Berkeley County School District

Technology Plan 2012 – 2015

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Vision

To challenge and empower our students to be successful in a highly competitive world

Mission

Building upon our rich **Lowcountry traditions**, we will ignite, in every student, a passion for life-long learning. Through dynamic instruction, creative partnerships and exceptional support, we will foster opportunities for each student to build a **legacy of success.**

Core Values

Student and Learning Emphasis
➢ Focusing on quality teaching and learning with a priority on literacy for all students.

Quality Faculty and Staff
➢ Respecting the value of quality team members who make a difference in our school district.

Teamwork and Partnerships
➢ Developing and refining a team concept throughout the district that values the role of community engagement in meeting the needs of our students.

Continuous Improvement
➢ Focusing on becoming a great school system with the commitment of always striving to improve.

Management by Fact and Focus on Results
➢ Using reliable data as a basis for decision making that addresses the needs and expectations of our community.

Social Responsibility
➢ Promoting and maintaining ethical, professional, fiscal, and personal accountability.

District Profile

Number of Schools: 41

Number of Students Enrolled: 30,281

Percentage of Dropouts: 5.5%

Graduation Rate Percentage: 67.9%

E-Rate Discount Percentage: 75%

Technology Department Overview

Berkeley County School District's Office of Technology is tasked with installing, upgrading, and maintaining a wide spectrum of hardware, software, and network infrastructure in a large and diverse computing environment spread out over 38 school campuses and other facilities. This challenge is handled by various Office of Technology employees, including secretaries, technicians, and analysts, among others.

Equipment Overview

The Office of Technology is responsible for approximately 14,000 District computers and over 120 file servers. Virtually all computers and file servers are Dell enterprise-class models. Additionally all District locations are serviced by high-end, enterprise-level layer 3 Cisco Catalyst core network switches, with a mixture of HP Procurve and Cisco catalyst switches in the network communication closets. The Office of Technology also maintains a number of enterprise-level support systems, such as centralized backup servers.

Internet and Network Connectivity Overview

The District is connected to the Internet via a filtered 110 Mbps Ethernet connection. This connection is then shared out to other District sites via 100 Mbps Metro Ethernet circuits present at most District locations. These locations are, in turn, locally wired for Ethernet connectivity with up to 1 Gbps speeds to the desktop. This robust connectivity allows for district-wide access to various network resources including: district-based E-mail; student information systems; financial systems; and network security systems, among others. Such robust connectivity also makes possible access to network- and Internet-based instructional applications, such as: ALS Anywhere Learning System; SME SuccessMaker Enterprise; Compass Learning Odyssey; and Nova Net, as well as others. Also, 22 schools are currently equipped with full-building wireless network coverage, and all locations to be equipped by end of school year 2011-2012.

Classroom Technology

Every Berkeley County School District classroom is equipped with at least one Internet-connected computer that also has access to district- and network-level applications and resources. Additionally, virtually all District classrooms are equipped with interactive whiteboard technology, primarily from SMART Technologies. An increasing number of classrooms are also equipped with reinforced audio systems, student response systems, interactive wireless slates, and document cameras.

Building Technology

In an effort to better disseminate information to faculty and students, as well as make facilities more visitor-friendly, the District has been installing plasma & LCD displays for digital signage. The Office of Technology also supports a number of network-connected technologies in traditionally non-digital products to help improve safety and efficiency. Among these are Novar, an energy management product used to more efficiently utilize energy, and Fireworks, a fire alarm reporting and management software solution.

Web Conferencing

Adobe Connect is Berkeley County School District's flexible web communication system that serves as a vehicle for providing web-based training, web conferencing, and online collaboration. Voice, video, file sharing, and screen sharing are all capabilities available in the system. Meetings and training sessions generated with the Adobe Connect system are recorded and posted on our intranet.

Web Content Management

To maintain our district and school web pages, we employ School World's web content management system. This system provides an easy-to-use interface that gives schools the capability to update their content as needed. This system also helps the district emphasize continuity from site to site. In addition to providing district and school website management, School World's web content management system includes Teacher Pages. With Teacher Pages, users can create their own personal classroom web site to post homework assignments, forms, documents, slideshows, blogs, polls, puzzles, booklists, daily schedules, information about themselves or their classes, and even send email correspondence to parents. Teachers also have access to an online lesson plan system tied directly to their Teacher Page. Key features of the lesson plan system include the ability to link state standards to lesson plans and assign multiple administrators as reviewers of the lesson plans.

Intranet

Berkeley County School District maintains an internal information portal for district employees. Our intranet provides easy access to curriculum resources, district announcements, OSHA documents and training, maintenance and technology work orders, lesson plans, and links to other resources valuable to district employees.

In-house Database & Application Development

The district has developed numerous MS Access based database applications to help manage various aspect of our operation. Implementing these customized database applications makes it easier to link our interrelated information systems. Database applications created and maintained in-house include: inventory, work order, classified/certified applicants, purchase orders, school attendance projections, staff allocations, homebound, financial transparency, and OSHA online training.

Data Analysis Tools

The district has implemented Pinnacle Insight Analytics to help district teachers and administrators better analyze student demographic, course history, attendance, discipline, and testing data. This tool makes it easier for teachers and administrators to see performance trends and potential problem areas.

BCSD Technology Statistics

- During the current school year, Berkeley County School District averages 2.5 students per computer.
- Over 96% of our classrooms have interactive whiteboards and projectors.
- BCSD's mobile computing device inventory has been growing over the past few years. We currently have:
    - o 479 Tablet PCs
    - o 209 Netbooks
    - o 106 eReaders

Aim – District Priority

Goal: Increase the formal community engagement in the district to enhance student learning opportunities.

Action	Timeline	Indicators of Implementation
Strategy: Create and conduct a Back-to School supply and volunteer drive.		
1) Create an online volunteer directory and opportunity calendar.	Spring / July 2012	Directory, Calendar Live Online
Strategy: Engage community partners in opportunities to support student learning.		
1) Develop a tracking system to gauge effectiveness.	Fall 2011/ Spring 2012	System Implemented

Aim – School Climate

Goal: Sustain 100% of the local, state and federal safety requirements to enhance a safe and healthy environment.

Action	Timeline	Indicators of Implementation
Strategy: Support training and implementation of safety plans and drills.		
1) Review and update District Crisis & Recovery Plan and rehearse one School Crisis Plan scenario each semester.	Ongoing	Crisis Drill Meeting, Minutes Debriefing Reports
2) Provide internet usage guidelines and require all staff and students to comply.	Ongoing	Signed Assurance Forms
3) Provide updated annual technology training and accompanying test. Require all staff to complete training	Ongoing	Online Training Report
4) Ensure compliance with Children's Internet Protection Act guidelines by maintaining technology protection measures and internet safety policies.	Ongoing	Filtering Log
Strategy: Promote a safe and healthy environment for students and staff.		
1) Provide all schools with a security camera system for high-traffic and problem areas.	Ongoing	Cameras Installed
2) Effectively utilize the AlertNow messaging system.	Ongoing	AlertNow Message Log

Aim – School Climate

Goal: Develop and implement a plan to gain a positive survey rating from stakeholders in the areas of school maintenance, capital projects, and future capital projects.

Action	Timeline	Indicators of Implementation
Strategy: Establish infrastructure to maximize technology usage.		
1) Implement emergency cut off and recovery procedures.	Ongoing	Procedures Developed Training Documentation
2) Implement full wireless overlay in all school locations to support emerging wireless technologies and upgrade existing wireless coverage.	Ongoing	Overlay Installed
3) Add reinforced audio systems to enhance learning with multimedia and video based resources.	Ongoing	System Installed
4) Make digital signage available in various locations at all school sites.	Ongoing	Signage Installed
5) Implement new technologies and infrastructure to meet emerging technological needs.	Ongoing	Needs Analysis Conducted
6) Perform maintenance on existing technology equipment and infrastructure to ensure the district's minimum standards are met.	Ongoing	Plan Developed and Implemented
7) Create an obsolescence plan for replacement and/or removal of out-dated, non-warranted, or unsupported technology.	Ongoing	Plan Developed and Implemented
8) Continue to enhance closed caption television video surveillance systems to include emerging technologies.	Ongoing	Upgrades Completed

Aim – School Climate

Goal: Increase stakeholder perception of positive school climate by 5%.

Action	Timeline	Indicators of Implementation
Strategy: Enhance communication to foster stakeholder engagement.		
1) Administer Fall/Spring District Survey to each stakeholder group.	Ongoing	Results Posted Online
2) Implement school & district level video encoder systems and develop video communications programs.	Ongoing	Video Program Implemented
3) Promote use of district and school websites and develop guidelines for school website consistency.	Ongoing	Website Data Reports Guidelines Implemented
4) Foster parent/teacher communication via	Ongoing	State Survey Reponses

social networking, email, school and home visits, and new teacher/parent communication protocol.		District Survey Responses
5) Continue to promote and utilize Parent Portal to foster teacher/parent communication.	Ongoing	Usage Reports
6) Establish a teacher group in Groupwise and in AlertNow to facilitate district communication with teachers.	Ongoing	Group Established
7) Provide teacher website training and implement a Teacher Website of the Month recognition program to increase awareness of, interest in, and use of the Teacher Pages.	Ongoing	Sign-In Sheets
8) Develop and post a Parent Resource Center on the district website and link it to the Parent Portal.	Ongoing	Website Live Online

Aim – Student Achievement

Goal: Increase the four-year cohort graduation rate from 67.3% to 80%.

Action	Timeline	Indicators of Implementation
Strategy: Identify and support At-risk students at all levels (elementary, middle and high school).		
1) Conduct audits to monitor accuracy of data entry in PowerSchool.	Ongoing	Sign In Sheets, Evaluation of Training , Manuals, Audit Findings
2) Provide ongoing training for school level administration and key staff members based on findings (discipline, absences, etc.) to ensure accuracy of data. Review required fields for specific programs. (eg: GT, CTE, Spec. Ed., CDEPP, and ESL)	Ongoing	Sign In Sheets, Evaluation of Training , Manuals, Audit Findings
Strategy: Infuse technology on a daily basis to encourage collaboration, communication, and effective use of software to enhance student learning.		
1) Develop guidelines and protocols for the appropriate uses of Web 2.0 (Social Media Tools). (e.g.: Blogs, Forums, Wikis, Voicethreads, Podcasts, Glogster, Prezi, Google Documents, etc.)	Fall 2012	Guidance Documents
2) Research best practices and the implementation procedures for introducing a student wide email system. Develop BCSD student user Email Guidelines. Create user accounts.	Fall 2012	Recommendation Based on Research Guideline Document User Accounts
3) Utilize the on-line software approval process for all purchases.	Ongoing	Documentation of Approval

Aim – Student Achievement

Goal: Increase the percentage of students scoring met or above on PASS from 77.93% to 85%.

Action	Timeline	Indicators of Implementation
Strategy: Disaggregate and analyze assessment data to reveal patterns and trends in specific content areas and grade levels across the district to make decisions and allocate resources.		
1) Continue support of the data warehouse. Provide training on utilizing the data warehouse to collect and analyze multiple sources of data.	Ongoing	Documentation of Training

Aim – Teacher/Administrator Quality

Goal: 100% of positions will be filled with highly qualified staffs who meet the specific job requirements for the position.

Action	Timeline	Indicators of Implementation
Strategy: Recruit highly qualified applicants for all positions.		
Install Applicant Kiosk Station for applicants to complete applications and forms.	July 2012	Equipment on Site

Appendix 1: Staff Development Plan

Main Topic/ Content	Title	Audience
Applied Learning	KeyTrain (WorkKeys Training) Updates	MS - HS
Assessment	Administration of the MAP Assessment	All MAP Test Proctors and School Test Coordinators
Assessment	New Teacher Orientation, Measures of Academic Performance (MAP) Essentials	1-9 Teachers New to the District
CDEPP	Early Childhood Graduate Course-Title TBA	Teachers
Classified/Clerical	Basic Microsoft Word 2007	Secretaries, Bookkeepers, PowerSchool Clerks
Classified/Clerical	Advanced Microsoft Word 2007	Secretaries, Bookkeepers, PowerSchool Clerks
Classified/Clerical	Microsoft Excel Basic	Secretaries, Bookkeepers, PowerSchool Clerks
Classified/Clerical	Microsoft Publisher	All Secretaries
Classified/Clerical	Microsoft Excel Basic Plus	Secretaries, Bookkeepers, PowerSchool Clerks
Classified/Clerical	Microsoft Power Point Basic	Secretaries, Bookkeepers, PowerSchool Clerks
Classified/Clerical	Group Wise Basic Plus	Clerical, Bookkeepers PowerSchool Clerks
Classified/Clerical	PowerSchool Clerk Round Table Middle/High	PowerSchool Clerks
Classified/Clerical	Bookkeeper Round Table Middle/High	Bookkeepers
Classified/Child Nutrition	Purchasing Training	
CTE	Preparing for Robotics Competitions	MS - HS
CTE	Career & College Planning via Personal Pathways to Success	School Counselors & Career Specialists
CTE/Data Training/Collection	CTE Data Collection and Analysis	HS
Data	Analyzing and Interpreting Data to Make Informed Decision to Improve Student Learning	General
Data/Technology	Using Technology to Assist with the Collection of Data	General
Data/Technology	CD4 - 12 New Teacher Orientation, TestView Basics	CD4 - 12 Teachers New to the District
ELA	Photo Story, Movie Maker, and Streamline	K-8 ELA Teachers

Appendix 1: Staff Development Plan

ELA	Photo Story, Movie Maker, and Streamline	9-12 ELA Teachers
ELA/Data	Using Data to Support Differentiated Instruction	K-12 ELA
Fine Arts/Technology	K-12 SMARTboard 101 for Fine Arts Teachers	K-12 Fine Arts Teachers
Fine Arts/Technology	K-12 SMARTboard 201 for Fine Arts Teachers	K-12 Fine Arts Teachers
Fine Arts/Technology	K-12 Advanced Technology Applications for Fine Arts teachers, Moviemaker and More	K-12 Fine Arts Teachers
Fine Arts/Technology	K-12 Advanced Fine Arts Web-page Design	K-12 Fine Arts Teachers
Fine Arts/Technology	K-12 Introduction to Fine Arts Web-page Design	K-12 Fine Arts Teachers
Gifted/Talented	Using *Movie Magic* to Enhance Instruction, (computer lab required)	GT Teachers, AP History and English Teachers
Health	Training for Attendance Clerks	Attendance Clerks
Instruction & Learning	Cognitive Coaching	Administrators
Library Media	21st Century Reading Streamline, E-books, Electronic Book Talks, Book Blogs	Media Specialists, Media Assistants, Teachers
Library Media/ ELA	DISCUS + ELA Teachers + Media Specialists = WOW!	Media Specialists/ ELA teachers
Math/Science/ Technology	3 - 12 New Teacher Orientation - Gizmos-Interactive Science and Math Lessons	3-12 Science and Math Teachers New to the District
Mathematics	Houghton Mifflin Harcourt Thinkcentral Textbook Training, Assessment Writing, & Computer Access	K-5 Math Teachers
Mathematics	Phillips Exeter Academy 2011 Math Institute - Teaching the Fundamentals of Algebra 1	6-12 Math Teachers
Mathematics	Phillips Exeter Academy 2011 Math Institute - Using a Hands-on Activities-Based Approach in Algebra 1	6-12 Math Teachers
Mathematics	Phillips Exeter Academy 2011 Math Institute - Problem Solving in Algebra 2	8-12 Math Teachers
Mathematics	Phillips Exeter Academy 2011 Math Institute - Using a Hands-On Activities-Based Approach in Geometry	8-12 Math Teachers
Mathematics	Phillips Exeter Academy 2011 Math Institute - Teaching Geometry While Effectively Integrating Algebra	8-12 Math Teachers

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Mathematics	Phillips Exeter Academy 2011 Math Institute -Problems that Bridge Algebra and Geometry to Higher Level Mathematics	8-12 Math Teachers
Mathematics	Phillips Exeter Academy 2011 Math Institute - Probability & Statistics in All Classrooms	8-12 Math Teachers
School Safety	Cyber-bullying and Internet Safety	School Counselors & School Social Workers
Science	Creating Smartboard Lessons for the Science Classroom	K-12 Science Teachers
Technology	Teens and Cyber Communities and Socialization on the Internet	General
Technology	New Teacher Orientation - School World Lesson Plan Module/School Webpages	All (CD4 - 12) Teachers New to the District
Technology	The SMARTer Way to Integrate Technology	General
Technology	EdTech 101	General
Technology	Microsoft Office 2007 Basics	General
Technology	Narrating Your Own PhotoStory	General
Technology	Technology Help Sessions (Document Cameras, iPods, Air Liners, etc.)	General
Technology	SMART Certification Training	ITs
Technology	Certified SMART Training	General
Technology Introduction for all Teachers	New Teacher Orientation, Introduction to Technology (Intranet, ERO, Social Networking, Shared Drives)	All (CD4 - 12) Teachers New to the District
Technology	New Teacher Orientation, PowerTeacher	3 - 12 Teachers New to the District
Textbooks	School Textbook Manager Training	School Textbook Managers
Title I	Pearson Updates on ASSIST	Successmaker lab managers

Appendix 2: Acceptable Use Policy

Policy

ACCEPTABLE USE FOR NETWORK, INTERNET, AND E-MAIL SERVICES

Code **IFBGA** *Issued* 5/26/09

Technology is a vital part of education and the curriculum of the school District. In an effort to promote learning and expand educational resources for students, the District has made arrangements to provide network, Internet, and e-mail access to students and staff. The District's goal in providing these services is to promote educational excellence by facilitating resource sharing, communication and innovation.

Access to the network, Internet, and e-mail services is a privilege, not a right. With this privilege, there also is a responsibility to use these technologies solely for educational purposes and not to access inappropriate materials, including materials of a sexually inappropriate nature. To that end, the District administration is directed to develop appropriate procedures governing the use of District computers to access these technologies. The District administration is also directed to implement such technology protection measures and safety rules as may be required by the conditions of eligibility for any Federal or State technology funding assistance program.

As part of the implementation of the administration's procedures, students and staff must be instructed on the appropriate use of the network, Internet, and e-mail services. Students and staff must sign a form acknowledging that they have read and understand the Acceptable Use for Network, Internet, and E-Mail Services policy and administrative rules; that they will comply with the policy and administrative rules; and that they understand the consequences of violating the policy or administrative rules.

District and school computer technicians who are working with a computer and come across sexually inappropriate material, including sexually explicit images of children or any other material that could be criminal in nature, must report this to local law enforcement. The report must include the name and address of the owner or person in possession of the computer.

Inappropriate use of technology by any person will not be tolerated (see IFBGA- E).

Adopted 10/22/96; Revised 5/28/02; 5/26/09

Legal references:

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A.   Federal Law:
     1.   [47 USC Section 254(h)](#) - Children's Internet Protection Act
     2.   The Digital Millennium Copyright Act of 1998, Section 512 – Limitations on liability relating to material online.

B.   S.C. Code, 1976, as amended:
     1.   [Section 16-3](#)-850 - Encountering child pornography while processing film or working on a computer.
     2.   Section 16-15-305 – Disseminating, procuring or promoting obscenity unlawful; definitions; penalties; obscene material designated contraband.

Appendix 2: Acceptable Use Policy

Administrative Rule

ACCEPTABLE USE FOR NETWORK, INTERNET, AND E-MAIL SERVICES

Code **IFBGA-R** *Issued* 5/24/11

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Internet access

Because technology is a vital part of the educational process and the curriculum of Berkeley County School District, students and staff will be provided access to the Internet when appropriate. By providing this access, the District intends to promote educational excellence in schools by facilitating resource sharing, innovation, communication and learning and by allowing access to resources unavailable through traditional means. Through the Internet, students and staff will have filtered access to the following:

- locally networked reference and research sources
- global information and news
- local, regional, public, State and national library catalogs
- World Wide Web
- electronic mail sources
- virtual classes.

The availability of Internet access provides a unique educational opportunity for students and staff to contribute to the District's presence on the World Wide Web. This medium of communication provides an opportunity to share accurate information with the community, the State and the world about the District's curriculum and instruction, school-authorized activities and other related information. The District provides this instructional resource as an educational tool for students and staff and the technology acceptable use for network, Internet and e-mail services and administrative rule will govern its uses. **The failure to follow this policy or administrative rule may result in the loss of privileges or other disciplinary measures**.

With access to computers and people all over the world also comes the availability of material that may not be of educational value in the context of the school setting. The District has taken precautions to restrict access to controversial or inappropriate materials; however, on a global network it is impossible to control access to all materials and an industrious user may discover controversial information. The District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District. Users are responsible for reporting to the District's executive director of technology or his/her designee

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controversial or inappropriate websites they are able to access so they can be added to the District's filter.

The smooth operation of the technology network, Internet and e-mail services relies on the proper conduct of the end users who must adhere to strict procedures. These procedures are provided so that students and staff are aware of their responsibilities when using these technologies. Any violations of these procedures will subject the user to appropriate disciplinary action and possible denial of access to these services. In general, this requires efficient, ethical and legal utilization of the network resources.

Because access to the network provides connections to other computer systems located all over the world, users (and parents/legal guardians of students who are users) must understand that neither the District nor any District employee controls the content of the information available on all of these systems. Every effort will be made by the District to monitor and restrict ready access to known, objectionable content; however, the District does not condone the use of controversial or offensive materials and cannot be held responsible for such use.

Technology protection measures

In compliance with the Children's Internet Protection Act (CIPA), 47 U.S.C. § 254(h), the District uses technological devices designed to filter and block the use of any of the District's computers with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography or "harmful to minors" as defined in the CIPA.

Internet safety policy

For purposes of this administrative rule, this is the District's "Internet safety policy." This administrative rule includes provisions to address access by minors to inappropriate material on the Internet; the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications; unauthorized access, including so-called "hacking" and other unlawful activities by minors online; unauthorized disclosure, use and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Prior to accessing the network, Internet or e-mail services, students and staff will receive instructions on the appropriate use of these services. **Students and staff** must sign a form **annually** acknowledging that they have read and understand the policy and this administrative rule, that they will comply with the guidelines set forth herein and that they understand the consequences for violating these guidelines.

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Terms and conditions of use

Acceptable use

The purpose of the District's educational network is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. All use of the network, Internet and e-mail services must be in support of education and research and be consistent with the educational goals of the District. Use of other networks or computing resources must comply with the rules governing those networks.

Transmission of any material in violation of federal or State laws or regulations is prohibited. This includes, but is not limited to, the following:

- copyrighted material
- materials protected by intellectual property
- threatening or obscene material
- material protected by trade secret.

Access to computer systems and networks owned or operated by the District imposes certain responsibilities and obligations on users and is subject to District policies and local, State and federal laws.

Users shall use school provided software in a manner that strictly adheres to all licensing provisions, including installation, use, copying, number of simultaneous users, and other terms of the license. Furthermore, users shall comply with school policies and follow the school's best practices where possible to maintain the confidentiality, integrity, and availability of computer systems and information on all devices under their control.

Acceptable use is always ethical, reflects honesty and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms and the individual's rights to privacy and freedom from intimidation, harassment and unwarranted annoyance.

Procedures for use

Administrators and staff may access the Internet for educational or work-related purposes at any time that is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members.

The District will notify parents/legal guardians about the District network, related safety issues and issues governing its Internet through a general letter to all parents/legal guardians. Parental permission is not required for use of the Internet, but parents/legal guardians will be

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notified they have the right to file a parent/legal guardian denial form available from the school principal if they do not want their child(ren) to have access to Internet resources.

All computer and Internet usage by employees and students is to be consistent with the Berkeley County School District mission and policies.

Rules governing use

Permitted uses of Internet and e-mail

- Users will utilize the system for educational and professional development activities only.
- Users may download text and other approved files attached to e-mail messages or from the Internet for school-related business only. Large files should be downloaded during off peak hours whenever possible.
- Users will subscribe only to high quality discussion group mail lists that are relevant to their educational or professional/career development.
- Users will not post chain letters or engage in spamming. Spamming is sending an unnecessary message to a large number of people.
- Users will not use their e-mail account for personal use, with the exception of contacting a family member for emergency, work related or school related purposes.

- Users are not allowed to access personal e-mail accounts through District Internet connections.
- Users should not utilize the District e-mail system to advertise or solicit business.
- Users should adhere to common rules for e-mail etiquette.

E-mail retention

The District intends to set a District wide guideline regarding the scope and duration of e-mail retention. The information includes, but is not limited to, messages, communication headers, recipients and senders and files and attachments that are either stored or shared via electronic mail. Questions about these guidelines should be addressed to the office of technology.

This e-mail retention policy applies to all Berkeley County School District employees, regardless of job or department. This policy is to be observed in both conjunction with the District's acceptable use for network, Internet and e-mail services and the District's adherence to the Freedom of Information Act. Any e-mail, regardless of sender, recipient, content, message attachment or intended audience, is considered subject to this policy.

The duration of e-mail storage will be set at two years. Any e-mail, regardless of sender, recipient, content, message attachment or intended audience, is considered subject to this policy.

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Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

General prohibitions

Users may not use the District system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. This prohibition does not include use of the District's sales and promotions area. Berkeley County School District will not be responsible for any obligations resulting from any unauthorized use of the system or use of the sales and promotions area.

Users may not use the system for political activities.

Personal safety

Students will not post personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication. Personal contact information includes address, telephone number, school address, Social Security numbers, etc.

Students will not agree to meet with someone they have met online without their parent/legal guardian's approval.

Students will promptly disclose to an administrator, teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

Illegal activities

Users will not attempt to gain unauthorized access to the e-mail system, the District Web pages or any other computer systems through District e-mail, District network access, Internet and/or network access. Users will not attempt to perform functions that exceed their authorized access. This includes attempting to log in through another person's account or access another person's files.

Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses, malware or by any other means.

Users will not use the District system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person or any other activity that violates existing District policies. Reference to such activities will not even be made in a joking manner or as a prank.

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The District will contact law enforcement, consistent with State law, when criminal conduct occurs, as set forth in <u>S.C. Code Section 59-24</u>-60.

System security

Users will not share their account information (user ID and/or password) or attempt to log in to another user's account. Any sharing of user ID or password will result in immediate restriction or removal of account privileges. The only potential exception is the sharing of information with IT staff if requested for troubleshooting purposes.

Users will immediately notify the IT staff if they have identified a possible security problem (students should notify a teacher and/or principal). Do not actively seek security problems but immediately report any potential issues that are found.

Users will not download or install any unauthorized software or install any unauthorized hardware, e.g., computers, wireless access devices, printers or any network equipment, etc.

Users will not knowingly execute any files containing viruses, other files with illegal content or in any other way knowingly spread computer viruses.

Use of appropriate language

Restrictions against inappropriate language apply to public messages, private messages and material posted on Web pages.

- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or gang-related language or symbols,
- Users will not post information which could cause damage or a danger of disruption of network services.
- Users will not engage in personal attacks including, but not limited to, prejudicial or discriminatory remarks.
- Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending message, he/she must stop.
- Users will not use any language that threatens another person, whether it is the recipient of the message or a third party.
- Users will not knowingly or recklessly post false or defamatory information about a person or organization.

Access to inappropriate material

Users will not use the District system to access material that is profane or obscene, e.g., pornography; that advocates illegal acts; or that advocates violence or discrimination towards other people, e.g., hate literature.

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Adult users who mistakenly access inappropriate information or images should immediately report this to the District help desk or to a District network administrator. This action will initiate the process to have the materials blocked.

Students who mistakenly access inappropriate information or images should immediately report this to the attending teacher. The school principal should be notified if it is deemed warranted. This will protect users against an allegation that they have intentionally violated the acceptable use for network, Internet and e-mail services.

Students are expected to follow parental guidance regarding limitation of access to additional types of inappropriate materials.

Respect for privacy

Users will not post private information about another person.

The District reserves the rights to examine, restrict or remove any material that is on or passes through its network, just as it does any other work or material generated or brought to school by staff and students. Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic format.

Penalties for improper use

Any employee who violates the terms of this policy and administrative rule or otherwise misuses e-mail or the Internet and/or technology to access inappropriate material will be subject to disciplinary action, up to and including dismissal. In addition, the privilege of accessing the Internet and e-mail services also will be subject to cancellation. Students who violate the terms of this policy and administrative rule or who otherwise misuse their access to e-mail or the Internet also will be subject to disciplinary action in accordance with the District's student behavior code policy. Internet and e-mail privileges may also be cancelled. Violations of the laws of the United States or the State of South Carolina also may subject the user to criminal prosecution. If the user incurs unauthorized costs, the user, as well as the user's parent/legal guardian if the user is a student, will be responsible for all such costs.

Any user who deliberately damages District hardware will be charged for any repair or replacement costs.

Cost to repair damages that result from deliberate attempts to override or disable protection software will be charged to the user.

Appendix 2: Acceptable Use Policy

Warranty

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries or service interruptions caused by the system's negligence, user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Materials on web pages reflect an individual's thoughts, interests and activities. Such web pages do not in any way represent individual schools or the District, nor are they endorsed or sanctioned by any individual school or the District. Concern about the content of any page(s) created by students or staff should be directed to the building principal of that school.

Given the rapid change in technology, some of the technical standards outlined in this policy and administrative rule may change throughout the year. The District's executive director of technology, with approval of the District Superintendent, will make such changes. The policy and administrative rule may be updated on an annual basis or more frequently if required.

School Board policies

All documents on the District's server(s) must conform to Board policies and regulations, as well as established District guidelines. Copies of Board policies are available in all school offices and on the District website. Persons developing or maintaining web documents are responsible for complying with these and other policies, regulations and guidelines. Some of the relevant issues and related Board policies include the following.

- Electronic transmission of materials is a form of copying. As specified in District policy, no unlawful copies of copyrighted materials may be knowingly produced or transmitted via the District's equipment, including its web server(s).
- Documents created for the web and linked to District web pages must meet the criteria for use as an instructional resource in accordance with District policies, regulations and guidelines.
- Any links on District/school web pages that are not specifically curriculum related must meet the criteria established in the District's technology acceptable use for network, Internet and e-mail services and administrative regulation. Any other non-curricular materials should be limited to information about other youth activities, agencies or organizations which are known to be non-sectarian, exclusively devoted to community interests or child welfare, non-profit and non-discriminatory. Web page links may not include entities whose primary purpose is commercial or political advertising.
- All communications via the District web pages will comply with the District's technology acceptable use for network, Internet and e-mail services and the District's student behavior code policy. Offensive behavior that is explicitly prohibited by these policies includes religious, racial and sexual harassment and/or violence.

Appendix 2: Acceptable Use Policy

- Any student information communicated via District web pages will comply with District policies on data privacy and public use of school records.

Non-District issued electronic communications

An employee's personal use of non-District issued electronic communications resources outside of working hours (including, but not limited to, social networking sites and personal portrayal on the Internet) will be the concern of and warrant the attention of the Board if it impairs the employee's ability to effectively perform his/her job responsibilities or as it violates local, State or federal law or contractual agreements (see policy GBEB regarding use of non-District issued electronic resources).

Adopted 10/22/965/28/02, 5/26/09, 5/24/11

Appendix 3: District WAN

Berkeley County School District WAN
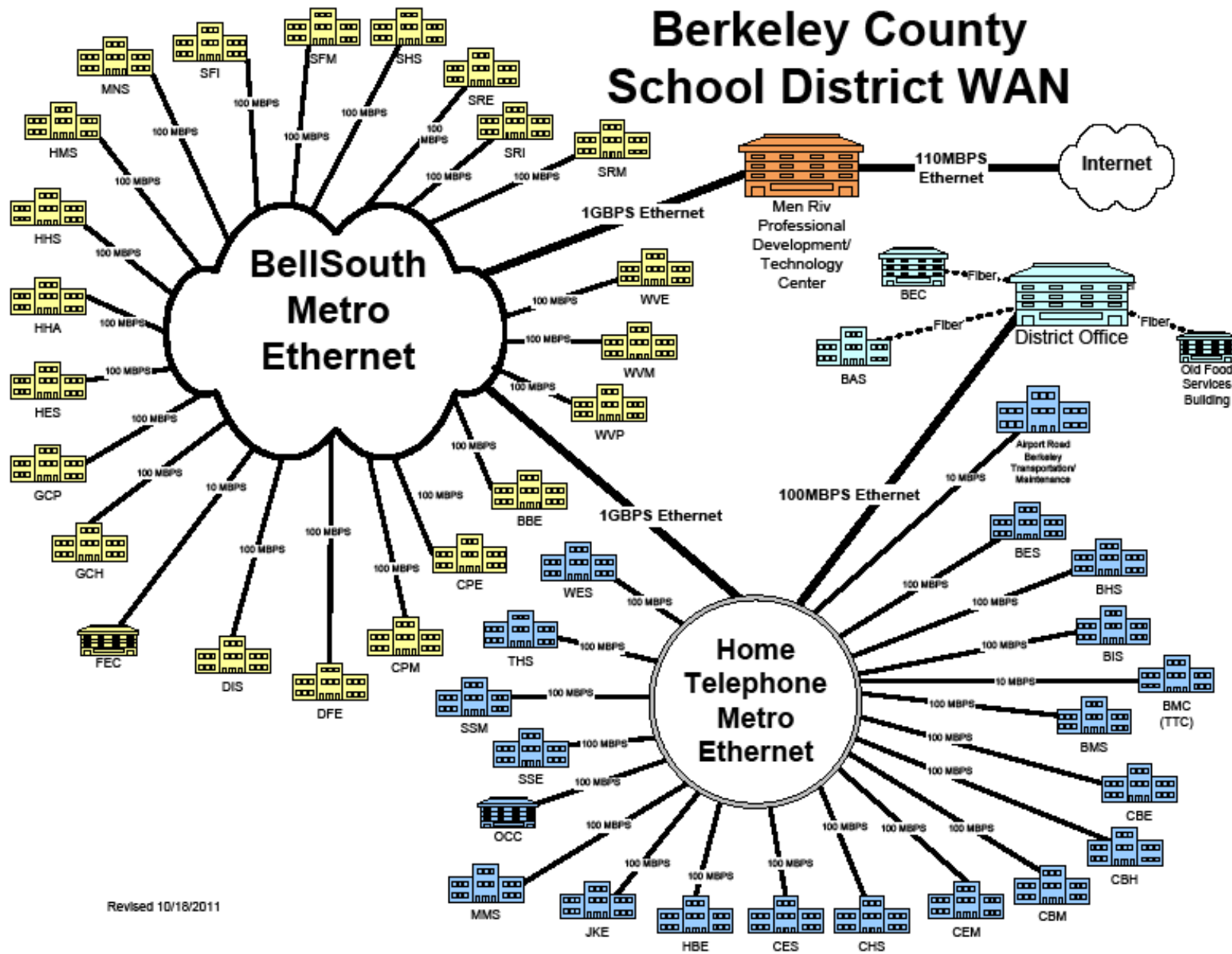
Appendix 4: Tape Backup Rotation Policy

Adobe Connect	12 (Monthly)	3 (weekly)	5 (Daily)	**NONE**
AIG (Doc E-Fill)	12 (Monthly)	3 (weekly)	5 (Daily)	**NONE**
AIG2 (Doc E-Scan)	12 (Monthly)	3 (weekly)	5 (Daily)	**NONE**
ALS Server	12 (Monthly)	3 (weekly)	5 (Daily)	**Revinetix**
Archiving Server	**??**	**??**	**??**	**RVX-Archive**
BBE River Deep (Tapes rotated at School)	4 (Monthly)	0 (weekly)	5 (Daily)	**Revinetix**
BCSD-CSI	12 (Monthly)	3 (weekly)	5 (Daily)	**NONE**
BCSDDATA	12 (Monthly)	3 (weekly)	5 (Daily)	**NONE**
BCSD-DP1	**NONE**	**NONE**	**NONE**	**NONE**
BCSD-DP2	**NONE**	**NONE**	**NONE**	**NONE**
BCSD-DP3	**NONE**	**NONE**	**NONE**	**NONE**
BCSDSQL	12 (Monthly)	3 (weekly)	5 (Daily)	**NONE**
Berkeley1	12 (Monthly)	3 (weekly)	5 (Daily)	**Revinetix**
BioMetrics PC	**NONE**	**NONE**	**NONE**	**Revinetix**
Call Managers (BMS, DIS, MMS) - To Intranet	**NONE**	**NONE**	**NONE**	**via Revinetix**
CiscoACS - NOT USED	**NONE**	**NONE**	**NONE**	**NONE**
Compass	12 (Monthly)	3 (weekly)	5 (Daily)	**Revinetix**
Destinyapp	**NONE**	**NONE**	**NONE**	**Revinetix**
DestinyData	12 (Monthly)	3 (weekly)	5 (Daily)	**Revinetix**
Do_Apps	12 (Monthly)	3 (weekly)	5 (Daily)	**NONE**
Do_Sasi	12 (Monthly)	3 (weekly)	5 (Daily)	**NONE**
DO_SME	12 (Monthly)	3 (weekly)	5 (Daily)	**Revinetix**
Domail_1	12 (Monthly)	3 (weekly)	5 (Daily)	**NONE**
DOZFS	**NONE**	**NONE**	**NONE**	**NONE**
GWmail1	12 (Monthly)	3 (weekly)	5 (Daily)	**NONE**
GWmail2	12 (Monthly)	3 (weekly)	5 (Daily)	**NONE**
GWmail3	12 (Monthly)	3 (weekly)	5 (Daily)	**NONE**
GWmail4	12 (Monthly)	3 (weekly)	5 (Daily)	**NONE**
IDCards	Berkeley1	Berkeley1	Berkeley1	**Revinetix**
Intranet (VOIP Backups - BMS, DIS, MMS, Unity)	12 (Monthly)	3 (weekly)	5 (Daily)	**Revinetix**
LSPEEDTTC1	12 (Monthly)	3 (weekly)	5 (Daily)	**NONE**
LSPEEDTTC2	**NONE**	**NONE**	**NONE**	**NONE**
Novar Data	**NONE**	**NONE**	**NONE**	**Revinetix**
Patchlink	**NONE**	**NONE**	**NONE**	**NONE**
Power School	**NONE**	**NONE**	**NONE**	**Revinetix**
Qquest PC	**NONE**	**NONE**	**NONE**	**Revinetix**
Revinetix (1 & 2)	**NONE**	**NONE**	**NONE**	**Revinetix**
Security Sensor	**NONE**	**NONE**	**NONE**	**NONE**
SME Task Server	**NONE**	**NONE**	**NONE**	**Revinetix**
Sophos Mail Server Appliance	**NONE**	**NONE**	**NONE**	**NONE**
SOPHOS1	12 (Monthly)	3 (weekly)	5 (Daily)	**NONE**
SOPHOS2	12 (Monthly)	3 (weekly)	5 (Daily)	**NONE**
Storage-FS1	**NONE**	**NONE**	**NONE**	**NONE**
Storage-FS2	**NONE**	**NONE**	**NONE**	**NONE**
Testview	12 (Monthly)	3 (weekly)	5 (Daily)	**Revinetix**
United Streaming / BCSD Videos	**NONE**	**NONE**	**NONE**	**Revinetix**
Web FS1 (Internet Mail - No Data)	**NONE**	**NONE**	**NONE**	**NONE**
Webserver (WWW2) - NOT USED	**NONE**	**NONE**	**NONE**	**NONE**

Appendix 5: Current Inventory

Equipment Type	Total
Access Point AIR	785
Airliner	591
BroadBand Amp	8
Call Manager	3
Camera/Camcorder	1,015
Classroom Response System	225
Computer	18,641
CQ Device	125
Demodulator	80
Document Camera	410
Encoder	168
IP Phone	1,276
KVM Switch	52
LCD/Plasma/Display	159
Netbook	211
Printer	6,325
Projector	3,218
Rack	34
Scanner	634
Server	44
Server - Backup	3
Server - Camera	67
Server - Data	241
Server - Lightspeed	2
Server - Paging	4
Server - Phone	7
Server - Storage	8
Server - Teknet	6
Server - Virus	3
Server - Voicemail	1
Server - Workstation Mgmt	2
Smartboard	2,274
Switch	1,689
Tablet PC	523
UPS Rack Mount	154
UPS Wall Mount	61
UPS-floor model	1
Wireless LAN Solution	18

Certification

This Technology Plan has been reviewed and submitted on behalf of Berkeley County School District

Signatures:

School District Superintendent: Rodney Thompson

Signature _____

Date: _____

Executive Director of Technology: Diane Driggers

Signature: _____

Date: _____

FOR USE BY THE SOUTH CAROLINA STATE SCHOOL DISTRICT OR LIBRARY

This plan has been reviewed and certified by the South Carolina State School District or Library. This certification will be effective for the term of this plan, but not to exceed three years.

Approved by the SC State School District or Library:

Signature: _____

Date: _____

This certification expires: _____