

Manawa School District

Combined Information and Technology Plan

*This is a three-year, combined comprehensive
information and technology plan.*

Effective Plan Dates
July 1, 2013- June 30, 2016

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EXECUTIVE SUMMARY

The School District of Manawa has made a commitment to the technological education of its students and the technological support to its staff for the purpose of continuous improvement of the educational process. Today's society and the "No Child Left Behind" legislation has made it imperative to have a vision for the use of Technology to enhance and support the educational process and prepare our students for a highly technical and global society. That vision directs the district to constantly evaluate our current situation, prepare financially for continuous updates, provide Technology-based staff development, and integrate Technology skills into all aspects of the district's curriculum.

The School District of Manawa has made tremendous strides in the past five years to meet the needs of the students, staff and community. The district has in place a financial plan to continue this growth.

Previous goals that have been achieved at this time include:

- Developing a local area computer network within each building and administrative area.
- Developing a wide area network, and connecting each of the district's individual local area networks.
- Providing a high-speed Internet connection over the wide area network.

Analysis of Technology is ongoing and remains an integral component within several of the district goals.

Many of the district's goals need to be assessed annually and are continuous. These goals include:

- Train staff to effectively use Technology to improve their professional skills.
- Integrate Technology into all areas of the curriculum to increase student achievement.
- Establish Technology as a permanent portion of the district's annual budget.
- Continue to maintain a local area computer network within each building and administrative area.
- Maintain a wide area network, connecting each of the district's individual local area networks.
- Utilize Technology effectively in the school district and maximize use of internal connections and other technical resources.
- Provide library media and Technology to the community.
- Create and maintain a safe environment for all through communications and Technology.

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1. INTRODUCTION

1.1. Evidence of Relevant Research and Best Practices

Using the District's motto of 'Developing Lifelong Learners and Responsible Citizens', Manawa's educational staff continues to take a strong interest in the emerging Technology that plays a big part in our students' lives. From a very modest beginning of a 15 station lab of stand-alone PC's in each of the three buildings to the current setting of more than 300 networked PC's throughout the District, the seeds for Technology-equipped learners are in place. Students of all ages participate in numerous activities that make the act of learning in ways, shapes, and forms that were not possible a generation earlier. Our staff is moving to a paperless environment with the use of email, on-line learning communities, Google Apps, and network resources. Family and student access continues to expand into an ever larger portion of homes whereby parents, guardians and students have access to the student information system data, schedules, assignments, and grades in an online format. Our District works with a sincere effort to make the most current technology available at all grade levels. Though technology integration moves at different speeds for the diverse groups of people that provide services to our students, our movement forward in striving to meet technology standards has been steady. Mobile devices and online resources change the complexity of a classroom and facilitate a wide variety of learning styles in our classrooms. Interactive whiteboards have added another dimension for students and teachers to bridge the digital divide of learners and learning styles. Assistive technology can now eliminate barriers that once were insurmountable for challenged learners. Voice activated software and digital devices that make all media available to students are here.

Our District continues to demonstrate a commitment to supporting teachers as well as the new technology. Professional development has been offered for Google Apps for Education, interactive whiteboard integration, iPad integration, and various software programs that address student achievement. The staff is encouraged in their professional development to broaden their scope and develop units that not only cover the Common Core standards but also demonstrate the technology literacy standards that all students are expected to achieve.

The district provides a wealth of library and media resources through links found on the District's library web page. Students, staff, and community have 24/7 access to these resources.

1.2. District Information and Technology Vision Statement

Developing Lifelong Learners and Responsible Citizens

The School District of Manawa strives to prepare and empower its students and staff to be lifelong learners who are responsible for their own learning; skilled in accessing and processing information; confident in using Technology tools; able to solve complex problems alone or collaboratively; capable of being creative and innovative; and able to communicate locally, nationally, and worldwide.

In order to build and promote this vision, the School District of Manawa is preparing to adopt a 1:1 technology initiative. The goal is to provide all students with access to the Technology they need to become career and college ready.

1.3. District Information and Technology Mission Statement

The School District of Manawa recognizes that the ability to utilize technology and media is an essential life-long skill that exemplifies the responsible citizen in all aspects of life. An integrated library media and technology program that is standards-based empowers students to be more actively engaged in their own learning. In today's society students are accustomed to immediate and constant feedback from their personal devices. Through a 1:1 initiative, the School District of Manawa seeks to promote a similar environment during the school day. Research shows that by promoting and incorporating technology in an effective and efficient way that is relevant to the way a 21st century student learns, student engagement and depth of learning is increased. The ultimate goal is to provide all students with a high-quality personalized learning experience that enables them to compete in today's global society.

The District Technology Committee works collaboratively to articulate the vision for integrating information and technology and developing the District's use of information and instructional resources along with learning tools to help students meet all educational and developmental goals. This team is responsible for developing a long-range combined media and Technology plan. The Technology Committee will work with district administration to organize ongoing professional development for all staff with regard to adopting the 1:1 initiative and integrating the 1:1 philosophy into the curriculum.

1.4. Indication of Relationship between Plan and Vision/Mission Statements

The technology plan supports the District's vision and mission statements of supporting the "Development of Lifelong Learners and Responsible Citizens" and recognizes information and technology in achieving that vision of an informed citizen.

2. BACKGROUND

2.1. Community/School District Demographics

The School District of Manawa is located in the heart of Waupaca County, in central Wisconsin. It is largely a rural district, comprised of the City of Manawa, Village of Ogdensburg and whole or parts of eight townships which include Bear Creek, Helvetia, Lebanon, Little Wolf, Mukwa, Royalton, St. Lawrence and Union. At the center of the District is the city of Manawa, population 1371.

September 2013 enrollment figures indicate that our district serves a total of 724 students. The district is comprised of two buildings: Manawa Elementary School (4K through grade 6) and Little Wolf Jr./Sr. High School (grades 7 through 12). Both buildings are centrally located within the boundaries of the District.

2.2. District Information and Technology Team

Julie Vander Grinten - Technology Coordinator
Tammy Sjoberg - Elementary School Principal
Jen Krueger - District Media Specialist; High School Technology Teacher
Emily Guentner - Elementary Teacher
Carmen O'Brien - Curriculum Director

2.3. District Technology Planning Committee

Julie Vander Grinten - Technology Coordinator
Tammy Sjoberg - Elementary School Principal
Jen Krueger - District Media Specialist; High School Technology Teacher
Emily Guentner - Elementary Teacher
Carmen O'Brien - Curriculum Director

2.4. Overview of planning process

CESA workshops, collaboration, cooperative initiatives with other area districts, and meetings with district staff have all been used in the planning process.

2.5. Community Resources and Adult Literacy Providers

Sturm Foods, Inc., Sturm Foundation, Echo Ridge Ag Services LLC and B&D Foundation, have played an active role in supporting the School District of Manawa. The School District of Manawa also partners with the Manawa Telephone Company, Manawa Lions Club, Manawa Chamber of Commerce, St. Paul School and Fox Valley Technical College.

3. CURRENT STATUS AND NEEDS ASSESSMENT

3.1. Assessment of Progress toward Previous Plan's Goals

3.1a. Achieved Objectives and Activities

Goal 1: Continue to enhance student learning by fully integrating technology into all areas of the curriculum and prepare staff to effectively use technology to improve their professional skills.

Most classrooms are equipped with interactive white boards and projectors.

Technology courses added to the LWHS course offerings.

Purchased iPads for assistive technology usage.

Goal 2: Utilize technology within the district to promote community and global connections.

Staff adoption of social media & online learning platforms.

Classes offered on Web2.0 technologies.

Installed a wireless network in both district buildings.

Goal 3: Maintain the existing network infrastructure while looking to enhance the accessibility of all available resources.

Converted obsolete Novell network to a Windows network.

Adopted Google Apps for Education.

Goal 4: Provide staff and students current library media center resources to promote 21st Century technology skills.

Sustained an interconnected on-line library card catalog.

Maintained OWLS membership.

Goal 5: Increase district awareness regarding safety and ethical use of Technology.

Require staff & students to sign acceptable use policy at the beginning of each school year.

Installed M86 comprehensive filtering solution.

3.1b. Postponed, Delayed or Cancelled Objectives and Activities

Goal 4: Provide staff and students current library media center resources to promote 21st Century Technology skills.

Provide library resources that support classroom curriculum.

- Delayed due to personnel changes in the district librarian position.

3.1c. Continued or Modified Objectives and Activities

Analysis of technology continues to be ongoing and assessed annually for several of the District goals.

Goal 1: Continue to enhance student learning by fully integrating technology into all areas of the curriculum and prepare staff to effectively use technology to improve their professional skills.

- Train staff to effectively use technology to improve their professional skills.

Goal 2: Utilize technology within the district to promote community and global connections.

- Increase social media presence online.

Goal 3: Maintain the existing network infrastructure while looking to enhance the accessibility of all available resources.

- Continual upgrade of infrastructure to meet the demands of changing technologies.

Goal 4: Provide staff and students current library media center resources to promote 21st Century technology skills.

- Continue to provide library resources that support classroom curriculum.

3.2. Reflections on the Wisconsin Information and Technology Planning Focus Areas

3.2.a Analysis of Student Proficiency

The School District of Manawa is in the beginning stages of reviewing the Wisconsin library and technology standards and International Society for Technology in Education (ISTE) standards for use in creating a technology curriculum that is relevant at each grade level. The goal is to have students complete core technology competencies before entering secondary education. Through the process of creating a technology curriculum, valid methods of evaluating student proficiency will be examined.

Students are currently exposed to all of the Microsoft Tools as well as Google Apps for Education. Our goal is to have students learn and use new and relevant technologies as they become available. This includes teaching our special needs students how to utilize relevant technologies for the purpose of furthering their own education and improving their personal lives.

3.2.b Analysis of Educator Proficiency

The School District of Manawa will evaluate educator proficiency in technology integration through educator participation in technology related professional development, alignment of curriculum to the Wisconsin library and technology standards and International Society for Technology in Education (ISTE) standards, educator participation in social media as it relates to his/her class, and collaboration with other staff members for the purpose of transforming traditional paper and pencil tasks to engaging technology-rich experiences. Educator proficiency in technology integration will also be addressed through the Teacher Performance Evaluation System (TPES).

3.2.c Analysis of Effective Teaching and Learning Practices

Teaching and learning technology applications are an integral part of the Teacher Performance Evaluation System. Within each of the six TPES standards, technology is addressed in some way as an expectation of an effective teacher through his/her demonstration of collaboration, communication, engagement of students, etc.

3.2.d Analysis of Access to Information Resources and Learning Tools

The School District of Manawa has demonstrated its commitment to technology by making careful, yet insightful, acquisition of technology resources. The following is a summary of the resources and learning tools currently owned by the district:

- **Computers:** The K-6 Elementary School has 60 student computers. Student computers were purchased as refurbished units approximately seven years ago. Teachers have a dedicated laptop in their classroom and individual learning stations have been set up in a few classrooms to support student research and learning enrichment opportunities.

The 7-12 Junior/Senior High School has two PC computer labs. The larger of the two PC labs has 22 workstations while the other has 20 for a total of 42. The High School also has two computer classrooms, one with 20 and the other with 14 computers, dedicated to teaching the computer based curriculum for grades 9-12. Classes include the Publications class for the Yearbook and School Newspaper, Web Page design and creation, basic instruction for the Microsoft Productivity Suite of programs, digital editing, Google Apps, and programming. The LMC has 9 networked PC computers dedicated to student use outside of class time. The final computer area is the shared Art/Graphics lab with 10 computers. The High School also has computer carts for shared use containing Chromebooks and Windows laptops totaling about 40 laptops. Except for the Chromebooks, the rest of the laptop and desktop computers range in age from at least 7-8 years old up to 12 years old.

- **Peripherals:** Our network provides access to laser printers and digital copy/print/scan machines in each building. Each building also has access to digital cameras, LCD projectors and other such computer

peripherals. These units are shared within as well as among the two schools, thus eliminating the need for duplication of purchases.

- **Infrastructure:** The School District of Manawa consists of two buildings that share a fiber-optic backbone that carries all network traffic within the district as well as the Internet connection we have with the state-wide WiscNet consortium. The District network is serviced by two Dell servers with all of the network servers virtualized onto these devices. All in-house systems are backed-up on a daily basis and periodic updates are run to keep the systems secure and current. A firewall and web-filtering appliance are in place for security that comply with the Children's Internet Protection Act (CIPA) allowing the District to maintain the federal guidelines required for funded programs.
- **District Student Records and Financials:** The district has off-site hosting of our Skyward student records and financial management software.
- **Software:** The district is committed to using on-line web-based software solutions whenever possible to reduce costs, increase availability, and improve security. Parents have web access to the food service system and can pay other fees online as well. Gmail is the e-mail client used by the District. District-wide, staff and students use Microsoft Office and Google Apps for productivity applications such as word processing, spreadsheets, databases, desktop publishing, and multi-media presentations. Students with special needs within our district have assistive Technology software available for their use. This software includes, but is not limited to, WYNN, which works with scanners to read text to the students, and Dragon Naturally Speaking, which is voice activated software.
- **Library Media/Technology Resources:** As reflected in the district selection policy, media/Technology purchases are based on curriculum needs. Each building has an automated library system with full library services available to staff and students throughout the school day. The libraries are staffed by one full-time librarian and one full-time aide. The schools work closely with the public library system to make available any materials that are not available in-house. The district library instruction program is aligned to the state curriculum standards.

3.2.e Analysis of Support Systems and Leadership

District administration shows solid support for the incorporation of technology in our schools. The district employs one technology coordinator. It also has a Technology committee of tech. savvy individuals providing the vision for district technology integration. At present, the District has an email support account which accepts all calls dealing with areas needing attention. Skyward offers ongoing training which is available for clerical staff and is brought onsite whenever possible to accommodate larger groups for training. All District personnel have the opportunity to take advantage of training opportunities in the areas that they have a responsibility to manage or maintain.

District school board members, along with the administrators, monitor the feasibility and timeliness of policies and procedures. CIPA, copyright, and acceptable use policies are all reviewed and kept current with the support of the Technology Committee.

The Library Media Specialist assists teachers in integrating the information and technology literacy standards into their curriculum to meet their curriculum standards. Library/media skills instruction is incorporated into scheduled classes in grades K-6. Grades 7-12 will participate in various projects and research assignments that will require the use of technology.

4. GOALS AND OBJECTIVES

Need: To be college and career ready, students need the ability to access, evaluate, and apply information and Technology to solve problems; make informed decisions; and construct new knowledge, products, and systems.

Goal 1: Adopt a 1:1 Technology integration initiative.

- Objective 1a: Provide professional development for all teachers within the district.
- Objective 1b: Create a pilot program for interested teachers during the first year of the initiative.
- Objective 1c: Adopt a train-the-trainer approach to support implementation of the initiative.
- Objective 1d: Full implementation of 1:1 initiative by 2015-2016 school year.

Goal 2: Update Technology curriculum.

- Objective 2a: Develop scope & sequence by grade for the ISTE standards.
- Objective 2b: Teach the Common Core State Standards (CCSS) through the integration of the ISTE standards.
- Objective 2c: Provide professional development opportunities related to transforming paper and pencil tasks to technology-rich experiences.

Goal 3: Update infrastructure to support a 1:1 Technology initiative.

- Objective 3a: Purchase/update the hardware and licensing necessary for implementing the 1:1 technology initiative.
- Objective 3b: Create a five-year + district technology budget reflecting the maintenance and enhancement of technology resources.

Goal 4: Provide staff and students current library media center resources to promote 21st Century Technology skills.

- Objective 4a: Maintain an interconnected on-line library card catalog.
- Objective 4b: Expand coordination with public libraries systems for interlibrary loan services.
- Objective 4c: Provide library resources that support classroom curriculums.

Goal 5: Increase district awareness regarding safety and ethical use of Technology.

- Objective 5a: Review and sustain acceptable use policies applicable to all users.
- Objective 5b: Provide a safe learning environment for all staff and students.
- Objective 5c: Provide guidelines for media use.

5. IMPLEMENTATION OF ACTION PLAN

Need Statement: To be college and career ready, students need the ability to access, evaluate, and apply information and Technology to solve problems; make informed decisions; and construct new knowledge, products, and systems.						
Goal: Adopt a 1:1 Technology integration initiative.						
1a. Objective: Provide professional development for all teachers within the district.						
Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
Workshops	Staff/Admin.	CESA 6, other technology training organizations, Internet		ongoing	update staff hand-book	Certificates, pamphlets, registration, sign-in, survey, TPES documentation
Seminars	Staff/Admin.	CESA 6, other Technology training organizations, Internet		ongoing	update staff hand-book	Certificates, pamphlets, registration, sign-in, survey, TPES documentation
Webinars	Staff/Admin.	CESA 6, other Technology training organizations, Internet		ongoing	update staff hand-book	Certificates, pamphlets, registration, sign-in, survey, TPES documentation
Tech. Coordinator training sessions	Tech. Coordinator/ Staff/Admin.	Internet		ongoing	update staff hand-	Certificates, pamphlets, registration,

					book	sign-in, survey, TPES documentation
Train-the-trainer sessions	Tech. Coordinator/ Staff/Admin.	Internet		ongoing	update staff hand-book	Certificates, pamphlets, registration, sign-in, survey, TPES documentation
One-on-one training	Tech. Coordinator/ Staff/Admin.	Internet		ongoing	update staff hand-book	verification from trainer

1b. Objective: Create a pilot program for interested teachers during the first year of the initiative.						
Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
Application process	Admin./Tech. Committee	Application		June 2014	NA	NA
PD for pilot teachers	Admin./Staff	CESA 6, other technology training organizations, Internet, school site visits		2014-15 school year	Unknown	Certificates, pamphlets, registration, sign-in, survey, TPES documentation
1c. Objective: Adopt a train-the-trainer approach to support implementation of the initiative.						
Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
Train-the-Trainer preparation	Pilot teachers/ Admin./ Tech. Committee	planning time/ outside resources		2014-2016 school years	Unknown	Certificates, pamphlets, registration, sign-in, survey, TPES documentation

						tion
1d. Objective: Full implementation of 1:1 initiative by 2015-2016 school year.						
Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
PD for all teachers	Admin./ Teachers	CESA 6, other Technology training organizations, Internet, school site visits		2014-15 school year	Un-known	Certificates, pamphlets, registration, sign-in, survey, TPES documentation
Purchasing/ installation/availability of hardware/licensing	Tech. Coordinator	Budget planning		August 2014	Un-known	Receipt

Goal: Update Technology curriculum.						
2a. Objective: Develop scope & sequence by grade for the new Information Technology (IT) standards.						
Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
Create a Technology Curriculum Committee	Admin./ Tech. Committee/ Tech. Coordinator	people, IT standards		Summer 2014	Updated AUP	Published Scope and Sequence
Roll out IT standards to staff	Tech. Curriculum Committee	Scope and Sequence		Fall 2014		Completion of training presentations
2b. Objective: Teach the Common Core State Standards (CCSS) through the integration of the new IT standards.						
Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
Workshops/ Webinars/ Trainings/ Symposiums	Tech. Curriculum Committee	CCSS, IT standards		2014-15 school year		Certificate of completion

Train-the-trainer opportunities	Tech. Curriculum Committee	CCSS, IT standards		2014-15 school year		Participation
2c. Objective: Provide professional development opportunities related to transforming paper and pencil tasks to technology-rich experiences.						
Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
Workshops/ Webinars/ Trainings/ Symposiums	Tech. Curriculum Committee/ Admin./ teachers/ Tech. coordinator	Creativity and innovation, Tech. hardware and licensing		2014-15 school year		Certificate of completion
Train-the-trainer opportunities	Tech. Curriculum Committee/ Admin./ teachers/ Tech. coordinator	Creativity and innovation, Tech. hardware and licensing		2014-15 school year		Participation

Goal: Update infrastructure to support a 1:1 Technology initiative.						
3a. Objective: Purchase/update the hardware and licensing necessary for implementing the 1:1 Technology initiative.						
Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
Create and publish an RFP	Admin./ Tech. Coordinator/ Tech. Curriculum Committee	templates, samples from other districts		June-July 2014		Completed RFP
Purchase items	Admin./ Tech. Coordinator/ Tech. Curriculum Committee/ Business Manager	Budget plan, info. from other districts	\$500,000	2014-2016 school years	Un-known	Receipt
Update infrastructure and deploy items	Admin./ Tech. Coordinator/ Tech. Curriculum Committee	Summer interns, budget plan, info. from other districts		2014-2016 school years	Un-known	Receipt, completed work
3b. Objective: Create a District Technology budget reflecting the maintenance and enhancement of Technology resources.						
Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
3-4 year rotational plan	Admin./ Tech. Coordinator/ Tech. Curriculum Committee/ Business Manager	Inventory, projected cost analysis	\$150,000 /yr	Ongoing	Un-known	Completed plan
Goal: Provide staff and students current library media center resources to promote 21 st Century Technology skills.						
4a. Objective: Maintain interconnected on-line library card catalog.						
Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress

Maintain current online system.	LMS			ongoing		
4b. Objective: Expand coordination with public libraries systems for interlibrary loan services.						
Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
Regular meetings with Public Library staff	LMC Director			Ongoing		Schedule of meetings
Publicize services available through interlibrary loans	LMC Director			Ongoing		

4c. Objective: Provide library resources that support classroom curriculums						
Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
Collaborate with classroom teachers to ensure real time learning	LMS	Pertinent library materials		During school day		Collaborative lessons and meetings
Evaluate online and print resources that support curriculum	LMS	On-line resources		Ongoing		Pertinent resources for classroom use
Evaluation of Library holdings	LMS			Ongoing		Judicious weeding of old materials

Goal: Increase district awareness regarding safety and ethical use of Technology.						
5a. Objective: Review and sustain acceptable use policies applicable to all users.						
Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
Update AUP's for students and staff	Technology Committee					

	and Board of Education					
5b. Objective: Provide a safe learning environment for all staff and students						
Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
Maintain appropriate filtering agents to provide safe Internet usage			\$1,200			
Provide instruction for students and staff for safe social networking skills	Administration LMS	Time and materials	\$1,000	Ongoing		Direct instruction to teachers and students
5c. Objective: Provide guidelines for media use.						
Activities	Person(s) Responsible	Resources Needed	Projected Budget	Timeline	Policy Changes	Evidence of Progress
Instruct students and staff as to Fair Use and copyright guidelines	LMS	Handouts; lesson plans		Ongoing		Students and teachers understand guidelines

6. BUDGET FOR ACTION PLAN

Information and Technology Plan Projected Budget

	Plan	School Year		
	Goal.Obj.Act.	2009-10	2010-11	2011-12
Software Procurement	----	550	550	550
Curricular Enhanced Instructional Software	2.C.2	550	550	550
Hardware, Facilities & Networking	-	30,000	30,000	30,000
Replacement Computers (60)	3.A.2	30,000	30,000	30,000
Operation, Maintenance, Upgrade, Communications		58,500	58,500	58,500
Skyward Block Hrs.	3.A.1	5,000	5,000	5,000
Maintenance and Support (RS, Skyward, Office, Adobe products, Backup Exec, Anti-Virus, Firewall, Filtering, Novell, etc.)	3.A.3	50,000	50,000	50,000
Novell Groupwise Student Access	2.A.2	500	500	500
Internet Service	3.A.4	3,000	3,000	3,000
Professional Development		1,000	1,000	1,000
CESA 6 Training/Outside Vendors	2.A.1	1000	1000	1000
Human Resources in Support of Information & Technology		71,250	71,250	71,250
Maintain Existing Information & Technology Positions	1.B.3	71,250	71,250	71,250
Other		500	500	500
Adult Education	2.C.1	500	500	500

Projected Funding Sources

	Total	345,500	345,500	345,500
District Budget	----	100,000	100,000	100,000
eRate	----	15,500	15,500	15,500
Title I	----	160,000	160,000	160,000
Title II, Part A: Education Training	----	35,000	35,000	35,000
Title II D EETT Consortium	----	1,000	1,000	1,000
Title III	----	500	500	500
Title IV	----	3,000	3,000	3,000
DOR Computer Aid	----	500	500	500
Community Service Fund		500	500	500
Common School Fund	----	30,000	30,000	30,000

Note. Some CITP objectives may not require a financial expenditure.

7. DISSEMINATION TO STAKEHOLDERS

- Posting of Technology Plan on the District Web Page.
- Board minutes published in local newspapers available for community viewing.
- Acceptable Use Guidelines are reviewed and signed by students and parents.
- Acceptable Use Guidelines are reviewed and signed by staff.
- New plan will be presented at an in-service and new staff orientation.
- Available at community engagements.
- Copies available at public library and city hall.

8. MONITORING, EVALUATING, AND REVISING OF THE PLAN

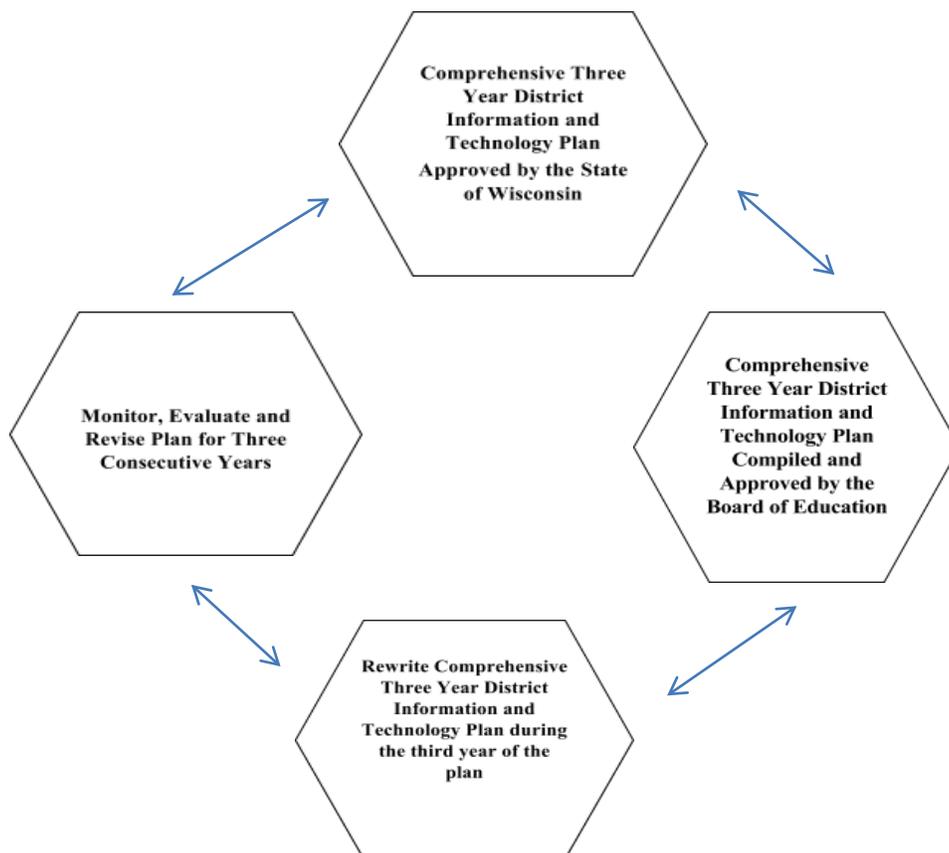
8.1. Monitoring and Evaluation Process

The School District of Manawa realizes that the Comprehensive Information and Technology Plan needs to be monitored continually. Many of the evaluation tools defined in the District plan are done on an annual basis.

8.2. Process of reporting to community stakeholders

It is imperative that the District identifies the appropriate stakeholders that will facilitate change and be the driving force behind continuous improvement. These stockholders will be an integral part in the development and future revisions of the technology budget on a continuous basis. Upon completion of evaluations, the Information and Technology Committee will meet to review changes as deemed appropriate for better utilization of resources.

8.3. Process and Timeline for Ongoing Long-Term Planning



ACCEPTABLE USE POLICY

USER POLICY

Technology is a valuable tool for students, staff, and community. Along with this tool comes a responsibility to maintain the standards that are highly visible in the School District of Manawa. Technology users' responsibilities go beyond network use. Unless otherwise specified, the following regulation shall apply equally to students, employees, volunteers, and contractors employed by the School District of Manawa (SDM). Employees, volunteers, and contractors may have additional obligations given the nature of their positions and/or access privileges.

The use of the Student Information System is solely for the purpose of facilitating the exchange of information to further communication, education, and research and is consistent with the mission of School District of Manawa. The Student Information System and the messages transmitted and documents created on it are the property of the District. The District has the right to supervise the use of such property. Each person requesting access to the Student Information System must contact the Information Technology Department.

It is the responsibility of each user to provide for the reasonable care of technology, including hardware, and software in that individual's possession or while being used by that individual. Vandalism to equipment may result in cancellation of privileges, restitution, and/or legal action. Vandalism is defined as any malicious attempt to destroy data, software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses. Also, users assume all responsibility for damage done to district technology equipment and software caused by food and/or drinks.

- A. COPYRIGHT GUIDELINES
- B. NETWORK GUIDELINES
- C. SECURITY GUIDELINES
- D. INTERNET GUIDELINES
- E. SOFTWARE GUIDELINES
- F. WEB PUBLISHING GUIDELINES
- G. E-MAIL GUIDELINES

Adoption Date: January, 2015

ACCEPTABLE USE POLICY

ADMINISTRATIVE RULE

COPYRIGHT GUIDELINES

The School District of Manawa (SDM) recognizes and supports the limitation imposed by copyright laws. These laws specially prohibit unauthorized duplication of software except to provide for archival back-up copies. Therefore, the SDM declares it to be inappropriate to use "pirated" or otherwise illegally obtained software on district equipment. The use of district equipment to make unauthorized copies of district owned, privately owned or illegally obtained software is prohibited.

The proper use of computers will be taught through planned computer curriculum and computer-related instruction for students. Staff will address the ethical and practical problems caused by software piracy.

User responsibilities:

- SDM employees will be expected to be knowledgeable of and adhere to the current copyright laws.
- IT department will maintain software and keep supporting manuals in a safe place. The manual needs to be available for software and hardware audit.
- When software is being used on a disk sharing system, efforts will be made to secure this software from copying.
- Any reproduction or use of copyrighted materials will be done either with the written permission of the copyright holder or within the bounds of the "fair use" guidelines provided in the copyright law; otherwise, the individual responsible for reproduction or use may be liable for breach of copyright under existing laws.

User must be aware that:

- SDM employees may reproduce and utilize copyrighted materials under the provisions of the copyright laws currently in force under Title 17 of the United States Code (i.e. "in-house" productions, un-copyrighted works or works in the public domain).
- Copying copyrighted programs on district equipment is prohibited.
- Using illegal copies of copyrighted programs on district equipment is prohibited.
- The purchasing of programs designed primarily as "break and entry" tools with district, state, or federal funds is prohibited.
- Booting single copies of copyrighted programs into more than one machine without authorization from the copyright holder is prohibited.
- Using "archival" copies of software as additional copies is prohibited.
- No SDM employee will surreptitiously or illegally access any database or electronic bulletin board that can be viewed as pornographic or improper for educational use.
- No SDM employee will encourage or allow any student to surreptitiously or illegally duplicate computer software or illegally access any database or electronic bulletin board.
- The principal of each school site or manager of each department is responsible for enforcing these regulations.
- These regulations are not comprehensive and do not absolve SDM employees from complying with all aspects of state and federal laws related to copyright.

NETWORK GUIDELINES

The School District of Manawa's network system is a local and wide-area technology network linking schools together, which also provides access, to public networks.

1. The use of the School District of Manawa Network (SDMN) is to promote the exchange of information to further education and research and is consistent with the mission of the School District of Manawa.
2. SDMN is not for private or commercial business use, political or religious purposes.
3. Any use of SDMN for illegal activity is prohibited.
4. Use of SDMN to access obscene or pornographic material is prohibited.
5. Sending material likely to be offensive or objectionable to recipients is prohibited.
6. Using programs that harass SDMN users or infiltrate a computing system and/or damage the software components are prohibited.
7. You will make the most efficient use of network resources to minimize interference with others.
8. Any use of SDMN that accesses outside resources must conform to their "Acceptable Use Policy."
9. Subscriptions to Listservs, bulletin boards and on-line services must be pre-approved by the district. The district has the right to deny any on-line services as needed.

SECURITY GUIDELINES

User Responsibilities:

- You will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others.
- You may not share your account with anyone or leave the account open or unattended.
- You will keep all accounts and passwords confidential and not accessible to others.
- You are responsible for making back-up copies of the documents critical to you.

INTERNET GUIDELINES

User must be aware that:

- SDM has software and systems in place that can monitor and record all Internet usage.
- Inappropriate material, including but not limited to sexually explicit items, may not be displayed, archived, stored, distributed, edited or recorded using our network or computing resources.
- Employees with Internet access may download only software with direct educational use and curricular value, and must arrange to have such software properly licensed and registered.
- SDM has the right to refuse or restrict any downloads or software.

SOFTWARE GUIDELINES

User responsibilities:

- You are responsible to take precautions to prevent viruses on your own equipment and the School District of Manawa's equipment.

User must be aware that:

- The illegal installation of copyrighted software or files for use on district computers is prohibited.
- Please contact the district's Director of Technology to install any software on district computers.

Interpretation, application, and modification of this Acceptable Usage Policy are within the sole discretion of School District of Manawa. Any questions or issues regarding this policy should be directed to School District of Manawa administration.

Violation of any conditions of use described here, may be cause for disciplinary action.

WEB PUBLISHING GUIDELINES

The School District of Manawa believes that certain guidelines must be followed when creating school web pages in order to maintain those high standards. These guidelines are here to provide direction for the district and not to limit creativity.

User responsibilities:

People creating web pages that will link to the district's home page will follow a format published by the School District of Manawa in order to provide consistency and integrity.

- The person that creates the web page that is linked to the SDM homepage is ultimately responsible for the web site content including links. However, the School District of Manawa has the right to approve the pages.
- The home page for each school will contain a copyright notice.
- Web site links must conform to sites that conform to district policies and limited to educational material.
- School web sites can only reside on the district web server.
- Written permission must be obtained from parents or guardian/s to allow student pictures to be used.
- Written permission must be obtained from parents or guardian/s to allow student first and/or last names to be published.
- Web sites should clearly be identified as student-created web pages and that the students' opinions are not necessarily a reflection of the SDM.
- Curriculum connections should be linked to the SDM curriculum standards.
- Web sites should not contain confidential information or information that is in violation of laws or the regulations of the Board.
- Web sites should not contain copyrighted material without the proper permission.

User Must be Aware that:

- School web sites will have a link back to the district home page. The district home page will link to each school page.
- Links should be limited only to provide information about other youth activities, agencies, or organizations that are known to be non-sectarian, nondiscriminatory, and devoted to school-community interests or child welfare.

E-MAIL GUIDELINES

The district e-mail system is provided for the purpose of exchanging information consistent with the mission and operation of the School District of Manawa.

User responsibilities:

- Check e-mail daily. District e-mail is the official means of communicating school information.
- Delete unwanted messages immediately since they take up disk storage.
- Keep messages remaining in your electronic mailbox to a minimum.
- If you receive a message intended for someone else, let the sender know.
- Restrict your use of e-mail to school business. It may be used for personal use, as long as it conforms to school etiquette standards. Do not use chain mail, solicitations, or advertisements.
- Protect individual user IDs and passwords to prevent unauthorized use.
- Report improper messages or use to the Information Technology Staff.

The SDM communication system may not be used for:

- Transmission of any information that promotes or constitutes discrimination on the basis of race, religion, color, gender, disability or sexual orientation
- Sexual harassment
- Copyright infringement
- Personal political or religious beliefs
- Personal business interests including private or commercial offerings of products or services for sale or to solicit products or services
- Any unlawful activity

User must be aware that:

- E-mail messages are subject to District review at any time.
- E-mail files and records utilizing SDM resources are the property of the district and may be copied, reviewed, audited, distributed, etc. as deemed necessary by the district.
- Courts have held that e-mail documents may be legally binding.
- SDM makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the District system will be error-free or without defect.

Student Acceptable Use of District Network Agreement

School District of Manawa

Use of computers and network in the School District of Manawa is a privilege that should be used to support learning appropriate for school. The smooth operation and maintenance of the computer system(s) relies on users adhering to established guidelines. Therefore, by signing this binding agreement, users acknowledge that they have read the terms and conditions of acceptable use outlined in the attached Acceptable Use Policy (AUP) and understand the inherent responsibilities.

The requester and his/her parent(s)/guardian(s) should be aware that the School District of Manawa does not have control of the information on the Internet, but takes all measures possible to protect our children through Internet filtering and education of ethical and appropriate use. Some sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people.

By signing this AUP agreement, students and parent(s)/guardian(s) agree to abide by the restriction outlined in this policy. The student and his/her parent(s)/guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow. Failure to return this agreement with signatures of both the user and parent/guardian will result in denial of access to the network.

I have read and understand the terms of the Manawa School District Acceptable Use Policy and agree to those terms. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Student Name (please print)

Grade

Classroom

Parent/Guardian Signature

Date

Phone Number

Student Signature Date

Software Inventory

Accelerated Math
Accelerated Reader
Adobe
BoardMaker 6
Citrix
Corel
Destiny
EPS
Firefox
FOGCrypt
Follett
Google Sketchup
Google Chrome
Inspiration
iPrint
ISCorp Webclient
iTunes
Java
Meraki
Microsoft
MinecraftEdu
Novell
Office 2010
PowerSuite
Promethean
QuickTime
Solidworks 2013
VirtualBusiness
VMWare
Windows 7
Windows XP

Hardware Inventory

4800	1	LaserJet 2200DN	2
???	8	LaserJet 2200N	1
2575v	1	LaserJet 2300DN	1
3170 Photo	1	LaserJet 4050N	1
4100N	1	LaserJet 4200	1
8000 elite	5	LaserJet 4200N	2
ActiveSlate	1	LaserJet 4220tm	1
AMD 64 Athlon	20	LaserJet 5	1
AMD 64 Athlon X2	3	LaserJet 5si	1
AMD Athlon 64	42	LaserJet 5si NX	1
AMD Athlon 64 d325m	4	Latitude C840 P4	2
AMD Athlon 64 X2	19	Latitude D630	18
AMD Athlon X2 dc5750s	1	Latitude D800 Pentium M	2
Chromebook	5	LT260	1
Clientpro	1	OfficeJet Pro 8600	1
Clientpro P4	8	Optiplex 745	37
Color LaserJet 3600n	1	Optiplex 755	2
d325m	1	Perfection 1640 SU	2
dc5000 SFF	5	Quad Core Vista	1
dc5750s	1	S1922	2
dc7100 SFF	1	Scanjet 3300C	1
dc7100sff	1	ScanJet 3970	1
dc7900 s	73	Scanjet 5530	1
Design Center 1000	1	SSD drive	1
DesignJet 800	1	Studio 1737 Centrino	3
Deskjet 1056 mfc	1	Stylus c82	1
Dimension 1100 Celeron		tablet DTU-2231A	1
D	1	Thinkpad E530	32
EliteBook 8460P	1	Thinkpad E531	4
Evo	1	V260X	1
G3010	1	X193W	6
G3110	1	X93W	2
HG216G	1	(blank)	
HW191D	1	Thinkpad E530	1
KX-FP200	1	Chromebook	305
LaserJet 1020	2	Chromebox	48
LaserJet 1022	4		

LIBRARY MEDIA MATERIALS SELECTION

Responsibilities for the Selection of Library Media Materials

In Wisconsin, it is the role of the local school board to establish written policies, procedures, and rules for the operation of the schools within the District to provide adequate library media materials which reflect the cultural diversity and pluralistic nature of the American society. In addition, the District shall not discriminate in the selection and evaluation of library media materials on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression or physical, cognitive, emotional or learning disability in its education programs or activities. Discrimination complaints shall be processed in accordance with established procedures.

The Board of Education, as the governing body of the District, is legally responsible for all educational materials utilized within the instructional program of the School District of Manawa. The selection of library media materials is delegated to the professionally trained and certified personnel employed by the school system. The responsibility for coordinating and maintaining qualitative standards in the selection process rests with the Curriculum Director (CD).

Objective of, and Criteria for, the Selection of Library Media Materials

The primary objective of selecting library media materials is to implement, support, and enrich the educational program of the school system. While specific criteria are developed by the Library Media Department, the general criteria utilized in the selection processes are:

- Materials are selected consistent with the educational goals of the District regarding locally designed standards, State standards, and National standards.
- Materials selected are appropriate for the age, social development, and maturity of students.
- Materials and information shall meet high standards of quality in factual content and presentation.
- Materials and information shall have factual, aesthetic, literary, ethical, or social value.
- Materials and information chosen shall be written/produced by competent and qualified authors and producers.
- Materials and information shall be chosen to represent our pluralistic society and to foster respect for all groups of people who form our society.
- Physical format and appearance of materials and information shall be suitable for their intended use.
- Materials are selected on all levels of difficulty with diverse appeal and differing points of view.

- The selection of materials on political theories and ideologies, religion, public issues, and on topics considered by some to be controversial, is directed toward maintaining a balance representing various views.
- Materials are judged as a whole taking into account the author's/producer's intent rather than focusing on single words, phrases, pictures, or incidents taken out of context.

Procedures for Handling Objections to Library Media Materials

A. Individual Parent or Guardian Request for Alternate Materials

The option is always open for a parent or guardian (hereinafter parent) to object to specific library media materials being used with his/her child as part of the educational program. However, no parent or organization has the right to limit other students' access to materials which are part of the District's educational program.

B. Request for Reconsideration

1. Any adult resident of the District, any parent of a child enrolled in the District, or any employee may raise objection to library media materials used in the educational program. In the event of an objection to the use of a specific library media material, every effort shall be made to first resolve the matter at the school level.
2. If the matter is not resolved, the complainant may formally challenge the use of specific materials at the District level.
 - a. This complaint must be in writing, using the District's Request for Reconsideration of Library Media Material form – School District of Manawa (SDM) Library Media Materials Review Committee, and shall be sent to the District Administrator (DA).
 - b. The DA forwards the form to the chair of the SDM Library Media Materials Review Committee, which is composed of citizens, professional staff members, and students. The task of the Committee is to review the material in question and provide written recommendation to the DA regarding its continued use in the District.
 - c. The DA shall review the SDM Library Media Materials Review Committee's recommendation. The DA may ratify, amend, or overrule the recommendation of the Committee. The DA will provide copies of the SDM Library Media Materials Review Committee's recommendation and his/her decision to the complainant within five (5) school days of Receipt of the Committee's report. The DA will provide the Board of Education and the SDM Library Media Materials Review Committee with copies of his/her decision.

C. Appeal Process

1. If the original complainant is not satisfied with the DA's decision, a request may be filed with the DA to have the matter placed on the agenda of the next regularly scheduled Board of Education meeting. The

request needs to be filed with the DA within ten (10) school days of the date of the Receipt of the DA's decision. If the appeal request is submitted less than five (5) school days prior to the next regularly scheduled Board meeting, the DA may move the matter to the next subsequent regularly scheduled meeting of the Board.

2. The Board of Education, meeting as a committee of the whole, shall constitute the final step in the appeal process.

a. The Board shall review the documentation accompanying the Request Form as well as the SDM Library Media Materials Review Committee minutes and other related Committee materials to determine whether or not procedural and non-discriminatory guidelines outlined in this policy were followed.

b. At its discretion, the Board may elect to conduct interviews with all parties pertinent to the material review process.

c. A decision of the Board with regard to action taken is final.

Cross References: Student Discrimination Complaint Procedures, 411-Rule
 Library Media Center Materials, 361.2-Rule

Legal Reference: Wisconsin State Statutes 118.03, 118.13, 119.18, 120.13,
 120.49 and 121.02

Adoption Date: January, 2015

Amended Dates:

LIBRARY MEDIA MATERIALS SELECTION PROCEDURES

I. Definitions

Library Media Materials – those materials that are acquired by and circulated from the Library Media Centers (LMC) for student and/or teacher use.

For the purposes of these rules:

- Library Media Center (LMC) is used as a synonym for Media Center and School Library.
- Library Media Specialist is used as a synonym for Media Specialist or Librarian.
- The term Materials is used for any materials or information, regardless of format.

II. Procedures for Selection of Library Media Materials

In selecting materials and information for purchase for the LMC, the library media specialist will evaluate the existing collection and the curriculum needs, consider the weeding and replacement plans, and consult with reputable, professionally prepared selection aids and other appropriate sources. Recommendations for purchase will be solicited from faculty and the student body. Recommendations from parents and community members will also be considered. Such recommendations will be seriously considered but are not binding on the library media specialists.

Materials and information offered as gifts shall be evaluated by the criteria given in the policy and shall be accepted or rejected based upon those criteria. Such materials will not be accepted if subject to restrictions on use or disposal or if they would produce an imbalance the LMC cannot afford to redress.

Selection is an ongoing process. It shall include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value. This process shall be guided by the policies and procedures for replacement and weeding.

III. Procedures for Handling Objections to Library Media Materials

The principal will review the Library Media Materials Selection policy and the objection procedures with the school's professional staff on an annual basis prior to the start of the school year. The professional staff will be reminded that the right to object to materials is recognized by the Board of Education and that individuals exercising that right shall be treated courteously. The staff will also be reminded of the ethical and practical considerations necessary when handling objections.

A. Initial Objection Procedure

The school official or staff member receiving a complaint from an adult resident of the District, any parent of a child enrolled in the District, or any employee shall try to resolve the issue

informally. The school official or staff member shall:

1. Explain the District's selection procedure, criteria used for selection, and the qualifications of those who made the selection.
2. Explain the place that the library media material in question occupies in educational program and its intended educational use (in the event that the official or staff member does not have knowledge of this information, a person who does, such as the department leader or library media person, shall be involved).
3. If the person raising the objection is not satisfied with the initial explanation by the staff member, the complainant shall contact the principal regarding his/her objection and schedule a meeting.
4. The principal will meet with the complainant to apprise him/her of the District's selection policy, criteria for selection, the reason for the selection, and the judgment of other outside professionals in the education field, such as reviewers, regarding the material. Appropriate District-level personnel shall be consulted for their expertise, which may contribute to a resolution of the issue.
5. In the event that the complainant is not satisfied after the meeting with the principal, the principal will inform the complainant of the Materials Review Process and provide the Request for Reconsideration of Library Media Material form – SDM Library Media Materials Review Committee. This form must be completed by the complainant and returned to the DA. The principal will forward any records relating to the complaint to the Office of the DA.

B. District Library Media Materials Review Procedure

The following procedure is for the purpose of bringing reconsideration requests before a District level committee representing the District, students, and the community after the matter has been reviewed at the school level. The committee is charged with weighing the merits of the request against the educational suitability of the material and then making a recommendation on the disposition of the complaint. The committee shall comply with the directive of Wis. Stat. ss. 121.02 (1) (h) that each school board shall provide adequate instructional materials, texts and library services which reflect the cultural diversity and pluralistic nature of American society.

Request for reconsideration of library media material shall not be confused with the normal reviewing process as a part of selection. This will not be considered to reflect adversely on the qualifications of the person or persons who made the selection.

1. All formal requests for review must be made on the Request for Reconsideration of Library Media Material form – SDM Library Media Materials Review Committee.
2. The Request for Reconsideration of Library Media Material form must be signed by the complainant and filed with the DA.

3. Within fifteen school days of the Receipt of the formal complaint, the DA or the DA's designee shall present the formal complaint to the chair of the SDM Library Media Materials Review Committee for evaluation. The task of the Review Committee will be to make recommendation for disposition of the material in question to the DA.

4. The challenged material will not be removed from use during the reconsideration process until a decision is made by the DA. However, the DA reserves the right to temporarily remove materials pending the reconsideration process if justified by unusual circumstances.

C. SDM Library Media Materials Review Committees:

Two District library media materials review committees will be established; one to consider complaints from materials used at grades PK – 6 (elementary) and a second to consider complaints from materials used at grades 7 – 12 (secondary).

1. The SDM Library Media Materials Review Committee shall be made up of ten (10) members with no overlap of membership with the SDM Educational Materials Review Committee.

a. Two teachers from the appropriate level appointed biennially by the DA or his/her designee.

b. One Library Media Specialist appointed biennially by the DA or his/her designee.

c. One principal from the appropriate level appointed biennially by the DA or his/her designee.

d. Two parents from the appropriate level (K – 6 or 7 – 12) of SDM students. Principals will notice their parent communities and seek volunteers from their school communities who are interested in serving on the committee. An application/lottery process will be established.

e. Two non-parent community members who are residents of the District will be selected through an application/lottery process serving a two-year term.

f. Two high school students (11th/12th grade) selected annually by a process determined by the DA's designee. Student representatives will be non-voting members of the committee.

g. The DA's designee, serving as the chair of the Committee to facilitate the process as a non-voting member, voting only in the event of a tie due to an even number of committee members.

h. An SDM secretary, assigned by the DA's designee, to take minutes at the meeting and assist the Committee with its work as a non-voting member.

2. Consideration shall be provided in the selection process to ensure the same members are not appointed repeatedly. A rotating schedule within each category of committee representation shall be put into place wherein only a portion of each committee representation category changes each year.

3. Only those members present may recommend action to be taken on the material being reconsidered. Committee members not present may not vote on the final decision. The discussion of the group is an important element in the decision making process. In the event of a tie, the DA's designee will cast a tie-breaking vote.

4. Committee members directly associated with the complainant shall be excused from the committee during the deliberation on such materials. The DA or his/her designee will appoint a temporary replacement for the excused committee member, but such replacement shall be of the same general qualifications of a member excused.

5. Each year the Committee shall have its first organizational meeting by September 15th at a time and place designated by the chairperson and made known to the members of the Committee at least five (5) school days in advance. This meeting will be officially noticed as a meeting of the SDM Library Media Materials Review Committee. Members will be asked to confirm their willingness to serve the second year of their term, if applicable.

a. Prior to the first meeting, committee members will receive a copy of the Library Media Materials Selection Policy, Library Bill of Rights, and Interpretation of the Library Bill of Rights.

b. The Committee at its first meeting will review procedures, District selection policies, previous challenges, and specific procedures for handling challenged materials.

6. Subsequent meetings will be called at the discretion of the chairperson or whenever a formal Request for Reconsideration of Library Media Material form – SDM Library Media Materials Review Committee is received.

7. In the event of multiple challenges involving different materials, the review committee may appoint a subcommittee of members and/or nonmembers to consolidate challenges and make recommendations to the full committee. The composition of such subcommittees shall approximate the representation of the SDM Library Media Materials Review Committee.

8. A request to review materials that have previously been before the committee must receive approval of a majority of the committee members before the materials shall be reconsidered. Requests with less than a two-year lapse will not be considered. Every completed Request for Reconsideration of Library Media Material form – SDM Library Media Materials Review Committee that is submitted to the District office shall receive a written response from the DA or his/her designee.

D. Review Process

1. The complainant shall be kept informed by the chairperson concerning the status of the review throughout the committee reconsideration process. The complainant and all known interested parties shall be officially noticed using District Open Meeting guidelines.

2. At the first meeting following Receipt of a Request for Reconsideration of Library Media Material form:

- a. The DA or his/her designee will prepare and distribute the following:
 - Copies of the written Request for Reconsideration of Library Media Material form
 - Copies of the material in question for full review
 - Reputable, professionally prepared reviews of the material if available
 - Appropriate checklist form for fiction or nonfiction material
 - A timeline of events including copies of any communication from previous steps of the review process
 - b. The Committee chairperson shall review the procedures and process with the Committee.
3. At the second meeting, thorough discussion of the material will be conducted. Interested individuals, including the complainant, will have the opportunity to share their views. The chairperson may request individuals with special knowledge to be present to provide information to the committee. The original complainant will be given up to ten (10) minutes to address the committee, if desired. Other individuals who are residents of the District, parents of children enrolled in the District, or employees of the District and wish to speak at the meeting are required to sign up prior to the scheduled meeting. Each speaker, other than the original complainant, will be given three (3) minutes to speak. This meeting will last no longer than three (3) hours.
 4. At the second meeting the Committee shall recommend one of the following actions:
 - a. Take no removal action
 - b. Limit the educational use of the material
 - c. Remove all or part of the material from the total school environment
 5. The written recommendation of the committee and its justification shall be forwarded to the DA, to the complainant, and to the appropriate building principal(s) within five (5) school days of the meeting.

E. DA's Procedures

1. The DA shall review the SDM Library Media Materials Review Committee's recommendation. The DA may ratify, amend, or overrule the recommendation of the Review Committee. The DA will provide copies of the Review Committee's recommendations and his/her decision to the complainant within five (5) school days of Receipt of the Committee's report.
2. The DA will provide the Board of Education and SDM Library Media Materials Review Committee with copies of his/her decision.
3. If the matter reaches the press, the DA or his/her designee will make the response.

F. Appeal Process

If the original complainant is not satisfied with the DA's decision, a request may be filed with the DA within ten (10) school days of the date of receipt of the DA's decision to have the matter placed on the agenda of the next scheduled Board of Education meeting. If the appeal request is submitted less than five (5) school days prior to the next regularly scheduled Board meeting, the DA may move the matter to the next subsequent regularly scheduled meeting of the Board.

The Board of Education, meeting as a committee of the whole, shall constitute the final step in the appeal process.

1. The Board shall review the documentation accompanying the Request Form as well as the SDM Library Media Materials Review Committee minutes and other related Committee materials to determine whether or not procedural and non-discriminatory guidelines outlined in this policy were followed.

2. At its discretion, the Board may elect to conduct interviews with all parties pertinent to the material review process.

3. A decision of the Board with regard to action taken is final.

Cross References: Curriculum Development and Evaluation, 330
Student Assessment Programs, 346

Legal References: Wisconsin State Statutes 118.03, 118.13, 119.18, 120.13, 120.49, and 121.02

Adoption Date: January, 2015

Amended Dates:

School District of Manawa

Request for Reconsideration of Library Media Material

SDM LIBRARY MEDIA MATERIALS REVIEW COMMITTEE

To request the SDM Library Media Materials Review Committee be convened to reconsider a Library Media material, please complete this form and submit it to the District Administrator.

Complainant:

Name _____
Phone _____
Address _____

City _____ State _____
Zip _____

Email Address

Material:

_____ Book
_____ Audiovisual/Media
_____ Magazine
_____ Newspaper
_____ Other: _____

Title: _____

Author/Producer:

1. Did you read/view the material in its entirety?

Yes_____No_____

2. Per the Library Media Materials Selection Policy, the initial objection must be discussed with a teacher and principal of the applicable school before being brought to the SDM Library Media Materials Review Committee. Did you discuss the use of this material in the instructional program with a teacher and the principal of the applicable school?

Yes_____No_____

If so, to whom did you speak? _____

When? _____

If so, any additional comments:

3. What do you object to in the Library Media material? Please be specific.

4. What is the educational benefit for students resulting from the use of this Library Media material?

5. In your opinion, what negative effects might result from the use of this Library Media material with students?

6. For which age group would you recommend this Library Media material be used?

7. What is your recommendation to the School District in regard to use of this Library Media material?

8. During the District review process, do you wish to give a short presentation to the committee relative to your objection?

Yes _____ No _____

Signature: _____ Date: _____

School District of Manawa
Check List for Reconsideration of Library Media Material
Fiction and Other Literary Forms

Title:

Author:

A. Review

1. Does the material appear in one or more reputable review journals?

Yes _____ No _____

2. If yes, please summarize the reviews:

B. Relevance

1. What is the purpose, theme, or message of the material?

2. Is the purpose, theme, or message accomplished?

Yes _____ No _____

3. Does the material offer an opportunity to better understand and appreciate the diversity, aspirations, achievements, and problems of human beings?

Yes _____ No _____

4. Will the reading, viewing of, and/or listening to the material result in a better understanding of human beings?

Yes _____ No _____

C. Content

1. If the material is fantasy, is it the type that has imaginative appeal and is suitable for children/young adults?

Yes _____ No _____

2. If the material is about modern times, does it give a realistic picture of life as it is now?

Yes _____ No _____

3. Do characters speak in a language true to the period and region of the country in which they live?

Yes _____ No _____

4. Is the dialogue a true representation of the age and social group of the characters?

Yes _____ No _____

5. Is the choice of language appropriate to the purpose of the text?

Yes _____ No _____

6. Does the material avoid an oversimplified view of life?

Yes _____ No _____

7. When factual information is part of the material, is it presented accurately?

Yes _____ No _____

8. Does the material give a broader understanding of human behavior?

Yes _____ No _____

9. Is there a gratuitous use of sex, violence, cruelty, brutality, vulgarity and/or aberrant behavior that would make this material inappropriate for children/young adults?

Yes _____ No _____

10. Are the illustrations appropriate to the subject, time period, and/or age level?

Yes _____ No _____

11. Is the material well written or produced?

Yes _____ No _____

12. Does the material make a significant contribution to the history of literature or ideas?

Yes _____ No _____

13. Are concepts presented in the material appropriate to the ability and maturity of the potential readers?

Yes _____ No _____

14. For Board adopted Library Media materials and textbooks, does the material promote the Library Media goals and objective of the curriculum?

Yes _____ No _____

15. For Board adopted Library Media materials and textbooks, is the material appropriate to the level of instruction intended?

Yes _____ No _____

Additional Comments:

Recommendation(s):

Review Committee Signatures:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date: _____

School District of Manawa
Check List for Reconsideration of Library Media Material
Nonfiction

Title:

Author:

A. Review

1. Does the material appear in one or more reputable review journals?

Yes _____ No _____

2. If yes, please summarize the reviews:

B. Relevance

1. What is the overall purpose of the material?

2. Is the purpose accomplished?

Yes _____ No _____

C. Content

1. Is the author considered competent and qualified in the field?

Yes _____ No _____

2. What is the reputation and significance of the author and publisher/producer in the field?
3. Is the material current and up-to-date? Yes _____ No _____
4. Are information sources documented? Yes _____ No _____
5. Are translations and retellings faithful to the original? Yes _____ No _____
6. Are the illustrations appropriate to the subject, time period, and/or age level? Yes _____ No _____
7. Is the content of this material well presented by providing adequate scope, range, depth and continuity? Yes _____ No _____
8. Does this material give a new dimension or direction to its subject? Yes _____ No _____
9. Does this material present information not otherwise available? Yes _____ No _____

10. For Board adopted Library Media materials and textbooks, does the material promote the Library Media goals and objective of the curriculum?

Yes _____ No _____

11. For Board adopted Library Media materials and textbooks, is the material appropriate to the level of instruction intended?

Yes _____ No _____

Additional Comments:

Recommendation(s):

Review Committee Signatures:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date: _____

RESOURCE SHARING/INTER-LIBRARY LOAN

Resource sharing is defined as lending school library media center material or a copy of the material to another library or patron of another library for a specified period of time. The purpose of resource sharing is to obtain library media material not available in one's local library media center.

School libraries rely on resource sharing and inter-library loan programs:

1. To extend access to information and materials not normally acquired.
2. To support inter-library loan as a concept to foster inter-library cooperation and resource sharing.
3. To extend budget funds as effectively as possible.

At this time, resource sharing is available through a courier service provided by the Cooperative Educational Service Agency (CESA), School District of Manawa, the public library system, and/or via the United States postal service. Students and staff borrowing through a school library must be enrolled or employed by that school district. Holdings may be accessed via WISCAT, the district union catalog, or the library catalog.

Any type of material may be requested on loan from the school district library media centers. The lending school library has the privilege of deciding in each case whether a particular item is available for loan.

School library media centers ordinarily will not loan the following:

- Library Resources in current and recurring demand which have extensive holds and waiting lists at the requested library media center.
- Reference materials, equipment, and licensed computer software.
- Materials on reserve for individual, group or class use.
- Non-print materials

Borrowers:

- Borrowing school library media centers and patrons of those centers should make every effort to exhaust their own resources before requesting from another library.
- Borrowing school library media centers and patrons will make every effort to return materials promptly.
- All materials borrowed from school district library media centers must be returned by the specified due date.

Lending libraries:

- The decision to loan material is at the discretion of the lending library media center.
Each library media center will be as generous as possible with due consideration to the interests of its primary clientele. Lending libraries are not expected to process subject and keyword requests.
- Lending libraries will process requests promptly.
- The lending library is responsible for compliance with all copyright law and its accompanying guidelines.

Inter-library loan of resources from the media centers within our district are expected in order to maximize the use of resources, as long as availability of those resources are not compromised at the home site.

The School District of Manawa shall not discriminate in the resource sharing of library materials on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression or physical, cognitive, emotional or learning disability in its education programs or activities.

Cross Reference: Resource Sharing/Inter-Library Loan (Within the District), 362.1-Rule

Legal References: Wisconsin State Statutes 43.72 (1)(2)(3) Title 17, U.S.
Code

Adoption Date: January, 2015

**RESOURCE SHARING/INTER-LIBRARY LOAN
(WITHIN THE DISTRICT)**

Procedures

- Inter-library Loan (ILL) requests will be handled on an as needed basis. Due to the School District of Manawa being comprised of only two buildings, library materials are purchased according to the educational level at the building.
- ILL requests from students and staff are handled in one of two ways: All requests from students and staff are entered into the Destiny. Intra-building requests are handled first within the building and secondly, entered into the system.
- Elementary students requesting material from a secondary building must complete the Inter-library Loan Parental Permission Slip.
- Videos are loaned for a period of two weeks.
- While all reasonable requests will be honored, Media Specialists may use their discretion to limit requests made on their collection. Examples of limiting may be for the following reasons:
 - Building instructional needs
 - Holiday collections
 - Classroom requests
 - Battle of the Books
 - New books
- Library materials that are lost or damaged are the responsibility of the borrowing school. Payment for the material will be determined by the loaning Media Specialist using established protocols.

Cross Reference: Resource Sharing/Inter-Library Loan, 362.1

Adoption Date: January 2015

ACCEPTABLE USE FOR TECHNOLOGY AND NETWORK RESOURCES

Technology and network resources are valuable tools for students, staff, and community. The School District of Manawa (SDM) provides computer facilities, equipment, software and a local and wide- area network that is accessible for the primary purpose of supporting the educational mission of the District. The District's technology system includes, but is not limited to: desktop and portable computers; voice over Internet protocol phone system; file, web, and print servers; projection devices; software applications; electronic devices such as cell phones, document cameras; promethean boards and smartboards; the Internet; and voice messages. Unless otherwise specified, the following regulation shall apply equally to all SDM users including employees, contractors employed by the SDM, students, volunteers, and guests. The SDM permits users to connect to the District network with personal computing devices following acceptance of user agreement terms. Users may have additional obligations given the nature of their positions and/or access privileges.

Use of the District technology system is a privilege and not a right. Users of the District's system should have no expectation of privacy in the content of their personal files, communications, and records of their online activity. The SDM reserves the right to monitor, access, delete and/or disclose all files, communications, and use of the District's technology system at all times without user permission within legal parameters.

It is the responsibility of users to provide for the reasonable care of all District technology. The SDM reserves the right to hold users accountable for vandalism, misuse, and damage to the system in violation of the rules outlined in this policy, including revoking privileges, taking disciplinary and/or legal action. All users must have an appropriate "User Agreement" with the District to access the rechnology system (Appendix A).

The use of the SDM Student Information System (SIS) is solely for the purpose of facilitating the exchange of information to further communication, education, and research consistent with the mission of the SDM. The SIS and the communications transmitted and documents created on it are the property of the District. The SDM reserves the right to supervise the use of such property.

- A. Network Guidelines
- B. Electronic Communications Guidelines
- C. Software Guidelines
- D. Web Publishing Guidelines
- E. Privacy Guidelines
- F. Prohibitions against Discrimination, Harassment, Bullying, And Defamation
- G. Copyright Guidelines
- H. Social Media Guidelines
- I. Monitoring, Supervision, And Consequences
- J. Personal Technology Use in School
 - 1. Grades PreK – 8
 - 2. Grades 9 – 12

Adoption Date: January, 2015

Amended Date:

ACCEPTABLE USE FOR TECHNOLOGY AND NETWORK RESOURCES

PROCEDURES

A. NETWORK GUIDELINES

The SDM maintains a local and wide-area network that links the schools together and also provides access to public networks. This network consists of a hard wired and wireless network. The wireless network includes, but is not limited to, the District-provided wireless access and any other wireless data provider (e.g., cell phone or personal wireless hotspot) used on any SDM property and its school campuses. The purpose of the SDM network is to facilitate the exchange of information to further communication, education, and research consistent with the educational mission of the SDM. Users are responsible for their actions/behavior and communication on the network in order to maintain a safe, lawful, and efficient network.

Network use or attempted use that is unacceptable at all times includes, but is not limited to:

- Accessing the network for illegal activity, political or religious purposes, and unethical or disruptive activity.
- Placing unlawful information on the network.
- Accessing inappropriate content, including pornographic or obscene items.
- Disrupting network traffic, overloading or crashing the network and attached systems.
- Monitoring or capturing network traffic in any way.
- Gaining unauthorized access to information resources or accessing, changing, deleting, or damaging another person's materials, information, or files.
- Installing or running a program which damages or places an excessive load on technology and network resources.
- Wasting or stealing consumables (e.g., paper, toner, storage devices) associated with the network system.
- Disrupting the educational environment with District or personal computing devices.
- Accessing or sending offensive or objectionable material to others.
- Cyberbullying.

The SDM places a high priority on the security of its technology and network resources. The District has systems in place that can monitor and record all network usage. It scans all inbound and outbound emails, plus attachments, for viruses, but does NOT guarantee such messages to be virus-free. The SDM accepts no responsibility for any damage caused by sending or receiving messages through the electronic communications system. The Informational Technology Department (ITD) may create filters to scan for and eliminate viruses and large graphic files that are unrelated to the District's educational mission.

Users must be responsible for taking security precautions when accessing the District's Technology and network resources. Use that is unacceptable at all times includes, but is not limited to:

- Not taking reasonable measures to prevent others from using identifying information.
- sharing accounts or leaving accounts open or unattended.
- Not keeping all accounts and passwords confidential and inaccessible to others.
- Not respecting the rights and property of others and improperly accessing, misappropriating, or misusing the files, data, or information of others.

- Not making backup copies of documents critical to the user.
- Not taking precautions to prevent viruses, spyware, and malware on personal and District devices.
- Gaining unauthorized access, altering, deleting, damaging, or destroying any network, program, or data.
- Not reporting unusual activity such as spam and phishing schemes to the SDM Helpdesk.

B. ELECTRONIC COMMUNICATION GUIDELINES

Use of the SDM electronic communication systems is provided to students and staff to further the educational mission of the SDM. These electronic communication systems include, but are not limited to: email, blogs, social media, learning management systems, telecommunication systems, and other web-based/electronic tools. Interpretation of appropriate use of electronic communication is the responsibility of the SDM Administrative Leadership Team. The Information Technology Department (ITD) is responsible to ensure the efficient use of the District Technology system.

SDM employees:

- are required to check email and other District-provided online communications because they are the official means of communication and business for the District.
- may have use of email for personal reasons, as long as it conforms to school etiquette standards and is not used excessively.
- may have limited use of the District communication systems for personal business interests including private or commercial offerings of products or services or to solicit products or services on designated District web pages.

SDM students:

- may use the District communication systems for contact with school employees, access to outside resources related to school assignments, and student collaboration on school activities.
- may only receive emails on the network from District employees, other SDM students, and persons that have been approved by the District. Unauthorized emails will be blocked and returned to the sender.
- will have their accounts removed from the systems after graduation or withdrawal from the District.

SDM employees and students will:

- delete unwanted emails immediately and keep them to a minimum in order to maximize District storage resources.
- not use e-mail for chain letters or other mass solicitations.
- report technical issues related to email accounts and electronic communications to the SDM Helpdesk.

C. SOFTWARE GUIDELINES

All District online resources, including software purchased or acquired for educational use, will be approved by the Curriculum Director and/or IT Director and installed by the IT Department.

D. WEB PUBLISHING GUIDELINES

The SDM believes that certain guidelines must be followed when creating school web pages in order to maintain high standards. Guidelines are intended to provide direction, consistency, and integrity to maximize accessibility. Guidelines are not an attempt to limit creativity.

Guidelines that apply to school web pages include, but are not limited to, the following:

- First and/or last name of a student may only be published with permission from parent(s)/guardian(s).
- Created web pages may not contain copyrighted material without proper permission.
- All District, department, and school-published web pages will include a copyright notice.
- Parent(s)/guardian(s) may opt out of having pictures, videos, or the name of their student(s) posted or identified on District/School created web pages.
- Student users who create web pages should clearly identify web pages as student-created and that the students' opinions are not necessarily a reflection of the SDM.
- Created web pages may not contain confidential information or information that is in violation of state or federal laws or Board policy.
- Links will be limited only to provide educational information about other youth activities, agencies, or organizations that are known to be nonsectarian, nondiscriminatory, and devoted to school/community interests or child welfare.
- The user that creates a web page that is linked to the SDM homepage is ultimately responsible for the content including links. The SDM reserves the right to review and approve the pages.
- The principal/supervisor of each school site or manager of each department is responsible for compliance with guidelines.

E. PRIVACY GUIDELINES

SDM network users should have no expectation of privacy in the content of their personal files, communication, or their online activity while using the District's Technology system. Network content including, but not limited to, documents and other communication may be considered public and subject to disclosure. The SDM reserves the right to retrieve contents and user files on its system for legitimate reasons including, but not limited to: finding lost messages, conducting internal investigations, complying with open records requests, investigating wrongful acts, or recovery from system failure.

The District also reserves the right to retrieve contents and user files to conduct student investigations relating to suspension and/or expulsion and personnel investigations relating to discipline and/or termination.

The use of the SDM Student Information System (SIS) is solely for the purpose of facilitating the exchange of information to further communication, education, and research consistent with the mission of the SDM. The SIS and the communications transmitted and documents created on it are the property of the District. The SDM reserves the right to supervise the use of such property. Each user requesting access to the SIS must contact the SDM ITD. Student records and communication between students or family and staff are protected by the Family Educational Right to Privacy Act (FERPA).

Users must be responsible for their own privacy and personal safety as well as that of others when using the District's network. Use that is unacceptable at all times includes, but is not limited to:

- violating the privacy rights of self/others by providing home address, telephone number, or other personal information.
- recording of any type including, but not limited to: audio, video, images, and photographs, in violation of **Board Policy 492-Photographing and Videotaping in the Schools.**

F. PROHIBITIONS AGAINST DISCRIMINATION, HARASSMENT, BULLYING, AND

DEFAMATION

The District has an obligation to provide a school environment free of discrimination, harassment, bullying, and defamation. Users of the District's technology must comply with state and federal laws and Board policy regarding these items. Use that is unacceptable at all times includes, but is not limited to:

- accessing, displaying, or sending messages and materials that use language, audio or images that are discriminating, harassing, bullying, or defaming.
- circumventing District content filters in order to access the content listed above.

G. COPYRIGHT GUIDELINES

The SDM recognizes and supports the limitation imposed by copyright laws. These laws specifically prohibit unauthorized duplication of software and online resources except to provide for archival back-up copies. The SDM declares it to be inappropriate to use "pirated" or otherwise illegally obtained software or protected online resources on the District systems. The use of District Technology equipment or systems to make unauthorized copies of District-owned, privately-owned, or illegally obtained software or protected online resources is prohibited.

Copyrighted material may not be posted on any District website or used as an attachment or link without permission from the creator. Reproduction or use of copyrighted materials will be done either with the written permission of the copyright holder or within the bounds of the "fair use" guidelines provided in the copyright law under Title 17 of the United States Code (i.e. "in-house" productions, un-copyrighted works, or works in the public domain); otherwise, the user responsible for reproduction or use may be liable for breach of copyright under existing laws.

The principal/supervisor of each school site or manager of each department is responsible for compliance with copyright law.

H. SOCIAL MEDIA

Social media is defined as "online services that require communication between two or more people" and encompasses a wide range of written, audio, and visual communication. Social media networks include, but are not limited to: personal websites, blogs, wikis, social networks, online forums, twitter, and virtual worlds.

The District recognizes the importance of online social media networks as a communication and learning tool for SDM staff and students. The District also recognizes its obligation to teach and ensure responsible and safe use of these technologies. Toward that end, the District provides password-protected social media tools and District-approved technologies for e-learning and encourages the use of District tools for collaboration by employees and students.

Public social media networks are generally available to the public or consumers and are not provided by the District's electronic technologies network. Public social media networks include, but are not limited to: Facebook, Twitter, YouTube, and blog sites. The District takes no position on SDM employees' decision to participate in the use of public social media networks for solely personal use on personal time. However, SDM employee use of these media that exist outside of those approved by the District during school hours is prohibited unless given special permission by administrators or ITD.

All employees are expected to serve as positive ambassadors for our schools and are role models to students in the community. Readers of social media networks may view the employee as a representative of schools and the District. Therefore, the SDM requires employees, when referring to the District, its schools, students, programs, activities, employees, coaches, advisors, volunteers, and communities on any public or District-approved social media networks to observe the following requirements that include, but are not limited to:

- Use of any social media network or postings, displays, or communications on any social media network must comply with all state and federal laws and District policies.
- Communications by word, image, or other means must be respectful and professional.
- Authorized spokespersons for the District must disclose their employment relationship with the District.
- Confidential or proprietary information of the District, its students, or employees or that which is protected by data privacy laws may not be disclosed.
- The SDM name or its logo may not be posted or used without permission from the DA or his/her designee.
- No images of co-workers may be posted without the co-workers' consent.
- Unless parents have opted out of having pictures, videos, or the name of their student(s) posted or identified on District/School created web pages, images may be posted, including images of students taken in the public arena.
- No nonpublic images of the District premises and property, including floor plans, may be posted.
- Engagement with student groups that are within the District or in the public must be as a District-employee maintaining appropriate employee-student relationships and addressing inappropriate behavior or activity on the networks, including protecting the safety of minors online.
- District information posted to a social media personal profile must be limited, but may include District employment information including, District name, job title and duties, status updates on job promotion, and personal participation in District-sponsored events, including volunteer activities.
- Employees and adults working on behalf of the SDM (e.g. Student and substitute teachers, interns, volunteers) must treat student images and information with confidentiality in accordance with **SDM Policy - Photographing and Videotaping in the Schools.**
- Purposeful or inadvertent disclosure of confidential or private information that violates the privacy rights or other rights of a third party, or the content of anything posted on any social media network is the responsibility of the employee.

SDM student use of social media during instructional time will be limited to educational purposes.

Any users of social media on the SDM network must adhere to the guidelines listed in this policy and its procedures.

The SDM may use social media networks and other communication technologies in fulfilling its responsibility for effectively communicating with the general public.

I. MONITORING, SUPERVISION, CONSEQUENCES

The SDM ITD has systems in place that can monitor and record all network use for consistency in enforcing technology and network protocols. The District provides instruction for employees on the appropriate and inappropriate use of its technology systems and requires employees to supervise students' usage of District and personal computing devices. The District provides instruction for students on the appropriate

and inappropriate use of its technology and network resources in the classroom.

To reduce the risk of compromising District resource security, it is important that all users assist in reporting any inappropriate usage, including, but not limited to hacking, inappropriate content, phishing, and spamming to employees, administrators, Manawa Support, or ITD.

Consequences for violations of the Acceptable Use of Technology and Network Resources Policy and Procedures may result in the suspension/revocation of technology privileges, discipline up to and including suspension and/or expulsion for students, and discipline up to and including termination for employees. The District will investigate and report unlawful activities to authorities.

Appeals may be made in accordance with appropriate Board policies, procedures, and employee and student handbooks.

J. PERSONAL COMPUTING DEVICE USE IN SCHOOL

1. Grades Pre-K - 6

The SDM provides a community accessible network with the primary purpose of supporting the educational mission of the District. The District permits SDM PreK – 6 students, with parent/guardian permission, to bring personal computing devices to school for the purpose of connecting to District network resources.

The use of personal computing devices in the District is a privilege, not a right. Ensuring its proper use is the joint responsibility of students, parents, and employees with the following liabilities and limitations including, but not limited to:

- SDM elementary students must have a signed permission form from their parent(s)/guardian(s) on file for use during the school day (Appendix B).
- Student use of personal computing devices during instructional time may be limited at the discretion of the teacher.
- Network access is provided on an “as is, as available” basis.
- The District is not responsible for delays, changes, or interruptions of communication or Internet service, regardless of the cause.
- The District assumes no financial obligations arising through use of the SDM network.
- The SDM is not responsible for damage caused by inappropriate or inadvertent activity due to interaction with the network.
- The SDM is not responsible for damages to, loss of, or theft of personal computing devices. The District will investigate and refer unlawful acts to authorities.
- The SDM will not provide technical support for personal computing devices.
- Any damage to SDM Technology or property due to the unauthorized use of personal computing devices will become the liability of the owner of the device.
- Administrators and professionals may confiscate personal computing devices while on District property if they have reasonable suspicion that the use of these items is in violation of policy or

disruptive to the educational environment.

- Confiscated personal computing devices may be subject to search.

Acceptable uses of personal computing devices are those which support the educational mission of the SDM. Users are subject to all of the guidelines of this policy and its procedures. Use of personal computing devices that is unacceptable at all times includes, but is not limited to:

- Physically connecting personal computing devices to the SDM wired network.
- Tampering with, damaging, or modifying District Technology with the use of a personal computing device.
- Using personal computing devices in such a way as to disrupt the use of District Technology by other users.
- Disrupting any educational environment including, but not limited to: classes, study hall, library, assemblies, field trips, and co-curricular activities.

2. Grades 9 – 12

One-to-One (1:1) Device Program

The SDM is loaning high school students a computing device for educational purposes during the academic year. The SDM will hold the legal title to the computing device and all accessories. Right of possession and use is limited to and conditioned upon full and complete compliance with all SDM student school handbooks and Board policies and procedures including, but not limited to: 363, 443.5, 492, and 443.92. The SDM does not guarantee that its technology resources will be uninterrupted or error-free. Access to the network is provided on an “as is” basis without warranties of any kind. In the event that the network is down, neither the SDM, nor any of its agents or employees will be responsible for lost or missing data.

The right to use and possess the computing device and its peripherals terminates annually no later than the last day of the school year, unless terminated earlier by the District or upon removal from the District through withdrawal, suspension, expulsion, or transfer to another district. Failure to return the device on or before this date may result in criminal charges being sought against the student, parent/guardian, or the person in possession of the computing device. The computing device remains the property of the SDM and cannot be loaned, sold, bartered, traded, leased, rented, or given to any other person(s). Failure to return the computing device and peripherals may result in a certified letter sent to the parent/guardian or adult student requesting return of the missing computing device. The parent/guardian or adult student will have five (5) days to return the items or pay replacement costs. Failure to comply will be referred to local law enforcement. The parent/guardian or adult student may be charged with theft. The SDM reserves the right at any time to require the return of the computing device. Students may be subject to loss of privileges, disciplinary action and/or legal action in the event of damage to or loss of the computing device or violation of SDM Board policies and guidelines.

Modifications to the Program

The SDM reserves the right to revoke or modify the one-to-one (1:1) program and/or its policies and procedures at any time.

District Liability

The SDM assumes no liability for any material accessed on the computing device.

Personal Computing Devices/BYOD

Families may choose to use personal computing devices for instructional use in place of a District-assigned device. The SDM is not liable for damage, loss, theft, or IT issues of personal computing devices. Students who choose to bring their own personal computing device do not rescind the District's right to inspect the computing device at any time while on school property based on legal authority. The SDM does not guarantee support for download tools to personal computing devices, including links, applications, and extensions.

Monitoring Usage

The SDM has installed software on its computing devices to facilitate in the monitoring of student Internet usage. While the SDM is committed to protecting students, no technical or human supervision is fail-safe. The SDM reserves the right to investigate, review, monitor, and restrict information stored and transmitted on District-owned devices. Any attempt by students to circumvent the monitoring and filtering systems in place including, but not limited to, resetting the device or attempting to install or use proxy servers, will result in disciplinary action. This action may result in loss of student use of the device and/or other consequences deemed appropriate by SDM administration up to, and including, expulsion.

Damaged/Lost/Stolen Computing Devices

Computing devices are assigned to students in a similar fashion and process as assigning textbooks. However, unlike textbook assignment, each student will be assigned the same device each year for the duration of the student's SDM high school career. It is understood that as materials are used, normal wear is expected. What is not expected is damage that is above what is considered normal wear. As with textbooks, students may be issued a fine at the end of the school year if excessive wear or damage is evident.

It is also understood that when using electronic devices, damage may occur. There are three types of damage to school property: accidental, negligent or malicious. If a device is damaged, the student must return it to the school's designated helpdesk to generate a repair order and to determine if the damage was accidental or malicious/negligent. If device damage is determined to be accidental, the student may be able to check out a loaner while the device is being repaired. The student will not be charged for the repair. If a device is damaged through malice or negligence, the student will be responsible for all repair costs. The student may qualify to use a computing device for use during the school day that is restricted to school campus use. In addition, students may face administrative or legal consequences depending on the nature of the damage.

If the device is lost or stolen, the student must notify school administration immediately. Administration will make contact with the local police to generate a police report. Efforts will be made to find and return the device. If recovery efforts are unsuccessful, the parent/guardian or adult student may be responsible for reimbursing the District up to the device's full replacement cost. The student would not be required to reimburse the District for the cost of warranty or setup charge. A student with a lost or stolen device who fails to notify school officials in a timely fashion may be subject to disciplinary action.

Consequences

Consequences for non-compliance with District policy as well as procedures in the handbook include disciplinary actions and financial responsibilities. Any failure to comply with policy may immediately end the student's right to access the computing device, or other devices or services. The student may also be subject to disciplinary action as set forth in the school's student handbooks and SDM Board policy. The SDM cooperates fully with local, state, and federal law enforcement in the investigation of all computer-related crimes.

Cross References: Internet Safety Policy (CIPA), 363.2
Photographing and Videotaping in the Schools, 492-Rule
Violence and Intimidation, 443.7
Bullying Policy, 443.71
Locker Room Privacy, 443.92

Legal References: Wisconsin State Statutes 120.12, 943.7, and 947.0125

Adoption Date: January, 2015

Amended Date:

ASSISTIVE TECHNOLOGY OPPORTUNITIES FOR STUDENTS WITH SPECIAL NEEDS

It is the policy of the Board of Education to provide all students with disabilities with a Free Appropriate Public Education (FAPE) in compliance with applicable federal and state laws. This shall include the provision of special education and related services necessary to meet the unique needs of each student. The use of assistive technology services or devices or both may be necessary to ensure FAPE. An assistive technology device is any item, piece of equipment, or product system that is used to increase, maintain, or improve functional capabilities of students with disabilities. Assistive technology service means any service that directly assists a student with a disability in the selection, acquisition or use of an assistive technology device. The Individualized Education Plan (IEP) Team is the required venue for determining if a student with a disability needs assistive Technology services and devices.

Additional special populations that may require access to assistive technology services and devices include, but are not limited to, migrant students, homeless students, students living in poverty, English Language Learners, talented and gifted students, and at-risk students. These students should also be considered if access to such devices and services is necessary for them to benefit from their educational program. The school's Building Consultation Team is the appropriate forum to discuss and determine need and eligibility.

Student Nondiscrimination

The School District of Manawa does not discriminate against students on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression or physical, cognitive, emotional or learning disability in its education programs or activities.

Cross References: **Exceptional Education Procedures Manual**
Nondiscrimination on the Basis of Handicap/Disability 112.1
Special Education Program 342.1
Identification for Talented and Gifted (TAG) Programming 342.3
Computer Use Policy 363.2

Legal References: Wisconsin State Statutes Chapter 115, Subchapter V Individuals with Disabilities Education Act Rehabilitation Act of 1973 Section 504
Americans with Disabilities Act of 1990
Wisconsin Administrative Code Chapter PI 11

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