our goal is to provide our students, when graduated, the knowledge to be fully prepared for college and careers as well as life in the digital world. We are confident that by providing all students with the proper tools and training, that the 1:1 initiative will help to build a technology-rich learning environment in which students are already accustomed. The students will be immersed in a learning environment where technology complements the instructional practices of our educators and enhances the learning of our students. The infusion of this technology will allow for extended learning beyond our classroom walls by way of flipped classrooms, Google Hangouts, and online access to curriculum to name a few. The program will help students engage in learning by way of exploration and hands-on practice.

The devices that will be issued to students are Google Chromebooks. After a small pilot program within the district (with the elementary school students), discussion with leadership and fiscal consideration, the district believes that the Chromebooks are the best option for creating a 1:1 school environment. Students and families will attend mandatory parent sessions to learn about acceptable use, digital citizenship, insurance options and chromebook policies.

The district will offer a professional development experience to familiarize educators and administrators with the Google Chromebook and its effective uses. During this time, educators will be given the opportunity to collaborate and share with their professional learning communities to create lessons to enhance their instruction. Educators will receive ongoing daily school-based support and training from technology support staff. Also, our Instructional Technology Professional Development liaison will be available daily by appointment to meet with teachers and assist during instruction time as needed. The Fairhaven Public Schools Technology Department remains committed to our staff and the evolving technology in our district.

Educators will partake in one (1) full day of professional development to learn the necessary skills of partnering devices with instruction. Upon the completion of the one-day training, educators will be encouraged to participate in monthly Google “check-ins” after school, using our online community as their resource. The educators will learn purposeful methods of utilizing student devices so that students may interact with instruction in the most effective manner. Some topics will include organizational classroom student management applications, software and applications for engaging students as well as interactive classroom technology. A student helpdesk will be established in order to assist students with the use of Chromebooks. Additionally, Technology Teaching Assistants (TTA) will be available on-hand to assist teachers in the classroom as needed.

Benchmark 3

Technology Professional Development

All Fairhaven Public Schools teachers receive high quality training and ongoing support to assist them in learning about technology and prepare students for the college and or their careers. Technology professional development is offered throughout the school year and during the summer. The sessions are led by the Professional Development Specialist, Director of Instructional Technology as well as academic teachers. The Fairhaven Public Schools Technology Department remains committed to our staff and the evolving technology in our district.

How Do I Do That? Technology Workshop Series

Fairhaven Public Schools Instructional Technology Department offers a professional development workshop series up to two times per month. The series provides teachers with ongoing education and support of the many technology aspects of instructional technology. The session topics are derived from teacher requests. Teachers may attend any of the offered sessions and receive professional development points (PDPs) in the content area. Prior to the sessions, teachers sign up through the presenter. During the sessions, teachers are provided grade level specific instruction regarding interactive classroom technology, software for engaging students and student management assistance via Aspen.

Summer Professional Development Workshops

During the summer months, Fairhaven Public Schools will offer a series of technology workshops to all staff members. The sessions will help to strengthen staff member skills, allowing them to build on their technology PD they received during the school year. Topics include interactive classroom technology, Aspen student information system, Google Apps for Education, Teachpoint support and software for engaging students. The series is hosted by the Professional Development Specialist as well as the Director of Instructional technology.

1:1 Support with Instructional Technology Professional Development Specialist

Technology Professional Development liaison will be available daily by appointment to meet with teachers and assist during instruction time as needed.

Fairhaven Public School Technology Professional Development Opportunities

- New Teacher Orientation
- How Do I Do That? Tech Series
- Summer Tech Series
- Ongoing Daily School Based Support and Training
- Opportunities to attend off site PD

At the end of five years, at least 90% of district staff will have participated in high-quality, ongoing professional development that includes emerging technology issues, technology skills, universal design, and research-based models of technology integration.

Current Status	All staff have access to high-quality professional development through How Do I Do That? Sessions, One on One appointments and the Summer Tech Series.
Action Steps	Increase professional development opportunities for staff.
Intended Evidence of Success	<i>100% of staff will have participated in at least 4 hours of high-quality professional development throughout each school year</i>

Technology professional development is sustained and ongoing and includes coaching, modeling best practices, district-based mentoring, study groups, and online professional development.

Current Status	Technology PD is sustained and going throughout the school year and into the summer months. There is currently no access to an "online help" system or virtual trainings offered
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Action Steps	Increase professional development opportunities for staff.
Intended Evidence of Success	Create a staff database of video series and best practices for staff reference on the district website. Offer virtual trainings to staff for How Do I Do That Sessions.

Professional development planning includes an assessment of district and teachers' needs. The assessment is based on the competencies listed in the Massachusetts Technology Self-Assessment Tool

Current Status	The district uses different methods of determining teacher needs. Staff complete surveys semi-annually to express interest in technology areas. The IT staff also determine offerings based on staff observation and interaction.
Action Steps	Plan meaningful professional development that meets the needs of staff.
Intended Evidence of Success	Continue to use methods of collecting data to best determine teacher needs. Use the TSAT results to help drive session topic selections.

Benchmark 4

Accessibility of Technology

The Fairhaven Public Schools is committed to providing students and staff with access to reliable technology. In partnership with district leadership and the Fairhaven School Committee, educational technology in our district is expanding. The Fairhaven Public School Technology Department is diligently working to establish a reliable infrastructure including a sturdy network and increasing wireless access in the buildings. Through E-Rate Category 2 funding, the district will install an wireless access point in all classrooms at Fairhaven High School. Also through Category 2 funding, the district will increase wireless coverage in the other school buildings as well. As we continue to explore our network options, upgrades are vital to the success of a technology-rich educational environment.

By 2019, the anticipated goal is all Fairhaven Schools' classrooms will consist of an interactive device, large screen display, teacher device and wireless access point. With this model, technology should become seamless with learning in the Fairhaven Public Schools.

Teachers will be encouraged to push the envelop and seeks new ways to engage and interact with their students. Fairhaven Public Schools Technology Department will continue to provide consistent support in order to accomplish the goals of the plan. With technology changing everyday, educators and administrators must continually seek the best way to engage students by researching the best tools or web-based applications.

Student and Teacher Accessible Technology

- Improve network and wireless coverage in all buildings
- Teacher laptops
- 1:1 Fairhaven High School learning environment
- Interactive Device in all classrooms

The district provides students with emerging technologies appropriate to their grade level.

Current Status	The district provides students with various forms of technology. The type of technology
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	varies by building.
Action Steps	The district Technology Committee will annually review emerging technologies for appropriateness while maintaining a 5 year refresh cycle.
Intended Evidence of Success	Students will have access to appropriate emerging technologies.

The district maximizes access to the general education curriculum for all students, including students with disabilities, using universal design principles and assistive technology devices.

Current Status	The Special Education department works with school level staff and the Director of Instructional Technology to ensure that assistive technology needs are being met for students with disabilities.
Action Steps	District Instructional Technology Director will meet with relevant staff to ensure the assistive technology provided is meeting the needs of the students.
Intended Evidence of Success	Students will have equitable access to curriculum based on their individual needs.

The district has procurement policies for information and instructional technologies that ensure usability, equivalent access, interoperability and SIF compliance.

Current Status	All technology purchases are procured in a responsible manner and are approved by the district technology department as well as the business office. All data is housed using SIF compliant software.
Action Steps	Continue to standardize the equipment. Work with the business manager to see that the technology budget can withstand a 5 year refresh cycle district wide.
Intended Evidence of Success	The district is adhering to procurement guidelines ensuring usability, equivalent access and SIF compliance.

The district provides technology-rich classrooms, with access to devices such as digital projectors, electronic whiteboards, and student response systems.

Current Status	Varies by School
Action Steps	Install an interactive device, large screen display and wireless access point in every classroom.
Intended Evidence of Success	By 2019, each classroom will consist of an interactive device, large screen display, teacher device, and wireless access point creating a technology-rich environment.

The district has established a computer replacement cycle of five years or less.

Current Status	Currently there is not formal refresh cycle, this plan implements a 5 year refresh cycle . Beginning with the 2016-2017 school year.
Action Steps	Work with administration to comply with 5 year refresh cycle on all end-user devices.
Intended Evidence of Success	Computers will be replaced on the established 5 year cycle.

Internet Access

The district provides connectivity to the Internet for all computers in all classrooms in all schools, including wireless connectivity.

Current Status	All district buildings have full internet capacity and wireless connectivity.
Action Steps	Continue to apply for E-Rate funding to allow for improved access at each building while maintaining and upgrading connectivity in all buildings. Increase network speed.
Intended Evidence of Success	All classrooms will have reliable Internet connectivity.

The district provides an external Internet connection to the Internet Service Provider (ISP) of 100 Mbps per 1,000 students/staff

Current Status	The district provides external Internet connect of at least 100 Mbps per 1,000 students/staff
Action Steps	Evaluate speeds annually to determine adequate access.
Intended Evidence of Success	Provide reliable internet access to all buildings in the school district.

The district provides bandwidth of at least 10/100/1 Gb to each classroom. At peak, the bandwidth at each computer is at least 100 kbps. The network card for each computer is at least 10/100/1 Gb.

Current Status	All buildings have full internet and wireless connectivity.
Action Steps	Evaluate speeds annually to determine adequate access.
Intended Evidence of Success	Provide reliable internet access to all buildings in the school district.

The district provides internal wide area network (WAN) connections from the district to each school between schools of at least 1 Gbps per 1,000 students/staff.

Current Status	The district meets this requirement for our LAN/WAN
Action Steps	Research fiber options from outside vendors and contractors.
Intended Evidence of Success	Provide reliable internet access to all buildings in the school district.

The district provides access to servers for secure file sharing, backups, scheduling, email, and web publishing, either internally or through contracted services

Current Status	The district provides secure internal servers for file sharing, backups, email and web publishing. In addition, all staff, Middle and High School students have Google Apps accounts which can be accessed anywhere there is internet connectivity and documents can be stored.
Action Steps	Continue to allow staff and students the option to save to the servers as well as their personal Google Accounts. The district will assign elementary student accounts as necessary.
Intended Evidence of Success	Staff and students can access their documents securely and reliably.

Access to the Internet Outside the School Day

The district provides access to its computer labs before and after school to ensure that students and staff have adequate access to the Internet outside of the school day.

Current Status	Varies by school. Fairhaven High School allows before and after school access to computers outside of the school day. Hastings Middle School, LeRoy L. Wood Elementary
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	and East Fairhaven Elementary are available by appointment.
Action Steps	1:1 Fairhaven High School initiative will increase computer use before and after school. Work with other schools to offer computer lab access more frequently and consistently.
Intended Evidence of Success	Students can access computer labs before and after school.

The district disseminates a list of up-to-date list of places where students and staff can access the Internet after school hours.

Current Status	The district does not have a list of places that is disseminated.
Action Steps	Post and send email notifications to all students and staff regarding internet access before and after school.
Intended Evidence of Success	Students and staff will have an updated list of available locations.

Staffing

The district provides staff or contracted services to ensure that its network is functioning at all times.

Current Status	The Technology Support Specialists monitor the network daily.
Action Steps	Continue to monitor the network as is.
Intended Evidence of Success	Ensure the network is functioning and reliable on a daily basis.

The district provides and resolves technical problems within 24 hours, so that they do not cause major disruptions to curriculum delivery. The district provides clear information about how to access technical support, which can be provided in person or remotely.

Current Status	There are two Technology Support Specialists across five buildings. Emergencies are addressed within hours (i.e., internet connectivity, file deletion, computer crashes). All other issues are handled within 48 hours.
Action Steps	Decrease wait time on technology support tickets to under 48 hours. Over the past 2 years, wait time has significantly improved and staff is extremely pleased with technology support. Increase self-help resources which will be located online.
Intended Evidence of Success	Ensure timely tech support as to not cause major disruptions to curriculum delivery.

The district provides at least one FTE person to support 400 computers. Technical support can be provided by dedicated staff or contracted services.

Current Status	The district is meeting this goal.
Action Steps	Create Student Helpdesk at Fairhaven High School to help with the 1:1 initiative.
Intended Evidence of Success	Ensure timely tech support for all devices.

Benchmark 5

Virtual Learning and Communications

The district encourages the development and use of innovative strategies for delivering high-quality courses through the use of technology.

Current Status	The district is supportive and encourages staff to deliver a high-quality of teaching and
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	learning through technology.
Action Steps	Increase teaching and learning through technology across the district. Research learning management systems and other means of communications to effectively deliver instruction.
Intended Evidence of Success	Technology is used to support the delivery of high-quality courses to students.

The district deploys IP-based connections for access to web-based and/or interactive video learning on the local, state, regional, national, and international level.

Current Status	The district deploys IP-based connections for access to web-based and/or interactive video learning. Use varies by school.
Action Steps	Continue to support web-based and interactive video learning needs on a school by school basis.
Intended Evidence of Success	Offer access to online video learning.

Classroom applications of virtual learning include courses, collaborative projects, field trips, and discussions.

Current Status	All levels utilize Google apps for education. The High School offers courses through Rosetta Stone and GradPoint.
Action Steps	Continue to explore virtual learning opportunities.
Intended Evidence of Success	Allow students to participate in online learning opportunities beyond the classroom.

The district maintains an up-to-date website that includes information for parents and community members.

Current Status	The district uses fairhavenps.org, facebook.com, twitter.com, blackboardconnect.com and BDTV as tools to communicate with parents and the community.
Action Steps	Continue to use a combination approach to communicate with parents, students and the community. Increase the number of informational posts to social media by 10% for school year 2016. Update website software and interface by 2018.
Intended Evidence of Success	Maintain an up-to-date institutional website while utilizing additional strategies for improved communication with parents and the community.

Benchmark 6

Safety, Security and Data Retention

The district has a CIPA-compliant Acceptable Use Policy (AUP) regarding Internet and network use. The policy is updated as needed to help ensure safe and ethical use of resources by teachers and students.

Current Status	In January 2014, the Fairhaven Public School Committee approved the Acceptable Use Policy that adheres to CIPA regulations. The acceptable use policy is distributed to all faculty, students, and parents each school year. Signatures are required for access to the network and use of technology.
Action Steps	Annual review of AUP and all district technology policies ensuring compliance.
Intended Evidence of Success	The district will have a CIPA-compliant AUP annually.

The district educates teachers and students about appropriate online behavior. Topics include cyberbullying, potential risks related to social networking sites and chat rooms, and strategies for dealing with these issues.

Current Status	The district educates teachers and students about Digital Citizenship.
Action Steps	Create a technology curriculum to ensure digital citizenship is consistent at all grade levels. Research possible staff trainings and additional education.
Intended Evidence of Success	Students will follow appropriate online behaviors and understand the potential risks of social media.

The district has a plan to protect the security and confidentiality of personal information of its students and staff.

Current Status	The district communicates laws and expectations to all staff through the Acceptable Use policy discussed at the opening day staff meeting.
Action Steps	Continue to offer training on the AUP and well as work with administration to ensure policies are in place to ensure confidentiality.
Intended Evidence of Success	Student and staff personal information is kept confidential.

The district complies with federal and state law, and local policies for archiving electronic communications produced by its staff and students. The district informs staff and students that any information distributed over the district or school network may be a public record.

Current Status	The district complies by notifying staff and students annually that their electronic communications are archived and are public record.
Action Steps	Continue to archive email in the most efficient and cost effective manner.
Intended Evidence of Success	The district complies will all federal and state laws for archiving electronic communications.

Summary

Fairhaven Public Schools will continue to utilize all technology resources available in order to create an

interactive, technology-rich learning environment in which student can thrive and prepare for their future. The students are immersed in a setting where technology complements the instructional practices of our educators and enhances the learning of our students. The environment will be built upon reliable infrastructure including a sturdy network and increased capacity for wireless access in the buildings. Students will learn by using web-based applications and tools that complement the curriculum and are embedded in everyday instruction.

Fairhaven Public Schools will provide continuous accessibility to technology resources and tools while creating a safe technology environment for students. Curriculum development is critical to ensure a safe environment as well as educate our students to be socially responsible digital citizens.

Students will only be successful within a digital learning environment if teachers are given purposeful opportunities, support, and guidance surround technology. All Fairhaven Public Schools teachers will receive high quality training and ongoing support to assist them in learning about technology and helping students prepare for college and or their careers.

The Fairhaven Public Schools will work with the Community, School Committee, and Administration to ensure key stakeholders are involved in technology planning. The district encourages input and idea collaboration from teachers, parents, and students.

Technology Acceptable Use Policy
January 2014
Fairhaven Public Schools

Introduction

This Technology Acceptable Use Policy for the Fairhaven Public Schools (“FPS”) is enacted by the School Committee to provide the parents, students, and staff of the Fairhaven School Community with a statement of purpose and explanation of the use of technology within the Fairhaven learning community. This policy is reinforced by practice, acceptable use standards and is required to be read before accessing the technology devices, digital resources, and network infrastructure of the Fairhaven Public Schools. Students and parents/guardians as well as all staff members of FPS must also read and sign the accompanying Statement of Responsibilities.

Purpose

The Fairhaven Public Schools encourages the use of information technology to assist students with academic success, preparation for the workplace, and lifelong learning. The Fairhaven Public Schools provides access to a wide range of information technology to support learning and communicating with others. Information technology will be used to increase communication, enhance student engagement, and assist staff and students in acquiring new skills. The technology devices, digital resources, and network infrastructure will also be utilized to provide relevant school information to a global community.

Implementation of this Policy

The Superintendent of Schools or his/her designee(s), shall develop and implement administrative regulations, procedures, terms and conditions for use and user agreements consistent with the purposes and mission of the Fairhaven Public Schools as well as with applicable laws and this policy.

Definitions

“Technology devices, digital resources, and network infrastructure” is defined as the Fairhaven Public Schools network, the Internet, Google Apps for Education, email, hardware, software, printers, peripheral devices, individual computer devices, and web enabled devices.

“Information technology” is defined as Internet access, blogging, podcasting, email, published and non-published documents, and various forms of multimedia technology.

“Educational use” is defined as a use that supports communication, research, and learning.

“Devices” refer to district owned/leased, staff owned devices, and student owned devices.

Children’s Online Privacy Protection Act (COPPA)

Congress enacted the Children’s Online Privacy Protection Act, 15 U.S.C. §6501, et seq. (COPPA) in 1998. COPPA required the Federal Trade Commission to issue and enforce regulations concerning children’s online privacy. The Commission’s original COPPA Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2012 that became effective on July 1, 2013.

Fairhaven Public Schools works diligently to comply with COPPA requirements. Fairhaven Public Schools does not collect student personal information or transmit such information directly to online entities for the purpose of creating web based accounts. In cases of web based account creation, Fairhaven Public Schools will use an internal school district identification number to represent each student user.

Technology Related Services Provided by the Fairhaven Public Schools

Email

With email you can communicate with staff and students within the Fairhaven Public Schools domain.

FPS Student Email Account Setup

FPS student accounts are created using only student local identification numbers.

The student's username is their local student ID - such as 123456

FPS Staff Email Account Setup

FPS staff accounts are created using the staff member's first initial and last name.

Cloud

A cloud can allow users up to 30GB of storage space for most file formats. The cloud can be accessed from any computer with an Internet connection. The cloud allows users to access and share files from any device that has Internet connectivity.

Uses for Student Email

Email can be a powerful communication tool for students to increase communication and collaboration. Students are encouraged to check their email at least once per day. Teachers may send email to middle and high school students to communicate reminders, course content, pose questions related to class work, and such. Students may send email to their teachers with questions or comments regarding class. Students may send email to other students to collaborate on group projects and assist with school classes.

Student Email Permissions

Fairhaven Public Schools' email system controls how emails are sent and received. FPS Students cannot send email to parent accounts or anyone outside of the Fairhaven Public Schools domain. All FPS students cannot receive email from outside of the domain. Therefore, students should not use their FPS email for setting up accounts that need to be verified via email or receive notices via email.

Student Emails to Staff

Students are encouraged to email staff concerning school-related content and questions. However, there will be no requirement or expectation for staff to answer student email outside of their regular work day, although they certainly may if they choose. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.

General Email and Online Chat Guidelines

Below is a general summary of guidelines related to email and any form of online chat or instant messages:

- Email and online chat is to be used for school-related communication.
- Do not send harassing email or instant messages or content.
- Do not send offensive email or instant messages or content.
- Do not send spam email or instant messages or content.
- Do not send email or instant messages containing a virus or other malicious content.
- Do not send or read email or instant messages at inappropriate times, such as during class instruction.
- Do not send email or instant messages to share test answers or promote cheating in any way.
- Do not use the account of another person.

Content Filtering

The Fairhaven Public Schools uses software designed to block access to certain sites and filter content as required by the Children’s Internet Protection Act, 47 U.S.C. §254 (CIPA). Fairhaven Public Schools is aware that not all inappropriate information can be filtered and the district will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age appropriate content by staff and students. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profile. Fairhaven Public Schools will educate students about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms and cyberbullying awareness and response.

Monitoring

The Fairhaven Public Schools monitors the use of the school department’s network to protect the integrity and optimal operation of all computer and system networks. There is no expectation of privacy related to information stored and transmitted over the Fairhaven Public Schools network. The information on the network in general files and email is not private and is subject to review by the Director of Instructional Technology at the request of the Fairhaven Public Schools administration to substantiate inappropriate activity and to comply with requests of law enforcement agencies as part of their investigations.

The Fairhaven Public Schools will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of the Fairhaven Public Schools. Technicians and computer system administrators maintain full access rights to all storage devices, and may need to access/manage such storage devices as part of their duties.

Routine maintenance and monitoring of the system may lead to discovery that a user has or is violating the Fairhaven Public Schools Technology Acceptable Use Policy, other school committee policies, state laws, or federal laws.

Search of particular files of a user shall be conducted if there is a reasonable suspicion that a user has violated the law or Fairhaven School Committee Policies. The investigation will be reasonable and in the context of the nature of the alleged policy violation.

Email that is sent within the FPS district is monitored and filtered based upon content. Rules/filters are set up to monitor student email for profanity, harassment, and other inappropriate content. Student email that is identified as inappropriate will be reviewed by the school administration.

User Access and Explanation of Guideline

Access to information technology through the Fairhaven Public Schools is a privilege, not a right. Students, parents, staff and substitutes shall be required to read the FPS Technology Acceptable Use Policy and sign and return the Statement of Responsibilities.

The Fairhaven Public School Acceptable Use Policy shall govern all use of technology devices, digital resources, and network infrastructure. Student and staff use of technology resources, digital resources, web enabled devices, and network infrastructure will be governed by the Fairhaven School Committee disciplinary policies as outlined in the policy manual of the district and the student’s school handbook.

Because information technology is constantly changing, not all circumstances can be anticipated or addressed in this policy. All users are expected to understand and comply with both the “letter” and the “spirit” of this policy and show good judgment in their use of these resources.

The Fairhaven Public Schools provides students and staff access to its technology devices, digital resources, and network infrastructure, along with information technology for educational use. If a student has doubts regarding whether a resource has educational merit, he/she should ask an IT staff member.

Accessibility

In the event a student does not have access to a device or internet required to complete an assignment at home, staff shall provide an alternative method to complete required work.

School and District Web Pages

The Fairhaven Public School District will use the Internet as an effective, efficient, and timely source of information, method of communication and vehicle for resource collection. In order to take advantage of the opportunities the Internet provides, the Committee authorizes the creation of school and/or District Web pages on the Internet.

Only those web pages maintained in accordance with Committee policy and established procedures shall be recognized as official representations of the District or individual schools. All information on a school or District Web page must accurately reflect the mission, goals, policies, program, and activities of the school and District. The Web pages must have a purpose that falls within at least of three categories:

1. Support of curriculum and instruction - intended to provide links to the Internet resources for students, parents and staff in the District.
2. Public information - intended to communicate information about the schools and District to students, staff, parents and the community.
3. District technology support - intended to provide and respond to instructional and administrative technology needs of students and staff.
4. Follow Regulation IJNDB-R: Web page publishing policy.

The Superintendent shall designate an individual(s) to be responsible to maintaining the official District web page and monitoring all District Web Page activity. A building Principal shall make such designation for an individual school. As with any instructional materials or publication used by or representing the school or District, the building Principal or Superintendent, respectively, are ultimately responsible for accuracy and appropriateness of the information made available on the website. Concern about the content of any page(s) created by students or staff should be directed to the building Principal or the Superintendent's office when related to the District website. Websites developed under contract for the Fairhaven Public School District or within the scope of employment by Fairhaven Public School District employees are the property of the Fairhaven Public School District.

Social Networking

The Superintendent and the school principal will annually remind staff members and orient new members concerning the importance of maintaining proper decorum in the online, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

- Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
- Teachers may not list current students as "friends" on **personal** networking sites. Staff should create a professional account when interacting with students through social networking.
- All content within social networking sites shall be made available to the public.
- Staff members will not give out their private cell phone or home phone numbers to students unless they are responsible for a school-sponsored club or sport. In the event a staff member shares his/her private

phone number, they must indicate on the Staff Statement of Responsibilities page located at the end of this document.

- The possibility of penalties, including dismissal from employment, for failure to exercise good judgement in on-line conduct.

Scope of Technology Policies

Policies, guidelines and rules refer to all computing devices including but not limited to computers, mobile web enabled devices, iPads, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones or ECDs (electronic communication devices), digital cameras, etc., as well as technology infrastructure, associated peripheral devices and/or software.

Policies, guidelines, and rules refer to any computing or telecommunication devices owned by, leased by, in the possession of, or being used by students and/or staff that are operated on the grounds of any district facility or connected to any equipment at any district facility by means of web connection, direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.

This Technology Acceptable Use Policy also applies to any online service provided directly or indirectly by the district for staff and student use, including but not limited to: Google Apps for Education accounts, Email, Calendar, and Aspen (Parent/Student Access to Student Information System).

Expectation of Privacy

At any time and without prior notice, the FPS reserves the right to monitor, inspect, copy, review, and store any and all usage of technology devices, digital resources, and network infrastructure, along with information technology as well as any information sent or received in connection with this usage. Staff and students should not have any expectation of privacy regarding such materials.

Consequences for Violation of Technology Policies

Use of the computer network and Internet is an integral part of research and class work, but abuse of this technology can result in loss of privileges. Students and staff who use technology devices, digital resources, and network infrastructure, along with information technology inappropriately may lose their access privileges and may face additional disciplinary or legal action.

The length of time for loss of privileges will be determined by building administrators and/or other staff members. If the user is guilty of multiple violations, privileges can be removed for one year or more.

Unacceptable Uses of Technology Resources

Inappropriate technology use includes but is not limited to the following:

- Interfering with the normal functioning of devices, computer systems, or computer networks.
- Damaging or theft of devices, computer systems, or computer networks.
- Accessing, modifying, or deleting files/data that do not belong to you.
- Sending or publishing offensive or harassing messages and content.
- Accessing dangerous information that, if acted upon, could cause damage or danger to others.
- Giving your username or password to any other student, or using the username or password of someone else to access any part of the system.
- Sharing and/or distribution of passwords or using another student or faculty member's password.
- Sharing the staff network password with students.
- Intentional viewing, downloading or distribution of inappropriate and/or offensive materials.

- Gaining unauthorized access to computer and or telecommunications networks and resources.
- Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials.
- Using obscene language, harassing, insulting or bullying others, posting of private or personal information about another person, spamming of the school email system, violating any federal or state law, local regulation or school committee policy.
- Posting items exhibiting or advocating use of drugs and alcohol.
- Violating copyright laws and/or the district policy on plagiarism.
- Copying software or applications from Fairhaven Public School devices through any electronic means unless the particular licensing agreement in place for the software allows user distribution.
- Intentionally wasting limited network or bandwidth resources.
- Destructions/vandalism of system software, applications, files or other network resources
- Employing the network for commercial or political purposes.
- Using the network / Internet to buy or sell products.
- “Hacking” and other illegal activities in attempt to gain unauthorized access to restricted files, other devices or computer systems. Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing / spoofing, peer-to-peer networking or remote-control software.
- Possession of and/or distribution of any of software tools designed to facilitate any of the above actions will also be considered an offense.
- Saving inappropriate files to any part of the system, including but not limited to:
 - Music files
 - Movies
 - Video games of all types, including ROMs and emulators
 - Offensive images or files
 - Programs which can be used for malicious purposes
 - Any files for which you do not have a legal license
 - Any file which is not needed for school purposes or a class assignment.
- Uses that contribute to the violation of any other staff/student conduct code including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.

NOTE: If you need a file for a class project that you think may be considered inappropriate, then you need to have teacher and school administration permission prior to the class project.

Due Process

The Fairhaven Public Schools will apply progressive discipline for violations of the district policy and signed Acceptable Use Agreement Form which may include revocation of the privilege of a user’s access to technology devices, digital resources, and network infrastructure, along with information technology. Other appropriate disciplinary or legal action may be undertaken by the Fairhaven Public Schools administration. The nature of the investigation will be reasonable, and for staff, will reflect the contract language for each bargaining unit. For students, the discipline will reflect the language in the Student Handbook and be subject to the school’s discretion.

Fairhaven Public Schools Limitations of Liability

The Fairhaven Public Schools makes no warranties of any kind, implied or expressed, that the services and functions provided through the Fairhaven Public Schools technology devices, digital resources and network infrastructure, along with information technology will be error free or without defect. The Fairhaven Public Schools will not be responsible for damages users may suffer, including but not limited to loss of data or interruption of service.

The Fairhaven Public Schools, along with any persons or organizations associated with the school department

internet connectivity, will not be liable for the actions of anyone connecting to the internet through the school network infrastructure. All users shall assume full liability, legal, financial or otherwise for their actions while connected to the internet.

The Fairhaven Public Schools assumes no responsibility for any information or materials transferred or accessed from the internet.

Parents/Guardians should read this FPS Technology Acceptable Use Policy. Parents/guardians should discuss the technology use responsibilities with their children. Questions and concerns can be forwarded to the Fairhaven Public Schools and appropriate offices.

Modification

The Fairhaven School Committee reserves the right to modify or change this policy and related implementation procedures at any time. Prior to implementation for staff, presidents of each of the bargaining units will be notified.

STUDENT/PARENT STATEMENT OF RESPONSIBILITIES

Student Expectations

I have read, understand and will follow this Acceptable Use Policy posted on fairhavenps.org. If I break this agreement, the consequences could include suspension of computer privileges and/or disciplinary action. I also understand the school network and email accounts are owned by Fairhaven Public School and that Fairhaven Public Schools has the right to access any of the information used through the mediums provided through the school at any time.

Parent/Guardian Acceptable Use Signature

Parent collaboration and consent working together is a crucial focus of Fairhaven Public Schools. Through our technology integration, we want to work with parents so they understand the different initiatives that are taking place at school, whether they are using technology or not. We encourage you to have your children guide you through their work so you will see their work as it develops.

As parents, students and teachers working together, we become a strong learning community, therefore, creating more opportunities for our students to become successful. As the parent or guardian of this student, I have read the Fairhaven Public Schools Acceptable Use Policy. I understand that technology is provided for educational purposes in keeping with the academic goals of Fairhaven Public Schools, and that student use for any other purpose is inappropriate. I recognize it is impossible for the school to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school.

I understand and will support my student in adhering to this Acceptable Use Policy. I am aware that if my child breaches this agreement, the consequences could include suspension of computer privileges and/or disciplinary action. I also understand the school network and email accounts are owned by Fairhaven Public Schools and that Fairhaven Public Schools has the right to access any of the information used through the mediums provided through the school at any time. I hereby give permission for my child to use technology resources in Fairhaven Public Schools.

Parent/Guardian Student Images for Educational Purposes

Fairhaven Public Schools attempts to provide students with the best educational practices and resources. Fairhaven schools will also attempt to recognize student achievement and success by publishing student names and/or pictures in the newspaper, school based web pages or blogs, school newsletters, and video/cable access television. The information, which may be released for publication, includes only the student's name, class, participation in officially recognized activities and sports, degrees, honors, and awards. Photographs and video recordings may also be taken during school activities for use on Fairhaven Public Schools web pages, blogs, newsletters, yearbooks, and newspaper articles. Fairhaven Public Schools owns the photographs and video recordings and all rights to them.

Fairhaven Device Statement of Responsibility for Parent/Guardian and Student (If applicable)

We understand that we are accepting responsibility for any damage, destruction, or loss of the assigned device (iPad, laptop or tablet). We understand that we are responsible for the total cost of replacing a damaged, destroyed, or lost iPad.

Parent or Guardian Name (please print)

Student Name (please print)

Parent or Guardian Signature

Student Signature

Date

Date

I have read and understand the FPS Technology AUP.

I have read and understand the FPS Technology AUP

I understand that my child may be photographed for the use in educational publications.

I have read and understand the FPS Technology AUP.

I do not want my child to be photographed or videotaped for the use in educational publications.

**FAIRHAVEN PUBLIC SCHOOLS
STAFF STATEMENT OF RESPONSIBILITIES**

Staff Expectations

I have read, understand and will follow this Acceptable Use Policy. If I break this agreement, the consequences could include suspension of computer privileges and/or disciplinary action including but not limited to suspension or revocation of privileges, termination of employment, and criminal prosecution. I also understand the school network and email accounts are owned by Fairhaven Public School and that Fairhaven Public Schools has the right to access any of the information used through the mediums provided through the school at any time.

Staff Name (please print)

Staff Signature

Date

I am responsible for a club or sport and will give my private cell or house phone number to students. I understand that this means of communication shall be used for informational purposes only and shall not violate any of the terms included in the Fairhaven Public Schools Technology Acceptable Use Policy.