Campbell County School District # 1
Superintendent: Dr. Boyd Brown

District Technology Plan
January 2017 – January 2020

Submitted by: Lyla Downey
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District Mission Statement

Mission Statement

Empowering our students for success.

Vision Statement

United in excellence.
### Technology Planning Committee

<table>
<thead>
<tr>
<th>School / Department</th>
<th>Member</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Office</td>
<td>Lyla Downey</td>
<td>Assistant Superintendent for Technology Education</td>
</tr>
<tr>
<td>District Office</td>
<td>Kelly Hornby</td>
<td>Assistant Superintendent for Curriculum, Assessment, and Staff Development</td>
</tr>
<tr>
<td>District Office</td>
<td>Dr. Lyn Velle</td>
<td>Coordinator of Career Technical Education</td>
</tr>
<tr>
<td>District Office</td>
<td>Anita Weischedel</td>
<td>Title I Secretary</td>
</tr>
<tr>
<td>District Office</td>
<td>Stephanie Zickefoose</td>
<td>Director of Special Programs</td>
</tr>
<tr>
<td>District Office</td>
<td>Cathy McGeowan</td>
<td>Technology Integration Specialist</td>
</tr>
<tr>
<td>Campbell County High School</td>
<td>Gabe Held and Tanner Miller</td>
<td>Students</td>
</tr>
<tr>
<td>Parent Volunteer</td>
<td>Nicole Ely</td>
<td>District Parent Involvement Facilitator</td>
</tr>
<tr>
<td>Campbell County School District</td>
<td>Patti Kearn</td>
<td>Head Librarian, CCHS</td>
</tr>
<tr>
<td>Collins Communications</td>
<td>Rick Murray</td>
<td>Collins Communications</td>
</tr>
<tr>
<td>District Office</td>
<td>Laura Buckingham</td>
<td>Assistive Technology</td>
</tr>
</tbody>
</table>
Introduction

The Campbell County School District Technology Plan calls for revolutionary transformation rather than evolutionary tinkering. Our vision is to engage our students in empowering learning experiences and content powered by technology.

Technology Goals

1. **Learning: Engage and Empower**: This plan infuses state-of-the art technologies into learning that enables, motivates and inspires all students to be active, creative, knowledgeable and ethical participants in a globally networked society.

   A. **Objective**: Teachers in CCSD, acknowledging the following International Society for Technology in Education (ISTE®) standards, will consistently use instructional strategies that require students to apply knowledge, integrate content, and use technologies as instructional resources and learning tools.

      (1) **Empowered Learner**: Students will leverage technology to take an active role in choosing, achieving and demonstrating competency in their learning goals, informed by the learning sciences.

      (2) **Digital Citizen**: Students will recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical.

      (3) **Knowledge Constructor**: Students will critically curate a variety of resources using digital tools to construct knowledge, produce creative artifacts and make meaningful learning experiences for themselves and others.

      (4) **Innovative Designer**: Students will use a variety of technologies within a design process to solve problems by creating new, useful or imaginative solutions.

      (5) **Computational Thinker**: Students will develop and employ strategies for understanding and solving problems in ways that leverage the power of technological methods to develop and test solutions.

      (6) **Creative Communicator**: Students will communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats and digital media appropriate to their goals.

      (7) **Global Collaborator**: Students will use digital tools to broaden their perspectives and enrich their learning by collaborating with others and working effectively in teams locally and globally.
B. **Objective:** Our district will continue to provide teachers with a revolutionary opportunity for change in instruction and methodology by implementing our 1:1 Classroom TEConnect Initiative.

1. CCSD will promote the infusion of technology across all core content areas in order to improve achievement for students in Grades K-12.

2. CCSD will increase student engagement, accountability and creativity while offering students the opportunity to participate in authentic work.

3. CCSD will increase opportunities to differentiate instruction through collaboration between regular education classrooms and special education classrooms.

4. CCSD will promote assured experiences in Grades K-8 in meeting CCSD technology standards.

2. **Staff Development: Prepare and Connect:** Professional educators will be supported individually and in teams by technology that connects them to data, content, resources, expertise and learning experiences that enable and inspire more effective teaching for all learners.

   A. **Objective:** Campbell County School District will ensure that educators are provided with professional development opportunities to integrate technology in the classroom for productivity, engagement, differentiation and assessment.

      1. CCSD will conduct a needs assessment survey each year.

      2. CCSD will provide professional development that focuses on pedagogy and technology and assures that educators have the skills to use technology in an instructionally sound and pedagogically effective way.

      3. CCSD will build capacity by offering professional development in online and face-to-face formats.

      4. CCSD will support our 1:1 Classroom TEConnect Initiative to ensure that technology is seen not as another initiative but as being integral to the curriculum.

   B. **Objective:** Campbell County School District will provide online learning opportunities for staff.

3. **Assessment: Evaluate and Improve:** Our district will use technology in designing curriculum and assessments as well as in capturing, aggregating, mining and sharing data with our stakeholders.

   A. **Objective:** Our district will design and implement systems that give students, educators and other stakeholders timely actionable feedback about student learning and instructional practices.
B. **Objective:** Our district will use technology to assist in the design of curriculum and assessments to ensure that vertical and horizontal alignment are maintained and enhanced.

C. **Objective:** Our district will use reporting tools to assist in meeting continuous improvement goals.

4. **Infrastructure: Access and Enable:** All students and staff will have access to state-of-the-art infrastructures and resources when and where they need it.

   A. **Objective:** Assistive technologies will be provided to students with disabilities.

   B. **Objective:** All students will have access to cloud computing.

   C. **Objective:** All students will have access to a wide range of devices including interactive projectors, digital cameras, mobile devices and desktop computing.

   D. **Objective:** All students will have access to robust wireless and broadband networks.

   E. **Objective:** CCSD will ensure appropriate levels of security, network filtering and privacy throughout systems.

   F. **Objective:** CCSD will have processes in place to ensure interoperability between systems and timely responses to networks and equipment failures.

   G. **Objective:** CCSD will provide highly qualified technical support staff at both a district level and building level.
**ACTION PLAN: Engage and Empower**

<table>
<thead>
<tr>
<th>1. <strong>Learning: Engage and Empower:</strong> This plan infuses state-of-the art technologies into learning that enables, motivates and inspires all students to be active, creative, knowledgeable and ethical participants in a globally networked society.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Objective:</strong> Teachers in CCSD will consistently use instructional strategies that require students to apply knowledge, integrate content, and use technologies as an instructional resources and learning tools.</td>
</tr>
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</table>

**Activities:**

1. Curriculum facilitators will work with their departments every summer in revising and adopting content standards and assessments that reflect 21st Century Competencies (ISTE standards, listed below) as well as the mastery of our adopted Common Core State Standards.

**Timeline:** Annually in June and July

2. Technology coaches will work as a Professional Learning Community (PLC) in designing and revising content and assessments that measure students’ success on the ISTE standards listed below.

   a. **Empowered Learner:** Students leverage technology to take an active role in choosing, achieving and demonstrating competency in their learning goals, informed by the learning sciences.

   b. **Digital Citizen:** Students recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical.

   c. **Knowledge Constructor:** Students critically curate a variety of resources using digital tools to construct knowledge, produce creative artifacts and make meaningful learning experiences for themselves and others.

   d. **Innovative Designer:** Students use a variety of technologies within a design process to solve problems by creating new, useful or imaginative solutions.

   f. **Computational Thinker:** Students develop and employ strategies for understanding and solving problems in ways that leverage the power of technological methods to develop and test solutions.

   g. **Creative Communicator:** Students communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats and digital media appropriate to their goals.

   h. **Global Collaborator:** Students use digital tools to broaden their perspectives and enrich their learning by collaborating with others and working effectively in teams locally and globally.
**Timeline:** The technology coaches meet the second Wednesday afternoon of each month.

**Evaluation:** All curriculum alignment will be articulated in Rubicon Atlas. All District Student Performance Assessments (DSPAs) will be entered into PowerSchool. Student performance on assessments will demonstrate mastery of this objective.

**B. Objective:** Our district will continue to provide teachers with a revolutionary opportunity for change in instruction and methodology by implementing a 1:1 Classroom TEConnect Initiative.

**Activities:**
(1) Requests for Proposal will be distributed to all teachers annually who wish to participate in our TEConnect teacher grant program.

**Timeline:** Annually in April

(2) Technology coaches from every school and district technology personnel will score and award the teacher grants for the following year

**Timeline:** Annually in May

(3) Professional development and support will be given throughout the year for a two-year period to the TEConnect educators.

**Timeline:** Ongoing

**Evaluation:** TEConnect teacher surveys will demonstrate that students in their classrooms are meeting the ISTE standards. MAP scores and DSPAs will demonstrate that students in these classrooms are meeting content standards.

**ACTION PLAN: Prepare and Connect**

<table>
<thead>
<tr>
<th>2. <strong>Staff Development: Prepare and Connect:</strong> Professional educators will be supported individually and in teams by technology that connects them to data, content, resources, expertise and learning experiences that enable and inspire more effective teaching for all learners.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Objective:</strong> Campbell County School District will ensure that educators are provided with professional development opportunities to integrate technology in the classroom for productivity, engagement, differentiation and assessment.</td>
</tr>
<tr>
<td><strong>Activities:</strong></td>
</tr>
<tr>
<td>(1) A needs assessment will be given to all staff to best determine current needs and conditions.</td>
</tr>
</tbody>
</table>
(2) Provide opportunities for educators to have access to technology-based content, resources and tools where and when they need them.

(3) Provide preservice and inservice educators with professional learning experiences powered by technology to increase their digital literacy and enable them to create compelling assignments for students that improve learning, assessment and instructional practices.

(4) Provide TEConnect professional development in-services supporting current educators.

Timeline: Ongoing

B. Objective: Campbell County School District will provide online learning opportunities for staff.

Activities:
(1) A needs assessment will be given to all staff to best determine current needs and conditions.

(2) Provide opportunities for educators to have access to online technology-based content.

(3) Provide professional development in creating online curriculum.

Timeline: Ongoing

Evaluation: District surveys, class evaluation surveys, enrollment demand and administrator evaluation.

ACTION PLAN: Evaluate and Improve

3. Assessment: Evaluate and Improve: Our district will use technology in designing curriculum and assessments as well as in capturing, aggregating, mining and sharing data with our stakeholders.

A. Objective: Our district will design and implement systems that give students, educators and other stakeholders timely actionable feedback about student learning and instructional practices.

Activities:

(1) Parents, students and staff will be given real-time data from PowerSchool on the students they serve.
**Timeline:** Ongoing

**B. Objective:** Our district will use technology to assist in the design of curriculum and assessments to ensure that vertical and horizontal alignment.

**Activities:**
1. Curriculum facilitators will design curriculum and instruction using Rubicon Atlas every spring and will update it annually.

**Timeline:** Ongoing

2. All District Student Performance Assessments (DSPAs) will be entered into PowerSchool.

**Timeline:** Annually in June

**C. Objective:** Our district will use reporting tools to assist in meeting continuous improvement goals.

**Activities:**
1. Northwest Evaluation Association (NWEA) data will be pulled three times a year and will be used by school improvement teams to redefine learning objectives for students.

**Timeline:** Ongoing

2. Student DSPA scores will be pulled for each school and disaggregated by class, gender, low SES and ethnicity to determine whether school improvement goals have been met.

**Timeline:** Annually

**Evaluation:** All curriculum alignment will be articulated in Rubicon Atlas. All DSPAs will be entered into PowerSchool. Student performance on assessments will demonstrate mastery of this objective.

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**ACTION PLAN: Access and Enable**

| 4. Infrastructure: Access and Enable: All students and staff will have access to state-of-the-art infrastructures and resources when and where they need it |
| A. Objective: Assistive technologies will be provided to students with disabilities. |

**Activities:**
1. Students with disabilities, requiring assistive technology to access their curriculum at the appropriate level, will have access to low tech and high tech technologies allowing them to meet their academic and daily needs.

**Timeline:** Annually
**Evaluation:** Evaluated per IEP cycle and assessment requests.

**B. Objective:** All students will have access to cloud computing.

**Activities:**
(1) All students in Grades 3-12 will be given a G Suite for Education account and will be provided opportunities to use the account for the duration of their enrollment within Campbell County School District
(2) Students in Grades K-2 may G Suite for Education classroom accounts as determined by the needs of their teacher.
(2) Students will learn how to collaborate, produce and publish their learning using the G Suite for Education Apps.

**Timeline:** Ongoing

**Evaluation:** Students have accounts and are using them.

**C. Objective:** All students will have access to a wide range of devices including interactive projectors, digital cameras, mobile devices and desktop computing

**Activities:**
(1) Schools will submit building tech plans and will be given technology allocations in order to meet the objectives of their plans.

**Timeline:** Annually

**Evaluation:** Plans will be received and allocations will be given.

**D. Objective:** All students will have access to robust wireless and broadband networks.

**Activities:**
(1) All routers in buildings will be replaced with GB Ethernet ports to Lakeway.

**Timeline:** Summer 2017

(2) All switches will be replaced with GB ports within buildings.

**Timeline:** Summer 2018.

(3) All wiring closets within the district will be updated with current uninterruptible power supply (UPS) systems.

**Timeline:** Summer 2018

(4) All classrooms will have access points that supply robust connectivity.

**Timeline:** Spring 2017
(5) The district’s wireless network controller will be maintained and updated.

**Timeline:** Ongoing

(6) The district’s main core to the Internet core is currently operating at 2GB. The district will continue to work with the state in increasing this connectivity as traffic increases.

**Timeline:** Ongoing

**Evaluation:** Students are able to complete projects successfully.

### E. Objective: CCSD will ensure appropriate levels of security, network filtering and privacy throughout systems.

**Activities:**

1. The Barracuda Spam Firewall will provide an email security gateway that manages and filters all inbound and outbound email traffic to protect CCSD from email-borne threats and data leaks.

   **Timeline:** Ongoing

2. First Class and First Class Archive services will comply with federal mandates for secure email systems and retrieval of electronic messages stored for 3 years.

   **Timeline:** Ongoing

3. Lightspeed Systems web filtering will ensure that CCSD employs a Children’s Internet Protection Act (CIPA) compliant filtering system while giving staff and students access to comprehensive educational database and resources.

   **Timeline:** Ongoing

4. Lightspeed Systems Mobile Device Management (MDM) will be used to manage mobile devices, allowing district management while assisting educators in ensuring effective and successful student mobile learning.

   **Timeline:** Ongoing

5. Firewalls will block and prevent unauthorized access to CCSD networks. They will filter network traffic by blocking incoming packets of information that are seen as unsafe.

   **Timeline:** Ongoing
(6) CCSD will use devices to monitor network traffic and alert tech staff of outages, as well as draw and lay out network maps

**Timeline:** Ongoing

**Evaluation:** Security breaches will be minimal and students will not be able to access inappropriate sites.

**F. Objective:** CCSD will have processes in place to ensure interoperability between systems and timely responses to networks and equipment failures.

**Activities:**

(1) All purchase orders for computers and network equipment will be placed through the Technology Office and approved by the Assistant Superintendent of Technology Education to ensure interoperability.

**Timeline:** Ongoing

**Evaluation:** No technologies will be ordered that are not compliant.

**G. Objective:** CCSD will provide highly qualified technical support staff at both a district level and building level.

**Activities:**

(1) District level staff will attend the ISTE conference.

**Timeline:** Ongoing

(2) Building level support staff will be trained by district level support staff.

**Timeline:** Ongoing

**Evaluation:** Administrative evaluations will demonstrate competency of technology personnel.

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Student artifacts may be found at:
Elementary: [https://goo.gl/UfGgtF](https://goo.gl/UfGgtF)
Secondary: [https://goo.gl/bnbMSW](https://goo.gl/bnbMSW)
ADDENDUM A

Staff Development Survey Spring 2016

Have you taken the 5(+) Techie Skills Every Educator Needs in the past five (5) years? (326 responses)

- Yes: 72.1%
- No: 27.9%

Which best describes you? (326 responses)

- Certified Teacher: 72.4%
- Educational Support Personnel: 17.2%
- Administrator: 0%
- Other: 0%

What level best describes you? (326 responses)

- Elementary: 55.0%
- Secondary: 38.0%
- Other: 7.0%
Rate the Educating Good Digital Citizens (Online) class

Rate the S(+1) Techie Skills Every Educator Needs class

Rate the Intro to Google Apps (Online) class
ADDENDUM B:

District Assessments measuring the implementation of technology.

ELEMENTARY

Spring 2016 Technology DSPA Competencies for C.C.S.D.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Test Name</th>
<th>% of Mastery</th>
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</thead>
<tbody>
<tr>
<td>K</td>
<td>Keyboarding</td>
<td>82.27%</td>
</tr>
<tr>
<td>1</td>
<td>Keyboarding</td>
<td>99.40%</td>
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<tr>
<td>2</td>
<td>Digital Communicator</td>
<td>100.00%</td>
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<tr>
<td>2</td>
<td>Keyboarding</td>
<td>99.01%</td>
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<tr>
<td>2</td>
<td>Digital Citizenship</td>
<td>99.91%</td>
</tr>
<tr>
<td>3</td>
<td>Demonstrate Basic Keyboarding Skills</td>
<td>99.01%</td>
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<tr>
<td>4</td>
<td>Basic Keyboarding Skills</td>
<td>99.68%</td>
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<td>5</td>
<td>Digital Citizenship</td>
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<td>5</td>
<td>Word Processing</td>
<td>95.57%</td>
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<tr>
<td>5</td>
<td>Digital Communicator</td>
<td>81.61%</td>
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<tr>
<td>5</td>
<td>Demonstrate Basic Keyboarding Skills</td>
<td>97.25%</td>
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<tr>
<td>6</td>
<td>Digital Citizenship</td>
<td>99.86%</td>
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<tr>
<td>6</td>
<td>Digital Citizenship</td>
<td>96.42%</td>
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<tr>
<td>6</td>
<td>Digital Communicator</td>
<td>88.95%</td>
</tr>
<tr>
<td>6</td>
<td>Demonstrate Basic Keyboarding Skills</td>
<td>97.95%</td>
</tr>
</tbody>
</table>

SECONDARY

<table>
<thead>
<tr>
<th>Secondary Technology DSPA</th>
<th>% of Mastery</th>
</tr>
</thead>
<tbody>
<tr>
<td>AG Technology</td>
<td>85.00%</td>
</tr>
<tr>
<td>Career Technical Education Advanced Drafting</td>
<td>94.12%</td>
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<tr>
<td>Career Technical Education Intro to Drafting</td>
<td>94.12%</td>
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<tr>
<td>Careers in Construction Technology</td>
<td>98.04%</td>
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<tr>
<td>Hypertext Markup</td>
<td>87.18%</td>
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<tr>
<td>Information Processing</td>
<td>82.07%</td>
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<tr>
<td>Intro To Computer Aided Drafting</td>
<td>91.43%</td>
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<tr>
<td>Intro to the Internet</td>
<td>87.18%</td>
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<tr>
<td>Key Technological Developments and Their Impact</td>
<td>66.36%</td>
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<td>MS Excel</td>
<td>52.94%</td>
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<tr>
<td>MS Word</td>
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<tr>
<td>Multimedia Projects</td>
<td>82.42%</td>
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<tr>
<td>Senior Portfolio</td>
<td>66.67%</td>
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<tr>
<td>Technical Graphics and Image Manipulation</td>
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<tr>
<td>Technology</td>
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<tr>
<td>Technology 7</td>
<td>80.19%</td>
</tr>
<tr>
<td>Technology 8</td>
<td>96.58%</td>
</tr>
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ADDENDUM C

POLICIES AND REGULATIONS FOR TECHNOLOGY INTEGRATION

4510 & 6150 Technology: Security, Sharing of Resources, Technology Acceptable Use

Campbell County School District (CCSD) supports the positive and productive use of technology. Our purpose in providing technology is to advance educational excellence in Campbell County schools by providing a digital environment that promotes creativity, collaboration, innovation and communication. It is important to recognize that access to information can result in tremendous advantages, but it can also create new responsibilities of which students and staff should be aware.

Technology use is a privilege not a right. The CCSD Technology Acceptable Use Policy will govern the use of technology devices, digital resources, and network infrastructure. It is enacted to provide the parents, students, and staff of CCSD with a statement of purpose and explanation of the use of technology within the CCSD learning community. It is to be read and signed before accessing technology resources in Campbell County School District.

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.

Definitions
Technology: May include the devices, digital resources, and network infrastructure used within Campbell County School District. This could include but is not limited to the CCSD network, the Internet, Google Apps for Education, email, hardware, software, printers, peripheral devices, individual computer devices, and web enabled devices.

Information technology: Includes Internet access, blogging, podcasting, email, published and non-published documents, and various forms of multimedia technology.

Educational use: a use that supports communication, research, and learning.

Devices: Includes district owned/leased devices, staff owned devices, and student owned devices.

COPPA (Children's Online Privacy Protection Act): A law created to protect the privacy of children under 13.

CIPA (Children's Internet Protection Act): A law that requires K-12 schools and libraries in the United States to use Internet filters and implement other measures to protect children from harmful online content as a condition for federal funding.

Digital Citizenship: the norms of appropriate, responsible behavior with regard to technology use.

Social Media: online services and tools used for publishing, sharing and discussing information. Social media is any form of online publication or presence that allows interactive communication.

Services Provided
Email Services for Staff
Campbell County School District’s official email system for school business is First Class. Although Google email is a powerful email program that staff may use to communicate with students, First Class is the email system used to communicate with parents and other staff members.

All district email, including First Class and CCSD Google email, belongs to the district and should not be considered private. It can be accessed for Freedom of Information requests, eDiscovery, or administrative reasons. First class email is archived for three years.

Google Apps for Education (GAFE)
*Google Apps for Education* is a free, web-based suite of programs available for staff and students in Campbell County School District. *Google Apps for Education* provides our students practice in using current technology applications and tools to communicate, collaborate, create and apply critical thinking. Since documents are all stored safely on Google servers, we do not have to worry about losing data from a hard drive crash or other computer glitches. Documents can be accessed using any internet-based device.

In Campbell County School District, access to *Google Apps for Education* is determined by grade level:

- Grades K-2 will have access through a generic teacher/class account.
- Grades 3-6 will have their own username and password providing access to Google Apps e.g. word processing, drawing, presentation, forms, and spreadsheet programs. All elementary email accounts are turned off.
- Grades 7-12 will have their own username and password providing access to Google Apps e.g. word processing, drawing, presentation, forms, spreadsheet and email programs. In the event that parents do not want their secondary students to have access to Google mail, they must contact their school administrator to discuss their concerns.

**Filtering & Monitoring**

**Expectation of Privacy**

At any time and without prior notice, CCSD 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.

**Content Filtering - Best Intent to Protect**

Campbell County School District’s intent is to provide safe digital environments for learners and to instill safe practices and habits among the learning community. Campbell County School District 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). Campbell County School District 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. Campbell County Schools educates students about appropriate online behavior. Digital Citizenship is taught in elementary technology classes and secondary health classes.

**Monitoring**

Campbell County School District monitors the use of the district’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 Campbell County School District network. The information on the network in general files and email is not private and is subject to review.

Campbell County School District will cooperate with copyright protection agencies investigating copyright infringement by users on our systems.

Technicians and computer system administrators have full access rights to the storage devices they manage as part of their duties. Routine maintenance and monitoring of the system could lead to the discovery that a user has or is violating district policies, state laws, or federal laws. Search of particular files of a user could be conducted if there was reasonable suspicion that a user has violated the law or Campbell County School District Policies.

ADOPTION DATE: May 13, 1996; April 8, 2003; Revised and Renumbered January 10, 2006; Replaced July 15, 2015
6150 R Technology Acceptable Use

6150-R Technology Acceptable Use
Guidelines for Acceptable Use Terms and Conditions

Campbell County School District's Responsible Use of Technology Resources

- Demonstrate safe, legal, and responsible use of digital information and technology.
- Demonstrate a positive attitude toward using technology that supports collaboration, learning, and productivity.
- Demonstrate elements of digital citizenship.

Unacceptable Uses of Technology Resources

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

- Violating any federal or state law, local regulation or school district policy. (CIPA and COPPA)
- Using obscene language.
- Harassing, insulting or bullying others, posting of private or personal information about another person. (Student Policy #5276- Anti-Bullying Policy)
- Interfering with the normal functioning of devices, computer systems, or computer networks.
- Intentionally wasting limited network or bandwidth resources.
- Damaging, theft, vandalism or malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses and/or the intentional removal of district-installed software.
- Unauthorized access or “Hacking” 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.
- Accessing dangerous information that, if acted upon, could cause damage or danger to others.
- Accessing, modifying, or deleting digital information that belongs to others.
- Possession of and/or distribution of any tools, which can be used for malicious purposes.
- Intentional viewing, downloading or distribution of inappropriate, offensive, materials, including but not limited to: inappropriate music files, movies, images, or other media.
- Downloading to district devices any student owned apps and/or software.

Digital Citizenship

Campbell County School District’s overall code of conduct also applies to the use of digital tools for academic purposes. When online, users should work towards creating a positive online presence and are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite.
- Use appropriate language. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of technology.
- Comply with copyright policy (Human Resources Policy # 4675- Copyright/4675-Regulation-Copyright).
- Students should not reveal his/her personal address, phone number or any other personal disclosures, or those of students or colleagues.
- Students should not give their username or password to any other student, or use the username or password of someone else to access any part of the system.

Digital-Age Communication and Collaboration Tools
Students may participate in District-approved digital-age communication, social media and collaboration tools related to curricular projects or school activities. Communication and collaboration tools are online applications, services, and practices that allow users to connect to each other and to create, share, and collaborate on content. When using the tools, students must abide by the guidelines established within Digital Citizenship and support the educational mission and instructional program of the district.

Digital-age communication and collaboration tools are not guaranteed to be private. All communication and collaboration tools must be used appropriately. Account holders will be held responsible at all times for the proper use of accounts, and the District may suspend or revoke access if rules are violated. Content relating to or in support of illegal activities will be reported to authorities.

Inappropriate use of such tools would include but is not limited to:

- Threatening harm to a person or to property.
- Content that is obscene, offensive, crude or indecent.
- Content that is posted anonymously.
- Content which insults or slanders.
- Content which violates the privacy of others. (Student Policy #5330-Student Use of Electronic and Recording Devices)
- Content which blackmails or places demands on someone.
- Content which promotes any illegal activity.
- Content that annoys, abuses or harasses another person.
- Content which is political in nature or intent.
- Content which promotes the sale of goods or services for personal gain.
- Sending irrelevant or inappropriate messages to a large number of recipients.

**Student Images and Products for Educational Use**

Campbell County School District through the use of technology continues to strive to provide your son or daughter with enriching and innovative opportunities. As we continue to extend our audience and communicate with others around the globe, your child may have the opportunity to have their photograph and/or student digital projects shared on mediums (including, but not limited to websites) published through Campbell County School District.

Unless otherwise noted in Student Policy #5147-Student Records, the following will apply:

- No portrait style photographs or photographs containing personal identifiers will be allowed.
- Students’ last names are never published.
- Students’ home addresses, e-mail addresses, or phone numbers are NEVER published.

**CCSD TECHNOLOGY ACCEPTABLE USE REGULATION**

**STUDENT/PARENT STATEMENT OF RESPONSIBILITIES**

The Technology Acceptable Use Regulation will be signed by students upon initial enrollment in Campbell County School District and again in Grades 3, 7 and 9.

Informal and formal reviewing of the Technology Acceptable Use Regulation and Digital Citizenship responsibilities will take place throughout a student’s academic career.

STUDENT’S NAME _______________________________GRADUATION YEAR ______

PARENT/GUARDIAN
I have read and understand that my child may be photographed or videotaped for use in educational publications and I give permission for my student’s picture and or work to be published electronically.

_____ YES _____ NO

__ I have read and understand the CCSD Technology Acceptable Use Regulation (6150-R).
http://campbellcountyschools.net/admin.cfm?subpage=115242

_________________________ Parent/Guardian Name (please print)  ____________________________ Parent/Guardian Signature
_________________________ Date

STUDENT

__ I have read, understand and will abide by this Technology Acceptable Use Regulation (6150-R).
http://campbellcountyschools.net/admin.cfm?subpage=115242

Please have the student sign to the best of their ability. (Printing is permitted).

________________________________ __________________________
Student Name (please print)  Student Signature

_________________________ Date  ________________  Graduation Year

Due Process

Campbell County School District will apply appropriate discipline for violations of the signed Technology Acceptable Use Regulation, 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 Campbell County School District administration.

CAMPBELL COUNTY SCHOOL DISTRICT
STAFF STATEMENT OF RESPONSIBILITIES

I have read, understand and will abide by this Technology Acceptable Use Policy. I also understand the school network and email accounts are owned by CCSD and that Campbell County School District has the right to access any of the information used through the mediums provided through the district at any time.

Be aware that all documents, pictures, movies, and data should be saved to cloud services such as Google Drive and Dropbox or to an external drive. When staff devices require service, staff may not have the opportunity to save or transfer user data.

_________________________ Staff Name (please print)

________________________________  ____________________________ Staff
Signature  Date
3710-R Network Security

Campbell County School District will:
• Use encryption as much as possible to protect data.
• Use firewall(s) to secure critical segments.
• Use firewall(s) to detect and stop unauthorized intrusion and detection of network level threats.
• Secure Domain Name System (DNS) services to prevent unauthorized use.
• Disable all services that are not in use or services that have a use of which you are not sure.
• Use encrypted protocols when connecting to network equipment wherever possible.
• Avoid using plain text protocols as much as possible.
• Secure Routing protocols wherever possible (i.e. enable password authentication on protocols).

Responsibilities:
The Network Administrator will be responsible for ensuring that network protocols are configured securely and will work with building and district technologists in developing and securing wiring closets.

Data Backup and Storage

Campbell County School District will determine when backups are needed and this will be done prior to the movement of any required systems. Campbell County School District will make an exact, retrievable copy of the data. Campbell County School District will test the copy of the data to make sure the copy of the data is exact and retrievable. Campbell County School District will store the backed up data in a secure location and ensure that the appropriate access controls are implemented to only allow authorized access to all such data.

Responsibilities:
Server Administrators will be responsible for ensuring the implementation of the data backup and storage procedures.

Access Control

Campbell County School District will control access to its information assets and systems. Only individuals that have been formally authorized to view or change sensitive information will be granted access to that information. The staff member’s job description will be reviewed to determine their individual rights and the group the individual will be assigned.
The fundamental principal of “need to know” will be applied within Campbell County School District to determine access privileges. Access to sensitive information will be granted only if that individual has a legitimate business need for the information. Reasonable efforts will be made to limit the amount of information to the minimum necessary needed to accomplish the intended purpose of the use, disclosure, or request.
Each individual that accesses sensitive information via a computer at Campbell County School District will be granted some form of unique user identification, such as a login ID. At no time will any employee allow anyone else to use their unique ID. Likewise, at no time will any employee use anyone else’s ID.
Campbell County School District will establish an emergency access procedure for gaining access to sensitive information during an emergency. Extraordinary care in safeguarding and documenting the use of the information will be exercised during this procedure.
Wherever reasonable and appropriate, Campbell County School District will establish role-based categories that identify types of information necessary for employees to do their jobs. Access to sensitive information will be granted based on these roles or functions that the individual performs within the organization.
Campbell County School District will maintain procedures for automatic logoff of systems that contain sensitive information after a period of inactivity. The length...
of time that a user is allowed to stay logged on while idle will depend on the sensitivity of the information that can be accessed. Campbell County School District will evaluate and implement encryption and decryption solutions as an additional form of access control, where deemed reasonable and appropriate as follows:

- Technically sound and useable
- Financially reasonable

**Responsibilities:**

All individuals identified in the scope of this policy are responsible for:

- Ensuring no other individual uses their unique ID
- Never using another individual’s unique ID
- Abiding by the terms of this policy

The Campbell County School District Server Administrators are responsible for:

- Ensuring employees have access to only the sensitive information they need to do their jobs
- Creating and maintaining role-based access control based on the roles and functions workforce members perform in the organization
- Ensuring each workforce member has a unique user ID for access systems that contain sensitive information
- Maintaining emergency access procedures
- Maintaining automatic logoff procedures
- Evaluating and implementing (when reasonably appropriate) encryption and decryption solutions as a form of access control

**Encryption**

Proven, standard algorithms should be used as the basis for encryption technologies. These algorithms represent the actual cipher used for an approved application.

- Symmetric cryptosystem key lengths must be at least 128 bits.
- Asymmetric crypto-system keys must be of a length that yields equivalent strength.

Campbell County School District’s key length requirements will be reviewed annually and upgraded as technology allows. All keys generated will be securely escrowed.

The use of proprietary encryption algorithms is not allowed for any purpose, unless reviewed by qualified experts outside of the vendor in question and approved by the Network Administrator.

**Password Management**

Campbell County School District requires that:

- All passwords must be changed at least once every semester for those who have access to safety sensitive systems i.e.; student data, human resource and financial systems.
- User accounts that have system-level privileges granted through group memberships or programs must have a unique password from all other accounts held by that user.
- Passwords must not be inserted into email messages or other forms of electronic communication.
- Where the Simple Network Management Protocol (SNMP) is used, the community strings must be defined as something other than the standard defaults of “public,” “private,” and “system,” and must be different from the passwords used to log in interactively. A keyed hash must be used where available.

Users must select strong passwords when accessing sensitive information. Strong passwords have the following characteristics:

- Be at least six characters in length
- Be a mixture of letters, numbers, and special characters
- Be changed at least every semester

Further, systems that authenticate must require passwords of users
and must block access to accounts if more than five unsuccessful attempts are made. Members of the workforce must follow these guidelines for passwords:

- Don’t reveal a password over the phone to ANYONE
- Don’t reveal a password in an e-mail message
- Don’t talk about a password in front of others
- Don’t hint at the format of a password, like, ”my family name"
- Don’t reveal a password on questionnaires or security forms
- Don’t share a password with family members
- Don’t reveal a password to co-workers

Employees must not write passwords down and store them anywhere in your office. Further, passwords must not be stored on ANY computer system (including Palm Pilots or similar devices) without encryption.

**Responsibilities:**

Server Administrators are responsible for ensuring the implementation of password management.

Members of the workforce must not share their passwords with anyone, including administrative assistants or secretaries. All passwords are to be treated as sensitive, confidential information.

ADOPTION DATE: September 27, 2016

LEGAL REFERENCE(S):
CROSS REFERENCE(S): 3710
ADMINISTRATIVE REGULATION
ADDENDUM D: NETWORK INFRASTRUCTURE

NETWORK MAPS

System Key:

A Cloud Represents Configured VLAN’s and their connectivity from the router to the core switch

Any Green Device Represents a Managed network device. It is programmable and monitored via SNMP or ICMP protocols

A Blue Rectangle is a device that is not a Managed network device and is not programmable.

A Pink circle represent all Wireless Access Points connected to a particular network device.

A White Triangle represents an unmanaged HVAC device
A Blue Hexagon represents any devices classified as unmanaged Security or Surveillance devices. (i.e. IP cameras, security Panels, etc…)

A purple hexagon represents any devices classified as unmanaged Intercom or Voice devices. (i.e. IP Speakers)

A Zig-Zag represents a Wireless Link

A Dotted Line represents a Fiber Link

A Solid Line represents copper Ethernet either Fast or Gigabit Ethernet
CCSD Core Infrastructure – Lakeway

Learning Center
Ready4Learning / Kid Clinic
Wright Jr. Sr. High LAN
Parish Hall
Buffalo Ridge LAN
Sunflower