

# Norton City Schools Technology Plan

2018-2023



Approved:

## **Mission Statement**

The mission of Norton City Schools is to ensure that all students are technologically literate in a manner that will support their future as lifelong learners and as productive citizens.

Norton City Schools will continue to improve access to technology for all students, staff and members of the community. As we continue to strive for excellence, we will monitor the ever-changing face of education and technology and continually assess the needs of Norton City Schools.

Norton City Schools acknowledge the role of technology in society and the learning environment by incorporating technology into all aspects of the educational process using the following strategies:

- ❑ Enhancement of communication between parents, students, colleagues, and the community.
- ❑ Making instructional technology available to all students and teachers.
- ❑ Stimulate individualized learning, group activities, and cooperative activities.
- ❑ Improving the administration of schools by providing access to information required for decisions concerning instruction and administration.
- ❑ Acquire specialized technologies to meet the needs of special needs students.
- ❑ Allowing students to assume a greater responsibility for their learning, which will allow them to experiment, explore, and expand their educational horizons.
- ❑ Create a learning environment where active participation is encouraged through the use of technology.
- ❑ Fully support technology by providing on-going teacher training and professional development.
- ❑ Technology training will be made available to the community.

## Philosophy

Education is at the heart of economic growth and democratic citizenship. To assure success in global competition, educational systems are undergoing a profound transformation. The new educational delivery systems are based on a society of lifelong learners who collaborate on common interests, share resources, and provide mutual support. Local communities utilization of new partnerships, educational technologies and the nation's emerging information infrastructure are helping to transform teaching and learning from preschool programs to worker retraining. Students of all ages will be connected to a vast array of educational opportunities.

We believe that:

- ❑ Everyone should use technology ethically.
- ❑ Technology is ever changing and requires the continuous updating of skills.
- ❑ The technology plan should be flexible and changeable.
- ❑ Technology application needs be designed to meet the goals of instructional programs.
- ❑ Emerging instructional applications require continuous staff development to assure effective curriculum integration.
- ❑ Effective leadership requires the use of technology.
- ❑ Technology motivates students to become active, problem solving learners.
- ❑ Technology provides access to a world of information and ideas.
- ❑ Technology is essential for organizing and managing information to assist in problem solving.
- ❑ Technology in schools needs extend to the home and community, providing the tools for learning and creativity.

### Action Items Based on Needs Assessment

Action Items	Responsibility	Status
Evaluate staff technology proficiency and provide training when necessary	Administration	On-Going
Explore the use of mobile devices	Administration	In-Progress
Continue replacement cycles of computer lab computers	Technology Manager	On-Going
Improve the use of data-driven decision making	Administration & Technology Manager	In-Progress
Maintain networks to ensure reliability	Technology Manager	On-Going
Explore options to increase connectivity	Technology Manager	In-Progress
Evaluate new and emerging technologies and implement when necessary	Technology Manager, Administration & Teachers	In-Progress
Ensure instructional staff have support and training for implementation of technology into classroom instruction	Technology Manager & Administration	On-Going

## ENVIRONMENT

**Goal:** To provide all students a safe, flexible and effective learning environment.

**Objectives:**

1. Provide high-quality professional development to assist educators to create, maintain and enhance a variety of instructional methods.
2. Broaden curricula to include virtual learning environments, face to face and blended instructional opportunities.
3. Provide necessary infrastructure to support one to one initiative, virtual learning, and other learning environments.
4. Educate users on acceptable and Internet safety practices.

**Strategies:**

1. Ensure all stakeholders are aware of distance learning opportunities, especially dual enrollment courses offered through partnerships with our local colleges, Elite Learning and the Linwood Holton Governor's School.
2. Promote professional development that is appropriate to enhance a teacher's use of readily available technology.
3. Continuously monitor our networks (LAN and Wireless) to ensure it is capable of handling the increased use of technology.
4. Evaluate emerging technologies and implement them when appropriate.
5. Utilize master teachers to aide their colleagues in proper incorporation of technology.
6. Maintain a list of useful websites and resources that teachers can reference.
7. Educate parents and community members of the potential dangers of the Internet and provide them with information that will aide them in keeping their children/grandchildren or loved ones safe.

**Needs Assessment:**

1. The bandwidth available at John I. Burton and Norton Elementary & Middle School must be upgraded to adequately support the increasing demands on Internet connectivity.
2. There are discrepancies throughout the Norton City School division in regards to proper use of technology to enhance classroom instruction.
3. The chrome book initiative is needed, as funding allows, for grades 6-12 for access to testing of SOLS.

## **ENGAGEMENT**

**Goal:** Engage students with technologies that meet their individual educational needs and promote our curricular content.

**Objectives:**

1. Improve collaboration among educators, content experts, and students to promote individualized, effective use of technology.
2. Make technologies that engage students more available to teachers.
3. Ensure all students have equal access to engaging technologies to individualize learning and provide equitable opportunities.
4. Educate students on appropriate use of technologies by implementing Internet safety programs in schools.
5. Provide appropriate adaptive technologies when applicable.
6. Offer students opportunities to apply technology effectively to gain knowledge, develop skills, and create and distribute artifacts that provide assessment for learning.

**Strategies:**

1. Partner with local colleges and universities, including the Center for Teaching Excellence, to provide workshops and classes concerning technology integration.
2. Provide teachers with various outlets to provide an understanding of how other teachers around our region and the state are empowering student through the use of technology.
3. Empower special needs students by utilizing appropriate assistive technologies.
4. Formulate lists of best practices using technology to share among division employees.
5. Evaluate hand held devices and incorporate where appropriate.
6. Educate students to safely exist in a technological world.
7. Increase the number of mobile labs across the division.

**Needs Assessment:**

1. Address teacher weaknesses in utilizing classroom technologies.
2. Increase hand held technologies to engage students where appropriate.
3. Ensure that each child has equal opportunity to a technology enhanced learning environment.
4. Address appropriate use of social media and other forms of technology.



## **Application**

**Goal:** Empower students by providing opportunities for them to apply effective technologies to gain understanding, knowledge, and encourage them to be independent thinkers.

### **Objectives:**

1. Provide and support professional development to teachers so that they may effectively facilitate a classroom in which students are encouraged to use technology to communicate, collaborate, and solve problems where applicable.
2. Educate students on the purposeful use of technology to solve real world issues.
3. Enhance traditional assessments with technology-based assessments.
4. Create opportunities to showcase student work to generate interest and promote participation in school projects.

### **Strategies:**

1. Increase technology literacy with a technology curriculum at the elementary school level.
2. Evaluate the current literacy levels of all teachers, students, and administrators and provide professional development and instruction where needed.
3. Incorporate assessment programs such as Interactive Achievement with classroom response systems using technology based assessments.
4. Ensure students and teachers are aware of emerging technologies.
5. Promote project based learning utilizing technology.

**Needs Assessment:**

1. Students need to become independent problem solvers, using technology when appropriate.
2. Provide students with more technological based assessments.
3. Prepare students for a technology rich workforce.
4. Assist teachers in overcoming their technology shortfalls.
5. Increase the amount of technology tools available throughout the school division.
6. Prepare teachers and students to adapt to technologies that do not yet exist.

## Tools

**Goal:** Provide students and teachers with authentic and appropriate technology tools to promote the development of students in order to gain knowledge and extend the capability of applying technology to solve problems and demonstrate understanding.

### **Objectives:**

1. Utilize mobile devices when appropriate to allow all students the opportunity to solve problems utilizing technology.
2. Support teachers with information, resources and professional development that allows them to facilitate the student use of technologies to utilize technology to purposefully solve problems, communicate, and expand their knowledge.
3. Explore the use of formative technology based assessments that further the growth in content knowledge and skill development.

### **Strategies:**

1. Provide students with mobile devices, laptops, and response systems where appropriate to promote the use of technologies to solve problems.
2. Identify areas within the curriculum where technology is not currently utilized and implement it where appropriate.
3. Offer professional development to ensure the technology skills of our teachers meets their needs and allows them to effectively incorporate it into instruction.
4. Develop a systematic replacement plan for older, out of date computers and other technology based equipment.
5. Complete the network refresh project for John I, Burton and Norton Elementary and Middle school to meet the infrastructure needs at both schools.

**Needs Assessment:**

1. Develop knowledge among teachers and students that allow them to choose appropriate tools for solving problems.
2. Foster professional development to ensure teachers gain the technology skills needed to promote effective use of technology tools by their students.
3. Increase the number of mobile computer labs, hand-held devices, and response systems to ensure they are readily available to the classroom.

## **Improving Results**

**Goal:** Utilize technology to support data-driven decision making to improve teaching and learning across the school division.

### **Objectives:**

1. Use available data to determine if current supports (financial, technical, pedagogical supports, etc.) are sufficient.
2. Assist teachers in disaggregation, interpreting and use of data to plan for improvement and differentiation of instruction.
3. Utilize technology to prepare students for upcoming assessments that will measure higher-order thinking skills and promote project based learning.
4. Ensure all staff is proficient in the use of appropriate software for data management and reporting.
5. Provide additional training for all staff to utilize the existing student information system.
6. Utilize our notification system, web pages, social media, etc. to improve communication among all stakeholders.
7. Overcome technology staffing issues by implementing support contracts when necessary to provide network stability and efficiency.

### **Strategies:**

1. Examine budgets to request additions where needed to ensure efficient operation.
2. Train teachers to utilize the Comprehensive Instructional Program (CIP) with Interactive achievement benchmarks and SOL assessment data to determine the educational needs of students.
3. Locate assessments that utilize technology enhanced methods of answering questions instead of multiple choice answers.
4. Utilize student response systems for immediate feedback to students.

5. Communicate with all stakeholders through web pages, notification systems, social media, etc.
6. Train all staff in using appropriate technology programs to manage and report information.
7. Identify critical network components and implement maintenance contracts where necessary to ensure network down time is kept to a minimum.

**Needs Assessment:**

1. Reduce technology failures to ensure connectivity is available when needed.
2. Provide useful data and train teacher to disaggregate such data.
3. Online assessments are needed across the school division to provide teacher with up to date data.
4. Improve communication among all stakeholders.
5. Provide students with immediate feedback when capable.
6. Provide training in Google Classroom yearly.
7. Continue the one to one initiative until all grades 8-12 have chrome books.
8. Develop a plan for updating the webpage design and keeping current website information updated.

## **Technology Plan Evaluation**

Annually, the leadership team and the technology manager/department will review the plan to ensure that progress is being made to attain all goals. When necessary, goals, objectives, etc. will be updated to ensure that the plan is progressive and that it remains a working document.

## TECHNOLOGY POLICIES

File: IIBEA/GAB

### ACCEPTABLE COMPUTER SYSTEM USE

The School Board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the internet and other internal or external networks.

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material used on the computer system, including electronic mail or other files deleted from a user's account, may be monitored or read by school officials.

The Division Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics and protocol for the computer system. The procedures shall include:

- (1) a prohibition against use by division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the Internet;
- (2) provisions, including the selection and operation of a technology protection measure for the division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to
  - (a) child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
  - (b) obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
  - (c) material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
- (3) provisions establishing that the technology protection measure is enforced during any use of the Division's computers by minors;
- (4) provisions establishing that the online activities of minors will be monitored;
- (5) provisions designed to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response;
- (6) provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful activities by minors online;
- (7) provisions prohibiting the unauthorized disclosure, use, and dissemination of personal information regarding minors;
- (8) a component on Internet safety for students that is integrated in the division's instructional program.



Use of the School Division's computer system shall be consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students. The Division's computer system is not a public forum.

Each teacher, administrator, student and parent/guardian of each student shall sign the Acceptable Computer System Use Agreement, GAB-E1/IIBEA-E2, before using the Division's computer system. The failure of any student, teacher or administrator to follow the terms of the Agreement, this policy or accompanying regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

The school board will review, amend if necessary, and approve this policy every two years.

Adopted: January 14, 1997  
Revised: December 14, 2009  
Revised: November 8, 2010

---

---

Legal Refs: 18 U.S.C. §§ 1460, 2256.  
47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2, and 22.1-78.

Cross Refs.: GCPD Professional Staff Members: Contract Status and Discipline  
GDPD Support Staff Members: Contract Status and Discipline  
JFC Student Conduct  
JFC-R Standards of Student Conduct

## ACCEPTABLE COMPUTER SYSTEM USE

All use of the Norton City School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the internet and any other internal or external network.

### Computer System Use-Terms and Conditions:

1. **Acceptable Use.** Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.

2. **Privilege.** The use of the Division's computer system is a privilege, not a right.

3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:

- using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
- sending, receiving, viewing or downloading illegal material via the computer system.
- unauthorized downloading of software.
- using the computer system for private financial or commercial purposes.
- wastefully using resources, such as file space.
- gaining unauthorized access to resources or entities.
- posting material created by another without his or her consent.
- submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
- using the computer system while access privileges are suspended or revoked.
- vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
- intimidating, harassing, or coercing others.
- threatening illegal or immoral acts.

4. **Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette, including the following:

- be polite.
- users shall not forge, intercept or interfere with electronic mail messages.
- use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
- users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
- users shall respect the computer system's resource limits.
- users shall not post chain letters or download large files.
- users shall not use the computer system to disrupt others.
- users shall not modify or delete data owned by others.

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

6. **Security.** Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.

7. **Vandalism.** Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.

8. **Charges.** The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone or long-distance charges.

9. **Electronic Mail.** The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

10. **Enforcement.** Software will be installed on the division's computers having Internet access to filter or block internet access through such computers to child

pornography and obscenity. The online activities of users may also be monitored manually. **Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.**

Adopted: January 14, 1997  
Revised: December 14, 2009  
Revised: November 8, 2010

---

---

Legal Refs: 18 U.S.C. §§ 1460, 2256.  
47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2 and 22.1-78.

Guidelines and Resources for Internet Safety in Schools, Virginia  
Department of Education (Second Edition October 2007)

Cross Refs: GCPD Professional Staff Members: Contract Status and Discipline  
GDPD Support Staff Members: Contract Status and Discipline  
JFC Student Conduct  
JFC-R Standards of Student Conduct

LETTER TO PARENTS: ACCEPTABLE  
COMPUTER SYSTEM USE

Dear Parent/Guardian:

The Norton City School Board offers your student the use of electronic communications through the Norton City School Division's computer system. Your student will be able to communicate with other schools, colleges, organizations and individuals around the world through the internet and other electronic information systems/networks.

Part of the School Division's responsibility in preparing students for the 21st century is to provide them access to the tools they will be using as adults. The internet will be one of these tools. Through the Division's computer system your student will have access to databases, libraries and computer services from all over the world. We accept the responsibility of teaching your student about his/her role as a "network" citizen and the code of ethics involved with this new community.

With this educational opportunity also comes responsibility on the part of your student. It is important that you and your student read the enclosed division policy, administrative regulation and agreement form and discuss these requirements. The Division takes precautions to prevent access to inappropriate material. However, it is impossible to control access to all material and a user may access inappropriate material.

In order for your student to take advantage of this educational opportunity, your authorization is needed. Attached to this letter are the Acceptable Computer System Use Policy GAB/IIBEA and Regulation GAB-R/IIBEA-R and the Acceptable Computer System Use Agreement GAB-E/IIBEA-E2 which both you and your student must sign before your child may use the computer system. Please review these materials carefully with your student before signing the required agreement.

Sincerely,

NORTON CITY SCHOOLS

ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT

**Each employee must sign this Agreement as a condition for using the School Division’s computer system. Each student and his or her parent/guardian must sign this Agreement before being permitted to use the School Division’s computer system. Read this Agreement carefully before signing.**

Prior to signing this Agreement, read Policy IIBEA/GAB and Regulation IIBEA-R/GAB-R, Acceptable Computer System Use. If you have any questions about this policy or regulation, contact your supervisor or your student’s principal.

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

Student/Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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

I grant permission for my student to use the computer system in accordance with Norton City school division’s policies and regulations and for the School Division to issue an account for my student.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_  
(Please Print)

NORTON CITY SCHOOLS

**Norton City Schools**  
Technology Protection Fund  
Application Form for the 2018-19 School Year

Please read this entire document to determine if this program is needed for you and your child's protection against damage and loss of the loaned Chromebook in your care. This form must be completed and marked YES or NO before the Chromebook will be provided to the student.

**Coverage and Benefit**

This agreement covers the Chromebook loaned to the student against all damage or loss over fifty dollars except damage caused by neglect or misuse. (One replacement unit for career of student in Norton City Schools). If the original chromebook or the one time replacement is in good standing at the end of the student's career with Norton City Schools they will be granted ownership of the chromebook. Accessories (charger) and damages valued at less than fifty dollars are NOT covered and are the sole responsibility of the student. Coverage is 24 hours per day.

**Effective and Expiration**

This coverage is effective from the date this required form and premium payment are received by the school through the date at which the Chromebook is required to be returned in good order at the end of the school year or the student leaves Norton City Schools.

**Usage Fee**

The total usage fee is \$25.00 per school year. **Partial school year or semesters are not refundable.**

It is agreed and understood that:

- The chromebook must remain on school premises until the \$25.00 usage fee is paid.
- A separate application will be needed for each Chromebook covered.
- It will be the responsibility of the Administration/Tech. Dept. to determine if damages were due to negligence or misuse.
- A police report must be filed if the tablet is stolen.

If you wish to enroll, please complete the following information and return this form with a check for the \$25.00 (made out to Norton City Schools) prior to your student being allowed to take their Chromebook home.

Name of Student: \_\_\_\_\_ Signature of student: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone : \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Serial # of Chromebook issued: \_\_\_\_\_

Norton City Schools Purchase/Replacement Cost of Chromebook ranges from \$375-\$400.

Revision effective as of January 8th, 2018.

Chromebooks issued prior to this date will fall under the guidelines of the previous document.

