



# TECHNOLOGY PLAN 2011-2014

**PREPARED BY:  
JEFFERSON COUNTY SCHOOLS  
TECHNOLOGY DEPARTMENT**

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## **I. DISTRICT PROFILE, GOALS, AND STRATEGIES**

### **JEFFERSON COUNTY TECHNOLOGY MISSION STATEMENT**

The Department of Technology's purpose is to promote educational services and programs that improve the quality of instruction in order to meet the needs of all our students. Through the infusion of technology into the curriculum, students will be prepared to live confidently in a technologically advanced, multi-cultural society.

The Technology Department supports and upholds, through new and existing technology (specifically the software and hardware purchased and supported, the subscriptions and access provided, and the training and resources available within the District) the Instructional Goals set forth below:

### **JEFFERSON COUNTY INSTRUCTIONAL GOALS**

- To develop the skills necessary to function as a self-directed person;
- To develop the capacity to cope with change through an understanding of the arts, humanities, and scientific processes;
- To develop the basic skills of reading, writing, computation, spelling, speaking, and problem solving;
- To develop a positive attitude toward learning as a lifelong endeavor;
- To learn to identify personal talents and interests, make appropriate career choices, and develop career skills;
- To acquire knowledge and to develop skills in the management of personal and public resources necessary for meeting obligations to self, family, and society;
- To learn to act in a responsible manner;

- To learn of the rights and responsibilities of citizens of the community, state, nation, and world;
- To learn to understand, respect and interact with people of different cultures, generations, and races.

## **INTRODUCTION**

The Jefferson County School District has been using instructional technology in the classroom since the mid to late 1980's. Early applications focused on skill and drill, practice and programming skills. Today's classroom instruction is much more student interactive with technology being the platform to bring learning alive. The future of technology in the District is to become a seamless, silent, and autonomous framework that blends into the instructional and support structure.

The District has connected all schools to a (WAN) wide area network. ConnectTEN, E-Rate, and the Tennessee Science and Technology Foundation grants have enabled the state and community, working together, to increase the number of classrooms connected to the Internet. All of the classrooms and school offices have connections to the Internet and to the local area network.

The variety of methods for acquiring equipment has led to a wide disparity among schools. Budget limitations have left limited opportunity for equitable access to technology. This lack of access to new technologies has inhibited the implementation of a comprehensive professional development program to help teachers successfully integrate technology into their classrooms.

The issues of maintenance, support, replacement cycles, and teacher training remain critical issues. Dedicated system funding is required to assure the continuity of a meaningful professional development program.

Effective instructional technology planning and assessment must be based on collaboration. It must include community input from business, government, and higher education to identify the skills students' need for success in life. It must consider the emergence of technology as part of curriculum and the infusion of

technology into curriculum materials and student assessment. It must provide for the participation of the instructional divisions - Elementary, Middle Level, and Secondary Education - to identify the tools, systems, and training needed by teachers to support the curriculum.

The ultimate goal is to have the technology department in collaboration with the Instructional department identify the best and most cost efficient means of reaching curricular and instructional goals through the identification and development of effective systems for supporting technology throughout the organization. Today, the technology department works collaboratively with other departments (Sp. Ed., Vocational, GED, Title I and other Federal Grants) as well as community resources to expand technology opportunities within the school system.

This technology plan is a working document and will be reviewed and updated as needed in order to meet requirements of the Universal Service Fund (E-Rate) which funds a percentage of the eligible components of our network.

Assessment of this working document will include the following:

- Adequacy of technical support;
- Adequacy and delivery of instructional support and training;
- Network status and traffic analysis;
- Recommended hardware and software standards;
- Assessment of the implementation of the technology plan.

## **TECHNOLOGY PROFILE AND OVERVIEW**

There are nine employees in the Jefferson County Technology Department. We have one Instructional Technology Specialist, one Network Administrator, and five

Technicians. We utilize an online help desk to monitor and keep track of the District's technology work orders.

There are approximately 2,680 computers and 28 servers in the Jefferson County School District network. Many of these computers are well over 10 years old. We currently have multiple operating systems on our systems including Windows 98, Windows NT, Windows XP, and Windows 7.

Our Internet Access network connects all 10 schools in the District with a 1000 MB connection. Every computer in the entire District uses the Internet Access connection through the Jefferson County High School, which is currently at 40 MB but soon to increase to 100 MB egress.

Active projects in the Technology Department include implementing a centralized management system, removing the NT Server machines completely from our network, and migrating to a Windows 2008 Active Directory environment for all teachers and students.

We are also currently seeking E-Rate funding to upgrade all of the school buildings with new network wiring and the network switching components necessary to support a minimum of 8 computers per classroom, the purchase and installation of new Wireless Network components for each District building, and the introduction of point-to-point video conferencing for all the schools in the District.

### **STANDARDS FOR TECHNOLOGY**

Standards for technology are designed to provide students with the necessary skills to function in the technological society as competent, productive, and responsible citizens. Technology standards include skills applications for computer usage, as well as, emerging technologies. These standards are a separate discipline, yet are not intended to function in isolation. The integration of technology into the content areas ensures students will use technology as a tool for accomplishing real-life tasks.

Steps will be taken to ensure all schools have sufficient and equitable hardware, courseware, and proficiently trained staff to fully implement technology standards.

## **TECHNOLOGY GOALS**

### **INFRASTRUCTURE**

- Identify new networking technologies to improve speed of delivery of content
- Install new LANs (cabling and switching) for each school
- Install new wireless networks for each school
- Install point-to-point video conferencing stations for each school
- Continue to provide an online database system for schools to report technical needs
- Network all new classrooms to local LAN and the Internet
- Provide connectivity and technical support to Family Resource Center, Preschool Program, and Adult Literacy Program
- Identify new networking technologies to improve speed of delivery of content

### **HARDWARE AND SOFTWARE**

- Upgrade lab computers district wide every three years
- Continue to provide Internet integration resources through Science Online, Social Studies Online, Tech Update and Day by Day websites
- Continue to provide a web server for teacher, ESL, Family Resource, 4-H, Regional Literacy Council, and Adult Literacy websites
- Continue to upgrade network software aligned with curriculum objectives established by the TN SDE

- Upgrade computer hardware for school administrators, faculty, and attendance staff
- Provide all K-8 classrooms with a teacher workstation and Promethean board
- Upgrade network software servers for each school as needed
- Provide each school with a minimum of one technology lab per 400 students
- Continue to provide Internet integration resources through Jefferson County Schools' Curriculum, Tech Update and Day by Day websites
- Continue to provide a web server for teacher, ESL, Family Resource, 4-H, Regional Literacy Council, and Adult Literacy websites

## **STUDENT LEARNING**

- Provide students technology based learning through staff development projects
- Provide student resources for mastery of objectives (Tech Update, Basic Skills, and Interactive Websites)
- Prepare students through group and individual technology integration activities for mastery of student technology literacy skills based on ISTE standards
- Evaluate student testing data completed district wide, TCAP, Gateway, ACT, and SAT data to assess student achievement
- Provide student management software based on state curriculum standards through the school networks
- Utilize United Streaming for online assessment
- Investigate the feasibility of distance learning resources

- Continue to support distance learning at the middle and high school level

## STEPS AND STRATEGIES

<b>GOALS - Steps/Strategies</b>	<b>Timeframe</b>
Purchase and Install Networking Cabling and switches in all schools.	2011-2013
Purchase and Install Wireless Networking Access for Laptops and Mobile Devices in all schools.	2011-2013
Video Conferencing equipment and service instituted.	2011-2013
Maintain Internet Access connectivity in the District WAN.	2011-2014
Maintain District and Individual School Websites.	2011-2014
Migrate to Windows 2008 domain to provide a single operating system for all teachers and students district-wide.	2011-2014
Increase/upgrade administrative servers.	2011-2014
Purchase new desktops, laptops and mobile devices.	2011-2014
Upgrade curriculum software and update operating systems and hardware to allow access to programs for students, teachers, and administrators.	2011-2014
Support for technology (existing and new).	2011-2014

Increase/upgrade security hardware/software (AntiVirus).	2012-2013
Implement named student accounts for auditable access at the High School level.	2013-2014
Migrate to a virtual/hosted solution for most of the administrative and student data.	2012-2014
Provide professional development days for existing and new hardware and software.	2011-2014
Enhance and maintain technology skills for teaching staff and administration through classes and workshops.	2011-2014
Allow teachers time to explore integrating technology ideas into existing curriculum.	2011-2014
Attend Teacher and Staff Education Conferences (both National and Local).	2011-2014

## **II. PROFESSIONAL DEVELOPMENT**

### **PROFESSIONAL DEVELOPMENT / STAFF TRAINING**

Long-term staff development projects will be provided to Jefferson County teachers aimed at the integration of technology into the curriculum. Journals and follow-up sessions and classroom visitations will provide the instructional technology trainer and the district technology director a means of assessing the success of technology integration.

Technology integration workshops will also be held after school and during the summer months. Documentation of teacher participation will be recorded through sign-in forms and posted online at the county website (<http://jc-schools.net/techupdate/signin10-11/2010-2011.htm>). Course objectives, an agenda, and a course handout will be provided. Lesson Plans, activities, and materials created through workshops will be posted online for usage by other teachers in the system or for any educator with Internet access. Journals and surveys will be conducted to determine staff development effectiveness. Jefferson County has a full time district Instructional Technology Specialist to providing ongoing faculty and administrator training in the following areas:

- Word processing
- E-mail, including attachments, use of e-mail for classroom projects
- Basic computer use and maintenance
- Electronic student management software
- Library circulation and cataloging software
- Desk-top publishing and teacher web pages
- Online resources such as free web quests, online videos, and Power Point activities
- Grant writing to provide technology integration
- Online lesson plans aligned with state standards
- Clarity to analyze state standardized test data

- Multimedia presentation
- Networked application software
- Database software
- Content area software
- Web-authoring software
- CareerScope and CSAS (IEP development) software
- Curriculum Designer (mapping and aligning curriculum)
- Skills Connection
- Accelerated Reader
- CPS system (Classroom Performance System)
- District Gradebook software
- Technology integration strategies
- NetTrekker
- United Streaming

A description of how Jefferson County School District will provide ongoing, sustained professional development for all school professionals to further the effective use of educational technology follows:

- Provide an online curriculum web site and Internet resources designed to increase the use of integrated technology.
- Expand classroom tools for teaching and learning.
- Provide for the integration of multiple resources for existing and emerging curriculum.
- Enable learning communities to communicate more effectively, access and process information, and work productively.
- Link the classroom with educational resources within the building, community and worldwide.
- Create a collaborative environment for project-oriented activities.

- Encourage the use of multimedia tools enabling students to become active and experiential learners.
- Provide district-wide technology workshops for all grade clusters during the summer.
- Coordinate with school-level administrator on gaps from the Jefferson County online assessment tools.
- Offer courses/workshops each week throughout the school year on technology titles of interest. Interests will be determined from a technology training survey and District and School Improvement Plans.
- Offer technology training centered on technology goals.
- Continue to offer online training through the county's tech tutorial web site.
- Provide and coordinate on-site professional development based on needs of schools.
- Continue to provide funding for each school to send teachers to TETC conference.
- Establish a technology based year-long professional development project based on achievement need identified by TerraNova tests.
- Update online curriculum based on SDE objectives aligned with Internet resources to be utilized by teacher and learner.
- Continue to provide training and opportunity for a school representative to update the individual school website monthly.
- Continue to provide two days of technology training for new certified personnel.
- Purchase school subscription and provide training in the utilization of netTrekker and United Streaming.

- Provide teachers with training to maintain classroom websites.

Journals and surveys will be Dynamic Curriculum Team– A team of teacher representatives from each of our schools will attend monthly sessions to develop a dynamic curriculum for our district. These teachers will focus on the Blueprint for Learning skills developed by the Tennessee Department of Education and develop teaching and learning resources that are aligned with each skill.

Teachers will create multimedia lessons, learning activities, worksheets, lesson plans, and utilize United Streaming and netTrekker to locate related web resources. This curriculum will be hosted on our website to be utilized by Jefferson County Schools' teachers, teachers across the state, parents, and students. The goal of this project is to provide resources for teachers for the achievement of all learners through the following resources and trainings:

- On-line course catalogs and tutorials are posted monthly on the Jefferson County School website.
- Additional professional staff development is provided to teachers, administrators, and technology staff through attendance at the Administrator's Technology Academy, Tennessee Educator's Technology Conference, and TETA Summer Institute.
- Each school has professional development assistance provided by a school-based technology contact, technology facilitator, or technician.

## **STAFFING**

- Maintain the Instructional Technology Specialist for training and staff development of lesson plans for classroom use.
- Seek grant funding to secure a certified technology coach.
- Maintain the one network administrator and five technicians to cover all of the technology support in the School District buildings.
- Provide additional technicians as funding and equipment needs require.

### **III. ASSESSMENT**

#### **INVENTORY OF CURRENT TECHNOLOGY:**

##### **INFRASTRUCTURE FILE SERVERS**

Microsoft Windows NT and Microsoft 2003 Server are both used throughout Jefferson County Schools. Shared applications and data reside on all servers throughout the district.

##### **PRINTING SERVICES**

Networked print server devices are used with TCP/IP for some DEC/VMS remote print services. All computers have access to printing.

##### **OTHER SERVICES**

- Educational Networks of America (ENA) provides e-mail in addition to SMTP gateway services; all new staff are provided an email account. ENA provides Internet caching services for Jefferson County High School.
- Domain Name Service (DNS) is provided via ENA servers. DNS files are maintained within the district.
- DHCP service is provided District-Wide.
- Library on-line cataloging service is provided at all schools through Follett.
- Student records reside on a secure state controlled server in Nashville
- Fiscal and human resource databases reside on individual school servers running Windows 2003 R2. Centralized data resides at the technology office server running Microsoft Windows 2003 R2.
- The district maintains three district wide web servers. (jc-schools.net, classroom.jc-schools.net, and jchs.jc-schools.net)

- Jefferson County Schools utilizes Internet filtering through an ENA provided Linux firewall and access lists.
- Jefferson County supports over 8,500 users and 18 file servers, the Family Resource Center, Adult High School, and the LEA.

Windows Group Policy is configured to manage our users' access to resources on the Internet. AVG Enterprise is used to protect all of our servers and workstations from viruses. Centurian SmartShield software is used to manage all workstations and control users' abilities to change workstation settings.

## **INTERNET CONNECTION**

### **WIDE AREA NETWORK**

The District Internet connection is a 100MB connection through the High School. The buildings within the Wide Area Network are 1000MB connections.

Internet services are provided by Educational Networks of America

Internet connection routers are physically located at the school sites and connect back to the Knoxville ENA tap.

### **INTERNET SERVICE PROVIDER**

ENA provides the district with global (external) IP addresses. Maintenance and issuance of private (internal) IP addresses and names assigned to the district are done by the district technical staff.

## **FULLY NETWORKED**

All PC workstations are at least Intel or AMD CPU class computers. Computers in the district include Pentium and AMD quality. Ninety Five percent of classroom computers are fully networked workstations in the district.

## **VIDEO AND SMART BOARDS**

Each school has numerous VCRs and DVD Players and every classroom has either a 32" TV monitor on a cart or an interactive Promethean Smartboard. The District is moving to replace existing 32" analog TV's with digital 46" LCD's as funding allows. The future of classroom video instruction will be developed through Tandberg HD video conferencing equipment allowing for seamless delivery of long-distance learning.

Promethean Smartboard's are being integrated into the classrooms as budget permits. The long-term goal is to have Promethean Smartboard and/or software included in the instructional lesson plan in every classroom.

## **WIRING**

New and renovated facilities will be equipped with Category 6 Unshielded Twisted Pair or subsequent high-speed wire standard certified to a minimum of 1 Gigabit per second. Every classroom and administrative workspace has at least one network outlet. All schools incorporate a fiber riser and backbone infrastructure.

## **ELECTRICAL CAPACITY**

The district will continue applying electrical standards to its sites to provide adequate levels of service and to afford adequate protection of equipment. Planning for new construction and existing building renovations will include provisions for a

comprehensive review of electrical capacity requirements to ensure that technology enhancements are considered and included in project engineering and design.

## **SOFTWARE SUMMARY**

The district will continue to maintain and update a standard set of contemporary software for educational, personal productivity and administrative uses. The Microsoft Office Professional suite is the district standard. Client software will be upgraded to pace with evolving Windows standards; server software will parallel this evolution.

Hardware upgrades will be a continuing necessity to meet the ever increasing processor and memory requirements of more demanding client and server software implementations. All software will be maintained at a functional revision level.

The district workstation paradigm will also continue to evolve. The first notable shift will be away from a model that installs all software on a local hard drive to one that places more emphasis on server delivered applications. The emergence of Net PCs and portable client systems will necessitate a continuing review of software delivery methodologies as these technologies mature.

The Microsoft Office suite comprises the district's primary personal productivity software package. Grade K-8 schools are provided Student Management network software which addresses the curriculum standards for math and science, and Understanding Math software is available for grades 6-8 through the school network—upgraded with local and federal funds. The Learning software, which provides personalized instruction and standards-driven assessment and accountability, is available through the high school network.

## **HARDWARE SUMMARY**

The district provides a teacher station for each classroom which allows for whole group display. When a teacher station is replaced by a newer machine, that

computer is placed into the classroom for student use. Interactive Promethean Smartboards are being integrated into the classrooms as budget permits. The long-term goal is to have Smartboards included in the instructional lessons plans in every classroom.

Each school has a CPS system which provides review and remediation. The Classroom Performance System (CPS) is an easy-to-use IR response system that obtains immediate feedback from every student.

Each school has at least one computer lab of 22 or more computers. Most labs are maintained by a lab facilitator who work with the teacher to provide technology resources that enrich instruction. The high school has multiple portable wireless laptop labs.

## **IV. EVALUATION**

### **EVALUATION OF TECHNOLOGY PLAN**

The following will be utilized to evaluate the effectiveness of the Jefferson County School District's Technology Plan:

- Staff and administration surveys
- Checklists/trouble logs
- Meetings with Technology Team for evaluation of the plan

The District will also determine if the computing infrastructure is providing the capabilities that teachers feel needed to integrate technology into the learning process. This determination will be based on an annual faculty survey, review of the site support trouble log, and assessment of the faculty fluency level.

Additionally the Instructional Technology Team will:

- Evaluate System and School Report of Standardized & State Testing to determine changes in student achievement and address technology integration strategies.
- Aggregate TerraNova data through the utilization of Clarity Testmate software to determine learner progress and instructor efficiency
- Evaluate the Jefferson County Schools technology department through an online Technology Assessment Survey

All staff members will be working with integration of technology into their curriculum/job responsibilities. Evidence of Success will include (but are not limited to):

- Teachers communicating to parents and staff via e-mail

- Using technology in planning and delivering curriculum/lessons
- Attending one or more technology workshops per year
- Working with the Technology Coaches to infuse technology in the curriculum

Student achievement will be monitored and evaluated through assessments, both formal and informal, by their teachers. Evidence of student success will include (but is not limited to):

- Using software applications on a regular basis
- Using the Internet as a resource
- Knowing the strengths and problems associated with the Internet
- Following the Acceptable Use Policy
- Increasing accuracy and words per minute on the keyboard
- Creating multi-media presentation for core-area subjects
- Making ethical decisions about copyright laws
- Citing accurate, correct bibliographic information
- Treating equipment and software with respect

Parents are surveyed on a variety of school issues. Technology is an area that parents are asked to rate and to make comments. Evidence of success will include (but is not limited to):

- Number of "hits" on the website (<http://jc-schools.net>)
- Number of e-mail communications between teachers, students and parents

## **APPENDICIES**

- **APPENDIX A - ACCEPTABLE USE POLICY FOR STUDENTS**
- **APPENDIX B - ACCEPTABLE USE POLICY FOR STAFF**
- **APPENDIX C - NETWORK DIAGRAM**

**APPENDIX A**  
**ACCEPTABLE USE POLICY FOR STUDENTS**

**JEFFERSON COUNTY BOARD OF EDUCATION**  
**ACCEPTABLE USE POLICY ACCESS TO INTERNET AND NETWORKS**

The Jefferson County Board of Education provides Internet access for the purpose of promoting the use of telecommunication and networking technology as a tool to enhance classroom teaching and learning. All use of the network must be consistent with this purpose and be in accordance with this policy in an appropriate and responsible manner.

The Superintendent will develop and implement procedures addressing unethical use of the Internet, offensive or inappropriate language, transmission of material in violation of any state or federal regulation, use of the network for commercial activities, vandalism, and issues of privacy.

The use of the Internet and networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Written guidelines will be provided to users stating rules of on-line behavior, access privileges and penalties for policy/procedural violations.

A written parental request shall be required prior to a student's being granted independent access to electronic media involving district technological resources. The form must be signed by the student and by the parent/legal guardian of any student under 18. This form shall be kept on file by the school as a legal, binding document. If the parent/guardian wishes to rescind the agreement, the parent/guardian must do so in writing to the Superintendent.

**JEFFERSON COUNTY SCHOOL SYSTEM GUIDELINES FOR ACCEPTABLE USE  
TO INTERNET AND NETWORKS**

Internet access is now available to students and teachers in the Jefferson County School System. The access is being offered as part of a collaborative project involving your student's school and the State Department of Education. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication. Our connection provides direct access to the Internet. The Internet is an "electronic highway" connecting millions of computers all over the world, and millions of individual users. Your child will be using it in the classroom to communicate with fellow students in Jefferson County and all over the world.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines.

Students in Jefferson County will participate in projects using the Internet in a directed manner to support curriculum and research activities. Teachers and students will use the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate material to meet their educational and personal information needs.

These guidelines are provided here so that you are aware of the responsibilities you are about to acquire.

These guidelines include:

- Do not use offensive or inappropriate language, or language that would promote violence or hatred, and do not respond to such
- Do not reveal your (or other's) personal address, phone number or credit card information
- Do not use the network in such a way as to disrupt use of the network by others or abuse access time
- Do not harass anyone by sending uninvited communication
- Do not send electronic information from accounts that do not belong to you without the owner's authorization
- Do not access unauthorized or inappropriate areas on the network
- Do not make unauthorized copies of software or information
- Do not access the network at your school without a signed Internet Use Agreement.
- Do not transmit any material in violation of any state or federal regulation
- Do not use the network for commercial or for-profit purposes
- Do not use the network for product advertisement or political lobbying
- Do not damage computer, computer systems or computer networks
- Do not access obscene, pornographic and/or sexually explicit material on the network
- Do not invade the privacy of other network users
- Do not use the network in ways which violate school policies and behavior standards

Any items produced by the students will not be posted to the Internet without their written permission. If permission is granted, items will be considered fair use and available to the public. The use of the Internet connection is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use and their decision is final.

**USER AGREEMENT AND PARENT PERMISSION FORM  
ACCEPTABLE USE INTERNET AND NETWORKS JEFFERSON COUNTY SCHOOL  
SYSTEM**

STUDENT USER (Please print) \_\_\_\_\_  
Last Name      First Name      Middle Name

The undersigned acknowledges that he/she has read the guidelines for acceptable use of Internet and networks for the Jefferson County School System before signing this use agreement. The signature(s) is legally binding and indicates the party who signed has read the terms and conditions of said policy and guidelines carefully, understand their significance and agree to abide by all provisions of said policy and guidelines.

Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

User signature: \_\_\_\_\_ Date \_\_\_\_ \ \_\_\_\_ \ \_\_\_\_

If user is under the age of 18, a parent or guardian must also read and sign this agreement.

**PARENT OR GUARDIAN**

As the parent or guardian I have read and agree to the terms of the acceptable use policy and guidelines to Internet and networks for the Jefferson County School System. I understand that this access is designed for educational purposes. I will not hold the school responsible for materials acquired on the network.

I recognize that it is impossible for the Jefferson County School System to restrict and prevent access to controversial materials, and I will not hold the school system responsible for materials acquired on the network. I accept full responsibility for my student's action on the network in school. I hereby give permission for my child to use the Internet and networks for educational purposes.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_ \ \_\_\_\_ \ \_\_\_\_

## **APPENDIX B**

### **ACCEPTABLE USE POLICY FOR STAFF**

#### **JEFFERSON COUNTY SCHOOLS EMPLOYEE ACCEPTABLE USE POLICY**

Please read the following terms and conditions for use of the Jefferson County Schools network and the Internet carefully before signing this document. This is a legally binding document.

#### **A. Educational Purposes**

1. The Jefferson County School System is providing employees with access to the district's electronic network system, which includes Internet access. The use of your account must be in support of education and research and consistent with the educational objectives of the school system.
2. The Jefferson County School System's network use is limited to educational purposes. The term "educational purposes" includes classroom activities, career development, and high-quality, self-discovery activities. Additionally, the network will be used to increase system intercommunication, enhance productivity, and assist system employees in upgrading their skills through greater exchange of information with their peers. The network system will also assist the Jefferson County Schools in sharing information with the local community, including parents, social service agencies, governmental agencies, and business.
3. The Jefferson County School System's network has not been established as a public access service or a public forum. The school system has the right to place reasonable restrictions on the material you access or post through the network. You are also expected to follow the terms of the Acceptable Use Agreement and Board Policy.
4. You may not use the network for commercial purposes. This means you may not offer or provide products or services through the network or use the network for product advertising.
5. You may not use the network for political lobbying. You may use the system to communicate with elected representatives and to express your opinion on political issues.

#### **B. Unacceptable Uses**

Net Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Avoid offensive or inflammatory speech. Be courteous and polite.
- Use appropriate language. Profanity or obscenity is not permitted at any time, including the downloading of obscene files.
- Do not reveal personal information about students or colleagues.

- Do not participate in the transmission of any material in violations of any federal or state regulation. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- Do not use the network in such a way as to disrupt the work of others. Use of other organization's networks or computing resources must comply with the rules appropriate for that network.
- All communications and information accessible via the network should be assumed to be private property. Do not quote personal communications without the author's prior consent.
- Note that electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.

### **C. Vandalism**

Vandalism is defined as any malicious attempt to harm or destroy data of another user, the operations of the network, Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism will result in a cancellation of privileges.

### **D. Security**

Security on any computer system is a high priority, especially when the system involves many users. Never share your password or account with anyone. You have full responsibility for the use of your account, and can be held responsible for any policy violations that are traced to your account. If you believe your account has been violated, you should immediately notify the Technology Director and change your password. You will avoid the inadvertent spread of computer viruses by following the system's virus protection procedures if you download software. No hacking or unauthorized attempts to access another computer or trespassing in another's folder, work, or file is allowed.

### **E. Internet Safety Measures**

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

- Controlling access by students to inappropriate matter on the Internet and World Wide Web
- Safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications
- Preventing unauthorized access, including "hacking" and other unlawful activities by students on-line
- Unauthorized disclosure, use and dissemination of personal information regarding students
- Restricting students' access to materials harmful to them

**F. Limitation of Liability**

The Jefferson County School System makes no guarantee that the functions of the services provided by or through the school system will be error-free or without defect. The Jefferson County Schools will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The system is not responsible for the accuracy or quality of the information obtained through or stored on the network system. Jefferson County Schools will not be responsible for financial obligations arising through the unauthorized use of the network.

**G. Exception of Terms and Conditions**

These terms and conditions reflect the entire agreement of the parties and supersede all prior oral and written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Tennessee and the United States of America.

**Employee Account Agreement**

Name \_\_\_\_\_

Position \_\_\_\_\_

School / Location \_\_\_\_\_

User Name \_\_\_\_\_

I have read the Employee Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand that violation of the policy is unethical and may constitute a criminal offense. Violations may result in the loss of access privileges and/or I may face disciplinary action in accordance with Board of Education Policy.

I hereby release the Jefferson County School System, its personnel and any institutions with which is affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system's network, including, but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX C**  
**NETWORK DIAGRAM**

