Little Rock School District
Technology Plan
2015--2020

February 2015

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NOTE: Please make sure that all pages in the technology plan are numbered.

School(s) Profile To be consistent, please use the same school name submitted to Child Nutrition for the Cycle 2 APSCN Report. Please list the name of every school, new and non-instructional facilities for which you file E-Rate.				
School Name	**LEA#**	**E-Rate Entity #**	**NCES #**	**BEN#**
CENTRAL HIGH SCHOOL	6001001	82640	607	139544
HALL HIGH SCHOOL	6001002	82663	616	139544
MANN MAGNET HIGH SCHOOL	6001003	82677	621	139544
PARKVIEW MAGNET HIGH SCHOOL	6001005	82645	627	139544
BOOKER ART ELEM. SCH.	6001006	82675	604	139544
DUNBAR MAGNET MIDDLE SCHOOL	6001007	82671	608	139544
FOREST HEIGHTS STEM ACADEMY	6001009	82660	610	139544
PULASKI HEIGHTS MIDDLE SCHOOL	6001010	82667	628	139544
HENDERSON MIDDLE SCHOOL	6001013	82668	617	139544
BALE ELEMENTARY SCHOOL	6001017	82650	1188	139544
BRADY ELEMENTARY SCHOOL	6001018	82662	605	139544
MCDERMOTT ELEMENTARY SCHOOL	6001020	82730	622	139544
CARVER ELEM. SCHOOL	6001021	82635	606	139544
FOREST PARK ELEMENTARY SCHOOL	6001024	82687	611	139544

FRANKLIN INCENTIVE ELEM. SCH.	6001025	82643	612	139544
GIBBS ELEMENTARY SCHOOL	6001027	82639	614	139544
WESTERN HILLS ELEM. SCHOOL	6001029	82655	635	139544
JEFFERSON ELEMENTARY SCHOOL	6001030	82686	619	139544
MEADOWCLIFF ELEMENTARY SCHOOL	6001033	82692	623	139544
M.L. KING ELEMENTARY SCHOOL	6001035	82637	176	139544
PULASKI HEIGHTS ELEM. SCHOOL	6001038	82666	1190	139544
ROMINE INTERDIST. ELEM. SCHOOL	6001040	82646	630	139544
STEPHENS ELEMENTARY	6001041	82648	876	139544
WASHINGTON ELEM.	6001042	82679	1409	139544
WILLIAMS ELEM. SCHOOL	6001043	82689	636	139544
WILSON ELEMENTARY SCHOOL	6001044	82651	637	139544
TERRY ELEMENTARY SCHOOL	6001047	82710	633	139544
FULBRIGHT ELEMENTARY SCHOOL	6001048	82718	1189	139544
ROCKEFELLER INCENTIVE ELEM.	6001050	82674	1217	139544
BASELINE ELEMENTARY SCHOOOL	6001052	82703	1378	139544
DAVID O'DODD ELEMENTARY SCHOOL	6001055	82656	1381	139544

GEYER SPRINGS GIFTED & TALENTED ACADEMY	6001056	82691	1382	139544
MABELVALE ELEMENTARY SCHOOL	6001057	82505	1383	139544
OTTER CREEK ELEMENTARY SCHOOL	6001058	82705	1384	139544
WAKEFIELD ELEMENTARY SCHOOL	6001059	82693	1385	139544
CLOVERDALE MIDDLE SCHOOL	6001061	82697	1387	139544
MABELVALE MIDDLE SCHOOL	6001062	82504	1388	139544
J.A. FAIR HIGH SCHOOL	6001063	82708	1389	139544
MCCLELLAN MAGNET HIGH SCHOOL	6001064	82707	1390	139544
ACCELERATED LEARRNING PROGRAM	6001068	230524	462	139544
W.D. HAMILTON LEARNING ACADEMY		82649	1205	139544
WATSON INTERMEDIATE SCHOOL	6001071	82706	1474	139544
CHICOT PRIMARY SCHOOL	6001072	82506	1463	139544

Original Technology Plan Committee 2012

2012-15 District Technology Plan Committee Members		
Member	**Title**	**Constituency Represented**
Wayne Adams	Director, Maintenance & Operations	Administration, District
Kelsey Bailey	Chief Financial Officer	Administration, District
Barbara Barnes	Director, Special Programs	Special Needs, District
Sandy Becker	District Auditor	Administration, District
Sharon Brooks	Principal, Stephens Elementary	Administration, Elementary
Bridget Burks		Parent
Marvin Burton	Associate Superintendent/Master Principal	Administration-Secondary
Karen Carter	Principal, Meadowcliff Elementary	Administration, Elementary
Cathy Coston	Assistant Director, Procurement	Administration, District
Diane Curry		School Board
Suzi Davis	Director, Secondary Literacy	Administration-Secondary
Matthew Diffey	EAST Facilitator	Middle Schools
Freddie Fields	Special Assistant/Student Registration	Administration, District
Dennis Glasgow	Director, Accountability	Administration, District
Teresa Knapp Gordon	Library Media Specialist	Elementary Schools
Leroy Harris		Administration, District
David Hartz	Director, Human Resources	Administration, District
Tiffany Hoffman	Communications Director	Administration, District
Dr. Jeanne Huddle	Director , Curriculum	Administration, District
Karen James	Director, Early Literacy	Administration-Elementary
Carol Jennings	Teacher	High Schools
Lindsey Jones	Student	High School
Stephanie Jones	Instructional Technology Specialist	Middle Schools
Tyrone Jones		Parent
Donna Larkin	Technology Specialist	High School
Dr. Sadie Mitchell	Associate Superintendent, Elementary Schools	Administration-Elementary
Shameka Montgomery	Principal, Career Tech Center	Administration-Secondary
Gerard Newsom	Distance Learning Coordinator	Administration, District

Darral Paradis	Director, Procurement	Administration, District
Lisa Payne	Network Specialist	Administration, District
Chris Prowse	Server Specialist	Administration, District
Sandra Register	Principal, Williams Magnet School	Administration--Elementary
Jamie Ruffins	Student	High School
John Ruffins	Director, Information Services	Administration, District
Travis Taylor	Instructional Technology Specialist	District
Tonya Vyas		Parent
Dr. Daniel Whitehorn	Associate Superintendent, Secondary Schools	Administration, Secondary
Barbara Williams	Director, Instructional Technology & Media Services	Administration, District
Marion Woods	Director, Elementary Professional Development	Administration, Elementary
Ricky Woole	Assistant Principal, Hall	Administration, High School
Linda Young	Director, Grants	Administration, District

Original 2012-15 Technology Plan Committees

District Vision and Mission Statements
Barbara Williams
John Ruffins
Sharon Brooks
Darrel Paradis
Kelsey Bailey
Sadie Mitchell
Daniel Whitehorn
Sandra Register
Donna Larkin
Travis Taylor
Jeanne Huddle
Bridget Burks
Jamie Ruffins
Superintendent

Current Technology and Narrative
John Ruffins
Darral Paradis
Lisa Payne
Cathy Coston
Ricky Woole
Julian White
Chris Prowse

Technology Integration with Curriculum and Instruction
Shameka Montgomery
Matthew Diffey
Jeanne Huddle
Teresa Gordon
Suzi Davis
Karen James
Carol Jennings
Karen Carter

Professional Development
Stephanie Jones
Marion Woods
Sharon Brooks
Barbara Williams
Shameka Montgomery
Travis Taylor
Lloyd Sain

Equitable Use of Technology
Barbara Williams
David Hartz
Linda Young
John Ruffins

Implementation Plan
Barbara Williams
Darral Paradis
John Ruffins
Kelsey Bailey
Jeanne Huddle
Sadie Mitchell

Budget
Kelsey Bailey
Darral Paradis
Leroy Harris
Barbara Williams
Cathy Coston

School District Acceptable Use Policy
Travis Taylor
Linda Young
Freddie Fields
Pam Smith
Carol Jennings
Sandy Becker
Barbara Williams

Implementation Plan
Darral Paradis
Barbara Williams
David Hartz
Kelsey Bailey
John Ruffins

Evaluation
Linda Young
Barbara Williams
John Ruffins
Darral Paradis

Revision Committee for 2015 - 2020 Technology Plan Updates

Barbara Williams
John Ruffins
Stephanie Jones
Lisa Payne
Travis Taylor
Julian White

1. TECHNOLOGY COMMITTEE

Revision Process Description

The original Little Rock School District Technology Plan Committee was formed in April 2011 for the purpose of developing the 2012-2015 District Technology Plan. Members consisted of teachers, parents, students, school board members, administrators and community members. The revision committee was formed in February of 2015 for the purpose of revising the existing District Technology Plan to include the 2015 - 2020 timeframe.

II. VISION AND MISSION STATEMENT

Vision Statement

To support the LRSD's goal of ***Putting Children First,*** the Department of Technology is creating a culture for teachers to engage students in the educational learning experience using contemporary technologies through seamless curriculum integration. Students will achieve at the highest levels through cooperative learning using project based instruction, blended, cooperative, and differentiated instruction. The vision is accomplished by providing professional development and resources involving active participation of the school and community.

Mission Statement

The Department of Technology promotes, supports, and demonstrates a technology infused curriculum as an important part of teaching and learning. The national initiatives (***NAEP 2014 Technology and Engineering Literacy Assessment)*** demand that teachers and students must be able to master diverse and emerging technologies skills. This mission is achieved by linking all technology initiatives to the ISTE Student, Teacher, and Administrator Standards, and goals of the National Educational Technology Plan (NETP).

III. CURRENT TECHNOLOGY ASSESSMENT

A. Integration with Curriculum and Instruction

Technology Integration with Curriculum and Instruction

Integrating technology into LRSD classroom instruction means more than teaching basic computer skills and software programs in a separate computer class. Effective technology integration must happen across the curriculum in ways that deepen and enhance the learning process. In particular, it must support four key components of learning: active engagement, participation in groups, frequent interaction and feedback, and connection to real-world experiences. Effective technology integration is achieved

when the use of technology is routine and transparent and when technology supports curricular goals.

LRSD's current strengths, weaknesses and procedures for addressing curriculum deficiencies are as follows:

A. Strengths

I. Project-based learning experiences utilizing technology is offered to all students.

II. The LRSD Instructional Technology Department supports the creation of classes that address current trends in technology.

III. Teachers and students have at their disposal a variety of online resources that are designed to address national core standards.

IV. All students have the opportunity to participate in interactive virtual field trips that support STEM education.

V. Online tools such as Edline are used to post grades, communicate with parents and teachers, and to post relevant information about projects, homework, assignments, deadlines, and tests.

VI. Students have access to Gaggle, a filtered email service that promotes collaboration and communication between peers.

VII. The District offers Parent Link to communicate with students, parents, and the community concerning school activities and concerns via web portal, phone calls, emails, SMS text messages, and printed letters. All these are proven methods for increased student and parent involvement to increase student achievement.

VIII. Elementary teachers have access to resources such as The Learning Institute to help build learning and assessment materials to meet curriculum goals.

IX. Schools have been outfitted with state-of-the-art technologies. All classrooms have an interactive whiteboards and all schools have computer labs. The majority of schools have iPads and/or tablet computers, audio learning resources, document cameras, video conferencing equipment, video cameras, voice recorders, and up-to-date software suites.

X. A 1:1 device initiative has been implemented to provide elementary students in grades 4th and 5th a device for in-class and at-home use.

XI. Some schools have a fulltime or part-time educational technology specialists housed within their school.

XII. LRSD has trained professionals whose primary responsibility is to assist in the development of technology integration in the classroom.

XIII. Professional development in the use of technology in the classroom is available for all LRSD staff on a regular basis.

XIV. LRSD has published a variety of professional development resources using the Virtual Learning Management System.

XV. LRSD has launched an in-house Data Dashboard for readily available student data to enhance decision making for improved student achievement.

B. Weaknesses

I. A shared vision is not common throughout the district for technology integration across the curriculum.

II. Online collaboration and sharing tools among LRSD employees are available but are not fully utilized throughout the district.

III. Online tutorials available in district applications are not fully utilized.

IV. Social media, through Gaggle, for learning purposes is growing in popularity but student online etiquette must be improved.

V. Many teachers are marginally utilizing instructional technology resources due to lack of participation in training, modeling, or awareness.

VI. District administration teams do not hold teachers accountable for integration an evaluation component.

VII. The demand for instructional technology specialists is great because all schools need a dedicated instructional technology specialist on campus.

VIII. Software updates need to be scheduled simultaneously for all schools across the district.

VIV. A baseline technology proficiency level for all employees has not been defined.

X. Teachers are only required to complete 6 hours, annually of professional development in technology. Those six hours are not assessed for proficiency in technology skills.

XI. Technology content needs to be defined for what is approved for technology credit.

XVI. More of the dedicated Professional Development days need to be utilized for technology integration within individual subject areas.

XVII. A dedicated online Learning Management System for professional development is needed for more flexible PD.

C. Recommended Procedures:

I. Administrators encourage and support Professional Learning Communities that focus on instructional technology and technology integration.
II. Math and literacy coaches collaborate to create multimedia productions that support test-taking strategies and model technology integration within their disciplines.
III. Grades are posted weekly to Edline to help inform parents and guardians of students' progress.
IV. Each year, teachers and administrators participate in a minimum of 9 hours of professional development that focuses on the integration of technology. The nine hours are accessed for proficiency.
V. Students have frequent access to technology where standards-based programs are utilized.
VI. Students in 1:1 environments, regardless of platform or device, are engaged in classrooms where technology integration is obvious, intentional, and evident.
VII. Additional support personnel is needed at the district level to support both support for infrastructure and instructional technology integration.

Technology is used to improve teaching and learning in the following ways:

I. Use of SMART Software in daily instruction

II. Use of SMART Responders or other mobile applications for assessment.

III. Texas Instrument Calculators for simplifying math

IV. Standalone Software (i.e. Office. Google, Apps/web 2.0, & Adobe) for technology skills

V. Renaissance Place, MyOn, TitleWave, TumbleBooks, for supplementing reading instruction and encourage independent reading

VI. Automated Library Software (Atriuum) to access individual school library collections.

VII. Traveler Online Databases (EBSCO)

VIII. SOAR for student assessment and instruction

VIV. eBooks for on demand reading and research resources

X. Laptop and iPad carts for instruction and application, as well as differentiated instruction.

XI. e-Readers (Kindles and Nooks) in some schools

The LRSD Department of Instructional Technology will continue to offer new professional development opportunities to promote integration of technology into the educational process. Teachers will be provided access to a variety of technology resources. Schools are encouraged to designate/identify staff members at each school who work to promote technology integration into the curriculum.

LRSD Professional Development Department accepts 12 hours of AR Ideas, which are online courses taught through AETN that allow teachers to gain in-service credit. The Arkansas Department of Education provides funding for the employment of an Instructional Technology Coordinator who assists staff in providing professional development. Staff is also encouraged to attend webinars in their content area. All student populations are provided access to distance learning opportunities.

Several tools are used to communicate with parents and involve them in their child's education. The most widely used tools that the district use are **Edline and Parent Link**. District policy requires teachers to post grades weekly giving parents and students timely access to student progress. Parents are also able to view assignments for each class and monitor their child's progress. If the parent has an immediate concern, they have the option of sending the teacher an email. Telephone access in the classroom provides an additional method for the teachers and administrators to communicate with parents. With the use of voicemail, parents are allowed to leave messages at any time for the teacher/administrator to address when their schedule allows. The **Parent Link** system is especially helpful to communicate school events, closings and student attendance. Many schools use parent emails to communicate with parents. The **district and school websites** are other important means of communication. In addition, the district utilizes online educational programs such as Accelerated Reading and Destination Math that will allow parents to work with their child on critical skills such as reading and math. The new **eBook** databases, myON, Abdo, Capstone, etc., will also allow students and parents access to digital books anywhere there is Internet access.

To ensure student safety when using digital resources, LRSD uses a variety of tools. **Lanschool** is used to monitor student work stations and restrict inappropriate computer usage in computer labs and media centers. **FortiGuard** web filtering services provides URL blocking of inappropriate material. Additionally, the district-wide implementation of a filtered email service for students, **Gaggle**, provides a safe forum for students to collaborate and share ideas.

B. Professional Development

Ongoing professional development is provided to ensure successful implementation of district initiatives, effective technology integration within delivery of the district curriculum and to provide ongoing support of district personnel both certified and noncertified to utilize school management systems. In addition, regular support is provided by our public library staff in the use of technology for the improvement and delivery of public library services and provides access to information.

An updated list of approved topics can be found on the LRSD web page in the Staff Lounge. Topics not found on the approved list must be submitted to the Instructional Technology Director for approval before educational technology credit hours are granted.

Professional development sessions are aligned with the ISTE Standards are provided by district trainers, classroom teachers and consultants and are delivered by a variety of methods including but not limited to, face-to-face and various eLearning platforms. The Instructional Technology Department maintains a website that communicates session offerings, manages the registration process and is used as a resource of information for best practices in the field of educational technology.

It is a goal of the Instructional Technology Department to increase opportunities for district personnel to utilize webinars, online and blended methods provide on demand training needs. The department's website will be used to both communicate and direct employees to access future professional development resources.

The district dedicates 6 hours of technology training during the school year that focuses on targeted content that support the current district initiatives for school staff. While keeping with the ISTE and Common Core State standards, the technology professional development needs of the district are governed by the current technology plan, which requires that training will be designed and implemented to develop "expertise in the current, as well as future, administrative systems as it pertains to the needs identified by each of the user groups."

The challenges that LRSD faces in providing professional development with the staff are limited amount of time dedicated to focus on instructional technology; limited budget for support across the district; lack of a district standard and budget to provide technology specialists at each school site; addressing the varying proficiency levels of the technology skills/abilities of teachers/administrators and, limited knowledge of administrators in the best practices of integrating technology.

The district assesses the technology professional development needs of teachers, administrators and non-certified staff on a continuum. This process involves analyzing student achievement on both state and district assessments that identify specific areas where instructional delivery would benefit from technology integration and through observations made by the principal, curriculum

directors and technology specialists. Participant feedback and requests for need of future training is solicited through online surveys. (see example in Appendix A).

It is strongly recommended that administrators evaluate teachers implementation of technology using the example below until a different model of evaluation is in place.

ELEMENT	**Level of Performance**			
	Below Basic	**Basic**	**Proficient**	**Distinguished**
Curriculum Resource	Teacher does not use technology as a resource to support the curriculum.	Teacher infrequently uses technology as a resource to support the curriculum.	The teacher uses a variety of technology as a resource to support the curriculum on a regular basis.	Teacher and students use a variety of technology as a resource in the lesson, and students initiate use of technology as resources for interests and learning.
Instruction	Instruction provides no opportunity for use of technology.	Some instruction provides infrequent use of technology. Little opportunity for student involvement.	Instruction provides significant use of technology. Teacher encourages and guides students in use of available technology.	Teacher encourages and guides students in use of available technology to further understanding and research, as well as actively keeps informed and seeks new ways to encourage student use of technology.

C. Equitable Use of Technology

Technology in the form of computers, laptops, mobile devices including but not limited to iPads, and eReaders with Internet access, printers, telephones, fax machines, Interactive Whiteboards, mobile devices, and network systems are made available at all schools and school sites within the Little Rock School District. Employees and students have access to the web through wired and wireless (Wi-Fi) connections. Although current access is 2:1 with distributed devices via district initiatives the goal is a 1:1 access, transitioning into a BYOD model in the secondary settings. Principals, in consultation with Campus Leadership Teams, make decisions on how to spend local money and their priorities may include other technologies that are not consistent throughout the district. Funding from school to school varies because of special programs that qualify for different levels of funding, PTA and School Partner donations and purchases.

Current district proportion is no more than two (2) students per computer/handheld device. Computers are available for student use throughout the school day in labs, media centers, and/or individual classrooms (except at the two academies). A study of the current technology equipment shows that while there are slight differences among schools, technology is available on an as-needed basis at all schools. Schools are able to receive and provide Distance Learning Education and Virtual Field Trips throughout the day. The Department of Instructional Technology has two loaner systems so all schools can participate in Distance Learning and Virtual Field Trips on pre-determined basis.

The Arkansas Department of Education-Special Education Unit and Individuals with Disabilities Education Act (IDEA) requires that all students' educational plans are linked to the general education benchmarks. This requirement has been practiced in LRSD since its required implementation date. Technology and software programs are designed to meet the needs of special populations to assure integration with their non-disabled peers in the general education curriculum and to support educational benefit for all students.

The Department of Special Programs maintains a variety of technology devices for assessment of individual student needs (Arkansas Department of Education March 2008 Division of Research & Technology Page 17). Student abilities and the ability to acquire assistive devices will determine students with disabilities who are able to participate in online and distance learning courses.

Assistive Technology

Assistive technology device means any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve the functional capabilities of a child with a disability, i.e. a big red switch and other switches are utilized by students to turn on radio, microwave oven, etc. when they have limited dexterity and mobility. Another example is a touch screen window. It is used for children who are unable to access a computer using a keyboard and/or mouse.

Assistive Technology is a service that directly assists a child with a disability in the selection, acquisition, or use of an assistive technology device (ADE 2.04 Regulations). Assistive technology devices are neither computer software nor hardware. They are used for students to access software programs and equipment, and they support student instruction. It is provided to students in compliance with the American Disabilities Act, EASTER Seals, and as requested and deemed necessary by evaluation agencies through the Department of Special Programs. Online software and other handheld and necessary mobile devices are provided as recommended and will continue to be provided on an as needed basis.

Self-contained classrooms are equipped with both "low-tech and high-tech" assistive technology providing students with a mechanism for accessing the curriculum and for assessment purposes

with the alternate portfolio. Classrooms have sensory integration equipment specially designed for students with sensory defensiveness, which may hinder educational success in the classroom and throughout the school and community. Most of the assistive technology is decided by the IEP team or assessment personnel, dependent upon student needs.

D. Current Inventory and Narrative

All technology equipment is purchased, received and tagged by the Department of Procurement and Materials Management. Equipment is listed on the District's fixed asset system that resides on the AS/400. Summaries of various technology equipment inventories are included in Appendix C: Technology Inventories. All classrooms are wired for the Internet. A standard classroom wiring configuration is one teacher workstation (data, voice and video), six data drops for student computers and an Interactive Whiteboard. Fourth and fifth graders in sixteen (16) elementary schools are in a 1:1 device environment (one HP 215 Laptop or Dell Chromebook 11 per student).

Summaries of the district technology software and equipment are found in the Appendix B.

An equipment inventory was performed during the Spring 2015 to verify the district's technology assets. With the emerging number of handheld devices within the district (iPads, iPods and iPod Touches, Nooks, Kindles, laptops, netbooks, etc), our goal now becomes a 1:1 ratio.

IV. NEEDS ASSESSMENT

The latest survey of teachers, parents and students provided them an opportunity to participate in a survey that gave them input on the technology needs of the district. Participants were given notice through district email and Parent Link. The survey was conducted electronically on Edline and through the Parent Link Phone System. There were a total of 325 students, 433 teachers, and 4,540 parents who completed the survey. Sample survey questions can be found in Appendix A.

Critical components of the survey were:

1. Availability of the technology at the schools
2. Adequacy of the technology at the schools
3. Training Needs
4. Availability and effectiveness of technology training

Survey results indicated that at all levels, teachers and students needs are:

1. More handheld devices
2. Laptops for all teachers
3. More access to social media sites

4. Increased on-line training
5. Instructional Technology Specialist for each site
6. Technology training skills for parents

Since the last survey, fiber lines have replaced outdated copper cabling for Internet access, access points have been installed providing Wi-Fi access in all schools, increased the number of sites that have a 1:1 access ratio for targeted users. This increase is attributed to technology purchases through grants, district and school purchases.

V. GOALS, OBJECTIVES, STRATEGIES AND IMPLEMENTATION PLAN

Areas of Focus for Goals of Technology

The goals, objectives, and strategies of the technology plan are based on the needs assessment survey, district goals and initiatives and transitioning to state applications. Implementation of the plan provide for professional development, adequate resources and infrastructure, and the integration of resources for the delivery of instruction.

Goals as determined by the needs assessment are as follow:

Technology Integration for Parental Involvement

Goal 1: Staff and teachers will use school activities, Edline and ParentLink for parental involvement and communications.

Technology Integration with Curriculum and Instruction

Goal 2.1: Teachers will integrate emerging and appropriate technology to support instruction at all grade levels.

Goal 2.2: All students will develop technology competencies as outlined in ISTE Standards.

Technology for Delivery of School Media Center

Goal 3: School library media centers will increase online collections for 24/7 access for research and pleasure reading materials.

Technology for School Administrative Support

Goal 4.1: Technology will be used as a tool to increase administrative efficiency.

Goal 4.2: Improve the use and operations of the Performance Management Dashboard, Longitudinal Data Warehouse, Crystal Reports, Employee Portal, and Applicant Tracking Resources.

Goal 4.3: Improve the evaluation of technology integration specific to instructional planning, delivery, increased student engagement, and use of data.

Increase/Improve Technology Access for Teachers and Students

Goal 5: The Little Rock School District will continue to monitor, assess, and implement current and emerging technologies to increase and improve access for teachers and students as deemed necessary and feasible.

Technology as a Tool for Delivery of Staff Development

Goal 6: The Little Rock School District will increase the use of online resources to assess teacher and student skills and to provide professional development to address needs for curriculum, instruction, and assessment.

Goal 6.1: To fully develop an online tool to deliver professional development sessions via eLearning and blended learning environment.

Goal 6.2: Provide resources for implementing Computer Science Course for all high school students.

Goal 6.3: Continue to expand technology infrastructure to accommodate future Bring Your Own Device (BYOD) needs.

Goal 6.5: Increase district goal to expand virtual desktop infrastructure (VDI) environment within all campuses and computer labs.

Maintenance and Expansion of Infrastructure

Goal 7.1: LRSD will maintain an adequate Enterprise Network to deploy technology as needed to support its' students and staff.

Goal 7.2: Provide the highest level of customer support and training in all areas of technology.

Utilization of Distance Learning/Virtual Academy

Goal 8.1: LRSD will implement distance learning to provide quality instruction through adequate resources while offering instruction with the same level of professionalism attaining a success rate that is the same or greater than a traditional student's success rates.

Transition to New Student Information System

Goal 9: Study available material and procedures for implementing and supporting a new student information system as required.

Goal 9:1: Conduct a needs assessment based on criteria identified in the research results revealed for targeted audiences.

Goal 9:2: Plan and implement initial and ongoing professional development based on the results of the needs assessment.

Goal 9:3: Transition to eSchoolPlus, eFinance and all other systems as required by year three.

VI. POLICIES AND PROCEDURES

The Little Rock School District has in place policies and regulations related to all users as recommended, as well as, a policy for acceptable use of computers and computer networks. The policies are attached to this plan in Appendix D. Policies are posted on the District web site: www.lrsd.org. Additionally, a hard copy is distributed to each student.
Students with special needs are addressed in policies related to nondiscrimination on basis of handicap/disability and on special education for students with disabilities. These policies state that "no student will be excluded from participation in or denied the benefits of any educational program or activity. This includes having access to technology tools in the classroom."

The policy on Digital Citizenship and Internet Safety is called "School District Acceptable Use Policy" and has accompanying regulations that spell out the rules for using computers and the Internet in the district. All users exercise ethical responsibility when using the district network and district provided devices and accounts or lose the right to use devices or computers at school or account privileges and face disciplinary consequences according to the student handbook. The regulations are very detailed and cover flaming, spamming, bullying, accessing pornography, social networking, and other rules that are needed for protected use of the Internet.

Third through twelfth grade students use both Gaggle and Google applications. Prior to the use of any associated application with these accounts all students must complete a Cyber Safety Course. Examples of this course may be found in Appendix D.

The district currently receives internet access from its telecommunications service provider. LRSD provides its own internet filtering using 3140B Firewall protection appliance technologies.
The policy codes are as follows:

ACE – Nondiscrimination on Basis of Handicap/Disability

IHBA – Special Education for Students with Disabilities

EDCA and EDCA – R: Authorized Use of Computer Networks

Data and network security are governed by internal procedures. CIS has hired consultants to conduct a security audit of the district's network. Additionally, CIS has implemented policies and procedures that will facilitate periodic auditing of all data on LRSD equipment. Current LRSD technology protection measures include the use of firewalls, user authentication and spam filtering.

VII. TECHNOLOGY INFRASTRUCTURE

Technology Infrastructure, Management, and Support

The Little Rock School District has created an Enterprise Network that includes all computer labs, classrooms and offices in the district that enhances communication throughout the district, the region and the state. This network provides access to the Internet and other resources accessible in the cloud.

Objectives that have been met include:

Installation of wired and wireless infrastructure to all district sites to provide Internet access

District hardware/software standards and a process to ensure adherence to district standards

Network design with appropriate user rights and policies

Installation of hardware and software with appropriate licenses

Technology Center with training labs to provide training for all LRSD staff.

Installation of a VoIP telephone system which provides every office and classroom in the district with phones including voicemail and Instant Messaging (IM) for every district employee

Installation of a teacher workstation and Interactive Smartboard in every classroom

Teachers and students have access to many types of technologies, desktop computers, laptops, iPads, Chromebooks, and other mobile devices

Managed print services has been implemented throughout all district sites.

The use of Virtual Desktop Infrastructure (VDI) has been implemented with the use of Thin Client technology.

Deployment of a district-wide Help Desk software called SchoolDude that is network driven with appropriate problem resolution and escalation procedures

Development and implementation of district-wide hardware and software purchasing policies

Development and implementation of district-wide acceptable use policies for all networks

As a result there has been improvement in administrative efficiency and accountability in the areas of academic/information processing. School management has become more effective and efficient through the aid of electronically sent e-mail memos, purchase orders, work orders, student reports and staff information.

Wide Area Network (WAN)

The LRSD Wide Area Network (LRSD WAN) as provided by Unite Private Networks, Inc. is an IP routed network. All LRSD facilities are interconnected by a Cisco 7606-S Gigabit Router. All facilities are connected via a fiber wide area network (LRSD WAN). The LRSD WAN consist of VLANs designed to segment voice, data, and video which is routed through a Cisco 6509 core switch. The LRSD Technology Center is the location for the hub and backbone of the LRSD WAN. LRSD also provides it's staff and students with a 1 Gigabit connection to the Internet.

All 55 facilities are connected to the Cisco 7606-S Gigabit Router via 4 fiber strands and a Cisco 2921 router used for layer 3 routing at the remote sites. The first pair of the fiber strands are used for the primary link and the second pair as backup at each site. The WAN provides two routed network interfaces to each facility- one for the data and the other for voice/video. This allows Unite Private Networks to provide the necessary Quality of Service (QOS) controls for Voice and Video applications introduced into the network. QOS is implemented throughout the LRSD WAN to guarantee proper network performance. The LRSD WAN is monitored 24 X 7 to allow proactive troubleshooting of network issues before they escalate to an outage.

Local Area Network (LAN)

LRSD has implemented a district wide Local Area Network (LAN) built on Cisco Systems Catalyst Switch 3850, 3750, 3750X, and 2960X product line. This product line allows a flexible growth path to accommodate for the convergence of voice, video and data across a single network. All network closets use the optional gigabit Ethernet connections to ensure maximum speed for all users and the fastest possible route to the core network. The switches also have a best of class management interface that allows LRSD technical staff to more efficiently manage and troubleshoot the network.

In addition to the network switches, LRSD has implemented a wireless LAN using Cisco Systems 7510, 5508, and 2504 wireless controller(s) and Cisco 3502, 3602, and 1142 LWAP wireless access points. This allows for maximum flexibility for staff and students when connecting to the network. Staff members can travel throughout all campuses with mobile devices, such as laptops, iPads, chromebooks, Nooks, Kindles, and tablets and stay connected to the network without the need of a network cable.

Server and Storage Design

The Little Rock School District has implemented a Microsoft Windows 2012 Active Directory infrastructure including the use of Microsoft Exchange 2010 for enterprise email use. Active Directory (AD) is the directory service included with Windows Server 2012. Windows 2012's AD provides a single-point of management for Windows user account, clients, server and application. Network user ID's and email accounts have been provided for all employees. LRSD has installed Endpoint Protection for desktop/server virus/spam/spyware detection/removal. Cisco's Iron Port solution is used to scan email born viruses and spam/spyware protection. Microsoft SQL Server 2008 R2 / 2012 R2 is used for a variety of database needs/requirements including data manipulation, data migration, data storage and vendor applications. The storage for the Little Rock School District's Core Data Center (LRSDCDC) is accomplished by utilizing Dell Equallogic, Dell Compellent and Nimble storage arrays using iSCSI and Fiber channel connections. Backup of the LRSDCDC is maintained by utilizing EMC Avamar Grid array and is replicated to a secondary site for DR compliance. The LRSDCDC virtualizes servers by using VMWare VSphere 5.5. VSphere 5.5 is the virtual hypervisor used to create/maintain servers.

Managed Print Services

LRSD has implemented managed print services using multi-function copiers and software designed to centralize print processing and scanning in an active directory (AD) environment. AD authentication is used in tracking and reporting individual print usage giving ability to track print allocations on a monthly reporting basis.

Features and Benefits of Manages Print Services

• One device does it all - With copy volumes shrinking and print volumes growing, it makes good financial sense to have one MFP that can print and copy (as well as scan, fax, and email) rather than multiple single-function devices. Embed Pharos solutions into the MFP and the result is an even more powerful device with the same streamlined footprint.

• Single user interface - The touchscreen panel of the iMFP contains the interface to the end-user features of the enterprise functionality. The same user interface is featured on all supported OSA-enabled MFPs.

• ID card devices - Magnetic strip or proximity card readers can be integrated into the system for quick and easy user authentication.

• Secure Release Here-The iMFP is protected from unauthorized use because employees must authenticate themselves before using the device. And since jobs are only printed when the person who submitted them is physically present at the iMFP, document confidentiality is protected. Secure Release Here also provides users with unparalleled flexibility by enabling them to print their jobs at any iMFP. And waste is reduced because users print only the jobs they really need—rather than every job they submitted.

• Policy Print- Enterprise software can help create a corporate culture of responsible printing and copying by enabling companies to define policies for cost and waste reduction, and then automatically notifying employees via pop-ups on their workstations when their jobs are not consistent with the rules. Policy Print can inform, warn, or deny printing privileges. For example:

Inform: "Please consider printing documents 2-sided to reduce waste and save money."

Warn: "Printing this document in color will cost about $7.50. Please consider canceling the job and resubmitting it in
B&W. You may choose to continue, understanding that this is an exception to policy."
Deny: "E-mail may not be printed in color. Color printing costs 5x more than B&W."

• Print/copy accounting- Enterprise software tracks all printing and copying in the enterprise and calculates output costs based on the actual utilization of devices plus their fixed and variable costs. Management will know exactly what's printed and copied and what it costs, enabling fact-based decisions to be made about right-sizing and optimizing the output environment.

• Reports- Enterprise software provides a large library of reports that summarize information by employee, device, and location. It generates a number of key metrics that management can use to assess the output environment, including print and copy volume, employee-to-device ratio, cost per page, prints per employee, cost per employee, device utilization rate, etc.

• Waste savings – Enterprise software tracks jobs that employees submitted but did not print, allowing companies to measure their progress in reducing printing waste.

• USB printing and scanning-After authenticating themselves at an iMFP, employees can print from or scan to a USB jump drive. All activity is tracked and accounted for based on the individual user login.

Virtual Desktop Infrastructure (VDI)

LRSD has implemented Virtual Desktop Infrastructure (VDI) technology to deliver innovative science, technology, engineering, and mathematics curricula to students in the district. The system consists of thirty Dell Blade Servers connected to Dell Equallogic storage and networking. VMware vSphere and Horizon View provide the hypervisor and virtual desktop broker, respectively. Students access virtual desktops using Dell Wyse P25 zero clients and/or Dell Chromebooks. Every campus already has WiFi access, and the district is currently piloting a BYOD program with plans to continue evolving in that direction. Currently, some students receive mobile devices that they can take home to receive one-on-one access and instruction. The current goal is to move toward full BYOD access through virtual desktops.

Voice Communications Network

LRSD's IP phone system integrates VoIP unified communications which features video conferencing, Instant Messaging (IM), mobility and online collaboration using a single easy-to-use IP PBX solution. By eliminating separate tools IP VoIP solution brilliantly simplifies and boost productivity and reduces costs. All district offices and classrooms are equipped with an IP phone w/ voicemail access. The district's goal is to provide VoIP telephony, instant messaging, conferencing, mobility, presence, and collaboration capabilities into a seamless business environment. Giving the ability to provide minimal training for end-users making a simple phone call become a multimedia collaboration session.

VIII. TECHNOLOGY BUDGET

A dedicated millage to fund technology in the Little Rock School district is a privilege for which we are most appreciative. The estimated budget for the dedicated account is $9.7 million over the three year period. An additional $900,000 is allocated from District funds and approximately $500,000 from unspecified grant funding. Title I also contributes to technology an unspecified amount for Title I schools. E-Rate reimbursements allow us to accomplish many of the goals for software and infrastructure.

Estimates are derived for this plan based on current expectations of funding. Because of the rising costs of technology and its' implementation, new technology on the market and their unknown costs, are aware that some goals may be a challenge over the next three years. Challenges include decrease in property assessments and local revenue which affects the amount of dedicated funds. Rising and recurring cost of equipment to support infrastructure and maintenance, as well as demands for funds to keep non Title I schools equipped as are Title I schools.

The attached budget summarizes expected funding for the 2015-20 timeframe.

IX. TECHNOLOGY PLAN EVALUATION

The Little Rock School District's Technology Plan is evaluated by the standing Technology Committee. Progress of the District plan is monitored in a monthly meeting. Issues relating to the implementation of the plan, purchases of new technology, the elimination of obsolete technology, and other identifiers of the progress/lack of progress are topics of discussion to achieve the goals within the time frame of the plan. Meetings are held the first Monday of each month.

Formal evaluation of the plan is achieved through technical means, such as technology surveys for LRSD parents, students, and staff. This data is used to improve areas of technology acquisition, student achievement, and training for all staff. Staff is also acquired and eliminated based on this evaluation.

The 2012 - 2015 Technology Plan was evaluated through multiple means to identify the achievement of goals of the plan. Noted accomplishments include:

- Goal 1:

  Adoption of district policy to provide weekly grade report posting for all grade levels.

Support person identified to support both Edline and Parentlink at each school.

Published instructions for parents, teachers and students for obtaining and activating an Edline account, as well as, accessing Edline grade reports

- **Goal 2.1**

  Sufficiently trained staff to maintain the data dashboard

  Integrated Gaggle/Google to support the 1:1 initiative

  Created additional professional development sessions to cover blended learning, working in a paperless environment and strategies for rituals and routines in the use of current district provided technologies.

  Kindles and Nooks were deployed to all elementary schools and some secondary schools to supplement reading instruction and increase accessibility to eBooks for students.

- **Goal 2.2**

  All schools have been provided a keyboarding application to use in the elementary school in preparation for state and national standards.

- **Goal 3.3**

  All elementary schools, Dunbar and Mann Middle School, and Hall High School have been provided with MyOn subscriptions giving teachers/students access to additional digital library collections.

  Capstone and Abdo collections have been made available to all schools.

  Some schools have purchased Follette, Tidal Wave and Brittanica subscriptions with their local budget.

- **Goal 4**

  School leadership reporting tool has been designed to record notes and occurrences of administrative teacher observations.

- **Goal 4.2**
  Data Dashboard launched in 2013. Data uploads occur nightly to refresh reported information. Each school has a one to three on site trainers for training and support of the Data Dashboard. Administrators have had two required training sessions.

- **Goal 5**
  The Technology Department Staff, school Administrators and Technology Specialists attend and present at state, local, regional and national conferences to obtain and share information on new and emerging technology implementations and implement selected technology over the timeframe of the plan to align with goals of the technology plan and district initiatives.

- **Goal 6.1**
  Installed Wi-Fi in additional schools, continued computer refreshes, updated the telephone system, updated the network usage policies and procedures, and purchased additional video management equipment

- **Goal 6.2**
  Provided training and support for existing and new technologies in the Department of CIS and Instructional Technology.
  Some goals in the current plan were deemed obsolete for the 2012-15 technology plan. Others goals that have not been accomplished are modified and included in the new plan.

X. SCHOOL DISTRICT ACCEPTABLE USE POLICY

The Little Rock School District has policies in place that address current CIPA, FERPA and State laws. Guidelines regulating the use of the District Network and Account Access (Acceptable Use Policy) also include policies and consequences for violation of policies posted on the LRSD website and printed in the student handbook. Students, parents, all employees and users must sign this agreement if they are to use the district network and all accounts provided by the district. A hardcopy is issued to every student and an electronic version is posted on the district website. New employees are issued the agreement upon employment.

A security audit of our network is conducted every three-four years. Filters and firewalls are tested against the most severe violations breaches to determine the strength of the network.

I. Purpose

The Internet and its vast access to information provide an enormous resource for education and assistance in our goal to increase student achievement and professional development. The computer, mobile devices and other computer related technologies and software are valuable tools in the efforts to provide a quality educational process. This, combined with the need of creating and maintaining a safe educational environment require an adequate acceptable use policy for the Little Rock School District**.**

<u>Little Rock School District Responsibilities</u>

The Little Rock School District will take the following steps to assure proper use of the computer network:

- Teachers and/or support staff will supervise all device use and Internet sessions while in the classroom or computer lab.

- Filtering and network management software will be used to limit the risk of inappropriate material being accessed by students and other users. These programs monitor 'http' traffic and block inappropriate content based on an expanding database of sites and information related to trends in best practices, known information and constant system monitoring.

- Teachers will be provided with training and resources to understand the current trends and policies of Internet usage and safety practices as related to Digital Citizenship.

- Staff will be required to instruct students on the proper use of Internet resources enabling them to make appropriate choices for appropriate content and its use.

- Current virus protection and anti-malware software will be used as an added layer of protection for users against malicious software that may otherwise expose students and other users to inappropriate or harmful material.

Definitions

Internet: A network of computer networks. Networks in the Internet are connected so they can communicate with each other regardless of their manufacture.

Wi-Fi: a wireless networking technology that allows computers and other devices to communicate over a wireless signal.

Mobile Devices: Portable hand held computing device that mimics desktop computers in their function. These devices include Wi-Fi capability and may or may not have a touch screen, keyboard or cellular data connections. Users may access Internet content, email, stream video and have access to take and or post electronic photos/videos. Devices include, but are not limited to tablet devices, smart phones and e-readers.

Cloud Storage: A data storage option where user data is maintained, managed, backed up remotely and made available to users from the Internet for anytime access.

Mobile Apps (Mobile Applications): Programs specifically designed to run on mobile devices that at times mimic desktop computer programs. These applications may or may not need Internet access. These programs range from games to productivity applications.

Chromebook: Device specifically designed to be used with Internet access. The operating system and applications are web-based allowing users to work anytime and anywhere there is Internet access. The user must have a Google account profile to access the device and applications.

GAFE (Google Apps for Education): Facilitates the provisioning of Google applications and user/enterprise management tools, including Google Calendar, Google Drive, Google Docs, Sheets, Slides, Google Sites and Google Hangout.

Google Admin Console: Google management console used to add new users, create organizational units, manage security settings, and turn on Google services accessible by the users within the enterprise

e-Learning/Digital Learning : Electronic delivery of curriculum and instructional practices that are accessible anywhere, anytime by students and instructions via web

based applications including but not limited to Learning Management Systems, Blended Learning and Virtual Academies.

LMS (Learning Management System): An online application used to create and deliver content, monitor student participation, and assess student performance using electronic educational technology.

Blended Learning: An instructional practice in which a student participates through delivery of content and instruction via both digital and online media in conjunction with class (face-to-face) instruction.

Virtual Academy: A collection of online and blended courses offered to district high schools students to fulfill requirements outlined in Act 1280 which expands digital learning opportunities to all Arkansas public school students.

Users

a. Users are defined as authorized personnel as defined by the Little Rock School District to operate computers, computer-related devices and other technology related equipment, profiles/ accounts within the boundary of the District.

b. Users are described but not limited to: administrators, teachers, students, substitutes, long-term substitutes, parents, support staff and District authorized guests who are identified as vendors and presenters.

c. The level of access to the District equipment, network and accounts for each of these users will be determined by function and need by the appropriate personnel.

Social Networks: Websites that are "virtual communities" of people with common interest who are invited to share likes and dislikes on any particular subject, cause and/or theme or to have an online meeting place for extemporaneous discussion. Members create accounts that consist of biographical information including but not limited to birthdays, gender, photos, occupation and email addresses. Communication consists of but not limited to chat, voice over IP, blogs, discussion forums, mobile devices and video.

Malware: Various types of programs that use various techniques to duplicate themselves and travel between computers which can cause serious damage to computers such as erasing important data or disrupting a system or network. These programs may collect personal information about the user for exploitation which may or may not be for financial gain.

Federal Guidelines

CIPA- Children's Internet Protection Act

- Under CIPA, schools and libraries subject to CIPA do not receive the discounts offered by the "E-Rate" program (discounts that make access to the Internet affordable to schools and libraries) unless they certify that they have certain Internet safety measures in place.

  These include measures to block or filter pictures that: (a) are obscene, (b) contain child pornography or (c) when computers with Internet access are used by minors, are harmful to minors;

  - Schools subject to CIPA are required to adopt a policy to monitor online activities of minors; and

  - Schools and libraries subject to CIPA are required to adopt a policy addressing: (a) access by minors to inappropriate matter on the Internet and World Wide Web; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) restricting minors' access to materials harmful to them. CIPA does not require the tracking of Internet use by minors or adults.

FERPA- Family Educational Rights Privacy Act

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

- FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the right has transferred are "eligible students."

- **Copyright:** Copyright is a form of protection provided by the laws of the United States (title 17, *U. S. Code*) to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works.

This protection is available to both published and unpublished works.

The Digital Millennium Copyright Act (DMCA) passed in 1998 to protect software copyright holders, as well as owners of other digital media, from illegal copying of their products. Among other things, the DMCA 1) prohibits circumventing commercial software's anti-copying or anti-piracy measures; 2) prohibits the "manufacture, sale, or distribution" of programs or devices used to circumvent software's anti-piracy measures, except when these items or programs are used to test anti-piracy measures or to conduct research on encryption; 3) allows nonprofit libraries, archives and educational institutions to make copies of software that is otherwise protected by anti-piracy measures; and 4) requires Internet service providers to remove software programs posted to users' websites, if the programs appear to be posted in violation of copyright. The fair use provisions of the Copyright Act are still available to individuals charged with copyright infringement under the DMCA.

Fair Use: One of the rights accorded to the owner of copyright is the right to reproduce or to authorize others to reproduce the work in copies or phonorecords. This right is subject to certain limitations found in sections 107 through 118 of the copyright law (title 17, U. S. Code). One of the more important limitations is the doctrine of "fair use." The doctrine of fair use has developed through a substantial number of court decisions over the years and has been codified in section 107 of the copyright law.

Section 107 contains a list of the various purposes for which the reproduction of a particular work may be considered fair use: for the purpose of researching and teaching.

State Guidelines

Act 1280

Beginning in the 2014-2015 school year, all public school districts and public charter schools shall provide at least one (1) digital learning course to their students as either a primary or supplementary method of instruction (Douglas, 2013).

User Actions

Illegal Behavior: Defined as use that violates all applicable laws, municipal ordinances, state and federal law which includes, but are not limited to gaining unauthorized access to district computers, systems and networks or attempting to gain unauthorized access, copyright violations, distribution of pornography or obscene material, the creation and distribution of malicious code (malware) and theft either on district or personal devices while on district property. Other types of illegal violations include, but are not limited to:

Flaming: To send an email message to others that is abusive and/or offensive. Typing in all capital letters is considered shouting and may be offensive.

Spamming: To send an annoying or unnecessary message to a large number of people. An example might be a chain letter asking a user to forward the message to x number of people.

Cyber bullying: The intentional act of posting, transmitting or displaying of embarrassing, defaming and/or untrue information about a particular person or persons for the purpose of causing intimidation, ridicule, threat, harassment and/or an act of violence towards a student or public school employee. This behavior substantially disrupts the educational process within the classroom, overall school climate and the orderly operation of the school and the educational environment. The information is communicated through all forms of electronic communication including but not limited to text messaging, weblogs, podcast and social networking sites such as but not limited to MySpace, FaceBook, and YouTube.

II. Regulations

General

1. Mobile devices, computers, computer related devices, telephonic and other communication devices, networks and district provided accounts are provided for conducting school business and are for the educational development of students and staff. They are not intended for private or personal use. Internet and other network communications are being monitored for effective use and resource management while users are connected to district provided network. Users and their immediate supervisors may be notified of suspected abuse of network resources.

2. Users of the network are responsible for following local, state, federal and international laws. This includes copyright laws.

3. Users are responsible for the use of their own account, including security and proper use. Users are not to allow others to use their username and password. Access to other user profiles is reserved for authorized network administrators. Users assigned usernames and passwords are responsible for safeguarding this information. This includes posting account/passwords and access codes in public view or giving unauthorized users such as but not limited to students, parents or vendors access to the district network resources. Users in violation will be held accountable for the consequences of intentional or negligent disclosure of this information.

4. Users may not store student or employee personal data on their personal computing, mobile or storage device.

5. Users are restricted from viewing, downloading or sharing pornographic, sexually explicit, obscene and/or inappropriate content using personal mobile devices in the presence of other users, on school district property and/or while performing school district business.

6. Users may not gain unauthorized access or attempt to gain unauthorized access to other users' accounts, computers or devices.

7. Users are responsible for respecting the policies of other networks, which they access and for adhering to those policies.

8. Users may not deliberately damage or disrupt a network, computer or computer related device, telephonic or other communication device, and/or removable media that they have been given authorized use. System components such as hardware, software or other property will not be installed, removed, destroyed, modified or abused. Examples of activities that are prohibited: altering security codes or passwords and introducing computer viruses and/or malware, removing memory chips, hard drives and other hardware components.

9. No LRSD network, phone, mobile device, district provided account or computer system will be used to terrorize, intimidate, threaten or harass.

10. Users will not use the LRSD network or resources for financial or commercial gain or to advertise, promote or endorse products or personal services.

11. The District will not be responsible for financial obligations or legal infractions arising from unauthorized use or negligent, care of the network, phone, mobile device, district provided account or computer.

12. Network resources, information, Internet and intranet traffic, folders, drives and mobile devices District provided removable media and electronic mail have no expectation of privacy. Routine maintenance and monitoring of the system may lead to the discovery that a violation of a law or regulation has occurred. If there is

reasonable suspicion that a law or regulation has been violated, an investigation will be conducted and items seized and searched.

13. Long-term substitutes may be granted both network privileges and district account access at the request of the building principal. If access is granted, the long-term substitute must sign the Authorized Use Policy.

Hardware

14. Only authorized individuals will service or maintain District owned hardware.

15. All personal hardware used on district property such as media players of any kind and their content are subject to LRSD policies that refer to electronic communication devices.

Software and Applications

16. Only software and applications that are authorized by the District may be installed on computer hardware. (An approved lists are posted in the Teacher's Lounge.)

17. Only authorized individuals will install, remove and manage software applications on District equipment and devices. The district holds the right to remove any software or applications that violate district software policy, software that is deemed illegal or inappropriate, or degrades network performance.

18. Authorized user of student and employee data will take proper care to guard the privacy of such information. Any violation of privacy to such information should be reported to authorities immediately.

19. Software and applications that are to be installed and/or purchased for use in the classroom must be submitted for software approval before installed and/or purchase.

Internet Access and Email

20. The primary purpose of providing Internet access to employees is for conducting official business. The purpose of providing Internet access to students is for educational benefit only.

21. Before a student is allowed to access the Internet, an Authorized Use Policy must be signed by both the student and parent and will be kept on site. Students and parents will sign the AUP each time a student enrolls at a new campus.

22. Standard e-mail exchange accounts will be issued to District employees. Secondary students in grades 6-12 will be assigned a student email account provided by the current district approved provider. Elementary students are issued individual email accounts provided by the current district approved provider.

23. Users will not post personal contact information about themselves or others.

24. Users who receive files that contain personal information about employees or students either by intentional or unintentional means must maintain all privacy regulations as stated in this policy. They may not copy, forward or distribute such information.

25. Users are not allowed to intentionally transmit or receive obscene, pornographic or inappropriately suggestive content or language in the form of images, files or multimedia files types through any communication device or software used in the Little Rock School District.

26. All users should observe network etiquette. Users are expected to be polite and use appropriate language. Using vulgar or profane language is not appropriate. Engaging in flaming or spamming is not appropriate. Students are prohibited from using chat rooms and instant messenger services unless authorized for educational purposes. Participation in cyber bullying (original, secondary, or distributed) is prohibited.

26. Use of the system to access, store or distribute obscene, pornographic, or inappropriately suggestive material is prohibited.

27. Use of the LRSD networks and computers to access, store, or distribute materials or sites that are considered racially derogatory, homophobic or “hate sites” is strictly prohibited.

28. Students are to immediately report any inappropriate material they access to a teacher or other staff person. Students are not to share inappropriate materials or their sources with other students.

29. Teachers and staff should report any inappropriate, illegal behavior or misuse of district devices, systems or networks immediately to their supervisors.

Supervision of the Computer Network

30. Coordination of the District computer network is under the supervision of the Superintendent or designee. At the building level, the principal or designee will be responsible for coordination of activities related to the network.
31. The principal or designee will establish a system that ensures that all employees, authorized users, vendors and students receive instruction in District policies that address computer systems and networks. The principal or designee will also establish a process for supervision of students using the system and will maintain user and account agreements.

32. The principal or designee will establish a process for reviewing these regulations with employees annually. The Employee Use Agreement must be signed annually by all employees. The students will sign the Acceptable Use Policy, once in Elementary, Middle and Senior High. Parent's signature will be required even when a student transfers to another school.

Administrative Access to Programs

33. Due to increased demand of data reporting in the district, it becomes necessary to allow certain personnel administrative access to programs. These programs include, but are not limited to GradeQuick/Edline, Site Reporter, AS400 (I-Series) and Parent Link. The access holds an incredible amount of responsibility due to the privacy issues of student records outlined in FERPA. Administrative access to programs should be determined and documented using the following procedures:
    - Identify the school personnel that needs access
    - Document purpose of the access
    - Document written approval by supervisor
    - Length of time access should be granted
    - Yearly review of users who have access to programs

District Maintained Content Management Site and Pages

34. **Edline Pages and School Sites**
Schools maintaining Edline pages and/or school websites must remain consistent with the purpose of informing parents and the community of school related news and information, student achievement and links to other pertinent educational resources.

35. **Social Networks**
All users must maintain a high level of respect when using social media as a district employee or as students. Educators should follow the Arkansas Department of Education Rules Governing the Code of Ethics for Arkansas Educators when dealing with students in online activities. **See Standards of Professional Conduct 5.01.**

Penalties for Non-Permitted Activities

36. Any user who violates this policy and accompanying regulations is subject to loss of computer, phone, and network privileges as well as other District disciplinary actions as outlined in the LRSD Rights and Responsibilities Handbook.

Penalties for violations of this Acceptable Use Policy can be found on pages 31- 80 of the LRSD Student Handbook.

Revised: February 2015

Little Rock School District
Authorized Use of Computer Networks Policy
Student Use Agreement

Student Section

School_____

Student Name_____Grade_____

I have read the District Authorized Use of Computer Networks Policy. I agree to follow the rules contained in this policy. I understand that if I violate the rules my computer privileges can be terminated and I may face other disciplinary measures.

Student Signature_____Date_____

Parent or Guardian Section

I have read the District Authorized Use of Computer Networks Policy.

I hereby release the District, staff, employees, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District computer network. This includes, but is not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any additional restrictions I wish to be followed in addition to those outlined in these regulations. I will emphasize to my child the importance of following the rules for personal safety.

_____ I give permission for my child to participate in the District's electronic communications system and certify that the information contained on this form is correct.

_____ I do not give permission for my child to participate in the District's electronic communications system.

Parent Signature_____Date_____

Print Parent Name_____

Home Address_____Phone_____

Parent's e-mail address_____

Little Rock School District

Authorized Use of Computer Networks Policy

Employee Use Agreement

School or Department_____

Employee Name_____

Employee access to the District's computer network is primarily to be used as a tool in the performance of the employee's job.

****

I have read the District Authorized Use of Computer Networks Policy. I agree to follow the rules contained in this policy. I understand that if I violate the rules my account can be terminated and I may face other disciplinary action.

Employee Signature _____ Date_____

Appendix D: Approved Technology Courses

Approved Technology Courses can be found in the Staff Lounge of the LRSD web page.