



Bedford County Public Schools

2016-2018 Addendum to the
Educational Technology Plan 2011-2016

Table of Contents

Executive Summary	1
Technology Committees	2
Technology Focus Committee	2
Technology Advisory Committee	3
Teacher Technology Advisory Committee	4
The Planning Process	5
Needs Assessment	5
Vision, Mission, and Goals	8
State Goals and Objectives with Local Strategies and Measures	9
Environment	9
Engagement	10
Application	11
Tools	12
Results	13
Appendices	
Appendix 1: Timetable and Budget for Goals, Objectives and Strategies	
Appendix 2: Division Acceptable Use Policy	
Appendix 3: Summary of the Internet Safety Program	
Appendix 4: Summary of Changes	

Executive Summary

Bedford County Public Schools recognizes the importance of technology as an integral part of the learning process and the role it plays in the future of our students.

At their January 13, 2011 School Board meeting, the School Board of Bedford County Public Schools adopted the 2011-2015 Strategic Plan. A major goal of this plan is to prepare students to be successful in college and career fields. A key strategy to support that goal is to “create personalized learning experiences for all students.” The Bedford County Public Schools’ Strategic Plan is currently being revised and it is the design of this plan to support the Strategic Plan; therefore, the Technology Plan will continue to undergo revision. As a part of that support, a Crosswalk of Goals has been outlined – comparing the goals of the National Educational Technology Plan, The Educational Technology Plan for Virginia, and the Bedford County Public Schools’ Strategic Plan.

Crosswalk of Goals

A goal comparison of the National Educational Technology Plan, the Educational Technology Plan for Virginia, and the Bedford County Public Schools’ Strategic Plan.

National Educational Technology Plan	Educational Technology Plan for Virginia	Bedford County Public Schools’ Strategic Plan
All learners will have engaging and empowering learning experiences in both formal and informal settings that prepare them to be active, creative, knowledgeable, and ethical participants in our globally connected society	<p>Goal 3: Afford students with opportunities to apply technology effectively to gain knowledge, develop skills, and create and distribute artifacts that reflect their understandings.</p> <p>Goal 4: Provide students with access to authentic and appropriate tools to gain knowledge, develop skills, extend capabilities, and create and disseminate artifacts that demonstrate their understandings.</p>	<p>Prepare students to be successful in college and career fields.</p> <p>Enhance community support for student learning.</p> <p>Create personalized learning experiences for all learners.</p>
Educators will be supported by technology that connects them to people, data, content, resources, expertise, and learning experiences that can empower and inspire them to provide more effective teaching for all learners.	Goal 2: Engaging students in meaningful curricular content through the purposeful and effective use of technology	Employ highly effective teachers and support staff.
Embed an understanding of technology-enabled education within the roles and responsibilities of education leaders at all levels and set state, regional, and local visions for technology in learning.	Goal 5: Use technology to support a culture of data-driven decision making that relies upon data to evaluate and improve teaching and learning.	Employ highly effective teachers and support staff.
At all levels, our education system will leverage the power of technology to measure what matters and use assessment data to improve learning.	Goal 5: Use technology to support a culture of data-driven decision making that relies upon data to evaluate and improve teaching and learning.	Prepare students to be successful in college and career fields.
All students and educators will have access to a robust and comprehensive infrastructure when and where they need it for learning.	Goal 1: Provide a safe, flexible, and effective learning environment for all students	<p>Prepare students to be successful in college and career fields.</p> <p>Manage resources responsibly, efficiently, and effectively.</p>

Technology Focus Committee 2015-2016

Edward Hoisington – Director of Technology

Andy Bliss – Principal, Elementary School

Wade Burnette – Lead IT Technician

Charles Calloway – Network Administrator

Fred Conner – Assistant Director of Instruction – CTE & Electives

Mac Duis – Chief Operations Officer

Mollye Hays – Library Media Specialist

Stuart May – IT Technician

Lauren Millner – Instructional Technology Resource Teacher

Eb Morejon – Instructional Technology Resource Teacher

Barry Sexton – Systems Engineer

Melissa Sexton – Coordinator of Planning and Data Analysis

Wanda Whitlow – Data Manager

Karen Woodford – Principal, Middle School

Caroline Wray – Personalized Learning Supervisor

Technology Advisory Committee 2011-2016

Edward Hoisington – Director of Technology

Tracy Piestrak – Instructional Technology Coordinator

Kevin Harrison – Data Manager

Barry Sexton – Systems Engineer

Melissa Sexton – Coordinator of Planning and Data Analysis

Fred Conner – Supervisor Career and Technical Education

Julie Bennington – School Board Member, Vice Chair

Amy Fariss – Instructional Technology Resource Teacher

Debbie Prowse – Instructional Technology Resource Teacher

Jody Turner – Library Media Specialist, Elementary School

Roberta Thornton – Library Media Specialist, Middle School

Leigh Ann Ellis – Library Media Specialist, High School

Susan Mele – Principal, Elementary School

Scott Simmons – Principal, Middle School

Mary Brandon – Principal, High School

Christine Mistretta – Teacher, Elementary School

William Burnette – Teacher, High School

Becky Robertson – Parent, Middle School

Tony Ferguson – Parent, High School

Teacher Technology Advisory Committee 2011-2016

Mary Jo Krufka – Bedford Elementary School

Darla McGuire – Bedford Middle School

Reneta Herndon – Bedford Primary School

James Harper – Bedford Science and Technology Center

Rebecca Faye Powell – Big Island Elementary School

Barbara Parker – Body Camp Elementary School

Jennifer Zinn – Boonsboro Elementary School

Karen Watson – Forest Elementary School

Nancy Young – Forest Middle School

Kelli Webb – Goodview Elementary School

Melissa Overstreet – Goodview Elementary School

Amy Mallow – Huddleston Elementary School

Mollye Hays – Jefferson Forest High School

Jeanne Willis – Liberty High School

Ellen Fagan – Moneta Elementary School

Meredith Dooley – Montvale Elementary School

Kevin Spaulding – New London Academy

Maggie Marsh – Otter River Elementary School

Robert Smith – Staunton River High School

Melissa Neumann – Staunton River Middle School

Sandra Gisiner – Stewartsville Elementary School

Alicia Simonds – Thaxton Elementary School

Anisa Stenback – Thomas Jefferson Elementary School

The Planning Process

2010-2011 – Planning for 2011-2016 Educational Technology Plan

September 2010	Technology Focus Committee formed
October 2010	Focus Committee outlined a planning process
November 2010	Focus Committee developed local objectives, strategies, and measures\evaluations to support each of the state goals; formulated needs assessment
December 2010	Focus Committee continued developing local objectives, strategies, and measures\evaluations to support each of the state goals; Focus committee completed SWOT
January 2011	Administered needs assessment and SWOT with other stakeholders
February 2011	Focus Committee developed measure and evaluations for strategies
March 2011	Technology Plan Advisory Committee and Teacher Technology Advisory Committee reviewed local strategies and measures
April 2011	School Board approved 2011-2016 Educational Technology Plan

2012-2015 – Annual Review of 2011-2016 Educational Technology Plan

March 2012	Reviewed current 2011-2016 Educational Technology Plan
February 2013	Reviewed Technology Plan and AUP
March 2014	Reviewed Technology Plan and AUP
March 2015	Reviewed Technology Plan

2016 – Planning for the 2016-2018 Addendum to the Educational Technology Plan

February 2016	Reviewed the 2015-2017 Addendum to the Educational Technology Plan for Virginia 2010-2015; began revision to the Bedford County Public Schools Educational Technology Plan
March 2016	Focus Committee reviewed and revised Technology Plan
April 2016	Focus Committee revised and finalized Technology Plan
May 2016	Bedford County Public Schools 2016-2018 Addendum to the Educational Technology Plan 2011-2016 presented to School Board
June 2016	School Board approved the 2016-2018 Addendum to the Educational Technology Plan 2011-2016

It must be noted that this plan is considered a living document and will be adjusted during the year to meet the ongoing needs of the school system, as changes will be identified by the stakeholders of Bedford County Public Schools. The Technology Focus Committee will evaluate priorities as funding sources change from the anticipated revenue sources. The sequential progress through the technology plan will be posted on the Bedford County Public Schools website.

Needs Assessment

The Bedford County Public Schools Technology Department completed a comprehensive needs assessment providing the opportunity for school staff, parents, student, and community members the option to respond in an electronic or paper format.

The survey was broken down into various technology related categories – instruction, integration, and Internet safety. Recommendations from the Needs Assessment:

- Additional training for teachers in technology use to provide quality classroom instruction
- Increase the technology skill set for all end users
- Increase students access to technology tools
- Continue to provide Internet Safety training for all stakeholders
- Increase the opportunities for teachers to integrate technology into instruction

- Provide teachers with adequate access to Instructional Technology Resource Teacher assistance
- Provide teachers with updated computers and reliable infrastructure

In addition to the Needs Assessment, the Technology Focus Committee completed a SWOT (Strengths, Weaknesses, Opportunities, and Threats). Results from the SWOT are as follows:

Strengths – What are the current strengths?

- Involvement of all stakeholders
- Technology and ITRT (Instructional Technology Resource Teacher) Staff
- Advanced Network Security
- Superintendent more tech focused
 - Board Members – more focused
 - Visionaries
- Adequate broadband services
- Updating infrastructure—fiber backbone and rewiring building
- More technology available
- Collaboration between Technology and Instruction Departments to purchase equipment
- Web page management
- Google Domain

Weaknesses – What are the current weaknesses?

- Funding
- Staffing
- Age of equipment
- Lack of comprehensive replacement plan for hardware
- Teacher aversion to technology
- Schools inconsistent with technology hardware and software
- Adequate equipment and software
- Continued staff development after training
- Continued training plan tied to evaluation
- Infrastructure—not all schools currently updated
- Access to standardized platform for housing online coursework for teachers
- Lack of professional development
- High rate of damaged IT equipment
- Lack of Internet access for all students
- Communication between planning and implementation phases
- Student Information System

Opportunities – What are the future opportunities?

- Giving opportunity to use technology – need for real world jobs
- School Interoperability Framework (SIF)
- Replacement of computers\equipment
- Adequate equipment in all schools
- Grants
- Community stakeholder involvement
- Increase skill set for stakeholders
- Increase wireless architecture
- Increase IT and ITRT staff
- Provide opportunities for students to work and learn at their own pace
- Utilize technology as tools to create personalized learning environments
- Establish technology portfolios in line with new teacher evaluation/career ladder
- Establish personalized professional development through digital resources

Threats – What threatens those future opportunities?

- Budget
 - State cuts
 - Local funds not adequate
- Student-based home machines
- Stakeholder buy in
- Board approval
- Allocating resources to key part of the plan
- SOQ's – supported for SOQ's
- Students bringing their own machines and potential viruses
- Lack of outside WiFi connections
- Technology choices that are not conducive to instruction or technology infrastructure
- Keeping the network and wireless secure
- Maintaining legacy products in schools that directly limit bandwidth speeds
- Lack of communication and/or planning for new or modified learning environments
- Updated Student Information System

Vision, Mission, and Goals of Bedford County Public Schools

The Bedford County Public Schools Strategic Plan was adopted January 13, 2011

Mission

To prepare our students to be productive and responsible citizens in our community and in the world

Vision

A community dedicated to our students and their future.

Goals and Strategies

Goal 1: Prepare students to be successful in college and career fields

- Create personalized learning experiences for all students
- Strengthen and include more students in college level programs
- Revise Career and Technical Education programs to include current/future career fields and expanded student career internship opportunities
- Strengthen alternative education programs for all students
- Develop and implement a comprehensive student academic/career planning system for students
- Improve student readiness to learn when entering Kindergarten
- Develop and implement a comprehensive student wellness program
- Improve academic and behavioral outcomes for all students through positive interventions and supports
- Grow student interest and increase academic achievement in Science, Technology, Engineering, and Math (STEM) fields

Goal 2: Enhance community support for student learning

- Solicit investments for the school division from government and private sources
- Encourage and equip parents to support individual student learning
- Form partnerships with local businesses in support of student learning

Goal 3: Manage resources responsibly, efficiently, and effectively

- Review, revise, and streamline business processes
- Review and revise technology plan to support personalized learning and other school operations

Goal 4: Employ highly effective teachers and support staff

- Develop and implement comprehensive evaluation systems for teachers and administrators
- Enhance hiring practices to improve quality of workforce
- Develop and implement a comprehensive employee wellness program

State Goals and Objectives with Local Strategies and Measures

Environment

Goal 1: Provide a safe, flexible, and effective learning environment for all students.

Objective 1.1: Provide the technical infrastructure necessary to support formal and informal learning environments.

Strategy 1.1.1: Increase the number of technology rich schools at all levels.

Measures\Evaluation Strategies: Provide adequate funding to ensure equity throughout the district.

Strategy 1.1.2: Expand an enterprise wireless solution in all buildings.

Measures\Evaluation Strategies: Provide an enterprise wireless solution in all buildings when funding becomes available.

Strategy 1.1.3: Continually evaluate, install, and upgrade network-capable hardware and appropriate software.

Measures\Evaluation Strategies: Implement a repair and replace cycle.

Measures\Evaluation Strategies: Assess the instructional value and cost feasibility as new technology and software emerge.

Objective 1.2: Provide the human infrastructure necessary to support formal and informal learning environments.

Strategy 1.2.1: Meet or exceed the Standards of Quality staffing requirements.

Measures\Evaluation Strategies: Review the Bedford County Public Schools' Staffing Plan as it relates to the Library Media staff, ITRT, Assistive Technology Resource and Technical personnel required for the division.

Strategy 1.2.2: Provide resources and support to assist teachers in integrating technology into teaching and learning.

Measures\Evaluation Strategies: Document the number of professional development opportunities, after-school workshops/training, and ITRT assistance to teachers/schools.

Strategy 1.2.3: Provide high-quality professional development to assist educators create, maintain, and work in a variety of learner-centered environments.

Measures\Evaluation Strategies: Document the number of professional development opportunities, after-school workshops/training, and ITRT assistance to teachers/schools.

Strategy 1.2.4: Provide professional development focused on technology integration strategies and the development of teachers' and administrators' 21st century skills.

Measures\Evaluation Strategies: Provide evidence of ITRT/LMS/Coach, individual, and group professional development with teachers and administrators.

Measures\Evaluation Strategies: Increase use of collaboration tools such as the Google Domain.

Strategy 1.2.5: Review and update the Technology Standards for Instructional Personnel (TSIP).

Measures\Evaluation Strategies: Implement TSIPs that inspire teachers to expand their use of technology to improve learning.

Objective 1.3: Develop sound policies and procedures for the acquisition and management of technologies.

Strategy 1.3.1: Develop policies and procedures for the evaluation, acquisition, and implementation of new technologies.

Measures\Evaluation Strategies: Implement an evaluation rubric through a committee of Instructional and Technology personnel.

Strategy 1.3.2: Review and update procedures for managing equipment.

Measures\Evaluation Strategies: Implement an inventory and trouble ticket system.

Strategy 1.3.3: Review and update technology replacement cycle.

Measures\Evaluation Strategies: Implement technology replacement cycle committee to establish a replacement cycle.

Measures\Evaluation Strategies: Seek funding in annual budget cycles for a 5 year replacement cycle for devices and supplemental equipment (as needed).

Engagement

Goal 2: Engage students in meaningful curricular content through the purposeful and effective use of technology.

Objective 2.1: Deliver appropriate, rigorous, and challenging technology-enhanced curricula to support formal and informal learning experiences.

Strategy 2.1.1: Expand course offerings for students through virtual and personalized learning opportunities.

Measures\Evaluation Strategies: Provide opportunities for students to take virtual and personalized learning courses as a part of their regular course offering.

Strategy 2.1.2: Provide greater access to Virtual Virginia courses in order to promote more flexibility and engagement for learners.

Measures\Evaluation Strategies: A greater number of opportunities for students to take Virtual Virginia courses have been provided.

Objective 2.2: Provide resources to support personalized learning for all students.

Strategy 2.2.1: Identify and disseminate information and resources to assist schools in the evaluation of technology and digital resources in order to support personalized learning.

Measures\Evaluation Strategies: Develop a platform for digital resources that will be shared across the school division.

Strategy 2.2.2: Provide best practices in the use of technology to personalize instruction.

Measures\Evaluation Strategies: Establish a committee of stakeholders to learn and disseminate best practices through professional development, resource development, and coaching.

Strategy 2.2.3: Provide professional development support focusing on using digital resources to effectively personalize student learning.

Measures\Evaluation Strategies: Increased professional development opportunities focusing on using digital resources to effectively personalize student learning have been offered.

Application

Goal 3: Afford students with opportunities to apply technology effectively to gain knowledge, develop skills, and create and distribute artifacts that reflect their understandings.

Objective 3.1: Provide resources and applications that encourage creativity, collaboration, and problem solving.

Strategy 3.1.1: Provide resources developed by the Virginia Department of Education and Bedford County Public Schools.

Measures\Evaluation Strategies: Create and further develop a platform for digital resources and imbed resources in curriculum maps and other documents.

Strategy 3.1.2: Encourage innovation through school wide personalized learning pilot programs and teacher personalized learning grants.

Measures\Evaluation Strategies: Implement program evaluation of personalized learning pilots and reports from grant recipients.

Objective 3.2: Develop and evaluate technology policies to effectively balance the need for instructional innovation with safety and security.

Strategy 3.2.1: Identify and disseminate resources to help schools and administrators develop and evaluate policies to balance safety and security issues while allowing for instructional innovations.

Measures\Evaluation Strategies: Inform users about the use of filters and other strategies that promote CIPA compliance.

Strategy 3.2.2: Ensure Internet safety programs comply with state and federal regulations while enabling student to pursue innovative ways of learning.

Measures\Evaluation Strategies: Embed student Internet safety guidelines into curriculum and LMS lessons; and continue to implement a division-wide AUP.

Tools

Goal 4: Provide students with access to authentic and appropriate tools to gain knowledge, develop skills, extend capabilities, and create and disseminate artifacts that demonstrate their understandings.

Objective 4.1: Provide resources and support to ensure that every student has access to a personal computing device.

Strategy 4.1.1: Seek funding and resources to support student access to personal computing devices in a 1:1 program.

Measures\Evaluation Strategies: Provide student access to personal computing devices in a 1:1 program as funding becomes available.

Strategy 4.1.2: Provide tools and digital resources that extend student learning and promote personalize learning opportunities for all students.

Measures\Evaluation Strategies: Generate a database/spreadsheet of all tools and digital resources available.

Objective 4.2: Identify and disseminate information and resources that assist educators in selecting authentic and appropriate tools for all grade levels and curricular areas.

Strategy 4.2.1: Identify and disseminate information about new and emerging technologies, including software and assistive technology.

Measures\Evaluation Strategies: Develop and implement an online presence that assists with the dissemination of information regarding new and emerging technologies.

Strategy 4.2.2: Implement pilot projects to evaluate a variety of appropriate technology tools.

Measures\Evaluation Strategies: Increase funding for pilot programs through local investments and grant opportunities.

Strategy 4.2.3: Provide resources and support for teachers to gain knowledge of emerging technologies.

Measures\Evaluation Strategies: Develop and implement an online presence that assists with the dissemination of information regarding new and emerging technologies.

Results

Goal 5: Use technology to support a culture of data-driven decision making that relies upon data to evaluate and improve teaching and learning.

Objective 5.1: Use data to inform and adjust technical, pedagogical, and financial support.

Strategy 5.1.1: Expand data system capabilities and improve reliability.

Measures\Evaluation Strategies: Implement a new student information system that supports personalized learning.

Measures\Evaluation Strategies: Implement a horizontal SIF (Student Interoperability Framework) as funding becomes available.

Measures\Evaluation Strategies: Maintain monthly training for school-based data personnel.

Strategy 5.1.2: Provide support for educators on how to use data, particularly from formative assessments to improve teaching and learning.

Measures\Evaluation Strategies: Detail efforts made to disseminate information regarding effective assessment tools and practices.

Strategy 5.1.3: Provide best practices in the use of technology to assess student achievement.

Measures\Evaluation Strategies: Detail efforts made to disseminate information regarding effective assessment tools and practices.

Objective 5.2: Promote the use of technology to inform the design and implementation of next generation standardized assessments.

Strategy 5.2.1: Provide training and support to assist teachers in the use of a variety of technology-based assessments.

Measures\Evaluation Strategies: Continue to provide training and support to assist teachers in the use of a variety of SOL (Standards of Learning) practice tests and online assessments as funding is made available.

Strategy 5.2.2: Provide resources to facilitate technology-based assessments.

Measures\Evaluation Strategies: Increase funding through local investments and grant opportunities.



Bedford County Public Schools

2016-2018 Addendum to the
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Appendix 1

*Budget and Timetable for Goals,
Objectives, Strategies, and Measures*

Appendix 1

Budget and Timetable for Goals, Objectives, Strategies, and Measures

Description	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017*
State - VPSA	\$596,000.00	\$596,000.00	\$726,000.00	\$646,000.00	\$646,000.00	\$646,000.00
Hardware-Infrastructure Upgrade	-	-	-	-	\$440,000.00	\$440,000.00
Matching-Hardware	\$222,500.00	\$300,000.00	\$479,485.00	\$555,344.00	\$459,485.00	\$474,485.00
Matching-Staff	\$31,100.00	\$31,100.00	\$31,100.00	\$31,100.00	\$31,100.00	\$31,100.00
Personalized Learning	-	-	-	\$50,000.00	\$75,000.00	\$100,000.00
Purchased Services	-	-	-	\$20,000.00	\$20,000.00	\$42,000.00
R/R Equipment	\$54,060.00	\$54,060.00	\$54,060.00	\$54,060.00	\$54,060.00	\$54,060.00
Software Support	\$201,370.00	\$225,000.00	\$235,000.00	\$240,000.00	\$262,000.00	\$517,000.00
Tech Consumables - SBO	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$25,000.00
Tech Consumables - Elem. Sch.	\$30,666.00	\$27,918.00	\$36,280.00	\$35,384.00	\$35,384.00	\$35,384.00
Tech Consumables – Sec. Sch.	\$35,900.00	\$35,732.00	\$47,352.00	\$46,320.00	\$46,320.00	\$46,320.00
Temporary Tech Personnel	\$31,578.00	\$31,578.00	\$31,578.00	\$11,578.00	\$11,578.00	\$11,578.00
Title II D	\$11,667.00	-	-	-	-	-
WAN	\$275,231.00	\$200,231.00	\$200,231.00	\$250,231.00	\$125,231.00	\$125,231.00
Total	\$1,520,072.00	\$1,531,619.00	\$1,871,086.00	\$1,970,017.00	\$2,236,158.00	\$2,548,158.00

*Proposed

Goal and Objective	Strategies	Timetable	Budget Source
Goal 1: Provide a safe, flexible, and effective learning environment for all students.			
<i>Objective 1.1: Provide the technical infrastructure necessary to support formal and informal learning environments.</i>	Strategy 1.1.1: Increase the number of technology rich schools at all levels.	Annually	N/A
	Strategy 1.1.2: Expand an enterprise wireless solution in all buildings.	Annually	Wide Area Network 25-8315-3-0002-900
	Strategy 1.1.3: Continually evaluate, install, and upgrade network-capable hardware and appropriate software.	Annually	State VSPA 25-8315-6-1851-900 Matching-Hardware 25-8315-6-1850-900
<i>Objective 1.2: Provide the human infrastructure necessary to support formal and informal learning environments.</i>	Strategy 1.2.1: Meet or exceed the Standards of Quality staffing requirements.	Annually in July	Tech. Teachers-Elem. 25-8315-1-1210-100 Tech. Teachers-Middle 25-8315-1-1210-200 Tech. Teachers-High 25-8315-1-1210-300 IT Technicians 25-8315-1-1500-900
	Strategy 1.2.2: Provide resources and support to assist teachers in integrating technology into teaching and learning.	On-going	N/A
	Strategy 1.2.3: Provide high-quality professional development to assist educators create, maintain, and work in a variety of learner-centered environments.	On-going	Matching-Staff 25-8315-3-0030-900
	Strategy 1.2.4: Provide professional development focused on technology integration strategies and the development of	On-going	Matching-Staff 25-8315-3-0030-900

	teachers' and administrators' 21st century skills		
	Strategy 1.2.5: Review and update the Technology Standards for Instructional Personnel (TSIP).	On-going	N/A
<i>Objective 1.3: Develop sound policies and procedures for the acquisition and management of technologies.</i>	Strategy 1.3.1: Develop policies and procedures for the evaluation, acquisition, and implementation of new technologies.	On-going	N/A
	Strategy 1.3.2: Review and update procedures for managing equipment.	On-going	N/A
	Strategy 1.3.3: Review and update technology replacement cycle.	On-going	N/A
Goal 2: Engage students in meaningful curricular content through the purposeful and effective use of technology.			
<i>Objective 2.1: Deliver appropriate, rigorous, and challenging technology-enhanced curricula to support formal and informal learning experiences.</i>	Strategy 2.1.1: Expand course offerings for students through virtual and personalized learning opportunities.	Annually	Software Support 25-8315-3-0000-900
	Strategy 2.1.2: Provide greater access to Virtual Virginia courses in order to promote more flexibility and engagement for learners.	Annually	N/A
<i>Objective 2.2: Provide resources to support personalized learning for all students.</i>	Strategy 2.2.1: Identify and disseminate information and resources to assist schools in the evaluation of technology and digital resources in order to support personalized learning.	On-going	N/A
	Strategy 2.2.2: Provide best practices in the use of technology to personalize instruction.	On-going	N/A
	Strategy 2.2.3: Provide professional development support focusing on using digital resources to effectively personalize student learning.	On-going	Matching-Staff 25-8315-3-0030-900
Goal 3: Afford students with opportunities to apply technology effectively to gain knowledge, develop skills, and create and distribute artifacts that reflect their understandings.			
<i>Objective 3.1: Provide resources and applications that encourage creativity, collaboration, and problem solving.</i>	Strategy 3.1.1: Provide resources developed by the Virginia Department of Education and Bedford County Public Schools.	On-going	N/A
	Strategy 3.1.2: Encourage innovation through school wide personalized learning pilot programs and teacher personalized learning grants.	On-going	Personalized Learning Grants 25-8315-6-1850-900
<i>Objective 3.2: Develop and evaluate technology policies to effectively balance the need for instructional innovation with safety and security.</i>	Strategy 3.2.1: Identify and disseminate resources to help schools and administrators develop and evaluate policies to balance safety and security issues while allowing for instructional innovations.	On-going	N/A
	Strategy 3.2.2: Ensure Internet safety programs comply with state and federal regulations while enabling student to pursue innovative ways of learning.	On-going	N/A
Goal 4: Provide students with access to authentic and appropriate tools to gain knowledge, develop skills, extend capabilities, and create and disseminate artifacts that demonstrate their understandings.			
<i>Objective 4.1: Provide resources and support to ensure that every student has access to a personal computing device.</i>	Strategy 4.1.1: Seek funding and resources to support student access to personal computing devices in a 1:1 program.	On-going	State VSPA 25-8315-6-1851-900 Matching-Hardware 25-8315-6-1850-900
	Strategy 4.1.2: Provide tools and digital resources that extend student learning and	On-going	N/A

	promote personalized learning opportunities for all students.		
<i>Objective 4.2: Identify and disseminate information and resources that assist educators in selecting authentic and appropriate tools for all grade levels and curricular areas.</i>	Strategy 4.2.1: Identify and disseminate information about new and emerging technologies, including software and assistive technology.	On-going	N/A
	Strategy 4.2.2: Implement pilot projects to evaluate a variety of appropriate technology tools.	On-going	State VSPA 25-8315-6-1851-900 Matching-Hardware 25-8315-6-1850-900 Software Support 25-8315-3-0000-900
	Strategy 4.2.3: Provide resources and support for teachers to gain knowledge of emerging technologies.	On-going	State VSPA 25-8315-6-1851-900 Matching-Hardware 25-8315-6-1850-900 Software Support 25-8315-3-0000-900
Goal 5: Use technology to support a culture of data-driven decision making that relies upon data to evaluate and improve teaching and learning.			
<i>Objective 5.1: Use data to inform and adjust technical, pedagogical, and financial support.</i>	Strategy 5.1.1: Expand data system capabilities and improve reliability.	On-going	State VSPA 25-8315-6-1851-900 Matching-Hardware 25-8315-6-1850-900 Software Support 25-8315-3-0000-900
	Strategy 5.1.2: Provide support for educators on how to use data, particularly from formative assessments to improve teaching and learning.	Annually	N/A
	Strategy 5.1.3: Provide best practices in the use of technology to assess student achievement.	Annually	N/A
<i>Objective 5.2: Promote the use of technology to inform the design and implementation of next generation standardized assessments.</i>	Strategy 5.2.1: Provide training and support to assist teachers in the use of a variety of technology-based assessments.	On-going	Matching-Staff 25-8315-3-0030-900
	Strategy 5.2.2: Provide resources to facilitate technology-based assessments.	On-going	N/A



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2016-2018 Addendum to the
Educational Technology Plan 2011-2016

Appendix 2

Division Acceptable Use Policy (AUP)

Acceptable Computer System Use by Students

Purpose of the Acceptable Use of the Computer System Policy

To establish clear guidelines for all students who may have or are granted access to the Bedford County Public Schools' ("BCPS") computer System.

Definitions

For purposes of this Policy –

"Computer system" includes, but is not limited to hardware, software, data, communication lines and devices; printers; laptop and desktop computers; tablets; smartphones; optical disks; tape drivers; servers; mainframe; personal electronic devices brought as part of the bring your own device program; all peripherals, digital camera, document cameras, interactive whiteboards, and projectors; internal and external network connection; email system; social media accounts; cloud or other online services offered through or operated by BCPS; and any other internal or external networks and/or services that BCPS utilizes.

"Division personnel," "employee," or "staff" means any person employed by the Bedford County School Board.

"Guest" means any member of the Bedford County community or other individual who is granted access to BCPS' computer system.

"Parent" means biological parent, relative, guardian, or other adult who has physical and/or legal control and responsibility for a minor (child) under the age of eighteen years.

"Student" means any person currently enrolled in Bedford County Public Schools.

"User" means any person who has access to or has permission to use BCPS' computer system. User includes all guests, division personnel, employees, staff, parents, and students.

Statement of Expectations

Students may gain access to the computer system only with prior approval from the building principal or designee for educational purposes or another legitimate purpose as determined by the classroom teacher. When using the computer system, whether on or off school grounds, students shall follow all applicable School Board policies and procedures, including this Acceptable Use Policy ("AUP"), and the Student Code of Conduct. The relevant policies, procedures, and rules are applicable whether students are online or in the physical school building. Students shall not engage in any bullying or cyberbullying, as those terms are defined in the Code of Student Conduct.

All use of the BCPS' computer system shall be consistent with the School Board's goal to prepare our students to be productive and responsible citizens in our community and the world. BCPS' computer system promotes instruction in 21st Century skills, research, and communication, and supports opportunities for collaborative work. BCPS' computer system is maintained for the mutual benefit of all users, and adherence to this AUP is necessary for continued access to the computer system.

The use of the BCPS' computer system is a privilege, not a right, and this policy is designed to establish clear guidelines for all students who have been granted access to the computer system. Students' use of the computer system shall be in furtherance of BCPS' educational objectives and

in accordance with this AUP, the Code of Student Conduct, and any other policy and/or procedure referenced below.

Internet Safety Instruction and Community Outreach

As set forth in Va. Code § 22.1-70.2, BCPS shall provide to all students (K-12) Internet safety training. All students are expected to actively practice proper network etiquette. Internet safety instruction and community outreach shall be conducted annually to educate and instruct students and parents about the dangers and pitfalls associated with improper Internet use. This includes, but is not limited to, intellectual property rights, online predators, illegal downloading from the Internet, and "sexting." Internet safety instruction and community outreach programs may call on School Resource Officers to assist in the explanation of the following: legal definitions, charges that may be filed against an individual in specific situations, and lasting legal consequences.

The need for Internet safety instruction and community outreach programs is assessed by building administrators, teachers, and the AUP and Internet Safety Committee, all working together toward educating all stakeholders within our community.

Safety Measures and Limitations

To protect students, software is installed on the BCPS network to filter or block any content deemed inappropriate or harmful by BCPS, which includes but is not limited to child pornography as set out in Va. Code 18.2-374.1:1; obscenity as defined in Va. Code section 18.2-372; and non-educational social media or social networking spaces. Software filters are limited to blocking content accessed through the BCPS network, and will not prevent access to content when non-BCPS networks are utilized. Cell phones are one example of technology that do not utilize the BCPS network and will not benefit from the software filter. Students shall not rely on software filters to prevent inappropriate website access.

As new technologies emerge, the educational value and ease of classroom integration will be evaluated concurrently by the BCPS Technology Staff, the BCPS Instructional Department, the BCPS Special Services Department, building technology committees, and the AUP and Internet Safety Committee. Recommendations for amendment to policy will be made by the AUP and Internet Safety Committee to the governing School Board.

Data Backup and Network Security

BCPS makes every effort to provide reliable storage for all users' documents and files on BCPS' servers. However, because no server can ever be 100% reliable, each user is responsible for backing up his/her individual files. BCPS recommends the regular backup of individual files to a portable medium, such as a Flash drive or an external hard drive, at least once a week.

Users shall not expect any data stored on the BCPS' computer system to be private. Digital communication and files stored on BCPS' computer system are regarded as property of BCPS. Authorized administrators may, without reason or prior notice, review files and documents including, but not limited to, email, documents, and logs, to ensure users are acting in accordance with this AUP, and to maintain system integrity.

Current security measures include firewalls, Internet filters, virus protection, and virus monitoring devices. The BCPS Technology staff and Systems Engineer evaluate the security of the BCPS' computer system to identify security threats daily. Data security and network security are constantly reviewed and, when necessary, adjustments and modifications are made to the system as issues arise.

Any user who identifies a security issue or problem shall immediately notify the building administration, the Technology Staff, Systems Engineer, or the Director of Technology. The

intentional destruction or vandalism of BCPS' computer system by any means or the intentional breach of BCPS' LAN or WAN is prohibited. Any violation of this AUP shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by the School Board, or legal action.

Reliability of the Computer System

Technology, while extremely valuable, is sometimes unreliable. The School Board makes no warranties for the computer system it provides. The School Board shall not be liable for any damages to the user from use of BCPS' computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Board denies any responsibility for the accuracy or quality of information obtained through BCPS' computer system. Users are cautioned to prepare for and guard against instances of technology unreliability. Users agree to indemnify the School Board for any losses, costs, or damages incurred by the School Board relating to or arising out of any violation of this AUP.

Electronic Mail (Email)

BCPS may provide email to students as an educational tool, and in fulfilling their academic and school-sponsored extracurricular activities. Email is not private and may be monitored and accessed by BCPS. Unauthorized access to an email account by any student is prohibited. Students are prohibited from sharing their email account access information (logins and passwords) with other students. Students are prohibited from soliciting or using the account access information of others. Students shall be held personally liable for the content of any electronic message they create. When communicating with BCPS staff, students shall use the BCPS staff member's official email address. Downloading any file attached to an electronic message is prohibited unless the student is certain of that message's authenticity and the nature of the file.

Social Media

Social media includes Internet-based applications and mobile technologies that allow the creation and exchange of user generated content. Examples of commonly used social media tools include, but are not limited to blogs, message boards, chat groups, instant messaging, personal news updates, and music and video sharing (e.g., Facebook, Google+, REMIND 101, YouTube, and Twitter). Utilization of social media on BCPS's computer system is permitted only by division personnel for professional development purposes; as a tool to foster closer community/school relations (e.g. the creation of a school Facebook Page); and as an educational tool with students over the age of 13 years, provided it is on the pre-approved list maintained by the Director of Technology or designee. Students may use social media on BCPS' computer system only for educational purposes, with prior approval from the classroom teacher.

Any use of social media must be in conformance with this AUP. Staff and students are cautioned that even non-school division computer system use of social media that violates this AUP, any School Board policies or procedures, the Code of Student Conduct, or creates a foreseeable risk of causing a substantial disruption to the work and discipline of the school may result in disciplinary action. Staff should only interact with students through social media sites created for educational purposes. Staff should not engage students through personal social media sites.

Social media in the classroom shall be used with students under the age of 13 years only where allowed by law (e.g., falls within the parameters of COPPA, CIPA, and PPRA) or when BCPS has approved usage division-wide (e.g., the BCPS Google Domain, a private BCPS learning management system) and with parental permission.

Electronic & Digital Published Media

BCPS may provide digital tools to aid students and staff in fulfilling their educational and workplace responsibilities. When authoring these digital works, users shall keep in mind that the end product shall support the educational objectives of BCPS. Every member of BCPS community has the responsibility to maintain and enhance the BCPS' public image and to use all digital tools in a productive manner. Unacceptable use includes but is not limited to:

- Posting personal and/or confidential information;
- Swearing, using vulgarities, or using any language inappropriate for a school setting;
- Transmitting false or defamatory information;
- Creating any end product intended to harass, insult, or launch a personal or discriminatory attack on an individual or group; and
- Posting electronic media for any other purpose that is illegal, against School Board Policies, or contrary to the best interest of BCPS.

Examples of Acceptable Computer System Use

1. In accordance with teacher directives in the instructional setting, including:
 - Research
 - Organization of materials
 - Brainstorming
 - Composition
 - Note-taking
 - Instructional software and internet activities
 - Projects
 - Correspondence
 - Career Development
 - Discussion Forums
 - Electronic Collaboration
2. Comply with fair-use laws and copyright regulations while accessing the Internet
 - Understand, recognize, and respect the intellectual property of others;
 - Present accurate information when collaboratively gathering or sharing information (e.g. avoid Wiki vandalism);
 - Ethical gathering and/or presentation of information (e.g. avoid plagiarism, provide correct attribution, follow Creative Commons Law); and
 - Cite all sources.
3. School-sponsored email
 - Use for legitimate BCPS academic and curricular activities communications;
 - Keep passwords and logins confidential and share them only with trusted adults;
 - Only access your own account;
 - Send messages that contain content in accordance with this policy and the Code of Student Conduct;
 - Immediately report messages that violate this policy or the Code of Student Conduct to administration; and
 - Download attachments only when user is certain the attachment is safe for the Computer System.
4. The Principles of the Computer System Community:
 - Exercise polite and proper network etiquette (the acceptable behavior the Internet community expects its citizens to follow);
 - Use the BCPS network for educational activities;
 - Respect both your own privacy and the privacy of others by not giving out personal information;
 - Respect the rights of others by not wasting network resources; and
 - Report any material that makes you feel scared or uncomfortable to a trusted adult.

Examples of Unacceptable Use

Students MAY NOT engage in any conduct that violates this AUP or the Code of Student Conduct. For example, a student MAY NOT:

1. Bypass or attempt to bypass BCPS' filtering software;
2. Swear, use vulgarities, or any other inappropriate language in any electronic communication;
3. Access web pages or Internet content that is inconsistent with the educational objectives of BCPS;
4. Participate in cyberbullying which is defined as the use of electronic media to support deliberate, repeated, and hostile behavior by an individual or group with the intention of physically or psychologically intimidate others;
5. Use the network/Internet for any illegal activity, including violation of copyright law, violation of contracts, or transmitting any material in violation of any federal, state or local law;
6. Send, receive, view, or download illegal or otherwise prohibited material via BCPS' computer system;
7. Install or download media, without authorization, to any BCPS or non-BCPS electronic devices while connected to the BCPS network;
8. Use BCPS' computer system for private financial or commercial gain or advertising;
9. Use resources wastefully (e.g. bandwidth, file space, paper, and ink/toner) or fail to respect the BCPS resource limits;
10. Gain unauthorized access to resources or entities;
11. Post material authored or created by another without his or her consent;
12. Submit, post, publish or display any obscene, profane, threatening, illegal, or other inappropriate material;
13. Use BCPS' computer system while access privileges are suspended or revoked;
14. Vandalize BCPS' computer system, including, but not limited to, modifying or rearranging keyboards, individual key caps, any other peripheral equipment, or destroying data by creating or spreading viruses and/or by any other means;
15. Forge, intercept, or interfere with electronic mail messages;
16. Post personal contact information about oneself or others including, without limitation, name, address, telephone, school/work address, without the prior written approval of the school principal or other designee of BCPS;
17. Use BCPS' computer system to disrupt others;
18. Read, modify or delete data owned by others; and
19. Violate any School Board policy or procedure or the Code of Student Conduct while using BCPS' computer system.

Recommended Dispositions in the Event of Student Misconduct

Students shall be held accountable to the appropriate Level of Consequence chart found in the Code of Student Conduct.

AUP Review and Revision

At a minimum, this AUP will be reviewed on an annual basis by the AUP and Internet Safety Committee. Additional review may be conducted if warranted under the circumstances. The AUP and Internet Safety Committee shall be responsible for making any recommended changes to this Acceptable Use Policy to the School Board.

Approved June 9, 2016

Signature Required on This Sheet

Bedford County Public Schools

ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT- Student and Parent/Guardian

Parents of minors are required to sign this Agreement before any student will be granted permission to use the Bedford County Public Schools' Computer System. Students are required to sign the agreement as an indication they understand the rules and regulations of the ACCEPTABLE COMPUTER SYSTEM USE BY STUDENTS Policy. Read this Agreement carefully before signing.

If you have any questions about this policy or regulation, contact your school principal.

I understand and agree to abide by the Bedford County Public Schools' Acceptable Computer System Use Policy and Regulation. I understand that BCPS may access and monitor my use of the Computer System, including my use of the Internet, email and download material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my Computer System privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student name: _____

Student signature _____

Date: _____

I have read this Agreement and Policy/Regulation. I understand that access to the Computer System is intended for educational purposes and the Bedford County Public Schools has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for BCPS to restrict access to all inappropriate material, and I will not hold BCPS responsible for information acquired on the Computer System. I have discussed the terms of this agreement, policy and regulation with my child. I grant permission for my child to use the Computer System and for BCPS to issue an account for my child.

Parent name: _____

Parent signature: _____

Date: _____

Acceptable Computer System Use by Adults

POLICY IIBEA/GAB ACCEPTABLE COMPUTER SYSTEM USE

Purpose of the Acceptable Use of the Computer System Policy

To establish clear guidelines for all employees, staff members, and guests who may have or are granted access to the Bedford County Public Schools' ("BCPS") computer system.

Definitions

For purposes of this Policy –

"Computer system" includes, but is not limited to hardware, software, data, communication lines and devices; printers; laptop and desktop computers; tablets; smartphones; optical disks; tape drivers; servers; mainframe; personal electronic devices brought as part of the bring your own device program; all peripherals, digital camera, document cameras, interactive whiteboards, and projectors; internal and external network connection; e-mail system; social media accounts; cloud or other online services offered through or operated by BCPS; and any other internal or external networks and/or services that BCPS utilizes.

"Division personnel," "employee," or "staff" means any person employed by the Bedford County School Board.

"Guest" means any member of the Bedford County community or other individual who is granted access to BCPS' computer system.

"Parent" means biological parent, relative, guardian, or other adult who has physical and/or legal control and responsibility for a minor (child) under the age of eighteen years.

"Student" means any person currently enrolled in Bedford County Public Schools.

"User" means any person who has access to or has permission to use BCPS' computer system. User includes all guests, division personnel, employees, staff, parents, and students.

Statement of Expectations

All uses of BCPS' computer system shall be consistent with the School Board's goal to prepare our students to be productive and responsible citizens in our community and the world. BCPS' computer system promotes instruction in 21st Century skills, research, and communication, and it also supports opportunities for collaborative work. BCPS' computer system is maintained for the mutual benefit of all users, and adherence to this Acceptable Use Policy ("AUP") is necessary for continued access to the computer system.

The use of BCPS' computer system is a privilege, not a right, and this policy is designed to establish clear guidelines for all users who have been granted access to the computer system. All uses of BCPS' computer system shall be in furtherance of BCPS educational objectives and shall be in accordance with this AUP, the Code of Student Conduct, and any other policy and/or procedure referenced below.

Rights and Responsibilities

Division Personnel: All division personnel shall abide by this AUP and shall not share his/her passwords or specific account information with any student.

Additional guidelines for acceptable electronics use are located in the School Faculty Handbooks, which shall be followed by all division personnel. It is the responsibility of every user who identifies a security issue or problem to notify immediately the building administration, the Technology Staff, the Systems Engineer, or the Director of Technology.

Instructional personnel are further responsible for the following:

- To monitor and manage the student use of the computer system in order to protect their safety and security;
- To monitor and supervise learning activities that include the integration of technology;
- To educate and support students in Internet safety, the Fair Use Act, and copyright law;
- To ensure that all guests receive a copy of this Policy before they may access the computer system;
- To participate in professional development opportunities designed to further the understanding of technological integration in the classroom and/or to further the understanding of 21st Century Skills in the classroom;
- To participate in community outreach programs designed to educate and instruct students, parents, and community members about the dangers and pitfalls associated with improper Internet use;
- To ensure that all security measures are adhered to for the protection of all students and the BCPS computer system;
- To ensure bandwidth resources are not used in an exorbitant manner for long periods of time (e.g., visiting data intensive websites such as Netflix and Hulu), especially during test administration windows;
- To log off the BCPS network when equipment will be left unattended for extended periods of time; and
- To back up his or her individual files and documents each week.

Parents: All parents are responsible for reading this AUP in its entirety prior to signing it. Parents shall be responsible for explaining the contents of this policy to their child(ren). Any parent granted user status to BCPS' computer system is responsible for:

- Following this AUP;
- Using BCPS' computer system for purposes consistent with the educational objectives of BCPS; and
- Notifying the building administration, the Technology Staff, the Systems Engineer, or the Director of Technology immediately upon identifying a security issue or problem with the computer system.

Guests: All guests who are granted user status to BCPS' computer system shall:

- Read and sign this AUP prior to the initial use of the computer system;
- Follow this AUP;
- Use the BCPS computer system for purposes consistent with the educational objectives of BCPS; and
- Notify the building administration, the Technology Staff, the Systems Engineer, or the Director of Technology immediately upon identifying a security issue or problem with the computer system.

Internet Safety Instruction and Community Outreach

As set forth in Va. Code § 22.1-70.2, BCPS shall provide to all students (K-12) Internet safety training. All students are expected to actively practice proper network etiquette. Internet safety instruction and community outreach shall be conducted annually to educate and instruct students and parents about the dangers and pitfalls associated with improper Internet use. This includes, but is not limited to, intellectual property rights, online predators, illegal downloading from the Internet, and “sexting.” Internet safety instruction and community outreach programs may call on School Resource Officers to assist in the explanation of the following: legal definitions, charges that may be filed against an individual in specific situations, and lasting legal consequences.

The need for Internet safety instruction and community outreach programs is assessed by building administrators, teachers, and AUP and Internet Safety Committee, all working together toward educating all stakeholders within our community.

Safety Measures and Limitations

Software is installed on the BCPS network to filter or block any content deemed inappropriate or harmful by BCPS, which includes but is not limited to child pornography as set out in Va. Code § 18.2-374.1:1; obscenity as defined in Va. Code § 18.2-372; and social networking spaces. Software filters are limited to blocking content accessed through the BCPS’ network, and will not prevent access to content when non-BCPS networks are utilized. Cell phones are one examples of technology that do not utilize the BCPS network and will not benefit from the software filter. Users shall not rely on software filters to prevent inappropriate website access.

As new technologies emerge, the educational value and ease of classroom integration will be evaluated concurrently by the BCPS Technology Staff, the BCPS Instructional Department, the BCPS Special Services Department, building technology committees, and the AUP and Internet Safety Committee. Recommendations for amendment to policy will be made by the AUP and Internet Safety Committee to the School Board.

Data Backup and Network Security

BCPS makes every effort to provide reliable storage for all users’ documents and files on BCPS’ servers. However, because no server can ever be 100% reliable, each user is responsible for backing up his/her individual files. BCPS recommends the regular backup of individual files to a portable medium, such as a Flash drive or an external hard drive, at least once a week.

Users shall not expect any data stored on the BCPS’ computer system to be private. Digital communication and files stored on BCPS’ computer system are regarded as property of BCPS. Authorized administrators may, without reason or prior notice, review files and documents including, but not limited to, email, documents, and logs, to ensure users are acting in accordance with this AUP, and to maintain system integrity.

Current security measures include firewalls, Internet filters, virus protection, and virus monitoring devices. The BCPS Technology Staff and Systems Engineer evaluate the security of the BCPS’ computer system to identify security threats daily. Data security and network security are constantly reviewed and, when necessary, adjustments and modifications are made to the system as issues arise.

Any user who identifies a security issue or problem shall immediately notify the building administration, the Technology Staff, Systems Engineer, or the Director of Technology. The intentional destruction or vandalism of BCPS’ computer system by any means or the intentional breach of BCPS’ LAN or WAN is prohibited. Any violation of this AUP shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by the School Board, or legal action.

Reliability of the Computer System:

Technology, while extremely valuable, is sometimes unreliable. The School Board makes no warranties for the computer system it provides. The School Board shall not be liable for any damages to the user from use of BCPS' computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Board denies any responsibility for the accuracy or quality of information obtained through BCPS' computer system. Users are cautioned to prepare for and guard against instances of technology unreliability. Users agree to indemnify the School Board for any losses, costs, or damages incurred by the School Board relating to or arising out of any violation of this AUP.

Electronic Mail (Email)

BCPS may provide email to aid students and staff in fulfilling their duties and as an educational tool. Email is not private and may be monitored and accessed by BCPS staff. Personal email accounts shall not be utilized by any BCPS staff when communicating with students. Unauthorized access to an email account by any user is prohibited. Users shall be held personally liable for the content of any email they create. Downloading any file attached to an email is prohibited unless the user is certain of its authenticity and the nature of the file. Prohibited uses of BCPS provided email accounts included but are not limited to:

- Sending personal and confidential student information (staff shall not include confidential student information);
- Swearing, using vulgarities, or using any other inappropriate language in any email transmission (Be advised that doing so in school-sponsored email will result in your email being automatically redirected from the intended recipient to the Director of Technology for review. Disciplinary action, as outlined in this policy, may be imposed);
- Failing to check email inbox on a regular basis;
- Sending or forwarding chain letters;
- Spamming (sending unwanted, unsolicited emails to large groups of people, or everyone in your address book);
- Subscribing to mail or notification lists (e.g. signing up or creating accounts for anything not school related);
- Sending emails with false or defamatory information; and
- Sending emails that are intended to harass, insult, or are personal or discriminatory attacks on another user.

Electronic & Digital Published Media

BCPS may provide digital tools to aide students and staff in fulfilling their educational and workplace responsibilities. When authoring these digital works, users shall keep in mind that the end product shall support the educational objectives of BCPS. Every member of BCPS community has the responsibility to maintain and enhance the BCPS' public image and to use all digital tools in a productive manner. Unacceptable use includes but is not limited to:

- Posting personal and/or confidential information;
- Swearing, using vulgarities, or using any language inappropriate for a school setting;
- Transmitting false or defamatory information;
- Creating any end product intended to harass, insult, or launch a personal or discriminatory attack on an individual or group; and
- Posting electronic media for any other purpose that is illegal, against School Board Policies, or contrary to the best interest of BCPS.

Social Media

Social media includes Internet-based applications and mobile technologies that allow the creation and exchange of user generated content. Examples of commonly used social media tools include, but are not limited to blogs, message boards, chat groups, instant messaging, personal news updates, and music and video sharing (e.g., Facebook, Google+, REMIND 101, YouTube, and Twitter). Utilization of social media on BCPS's computer system is permitted only by division personnel for professional development purposes; as a tool to foster closer community/school relations (e.g. the creation of a school Facebook Page); and as an educational tool with students over the age of 13 years, provided it is on the pre-approved list maintained by the Director of Technology or designee.

Any use of social media must be in conformance with this AUP. Staff and students are cautioned that even non-school division computer system use of social media that violates this AUP, any School Board policies or procedures, the Code of Student Conduct, or creates a foreseeable risk of causing a substantial disruption to the work and discipline of the school may result in disciplinary action. Staff should only interact with students through social media sites created for educational purposes. Staff should not engage students through personal social media sites.

Social media in the classroom shall be used with students under the age of 13 years only where allowed by law (e.g., falls within the parameters of COPPA, CIPA, and PPRA) or when BCPS has approved usage division-wide (e.g., the BCPS Google Domain, a private BCPS learning management system).

Examples of Acceptable Computer System Use

1. Professional Development Activities
2. Comply with fair-use laws and copyright regulations while accessing the Internet
 - Understand, recognize, and respect the intellectual property of others;
 - Present accurate information when collaboratively gathering or sharing information (e.g. avoid Wiki vandalism);
 - Ethical gathering and/or presentation of information (e.g. avoid plagiarism, provide correct attribution, follow Creative Commons Law); and
 - Cite all sources.
3. School-sponsored emails
 - Used for legitimate BCPS academic and curricular activities communications;
 - Keep passwords and logins confidential;
 - Only access your own account;
 - Send messages that contain content in accordance with this policy;
 - Immediately report messages that violate this policy or the Code of Student Conduct to administration; and
 - Download attachments only when user is certain the attachment is safe for the Computer System.
4. The Principles of the Computer System Community
 - Exercise polite and proper network etiquette (the acceptable behavior the Internet community expects its citizens to follow);
 - Use the BCPS network for educational activities – information posted to BCPS sponsored sites must be limited to curriculum related material;
 - Respect both your own privacy and the privacy of others; and
 - Respect the rights of others by not wasting network resources.

Examples of Unacceptable Use

Users MAY NOT engage in any conduct that violates this policy. For example:

1. Circumventing or attempting to circumvent the BCPS' filtering software.
2. Swearing, using vulgarities, or any other use of inappropriate language in any electronic communication.
3. Accessing web pages or Internet content that is inconsistent with the educational objectives of BCPS.
4. Participating in cyberbullying which is defined as the use of electronic media to support deliberate, repeated, and hostile behavior by an individual or group with the intention of physically or psychologically intimidate others.
5. Using the network/Internet for any illegal activity, including violation of copyright law, violation of contracts, or transmitting any material in violation of any federal, state or local law.
6. Sending, receiving, viewing, or downloading illegal or otherwise prohibited material via BCPS' computer system.
7. Installing or downloading media, without authorization, to any BCPS or non-BCPS electronic devices while connected to the BCPS network
8. Using BPCS' computer system for private financial or commercial gain or advertising.
9. Using resources wastefully (e.g. bandwidth, file space, paper, and ink/toner) or failing to respect the BCPS resource limits.
10. Gaining unauthorized access to resources or entities.
11. Using BCPS' computer system after access privileges have been suspended or revoked.
12. Vandalizing BCPS' computer system, including, but not limited to, modifying or rearranging keyboards, individual key caps, any other peripheral equipment, or destroying data by creating or spreading viruses and/or by any other means.
13. Forging, intercepting, or interfering with emails messages.
14. Using BCPS' computer system to disrupt others.
15. Violate any School Board policy or regulation while using BCPS' computer system.

Possible Consequences for Violating this AUP

Any division personnel who violate this policy shall be subjected to disciplinary action up to and including termination. Examples of possible dispositions (in no particular order):

- Restriction or cancellation of technology privileges
- Confiscation
- Law enforcement agency involvement
- Restitution
- Letter of reprimand
- Supervisory conference
- Plan of improvement
- Administrative leave pending a hearing
- Termination of employment

AUP Review and Revision

At a minimum, this AUP will be reviewed on an annual basis by the AUP and Internet Safety Committee. Additional review may be conducted if warranted under the circumstances. The AUP and Internet Safety Committee shall be responsible for making any recommended changes to this AUP to the School Board.

ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT

Users are required to sign this Agreement before they will be granted permission to use the Bedford County Public Schools' computer system. If you have any questions about the AUP, please contact your supervisor or the building principal. By signing this agreement, you certify that you have read Policy IIBEA/GAB, Acceptable Computer System Use and agree to abide by its terms.

I have read this Agreement and School Board Policy and Regulation GAB. I understand that access to BCPS' computer system is intended for educational purposes only. I understand that BCPS may access and monitor my use of the computer system, including my use of the Internet, emails, and downloaded material, without prior notice to me. I understand that it is impossible for BCPS to restrict access to all inappropriate material, and I will not hold BCPS responsible for information acquired on the computer system. I further understand that should I violate this AUP, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Name: _____

Signature: _____

Date: _____



Bedford County Public Schools

2016-2018 Addendum to the
Educational Technology Plan 2011-2016

Appendix 3

Summary of the Internet Safety Program

The Bedford County Public School division endeavors to continually evaluate and improve our Internet Safety Program. We have met each benchmark set forth by the Virginia Department of Education and the Virginia General Assembly from their inception in 1999. In 2009, we rewrote our Acceptable Use Policy to include all fourteen components recommended by the Commonwealth and set forth the expectation that classroom teachers, rather than just Instructional Technology Resource Teachers and Library Media Specialists, were expected to be teaching Internet Safety. All teachers who taught Internet Safety, along with their building principal, sign an Internet Safety Verification Form each year and submit it to the office of the Instructional Technology Coordinator for review.

Our elementary students are taught Internet Safety utilizing NetSmartz and various other online learning sites. At the middle and high school levels of education, the Internet Safety component is built into the English Curriculum. Currently, we are using lesson plans developed by Common Sense Media to teach middle and high school students. Community outreach is conducted whenever feasible.

Our program has been assessed and evaluated, to date, by an AUP and Internet Safety Committee. This committee, working with the BCPS Technology Department, has compiled a needs assessment survey to gauge stakeholder understanding of both basic Internet Safety and the Internet Safety Program being offered within the Bedford County Public School system. The results of the survey will be analyzed and used to drive instruction for future school years.



Bedford County Public Schools

2016-2018 Addendum to the
Educational Technology Plan 2011-2016

Appendix 4 *Summary of Changes*

Educational Technology Plan 2011-2016 Addendum for 2016-2018 – Changes

Goal 1: Provide a safe, flexible, and effective learning environment for all students.	No change
<i>Objective 1.1: Deliver appropriate and challenging curricula through face-to-face, blended, and virtual learning environments.</i>	Objective 1.2 has become Objective 2.1 with slight modifications
<i>Objective 1.2: Provide the technical and human infrastructure necessary to support real, blended, and virtual learning environments.</i>	Objective 1.2 has been split to become Objective 1.1 and 1.2
<i>Objective 1.3: Provide high-quality professional development to help educators create, maintain, and work in a variety of learner-centered environments.</i>	Objective 1.3 has become a strategy under Objective 1.2 New Objective 1.3 regarding policies and procedures for acquisition and management of technologies
Goal 2: Engage students in meaningful curricular content through the purposeful and effective use of technology.	No change
<i>Objective 2.1: Support innovative professional development practices that promote strategic growth for all educators and collaboration with other educators, content experts, and students.</i>	Has become part of Objective 1.2 New Objective 2.1 was Objective 1.1
<i>Objective 2.2: Actualize the ability of technology to individualize learning and provide equitable opportunities for all learners</i>	Has been adjusted to reflect an emphasis on resources for personalized learning for all students
<i>Objective 2.3: Facilitate the implementation of high-quality Internet safety programs in schools.</i>	Has been rolled into a New Objective 3.2
Goal 3: Afford students with opportunities to apply technology effectively to gain knowledge, develop skills, and create and distribute artifacts that reflect their understandings.	No change
<i>Objective 3.1: Provide and support professional development that increases the capacity of teachers to design and facilitate meaningful learning experiences, thereby encouraging students to create, problem-solve, communicate, collaborate, and use real-world skills by applying technology purposefully.</i>	Has been simplified with a new emphasis on providing resources. The professional development piece has been absorbed into New Objectives 1.2 and 2.2

Objective 3.2: <i>Ensure that students, teachers, and administrators are ICT (Information and Communication Technology) literate.</i>	Has been rolled into a broader Objective 1.2
Objective 3.3: <i>Implement technology-based formative assessments that produce further growth in content knowledge and skills development.</i>	Has been rolled into New Objective 5.1
Goal 4: Provide students with access to authentic and appropriate tools to gain knowledge, develop skills, extend capabilities, and create and disseminate artifacts that demonstrate their understandings.	No change
Objective 4.1: <i>Provide resources and support to ensure that every student has access to a personal computing device.</i>	No change
Objective 4.2: <i>Provide technical and pedagogical support to ensure that students, teachers, and administrators can effectively access and use technology tools.</i>	Objective 4.2 has been absorbed into Objective 1.1 and new Objective 1.2
Objective 4.3: <i>Identify and disseminate information and resources that assist educators in selecting authentic and appropriate tools for all grade levels and curricular areas.</i>	Has become Objective 4.2
Goal 5: Use technology to support a culture of data-driven decision making that relies upon data to evaluate and improve teaching and learning.	No change
Objective 5.1: <i>Use data to inform and adjust technical, pedagogical, and financial support.</i>	No change
Objective 5.2: <i>Provide support to help teachers disaggregate, interpret, and use data to plan, improve, and differentiate instruction.</i>	Has been absorbed into the strategies for Objective 5.1
Objective 5.3: <i>Promote the use of technology to inform the design and implementation of next-generation standardized assessments.</i>	Has become Objective 5.2