



2008-2011 TECHNOLOGY PLANNING CYCLE



SOUTHSIDE FAMILY CHARTER SCHOOL
EDUCATING FOR SOCIAL JUSTICE

Southside Family Charter School
MN School District #4162

Name of School District, School or Public Library System or Public Library:

Southside Family Charter School

School District Number (if applicable): 07-4162

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URL for this Technology Plan (if applicable):

www.designlearn.net/erate09/SFCS-Tech-Plan-09.pdf

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OFFICIAL SUBMISSION CERTIFICATION

This 2008-2011 Technology Plan is the official submission of the

Southside Family Charter School (name of school, school district, regional public library system, or public library).

Signature of Superintendent, School Administrator, or Regional Public Library System Administrator and System Governing Board Chair, or Public Library Director

6/25/09
DATE

2008-2011 TECHNOLOGY PLANNING CRITERIA FOR SCHOOL DISTRICTS, SCHOOLS AND PUBLIC LIBRARIES

CRITERIA I: PLANNING AND NEEDS ASSESSMENT

Organization Leadership and Technology Planning Committee

Southside Family Charter School (SFCS) is relatively small charter school with around 95 currently enrolled K-8 students. Currently there are 10 instructional staff including a half-time Special Education specialist along with 5 members of the administration staff. In regards to technology planning, SFCS utilizes the benefits of a small staff through the ability of continually discussing technology whenever an idea or suggestion arises.

Eliza Goodwin, the Executive Director of the school, along with the teaching and administration staff discusses better ways to improve technology throughout the school and throughout the year. SFCS has yearly contracts for technology planning with Syand. Nathan Kouba, from Syand, has been the network administrator. He administers and manages the network environment throughout the year.

Although there is not a set-in-stone Technology Planning Committee, teachers, special education teachers, and administration staff meet on occasion to discuss technology plans for the future. Meetings include agenda related to:

- Teacher technology recommendations
- Apply teacher suggestions and recommendations and set short term and long term technology goals.
- Determine the school budget for software, hardware, maintenance, tech support, staff development and educational technology.
- Determine strategies for fund raising to meet technology needs.

To develop this technology plan, Southside Family Charter School contracted out to Designs for Learning to have a technology specialist assess the technology needs and planning for the school. Through this process, teachers and staff will have a better understanding of the long and short term goals related to technology in the school.

Demographics

SFCS has approximately 95 K-8 currently enrolled students. The school is very diverse and focuses on non-discrimination within the curriculum and the school. There has not been much of a change in the demographics of the school in the past three years. SFCS is located at 2123 Clinton Ave, Minneapolis, MN.

Since the SFCS is located within the Twin Cities, it makes it easy to attain education services for any need.

Special needs students comprise 6% of the student population.

Here is the Demographic Information for 06-07, 07-08 and 08-09 school years; this is taken from SFCS's 2008-2009 Annual Report Data Templates:

Demographic Information

Southside Family Charter School Demographic Information			
	Enrolled 2006-2007*	Enrolled 2007-2008*	Enrolled 2008-2009*
Total Enrollment	90	94	92
Male	47	50	45
Female	43	44	47
Special Education	7	6	7
Black, Non-Hispanic	39	41	37
Hispanic	7	7	8
Asian/Pacific Islander	2	1	3
White, Non-Hispanic	40	43	44
American Indian/Alaska Native	2	2	0
Free/Reduced Lunch	64	69	60
LEP	0	0	0

* *Fall Enrollments based on Oct 1 Report to State*

Needs Assessment

In preparation for this technology plan SFCS received support from the Technology Coordinator at Design for Learning who was able to help with a current needs assessment in the school. Also, the past 3 years SFCS has contracted to Syand for IT services, at least once a year Syand conducted needs assessments and gives plans and suggestions for improvements. Although there are obstacles in the schools ability to quickly improve technology, including budget and size, the school has a very solid network setup, with many long and short term technology plans.

Currently there are two HP servers. One of these servers is dedicated to the student lab. This server hosts proctor caching for MDE and NWEA testing as well as runs Pearson's Success Maker Enterprise. Another server is located in a separate locked room where the ISP runs into the building. Before the DSL comes into or out of the building, it passes through a firewall. This firewall is a SonicWALL brand, which provides network protection. Along with stopping malicious Internet activity, the firewall also provides Internet filtering, allowing students to be stopped before going to an inappropriate website.

Currently the students all login under the same login. In the future, which is included in this technology plan, there is a goal for setting up separate user accounts for each student to give the student's more responsibility and also have an easier way to monitor and secure the network.

Another critical component in the needs assessment for SFCS is the need for laptops. Many teachers and staff would like to see a laptop-per-student. This way the teachers can roll in a computer lab into their separate classrooms and continue to get the students more and more comfortable with learning through technology, while being in a controlled environment.

Currently, there is one computer lab which includes 20 computers and has Internet access and network printing. The lab includes the following:

- 20x HP dc5100s with the following specifications:
 - 512 MB DDR 2
 - Intel Pentium 4 CPU 3.00 GHz
 - 40GB HD

The following software included on each computer:

- Internet Explorer
- Microsoft Office Professional Education 2003
- Windows XP Professional
- Windows Support Tools
- MDE/NWEA Testing Software
- Pearson's Success Maker

Along with the student computers, throughout the staff there are an additional 10 computers. These computers are dedicated computers for administration and teaching staff. They include the following software:

- Microsoft Windows XP Professional
- Microsoft Office 2003 Professional
- Internet Explorer
- Results+
- Pearson's Powerschool

The staff computers are all networked to a large Cannon ImageRunner C5870U Copier/Printer which is leased by the school monthly. This printer is off limits to students to increase security.

In order to improve the education via technology within Southside Family Charter School, here are some of the key results in the needs assessment:

- A Laptop-per-student with wireless Internet for research and e-mail usage within two years.
- Wireless Access Points throughout the school within one year.
- Software to create newsletters and publish written work.
- Software that allows students to access sound and produce movies and music.
- CD/DVD burners, scanners, digital cameras, video cameras all easily accessed and edited on computers for projects.
- Projector to show student slide show projects and allow teachers to present to classrooms easier.
- Increased Internet Connectivity, upgrade DSL connection from 1.5 MB to 3 MB within one year. Depending on the rate of expansion within the school, this could be upgrade to a T1 line by 2011.
- Replace/Upgrade current HP computers in lab within 2 years.

CRITERIA II: VISION, GOALS, OBJECTIVES AND STRATEGIES FOR TECHNOLOGY

SFCS's mission is as follows:

Southside Family Charter School (SFCS) is a small urban k-8 program dedicated to academic excellence, innovation in curriculum, and parent and community involvement. We offer small class sizes that concentrate on individualized instruction and a warm and safe learning environment. We focus on a social justice curriculum that teaches students to be independently minded citizens who respect themselves and others. We stress basic skills, encourage creative expression and offer a range of electives. In an atmosphere free of racism, sexism, classism and homophobia, we:

- Honor diverse cultural identities
- Encourage volunteer participation
- Use the community as a classroom
- Develop curriculum
- Advocate for families
- Engage children in issues of social justice, decision-making and problem solving

Southside's vision for technology is very incorporated with the overall mission and philosophy. SFCS uses technology to allow for creative play and artistic expression and learn about the world around them. By exposing children to email and filtered Internet at a young age, SFCS allows K-8 students to be involved with world exploration outside of school. Students acquire necessary skills to enhance their knowledge about the world by accessing information via the Internet and email. SFCS has many field trips they take the students on throughout the year. The middle school kids take 3 trips a year, often to SD or a nearby state. Students get to use the internet for travel study

including contacting people they may meet on the trip. Another example for the internet being used to contact the outside world was a teacher who recently used the Internet and email as a pen-pal writing project with students from Australia.

A technology meeting in February 2007 made the following goals:

- A laptop for every student, with wireless internet for research and email usage.
- Printing ability in the room for color photographs and the ability for students to construct presentations that use multimedia.
- Software that allows students to manipulate sound and produce movies and music.
- Software to create newsletters and publish written work.
- Additional software for educational learning and accessible for students with special needs.

Wireless internet throughout the school is another technology vision to be put in place within the next year. Secured Access Points will be placed throughout the school to offer wireless internet for the upcoming laptops and staff usage.

SFCS uses testing applications including TestNav to participate in MDE's online assessments once a year. As well SFCS uses NWEA testing applications including TestTaker. These tests are secure and use a dedicated server for the Proctor Caching and test downloads on the student server.

Syand, SFCS's IT support, offers training for the teachers and administration staff as to the use and best practice of technology in a safe and secure environment. Technology applications to support special needs are determined on a case by case basis. SFCS teachers individualize curriculum based on the needs of each student. This works well with students with special needs since they get a very individualized and personal curriculum.

SFCS's website, www.southsidefamilyschool.org, is updated frequently by Eliza Goodwin, Executive Director. Currently, an enrollment application is posted on the website which can be filled out and submitted directly to the school director. For the future SFCS would like to add additional sections within the website where students and parents can login to a secure page and view interactive school calendars, group emails to families, etc...

Since SFCS caters to the diverse community around it, there has not been much discussion for distance learning, however, once the school receives more grants and increases its technology budget and size, there will be a discussion concerning implementing some of these distance learning technologies.

Administration staff uses Pearson's PowerSchool to create and manage a Student Information System. As well, teachers use teachers and administration staff are given

the option to attend technology workshops when they are available, which are fully paid by SFCS.

CRITERIA III: POLICIES AND PROCEDURES

CIPA (Children's Internet Protection Act) requires us to install "technology protection measure" as well as Safety Policies which prevents children from viewing inappropriate websites. Currently, SFCS has a TZ170 SonicWALL hardware Firewall installed which has a web filtering software with a yearly subscription. This allows for the entire network to be secured independent from the local computers. No matter what computer a student is on, it will not be allowed to access the outside internet without going through our Firewall with the web filtering software. This firewall also allows the ability to block ports, which is put in place at SFCS, including those used for instant messaging, P2P, SMB and other potentially harmful applications.

SFCS's website currently complies with the U.S. Federal Government Section 508 accessibility guidelines. There are accessibility versions of all pages available on the website.

Currently, SFCS has two servers. One of which is dictated to the student lab and the other to the overall operation of the network and backup of staff files. This server is secured and locked, as well as offers security to all staff files and folders. These files are only accessible by the staff who owns the folder. Our server uses Active Directory and logon scripts to allow for mapped network drives to appear on networked computers in the administration and staff offices. There are backup tapes which get switched out daily and taken home by a administration staff.

Syand frequently visits the school to check on network security. As well, they have setup remote access to the network where they can perform intrusion prevention and update software/configurations.

Because of SFCS's current demographics, additional technologies for students with exceptional needs are given on a case by case basis.

Attached is the Internet Acceptable use and Safety Policy, students are not allowed to use the Internet unless this policy is signed and on file.

Adopted: 4-28-07

MSBA/MASA Model Policy 524

Orig. 1996

Revised: 1-12-08

Rev. 2006

Next Review: 1-3-09

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to Southside Family Charter School's computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school computer system and the Internet, including electronic communications, the school considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school expects that faculty will blend thoughtful use of the school computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school is providing students and employees with access to the school computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the school system to further educational and personal goals consistent with the mission of the school and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. The following uses of the school system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Users will not use the school system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school system to engage in any illegal act or violate any local, state or federal statute or law.
 4. Users will not use the school system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school system software, hardware or wiring or take any action to violate the school's security system, and will not use the school system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the school system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
 6. Users will not use the school system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work

addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

7. Users must keep all account information and passwords on file with the designated school official. Users will not attempt to gain unauthorized access to the school system or any other system through the school system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school. Users will not use the school system to offer or provide goods or services or for product advertisement. Users will not use the school system to purchase goods or services for personal use without authorization from the appropriate school official.
- B. A student or employee engaging in any of the foregoing unacceptable uses of the Internet when off school premises and without the use of the school system also may be in violation of this policy as well as other school policies. In situations when the school receives a report of an unacceptable use originating from a non-school computer or resource, the school shall investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct including, but not limited to, suspension or cancellation of the use or access to the school computer system and the Internet and discipline under other appropriate school policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school official. In the case of a school employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school employee, the building administrator.

VI. FILTER

- A. With respect to any of its computers with Internet access, the school will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. An administrator, supervisor or other person authorized by the Executive Director may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school computer system and use of the Internet shall be consistent with school policies and the mission of the school.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school system, the school does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school system.
- B. Routine maintenance and monitoring of the school system may lead to a discovery that a user has violated this policy, another school policy, or the law.

- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school employees should be aware that data and other materials in files maintained on the school system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school policies conducted through the school system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school system is at the user's own risk. The system is provided on an "as is, as available" basis. The school will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school system. The school will not be responsible for financial obligations arising through unauthorized use of the school system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school policies.
 - 2. Disclaimers limiting the school's liability relative to:
 - a. Information stored on school diskettes, hard drives or servers.
 - b. Information retrieved through school computers, networks or online resources.
 - c. Personal property used to access school computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of school resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the school may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 - 6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
 - 7. Notification that, should the user violate the school's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 - 8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school system and of the Internet if the student is accessing the school system from home or a remote location.
- B. Parents will be notified that their students will be using school resources/accounts to access the Internet and that the school will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 - 1. A copy of the user notification form provided to the student user.
 - 2. A description of parent/guardian responsibilities.
 - 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 - 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 - 5. A statement that the school's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
 17 U.S.C. § 101 *et seq.* (Copyrights)
 20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)
 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))

47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733,
21 L.Ed.2d 731 (1969)
United States v. American Library Association, 539 U.S. 194, 123 S.Ct.
2297, 56 L.Ed.2d 221 (2003)
Layshock v. Hermitage Sch. Dist., 412 F.Supp. 2d 502 (2006)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal
of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored
Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil
Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside
Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School
District Property by Nonschool Persons)



INTERNET USE AGREEMENT

The Internet is a global computer network that can be used to exchange or publish ideas and information. Its resources include government, scientific and educational information that can greatly enhance student learning. Southside Family Charter School is providing students with access to the school's computer system, which includes minimal Internet access. The school's system has a limited educational purpose, which includes use of the system for classroom activities and educational research. Users are expected to use Internet access through the school's system to further educational and personal goals only.

Please review this agreement with your child, sign it, and return it to the school. If you prefer that your child not use the Internet, please write a note on this form stating this preference.

- I understand that using the Internet is a privilege, not a right. Unacceptable behavior will result in temporary or permanent loss of Internet access.
- I understand that the Internet is only to be used for educational purposes defined by my teachers and other school staff.
- I understand that I must respect all Computer Lab equipment, software and the privacy of others.
- I understand that I may not visit chat rooms, send or receive personal emails, or give out my personal address, phone numbers, or photographs, or that of any other student or staff.
- I understand that computers will be shared by students from different classes. I will respect the passwords and files of other students and will not alter or destroy the school's or any other student's information.
- I understand that I must use appropriate language at all times and will refrain from using offensive, demeaning, racist, sexist, or other abusive language, or hate speech on the Internet.
- I understand that I may not download anything from the Internet without explicit permission from teachers including pornography, music, videos, etc.
- I understand that this internet policy applies also to unacceptable use of the internet when not at school and without the use of the school's system, if it comes to the attention of school staff.
- I understand that in the event that I do enter an inappropriate website, I will turn off the computer and immediately inform the teacher. The teacher will clear out of the website and determine with the help of technology support if it was arrived at accidentally or intentionally.
- I understand the consequences for violating this Internet Use Agreement are subject to Southside Family Charter School's Internet Acceptable Use and Safety Policy which is available in the school office.

Parent/Guardian Signature Date

Student Signature Date

CRITERIA IV: TECHNOLOGY INFRASTRUCTURE, MANAGEMENT, AND SUPPORT

Telecommunications Capacity

Southside Family Charter School currently utilizes a 1.5 Mbs DSL line for Internet and ISDN for Phone Services. The DSL services are through Vector Internet Services (VISI) for Minneapolis, MN and the phone lines are through Qwest. The firewall protecting the LAN at SFCS is a SonicWall TZ170. SFCS also utilizes a SonicWALL subscription service for Content Filtering in or out of its LAN. Currently SFCS uses POPP for the phone services.

Since SFCS currently only has one student lab and not more than 10 computers total for teachers, the 1.5 Mbs is currently enough bandwidth. However, once the laptops, APs and other equipment is purchased by 2011, there will be more of a need for higher bandwidth capacity.

By 2010, SFCS plans to move to a larger location near by, it is planned to increase the capacity of the Internet connection at that time, most likely increase it to a 3Mbs connection. As well, the phone system will be newer and more consistent at the new location. As well, with the Renovation grant SFCS will receive, they have plans to implement a VoIP (Voice over IP) System at the new location.

Equipment Access for Instruction, Including Assistive Technologies

Assistive Technology is given on a case by case basis for students with special needs.

Average Age of Equipment

Currently, the Internet connected computer-to-student ratio is approximately 1 computer to every 4.5 students at SFCS. The average age of the Internet connected computers and those used for instruction is 3.75 years old.

By 2010, the Internet connected computer-to-student ration will increase to 1 computer for every 1 student. This will be accomplished through the use of the Microsoft Settlement which will partially fund the laptop per student plan at SFCS. By 2011, SFCS plans to have a laptop for each student.

Through the use of the Microsoft Settlement, Renovation Grant, as well as general technology budget by 2011, SFCS will have no computer more than 2 years old as well as new laptops for students and wireless connectivity throughout the school.

Replacement Schedule

Because of the tight technology budget, replacements have been on a flexible schedule. Computers in the lab are approximately 3 years old and are planned to be replaced by 2010. Here is a general replacement schedule for server/desktop computers:

Count	Computer Name	CPU	OS	Replacement Year
1x	Server01 – HP Proliant ML 350	(2) 3.0 GHz Intel Xeon Processors	Windows 2003 Server Standard Edition	2010 Replacement of Server every 4 years
4x Office Computers	User.southside – HP Compaq Dc5100	(2) 2.4 GHz Intel Pentium Processors	Windows XP Professional	2009-2010
20x Lab Computers	HP#		Windows XP Professional	2009-2010
Large Cannon ImageRunner in Office	N/A	N/A	N/A	Leased... replaced only if broken or needed
Additional Color Printers in Office	N/A	N/A	N/A	2010

Once SFCS gets Microsoft Settlement money as well as the Renovation Grant, it should allow for some additional replacements of worn down computer peripheral. As well, SFCS would like to upgrade to the updated Windows OS once funds allow for new computer purchases.

Network and Data Security

Currently, SFCS utilizes many different practices for network and data security. SFCS has two servers, both of which are in locked rooms, inaccessible to anyone other than SFCS administration. One server holds information from teachers and staff. Each teacher/staff has their own folder on the server which is only accessible to the owner. Similarly, the student information is held on the student server.

SFCS uses a SonicWALL firewall with a Content Filtering subscription, which filters any inappropriate information from loading onto student or staff computers. As well, this firewall blocks ports which could be used by hackers to access information. Along with the firewall, the use of the servers add additional security to the network. Since important information is held on locked away servers and not separate desktop computers, this allow for increased data security.

SFCS also utilizes two UPS (Uninterrupted Power Supply) for the two servers to prevent against power outage or surges.

Technology Platform

SFCS has used Microsoft Operating Systems along with the Microsoft Office applications, including Word, Excel, Publisher and Powerpoint. The lab computers use Internet Explorer 7 to browse the Internet. For the most part, aside for the servers, Microsoft Windows XP Professional is the OS throughout the school.

Level of Technology Staff Support

Since SFCS is a relatively small school with younger students and a restricted tech budget, there is no need for an on-site IT staff. Because of this, SFCS has been contracting to Syand, and IT Support Company which offers on-site or remote support when needed at hourly rates. SFCS has yearly contracts with Syand which allows for tech support throughout the year. Here are a list of a few of the services Syand provides for SFCS:

- Technology Needs Assessments
- Technology Planning
- Implementation of New Technology
- Ongoing Network Administration and Preventative Maintenance
- Individual Desktop and Laptop Support
- End User Training and Support
- Technology Documentation
- Other Miscellaneous Technology Support

As SFCS grows and acquires more technology and a need for more support, there will be need for a full/part time IT staff. This will be discussed when the time comes. For now, because of the size and amount of technology, contracting for IT support is a good option for SFCS.

Currently, there is a half time Special Ed staff at SFCS. Syand has and will work with her to offer training on any additional or currently in place assistive technology for students with special needs.

**TECHNOLOGY INFRASTRUCTURE, MANAGEMENT AND SUPPORT QUESTIONS
FOR SCHOOL DISTRICTS, CHARTER SCHOOLS AND NONPUBLIC SCHOOLS**

QUESTION	RESPONSE
What is your telecommunications/Internet connectivity capacity in your school district or school for Internet access and video connectivity?	1.5 Mbs DSL Connection
Do you have plans to expand this capacity within the next three to four years?	Yes.
If you plan to expand telecommunications capacity, what will be your anticipated capacity by the end of this planning period (July 1, 2011)?	T1
What is your student to Internet-connected computer ratio? What will this ratio be at the end of the planning cycle?	Currently : 1 computer for ever 4.5 students End of cycle : 1 computer for every 1 student
What is your teacher to Internet-connected computer ratio? What will this ratio be at the end of the planning cycle?	1 computer per staff now and in future
Are the majority of the computers accessible for students located within labs or classrooms?	Yes, one large lab is used by multiple classes.
What is the average age of computer equipment used for instruction?	~3.75 years
What is timeline for your computer equipment replacement cycle?	See above, most computers are to be replaced by 2011.
What is your computer platform? PC-based, MacIntosh-based or both?	PC - Based
How many technology support staff do you have to manage your technology infrastructure and network?	Contracted to Syand, mostly one person.
Is the technology support staff sufficient to effectively manage your technology infrastructure and network? If not, what staff capacity do you think you need?	Yes

QUESTION	RESPONSE
Is assistive technology for students with special needs provided and supported in your school district or school?	Yes
Are technology support staff provided with the necessary training they need, including training associated with assistive technology?	Yes
How and when are technology support staff provided with training?	Syand offers training to their staff.
What particular challenges does your school district or school face in providing sufficient access and technology resources to your staff and students?	Technology budget is the main challenge; there are more replacements and technology needs then money to purchase them with.

CRITERIA V: ROLE OF SCHOOL LIBRARY MEDIA CENTER AND SCHOOL LIBRARY MEDIA CENTER STAFF

SFCS does not have a separate media center besides the student computer lab. In the lab there is a dedicated printer where students can print out information they need for projects or other computer based curriculum. Each classroom has its own 'library' full of different types of books that students can use for projects.

CRITERIA VI: STAFF DEVELOPMENT AND TRAINING

Because of SFCS's size and amount of staff, technology training is flexible. Fortunately, Southside Family Charter School's currently employed staff are continually becoming more and more computer literate. When faced with new applications, including assistive software, teachers are very quick to teach themselves. Syand offers IT services throughout the year, one of which includes end user training for staff and teachers. Whenever there is a new software or new staff member who needs additional technology training, Syand is available to come and offer that training.

When a new teacher is brought into the SFCS team, they are trained by administration staff and occasionally Syand on proper use of technology within the school. Within this training involves:

- Policies and rules within the Computer lab. Including student behavior.
- Policies for browsing the Internet and appropriate material.
- Proper use of staff computers.
- Proper use of printers and other peripheral devices.
- General training on technology throughout the school and how to properly use it.

Teachers and administration staff are given the option to go to technology class and workshops. These classes/workshops are paid by SFCS. Classes include TIES Training classes.

CRITERIA VII: BUDGET FOR TECHNOLOGY

The technology budget for SFCS changes yearly because of grants. SFCS will be receiving a Renovation Grant, Facilities Improvement Grant, from MDE when it moves which is planned for 2009. As well, SFCS will also receive Microsoft Settlement money which will also effect the below budget.

BUDGET TEMPLATE FOR SCHOOL DISTRICTS, CHARTER SCHOOLS, AND NONPUBLIC SCHOOLS

UFARS OBJECT CODE	CATEGORY	ITEM(S) DESCRIPTION	FY2008 BUDGET	FY2009 BUDGET	FY2010 BUDGET	FY2011 BUDGET
100	Salaries and Wages for Technology Staff	N/A No IT Staff, SFCS will continue to contract to Syand for IT services.	N/A	N/A	N/A	N/A
200	Fringe Benefits for Technology Staff	N/A	N/A	N/A	N/A	N/A
300	Purchased Technology Services	**Totals for sub-sections below	\$36,613	\$40,613	\$38,350	\$36,850
	Consultant Services					
	Communications (telephone, Internet access)	1.5MB DSL Internet Connection	\$5,263	\$5,263	\$9,000	\$7,500
	Computer and System Services					
	Technology Staff Development					
	Technology Workshops and Conferences	TIES Technology Training, Other Workshops available	\$3,600	\$3,600	\$3,600	\$3,600
	Technology Leases and Rentals	Leased Cannon ImageRunner Printer	\$8,500	\$8,500	\$8,500	\$8,500
	Purchased Technology Services (i.e., maintenance)	<ul style="list-style-type: none"> - Yearly contract with Syand for IT Services. - Printer/Copier maintenance (\$2250) 	\$19,250	\$2,3250	\$17,250	\$17,250
400	Supplies and Materials (computer software, etc. both instructional and non-instructional)	Yearly Renewals : <ul style="list-style-type: none"> - Anti-Spyware - Success Maker - NWEA Map licenses - Powerschool - Anti-Virus Software 	\$10,000	\$7,000	\$15,000	\$7,000

UFARS OBJECT CODE	CATEGORY	ITEM(S) DESCRIPTION	FY2008 BUDGET	FY2009 BUDGET	FY2010 BUDGET	FY2011 BUDGET
		<ul style="list-style-type: none"> - Content Filtering Subscription for SonicWall Firewall Other: - MS OS for new computers - Results+ - Tapes for backup - MS Office for new computers - Warranty renewals for PC's and Servers - Assistive software - Server Licenses - Software for multimedia 				
500	Capital Expenditures (technology equipment)	<ul style="list-style-type: none"> - Additional PC Desktop Purchases - Laptop Purchases - Additional Server for dedicated student use - CD/DVD burners - LCD Projector and accessories - Access Points throughout school for wireless Internet integration - Lab computer replacement/upgrades - Headsets, keyboards, mice, etc... - Printers and Ink for administration office - Replacement/Additional Ethernet Switches - UPS Replacements - Cabling - Firewall Replacement - VoIP System 	\$5,225	\$625	\$75,000	\$2,500

UFARS OBJECT CODE	CATEGORY	ITEM(S) DESCRIPTION	FY2008 BUDGET	FY2009 BUDGET	FY2010 BUDGET	FY2011 BUDGET
800	Other Expenditures (list)					
TOTALS			\$51,838	\$48,238	\$128,350	\$46,350

CRITERIA VIII: IMPLEMENTATION PLAN

SFCS will be using their yearly allocated budget for technology to provide the basic needs of technology including:

- Continued year round contracted IT Services
- Computer/Laptop Purchases
- Replacements
- Printer Leases
- Yearly renewals on warranties and subscriptions (including content filtering and anti-virus)

SFCS plans to get funding through the Microsoft Settlement as well as the Facilities Improvement Grant which will allow for additional purchases and projects, here is the timeline for projects to be completed before the end of the technology plan cycle:

Project	Description	Funding	Timeline
Laptop per student	SFCS plans to have a laptop for each student enrolled in the school. This will allow for easier access to technology for each classroom.	75% Facilities Improvement Grant 25% Microsoft Settlement	June 30, 2010
Wireless Internet	Access Points to be installed throughout the school to provide school-wide wireless Internet. Also, PCI Cards for Desktops requiring wireless without the current ability.	100% Facilities Improvement Grant	June 30, 2010
Multimedia Software	Purchase and implement multimedia software to allow students to make music, movies, newsletters, etc...	75% Facilities Improvement Grant 25% Microsoft Settlement	June 30, 2010
Projector and Photo Printers	In order to better allow students and teachers to	100% Facilities Improvement Grant	June 30, 2010

	show presentations, a LCD Projector would be an excellent addition to the computer lab. In addition, a photo printer would be useful for teachers to use for student projects. The projector will also be used for technology training.		
Increased Internet Connectivity	Increase bandwidth to 3Mbs DSL. Possible upgrade to T1 by 2011.	100% Technology Budget	June 30, 2010
Increased Educational Software	Research and implement additional educational software	75% Facilities Improvement Grant 25% Microsoft Settlement	June 30, 2010
VoIP System		100% Facilities Improvement Grant	June 30, 2010

CRITERIA IX: EVALUATION PLAN

Southside Family Charter School does not have a previous Technology Plan; therefore there is no previous evaluation plan on file.

SFCS is using a template developed by Gwen Willems, Evaluation Specialist, School Improvement Division, Minnesota Department of Education, for the current Evaluation Plan:

Evaluation Plan

Evaluation Questions	Information Needed	Information Source	Proposed Methods/Analysis	Staffing	Time Line
What level of engagement will students apply to the use of technology and the Internet?	<ul style="list-style-type: none"> - Student usage of computer lab. - Student engagement and understanding of technology. - Quality of information attained through use of Internet. 	<ul style="list-style-type: none"> - Student presentations and projects using computers. - Student grades - Student computer use while in lab 	<p><u>Quantitative:</u> Monitoring of students' computer usage</p> <p><u>Qualitative:</u> Student engagement in using software and computer tools for projects/presentations</p>	Teachers and administrative staff	Year round, with a once a year meeting to discuss the evaluation.
Will teachers and staff effectively keep up with technology within the school and policies for student involvement with technology?	<ul style="list-style-type: none"> - Current evaluation of teacher knowledge 	- Questionnaire of teachers' current tech knowledge	<p><u>Quantitative:</u> Results of questionnaire.</p> <p><u>Qualitative:</u> Noticeable differences in teacher/staff's technology awareness *Offer additional tech training to continually familiarize teachers and staff of technology changes</p>	Administrative Staff	Complete Questionnaire and give to teachers once a year. Do a yearly evaluation once questionnaires are submitted.
How will SFCS continue to increase the integration of technology in the curriculum?	<ul style="list-style-type: none"> - Research on additional educational software which easily integrates with the curriculum. - Teacher feedback on useful software 	<ul style="list-style-type: none"> - Teacher Questionnaire/ Suggestions - Research on the Internet for additional awareness of new educational software 	With Analysis of teacher suggestions and questionnaires, administration staff will conduct research on Educational software to implement in the curriculum.	Administrative Staff Teachers	June 30, 2010
How to utilize new evaluation plans in better documented and informational methods?	<ul style="list-style-type: none"> - Administrative staff meeting to discuss in school evaluation planning. - Current evaluation of evaluation planning via discussions and meetings. 	- Outcome of administrative meetings.	Have meetings throughout the year to discuss the evaluation plan and how to use additional evaluation methods (ex. Teacher questionnaires to continually better the schools teaching effectiveness.	All Staff	Throughout the year.

