



Respectable Use Policy

Garrett-Keyser-Butler Community School District

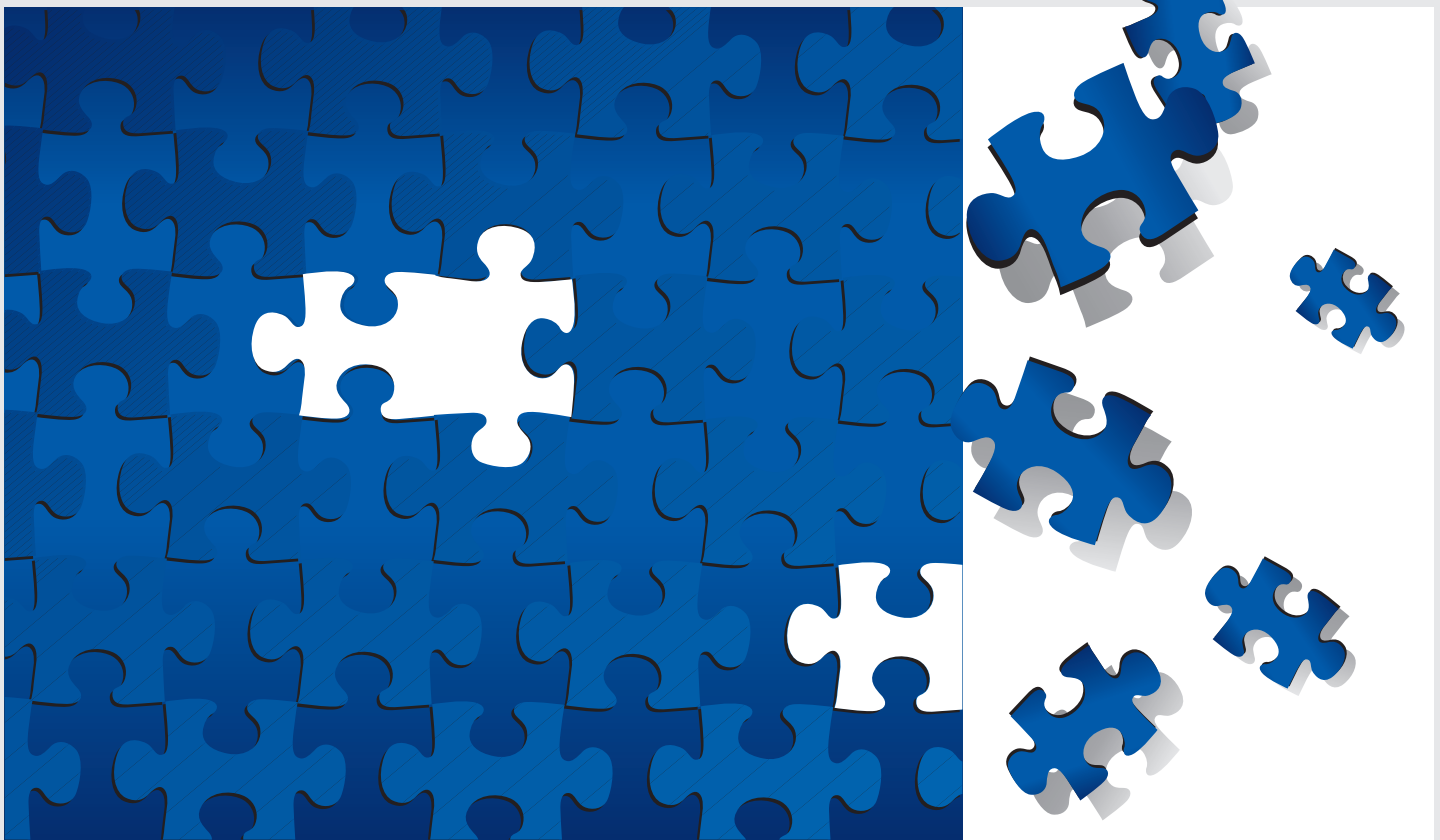
August 2011

technology plays a critical role in meeting the needs of ranging abilities

Garrett-Keyser-Butler Community School District, believes that technology plays a critical role in meeting the needs of a ranging abilities, cultural backgrounds and populations represented in the district. To ensure technology plays a vital role, this policy provides guidance for appropriate technology utilization and integration into the curriculum, as well as infusion into GKB Schools administration and management.

The following document explores these key areas:

- Purpose
- Defining the Scope
- Guidelines
- Desired Outcomes
- Implementation
- Utilization
- Digital Citizen Respectable Use Policy



Purpose:

The purpose for the Respectable Use Policy is to foster and support creativity and innovation in the pedagogical shift from a traditional teaching model to guiding, facilitating and exploration infusing technology to meet the needs of learners with ranging abilities, backgrounds and populations in GKB CSD.

Additionally, the Respectable Use Policy establishes and maintains guidelines and procedures for appropriate technology utilization and infusion in the classroom, in the schools, and district administration. These procedures allows for planning and evaluation to more effectively prepare students for the transition from school to work for success in the workplace, and to improve the operations of the school district.

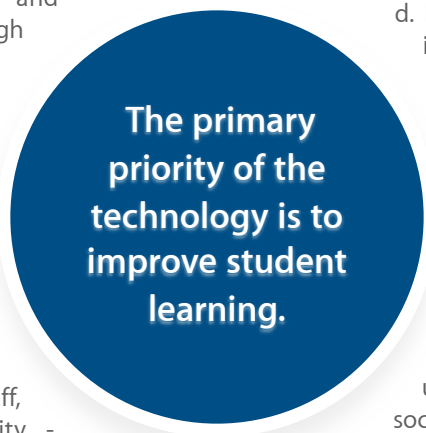
Defining the Scope:

For the purpose of this policy, technology is defined as, but not limited to the following:

- a. Instructional and Administrative staff workstations (laptops and portable devices), scanners and other peripherals;
- b. Campus and departmental local area networks (LAN) (both wired and wireless), including wiring, hubs, routers, transmitters/receivers and other devices;
- c. Servers; including instructional lab servers, CD-ROM servers, video servers, file and print servers, database servers, internet proxy caching servers;
- d. Telephone systems; including primary systems, integrated voice response/management systems, automatic dialing systems;
- e. Video capturing, broadcast, receiving, and distribution systems; Teleconferencing systems; Learning resource management systems
- f. Radio/Paging/Intercom systems

Guidelines:

- a. The primary priority of the technology is to improve student learning.
- b. Technology should always encompass teaching, learning, and management.
- c. The network will integrate voice, data, and video communications systems.
- d. The data architecture will be based on an enterprise-wide network using client-server technology.
- e. Database management software will be relational and able to run on district approved operating systems and hardware platforms.
- f. Information management will be bi-directional, allowing data query, reporting and analysis as well as entry by authorized users.
- g. All personal and mini-computers and peripherals will be interconnected through the district network.
- h. Uniform technology support services will be made available throughout the district.
- i. All technology resources and staff will be coordinated and integrated with appropriate curriculum initiatives and staff.
- j. The system will be accessible to staff, students, parents, and the community - protected with security measures which prevent and detect/monitor unauthorized and inappropriate use.
- k. Provisions must be made for keeping the technology current, within available resources, including policies on replacement or upgrade based on a life-cycle process.
- l. Appropriate training and professional development will be provided to teachers, staff, and administrators to ensure timely implementation and effective use as well as a process will be established to monitor the effectiveness of technology project implementations.
- m. Student safety, security, and compliance with laws governing records (d) are of primary concern and will be considered in the implementation of all technologies.
- n. GKB Asset tags will be adhered to all devices distributed by the district to staff and students. Removal of these tags is considered vandalism and will be enforced as such with disciplinary measures.



Outcomes:

- a. Technology will be appropriately and equitably integrated into instruction and management and used by all students and staff as an integral component of school improvement and student success. Improving student performance and achievement, increasing staff productivity, and ensuring efficiency of the day-to-day operations of the school district are the essential reasons for the use of technology
- b. All school classrooms, media centers, and offices and all district departments and offices will be electronically networked and equipped, providing all staff, students, and administration equitable and easy access to information technologies for teaching, learning, management, and day-to-day operations.
- c. All high school graduates will be prepared to use multiple technologies upon entrance into the work force and/or higher education.
- d. New and emerging technologies will be incorporated into school curriculum and will be integral elements of school improvement and accountability.
- e. Organizational productivity and efficiency will increase as technology is infused into the workplace.
- f. Utilization of collaborative devices and applications, such as smart phones and cell phones, wikis, multi-user virtual environments, games and social networks will play an integral part of student coursework.
- g. The local community will recognize district schools and departments as resources; and the number and quality of partnerships and cooperative endeavors will increase.
- h. The decision-making process will be improved as technology facilitates the flow of information and the communication process, within the district, the state, and the world.
- i. Improved communication between schools and institutions of higher education will increase the sharing of best practices as well as enhance pre-service and inservice training and emphasize technology integration into the curriculum.
- j. All departments responsible for technology planning will work collaboratively with state, and government groups to investigate current, advanced, and emerging technologies and to identify or develop efficient and cost-effective applications.



Implementation:

The GKB Superintendent will ensure the Technology Advisory Committee completes the following:

1. Consult and collaborate on a continuing basis with education, business, community, and government groups locally, regionally, and nationally.
2. Identify student competencies in using technologies to access, analyze, apply, and communicate information and incorporate them (21st century skills - ISTE standards).
3. Identify staff competencies in integrating and applying information technologies in instruction and management and incorporate these competencies as part of the evaluation process (NETS Standards).
4. Continually update ongoing staff development program to support technology usage and integration along with Full Sail University.
5. Review and/or establish documents as needed on copyright, acceptable use, and other ethical use policies.
6. Identify, document, and evaluate core processes that need improvement or re-engineering to maximize the productivity and educational benefits from technology investments.

Utilization:

All use of telecommunication services and networks shall be consistent with the mission, goals, policies, and priorities of the GKB Community School District.

2. Successful participation requires users to regard it as a shared resource and that members conduct themselves in a responsible, safe, ethical, and legal manner while using the network.
3. Staff and students who are exchanging communication with others outside the school are representing Garrett-Keyser-Butler CSD and should conduct themselves appropriately.
4. Use of these services shall be properly monitored and, users of the network shall be protected from harassment or unsafe, unwanted, or unsolicited contact.
5. Technology owned or leased by the School District shall not be used for advertising or otherwise promoting the interests of any commercial, religious, political or other non-district agency or organization except as permitted through board approved agreements, school board policies or Superintendent.

Respectable Use Policy for Digital Citizens in Garrett-Keyser-Butler Community School District

GKRB CSD

Respect Yourself. I will show respect for myself through my actions. I will consider the information and images that I post online and will not post personal information about my life and experiences.

Protect Yourself. I will ensure that the information I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any inappropriate behavior directed at me and will protect passwords, accounts and resources.

Respect Others. I will show respect to others. I will not use electronic mediums to flame, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are inappropriate and will respect my rights of access.

Protect Others. I will protect others by reporting abuse, not forwarding inappropriate materials or communications; and not visiting sites that are degrading, pornographic, racist or inappropriate.

Act With Integrity. I will cite sources for media and information. I will purchase, license and register all software. I will purchase my music and other media, and only use it for my personal needs.

Protect Intellectual Property I will protect intellectual property by purchasing, licensing and registering all software and by purchasing my music and other media while refraining from distributing these in a manner that violates their licenses.

Parent Signature:

Student Signature:

Date:

Equipment warranty agreements will cover the cost of malfunctions in hardware. The GKB repair fund will cover the cost of hardware malfunctions outside of the warranty periods. The following schedule of fees will be assessed for intentional damage or vandalism to the equipment.:

Macbooks and Netbooks:
Broken Screen Repairs - \$200.00
Broken Trackpad - \$140.00
Broken DVD Drive - \$200.00
Keyboard Replacement - \$145.00
Power Adapter Line - \$85.00

iPad:
Broken Glass- \$230.00
Headphone Jack Replacement- \$190.00
Power Adapter Line - \$30.00