

Pamlico County Schools

Strategic Technology Plan

2009-2013

“21st Century Education”



Developed by the Strategic Technology Plan Committee
November 1, 2008



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REQUIRED SUBSTANTIVE COMPONENTS
OF THE
LOCAL SCHOOL DISTRICT TECHNOLOGY PLAN

The local school board has actively involved key stakeholders in the development of a district-wide four-year technology plan that includes the following key components:

- a vision statement consistent with the North Carolina Instructional Technology Plan that reflects the unique qualities and strategic priorities of your local school system;
- the identification of the current situation, goals, objectives and evaluation of the core instructional and administrative components of a technology program that address the five strategic priorities of the Future Ready Students:
 - Globally competitive students
 - 21st Century professionals
 - Healthy and responsible students
 - Leadership for innovation
 - 21st Century Systems;
- a staff development and training component that reflects a budget of 20 to 30% of the total cost of the technology program; and
- an infrastructure/connectivity component that meets North Carolina Information Technology Services standards to assure compatibility, connectivity, and cost-effectiveness.

LEA Name: Pamlico County Schools LEA Number: 690

Signature: _____

Superintendent


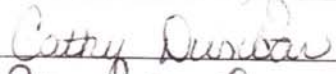
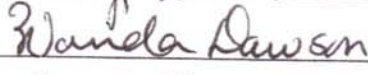
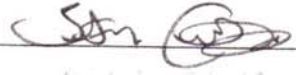
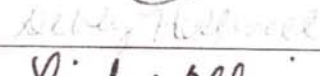
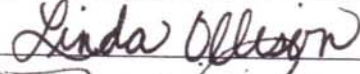

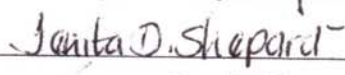
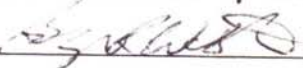
Signature: _____
Local Board Chair

Person of Contact: Junita D. Shepard

Telephone number: 252-745-4171

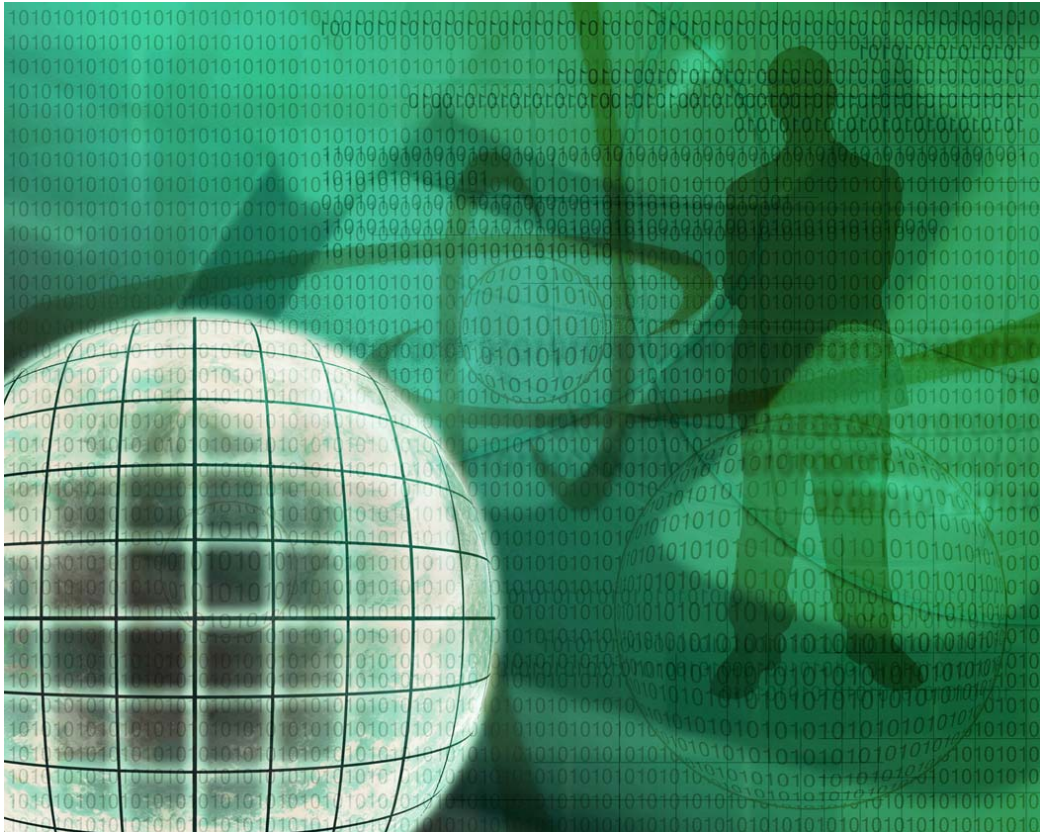
Technology Committee Members

All committee members have been involved in the development of this plan and support its implementation.

Name	Title or Group Represented	Signature	Date
Debora Avery	Instructional Technology Facilitator		11-3-08
Cathy Dunbar	Assistant Superintendent		11-3-08
Wanda Dawson	Associate Superintendent		11-3-08
Steve Curtis	Finance Officer		11-3-08
Debby Hollowell	Media Coordinator		11-3-08
Linda Ollison	Principal		11-3-08
Michael Priddy	Interim Superintendent		11-3-08
Jenita Shepard	Technology Director		11/3/08
Byron Walston	Instructional Technology Facilitator		11-3-08

Pamlico County Schools

Vision Statement



Pamlico County Schools

Vision Statement

“Pamlico County Schools’ innovative leaders will create a 21st century learning environment that will produce globally competitive, responsible students and professional educators of excellence.”

A 21st century education should be the right of every student. The technology vision for Pamlico County Schools embodies that right. In order to prepare students to be globally competitive, as well as healthy and responsible, instructional technologies and 21st century systems must exist in the teaching and learning environment. The leaders of Pamlico County Schools are endeavoring to create such an environment.



The Pamlico County Schools Strategic Technology Plan is aligned with the North Carolina Strategic Technology Plan. The State Technology Plan encourages innovative leadership and collaboration, adoption of the IMPACT Technology Model, along with the support of a Media and Technology Advisory Committee for the implementation of a strong technology program. Pamlico County Schools, therefore, will support and enhance the North Carolina State Board of Education’s strategic priorities of:

- *NC public schools will produce globally competitive students.*
- *NC public schools will be led by 21st Century professionals.*
- *NC public school students will be healthy and responsible.*
- *Leadership will guide innovation in NC public schools.*
- *NC public schools will be governed and supported by 21st Century systems.*

The Pamlico County Schools Strategic Technology Plan is also aligned with the philosophy and mission of the Pamlico County Schools Strategic Plan.

Pamlico County Schools Philosophy

In the Pamlico County Schools, we believe that when high expectations and respect for the individual are linked to quality education, all students can and will learn.

Pamlico County Schools Mission

Pamlico County Schools, in partnership with home and community, will educate all students for further education and to be productive, responsible citizens who function effectively in a changing world.

NC public schools will produce globally competitive students.

We envision teachers and administrators effectively using technology as a tool to increase productivity, to enhance time management, to monitor student achievement, to provide appropriate intervention, and to deliver more engaging and effective lessons. By so doing, greater student achievement will be realized.

We envision students using technology in the following ways:

- to interact with and explore the world
- to bring information and experiences into the classroom
- to overcome geographical isolation, physical barriers, and economic hardships
- to develop and demonstrate creativity and self-direction
- to develop skills that prepare them to be responsible, healthy citizens

Research has shown that utilization of the IMACT Model for Media and Technology is essential in improving student performance. Technological tools enhance and foster mastery of basic skills and development of critical thinking and problem-solving abilities. Technology can be used as a tool to reinvent schools so that all students are achievers and are better prepared for the 21st century modern world.

NC public schools will be led by 21st Century professionals.

Since technology increases productivity, brings experience and expertise into the classroom, and stimulates interest in learning, it is the fundamental instrument in the professional educator's teaching collection. It offers a variety of resources that help decrease the time spent on paperwork, thus increasing time available to spend with students. Access to the Internet offers infinite opportunities for professional development, educational research, and up-to-date curriculum resources. Personnel should have adequate technology resources and equipment in order to be professional teachers and users of technology.

Continuous professional technology staff development is essential in retaining quality teachers, administrators, and staff. A well-designed technology environment offers educators many face-to-face opportunities to promote professional growth in technology. Additionally, by means of telecommunications, distance learning, and electronic collaboration with institutions of higher learning, the school district is able to maximize professional development programs and offer new instructional theories and teaching strategies. Online courses also make opportunities available for educators to receive professional staff development at times that are convenient for their personal schedules.

NC public school students will be healthy and responsible.

The introduction of technology into site planning and building design has increased the potential for creating a safe environment for teaching and learning within Pamlico County Schools. A technology infrastructure that includes integrated security and protection systems such as telephones in every classroom, warning devices, and monitoring cameras is a protection for both individuals and the facility. The utmost benefit of technology in the educational environment is in the resources it brings into the classroom and media center so that students will learn to be healthy and responsible individuals.

We envision safe and orderly schools where appropriate technical systems are in place to provide the security and protection needed to guarantee a safe environment for teaching and learning. We envision the use of technological resources that keep students motivated and actively involved in their own learning. Interested, engaged students are less likely to be involved in discipline situations and all energy is focused on learning.

Leadership will guide innovation in NC public schools.

Leaders who model the use of technology and support new technology initiatives are imperative to the implementation of technology in the school district. Leadership enables teaching and learning collaborative projects, support the utilization of a Media and Technology Advisory Committee, and provides for professional growth opportunities for every staff member in the district.

Leaders who guide innovation address ongoing change and use a variety of communication tools and venues for the success of the system.

NC public schools will be governed and supported by 21st Century systems.

Pamlico County Schools realize the benefits of having a technology-rich environment that enhances teaching and learning by means of state-driven economies of scale, individual outcomes of increased productivity, and more efficient time management.

The effective, efficient operations we envision are not possible without technology. The use of the Internet for information and



communications, the use of e-mail for timely correspondence, the use of distance learning to help meet student needs, and the use of shared network resources are a few of the examples of 21st century systems within the school district.

We envision an environment where there is adequate technical support within each school. The influx of computers and sophisticated equipment in classrooms and labs, as well as the wide range of software applications available for educators, has escalated the need for technical support. Teachers, administrators, and staff must feel confident that technical support will be timely and effective so that they can focus on delivering instruction. They must feel confident that the technology will not fail them.

Globally Competitive Students



NC public schools will produce globally competitive students.

Current Situation Narrative

Pamlico County Schools is on the leading edge of creating 21st century classrooms in order to support student achievement. Teachers have available a number of tools in order to engage students and empower them to succeed. Many efforts have taken place in order to provide innovative technology for schools in the district. The district has developed a thoughtfully-planned technology program that is aligned with the instructional goals of the school system which affect student achievement.



In keeping with emerging technologies, all classrooms in the district are equipped with the Promethean ActivClassroom solution. Main features of the ActivClassroom include the ActivBoard which empowers teachers to deliver inspiring and engaging lessons while diminishing teacher preparation time and workload. The ActivSlate enables teachers to teach from anywhere in the classroom. Additionally the ActiVotes and ActivExpressions are excellent remote assessment devices that allow real-time electronic formative assessment and instant teacher feedback. In-depth staff development is provided for teachers in the integration of the Promethean ActivClassroom in the learning environment.



Technology hardware and software programs currently in place to support student achievement are as follows:

Hardware	Grade Level	Purpose
Ceiling-mounted Projectors	K-12	Projects images of the computer screen and other peripheral devices for whole class observation
Digital Cameras	K-12	Cameras that take video and/or still photographs
Document Cameras	K-12	Real-time document scanner that allows a teacher to show objects, documents, presentations, etc. while the class observes
InterWrite Pads	3-8	Bluetooth™ wireless tablet which gives the teacher the ability to teach their interactive lessons from anywhere in the classroom
Promethean ActivClassroom	K-12	An interactive whiteboard system designed to engage students and create technology-rich lessons
Web Cams	K-12	Cameras that connect to desktops/laptops to see real-time images and have face-to-face interaction through the world wide web
Wireless Laptop Carts	K-12	Movable cart with a wireless access point which holds several computer laptops for whole class instruction

Software Program	Grade Level	Purpose
*eAssessment	K-2	Electronic assessment in reading with web-based data management
Accelerated Math	1-8	Individualized math practice assignments are scored and results reported so that students make progress at an accelerated pace
Accelerated Reader	1-8	Students select books within their zone of proximal development and then take computer-generated tests
ClassScape Assessment System	3-12	An online classroom assessment system that focuses on curricular objectives, enables teachers to monitor student performance on <i>North Carolina Standard Course of Study</i> academic indicators and allows teachers to build customized tests or use tests prepared by ClassScape
Follett Library Program	K-8	Media center check-in/check-out inventory program and electronic ordering system
Microsoft Office (Word, Excel, Access, PowerPoint, Publisher)	3-12	Programs used to teach word processing, spreadsheets, databases, multi-media presentations and desktop publishing
PLATO	6-12	Individualized enrichment, reinforcement, and credit recovery in math, reading, science, and social studies
Scholastic Keys	K-2	Kid-friendly program of Microsoft Word, Excel, PowerPoint and Access
STAR Math	1-8	Computerized tests administered to students and used to identify those who demonstrate need for support and intervention in math
STAR Reading	1-8	Computerized assessment used to identify students reading below grade level, helps determine the reading level of each student, measures individual and class growth, and forecasts results on standardized tests
Study Island	3-8	Web-based state assessment preparation and standards-based learning
SuccessMaker	K-2	Computer-assisted instruction curriculum management system, assessment, and resources
Textbook Software	K-12	Software used in conjunction with state-adopted textbooks
Unitedstreaming	K-12	Standards-based digital video-on-demand with teacher and student learning resources
Computer Skills and Information Skills Curricula	K-12	State-provided online instructional resources
Kaleidoscope	5-8	
LearnNC	K-12	
NCWISE Owl	K-12	
SAS in School	6-12	

Technology is being used on a daily basis to assess and benchmark student achievement. The web-based **ClassScape Assessment System** is being used by the elementary, middle, and high school to perform benchmark testing, as well as skill-specific, teacher-created assessments throughout the year. **Study Island** is also being used by the elementary and middle schools to provide web-based assessment preparation and standards-based learning. The high school uses **USA TestPrep** and **PLATO**, both of which are web-based tools, as well. A **Writing Assessment** is being used in which the students' assessments are created, scored, and uploaded using a moodle. Additionally, teachers at the primary school utilize the ***eAssessment** program to assess students' reading and comprehension skills in an electronic mode.

The **Computer Skills Test** is part of the North Carolina ABC Accountability Model for middle schools. Emphasis on the Technology/Computer Skills curricula has resulted in the following pass rate for 8th grade students. These rates are based on the ratio of the number of students passing both performance and multiple choice to the total number of students on the final masterbuild.

School Years	Performance and Multiple Choice
1999-2000	84.1%
2000-2001	88.6%
2001-2002	83.2%
2002-2003	90.1%
2003-2004	91.1%
2004-2005	92%
2005-2006	74.6% (Test changed to online format)
2006-2007	87.5%

Close monitoring of application management reports provide teachers with critical insight into student understanding of concepts. Schools (K-8) use locally maintained databases of individual student performance on specific technology applications such as Accelerated Reader, Accelerated Math, Reading Adventures, and Reading Investigations along with results on locally-developed and administered nine weeks tests to provide valuable insight into student achievement. Analysis of student data has been a major strength of the instructional program. At grades 3-5, nine weeks test benchmarks in reading and math are being identified to facilitate early intervention.

Teachers at all grade levels are required to use the NC WISE spreadsheet within the teacher assistant module to maintain and report student grades. This allows other teachers, administrators, and counselors to monitor student performance in all subject areas on a daily basis.

The IMPACT Model for media and technology is being implemented in Pamlico County Schools. During the 2006-2007 school year, administrators in the system attended several IMPACT sessions sponsored by the Department of Public Instruction and, as a result, the district was awarded the IMPACTing Leadership grant. During the 2007-2008 school year, the district was awarded the IMPACT III grant with the pre-requisite of employing an instructional technology facilitator for each of the four (4) schools. This model encourages collaboration between the facilitators, media coordinators and teachers in the development of project-based units and/or lessons through flexible access of media centers and computer labs. Each school has a media coordinator, media assistant, technology assistant, and instructional technology facilitator positions. The facilitators will be a tremendous asset as they collaborate with other educators in the integration of technology in the classroom. This collaboration should prove to be a major force in full implementation of the IMPACT Model.

Access to technology has a distinct correlation to high student achievement. In order to increase student achievement through technology, the district must provide an adequate computer-to-student ratio within the classroom. District connectivity in Pamlico County Schools is above the State average. The following charts show the average number of computers per classroom, percentage of classrooms with Internet access, number of students per instructional computer, and number of Internet-connected computer in Pamlico County Schools – as compared to State averages:

Average Number of Computers Per Classroom (2007-2008)	
District	4.04
State	2.45

Classrooms With Internet Access (2007-2008)	
District	100% (148 out of 148)
State	99.68%

Number of Students Per Instructional Computer (2007-2008)	
District	2.50
State	3.36

Number of Internet-connected Computers (2007-2008)	
District	100%
State	96%

Research shows that students in schools with well-equipped media centers perform better on reading comprehension achievement tests. In addition to conventional technology, students should have access to current books (print and electronic formats) and resources. The following tables show the number of books per student and the average age of media centers/library collections in Pamlico County Schools – as compared to State averages:

Number of Books Per Student	
District	29.44
State	17.42

Average Age of Media Center/ Library Collection	
District	1994
State	1992

Students at Pamlico County High School are able to take advantage of courses not available at the high school by means of distance learning opportunities such as those offered by North Carolina Virtual Public Schools. Students are also able to take college-level courses through distance learning courses at UNCG-iSchool. The following table shows how high school students are utilizing these resources during the 2008-2009 school year:

Resource	Courses	Students Enrolled
North Carolina Virtual Public Schools	AP Computer Science AB	2
	Digital Communications	2
	French I	2
	French II	1
	German I	4
	Journalism	2
	Latin I	1
	Latin II	1
	Medieval Studies	2
	Principles of Business and Finance	4
	Psychology	2
	Psychology Honors	3
	SAT Prep	1
	Small Business Entrepreneurship	1
	Spanish I	1
	World History Honors	1
UNC-G	American Politics	1
	Contemporary Moral Problems	2
	Introduction to Sociology	3
	Psychology	2
TOTAL	20 courses	38 Enrollments
35 Students in Online Courses		

Students may participate in the UNCG-iSchool Learn and Earn online courses to earn college credits while in high school. Additionally, the instruction department and technology department stay current regarding new best practices and innovative technology resources that can be utilized and is dedicated to supporting these efforts.

NC WiseOwl is a curriculum-based Web resource that allows Pamlico County Schools' students to interact with and explore the world, bring a wealth of

information and experiences into the classroom, thus potentially overcoming geographical isolation, physical barriers, and economic hardships. **LearnNC** is a Web resource which provides K-12 teachers with lesson plans, teaching strategies, and online courses. **Kaleidoscope** is a Web portal that stimulates students' creativity and self-direction, while developing 21st century computer and information skills. **SAS inSchool** is an online resource for students and teachers that provides standards-based content in all the core disciplines in grades 8-12. Staff development is provided for school staffs in the effective utilization of these online resources. **Web 2.0** tools such as blogs, Podcasts, Wikis, Skype, etc. are being utilized as collaboration instruments on an administrative level and within classrooms for global exchange projects.

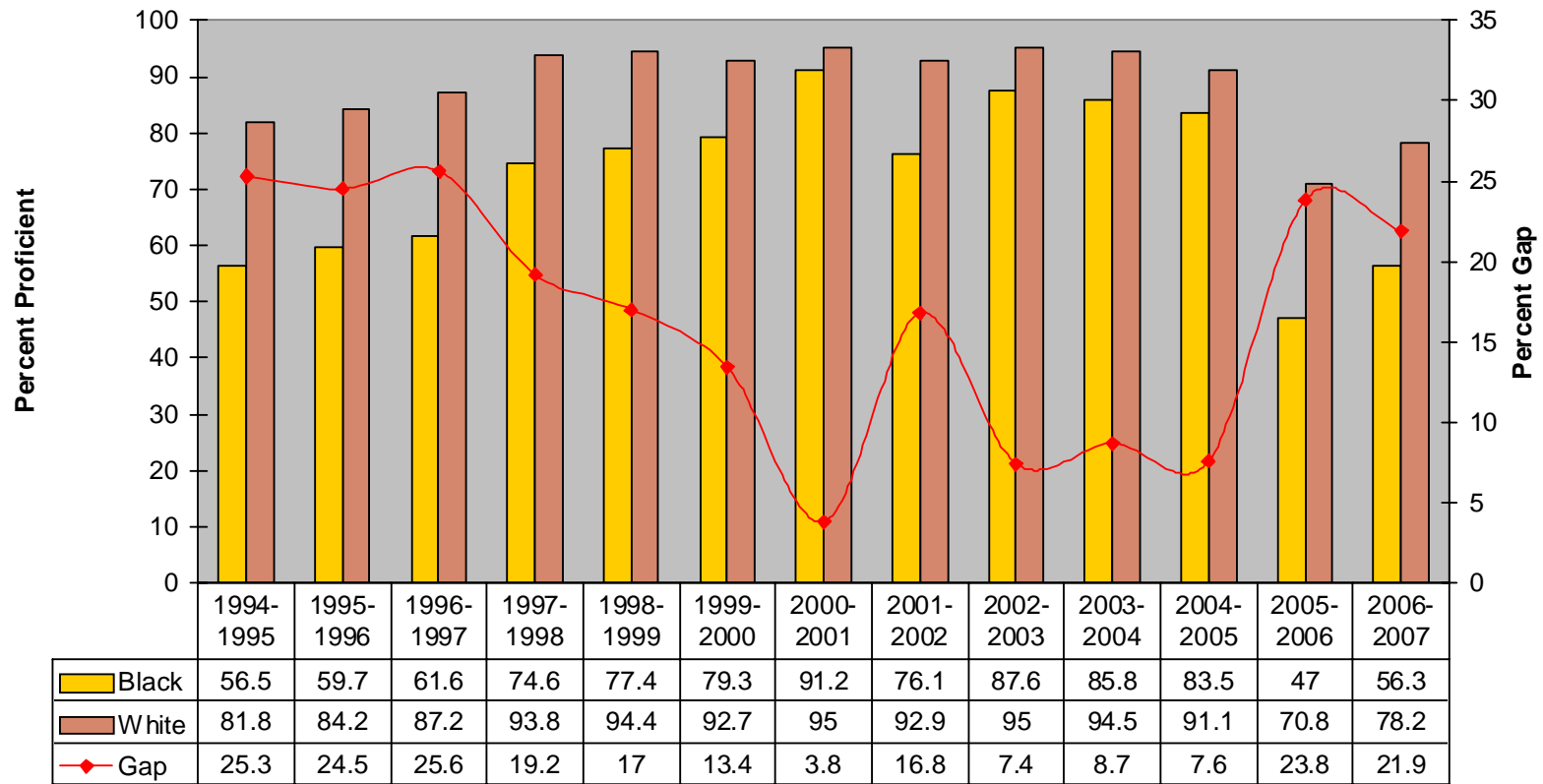
In order to provide foreign language competency and international communications, the district has a foreign language policy which allows students to demonstrate proficiency in a language other than English. Students may submit scores on a standardized instrument such as the SAT Subject Test or the Brigham Young University Foreign Language Achievement Testing Services (FLATS).

The Department of Exceptional Children utilizes the following assistive/adaptive technologies to assist students with special needs:

Assistive/Adaptive Technology	Purpose
Auditory Memory	Improvement of auditory memory skills
Clicker	Writing support and multimedia tool which enables students to write with whole words, phrases or pictures

A study of reading and math proficiency rates show a very positive trend for all students. The achievement gap between black and white students is closing at the same time. It is strongly felt that access to technology that supports the reading and math curriculum is a positive contributor to improved performance by all students.

Math Grades 3-8



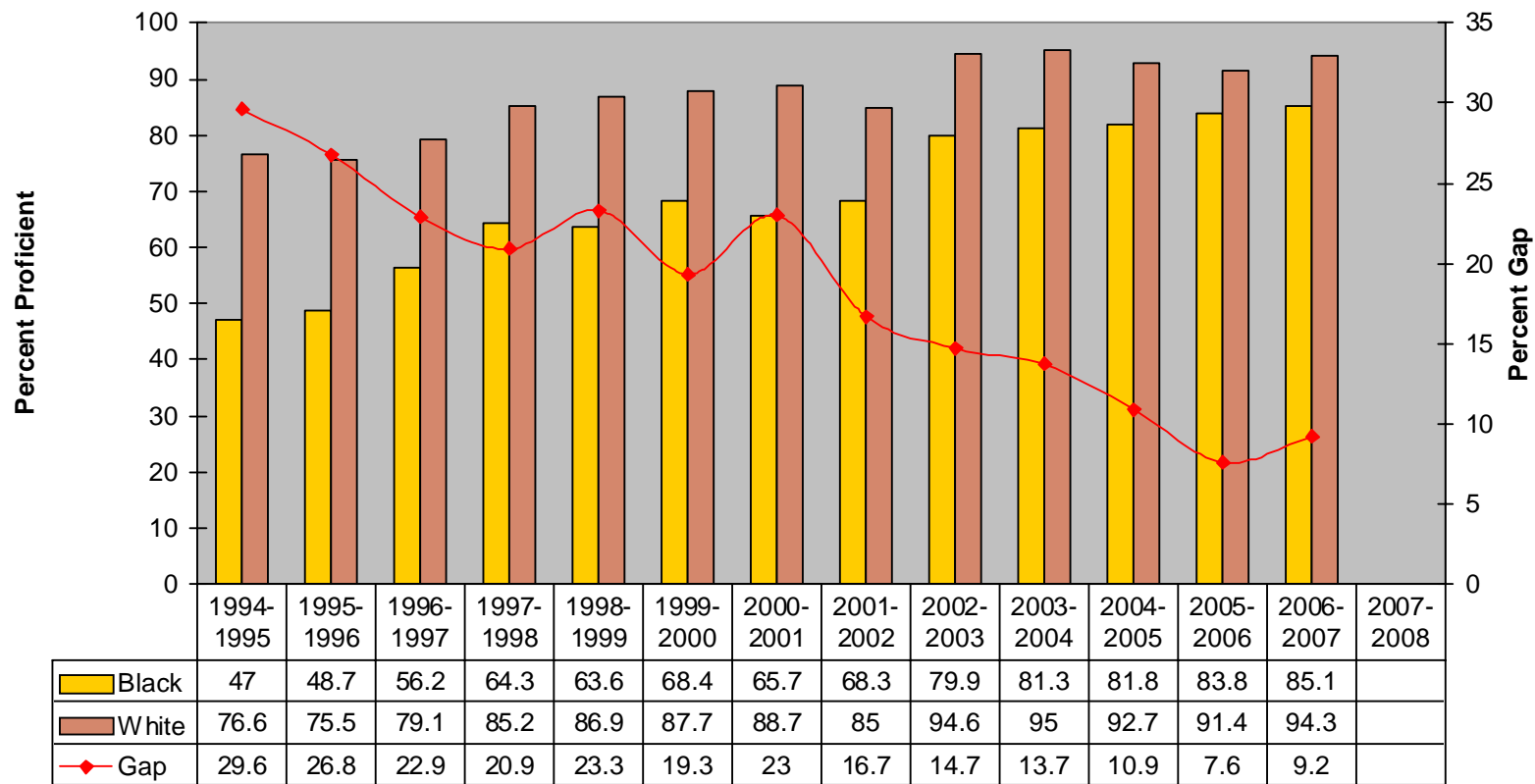
**Achievement
Gap**

	2006-2007			2007 – 2008			2008-2009		
	White	Black	Discrepancy	White	Black	Discrepancy	White	Black	Discrepancy
EOGs – 3-8	75.7%	50.8%	24.9%	---	---	---			
Reading – 3-5	91.7%	77.3%	14.4%	---	---	---			
Math – 3-5	79.6%	63.6%	16%	82.2%	70.6%	-11.6%			
Writing – 4	47.8%	30.4%	17.4%	48.1%	53.6%	+5.5%			
Reading 6-8	94.1%	82.1%	12%	---	---	---			
Math 6-8	78.0%	46.4%	31.6%	85.3%	51.6%	-33.7%			
Writing – 7	73.5%	43.3%	30.2%	71.2%	64.3%	-6.9%			
EOCs 9-12	71.2%	40.9%	30.3%						
English 1	72.7%	66.7%	6%	77.1%	48.3%	-28.8%			
Writing – 10	50.9%	21.6%	29.3%	61%	41.2%	-19.8%			
Algebra I	73.8%	54.2%	19.6%	64.8%	68.2%	+3.4%			
Algebra II	59.1%	33.3%	25.8%	82.9%	60%	-22.9%			
Geometry	71.2%	22.6%	48.6%	92.5%	80%	-12.5%			
Biology	81.3%	40%	41.3%	78.8%	55.9%	-22.9%			
Civics & Econ	69.8%	32.4%	37.4	65.7%	37.1%	-28.6%			
US History	59.6%	34%	25.6%	77.3%	42.9%	-34.4%			

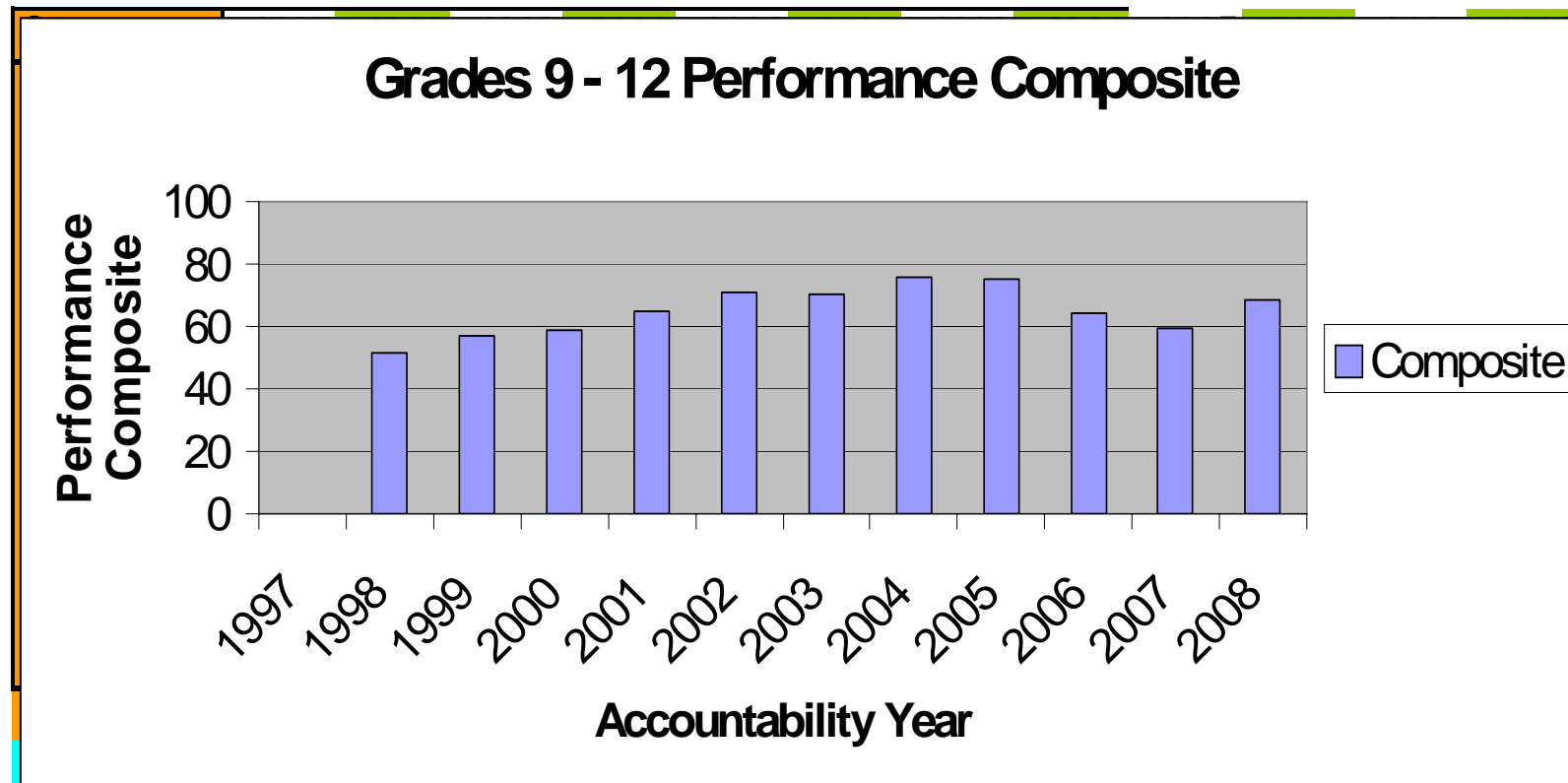
An analysis of the achievement gap data for 2006-2007 and 2007-2008 shows that the gaps in achievement between black students and white students has decreased in 9 out of 12 areas in which scores are available for both years. The integration of technology into daily instruction and learning in our classrooms has greatly contributed to the decreases in the achievement gap.

A study of reading and math proficiency rates show a very positive trend for all students. The achievement gap between black and white students is closing at the same time. It is strongly felt that access to technology that supports the reading and math curriculum is a positive contributor to improved performance by all students.

Reading Grades 3-8



Grades 9-12 Performance Composite



NC public schools will produce globally competitive students. Strategic Technology Plan

The following objectives and strategies are aligned with Pamlico County Schools' Strategic Improvement Plan that was approved on June 2, 2008. The strategies focus on technology initiatives that will support the objectives directly and indirectly. In all cases, the use of technology will enrich the teaching and learning environment.

Strategic Priority 1: NC public schools will produce globally competitive students.						
Strategic Goal: <input checked="" type="checkbox"/> Mathematics/reading scores improvement <input checked="" type="checkbox"/> Classroom use of student resources <input type="checkbox"/> IMPACT model implementation <input type="checkbox"/> Computer Skills Test score improvement <input type="checkbox"/> Computer Skills Curriculum implementation <input type="checkbox"/> Information Skills Curriculum implementation				<input checked="" type="checkbox"/> Technology integration across the curriculum <input checked="" type="checkbox"/> Student distance learning opportunities <input type="checkbox"/> Assistive technology availability <input type="checkbox"/> Global Exchange <input type="checkbox"/> Support for Early College/Learn and Earn (or similar) programs		
Objective 1.1: Every student will excel in a rigorous and relevant core curriculum that reflects what students need to know and demonstrate in a globally competitive environment.						
Strategy	Resources Needed (Human & Material)	Person(s) Responsible	Budget Needs	Funding Sources	Time-line (Proposed Beginning & Ending dates)	Method of Evaluation
1.1a Increase the enrollment of students in North Carolina Virtual Public School courses by 10% annually (based on 2007-2008 baseline data) to provide students with additional academic opportunities	Distance Learning Lab Computers & Headphones	Distance Learning Lab Facilitator / Teacher	Salary Technology Equipment (Computers & Head-phones) Textbooks	State, Local, Federal	Begin January 2009 End June 2013	Enrollment of students in NCVPS courses

1.1b Continue to use Accelerated Math in EC math classes and competency remediation classes, to individualize instruction	<p>Teachers trained to use the software</p> <p>Hardware to include a computer, scanner, laser printer</p> <p>Math libraries aligned with state curriculum and at levels that target student needs</p> <p>Scan cards</p>	Principal, Director of Technology, Curriculum Coordinator	In-Kind	In-Kind	<p>Begin January 2009</p> <p>Collect data biannually in January and June</p> <p>Analyze data annually in July</p> <p>End June 2013</p>	Algebra I EOC results for tested EC students
1.1c Support inquiry based instruction in all science classes to promote greater interest and deeper understanding of curriculum	<p>Teachers trained to use probeware</p> <p>Appropriate probes for each science curriculum</p> <p>6 wireless laptops on a mobile cart</p>	Principal, Director of Technology, Curriculum Coordinator	\$1000 for additional probes	Local, state, federal	<p>Begin January 2009</p> <p>Collect data annually in June</p> <p>Analyze data annually in July</p> <p>End June 2013</p>	<p>Number of science labs conducted</p> <p>EOC results in all science classes</p>

1.1d Use SAS-in-School to support the curriculum and to motivate students	Teachers trained to use the website Flexibly scheduled labs Data projectors for classrooms	Principal, Director of Technology, Curriculum Coordinator	In-Kind	In-Kind	Begin January 2009 Collect data annually in June Analyze data annually in July End June 2013	Number of SAS-in-School lessons completed per teacher Usage data from SAS
1.1e Increase students' average total SAT score to meet or exceed the state average based on 2006-2007 baseline data	Professional development for teachers in SAT prep for students Online SAT courses and practice preparation for students	Principal, Teachers, Director of Curriculum	Staff Development funds	State, and Local	Begin Jan 2009 End June 2013	NC School Report Card Average SAT scores
1.1f Participate in the Futures for Kids (F4K) General Assembly sponsored initiative	Training Interactive F4K web portal for all students grades 8-12 School System and School Champions	CTE Director, School System and School Champions	In-Kind	In-Kind	Begin January 2009 Collect data annually in June Analyze data annually in July End June 2013	Tally of students with electronic graduation plans

NC public schools will produce globally competitive students.

Strategic Technology Plan

Strategic Priority 1: NC public schools will produce globally competitive students.						
Strategic Goal:						
<input checked="" type="checkbox"/> Mathematics/reading scores improvement <input checked="" type="checkbox"/> Classroom use of student resources <input checked="" type="checkbox"/> IMPACT model implementation <input type="checkbox"/> Computer Skills Test score improvement <input type="checkbox"/> Computer Skills Curriculum implementation <input type="checkbox"/> Information Skills Curriculum implementation			<input checked="" type="checkbox"/> Technology integration across the curriculum <input type="checkbox"/> Student distance learning opportunities <input type="checkbox"/> Assistive technology availability <input type="checkbox"/> Global Exchange <input type="checkbox"/> Support for Early College/Learn and Earn (or similar) programs			
Objective 1.2: Every student will use technology to access and demonstrate new knowledge and skills that will be needed as a life long learner to be competitive in a constantly-changing international environment.						
Strategy	Resources Needed (Human & Material)	Person(s) Responsible	Budget Needs	Funding Sources	Time-line (Proposed Beginning & Ending dates)	Method of Evaluation
1.2a Implement the IMPACT model in all schools	Technology Facilitators, Staff Development	Superintendent, Director of Technology, Principal, Media Coordinator, Media Assistant, Technology Facilitators	Staff development	State, Federal	Begin January 2009 Collect data annually in June Analyze data annually in July End June 2013	Number of media assistants MCPAI Media log of collaborative lessons, projects

1.2b Continue to use Accelerated Math for remediation and enrichment to target individual needs at grades 2-8	Prof. Development for new teachers Computer, laser printer, scanner Appropriate math libraries	Technology Support Staff, Principal, Curriculum Coordinator	\$500 for equipment and scan cards	Local, state, federal	Begin January 2009 Collect data annually in June Analyze data annually in July End June 2013	Math EOG test results Number of mastered objectives as reported on each class' Diagnostic Report
1.2c Continue to use Study Island in grades 3 – 8 for remediation and enrichment to target individual needs	Staff Development in Study Island for lab personnel and classroom teachers	Technology Facilitators, Teachers, Principal, Curriculum Coordinator	\$500 for upgrading lab equipment	Local, state, federal	Begin Jan. 2009 Collect data annually in June End June 2009	Management reports indicating growth
1.2d 100% of Pamlico County Schools' classrooms will have a Promethean ActivClassroom	Staff Development Promethean ActivClassroom	Principals Technology Director Technology Facilitators Director of Curriculum	500,000	Federal	Begin January 2009 End June 2013	Surveys of teachers and students
1.2e At least 80% of students will be able to utilize 21 st Century technology skills as measured by multi-media presentation documentation data and observation	Staff Development Laptops for student use	Principals Technology Director Technology Facilitators Director of Curriculum	In-kind	In-kind	Begin January 2009 End June 2013	Surveys of teachers and students

1.2f Continue to provide Discovery Learning's UnitedStreaming Video to all classrooms in support of all curriculum areas in order to help visual and auditory learners	Professional Development for new teachers Server, site licenses Data projectors	Technology Support Staff, Curriculum Coordinator, Principal, Media Coordinator	\$6000 for site licenses	Local, state, federal	Begin January 2009 Collect data annually in June Analyze data annually in July End June 2013	Usage reports
1.2g Provide PLATO web-based program for Credit Recovery and remediation for at-risk students	Annual Licenses for PLATO Staff Development for teachers	Teachers, Technology Facilitators, Principal, Technology Director	\$10,000 annually for licenses	DSSF Grant	Begin January 2009 Collect data annually in June Analyze data annually in July End June 2013	Usage reports Number of students recovering credits

NC public schools will produce globally competitive students.
Strategic Technology Plan

Strategic Priority 1: NC public schools will produce globally competitive students.						
Strategic Goal: <input checked="" type="checkbox"/> Mathematics/reading scores improvement <input checked="" type="checkbox"/> Classroom use of student resources <input type="checkbox"/> IMPACT model implementation <input type="checkbox"/> Computer Skills Test score improvement <input type="checkbox"/> Computer Skills Curriculum implementation <input type="checkbox"/> Information Skills Curriculum implementation				<input checked="" type="checkbox"/> Technology integration across the curriculum <input type="checkbox"/> Student distance learning opportunities <input type="checkbox"/> Assistive technology availability <input type="checkbox"/> Global Exchange <input type="checkbox"/> Support for Early College/Learn and Earn (or similar) programs		
Objective 1.3: Every student’s achievement is measured with an assessment system that informs instruction and evaluates knowledge, skills, performance, and dispositions needed in the 21 st Century.						
Strategy	Resources Needed (Human & Material)	Person(s) Responsible	Budget Needs	Funding Sources	Time-line (Proposed Beginning & Ending dates)	Method of Evaluation
1.3a Continue to use PDAs for assessment of literacy at grades K-2	Teachers trained to use the PDAs and the e-Assessment software	Director of Technology, Principal	\$ 500 annually to replace/add PDAs	State, local, federal	Begin January 2009 Collect data annually in June Analyze data annually in July End June 2013	Summary reports that indicate student literacy growth

1.3b Continue to use locally-developed, criterion-referenced reading tests at grades 3-8 that are scanned, scored, and analyzed each nine-weeks	Locally developed tests that are aligned with the curriculum at each grade level	Curriculum Coordinator, Principal, Testing Coordinator	\$1000 for paper and scan sheets	State	Begin January 2009 Collect data annually in June Analyze data annually in July End June 2013	Compare nine-weeks test results with EOG results to determine benchmarks
1.3c Provide ClassScape online formative assessment system for teachers (grades 3 – 12)	Annual subscription fee for ClassScape licenses	Curriculum Coordinator, Director of Technology, Principal, Teachers/	\$1200 per school for licenses	DSSF funds	Begin January 2009 Collect data annually in June Analyze data annually in July End June, 2013	Usage reports
1.3d Develop electronic portfolios to be used with 7 th grade writing assessment	Microsoft Works, PowerPoint and other production software Server space for portfolios, Portfolio Rubric	Technology Support Staff, Curriculum Coordinator, Principal, Lab Assistants, Media Coordinator	In-Kind	Local, state, federal	Begin January 2009 Collect data annually in June Analyze data annually in July End June 2013	Number of students successfully completing electronic writing assessments Writing scores

1.3e Utilize technology in creating Senior Graduation Projects	Microsoft Works, PowerPoint and other production software Server space for portfolios, Portfolio Rubric	Technology Support Staff, Curriculum Coordinator, Principal, Lab Assistants, Media Coordinator	In-Kind	Local, state, federal	Begin January 2009 Collect data annually in June Analyze data annually in July End June 2013	Number of students successfully completing graduation projects
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**NC public schools will produce globally competitive students.
Strategic Technology Plan**

Strategic Priority 1: NC public schools will produce globally competitive students.						
Strategic Goal: <input type="checkbox"/> Mathematics/reading scores improvement <input checked="" type="checkbox"/> Classroom use of student resources <input type="checkbox"/> IMPACT model implementation <input type="checkbox"/> Computer Skills Test score improvement <input type="checkbox"/> Computer Skills Curriculum implementation <input type="checkbox"/> Information Skills Curriculum implementation			<input checked="" type="checkbox"/> Technology integration across the curriculum <input checked="" type="checkbox"/> Student distance learning opportunities <input type="checkbox"/> Assistive technology availability <input type="checkbox"/> Global Exchange <input type="checkbox"/> Support for Early College/Learn and Earn (or similar) programs			
Objective 1.4: Every student has the opportunity to graduate from high school with an Associates Degree or college transfer credit.						
Strategy	Resources Needed (Human & Material)	Person(s) Responsible	Budget Needs	Funding Sources	Time-line (Proposed Beginning & Ending dates)	Method of Evaluation
1.4a Use assessments data and 4-year High School Graduation Plans resulting from participation in the Futures for Kids and the ACT program to provide student guidance	Interactive F4K web portal for all students grades 8-12 School System and School Champions Staff Development training for the ACT program	CTE Director Guidance Counselors Teachers	ACT annual subscription costs	DSSF grant	Begin January 2009 Collect and evaluate data after assessments in 8 th and 10 th grades End June 2013	Number of students participating in F4K and ACT at grades 8 and 10

1.4b Provide increased academic opportunities for students through the use of online distance learning courses offered by UNCG-iSchool	Staff Development for Distance Learning Facilitator and Guidance Counselors	Distance Learning Facilitator, Principal, Guidance Counselor(s)	In-Kind	State, federal	Begin January 2009 Collect data after pre-registration each semester End June 2013	Number of students taking UNCG-iSchool courses
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21st Century Professionals



NC public schools will be led by 21st Century professionals.

Current Situation Narrative

Teachers who are 21st Century professionals are fundamental in the effective use of instructional technology, and professional development is the catalyst to transform teaching practices that effectively use technology. Pamlico County Schools provide professional staff development through a variety of resources to accomplish this objective.



Educators in the school system utilize the following State-provided online instructional resources during staff development: eBistro, Kaleidoscope, NCWISE Owl, Intel Teach to the Future, Grolier Online, iSafe (Internet Safety), SASinSchool, and LearnNC. These valuable and free resources allow teachers to learn quality Web content which they, in turn, can use to creating engaging, informative lessons in the classroom. Teachers-on-loan, a valuable asset provided by the State Department, have presented many of these resources to educators in the district. Teachers, administrators, and staff have the opportunity to attend state and national conferences, participate in on-line courses and receive one-on-one instruction and system-level staff development.

Locally, the district provides technology staff development through the Media and Technology Department, composed of a director and instructional technology facilitators which provide instructional technology training for personnel by means of train-the-trainer sessions. Additionally, the network engineer and technicians in the department provide training for technical personnel in their areas of responsibility for hardware and software support.

Pamlico County Schools adheres to the following recommendations as goals for staff development.

- All technology staff development will reflect LEA school improvement goals and individual professional growth plans.
- All personnel will be surveyed annually to ensure that professional development is meeting their instructional and administrative needs.
- Trainers will encourage teacher suggestions for evaluation and feedback purposes.
- 20%-30% of the technology budget will be used for staff development.
- Staff development for teachers will be based on the ISTE National Educational Technology Standards (NETS) for teachers.

- All technology staff development for administrators will be based on the ISTE NETS for administrators.
- Staff development will be provided for teacher assistants and other school-based support personnel based on identified technology competencies that are relevant to their particular job responsibilities.
- Staff development options that include state and national conferences, on-line courses, one-on-one instruction, and system-level training will be offered.
- Staff development training will model how to use technology as a tool for teaching and learning.
- Follow-up support for training will be provided by trainers and peer coaches.

With the district-wide implementation of the Promethean ActivClassroom, all teachers and administrators are required to participate in staff development to learn the software. Likewise, technical staff members are required to learn troubleshooting techniques to assist with installation of the software and maintenance of the hardware. All teachers are required to earn 1 CEU credit in technology during their renewal cycle.

Pamlico County Schools personnel access the following a number of web-based resources in order to perform their work. Among the resources being used are: NCWISE, CECAS, SEA System, eProcurement, HRMS, and BUD. The district uses GroupWise and GroupWise Web Access for electronic mail communication. Training on the use of NC WISE, CECAS, SEA, eProcurement, and GroupWise is part of each year's staff development activities. Introductory and refresher training is delivered by local technology support staff and/or directors who are in charge of the particular initiative. Each of these web-based resources are critical to the business operations of the school system. In an effort to encourage professional growth, tuition assistance is provided through the North Carolina Model Teacher Education Consortium and federal grants for certified and classified staff.

The conversion to NC WISE during Wave 2 in March of 2005 continues to require extensive staff development. The success of this project, to date, is directly contributed to the comprehension plan for staff development that has been laid out and executed. Every teacher has received hands-on training using a team approach. Training has ranged from taking attendance and accessing data to setting up and using the TAM spreadsheet for grade reporting. Data managers and building level technical support staff have assumed the day-to-day support role. The philosophy of the project has been to maximize all opportunities for growth and learning and to provide the resources and training needed for all personnel to effectively perform their jobs.

While the State Department of Public Instruction recommends that 25% of all technology funds should be used for professional development, Pamlico County

Schools has allocated 26% for staff development from Federal and State funds. Continued assistance from grants and allotments have stressed the importance maintaining this percentage of staff development allotment. Staff development must not be cut short in order to provide technology. To the contrary, staff development is needed to learn the technology; therefore, balance is essential.

Teachers and administrators have received professional development to use resources that assess student knowledge, skills, performance, and dispositions. These trainings include: ClassScape, EVAAS (online data resource), Study Island, and ACT.

Additionally, teachers have received professional development in Web 2.0 resources such as blogs, wikis, podcasts, Skype, and Google Earth. These tools allow teachers to bring 21st century research skills into the classroom to the benefit of globally-competitive students.

NC public schools will be led by 21st Century professionals. Strategic Technology Plan

The following objectives and strategies are aligned with Pamlico County Schools' Strategic Improvement Plan that was approved on June 2, 2008. The strategies focus on technology initiatives that will support the objectives directly and indirectly. In all cases, the use of technology will enrich the teaching and learning environment.

Strategic Priority 2: NC public schools will be led by 21 st Century professionals.						
Strategic Goal: <input type="checkbox"/> Teacher/staff skills assessment <input checked="" type="checkbox"/> Diverse training resources (local and online including DPI resources) <input checked="" type="checkbox"/> Follow-up support <input type="checkbox"/> Local certification and professional development requirements				<input type="checkbox"/> Ethical and professional standards <input type="checkbox"/> Evaluation of training <input type="checkbox"/> Readiness of an educator to design, implement, and discuss assessment strategies is referred to as “assessment literacy.” <input type="checkbox"/> Global awareness training		
Objective 2.1: Every teacher will have the skills to deliver 21 st Century content in a 21 st Century context within 21 st Century tools and technology that guarantees student learning.						
Strategy	Resources Needed (Human & Material)	Person(s) Responsible	Budget Needs	Funding Sources	Time-line (Proposed Begin & End dates)	Method of Evaluation
2.1a 100% of the schools will employ a technology facilitator	IMPACT Academy; Technology Buffet; Conferences; Certified applicants, newspaper and web advertising	Superintendent; Personnel Director, Principals, Director of Technology	\$160,000	Local, State	Begin May 2008 and end when positions are filled	Contracts Personnel reports
2.1b Provide all personnel with computers that meet or exceed the minimum specifications for applicable applications	Computers that meet minimum specification	Director of Technology, Finance Officer, Program Directors, Principal	\$20,000 annually	Capital Outlay	Begin January 2009 Collect data annually in June Analyze data annually in July End June 2013	Number of computers needed based on annual capital outlay request forms

2.1c Provide all personnel with access to and maintenance of peripheral equipment that is needed for quality job performance	Media and Technology staff School-level technical staff	Director of Technology, Finance Officer, Program Directors, Principal	\$10,000/per school annually	Capital Outlay, State, Federal	Begin January 2009 Collect data annually in June Analyze data annually in July End June 2013	Inventory AMTR
2.1d Continue to allow connectivity to the school system's LAN for individuals with personal laptops	LAN Administrator, Director of Technology	LAN Administrator, Director of Technology	In-Kind	In-Kind	Begin January 2009 Collect data annually in June Analyze data annually in July End June 2013	Resulting recommendations

NC public schools will be led by 21st Century professionals. Strategic Technology Plan

Strategic Priority 2: NC public schools will be led by 21 st Century professionals.						
Strategic Goal:			<div><input type="checkbox"/> Ethical and professional standards</div> <div><input type="checkbox"/> Evaluation of training</div> <div><input type="checkbox"/> Readiness of an educator to design, implement, and discuss assessment strategies is referred to as “assessment literacy.”</div> <div><input type="checkbox"/> Global awareness training</div>			
<input checked="" type="checkbox"/> Teacher/staff skills assessment						
<input type="checkbox"/> Diverse training resources (local and online including DPI resources)						
<input type="checkbox"/> Follow-up support						
<input checked="" type="checkbox"/> Local certification and professional development requirements						
Objective 2.2: Every teacher and administrator will use a 21 st Century assessment system to inform instruction and measure 21 st Century knowledge, skills, performance, and dispositions.						
2.2a 100% of teachers will have a classroom observation of a lesson integrating technology and utilizing the Promethean ActivClassroom	School administrators, Central office staff	Principals	In-kind	In-kind	Begin January 2009 End June 2013	Evaluation documentation

NC public schools will be led by 21st Century professionals. Strategic Technology Plan

Strategic Priority 2: NC public schools will be led by 21 st Century professionals.						
Strategic Goal: <input checked="" type="checkbox"/> Teacher/staff skills assessment <input checked="" type="checkbox"/> Diverse training resources (local and online including DPI resources) <input checked="" type="checkbox"/> Follow-up support <input checked="" type="checkbox"/> Local certification and professional development requirements				<input checked="" type="checkbox"/> Ethical and professional standards <input checked="" type="checkbox"/> Evaluation of training <input type="checkbox"/> Readiness of an educator to design, implement, and discuss assessment strategies is referred to as “assessment literacy.” <input type="checkbox"/> Global awareness training		
Objective 2.3: Every education professional will have 21 st Century preparation and access to ongoing high quality professional development aligned with State Board of Education priorities..						
Strategy	Resources Needed (Human & Material)	Person(s) Responsible	Budget Needs	Funding Sources	Time-line (Proposed Begin & End dates)	Method of Evaluation
2.3a Continue to require at least 1 CEU technology credit during each renewal cycle	Technology Staff Development opportunities	Director of Technology, Staff Development Coordinator, Personnel Director	Staff development funds	State, Federal, Local	Begin January 2009 Collect and analyze data annually in May End June 2013	Annual report from Personnel Department Licensure renewals
2.3b Survey teachers and staff to determine technology professional development needs	Survey	Director of Technology Director of Staff Development	In-Kind	In-Kind	Begin Jan., 2009 Analyze during Jan. annually End June 2013	Teacher survey data

2.3c Require that all technology staff development be aligned with the ISTE National Educational Technology Standards for Teachers	ISTE NETS Staff Development that addresses one or more of the six standards	Director of Technology, Staff Development Coordinator, Principal	In-kind	In-kind	Begin January 2009 Collect and analyze data in July annually End June 2013	SEA System Proposal
2.3d Continue to provide training on the IMPACT model	Trainer (DPI) Training Materials Technology Facilitators	Director of Technology, Principals, Director of Staff Development	In Kind	IMPACT III Grant funds	Begin January 2009 Collect and analyze data annually in August End June 2013	Staff Development Evaluation Forms Number of collaborative lessons/projects reported by Media Coordinator
2.4e Continue to provide high quality professional development for all certified personnel in content areas and technology (i.e., Promethean ActivClassroom, etc.)	School level trainers Contracted services	Staff Development Coordinator, Director of Technology, Principal, School level trainers	Staff development funds	Local, State, Federal	Begin January 2009 Collect data annually in June Analyze data annually in July End June 2013	Staff development evaluations Online surveys through SEA System
2.4f Continue participating in WebExs as needed for NC WISE training	Internet access Speaker phone Director of Technology/NC Wise Coordinator, NC WISE data managers	Director of Technology/NC Wise Coordinator	In-Kind	In-Kind	Begin January 2009 Collect data annually in June Analyze data annually in July End June 2013	WebEx evaluations

2.4g Provide training for Technology Staff	Training Opportunities	Director of Technology	\$3,000	Local, State	Begin Aug., 2005 Monitor annually in July End June 2009	Certificate of completion
2.4h 100% of the schools will train an additional 10 participant teachers in INTEL	INTEL training materials	Principals, INTEL master teachers	In-kind	In-kind	Begin January 2009 End June 2013	INTEL rosters; Evaluation
2.4i Teachers will respond with a 5% increase in positive responses annually on the Teacher's Working Conditions Survey that teachers have sufficient training to fully utilize instructional technology (based on 2007-2008 baseline data)	Professional development in a wide variety of technology skills, resources, programs & equipment	Principals, Technology Director, Assistant Superintendent	In-kind	In-kind	Begin January 2009 End June 2013	Workshop attendance rosters, technology survey data, and Annual Teachers Working Conditions Online Survey

NC public schools will be led by 21st Century professionals. Strategic Technology Plan

Strategic Priority 2: NC public schools will be led by 21 st Century professionals.						
Strategic Goal: <input type="checkbox"/> Teacher/staff skills assessment <input type="checkbox"/> Diverse training resources (local and online including DPI resources) <input type="checkbox"/> Follow-up support <input type="checkbox"/> Local certification and professional development requirements			<input type="checkbox"/> Ethical and professional standards <input type="checkbox"/> Evaluation of training <input checked="" type="checkbox"/> Readiness of an educator to design, implement, and discuss assessment strategies is referred to as “assessment literacy.” <input type="checkbox"/> Global awareness training			
Objective 2.4: Every education professional uses data to inform decisions.						
Strategy	Resources Needed (Human & Material)	Person(s) Responsible	Budget Needs	Funding Sources	Time-line (Proposed Begin & End dates)	Method of Evaluation
2.4a 75% of schools will provide ClassScape Formative Assessment Program for teachers’ use as an instructional assessment tool	Professional development training for all teachers in formative assessment and ClassScape	Principals, Assistant Principals, Teachers, Assistant Superintendent	\$500	Local	Begin January 2009 End June 2013	ClassScape reports for each school

Healthy and Responsible Students



NC public school students will be healthy and responsible.

Current Situation Narrative

Pamlico County Schools recognizes that safe and orderly schools where appropriate technical systems are in place to provide the security and protection needed to guarantee a safe environment are essential for teaching and learning. The use of technological resources that keep students actively involved in their own learning are also essential. Interested, engaged students are less likely to be involved in discipline situations and all energy is focused on learning. The resulting school climate is safe, orderly, and inviting.



In efforts to support the Safe Schools Plan, each Pamlico County school has a security/surveillance computer/ camera system consisting of approximately eight (8) cameras connected to a computer which can store video. Administrators have walkie-talkies to improve communication and safety. All classrooms are equipped with two-way communication systems.

The following technologies/strategies are in place to provide safe, orderly schools and to support our Safe Schools Plans:

- Video security systems are installed in all school to monitor key areas and hallways. Five to eight cameras are located on each campus. Video footage is archived on a school based computer system.
- There is a walk-through metal detector available for use at schools and/or other events, as needed for flexible access.
- Walkie-talkie systems are used in all schools by administrators and office personnel to facilitate communications in a timely manner.
- Updated intercom systems that allow two way communications between classrooms and the office have been installed in all schools.
- Staff ID systems are used at all schools and the central office.
- NC WISE is used in all schools for the maintenance of student information and is available to all personnel as appropriate to support student achievement.
- Acceptable use policies must be signed by all staff and students who use the Internet in order to foster ethical and personal responsibility. Other policies and procedures hold personnel and students accountable for the ethical use of technology and resources.
- SurfControl filtering software is used to provide safe Internet access by all students and staff.

- NC WISE is used to maintain and monitor student discipline data.
- Cell phones are used by all bus drivers and are available for all activity buses.
- Cell phones are used by all administrators and support personnel.
- The AlertNow program is in place to notify the community via telephone of special announcements from the school and central office.
- Video cameras are installed on 20% of the buses to monitor student behavior.

The AlertNow system is an extremely useful tool in notifying parents of critical incidents and special announcements throughout the school system. The NotifyMe feature of the district and school web sites allows community members to voluntarily sign up to receive notification of events, school closings, etc. through electronic mail.

The Child Nutrition Department utilizes technology in all aspects of their work, from issuing purchase orders to applying for reimbursement of funds for free and reduced lunches. Point-of-Sale software is used in all school cafeterias and enables management of regular/free/reduced pricing for meals. Purchase orders are electronically generated, invoices are received and then paid through the accounts payable system of the AS/400 server. Computerized cash registers are located in all school cafeterias, and a card-swipe program has begun in which students' cards are scanned as they purchase their meals. Reimbursement requests to the USDA for free and reduced lunches is applied for online, and the funds are electronically deposited. Thus, technologies are being used to educate, monitor, and maintain healthy student lifestyles.

All schools are equipped with electronic surveillance camera systems, with both interior and exterior cameras. These live video recordings are available to view from a camera monitor by the principal, assistant principal, or school resource officer. Also, approximately 20% of all school buses in the district are equipped with video cameras, with the intent of having the entire fleet equipped with cameras over the next several years.

Currently, the DARE and CIS programs are not being used in Pamlico County Schools. The NCWISE system is being used to manage and keep track of student information and discipline incidences within the schools. This data is readily available to administrators and other professionals who work with students. Also, administrators and data managers input discipline data into the School Crime and Violence Annual Report. The Random-Drug Testing policy monitors drug-use in grades 9-12 with the goal of prevention.

Flexible and equitable access to resources are determined by the district MTAC committee based on needs which vary from school to school.

NC public school students will be healthy and responsible.

Strategic Technology Plan

The following objectives and strategies are aligned with Pamlico County Schools' Strategic Improvement Plan that was approved on June 2, 2008. The strategies focus on technology initiatives that will support the objectives directly and indirectly. In all cases, the use of technology will enrich the teaching and learning environment.

Strategic Priority 3: NC public school students will be healthy and responsible.						
Strategic Goal: <input checked="" type="checkbox"/> School campus security (video, alarms, metal detectors, etc.) <input checked="" type="checkbox"/> School bus security (video, radios, cell phones, etc.) <input checked="" type="checkbox"/> Student and Staff ID systems <input checked="" type="checkbox"/> Student Information/Tracking Systems (SIMS/NCWISE, nutrition, etc.) <input type="checkbox"/> Internet and email filtering/security <input checked="" type="checkbox"/> Classroom telephone systems and other communication devices			<input checked="" type="checkbox"/> Website use (district, school and classroom) Flexible access to resources <input type="checkbox"/> Equitable access to resources <input type="checkbox"/> Ethical and personal responsibility <input type="checkbox"/> Policy and procedures to address global, ethical, and responsible use <input checked="" type="checkbox"/> Technology used to educate, monitor, and maintain healthy student lifestyles			
Objective 3.1: Every learning environment will be inviting, respectful, supportive, inclusive, and flexible for student success.						
Strategy	Resources Needed (Human & Material)	Person(s) Responsible	Budget Needs	Funding Sources	Time-line (Proposed Beginning & Ending dates)	Method of Evaluation
3.1a Continue to maintain surveillance cameras in all schools and purchase additional cameras each year	Cameras, computer equipment, software	Principal, Director of Technology	\$1,000 per school for maintenance	Local, state, federal	Begin January 2009 Collect data annually in June Analyze data annually in July End June 2013	School discipline reports Incidents reports Security system
3.1b Explore the use of VOIP to increase telephone access to classrooms	Director of Technology, Finance Officer	Director of Technology, Finance Officer	In-Kind	In-Kind	Begin January 2009 End June 2013	Cost and feasibility analysis

3.1c Provide and enforce policies that regulate student and faculty acceptable use of all technology	Board of Education Policies, AUP	Director of Technology, Principal	In-Kind	In-Kind	Begin January 2009 Collect and analyze data annually in June End June 2013	Discipline records related to improper use of Internet and email
3.1d Expand the Teacher Assistant Module (TAM) functions to include grade reporting at grades K-5	Teachers trained to use the spreadsheet available within TAM	Director of Technology/NC WISE Coordinator, Principal, School Data Manager	In-Kind	In-Kind	Begin January 2009 Collect data annually in June Analyze data annually in July End June 2013	Successful generation of progress reports and report cards at these grade levels
3.1e Increase the use of video cameras on buses to reduce discipline problems	Expertise of Director of Transportation	Director of Technology, Director of Transportation, Finance Officer	\$20,000 (5 cameras per year @\$1000 per camera)	Local, State, Federal	Begin January 2009 End June 2013	Discipline reports
3.1f Continue to use the Transportation Information Management Software (TIMS) to produce safe bus routes	TIMS software TIMS operator	Director of Transportation, Director of Technology, Finance Officer	\$1000 annually for maintenance of equipment	State	Begin January 2009 Collect data annually in June Analyze data annually in July End June 2013	Efficiency rating and number of reported accidents

3.1g Continue to use district level and school level websites to provide up-to-date information	School level and district level webmasters Web hosting services	Superintendent, Director of Technology, Principal	\$1000 annually for web hosting service	State	Begin January 2009 Collect data annually in June Analyze data annually in July End June 2013	Parent Survey Website Review
3.1h Continue to use the AlertNow Program to provide effective/timely communications	Director of Technology, Superintendent(s), Finance Officer, Principals	Director of Technology, Superintendent(s), Finance Officer	\$3,000 (\$2.00 per student for Alertnow, etc.)	Local	Begin January 2009 End June 2013	Survey results Principals Data reports
3.1i Continue to use student and staff IDs	ID badges with picture and other specific identifying information	Superintendent, Principal	Free from Life Touch	NA	Begin January 2009 Collect data annually in June Analyze data annually in July End June 2013	Reports from administrators on the effectiveness of the IDs
3.1j Continue to provide cell phones and/or appropriate communication devices for bus drivers and administrative personnel	Director of Technology, Finance Officer	Director of Technology, Finance Officer	\$7,000	Local current expense, Erate	Begin January 2009 Analyze annually during December and Jan. End June 2013	Survey of principals, transportation director, and administrative personnel

NC public school students will be healthy and responsible.
Strategic Technology Plan

Strategic Priority 3: NC public school students will be healthy and responsible.						
<div> <div>Strategic Goal:</div> <div> <input type="checkbox"/> School campus security (video, alarms, metal detectors, etc.) <input type="checkbox"/> School bus security (video, radios, cell phones, etc.) <input type="checkbox"/> Student and Staff ID systems <input checked="" type="checkbox"/> Student Information/Tracking Systems (SIMS/NCWISE, nutrition, etc.) <input checked="" type="checkbox"/> Internet and email filtering/security <input type="checkbox"/> Classroom telephone systems and other communication devices </div> <div> <input type="checkbox"/> Website use (district, school and classroom) Flexible access to resources <input type="checkbox"/> Equitable access to resources <input checked="" type="checkbox"/> Ethical and personal responsibility <input type="checkbox"/> Policy and procedures to address global, ethical, and responsible use <input checked="" type="checkbox"/> Technology used to educate, monitor, and maintain healthy student lifestyles </div> </div>						
Objective 3.2: Every school promotes a healthy, active lifestyle where students are encouraged to make responsible choices.						
Strategy	Resources Needed (Human & Material)	Person(s) Responsible	Budget Needs	Funding Sources	Time-line (Proposed Begin & End dates)	Method of Evaluation
3.2a Maintain student discipline data within NC WISE	NC WISE data managers, principals, and assistant principals trained to do discipline tracking	Director of Technology/NC WISE Coordinator, Principal, School Level Data Manager	In-Kind	In-Kind	Begin January 2009 Collect data annually in June Analyze data annually in July End June 2013	NC WISE reports
3.2b Continue to use technologies as needed to assist in student monitoring (Internet/email filtering software, metal detectors, wands, radios, etc.)	Director of Technology, Superintendent(s), Finance Officer, Principals, Resource Officer	Superintendent, Finance Officer	\$5,000 – one time \$500 annually	Federal Safe and Drug Free Funds	Begin January 2009 End June 2013	Survey Principals, Superintendent

Leadership Will Guide Innovation



Leadership will guide innovation in NC public schools.

Current Situation Narrative

Effective leadership is essential in guiding any effort. It is especially crucial in guiding schools and programs to assist students in becoming 21st Century globally competitive and in creating 21st Century professionals.

During the 2006-2007 school year, central office and school administrators participated in leadership seminars sponsored by the Department of Public Instruction in order to become knowledgeable of the IMPACT model which encourages collaboration and technology integration in schools. As a result of their efforts, the district was awarded the IMPACTing Leadership grant which supplied the district with needed hardware and software and impressed upon administrators the value of using technology to teach today's students. During the 2007-2008 school, the district was awarded the IMPACT III grant which enabled the district to equip every classroom with a Promethean ActivClassroom. Leadership was the catalyst to the success of these efforts.



In order to meet Future Ready Goals and allow students as well as teachers the opportunity to participate in global learning, North Carolina Virtual Public Schools and other online avenues are available to receive instruction from professors in other states, such as Florida Virtual, Georgia Virtual, and Oklahoma State Virtual.

District leadership has promoted and supported continuous improvement for all students/schools by ensuring that all tools and resources are provided so that students will be prepared for 21st Century learning. Technology and the necessary professional development has been provided to allow students to learn in a technology-rich environment that will give them the skills for life in the 21st Century.

Teachers in Pamlico County Schools are highly qualified and are required to earn renewal credits in technology as well as to participate in professional development activities related to technology. All schools are equipped with teacher workstations, computer labs, and a wireless infrastructure in support of these professional growth opportunities. Input from all staff members regarding decisions for instructional technology and media are obtained through surveys, evaluations and each school's Media and Technology Advisory Committee (MTAC) – and communicated to the district MTAC committee. The technology director serves as chair of the district

MTAC and presents regularly to the school board regarding resources, concerns and progress on the media and technology programs in the district.

School and district partnerships are in place that enable academic achievement, professional growth and support technology initiatives in the district. Teachers are strongly encouraged to participate in online professional development courses for professional growth and career advancement through East Carolina University, Pamlico County Community College, LearnNC, NCDPI, ed2go, PBS Teacherline, eBistro, NC-MSEN, and SASinSchool.

Leadership will guide innovation in NC public schools. Strategic Technology Plan

The following objectives and strategies are aligned with Pamlico County Schools' Strategic Improvement Plan that was approved on June 2, 2008. The strategies focus on technology initiatives that will support the objectives directly and indirectly. In all cases, the use of technology will enrich the teaching and learning environment.

Strategic Priority 4: Leadership will guide innovation in NC public schools.						
Strategic Goal:						
<input type="checkbox"/> Leadership enabling teaching and learning collaborative projects			<input checked="" type="checkbox"/> Leadership created professional growth opportunities			
<input type="checkbox"/> MTAC			<input type="checkbox"/> Partnerships			
<input checked="" type="checkbox"/> Leadership communication tools and venues			<input type="checkbox"/> Process for addressing ongoing change			
Objective 4.1: School professionals will collaborate with national and international partners to discover innovative transformational strategies that will facilitate change, remove barriers for 21 st Century learning, and understand global connections.						
Strategy	Resources Needed (Human & Material)	Person(s) Responsible	Budget Needs	Funding Sources	Time-line (Proposed Beginning & Ending dates)	Method of Evaluation
4.1a Provide online resources (such as Skype) to school administrators to allow them to participate in leadership programs and state / national conferences and seminars	Online resources Skype Professional Development	Technology Director Technology technicians & facilitators Principals Staff Development director	\$500	Local, State, Federal	Begin January 2009 End June 2013	Documentation of participation in leadership programs & conferences / seminars

**Leadership will guide innovation in NC public schools.
Strategic Technology Plan**

Strategic Priority 4: Leadership will guide innovation in NC public schools.						
Strategic Goal: <input type="checkbox"/> Leadership enabling teaching and learning collaborative projects <input type="checkbox"/> MTAC <input type="checkbox"/> Leadership communication tools and venues			<input checked="" type="checkbox"/> Leadership created professional growth opportunities <input type="checkbox"/> Partnerships <input checked="" type="checkbox"/> Process for addressing ongoing change			
Objective 4.2: School leaders will create a culture that embraces change and promotes dynamic continuous improvement.						
Strategy	Resources Needed (Human & Material)	Person(s) Responsible	Budget Needs	Funding Sources	Time-line (Proposed Beginning & Ending dates)	Method of Evaluation
4.2a Provide an annual leadership retreat for school administrators and central office administrators to train in latest technology resources and equipment	Professional development	Technology Director Technology facilitators Principals Staff Development director Central Office Administrators	Professional Development	Local and State	Begin July 2009 End July 2013	Evaluation Forms completed by participants.

**Leadership will guide innovation in NC public schools.
Strategic Technology Plan**

Strategic Priority 4: Leadership will guide innovation in NC public schools.						
Strategic Goal: <input checked="" type="checkbox"/> Leadership enabling teaching and learning collaborative projects <input checked="" type="checkbox"/> MTAC <input type="checkbox"/> Leadership communication tools and venues			<input type="checkbox"/> Leadership created professional growth opportunities <input type="checkbox"/> Partnerships <input checked="" type="checkbox"/> Process for addressing ongoing change			
Objective 4.3: Educational professionals will make decisions in collaboration with parents, students, businesses, education institutions, faith-based and other community and civic organizations to impact student success.						
Strategy	Resources Needed (Human & Material)	Person(s) Responsible	Budget Needs	Funding Sources	Time-line (Proposed Beginning & Ending dates)	Method of Evaluation
4.3a Continue to utilize a district-wide Media and Technology Committee (MTAC) as well as school-level MTAC committees in technology decision-making	District personnel, School personnel, community members, students	Technology Director, Principals, Central Office Administrators	In-kind	Local	Begin July 2009 End July 2013	Meeting agendas

21st Century Systems



NC public schools will be governed and supported by 21st Century systems.

Current Situation Narrative

In addition to having a 21st century learning environment with 21st century professionals, Pamlico County Schools are governed and supported by 21st century systems. Technology personnel in place to support both instructional and administrative technology utilization by students, teachers and staff are as follows:



District-Level Personnel
1 technology director with 077 licensure/NCWISE LEA Coordinator
1 network engineer (supporting over 900 pieces of hardware)
1 full-time technician (hardware/software support)
1 part-time technician (hardware/software support)
School-level Personnel
4 media coordinators
2 instructional technology facilitators
4 technology assistants
4 media assistants
4 data managers

Budgets currently available for funding technology needs include local Capital Outlay, State PRC 015, PRC 107, PRC 108, and other grants that are awarded to the district. Pamlico County Schools benefits from E-rate discounts for telephone and web hosting services.

Each year, the technology director, after consulting with the individual schools, creates a proposed technology budget based on needs of the schools and school system as a whole. The budget includes hardware, software, and infrastructure (switches, servers, wiring, data drops, etc.) Funds are earmarked annually in the Capital Outlay budget for technology.

When opportunities for grants arise, the technology director coordinates efforts in writing grants that are to be submitted. Once the grant is awarded, the director manages the encumbrance of grant funds for each individual school.

Effective, efficient operations are not possible without technology. The following list provides a window of information on the ways technology is being effectively and efficiently used to enable effective and efficient operations.

- All schools and support facilities are on the same LAN allowing all technology services to be located, maintained, and monitored centrally.
- Eleven central servers provide the resources needed for Internet filtering and caching, GroupWise, Follett for three media centers, Accelerated Reader, an ILS system for grades K-8, antivirus updates to all workstations, data and file storage for all users, print services, and TIMS.
- 100 MB of bandwidth is provided by NCREN (North Carolina Research Education Network) to support NC WISE, CECAS, distance learning, student and staff research, staff development, NCWiseOwl, SAS-in-School, Kaleidoscope and all other telecommunications based application
- Netware servers provide a very secure network for applications and data.
- All servers have up-to-date virus protection.
- Internet access is available throughout the entire school system and all computers have Internet access.
- BorderManager provides a secure firewall solution.
- BorderManager software is used to monitor network and Internet activity.
- Intermapper is used to monitor network traffic and bandwidth usage
- PacketShaper is used to manage bandwidth and to allocate the resources needed for NC WISE, distance learning, and research based activities.
- CleanSlate is used on all workstations to preserve computer and network integrity, to minimize computer downtime, and to minimize the impact of spyware and malware.
- Desktop imaging facilitates workstation management
- All workstations have up-to-date virus protection.
- NC WISE is available to all trained personnel. Security roles are assigned to allow access to student data based upon job descriptions and required job assignments.
- GroupWise provides an effective, efficient means of communication and calendaring.
- All staff have network accounts with server storage space that is available upon login throughout the school system.
- All high school students have network accounts with server storage space that is available upon login throughout the school system
- All accounts are password protected.
- Computer workstations are in place to meet instructional needs.
- All computer purchases passes through the hands of the Director of Technology thus ensuring that all equipment meets the necessary standards and that vendor standardization is maintained. Standardization lessens the burden on the technology support staff to maintain the hardware.
- A detailed procedure is in place and understood at all sites for reporting technical issues that cannot be handled at the school level.
- Building level technical support staff provides the first point of contact for technical issues. Unresolved issues are passed to central services.

- Technical update meetings with building level technical support are scheduled on an as-needed basis.
- Technical updates are delivered to school personnel during faculty meetings and via the district website.

Staff members are notified of areas of responsibility noted in the technology plan in order to ensure accountability and full implementation of the plan.

Pamlico County is unique in that all four (4) schools in the district are concentrated within a one-mile radius of the system's central office. Due to this close proximity, all buildings are connected with fiber optic cable. This allows all schools to be placed on the same LAN and to receive services from the multiple, shared central servers. As a result of being recently connected to NCREN (North Carolina Research and Education Network), the school district has access to 100 MB of bandwidth. All campuses, including the central office, have wireless access throughout so that Web 2.0 learning can take place in any area of each school. This infrastructure has allowed all schools to focus on providing equitable access to state-of-the-art technology in classrooms, media centers, and computer labs.

All Pamlico County Schools are equipped with electronic surveillance camera systems, both interior and exterior. These live video recordings are available to view from a computer monitor by the principal, assistant principal or school resource officer. All schools have an intercom system which allows for two-way communication between the main office and each classroom.

The school system has a mobile walk-through metal detector which can be set up at school entrances or outdoor sporting events. It is randomly used at the middle and high school campuses and can be easily moved from one location to another.

School personnel have available GroupWise and GroupWise Web Access for use as electronic mail communication. Additionally, they access to Web 2.0 tools such as Skype, wikis, and blogs for collaboration purposes. The central office and each school have newly-designed web sites which are 508 compliant. The web hosting service makes available a web page for every teacher to communicate with students and parents, post assignments, and maintain a calendar of events. E-mail is available for every student in the district through the web hosting service, as well as storage space for posting electronic portfolios, teacher files, and other documentation. Other features of the service include the creation of surveys, online forms, and a free notification component that informs subscribers through e-mail when breaking news occurs in the district.

NC WISE allows close monitoring of student attendance at the school level and at the district level. The district level attendance counselor, for example, has access to

student data at all schools. Reports are generated on a daily basis that identifies students with attendance problems and appropriate actions are taken. NC WISE has provided a window into student information that is empowering teachers and administrators to more effectively work with students. Student attendance, grades, and discipline are readily available to the appropriate individuals.

Listed below are the technology support personnel that are currently available in Pamlico County Schools. These personnel support the growing demands that increased access and utilization of technology create.

NC public schools will be governed and supported by 21st Century systems. Strategic Technology Plan

The following objectives and strategies are aligned with Pamlico County Schools' Strategic Improvement Plan that was approved on June 2, 2008. The strategies focus on technology initiatives that will support the objectives directly and indirectly. In all cases, the use of technology will enrich the teaching and learning environment.

Strategic Priority 5: NC public schools will be governed and supported by 21 st Century systems.						
Strategic Goal: <input type="checkbox"/> Policy <input checked="" type="checkbox"/> Budget <input checked="" type="checkbox"/> Personnel <input type="checkbox"/> Security <input type="checkbox"/> Administrative applications				<input checked="" type="checkbox"/> Hardware <input checked="" type="checkbox"/> Infrastructure—School local area networks and district wide area networks <input type="checkbox"/> Communication and collaboration tools (email, Web 2.0. file management) for clientele		
Objective 5.1: Processes are in place for financial planning and budgeting that focus on resource attainment and alignment with priorities to maximize student achievement.						
Strategy	Resources Needed (Human & Material)	Person(s) Responsible	Budget Needs	Funding Sources	Time-line (Proposed Beginning & Ending dates)	Method of Evaluation
5.1a Allocate funding annually adequate to cover recurring maintenance agreements	Funding Finance Officer, Director of Technology	Superintendent, Finance Officer, Director of Technology	\$10,000 annually	Local, State, Federal	Begin January 2009 Analyze in the spring during budget planning End June 2013	Annual budget allocations and expenditures

5.1b Continue applying for E-rate discounts to supplement funding for telephones, cell phones, Internet, web hosting, and Priority 2 needs	Director of Technology, Finance Officer, NC Department of Public Instruction	Director of Technology	In-Kind	In-Kind	Begin January 2009 Analyze annually during December and January End June 2013	E-rate Funding Documentation
5.1c Continue to utilize TCO (Total Cost of Ownership) tools to identify and promote technology funding	Director of Technology TCO spreadsheets	Director of Technology	In-Kind	In-Kind	Begin January 2009 Analyze annually in July having completed the TCO spreadsheet End June 2013	Actual Expenditures
5.1d Review, document, and report personnel recommendations made by NCDPI	Identified personnel needs Director of Technology	Superintendent, Finance Officer, Director of Technology	In-Kind	In-Kind	Begin January 2009 Collect and analyze data in June End June 2013	Technology personnel

NC public schools will be governed and supported by 21st Century systems.
Strategic Technology Plan

Strategic Priority 5: NC public schools will be governed and supported by 21 st Century systems.						
Strategic Goal: <input checked="" type="checkbox"/> Policy <input checked="" type="checkbox"/> Budget <input type="checkbox"/> Personnel <input checked="" type="checkbox"/> Security <input checked="" type="checkbox"/> Administrative applications			<input checked="" type="checkbox"/> Hardware <input checked="" type="checkbox"/> Infrastructure—School local area networks and district wide area networks <input checked="" type="checkbox"/> Communication and collaboration tools (email, Web 2.0. file management) for clientele			
Objective 5.2: Twenty-first century technology and learning tools are available and are supported by school facilities that have the capacity for 21 st century learning.						
Strategy	Resources Needed (Human & Material)	Person(s) Responsible	Budget Needs	Funding Sources	Time-line (Proposed Begin & End dates)	Method of Evaluation
5.2a Connect to a common Educational Backbone using a telecommunications circuit to enhance educational opportunities by the most efficient means	High Speed Connection to the North Carolina Research and Education Network Technical support personnel	Technology Director, Superintendent, DPI	\$25000	To be paid for by NC DPI with fund granted by the general assembly to provide School Connectivity	Begin January 2009 This is an ongoing state initiative and will continue throughout this plan.	Observation, document usage logs that will be provided to the LEAs

5.2b 80% of educational communication will be provided through electronic technology	NCWISE report cards; Web design tool	Principals, Technology Director, Web masters	\$1000	State, Local	Begin January 2009 End June 2013	Electronic forms on web sites
5.2c Perform an annual review of all switches to determine current status, estimated longevity, and needed upgrades and purchase	Switch configurations and documentation Network Administrator	Director of Technology, Network Administrator	\$10,000 annually	Local	Begin March each year End April each year	Documented switch issues
5.2d Maintain software patches and upgrade servers on an as-needed basis	Server documentation, identification of needed server upgrades	Director of Technology Services, ITS contracted services, Network Administrator	\$3,000 annually	Local, state	Begin January 2009 Collect data annually in June Evaluate data annually in July End June 2013	Server performance
5.2e Expand workstation connectivity at all sites as needed (data drops/ wireless access)	Director of Technology, Finance Officer	Director of Technology, Finance Officer	\$2,500	Local, Erate	Begin January 2009 End June, 2013	Number of workstations with no connectivity

5.2f Continue to use hardware and software tools to monitor and manage the network (i.e., NAC – Network Access Control)	Intermapper software, Border/Manager	Network Administrator	In-Kind	In-Kind	Begin January 2009 End June 2013	Weekly bandwidth charts
5.2g Maintain and, when warranted, upgrade existing computer hardware, as budget allows	RAM Technology Support Staff	Director of Technology	\$10,000 annually	Local, State	Begin January 2009 Analyze annually in July End June 2013	Inventory Repair Requests
5.2h Perform nightly backups of all servers and maintain server logs	Tapes Network Administrator	Network Administrator	\$500 annually for tapes	State	Begin January 2009 Collect data annually in June Evaluate data annually in July End June 2013	Log of backups, physical tapes; server logs
5.2i Maintain effective proxy and filtering software	Network Administrator	Network Administrator	In-Kind	In-Kind	Begin January 2009 End June 2013	Network filtering reports

5.2j Select and purchase an effective antivirus software	Director of Technology, Network Administrator, Vendors	Director of Technology, Network Administrator	\$30,000	State, Local	Begin January 2009 End June 2013	Number of virus outbreaks
5.2k Select and purchase an email archiving solution	Director of Technology, Vendors	Director of Technology	\$10,000	Local, State	Begin January 2009 End June 2013	Requisition; archive records documentation
5.2l Purchase and maintain current versions of Microsoft Office and Windows applications	Director of Technology Vendors	Director of Technology	\$50,000	Local, State	Begin January 2009 End June 2013	Requisition; software
5.2m Identify, purchase, and use software applications that increase efficiency for all program areas (i.e., Active Directory, electronic mail, etc.)	Director of Technology, Finance Officer, Program Directors, Administrative Personnel	Director of Technology, Program Director	\$20,000	Local	Begin January 2009 End June 2013	Survey of users
5.2n Deploy an application for reporting and documenting technical support requests and issues	Database or online forms program	Director of Technology, Network Administrator	In-Kind	In-Kind	Begin January 2009 End June 2013	Application reports

5.2o Monitor effectiveness of CleanSlate (or other similar tool) and adjust settings accordingly	Site license for each school	Director of Technology, Network Administrator	In-Kind	In-Kind	Begin January 2009 End June 2013	Number of software technical support issues
5.2p Implement Zenworks to enhance imaging of workstations, distribution of software, and to provide inventory data on hardware and software	Annual license, trained technical staff	Director of Technology, Network Administrator	In-Kind	In-Kind	Begin January 2009 Collect and analyze data annually in June End June 2013	Number of workstations that are reimaged Accuracy of inventory
5.2q Review and revise, as needed, all technology policies, procedures, and guidelines and post online	Director of Technology, Network Administrator, Superintendent	Director of Technology	In-Kind	In-Kind	Begin January 2009 Analyze annually in July End June 2013	Revised policies, procedures and guidelines

5.2r Continue to require that all technology hardware purchases pass through the hands of the Technology Director to insure hardware standards and support	Director of Technology, Principals, Program Directors	Director of Technology	In-Kind	In-Kind	Begin January 2009 Analyze annually in July End June 2013	Purchase Requests Inventory
5.2s Participate in technology director meetings/technical update meetings/seminars to stay current on tools and operations that support efficient and effective technology operations	Identification of appropriate meetings and seminars	Director of Technology	In-kind	State	Begin January 2009 End June, 2013	Participant evaluations and agendas

Appendix A

Local Education Agency (LEA) Technology Plan Policy, Procedure, & Guidelines Implementation Chart

Policies, Procedures, & Guidelines (Policies should be translated into predominant languages of students and parents)	LEA Policy Code or Procedure	LEA Date of Adoption, Implementation or Revision
<i>Policies Required</i>		
A. Materials Selection Policy (GS §115c-98(b))	5410	June 10, 2006
B. Disposal of Equipment / Replacement of Obsolete Equipment (GS §115c-518)	2420.1 and attached procedures	September 7, 1999
C. Hardware and Software Procurement (GS § 115c-522, 115c-522.1)	2300 and attached procedures	June 5, 2000
D. Copyright Policy (PL §94-553, 90 Stat. 2541)	5451.3 6401.9	September 3, 2002
E. Acceptable Use Policy (PL §106-554)	5450, 5451, 5452, 5453	June 3, 2002
F. Equipment/Materials Donation Policy (GS §115C-518)	8410 and attached procedures	June 5, 2000
G. Data Privacy Policy (20 U.S.C. § 1232g; 34 CFR Part 99 (FERPA))	6311	June 5, 2000
H. Inventory Control Policy (GS §115c-539, 115c-102.6A-C(5))	2410	March 4, 2002
I. Access to Services Policy (GS §115c-106)	6220 6221	June 5, 2000
J. Student Discipline and Liability Policy (GS § 115C-391, 115C-398)	6400-6500	September 4, 2007
K. Remote Access Policy (GS §147-33.111)	In compliance with NC WISE MOU	Signed by Superintendent and Board of Education Chairman on 11/01/2004
L. Virus Protection Policy (GS §147-33.111)	In compliance with NC WISE MOU	Signed by Superintendent and Board of Education Chairman on 11/01/2004

M. NC WISE ID and Password Workstation Policy (GS § 147-33.111)	In compliance with NC WISE MOU	Signed by Superintendent and Board of Education Chairman on 11/01/2004
N. Security Awareness Policy (GS § 147-33.111)	In compliance with NC WISE MOU	Signed by Superintendent and Board of Education Chairman on 11/01/2004
O. Network Security Policy (SBE EEO-C-018, SB 991, 2004)	5454	June 5, 2006
P. Advertising and Commercialism Policy (GS § 115c-98)	3241	June 5, 2000
<i>Procedures</i>		
A. Hardware and Software Deployment	See Attached	
B. Equipment maintenance and repairs	See Attached	
C. Outdated Resources and Equipment Replacement	See Attached	
D. Disaster Recovery of Data and Hardware	See Attached	
E. Administration of Online Courses	No procedures available	
F. Other(s) (as needed by LEA)		
<i>Guidelines</i>		
A. Policy Translation	See Attached	
B. Web Site Development	See Attached	
C. Instructional Use of Videos	See Attached	
D. Development of Online Resources	No procedures available	

Technology Policies In Place



MATERIALS SELECTION POLICY

5410

SELECTION AND PROCUREMENT OF MEDIA

5410

The Superintendent shall coordinate the media selection process.

- 5410.1 Procurement of media shall be accomplished in accordance with law and with Board purchasing and accounting policy.
- 5410.2 The term media includes textbooks, library books, periodicals, and all other instructional materials needed for instructional purposes in the school system.
- 5410.3 Appropriate instructional materials are essential to a good instructional program,. Regardless of the source of funding, materials must be selected which support and supplement the Pamlico County curriculum.
- 5410.4 Responsibility Selecting Media and Technology

In accordance with PUBLIC SCHOOL LAWS OF NORTH CAROLINA, General Statute 115C-98 (b) "Local boards of education shall adopt written policies concerning the procedures to be followed in their local administrative units for the selection and procurement of supplementary textbooks, library books, periodicals, and other instructional materials needed for instructional purposes in the public schools of their units . . ." The Board of Education delegates the responsibility for coordinating the selection of instructional resources and recommendation for purchase to the professional media and technology professionals in the administrative unit.

Each school's Media and Technology Advisory Committee (MTAC) will assist media and technology professionals in the selection process and the school-level challenge of materials. The Media and Technology Advisory Committee is appointed by the principal and co-chaired by the school library media coordinator and the technology facilitator (*where appropriate*). This committee includes teachers representing all subject areas and/or grade levels, students (in middle and high school), and parent/community representatives. Under the leadership of professional media personnel, this group sets priorities for resources to be acquired based on school-wide objectives and on strengths and weaknesses in the existing collection. It is also the first level of response to any challenge of resources within the school system.

OBJECTIVES FOR SELECTING MEDIA AND TECHNOLOGY

The primary objective of each school's library media and technology program is to enrich and support the instructional program of the school. The media and technology program makes available, through the school's collections, a wide range of print, nonprint, and technology on varying levels of difficulty with a diversity of appeal compatible with the different needs, interests, and viewpoints of students and teachers.

To this end, the Pamlico County Board of Education in keeping with the ideas expressed in the *Library Bill of Rights*, asserts that the responsibility of the media program is as follows:

1. to provide resources that will enrich and support the curriculum, taking into consideration the varied interests, abilities, socio-economic backgrounds, learning styles, and developmental levels of the students served
2. to provide resources that stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards
3. to provide a background of information enabling students to comprehend their role as citizens in society and to make intelligent judgments in their daily lives
4. to provide resources on opposing sides of controversial issues so that students may develop, under guidance, the practice of critical thinking and of critical analysis of all media
5. to provide resources representative of the many religious, ethnic, and cultural groups in our nation and the contributions of these groups to our American heritage
6. to place principle above personal opinion and reason above prejudice in selecting media of the highest quality in order to assure a comprehensive collection appropriate for all users

CRITERIA FOR SELECTING MEDIA AND TECHNOLOGY

Individual teaching and learning styles, the curriculum, and the existing collection are given consideration in determining the needs for resources in individual schools.

After a careful needs assessment, resources considered for purchase are judged on the basis of the following criteria:

Purpose: Overall purpose and its direct relationship to instructional objectives/curriculum

Reliability: Accurate, authentic, up-to-date, authoritative treatment: clear, skillful, well-organized, unbiased, comprehensive, well-balanced

Technical Quality: Relevant to content, sound and visuals consistent with state-of-the-art capabilities

Format: Well-organized, attractive, appropriate

Construction: Durable, manageable

Possible Uses: Individual, small group, large group, introduction, in-depth study, remediation, enrichment

PROCEDURES FOR SELECTING AND MAINTAINING THE MEDIA AND TECHNOLOGY COLLECTION

In coordinating the selection of resources, the media and technology professionals, assisted by the Media and Technology Advisory Committee, should:

1. consider requests from faculty, students and curriculum committees
2. use reputable, unbiased selection tools prepared by professional educators such as *Booklist*, *Bulletin of the Center for Children's Books*, *School Library Journal*, and *InfoTech*, and arrange when possible, for firsthand examination of resources to be purchased
3. judge gift items and classroom collection purchases by standard selection criteria
4. weed continuously and purchase replacements for worn, outdated, damaged, or missing resources basic to the collection

PROCEDURES FOR RECONSIDERATION OF INSTRUCTIONAL RESOURCES

Despite the care exercised in selecting resources, occasional objections to the selections may occur. Any resident or employee of the school district may formally challenge instructional materials used in the district's educational program. When an objection is made, the approved procedures for processing the objection will be followed.

1. Be courteous, but make no commitments. The person receiving the complaint should at no time agree with the complainant that the resource should be removed, but should express appreciation to the person for sharing their concern. Efforts should be made to resolve the matter informally. The person receiving the complaint shall inform the principal of the discussion.
2. If the informal discussion does not resolve the problem, inform the complainant of the selection procedures and request that the complainant file his/her objections in writing by completing the Request for the Reconsideration of Instructional Resources form to be submitted to the building-level Media and Technology Advisory Committee (MTAC) within five (5) working days.
3. Formally challenged resources shall not be restricted during the reconsideration process, but parents may request alternate materials for their child.
4. The person receiving a formal complaint shall notify in writing the principal of the school, the director of media services, the assistant superintendent of curriculum and instruction, and the superintendent of schools.
5. The building-level MTAC will be informed of the formal complaint, will have access to challenged resource, and will meet within thirty (30) working days to review the material and make a decision. The MTAC will:
 - examine the item and the objection(s)
 - survey reviews of the item in professional reviewing sources
 - determine the extent to which the item supports the curriculum
 - weigh the merits against the alleged weaknesses, considering the whole item instead of isolated passages
 - hear testimony from appropriate person(s), including the individual(s) expressing the concern and professional staff using the resource
 - discuss the item and prepare a written report of the findings and recommendations of the committee
 - send copies of the report to the principal, the director of media services, the assistant superintendent of curriculum and instruction and director of technology. The director of media services and the assistant superintendent of curriculum and instruction should discuss the report with the superintendent, who will present it to the board.
6. In accordance with GS 115C-98 (b), "The local board, at all times, has sole authority and discretion to determine whether a challenge has merit and whether challenged material should be retained or removed."
7. The complainant will be notified in writing of the decision.
8. If an item is reviewed and retained as part of a collection in a school, the item will not be reviewed again at that school for three (3) years, unless so directed by the Superintendent or Board of Education.

Legal Reference: G.S. 115C, Art.8, Part 3; 115C-47, -81, -98

Adopted: June 5, 2000

Amended: July 10, 2006

Pamlico County Schools
Request for Reconsideration of Instructional Resources

Name of person making request _____ Telephone _____

Address _____

Complainant represents: _____ himself/herself or _____ organization
(name of organization: _____)

Are you a parent or guardian of a student in this school? _____ Child's grade level _____

Name of school owning the item to be reconsidered _____

Title of item _____ Format _____
(Please complete separate form for each individual title to be reconsidered) (book, video, etc.)

Author/artist/composer, etc. _____

Publisher/producer _____ Copyright date _____

How did you acquire this item? _____

Did you read, view, or listen to the entire item? _____

If not, what parts? _____

Is this item part of a series or set? Yes _____ No _____. If yes, did you examine other items in the series or set? _____

To what in the item do you object? (Please be specific: cite pages, frames, etc.)

What do you feel might be the result of a student's reading, viewing, or listening to this item?

Are you aware of any evaluations of this item by authoritative sources? Yes _____ No _____

If yes, did those sources agree with your opinion? Yes _____ No _____

List the sources _____

What action are you seeking?

- ____ Give my child an alternate assignment
- ____ Limit the use of challenged item. Specify these limits: _____
- ____ Withdraw it from all use
- ____ Other (specify) _____

Do you wish to make an oral presentation to the school's Media and Technology Advisory Committee?
Yes _____ No _____

Signature of Complainant

Date

Citizen's Request for Review of Building-Level Recommendation

Name of person making request _____ Telephone _____

Address _____

Complainant represents: _____ himself/herself or _____ organization
(name of organization: _____)

Are you a parent or guardian of a student in this school system? _____ Child's grade level _____

Name of school owning the item to be reconsidered _____

Title of item _____ Format _____
(Please complete separate form for each individual title to be reconsidered) (book, video, etc.)

Author/artist/composer, etc. _____

Publisher/producer _____ Copyright date _____

Are you aware of the reasons for the building-level decision regarding this resource?

Yes _____ ; No _____

What aspects of the decision are you requesting be reviewed? _____

Do you have additional comments or information about the resource that you did not include on the building level Request for Reconsideration form? Yes _____ ; No _____

If yes, please include:

Signature of Complainant

Date

DISPOSAL OF EQUIPMENT / REPLACEMENT OF OBSOLETE EQUIPMENT

2420

SCHOOL PROPERTIES DISPOSAL

2420

Property of the school system may be disposed of upon the approval of the Superintendent or his designee, in accordance with state law, after it has been determined whether the material involved has saleable value, in which case the Superintendent or his designee shall arrange for the sale of the material. In the event that the material does not have saleable value, the Superintendent or his designee shall determine the proper disposal of the material.

2420.1 In all instances, records of disposal shall be maintained.

Legal Reference: G.S. 115C-518

Adopted: September 7, 1999

Procedures for Disposal of Equipment

Once equipment is deemed obsolete the following steps should be taken:

- Move equipment from the office or educational setting to a designated location in the school or facility
- Complete an Asset Control Form and attach to equipment
- Remove asset control number (technical support staff)
- Remove from Fixed Asset Inventory by submitting documentation to the school system's finance officer
- Determine value
- Sell or dispose of according to state regulations

HARDWARE AND SOFTWARE PROCUREMENT

2300

Purchasing

2300

The Superintendent is authorized to approve purchases which are within the adopted budget resolution. The Superintendent shall charge the Finance Officer to cause a system of purchasing to be in effect which insures that approval for the authorization of purchases and the payments for goods, along with a record of transactions, are on file. All purchasing disbursements shall be made by check.

- 2300.1 Purchases shall be made through available state contracts whenever feasible, except as provided in Section 2300.2 below. Purchases of supplies, materials, or equipment in excess of \$10,000 shall in all cases be made in accordance with contracts made by or with the approval of the Department of Administration.
- 2300.2 Purchases of supplies, materials, or equipment not in excess of \$10,000 may be made from non-certified sources under the following conditions;
- A. The purchase price, including the cost of delivery, is less than the cost under the State term contract;
 - B. The items are the same or substantially similar in quality, service, and performance as items available under State term contracts;
 - C. Written documentation is maintained of the cost savings; and,
 - D. The Department of Administration is notified of any purchases of items that are substantially equivalent to and not the same as items under State term contracts.
- 2300.3 Insofar as possible, purchases shall be made under conditions which foster competition among potential vendors.
- 2300.4 When competitive bidding is not required or feasible, purchases made in the open market shall be consummated after careful pricing.
- 2300.5 Pursuant to Board policy 7050, it shall not be mandatory that the provisions of G.S. § 1 15C-522(a) and § 143-129 be complied with in the purchase of supplies and food for the child nutrition services program.

Legal Reference: G.S. 115C-522, -522.1; 143-53, -128 to -135

Adopted: June 5, 2000

HARDWARE AND SOFTWARE PROCUREMENT PROCEDURES

Introduction

One of the most important concepts in technology planning is that curriculum and instruction decisions must be the driving force behind the selection and purchase of software and hardware solutions. The North Carolina Standard Course of Study provides a framework for the basic curriculum. It states that critical thinking skills and curriculum integration are important issues. In addition to this basic framework, each school must assume the responsibility for identifying the special needs in that particular learning environment.

When selecting learning and instructional management technology resources, educators need to consider the following:

- Developmental needs of the K-12 instructional levels, elementary, middle and high
- Diverse learning styles and multiple intelligences
- Exceptional abilities and aptitudes

North Carolina School Technology Plan
Technical Recommendations and Standards

Software

Evaluation and selection of software are the responsibility of curriculum support staff, curriculum specialists, identified instructional staff, and technical support staff. The following criteria must be evaluated:

- Correlation to the North Carolina Standard Course of Study
- Ability to increase student achievement of the targeted student population
- Technical requirements - platform, workstation and/or server requirements
- Cost
- Need

No software should be purchased without the approval of the curriculum support staff and the technical support staff. Purchasing computer resources that do not meet instructional needs or that will not operate correctly on the technical platforms supported by the school system will lead to frustration of the instructional staff, technical staff, and students. This frustration leads to lack of use and, thus, inappropriate use of funds.

Hardware

To ensure equity of access, to ensure the best utilization of resources and to facilitate efficient support, technical standards for the purchasing of equipment is required. All purchases must meet IRMC technology standards as specified in the North Carolina School Technology Plan DPI/ITS Technical Section document. In addition, the following criteria must be evaluated:

- Software specifications/requirements - RAM, hard drive space, etc.
- Operating system
- Connectivity
- Cost

The technical support staff should recommend the best hardware that fits within budget constraints. No hardware should be purchased that is not approved by the technical support staff.

COPYRIGHT AND ASSOCIATED POLICIES

5451.3 Copyright Infringement - Users shall respect all copyright, trademark and licensing agreements and laws, including seeking permission when required.

6401.9 Rule 9: Integrity

Any student who knowingly engages in or attempts to engage in plagiarism or falsification shall be subject to disciplinary action. The following actions are specifically prohibited:

- A. Cheating - Cheating includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work.
- B. Plagiarism - Plagiarism includes the copying of the language, structure, idea and/or thought of another and representing it as one's own original work.

Falsification - Falsification includes the verbal or written statement of any untruth.

Media coordinators must be informed about copyright laws and issues and to model adherence to copyright law for students and staff. Copyright policy must be shared with teachers and administrators on a regular basis. Copyright information should be presented at the beginning of each school year and as needed throughout the year.

For more information about copyright and fair use guidelines please access:

<http://www.dpi.state.nc.us/copyright1.html>

ACCEPTABLE USE POLICIES

5450

INTERNET ACCESS

5450

Internet access is now available to students and instructional staff in the Pamlico County Schools. The Board provides this service in the belief that the Internet offers vast, diverse and unique educational resources, and in the hopes of promoting educational excellence through resource sharing, innovation and communication.

The Internet is a vast collection of interconnected computer networks involving millions of computers and users around the world. It is a collaboration of private, public, educational, governmental, and industrial-sponsored networks whose operators cooperate to maintain the network infrastructure. Through the Internet, students and instructional staff will have access to:

1. Electronic mail communication with people all over the world;
2. Information and news from a variety of research institutions;
3. Public domain software and shareware of all types;
4. Discussion groups on a plethora of topics; and
5. Many university library catalogs, the Library of Congress, and ERIC.

With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the school setting. The Pamlico County Schools will take precautions to restrict access to questionable materials. However, on a global network, it is impossible to control all materials and an industrious user may discover such materials. Nevertheless, the Board firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material inconsistent with the educational goals of the Pamlico County Schools.

The smooth operation of the network depends on the proper conduct of the end users. Accordingly, all users must adhere to strict guidelines. These guidelines are contained in Board policies 5451 Appropriate Internet Use, 5452 Student Internet Use, and 5453 Internet Use - Instructional Staff Responsibilities and in any regulations adopted by the Superintendent. Board of Education members will be notified in writing of any regulations adopted by the Superintendent under this policy. In general, these guidelines require efficient, ethical, and legal utilization of the network resources. If a Pamlico County Schools user violates any of these provisions, his or her access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken.

Pamlico County Schools users will take full responsibility for their use of the Internet. The students and instructional staff will sign forms acknowledging that they have read and understand the applicable Board policies, that they will comply with these policies, and that they understand the consequences for violation of these policies. Parents will be required to sign a permission form to allow their children to access the Internet.

Legal Reference: G.S. 115C-36, -47, -391
Adopted: June 5, 2000
Revised: September 3, 2002.

All Pamlico County Schools users will observe the following guidelines regarding Internet use.

- 5451.1 Acceptable Use - Use of the Internet must be in support of education and research and consistent with the educational objectives of the Pamlico County Schools. Transmission of any material in violation of any law or regulation, including any Board policy, is prohibited. Use of the Internet for commercial activities is prohibited, as is use for political lobbying.

Restricted Material - Users shall not intentionally access or download any text file, picture (including video), graphic or sound clip, or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd, or which advertises any product or service not permitted to minors by law.

- 5451.2(a) Active Restriction and Measures. The Pamlico County Schools will utilize filtering software or other technologies to prevent students and adults from accessing visual depictions that are: (1) obscene or (2) child pornography, and to prevent students from accessing visual depictions that are (3) harmful to minors. The Pamlico County Schools will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software and other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by adults or students are 17 and older.

The term “harmful to minors” is defined as meaning any picture, image, graphic image file, or other visual depiction that: taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

- 5451.3.1 Copyright Infringement - Users shall respect all copyright, trademark and licensing agreements and laws, including seeking permission when required.

- 5451.4 Network Etiquette - Users are expected to abide by the following rules of network etiquette:

- a. Use appropriate language: Use of language which is vulgar, profane or lewd is prohibited.
- b. Do not send messages which include insulting or fighting words or expressions which are designed, intended or likely to injure or harass others. Do not give out personal information such as a home address, home phone number or last name, photographs, social security numbers, or credit card numbers whether about yourself or about other students or colleagues.
- c. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system may be able to access all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- d. Do not use the network in such a way as to disrupt the use of the network by other users.

- e. All communications and information accessible via the network should be assumed to be private property.
- f. Do not use the school's computer network for the purpose of hacking or to gain unauthorized access to other computers or computer systems, files, or data.
- g. Network users are provided with a User ID and a password for accessing the network. Users should not use another person's User ID and password for accessing the network, nor should a user allow another person to use his or her User ID and password.
- h. Users shall not attempt to alter the network, disable security features, or evade network filtering. Personal devices shall not be attached to the network without explicit permission of the network administrator or technology director.
- i. Users should respect all copyright, trademark, and licensing agreements and laws, including seeking permission when required.
- j. The school network or computer equipment shall not be used for personal commercial transactions.

5451.5 Access Protocol - To ensure accessibility of the system to all who wish to use it:

- a. Remain on the system only long enough to get needed information, then exit the system.
- b. Do not use real-time conference features such as talk, chat, and Internet Relay chat unless under the supervision of school personnel.
- c. Perform a virus check on all downloaded files to avoid the spreading of viruses.

5451.6 Quality of Information - The Board makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Pamlico County Schools will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions, whether caused by the school system's or the user's negligence, errors or omissions. Use of any information obtained via the Internet is at the risk of the user. The Pamlico County Schools specifically disclaim any responsibility for the accuracy or quality of information obtained through its Internet services.

5451.7 Proper Citation - When using information obtained via the Internet, provide proper citations for all quotes, references and sources. It is unethical to plagiarize Internet resources, just as it is unethical to plagiarize print resources.

5451.8 Vandalism - Vandalism will result in immediate cancellation of user privileges and will require restitution. Vandalism is defined as any deliberate attempt to harm or destroy data of another user, including, but not limited to, the uploading or creation of computer viruses.

5451.9 Privileges - The use of the Internet is a privilege, not a right. This privilege may be revoked for violation of Board policy. Inappropriate or illegal use of the Internet may also result in disciplinary or legal action.

Legal Reference: G.S. 115C-36, -47, -391; Title 15 U.S. Code §§ 1051 et seq., 1091 et seq., 1111 et seq.; Title 17 U.S. Code

Adopted: June 5, 2000

Revised: September 3, 2002

Students will have access to the Internet through their instructors' accounts, with the permission of those instructors, or, when authorized by the principal or designee, through individual student accounts and/or electronic mail addresses issued to them.

Student access to the Internet will be permitted during class time (as determined by instructors), during breaks, and at designated times after the school day. Internet use will be monitored by instructional staff.

Making Internet access available to students carries with it the potential that some students may encounter information that may not be appropriate for them. The Internet is not only an open system, but one in continual flux--with information appearing, disappearing, and changing quite rapidly. Thus, it is not possible to fully predict or control what students may locate. Though supervising instructors will guide students in their use of the Internet, and attempt to restrict their access to inappropriate materials, the Board cannot guarantee that students will not encounter such materials.

If, in using the Internet outside of class time, a student gains access to any service via the Internet which has a cost involved, he or she will be responsible for any costs incurred.

Legal Reference: G.S. 115C-47, -391

Adopted: June 5, 2000

INSTRUCTIONAL STAFF RESPONSIBILITY

It is expected that instructional staff in the Pamlico County Schools will use their Internet access for instructional purposes. Instructional staff members should maintain the highest ethical behavior in the use of the Internet and should promote that behavior among students. It is the responsibility of instructional staff members to:

- 5453.1 Ensure that each student user has on file a signed Internet Use Agreement form before he or she is allowed to access the Internet.
- 5453.2 Supervise all students using the Internet, pointing them toward worthwhile sites while, as much as is practicable, restricting their access to questionable materials.
- 5453.3 Ensure that all student users are reminded annually of the guidelines in the Appropriate Internet Use policy.
- 5453.4 Adhere to the Appropriate Internet Use policy.
- 5453.5 Follow the same criteria for instructional use of Internet resources as are applicable to all instructional materials.
- 5453.6 Maintain confidentiality about students and staff in all settings. Websites of Pamlico County School employees, whether school affiliated or personal, should not include any personally identifiable information about students or staff, including data, photographs, or text, obtained in the course of employment with the Pamlico County Schools.
- 5453.7 Ensure that any websites posting student grades or other information for the benefit of parents are password-protected. Parents must be notified of the conditions of posting, and given the right to request that their student's information not be posted on any such password-protected site. The individual staff member administering such a site is responsible for the security of the site and the passwords issued.

Violations of this policy may result in discipline up to, and including, discharge.

(signature)

(date)

Legal Reference: G.S. 115C-47

Adopted: June 5, 2000

Revised: September 3, 2002

EQUIPMENT/MATERIALS DONATION POLICY AND PROCEDURES

8410

GIFTS TO SCHOOLS

8410

Any offer of gifts to a school or schools or to the school system shall be studied by the Superintendent, who shall then submit a summary of the findings to the Board for action.

Legal Research: G.S. 115C-47

Adopted: June 5, 2000

Procedures for Equipment Donations

- No equipment should be accepted that does not meet minimum specifications as specified by the technical support staff.
- No equipment shall be attached to the school system's local area network without the approval of the network administrator or technology director.
- Minimal time and/or money should be spent on making donated equipment usable in the school system's environment.
- Process into inventory.
- Follow equipment deployment procedures.
- Determine estimated value and provide the donator with a statement of receipt.

DATA PRIVACY POLICY

6311

ACCESS AND CHALLENGES TO RECORD

6311

Access to student records and challenges thereto shall be allowed in compliance with the Family Educational Rights and Privacy Act of 1974 as amended.

6311.1 Access to Records: Official North Carolina cumulative student folders containing records, files and data directly related to the student are accessible to all school officials who have a legitimate educational interest in seeing the records. A parent shall be allowed access to all records of his child upon proper request. For purposes of this policy, "parent" is defined as natural parent, guardian or an individual acting as a parent in the absence of a parent or guardian. A student who has attained his eighteenth birthday shall have access to his records upon proper request. This access will be provided at a time mutually agreeable to the parent or student and school official(s) and in no case longer than forty-five (45) days after the written request. For the purposes of interpreting and protecting the information in the records, the school principal or his designee must be present during the examination. If an education record contains information about more than one student, the parent or student may inspect and review or be informed of only the specific information about that student. The parent or student may receive a copy of the student's record upon written request and payment of a copy fee. Parents or students will not be charged a fee to search for or to retrieve student records.

Challenge of Records: A parent or student who has attained age eighteen (18) shall have the right to challenge an item contained in the student record that is believed to be inaccurate, misleading or violative of the student's privacy rights. The principal shall examine a formal challenge of a student record item and shall decide within a reasonable time whether to amend the record. If the principal decides not to amend the record, he will notify the parent in writing of his decision and of the parent's right to a hearing. Subsequently, if necessary, the parent or student who has attained age eighteen (18) may receive a hearing before the Student Records Committee appointed by the Superintendent, consisting of the principal, director of student services and one director of instruction, within 5 days of submitting a written request. The Student Records Committee shall make its decision in writing within a reasonable time after the hearing.

If the Student Records Committee decides in favor of the parent or student it will amend the record and inform the parent or student of the amendment in writing.

If the Student Records Committee decides against the parent or student, it will inform the parent or student of that decision and of the right to place in the record a statement commenting on the information or stating his or her disagreement with the committee's decision.

Any explanation added to the record by the parent or student will be maintained as part of the record as long as the record is maintained and will be disclosed as part of the record whenever the record is disclosed.

Legal Reference: 20 U.S.C. § 1232g
Adopted: June 5, 2000

INVENTORY CONTROL

2410 MAINTENANCE OF INVENTORY AND FIXED ASSETS 2410

Administrative personnel shall be responsible for taking a physical count of all equipment items and stock supplies at least once each year.

2410.1 This inventory shall be entered on the Fixed Asset Records accounts for appropriate accounting.

2410.2 Items whose purchase/donation price was two thousand dollars (\$2,000.00) or more (including shipping, taxes, etc.), when such items have a useful and non-expendable life of one year or more and are not primarily used to repair or maintain other fixed assets, shall be identified as fixed assets and shall be accounted for as required by the State, in accordance with administrative procedures approved by the Superintendent. Items whose purchase/donation price was less than two thousand dollars (\$2,000.00) shall be maintained on an inventory list but do not need to be listed as a fixed asset for capitalization purposes.

Legal Reference: G.S. 115C-36, -47

Adopted: September 7, 1999

Revised: March 4, 2002

ACCESS TO SERVICES POLICY

6220

PROVISIONS FOR EXCEPTIONAL STUDENTS

6220

All children with special needs are capable of benefiting from appropriate programs of special education and training, and they shall be provided with an education that meets their needs.

6220.1 The term "special education" includes specifically designed instruction, including classroom instruction, instruction in physical education, and home instruction. It includes such related services as required to assist a special needs child to benefit from special education.

6220.2 Each child with special needs shall be educated in the least restrictive environment.

6220.3 The student records of children with special needs will be flagged, obtained or verified when appropriate under Board Policy 6322.

Legal Reference: 20 U.S.C. § 1412; G.S. 115C-107, -108

Adopted: June 5, 2000

No child between the ages of three (3) and twenty (20) with special needs shall be denied a free appropriate public education.

- 6221.1 Every child suspected of having special learning needs is entitled to multi-disciplinary diagnosis and evaluation.
- 6221.2 All testing and evaluation materials and procedures shall be non-discriminatory and administered in the child's native language.
- 6221.3 Parents shall be provided in writing with the results, findings and proposals based upon the evaluation.
- 6221.4 An individualized education program shall be developed for each child found to be a child with special learning needs.
- 6221.5 Special education and related services shall be provided to each child with special learning needs based upon the individual education program.

Legal Reference: G.S. 115C-108 through -111, -113, -146; 20 U.S.C. § 1412; 29 U.S.C. § 702 et seq.

Adopted: June 5, 2000

INTRODUCTION

The Pamlico County Board of Education is committed to discipline practices that encourage the development of self-control, personal responsibility and respect for the dignity of all individuals. The Board is committed to maintaining effective discipline in order to establish positive learning environments within which students have the opportunity to receive an appropriate public education.

In order for effective discipline to be maintained in each school, the Board acknowledges that cooperative relationships must be established among students, parents and school personnel. Each individual is expected to work positively toward this goal and to respect the individuality and the rights of all people. Parents/Guardians, students and school personnel are also expected to deal effectively with behavioral concerns. To carry out this commitment, the Board established the following responsibilities and student behavior guidelines for all students system-wide in grades 6-12. This policy is to also serve as a guide for discipline in grades K-5. Additionally, a copy of the code of conduct and procedures shall be published and made available at the beginning of each school year to each student and his/her parent/guardian.

Efforts will be made to ensure early identification of students at risk for potential disciplinary problems. When it is recognized that a student is behaving in a manner which indicates potential disciplinary problems, school personnel shall make reasonable efforts to initiate preventive measures. Preventive interventions should attempt to identify and address the sources and cause of the potential discipline problems. **Possible preventive intervention procedures may include, but are not limited to:**

- change of educational setting
- change of instructional methods
- change of schedule or teacher
- conferences with parents/guardians, school personnel
- conferences with student
- referral to and/or consultation with community agencies
- referral to appropriate support personnel (counselor, nurse, attendance counselor, school resource officer, school social worker, juvenile justice, etc.)
- referral to Behavioral Management Teams (social worker, nurse, guidance counselor, parent, student, referring teacher, etc.)
- referral to Pamlico Alternatives to Suspension (PATs)
- referral to school assistance team
- referral to the Pamlico County Alternative Learning Center
- use of daily or weekly progress reports to parents
- use of peer mediation
- visit by parents in the classroom

School personnel shall actively seek effective, positive methods and strategies to help each student learn to behave in a manner that is conducive to effective learning and that respects the rights of others. Each school principal shall systematically identify potential problem areas with his/her school that may contribute to discipline problems within the school. The Board encourages the administration to continue to work with appropriate community agencies in dealing with discipline problems.

CHILDREN WITH SPECIAL NEEDS

A student with an identified disability as defined in the North Carolina Procedures Governing Programs and Services for Children with Special Needs may be disciplined or suspended in accordance with those procedures, which are summarized below. However, the suspension procedure does not apply in the event that:

- (1) the student's individualized education program contains procedures or other disciplinary techniques which are to the contrary, or
- (2) the length of the proposed in-school or out-of-school suspension or any combination thereof related to the child's disability exceeds ten (10) school days; and, therefore, may constitute a change in the student's educational placement.

Before suspending a child for more than ten days, the Individual Educational Program Team shall be convened to evaluate the child in order to determine whether the disability caused the behavior. If it determines that the behavior was caused by the child's disability, then the child may not be suspended. In addition, there is a need to complete a manifestation determination. This determination will direct the team on the discipline options and possible recommendations. Then the IEP committee needs to complete a Functional Behavioral Assessment to plan and possibly prevent future problems. The Individual Education Plan (IEP) Committee shall be reconvened to recommend an appropriate placement.

In all actions involving in-school or out-of-school suspensions in excess of ten days, the parties shall have available all the due process rights of G.S. 115C and 20 USC 1415. Prior written notice of any change of placement shall comply with the requirements of the Procedures (Section .1517). Nothing in this policy shall be regarded as affording any rights additional to those provided under the most recent revision of Section .1517 of the North Carolina Procedures or Section 504 of the Vocational Rehabilitation Act and/or federal laws and regulations. (Recent amendments to Individuals with Disabilities Education Act (IDEA) give school authorities additional flexibility in protecting the safety of other students when any student with a disability brings a firearm to school.)

If the parent or legal guardian of a handicapped child appeals a suspension or expulsion decision under the Procedures (Section .1517) "stay put", the right of a child to remain in his current educational setting pending the outcome of any appeals shall apply unless the guardians or, as a last resort, the courts give permission for the child's removal.

SYSTEMWIDE UNIFORM CONSEQUENCES FOR MISCONDUCT

The principal or his designee shall investigate and deal with incidents of alleged misconduct of students whenever:

- a student discipline problem is referred, or
- the alleged misconduct violates the Student Code of Conduct, or
- the principal determines that a situation exists which could pose a danger to persons or property or which seriously disrupts the learning environment.

The use of the following disciplinary consequences is based on the assumption that teachers and/or other student support personnel have utilized broad reasonable available discipline alternatives and preventive measures prior to referring the student to the principal or that the student's behavior presents harm or a significant risk of harm to others or property or a threat to the orderly operation of the school. The principal or his/her designee shall have the authority to suspend for ten days or less any student who violates the Student Code of Conduct by applying the Systemwide Uniform Consequences for Misconduct. The principal or his/her designee may suspend a student for more than ten days with prior approval of the superintendent following an infraction of the Student Code of Conduct.

School personnel may use reasonable force to control behavior or to remove a person from the scene in those situations when necessary:

- to quell a disturbance threatening injury to others;
- to obtain possession of weapons or other dangerous objects on the person or within the control of a student;
- for self-defense;
- for the protection of persons or property;
- to restrain or correct students and maintain order; and
- to maintain order on school property, in the classroom, or at a school-related activity on or off school property.

Infractions of the Student Code of Conduct are grouped in classes of offense. Class of offense relates to the degree to which the behavior disrupts the orderly educational process in the school in terms of their effect on the behavior of others and the degree to which the behavior presents a potential for harm to others. For each rule a range of consequences is provided as appropriate responses depending upon the judgement as to:

- the degree to which the behavior disrupts the orderly educational process in the school;
- the degree to which the behavior presents a potential for harm to others or property;
- the degree to which the behavior harms others or property;
- the student's unresponsiveness to reasonable available discipline alternatives and preventive measures prior to the referral to the principal or his/her designee.

GENERAL PROVISIONS ANTI DFFINITIONS

- A. **Appeal To Long-Term Suspension** (See Pamlico County Board Policy 6516.2)
The policy of the Pamlico County Public Schools Board of Education provides that a child suspended for more than ten (10) days or expelled from school shall have the opportunity for a hearing. If such a hearing is desired, the parent or student must so indicate in writing to the superintendent's office within three (3) calendar days after being informed in writing of the suspension. The parent or student may bring witnesses, documentary evidence and engage an attorney if so desired.
- B. **Assignment to the Alternative Learning Center (ALC) Program** - A long-term suspension could be waived at the discretion of the superintendent and a student could be assigned to the Alternative Learning Center Program. Students in grades 6-10 who have repeated or subsequent offenses may be assigned to the ALC.
- C. **Expulsion** - Expulsion from the Pamlico County Public Schools is a permanent action in e

which the student is denied attendance at any school within the county. Expulsion may be exercised only when the student is at least fourteen (14) years or older and whose behavior shows that the student's continued presence at school threatens the safety of other students or employees. Expulsion may be recommended by the principal and Superintendent and approved by the school board. (Pamlico County Policy 6517)

- D. **Immediate Removal from School** - If the principal witnesses or is made aware of serious student misconduct and believes that immediate removal of the student is necessary to restore order or to protect persons or school property on the school grounds, she/he may suspend the student immediately. In all cases, minimal due process (notice of the charge and an opportunity for the student to explain his version of what happened) must be given to the student as soon as is reasonably possible.
- E. **In-School Suspension** - In-school suspension is used as a disciplinary procedure which allows students to remain in the school environment where their conduct and academic progress can be closely supervised by school personnel. In-school suspension also prevents the student from accumulating excessive days of absence. **Any student assigned to in-school suspension will not be allowed to participate in school sponsored activities during the time of his/her in-school suspension and may be required to perform "community service" activities (i.e. pick up trash, police the grounds, and other cleaning duties).** Parents should be notified of the suspension in a timely manner by letter or phone.
- F. **Long-Term Suspension** - A long-term suspension is removal from school for more than ten (10) days. Following an investigation, if the principal determines that long-term suspension is appropriate, she/he shall invoke a short-term suspension of ten (10) school days and inform the student and parent that the superintendent is being requested to approve long-term suspension. The student and parent shall be provided a copy of the Due Process Procedures. (Pamlico County Policy 6516)
- G. **Loss of Driving Privileges** - amount of time to be determined by the principal. May be used for repeated class cuts, leaving school without permission, repeated tardies, reckless driving, truancy, or other offenses that are appropriate.
- H. **Pamlico Alternatives to Suspension (PATS)** — PATS is designed to target at-risk youth who have been suspended for three to ten days. Schools within the district and local agencies will combine community service with completing assigned schoolwork successfully in a structured environment. The decision to assign a student to PATS rests with the principal and is based on what is in the best interest of the student, assigned agency/school, student maturity, severity of infraction, cooperation of parent and student and discipline record.
- I. **Parent** - Parent is the parent(s), guardian(s), or individual(s) standing "in loco parentis," as appointed by a court of law, of a student.
- J. **Parent Visitation** - A student who breaks the Student Code of Conduct may be given the opportunity by the principal to have one of his/her parents attend school with him/her for a day and attend class with him/her. This disciplinary action is decided solely by the principal and will not be used when serious conduct infractions have occurred.
- K. **Principal** - Principal shall include assistant principals.
- L. **Saturday In-School Suspension** - May be used in some schools in lieu of in-school or out-of-school suspension. Students will attend school at a time set by the school on Saturday and will be required to perform "community service" activities (e.g., pick up trash, police the grounds, and other cleaning duties). (Pamlico County Policy 6511) Parents should be notified of the suspension in a timely manner by letter and or phone.
- M. **Search of Student Lockers** - Student lockers are school property and remain at all times under control of the schools; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student or parent consent and without a search warrant.

- N. **Short-Term Suspension** - A short-term suspension is removal from school for a period of ten (10) school days or less. The principal may invoke a short-term suspension only after investigating the misconduct, confronting the student with the charges, and allowing for the student's response.
- Note: A suspended student shall be provided an opportunity to take any quarterly, semester, or grading period examinations missed during the suspension. Once a principal has decided to invoke a short-term suspension, she/he shall make every effort to talk by telephone with the parent and shall mail or hand deliver a timely notice to the parents and superintendent stating the charges against the student and the length of the suspension.*
- O. **Restitution** - The replacement of, or payment for, property taken, damaged, or destroyed shall be sought, including discovery cost. (Reward money)
- P. **Restrictions During "Any" Suspension**
1. Student is not to be on any school campus in Pamlico County without special permission from the school principal.
 2. Student cannot participate in or attend any school-sponsored activity without written permission from the school principal.

Legal Reference: G.S. 115C-390, -391; 20 U.S.C. § 141.5

Adopted: June 5, 2000

Revised: August 7, 2006

Revised: September 4, 2007

STUDENT DISCIPLINE AND LIABILITY POLICY

There must exist a climate of discipline conducive to serious study and respect for oneself, other people and property for a school to meet satisfactorily the needs of youth. Each principal shall have the authority and be charged with the responsibility to take whatever reasonable and legal action is necessary to establish and maintain appropriate student behavior in accordance with Board policy. One of the basic goals of the Pamlico County Board of Education is to prevent dropouts, suspensions and expulsions. By the same token, the Board recognizes the absolute necessity of maintaining good order for the operation of effective and safe schools. Principals are authorized to take appropriate disciplinary actions in accordance with state law and these Board policies.

6500.1 Teachers shall have the responsibility and authority for discipline over students, except in those cases requiring the attention of the principal.

6500.2 Students may be referred to the school-based committee when:

- the teacher has requested assistance from the principal two or more times due to a student's disruptive behavior; and
- the teacher finds that the student's disruptive behavior continues to interfere with the academic achievement of that student or others in the class.

If a student is referred to the school-based committee because of disruptive behavior, the student is not required to be screened, evaluated, or identified as a child with special needs. A student may not refer a disciplinary matter on his behavior to this committee before discipline is imposed.

Before a school-based committee meeting can be held, the committee must provide reasonable notice to the student's parent, guardian, or legal custodian and encourage that individual to attend and participate in the meeting.

The following individuals may attend the school-based committee meeting:

- members of the school-based committee;
- the teacher requesting assistance;
- additional classroom teachers requested by the teacher seeking assistance;
- the student's parent, guardian, or legal custodian.

The school-based committee may take the following actions:

- advise the teacher on managing the student's behavior more effectively;
- recommend to the principal the transfer of the student to another class within the school;
- recommend to the principal a multi-disciplinary diagnosis and evaluation of the student;
- recommend to the principal that the student be assigned to an alternative learning program; or
- recommend to the principal that the student receive any additional services that the school or the school unit has the resources to provide for the student.

The recommendation of the school-based committee is final and not subject to appeal pursuant to N.C. Gen. Stat. § 115C-45.

If the principal does not follow the recommendation of the committee, the principal must provide written notice of action taken to resolve the matter and the reason the principal did not follow the recommendation of the committee to:

- the committee;
- the teacher who referred the matter to the committee; and
- the superintendent.

Legal Reference: G.S. 115C-47, -288, -307, -390, -391, -3971

Adopted: June 5, 2000

Network Security Policy

5454

Network Security Policy

5454

Data loss or corruption resulting from security attacks can be catastrophic to individuals, schools, or the entire school system. Security attacks can also result in interruption of network services thereby negatively impacting students and staff.

With the increased use of technology and networked applications, the Pamlico County Board of Education believes it is vital that all users understand the role they play in protecting the integrity and performance of the network, as well as, the confidentiality of information.

The Technology Department will implement and utilize a variety of security measures to do the following: 1) protect the school system's network and computers from a security breach, abuse and inappropriate use; and 2) safeguard confidential data.

A. Definitions

The following definitions apply to this policy:

Firewall

A firewall is used to control who and what enters the network by using rules and filters. It also is used as an effective monitoring tool.

Proxy Server

The proxy server allows Network Address Translation to be used and removes the workstation's identity on the Internet thereby removing the vulnerability for attack.

The proxy server is also useful for identifying intrusion attempts and Internet misuse.

Network Address Translation

This is a method of translating a single public IP address to internal private IP addresses which allows individual obscurity to the Internet.

Access Control

By way of network rights or permissions to server locations, individual users have access only to the information or data that is relevant to the work they are permitted to do.

Intrusion Detection System

An intrusion detection is software used to detect and alert abnormal port, protocol or network traffic activity.

B. Technology Department Responsibilities

The Technology Department, partnered with North Carolina's Office of Information Technology Services (ITS), will

- monitor the network to insure the appropriate privacy to users and sensitive information.

- notify the appropriate contacts when an identified security problem or a potential security problem is identified in order to resolve the associated problems. Temporary isolation of systems or devices from the network may be necessary to resolve these problems.
- install and maintain virus protection software on all computer equipment.
- stay updated on vulnerability notices, patches and updates.
- carry out automatic network-based vulnerability updates, patches, compromise assessments, and compliance scans.
- submit network summary reports to the technology director.
- prepare recommendations for additions or upgrades for network equipment or utilities to help the Technology Department remain effective in their efforts to keep the Pamlico County Schools network and electronic information secure.
- maintain user accounts and workstations.
- maintain user access control so information will not be accessible to unauthorized users.
- force all authorized users to log onto the network and authenticate in order to have access to the network and resources.
- require that employee network passwords be changed on a to-be-determined basis to maintain security.
- provide a guest account for mobile users that will allow Internet connectivity but not threaten the existing network.
- prohibit the connection to the system's network of any equipment or devices that are not the property of Pamlico County Schools without explicit permission of the network administrator or technology director.
- prohibit the unauthorized installation of software on any school system owned equipment.
- assume no responsibility for the maintenance or repair of an employee's personal equipment
- use a problem-reporting database to report all technical support requests or notifications. Problem reporting will be done by a member of Technology Services (building level support). Problems will be addressed based upon the impact of the problem. Most urgent problems will be addressed first or in order of being reported.
- evaluate all procedures and policies annually.
- revise policies and procedures as needed.

A layered approach will be used to provide security for the school system's network. Network security will be accomplished by use of: Firewalls, Proxy Server, Network Address Translation, Intrusion Detection Systems, 24 x 7 monitoring (ITS), and access control and monitoring.

Internet bandwidth management hardware and utilities will be used to prioritize as well as monitor Internet traffic and network access. Internal network traffic will be monitored using software applications.

Workstation security will be elevated with the use of a restore or "rollback" program which puts the computer back in the exact condition it was in when it was started thereby removing any changes made by viruses, spyware, or user mistakes.

Technology Services personnel will subscribe to security alert advisories to receive notices daily of software and hardware vulnerabilities. Advisories that have impact to Pamlico County Schools will be reviewed and appropriate action will be taken.

C. User Rights and Responsibilities

All employees and students who use the school system's network and computer equipment are subject to all procedures and guidelines stated in Board Policies related to student and staff acceptable use. Failure to comply with these policies can result in suspension of rights to use the network and computer equipment, and other disciplinary actions. Guest users are subject to this policy and the guidelines as stated in acceptable use policies.

Users should understand that data stored, sent or received by them within the school system's computers or networks may be monitored to either insure the security and optimal operating performance of the network, to enforce system policies, or to provide compliance with state or federal law.

It is the responsibility of all users to backup their data files to the server. Failure to do so may result in lost data.

A firewall exists between the school system's private network and the Internet in order to protect the network. Employees, students, and guests must not circumvent the firewall. Some protocols may be blocked or redirected for security purposes.

Internet use is monitored and is provided for educational purposes. Users who violate this policy are subject to disciplinary or legal action.

D. Web Applications

Electronic systems and software applications may be remotely accessible from any source capable of Internet access. Users of such systems should take every precaution to prevent compromising confidential data. Such precautions include security of the actual device used for access. Devices used to access the systems should have the latest anti-virus software and definition files installed along with controls for adware and spyware in place. The user must meet userid and password requirements.

Employees should not transfer confidential data electronically over the Internet without using appropriate encryption technologies. Appropriate encryption technologies shall be specified by Technical Services.

E. Reporting of Information Technology Security Incidents

Security incidents determined by school administrators or program directors to be serious enough to compromise the integrity of the network or data shall be reported immediately to Technical Services. Appropriate action will be taken to eliminate any determined weakness in the security system. High-level security breaches shall be reported to the Office of the Superintendent.

F. Disaster Recovery of Data and Hardware

The business functions of the school system, which include administration, instruction, and operations, are heavily dependent upon computer resources. The following procedures are followed to minimize any possible disaster.

- As part of the ITS service contract, ITS will continuously monitor the server hardware remotely. In the event of failed hardware components, ITS will ship replacement hardware to

the agency site within 24 hours of failure notification, except in cases of a large-scale disaster. For this purpose, large-scale disasters are defined as any event or action that causes more than two sites across North Carolina to fail at nearly the same time. During a large-scale disaster, the 24-hour hardware replacement commitment does not apply. Instead, ITS will make its best effort to recover each site in accordance with the agency disaster recovery plan. In addition to shipping replacement hardware, ITS will, if required, send network technicians to the site to repair and restore service in a timely manner. These repairs may include installation of any replacement hardware and restoration of agency files from backup tapes.

- Servers that are not ITS managed servers will be monitored and checked daily by Technology Department personnel. If hardware failures are beyond the expertise of the school system's Technology Department, ITS will be contacted and the best action plan will be determined.
- Backups of all data files will be performed daily and stored in a separate facility. These data files include, but are not limited to, financial and personnel data, student data (TIMS/ILS), and GroupWise data. These data files would provide the means of recovering critical student and personnel data.
- All school employees will be encouraged to save critical files to their local hard drives and to their home directories on the school system's server. User failure to backup critical files will not be the responsibility of the Technology Department and may result in loss of files.
- Students will be provided at least 10MB of hard drive space on the server for personal files. These files will be backed up daily.
- Faculty and staff will be provided at least 25 MB of hard drive server space. These files will be backed up daily.
- Backup logs will be maintained by individuals responsible for system backups.

Legal Reference: G.S. 115C-47, 391
Cross Reference: Internet Access (Policy 5450), Appropriate Internet Use (Policy 5451),
Student Internet Use (Policy 5452), Internet Use – Instructional Staff
Responsibility (Policy 5453).
Adopted: June 5, 2006

POLICY OF ADVERTISING AND COMMERCIALISM ON SCHOOL RESOURCES AND EQUIPMENT

3241 SOLICITATION OR SELLING 3241

There shall be no soliciting from or selling to students or staff within the school without approval of the Superintendent.

- 3241.1 No employee shall solicit money from students or parents for additional materials or equipment or create impressions with students that such equipment or materials are necessary; nor shall it be a practice to solicit materials or services in any manner that would cause a parent to feel undue or unnecessary pressure.
- 3241.2 Soliciting outside the school premises for funds for school activities, or sales of products outside the school premises for funds for school activities by the students or staff of any school, in the name of any school, or in behalf of any school, shall have the prior written approval of the Superintendent and the principal. All money collected and expended as the result of such activities shall be recorded in the accounts of the school treasurer and shall be subject to the annual school audit. Solicitation or borrowing of products for school activities shall have the principal's approval.
- 3241.3 No employee shall set as a precondition of membership or participation in any course or other school-related activity, endeavor, or function, any requirement calling for an expenditure of money by a parent, guardian, or student, except with the knowledge and consent of the Superintendent.

Legal Reference: G.S. 14-238; 115C-36, -47

Adopted: June 5, 2000

HARDWARE AND SOFTWARE DEPLOYMENT PROCEDURES

Hardware and Software Procurement Procedures provides the guidelines for the selection of new electronic resources that include both software and hardware.

Refocusing of Existing Equipment

These procedures address deployment of existing equipment when it is determined that the equipment is no longer meeting the needs of an instructional setting but is capable of meeting the needs of an instructional setting that requires a lower technical standard.

Example: Computer hardware in a lab that cannot be cost effectively upgraded to run a required application can be deployed as student workstations for Accelerated Reader testing.

Procedure

- Equipment in all instructional settings will be evaluated in the spring of each year, prior to beginning the budget planning process, by curriculum support staff, program area directors, instructional staff, and technical support staff.
- If equipment is deemed unsatisfactory, recommendations will be made by the above identified staff to upgrade or replace the specified equipment.
- All recommendations will be presented to the school's principal who will request funding for hardware upgrade or replacement.
- If equipment is appropriate for another instructional setting, it will be deployed to that setting.

Installation of New Computers

- Setup and installation of new computers will be handled by the technical support staff.
- Strategies for maintaining desktop integrity will be applied to include desktop imaging, CleanSlate installation and configuration.
- Asset control tags will be applied and all paperwork completed for inventory control purposes.
- Equipment will be setup at times that cause minimal disruption.

Installation of Other Peripherals

- Printers and scanners will be setup and configured by the technical staff.
- Asset control tags will be applied and all paperwork completed for inventory control purposes

Software Installation

- The use of CleanSlate requires that the technical support staff do all software installations.
- Documentation will be created to facilitate all installations.
- Documentation of proper licensing must be provided before installations will take place.

PROCEDURES FOR MAINTENANCE AND REPAIR OF EQUIPMENT

The technical support staff's responsibility is to report, respond, complete and document the repair process in a timely manner. Effort is made to complete all work with as little disruption to normal classroom or office routines as possible.

- Equipment service requisitions are submitted to a designated technical support group member (currently a computer lab assistant) at each school.
- The lab assistant responds to service requests within the building
- If the issue cannot be handled by the lab assistant, the request is sent to the T Services email account and handled by the central services support staff.
- All repairs are completed and documented. Repair documentation is used to track repair history and reflect trends and parts usage.
- Desktop integrity and problem resolutions are expedient by the use of hard drive imaging and CleanSlate.
- Routine maintenance tasks to include cleaning and optimizing are ongoing with heavy concentration on these tasks during the summer months.

PROCEDURES FOR REPLACEMENT OF OBSOLETE EQUIPMENT

If it is determined that equipment can no longer meet the instructional needs of any educational setting, then the equipment is deemed obsolete and will be replaced with existing equipment or by new equipment.

See Hardware and Software Procurement Procedures

See Policy 2420 - "School Properties Disposal

See Policy 2421 – "Disposal Personal Property"

PROCEDURE FOR DISASTER RECOVERY OF DATA AND HARDWARE

The business functions of the school system, which include administration, instruction, and operations, are heavily dependent upon computer resources. The following procedures are followed to minimize any possible disaster.

- As part of the MaPS base service, ITS will continuously monitor the server hardware remotely. In the event of failed hardware components, ITS will ship replacement hardware to the agency site within 24 hours of failure notification, except in cases of a large-scale disaster. For this purpose, large-scale disasters are defined as any event or action that causes more than two sites across North Carolina to fail at nearly the same time. During a large-scale disaster, the 24-hour hardware replacement commitment does not apply. Instead, ITS will make its best effort to recover each site in accordance with the agency disaster recovery plan. In addition to shipping replacement hardware, ITS will, if required, send network technicians to the site to repair and restore service in a timely manner. These repairs may include installation of any replacement hardware and restoration of agency files from backup tapes. (see Appendix A - Service Level Agreement Managed Platform Service, Section 4.1)
- Servers that are not MaPs servers are monitored and checked daily by the school system's LAN administrator and lead technician. If hardware failures are beyond the expertise of the school system's technician, ITS will be contacted and the best action plan will be determined.
- Backups of all data files are performed daily and stored in a separate facility. These data files include, but are not limited to, financial and personnel data, student data (TIMS/ILS), and GroupWise data. These data files would provide the means of recovering critical student and personnel data.
- All school employees are encouraged to save critical files to their local hard drives and to their home directories on the school system's server. By adhering to this policy, workstations become less critical whenever there is a hardware failure.
- Students are allowed 10MB of hard drive space on the server for personal files. These files are backed up daily.
- Faculty and staff are allowed 25 MB of hard drive space. These files are backed up daily.
- Backup logs are maintained by individuals responsible for system backups

PLAN FOR TRANSLATING ALL STUDENT/PARENT-RELATED POLICIES INTO THE PREDOMINANT LANGUAGES OF THE COMMUNITY

Currently, Pamlico County Schools has 4 out of 1750 students who are non-English speaking. There are no indicators at present that this number is going to significantly increase. Policies will not be translated at this time but a plan will be implemented should the number of non-English speaking students increase significantly.

GUIDELINES FOR WEB SITE DEVELOPMENT

School system publications on the web, like all other school system publications, must meet the highest possible standards. All web sites representing Pamlico County Schools must be approved by a committee designated by the superintendent.

Web sites will be evaluated based upon the following criteria.

- Design
- Navigability is good. Links are clearly labeled. Can move from page to page easily.
- Site offers interactivity. Visitors engage with the site.
- Site uses appropriate page format. Pages are not inordinately long.
- Information is easily found.
- Site is aesthetically appealing. Good use of color and graphics.
- Resource links are included.
- Information is useful. Rich, accurate, up-to-date content.

Technical Elements

- All links work.
- Thumbnail graphics used. Graphics download quickly.
- Alternative text page is offered when heavy graphics or frames are used.
- Image links and image maps have a text alternative
- Meaningful information can be seen within 30 seconds.

Credibility

- Contact person is stated along with their e-mail address.
- Links have been kept current.

Points to Remember

- No student work will be published without permission.
- No student photograph and first name will be published without parental permission. Last names of students will not be published.
- Employees' photographs will not be published without permission. First and last names of employees will be used.
- Teacher web sites may be hosted at a site designed for teacher web pages as long as any commercial content is deemed appropriate by the system level committee.
- School system e-mail addresses for faculty/staff may be published. No personal e-mail accounts may be published without permission of the school system employee.

Teacher Websites

All employees are required to use the Pamlico County Schools' district network when creating websites for any and all educational purposes and work-related positions or communications with students.

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school district or individual school names, logos, or trademarks without permission

Employees are to maintain an appropriate relationship with students at all times. Having a public personal website or online networking profile or allowing access to a private website or private online networking profile is considered a form of direct communications with students. Employees are encouraged to block students from viewing any material or profiles that are not age appropriate. Any employee found to have created and/or posted inappropriate content on a website or profile that has a negative impact on the employee's ability to perform their job as it relates to working with students will be subject to discipline, up to and including dismissal. This applies to all employees, volunteers, and student teachers working for or in the Pamlico County School System.

GUIDELINES FOR INSTRUCTIONAL USE OF VIDEOS

Within the copyright law, educators are permitted to use lawfully acquired videos in face-to-face teaching situations. All uses should apply directly to the school's curriculum.

General Guidelines

- Lawfully acquired video, whether purchased, rented, borrowed, or recorded off-air, must be used in face-to-face teaching situations. This means the material must be presented by an instructor or pupil as part of a regular instructional activity.
- All videos should be previewed prior to use.
- Lawfully acquired videotapes may be shown on the in-house closed circuit television system within the school if teachers are present and providing instruction in each classroom.
- No fees may be charged for viewing a video on school grounds.
- It is illegal to make copies of purchased or rented videotapes or to alter them in any way.
- Videos purchased by individuals may be viewed in face-to-face teaching situations if they meet Pamlico County Board of Education's selection standards.
- Before showing a video which does not belong to the school or central office collection, teachers must have written permission from the principal on file. Forms are available in each school/media center.

Pamlico County Schools Strategic Technology Plan Budget 2008-2009

Item	Type	Per Unit Cost	Number of Units Purchased	Total Annual Unit Cost	Erate %	Primary Funding	Primary Goal	Secondary Goal	Primary User	Secondary User
Tech. Conferences	Staff Development	\$4,338.00	1	\$4,338.00	0.00%	EETT	21st Century Professionals	21st Century Systems	District Administration	School Administration
Laptops	Hardware	\$563.00	53	\$29,839.00	0.00%	Other	21st Century Professionals	21st Century Systems	Teacher	N/A
Tech. Workshops	Staff Development	\$5,053.00	1	\$5,053.00	0.00%	PRC 15	21st Century Professionals	Leadership	Teacher	District Administration
Web Hosting Setup	Other	\$2,736.00	1	\$2,736.00	78.00%	PRC 15	21st Century Systems	21st Century Professionals	Teacher	Student
Web Hosting Fee	Other	\$924.00	1	\$924.00	78.00%	PRC 15	21st Century Systems	21st Century Professionals	Teacher	Student
Software	Software	\$4,601.00	1	\$4,601.00	0.00%	PRC 15	21st Century Systems	21st Century Professionals	District Administration	School Administration
Repair Parts, Etc.	Other	\$6,000.00	1	\$6,000.00	0.00%	PRC 15	21st Century Systems	21st Century Professionals	Student	Teacher
Maintenance Contr.	Hardware	\$1,962.00	3	\$5,886.00	0.00%	PRC 15	21st Century Systems	21st Century Professionals	District Administration	N/A
Telecommunication	Other	\$8,500.00	1	\$8,500.00	78.00%	PRC 15	21st Century Systems	21st Century Professionals	District Administration	School Administration
Wireless Project	Wiring	\$12,900.00	1	\$12,900.00	0.00%	Capital Outlay	Globally Competitive Students	21st Century Systems	Student	Teacher
Wireless Project	Hardware	\$21,485.00	1	\$21,485.00	0.00%	Capital Outlay	Globally Competitive Students	21st Century Professionals	Student	Teacher
Network drops	Wiring	\$10,000.00	1	\$10,000.00	0.00%	Capital Outlay	Globally Competitive Students	21st Century Professionals	Student	Teacher
ActivBoard/projector	Hardware	\$5,615.00	1	\$5,615.00	0.00%	Capital Outlay	Leadership	21st Century Systems	District Administration	N/A
Promethean	Staff Development	\$55,500.00	1	\$55,500.00	0.00%	Grants	21st Century Professionals	Leadership	Teacher	School Administration
Collaboration	Staff Development	\$4,000.00	1	\$4,000.00	0.00%	Grants	21st Century Professionals	Leadership	Teacher	School Administration
ActivClassroom	Hardware	\$3,625.00	138	\$473,817.00	0.00%	Grants	Globally Competitive Students	21st Century Professionals	Student	Teacher
Mounted Projectors	Hardware	\$1,197.00	39	\$46,683.00	0.00%	Grants	Globally Competitive Students	21st Century Professionals	Student	Teacher
Laptops	Hardware	\$600.00	66	\$39,600.00	0.00%	Grants	21st Century Professionals	21st Century Systems	Teacher	N/A
Interwrite Tablets	Hardware	\$382.00	27	\$10,314.00	0.00%	Grants	21st Century Professionals	21st Century Systems	Teacher	N/A
MS Office	Software	\$52.00	66	\$3,432.00	0.00%	Grants	21st Century Professionals	21st Century Systems	Teacher	N/A
Unitedstreaming	Other	\$1,620.00	4	\$6,480.00	0.00%	Grants	Globally Competitive Students	21st Century Professionals	Student	Teacher
IMPACT Academy	Staff Development	\$2,500.00	1	\$2,500.00	0.00%	Grants	21st Century Professionals	Leadership	Teacher	School Administration
Stipends	Other	\$348.00	8	\$2,784.00	0.00%	Grants	21st Century Professionals	Leadership	Teacher	School Administration
Evaluation	Other	\$71,900.00	1	\$71,900.00	0.00%	Grants	Globally Competitive Students	Leadership	School Administration	District Administration
USB Drives	Other	\$7.96	250	\$1,990.00	0.00%	Grants	21st Century Professionals	21st Century Systems	Teacher	School Administration
Total Budget Expenditures				\$836,877.00						

Pamlico County Schools Strategic Technology Plan Budget 2008-2009

Item	Type	Per Unit Cost	Number of Units Purchased	Total Annual Unit Cost	Erate %	Primary Funding	Primary Goal	Secondary Goal	Primary User	Secondary User
Tech. Conferences	Staff Development	\$4,338.00	1	\$4,338.00	0.00%	EETT	21st Century Professionals	21st Century Systems	District Administration	School Administration
Tech. Workshops	Staff Development	\$5,053.00	1	\$5,053.00	0.00%	PRC 15	21st Century Professionals	Leadership	Teacher	District Administration
Web Hosting Setup	Other	\$2,736.00	1	\$2,736.00	78.00%	PRC 15	21st Century Systems	21st Century Professionals	Teacher	Student
Web Hosting Fee	Other	\$924.00	1	\$924.00	78.00%	PRC 15	21st Century Systems	21st Century Professionals	Teacher	Student
Software	Software	\$4,601.00	1	\$4,601.00	0.00%	PRC 15	21st Century Systems	21st Century Professionals	District Administration	School Administration
Repair Parts, Etc.	Other	\$6,000.00	1	\$6,000.00	0.00%	PRC 15	21st Century Systems	21st Century Professionals	Student	Teacher
Maintenance Contr.	Hardware	\$1,962.00	3	\$5,886.00	0.00%	PRC 15	21st Century Systems	21st Century Professionals	District Administration	N/A
Telecommunication	Other	\$8,500.00	1	\$8,500.00	78.00%	PRC 15	21st Century Systems	21st Century Professionals	District Administration	School Administration
Switches, etc.	Hardware	\$12,900.00	1	\$10,000.00	0.00%	Capital Outlay	Globally Competitive Students	21st Century Systems	Student	Teacher
Upgrades	Hardware	\$21,485.00	1	\$26,000.00	0.00%	Capital Outlay	Globally Competitive Students	21st Century Professionals	Student	Teacher
Antivirus	Software	\$10,000.00	1	\$30,000.00	0.00%	Capital Outlay	Globally Competitive Students	21st Century Professionals	Student	Teacher
Software	Software	\$5,615.00	1	\$71,000.00	0.00%	Capital Outlay	Leadership	21st Century Systems	District Administration	N/A
Telecommunication	Connectivity			\$25,000.00						
Total Budget Expenditures				\$200,038.00						