



# Liberty County School System

Hinesville, Georgia

Three-Year Technology Plan

July 1, 2008-June 30, 2011

**Submitted to AASU ETTC and the State DOE for approval May 9, 2008**

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## I. Vision for Technology Use

It is the mission of Liberty County Schools to implement technology in a manner that will enhance the education of all students and enable them to become responsible, productive citizens in our ever-changing, technology driven society. We will assist our educators, parents, and community members in developing strategies that will allow our students to access, analyze, and use information in an ethical manner to develop higher order thinking skills. It is our goal to provide materials, equipment, software, and most importantly, training that allows all stakeholders to benefit from current and new technology and the advantages it gives in enriching our established curriculum. Liberty County Schools will maintain our commitment to provide a highly qualified technology department dedicated to offering training and support as we continue to strive towards creating 21<sup>st</sup> century learning environments.

- Provide students and educators access to production hardware and software to achieve higher order thinking skills while demonstrating mastery of the curriculum standards;
- Provide students and educators access to high speed connections to the World Wide Web and instruction to empower information collection, collaborative learning, problem solving, and decision making;
- Establish a standardized equipment and resource list for all academic classrooms;
- Provide access to equipment and assistive technology for students with disabilities including those with diverse learning styles and needs;
- Provide computer access in the form of either stationary or mobile labs available for whole class instruction;
- Provide educators with instruction in technology integration practices designed to enhance the curriculum;
- Diagnose student instructional needs through the use of appropriate technology applications;
- Maintain a centralized website designed to give easy access to individual and school system information, system requirements, performance, and achievement;
- Develop system level classroom technology expectations and a means of assessing our progress toward the achievement of this goal;
- Develop a plan for replacing outdated equipment, software, and Internet connections;
- Promote technology literacy with elementary and middle school students through a standardized computer literacy curriculum;
- Include technology in all future construction projects and update existing classrooms with comparable devices;
- Allocate local funds in a manner which requires documentation of anticipated use and requires updates of the success of technology initiatives;
- Maintain a county technology committee made up of an individual at each school who will work as a liaison between the individual site and the technology office; and
- Develop a peer review committee made up of principals, curriculum coordinators, central office administrators, etc. who will meet bi-annually to make recommendations to the technology department.

In summary, the Liberty County School System is committed to providing all students an education that encourages academic excellence and prepares them to function in today's technological world. All Liberty County staff and all students will have access to technology. Technology will allow teachers to facilitate instruction, promote excellence in performance, provide students with the greatest number and variety of learning experiences that are possible, and maintain accurate student information. The Liberty County school system will provide all students with the essential tools needed to communicate their needs effectively and to access the information necessary to help themselves and each other. Students will graduate from Liberty County schools prepared to function in a global economy.

## **II. CURRENT REALITY**

### **Data Sources**

According to the Technology Hardware Inventory Survey from March 29, 2008, the Liberty County School System presently has 3,759 desktop computers, 1,800 laptops, and 60 servers serving the students of Liberty County. Of those computers, to include laptops, 5,553 have high speed Internet connections. Liberty County has a total of 688 classrooms and 100% of these classrooms have high speed Internet access. The hardware inventory identified 5,281 of these computers are used for instructional purposes. Of these instructional computers, 5,260 are Windows or 94.6%, and 21 are MacIntosh or 5.4%. The ratio of student to Internet connected instructional computers, to include both desktops and laptops, is 2.06. The MAN is fiber optics and is a leased line. All schools in the system have 100% wireless coverage. Local funding provides the revenue for technology hardware in Liberty County Schools. Local funds are used to allocate funding for increasing the technology in the schools. Each school is given an allotment of this money based on their individual school FTE count. School expenditures are determined by comprehensive school improvement plans (CSIP). Elementary and middle schools also receive Title I funds which have supplemented local funding.

### **Instructional Technology Use**

#### *Elementary Schools*

Each of the eight Liberty County elementary schools has a closed circuit television system. There are cable connected TVs and video streaming service available in each classroom. The schools have 100% of their classrooms equipped with high speed Internet connections. Five of the elementary schools have multimedia instructional centers in each classroom that are complete with an interactive white board, a data projector, and a laptop. The other three schools have 95% of their classrooms outfitted with these multimedia centers. Many of the elementary classrooms also have flexible video cameras, wireless slates, digital cameras, and digital microscopes. 65% of the classrooms have student response systems. There is a 2:1 ratio of student to Internet connected computer in the elementary schools. Each of the eight elementary schools also have one computer lab staffed by a certified educator. Additionally, these schools have either a mobile lab or another stationary lab available for classroom teachers to use for class projects and research purposes. The elementary school teachers have the following software programs available for use in their instruction:

- Word, Excel, PowerPoint
- STAR Reading
- STAR Math

- Timeliner
- Orchard
- Kidspiration/Inspiration
- Harcourt Science and Math programs
- Scholastic Reading Inventory (SRI)
- KidPix
- Renaissance Place Reading program
- Mavis Beacon Keyboarding program
- Scholastic Keys
- Online Assessment System (OAS)
- SmartBoard
- Classroom Performance System
- PhotoStory
- Movie Maker
- NetTrekker
- System to Enhance Education Performance (STEEP)

### *Middle Schools*

The three Liberty County middle schools have closed circuit television with cable connected TVs and video streaming service available in each classroom. 100% of the middle school classrooms are equipped with high speed Internet connections. There is a 2:1 ratio of student to Internet connected computer. 97% of the middle school classrooms are equipped with a multimedia instructional center complete with an interactive white board, a data projector, and a laptop. 29% of the middle school classrooms are equipped with student response systems. There are also digital microscopes, digital cameras, and graphing calculators available for checkout from the school media centers. Each school houses six networked, laser printers available for classroom and student use. Each of the three middle schools in has two vocational labs and one remediation lab. The two vocational labs host computer exploratory classes that expose students to a variety of desktop publication, word processing, and Internet research skills. The remediation labs use the integrated learning system Success Maker to service students who have been targeted as below grade level. Additionally, there are at least two mobile labs available to assist teachers in implementing a project-based curriculum aligned to GPS. The middle schools also have a combined total of three classrooms that house enough laptops for each student to use as they rotate through this class. The following software programs are available to classroom teachers for use in their instruction.

- Renaissance Place
- Word, Excel, PowerPoint
- STAR Reading
- STAR Math
- Inspiration
- Online Assessment System (OAS)
- SmartBoard
- Classroom Performance System
- PhotoStory

- Movie Maker
- NetTrekker

### *High Schools*

The two Liberty County high schools have closed circuit television with cable connected TVs and video streaming service available in each classroom. 100% of the high school classrooms are equipped with high speed Internet connections. There is a 2:1 ratio of student to Internet connected computer. 55% of the classrooms are equipped with a multimedia instructional center complete with an interactive white board, a data projector, and a laptop. 30% of the high school classrooms are equipped with student response systems. There are also digital microscopes, digital cameras, and graphing calculators available for checkout from the school media centers. There are 20 networked, laser printers housed throughout the schools that are available for classroom and student use. Each high school has 2 stationary labs available for classroom teacher use as well as 6-8 vocational/business labs. There are at least 3 mobile labs at each school available for classroom check out. The following software programs are available to classroom teachers for use in their instruction.

- Renaissance Place
- Word, Excel, PowerPoint
- Inspiration
- Online Assessment System (OAS)
- SmartBoard
- Classroom Performance System
- PhotoStory
- Movie Maker
- NetTrekker

### **Instructional Gap Analysis**

As revealed by the 2007-2008 System Technology Inventory, the student to computer ratio is 2 students per every Internet connected computer. This data includes laptop computers in rolling carts that are available for classroom checkout. These mobile labs are available in 50% of the elementary schools and 100% of the middle and high schools. In some of the schools these labs are checked out on a regular basis while other schools have had wireless connectivity issues that make teachers reluctant to use the laptops. These connectivity issues are currently being addressed with the installation of additional wireless access points and the use of 802.11n technology for the mobile labs.

The Liberty County schools are equipped with a common web-based media management system. This system provides students and teachers easy access to information about all resources available through the media center. Although all schools have a common media management system in place, each system is currently housed on separate school servers. This creates a barrier for sharing of resources between schools.

Data collected from classroom observations completed during the 2007-2008 school year outlined the current reality of instructional technology use in the Liberty County classrooms. A

significant gap in the acquisition of 21<sup>st</sup> Century classroom tools still exists in the two high schools. Although the elementary and middle schools are 97% outfitted with 21<sup>st</sup> century classroom tools, these tools are primarily used for teacher lecture and there is no true integration. In new tech initiatives, the Liberty County Instructional Technology Department will begin using assessment software to determine technology proficiency levels. This will allow them to differentiate their instruction to focus on the integration of these tools.

According to 2007-2008 results from the Learning.com 8<sup>th</sup> grade proficiency assessment, only 55% of Liberty County 8<sup>th</sup> grade students are meeting technology proficiency standards. We believe this deficiency is a result of the lack of a standardized technology curriculum to drive instruction in the elementary grades. Although all students in the elementary grades attend the computer lab on a weekly basis, their knowledge of technology varies due to the lack of a standardized county wide curriculum. Once the students enter middle school, the computer labs are used for remediation or computer application classes are taken as electives. In an effort to improve the technology proficiency levels of our students by the eighth grade, the Instructional Technology Department will work with the elementary computer lab teachers to assist in the creation of a county wide standardized curriculum that focuses on the National Educational Technology Standards for Students (NETS-S) as defined by the International Society for Technology in Education (ISTE).

### **Administrative Technology Use**

Administrative applications are installed and supported at the district level. These applications are available to all schools and include student information management, food services, personnel information, employee attendance and applications, district finances, and purchasing. All teachers and administrators access web-based data through a high speed data connection. Schools connect through a 1g fiber backbone that delivers 100Mbps to the desktop. School personnel are provided web-based e-mail accounts to promote better communication between the schools, staff, and parents. Teachers and staff use the web-based application PD Express to access information about professional learning units and training opportunities. Liberty County utilizes the SASI system to manage student data. SASI is housed on three servers located in the central office technology department. Student data is entered by student information systems (SIS) operators at the individual school sites.

All teachers in grades 1 – 12 utilize the electronic grade book software Integrate Pro. Student data and schedules are exported by SIS operators to populate the grade book. Teachers upload student grades to a centralized server and report cards are printed by the SIS operators. Teacher lesson plans are managed with the on-line lesson plan manager *On Course*. Teachers post lesson plans that can be viewed by administrators at both the school and system level. This software has a template based teacher web page that is available for teacher use. Special education teachers use the web-based Special Education Automation Software (SEAS). This software is designed to manage data on special education students and electronically generate and document required paperwork such as Individual Education Plans.

All schools have accounts with a service that access educational videos for instructional purposes. All schools have access to state-funded GALILEO. All schools also have access to Nettekker D.I., a search service for educational websites. To assist in lesson plans, each school

has a subscription to an online lesson plan management program, for use by every teacher and administrator. Each teacher has the capability to publish a web site through this application. All schools have a web page published and maintained on a regular basis.

### **Administrative Gap Analysis**

The Liberty County School System has updated many administrative desktops, servers, and software to include student information system and food service servers. The schools house two servers that hold application and data that is accessible by the teachers and students. These servers are out of warranty and have become obsolete. To correct this, one terabyte server will be purchased for each school and the data from the two smaller servers will be consolidated. The current disk back up system will only back up 30 days of data at a time. We are in the process of expanding this disk to disk backup to 90 days to allow for better protection of data.

The Microsoft Exchange system that is in place is not being utilized to its fullest capability. Most of the Liberty County teachers and administrators do not use the calendar, appointment, and tasks functions of this system due in part to lack of understanding of what the system can provide. Training on the utilization of this tool will continue in an effort to better organize and connect the staff of the Liberty County School System. Communication between administrators and teachers is not as reliable as it could be as well, since there are still teachers who do not check email on a regular basis.

### **Parent/Community Uses of Technology**

Liberty County Schools utilize e-mail, websites, and newsletters to promote better communication between schools, staff, parents and community members. Various school locations provide after hour computer access to those parents who do not have Internet connected computers in their homes. The middle and high schools have automated phone systems in place that contact the student's home phone when they are absent, tardy, or for other school related messages. Parents have the opportunity to stay abreast of student performance in reading through Renaissance Place Reading Program. Now students and parents are able to track their reading progress through Home Connect. By using any computer with Internet access, students and parents have the opportunity to view reading goals, scores on the last quiz taken, view overall progress, find new books to take a quiz on, and see which books they have already been quizzed on. Updates are sent via email and will contain the results of any reading quizzes the student has taken.

### **Parent/Community Gap Analysis**

Although websites are in place at the system, school, and classroom level, communication continues to be limited due to the fact that the school and classroom websites are not always kept current. Not all parents have access to classroom news and information due to the fact that many teachers are not utilizing the teacher website that is provided through the lesson plan software. We currently do not have a parent portal that will allow parents to access student attendance, demographic information, and grades. This gap will be alleviated when we move to a new student information system. Not all schools have after hour access available to those families who do not have Internet connected computers and printers in their homes. This lack of access causes a disadvantage for some students when they are assigned projects required by the new Project-Based curriculum.

## Goals, Benchmarks and Strategies

<b>Access to Technology</b>				
<b>Goal 1: To provide all staff and students equitable access in the Liberty County School System access to current and emerging technologies.</b>				
<b>Strategies:</b>	<b>Benchmark</b>	<b>Evaluation Method</b>	<b>Funding Source/ Estimated Amount</b>	<b>Person Responsible</b>
To increase access to current and emerging technologies to enhance instruction.	<p>The number of pilot technologies will increase by 10%.</p> <p>There will be a 20% increase in modernization of current technologies.</p> <p>There will be a 50% increase in the new or updated rolling laptop labs in each school.</p>	<p>Conduct a semi annual equipment inventory during the fall and spring of each year</p>	<p>Local Technology Funds \$2.5 million</p> <p>School Allotted Title 1</p>	<p>Executive Director of Technology/Media, Instructional Technology Department, School Personnel</p>
To provide appropriate assistive technology as stated in the individual educational plan (IEP) of the special needs students.	<p>100% of students with special needs will be provided with assistive technology as stated in the IEPs.</p>	<p>An inventory of hardware and software will be conducted annually</p> <p>Mid-year annual survey</p>	<p>Cost would be determined by need of individual students and IEP requirements.</p>	<p>Executive Director of DEL, Executive Director of Technology/Media</p>

<b>Instructional uses of technology</b>				
<b>Goal 2: To provide all instructional personnel continued high quality professional learning in the effective use and integration of technologies to enhance standard base teaching and learning.</b>				
<b>Strategies</b>	<b>Benchmark</b>	<b>Evaluation Method</b>	<b>Funding Source/ Estimated Amount</b>	<b>Person Responsible</b>
To increase the number of Technology Enhanced Classrooms in which technology tools are an integral part of the curriculum through dynamic new initiatives.	At least 95% of classrooms in our system will be equipped with interactive white boards, projectors, and laptops.  Teachers in the Technology Enhanced classroom will complete 30 hours of technology training.	Annual Hardware Inventory Program Enrollment Documentation Classroom Observations  Class logs showing teachers participation in technology training annually	Local Funding 2.5 million Technology Professional Learning Funds \$150,000  School Allocated Title 1 Funding	Executive Director of Technology/Media, Instructional Technology Specialists, School Personnel
To increase opportunities for administrators to learn how to use new technologies to improve personal productivity.	100% of all administrators will be offered training in the effective use of modern technology by June 2009.	Class logs showing administrator participation in technology classes annually	Technology Professional Learning Funds \$150,000	Executive Director of Technology/Media, Instructional Technology Department

<b>Goal 3: To ensure the integration of technology in the standards-based curriculum and assess students' technology literacy.</b>				
<b>Strategies</b>	<b>Benchmark</b>	<b>Evaluation Method</b>	<b>Funding Source/ Estimated Amount</b>	<b>Person Responsible</b>
Specific student technology competency goals as required by Georgia Technology Standards will be incorporated into the curriculum at all grade levels.	Students will reach age-appropriate technology literacy levels by the end eighth grade.	Annual 8 Grade Proficiency Assessment using Learning.com	Local Tech Funds \$15,000	Executive Director of Technology/Media, School Personnel

<b>Administrative uses of technology</b>				
<b>Goal 4: Administrators will demonstrate leadership in the use of technology to support standards-based schools and establish an ongoing process of assessing the use of technology to improve instructional planning.</b>				
<b>Strategies</b>	<b>Benchmark</b>	<b>Evaluation Method</b>	<b>Funding Source/ Estimated Amount</b>	<b>Person Responsible</b>
Administrative personnel will support and participate in professional learning in the implementation and integration of the latest administrative and instructional technologies.	100% of administrators will be offered training in the effective use of current administrative and instructional technology by June 2009.	Class logs showing administrators participation in technology classes annually	Tech Professional Learning Funds \$5,000	Executive Director of Technology/Media, School Administrators
Evaluation practices will address the effective use of educational technology for student achievement of the GPS standards.	50% of our schools will evaluate the effective integration of technology in the classroom.	Classroom Observations	Tech Professional Learning Funds \$5,000	School Administrators, Instructional Technology Specialist
Administrative personnel will observe and document evidence of professional learning as integrated in lesson planning and technology planning.	75% of teachers will include technology in their weekly lesson plans.	Weekly evaluation of lesson plan	N/A	School Administrators

The system will continue to provide training and support for board members to use new systems and technology.	100% of acting board members will be offered training in the effective use of modern technology by June 2009.	Class logs showing board members participation in technology classes annually	N/A	Executive Director of Technology/Media, Instructional Technology Specialists
Administrators will communicate effectively with all audiences through the use of technology.	90% of administrators will use technology to create and enhance communication and multi-media presentations.  All administrators will ensure school web sites are current and up to date.	Classroom Observations  Annual survey of administrators and teachers to determine usage	Local Tech Funds (Software Maintenance) \$50,000	Executive Director of Technology/Media, School Administrators
Administrators will become informed decision makers on technology issues and establish technology integration standards and expectations.	100% of both School Improvement Plans and System Improvement Plans will include goals addressing the integration of technology.	Annual evaluation of Improvement Plans	N/A	School Administrators, System Level Curriculum Directors, Executive Director of Technology/Media
School administrators will use available technology to organize, analyze, and interpret student data in an effort to determine areas of instructional need.	100% of schools will use technology to disaggregate data.	CRCT Scores, Data Reports, GHST	N/A	System Level Curriculum Directors, Site based Curriculum Coordinators, School Administrators

<p>Administrators will endorse and promote the exploration and experimentation of infusing technology into the curriculum throughout all areas of instruction to enhance learning opportunities for all students.</p>	<p>100% of administrators will provide their staff with a minimum of 10 hours of professional learning on new and emerging technologies and facilitate the infusion of technology integration by 2011.</p>	<p>Class logs showing staff participation in technology training annually</p> <p>Classroom Observations</p>	<p>N/A</p>	<p>Executive Director of Technology/Media, School Administrators, Instructional Technology Specialists</p>
<p>To develop a Technology Committee, comprised of school administrators and instructional technology specialists, to increase technology integration in the classroom.</p>	<p>100% of schools will have designated representatives meet and collaborate with instructional technology specialists monthly.</p>	<p>Attendance logs</p>	<p>N/A</p>	<p>Executive Director of Technology/Media, School Administrators, Instructional Technology Specialists</p>

<b>Parent/Community uses of technology</b>				
<b>Goal 5: To utilize technology as a medium to create an interactive partnership between the school system and parents, community agencies, industry and business partners.</b>				
<b>Strategies</b>	<b>Benchmark</b>	<b>Evaluation Method</b>	<b>Funding Source/ Estimated Amount</b>	<b>Person Responsible</b>
Parent Involvement Coordinator and Media Specialists will collaborate to provide an opportunity after school hours for parents to increase their knowledge of available technology in the school system.	100% of schools will invite parents to an after school workshop to increase awareness of the technology currently available in their school.	Monitor content and attendance at Parent Coordinator workshops	N/A	Media Specialists, Media Coordinators, Parent Involvement Coordinators
The school system will employ both district and school level web pages to provide a stronger community connection.	Web page usage will increase by 10% annually for the 3 consecutive school years.  At least 80% of classroom teachers will have a classroom website published.	Maintain an annual web page log to monitor usage through web counters.  Monitor school websites every nine weeks	Local Technology Funds (web site costs included in lesson plan software) \$50,000	Executive Director of Technology/Media, School Administrators
The district will provide online tutorials for all staff and students on current software and hardware applications available in the schools.	The system will provide web-based instruction for parents and students educational enrichment and remediation.	Atomic Learning monitoring system	Local Technology Funds \$40,000	Executive Director of Technology/Media
The district will provide Online Assessment System (OAS) to improve students test taking skills	100% of schools will have access to OAS.	Annual usage reports	N/A	Executive Director of Curriculum

<b>System readiness (staff technical competencies/attitudes)</b>				
<b>Goal 6: To continue to enhance, maintain, and support the network infrastructure to ensure access for all employees and students to meet educational needs.</b>				
<b>Strategies</b>	<b>Benchmark</b>	<b>Evaluation Method</b>	<b>Funding Source/ Estimated Amount</b>	<b>Person Responsible</b>
To provide essential tools to enhance learning in the 21 <sup>st</sup> century.	100% of teachers have access to modern desktop computers or laptops.	DOE Hardware Inventory annually	Local Technology Funds 2.5 million	Superintendent, Executive Director of Technology/Media, School Administrators
	Every grade level and/or academic department will have access to a rolling laptop lab and/or integration labs with a replacement cycle for every computer of 5 years to ensure that technology integration is possible.	DOE Hardware Inventory annually	Local Technology Funds 2.5 million	Superintendent, Executive Director of Technology/Media, Technology Technical Support
To improve connectivity to networks for communication and collaboration.	Provide 1 gig connection to every desktop  E-rate applications will be filed annually to apply for discounted rates for leased lines, Internet connectivity, and the district's phone system.	DOE Hardware Inventory annually	Local Technology Funds 1.5 million  E-Rate Awards contingent upon USAC approval	Superintendent, Executive Director of Technology/Media, Technology Technical Support
To maintain the security of network and internet access through annual	100% of LCSS user will be informed of revision of AUP	Signed AUP forms annually	N/A	Executive Director of Technology/Media

Acceptable Use Policy (AUP) procedure updates.				
To provide professional learning opportunities that will enable technical support specialists to maintain and enhance network infrastructure.	100% of technicians and network engineers will receive 10 or more hours of training.	Class logs showing class participation annually	Local Technology Funds \$10,000	Executive Director of Technology/Media, Technical Support Coordinator

### III. Communication and Marketing

The Liberty County School System uses a variety of means to keep community stakeholders informed about the educational happenings in our schools. The system utilizes a Public Relations Facilitator who acts as a liaison between the schools and community members. Regular press releases, Internet articles, and school newsletters all combine to keep the community informed about school activities and progress. System, school, and teacher websites are created to communicate with parents and the community. The system website features upcoming events, recent school news, the school calendar, lunch menus, and special pages with links and information for parents, students, and community members.

Staff members at all levels utilize technology on a daily basis to communicate with parents, the community, and others across the state and world through the use of email, websites, and webinars. Elluminate software allows staff members to participate in online interactive meetings with the state department, vendors, and other educational forums and trainings. In conjunction with school and district newsletters, websites are utilized at the system, school, and classroom levels to keep parents and the community informed about events within our school system. The system website hosts information and links that are valuable for parents, staff, and community members as well as new residents moving to the community. The schools have individual websites that share important school information, calendars of events, lunch menus, news from administrators, teacher information as well as a myriad of other things specific to the individual school. Many teachers create individual classroom websites through the template provided by the OnCourse Lesson Plan Manager and others create classroom pages using web design software.

Liberty County School System staff and teachers share their knowledge of technology with others through presenting at many different types of programs and events. Staff members have presented at state and national technology conferences, such as GaETC and NECC. Liberty

County teachers have participated in the Armstrong Atlantic State University sponsored “Week of the Young Child” conference. Teachers from our system shared their technology integration expertise with other local teachers and teacher education majors. The Instructional Technology Department shares how technology tools are being used in the schools with local community members at the annual Leadership Liberty school visit. The Leadership Liberty group, made up of community business leaders, participates in a hands-on mini class using some of the classroom technology tools and also goes on a tour of the schools to see the students and teachers using the technology. Several of our schools have hosted technology showcases, where parents and community members are invited to the school during the school day to see technology integration in action.

Liberty County students participate in the annual Georgia Student Media Festival. Students in grades Kindergarten through 12 have the opportunity to create projects and enter the projects to compete with other students throughout the state. The schools begin by holding their own school-wide media festival where the projects are judged by staff members. Projects that score high enough are represented at the County Media Festival and eventually at the State Media Festival. Students who have projects scored as superior at the state level are recognized during a Media Festival recognition ceremony at the Board of Education. Parents, teachers, students, and other community members are encouraged to attend as students demonstrate and share their technology creations. Student projects can also advance to the international level to compete at the International Student Media Festival sponsored by the Association for Educational Communication and Technology.

Possible marketing avenues for the future include the creation of a system level newsletter, sent through email, that highlights technology use in the classroom and the implementation of a “Technology Week” where parents and community members are invited to visit in classrooms to witness how students and teachers are utilizing the available technology.

Regular and consistent technology planning occurs through collaboration between the Liberty County School System technology department and system-level professional learning, curriculum, media, Title I, special education, and ESOL personnel. Bi-monthly meetings allow stakeholders to develop successful strategies to insure that all stakeholders have input into a system-level plan. Liberty County Schools communicate regularly with other area district personnel to share ideas and best practices through video conferencing, consortia meetings, ETTC technology director meetings, and e-mail.

#### **IV. Professional Development**

The Armstrong Atlantic State University Educational Technology Training Center provides support to our system by assisting with grant writing, training, and other professional learning needs. Involvement with the ETTC insures that the Liberty County School System complies with current best practices in educational technology. At the system level, experienced trainers facilitate professional development opportunities in the area of technology for all Liberty County personnel.

The Liberty County School System seeks to provide high quality professional learning activities and tasks that include follow-up and support for implementation. We will focus our professional learning on the development of a program that uses technology to promote excitement and provide authentic tasks that will increase student engagement and achievement. This program not

only provides quality training on research-based best practices in technology integration, but includes the critical component of sustained, consistent support. We will use needs assessments, proficiency tests, and data collected from frequent classroom visits to provide meaningful learning that differentiates instruction based on the needs of the learner.

Professional learning courses, offered by our Instructional Technology Department, will promote current system initiatives, increase skill and productivity in specific applications, provide strategies for using technology to enable or enhance learning and provide hands-on training of emerging technologies in accordance with the Georgia Performance Standards and National Educational Technology Standards (NETS). Site-based training courses are determined through collaboration between the school administrator and the Instructional Technology Department. These courses are designed to target areas in the school improvement plan as well as address the Georgia School Keys. Additionally, schools can request trainings or select teachers to participate in a variety of technology initiatives. Our local initiatives provide 21<sup>st</sup> Century technology equipment as incentives to encourage participation and successful completion of the programs. A needs assessment is used to determine the county wide professional learning courses to be offered and the target audience. Funding for technology equipment, software, and training comes from a variety of sources including Title program funding and local funds. Liberty County supports the use of best practices research, curriculum standards, technology plan documentation, and recommendations from technology department members to provide effective professional development.

<b>Courses Offered</b>	<b>Targeted Audience</b>
Atomic Learning	All Departments
Clay Animation	All Departments
Classroom Performance Systems	All Departments
Computer Basics	All Departments
Desktop Organization	All Departments
Digital Tools	All Departments
Elementary Computer Lab Curriculum	Elem. Computer Lab teachers, Curr. & Tech.
Emerging Technologies (Podcasting, etc.)	All Departments
Georgia Public Broadcasting	All Departments
Handheld Devices	All Departments
Integrate Pro	Certified Staff
Inspiration	All Departments
Internet Tools	All Departments
Kid Pix	All Departments
Kidspiration	All Departments
LoTi & Project Based Learning	All Departments
Media Festival	Tech., Classroom Teachers, Media Specialists
Microsoft Excel	All Departments

Microsoft Outlook	All Departments
Microsoft PowerPoint Animation	All Departments
Microsoft Word	All Departments
Moodle	All Departments
Movie Maker	All Departments
On-Course (Lesson Plans)	Tech., Curr., Cert.Staff, Admin.
PC Tablet	All Departments
Photostory	All Departments
Smart Board	All Departments
Video Editing	Technology, Curriculum & DEL
Wireless Slate	Tech, Student Services & All Certified Staff
21 <sup>st</sup> Century Learning	All Department

## **APPENDIX A**

### **CIPA-Compliant Internet Safety Policy**

#### **INTERNET SAFETY POLICY**

Liberty County School System

#### **Introduction**

It is the policy of the Liberty County School System to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Liberty County Board of Education established a board policy in 1998 addressing Internet Usage.

Policy Level: Board Policy

Descriptor Code: IFBGA

Descriptor Term: Internet Use

Effective Date: September 22, 1998

The Liberty County Board of Education makes available to its students and faculty a wide variety of media resources, including electronic media such as the Internet. Both students and employees are expected to follow legal, ethical and school rules regarding use of the Internet and other electronic media. Students who fail to abide by such rules may be subject to disciplinary action, including revocation of use privileges, suspension, or other appropriate action. Employees violating the rules also may be subject to disciplinary action, up to and including termination.

Teachers will employ the same supervision and care in determining appropriate use of the Internet as is used with other instructional materials. The Board of Education authorizes the Superintendent or his or her designee to develop guidelines of use of the Internet. These guidelines should include language that addresses the importance of following all federal and state laws, including copyright laws, when using the Internet; the importance of complying with Internet "etiquette", including privacy and appropriate language use; appropriate educational uses of the Internet; need for notification to parents regarding Internet use, including a description of the Internet and the wide variety of materials that students may encounter; need for parental permission before using the Internet; and possible disciplinary consequences for violating the guidelines or any other school rules established for Internet use.

On June 26, 2001 a public hearing was held regarding the Children's Internet Protection Act.

## AGENDA

**Tuesday, June 26, 2001  
Regular Board Meeting  
6:00 P.M.**

- I. Call to Order and Invocation
- II. Certification of Compliance
- III. Pledge to Flag
- IV. Audience Participation – Kiwanis Club
- V. Business Items

### Consent Agenda

Adoption of Agenda ATCH

Approval of Minutes ATCH\*

Approval of Personnel Recommendations ATCH\*

Approval of Use of Facilities & Fund Raiser ATCH

Out-of-State Travel ATCH

Budget Adoption ATCH

**Internet Acceptable Use Procedures ATCH**

Grading Scale ATCH

Second Reading:

1) Absences and Excuses Policy (JBD) ATCH\*

2) Complaints & Grievances by Certified Personnel (GAE) ATCH

### VI. Discussion

GSBA Conference – Board Report

Technology Conference Report

1st Reading – High School Attendance Policy (JBDD) ATCH

Board Members Health Insurance ATCH

VII. Future Meetings

Regular Board Meeting on Tuesday, July 10, 2001, @ 6:00 P.M. in the Boardroom

Regular Board Meeting on Tuesday, July 24, 2001, @ 6:00 P.M. in the Boardroom

VIII. Executive Session - Personnel

IX. Adjournment

Revised 6/27/01 \*Additional Information

**LIBERTY COUNTY BOARD OF EDUCATION**  
**June 26, 2001**

The Liberty County Board of Education met for its regularly scheduled meeting on June 26, 2001, with the following members in attendance:

Barbara M. Martin, Chairman	Carol Guyett, Vice Chairman
Marcia Anderson	Mattie M. Hicks
Becky C. Carter	Dave Smith, Ft. Stewart Liaison
Harold Woods	Steve Wilmoth, Superintendent
	Caroline Tunkel, Assistant Superintendent

Willie Brown was on assignment with the National Guard.

Also present were: Gwen Stewart, LTC Joe Parker, Sharon Joiner, Regina Baker, Cheryl E. Conley, Bernadette Kambharose, W. Renea' Camper, Angela Powell, Alverter Sheffield, Filex Hicks, Herman Scott, Carol Spurlin, Linda Hodges, Mary Alexander, Phylli F. Harrsta, Elizabeth G. Robinson, Richard D. Evans, Charles Richardson, Roy K. Lintz, Sherry Baker, E. Darryl Dean, Bessie Smith, Chris Garretson, Karen Thompson and Dan Mugerditchian.

Call to Order and Invocation. Ms. Martin called the meeting to order and Rev. Herman Scott gave the invocation.

Certificate of Compliance. Dr. Wilmoth certified that we complied with the Georgia Open Meetings Act.

Pledge to Flag. The Board and the audience recited the Pledge of Allegiance to the American Flag.

Audience Participation. Bishop Larry Shaw, Full Gospel Tabernacle COGIC, stated that his church burned two years ago. He is requesting to extend the use of the gym at Hinesville Middle School for three more Sundays.

Renea' Camper and Kenny Smiley presented the newly formed Kiwanis Club for Liberty County. They are requesting support from the Board of Education for their planned art and talent contests.

Consent Agenda. On motion by Mrs. Carter, seconded by Mrs. Hicks, the Board unanimously approved to move Personnel Recommendations to Executive Session.

On recommendation by Dr. Wilmoth and on motion by Mrs. Guyett, seconded by Mrs. Carter, the Board unanimously approved the amended consent agenda with approving the Full Gospel Tabernacle Church request to use the gym at Hinesville Middle for three more Sundays (July 8, 15 and 22, 2001). This will be the final extension allowed for this church group.

Adoption of Agenda  
Approval of Minutes  
Use of Facilities and Fund Raisers  
Zoning Appeal

Out-of-State Travel. On recommendation by Dr. Wilmoth and on motion by Mrs. Guyett, seconded by Mr. Woods, the Board unanimously approved the following out-of-state travel. The Board members stated that they would not vote on an out-of-state travel or field trip unless it is listed in the Board packet. They also stated that out-of-state travel request should include how the trip is going to be funded and the trip must be approved prior to the teacher sending notices home to parents. The out-of-state travel request #2 and #3 will not be permitted in the future if the travel does not meet the standard procedures of the school system.

1. Carol Watkins is requesting the FCCLA to attend the FCCLA National Leadership Meeting to Anaheim, California, on July 5-13, 2001.
2. Coach Faye Baker and 19 students to attend a summer camp at Clemson University at Clemson, SC, July 5-8, 2001.
3. Coach David Jones and 25 students to attend the blue chip basketball camp at Georgetown, KY, July 7-13, 2001.

Budget Adoption. On recommendation by Dr. Wilmoth and on motion by Mrs. Guyett, seconded by Mrs. Hicks, the Board unanimously approved the final budget FY 02 as presented.

Internet Acceptable Use Procedures. On recommendation by Dr. Wilmoth and on motion by Mrs. Hicks, seconded by Ms. Martin, the Board unanimously approved these procedures as presented.

Grading Scales. On recommendation by Dr. Wilmoth and on motion by Mrs. Anderson, seconded by Mrs. Hicks, the Board unanimously approved the following grade scales for 1-12 grades.

A	90-100
B	80-89
C	70-79
F	Below 70

Second Reading: Absences and Excuses Policy (JBD) and Complaints & Grievances by Certified Personnel (GAE). On recommendation by Dr. Wilmoth and on motion by Ms. Martin, seconded by Mr. Woods, the Board unanimously approved both policies as presented.

GSBA Conference – Board Report. Mrs. Hicks distributed information and presented a report from the GSBA Conference that was held in Savannah. She also discussed the low wealth meeting.

Technology Conference Report. Sharon Joiner and Regina Baker presented a power point presentation of a technology conference they attended.

Board Members Health Insurance. On recommendation by Dr. Wilmoth and on motion by Ms. Martin, seconded by Mrs. Guyett, the Board unanimously approved the resolution regarding Board Members' health insurance pending funding in the future.

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**Adjournment. There was no further business and on motion by Mrs. Carter, seconded by Mrs. Anderson, the meeting was adjourned.**

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**Secretary**

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**Chairman**

The [Internet Acceptable Use Policy](#) (see section following CIPA guidelines) established by the Liberty County School System as a guideline for staff and students reflects the following guidelines established by the CIPA.

### **Definitions**

Key terms are as defined in the Children's Internet Protection Act.

### **Access to Inappropriate Material**

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Liberty County School System uses Cisco Pix Firewall and Secure Filtering for content filtering.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Liberty County School System online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Supervision and Monitoring**

It shall be the responsibility of all members of the Liberty County School System staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the executive director of technology/media or designated representatives.

### **Adoption**

This Internet Safety Policy was adopted by the Board of the Liberty County School System at a public meeting, following normal public notice, on June 26, 2001.

### **CIPA DEFINITION OF TERMS:**

**TECHNOLOGY PROTECTION MEASURE.** The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

**HARMFUL TO MINORS.** The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

**SEXUAL ACT; SEXUAL CONTACT.** The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

## **CIPA Background**

Full text of the Children's Internet Protection Act

[http://www.fcc.gov/ccb/universal\\_service/chipact.doc](http://www.fcc.gov/ccb/universal_service/chipact.doc)

FCC regulations implementing CIPA; FCC 01-120

[http://www.fcc.gov/Bureaus/Common\\_Carrier/Orders/2001/fcc01120.doc](http://www.fcc.gov/Bureaus/Common_Carrier/Orders/2001/fcc01120.doc)

SLD's FAQ on E-rate certification procedures and timing

<http://www.sl.universalservice.org/reference/CIPafaq.asp>

### **Liberty County Public Schools** **Acceptable Use Policy/Procedures** **(Revised 5/2008)**

Internet access is available in the Liberty County School System. We are very pleased to bring this access to our schools and believe the Internet offers vast, diverse and unique resources to our students and staff. Our goal in providing this service is to promote educational excellence in the curriculum by facilitating communications for resource sharing and innovation.

On a global network it is impossible to control all materials and an industrious user may discover controversial information. In an effort to provide a safe environment for our users, a monitoring system has been deployed within the Liberty County Wide Area Network. It is the position of the Liberty County School System (LCSS) that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of this system.

### **Internet Guidelines**

The Liberty County School System guidelines are provided so that users are aware of the responsibilities they are about to accept.

If a LCSS user violates any of the following provisions, his or her access may be terminated. Disciplinary actions may be taken which could result in appropriate legal action being initiated.

#### **Employee Due Process:**

The site administrator or designee will investigate allegations of employee violations of Internet Acceptable Use Policy/Procedures. The employee will be notified and provided an opportunity to respond to the allegations. Activities involving the school system's computers or on the Internet that are in violation of the LCSS Acceptable Use Policy/Procedures will be handled in accordance with those documents, and appropriate legal authorities will be contacted if there is any suspicion of illegal activity.

#### **Student Due Process:**

If a Liberty County School System student violates any of the following provisions, his or her access may be terminated. Disciplinary actions may be taken which could result in suspension or appropriate legal action being initiated.

The site administrator or designee will investigate allegations of student violations of Internet Acceptable Use Policy/Procedures. The student will be notified and provided an opportunity to respond to the allegations. Activities on the Internet that are in violation of the Liberty County School System Code of Conduct will be handled in accordance with that code. The student's parent(s) and appropriate legal authorities will be contacted if there is any suspicion of illegal activity.

### **Internet - Terms and Conditions**

**Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of this privilege. Every LCSS user must participate in an orientation session concerning the appropriate educational use of the Internet and sign a User Internet Agreement Form at least annually. (Employees/Parents – User Internet Agreement Form and Students – Code of Conduct signature page)

**Acceptable Use:** Internet use must be in support of education and research and consistent with the educational objectives of the Liberty County School System.

#### **Usage Guidelines:**

##### **a. Internet**

1. Do not reveal personal information or that of others, such as home address or home phone number unless utilizing an approved application deemed appropriate by the superintendent or his/her designee.
2. Do not search for or access inappropriate sites.
3. Do not view or transmit any racist, sexist, pornographic, obscene, or threatening material.
4. Do not make solicitations or purchases of a personal nature.
5. Do not conduct unethical or illegal activities of any kind.
6. Do not conduct commercial, for-profit activities.

Downloading of any copyrighted material requires permission from the owner of the materials and should adhere to Federal Copyright Laws - <http://www.copyright.gov/>

**Warranties:** The Liberty County School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Liberty County School System will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by network failure or your own errors or omissions.

### **Supervision and Monitoring**

It shall be the responsibility of all members of the LCSS staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Technology/Media or designated representatives.

### **CIPA BACKGROUND**

Full text of the Children's Internet Protection Act

[http://www.fcc.gov/ccb/universal\\_service/chipact.doc](http://www.fcc.gov/ccb/universal_service/chipact.doc)

FCC regulations implementing CIPA; FCC 01-120

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SLD's FAQ on E-rate certification procedures and timing

<http://www.sl.universalservice.org/reference/CIPAffaq.asp>

### **Internet Filtering**

The Liberty County School System is presently using an advanced filtering solution to choose, access and manage the type and level of online information that is most appropriate and relevant to the system's educational needs and goals, as well as reduce legal liability. The filtering software in place uses a sophisticated research process involving human review to continuously comb, analyze, and catalog each Internet site. This provides the most powerful, flexible tool available for assisting in the enforcement of the acceptable use policies (AUP) for the Liberty County School System.

It is prohibited to use personally owned equipment such as, but not limited to, smart cards, wireless cards, etc, to bypass the filtered Internet that LCSS has put in place.

Software and websites that are used to bypass the filter such as anonymizers and proxies are prohibited.

**Vandalism:** Vandalism will result in immediate cancellation of privileges and possible disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy. The use of LCSS computer equipment should not be used for unauthorized access to other networks.

**User Information:** All LCSS users must complete and return a new Internet Procedures Agreement form at least annually. (Employee/Parent – Internet Agreement Form and Students – Code of Conduct Signature Form)

**Acceptance:** All terms and conditions as stated in this document are applicable to the Liberty County School System. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understanding of the parties. These terms and conditions shall apply to the laws of the State of Georgia and the United States of America.

## **Electronic Documents**

Sending email attachment size	15MB
Receiving email/attachment size	15 MB
Account holder mailbox size	Admin 1GB Instructional 500MB
Folder holding incoming email	90 days purge cycle
Deleted item folder	14 days purge cycle (Thursdays)
Calendar appointments	One year purge cycle -365 days
Documents on File Servers	One year purge cycle – July

## **Employee Electronic Communication Guidelines**

### **I. E-MAIL**

#### **Privacy**

E-mail messages created using LCSS e-mail system are property of LCSS and are not to be considered private. LCSS reserves the right to monitor inspect, copy, review and store at any time any and all e-mails. In addition, LCSS has the right to disclose e-mails, attachments, and images to the courts, law enforcement, and other third parties without the employee's consent.

Employees should assume that anyone can read what is sent and received. Account holders shall be held accountable for everything stated and therefore should not post anything that he/she does not want to see revealed to the public.

Disclosure or sale of any e-mail addresses to outside entities is prohibited.

The LCSS e-mail system is designed to provide electronic communication and use of related resources. LCSS users with e-mail access shall adhere to the following procedures:

All electronic communication created, sent, or received via the LCSS e-mail system is the property of the LCSS school system. LCSS users shall not have any expectation of

privacy regarding this information. LCSS reserves the right, as needed, to access, read, review, monitor, and copy all messages and files on its computer system without notice. When deemed necessary, LCSS reserves the right to disclose text or images to law enforcement agencies without the employee's consent.

The superintendent or his/her designee is permitted to access another user's e-mail without consent.

E-mail messages should only contain professional and appropriate language. LCSS e-mail users shall not send abusive, harassing, intimidating, threatening, discriminatory or otherwise offensive messages.

The LCSS e-mail system shall not be used by employees to solicit for non-school system business.

The user shall delete inappropriate messages and/or programs.

Administration and/or LCSS Human Resources shall report all changes in worker duties or employment status to the Executive Director of Technology Services or designated employee. Such changes include termination of employment, lateral moves or any job change that would require an update of network/e-mail account information or a change in network/e-mail access.

When an employee leaves, the Human Resources Department shall notify the Technology Department immediately. The employee's e-mail account shall be placed on hold for a period of 60 days unless notified by the superintendent or designee to hold the account for an extended period of time. If this notification is not given all e-mails, folders, and attachments may be deleted at the expiration of this time period. The employee's manager/supervisor can request access to the former employee's e-mail during this time period to review messages for required retention.

Access to e-mail accounts under investigation shall be restricted without notice until authorized by the Superintendent or designee.

While LCSS encourages respect for the rights and sensibilities of others, it cannot protect individuals against the existence or receipt of materials that may be offensive to them. Those who make use of electronic communications may come across or be recipients of material that they might find offensive or annoying. In such cases where materials are received, the users shall delete the non-school system business related content. LCSS is not responsible for the views expressed by individual users via web pages, electronic mail or other on-line communications.

## **II. File Management**

Retention of documents on non administration shares will be purged between the period of July 1 through July 15 of each year. It will be all staff members' responsibilities to archive these items digitally.

### **III. Student Electronic Communication Guidelines**

Students being assigned an email and/or a network account by the Liberty County Schools Technology Department must follow certain guidelines. This will be a privilege available only to students whose teacher deems it necessary to have these accounts for instructional purposes.

#### ***Guidelines:***

1. Students will use their email account and network login for course-related activities only.
2. Students will NOT share their email or network password with anyone.
3. Students will NOT use the email account to conduct commercial or for-profit business activities.
4. Students will NOT view or transmit any racist, sexist, pornographic, obscene, or threatening material.
5. Students will NOT download any materials that are not related to course work.
6. Email correspondence will be monitored by the onsite advisor for the online course.
7. Students will not upload viruses to or destroy data on the Liberty County School System network. This is considered vandalism and will result in immediate cancellation of privileges and possible disciplinary action.

### **IV. Litigation Hold Committee**

The litigation hold committee will be comprised of individuals who have knowledge of the district's records management plan and how its technology systems operate to enable the committee to identify, with the assistance of the board's attorney, key employees who may possess relevant documents, applicable data sources, and timing and content of litigation hold notices for issuance to key employees. It is the responsibility of the committee to review all requests presented to the district for documents potentially related to litigation and take appropriate action with regards to requests for electronic documents. The actions of the litigation hold committee shall supersede all procedures listed above.

## **Liberty County School System Network/PC Procedures**

### **PASSWORDS**

Access to the network and PC systems is limited to authorized users. Each user is given a login name and password. The first time a user logs on he/she will be prompted to change his/her password. Passwords should adhere to the following guidelines:

- Must be at least 8 characters in length
- Must be alphanumeric
- Must contain a capital letter
- Must be changed every 90 days

Example: Vacation8 (Passwords are case sensitive)  
vacaTion8

When changing your password, as required every 90 days, each password must be unique up to 3 different passwords, meaning you can't use the same password until after changing it 3 times. If password is not changed by the expiration period, the user will be locked out until they change it. Users should not display their passwords anywhere out in the open, or near the computer such as under the keyboard. Each user will be given three tries to successfully log on to the network. After the third try, the user account will be locked and the user will need to contact the technology office by phone to get his/her account unlocked and get his/her password reset if necessary.

### **COMPUTERS**

Users will log off or shutdown his/her computers at the end of the day. Users will lock the computer when they take a break or if the computer is left unattended for any extended period of time. A domain policy will be implemented that will automatically lock workstations when no activity has been detected after 30 minutes.

Computer(s) will be secured if a staff member is not there to monitor them.

At no time will personal equipment (computers, laptops) be used on the network. Peripheral equipment (PDA's, digital cameras, external drives, etc), may be used only by prior written approval from the tech office. This is to ensure that security is not breached by malicious software and viruses that could be on these computers and devices.

### **SOFTWARE**

To ensure the integrity of the network and programs running on the network, users are expressly prohibited from installing or running unapproved software programs. If users receive written approval from the tech office, they may load and use software. They may load other software by prior written approval. The school system complies with copyright and license laws by only installing and running software for which the school system is an authorized user and has obtained a license agreement.

All software installations must be coordinated through the Technology office in order to ensure compatibility with the server and workstation operating systems that are used throughout the school system.

Copyrighted material must not be placed on any system connected to the network. No software should be uploaded to the servers.

If prior approval is not acquired before using personal equipment and/or software on the LCSS network, the equipment and/or software may be confiscated. If a user needs written approval for use of personal equipment and/or software, they must contact the tech office for official forms. (369-0494)

### **VIRUS PROTECTION**

All software must be run through an anti-virus package before being installed on the network. All computers in the school system will have anti-virus and anti-spyware software loaded on them. All files downloaded from the Internet must immediately be scanned for viruses.

### **Security**

Security on any computer system is a high priority, especially when the system involves many users.

1. If the user feels he/she can identify a security problem on the Internet, he/she should notify the site administrator (administrator to be designated by school administrator) – the problem should not be demonstrated to others.
2. Attempts to login to the network as a system or site administrator will result in immediate cancellation of user privileges.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
4. Any LCSS user who gives another user their login information will have their network and computer privileges revoked.

***Liberty County School System***  
***Employee Internet Agreement Form***

*Please sign the following agreement and return **this page only** to the Media Specialist of your school.*

I understand and will abide by the **Terms and Conditions** for Internet use. I am responsible for my behavior and communications over the network. I further understand that any violation of the regulations above is unacceptable and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action may be initiated.

**Print** User Name: \_\_\_\_\_

USER SIGNATURE: \_\_\_\_\_

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

Home address: \_\_\_\_\_

\_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Subject Area(s): \_\_\_\_\_

Room Number: \_\_\_\_\_

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**FOR SYSTEM USE ONLY:**

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

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

***Liberty County School System******Parent Internet Agreement Form***

*Please sign the following agreement and return **this page only** to the Media Specialist of your school.*

I understand and will abide by the **Terms and Conditions** for Internet use. I am responsible for my behavior and communications over the network. I further understand that any violation of the regulations above is unacceptable and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked and/or appropriate legal action may be initiated.

**Print** User Name: \_\_\_\_\_

USER SIGNATURE: \_\_\_\_\_

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

Home address: \_\_\_\_\_

\_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Subject Area(s): \_\_\_\_\_

Room Number: \_\_\_\_\_

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**FOR SYSTEM USE ONLY:**

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

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

### Appendix B Committee Members

<b>Name</b>		
	Chris Smith	Central Office
	Jeff Staggs	Central Office
Jeff Anderson		Taylor's Creek Elementary
Becky Busby	Bobby Ryon	Central Office
Scott Carrier	Marla Troha	Central Office
Carol Corwin		Central Office
Patti Crane		Central Office
Sonja Duncan		Central Office
Sharyl Eastlake		Bradwell Institute
Mary Edwards		Frank Long Elementary
Portia Evans	<b>School</b>	Central Office
Mona Flesch		Liberty County High
Vicki Funston	Central Office	
Mary Guiendon	Frank Long Elementary	Coastal Utilities/CenturyTel
Dwayne Herring	Frank Long Elementary	
Cathy Lane	Lewis Frasier Middle	
Brittney Mobley	Central Office	
Kathy Moody	Central Office	
Celia Norris	Snelson Golden Middle	
Jaime Rearley	Central Office	
Annette Roberts	Central Office	<b>Position</b>
Melissa Roberts	Liberty Elementary	
Jason Rogers	Joseph Martin Elementary	Technical Support Coordinator
Kerry Scanlon	Joseph Martin Elementary	First Grade Teacher
Wanda Smith	Taylor's Creek Elementary	Principal

Sixth Grade	Instructional Technology	Network Engineer
Teacher	Specialist	Instructional Technology Specialist
Executive Director	Media Specialist	Assistant Superintendent of Admin. Services
of	Computer Lab Teacher	English Department
Technology/Media	Assistant Principal	Computer Lab Teacher
Executive Director	Fifth Grade Teacher	Director of Curriculum/Prof. Learning
of Special	Instructional Technology	Media Specialist
Programs	Coordinator	
Eighth Grade	Instructional Technology	Community Member
Teacher	Specialist	Parent
DEL Transition	Assistant Principal	
Coordinator	Instructional Technology	
	Specialist	
	Media Coordinator	