

Newton County School System
Covington, Georgia

Three-Year Technology Plan
July 1, 2014 – June 30, 2017

Approved by DOE on June 30, 2014

Superintendent
Mrs. Samantha Fuhrey

Dr. Gary Shattuck
Director of Technology and Media Services
770-784-4940
shattuck.gary@newton.k12.ga.us

Index

I.	Vision Statement	3
II.	Current Reality	4
	a. Data Sources	4
	b. Current Status	4
	c. Gap Analysis	7
	d. Goals	9
	e. Evaluation, Benchmarks, Responsibilities	12
III.	Communication and Marketing	15
IV.	Professional Learning	16
V.	Appendix	17
	a. Summary of Technology Inventory 2013-2014	
	b. Acceptable Use Policy IFBG	

Vision for Technology Use

Compose an overall mission and/or vision which describes the steps the LEA is taking to ensure all students/teachers have increased access to technology. Include a list of specific vision statements for system educational improvement over a three year period.

The Newton County School System envisions students, who through a rigorous and relevant education, will be able to think critically in order to produce, perform, create, and communicate their knowledge competitively to a hyper-connected, global audience. For this to happen, a robust technology infrastructure is essential, an adequate quantity of various technology devices is needed, and a high quality technology-focused professional learning strategy is required.

Current Reality

Identify your data sources. What data does your technology inventory survey tell you? Compose a narrative analyzing the gap in access to technology across the district. Address the following groups – instructional, administrative, parent/community, system readiness/system support – personnel/resources.

Access to Technology/Data Sources:

A. Data Sources:

The Newton County School System annually gathers information concerning students' and employees' access to technology resources in order to assess the school system's goal of providing a 21st century education for the students. The following data sources were used to develop this assessment:

1. Annual Technology Status Report and Needs Assessment
2. Annual Technology Inventory
3. Annual Technology Use Survey
4. Annual Employees' Technology Satisfaction Survey
5. Annual Students' Technology Survey
6. Annual Parents' Survey
7. Technology Planning Meeting which included representatives of all stakeholders

B. Current Status

The Newton County School System is committed to providing every student with a 21st Century education in order to prepare them for their future.

Current Status: Overall

The Newton County School system has:

- A complete communication plan that utilizes multiple channels of communication such as a Voice over IP telephony system, School Messenger, a phone-based parent communications application, a school system website, cloud hosted email system for employees and students that is available both internally and externally, and an instructional portal which allows for instructional resources to be available anytime and from anywhere. All these websites use SSL Encryption to protect users' identities and stored data. Microsoft's SharePoint is used extensively as an Intranet.
- Provided every employee with an email account and every student grade 4 through 12 with an email account at the discretion of the principal.
- Provided every student and their parent(s) with access to the student's grades and attendance through the Infinite Campus portal website.

Current Status: Infrastructure

The Newton County School System has:

- Constructed a Network Operations Center (NOC) in the basement of the Newton College and Career Academy
- Purchased and installed two Storage Area Networks (SAN); the primary is located at the NOC and the secondary is located at the Board of Education Administration Building. The storage capacity of each of these SANs is 24 TB with room for expansion
- A dark fiber WAN network; ten locations have a 10 GB WAN infrastructure and backbone; and fifteen locations have a 1 GB WAN infrastructure and backbone
- Ten locations whose LAN infrastructure is 1 GB to the desktop; and 15 locations whose LAN infrastructure is 100 MB to the desktop
- 500 MB of Internet bandwidth
- A firewall, an intrusion prevention system, and an Internet content filter whose maximum capacity is 1 GB
- A wireless network in every school; ten locations use 802.11N and 15 locations use 802.11G
- Multiple web-based applications that increase the efficiency of employees and students such as: a media automation application, a technology asset management system, a professional learning application, a Learning Management System, a Learning Object Repository, an Instructional Portal, and an Intranet
- 66 physical servers and 43 virtual servers

Current Status: End-Point Devices

The Newton County School System has:

- 5,136 desktop computers
- 2,936 virtual desktop computers
- 2,860 laptops and/or netbooks
- 1,771 mobile devices
- 1,639 laser printers
- 1,190 interactive whiteboards (IWB)
- 1,415 projectors (including those with the IWB)
- 312 Learner Response Systems
- 800 audio systems
- 600 classroom cameras
- Increased significantly the number of end-point devices over the last five years. During that span of time, the end-point devices have increased from 7,545 to 18,659, or 147%. As a result, our student-to-computer ratio dropped from 3.7 students-per-computer to 1.9 students-per-computer, a drop of 50%.

Current Status: Personnel

The Newton County School System has:

- A total of 17 technicians; and all of them are paid on the same pay scale regardless of their level of responsibility
- Eleven school-based Technology Specialists to provide technical support to teachers, staff, and students. Additionally, there is one Technology Specialist who has been assigned to the School Nutrition Program (SNP) to provide technical support to that program. The SNP technician also provides support to the Transportation Department, to the Maintenance Department, and to the Procurement
- Two Network administrators who maintain all the servers and all the applications. They ensure all data is backed up to tape and replicated to the Disaster Recovery (DR) site. They also are responsible for all computer forensic investigations
- Two Network Engineers who manage and who provide technical support for the entire phone system, all the WAN and LAN equipment, all the WLAN equipment, and all the video equipment. The Network Engineers also provide emergency services to all the schools. The Network Engineers also design the technology infrastructure for all new buildings and supervise all contractors implementing technology projects
- One Instructional Technology Coordinator who is responsible for all instructional technology issues (see Professional Learning)
- One Help Desk Technology Specialists who also provides technical support to the Board Office

Current Status: Professional Learning

Newton County School System has:

- A Technology Teacher Leader Program and their Technology Support Teams in each school to provide onsite instructional technology support and technology professional learning to all teachers
- Provided four all-day technology professional learning opportunities throughout the year for the Technology Teacher Leaders and selected members from their Technology Support Teams groups. These are call Tech Tuesdays
- Provided monthly specialized technology professional learning opportunities as needed (i.e. ViewPath)
- Provided a Summer Technology Conference
- Monthly Technology Teacher Leader Professional Learning opportunities
- Provided the Technology Teacher Leaders with leadership development and with other professional learning opportunities
- Provided registration to the GaETC Conference for technicians, Media Specialists, Technology Teacher Leaders, and STAs
- Provided additional technology conferences' fees for selected individuals
- Provided additional training opportunities to selected technicians to enhance their skill

Current Status: Access

The Newton County School System has:

- Provided a very robust technology WAN infrastructure for each school to connect to the NOC which allows each school to access the Internet, applications, and communications
- Provided 500 MB Internet bandwidth to all schools
- Allowed for the Bring-Your-Own-Device initiative to be implemented in every school
- Provided each classroom including mobile classrooms have high speed Internet access
- Provided all teachers and students access to My Big Campus, the school system's Learning Management System, in order to provide students with an anytime, anywhere learning environment. This LMS provides students with lessons, activities, calendar reminders, links to resources, online quizzes, discussions, video content and much more in a distance learning environment. The school system also provides an online instructional portal, online email accounts, online digital content with Safari Montage, and multiple subscriptions to online resources. As part of this movement towards an anytime, anywhere learning environment, Newton County Schools implemented a Learning Object Repository

Gap Analysis

Gap Analysis: Overall

Newton County School System needs:

- To expand its communication outreach to our constituents in the manner in which they communicate – mobile apps
- To continue to provide email access both internally and externally to all employees and to students grades 4 through 12
- To continue to provide access to the students' grades and attendance through the Infinite Campus portal

Gap Analysis: Infrastructure

The Newton County School System needs:

- To upgrade 15 locations' WAN infrastructure and backbone to 10 GB
- To upgrade 15 locations' LAN infrastructure to 1GB to the desktop
- To increase the Internet bandwidth to, at least, 2.3 GB in order to meet the needs of online testing, online learning, and online resources
- To upgrade the firewall, the intrusion prevention system, and the Internet content filter to, at least, 2.3 GB
- To upgrade 15 schools' wireless network to 802.11N; to place one access point in every classroom, and to increase the number of access points in the common areas to achieve density coverage
- To continue the multiple online applications such as Destiny Media Automation, Destiny Asset Manager, PD Express, a Learning Management System, a Learning Object Repository, an Instructional Portal, and an Intranet
- To maintain, and to replace when necessary, 66 physical servers and 43 virtual servers

Gap Analysis: End-Point Devices

The Newton County School System needs:

- To maintain, and to replace when needed, all the End-Point Devices
- To complete the ViewPath implementation
- To ensure interactivity technologies in every classroom
- To assess the need to migrate to managed print services

Gap Analysis: Personnel

The Newton County School System needs:

- To differentiate the pay scale of different technicians' job descriptions based upon the levels of responsibilities
- One additional school-based technician to maintain the current level of service due to the increase in the quantity of End-Point Devices that are installed in our schools
- One additional Network Administrator to provide the level of service that is needed
- One additional Network Engineer to maintain an additional 850 ViewPath Systems
- One additional Instructional Technology Coordinator to provide the training necessary to implement an additional 850 ViewPath Systems

Gap Analysis: Professional Learning

The Newton County School System needs:

- To continue the Technology Teacher Leader Program and their Technology Support Teams
- To increase Tech Tuesday professional learning opportunities from four times per year to six times per year
- To continue to provide specialized professional learning opportunities when needed (i.e. ViewPath)
- To continue to offer a Summer Technology Conference
- To continue to provide monthly Technology Teacher Leader professional learning opportunities
- To provide the Technology Teacher Leaders with leadership development professional learning and individual training on coaching skills
- To continue to provide the registration to GaETC Conference for Technology Department Technicians, Media Specialists, Technology Teacher Leaders, and STAs
- To continue to provide opportunities to attend other technology conferences for specific individuals
- To continue to provide for specific professional learning opportunities to specific technicians to increase their skills

Gap Analysis: Access

The Newton County School System needs:

- To increase the utilization of the BYOD initiative
- To increase our Internet bandwidth to 2.3 GB to accommodate online resources, online learning, and online testing

- To continue to provide access to the various online applications which are currently available

Goals

Goals: Overall

The Newton County School System will:

- Continue to provide a complete communication plan that utilizes multiple channels of communication such as a Voice over IP telephony system, School Messenger, a phone-based parent communications application, a school system website, cloud hosted email system for employees and students that is available both internally and externally, and an instructional portal which allows for instructional resources to be available anytime and from anywhere. All these websites use SSL Encryption to protect users' identity and stored data. Microsoft's SharePoint is used extensively as an Intranet. This plan will include a mobile app by December 2014
- Provide every employee with an email account and every student grades 4 through 12 with an email account at the discretion of the principal
- Provide every student and their parent(s) with access to grades and attendance through the Infinite Campus portal website

Goals: Infrastructure

The Newton County School System will:

- Upgrade the technology infrastructure for the 15 schools which have the 1 GB WAN and backbone to 10 GB WAN and backbone by June 2017
- Upgrade the 15 schools' LAN infrastructure from 100 MB to 1 GB to the desktop by June 2017
- Upgrade our Internet access to 2.3 GB by July 2015
- Upgrade the maximum throughput for the firewall, the intrusion prevent system, and the Internet content filter to 2.3 GB to take advantage for the anticipated increase in Internet bandwidth in order to provide online learning, online resources, and online testing
- Upgrade the wireless network infrastructure to 802.11N for those 15 schools which are still on 802.11G; increase the density of the wireless access points in every school to include one access point per classroom and additional access points to provide for density coverage in common areas
- Continue the multiple, web-based applications that provide valuable services to the school system: media automation application, a technology asset management system, a professional learning application, a Learning Management System, a Learning Object Repository, an Instructional Portal, and an Intranet
- Maintain, and replace when necessary, the 66 physical servers and the 43 virtual servers

Goals: End-Point Devices

The Newton County School System will:

- Continue the shift toward more mobile devices and fewer stationary devices by issuing a wireless laptop or tablet to every teacher who wants one
- Explore the possibilities of providing every student with a mobile device (1:1 Initiative) by June 2015
- Continue to use virtual desktops in the classroom in order to increase density until such time that the school system goes to a 1:1 initiative
- Increase the number of wireless laptop carts and/or tablet carts by 50% by June 2015
- Encourage the BYOD Initiative; by Jun 2017, there will be 8,000 BYOD devices connecting daily to the wireless network
- Continue to shift towards more interactive devices; this shift will include a move towards more interactive projectors until such time that interactive LCD/LED panels are available at a competitive price
- Begin to shift towards managed print services by June 2015
- Complete the ViewPath System implementation so that every classroom will have a ViewPath system by December 2015

Goals: Personnel

The Newton County School System will:

- Move network-based technicians from Grade 15 pay scale to a Grade 17 pay scale by July 2014
- Add one more school-based Technology Specialist by July 2014 to provide the support necessary for the number of schools that we currently have and the quantity of equipment that now exists in the county (see Current Status: End-Point Devices)
- Add one more Network Administrator by July 2014 to assist with the increased Network workload
- Add one more Network Engineer by July 2014 to help manage the increased workload due to the additional 850 ViewPath Systems to be installed
- Add one more Instructional Technology Coordinator by July 2014 to support the elementary schools in their implementation of the ViewPath System and to support the other instructional technology initiatives

Goals: Professional Learning

The Newton County School System will:

- Strengthen the Technology Teacher Leader Program and their Technology Support Teams by providing more onsite, team-based professional learning
- Provide at least six Tech Tuesday professional learning opportunities beginning in the 2014-2015 school year
- Provide monthly ViewPath training as needed for the elementary schools
- Continue the Summer Technology Conference
- Continue the monthly Technology Teacher Leader training on months when Tech Tuesday is not offered
- Provide the Technology Teacher Leaders with leadership development training and with individual training on coaching skills

	Current	FY15	FY16	FY17	Evaluation Instrument	Person Responsible	Budget
End-Point Devices							
3a. Continue shift towards mobile devices	3,631	4,000	4,500	5,000	Annual Technology Inventory	Director of Technology	\$1,200,00
3b. Explore 1:1 Initiative	Small pilot for STEM students	Review status for expansion	Review status for expansion	Review status for expansion	Annual Technology Status Report and Needs Assessment	Director of Technology	\$300,000
3c. Continue virtual desktops	2,936	3,000	3,300	3,500	Annual Technology Status Report and Needs Assessment	Director of Technology	\$190,000
3d. Increase laptop carts by 50%	50	60	70	75	Annual Technology Inventory	Director of Technology	\$375,000
3e. Encourage BYOD	3,000	5,000	6,000	8,000	Annual Technology Status Report and Needs Assessment	Director of Technology	None
3f. Continue shift to more interactive devices	1,350	1,400	1,500	1,500	Annual Technology Status Report and Needs Assessment	Director of Technology	\$500,000
3g. Move to managed print services	None	40%	100%	100%	Annual Technology Status Report and Needs Assessment	Director of School Services	None
3h. Complete ViewPath implementation	552	1,000	1,400	1,400	Annual Technology Status Report and Needs Assessment	Director of Technology	\$3,400,000
Personnel	Current	FY15	FY16	FY17	Evaluation Instrument	Person Responsible	Budget
4a. Move Network technicians from Grade 15 to Grade 17	None	4	4	4	Annual Technology Status Report and Needs Assessment	Director of Technology	Personnel Budget
4b. Add 1 School-based Technician	12	13	13	13	Annual Technology Status Report and Needs Assessment	Director of Technology	Personnel Budget
4c. Add 1 Network Administrator	2	3	3	3	Annual Technology Status Report and Needs Assessment	Director of Technology	Personnel Budget
4d. Add 1 Network Engineer	2	3	3	3	Annual Technology Status Report and Needs Assessment	Director of Technology	Personnel Budget
4e. Add 1 Instructional Technology Coordinator	1	2	2	2	Annual Technology Status Report and Needs Assessment	Director of Technology	Personnel Budget

Professional Learning	Current	FY15	FY16	FY17	Evaluation Instrument	Person Responsible	Budget
5a. Strengthen Tech Teacher Leader Program	10	20	30	30	Annual Instructional Technology Status Report	Instructional Technology Coordinator	None
5b. Increase Tech Tues PL	4	6	6	6	Annual Instructional Technology Status Report	Instructional Technology Coordinator	Departmental Budget \$13,000
5c. Provide monthly ViewPath Professional Learning for Elem Schools as needed	0	15	9	0	Annual Instructional Technology Status Report	Instructional Technology Coordinator	None
5d. Provide individualize TTL training and coaching	0	36	36	36	Annual Instructional Technology Status Report	Instructional Technology Coordinator	None
5e. Continue Summer Tech Conference	1	1	1	1	Annual Instructional Technology Status Report	Instructional Technology Coordinator	Departmental Budget \$3,000
5f. Continue monthly TTL meeting	10	10	10	10	Annual Instructional Technology Status Report	Instructional Technology Coordinator	None
5g. Provide TTL with Leadership Development	10	30	30	30	Annual Instructional Technology Status Report	Instructional Technology Coordinator	None
5h. Continue to pay for registration to GaETC	1	1	1	1	Annual Instructional Technology Status Report	Instructional Technology Coordinator	Departmental Budget \$10,000
5i. Continue to pay for other technology conferences	4	4	4	4	Annual Instructional Technology Status Report	Instructional Technology Coordinator	Department Budget \$4,000
5j. Continue to provide PL for technicians	5	5	5	5	Annual Technology Status Report and Needs Assessment	Director of Technology	\$10,000
Access	Current	FY15	FY16	FY17	Evaluation Instrument	Person Responsible	Budget
6a. Assess the need to increase bandwidth	500 MB	2.3 GB	2.3 GB	2.3 GB	Annual Technology Status Report and Needs Assessment	Director of Technology	None
6b. Increase teacher use of LMS to 90%	50%	80%	85%	90%	Annual Instructional Technology Status Report	Instructional Technology Coordinator	None
6c. Provide online courses	0	10	20	20	Annual Instructional Technology Status Report	Instructional Technology Coordinator	\$10,000

III. Communication and Marketing

Describe strategies to share system progress, disseminate evaluation results, encourage broad stakeholder involvement, and market the role technology can have in helping students achieve in innovative ways. How are we sharing what we are doing? How can we show that the way we are sharing is meeting our needs? How are we encouraging more people to be actively involved with the system?

A communication and marketing plan will include a two strategy approach. The first strategy involves internal communication with the various internal stakeholders such as district administrators, school administrators, teachers, staff members, and students. The second strategy involves external communication with the various external stakeholders such as Board of Education members, business and community leaders, parents, and the media.

The first strategy is implemented by multiple means: email, SharePoint, Teacher Forum, Leadership meetings, and System Technology Meetings:

- Email is used for more immediate notification of important actions or events. A system listserv has been created to ensure that everyone receives these important emails. These emails are sent periodically as the situation warrants.
- SharePoint is used for more routine announcements and for shared documents.
- Teacher Forum is a monthly meeting in which the Superintendent meets with one teacher representative from each school. This is the one opportunity for teachers to ask the Superintendent questions. Often the Superintendent is asked questions dealing with technology-related issues. Each representative reports back to the other teachers in his/her school.
- Leadership Meetings meet once per month; they include all district-level administrators and all principals. These meetings are used to disseminate information that is important for all schools. Technology-related information is distributed at this meeting to all the principals.
- Monthly, the Director of Elementary Education and the Director of Secondary Education have meetings specifically with their respective principals. The Director of Technology regularly attends these meetings to answer questions.
- Monthly the Director of Technology has meetings with various technology groups consisting of representatives from each school. Professional learning opportunities are provided at each meeting. Technology related information is disseminated at these meetings. The contact persons disseminate this information to the faculty and to the staff at each school.

The second strategy is implemented by regular presentations to the Board of Education. At the Board of Education Meetings the public and the media are present. Furthermore, news releases are sent to the Media by the Director of Public Relations on a regular basis. A phone-based parent notification system was implemented in the spring of 2008. This allows for communication to be sent directly to each parent. The Director of

Technology is accessible to the media via phone to answer questions relating to technology issues. The Superintendent is a member of Rotary Club and communicates regularly with the various community leaders and business leaders. The Superintendent also meets regularly with the "Key Communicators" School Council Presidents at each school to address the concerns of these individuals.

IV. Professional Development

Describe how the local educational agency will provide professional development and ensure that specific funds like E-Rate and other sources are spent on scientifically and/or evidence based practices in relation to the purchase of technology and technology tools.

The Instructional Technology Coordinator is responsible for all the planning and implementation of the Instructional Technology professional learning. The Coordinator is responsible for working with the Technology Teacher Leaders and with their Technology Support Teams. E-Rate funds are used to improve access for all students. As a result, E-Rate will be used to complete "Goals: Access" above. Also, E-Rate is used to pay for telecommunications and for Internet access. The Newton County School System is committed to giving every child the same opportunity to access digital resources on the Internet; and this includes providing teachers with the professional learning necessary for them to know how to integrate technology into their classroom practices.



2013-14 Annual District Technology Inventory Survey - August 2014

Newton County - (707)

Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"

Student Population	Total Classrooms
19,522	1,310

Does the Central office have a high-speed Internet connection?	Number of Classrooms with high-speed Internet access	Percentage of Classrooms with high-speed Internet access
Yes	1,260	96.18%
System Website		
http://www.newtoncountyschools.org		

Type/Speed of connection between district demark and schools within the school system?	Land Line-Fiber
What Type of WAN topologies are implemented in the school district to interconnect schools?	Ethernet
Which best describes the speed of the district WAN?	1Gbps
Have you implemented a BYOT initiative in your district? If Yes, how many schools?	Yes 19

Student Instructional Computers											
Operating System	Instructional Computers							Thin Client/Virtual PC (All ages counted together)			Total
	Desktop		Laptops		Tablets	Netbooks	Ultrabooks	Host PC	Clients Served by the Host PC	Clients Served by the Host Server	
	Less than 5 years old	5 years or older	Less than 5 years old	5 years or older	Less than 5 years old	Less than 5 years old	Less than 5 years old				
Android 4.x or higher	0	0	0	0	0	0	0	0	0	0	0
Android 3.x	0	0	0	0	0	0	0	0	0	0	0
Android 2.3 or lower	0	0	0	0	0	0	0	0	0	0	0
Google Chrome	0	0	0	0	0	0	0	0	0	0	0
iOS 6.x or higher	0	0	4	0	1,252	0	0	0	0	0	1,256
iOS 5.x	0	0	0	0	35	0	0	0	0	0	35
iOS 4.x or lower	0	0	0	0	0	0	0	0	0	0	0
Linux (any version)	0	0	0	0	0	0	0	0	0	0	0
Macintosh System 10.x	1	0	0	0	0	0	0	0	0	0	1
Macintosh System 9 or less	0	0	0	0	0	0	0	0	0	0	0
Windows 8	0	0	0	0	31	0	0	0	0	0	31
Windows 7	3,538	759	1,355	62	108	954	0	0	333	2,685	9,794
Windows Vista	0	0	0	0	0	0	0	0	0	0	0
Windows XP	0	0	0	0	0	0	0	0	0	0	0
Windows (less than XP)	0	0	0	0	0	0	0	0	0	0	0
Total	3,539	759	1,359	62	1,426	954	0	0	333	2,685	11,117

Students per Instructional Computers	1.76
---	-------------

Number of Classrooms with the Following Number of Instructional Computers					
10+	6-9	3-5	1-2	0	
85	6.49%	59	4.50%	825	62.98%
				320	24.43%
				21	1.60%

Peripheral Equipment	Instructional	Administrative
Data/Video Projectors	1,264	2
Document Cameras	73	0
Interactive LCDs	0	0
Interactive Projectors	169	5
Interactive Slates	201	0
Interactive Whiteboards	1,020	0
Sound Enhancement Systems	790	5
Student Response Devices	8,879	0

Administrative Computers	
Computers (less than 5 years old)	514
Computers (5 years or older)	98
Total	612

Internet Safety Training	
	Yes/No
Students	Yes
Teachers	Yes
Administrators	Yes

Wireless Access Points	
Number of mobile wireless labs?	125

Web Filtering	
What website filtering product and/or method is used by the district?	Lightspeed System Rocket appliance

Indicate the number of FTE performing these duties (optional):	
Computer/End-user Support	12
Infrastructure/LAN/WAN Support	4
Technology Administration	1

E-Mail is Available for the following	If Free, What Product?
Students	Inhouse
Teachers	Inhouse
Administrators	Inhouse

In preparation for online assessment for school year 2014-15, do you believe your network can deliver online assessments to students in the following areas?		
WAN	LAN	Internet Bandwidth
Yes	Yes	No

Megabits provided to the district by the State through the Statewide K-12 Network:	69	
Does the district procure additional bandwidth in addition to what the State provides? Yes/No	Yes	569
		500

USE OF COMPUTER/COMMUNICATION RESOURCES

Date: July 17, 2012

The Newton County School System maintains digital network. Access to this digital network, as well as the hardware and software that support access, is conditional upon following all federal and state laws as well as Newton County School System's policies. The digital network shall be used solely in support of the School System's instructional and administrative programs. Use of the digital network is a privilege that may be discontinued at any time.

The digital network should be used only in a responsible, ethical and lawful manner. Any unauthorized use of the digital network or any failure to comply with the local and system-wide provisions and policies relating to use of the digital network will be grounds for loss of digital network access and other disciplinary and/or legal action. It is the vision of the Newton County School System for students through a rigorous and relevant education to be able to think critically, to create, to collaborate, and to communicate to global audiences using digital resources

The Newton County Schools shall use technology protection measures that block or filter Internet websites not in accordance with this policy.

All system owned computing devices must be routed through the system's filtering system when accessing the Internet whether that device is on-campus or off-campus. All personally owned computing devices must go through the filtering system if that device is accessing the Internet through the system's digital network.

The Superintendent, administrators, and/or appropriate personnel shall provide all students with digital citizenship instruction which includes but is not limited to Internet Safety, cyber-bullying, and online netiquette.

This policy establishes guidelines for what constitutes use of the digital resources and the digital networks of the Newton County Schools.

Acceptable Use

Students and employees will receive the privilege of using the digital resources and the digital network in support of academic activities. If the student's parent/guardian chooses not to allow the student to access the digital resources of the Newton County School System, the student's parent/guardian must sign an opt out form, and return this form to the school. Otherwise, every student will be given the privilege to use the digital

resources as part of the educational mission of the school system. This privilege may be suspended or revoked and the student may face disciplinary action if the student exhibits behavior that does not comply with acceptable use.

Provisions of Acceptable Use and Unacceptable Use

1. Network Security - Every student and every employee is responsible for maintaining the security of the school system's digital network. In order to maintain the security of the digital network, a student or an employee may not access or attempt to gain access a computer or areas on the digital network that is not normally accessible to him/her through the individual's normal login. No generic logins are to be used unless they are specifically authorized by the Director of Technology.

No student or employee will use a login of another student or another employee. An employee shall not allow a student or an employee or any other person to use this employee's login.

2. Accessing unauthorized websites - A student or an employee shall not access or attempt to access an unauthorized website.
3. Vandalism - A student or an employee shall not destroy, vandalize and/or threaten to destroy computer hardware or software that is the property of the Newton County School System. Employees and students will be held financially responsible for willful damage or destruction of digital equipment.
4. Obscenity - A student or an employee shall not use the EN to access, distribute or store images, or files that are deemed harmful to minors.
5. Bullying - A student or an employee shall not use the EN of the school system to bully or to threaten a student or an employee.
6. Logins for non-employees - Daily substitute teachers are not allowed to have a school system login. Daily substitutes may be provided temporary access to the digital network by the Principal or his/her designate. The Principal has the discretion to allow long-term substitute teachers/administrators, student-teachers or interns to have a school system login.
7. Disclosure of Personal Information - Employees shall not use the digital resources or the digital network to disclose personal information of students or staff unless the employee has obtained written permission from the student's parent or guardian.

8. Commercial Uses - Students and employees shall not use the network for commercial or for-profit purposes.
9. List Servs - Employees shall not post personal messages on the school system's list servs or on the Intranet unless prior approval is obtained from the director of public relations or the director of technology.
10. Downloading and Uploading of Software - Students and employees shall not use the digital resources and the digital network to disrupt the functioning of our schools or our digital network by downloading or uploading software.
11. Streaming Radio - Students and employees shall not stream radio signals.
12. Email - With the permission of the building principal, all students 5th grade through 12th grade are given access to a system-owned email account. All email accounts are to be used for official school system business or for instructional purposes.
13. Students Must Follow Teacher's Directions - Students shall not use the school's digital resources and digital network, or Internet connection in a manner that is inconsistent with a teacher's directions and generally accepted network netiquette.
14. Unauthorized Hardware - Students and employees shall not connect to the wired network or install on the wired network any digital device which are not school system property.
15. Wireless Network - The Newton County School System provides a wireless network for system-owned wireless computing devices. The school system also allows students, employees, and guests to access this wireless network with their personal-owned computing equipment.
16. Mobile Devices - Any students' or employees' personally-owned mobile computing devices are allowed on every Newton County School System campus unless explicitly prohibited. All personally-owned mobile devices are allowed to use the Guest wireless network. Any use of personally-owned mobile devices within a classroom must be approved by the teacher and must be used for instructional purposes only. Attaching any personally-owned mobile device to the wired network is strictly prohibited. The Newton County School System is not liable or responsible for any personally-owned mobile device brought onto any school system property.

17. No student may take a photo or a video of an employee without first obtaining permission from that employee.
18. Pilot Projects - Due to the ever evolving nature of technology, the Deputy Superintendent of Schools or his/her designee is authorized to temporarily suspend any provision of this policy as part of a pilot project or a test of new technology equipment, new technology applications, and/or new technology uses of currently installed technology.
19. Exemptions - Technology Department personnel are exempt from certain provisions of this policy as long as their actions are in accordance with their professional responsibilities.

A representative(s) of the Newton County Schools who has been authorized by the Deputy Superintendent of Schools shall have the right to review and to track any account and/or files accessed or created on its resources.

Student violation of the above rules will include as disposition a student's ban from using the computer resources, the Internet and networks of the Newton County Schools for an appropriate length of time as determined by the administrator with input from the school level technology committee. The penalty for student violation of this policy is at the discretion of the administrator. Penalties may include ISS, suspension and/or referral to a formal hearing, and/or referral to law enforcement officials or juvenile authorities. Restitution for damages may be required.

Employee violation of the above rules will result in a disposition which may include but is not limited to the following: warning, reprimand, suspension, referral to law enforcement officials, and termination.

ADOPTED: 5/21/96

Revised: 1/04/99
11/20/01
4/22/08
6/22/10
3/08/11
2/15/14

Newton County Board of Education