

Cover Page

Technology Plan Submission Form School Years 2009-2012

District Name	Lonoke Public School District
County	Lonoke
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<i>Include URL of technology plan if posted to district website:</i>	http://lonokeschools.org/help/tech/tech.asp

(REVIEW TEAM WILL COMPLETE THE FOLLOWING INFORMATION)

DATE RECEIVED:		
REVIEWER:	Approval Status:	DATE:
DISTRICT APPROVAL LETTER SENT:		DATE:
DISTRICT REVISED LETTER SENT:		DATE:

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Current District Demographics

District Profile	
DISTRICT NAME: Lonoke Public School District	
District Local Education Agency (LEA) Number:	43-01-000
Number of Schools in the LEA :	4
Total Number of Teachers for the District:	148
Total Number of Students Enrolled in the District:	1832
District Billed Entity Number:	139507
District Federal Registration Number (FRN):	0008358509
District National Center for Education Statistics (NCES) Number:	0509060
Percentage of Students Eligible for Free/Reduced Lunch:	49
E-Rate District Discount Level:	69
Internet Connected Student/Computer Ratio for District:	2.99
Based on Census Tract information is your district considered Rural or Urban:	Urban

	(Year 1) 2009-2010	(Year 2) 2010-2011	(Year 3) 2011-2012
Number of computers & other devices with Internet access <u>before</u> application.	648	658	668
Number of computers & other devices with Internet access <u>after</u> application.	658	668	678
Direct connections to the Internet number of drops.	812	822	832
Number of classrooms with Internet access.	176	176	176
Direct broadband services between 10 Mbps and 200 Mbps.	4	4	4

Schools Profile

School Name	LEA#	E-Rate Entity #	NCES#
Lonoke Primary	43-01-030	82498	050906000644
Lonoke Elementary	43-01-027	82496	050906000641
Lonoke Middle	43-01-028	82497	050906000643
Lonoke High	43-01-029	82495	050906000642

Technology Committee

District Technology Committee		
Member	Title	Constituency Represented
Linda Buffalo	English Instructor	Middle School
Holly Dewey	Principal	Elementary School
Deanna Harris	Classroom Teacher	Elementary School
Michael Edwards	Vocational Instructor	Middle School
Elise Hobson	Media Specialist	High School
Angela McCallie	Business Instructor	High School
John Tackett	Asst. Superintendent	Administration
Replacement Pending		High School Parents
Replacement Pending		Elementary School Parents
Replacement Pending		High School Students
Replacement Pending		Middle School Students
Replacement Pending		Primary School

The technology planning process of the Lonoke Public School District is structured around the technology committee and their ability to carry out the functions needed to produce a viable technology plan. This includes evaluating current trends in educational technology and District level data, developing goal sets based on those evaluations, and finally implementing those goals via facilitators, sub-committee tasks, or by the requisition of the Information Technology department. Committee members were selected to provide a diverse cross-section of the District. Each member is expected to be knowledgeable in instructional or administrative technology integration, provide the committee with ideas and goals to make that technology integration possible, and to collect and share information from other technology shareholders within the District and the community. The Technology Committee will convene a minimum of once every six months in order to evaluate and maintain the plan. Special thanks to the Superintendent of schools, Sharron Havens.

Vision and Mission Statements

Vision Statement

Lonoke Public Schools acknowledge and embrace technology to better prepare the student body, teaching staff and administration for the rapidly changing society in which they live. Students will have equitable access to learning environments that integrate technology within its K-12 curriculum to ensure the acquisition of skills needed to become lifelong learners while preparing for and achieving success in an ever demanding workforce.

Mission Statement

The Lonoke School District will incorporate technology as a natural part of education through an integrated framework to govern acquisition, application and evaluation of technological resources to ensure that all students will have the opportunity to develop the lifelong learning skills necessary to be productive citizens in an education-driven, global society.

By using technology as a tool, students will expand their knowledge; improve their critical thinking, problem-solving and decision making skills; access, analyze, evaluate and communicate information in expedient and efficient formats; and work ethically, independently and collaboratively with a diverse and changing population.

By using and facilitating the student use of technology as a tool, teachers can improve instructional strategies to increase student achievement and narrow the gap between low and high achievers; accurately and efficiently assess, monitor and communicate student progress to parents; and continuously improve professional skills through staff development in technology and the sharing of skills and resources with colleagues.

By using and facilitating the use of technology as a tool, administrators can provide, solicit and seek adequate funding, maintenance, support, training and equipment; demonstrate leadership and a vision for the use of technology to increase student achievement and staff productivity; provide immediate and easy access to, and manipulation of equipment and data sources for instructional and administrative decision making; and integrate technology into procedures and guides.

Current Technology Assessment

A. Technology Integration with Curriculum and Instruction

Curriculum Integration

Technology Integration

Presently, the use of technology in daily lessons varies significantly from teacher to teacher and school to school. In some cases, integration is based on availability. Some science teachers use computer technology to present lessons, from PowerPoint formats to on-line learning. The one available flex cam in the district is being used in high school science as a presentation tool and an instructional tool for large group instruction. Teachers in grades K-6 use computer technology to assess and provide feedback for students in the Accelerated Reader Program. Teachers also use available computer labs to provide drill and practice in reading and writing and to provide opportunities for smaller groups to conduct research for class projects and to provide authentic learning experiences.

Student Use

Students in the district use computer technology to demonstrate learning, e.g. PowerPoint presentations, to conduct research using on-line sources, and to practice essential skills. In most cases, student use is based on availability of resources. One of the district's goals is to provide access to students to use computer technology to publish work on-line and to communicate nationally and internationally.

Curriculum Weaknesses

Implementation of teaching/learning strategies across grades and across the curriculum has been identified as a weakness in the district. Criterion-referenced and norm-referenced test scores indicate that student performance shows significant decline following the elementary grades. Classroom practice indicates that more open-response/constructed-response writing needs to occur across the curriculum at the secondary level.

B. Professional Development

Professional development activities are offered to teachers each summer and at various events throughout the school year. These activities include electronic grade book training, as well as courses offered in Microsoft Word, Print Shop, and Internet curriculum integration. Our educational co-op also offers technology workshops during the summer.

Currently, a survey method is provided for teachers input as a follow-up to each professional development workshop and to determine the effectiveness of our technology professional development.

C. Equitable Use of Technology

Each teacher in the district has access in their classroom to multimedia computers, Internet, Microsoft office, and e-mail. Students in Primary School have no Internet access, but can perform basic computer skills in the computer lab. Elementary students can participate in “drill and practice” skills in math and reading in the Elementary computer lab. Elementary students also utilize the internet, Accelerated Reader software, and MS Office products using the two workstations located in each classroom.

The Middle School has an Internet lab available to sixth, seventh, and eighth grade students for research and writing. In the seventh grade, students enroll in Keyboarding. At the eighth grade level, they enroll in Computer Technology. Both seventh and eighth grade students may enroll in Technology Education as an elective. In 2005, an EAST Lab was added to replace the Technology Education program. High school students can participate in the computer-writing lab through the English classes; access computers in the library on a “needs” basis. Also, students in grades 9-12 can enroll in Technology Business classes. An EAST Lab was added for High School students in 2007. After-School programs at the High School utilize several computer labs for various activities and tutoring.

Special students in Middle School and High School can take their exams using Kurzweil Read and Scan software, which allows testing material and other literature to be scanned in and then read to them aloud using headphones.

The District’s ELL Students utilize Rosetta Stone software to reinforce English instruction.

D. Current Technology Inventory

Currently, items tagged for inventory have a value of at least five hundred dollars. When an item is placed for use in a building, an inventory addition form is returned to the accounting department for data entry. The same form is used for inventory deletions.

Inventory Summary:

Number of computers	Number of printers	Number of rooms wired for the Internet
22 Central	16 Central	15 Central
91 LPS	57 LPS	44 LPS
104 LES	45 LES	38 LES
167 LMS	57 LMS	40 LMS
216 LHS	74 LHS	54 LHS
600 Total	249 Total	191 Total

Needs Assessment

A survey process was completed by creating, distributing and collecting paper surveys which were developed based on the National Educational Technology Standards (NETS) for Students, Teachers, and Administrators as developed by the International Society for Technology in Education (ISTE). Students in grades 6 through 12 were surveyed in order to determine the current level of proficiency in regards to the Student NET Standards. The results of the survey indicate that a majority of students are currently meeting the Performance Indicators spelled out in the NET Standards. Therefore, teachers will continue to include these standards in the daily curriculum, as referenced in the Action Plan included in this document.

Parents were surveyed to gauge the level of their child's technology skills. The results of the Parent Survey are mirrored with the student data, in that a majority of parents believed their child was proficient in regards to proper technology usage.

District faculty will be evaluated by a survey process at the end of each school year to determine the appropriate courses to offer for professional development. Also, any adjustments or revisions to this plan will be made at that time, if necessary, to include any perceived changes in the Districts goals for technology professional development.

Goals, Objectives and Strategies for Technology

The District has adopted the National Educational Technology Standards (NETS) for Students, Teachers, and Administrators as developed by the International Society for Technology in Education (ISTE). The survey conducted as part of the Needs Assessment identified the fact that a majority of the District's students are currently meeting the Performance Indicators spelled out in the NET Standards.

The main focus of this technology plan is on raising student achievement, reinforcing the NET Standards, and further utilizing existing technologies already in place throughout the district. This process is accomplished using many different techniques as evidenced in the actions of this plan. Because of the fact that technology is ever-changing and it is impossible to predict all of the skills one will need for the future, the ultimate goal is to provide students with the ability of being life long learners so that they may adapt to their environments. Research shows that more and more jobs will require higher order thinking skills than the previous century. We want to empower and enable our students to meet these demands and become successful in any endeavor they may engage.

All four schools within the district have stated the need to improve their student's literacy and mathematics skills as the target for the Arkansas Consolidated School Improvement plan. The interventions and activities that are described in this document support those goals found in the School Improvement Plan.

Finally, Parental Involvement within the District is critical to increased student participation and achievement. Facilitation of communication between teachers, administrators, parents, and students will be maintained via the Districts website, email systems, SchoolMessenger (<http://www.schoolmessenger.com>) notification system, and the Parent Internet Viewer. The latter allows parents to retrieve student's grades and assignments in real-time via the Internet.

Staff Development and Training

The District has adopted the National Educational Technology Standards (NETS) for Teachers as developed by the International Society for Technology in Education (ISTE). Building on the NETS for Students, the ISTE NETS for Teachers (NETS-T), which focus on preservice teacher education, define the fundamental concepts, knowledge, skills, and attitudes for applying technology in educational settings. Professional development activities offered within the District will be defined based on these standards.

Professional development activities are offered to teachers each summer and at various events throughout the school year will support the NETS-T. These activities include electronic grade book training, as well as courses offered in Microsoft Word, Print Shop, and Internet curriculum integration. Our educational co-op also offers technology workshops during the summer.

Currently, a survey method is provided for teachers input as a follow-up to each professional development workshop and to determine the effectiveness of our technology professional development.

Policies and Procedures

Lonoke Public School District Internet Safety Policy

Introduction

It is the policy of the Lonoke Public School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Lonoke Public School District online computer network when using electronic mail and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the Lonoke Public School District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Coordinator or designated representatives.

CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

Technology Infrastructure, Management, and Support

All classrooms and administrative offices in all four schools in the Lonoke Public School District are connected to a 100Mb Ethernet local area network with T1 circuits for access to the Internet or APSCN SMS and FMS network services. Telephone service is provided in all offices and throughout the buildings in key locations for use by staff. Every classroom has an Internet connected computer for the teacher, and seventy-five percent of the classrooms in the District have at least one Internet connected computer for student use, in addition to computers in the libraries and labs. After signing a technology use agreement, students have access to use computers to practice essential skills, on-line testing, and conduct research using on-line resources. High School students also have a school e-mail account.

The technology platform in use throughout the District is a PC, and the average age of the instructional computers varies by school. The Middle School computers are less than two years old, and the computers at the High School average four years old. The computers at the Primary School average six years old, and at the Elementary School, the computers average seven years of age. The workstation replacement schedule targets the school with the oldest computers for replacement first, evaluated on a yearly basis.

A firewall is installed at the High School campus and anti-virus software is installed and updated on all computers throughout the District. We utilize a SPAM filter built in to the mail server software as well as virus scanning of all messages going through the mail server.

The District employs a Technology Coordinator and a Technology Technician. Currently, the technology support staff is adequate to manage the computers and network infrastructure, and provide technology support to the District. Training for the technology support staff is obtained through training classes provided by the educational cooperative, commercial training programs, and online training.

The current information technology infrastructure of the District is sufficient in terms of providing reliable access to intranet and internet services. The District uses the local area and wide area networks extensively. However, evaluation of local area network upgrades will be necessary within the next two to four years. These networks have become essential for the creation, exchange, and dissemination of information produced by the administration and staff, the use of client-server based programs, and access to the wide area network. Telecommunication services are adequate in terms of providing administrative offices and certain locations throughout the campus buildings with access to Plexar based telephone services.

The E-Rate program has provided the District with discounts for local, long distance, and cellular telephone services. This program has freed funding for other technology projects and maintenance that would not have been possible without the funding gained from those discounts. Also, wide area network access provided by the Arkansas Department of Information Services has indirectly saved the district thousands of dollars in funding.

Technology Budget Narrative

Funding is obtained through several sources, the majority of which is through local funds, but funding is also obtained through Carl Perkins funds to improve business labs. Grants are another source of funding for adding technology in the classroom. Teachers and administrators attend workshops and professional development to improve grant opportunities.

For the infrastructure category, funds are allotted to carry out the equipment replacement schedule to ensure the District technology equipment stays as current as possible. The reliance on the local area and wide area networks by students, faculty and staff to create, exchange, and disseminate information requires us to plan and budget for upgrades of the network components and network infrastructure as required, and for maintenance to ensure a reliable infrastructure exists for students, faculty and staff to use.

Telecommunications services are budgeted for local, long distance, and wireless telephone service, augmented by discounts obtained through the e-rate program. The wide area network access at each school is provided by the Arkansas Department of Information Services.

Instructional and non-instructional software is a key component in utilizing technology in the education process as well as maintaining records and providing communication both inside and outside the District. The budget includes funds to maintain support contracts and upgrade existing software in use within the District, as well as funds to purchase new software packages after evaluating them on educational and administrative merits. Funds are also budgeted to maintain and upgrade operating systems, productivity software, and antivirus software.

Professional Development and training is provided through various sources such as workshops, in-service training, conferences, educational cooperative training, and third party sources. Local funds are used to cover most of the training and expenses, but grants and other funding are also used.

Salaries for the Technology department are included in the budget for technical support as well as funds for office supplies and materials.

Budget Summary

Technology Plan Implementation - Action Timeline

Administrative Technology Goal: Utilize current technology resources in order to reduce the recurring cost of consumables.

Activities To Support this Goal	Person(s) Responsible	Timeframe for this Activity	Hardware & Software Required	Professional Development Required	Cost (Budget) for this Activity	Source of funds
Provide professional development opportunities for staff in correct use of email.	Technology Coordinator	August 2009 – 2012 and after school August to May 2009 – 2012	Internet connected PC, MS Outlook, webmail.	Provided by technology coordinator.	None	
Require all communication be sent via the district email system.	Superintendent Technology Coordinator	July to June 2009 – 2012	Internet connected PC, MS Outlook, webmail.	Provided by technology coordinator.	None	
Publish public information to district website.	Technology Coordinator Building-level website facilitator.	July to June 2009-2012	Internet connected PC, MS Frontpage	Provided by technology coordinator.	None	

Evaluation: All professional communications will be sent via the district email system. Amount of consumables, i.e., paper, pens, etc. monitored to determine cost savings. Public information is available via district website.

Administrative Technology Goal: Provide leadership to ensure that staff has time and resources to gain knowledge and develop skills necessary for the effective use of instructional technologies.

Activities To Support this Goal	Person(s) Responsible	Timeframe for this Activity	Hardware & Software Required	Professional Development Required	Cost (Budget) for this Activity	Source of funds
Develop skills for using MS Office software to create documents and presentations.	Technology Coordinator	August 2009 – 2012 and after school August to May 2009 – 2012	Microsoft Office	Provided by technology coordinator or business teacher.	Included in Microsoft School Agreement	Local

Evaluation: Administrators and staff use MS Office for document and presentation creation.

Professional Development Technology Goal: Assess the level of technology proficiency of all staff members.

Activities To Support this Goal	Person(s) Responsible	Timeframe for this Activity	Hardware & Software Required	Professional Development Required	Cost (Budget) for this Activity	Source of funds
Create and administer technology assessments using Profiler Online.	Assistant superintendent	July to June 2009-2012	Profiler Online	None	None	
Develop technology curriculum based on the Profiler results.	Assistant superintendent Technology Coordinator	July to June 2009-2012	MS Office	None	None	

Evaluation: All staff is assessed using Profiler Online. Technology curriculum is updated and improved based on the results.

Professional Development Technology Goal: Attend educational technology conferences demonstrating current technology integration methods and technological advancements.

Activities To Support this Goal	Person(s) Responsible	Timeframe for this Activity	Hardware & Software Required	Professional Development Required	Cost (Budget) for this Activity	Source of funds
Attend Hot Springs Educational Technology Institute	Technology Coordinator	Each June of 2009-2012	None	Provided by HSTI.	\$110 per year	Local

Evaluation: Annual attendance followed by debriefing report to assistant superintendent and superintendent.

Professional Development Technology Goal: Provide professional development experiences that demonstrate successful integration of technology that leads to improved teaching and learning experiences for our students.

Activities To Support this Goal	Person(s) Responsible	Timeframe for this Activity	Hardware & Software Required	Professional Development Required	Cost (Budget) for this Activity	Source of funds
Plan in-service experiences to meet the six hour requirement that will provide teachers with technology-enhanced instructional strategies to support the diverse needs of learners.	Administrators	August 2009-2012	None	Provided by local vocational teachers.	\$3000.00	Local
Send teachers and administrators to technology conferences and institutes to enhance instructional methods and improve student learning.	Administrators	June to August 2009-2012	None	Provided by State and national conferences.	\$6,000.00	Carl Perkins Local

Evaluation: Local in-service opportunities are provided to teachers. Students demonstrate technology talents. Lesson planning shows technology resources including student standards. Training is provided in the use of Microsoft Office, electronic grade books, and email.

Curriculum Technology Goal: Use technology to enhance the daily delivery of curriculum in varied learning environments.

Activities To Support this Goal	Person(s) Responsible	Timeframe for this Activity	Hardware & Software Required	Professional Development Required	Cost (Budget) for this Activity	Source of funds
Use technology to develop and administer assessments.	Teachers	August to May 2009-2012	Skills Connection, Accelerated Reader, Math Facts, ExamView	None	None	Local
Provide opportunities for teachers to attend technology development sessions covering MS Office, Internet, and email.	Vocational teachers	June to August 2009 – 2012 and after school August to May 2009-2012	Internet connected PC, MS Office	None	\$3000	Local

Evaluation: Teachers use technology to develop and administer assessments. Teachers receive at least six hours of training related to technology integration in the classroom.

Curriculum Technology Goal: Demonstrate proficiency in standards for technology.

Activities To Support this Goal	Person(s) Responsible	Timeframe for this Activity	Hardware & Software Required	Professional Development Required	Cost (Budget) for this Activity	Source of funds
Include student technology standards in curriculum.	Teachers	July to June 2009-2012	None	Provided by Assistant superintendent.	None.	

Evaluation: Student technology standards are included in daily curriculum.

Student Achievement Technology Goal: Integrate technology into all aspects of teaching and learning as defined in the school improvement plans of each campus.

Activities To Support this Goal	Person(s) Responsible	Timeframe for this Activity	Hardware & Software Required	Professional Development Required	Cost (Budget) for this Activity	Source of funds
Monitor school improvement plans with implementation matrixes that determine the degree to which interventions have been implemented.	Assistant superintendent	July to June 2009 - 2012	None	None	None	

Evaluation: Implementation matrixes are used to monitor school improvement plans.

Student Achievement Technology Goal: Use technology to access and evaluate information to determine effectiveness of school improvement plans.

Activities To Support this Goal	Person(s) Responsible	Timeframe for this Activity	Hardware & Software Required	Professional Development Required	Cost (Budget) for this Activity	Source of funds
Create data displays for sharing progress with staff, school board, and community.	Administrators	August to June 2009 - 2012	MS Office	Provided by local staff.	Included in Microsoft School Agreement	Local

Evaluation: Administrators create displays of data and distribute to staff, school board, and community.

Student Use Technology Goal: Utilize computer technology to demonstrate learning.

Activities To Support this Goal	Person(s) Responsible	Timeframe for this Activity	Hardware & Software Required	Professional Development Required	Cost (Budget) for this Activity	Source of funds
Display technology talents and skills for sharing with student peers, teachers, and parents	Teachers and Principals	2009 – 2012	PC, projector, MS PowerPoint, MS Frontpage	Provided by Principals, Teachers, and Website Facilitators in each building	Included in Microsoft School Agreement	Local
Use computer technology to practice essential skills	Middle School and High School Vocational Teachers and Principals	2009 – 2012	PC, MS Office, Microtype Pro	Provided by vocational teachers	Included in Microsoft School Agreement	Local
Use computer technology to conduct research	High School Teachers and Principals	2009 – 2012	PC with Internet access to Grolier Online, Britannica Online, EBSCO and Thomson Gale online research databases	Provided by Media Specialists	None	

Evaluation: Students create and present PowerPoint presentation projects, evaluated by teachers. Students demonstrate knowledge by completing lessons and are evaluated by teachers. Students conduct online research to complete writing assignments and projects, and are evaluated by teachers.

Equitable Access Technology Goal: Utilize adaptive technology in order to provide disabled students with equal opportunities.

Activities To Support this Goal	Person(s) Responsible	Timeframe for this Activity	Hardware & Software Required	Professional Development Required	Cost (Budget) for this Activity	Source of funds
Improve the reading levels of disabled students.	Special Education teachers	August to May 2009 - 2012	Kurzweil Read and Scan software.	Provided by Special Ed. administration	Included in Special Education Funds	
Provide reading impaired students with the ability of testing independently.	Special Education teachers	August to May 2009 - 2012	Kurzweil Read and Scan software.	Provided by Special Ed. administration	Included in Special Education Funds	

Evaluation: Special education students are evaluated independently by the special education department.

Infrastructure Technology Goal: Maintain support contract for Classroom Management System (electronic grading system).

Activities To Support this Goal	Person(s) Responsible	Timeframe for this Activity	Hardware & Software Required	Professional Development Required	Cost (Budget) for this Activity	Source of funds
Maintain Parent Internet Viewer for remote access to student grades for parents.	Technology Coordinator	July to June 2009-2012	IIS Webserver	None.	Included in support contract.	Local
Annual renewal of Excelsior Software support contract for electronic grading system.	Technology Coordinator	July 2009-2012	None.	None.	\$4700	Local

Evaluation: Increased student participation and achievement. Facilitation of communication between teachers, administrators, parents, and students.

Infrastructure Technology Goal: Support and maintain information technology needs with on-site staff.

Activities To Support this Goal	Person(s) Responsible	Timeframe for this Activity	Hardware & Software Required	Professional Development Required	Cost (Budget) for this Activity	Source of funds
Continue to employ in-house technology coordinator.	Superintendent	July to June 2009-2012	None	None	\$45,000 per year	Local
Continue to employ full-time technology support specialist.	Technology Coordinator	July to June 2009-2012	None	Provided by technology coordinator.	\$25,000 per year	Local

Evaluation: Annual observation and evaluation performed by assistant superintendent or superintendent. Support specialist will be evaluated by technology coordinator.

Infrastructure Technology Goal: Seek outside funding for continual improvement of technology capabilities within the district.

Activities To Support this Goal	Person(s) Responsible	Timeframe for this Activity	Hardware & Software Required	Professional Development Required	Cost (Budget) for this Activity	Source of funds
Submit annual E-Rate applications.	Technology Coordinator	According to E-Rate guidelines.	Internet access.	None	Discount of approx. \$26,000.	USAC-SLD
Apply for educational technology grants.	Administrators	July to June 2009-2012	None	Grant writing workshops.	\$200	Local
Seek additional sources from local community and business.	Administrators	July to June 2009-2012	None	None	None	

Evaluation: E-Rate applications submitted by appropriate deadlines annually. Additional funding is procured each year through outside grant sources. Other funds are received from community or business donors.

Infrastructure Technology Goal: Leverage the power of the district website as an information, marketing, and recruitment tool.

Activities To Support this Goal	Person(s) Responsible	Timeframe for this Activity	Hardware & Software Required	Professional Development Required	Cost (Budget) for this Activity	Source of funds
Website facilitator responsible for day to day maintenance of respective websites.	Website Facilitator	July to June 2009 - 2012	None	Provided by technology coordinator	\$1000 per year	Local

Evaluation: Increased usage of website by staff, students, parents, and community will be monitored via reports generated by the district web server.

Infrastructure Technology Goal: Maintain contract with US Data Trust Inc. to provide off-site data backup for mission critical data.

Activities To Support this Goal	Person(s) Responsible	Timeframe for this Activity	Hardware & Software Required	Professional Development Required	Cost (Budget) for this Activity	Source of funds
Maintain contract.	Technology Coordinator	Each May and October 2009-2012	None.	None	\$5100	Local
Configure mission critical sites for automatic data backup.	Technology Coordinator	July to June 2009 - 2012	USDataTrust client software.	None	Included above.	Local

Evaluation: Central and remote data centers will maintain regular back-ups of data via an off-site data backup.

Infrastructure Technology Goal: Reduce computer workstation total cost of ownership.

Activities To Support this Goal	Person(s) Responsible	Timeframe for this Activity	Hardware & Software Required	Professional Development Required	Cost (Budget) for this Activity	Source of funds
Maintain current Microsoft School Agreement.	Technology Coordinator	December 2009-2012	None	None	\$19,000	Local
Replace workstations whose repair costs exceed replacement costs.	Technology Coordinator	July to June 2009-2012	Replacement workstations	None	\$10,000	Local
Maintain district-wide licenses for Symantec Anti-Virus Corporate Edition.	Technology Coordinator	August 2009-2012	None	None	\$3,000	Local

Evaluation: Total cost of ownership lowered through reduced downtime and maintenance cost.

Infrastructure Technology Goal: Migrate current Windows 2000 Servers to Windows 2003 Server operating system.

Activities To Support this Goal	Person(s) Responsible	Timeframe for this Activity	Hardware & Software Required	Professional Development Required	Cost (Budget) for this Activity	Source of funds
Upgrade or replace servers as needed to upgrade to Windows Server 2003.	IT Department	July 2009 thru completion.	Windows Server 2003, Server hardware as needed.	Windows 2003 Server Training	\$7200	Local

Evaluation: Total cost of ownership lowered through reduced administrative costs and overhead.

Technology Plan Evaluation

Evaluation of the technology plan will occur every six months with participation from the technology committee. The committee will be broken into sub-committees which will evaluate the progress of the goals in each sub-category of administration, professional development, curriculum, student achievement, equitable access, and infrastructure. The plan will be evaluated with an implementation matrix for each of the initiatives listed in the action plan. The implementation matrix is a method recommended from the Southwest Education Developmental Laboratory in Austin, Texas. This matrix allows individual sub-committees and administrators to assess the degree to which activities that have been planned in the technology plan have actually been implemented. A matrix with its components will be listed for each initiative. Some of the initiatives will require post survey to determine progress, especially in teacher skill development. Each sub-committee will report to the technology coordinator and technology committee. The technology coordinator will report to the principals, assistant superintendent, superintendent, and school board. Based on the findings of each group's report and the recommendations of the school board and administration, the technology committee will propose any necessary mid-course corrections necessary to achieve the goals set forth. The initial plan will be published for the review of teachers, students, and the community. These stakeholders may submit comments or suggestions about the plan using an online form available on the district's website. (<http://lonokeschools.org>)

TECHNOLOGY PLAN STATEMENT OF ASSURANCES

School District Lonoke Public School District

The LEA, in accordance with the Arkansas Department of Education policies and procedures, by submitting this local technology plan, hereby assures that:

1. The LEA is an equal opportunity employer and shall perform to all affirmative action and other applicable requirements; accordingly, the applicant does not discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the grounds of race, color, religion, national origin, handicap or sex in any manner prohibited by law. Further, the applicant agrees to comply with the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans with Disabilities Act.
2. The LEA agrees that the Arkansas Department of Education, or any of its duly authorized representatives, at any time during the terms of this technology plan, shall have access to, and the right to audit examine any pertinent books, documents, papers, and records of grantee related to this plan.
3. The LEA certifies that they have not been barred from contracting or otherwise doing business with the State or Federal Governments.
4. This plan, and all matters or issues collateral to it, shall be governed by, and construed in accordance with, the laws of the State of Arkansas.
5. This plan has been reviewed and approved by the District Technology Committee, the District Superintendent, and the approved by the School Board.

Signature of School Board President	Date
	4/30/2008
Signature of Superintendent	Date
	4/30/2008
Chairperson, District Technology Committee	Date
	4/30/2008

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District Technology Coordinator/Contact:

Name: Joel Bland	Telephone #: 501-676-0676
Title: Technology Coordinator	FAX: 501-676-7074
Email: joel.bland@lonoke.k12.ar.us	401 W. Holly St. Lonoke, AR

School District Acceptable Use Policy

LONOKE PUBLIC SCHOOLS TECHNOLOGY ACCEPTABLE USE POLICY

INTRODUCTION:

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the policy of the Lonoke Public Schools to provide all students and employees with access to a variety of technology resources.

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways, consistent with the Mission Statement and instructional goals of the Lonoke Public Schools.

Thus, it is the intention of the Lonoke Public Schools that all technology resources will be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees of the Lonoke Public Schools will use the provided technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions, or companies.

POLICY STATEMENT:

The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of the Lonoke Public Schools.

Use of any and all technology resources is a privilege and not a right.

Individuals may use only accounts, files, software, and technology resources that are assigned to them under his/her account. Individuals may not attempt to log in to the network by using another person's account and/or password or allow someone to use his/her password to access the network, e-mail, or the Internet. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the Lonoke Public Schools.

Duplication of any copyrighted software is prohibited unless specifically allowed for in the license agreement.

According to the license agreement, a backup copy of all purchased software programs should be made and, thus, become the working copy. All original copies of software programs, including those purchased with departmental funds, and hardware will be stored in a secure place. For security and insurance purposes, the District and Local Technology Coordinators will be the only people with access to original software disks at a given school location. System-wide software originals will be housed at the District Technology Coordinators' office.

If a single copy of a given software package is purchased, it may only be used in one computer at a time. Multiple loading or "loading the contents of one disk onto multiple computers," is NOT allowed.

If more than one copy of a software package is needed, a site license, lab pack, or network version must be purchased. The District or Local Technology Coordinator will be responsible for determining how many copies should be purchased. Either the District or Local Technology Coordinator in each school is designated to sign license agreements for a school within the system or the system itself. Copies of any system-wide license agreement that is signed will be distributed to all schools that will use the software.

The District Technology Coordinator must install all software in use on the local area network and/or individual workstations within the Lonoke Public Schools.

Students and staff are not authorized to install software.

For purposes of this agreement, “install” is defined as copying software of any kind in any form, downloading software for the Internet, and/or loading software from any external source onto an individual computer (c:\ drive), your home directory (g:\drive) and/or any network directory (f:\ drive, shared drive, or any mapped drive).

Individuals are not authorized to make copies of any software or data without the knowledge and permission of the District Technology Coordinator. Any questions about copyright provisions should be directed to the District Technology Coordinator. Illegal copies of software may not be created or used on district equipment.

Individuals are expected to report any violations of this policy and/or problems with the security of any technology resources to the Principal or District Technology Coordinator.

Any use of technology resources that reduce the efficiency of use for others will be considered a violation of this policy. Users must not attempt to disrupt any computer services or data by spreading viruses or by any other means. Students and employees of the Lonoke Public Schools must not attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system, either with or without malicious intent.

This policy will be prominently displayed in all rooms throughout the system that contain one or more computers.

All Lonoke Public Schools technology resources, regardless of purchase date, location, or fund, are subject to this policy.

Any questions about this policy, its interpretation, or specific circumstances shall be directed to the District Technology Coordinator before proceeding.

Violators of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and or legal action.

INTERNET AND NETWORK USE

The Lonoke Public Schools provides access to electronic mail for all employees and high school students. That access is for his/her use in any educational and instructional business that they may conduct. Personal use of electronic mail is permitted as long as it does not violate Lonoke Public Schools’ policy and/or adversely affects others.

Information electronic sources alter the educational environment by opening unlimited resources. The intent of the Lonoke Public Schools is to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use information that is appropriate for his/her various curricula. Resources that will be used in the classroom will be screened for content prior to their introduction. Students that are allowed independent access to the Internet will have the capability of accessing material that has not been screened. Internet access is provided to allow students to conduct research. Students will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from his/her parents. Students will be allowed to conduct independent research on the Internet upon the receipt of the appropriate permission forms. Permission is not transferable, and therefore, may not be shared.

All school rules and guidelines for appropriate technology usage shall apply to usage of the Internet. Because communications on the Internet are, often, public in nature, all users should be careful to maintain appropriate and responsible communications. The Lonoke Public Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet. Student posting of personal information of any kind is prohibited. Personal information includes: home and/or school address, work address, home and/or school phone numbers, full name, social security number, etc.

To maintain network integrity and to insure that the network is being used responsibly, Local and District Technology Coordinators reserve the right to review files and network communications. Users should not expect that files stored on the Lonoke Public Schools’ network would always be private.

The Local and/or District Technology Coordinator will review all home pages before being added to the Lonoke Public Schools World Wide Web Server. The Technology Coordinators reserve the right to reject all or part of a proposed Home page. Home pages may only be placed on the Web server by the Local or District Technology Coordinator. Lonoke Public Schools reserve the right to publish first name and last initial only and/or pictures of students and employees in school-related publications including the website.

The following activities are examples of inappropriate activities for any Lonoke Public Schools technology system, network, e-mail, or the Internet. This list is not all-inclusive. Anything that would be considered inappropriate in “paper form” is also considered inappropriate in electronic form.

Sending displaying, or downloading offensive messages or pictures.

Using obscene, profane, discriminatory, threatening, or inflammatory language.

Participating in on-line chat rooms without the permission/supervision of an adult staff member.

Downloading, installing, or copying software of any kind onto a workstation, your home directory, or any network drive.

Harassing, insulting, or attacking others via technology resources.

Damaging computers, computer systems, or computer networks (this includes changing workstation configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc.).

Violating copyrights laws.

Using another user’s password or attempting to find out another user’s password.

Sharing your own password.

Trespassing in another users files, folders, home directory, or work.

Intentionally wasting limited resources such as disk space and printing capacity.

Use of any Lonoke Public School Technology resources for personal gain, commercial or political purposes.

Posting any false or damaging information about other people, the school system, or other organizations.

Posting of any personal information about another person without his/her written consent.

Plagiarism of materials that are found on the Internet.

Broadcasting network message and/or participating in sending/perpetuating chain letters.

Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, changing a report card, etc.).

Accessing inappropriate web sites (sites containing information that is violent, illegal satanic, sexual, etc.).

Saving information on any network drive or directory other than your personal Home directory OR a teacher specified and approved location.

Documentation of receipt of discipline policies.

Act 104 of 1983 Special Session states that student discipline policies are to be provided to parents and students so that they are advised of the rules and regulations by which the school is governed and made aware of the behavior that will call for disciplinary action and the types of corrective actions that may be imposed.

In accordance with Act 104, the Lonoke School District requires parents and students of Lonoke Schools to receive a handbook.

Department of Information Systems E-Rate Letter of Agency

The Participant, (*Cooperative/District/School/Library Name*) Lonoke Public School District,
authorizes the Department of Information Systems (DIS), State of Arkansas, to act as a consortium lead on its behalf in matters related specifically to any State and Federal discount programs for the purpose of securing E-rate discounts.

The Participant authorizes DIS to engage on its behalf in the procurement process, in the submission of FCC Form 470, FCC Form 471, and other E-rate forms, and in the overall administration of these programs solely for the purpose of facilitating application for those discounts on E-rate eligible services, which shall include, but not be limited to, Telecommunications Services, Internet Access, Internal Connections, and Internal Connections Basic Maintenance.

I, the authorized signer, understand that DIS will be making certifications on behalf of the Participant. By signing this letter of agency, I make the following certifications:

- (a) I certify that the schools or educational service cooperatives in the Participant's district are all schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. §§ 7801(18) and (38), do not operate as for-profit businesses, and do not have endowments exceeding \$50 million.**
- (b) I certify that the libraries or library consortia in the Participant's system are eligible for assistance from a State Library Administrative Agency under the Library Services and Technology Act of 1996, Pub. L. No. 104-208, § 211 et seq., 110 Stat. 3009 (1996), do not operate as for-profit businesses, and have budgets that are completely separate from any school (including, but not limited to, elementary schools, secondary schools, colleges, or universities).**
- (c) I certify that the schools, educational service cooperatives, libraries, or library consortia in the Participant's district have secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that the entities I represent or the entities listed in this application have secured access to all of the resources to pay the discounted charges for eligible services from funds to which access has been secured in the current funding year. I certify that the Billed Entity will pay the non-discount portion of the cost of the goods and services to the service provider(s).**
- (d) I certify that all of the schools, educational service cooperatives, libraries, or library consortia in the Participant's district are all covered by technology plans that are written, that cover all 12 months of the funding year, and that have been or will be approved by a state or other authorized body, and an SLD-certified technology plan approver, prior to the commencement of service.**
- (e) I certify that the schools, educational service cooperatives, libraries, or library consortia in the Participant's district are compliant, or will be compliant at the time funded services are provided, with the Children's Internet Protection Act, Pub. L. 106-554 (2000).**
- (f) I certify that the services the school, educational service cooperative, library, library consortia or district purchases at discounts provided by 47 U.S.C. Sec. 254 will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. Sec. 54.500(k). Additionally, I certify that the Billed Entity has not received anything of value or a promise of anything of value, other than services and equipment requested under this form, from the service provider(s) or any representative or agent thereof or any consultant in connection with this request for services.**

- (g) I certify that the entities eligible for support that I am representing will retain copies of all documents related to E-Rate applications and funding use for a period of five years from the last date of service covered by this letter of agency. Documents to be retained include, but are not limited to: E-rate forms, technology plans, discount rate support, competitive bids received, bid selection results, inventory records, invoices, and payments.
- (h) I certify that the entities eligible for support that I am representing have complied with all applicable state and local laws regarding procurement of services for which support is being sought.
- (i) I certify that the Participant's district, educational service cooperative, library, or library consortia has complied with all E-rate program rules, and I acknowledge that failure to do so may result in denial of discount funding and cancellation of funding commitments.
- (j) I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service receive an appropriate share of the benefits from those services.
- (k) I certify that no kickbacks were paid to anyone and understand that false statements on this form may be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), may subject me to a fine and imprisonment pursuant to 18 U.S.C. 1001, and may subject me to the civil remedies available under the False Claims Act, 31 U.S.C. §§ 3729 et seq.
- (l) I certify that I am authorized to sign this Letter of Agency on behalf of the Participant, that I have examined this letter, and that, to the best of my knowledge, information, and belief, all information provided to DIS for E-rate submission or contained in this Letter is true and correct.

This certification for the E-Rate Program is effective for:

- Program Year 2009 (July 1, 2009 – June 30, 2010);
- Program Year 2010 (July 1, 2010 – June 30, 2011); and
- Program Year 2011 (July 1, 2011 – June 30, 2012).

This certification in no way limits the abilities of entities of the Participant to file for a discount or refund pursuant to the E-rate program, or any other grants and programs on their own, nor does it abrogate any other rights and responsibilities of the Participant with the E-Rate Program.

Entity Name: **Lonoke Public School District**

*Authorized Signature: _____

Printed Name: **Sharron Havens**

Title: **Superintendent**

Date: **4/30/2008**

Entity Number: **139507