Franklin County
Division Technology Plan
2018-2023

http://frco.k12.va.us

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The Franklin County Public Schools' Technology Plan for 2018-2023 is created as a living document that is aligned with the newly aligned Virginia Educational Technology Plan. Franklin County Public Schools' Technology Plan is created to closely match the guidelines established by the Virginia Plan. As support and instructional personnel in the division closely work with administration, teachers and staff to incorporate technology into curriculum, instructional and administrative functions within the district, these guidelines will be held in high esteem in the overall implementation. The plan is meant to be a living document for the purposes of identifying resources and strategies to promote the most effective uses of technology to enhance instruction and learning.

State Alignment Summary

The 2018-2023 Educational Technology Plan for Virginia is the latest revision of long-range technology plans adopted by the Board of Education. The focus of the plans have remained relatively consistent throughout the years. The most enduring consistency is the emphasis on integrating technology into the classroom, as a tool for providing ways for students to achieve in school more broadly and more deeply. The plan also has generally been composed of the subsections of the current plan in some way or another:

- Learning (Enhance Personalized, Equitable Student Learning Experiences with Technology),
- Teaching (Support Innovative Professional Learning with Technology),
- Leadership (Create Cultures of Change through Innovative Leadership Practices), and
- Infrastructure (Secure and Robust Infrastructure).

The local plan was developed to be a living document, one that can change as needed because it is posted electronically and one for which FCPS can continually supply new examples of educational technology in action, links to research and/or information, and other helpful resources. We invite our school personnel to participate in the continual development of our plan by letting us know of good resources to share with our fellow educators. Email tim.morrison@frco.k12.va.us to provide information or links that could be included in the plan.

Local Plan

Mission and Vision

Mission Statement

The mission of Franklin County Public Schools is to prepare each student to be lifelong learners, to be fulfilled, to be inspired, and to be self-reliant productive citizens who can successfully compete in the global community.

Our Values and Beliefs

Every child is unique and is capable of learning.
Our schools must be safe, inviting, clean, and conducive to learning.
We value our employees as they are essential to the accomplishments and future of our children.
Active parent engagement in their child's education is critical and must be encouraged.
We use evaluation and measurement as tools for continuous improvement.
We must efficiently use the limited resources available and be fiscally responsible to the Franklin County Community.

Vision Statement

Franklin County Public Schools will ensure an orderly and safe environment, pursue excellence in education, provide for equality of opportunity, create an environment in which human dignity is valued and inspire between the division and our community a united effort to secure the best possible future in academic, vocational, physical, and social education for all children.

Goals and Objectives

State and Local Goals

1. Enhance Personalized, Equitable Student Learning Experiences with Technology
2. Support Innovative Professional Learning with Technology
3. Create Cultures of Change through Innovative Leadership Practices
4. Secure and Robust Infrastructure

State Goals and Action Steps

Enhance Personalized, Equitable Student Learning Experiences with Technology

State Goal 1

1. **State Goal**: Promote and support student personalized, deeper learning experiences to demonstrate workplace readiness by creatively solving complex problems, thinking critically, collaborating, communicating and demonstrating responsible citizenship.

   1.1. **Objective:** Students will develop deeper learning skills by leveraging technology as a resource or tool.

       1.1.1. **Strategy:** FCPS Technology Department will research, vet, and develop digital division-wide resources to assist in providing innovative, personalized and deeper learning experiences for all students.

           1.1.1.1. **Evidence:** ITRT work together to research and suggest digital resources for students and work with curriculum teams to create digital resources to support instruction.

           1.1.1.2. **Evidence:** Survey students and teachers to analyze the use of technology based resources.

   1.2. **Objective:** Educators will leverage current and emerging technologies to increase opportunities for students to follow personalized learning pathways.

       1.2.1. **Strategy:** Provide virtual learning tools that deliver multiple pathways for learning through blended and fully online models in ways that increase quality of education and equity for students.

           1.2.1.1. **Evidence:** Personalized learning pathways are provided through the use of Google Classroom, apps and web resources for enrichment, remediation, and differentiation. Secondary students are offered opportunities in New Tech, online & virtual courses.

   1.3. **Objective:** Students will apply technology effectively to support the construction and application of content knowledge and skills.

       1.3.1. **Strategy:** Provide technology and computer science cross-curricular connections starting in the elementary grades and across all disciplines to promote meaningful, real world applications of knowledge and skills and promote deeper learning opportunities aligned to the Virginia Standards of Learning.

           1.3.1.1. **Evidence:** Student products include evidence of proficiency of the 5Cs: critical thinking, collaboration, communication, creativity, and citizenship.

1.3.1.2. **Evidence:** Schools will offer students the opportunity to engage in meaningful, real world applications, including the creation of new STEM labs and coding.

1.3.2. **Strategy:** Prepare our students for a participatory culture by providing resources related to Internet safety, digital citizenship skills, and student awareness of and skill for personal and data privacy.

1.3.2.1. **Evidence:** All students are expected to comply with the division's Acceptable Use Policy, which is also modeled by teachers during instruction.

1.3.2.2. **Evidence:** ITRTs, library media specialists, technology resource assistants, and teachers provide lessons in digital citizenship, internet safety, and promote the responsible use of the internet.

1.4. **Objective:** Students will demonstrate mastery in a variety of ways, including the use of technology through the creation of digital artifacts.

1.4.1. **Strategy:** FCPS is implementing a 1:1 relationship of online devices to students.

1.4.1.1. **Evidence:** Increase student access to digital learning opportunities that promote the 5c's: critical thinking, collaboration, communication, creativity, and citizenship.

1.5. **Objective:** Educators will expose all students to career and college opportunities including those in the technical fields to promote workplace and college readiness through advanced coursework, mentorships, and internships.

1.5.1. **Strategy:** Promote in-school and out-of-school technology-based learning opportunities along with planning, exposure, career exploration, and building professional relationships.

1.5.1.1. **Evidence:** Collect information on the number of students enrolled in advanced coursework, internships, and mentorships or receiving industry certifications.

Support Innovative Professional Learning with Technology

State Goal 2

2. **State Goal:** Promote and support current and emerging technology-based resources that support educators in developing and employing innovative strategies and practices to support student-centered learning models in order to increase quality of education and equity for students.

    2.1. **Objective:** Educators support personalized, deeper learning experiences, for students, that are enhanced through appropriate and meaningful technology integration.

        2.1.1. **Strategy:** Franklin County Public Schools will provide both in person and digital professional development trainings that promote the use of technology to show teachers and administrators strategies for personalizing learning and providing deeper learning experiences for students

            2.1.1.1. **Evidence:** Franklin County Public Schools offers numerous in person and online professional development opportunities for teachers including VA Western Community College recertification classes, school-based technology trainings, online training modules, Teaching & Learning Summit, and opportunities to attend professional conferences and trainings.

        2.1.2. **Strategy:** FCPS Technology Department will work collaboratively with teacher and technology stakeholders to create instructional resources that can be used by educators to support innovative learning experiences

            2.1.2.1. **Evidence:** ITRTs will support teachers by providing an instructional technology website, curriculum resource websites, collaborative lesson planning, instructional documents and presentations, and training to building level technology representatives and library media specialists.

        2.1.3. **Strategy-** ITRTs will revise and implement the Technology Standards for Instructional Personnel to support the recruitment, development, and retention of knowledgeable and skilled teachers and school leaders.

            2.1.3.1. **Evidence:** FCPS will create and implement a new TSIP plan that correlates to revised Technology Standards for Personnel.

        2.1.4. **Strategy-** FCPS Technology Department will coordinate and collaborate partnerships with professional organizations and local school divisions to align agency professional learning goals to ensure targeted and strategic professional learning experiences in the area of instructional technology for teachers statewide.

            2.1.4.1. **Evidence**: ITRTs connect with other professionals across the state in order to build professional learning networks through the use of social media, being a member of organizations like VSTE and attending professional conferences.

2.2. **Objective:** Educators utilize the instructional technology resource teacher model to support student engagement through technology in the classroom.

    2.2.1. **Strategy:** ITRTs offer professional development and resources in order to promote the use of instructional technology across the division.

        2.2.1.1. **Evidence:** Record of professional development calendar and attendance.

    2.2.2. **Strategy:** Teachers utilize the ITRTs as a resource for instructional support and co-teaching in order to integrate the effective use of technology in instruction.

        2.2.2.1. **Evidence:** ITRT documentation of instructional support and co teaching experiences.

2.3. **Objective:** Through the use of technology supports (learning and/or content management systems, student information systems, adaptive technologies) educators will monitor students' progress to personalize learning and inform instructional practices.

    2.3.1. **Strategy:** Utilize technology supports (MAP, PowerTest Analytics, Echo, etc.) to monitor student progress and personalize learning.

        2.3.1.1. **Evidence:** Teacher lesson plans show differentiated instruction to meet individual student needs.

    2.3.2. **Strategy:** Promote in-school and out-of-school technology-based learning opportunities (such as pursuit of industry certifications, professional licenses, and dual enrollment courses) along with career exploration, exposure, and planning opportunities.

        2.3.2.1. **Evidence:** Data is collected on the number of students enrolled in advanced coursework, internships, and mentorships.

2.4. **Objective:** Educators understand how to enhance performance-based and alternative assessments through the intentional integration of technology.

    2.4.1. **Strategy:** Provide information about assistive technology availability and uses through the Training and Technical Assistance Centers (TTAC).

        2.4.1.1. **Evidence:** Assistive technologies are available where necessary for students with disabilities.

    2.4.2. **Strategy:** Support instruction in the development of rubrics and other evaluation tools for use with performance-based assessment that integrate technology.

        2.4.2.1. **Evidence:** ITRT will partner with division-wide curriculum teams to encourage intentional integration of technology and use of rubrics to use with performance based assessments.

Create Cultures of Change through Innovative Leadership Practices

State Goal 3

3. **State Goal:** Promote leadership that supports deeper learning experiences for students and innovative instructional practices by educators through the use of technology.

    3.1.   **Objective:** Educational leaders develop a vision for teaching and learning that includes the appropriate use of technology.
        3.1.1.   **Strategy:** Provide and model professional learning regarding educational technology leadership, research, and innovations in education.
            3.1.1.1.   **Evidence:** FCPS partners with educational leaders to stay current with emerging technologies and best instructional strategies.
            3.1.1.2.   **Evidence:** Utilize opportunities such as new teacher orientation, professional development, online resources (software and hardware), and ITRT support
            3.1.1.3.   **Evidence:** FCPS establishes relationships with community partners and educational vendors.

        3.1.2.   **Strategy:** Promote the effective and efficient use of Instructional Technology Resource Teachers.
            3.1.2.1.   **Evidence:** ITRTs model, train, plan and co-teach.

    3.2.   **Objective:** Educational leaders are able to communicate and guide the implementation of division and school goals for teaching and learning that integrate technology and promote innovation.
        3.2.1.   **Strategy:** Support and encourage new technology initiatives
            3.2.1.1.   **Evidence:** FCPS provides opportunities (e.g. pilot projects, requirement waivers, resources, etc.), for schools to implement and evaluate new technologies and instructional approaches.

    3.3.   **Objective:** Educational leaders model tolerance for risk and experimentation and create a culture of trust and innovation.
        3.3.1.   **Strategy:** Administrators encourage and assist with the implementation of new technology initiatives.
            3.3.1.1.   **Evidence:** Survey of staff includes responses related to new technology initiatives.

3.4. **Objective:** Educational Leaders support, secure and advocate for resources to sustain technology initiatives and goals including those designed to support personalized learning environments.

    3.4.1. **Strategy:** Administrators encourage teachers to facilitate data driven methods and increased use of technology in order to personalize learning in the classroom.

        3.4.1.1. **Evidence:** Administrators evaluate teacher lesson plans and provide feedback and methods for incorporating personalized learning.

        3.4.1.2. **Evidence:** Teachers submit technology help tickets in order to collaborate with ITRTs and learn new ways to personalize learning in the classroom.

3.5. **Objective:** Educational Leaders promote the use of a variety of innovative instructional strategies and practices developed with current and emerging technology-based resources to support the innovative instructional approaches in the classroom.

    3.5.1. **Strategy:** Promote use of new resources, effective instructional practices, and the continuous development of professional learning networks through the enhanced use of social networking tools.

        3.5.1.1. **Evidence:** ITRTs suggest and share resources continuously to expand professional learning networks.

    3.5.2. **Strategy:** Promote and provide professional learning opportunities regarding educational technology leadership, research, and innovations in education.

        3.5.2.1. **Evidence:** VA Western Community College Recertification Classes; School-based technology trainings; online training modules; Teaching & Learning Summit; opportunities to attend professional conferences and trainings

3.6. **Objective:** Educational leaders possess the capability to efficiently and effectively use technology in the performance of job duties (data-driven decision making, educator evaluations, communications, and more).

    3.6.1. **Strategy:** Provide support for administrators to use technology tools proficiently.

        3.6.1.1. **Evidence:** FCPS Technology department provides a strong instructional and support staff to assist administrators.

    3.6.2. **Strategy:** Provide data from multiple sources to improve educational outcomes, including Powerschool, MAP, and electronic sources.

        3.6.2.1. **Evidence:** Administrators and teachers use data to drive instruction.

3.7. **Objective:** Technology is included in technical assistance and school improvement resources provided by to educational leaders based upon school and school division needs as determined by criteria such as Accreditation Matrix Performance Levels.

3.7.1. **Strategy:** Support the role of technology in the statewide system to collect, monitor, and report achievement to inform practices surrounding continuous improvement efforts.

    3.7.1.1. **Evidence:** Provide data from multiple sources to improve educational outcomes, including Powerschool, MAP, and electronic sources.

    3.7.1.2. **Evidence:** Provide communication on the continued Board of Education work in support of the Profile of a Virginia Graduate, Accreditation Matrix, and the College, Career, and Civic Readiness Index.

Secure and Robust Infrastructure

State Goal 4

4. **State Goal:** Promote and support a secure and robust technology infrastructure to support access, adequacy, and equity.

   4.1. **Objective:** Students, educators, and leaders have equitable access to secure and robust networks that provide high quality, reliable access to the Internet and other networks.

      4.1.1. **Strategy:** Utilize programs (such as e-Rate) to maximize resources available to students, educators, and school leaders.

         4.1.1.1. **Evidence:** All Franklin County Schools wired and wireless equipment exceeds minimum requirements set by SETDA standards.

      4.1.2. **Strategy:** Facilitate the implementation of a 10 Gigabytes wide area network and internet connectivity.

         4.1.2.1. **Evidence:** Upgrading network connectivity to 10 GBs will exceed the demand of connectivity needs with the usage of devices on the rise every year.

      4.1.3. **Strategy:** Work with communities for robust and sustainable networks in and out of school and district buildings.

         4.1.3.1. **Evidence:** Franklin County Schools investigates strategies and partnerships with local internet providers to continue to seek ways to extend broadband access to the student population.

   4.2. **Objective:** Schools and the school division use best practices that comply with federal, state, and industry guidelines and recommendations to minimize network threats and vulnerabilities and protect educational data.

      4.2.1. **Strategy:** Continuously review and update policies and procedures regarding the handling of educational data.

         4.2.1.1. **Evidence:** By continuously updating policies, FCPS will have a good base for educating staff.

      4.2.2. **Strategy:** Continuously educate staff on the use of email and how to address unknown emails.

         4.2.2.1. **Evidence:** Email is the number one delivery vehicle for most malware and viruses, with proper education, FCPS will greatly reduce the risk of infections.

         4.2.2.2. **Evidence:** FCPS simulates email threats and monitors staff responses.

   4.3. **Objective:** Students, educators, and leaders have equitable access to computing devices and other digital resources, including assistive technologies.

      4.3.1. **Strategy:** Work with district on achieving a 1:1 initiative for all students.

4.3.1.1. **Evidence:** By 2023-2024 FCPS will be 1:1 student to device ratio, which will allow all students daily access to a device.

4.3.1.2. **Evidence:** Individual student device assignment will permit, with proper policies in place, a take home procedure for student use off campus.

    4.3.2. **Strategy:** Ensure that assistive technology services and devices are implemented in accordance with the Individuals with Disabilities Education Act (IDEA).

4.3.2.1. **Evidence:** Existing division technology is accessible to all students.

4.3.2.2. **Evidence:** Comparable technologies are available where necessary for students with disabilities.

4.4. **Objective:** School division has access to technical and human resources that enable the effective evaluation of infrastructure costs and other considerations necessary for high quality and reliable access to the Internet and other networks used by students, educators, and leaders in innovative ways.

    4.4.1. **Strategy:** FCPS evaluates multiple solutions and gathers input from multiple stakeholders before purchasing and implementing solutions.

4.4.1.1. **Evidence:** FCPS implements the most cost effective solution that meets our expectations.

Annual Review Process

The Division's Technology Plan is reviewed annually to determine if adjustments need to be made in any areas due to changes in available technology or division goals to meet our objectives. We will do the same with the plan alignment beginning with the summer of 2019. An evaluation of evidence page is included to articulate the findings of the review.

Evaluation of Evidence

Enhance Personalized, Equitable Student Learning Experiences with Technology					
	2019	**2020**	**2021**	**2022**	**2023**
1.1.1.1. ITRT work together to research and suggest digital resources for students and work with curriculum teams to create digital resources to support instruction.					
1.1.1.2. Survey students and teachers to analyze the use of technology based resources.					
1.2.1.1. Personalized learning pathways are provided through the use of Google Classroom, apps and web resources for enrichment, remediation, and differentiation. Secondary students are offered opportunities in New Tech, online & virtual courses.					
1.3.1.1. Student products include evidence of proficiency of the 6Cs: critical thinking, collaboration, communication, creativity, and citizenship.					
1.3.1.2. Schools will offer students the opportunity to engage in meaningful, real world applications, including the creation of new STEAM labs and coding.					
1.3.2.1. All students are expected to comply with the division's Acceptable Use Policy, which is also modeled by teachers during instruction.					
1.3.2.2. ITRTs, library media specialists, technology resource					

assistants, and teachers provide lessons in digital citizenship, internet safety, and promote the responsible use of the internet.					
1.4.1.1. Increase student access to digital learning opportunities that promote the 5c's: critical thinking, collaboration, communication, creativity, and citizenship.					
1.5.1.1. Collect information on the number of students enrolled in advanced coursework, internships, and mentorships or receiving industry certifications.					

Support Innovative Professional Learning with Technology

	2018	2019	2020	2021	2022
2.1.1.1. Franklin County Public Schools offers numerous in person and online professional development opportunities for teachers including VA Western Community College recertification classes, school-based technology trainings, online training modules, Teaching & Learning Summit, and opportunities to attend professional conferences and trainings.					
2.1.2.1. ITRTs will support teachers by providing an instructional technology website, curriculum resource websites, collaborative lesson planning, instructional documents and presentations, and training to building level technology representatives and library media specialists.					
2.1.3.1. FCPS will create and implement a new TSIP plan that correlates to revised Technology Standards for Personnel.					
2.1.4.1. ITRTs connect with other professionals across the state in order to build professional learning networks through the use of social media, being a member of organizations like VSTE and attending professional conferences.					
2.2.1.1. Record of professional development calendar and attendance.					
2.2.2.1.					

ITRT documentation of instructional support and co teaching experiences.					
2.3.1.1. Teacher lesson plans show differentiated instruction to meet individual student needs.					
2.3.2.1. Data is collected on the number of students enrolled in advanced coursework, internships, and mentorships.					
2.4.1.1. Assistive technologies are available where necessary for students with disabilities.					
2.4.2.1. ITRT will partner with division-wide curriculum teams to encourage intentional integration of technology and use of rubrics to use with performance based assessments.					

Create Cultures of Change through Innovative Leadership Practices

	2018	**2019**	**2020**	**2021**	**2022**
3.1.1.1. FCPS partners with educational leaders to stay current with emerging technologies and best instructional strategies.					
3.1.1.2. Utilize opportunities such as new teacher orientation, professional development, online resources (software and hardware), and ITRT support					
3.1.1.3. FCPS establishes relationships with community partners and educational vendors.					
3.1.2.1. ITRTs model, train, plan and co-teach.					
3.2.1.1. FCPS provides opportunities (e.g. pilot projects, requirement waivers, resources, etc.), for schools to implement and evaluate new technologies and instructional approaches.					
3.3.1.1. Survey of staff includes responses related to new technology initiatives.					
3.4.1.1.					

Administrators evaluate teacher lesson plans and provide feedback and methods for incorporating personalized learning.					
3.4.1.2. Teachers submit technology help tickets in order to collaborate with ITRTs and learn new ways to personalize learning in the classroom.					
3.5.1.1. ITRTs suggest and share resources continuously to expand professional learning networks.					
3.5.2.1. VA Western Community College Recertification Classes; School-based technology trainings; online training modules; Teaching & Learning Summit; opportunities to attend professional conferences and trainings					
3.6.1.1. FCPS Technology department provides a strong instructional and support staff to assist administrators.					
3.6.2.1. Administrators and teachers use data to drive instruction.					
3.7.1.1. Provide data from multiple sources to improve educational outcomes, including Powerschool, MAP, and electronic sources.					
3.7.1.2. Provide communication on the continued Board of Education work in support of the Profile of a Virginia Graduate, Accreditation Matrix, and the College, Career, and Civic Readiness Index.					

Secure and Robust Infrastructure

	2018	2019	2020	2021	2022
4.1.1.1. All Franklin County Schools wired and wireless equipment exceeds minimum requirements set by SETDA standards.					
4.1.2.1. Upgrading network connectivity to 10 GBs will exceed the demand of connectivity needs with the usage of devices on the rise every year.					

4.1.3.1. Franklin County Schools investigates strategies and partnerships with local internet providers to continue to seek ways to extend broadband access to the student population.					
4.2.1.1. By continuously updating policies, FCPS will have a good base for educating staff.					
4.2.2.1. Email is the number one delivery vehicle for most malware and viruses, with proper education, FCPS will greatly reduce the risk of infections.					
4.2.2.2. FCPS simulates email threats and monitors staff responses.					
4.3.1.1. By 2023-2024 FCPS will be 1:1 student to device ratio, which will allow all students daily access to a device.					
4.3.1.2. Individual student device assignment will permit, with proper policies in place, a take home procedure for student use off campus.					
4.3.2.1. Existing division technology is accessible to all students.					
4.3.2.2. Comparable technologies are available where necessary for students with disabilities.					
4.4.1.1. FCPS implements the most cost effective solution that meets our expectations.					

Additional Resources

Timeline and Budget

Strategy	Timeline	Estimated Budget	Budget Source
1.1.1	Annually	2,000.00	Division and Technology Services
1.2.1	Annually	-	n/a
1.3.1	Annually	-	Division and Technology Services
1.3.2	Annually	3,000.00	Technology Services
1.4.1	Annually	250,000.00	Division and State SOQ Funds
1.5.1	Annually	-	n/a
2.1.1	Annually	55,422.00	Technology Services
2.1.2	Annually	-	Including in position salary
2.1.3	2018 - Once adopted by VDOE	-	n/a
2.1.4	Annually	-	Included in 2.1.1 budgeted items
2.2.1	Annually	2,000.00	Technology Services
2.2.2	Annually	-	n/a
2.3.1	Annually	-	Utilizing existing subscriptions
2.3.2	Annually	-	n/a
2.4.1	Annually	10,000.00	Estimated costs per circumstance with PPS and Technology Services
2.4.2	Annually	-	n/a

3.1.1	Annually	-	Included in 2.1.1 budgeted items
3.1.2	Annually	-	Including in position salary
3.2.1	Annually	25,000.00	Estimated startup initiative costs
3.3.1	Annually	-	n/a
3.4.1	Annually	-	n/a
3.5.1	Annually	-	n/a
3.5.2	Annually	-	Included in 2.1.1 budgeted items
3.6.1	Annually	-	n/a
3.6.2	Annually	-	n/a
3.7.1	Annually	-	n/a
4.1.1	Annually	44,160.00	Division and Technology Services budget to supplement Erate
4.1.2	Annually	271,800.00	Technology Services budget to supplement Erate
4.1.3	Annually	-	n/a
4.2.1	Annually	-	n/a
4.2.2	Annually	-	n/a
4.3.1	Annually	-	Included in 1.4.1 budgeted items
4.3.2	Annually	-	Included in 2.4.1 budgeted items
4.4.1	Annually	-	n/a

FRANKLIN COUNTY PUBLIC SCHOOLS

Acceptable Use Policy

This policy shall apply to all students, faculty, staff, and users of any of the electronic network, hardware, and software provided by Franklin County Public Schools.

Revised May 4, 2015

GENERALLY
These regulations shall apply to all students, faculty, staff, and users of any of the electronic network, hardware, and software provided by Franklin County Public Schools.

VISION

Franklin County Public Schools recognizes that access to technology in school gives the student a greater opportunity to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century technology and communication skills. Technology is an integrated component in the lives and education of the students and staff. It is also in a state of constant change.

Along with providing a plethora of information, the explosive growth and use of the Internet has made possible entirely new forms of social interaction, activities, and organizations. Young people who are drawn to these new forms of socialization easily adapt to the new technologies; however, unfortunately, they do not always have the experience or knowledge to understand the potential risks.

Franklin County Public Schools, in collaboration with parents and community members, strive to support and educate students to take advantage of the Internet's benefits while reducing its risks.

Those risks are identified as follows:
• Inappropriate Contact - Students need to know how to recognize and protect themselves against contact with cyberbullies, hackers, phishers, and predators. People are not always who they say they are.
• Inappropriate Content - This includes both content that is viewed and content that is uploaded by users. Students need to understand that the Internet is forever. Everything they post online is tracked and stored and will follow them to college entrance interviews and future job interviews.
 • Inappropriate Conduct - Because the web environment can feel anonymous, some youth act with diminished social inhibitions. Students need to understand that the Internet is a public forum: anonymity is a myth. They always need help to be the good person online that they are when they are offline.

Applications and hardware are continually developing. It is the school's responsibility to give access to technology, teach students how to use technology and access information responsibly, protect students from inappropriate content, and assure students responsibly use technology. As an educational system, Franklin County Public Schools will prepare our students to effectively and responsibly use the technology that they use (or will use) in their daily lives.

To that end, we must balance the need to understand and use technology while protecting our students from inappropriate content. We will allow the use of the technology, but we will restrict the content. We will provide access to the technology tools such as e-mail, social networking sites, videos archives, music sites, animation. We must ensure students understand how to use them in an acceptable and safe manner.

INTERNET ETHICS

An old adage tells us "Character is what you do when noone is watching." Online, people can feel invisible and capable of doing things they normally would not in person or in public - things that they know might be wrong. As the Internet becomes an indispensable tool for everyday life, it is more important than ever to dust off the concept of "citizenship" and apply it to the online world.

Relatively new terms, "cyber citizenship", "cyber ethics", and "netiquette" refer to responsible cyber social behavior. These terms refer to what people do online when no one else is looking. As people go online in increasing numbers, cyber ethics is critical. Poor e-habits can start at an early age. Unfortunately, we are learning all too well that people armed with computers can be dangerous and cause serious damage and harm, regardless of whether they are being mischievous or trying to intentionally commit cybercrimes.

Ethical behavior in use of information
• respects the principles of intellectual freedom.
• respects intellectual property rights.
• uses information technology responsibly.

TECHNOLOGIES COVERED
Franklin County Public Schools may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, Franklin County Public Schools will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

ACCEPTABLE AND UNACCEPTABLE USE
Access to the Division's computer system and technologies provided by the Division are intended for the purposes of education or research and be consistent with the educational objectives or for legitimate school business. Each user is responsible for his or her actions on the computer system.

EXAMPLES OF ACCEPTABLE USE
 • Proper use and care for the hardware and software for which one has received training, and no use of any other hardware or software
 • Use of school technologies for school-related activities
 • Respectful, responsible behavior online
 • Careful use of school resources, including the notification of a teacher, administrator, supervisor, and/or the Technology Services staff if there are any problems with operations
 • Positive, constructive discussion when using communicative or collaborative technologies
 • Notification of a teacher, administrator, supervisor, and/or the Technology Services staff member of any threatening, inappropriate, or harmful content (images, messages, posts) online
 • Use of school technologies at appropriate times, in approved places, for educational pursuits
 • Use of school technologies for educational, administrative, and/or professional development
 • Recognition that use of school technologies is a privilege
 • Protection of the safety of all users
 • Protection of the security of school resources

EXAMPLES OF UNACCEPTABLE USE
 Prohibited conduct includes, but is not limited to the following:
 • Use of the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law

- Any attempt to find inappropriate images or content
- Cyberbullying, harassment, or disrespectful conduct toward others
- Any attempt to circumvent the school's safety measures and filtering tools
- The use of school technologies to send spam or chain mail
- Plagiarizing of online content
- The posting personally-identifying information about anyone
- The arranging of a meeting with an online acquaintance
- The use of inappropriate or unacceptable language online
- The use of school technologies for illegal activities or to pursue information on such activities
- Any attempt to hack or access unauthorized sites, servers, or content
- The submission, posting, publishing, or displaying of any obscene, profane, threatening, illegal, other inappropriate material
- The use of a cell phone, portable device or other similar electronic device to distribute pictures or videos of sexually explicit images, referred to as "sexting"

This is not intended to be an exhaustive list. All users should employ good judgment with school technologies.

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

WEB ACCESS
Franklin County Public Schools provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with the Children's Internet Protection Act regulations and school policies. Web browsing and all activity over the network or using district technologies may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it should not be, the user should follow district protocol to alert a Technology Services staff member or submit the site for review.

ELECTRONIC MAIL
Franklin County Public Schools may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on the Division's policies. If users are provided with email accounts, the accounts should be used with care. Users should not send personal information or attempt to open files or follow links from unknown or untrusted origin. Users should use appropriate language and only communicate with other people as allowed by the district policy.

If it becomes necessary to carry out personal communication during the school day, users are expected to use their personal email accounts. Though the correspondence may be personal, if it is transmitted across the division's network, it is still subject to the same AUP rules and guidelines. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. All division electronic mail usage will be monitored and archived. Electronic mail may be accessed by the Division.
Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

SOCIAL/WEB 2.0/COLLABORATIVE CONTENT
Recognizing the benefits collaboration brings to education, Franklin County Public Schools may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

MOBILE DEVICES

Franklin County Public Schools may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to the user's care. Users should report any loss, damage, or malfunction to the Technology Services staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network will be monitored.

PERSONALLY-OWNED DEVICES
Franklin County Public Schools establishes the following guidelines particular to the use of personally-owned devices in schools, in addition to all the general protocols covered in these regulations (GAB-R/IIBEA-R.Acceptable Computer System Use).

1. Before bringing his/her own device, the student and his/her parent must read, sign, and complete the Franklin County Public Schools Personally-Owned Electronic Device Permission Form.

2. Students are responsible for registering their device(s) and using their login and password to connect to FCPS network resources.

3. Personal devices should have antivirus software installed.

4. The student takes full responsibility for his/her device and will keep it on his/her person at all times. The school division is not responsible for lost, damaged, or stolen devices.

5. Students must connect to the school's wireless network when using a device at their school. Students should not use personal MiFi devices. No personally owned devices may be connected to the network via a network cable.

6. Only the student who owns the device will have access to it while it is on the school network.

7. All activities involving personally-owned devices must be only at the direction of the classroom teacher, and their use must not be disruptive to the class.

8. The scope of the usage of personal devices within an instructional setting will be determined by the classroom teacher. Students who go beyond that established scope (for example, taking photographs when the established scope is Internet usage only) are subject to disciplinary action.

9. Personally-owned devices are allowed at school under the direction of the classroom teacher for the purpose of working on projects or school assignments. The administration or the classroom teacher has the right at any time to discontinue permission for students to use personally-owned devices in the classroom.

10. Franklin County Public Schools administration reserves the right to search or confiscate a privately owned electronic device in accordance with the FCPS Acceptable Use Policy if the student is using the device without permission or if there is reasonable suspicion that the student has violated school board or school policies.

11. Students who violate any component of the Franklin County Public Schools' Acceptable Use Policy may lose the right to use any personal device or school device in the instructional setting and/or face disciplinary action.

Any personal device brought to school will be subject to monitoring by the Technology Services staff.

GAB-F3

A separate channel for Internet access may be provided for non-Franklin County Public Schools devices used by visiting vendors, reporters and a number of other individuals conducting business with Franklin County Schools.

Examples of Acceptable Personally-Owned Devices (any others must be pre-approved by an administrator):
• iPads
• laptops
• smart phones
• iPod Touches
• Chromebooks
• Kindles
• Nooks and other tablets

Examples of Unacceptable Personally-Owned Devices (not limited to the list below):
• MiFi devices
• Nintendo DS, Nintendo DSi, Nintendo 3D
• Playstation PSP
• Gameboy
• iPod Nano

SECURITY
Computer system security is a high priority for the School Division. If any user identifies a security problem, the user shall notify a teacher, administrator, supervisor, and/or the Technology Services staff immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures. Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. All users are expected to abide by the Acceptable Use Policy.

If a user believes a computer or mobile device he or she is using might be infected with a virus, the user should alert the Technology Services staff. The user should not attempt to remove the virus or download any programs to help remove the virus.

DOWNLOADS
Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from the Technology Services staff. Users may be able to download other file types, such as images of or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

Users should not download secure or confidential information to personal devices. Nor should they download, access, or share inappropriate images, apps, or other content

NETIQUETTE
Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. They are expected to follow the same rules for good behavior and respectful conduct online as offline. Users shall not forge, intercept or interfere with electronic mail messages. Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should never attempt to gain access to FCPS or other personal resources using another person's credentials.

PLAGIARISM
Users should not plagiarize (or use information as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

PERSONAL SAFETY
Users should never share personal information, including telephone numbers, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If a user sees a message, comment, image, or anything else online that makes the user concerned for his/her personal safety, he/she shall bring it to the attention of a teacher, administrator, supervisor, and/or the Technology Services staff immediately.

Users should not post anything online that they would not want others to see. Once something is online, it is out there and can be shared and spread in ways the user never intended. Some Internet activities are not only dangerous but illegal. Parents, students, and employees should be aware of relevant laws.

CYBERBULLYING
Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Users should not send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Users should remember that all activities are monitored and retained.

LIMITATION OF LIABILITY
Franklin County Public Schools makes no warranties for the computer system it provides. FCPS makes a reasonable effort to ensure users' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies. Franklin County Public Schools shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information or service interruptions.

The Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of these procedures.

While Franklin County Public Schools employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantee as to their effectiveness.

Franklin County Public Schools will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network and will not be responsible for any personal devices.

The school division is not responsible for troubleshooting or support of any kind for personal devices. FCPS will not provide accessories to charge or to provide power to student devices.

USER PRIVILEGES

<u>In order to facilitate learning and enhance educational information exchange</u>, users have instructional permission to:

• use all authorized hardware and software for which they have received training

• access the Internet and outside resources to retrieve information

• access internal (Intranet) resources which they are authorized to access and use for educational purposes

VIOLATIONS OF THIS ACCEPTABLE USE POLICY

Users violating any of these Rights and Responsibilities will face disciplinary action described below:

• Suspension of network, technology, or computer privileges

• Notification to parents, supervisors, and/or appropriate authorities

• Detention or suspension from school and school-related activities

• Legal action and/or prosecution <u>under state, federal or international law</u>

Internet Safety Plan

Franklin County Public Schools (FCPS) promotes Internet safety through a grade level instructional program that integrates safety, security, and ethics into the curriculum. Instruction is provided by technology staff, teachers, assistants, tutors, specialists, ITRTs, and other school personnel, working together to create an effective combination of collaborative resources. Internet safety will be integrated into the K-12 classroom through lesson plans developed to incorporate Internet safety into the curriculum. Parent Newsletters will include Internet safety guidelines and resources, and similar resources will be posted on the FCPS website.

The school division evaluates the Internet Safety Program in five areas. These areas include: accountability, effectiveness, impact, operations, and utility. School and Division Administration will be responsible for evaluations annually through stakeholder feedback, informal responses, and lesson plans. Monitoring of technology operations takes place through the FCPS Technology Department. Any adjustments in the implementation, enforcement, or evaluation will be analyzed as needed and presented to the School board for approval.

The stakeholders' roles and responsibilities are defined as follows:

Parents, Grandparents, Guardians, and Caregivers will be aware that the Internet is a valuable learning tool that provides communication and entertainment, but also poses potential dangers and requires monitoring. These stakeholders will be given the opportunity to attend PTA meetings, Orientations, Parent/Teacher conferences, and assemblies where Internet safety is addressed.

Students will use the Internet safely and effectively and comply with the regulations stated in the Acceptable Use Policy (AUP) and the Student Agreement Form.

Teachers and Staff will accept responsibility for teaching students that the Internet is a valuable learning, communication, and entertainment method, which also presents potential danger. Staff Development for these stakeholders will take place at the beginning of the school year and will be ongoing as an integral part of incorporating Technology into the K-12 curriculum. These stakeholders will also accept responsibility for staying up-to-date on Internet safety issues, provide accurate information to students, and work together to develop lesson plans appropriate for each grade level. Administrators will instruct teachers to meet with grade level teachers to develop a plan and review the AUP with students. Teachers will include the Division's AUP policy in classroom rules. These Stakeholders will enforce the Division's Acceptable Use Policy and Internet Safety Guidelines.

The School Board will review and approve the division's revised AUP and implementation plan. The board ensures the policy complies with current federal, state, and local laws relating to Internet safety.

The Community will be given the opportunity to participate in Internet Safety Awareness programs through PTA meetings, assemblies and community outreach programs. These stakeholders will be aware that the Internet is a valuable learning, communication, and entertainment provider that poses potential dangers and requires monitoring.

The School Division will review the roles and responsibilities of the stakeholders and provide feedback.

Data and network security is monitored and reviewed on a regular basis. A secure firewall is in place to prevent intrusion from outside the network. Filtering Internet access blocks sexually explicit sites, violent sites, and other inappropriate sites. Anti-virus software is installed and kept up-to-date. Technology staff has access to software, which allows workstations to be monitored remotely. Potential problems that may arise with the emergence of new technology are identified and addressed by the Technology Staff and Administrators. Breaches in security and safety are prevented to

the best of our ability through content filtering software, regulating student access to e-mail, monitoring student use, and practicing safe Internet postings.

Employees and students will be held accountable for prohibited use of technology-based applications and hardware within the division. Infractions will be noted as they occur, reported to the building administrator or supervisor, and may result in loss of computer system privileges, disciplinary procedures, and/or appropriate legal action.

Ongoing Professional Development will be provided to each stakeholder group. Parents, Grandparents, Guardians, Caregivers, and Community members will have the opportunity to attend PTA/PTO meetings, Orientations, Parent/Teacher conferences, and assemblies where Internet Safety will be addressed. Newsletters and postings to the Schools' webpage will also be available to stakeholders. A needs assessment will be completed yearly to determine the amount of professional development needed for employees and through community outreach. This will be accomplished through the Public Schools' websites. Evaluation will be conducted through feedback, reflections, and/or surveys.

Teachers, ITRTs, Assistants, Staff, Counselors, School Personnel, and Administrators will participate in training, which will include review of the policy, the Internet Instructional Program, teachable moments, and the chain of responsibility. Professional Development will begin during the first workdays of the school year and continue throughout the academic year. Evaluation will be conducted through stakeholder feedback, reflections, and/or surveys.

The School Board will be provided with updates regarding the implementation of the program and its goals. The Board will be given the opportunity to determine areas of needed improvement based on the recommendations from the

Department of Technology, and/or feedback provided by stakeholders.

Needs Assessment

This assessment will be completed by first annual review.

Glossary of Acronyms

AUP   Acceptable Use Policy

BYOD   Bring Your Own Device

FCPS   Franklin County Public Schools

IDEA   Individuals with Disabilities Education Act

ITRT   Instructional Technology Research Teacher

MAP   Measure of Academic Progress

MDM   Mobile Device Management

PTA   Parent Teacher Association

SETDA   State Education Technology Directors Association

SOL   Standards of Learning

SOQ   Standards of Quality

TTAC   Telecommunication Technology Advisory Committee

VDOE   Virginia Department of Education

WAN   Wide Area Network

504   Federal law that protects students with disabilities from being discriminated against at school

508   Federal law that requires agencies to make electronic and information technology available to individuals with disabilities.