

Fremont County School District #2 Technology Plan

District Vision Statement

Develop a community of enthusiastic, responsible learners.

District Mission Statement

Every day counts: educate, engage, empower.

District Technology Vision

Fremont County School District #2's vision for technology is to create an environment where students and staff have the access and knowledge to complete any task set before them using up to date and appropriate technology.

Introduction

Located in northwestern Wyoming at 6,940 feet in elevation, Dubois is a small, rural, mountain community. The town of Dubois is approximately 85 miles from the larger cities of Riverton, Lander, and Jackson. The census of 2020 showed that there were 911 people living in Dubois.

Fremont County School District No.2 consists of three schools in one building, northeast of the center of town. K-6 classrooms are self-contained. Grades 7-12 are departmentalized. The District's current enrollment is just over 190 students, Kindergarten through the twelfth grade. The enrollment has continued to increase over the past decade. Dubois Elementary School and Dubois Middle School are both designated Title I schools.

The District shares staff between schools for art, music, physical education, counseling, media specialist/librarian, resource officer, technology personnel and school nurse.

Distance Learning has become an important part of student education in Dubois. Staff has also benefited by distance learning through professional development opportunities.

Technology Planning Committee

School/Department	Member	Role	Technology Plan Responsibilities
FCSD2 Board Member	TBD	Advise/review Technology Planning through District Advisory meetings.	Assists in the planning, implementation and evaluation of goals.
Parents	TBD	Advise/review Technology Planning through District Advisory meetings.	Assists in the planning, implementation and evaluation of goals.
Students	TBD	Advise Technology Committee of Student needs	Assists in planning and implementation
Administrators	Malinda Garcia	Advise/review Technology Planning through District Advisory meetings.	Assists in the planning, implementation and evaluation of goals.
Teachers	Fletcher Clouse, Tim Reese, Lidia Haughey, Melissa Harris	Advises on curriculum to meet ISTE standards for the 8th Grade. Establish and maintain Technology Mentoring program.	Assists in the planning, implementation and evaluation of goals. Report on effectiveness of mentoring program.
District Technology Director	Caleb Neale	Chair	Leads/facilitates creation, implementation, and evaluation of District Technology Plan.
Superintendent	Dr. Annette Walters	Advises on requirements for audit and accreditation needs.	Leads/facilitates district initiatives

The committee meets on a quarterly basis to review and update sections of the District Technology Plan. Each quarterly meeting will have some time scheduled to review the action plans of a given section. The subcommittee for that section will lead the discussion.

Board Report

Each spring the Technology Committee will report to the School Board on the status of technology in the District. The report includes:

- An overview of technology in the District.
- The technology replacement list.
- Results of the Annual Needs Assessment for Students and Staff.
- Overall results of the Professional Development Survey.

Technology Budgets requests are presented at District Budget meetings starting in April of each year. The budget covers the District Technology Plan.

Alignments to School Improvement Plan

The ultimate measure of success within the Technology Plan is an increase in student performance. Through the School Improvement Process, student performance data on District Assessments and WYTOPP are evaluated and reviewed each year. The District Board of Trustees and administration then develop a district Strategic Plan for the following school year. This plan is accessible on the bottom of the District Website's homepage. The annual review of this plan at each committee meeting will make sure each section of this plan is aligned to achieve the goals of the district Strategic Plan for that year.

Equitability of Resources

The District Needs Assessment process conducted each January-March for the upcoming year, identifies technology needs throughout the District. An online form is used for all District Needs and then all technology needs are pulled out. Included on the Needs Assessment Form is a section to complete for each need that relates it to the District Curriculum. Various budgets are considered for funding technology needs. This process ensures that all students including those at-risk, those with special needs, and those on IEP's have equal access to technology tools in the classroom.

Curriculum Integration

School Improvement Alignment:

Fremont County School District #2 has embedded technology into district standards and district assessments. The District believes that the effective use of technology will aid in improving student achievement. Most standards and benchmarks use technology as a tool to assist students in the acquisition of the skills and knowledge needed to demonstrate proficiency on standards. These standards are covered in kindergarten through twelfth grade in required courses and documented in our Body of Evidence.

Emergent Technologies:

One of the primary duties of the technology committee is to assure the district is using the technology that is best suited to meet the District School Improvement Plan and the District Technology Vision statement. Every meeting time will be given to discuss emergent technology. The technology director will make an effort with budget restraints to develop a plan to incorporate limited testing of emergent technology that the committee deems to be worthwhile. Those involved in the testing will give a report to the committee prior to the beginning of the next year's budgeting cycle and the committee will decide whether to recommend the adoption and at what level the adoption should occur.

Evaluating and Eliminating Technology:

Each year during the Curriculum Integration review the technology director will review the currently adopted technology list. This review will include the results of classroom observations, discussions with staff and students and any pertinent poll results as well as discussions of emergent technology that may be better employed to perform the task of the adopted technology. The committee will then vote on whether to continue or eliminate the technology from the adopted list.

Internet Safety Training:

The district counselor will annually provide age appropriate Internet safety training to students 4th grade to 9th grade. This training will cover digital citizenship, cyber-bullying, and predator awareness. The technology director will verbally confirm this training has been done during the previous year prior to the review of this section and report its status to the committee.

Use Policies:

The district's student and staff use policies are board policies; the board of trustees make any changes to these policies based on recommendations of the superintendent and district lawyer or other means of review the board chooses to make use of. The technology committee will perform a review of the policies during this section's review period and make any recommendations for changes to the superintendent.

Adopted Technologies:

Touchscreen TV's with Activinspire Software
OSX 12-14.5 / Windows 10-11
iPads
Studio Macs / iMacs in Media Lab
Document Cameras
MS Office 2019
Classroom IR sound systems
Online Curriculum (making sure it works is tech issue)

Professional Development**Alignment to School Improvement Plan**

As with the Curriculum Integration section the annual review of the Professional Development section should be performed with alignment to the current year's Strategic Plan. In order for teachers to instruct students on the use of embedded technology they must be proficient with it. Technology proficiency with all adopted technology is the primary goal of this section.

Alignment to Professional Development Plan

Each year when the district PD plan is released the committee will review it to determine where adjustments to the Technology professional development section should be made.

Technical support

The Technology Team in the district provides Professional Development as part of the resolving of technical issues. When staff have problems the Technology Team doesn't just fix their immediate problem but instructs the staff member on how to fix the problem himself or herself as well as in what preventative measures to take to avoid the problem in the future.

Classroom Technology Integration

The technology director works to ensure that all faculty and students display high levels of technology literacy, supporting implementation, management and effective usage of the

technology rubric. In order for technology integration to be effective teachers must make goals for their technology usage in the classroom, professional development must be offered to assist them in meeting those goals, and classrooms need to be observed regularly by technology personnel to judge fairly where the teachers are in meeting their goals and maintaining expected levels of integration.

In House Professional Development

Professional Development will be accomplished both by encouraging teachers to seek outside sources and by providing for it in house. Weekly training sessions will be offered one hour every week after school. These sessions will include a quick review of a skill and a question and answer period. Additional training time will be available throughout the year on teacher request.

Technology Observations

The technology director will monitor teaching practices during the school day to evaluate technology integration. The observation will focus on how technology is being tied into the daily curriculum. Each teacher will be observed during classroom instruction time once a semester.

Teacher Goals

Teachers will be accountable for setting and striving to meet personal technology goals. They will set a goal they wish to complete that semester by the first day of every term and inform the Technology Director of what the goal is and how they plan to accomplish it.

Mentoring

Teachers on the committee will be responsible for building a list of teacher mentors, who have specialties in needed areas of technology. These mentors will help teachers integrate new technology and will help test emerging technology. Mentors will work closely with the technology director to maintain their proficiency.

Infrastructure and Connectivity

The district is set up in a wide area network connected with a single mode fiber optic running at 1000mb. We currently are running one physical server that hosts 3 VM Servers. These VM's host our Access Control, HVAC, and Security Camera systems.

Wyoming Enterprise Technology Services provides FCSD#2 with a 50MB connection to the Internet. In addition the district purchased 500MB through Dubois Telephone Exchange.

Every computer throughout the district has either a wired or wireless connection to the network and Internet. The wired connectivity speed is 100mb or higher. Every building also has 100% 802.11a-g wireless coverage. The wireless network is protected by WPA2 encryption. Laptops must pass a basic qualification process before being allowed on the network.

The district uses Securly to provide content filtering for all internet traffic. Securly integrates with Google to provide separate filtering policies for Staff, Students, and Guests. Teachers can reach out to the Technology Director to temporarily unblock keywords, search results, or videos as the filtering is overly restrictive by design. Some higher level college courses, for example, task the students with researching topics that will be blocked by default.

Infrastructure and Connectivity:

The district currently has 550Mbps of bandwidth coming into the school for Internet connectivity. The district plans to increase the bandwidth as demand requires. Our Internet usage is monitored daily by the Technology Department.

Technical Support:

It is the goal of the Technology Department to teach students and staff to fix their own problems when possible rather than just fix things for them. This serves two purposes: firstly the students and staff become more technology literate and secondly it will reduce the call volume which will free the technology department up to handle the district's other technology needs.

The district uses a help desk system in which teachers and staff can submit tech requests. These requests are electronic and web-based allowing access to the system from any device with Internet access. The requests are given a priority and have required fields to fill out which helps ensure the required info is provided helping in timely resolution of problems and issues. The tech request data is evaluated to determine high-needs users and potential problem areas. This helps focus professional development by making needs based decisions based on relevant data.

Replacement Plan:

All network equipment, servers and client machines will be replaced as their warranties expire or when they are deemed to no longer suffice or begin hindering the delivery of services to the end user. A list of every device and its end of life date will be attached to this plan. The technology department will monitor devices with lifetime warranties. The annual staff and student survey will include a question of network connectivity the results of which can be used as a further judge of the network status.

The inclusion of new technologies, such as improved wireless networking equipment, will be discussed during the Committee meetings dealing with this section. The committee will make recommendations on whether to implement or not during the following year.

Benchmarks/indicators:

The indicators for the need for more connectivity will be based on how much bandwidth we are using and how much we have available. When we exceed our bandwidth the decision will be made how much more to purchase weighed by the amount of budget available.

Attachments

Student Use Policy
Staff Use Policy

COMPUTER-ASSISTED INSTRUCTION (Use of Internet)

It is the policy of this School District that to the extent reasonably possible, the staff and students will be encouraged and permitted to utilize the computer network provided by the School District for the purpose of facilitating learning and providing the best educational experience possible for its students. In this regard, the School District has made available to students and staff, electronic mail and the Internet. Access to E-mail and the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While it is possible for students to access inappropriate material and otherwise misuse the system, the School District has taken all available measures to filter information before it is displayed on student devices. It is the policy of this School District to try to educate our students using modern technology which the students will need to be familiar with in order to be successful in their subsequent careers. However, in order to utilize this modern technology, it will ultimately be the responsibility of parents and guardians of minors to set and convey standards to their children which they will follow while utilizing this technology.

DISTRICT INTERNET AND E-MAIL RULES.

Students are responsible for good behavior on school computer networks just as they are in the classroom or a school hallway. Communicating on the network is often public in nature. General school rules for behavior and communications apply.

Internet filters shall be used to block access to obscenity, child pornography, and materials harmful to minors. Disciplinary action shall be taken against any student who tampers with the filters. The filters may only be disabled for bona fide research or other lawful purposes, and may only be disabled by the Technology Director or other faculty member or administrator.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility. Individual users of the District computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with District standards and will honor the agreements they have signed. Beyond the clarification of such standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals using the network.

Network storage areas are not to be considered private or personal property of students. They are learning areas subject to review by administrators and teaching staff. Any files and communications may be reviewed by the administration or staff to maintain system integrity and

to ensure that users are using the system responsibly. Users should not expect that files stored on District servers will be private.

While school teachers of younger students will generally guide them toward appropriate materials, older students and students utilizing the system outside of regular school hours will need to be directed by families in the same manner they direct their children's use of television, telephones, movies, radio, and other potentially offensive media.

The following conduct and utilization of the Internet are **NOT** permitted:

1. sending or displaying offensive messages or pictures;
2. using abusive, objectionable or obscene language;
3. searching for, downloading, or otherwise reviewing any type of sexually explicit, obscene material or other information for any non-instructional or non-educational purpose;
4. harassing, insulting or attacking others;
5. damaging computers, computer systems, or computer networks;
6. violating copyright laws or otherwise using the network for any illegal purpose;
7. user shall not use or attempt to discover another user's password nor shall user use or let others use another person's name, address, passwords, or files for any reason, except as may be necessary for legitimate communication purposes and with permission of the other person;
8. trespassing in another's folders, work or files;
9. intentionally wasting limited resources;
10. employing the network for commercial purposes;
11. otherwise accessing forums or "chat rooms" devoid of educational purpose;
12. user shall not tamper with computers, networks, printers, or other associated equipment or software without the express permission of supervising staff;
13. user shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system or software.

14. Students using school district computers and/or accessing school district web pages, or using the Internet service provided by the School District, shall not engage in “hacking” and shall not access unauthorized sites or participate in any other unlawful activities online.

PENALTY

Violations will result in a loss of access as well as other disciplinary or legal action. The first offense will generally result in a warning and loss of computer privileges/Internet access until a parent conference, and further loss of privilege for such time as is determined by the administration. A second offense or a first offense of a flagrant nature, such as using the system for illegal behavior or intentionally damaging school district hardware or software, may result in removal from a class, termination of computer/network privileges, or recommendations for suspension and/or expulsion.

Adoption Date: September 20, 2011

Code: IJNDA-E

Staff Computer Use Policy

Code: EDC

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT

The use of district equipment for personal purposes is prohibited. In addition, the district does not encourage employees to take district equipment home for professional use. However, there may be situations necessitated by district needs when it seems appropriate to allow employees to do so. In such instances, employees will be required to receive prior written approval from the employee's immediate supervisor. A signed copy of the written approval must be on file prior to removing any equipment from district property.

Occasionally employees will be required to use district equipment in presentations, etc., away from the district. The employee should in those instances, also acquire written consent from his immediate supervisor prior to removing the equipment from the district premises. In the instances when consent has properly been granted to the employee, the district will assume responsibility for loss, damage, and vandalism.

The District has made available for staff use, computers, technology and software which are intended to be utilized for educational purposes. Proper and appropriate use of this equipment and software can provide a great benefit to the educational program provided to the students of the District. It also provides a means for communication among staff and for acquiring knowledge relevant to the educational program.

The computers, technology and software provided by the District are intended to be utilized only for educationally-related purposes. The private or personal use of this equipment, technology and software is prohibited. The District shall retain full control over this equipment and the information contained therein. Staff do not have a right to personal or private use of this equipment or the information they send or receive utilizing the equipment and software. All staff will be requested to sign a staff computer use policy in the form attached to this policy as an exhibit, which further sets forth the policy of the District and requires each staff member to acknowledge his/her understanding of the policy.

Adoption Date: ~~September 20, 2011~~

EMPLOYEE ACCEPTABLE USE OF TECHNOLOGY

1.0 PURPOSE

1.1 Use of computers and network resources by employees of Fremont County School District #2 (FCSD2) is permitted and encouraged where such use supports the goals and objectives of the district. Communications and computer technology at FCSD2 are provided and maintained for instructional, educational and administrative purposes.

1.2 Personal use of communications and computer technology at FCSD2 are strictly prohibited during the employee's student contact hours. Personal use is allowable when it does not conflict with the employee's responsibilities and conforms to this policy EDC-E and policy EDC. The District and its Technology Department do not provide technical or infrastructural support for personal use.

2.0 ACCESS TO TECHNOLOGY EQUIPMENT AND SERVICES

2.1 Access to technology is provided to facilitate the instructional and administrative tasks performed by district employees and volunteers. The level of access provided will coincide with the requirements of each employee's job functions.

2.2 Computer files and communications over electronic networks, including e-mail, voice mail and Internet access, are not exclusively private. It should be understood that through routine maintenance the Technology Department may inadvertently see information. The Technology Department is obligated to maintain confidentiality regarding information about students, employees, or district business that they come in contact with except as directed by the Superintendent or his designee. When the administration believes an employee may have engaged in misconduct or as a result of routine monitoring to assure compliance with this policy and the accompanying exhibit, the administration has the right to review computer usage and/or information accessed or stored.

2.3 To ensure proper use, the Technology Department under the direction of the Superintendent/designee may monitor the district's technological resources, including e-mail, voice mail systems and Internet usage, at any time without advance notice or consent.

2.4 School district employees have no expectation of privacy in electronic communications they send or receive on the school district's computers or network system, or as to sites and information accessed utilizing school district computers or the networking system. The school district has the right to monitor or review any communications sent or received, as well as information regarding sites and/or information accessed.

3.0 ACCEPTABLE USE

3.1 It is a general policy that online communication is to be used in a responsible, efficient, ethical, and legal manner in support of education, school business and/or research and within the educational program and goals of the FCSD2. The use of electronic information resources is a privilege, not a right. Each user is personally responsible for this provision at all times when using electronic information services.

3.2 Site administrators, department heads or supervisors may set more restrictive guidelines for employees in their area of responsibility.

3.3 While electronic information resources offer tremendous opportunities of educational value, they also offer persons with illegal or unethical purposes avenues for reaching students, teachers,

and others, including parents. FCSD2 does not have control of the information on commercial electronic information services or the information on the Internet, although it attempts to provide prudent and available barriers. Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people.

3.4 Should an employee see any unacceptable materials or inappropriate use, he/she shall notify the site administrator or supervisor immediately. Report any instances where the Acceptable Use Policy or security may be violated. Report inappropriate Internet Web sites to the Technology Department so that access to the sites can be blocked in the future.

3.5 If there is any doubt as to the appropriate use of a district-provided electronic system, review the use in advance with a supervisor and/or a member of the Technology Department.

4.0 PROPER USE AND CARE

4.1 Before operating any equipment, users will be made familiar with the basics of safety and damage prevention, and trained on proper care and operation. Users will be individually assessed to determine their technical capabilities, and will be properly trained and supported by the Technology Department, as systems are issued for their use.

4.2 Many users, especially at school sites, will be sharing systems as part-time users. In this scenario, subsequent users will suffer if systems are mis-configured or damaged by previous users. In some cases, special software is used to protect essential system configurations, requiring each user to log-on individually, and enabling only the services for which the user is authorized.

4.3 Equipment abuses are unacceptable whether out of frustration, misuse, negligence or carelessness. Users are responsible for damage to or loss of district equipment. District vandalism policies apply, making users liable for intentionally inflicted damage.

4.4 Users should not attempt repairs without authorization or support from designated district or school site personnel. Volunteers – parents, family members, or friends – are not authorized to attempt repairs on district equipment.

4.5 Guidelines for the care and use of computer software are similar to hardware policies. Users are responsible for damage to or loss of district software systems. District vandalism policies apply to software as well, making users liable for intentionally inflicted damage.

4.6 Users shall not install or modify applications without approval and support of the district Technology Department or designated technology teachers and support staff at school sites. Any unauthorized changes to systems, operating software, application software, or hardware configurations will be reversed when discovered by technology or instructional staff.

File-sharing software cannot be installed or used on district computers for the purpose of illegally sharing copyrighted materials such as music, images and software. This type of software is often used to “pirate”, or illegally copy, music across the Internet. These Napster-like software packages are distributed under many different names including Gnutella, WinMX, Kazaa, LimeWire, Morpheus, and others. The use of this type of software is illegal when used to share copyrighted material. The most common use is the illegal “swapping” of music encoded in the MP3 format and is a violation of U.S. copyright laws.

4.7 Users shall not download or install copyrighted software without proper licensing. Non-licensed software will be deleted.

4.8 Copyrighted material shall be posted online only in accordance with applicable copyright laws.

4.9 In order to ensure proper configuration and to safeguard network security and performance, users should not attach computers, printers, network equipment (including wireless access

points), or other types of hardware to the district's network without prior approval and support of the Technology Department. Attaching personally owned technology equipment to district hardware or to the district network is not allowed. Any equipment found to be in violation of this policy will be immediately disconnected.

5.0 PERSONAL RESPONSIBILITY

5.1 All technology equipment is district property

5.2 Employees shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others.

5.3 Employees shall not use the system to promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.

5.4 Employees shall not use the system to engage in commercial or other for-profit activities without permission of the Superintendent or designee. In addition, district electronic resources cannot be used to conduct political or religious activities. District e-mail cannot be used to advertise or solicit for non-district sponsored events, activities, or organizations.

5.5 The district maintains a public Internet site. Any information to be posted on the public Web site must be approved through administrators (or their designee) and the district's Technology Department. Principals must approve all postings on school web pages. Restrictions apply to links to other sites that may not be appropriate and to personal information or pictures of students without parental consent.

5.6 Employees shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or forge other users' mail.

5.7 Employees shall not develop any classroom or work-related web sites, blogs, forums, or similar online communications representing the district or using district equipment or resources without permission. Such sites shall be subject to rules and guidelines established for district online publishing activities including, but not limited to, copyright laws, privacy rights, and prohibitions against obscene, libelous, and slanderous content. Because of the unfiltered nature of blogs any such site shall include a disclaimer that the district is not responsible for the content of the messages. The district retains the right to delete material on any such online communications.

5.8 Users shall report any security problems or misuse of the services to the Superintendent or designee.

5.9 The Technology Department will take an active role in backing up data on the servers. However, statistics show that backups usually don't restore correctly. Therefore, ultimately each staff member is responsible for backing up their own data in at least two different locations to ensure that their data is not lost (i.e. on their local computer, on Google Drive, and/or external storage device, etc.). The Technology Department will take an active role in monitoring the disk space on all servers. Users who are taking up a greater than average amount of disk space will be notified and educated in storage management.

6.0 SECURITY AND PASSWORDS

6.1 To maintain security, users are issued unique User ID's and passwords to enable their access. Do not use other people's passwords. Do not tell others your password including staff of the Technology Department. If it is known that you have shared your password with anyone else you will be required to change it. Do not write down a password where others can see it, and change passwords regularly as recommended by the Technology Department.

7.0 PENALTIES FOR VIOLATIONS

7.1 Violation of the Acceptable Use Policy may result in a reduction or loss of access privileges. In many cases, access privileges may be essential to job functions. Additionally, those failing to follow the guidelines contained in this regulation may face disciplinary action.

8.0 EMPLOYEE ACKNOWLEDGEMENT

8.1 All employees of FCSD2 who have access to district technology will be required to annually acknowledge that they have received, read and accepted this Administrative Regulation.

FREMONT COUNTY SCHOOL DISTRICT #2 Dubois, WY 82513 EMPLOYEE ACKNOWLEDGEMENT

I have received, read and accepted the guidelines in the Policies EDC and EDC-E on Employee Acceptable Use of Technology.

Print Name _____ Dept/Site _____
Signature _____ Date _____

Adoption Date: ~~September 20, 2011~~

Meeting Schedule and Agendas

September

- Review committee membership and roles

October

- Review Curriculum Integration section and Use Policies

November

- Review Student Policy

December

- Initial discussion of Adopted Technology List.
- Initial discussion of Emergent Technology.

January

- Review Professional Development section.
- Review Professional Development survey.

February

- Review Infrastructure and Technology section.
- Review Staff and Student Needs Assessment.

March

- Final review of emergent technology.
- Final review of adopted technologies list.

April

- Review budget expenditures and requests
- End of Life List
- Review District PD plan to determine needs that the tech department may fill.

May

- Prepare for Board Report