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## **INTERNET AND THE EDUCATIONAL PROGRAM**

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*Policy Code: 3225*

Access to the Internet is available to all students and staff in Franklin County Schools through a combination of Wide Area Network and dial-up connections. These connections offer vast, diverse and unique resources. The goal in providing this access is to promote educational excellence by facilitating resource sharing, innovation and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Available precautions, which are limited, have been taken to restrict access to inappropriate materials; however, on a global network it is impossible to control all materials and an inventive user may discover controversial or inappropriate information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material which is not consistent with the educational goals of the Board.

Internet access is provided through a complex association of local, regional, state and worldwide networks. The smooth operation of networks relies on the proper conduct of end users who must adhere to strict guidelines. The guidelines are provided here so that all users are aware of the responsibilities involved. In general this requires efficient, ethical and legal utilization of the network resources.

To promote responsible, efficient, ethical, and legal utilization of the network resources, all users will sign an "Acceptable Use Agreement" prior to being given access to the Internet. If a parent or guardian wishes to withhold consent for student access to the Internet, a request must be made within two weeks after the beginning of attendance for the student during each school year.

### **TERMS AND CONDITIONS**

#### **Acceptable Use**

The purpose of our connection to the Internet is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of this connection must be in support of education and research and must be consistent with the educational objectives of Franklin County Schools; to support the implementation of the "North Carolina Standard Course of Study" and local School Improvement Plans for increased student achievement; to enhance learning opportunities by focusing on the application of skills information retrieval, searching strategies, research skills, and critical thinking; and to promote life-long learning skills.

The Internet is provided for school-related purposes only. No right of privacy exists in any communication on the Internet. The school district may monitor all communications and intercept e-mail messages as a part of ensuring compliance with Board policy and applicable laws and regulations.

Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: online gambling, transmission of copyrighted material, threatening or obscene material, or material protected by trade secret. Illegal activities are strictly prohibited. Use of the Internet for commercial

gain or profit is not allowed from an educational site. Students must meet all standards of expected student behavior and comply with all Board policies and school standards and rules. Employees must comply with all relevant Board policies in using the Internet. All applicable laws and Board policies apply to Internet use, including those relating to copyrights and trademarks, confidential information, and public records.

**Privileges**

The use of the Internet is a privilege, not a right, and inappropriate use will result in loss of this privilege.

**Netiquette**

All users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal personally identifiable information, such as your address, or the address, phone number, or social security number of any other person.
- Do not reveal your own credit card number, or the credit card number of any other person.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.

**Vandalism**

Vandalism will result in loss of the use of the Internet and other disciplinary measures in accordance with the policies of Franklin County Schools. Vandalism is defined as any malicious attempt to change, harm or destroy the data of another user or the configuration of any computer owned by Franklin County Schools. This includes, but is not limited to, the uploading or creation of a computer virus.

**Software**

Students are expressly prohibited from downloading from the Internet and/or installing any program software, including, but not limited to, game software, on any networked or stand-alone computer in Franklin County Schools. Users are allowed to download text and graphic data for valid educational purposes.

**Online Chat Rooms**

Use of online chat rooms by students will be allowed only in controlled, teacher supervised, project oriented situations. All other use of chat rooms is prohibited.

**Supervision of Student Internet Use**

Students who are accessing the Internet through the FCS network should be supervised by a teacher or staff member at all times. Students are prohibited from accessing the Internet without the presence of a teacher or staff member.

**Teacher Internet Demonstrations**

This policy does not require parent consent for a student to view a classroom presentation that utilizes the Internet.

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**Legal References:** U.S. Const. amend. I; 17 U.S.C. 100 et seq.; Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; G.S. 115C-391, -325(e)

**Cross Reference:** Parental Involvement (policy 1310), Curriculum and Instructional Guides (policy 3115), Technology in the Educational Program (policy 3220), Copyright Complaint (policy 3230), Standards of Expected Student Behavior (policy 4310), Public Records (policy 5070), Staff Responsibilities (policy 7300)

**Adoped:** 05/10/99

**Revised:** 09/10/01

# Deployment standards and procedures

## Return to the Technology Plan -- Policy Section

Deployment procedures are guidelines for the selection of electronic resources both software and hardware. The Deployment standards and procedures are governed by the Selection of Textbook and Supplemental Materials Policy (Policy Code 3200). The purpose of a deployment process is to assure the wisest utilization of funds to fulfill the educational goals and objectives of Franklin County Schools.

## Software and Hardware:

Purchasing software or online resources and hardware requires many considerations. Criteria to consider before purchasing computer resources are:

### Curriculum

- ❑ Purpose: overall purpose and its direct relationship to instruction objectives/curriculum/curriculum integration/support
- ❑ Reliability: accurate, authentic
- ❑ Age appropriateness
- ❑ Treatment: quality of the writing/production, clarity, skillful, readability, organization, unbiased
- ❑ Technical production: audio and/or visual
- ❑ Duplication of or lack of curriculum resources
- ❑ Construction: durable, manageable, attractive, format, and cost
- ❑ Features: illustrations, photographs, maps, charts, graphs, guides, etc.
- ❑ Uses: individual, small group, large group, introduction, in-depth study

### Technical

- ❑ Platform
- ❑ Operating system
- ❑ Accessibility
- ❑ Video resolution
- ❑ Bandwidth
- ❑ Storage space
- ❑ Speed
- ❑ Warranty and available spare parts

The selection of hardware and software for school use will be made primarily at the school level with the involvement of the Media Advisory Committee and the technology support & instructional staff. Principals are to include the technology support & instructional staff in the evaluation of technology resources to ensure efficient and effective use of resources. Any product that does not meet the curriculum and technical standards established in the deployment criteria should be considered an inappropriate material for use in Franklin County Schools.

# **Franklin County Schools**

## **Equipment Donation Procedure**

### **Acceptance Procedure**

- Donor will contact the Technology Department.
- Technology Department will review the donation request to determine suitability based on network standards.
- Approved equipment will be scheduled for delivery/pick up.
- Installation will be scheduled
- Equipment will be allocated to schools based on greatest needs and/or applicable usage
- Donations become the property of Catawba County Schools.
- Franklin County Schools assumes no debts or liens attached to the contributions
- Donations are made to the school district, or to a particular school or classroom.
- Franklin County Schools will not determine the value of donated items: a letter of acknowledgement will be provided if requested

### **Quality Standards for Donated Equipment**

- Must be fully functional under acceptable working conditions
- Must be donated as a complete system (cables, monitor, keyboard, mouse, etc.)
- Must include operating system/software
- Must have all applications removed from the hard drives unless the original disks and license accompany the donation
- Must have replacement parts available and affordable
- Must be compatible with existing infrastructure and hardware
- Equipment that does not meet the above standards will not be supported by the Information and Technology Department

### **Equipment Management**

- Donated equipment should be added to the fixed asset inventory of the school if the value meets or exceeds the current asset threshold
- Equipment should be entered into the Follett database of the school

# **Franklin County Schools**

## **Equipment Maintenance, Replacement and Disposal Procedure**

This procedure establishes the guidelines for the maintenance, replacement and disposal of computers and peripherals within the Franklin County School system.

In this document the term "representative" indicates a Technology Department representative.

### **Repairs**

To initiate a repair for equipment internal to Franklin County Schools the school designee(s) submits a work order through the technology resource member. After the work order is received, a representative will visit the school to examine the equipment. The representative will evaluate the need for repair and determine the best course of action.

### **Warranty**

If a product is still under the manufacturer's warranty, the representative or school designee(s) will contact the manufacturer and facilitate getting a replacement part. Once the part(s) is received, the representative or designee(s) will make the appropriate repairs.

### **Non-Warranty**

For equipment not covered by a manufacturer's warranty, an estimated cost of repair will be determined and the decision for repair will be left up to the representative. Equipment will not be repaired if the repair cost exceeds 50% of the current value of the hardware. Costs for repairs, not to exceed 50% of the value of the hardware, may be covered through the allocated technology repair budget.

If the decision is made not to repair a particular piece of equipment due to cost, a school or department may choose to use its own funds to repair the equipment. However, no Technology Department repair funds will be allocated to support this repair.

Supplies and components that normally wear out over time (e.g., toner cartridges, headphones) will be treated as supplies. Schools should pay for these as they would other supplies.

The Technology Department must approve the use of outside vendors. This will be done on a case by case basis.

## **Replacement**

If equipment is determined to be “un-repairable”, a school or department may choose to replace the item. Replacement of these items may come from an allocated technology replacement budget, when available, or from other funds.

Equipment removed from service at one location may be reassigned to another location within the system. Relocation must be reported to fixed asset /financial assistant using the asset transfer log form.

When available, non-repairable equipment may be replaced with newer equipment not currently in service within the system. A cost may be associated with these items but the cost should be substantially lower than purchasing a new item.

Obsolete items may also be replaced due to limitations of processor speed, memory or other requirements.

All requests to purchase hardware must come through the Technology Department. After the request for replacement items is received, a quote for the replacement item will be forwarded to the school designee(s). After the school designee(s) evaluates the quote for item correctness and authorization is given, the item will be ordered. Once the item(s) is received the Technology Department will install it.

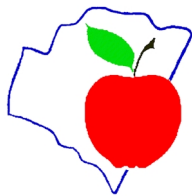
## **Disposal**

When it is no longer economically feasible to repair equipment, the Franklin County Schools Technology Department will take the following steps in the disposal of outdated equipment:

- Remove all components that could be used for replacements of working systems (disk drives, memory, keyboards, etc.)
- Dispose of in accordance with public regulations

Items that are deemed “un-repairable” will be consolidated at a designate site. The consolidation site will be determined by the maintenance director. Periodically, the Maintenance Department will collect items from each school’s consolidation location. All pickup require a asset transfer log completed by Media Specialist/or school designee.





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## **SELECTION OF TEXTBOOKS AND SUPPLEMENTAL MATERIALS**

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*Policy Code: 3200*

In order to help fulfill the educational goals and objectives of the school district, the Board strives to provide media which will enrich and support the curriculum while improving literacy and technological skills. Materials also should be representative of the rich diversity of our nation and appropriate for the maturity levels and abilities of the students.

State-approved textbooks will be used unless the Board approves a waiver for alternative materials. The curriculum supervisor or a school through its school improvement plan may submit a request for the use of alternative materials. The request should identify how the supervisor or school has ensured that the curriculum will continue to be aligned with the Standard Course of Study, articulated from grade to grade, and meet the educational goals of the Board. The Franklin County Board of Education delegates the responsibility for the review of recommended instructional materials for purchase to the respective Media Advisory Committee in each school. Materials not on the state-approved Media Advisory List shall not be made available to students until the process set forth in this policy has been completed.

The selection of supplemental learning materials for school use will be made primarily at the school level with the involvement of the Media Advisory Committee. The Media Advisory Committee is appointed by the principal and chaired by the media coordinator. This committee includes teachers representing all subject areas and/or grade levels, students when feasible, and a parent or community representative. Under the leadership of professional media personnel, this committee sets priorities for instructional materials to be acquired based on school-wide objectives and strengths and weaknesses in existing school collections. In determining priorities, the committee is informed of the budget allocated in order to make the wisest choices possible. Principals will be responsible for establishing and enforcing rules concerning what materials may be brought in by teachers without review. Principals are encouraged to involve teachers in establishing these rules.

### **OBJECTIVES FOR SELECTION OF MEDIA**

The Franklin County Board of Education in keeping with the Standards of School Media Programs prepared jointly by the American Association of School Librarians and the Department of Audiovisual Instruction, asserts that the responsibility of the media program is:

- to provide materials that will enrich and support the curriculum, taking into consideration individual needs and the varied interests, abilities, and maturity levels of the students served;
- to provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
- to provide a background of information enabling students to make intelligent judgments in their daily lives;
- to provide materials on opposing sides of controversial issues so that students may develop under guidance, the practice of critical thinking and of critical analysis of all materials;
- to provide material representative of the many religious, ethnic, and cultural groups in our nation and the

- contributions of these groups to our American heritage; and
- to place principle above personal opinion and reason above prejudice in selecting materials of the highest quality in order to assure a comprehensive collection appropriate for users of the media center.

**CRITERIA FOR SELECTION OF INSTRUCTIONAL MATERIALS**

Needs of the individual school, based on knowledge of the curriculum and of the existing collection, are given first consideration. Requests from faculty and students are also given consideration for review. Materials considered for purchase are to be judged on the basis of the following criteria:

- Purpose: overall purpose and its direct relationship to instruction objectives/curriculum
- Reliability: accurate, authentic
- Treatment: quality of the writing/production, clarity, skillful, readability, organization, unbiased
- Technical production: audio and/or visual
- Construction: durable, manageable, attractive, format, and cost
- Features: illustrations, photographs, maps, charts, graphs, guides, etc.
- Uses: individual, small group, large group, introduction, in-depth study.

**PROCEDURE FOR SELECTION OF INSTRUCTION MATERIALS**

In coordinating the selection of instructional materials, media specialists, assisted by the Media Advisory Committee, should:

- arrange (when possible) for firsthand examination of items to be purchased;
- use reputable, unbiased, professionally prepared selection aids when firsthand examination of media is not possible;
- review items by standard selection criteria and, upon acceptance of such items, reserve the right to incorporate into the school collection only those meeting these specified criteria;
- review gift materials by standard selection criteria and accept or reject by these standards;
- purchase duplicates of extensively used materials;
- withdraw materials from the collection that are worn, obsolete, and otherwise no longer useful;
- replace standard or basic items in the collection that are worn, damaged, or missing;
- examine expensive sets of materials and materials acquired by subscription and purchase only to fill a specific need;
- determine a procedure for preventive maintenance and repair of equipment; and
- establish a policy regulating sales representatives' access to individual school personnel.

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**Legal References:** U.S. Const. amend. I; N.C. Const. art. I, § 14; G.S. 115C-45, -47, -81, -98, -101

**Cross References:** Goals and Objectives of the Educational Program (policy 3000), School Improvement Plan (policy 3430)

**Adopted:** 04/12/99



*Franklin County Schools*

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*Louisburg, North Carolina 27549*

*Administrative Office (919) 496-4159*

*Technology Department (919) 494-5060*

## *Software Code of Ethics for Employees*

All employees shall use software only in accordance with its license agreement. Unless otherwise noted in the license, or in the event that software arrived without a license agreement, any duplication of copyrighted software, except for backup and archival purposes, is a violation of federal law and district policy. This signed Code of Ethics will be filed with the District Software Manager.

1. I will use software according to the provisions of the license agreements.
2. I will not make unauthorized copies of software under any circumstances.
3. I recognize that the district/school will not tolerate the use of any illegal software copies on district/school computers.
4. I understand that anyone found copying software other than for backup purposes is subject to district/school disciplinary actions.
5. I understand that anyone found making illegal software copies may be subject to civil and criminal penalties up to \$250,000 per work copied.
6. I will report any suspected misuse of software to the District Software Manager.

## Franklin County Schools

### Software Evaluation Procedure

This procedure establishes the acceptable guidelines for evaluating software prior to acquisition and installation of software on computers within the Franklin County School system.

There are many software packages available that aid in the instructional process. Some of these packages are sold as single user versions while others are packaged for network use. To ensure the program will operate as designed and for the purpose it is intended, the Technology department will evaluate all software, including version upgrades, for technical requirements prior to purchasing/installing.

Many products have previously been evaluated and tested in the Franklin County Schools networks for effectiveness and reliability. Some products have worked well, while others have not functioned as designed. A list of the approved and disapproved software packages is available in electronic format and will be available to all employees through the Franklin County Schools Technology webpage. Prior to requesting software evaluation, this list should be consulted. Inclusion of software on this list does not guarantee that the software will work in every school environment.

When considering the purchase of software the school designee(s) will complete the Software Evaluation Form. The request will then be evaluated by the Technology Department assigned to the school to ensure the product meets the intended instructional need. Once the initial evaluation has been completed the form is to be forwarded to the Information and Technology Department for technical evaluation.

A demonstration version of the software may be requested.

Software furnished with textbooks is subject to review of technical specifications by the Information and Technology department.

Software downloaded from the Internet is subject to copyright law and Franklin County Schools' acceptable use policy. Downloads must undergo the evaluation process outlined in this procedure.

Software that is not subjected to and approved by this evaluation process will not be installed or supported by the Technology Department.

The Technology department is committed to and strives for continued innovation and implementation of technology in the classroom. This procedure helps to meet that commitment.

# Franklin County Schools

## Software Evaluation Form

*This section is to be completed by the staff member and forwarded to school Technology Facilitator*

Date: \_\_\_\_\_

Name of Person Completing Form: \_\_\_\_\_

School: \_\_\_\_\_

Specific location of software installation: \_\_\_\_\_

Software Title: \_\_\_\_\_

Distributor: \_\_\_\_\_

Vendor Name: \_\_\_\_\_ Vendor Phone: \_\_\_\_\_

Price(s) for Single Workstation: \_\_\_\_\_ Lab Pack: \_\_\_\_\_

Network/Site License: \_\_\_\_\_

1. Is this software on the list of approved software provided by the Information & Technology Department? Yes \_\_\_\_\_ No \_\_\_\_\_

2. Type of software: (circle one)      Network      Lab Pack      Single Workstation

3. Does it have a management system or student database? Yes \_\_\_\_\_ No \_\_\_\_\_

4. If yes, who will be responsible for maintaining this database?\_\_\_\_\_

5. List the curriculum standard(s) that this software will support.

# Franklin County Schools Guidelines for Web Pages

The purpose of the Franklin County Schools site is to provide the community with current information about the system and/or schools and to provide a format for students to publish their work.

## Initial Requirements:

1. The principal will designate an individual as the school's webmaster who will be responsible for the content and maintenance of the school's web page.
2. The principal, webmaster and other designated school personnel will determine the purpose and the information to be included on the school's page.

## Content

1. District/School web pages might include a school directory, contact information for the school and school webmaster, PTA/PTO information, mission statement, school history, information about special programs, active organizations, sports, school events, schedules, logo or mascot, photo of school, student work, links to educational resources on the web.
2. Teacher/Class web pages might include class rules, expectations, class syllabus, assignments, student work, teacher's email address, school address, grade level, and links to subject area resources.

## Student Names and Pictures

1. All students' listings (memberships, sample work, etc.) shall consist of first names and last initials only.
2. Before posting pictures of students, a signed copy of Permission to post form for each student in the picture must be on file.
3. Work by students (writing, artwork, photography, etc.) belongs to them and should not be published without written student and parental permission.

## Webmaster Design, Management and Responsibilities

1. Update web page regularly.
2. Keep web page design simple and professional.
3. All web pages are required to follow fair use/copyright guidelines.
4. Do not link to any personal web page, public chat rooms, or sites that contain a great deal of advertising.
5. All school's home page must link to the Franklin County Schools home page.
6. All school pages must link back to the school's home page. .
7. Any links to other sites from school/teacher/class web pages require permission from the web master of the site.

Sample request message

I am creating a web page for my school/class. I have found your site to be exemplary and would like to include it as a link and ask your permission to do so. Thank you for taking the time to create a site that enhances education. The URL for our site is <http://www.franklinco.k12.nc.us/> If I do not hear from you in two weeks, I will assume you grant permission to link to your site. If you have any concerns, please email me and I will not link to your site.