
SAU 56

SOMERSWORTH AND ROLLINSFORD
SCHOOL DISTRICTS

PLAN FOR EDUCATIONAL TECHNOLOGY

A THREE-YEAR PLAN FOR JULY 2009 THROUGH JULY 2012

51 West High Street

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TECHNOLOGY COMMITTEE MEMBERS

SAU Office

Karen Soule, Superintendent of Schools

Catherine Brophy, Technology Integrator
Committee Chair

Rich Salvati, Backbay Networks

Community Members

Chris Stone, Backbay Networks

Tom Lebel, Rollinsford parent

Maple Wood School

Eric Mommsen, Teacher

Michelle Sleeper, teacher

Pam Martin, Teacher

Sharon Lampros, Principal

Rollinsford Grade School

Rita Connolly, Teacher

Middle School

Kevin Mosher, Teacher

Somersworth School Board

Jerry Perkins

High School/Vocational Center

ABOUT SAU 56

Somersworth

Somersworth is located in the seacoast region of New Hampshire, adjacent to the Maine border and has an approximate population of 12,000, residing on 9 square miles, making it the 4th most densely populated area in the state. Somersworth School District's 1800 students attend Hilltop Elementary School, Maple Wood School, Middle School and Somersworth High School and Career Technical Center.

MISSION:

Somersworth School District is committed to using the resources it has to inspire all students to excel, to develop a thirst for knowledge, and to teach the essential skills necessary to be caring, contributing and responsible individuals in an ever changing world.

Rollinsford

The rural town of Rollinsford, approximately 7.5 square miles, is bordered by Somersworth, Dover, and South Berwick, Maine, with a population just under 3,000. Rollinsford Grade School provides education for approximately 190 students in grades K-6. Rollinsford students in grades 7-12 attend Somersworth Middle and High School.

MISSION:

Our mission is to create a partnership among families, schools and the community in which education is paramount.

Within this partnership, our goal is to provide challenges and opportunities that address the learners' unique qualities and abilities within a caring, nurturing and exciting atmosphere.

We expect students will leave our schools as self-confident individuals who:

- are well educated;
- have a passion for lifelong learning;
- are good citizens who contribute to the lives of their families and their community;
- are open-minded, with an ability to adapt to and contribute to a diverse and changing world; forge a link, through their lives, to the future of our country and our world.

SAU 56 TECHNOLOGY VISION STATEMENT

It is our vision that the skillful application of technology will enhance every aspect of our teaching and learning.

- We envision integrating current and emerging technologies into our approved curriculum as tools that support teaching and learning.
- We envision an on-going program of professional development to maintain current staff knowledge in a changing technological landscape, to the advantage of all learners.
- We envision our students, staff, administrators, and community using district technology to enable information sharing.
- We envision appropriate business and educational records being maintained and secured for reference and analysis in the district's electronic management system.
- We envision the adoption of appropriate adaptive and emergent technologies to ensure the achievement of our educational goals.

SAU 56 NETWORKS

Somersworth District

Somersworth's approximately 500 computer systems and servers utilize Microsoft-based products, with most of our key servers running Windows Server 2008. All Somersworth workstations are equipped with Windows XP for an operating system, Microsoft Office 2003 Professional for office productivity, and Macromedia Studio 8 for web development services such as Dreamweaver and Flash. Every staff member has an e-mail account on our Exchange server, which allows staff access to Outlook 2003 from anywhere.

The Library uses Sagebrush Spectrum (Winnebago) for its online cataloging system.

All schools are equipped with a T1 Internet connection with the exception of the High School, which has a Comcast cable connection in addition, to help speed along traffic during busy periods of time. Our average network speed is 100 Mbps. By default, the firewall will only allow basic internet traffic such as web browsing, FTP access, and some other basic functions.

Additionally, an iPrism content filtering device blocks content that is both inappropriate, and not school-related. This means that in addition to blocking pornographic sites, many online game sites and other recreational sites are also blocked. Because we only have a finite amount of bandwidth for our Internet connection, other sites such as streaming music and media sites are also closed off. Sites such as YouTube and Google Video are allowed as an exception, but for instructional purposes only. Most web-based e-mail sites are also blocked. Somersworth staff is encouraged to use SAU56 e-mail services only.

As for computer equipment itself, no personal computers are allowed on the network. These devices pose as a security and stability issue, and will be removed from the network if found. Because of restrictions with copyright and licensing agreements, most software will need to be installed by an authorized IT staff member.

An IT Helpdesk service allows you to submit requests to have problems looked at, or other computer requests you might have. This allows us to keep accurate records of all technology related tasks.

Rollinsford School District

Rollinsford's 52 computers are operating a combination Windows 2000, XP and Vista. Rollinsford is using Barracuda to filter its Internet content.

Rollinsford Library uses Follett for its automated cataloging. Internet service is provided by Comcast. Local area network (LAN) speed is 100 Mbps.

GOALS FOR EDUCATIONAL TECHNOLOGY IN SAU 56

GOAL 1: COMPUTERS AND HARDWARE

Currently, each school within SAU 56 houses its own LAN server using a point-to-point T1 connection back to the High School, except the Middle School which connects back to the High School using fiber optic cable. Internet is provided through the High School's T1 connection, except for the High School itself, which gets its Internet access through Comcast.

The SAU 56 school libraries maintain reference computers, as well as a variety of technology equipment to be signed out and used by classroom teachers, including, multimedia carts, projectors, and interactive white boards. The High School Library also maintains a computer lab with 25 work stations which teachers may use with their students.

SOMERSWORTH SCHOOL DISTRICT:

- The current ratio of computers in grade 9-12 classrooms is 1:2.5;
- The current ratio of computers in grades 5-8 classrooms is 1:5
- The current ratio of computers to students in Hilltop Elementary grades 1-4 is: 1:4
- The current ratio of computers to students in Maple Wood Elementary grades K-4 is: 1:7

ROLLINSFORD SCHOOL DISTRICT:

- The current ration of computers to students in Rollinsford grades K-6 is: 1:4

*This includes all computers students have access to; teachers are not assigned computers

Our computer and hardware goals focus on:

- maintaining and upgrading equipment to accommodate the use of 21st century tools, including student management system and financial management software

- increasing student access to technology with the addition of wireless mobile laptops and other digital tools such as interactive whiteboards, digital projection systems, and multimedia carts

- improving the network capacity to maintain and implement SAU wide email, SAU wide student information system, intranet, and student ICT Portfolios

ACTION ITEM 1: Maintaining and Upgrading Equipment

Computer hardware and peripherals will be upgraded and/or replaced by 20% of current year total (2008-2009) per year, for the next three years. This will allow for replacement and replenishment of equipment on a five-year cycle. Older equipment will be replaced by equipment that meets or exceeds NH Department of Education standards: including memory upgrades for existing computers, software upgrades and updates, and the purchase of wireless. The long term goal is to increase our computer to student ratio, and increase student access to technology.

Projects include:

- *Continuing to lease or purchase computers and/or laptops to replace and replenish computers to meet minimum state standards*

- *Providing audio visual upgrades to the High School Cafeteria and Career Tech Center Conference Room*

- *Purchasing additional multimedia equipment and digital tools for all schools*

- *Maintaining and adding network printing where necessary*

- *Beginning the process of installing ceiling mounted projection at the High School and Middle School*

ACTION ITEM 2: Student and Personnel Management

SAU 56 computers and network(s) will be maintained to:

Accommodate new student information and financial software; to provide adequate infrastructure for curriculum mapping, student testing, and administrative classroom data collection tools, as well as provide appropriate storage for student ICT portfolios.

Projects Include:

- *Purchasing and supporting new SIS Web2School*
- *Purchase and support NWEA MAPS Testing*
- *Purchase and support Performance Pathways Techpaths Curriculum Mapping software*
- *Purchase new Financial Acctg Software-2009-2010*
- *Somersworth: Expand Sharepoint to include High School*
- *Rollinsford: Purchase Windows Server 2008*

ACTION ITEM 3: Improve Network Capacity

The site-based LANs at each school will be upgraded and maintained to accommodate new student information and financial software, software that facilitates communication, and storage for student ICT portfolios..

Projects include:

- *Replacing and upgrading servers in all schools*
- *Upgrading the server storage at the SAU office*
- *Upgrading fiber at the High School*
- *Improving the WLAN infrastructure in the districts*
- *Maintaining and upgrading network printing as necessary*

GOAL 1: COMPUTERS AND HARDWARE

<i>Target Date</i>	<i>Action Item 1: Equipment Upgrade</i>			<i>Action Item 2: Student and Personnel Mgmt</i>		<i>Action Item 3: Network Maintenance and U pgrades</i>	
2009-2010	Somersworth	Rollinsford		SAU		Somersworth	Rollinsford
Computers, Audio Visual upgrades	85,000 5,000	1,000	Web2School NWEA MAPS Techpaths Financial Server	15,500 13,000 20,780 11,000	Middle School Server Network printing	4,000 3,000	
2010-2011	Somersworth	Rollinsford		SAU		Somersworth	Rollinsford
Computers, Multimedia tools	85,000 5,000	10,000	Emergency Communication System Web2School SIS NWEA MAPS Techpaths annual support	6,000 15,500 13,000 6,600	Elementary School Server SAU Office upgrade Fiber Upgrades Wireless Upgrade Network Printing Color Printer	2500 2450 12,340 75,000 3,000 13,488	
2010-2011	Somersworth	Rollinsford		SAU		Somersworth	Rollinsford
Computers, Multimedia tools	85,000 5,000	10,000	Emergency Communication System Web2School SIS NWEA MAPS Techpaths annual support	6,000 15,500 13,000 6,600	High School Server Network Printing Maple Wood Computer Lab wiring	8,000 3,000 2,000	
TOTAL	315,000	21,000		110,731		131,778	

GOAL 2: PROFESSIONAL DEVELOPMENT, TRAINING AND SUPPORT

Currently, the schools in SAU 56 use a blended technology support framework. All five schools in the SAU share a District Level Technology Integrator who is responsible for communication between the District Network Administrators and Technology Coordinator service team, development of technology integration curriculum resources, activities and training as it relates to the classroom, and general curriculum level IT support.

The SAU contracts services that provide for 1 full time Network Administrator, in addition to contracting for network and technology support services, including a Technology Coordinator. Rollinsford contracts the part time services of a community member, who also donates time.

With the addition of the District Technology Integrator position in 2007-2008, SAU 56 is focused on the following professional development, training and support goals:

- 100 percent of staff will receive training in the use of Internet resources as it relates to classroom instruction.
- 100 percent of staff will increase their computer literacy and demonstrate their knowledge through the use of technology in the classroom and for day to day tasks as evidenced by the end of year Teacher Technology Self-Assessment and Classroom Observation.
- 100 percent of classroom teachers will increase their understanding and use of technology in the following areas:
 - As an instructional aid in classroom presentations.
 - To access the latest available information through CD-ROM, LAN, WAN.
 - To differentiate instruction including remediation, reteaching, simulation, review, application, enrichment and advanced work with options for Distance Learning.
 - To communicate and connect through the network with other classrooms, experts, agencies, teachers, and parents.
 - For record keeping, including grades and attendance.
 - To create materials for classroom use.
 - To access resources to aid in learning.
 - To provide information about school/district on the Web.
 - To utilize computer systems and applications.
 - To analyze and utilize assessment data.

ACTION ITEM 1: Tech Support

- *Somersworth School District will provide training and support for users, devices and systems by maintaining an internal Technology Help Desk;*
- *Somersworth and Rollinsford will provide technology workshop opportunities on a regular basis; additional tech support will be provided as needed.*

ACTION ITEM 2: Technology Integration and Professional Development

- *Classroom teachers will learn to use technology resources to integrate technology into all aspects of the curriculum.*
- *Somersworth schools will provide Building Level Technology Leaders to assist with technology integration initiatives and act as Tech Leaders.*
- *Professional Development days will incorporate technology training for staff.*

ACTION ITEM 3: Data Based Decisions

- *Decisions involving technology initiatives and professional development will be determined based on data analysis using a combination of community, student and staff surveys such as the LoTI (Level of Technology Implementation) Survey or similar for classroom teacher; and meetings of the SAU Technology Committee and sub committees such as the Data Team, the ICT Committees, and individual curriculum committees.*

GOAL 2: PROFESSIONAL DEVELOPMENT, TRAINING AND SUPPORT					
<i>Target Date</i>	<i>Action Item 1: Tech Support</i>		<i>Action Item 2: Tech Integration and Professional Development</i>		<i>Action Item 3: Data Based Decisions</i>
2009-2010	Somersworth/ Rollinsford	2009-2010	Somersworth	2009-2010	SAU
Contracted Services	15,000	Building Tech Leader stipend	5,000	Survey Software	200
Tech Integrator Salary/benefits	68,000	Tech Leaders(TIID)	3000	Performance Tracker	State Funded
		Atomic Learning software (TI)	3,000		
		Software –Scholastic Keys, Type to Learn Keyboarding, etc.	5,000		
2009-2010	Somersworth/ Rollinsford	2009-2010	Somersworth	2009-2010	SAU
Contracted Services	22,000	Building Tech Leader stipend	5,000	Survey Software	200
Tech Integrator Salary/benefits	69,500	Atomic Learning software (TI)	3,000	Performance Tracker	State Funded
		Software –Scholastic Keys, Type to Learn Keyboarding, etc.	5,000		
2009-2010	Somersworth/ Rollinsford	2009-2010	Somersworth	2009-2010	SAU
Contracted Services	22,000	Building Tech Leader stipend	5,000	Survey Software	200
Tech Integrator Salary/benefits	71,000	Atomic Learning software (TI)	3,000	Performance Tracker	State Funded
		Software –Scholastic Keys, Type to Learn Keyboarding, etc.	5,000		
TOTAL	267,000		42,000		600

GOAL 3: COMMUNICATION

Internet access will be upgraded and maintained for all classrooms and offices.

Web pages will be designed, posted, and maintained within SAU 56

A central, district-wide email system will be maintained in Somersworth. All Somersworth staff will use this system for internal communications. The Somersworth School District will implement Microsoft Sharepoint for internal communication and collaboration.

Rollinsford District will maintain an internal district wide email system.

ACTION ITEM 1: Internet Access

Somersworth will upgrade to cable and improve web filtering over the next few years. With the improvement in our WLAN, we will improve our Internet access throughout Somersworth, as well.

ACTION ITEM 2: Web Site Maintenance

Both Somersworth and Rollinsford will maintain up to date and current websites, and will encourage staff to maintain a web presence in order to improve communication with the community. Staff will be offered training in web page creation and maintenance.

The Technology Committee will continue to seek input from the community in regards to the SAU 56 websites..

ACTION ITEM 3: Communication

Both districts will improve upon internal and external electronic communication.

Plans include:

- Student Information System web portal for parents and students(Web2School)*
- Use of Performance Tracker for teachers*
- Use of TechPaths Curriculum Mapping software*
- Use of Teachscape for Classroom data collecting*
- Exchange Server student email accounts at the High School level*
- Somersworth Microsoft Office Sharepoint Server for internal communication and collaboration*

GOAL 3: COMMUNICATION

<i>Target Date</i>	<i>Action Item 1: Internet Access</i>		<i>Action Item 2: Web Site Maintenance</i>		<i>Action Item 3: Communication</i>	
2009-2010	Somersworth	2009-2010	Somersworth	2009-2010	Somersworth	
ISP Connect: (Paetech) Comcast	40,000 10,000	Web hosting	200	Content filtering appliance and licensing Exchange Server licenses-add student email	5500 3,000	
2009-2010	Somersworth	2009-2010	Somersworth	2009-2010	Somersworth	
ISP Connect: (Paetech) Filtering module	40,000 3,000	Web hosting	200	Content filtering appliance and licensing Exchange Server licenses-add student email	5500 3,000	
2009-2010	Somersworth	2009-2010	Somersworth	2009-2010	Somersworth	
ISP Connect: (Paetech)	40,000	Web hosting	200	Content filtering appliance and licensing Exchange Server licenses-add student email	5500 3,000	
TOTAL	133,000		600		25,500	

GOAL 4: CURRICULUM, SOFTWARE, ONLINE MATERIALS

The Somersworth/Rollinsford School Districts will update its K-12 ICT Curriculum to align with the NH State ICT Curriculum Framework, as well as the NETS for Students. Somersworth recently set up a shared K-4 student network which allows students and teachers to save student work electronically. Students in grades 5-12 have network folders which they use to store technology work. Rollinsford also recently purchased a new server which will allow for student storage space K-6. There is also a need for the district to improve its capacity to offer innovative e-learning strategies such as webinars and online course management systems such as Moodle.

This goal will specifically address:

- *Training staff to implement the NH ICT Standards which includes technology integration across the curriculum in all subject areas, at all grade levels;*
- *Providing staff with the most current and relevant software applications*
- *Increasing student access to technology in the classroom and outside the classroom such as online learning*
- *Providing opportunities for students to create and maintain ICT Portfolios*
- *Creating an ICT Portfolio Committee to develop ICT Portfolio assessments and common language*
- *Providing rigorous opportunities for students to use technology in math and science*
- *Providing opportunities for students to access online resources after school, such as AP courses and after school enrichment activities*

In addition, SAU 56 will update its policies and procedures regarding software, Internet and computer use, as well as web page publication.

Action Item 1: ICT Portfolios

- *An ICT Portfolio Committee will meet to plan for the 8th grade and 12th grade NH ICT Portfolio requirement. A committee made up of middle and high school teachers will begin the process of creating a common set of expectations and language to assess ICT Portfolios.*
- *The networks will be upgraded to provide capacity for ICT portfolios and extended learning opportunities such as online course management*

Somersworth:

- *Installing Microsoft Sharepoint server for use by students and staff*
- *Staff will be trained to use Sharepoint.*
- *Wireless infrastructure will be enhanced to provide more opportunities for integrated wireless within the classroom setting*

Rollinsford:

- *Student accounts K-6 will be created on the Rollinsford Network*
- *Staff will be trained to save student work to student electronic folders on the network*
- *Staff will schedule technology integration time throughout the year*

Action Item 2: Embedded Professional Development

Teachers in grades K-12 will be educated in the NH ICT Standards, to ensure technology is integrated meaningfully into the curriculum in order for students to demonstrate proficiency as 8th graders and again as twelfth graders. We will create a partnership between the Middle School and High School in order to promote the use of technology in the math and science curriculum. Math and science teachers will team up to provide training and support in the use of technology tools in the classroom.

The Districts will use Technology Leaders to act as model teachers for their peers.

Specific focus will include:

- *Internet Safety*
- *Basic Technology Skills*
- *STEM careers*
- *Using Sharepoint*
- *Increasing student use of technology in the classroom in a meaningful way*

Action Item 3: **Software**

BOTH districts will continue to upgrade and maintain network antivirus and filtering software and maintain software licensing support as needed. Curriculum committees and specialists will continue to seek input as to the most recent technology resources available to increase student achievement and accessibility.

Action Item 4: **Update Technology Policies and Procedures**

- *Somersworth and Rollinsford Acceptable Use Policies will be updated and approved;*
- *Procedures and guidelines will be developed for the use of teacher web pages ;*

Policies regarding student email accounts and use of personal electronic devices such as smartphones and other digital tools will be reviewed annually.

- *All required technology policies will be updated and approved as necessary.*

GOAL 4: CURRICULUM, SOFTWARE, ONLINE MATERIALS

<i>Target Date</i>	<i>Action Item 1:</i>		<i>Action Item2</i>		<i>Action Item 3:</i>		<i>Action Item 4:</i>
	ICT		Professional Development		Software		Policies and Procedures
2009-2010	Somersworth/ Rollinsford	2009-2010	Somersworth /Rollinsford	2009-2010	Somersworth/ Rollinsford	2009-2010	Somersworth /Rollinsford
Middle /High School ICT Committee Meets: Build capacity for storing student work:	Tech Integrator/staff	Technology Professional Development opportunities in and out of District:admin/staff Middle and High School math and science teachers meet and develop tech infused units:	25,000 (reg budget and federal funds) (teacher stipends through reg budget and federal funds)	Additional software licensing; Update Antivirus Sharepoint Licenses	Cost TBA 500	Approve Acceptable Use Policy; Update electronic devices policies and procedures; Create student email policy	Technology Committee/Administration/School Boards
2010-2011	Somersworth/ Rollinsford	2010-2011	Somersworth/ Rollinsford	2010-2011	Somersworth/ Rollinsford	2010-2011	
Develop procedures/ guidelines for student work Develop common expectations by grade level	Tech Integrator/staff ICT Committee	Technology Professional Development opportunities in and out of District Middle and High School math and science teachers meet and develop tech infused units	25,000 (reg budget and federal funds) (teacher stipends through reg budget and federal funds)	Additional software licensing; Update Antivirus Sharepoint Licenses	\$\$ 500	Review all technology policies and procedures	Technology Committee/Administration/School Boards
2011-2012	Somersworth/ Rollinsford		Somersworth/ Rollinsford		Somersworth/ Rollinsford		
Fully implement ICT program K-12	Tech Integrator/ Administartors. Staff	Technology Professional Development opportunities in and out of District; Middle and High School math and science teachers meet and develop tech infused units	25,000 (reg budget and federal funds) (teacher stipends through reg budget and federal funds)	Additional software licensing; Update Antivirus Sharepoint Licenses	\$\$ 500	Review all technology policies and procedures	Technology Committee/ Administration /School Boards
TOTAL			75,000				

GOAL 5: COMMUNITY COLLABORATION

Students will have the opportunity to use technology for homework or school related research using technology during or after school. (Sharepoint)

Computers will be available to students in summer school for course work and additional computer courses will be available.

Programs for adult learners will be offered through the adult education program. This will provide needed skills for workers who must keep up with the technological changes in the work place and for parents to be aware and knowledgeable about their child's educational technology.

ACTION ITEM 1: After School Learning and Extended Learning

Grant funded enrichment after school programs are offered for middle and high school students, as well as after school tutoring and special programs at all schools.

ACTION ITEM 2: Summer Programs/Enrichment

The Districts also offer summer learning programs and extended learning opportunities for eligible students. These programs are funded through federal grants and the regular budget.

ACTION ITEM 3: Adult Education

The Career and Technical Center offers Adult Education classes in basic computer skills open to community members.

GOAL 5: COMMUNITY COLLABORATION

<i>Target Date</i>	<i>Action Item 1:</i> <i>After School/ Extended Learning</i>		<i>Action Item:2</i> <i>Summer Program/ Enrichment</i>		<i>Action Item 3:</i> <i>Evening Classes</i>		<i>Action Item 4:</i> <i>Adult Education</i>
2009-2010	Somersworth/ Rollinsford		Somersworth/ Rollinsford		Somersworth		Somersworth
Stipends for teachers PLATO software	7200 8000 (Federal Funds)	Teacher stipends /supplies	6000	Career Tech Start-up costs	2000	Career Tech	Self-sustaining
2010-2011	Somersworth/ Rollinsford		Somersworth/ Rollinsford		Somersworth		Somersworth
Stipends for teachers PLATO software	7200 8000 (Federal Funds)	Teacher stipends /supplies	6000	Career Tech	Budget	Career Tech	Self-sustaining
2011-2012	Somersworth/ Rollinsford		Somersworth/ Rollinsford		Somersworth		Somersworth
Stipends for teachers PLATO software	7200 8000 (Federal Funds) 1	Teacher stipends /supplies	6000	Career Tech	Budget	Career Tech	Self-sustaining
TOTAL	51,000		18,000		2,000		

TECH PLAN EVALUATION

Each year the district will use teacher and student self-evaluations to collect data on technology proficiency and integration. The Technology Committee will meet regularly to review and plan for implementation of the Technology Plan, revising the plan as necessary. The districts will also continue to collect data as required by the state, and participate in national surveys such Project Tomorrow's "Speak Up Day."

- The SAU Tech Committee will meet at least three times a year.
- Each building will meet at least once a year to review ICT Curriculum
- Districts will complete the Annual Tech Survey for the State of NH
- Somersworth and Rollinsford will use Technology Tech Support data to inform decisions about problem areas and needs

APPENDICES

APPENDIX A: SAU 56 BUDGET SUMMARY

APPENDIX B: SOMERSWORTH POLICIES AND PROCEDURES

APPENDIX C: ROLLINSFORD ACCEPTABLE USE POLICY

APPENDIX D: SAU 56 END OF YEAR TECHNOLOGY REPORT

SAU 56 Somersworth/Rollinsford Technology Budget Summary

Somersworth and Rollinsford, although separate school districts with separate operating budgets, each contribute to the cost of SAU 56 technology resources such as Web 2 School student information system, Techpaths Curriculum Mapping software, and the cost of the Technology Integrator salary, as well as tech support associated with these services. Rollinsford tuitions its students to Somersworth Middle and High School, thus, a portion of Rollinsford's tuition payment funds Somersworth's 7-12 technology expenses.

As well, Somersworth and Rollinsford have each applied for and received federal funds to support using technology to increase student achievement through Title 1, TIID, Title IV, Title V in the past, and will continue to do so if they meet the criteria established in each of these respective federal funds guidelines. Somersworth and Rollinsford also apply for and receive E-Rate funding. IDEA funds are also to support using technology for use with students with special needs.

The table below summarizes the estimated and projected SAU 56 and Somersworth technology budgets. There are several categories within the budget tables in the plan (Page 10), where costs are all inclusive, for example, Web 2 School SIS includes hardware, software and support services, as does NWEA MAPS and Techpaths. There are also items such as the content filtering module which fall under the hardware and software categories.

Network printing was included in the Hardware category.

** Anticipated Federal Funds including ARRA*

SAU 56 and Somersworth Technology Summary Table.

	2009-2010	2010-2011	2011-2012
Hardware	108,000	108,438	103,000
	*200,000	*20,000	*20,000
	308,000	128,438	123,000
Software	63,280	48,300	32,700
	*8000	*8000	*8000
	71,280	56,300	40,700
Networking	52,000	99,340	46,000
Professional Development	25,000	25,000	25,000
	*25,000	*25,000	*25,000
	50,000	50,000	50,000
Staffing	107,200	108,500	111,200
TOTAL	588,480	343,238	370,090

Rollinsford School District Technology Summary Table

	2009-2010	2010-2011	2011-2012
Hardware	1	10,000	10,000
Software	1000	1000	1000
Networking	1500	1500	1500
*Professional Development	15,000	15,000	15,000
**Staffing			

**Total budget for Teacher Professional Development reimbursement expenses*

***Prorated portion of Rollinsford's share of SAU 56 budget (2009-2010=161,730)*

ROLLINSFORD SCHOOL DISTRICT FISCAL YEAR 2009-2010 PROPOSED BUDGET

Account	Description	FY08 Actual	FY09 Actual	FY09 Budget	FY08 Budget	FY08 Budget vs. Actual	FY09 Budget	FY08 Proposed Budget	Diff %	
10-140-220-01-13	Counselor FECA	0	0	0	0	0	0	0	0.00%	
10-140-220-01-13	Athletics FECA	1,500	1,500	1,500	1,500	0	1,500	1,500	0.00%	
10-140-220-01-13	Athletics NH Retirement	99	99	134	165	(66)	165	165	0.00%	
10-140-220-01-13	Athletics NH Retirement	34	34	34	125	(91)	125	125	0.00%	
Total 10-140-220-01-13	Counselor/Athletics	1,633	1,633	1,668	1,790	(127)	1,790	1,790	0.00%	
2100 Attendance Services										
10-210-220-01-11	Attendance Services, Contracted	0	0	40	40	0	40	40	0.00%	
Total 2100 Attendance Services		0	0	40	40	0	40	40	0.00%	
2101 Guidance Services										
10-210-220-01-11	Counselor Salaries	21,063	21,044	39,286	42,694	(26,650)	42,694	56,451	26.7%	
10-210-220-01-11	Counselor Health Insurance	2,875	5,913	13,778	15,103	(1,325)	15,103	18,382	21.8%	
10-210-220-01-11	Counselor Life Insurance	141	141	171	182	(41)	182	196	6.6%	
10-210-220-01-11	Counselor Disability Insurance	53	80	138	111	27	138	150	8.7%	
10-210-220-01-11	Group Life Insurance	0	0	0	0	0	0	150	100.0%	
10-210-220-01-11	Counselor FECA	1,611	1,235	2,443	3,266	(1,031)	3,266	4,318	32.6%	
10-210-220-01-11	Group Life Insurance	275	275	339	385	(114)	385	410	6.5%	
10-210-220-01-11	General Supplies	26,258	26,966	57,489	64,836	(7,350)	64,836	86,289	33.0%	
Total 2101 Guidance Services		29,678	32,667	114,414	139,691	(25,277)	139,691	174,726	25.9%	
2102 Health Services										
10-210-220-01-12	Nurse Salaries	1,500	1,500	3,744	39,691	(38,191)	39,691	45,544	14.5%	
10-210-220-01-12	Nurse Health Insurance	798	798	473	786	(188)	786	913	16.5%	
10-210-220-01-12	Nurse Dental Insurance	141	141	162	171	(30)	171	197	12.3%	
10-210-220-01-12	Nurse Life Insurance	0	0	13	0	13	0	19	100.0%	
10-210-220-01-12	Group Life Insurance	0	0	0	0	0	0	9	100.0%	
10-210-220-01-12	Group Life Insurance	2,270	2,568	2,862	3,036	(268)	3,036	3,484	14.4%	
10-210-220-01-12	Nurse Retirement	783	886	1,884	2,302	(418)	2,302	3,170	37.8%	
10-210-220-01-12	Nurse Retirement	371	381	435	485	(54)	485	495	2.1%	
10-210-220-01-12	Group Life Insurance	0	0	0	0	0	0	0	0.00%	
10-210-220-01-12	Group Life Insurance	370	370	425	425	0	425	425	0.00%	
Total 2102 Health Services		35,566	39,435	57,489	64,836	(7,347)	64,836	86,491	33.2%	
2150 Speech Services										
10-215-220-01-11	Psychological Diagnostic Services	0	0	0	0	0	0	0	0.00%	
10-215-220-01-11	Speech Salaries	39,772	40,925	43,513	47,079	(3,564)	47,079	56,451	19.9%	
10-215-220-01-11	Speech Health Insurance	1,200	1,200	1,200	1,200	0	1,200	1,330	10.8%	
10-215-220-01-11	Speech Dental Insurance	396	396	458	458	(62)	458	506	11.1%	
10-215-220-01-11	Speech Life Insurance	197	197	188	203	(15)	203	218	7.4%	
10-215-220-01-11	Speech Disability Insurance	139	0	152	143	9	152	158	1.0%	
10-215-220-01-11	Group Life Insurance	0	0	0	0	0	0	70	100.0%	
10-215-220-01-11	Speech FECA	3,043	3,222	3,313	3,657	(314)	3,657	4,318	17.5%	
10-215-220-01-11	Speech Retirement	467	507	606	606	(99)	606	606	0.00%	
10-215-220-01-11	Speech & Audiology Services	209	209	310	310	0	310	329	6.1%	
10-215-220-01-11	Speech & Audiology Services	257	257	287	287	0	287	287	0.00%	
10-215-220-01-11	Speech General Supplies	0	0	0	0	0	0	13,860	100.0%	
Total 2150 Speech Services		45,316	53,907	58,861	66,341	(7,480)	66,341	86,108	28.9%	
2200 Professional Services										
10-220-220-01-11	T & O Services	26,025	27,593	41,626	45,289	(3,666)	45,289	55,404	21.2%	
10-220-220-01-11	Physical Education	36,190	33,656	44,962	52,258	(8,292)	52,258	63,837	20.8%	
Total 2200 Professional Services		62,215	61,249	86,588	97,547	(10,959)	97,547	119,241	21.3%	
2210 Improvement of Instruction										
10-220-220-01-11	Testing Services	399	2,658	3,150	3,150	2,222	3,150	2,700	(14.3%)	
10-220-220-01-11	Association Dues	728	762	755	755	643	755	775	2.7%	
10-220-220-01-11	Text & Material Learning Center	1,884	1,810	1,800	1,800	2,089	1,800	2,093	16.3%	
10-220-220-01-11	Text & Material Learning Center	3,013	4,013	5,718	5,905	5,500	5,905	5,570	(5.3%)	
Total 2210 Improvement of Instruction		5,924	9,243	11,423	11,610	(387)	11,610	13,078	11.7%	
2211 Curriculum Development										
10-220-220-01-11	Subscriptions & Books	150	100	150	150	0	150	150	0.00%	
Total 2211 Curriculum Development		150	100	150	150	0	150	150	0.00%	
2220 Library Services										

ROLLINSFORD SCHOOL DISTRICT FISCAL YEAR 2009-2010 PROPOSED BUDGET

Account	Description	FY04 Actual	FY05 Actual	FY06 Actual	FY07 Budget	FY07 Actual	FY08 Budget	FY08 Actual	FY08 Budget vs Actual	FY09 Budget	FY 2010 Proposed Budget	Diff %	Diff \$
FUND 10 - GENERAL FUND													
10-2222-110-01-11	Librarian Salaries	24,116	24,816	25,498	26,263	26,343	27,182	27,182	0	27,998	28,978	880	3.50%
10-2222-110-01-22	Aide Salaries	6,161	6,418	6,418	6,418	6,418	6,838	6,838	371	6,699	6,897	198	2.96%
10-2222-215-01-11	Group Life Insurance	0	0	0	0	0	0	0	0	0	0	0	0.00%
10-2222-220-01-11	Librarian FICA	1,845	1,899	1,952	2,009	2,069	2,079	2,079	0	2,142	2,217	75	3.49%
10-2222-220-01-22	Aide FICA	465	529	529	524	528	523	495	28	512	528	16	3.03%
10-2222-610-01	General Supplies	366	373	401	401	401	422	214	288	400	400	(150)	-27.27%
10-2222-641-01	Print Media	5,682	5,768	6,266	6,000	6,133	6,600	6,277	323	6,700	3,000	(3,700)	-55.22%
10-2222-750-01	Software	0	0	0	0	0	600	600	0	600	600	0	0.00%
Total 2222 Library Services		38,636	40,300	46,559	47,122	47,045	47,441	48,263	1,881	48,201	42,649	(2,852)	-5.65%
2400 General Administration													
10-2310-811-01	NESBA Dues	2,819	2,819	2,870	2,437	2,887	2,998	2,915	83	2,998	2,998	0	0.00%
10-2311-110-01	School Board Officers Salaries	1,300	1,300	1,300	1,300	1,300	1,300	1,300	0	1,300	1,300	0	0.00%
10-2311-220-01	School Board Officers FICA	92	92	92	92	92	92	92	0	92	92	0	0.00%
10-2311-220-01	School Improvement	500	500	500	500	500	500	500	0	500	500	0	0.00%
10-2311-340-01	Advertising	1,632	1,632	1,632	1,632	1,632	1,632	1,632	0	1,632	1,632	0	0.00%
10-2311-341-01	Background Checks	0	0	0	0	0	0	0	0	0	0	0	0.00%
10-2311-610-01	School Board Supplies	1,038	777	67	0	531	3,000	561	(61)	3,000	2,000	500	33.33%
10-2312-110-01-21	School Board Secretary Salaries	1,100	1,100	1,100	1,100	1,100	1,100	1,100	0	1,100	1,100	0	0.00%
10-2312-220-01-21	School Board Secretary Benefits	149	111	101	109	108	1,300	1,300	203	1,300	2,000	500	34.00%
10-2313-314-01	Treasurer Postage	100	100	100	100	100	100	100	0	100	100	0	0.00%
10-2313-610-01	Treasurer Supplies	564	484	24	500	45	500	45	45	500	500	0	0.00%
10-2314-110-01	Supervisor of Check List	45	45	45	45	45	45	45	0	45	45	0	0.00%
10-2317-330-01	Audit	3,400	3,700	4,000	5,800	4,900	6,100	6,100	(1,600)	4,500	5,000	500	11.11%
10-2318-330-01	Legal Services	90	157	989	2,000	1,449	2,000	1,839	(14,829)	2,000	2,000	0	0.00%
10-2319-330-01	SPEED Legal Services	16	141	0	400	255	200	16	(7,225)	400	400	0	0.00%
10-2320-330-01	SAU 35	105,116	109,106	110,025	123,536	123,536	132,802	132,802	0	145,993	161,730	15,737	10.78%
10-2329-810-01	Benefits Strategies Fee	500	500	500	500	500	500	500	0	500	500	0	0.00%
Total 2300 General Administration		118,461	122,234	124,350	143,983	141,449	157,850	181,507	(23,659)	166,817	181,604	14,787	8.86%
2400 School Administration													
10-2400-110-01-21	Clerical Salaries	25,149	26,406	26,264	28,403	27,731	29,886	29,397	289	30,576	31,492	916	3.00%
10-2400-110-01-51	Principal Salaries	69,276	71,701	74,211	76,437	77,110	78,720	79,472	(742)	81,486	81,510	24	0.03%
10-2400-211-01-51	Head Teacher Stipend	4,315	5,026	5,495	6,000	6,676	7,186	7,265	78	7,867	8,223	242	3.03%
10-2400-211-01-50	Clerical Health Insurance	7,992	8,994	9,935	13,970	11,886	13,246	13,246	677	14,293	14,293	0	0.00%
10-2400-212-01-21	Clerical Dental Insurance	352	309	380	473	444	444	444	31	488	506	18	3.70%
10-2400-212-01-50	Principal Dental Insurance	673	338	723	829	924	924	924	0	929	914	(15)	-1.63%
10-2400-214-01-50	Principal Life Insurance	338	338	338	330	330	330	330	0	330	330	0	0.00%
10-2400-214-01-50	Principal Disability Insurance	158	158	176	158	158	158	158	0	158	158	0	0.00%
10-2400-215-01-50	Group Life Insurance	1,924	1,924	1,991	2,174	2,055	2,271	2,148	(148)	2,339	2,409	70	3.00%
10-2400-220-01-21	Clerical FICA	5,300	5,300	5,345	5,847	5,800	6,033	6,186	89	6,234	6,236	2	0.02%
10-2400-232-01-21	Clerical Retirement	1,484	1,558	1,788	1,934	1,964	2,000	2,000	0	2,000	2,000	0	0.00%
10-2400-231-01-50	Principal Retirement	1,829	1,829	2,246	2,838	2,838	2,838	2,838	0	2,838	2,838	0	0.00%
10-2400-534-01	Postage	322	248	248	248	248	248	248	0	248	248	0	0.00%
10-2400-530-01	Printing	0	233	63	275	246	330	330	84	330	330	0	0.00%
10-2400-580-01	Travel	363	389	405	425	425	425	425	0	425	425	0	0.00%
10-2400-610-01	General Supplies	1,105	1,105	951	1,100	1,184	1,100	950	(24)	650	1,000	(350)	-53.85%
10-2400-731-01	Furniture	328	328	300	300	300	300	300	0	300	300	0	0.00%
10-2400-750-01	Software	500	500	500	500	500	500	500	0	500	500	0	0.00%
Total 2400 School Administration		121,487	127,249	131,848	144,785	140,800	151,832	149,616	(2,216)	157,838	160,962	(7,878)	-4.91%
2620 Insurance													
10-2620-520-01	Property/Liability Insurance	8,957	9,156	4,642	5,106	4,664	5,106	4,701	405	5,106	5,106	0	0.00%
Total 2620 Insurance		8,957	9,156	4,642	5,106	4,664	5,106	4,701	405	5,106	5,106	0	0.00%
2621 Custodial Services													
10-2621-110-01-31	Custodial Salaries	49,813	54,275	56,513	58,564	57,071	61,027	61,243	(216)	62,889	64,899	1,910	3.03%
10-2621-110-01-32	Summer Salaries	2,660	2,081	3,402	3,664	3,603	3,906	3,862	24	4,021	4,142	119	2.97%
10-2621-110-01-33	Custodial Water Overtime	11,322	12,323	16,298	19,493	18,103	21,373	19,933	1,440	22,313	22,989	676	3.03%
10-2621-212-01-31	Custodial Dental Insurance	659	528	528	646	646	646	646	0	646	646	0	0.00%
10-2621-220-01-31	Custodial Life	3,811	4,001	4,165	4,482	4,127	4,669	4,396	273	4,819	4,965	146	3.05%

SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS

The rich sources of information available on the Internet hold the promise of greatly enhancing the quality of education available to all students. Therefore, Internet access will be made available to students in the District for the purposes of communication, research, and education.

District personnel will monitor student Internet use and the degree of access to the Internet will be dependent upon the age of students.

Safety Procedures and Guidelines

The Superintendent shall develop and implement appropriate procedures to provide guidance for access and use of electronic media. See EGA-R.

Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Internet safety measures shall be implemented that effectively address the following:

1. Implementation of a District Internet Acceptable Use Procedures.
2. Implementation of a District Internet Code of Conduct.
3. Rules for Internet use to be included in all student handbooks.
4. All student Internet users must obtain an Internet account, including parental permission.
5. Training for staff to increase their skills in working with students on the Internet.
 - A. Compliance with the District Internet Acceptable Use Procedures is condition for the account.
 - B. Internet training will be provided, including training on personal responsibility, ethical and courteous behavior, and the Acceptable Use Procedures and the Code of Conduct.
 - C. Parents or guardians are asked to review the Code of Conduct and the Acceptable Use Procedures with their children. Parent or guardian permission is required for student access. All students and staff must have a signed District authorization form for an account.

6. Methods of controlling access by minors to inappropriate matter on the Internet and World Wide Web.
7. Measures designed to address safety and security of minors when they are using electronic mail, chat rooms, and other forms of electronic communications.
8. Rules to prevent unauthorized access, including "hacking" and other unlawful activities by students.
9. Rules to prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors.
10. Measures designed to restrict minors' access to materials harmful to them.

Audit of Use

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. This process shall include:

1. Utilizing technology that blocks or filters Internet access, for both minors and adults, to certain visual depictions that are obscene, involve child pornography, or are otherwise harmful to minors.
2. Monitoring online activities of minors.

Public Hearing

The District shall provide reasonable public notice of and hold at least one (1) public hearing or meeting to address and communicate its Internet safety policy prior to adoption of said policy.

Legal References:

RSA 194:3-d, School District Computer Networks

Pub. L. No. 106-554, Children's Internet Protection Act (www.ifea.net/cipa.html)

Appendix: EGA-R

Revised: November 1999

Revised: June 2001

Revised: February 2008 (NHSBA)

ONLINE/VIRTUAL EDUCATION

The Board may allow video-based, internet-based, and online courses as a means to fulfill curriculum requirements. Such opportunities will be implemented under the provisions set forth in Policy IHBH, Extended Learning Opportunities. If the course is to be taken for credit, then Policy IMBC, Alternative Credit Options, will apply.

The written approval of the building principal is required before a district student enrolls in an online or virtual course that is intended to become part of their educational program. Students applying for permission to take an online course must complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an online learning environment.

Approved courses must align with state and local standards, and contain provisions for feedback and monitoring of student progress. The district will require a syllabus, including prerequisites, specific learning goals/activities, student evaluation criteria, and teacher responsibilities to be submitted for review before the course is approved as part of the student's educational program.

Students taking approved online courses must be enrolled in the district and must take the courses during the regular school day at the school site, unless the administration has granted approval for remote access based on special circumstances. Online courses may be taken in the summer under the same conditions as during the school year.

The school will provide appropriate supervision and monitoring of students taking online or virtual courses.

Approved online/virtual courses must comply with all federal and state statutes pertaining to student privacy and to public broadcasting of audio and video. Confidentiality of Student Record Information will be maintained throughout the process. This includes information shared between school district representatives and the virtual school or online teacher, information shared between the school district or online teacher with students and parents, and information shared between school district representatives, the virtual school or online teacher with others.

The school district will provide safeguards for students participating in online instruction activities, and Policy EGA or IJNDB, Internet Access for Students, will apply.

Students earning credit for distance education courses shall participate in all assessments required by the statewide education improvement and assessment program.

Credit for the course is not recognized until an official record of the final grade has been approved by principal or designee with input from the online teacher.

Students who violate any part of the policy or engage in any other activity that school authorities consider inappropriate are subject to disciplinary action consistent with Board policies and the student handbook.

Legal References:

NH Code of Administrative Rules, Section Ed. 306.04(a)(12), Policy Development

NH Code of Administrative Rules, Section Ed. 306.22, Distance Education

NH Code of Administrative Rules, Section Ed. 306.27(q), High School

Curriculum, Credits, Graduation Requirements, and Co-Curricular Program

Reviewed: March 27, 2007

Revised: April 10, 2007

Approved: April 17, 2007

INFORMATION AND COMMUNICATIONS TECHNOLOGY

The Somersworth School Board expects an integrated approach to the use of 21st century tools, including, but not limited to digital technology and communication tools within all curriculum areas in grades K-12 that provides opportunities at developmentally appropriate levels for students to build technology foundations, use technology responsibly, understand the ethics of technology use, integrate the use of technology in the content areas, and create digital portfolios.

Reviewed: March 27, 2007
Revised: April 10, 2007
Approved: April 17, 2007

ACCEPTABLE USE PROCEDURE

SOMERSWORTH SCHOOL DISTRICT COMPUTER SYSTEM

Overview

The Internet is a vast, global information network, linking computers at universities, high schools, science labs and other sites. Through the Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, many files are available for downloading on the Internet, many of which are of educational value.

Because of its enormous size, the Internet's potential is boundless. However, with the great potential for education also comes some potential for abuse. Because access to the Internet provides connections to other computer systems located all over the world, users (and parents/guardians of users who are minors) must understand that neither the Somersworth School District nor any District staff member controls the content of the information available on these other systems. Some information may be controversial and, sometimes, may be offensive. The Somersworth School District does not condone the use of such materials.

During school activities, teachers and other staff will guide students toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with other information sources such as television, telephones, movies, radio and other potentially offensive media.

The use of the Somersworth School District Computer Network is a privilege and not a right. Inappropriate use will result in restriction or cancellation of access privileges as well as other disciplinary or legal action. Students and staff members will be expected to demonstrate an understanding of this procedure by signing the acceptable use contract.

The purpose of this procedure is to outline the acceptable use of computer equipment on the Somersworth School District Computer Network. The rules are in place to protect both users and the School District itself. Inappropriate use exposes the District to risks including virus attacks, compromise of network systems and services, and legal issues.

This procedure applies to students, teachers, faculty and other staff members attending or working for the Somersworth School District. The procedure applies to all equipment that is owned or leased by the Somersworth School District.

PROCEDURE

This computer network has been established for a limited educational purpose to include classroom activities, career development, and limited self-discovery activities. It has not been established as a public access of public forum, and the Somersworth School District and this school have the right to place reasonable restrictions on the material you access or post, the training you need to have before you are allowed to use the system, and enforce all rules set forth in the school code and the laws of the State of New Hampshire. Further, you may not use this system for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying. Access to the Internet is available through this school only with permission of the principal or his/her designee, and in the case of students, a parent or guardian.

Unacceptable Use

The following uses of the Somersworth School District Computer System are unacceptable:

- I. **Illegal Activities**
 - a. You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's user name or accessing another person's files.
 - b. You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
 - c. You will not use the Somersworth School District Computer System to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
- II. **System Security**
 - a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person.
 - b. You will immediately notify the system administrator (or teacher, in the case of a student) if you have identified a possible security problem. Do not look for security problems; this may be construed as an illegal attempt to gain access.
 - c. You will not attempt to circumvent security devices put in place to restrict access, such as web filters or firewalls (including but not limited to the use of proxy sites and remote access software).
- III. **Inappropriate Language**
 - a. On any and all uses of the Internet, whether in application to public or private messages or material posted on the web pages, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person by a persistent

action that distresses or annoys another person and you must stop if asked to do so.

IV. Respect for Privacy

- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information about yourself or another person.

V. Respecting Resource Limits

- a. You will use the system only for educational and career development activities. There is no limit on the use of education and career development activities.
- b. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used.

VI. Plagiarism and Copyright Information

- a. You will not plagiarize words that you find on the Internet. Plagiarism is taking the idea or writings of others and presenting them as if they were yours.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Students may direct any questions regarding copyright law to a teacher.

VII. Inappropriate Access to Material

- a. You will not use the Somersworth School District Computer System to access material that is profane or obscene (pornography) or that advocates illegal acts of violence or discrimination toward other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research with both teacher and parental approval.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or other district employee or other person designated by the school. This will protect you against a claim of intentional violation of the policy.

E-mail

- a. E-mail use is intended for professional and educational use only. E-mail should not be used for personal communications.
- b. It is unacceptable to send "junk mail" or other advertising material to individuals who did not specifically request such material, this includes creating or forwarding "chain letters, scams or other "pyramid" type schemes.

Privacy

Users of the Somersworth School District Computer Network must be aware that information access, created, sent, received or stored on the network is not private. It is subject to review by network system administrators. System administrators may investigate complaints regarding files or e-mail that may contain inappropriate or illegal material without prior notification, and may lock or remove the offending media if it is deemed against this Acceptable Use Procedure.

Security

- I. Password Security
 - a. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts, and should regularly be changed as needed. You will be held responsible for any unauthorized access resulting from sharing your account information.
- II. Workstation Security
 - a. All PCs, laptops and workstations should be secured when you are not at the computer. This may mean either logging off, or locking the workstation manually (pressing the WINDOWS KEY and L simultaneously.) Computers will automatically lock after twenty minutes of inactivity.

Equipment

- I. **Unauthorized Personal Computer Equipment.** In the interest of security and resource management, only equipment owned by the Somersworth School District is allowed to be used on the computer network, including PCs, laptops and printers. Any equipment found violating this policy may be removed without warning.
- II. **Unauthorized Modification of Computer Equipment.** Computer equipment must not be modified or moved without prior approval.
- III. **Removal of District-Owned Equipment.** Equipment owned by the School District must not be removed without prior approval.

Your Rights

- I. **Free Speech.** Your right to free speech, as set forth in the school disciplinary code, applies also to your communication on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the district may restrict your right to free speech for valid educational reasons. The district will not restrict your right to free speech on the basis of its disagreement with the opinion you express.
- II. **Search and Seizure.** You should expect no privacy of the contents of your personal files on the district system. Routing maintenance and monitoring of the system may lead to discovery that you have violated this policy, the school code, or the law.

An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the school disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation. Your parents have the right at any time to see the content of your e-mail files.
- III. **Disciplinary Action.** Violation of the Acceptable Use Procedure will result in one or more of the following disciplinary actions:

- Verbal warning
- Written warning
- Restriction of access privileges
- Removal from a class activity
- Removal from a course
- Student detention, suspension or expulsion
- Referral to the appropriate legal authorities for possible criminal prosecution.

IV. **Due Process.** The district will cooperate fully with local, state or federal officials in any investigation related to illegal activities conducted through the Somersworth School District Computer System. In the event of a claim that you have violated this procedure, the school disciplinary code, or the law in your use of the Somersworth School District Computer System, you will be given written notice of suspected violations and an opportunity to present an explanation according to school code and/or state and federal law. Additional restrictions may be placed on the use of the Internet account. The district makes no guarantee that the functions or the service provided by or through the district system will be error free or without defect. The district will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information attained through or stored on the system. The district will not be responsible for financial obligations arising from unauthorized use of the system.

ACCEPTABLE USE CONTRACT

SOMERSWORTH SCHOOL DISTRICT COMPUTER SYSTEM

We, _____, the student and _____ the

(print)

(print)

parent/guardian, understand, accept and agree by the following statements:

We understand and agree to abide by all rules that are listed in the Somersworth School District Computer System Acceptable Use Policy.

We understand and accept that all statements referring to the Somersworth School District Computer System is educational, and that any other use is inappropriate.

We understand and accept that the use of the Somersworth School District Computer System is a privilege and not a right. We understand and accept that inappropriate behaviors will lead to disciplinary action, which will include restriction of access privileges (possibly removal from a course), cancellation of account and/or legal action.

We understand that the Somersworth School District Computer System may not be used for recreational, personal, or commercial purposes.

We agree not to participate in the transferring or storing of illegal material, such as copyrighted material through use of the Somersworth School District Computer System. We understand and accept that the transfer or storing of such materials may result in legal action being taken.

We agree not to participate in the transfer or storing of material, which may be considered treasonous, subversive, obscene, sexually explicit, or pornographic through use of the Somersworth School District Computer System.

We agree not to allow any other individual to make use of any of the user's passwords to access account privileges on the Somersworth School District Computer System. We understand and accept that we will be held responsible for any and all activities carried out through use of an account registered in the user's name.

We understand and accept the Somersworth School District Computer System is maintained and managed by the system administrator in such a way as to insure its availability and reliability in performing its educational mission. Users have no reasonable expectations of privacy concerning any materials transferred over or stored within the Somersworth School District Computer System.

We release the Somersworth School District and all other organizations related to the Somersworth School District Computer System from any and all liability or damages that may result from the use of the Somersworth School District Computer System. In addition, we will accept full responsibility and liability for the results of the student's actions with regards to his/her use of the Somersworth School District Computer System, Superintendent of Schools and all officials, employees or agents and all related organizations from any liability relating to consequences resulting from the student's use of the Somersworth School District Computer System and we agree to indemnify same for any damages arising out of the student's use contrary to this agreement and the Acceptable Use Policy.

We understand and agree to the provisions set forth above. We understand and accept that certain materials accessible through the Internet may be objectionable to use. I, the parent/guardian of the above, accept all financial and legal liabilities which may result from my child's misuse of the Somersworth School District Computer System.

Signed: _____ Date: _____

(Parent's/Guardian's Signature)

Signed: _____ Date: _____

(Student's Signature)

SAU 56 TEACHER WEB PAGE GUIDELINES:

BASIC WEB PAGE SUGGESTIONS:

Please follow the guidelines below

- **Contact Page**
- **About Me**
- **Daily or weekly schedule/assignments**
 - **Link back to the Home page**
 - **Helpful links**

General Expectations:

- Employee's web pages must be related to their job assignment.
- No personal student or staff homepages or links to those pages are allowed on District websites.
- All pages must be curriculum or school related.
- Any external links should open a new instance of a browser
- If external links contain advertising, the teacher page should include a disclaimer such as: *"Site may contain advertising not promoted by the Somersworth School District."*
- Please respect copyright laws-please do not use images which are clearly marked: *"copyright protected"*
- No SCHOOL level information should be posted on teacher web pages.
- Teacher web pages should contain a link back to the school home page.
- Pages must be reviewed for spelling, grammar, copyright and content accuracy before publishing.

Publishing Student Work:

Parent permission is required for publication of all student photos and/or work.

- Photos of students may not include student names.
- Photos of K-8 students may be published on school websites, illustrating student projects and achievements
- Photos of high school students may be published on school websites, illustrating student projects and achievements
- Student work in grades K-8 may be published with first name and last initial.
- High school students may publish using full names.

Tips for Publishing:

- Do not publish pages before they are ready. Wait until a page has enough content to be of value to a visitor before adding it to your site.
- Carefully select for relevance to curriculum and appropriateness to school setting.

- Include brief description of the site or its intended use.
- Link to sites without advertising if possible; note advertising with the following statement: "Site contains advertising which is not promoted by the District."
- Remove or replace broken links and update on a regular basis.
- Convert large text files to .pdf before posting
- Avoid large images that download slowly.

Types of Publications:

- Lesson Plans
- Description of use of the Internet in a particular class
- Student art work (drawing, painting, photography)
- Student writing (poetry, essays, short stories)
- Annotated list of links in a subject area
- Photos from field trips (with no students, only objects)

ROLLINSFORD INTERNET ACCEPTABLE USE POLICY

Overview

The Internet is an electronic communications network which provides vast, diverse and unique resources. Our goal in providing this service to teachers, staff and ultimately students, is to promote educational excellence in the Rollinsford Grade School by facilitating resource sharing, innovation and communication.

The Rollinsford School District views information gathered from the Internet in the same manner as reference materials identified by the schools. Specifically, the district supports resources that will enhance the learning environment.

In the schools, student access to, and use of, the Internet will be available under teacher/staff direction and supervised as any other classroom activity.

The School District, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the school district, since Internet access may be obtained outside of the school setting.

Statement of Policy

It is the policy of the Rollinsford School Board to maintain an environment that promotes ethical and responsible conduct in all on-line network activities by staff and students. It shall be a violation of this policy for any user to engage in any activity that does not conform to the established purpose and general rules and policies of the network and Internet etiquette (Netiquette).

The Internet is a privilege, increasingly essential to learning that offers new freedoms and demands new responsibilities. Guidelines for use are practical and logical extensions of our community's commitment to conduct that is legal, responsible, ethical, and considerate (thoughtfully respectful of others).

Acceptable use guidelines

1. Acceptable use

- Must be in support of education and research consistent with district policy
- Must be consistent with the rules appropriate to any network being used/accessed
- Unauthorized use of copyrighted material is prohibited
- Threatening or obscene material is prohibited
- Distribution of material protected by trade secret is prohibited
- Use for commercial activities is not acceptable
- Product advertisement or political lobbying is prohibited

2. Privileges

- Access to the Internet is not a right, but a privilege
- Training will be provided

3. Netiquette

- Be polite
- Use appropriate language
- Abide by generally accepted rules of network etiquette
- Electronic mail is not guaranteed to be private
- Do not intentionally disrupt the network or other users
- Do not reveal your personal address or phone numbers of students or colleagues

4. Security

- If you identify a security problem, notify a staff member immediately
- The school reserves the right to monitor for security purposes, any electronic communication on school owned equipment

5. Vandalism

- Shall not be tolerated
- Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, the Internet, or parts of the local network.

6. Penalties

- May include cancellation of privilege and additionally the user or parent/guardian may be financially responsible for any damages
- Any user deviation from the acceptable use guidelines stated earlier in this policy will result in disciplinary actions deemed appropriate

7. Liability

- The Rollinsford School District will not be responsible for damages that may result from the use of its available technology.
- Students must accept full responsibility and liability for the results of the student's actions with regard to his/her use of this technology.
- By signing the contract for acceptable use of technology, the parent/guardian accepts all financial and legal liabilities which may result from their child's use of the school technology.
- The Rollinsford School District reserves the right to change its policies and rules at any time.

Policy Approved
Board

Rollinsford School

November 21, 1996

Policy Adopted
District

Rollinsford School

December 19, 1996

SAU 56

Somersworth and Rollinsford School Districts

End of Year Technology Report

2008-2009

SAU 56 Technology has had a very busy year working to make improvements to the technology infrastructure and to ensure the State of NH Department of Education Information and Communication and Technology (**ICT**) standards (Ed 306.42) are being fully implemented in all schools. I have also included a copy of the Summer Technology Newsletter, as well as a copy of the revised SAU 56 Technology Plan.

COMMITTEE WORK:

SAU 56 Technology Committee

- Created Teacher Web Publishing Guidelines
- Revised SAU 56 Technology Plan
- Recommended Internet Use Policy revision

High School ICT Portfolio Committee:

- Created Procedure for all incoming 9th graders to create an ICT Portfolio
- Created Procedure for submitting student ICT examples: 1 per course grades 9-12
- Created Student ICT reflection sheet
- Created "sample student ICT portfolio

Elementary School ICT Portfolio Committee

- Will meet to recommend a procedure for saving student work on the network
- Will recommend grade level exemplars by curriculum area

Rollinsford ICT Committee

Met to create an action plan for 2009-2010 to implement ICT Standards K-6

COMMUNITY:

- Technology resources Web Page on the SAU 56 website
<http://www.sau56.org/resources/technology>
- Use of Online surveys
- Social Networking Safety Presentation for parents at the High School

TITLE II D:

- Received 2 Competitive Title II D (Enhancing Education With Technology) Grants :
5 TLC teachers (Tech Leader Cohort teachers) (15,000)
Sharepoint server and 3 pilot teachers (4,000)

ED 306.42 Information and Communication Technology (ICT) STANDARDS:

- ALL 8th graders have created a basic ICT Portfolio
- Students have learned about the ICT standards and selected technology artifacts that represent these standards
- Implemented 8 week Sharepoint Project to pilot using Sharepoint as an ICT Portfolio storage solution

PROFESSIONAL DEVELOPMENT:

- Online Teacher Technology Self-assessment- September and June
- Weekly after school teacher workshops-Smartboard, Moviemaker, Digital Camera, FLIP video camera, Web site, Software review, etc
- 8 session Basic Microsoft Office Series
- Hosted ISTE (International Society of Tech Educators) Webinar for area teachers
- Hosted Sharepoint training Day for 3 Somersworth Pilot teachers and out of district colleagues from Rollinsford, Alton and Nashua. (Title II D funded)

NEW EQUIPMENT:

- FLIP video cameras, Kodak Easy Share cameras, Mp3 Players, Headsets, Webcams (purchased with federal funds to be used at a 3 day Multimedia Bootcamp June 25, 25 July 2)
- 2 Smart Interactive Whiteboards with laptops/projectors-set up two Math teachers to pilot using the boards and to teach their team/department.(Middle School and High School)
- DPS (Digital Projector Systems) at the high school

NEW SOFTWARE:

- Set up Type to Learn at Maple Wood School-with web access
- Set up Primary MAPS at Hilltop and Maple Wood School-provided practice demonstration for all Kindergarten and first grade classrooms
- Previewed new **Student Information System** software (SIS)
- Planned for Techpaths Curriculum Mapping training district wide (Aug 27, 2009)

IT DEPARTMENT

- Replaced old Netscreen Firewall with new Sonicwall

- Created software install packages on the network for easy teacher access
- Maintained and added software applications for students and staff
- Created a student password reset app for Building Tech Coordinators and Computer teachers
- Created and maintained an internal IT Help Desk for teachers and staff
- Maintained Systems inventory and Technology Assets
- Maintained Network Structure records (Physical mapping of network)
- Maintained and expanded Network infrastructure (physical cabling)
- Imaged and deployed approximately 100 new and refurbished computer systems throughout the district (2 CTC labs, MWS laptops, HES Laptops, Topper Tops Laptops, SHS Science and Library desktops)
- Created procedures for new staff training on email and intranet
- Created procedures for creating new student/staff accounts
- Created K-4 Student logins on the server
- Installed a new server for storage, another for MOSS 2007 (MOSS -Sharepoint-is (Funded through Title II D)
- Installed Moodle CMS for use with 8th grade ICT Course
- Installed and set up MOSS 2007 (Sharepoint) as part of Title II D Portfolio Storage Grant Project for State of NH Ed Tech.
- Moved new servers to new storage rack
- Maintained servers, including temporary solution for cooling
- Added and maintained mobile computing devices: PDA's, Blackberries, Phones, etc
- Added several printers to centralized locations throughout the district
- Added a new multimedia system for the SHS Library
- Added several new DPS carts for the SHS (Title V funded)
- Researched technology products and solutions (ceiling mount projectors, content filtering alternatives, etc)

SUMMER PROJECTS:

- Re-imaging 475 desktops and laptops/replacing oldest machines
- Imaging and deploying new laptops/desktops

- Upgrading wireless infrastructure at Middle School and Maple Wood School
- Adding Fiber to the High School Library PC Lab
- Installing Neatpatch cable management system for SHS IDF locations
- Improving SAU 56 Website

2009-2010:

- Changing over Student Information System (SIS)-Web2School
- Tech Paths Curriculum Mapping training, continued
- Performance Tracker training- State of NH Database
- MS Sharepoint Implementation across district for Somersworth Intranet