

CONWAY SCHOOL DISTRICT (SAU #9)

**Technology Plan**

September 1, 2016 - June 30, 2019

*(Approved by the Conway School Board 9/26/2016)*

**School Board Members**

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## Introduction

### Committee Members

The Conway School District Technology Committee meets periodically to review policy, planning and technology integration. Members include:

Kadie Wilson                      Assistant Superintendent, SAU #9

Aimee Frechette	Principal, Pine Tree Elementary School
Rick Biche	Principal, Kennett Middle School
Dale Anderson	Technology Coordinator, Conway School District
Todd Heysler	Computer Technician, Conway School District
Eric Cullen	Computer Technician, Kennett Middle School
Paul Getchell	Technology Aide, Pine Tree Elementary School
Saralyn Smith	Technology Aide, Conway Elementary School
Dana Pappalardo	Technology Aide, Conway School District
Lauren Beckwith	Teacher, John Fuller Elementary School
Michelle Capozzoli	School Board Member
Joe Lentini	School Board Member

## **Demographics**

Conway School District serves approximately 2054 students from the Conways and surrounding communities. Conway School district consists of five schools, including; Conway Elementary, Pine Tree Elementary and John H. Fuller Elementary, all of which serve grades K-6. Kennett Middle School serves grades 7 & 8 while Kennett High School serves grades 9-12 as well as the MWV Career Technology Center. The district is situated in a rural region of the state between the White Mountain National Forest, and the Maine border. The local economy is heavily reliant upon seasonal tourism. An average of [43.12%] of the student population is eligible for NSLP F&R.

In October of 2015, the Conway School Board adopted a district strategic plan. The Strategic plan steering committee realized the value of community input into the development of the strategic plan and sought to involve as many stakeholders as possible through surveys, community presentation, and focus group processes. We were very encouraged by the level of school and community involvement and have integrated the information gathered through the community forums, focus group discussions, surveys as well as National, State, and local achievement data into the strategic plan. The technology items from the strategic plan have been addressed and embedded throughout this technology plan including the four essential elements of: access to technology resources, ICT literacy, professional development and community collaboration. The strategic plan goals are as follows:

- Broaden representation among district technology committee to include representation from all buildings including teachers and technology staff
- Maintaining and improving technologies to support or increase operational efficiency
- Developing a financial plan to support staffing, technology and training
- Ensuring students and staff have reliable technology access that is dynamic and current
- Providing staffing to meet the needs of appropriate integration of technology for student achievement
- Providing relevant technology professional development in a variety of formats

## **Mission**

The mission of the Conway Public Schools is to cultivate the natural inclination to learn by providing an exceptional environment in which students embrace excellence in learning for a lifetime of success.

To these ends, the mission of the District Technology Plan is to create an engaging and challenging learning environment supported by technology and that provides teachers, staff, and students with technology resources, meaningful

professional development opportunities, a sustainable system for professional growth, and global connectivity through the appropriate use of technology.

## **Vision**

The vision of the Conway Public Schools is to realize the full potential of each and every student. The District Technology Committee believes to achieve this vision, technology must be integrated into core instructional programming. It must be used to efficiently provide access for students to high quality learning experiences.

## **Goals**

The Conway School Board, through Strategic Planning identified technology as an area of critical focus. Through this focus we will utilize appropriate technology to enhance student achievement and improve operational efficiency. The goals outlined below are a product of our strategic planning process, designed to provide a system to support student achievement, technical skill development and system efficiencies through professional development, collaboration, and instructional practice.

1. Maintain and improve technologies to support and increase operational efficiency
2. Develop a financial plan to support staffing, technology and training
3. Ensure that students and staff have reliable technology access that is dynamic and current
4. Provide staffing to meet the needs of appropriate integration of technology for student achievement
5. Provide relevant technology professional development in a variety of formats

# Action Plan

## STRATEGIC INITIATIVES

### Goal 3.1: Establish a District Technology Committee with representation from all buildings including teachers and technology staff

Action Steps	Person(s) Responsible	Timeline	Evidence	Evaluation Criteria	Financial / Budgetary Support
<b>3.1.1 Ensure representation from across the district to participate on the technology committee</b>	Principals, School Board, Technology Director	Fall 2015	Meeting agendas and attendance	Representation includes district technology personnel, and building administration	N/A
<b>3.1.2 Hold monthly technology committee meetings that are goal oriented with supported action plans</b>	Technology Director and committee	2015-2016 School Year	Meeting agendas and progress review of strategic planning in Focus Area 3	Development of three year technology plan	N/A
<b>3.1.3 Develop a three-year technology plan with short and long term goals</b>	Technology Committee	Spring 2016	Present technology plan to school board and submit to DOE	Approval of 3 year technology plan by DOE	N/A

**Goal 3.2: Maintain and improve technologies to support or increase operational efficiency**

<b>Action Steps</b>	<b>Person(s) Responsible</b>	<b>Timeline</b>	<b>Evidence</b>	<b>Evaluation Criteria</b>	<b>Financial / Budgetary Support</b>
<b>3.2.1 Perform external audit of operational efficiency across districts including hardware, software and processes</b>	Technology committee	Spring 2016	Audit report with recommendations	All districts and areas represented in audit with clear recommendations for areas of improvement.	N/A
<b>3.2.2 Research and recommend student data management platform</b>	Technology committee	Sept. 2016	Audit report with recommendations	District commitment to SIS platform	N/A
<b>3.2.3 Develop a maintenance/ upgrade plan to support system operations based on industry standards</b>	Technology Director and building Techs	Spring 2016	Adoption sequence for new purchases, phasing out obsolete equipment, and recommendation for infrastructure support	New equipment purchased in line with the obsolescence plan	Will dictate Unit 8 budget to support current and growing technology
<b>3.2.4 Implement recommendations from technology audit</b>	Technology Committee	Spring 2019	Five year capital plan for equipment, software and infrastructure	Budget plan distributes costs evenly over time frame	Will dictate Unit 8 budget to support current and growing technology

**Goal 3.3: Develop a financial plan to support staffing, technology and training**

<b>Action Steps</b>	<b>Person(s) Responsible</b>	<b>Timeline</b>	<b>Evidence</b>	<b>Evaluation Criteria</b>	<b>Financial / Budgetary Support</b>
<b>3.3.1 Explore collaborative opportunities to extend the buying power with technology</b>	Technology Director	Sept. 2016	Identify partnerships and consortiums at the regional and state level	MOU's signed will reflect savings and enhanced buying power.	Will dictate Unit 8 budget to support current and growing technology
<b>3.3.2 Create short and long term budget goals and expenditures that are updated on an annual basis</b>	Technology Director	Sept. 2016	Annual budget report. Adoption sequence for new purchases, phasing out obsolete equipment, and recommendation for infrastructure support	Budget plan distributes costs evenly over time frame	Will dictate Unit 8 budget to support current and growing technology
<b>3.3.3 Explore and research grant options and opportunities</b>	Technology Director, Technology Committee	Spring 2017	Increased purchases through grant opportunities	Successful grant applications for technology support of Unit 8 budget, purchases	N/A



**Goal 3.4: Ensure that students and staff have reliable technology access that is dynamic and current**

<b>Action Steps</b>	<b>Person(s) Responsible</b>	<b>Timeline</b>	<b>Evidence</b>	<b>Evaluation Criteria</b>	<b>Financial / Budgetary Support</b>
<b>3.4.1 Audit technology access, and quality control measures</b>	Building Techs	Fall 2015 to Spring 2016	Audit report to Technology Committee	Report includes all buildings and is referenced in Goal 3.4.3	N/A
<b>3.4.2 Research and recommend appropriate staffing and technology to meet building level needs</b>	Technology Committee	Spring 2017	Data and report	Recommendations included in building level and Unit 8 budgets beginning in FY 2018	Budgetary implications of research and recommendations is not applicable. Recommendations may dictate Unit 8 budget to support current and growing technology as well as staffing needs
<b>3.4.3 Develop an adoption sequence for purchasing and replacement of equipment</b>	Technology Committee	Spring 2016	Inclusion in 3 year technology plan	Budgeted adoptions and actual purchases aligned.	Will dictate Unit 8 budget to support current and growing technology
<b>3.4.4 Research current community level access to technology and affordable solutions to increase access for families</b>	Mt. Washington Valley Economic Council	Spring 2017	Report and recommendations	Includes all geographic areas within sending districts and enhances overall understanding of community access to resources	N/A

**Goal 3.5: Provide staffing to meet the needs of appropriate integration of technology for student achievement**

<b>Action Steps</b>	<b>Person(s) Responsible</b>	<b>Timeline</b>	<b>Evidence</b>	<b>Evaluation Criteria</b>	<b>Financial / Budgetary Support</b>
<b>3.5.1 Review current job descriptions for technology administrator(s), aides, technicians, support staff and library media specialists</b>	Technology Committee	Fall 2016	Revised common job descriptions	Adopted job descriptions and enhanced understanding of roles and responsibilities in all technology-related positions. Increased consistency in expectations/roles across schools.	N/A
<b>3.5.2 Develop a comprehensive K-12 technology curriculum to support student achievement</b>	Technology Committee	Fall 2017	Curriculum binder, digital portfolio plan and presentation to school board for approval	Approval	Curriculum Development funding for staff involved
<b>3.5.3 Research staffing needs for implementing integrated technology for student achievement</b>	Technology Committee	Fall 2017	Report and staffing recommendations	Approval of recommendations and related budgetary adjustments for SY 2018/2019	Budgetary implications of research and recommendations is not applicable. Recommendations may dictate Unit 8 budget to support current and growing technology as well as staffing needs

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**Goal 3.6: Provide relevant technology professional development in a variety of formats**

<b>Action Steps</b>	<b>Person(s) Responsible</b>	<b>Timeline</b>	<b>Evidence</b>	<b>Evaluation Criteria</b>	<b>Financial / Budgetary Support</b>
<b>3.6.1 Audit staff use of technology integration</b>	Technology Committee	Fall 2017	Audit report complete and includes examples of student activity	95% of staff represented in audit. Integration measures aligned with NETS for teachers	N/A
<b>3.6.2 Develop tiered professional development to meet teachers' needs as identified in staff technology integration audit</b>	Technology Committee	Spring 2018	Tiered professional development offered and attended. Teacher effectiveness in technology integration evaluated by administration	Professional development workshops or other forms of offerings are attended and rated effective by attendees Enhanced technology integration among teachers	Budgetary support for presenters, materials, etc.
<b>3.6.3 Develop a comprehensive online professional development platform to support technology needs of staff, students and parents</b>	Technology Committee	Fall 2018	Reliable, up-to-date, easy to use, learning platform. Site traffic suggest high use	Enhanced technology integration among teachers	Budgetary support for PD curriculum development and online platform

## Staffing

The current configuration of the Technology Department in the Conway Public Schools is as follows:

- Director of Technology
- One Technician based at Kennett High School
- One Technology Aide at KHS
- One Technician based at Kennett Middle School
- One Technician shared among John Fuller School, Conway Elementary School, and Pine Tree School
- Three Technology Aides, one at each elementary school
- One Technology Aide, shared district-wide

## Budgeting

Technology is its own unit within the Conway School District budget. Each year the annual budget is built with input from the Director of Technology and individual building principals. It is presented to the Superintendent and then forwarded to the School Board and Budget committee. The recently adopted Strategic Plan has a stated goal of utilizing appropriate technology to enhance student achievement and improving operational efficiency. It is the intent of the technology committee to utilize local funds, grants, donations, e-rate and any other funds available to achieve the goals included in this plan.

## Hardware

### **Adoption Sequence for Purchasing and Replacing Equipment:**

The following guidelines provide the district with a three-year plan to upgrade and replace classroom technology resources. Future hardware will be purchased in order to meet or exceed the NH State Guidelines and the technology focus area in the district strategic plan "Ensure that all students and staff have reliable technology access that is dynamic and current."

#### Year 1

- Expand the installed base of Chromebooks, PCs, and tablets to ensure immediate access to technology resources in the classroom for all students.
- Update the WiFi infrastructure at Kennett High School to the current 802.11ac standard
- Update Kennett High School's network Filter/Firewall to one of the "next-generation" architecture to ensure secure and sustained high through-put connectivity.

#### Year 2

- Replace Chromebooks and other computing devices across the district in accordance with the their obsolescence cycle
- Update Fiber Optic network interconnects to 10 Gigabit per second adaptors at Kennett High School
- Expand the use and deployment of interactive whiteboards
- Update the WiFi infrastructure at the three elementary schools to the current 802.11ac standard

#### Year 3

- Replace Chromebooks and other computing devices across the district in accordance with the their obsolescence cycle
- Expand the use and deployment of interactive whiteboards
- Continue to increase the deployment of interactive whiteboards in each building

<b>Technology Expenditures</b>		<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
<b><u>Hardware Expansion</u></b>				
	Kennett High School	87000	87000	87000
	Kennett Middle School	16000	16000	16000
	Conway Elementary School	29000	29000	29000
	John Fuller Elementary School	14000	14000	14000
	Pine Tree Elementary School	28000	28000	28000
<b><u>Hardware Obsolescence Replacement</u></b>				
	Kennett High School	51000	77000	103000
	Kennett Middle School	16000	16000	16000
	Conway Elementary School	11000	11000	11000
	John Fuller School	15000	15000	15000
	Pine Tree School	10000	10000	10000
<b><u>Infrastructure (Servers/Network/etc.)</u></b>		60000	60000	60000
<b><u>License / Support</u></b>				
	SIS Licensing			
	Conway Elementary School	2837	2837	2837
	Pine Tree School	2837	2837	2837
	John Fuller School	2431	2431	2431
	Kennett High School	9118	9118	9118
	Kennett Middle School	3040	3040	3040
	Cloud Service Licensing	6500	6500	6500
	Firewall Licenses	17000	20000	20000
	Backup/Recovery Software	1600	1600	1600
	Microsoft Software Licenses	15000	15000	15000
	Domain Registrations, SSL Certificates and Hosting	350	350	350
	WiFi Licensing	2500	2500	2500
<b><u>Professional Development</u></b>				
	IT Staff Training	5000	5000	5000
<b><u>Personnel/Staffing</u></b>		478371	478371	478371

## Data Collection and Evaluation

The technology committee will monitor and evaluate progress based on the evaluation criteria stated in the goals above. The committee will make mid-course corrections and adaptations to the plan based on new developments and opportunities as they arise. As changes are made to the district-wide strategic plan, the technology committee will make necessary adjustments. Similarly, as the technology committee develops new goals, these goals will be reported to the strategic planning committee for inclusion in their planning process. This allows us to focus and modify goals based on the needs of the district and the greater Conway community.

## Policy & Procedure

**Children's Internet Protection Act (CIPA)** Conway School District will remain in compliance with CIPA. Internet content for each school's network is filtered for students, faculty and staff via subscription-based filtering solutions. Presently, these include Cyberoam CR300iNG UTMs at all elementary schools, and Kennett Middle School, and a Palo Alto Networks PA-3020 at Kennett High School. Student access to Internet sites is controlled by predefined categories as well as locally-defined URL blocking, file-type blocking, protocol, and port restrictions. Student Chromebooks are additionally filtered and monitored by a cloud-based solution called GoGuardian. Internet activity logs may be maintained at each campus for at least 30 days. The technology committee will periodically review filtering and internet security for effectiveness. Enhancements to, or replacement of the system, will occur when deemed necessary.

### **COPYRIGHT COMPLIANCE**

EGAAA

The board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or using of audio visual or printed materials and computer software, unless the copying or using conforms to the "fair use" doctrine.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research. If duplicating or changing a product is to fall within the bounds of fair use, these four standards must be met for any of the foregoing purposes.

A. THE PURPOSE AND CHARACTER OF THE USE – The use must be for such purposes as teaching or scholarship and must be nonprofit.

B. THE NATURE OF THE COPYRIGHTED WORK – Staff may make single copies of the following for use in research, instruction or preparation for teaching: book chapters; articles from periodicals or newspapers; short stories, essays, or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals, or newspapers in accordance with these guidelines.

C. THE AMOUNT AND SUBSTANTIALITY OF THE PORTION USED – In most circumstances, copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.

D. THE EFFECT OF THE USE UPON THE POTENTIAL MARKET FOR OR VALUE OF THE COPYRIGHTED WORK – If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

While the district encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of district staff to abide by the district's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for district staff to violate copyright requirements in order to perform their duties properly. The district cannot be responsible for any violations of the copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the districts procedures or is permissible under the law should contact the Superintendent or the Assistant Superintendent. The latter will also assist staff in obtaining proper authorization to copy or use protected material when such authorization is required.

Legal References: P.L. 94-553 Federal Copyright Law of 1976 (U.S. Code, Title 17)

Adopted by Conway School Board - September 10, 2001

Reviewed with no change – February 5, 2004

Reviewed and changes adopted – April 8, 2013

## **Video and Audio Recording in School Classrooms**

**ID**

The Board recognizes that video and/or audio recordings can serve many valuable purposes that align with our schools' educational mission and program. Video and audio recording is used in schools to record performances, support instruction, create classroom instruction, document student achievement and provide tools for educator professional development. As of August 1, 2015 each school district must hold an annual public hearing regarding this practice.

If a teacher intends to video and/or audio record one or more students, written consent must be obtained from the parent/legal guardian of each student who will be recorded.

If a student or school official with a legitimate educational interest wishes to audio or video record a teacher or student in a classroom, written consent must be obtained from the teacher who will be recorded and the parent/legal guardian of each student who will be recorded.

Written consent is not required for:

- Video and/or audio recordings made pursuant to an IEP or 504 plan, when the IEP or 504 Team determines that such recording is necessary for the delivery of a free appropriate public education or to access an educational program



- School recordings of any class, performance, competition, ceremony, instruction, presentation, orientation, training, assembly or any other school sponsored event that occurs outside the physical confines of a classroom
- School recordings of school grounds and facilities for security or other purposes
- Recording on buses as authorized by the School Board pursuant to RSA 570-A:2
- Recordings made in compliance with the District’s FERPA annual notice

Adopted by Conway School Board – December 14, 2015

## Video and Audio Recording in School Classrooms

### Parent/Guardian Consent Form

The School Board recognizes that video and/or audio recordings can serve many valuable purposes that align with our schools’ educational mission and program. Video and audio recording is used in schools to record performances, support instruction, create classroom instruction, document student achievement and provide tools for educator professional development. As of August 1, 2015 each school district must hold an annual public hearing regarding this practice. In Conway, this hearing was held on September 28, 2015.

If a teacher intends to video and/or audio record one or more students, written consent must be obtained from the parent/legal guardian of each student who will be recorded.

If a student or school official with a legitimate educational interest wishes to audio or video record a teacher or student in a classroom, written consent must be obtained from the teacher who will be recorded and the parent/legal guardian of each student who will be recorded.

I give consent for my child, \_\_\_\_\_, to be video taped or recorded for one of the above listed purposes.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

Please note that written consent is not required for:

- Video and/or audio recordings made pursuant to an IEP or 504 plan, when the IEP or 504 Team determines that such recording is necessary for the delivery of a free appropriate public education or to access an educational program
- School recordings of any class, performance, competition, ceremony, instruction, presentation, orientation, training, assembly or any other school sponsored event that occurs outside the physical confines of a classroom
- School recordings of school grounds and facilities for security or other purposes
- Recording on buses as authorized by the School Board pursuant to RSA 570-A:2
- Recordings made in compliance with the District’s FERPA annual notice

## **STUDENT INTERNET AND NETWORK ACCESS**

**EGA**

The network is provided for students to conduct research for educational purposes. 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.

To gain access to the network and the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the library desk. Students 18 and over may sign their own forms.

Network storage areas, as well as all other technology hardware and use, may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

## **DISTRICT INTERNET AND COMPUTER ACCEPTABLE USE**

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

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, and installing appropriate filtering devices, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

During school, teachers of younger students will guide them toward appropriate materials.

As outlined in Board policy and procedures on access to electronic resources, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Downloading or installing any program from the Internet or other source
- Violating copyright laws
- Using another's password or allowing another user to use your password
- Trespassing in, deleting or moving another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Use of email and other forms of technology for purposes unrelated to their academic efforts or in violation of any other policy.
- Circumventing of internet filters by any means, including but not limited to web proxies.
- Use of web log (blog) sites for purposes unrelated to their academic efforts or in violation of any other policy
- Use non-school district technology on any school district network without explicit permission in writing from that school's administrator

Violations may result in a loss of access as well as other disciplinary or legal action.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Adopted by Conway School Board – 9/10/01

Revision Adopted – January 12, 2004

Revised and adopted – August 24, 2009

## **STAFF RESPONSIBILITIES FOR INTERNET ACCESS**

**EGAA**

Staff must follow the Lab Use Policy and Procedures when scheduling use of District computer labs.

### **COMPUTER SECURITY, E-MAIL AND INTERNET COMMUNICATIONS ACCEPTABLE USE POLICY FOR CONWAY SCHOOL DISTRICT STAFF**

Staff will employ electronic mail on a daily basis at work as a primary tool for communications. The district may rely upon this medium to communicate information, and all staff will be responsible for checking and reading messages daily.

The network is provided for staff and students to conduct research and communicate with others. Communications over the network are often public in nature therefore general rules and standards for professional behavior and communications will apply.

The School District will enforce the rules set forth below and reserves the right to change these rules at any time.

1. The computer hardware system, software and E-mail system are owned by the District, and all messages or data composed, stored; sent, or received using the system are and remain the private property of the District. They are not the property of the employee. Any personal property shall be stored on removable media (external devices).
2. The computer and E-mail system is to be used for business purposes only. Personal business is unauthorized and should not be conducted on the system.
3. The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
4. The School District prohibits discriminatory, harassing, or offensive materials in any form of media. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
5. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

6. To ensure the safety and well-being of staff and students, the School District reserves, and will exercise without prior notice, the right to read, review, audit, intercept, access or disclose any and all information on an employee's computer system or messages created, received or sent over the electronic mail system for any purpose, even if coded or passworded.
7. The confidentiality of any message or data should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality, or that the District will not retrieve it. All passwords must be disclosed to the computer administrator.
8. Any communications created, sent, or retrieved using E-mail may be read by individuals other than the intended recipient.
9. Notwithstanding the District's right to retrieve and monitor any E-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail that is not sent to them. Any exception to this policy must receive prior approval by the Superintendent.
10. Employees are not to use others' passwords or allow others to use their password. Sharing passwords or leaving a unattended computer logged on constitutes a security breach and is a violation of this policy.
11. Any employee who violates this policy or uses the computer system or electronic mail system for improper purposes shall be subject to discipline up to and including discharge.
12. The District has the authority to terminate or limit access to any program at any time.
13. The technology department is required to report any observed violation of this policy to the building principal and Cc: to the superintendent of schools.

**This policy is meant to ensure that all staff are in compliance with RSA 91-A.**

Computer lab use procedures will be developed by the administration.

The Network Supervisor will report inappropriate behaviors to the employee's supervisor who will take appropriate disciplinary action. Any other reports of inappropriate behavior, violations, or complaints will be routed to the employee's supervisor for appropriate action.

Each employee will be given copies of this policy and procedures and will sign an acceptable use agreement and network information form before establishing an account or continuing their use.

I understand and accept the Staff Acceptable Use Policy.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
School

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Adopted by Conway School Board – September 24, 2001  
Reviewed with no change – February 5, 2004  
Revision Adopted - June 8, 2009