

**Technology and Information Plan  
District of Strafford  
SAU#44**

**Strafford Elementary  
22 Roller Coaster Road  
Strafford NH**



January 15, 2013

**July 2013 - June 2016**

**Approved by the Strafford School Board**  
Date: 5/1/2013

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**Technology Committee**

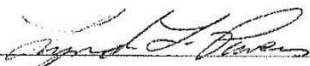
Members:

Jim Bonneau	Chairperson	Director of Technology
Julia Lightner-Fredyma	Teacher	Technology
Karen Beaverstock	Teacher	Grade 8
Linda Hartmann	Teacher	Special Education (Primary)
Chris Gempp	Teacher	Music

**School Board Approval**


The Strafford School Board has reviewed the technology plan for Strafford School for July 2013 through June 2016 and will support the initiatives within the plan by reviewing and approving expenditures and by providing feedback and evaluation as the plan moves forward.

Mrs. Lynda Powers, Chair



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Mr. Dennis Mayo, Principal



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Date: 5/1/13

## **Town and District**

Strafford School District SAU 44  
Strafford Elementary School

The town of Strafford is a small, mostly middle class, rural community of about 3,000 people located in New Hampshire's Seacoast Region. The town is primarily a bedroom community with almost no industrial tax base. The community supports itself and its school almost entirely on residential property taxes. The school uses fund raising activities, grants, donations, and volunteer services to help support technology improvement, student enrichment programs, and curriculum enhancement.

Town government consists of a board of selectmen, a school board, a town clerk, a tax collector, and an administrative assistant. The town has a police department and a fire department. Various other committees and boards support other town activities.

Strafford School District is part of School Administrative Unit 44 (Northwood, Nottingham, and Strafford). The district consists of one school, managed by a school board. The school provides public school education to about 500 students in grades K-8, with three classes at each grade level. The school also provides support and services to 24 home study students. Students from Strafford attend Coe-Brown Northwood Academy for high school.

The main building houses the combined elementary and middle school and consists of 24 classrooms, and the following specialized areas: an art room, a music room, three special education rooms, a Chapter I/Reading Specialist room, a computer lab, a media center, a nurse's office, a gymnasium, a cafeteria, a kitchen, and administrative offices. The second building is a modular unit, housing two administrative offices, a conference room, and two special education classrooms.

The school staff consists of 36 teachers and specialists, 20 support staff, an administrative staff consisting of a Principal, an Assistant Principal/Middle School Administrator, a Director of Technology, two secretaries, and a bookkeeper. A group of 15 to 25 parent volunteers assists the staff with classroom, art, music, computer lab, and extracurricular activities.

Parents and volunteers as well as a very active PTO, play an important role in supporting and guiding the education of the students. Community members attend school board and district meetings to express their support, make suggestions, and vote on the school budget in a public district meeting format.

## **Mission • Vision • Slogan**

### **Mission**

Develop competent staff and students that will integrate the technological and information skills society demands for success. Strafford Elementary realizes technology is a valuable tool in enhancing learning and social development. The school's mission is to integrate technology into the curriculum as readily as pencils and paper. We realize that the specific goals will be constantly changing as new technologies become available.

### **Vision:**

Technology and Information systems will provide learning, hardware, software and an infrastructure that will allow access to new technologies, network resources and Internet resources. The school district will provide funds and human resources to plan, execute and evaluate the technology plan. The Technology Committee will assist in developing a contemporary force that will promote and make available instruction and guidance for the staff, students and parents in how to use the equipment in an proficient manner. The committee will survey and review Staff and Student progress with observations and surveys. The committee will evaluate and update the technology plan.

**Technology Slogan:** Learn to use technology and use technology to learn.

## **Goals**

### **Access to Technology**

Strafford School District will provide equitable access to a wide variety of devices and data, including the Internet, to all students and staff. Hardware, software and infrastructure will be evaluated by yearly inventory and evaluation of the technology resources. Resources will be replaced when no longer able to achieve the desired results or takes too long to achieve the desired results. Generally this time frame has been 5 years for devices.

Desired Results:

1. Maintain secure and reliable access to information stored on the school's computer systems
2. Implement physical, hardware, and software security guidelines to protect data from unauthorized use and damage such as viruses, etc.
3. Have the means to achieve mission critical data.
4. Provide updated content and keyword filtering in accordance with the Children's Internet Protection Act (CIPA) and No Child Left Behind (NCLB).
5. Facilitate access to resources for student and faculty use, such as data storage, remote access accounts, and technology devices.

### **Technology Literacy**

Strafford School District will provide technology education in support of the school curriculums in the following ways:

1. Develop practical use of hardware, software, networks and other digital technologies.
2. Use technology to access, manage, integrate, and create information within the core subject areas.
3. Develop cognitive proficiency in literacy, numeracy, problem solving, decision-making, and special/visual literacy.

### **Professional Development**

Strafford School District staff will have access to technology and be trained to do the following according to the SAU#44 Professional Development Master Plan and Local School Improvement Plan:

1. Integrate technology into the curriculum to enhance student learning.
2. Use hardware, software and networks for tracking and evaluation of students.
3. Provide communication to parents and the community.

### **Community Involvement**

Strafford School District and the Strafford community will work together to provide support for the development of responsible members of society.

1. Maintain communications related to student progress.
2. Keep the community informed about school activities and events.
3. Provide opportunities for the community to participate in the 'vision' of the school.

## Action Plan

### Access to Technology

Strafford School maintains the following technologies and offers related services to all staff and students. Strafford School will make accommodations to allow special needs students access to the same hardware and software as other students. In some cases, specialized devices or equipment may be necessary to provide equal access. We will upgrade and replace equipment and software as needed.

#### Current Technologies

**Networking:** Our server is a Linux based, Dell 2940, that provides a firewall, domain control, proxy service to the Internet, file storage and file sharing, Internet content filtering via Dans Guardian software. The server is connected to a gigabit over copper backbone. Six 100 megabit switches connect all rooms to the backbone via category 5 cabling. Strafford School has 25 wireless access points providing B/G coverage to the network and Internet throughout the building. Strafford currently has a single business class, cable Internet connection that provides approximately 25 MB/sec download speed. This speed is adequate for daily email, and web browsing.

**Computers:** All students have access to a 26 station computer lab. Teachers and students also have access to two 24 station mobile laptop carts. Each classroom has one to three computers for student use throughout the day as directed by the teacher. All PC's and laptops are running Windows XP pro or Windows 7 and Microsoft office 2010. Strafford School also has 6 Mac laptops for video and music applications. We expect to keep computers modern by replacing them every 5 years.

**Devices:** Strafford School will welcome the use of Ipads, Ipods, smartphones, e-readers, and other devices as a method to enhance learning.

**Media Center:** The media center offers computers, digital cameras, recording devices, DVDs, and television to staff and students for the use of content delivery.

**SMARTBoards:** Strafford School has made a large commitment to the use of interactive whiteboards in the form of SMARTBoards. We currently have 30 boards in use in most classrooms and special education classrooms.

**Printing:** Printing is provided by one printer in each classroom, 10 shared color printers and 3 commercial photocopiers.

**Data Storage:** User files are backed up daily to a Linux based server stored in a building separate from the main building. Files are stored for up to 30 days.

**Technology Staff:** The technology department is supported by a full time technology director, full time technology teacher and a full time media generalist.

#### Software and subscriptions:

1. Grades 4-8 use Teacherease for gradebook and report card generation.
2. Star Reading assessment grades K-8.
3. EasyTech and Tech Literacy by Learning.com is used by the Technology teacher to develop knowledge and skills in computer/network fundamentals, keyboarding, word processing, spreadsheets, databases, desktop publishing, graphics, online communication and safety, and multimedia presentations.

4. Alert Now is used to communicate critical information to parents including school closings and school emergencies.
5. Raz Kids is used by grades K-4 to improve reading skills.
6. MMS School Information System and Support is used to centralize student and parent data, which is needed for day to day operations as well as to fulfill state reporting requirements.
7. Snap Nursing Software and Support is used by the nurse to record and administer health related information.
8. Shamrock Lunchroom Software is used by the lunchroom to track monies and meals for students and staff in order to provide reports required by the state and records regarding individual payments and meals to students, parents and administration.
9. MS Office is used by students, teachers and staff for word processing, spreadsheets, database and publishing needs. Current version is 2010.
10. Google Apps for Education to provide email and other collaboration applications.
11. NWEA Measurements of Academic Progress -- computer-based adaptive reading and math assessments for grades K-8.
12. Treasures reading curriculum, grades 1-4.
13. IXL -- online interactive math practice, grades K-8.
14. Finale music composing software for grades 5-8.
15. CASE-E software for special education case management.
16. abcteach -- an educational web site offering thematic units, lessons, etc. for grades K-5.
17. Enchanted Learning -- online educational material for all subjects, primary grades.
18. Brain Pop Jr -- online videos & supplementary materials for all subjects, grades K-4.
19. Brain Pop -- online videos & supplementary materials for all subjects, grades 5-8.
20. Ebsco Host -- variety of primary & middle school online databases for all grade levels.
21. Science A-Z -- online, differentiated science instructional units used by select primary teachers.
22. Reading A-Z -- online reading support; includes leveled books in multiple genres used by select primary teachers.

### **Time Table:**

#### **2013-2014**

- Replace 25 laptops on cart 1
- Replace 25 teacher computers (over 5 years old)
- Explore One to One devices
- Replace Lunch POS software
- Purchase subscriptions above as needed

#### **2014-2015**

- Upgrade wireless to handle 1:1
- Purchase 60 devices for grade 6 (laptops)
- Purchase 60 devices for grade 1 (Ipads)
- Purchase subscriptions above as needed

#### **2015-2016**

- Upgrade Internet connection speed
- Purchase devices for grade 1 and grade 6
- Replace 25 computers > 5 years old
- Purchase subscriptions above as needed



## Technology Literacy

All students have access to the computer lab on a scheduled basis. Grades K-8 complete lessons provided by EasyTech, an online instruction program that is based upon the National Educational Technology Standards (NETS) and the Common Core Curriculum (CCC) standards. Grades 5-8 are instructed on the use of various Google apps and Microsoft products to complete and support classroom curriculum and collect data to document achievements. Eighth grade competencies are measured with EasyTech's TechLiteracy Assessment and 21st Century Skills Assessment. Teachers use a variety of subscription and online tools, as well as SMARTBoards to build lessons that support the curriculum. Kindergarten and special needs students are supported with the use of Ipads, e-readers, document cameras, and online educational material. Students have access to distance learning programs on a case by case basis as approved and funded by the school board.

### National Standards

Information Literacy Standards for Student Learning (AASL/AECT, 1998) describes the content and processes related to information that students must master to be considered well educated. The student who is information literate:

- Accesses information efficiently and effectively
- Evaluates information critically and competently
- Uses information effectively and creatively
- Pursues information related to personal interests
- Appreciates and enjoys literature and other creative expressions of information
- Strives for excellence in information-seeking and knowledge generation
- Contributes positively to the learning community and to society by recognizing the importance of information to a democratic society
- Contributes positively to the learning community and to society by practicing ethical behavior in regard to information and information technology
- Contributes positively to the learning community and to society by participating effectively in groups to pursue and generate information

### Student Outcomes

#### Self-directed learners who

- Pursue knowledge throughout life
- Use systematic processes to seek and use information
- Select discriminately from a wide array of resources
- Read, listen, and view for pleasure

#### Complex thinkers who

- Use pertinent and reliable information
- Judge quality and usefulness of resources for the specific task
- Question the messages presented in the mass media
- Adapt and transfer strategies for seeking information among various technologies
- Solve problems effectively and make appropriate decisions

#### Quality producers who

- Communicate information and ideas through products and presentation
- Use systematic processes to create products

#### Collaborative workers who

- Communicate information and ideas effectively and in a variety of ways
- Recognize that people are sources of information
- Cooperate to complete a task

#### Community contributors who

- Recognize and appreciate similarities and differences in diverse cultures and environments
- Respect ownership of ideas and information
- Adhere to copyright laws, guidelines, and interpretations

## **Professional Development**

Strafford School provides professional development to the staff with six scheduled workshops each year, including optional summer opportunities. This training and ongoing support is provided to effectively integrate technology into the curriculum and instruction using relevant research leading to improvements and academic achievement. We also provide “just in time” training that is delivered by the technology staff on a daily basis. Strafford School has two full-time teachers who are certified SMARTBoard instructors and provide support and encouragement (when available). A weekly/monthly “Tech Talk” group is proposed, where new technologies, software and uses are discussed and demonstrated; along with more collection and distribution of ‘how to’ technology instructional videos made easily available to staff. Teachers also have funding available for additional workshops or course work.

## **Community Involvement**

Strafford School maintains a website that provides information about school events, school board minutes, classroom activities, lunch menus, and information about other events. The school maintains a phone call system to alert parents of urgent messages such as school closings, evacuations, or other urgent messages. The school produces a weekly and monthly newsletter that is published for each home. The community supports the school by volunteering to meet our needs as well as participation in events. The school building is used by the community to provide extra curricular activities that help further the goals of the student’s education. Sports, drama, celebrations, meetings, clubs, are some of the community supported activities. Strafford’s Hill Library is an additional resource for providing student and adult literacy services.

## **Data Collection**

- Strafford School uses technology to communicate activities, events, meetings, progress, and needs to the community.
- The staff completes various surveys to determine the level of knowledge and technology needs annually. These results help define professional development needs.
- The technology director completes the yearly NH School and District Technology Surveys.
- The technology department meets yearly with the technology department at Coe Brown to gather data on how to better prepare our students for success at the high school level.
- NECAP and NWEA tests are given each year. The results are made available and used by teachers to track academic progress, placement and additional resources to achieve goals.

## **Evaluation**

The Strafford School Technology Committee will continually evaluate the use of technology. The technology committee will make daily observations, interviews, surveys and workshops to reveal technology barriers and needs. The committee will evaluate the website, technology budget, and make recommendations. The committee is chaired by the technology director and includes teachers from various grade levels as well as community representation. The committee meets twice a month. The committee will review the technology plan each year and rewrite the plan every three years.

## Budget

The school budget is funded primarily by local school district funds. Federal and other grants are used to supplement the budget. The budget is prepared by the technology director and the media specialist and presented to the principal, who then presents it to the school board for approval. The final budget, with narratives, is voted on by the citizens of the town at a town meeting held in March.

### 2013-2014

<b>Hardware</b>	
Replace 25 laptops on cart 1	<b>20,000</b>
Replace 25 teacher computers (over 5 years old)	<b>20,000</b>
Replace Lunch POS software	<b>8,000</b>
Purchase 20 ipads for K-4 use	<b>12,000</b>
<b>Software</b>	
Purchase subscriptions above as needed	<b>15,000</b>
<b>Professional Development</b>	
Part of Collective Bargaining Agreement & District Budget.	<b>See Collective Bargaining Agreement</b>
<b>Communications</b>	
Printing	<b>4,000</b>
Internet Access	<b>1,500</b>
Communications (website, alert now)	<b>2,000</b>
<b>Total</b>	<b>82,500</b>

### 2014-2015

<b>Hardware</b>	
Upgrade wireless to handle 1:1	<b>13,000</b>
Purchase 60 devices for grade 6 (laptops)	<b>24,000</b>
Purchase 60 devices for grade 1 (Ipads)	<b>24,000</b>
Purchase subscriptions above as needed	<b>15,000</b>
Replace 25 teacher computers (over 5 years old)	<b>20,000</b>
<b>Software</b>	

Purchase subscriptions above as needed	15,000
<b>Professional Development</b>	
Part of Collective Bargaining Agreement & District Budget.	<b>See Collective Bargaining Agreement</b>
<b>Communications</b>	
Printing	4,000
Internet Access	1,500
Communications (website, alert now)	2,000
<b>Total</b>	<b>118,500</b>

### 2015-2016

<b>Hardware</b>	
Upgrade Internet connection speed	2,000
Purchase devices for grade 1 and grade 6	48,000
Replace 25 computers > 5 years old	20,000
Purchase 60 devices for grade 6 (laptops)	24,000
Purchase 60 devices for grade 1 (Ipads)	24,000
<b>Software</b>	
Purchase subscriptions above as needed	15,000
<b>Professional development</b>	
Part of Collective Bargaining Agreement & District Budget.	<b>See Collective Bargaining Agreement</b>
<b>Communications</b>	
Printing	4,000
Internet Access	1,500
Communications (website, alert now)	2,000
<b>Total</b>	<b>142,500</b>

## **Policies and Procedures**

### **Acceptable Use Policy #EGAA**

#### **Purpose**

The rich sources of information available on the Internet hold the promise of greatly enhancing the quality of education available to all students and staff. Therefore, Internet access will be made available to students and staff in the district for the purposes of communication, research, and education. It is our intention to provide an Internet environment that is safe and appropriate for the maturity level and needs of users. Internet access by students will be dependent upon the age of students.

**Grades K-3:** *Use will be project-focused, adult directed, and supervised.*

**Grades 4-5:** *Use will be project-focused, adult guided, and supervised.*

**Grades 6-8:** *Use will be project-focused and adult monitored*

**Employees, Volunteers and other users:** *Project focused, self directed and self supervised.*

#### **Disclaimer**

The user is ultimately responsible for his/her actions in accessing network services.

District administrators have the right to review any material stored on district computers and to edit, take possession or remove any material. I hereby waive any right of privacy which I may otherwise have to such material.

The district will not be liable for any direct or indirect, incidental or consequential damages due to information gained and/or obtained via use of the district's network resources.

The district does not warrant the functions of any district network, or any network accessible through district resources, will meet any specific requirements you may have, or that the network resources will be error free or uninterrupted.

The district shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use district networks and resources.

The use of the district network(s), including access to public networks is a privilege which may be revoked by administrators at any time for violation of the Acceptable Use Policy or code of conduct. The district will be the sole arbiter(s) of what constitutes a violation of the Acceptable Use Policy or Code of Conduct.

#### **Use of District Technology**

**All users must abide by the Computer Software policy #6164**

All Software will be installed and maintained by the Director of Technology

**Students.** may participate in an instructional setting where the instructor is directing the Internet navigation without parental consent. Students must have an agreed parental consent form on file to be allowed to use the Internet in a non adult directed setting They may not access the Internet independently without parental consent. Students in grades 4-8 must also complete an Internet use program and have a student signed copy of the Acceptable Use Policy on file to be able to use the Internet in a non adult directed setting.

**Staff** must have a signed copy of the Acceptable Use Policy on file, showing their agreement to abide with the policies in order to have the privilege of using District computers, and network resources.

All Software will be installed and maintained by the Director of Technology

#### **TECHNOLOGY CODE OF CONDUCT**

Protect your password

Be ethical and courteous

Respect the privacy of others

Respect copyrights; always cite sources

Be kind to equipment

Access appropriate internet sites only

Never give out personal information on the net. Alert your teacher if you meet someone suspicious

Finish your food or drink before sitting down at the computer

Submit only your best work for publishing or posting to the WEB

**Infractions** will be handled according to the school's discipline policies and may lead to a denial of use of equipment, suspension, expulsion or termination of employment.

Some examples of such unacceptable use of Computers and or Alpha Smarts

Using the network for any illegal activity, including violation of copyright or other contracts

Using the network for financial or commercial gain

Using the network for personal business in a way that impedes professional duties.

Creating harassing, attacking, threatening, offensive or obscene documents or images

Degrading or disrupting equipment or system performance

Vandalizing the data of another user

Wasting resources

Gaining unauthorized access to resources  
Invading the privacy of individuals  
Using an account owned by another user  
Posting personal communications without the author's consent  
Posting anonymous messages.  
Students using any form of chat or instant messenger  
Using the computer to complete phone calls  
Accessing any Internet site that is not related to school work.  
Filling out any surveys or requests for any information  
Downloading, Uploading, or installing software programs  
Accessing another person's information without permission  
Violating copyright laws  
Installing software that does not legally belong to the school

Blocking software is in place on the school's network in an effort to prevent students from accessing inappropriate information or web sites.  
Access to an inappropriate site must be reported to an adult immediately

Students should use the school's web site to find links to acceptable sites. [www.straftford.k12.nh.us](http://www.straftford.k12.nh.us)

A student's copy of this policy will remain in force as long as the student is enrolled at Straftford School with a renewal at the beginning of the fourth grade.

A staff member's copy of this policy will remain in effect as long as the staff member is active

**All Users:** I, \_\_\_\_\_, hereby certify that I will abide by the conditions set forth in this document, the Acceptable Use Policy and the Code of Conduct.

\_\_\_\_\_  
**Signature of User (grades 4-8 and Staff):**

\_\_\_\_\_  
**Date**

**Independent Use for grades 4-8**

**As a Parent/Guardian, I support the conditions of this document and give my permission for my child to access the Internet in a non adult directed setting.**

\_\_\_\_\_  
**Signature of Parent/Guardian:**

\_\_\_\_\_  
**Date**

## **Computer Software**

### **POLICY #6164**

1. Strafford School, recognizing that it has a responsibility to uphold the law and to influence its students and staff to do the same, is committed to upholding copyright law. Just as it is wrong to buy one textbook and copy it for use by many students, it is wrong for students and staff to copy software without authority from the software publisher. The school shall make every effort to uphold the law because by this example, students will learn to have respect for intellectual property.
2. Software is a new form of intellectual property, and, like other forms of intellectual property, such as books, CDs, and films, is protected by copyright law. The law protects a \$25 game and a \$495 word processor, equally. Unauthorized duplication of software is copyright infringement whether done for sale, for free distribution, or for the copier's use. Ignorance of the law does not excuse the copyright violator.
3. The owner of a software copyright is protected by Title 17 of the US Code - the Copyright Act. Under the Act, copyright owners have "the exclusive rights" to "reproduce the copyrighted work" and "to distribute copies.. .of the copyrighted work" (Section 106). The Act also says that "anyone who violates any of the exclusive rights of the copyright owner... is a violator of the copyright" (Section 501) and is subject to penalties.
4. The purchaser of a copy of software has the right to put it on a single computer and to make another copy "for archival purposes only". Loading a copy onto another computer or making a copy for any other purpose, unless permission has been given by the copyright owner, is illegal. Penalties include liability for damages to the copyright owner plus any profits gained by the copying, or statutory damages up to \$100,000 for each infringement. Unauthorized duplication of software is also a Federal crime if done "willfully and for purposes of commercial advantage or private financial gain." Criminal penalties include fines up to \$250,000 and jail terms up to five years.
5. Strafford School shall adhere to the following specific policies to implement its overall policy of upholding copyright law as it applies to software:
  - a. Only two types of software shall be used on school computers-software obtained by the school from authorized vendors, developers, or distributors, for which the school has a bona fide record of ownership, and software donated to the school on original diskettes accompanied by original manuals, for which the school has a bona fide record of the donation.
  - b. The school's staff and students shall not make copies of software on any school computer. The only exception are copies, such as archive copies or site license copies, authorized by the software publisher.
  - c. At any time, should an illegal copy of software be discovered on a school computer, it shall be removed, immediately. The school's computer coordinator shall maintain a computer software inventory list and shall conduct periodic audits of school computers to assure that illegal copies of software are not loaded on any computer.
  - d. Training and materials shall be provided to both staff and students to make them aware of the school's policy regarding computer software and the reasons for that policy. The training shall include the ethical and practical considerations of software copyright infringement.

Amended by the Board

Adopted by the Board December 14, 1995 April 12, 1995

THE STRAFFORD SCHOOL BOARD

Dr. Alfred Olson, Chair

Mr. Bruce Patrick

Mr. Gary Broadbent

## **Data Management**

### **POLICY #EH -**

### **DATA MANAGEMENT**

#### **(Public Use of School Records)**

The Superintendent is hereby designated the custodian of all records, minutes, documents, writings, letters, memoranda, or other written, typed, copied, or developed materials possessed, assembled, or maintained by this District.

1. All requests for public information are to be forwarded to the Superintendent immediately upon receipt. The Superintendent shall thereupon make a determination as to whether or not the information requested is public in nature. If public, the Superintendent shall provide the information in a timely manner which does not disrupt the operation of the schools.
2. In accordance with RSA 91-A:4, if the Superintendent finds the information to be public in nature, he or she shall direct that it be reproduced on the premises. The party requesting the information is to be charged the cost of reproduction and any other expenses entailed in locating and retrieving the information. If the information is in active use or otherwise unavailable, the party requesting the information will be notified immediately upon its becoming available.
3. If the Superintendent finds the information not to be public in nature, he or she shall so inform the requesting party and shall for no reason release such information.
4. If the Superintendent is unable to ascertain whether or not the information requested is public in nature, he or she is hereby authorized to request, on behalf of the Board, an opinion from the Board's attorney as to the nature of the information. Such opinion requests will be made within ten (10) days of the original request for the information. The Superintendent shall notify the person requesting such information that an opinion is to be requested of the attorney and shall notify such person immediately upon receipt of an answer from the attorney.

Legal Reference:

RSA 91-A:4, Minutes and Records Available for Public Inspection

Appendix EHB-R

ADOPTED BY THE BOARD

May 28, 2008

THE STRAFFORD SCHOOL BOARD



## **Computer Security**

### **POLICY #EHAA - COMPUTER SECURITY, E-MAIL AND INTERNET COMMUNICATIONS** **POLICY**

#### **Also EGA**

The District has established this policy with regard to access and disclosure of electronic data composed, stored, sent, or received by employees using the District computer system. This policy is designed to protect the safety and security of the District's computer systems including E-mail and internet use.

The District intends to enforce the rules set forth below.

1. The computer hardware, software and E-mail system are owned by the District, and all messages or data composed, stored, sent, or received using the system are and remain the private property of the District. They are not the property of the employee.
2. The computer and E-mail system is to be used for business purposes only. Personal business is unauthorized and should not be conducted on the system.
3. The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
4. The District prohibits discriminatory, harassing, or offensive materials in any form of media. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
5. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
6. The District reserves, and intends to exercise without prior notice, the right to read, review, audit, intercept, access or disclose any and all information on an employee's computer system or messages created, received or sent over the electronic mail system for any purpose, even if encrypted or password protected.
7. The confidentiality of any message or data should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality, or that the District will not retrieve it.
8. Notwithstanding the District's right to retrieve and monitor any E-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail that is not sent to them. Any exception to this policy must receive prior approval by the Superintendent.
9. Any employee who violates this policy or uses the computer system or electronic mail system for improper purposes shall be subject to discipline up to and including discharge.
10. The District has the authority to terminate or limit access to any program at any time.
11. Personal disks cannot be used on the system unless pre-authorized by the computer coordinator.

Legal Reference:

RSA 194:3-d, School District Computer Networks

ADOPTED BY THE BOARD

June 11, 2008

THE STRAFFORD SCHOOL BOARD

## **Internet Safety**

### **Social Media**

#### **Policy #GBEBD - EMPLOYEE USE OF SOCIAL technologies**

*See also GBEBB, JICDAA*

**PURPOSE:**

To insure that Strafford School District employees use social technologies in a manner that supports the mission of the school

**POLICY:**

The Strafford School Board wants to be sure that employees are aware that their use of social technologies cannot undermine the mission of or their role at the school. To this end the following is in place:

All Strafford School District (Strafford School) employees are reminded that they are professionals who serve as role models for students and should therefore refrain from any communication, electronic or otherwise, which undermines their effectiveness as employees of an educational enterprise. Strafford School employees must maintain appropriate boundaries between students and themselves even when they are off-duty. Strafford School employees who violate this policy may face discipline and/or dismissal, in accordance with other school policies. For example, off-duty conduct involving electronic communication that is immoral may lead to discipline or dismissal.

Employees shall not post any Strafford School data, documents, photographs or other District owned or created information on any website or in any electronic document without prior written administrative approval. The posting or communication of any private or confidential District material by any electronic means is strictly prohibited.

Strafford School employees are prohibited from engaging in any electronic communication that violates the law, school policies, or other standards of professional conduct. Accessing websites like Facebook and MySpace, chatrooms, and blogs, and using computers or mobile phones to send or receive inappropriate text or instant messages, emails, or tweets during school hours is prohibited. Employees who violate this policy may face discipline and/or termination, in line with other school policies, if applicable.

To that end, Strafford School, discourages its employees from engaging in the following problematic conduct as such conduct may be immoral or illegal and/or constitute misconduct, or demonstrate lack of appropriate boundaries:

Inviting students to be "friends" through an Internet site or accepting such invitations from students

Socializing with students outside of school on social networking websites, chatrooms, blogs, and other websites including but not limited to MySpace, Facebook, and Twitter

Communicating with students via email, instant message, text message, or other electronic means in an overly casual, unprofessional, inappropriate, or offensive manner

Creating, possessing, managing, or having a website that contains immoral pictures, video, or text, or other information or links to such information

Using the Internet, email, instant message, text message, or other electronic means to disparage or ridicule students or staff in a manner that is disruptive to the operation of the school or defamatory

Texting and pixing to students

Nothing in this policy prohibits Strafford School employees or students from using educational websites or electronic communication solely for educational purposes.

School employees are expected to behave honorably in both real and virtual (online) spaces. Your online behavior should reflect the same standards of honesty, respect and consideration that your use face-to-face.

Further, personal information posted online is not truly private as it creates a permanent record that may be retrieved and retained, and thus any expectation or privacy may be unwarranted. Information posted online is routinely reviewed by potential employers and may impact future employment opportunities.

**ADOPTED BY THE BOARD**

June 8, 2011

**THE STRAFFORD SCHOOL BOARD**

## Web Publishing

### **Strafford School** Parent Permission Form for World Wide Web Publishing of Student Work

*Strafford school anticipates publishing student work to the World Wide Web via our school's web page and other educational web sites. Publishing work is a way for students to proudly display their quality work and can have a powerful impact on student learning. Students will be able to share their work with the Strafford School community, as well as the global school community. Web publishing is also a wonderful way for students to share their school experiences with families, grandparents, aunts, uncles and other relatives, whether living in Strafford or in other parts of the world.*

Name of Student \_\_\_\_\_

**Name of Parent or Guardian** \_\_\_\_\_

I understand that my daughter's or son's artwork, writing, and/or photograph will be under consideration for publication on the World Wide Web (WWW), a part of the Internet. No surname, home address or telephone number will appear with such work.

This form will remain in force as long as the student is enrolled at Strafford School.

I grant permission for the WWW publishing as described above.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

I do not grant permission for the WWW publishing as described above.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

## Equipment Disposal

# SCHOOL ADMINISTRATIVE UNIT #44 Strafford School District Strafford, NH

### SALE OR DISPOSAL OF SUPPLIES OR EQUIPMENT

No equipment or supplies shall be disposed of, sold, or donated until permission has been received from the Strafford School Board. The board, in conjunction with the administration, shall determine the salable value of the equipment or supplies, if any, and shall authorize the sale or disposal of same following the guidelines listed below.

The Strafford School Board authorizes the disposition of obsolete, unusable, or surplus supplies and equipment:

1. By selling to the highest bidder or whatever other business arrangement is found to be in the best interest of the school district.
2. By donating such items to staff, students, parents, citizens or other schools or charitable organizations as practical and appropriate.
3. By disposing of said equipment or supplies at an appropriate transfer facility following all Town of Strafford and State of NH disposal regulations.

Obsolete equipment shall be defined as:

- equipment that is in working or repairable condition that no longer meets the needs of the school*
- equipment that is not compatible with other equipment in the school*
- equipment that is not repairable or usable by another party*

The administration, in conjunction with the facilities manager, Director of Technology, Media Generalist, or other school personnel, will determine if equipment or supplies are unusable or obsolete and shall present a complete list of such items to the Strafford School Board for review.

Once approved for sale, donation, or disposal by the Strafford School Board, the administration, in conjunction with the Facilities Manager, the Director of Technology and/or the Media Generalist, shall oversee the disposal of obsolete or unusable equipment or supplies.

Any equipment sold or donated will be sold or donated with no guarantees of any kind. The school district will not provide any technical support or training in conjunction with the sale or donation of equipment, will not be responsible for delivery of said equipment, and will not be responsible for any damage or loss connected with the sale, transfer or use of said equipment

Revenue derived from the sale of obsolete or unusable equipment will be entered as an unanticipated revenue in the school district budget or as determined by the Strafford School Board.

Fixed asset inventories will be amended to reflect changes in values brought about by the disposal of equipment.

## **Strafford School Technology Donation Form**

I hereby give to Strafford School of Strafford New Hampshire the following items. The items are given as a gift with no monetary or other implied compensations. The Strafford School may use or dispose of the donated items in any way they choose.

Donor information

Name:	Date:
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Company:
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Street:
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City:	State:	Zip:
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Phone:
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Send Thank you and receipt to:

Name:
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Company:
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Street:
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City:	State:	Zip:
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Donor shall determine the fair market value of the items.

Quantity	Item	Model	Serial #	Estimated Value
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On behalf of the Strafford School, I accept the above items as a donation to the school.

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Director of Technology Date

SCHOOL ADMINISTRATIVE UNIT #44  
 Strafford School District  
 Strafford, NH 03884

POLICY #EHR - LOCAL RECORDS RETENTION SCHEDULE

<u>TYPE</u>	<u>LOCAL/STATE RECORD RECOMMENDED</u>	<u>STATE/FEDERAL MANDATED RETENTION</u>
<u>Business Records</u>		
Accident Reports		
Employee	6 years of term of employment	
Student	6 years after age of majority	
Annual Audit	Permanent	
Annual Report (District)	Permanent	
*Application for Federal Grants		5 years
Architectural Plans	Permanent	
Engineering Surveys		
Asbestos Removal		
Bank Deposit Slips	Keep until Audit	
Bond Issue Materials	Permanent	
Child Labor Permits	1 year	
Contracts	1 year	
Certified Educator	Permanent	
Collective Bargaining Agreements	Permanent	
Correspondence for Business	4 years	
Deeds	Permanent	
District Meeting Minutes & Warrant	Permanent	
*Enrollment Reports		
Resident Pupil Membership Form	14 years	
Fall Reports A-12-A(RSA 189:28)	Permanent	
*Pupil Registers (RSA 189:27-b)		Permanent
School Opening Reports	3 years	
Statistical Report A-3 (RSA 189:28)	Permanent	
*Federal Projects Documents submission of final documentation for there is an ongoing		5 years after audit report and expenditures, unless audit.
FICA Reports - monthly	6 years	

<u>TYPE</u>	<u>LOCAL/STATE RECORD RECOMMENDED</u>	<u>STATE/FEDERAL MANDATED RETENTION</u>
<u>MANDATED RETENTION</u>		
Quarterly Form 941		6 years
Field Trip Requests/Confirmation	1 year	
Fixed Assets Schedule	Permanent/as updated	
Form C-2 Unemployment	6 years	
Wage Report (DES100)		
Invoices	Until audit	
MS-22 Budget Form	6 years	
MS-23 Budget Form	6 years	
MS-25 Financial Report	6 years	
Minutes of Board Meetings	Permanent	
*Mandated by State or Federal Law		
Purchase Orders	Until Audit	
Request for Payment Vouchers	Until Audit	
Requisitions	Until Audit	
*Retirement Reports		1 year
Monthly		
Student Activities Records/Accounts	Until Audit	
Time Cards		
Bus Drivers	5 years	
Custodial	5 years	
Secretarial	5 years	
Substitute Teachers pay slips	5 years	
Travel Reimbursements	Until Audit	
Treasurer's Receipts		
Canceled Checks	6 years	
Treasurer's Report	6 years	
Vocational Education		
AVI Forms	1 year	
Vocational Regional Contracts	20 years	
Federal Vocational Forms		6 years
Voucher Manifests	Until Audit	
*W-2's Yearly		6 years
*W-4 Withholding Exemptions		6 years
*W9		6 years
*941-E Quarterly Taxes		6 years

<u>TYPE</u>	<u>LOCAL/STATE RECORD RECOMMENDED</u>	<u>STATE/FEDERAL MANDATED RETENTION</u>
<u>Personnel Records</u>		
Application, including Criminal Records	Term of Employment	
Attendance Records		
Leaves	1 year	
Request for Leaves	1 year	
Class Observation Forms	1 year	
Criminal Record Check	Term of Employment	
*Civil Rights Forms		6 years
Dues Authorization	Term of Employment	
Evaluations	Term of Employment	
Medical Benefits application	Term of Employment	
Medical Examinations	Term of Employment	
Re-employment Letter of Assurance	1 year	
Retirement application	Term of Employment	
Separation from employment form/letter	6 years	
Staff Development Plan	Term of Individual's Plan	
<u>Student Records</u>		
Disciplinary Reports	Term of Enrollment	
Early Dismissal	1 year	
Emergency Information Form	1 year	
Health and Physical Records		
including Immunization Record	Term of Enrollment	
Medical Reports	Term of Enrollment	
Registration Form	Term of Enrollment	
*Applications for Free Lunch		6 years
Transcripts		Permanent
Attendance	Permanent	
Grades	Permanent	
Assessment Results	Permanent	
<u>Internal Records</u>		
Child abuse Reports/ Allegations	Permanent	
Criminal Investigation	Permanent	
Criminal Record Checks		
Unsuccessful/Unfavorable	1 year	
Personnel Investigations	Permanent	
Sexual harassment	Permanent	



TYPE LOCAL/STATE RECORD

STATE/FEDERAL  
RECOMMENDED

MANDATED RETENTION

Special Education Records

At a minimum records for special education students should be kept as long as the student is in a program and there is district liability for the education of the student. Given court decisions that are retroactive it might be prudent to retain records for at least six (6) years after the termination or completion of the program

*Reference Policy: EH & EHB*

**ADOPTED BY THE BOARD  
September 22, 1999**

**THE STRAFFORD SCHOOL BOARD**

**Mr. Bruce Patrick, Chair  
Mr. Mark Dolan, V. Chair  
Ms. Jane Vachon  
Mr. Steve Leighton  
Ms. Joanne Piper-Lang**

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