

DULCE INDEPENDENT SCHOOL DISTRICT
2010-2013- TECHNOLOGY PLAN
DISTRICT TECHNOLOGY PLAN

School Districts, Consortia or Charter Schools who apply for technology funding through any Federal grant program, NM Technology Act funds, or E-rate, are required to have developed a comprehensive, three-year plan, which outlines how the District/Charter intends to utilize and integrate educational technology. This plan must be approved by the Public Education Department (PED) of the State of New Mexico.



District Technology Coordinator/Contact

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**District Technology and Learning
Vision:**

**Technology will be a transparent
tool used for Learning, Teaching,
Working and Living in Dulce.**

District Technology Mission:

**To provide efficient and effective
technology to enhance student
learning throughout the district.**

6-21-2011

The Technology Committee should represent all stakeholders. Development of the technology plan and implementation of the plan should enable parents, educators, students and community members to benefit from the investment in technology and all should have representation on the committee.

Technology Committee:

Member	Title	Constituency Represented
1	Superintendent	District Leadership
2	All Directors (Business Office, Exceptional Programs, Federal Programs, Food Services, Maintenance, Transportation)	District Leadership
2	3 Principals	School Administration
3	2 Elementary School Representatives	Teachers
4	2 Middle School Representatives	Teachers
5	2 High School Representatives	Teachers
6	JADE Executive Director	Community/Parent
7	JADE Representative	Community/Parent

The New Mexico Educational Technology Bureau in collaboration with the New Mexico Council on Technology in Education has adopted the federal guidance for technology planning. To meet requirements for funding, the LEA technology plan must include the following:

Strategies for improving academic achievement and teacher effectiveness – *a description of how the applicant will use technology funds to improve the academic achievement as measured against State Content Standards, Benchmarks, and Performance Standards, including technology literacy, of all students attending schools served by the LEA, and to improve the capacity of all teachers in schools served by the LEA to integrate technology effectively into curriculum and instruction.*

Strategies for improving academic achievement and teacher effectiveness commence with understanding and developing a plan to support National, New Mexico State and International goal statements and beliefs. The goals and belief statements are incorporated throughout the entire district plan.

New Mexico Goals – *a description of the LEA's specific goals, aligned with the goals of the State Technology Plan, for using advanced technology to improve student academic achievement. Although the State Technology Plan is under revision to meet federal guidelines, the New Mexico Council on Technology in Education has recommended the following goals for the revised plan:*

- 1. Learning is significantly improved, using appropriate technologies, leading to high achievement in State Board of Education adopted content standards.*
- 2. Educators have the capacity to establish student-centered, technology-enhanced learning environments that result in increased student performance and economic viability.*
- 3. K-12 students and educators in New Mexico public schools have affordable, universal access to high-speed, robust telecommunications, and schools modernized for technology.*
- 4. Funding available to support planning, implementing, and assessing initiatives for integrating technology into New Mexico classrooms and schools.*

New Mexico Society for Technology in Education (NMSTE) Beliefs

1. The purpose of using classroom technology is to improve student learning.
2. Effective use of instructional technology results in school improvement as measured by the success of every student.
3. Instructional Technologists must be leaders in effecting educational change. Instructional Technology leaders must lead effective educational change.
4. Effective use of instructional technology is based on theory, research, and proven practice.
5. Effective use of instructional technology that honors the diverse needs of all learners.

6. All educators share the responsibility for both individual and organizational growth.
7. Instructional Technology leaders build capacity for high quality school improvement for themselves and their colleagues.

District Technology Goals: DISD incorporates the NMSTE Beliefs into their District Goals

1. **Student learning:** Enhance student learning through the use of appropriate technology.
2. **Universal Technology Access:** Provide universal technology access throughout the DISD
3. **Technology Funding:** Seek funding to support technology initiatives throughout the DISD

Steps to increased accessibility – *a description of the steps the LEA will take to ensure that all students and teachers have increased access to technology. The description must include how the LEA will use Ed. Tech. funds 1) to help students in high-poverty and high-needs schools, or schools identified for improvement or corrective action under section 1116 of Title I, and 2) to help ensure that teachers are prepared to integrate technology effectively into curricula and instruction. Section 1116 of Title I may be accessed on-line at: <http://www.ed.gov/legislation/ESEA02/pg2.html#sec1116>.*

1. DISD will use Educational Technology funds to help students in high-poverty and high-need schools, and in schools identified for improvement or corrective action through professional development, providing technology tools that support instruction and providing students with experiences that connect learning with skill sets needed for post-high school.
2. DISD currently has over 850 PC based computers/lap tops and servers. The district will replace computers using a four-year replacement cycle. In addition, laptops are being purchased for teacher and student use. All laptops will be wireless ready and have modems to fit a variety of user needs. Also, these laptops will come with current Microsoft Office and operating systems installed. Replacement cycles will be developed for replacing network printers, network switches and fiber equipment. All network cabling is CAT 5 or better to enable the schools to utilize the new high speed network cards.
3. The replacement cycle will upgrade all computer equipment at each school to ensure compatibility and standardization throughout the school. Whenever possible, similar grades will be upgraded at the same time. Change out rate will be determined by age of equipment with the goal of having all schools with current technology.

4. **Surplus property sales will be held at district office to dispose of used computer equipment. All sales will be done in accordance with New Mexico State requirements. Licensed software will be removed from the computers before sale or donation of the equipment with the exception of the standard operating system that was purchased with the computer.**
5. **Pre-owned computers may also be donated to other state-funded schools for their use.**
6. All new computers are purchased with licenses for the current version of Microsoft Windows OS. To protect the computers, a District license for antivirus program is purchased annually.
7. The DISD will continue to provide wide area network services and an Internet server to distribute web services and e-mail for the district.

Promotion of curricula and strategies that promote technology integration – *a description of how the LEA will identify and promote curricula and teaching strategies that integrate technology effectively into curricula and instruction, based on a review of relevant and current research, leading to improvements in student academic achievement, including a timeline.*

Dulce schools will use technology funds to improve the academic achievement (as measured against State Content Standards, Benchmarks, and Performance Standards, including technology literacy) of all students by:

Activity (High School and Middle School)	Proposed Timelines
1. Distributing laptops to all high school students making the High School a complete laptop environment except for computers needed for special test or testing	SY 2010 – 2011 and ongoing
2. Establishing student-centered, technology enhanced learning environments that result in increased student performance and economic viability.	SY 2010 – 2011 and ongoing
3. Purchasing appropriate technologies, leading to high achievement in State Board of Education adopted content standards.	SY 2010 – 2011 and ongoing
4. Offerings in Web Design, Computer Design and Basic computer classes at the High School.	SY 2010 – 2011 and ongoing
5. New Middle School's computer lab with graphic arts capabilities using Adobe Suite 4 and curriculum integration tools such as Study Island	SY 2010-2011 an ongoing
6. Contracted expert technology instruction for staff on all technology in the district so that it can be used to its full capacity.	
7. Distance Learning Capability for teachers and students.	SY 2010 – 2011 and ongoing
8. Curriculum materials will include digital and online resources in addition to traditional text and teacher-centered resources.	SY 2010 – 2011 and ongoing
9. Utilize scheduled grade level assessment, data compilation tools, relational databases, and automated student information	SY 2010 – 2011 and ongoing

systems to collect, organize, analyze, DISD-aggregate, and report on student achievement and attendance. Teachers and administrators will use this data to lead curriculum and instruction decisions and practices.	
10. All Schools: Installation of LCD projectors in all classrooms with the capability to be used with the “MOBI” System to assist in the presentation of instruction and academic content.	SY 2010 – 2011 and ongoing
11. Laptops for all teachers in the district at all schools	SY 2010 – 2011 and ongoing
Activity (Elementary)	
Proposed Timeline	
1. Provide training for all instructional staff in the following areas: a. Office Suite: Word, Excel, Outlook & Publisher b. Information Literacy: email, Internet search, ethical use of email & internet. c. Use of the current operating system d. Power School, attendance and grade reporting	2010-2011 and ongoing School Year 2011-2012
2. A laptop computer will be provided to all staff members who successfully complete the training described in item 1	Spring & Summer 2011 School Year 2011-2012
3. Place additional scanners and color printers in the office for use by staff and students.	Spring & Summer 2011 School Year 2011-2012
4. Mobi System: Identify one teacher at each grade level that will learn to use the Mobi System. All teachers will have to receive training prior to receiving the new technology.	Ongoing
5. Provide laptops on a portable cart for classroom uses including composition and Excel-based Math applications.	Spring & Summer 2011 School Year 2011-2012
6. Smart Board and Data Projectors to project onto the Smart Board in every classroom, labs and library.	Spring & Summer 2011 School Year 2011-2012
7. Smart Lab to be installed	Pending funding
8. 52” Color HD or 3D preferred T.V. Place the TV in the commons area for use in the display of Science slides and Science films.	Spring & Summer 2011 School Year 2011-2012
9. iPads: Provide a set of iPads (25) for use in the instruction of Information literacy in the library and for easy transportation to classrooms for student use in Study Island and Brainchild Software.	Spring & Summer 2011 School Year 2011-2012
Activity (Administration)	
Proposed Timeline	
1. Provide digital cameras, LCD projectors and document cameras to educators.	SY 2010-2011 an ongoing
2. Refine the use of Power School the student/parent portal where progress reports, schedules, assignments, attendance and grades are available.	SY 2010-2011 an ongoing
3. Coordinate the continual work of creating current curriculum guides provided at a single point of access for high quality, sequenced and standards/SBA based curricular instructional resources so all educators can deliver lessons.	SY 2010-2011 an ongoing
4. Assure access to dual credit on-line classes that allow high school students to earn both high school and college credit.	SY 2010-2011 an ongoing
5. Develop online assessments which include common assessments, mini-benchmark assessments, supplemental resources and reports that outline student progress.	SY 2010-2011 an ongoing
6. Create a software review process to assure a higher probability of successful software implementation and save resources in purchase and support costs. This committee will direct future software purchases to web-based software and services,	SY 2010-2011 an ongoing

either self-hosted or from service providers to assure easy updates, relational database, reduced database maintenance, disaster recovery, and the ability to access the software through the internet.	
7. Direct a Train the Trainer model for new software and resources with the annual textbook adoption to enhance the Response to Intervention model deployed throughout DISD.	SY 2010-2011 an ongoing
8. Provide and update a data warehouse of student assessment, demographic and academic status information and create analysis reports and provide a centralized reporting solution for teachers that allow access to individual student data, as well as, class, grade and subject level reports. The Superintendent will coordinate the administration, analysis, and reporting of the state and district testing, ensuring accuracy, access and assistance with interpretation in a time-sensitive way.	SY 2010-2011 an ongoing
9. Assure that all students have equal access to instruction. Provide master planning to reduce the number of change orders relating to classroom technology installation in buildings.	SY 2010-2011 an ongoing
10. Promote staff attendance at the national and state technology conferences to bring back up-to-date technology and integration ideas to share with school sites and district technology staff, to expand the technology vision.	SY 2010-2011 an ongoing
11. Review strategies to redefine and create best practices.	SY 2010-2011 an ongoing

Professional development – *a description of how the LEA will provide ongoing, sustained professional development for teachers, principals, administrators, and school library media personnel to promote the effective use of technology in the classroom or library media center.*

1. Professional development for integrating technology into teaching is a deliberate and evolving process that focuses on knowledge and skill development for use of technology, using technology to enhance learning and assessing applicable software and hardware resources. Professional development will continue throughout the school year as determined by needs assessment.
2. In order to maximize student performance, software programs will be researched and implemented within the district. Professional development includes on-line workshops, short-cycle assessment and web-page development. The DISD will also research the development of partnerships with colleges to provide professional development.
3. DISD is investigating the development of core subject coaches beginning SY 2010-2011. Math and reading coaches will disseminate training and information on the use of technological resources for instruction in those subject areas. These coaches also provide online materials and software content resources for use with the district’s core programs. The coaches conduct professional development activities on specific instructional uses of technological tools such as PDAs, interactive response devices and the like.
4. Professional development opportunities are provided through several grants. Dulce schools will assure professional development for all personnel and improve the capacity of all personnel to effectively integrate technology into curriculum and instruction by:
 - a. Providing leadership from the central office to building principals and model technology use.
 - b. Providing work sessions for instructional personnel on the appropriate use of technology and in skills development.
 - c. Incorporating web-based courses and instruction.

- d. Incorporating distance-learning opportunities into work sessions and learning environments.
- e. Promoting the ongoing use of technology by wirelessly connecting district housing.
- f. Partnering with school districts, post-secondary institutions, RECs to provide professional development work sessions.
- g. Participating in state and national conferences.

Technology type and costs – *a description of the type and costs of technology to be acquired with Technology funds, including provisions for interoperability of components. Also, LEAs may wish to consider information technology standards and policies for State agencies. These are found at: <http://cio.state.nm.us/>.*

1. The technology replacement cycle for the District governs the major types of technology purchased. DISD contributes \$500,000 each year towards the replacement cycle. A network is in place for the entire district and all computers have internet compatibility to assure interoperability. Approximately \$260,000 each year from the Schools and Libraries E-rate program is used for internet telephone and data communication circuits.
2. All schools have a computer server to provide local security, file services and print sharing services. All educators have desktop/laptop computers to use in their classrooms. The high school and middle school have Smart Labs, and 1 computer technology lab at the elementary, 2 computer technology labs at the middle school and 4 computer technology labs at the high school.
3. The district supports and maintains various computer peripherals, including projection devices, document scanners, photo ID equipment, digital cameras, bar code readers, scientific measurement devices, interactive white boards, video conferencing equipment, Voice over IP phones, personal data assistants, blackberries, fiber optic cable, microwave and connections.
4. All school offices have computers for at least 2 office staff, a nurse, a kitchen manager and a principal. Title programs and Special Education programs have provided computers for all their support personnel. The middle and high school libraries have computers and access locations.
5. Coordination with other resources:
 - a. Current technology funding sources include DISD resources; EETT, E-rate and New Mexico State PED grant funds.
6. The District has applied for E-rate funds. This program was implemented by the Federal government to distribute government funds to provide Internet connections to every classroom in the United States. Since the original application, the District has been approved for nearly \$260,000 in E-rate funding. High-speed Internet circuits and radio links connect all schools and administrative offices to the Internet. All portable buildings and school administrative areas have wireless radio connections (canopy) to the network. Every District computer has Internet access. Wiring and switch upgrades are implemented on an ongoing basis.

7. DISD will research and apply for other funding opportunities to support all aspects of technology within the district.

The type and costs of technology to be acquired with Technology Funds, including provisions for interoperability of components include:

Activity	Cost	Timeline
1. Upgrade the districts' current connection (Elementary, Middle, High School, Administration and Auxiliary facilities) to a QMO 24 MBps Lines broadband connection (Windstream)	\$50,000	SY 2010-2011 and ongoing
2. Upgrade all internal networking to a 10 Gbit Link (upgrading switches – 10 gig backbone)	\$30,000	SY 2010-2011 and ongoing
3. Install power supplies that will prevent equipment loss and ensure connectivity in a region frequently hit with power surges and outages (Uninterruptable power supply)	\$15,000	SY 2010-2011 and ongoing
4. Telephone Communications – (Cell Phones)	\$16,000	SY 2010-2011 and ongoing
5. Telecommunication Service	\$50,000	SY 2010-2011 and ongoing
6. Long distance telephone service (i.e., AT&T, Verizon Business Global, LLC)	\$14,000	SY 2010-2011 and ongoing
7. Internet Services – (maintenance and T-1 etc.)	\$200,000	SY 2010-2011 and ongoing

Activity (Elementary)	Cost	Timeline
9. Provide training for all instructional staff in the following areas: a) Office Suite: Word, Excel, Outlook & Publisher, PPT b) Information Literacy: Internet search, ethical use of email & internet. c) Use of the current operating system d) Power School, attendance and grade reporting	\$10,000	Spring & Summer 2011 School Year 2011-2012

10. A laptop computer will be provided to all staff members. As staff learn to effectively use laptops, this learning will be transferred to students.	\$61,000	Spring & Summer 2011 School Year 2011-2012
11. Place additional scanners and color printers in the office for use by staff and students.	\$3,000	Spring & Summer 2011 School Year 2011-2012
12. Mobi System: Teachers at each grade level will learn to use the Mobi system. Teachers will have to receive training prior to receiving the new technology equipment.	\$30,000	Spring & Summer 2011 School Year 2011-2012
13. Provide laptops on a portable cart for classroom uses including composition and Excel-based Math applications.	\$25,000	Spring & Summer 2011 School Year 2011-2012
14. A portable Smart Board with Projector: Teachers at each grade level will learn to use the smart board. Teachers will have to receive training prior to receiving the new technology equipment.	\$20,000	Spring & Summer 2011 School Year 2011-2012
15. Smart lab continued to be implemented (24 stations)	\$80,000	Spring & Summer 2011 School Year 2011-2012
16. 52" Color HD or 3D T.V.: Place the TV in the commons area for use in the display of Science slides and Science films. Projected glasses cost: \$100/glasses x 25=\$2,500	\$5,000	Spring & Summer 2011 School Year 2011-2012
17. iPads: Provide a set of iPads (25) for use in the instruction of Information literacy in the library and for easy transportation to classrooms for student use in Study Island and Brainchild Software (test prep)	\$20,000	Spring & Summer 2011 School Year 2011-2012

Coordination with other resources – a description of how the LEA will coordinate projects with technology-related activities supported with funds from other sources, including funds from the state Educational Technology Fund.

1. Collaboration with the Jicarilla Apache Department of Education (JADE) will identify funding resources through Impact Aide at 25% set aside for teacher, teacher assistant, student/parent work sessions and professional development.
2. The Federal Grants Coordinator will collaborate and coordinate with the Superintendent the researching and writing for grants to further support professional development and program development that integrates appropriate technology. Grant sources include private, federal, state and corporations.
3. General funds will be identified to support the ongoing development of the Smart Labs in all schools which began in SY 2009-2010.

Innovative delivery strategies – *a description of how the LEA will encourage the development and use of innovative strategies for the delivery of specialized or rigorous courses and curricula through the use of technology, including distance-learning opportunities, particularly in areas that would not otherwise have access to such courses or curricula due to geographical distances or insufficient resources.*

DISD will encourage the development and use of innovation strategies for the delivery of specialized/rigorous courses through: dual credit course options for distance learning opportunities with various colleges and universities and Web-cam learning environment for distance learning. Removing learning barriers for students with specialized needs and challenges such as English Language Learners (ELL), Special Education and low Social Economic Status (SES) will be supported through digital/mobile environments.

Students with exceptionalities who have specific art and/or literary skills are offered the opportunity to promote their work to a global audience through technology.

Parental involvement – *a description of how the LEA will use technology effectively to promote parental involvement and increase communication with parents, including a description of how parents will be informed of the technology used.*

1. Collaboration with the Jicarilla Apache Department of Education (JADE) will plan for parents to participate in bridging summer work sessions to celebrate and preserve Jicarilla Apache stories, songs and fine arts through the use of technology. Inherently, both Jicarilla Apache language and English will be imbedded throughout the artifacts developed. Parents will be taught basic computer skills; learn how to use a digital camera, imbed sound into artifacts, and develop movies and PowerPoint presentations. Community presentations will be given at the conclusion of the work sessions. The bridging concept supports parent learning and culturally relevant pedagogy so they can sustain their student's learning either in or out of school.
2. Provide evening basic to advance technology courses for parents.
3. Parent/Community representation through JADE will be on the technology committee.
4. Parents will receive instruction/training through Power School.

Collaboration with adult literacy service providers – *a description of how the district Technology Plan will be developed in collaboration with adult literacy service providers, where adult literacy service providers are available.*

Services, activities and publication efforts include:

1. E2020 classes that support credit recovery to community members seeking a high school diploma;
2. Developing partnerships with the JADE; and

3. Researching State and National literacy resources to support adult literacy in the community.

Accountability measures – *a description of the process and accountability measures that the LEA will use to evaluate the extent to which activities funded through Educational Technology are effective in:*

1) *integrating technology into curricula and instruction:*

- a. Student Improvement in the content taught by measuring their abilities more frequently and ensuring relevance
- b. Improved student scores on the SBA

2) *increasing the ability of teachers to teach:*

- a. PDPs include how teachers are implementing and supporting the effective use of technology in elementary and secondary schools to improve student academic achievement, including accessing data, using data to reflect on learning which results in implementing effective interventions.
- b. Focused walk-through and document teachers implementing and supporting the effective use of technology in elementary and secondary schools to improve student academic achievement, including effective online assessments that guide instruction through on-going professional development.
- c. Encourage teachers to research initiatives (including those involving public-private partnerships) designed to increase access to technology, particularly in schools served by “high-need local educational agencies” by writing for small grants (\$3,000) to use the funds in their classrooms.
- d. Assist teachers in the acquisition, development, interconnection, implementation, improvement, and maintenance of an effective educational technology strategies in a manner that expands access of technology to students (particularly disadvantaged students) and teachers.
- e. Over the three-year period, a minimum of 24 hours will be provided for professional development for teachers, principals, and administrators by providing constant access to training and updated research in teaching and learning through electronic means.
- f. Formal and informal evaluation processes will indicate teachers’ use of effective strategies for assessing student learning as measured against state content standards, benchmarks, and performance standards, including the use of online assessment tools.

- g. Curriculum and course syllabus will demonstrate the development and use of electronic networks and other innovative methods, such as distance learning, to provide specialized or rigorous courses or curricula to students who would not otherwise have access to such learning opportunities, particularly to those in geographically isolated regions.
- h. Develop a database that supports the rigorous evaluation of programs funded under Enhancing Education through Technology, particularly regarding the impact of these programs on student academic achievement, and ensures that the results are widely accessible through electronic means.

3) *enabling students to demonstrate proficiency against the State Content Standards, Benchmarks and Performance Standards:*

- a. State assessments will be the measuring tool.
- b. Students will perform at the appropriate national median percentile or better in reading, language usage, and math within the next five years.
- c. Student success in meeting New Mexico Content Standards, Benchmarks, and Performance Standards will be measured through assessment tools such as: Plus/Delta, Surveys, Focus Group discussions, Short-cycle assessments and the SBA.
- d. The district website will link to the State Content Standards, Benchmarks and Performance Standards for quick access as teachers develop curriculum and lessons.
- e. The district website will house curriculum that is developed to support the SBA and Content Standards and Performance Standards.

Supporting resources – *a description of the supporting resources, such as services, software, other electronically delivered learning materials, on-line assessments, and print resources that will be acquired to ensure successful and effective uses of technology.*

The DISTRICT/Charter's comprehensive technology plan must be approved by the local school board prior to submission to the Public Education Department.

1. School site licenses have become a focus area for the district. Accelerated Reading and Math has been installed in the schools. Scholastic Reading Inventory is being used in grades K-12 to measure student reading performances. DIBELS reading assessments are being administered using Palm Pilots for scoring all student scores at the elementary. E2020 website will be used in the alternative programs and in special education classes for credit recovery, enrichment and intervention.

2. DISD uses NWEA (Northwest Evaluation Association-measure of academic progress/map testing) as the short-cycle assessment for strategic monitoring of all students. Special Education teachers are using Go-Global for weekly progress monitoring of Tier III students. They can set up caseloads on the program, write and set goals and goal dates, chart progress and note intervention.
3. Online assessments such as Study Island are being utilized to prepare students for major testing initiatives and support in aligning district curriculum.
4. To facilitate the transfer of student information between schools, district integration will be implemented utilizing NCS (National Computer Systems) Pearson’s Power School software. The district will assess the purchase of a database server and three application servers to provide access to all student records from any secure web browser. Full integration target date will be scheduled prior to the start of the 2011-2012 school year. As students transfer within districts, their information is immediately available at the new school. The integrated system allows for more accurate reporting of data to the New Mexico Public Education Department.
5. Pearson Power Teacher will be implemented to improve the flow of student grade and attendance data to all levels in the District. Teachers and administrators will be able to track their students’ assessment history from a secure web server. Parents and students will be able to access grades and attendance information from the internet in real time.
6. Library software, Destiny is implemented for use at each school for cataloging and managing school library resources. For professional development, meetings and general communication, a video conferencing system will be planned for library integration.
7. Financial and human resource information is being managed by a web based server, Visions, hosted by an outside entity. All schools have access to the Visions inventory and requisition programs.

Elementary School	Northwest Evaluation Association, MAP Assessment
	DIBELS, M-Class
	Renaissance, Accelerated Reading, Accelerated Math, Star Assessment
	Earobics
	Zoo Phonics
	Click-n- Read
	Read 180/System 44

	Hooked on Phonics
Middle School	Study Island
	Read 180/System 44
	NWEA
High School	Read 180/System 44
	E2020
	NWEA
Administration	<p>Data warehouse (TBA): to facilitate the transfer of student information between schools, district integration will be implemented utilizing comprehensive data warehouse software.</p> <p>The district will assess the purchase of a database server to access all student records from any secure web browser. Full integration target date will be scheduled prior to the start of the 2011-2012 school year. As students transfer within district, their information is immediately available at the new school. The integrated system allows for more accurate reporting of data to the New Mexico Public Education Department.</p> <p>The data warehouse will be implemented to improve the flow of student grade and attendance data to all levels in the district. Teacher and administrators will be able to track their students' assessment history from a secure web server. Parents and students will be able to access grades and attendance information from the internet in real time.</p>
	Library software-Destiny is used at all three school libraries for cataloging and managing school library resources.
	DISD uses NWEA as the short-cycle assessment for strategic monitoring of all students. Software program and web-based programs (Tienet Maximus or Civic Solutions) are being research for use in Special Education for the development of Individual Education Plans. They can set up caseloads on the program, write and set goals and goal dates, chart progress and note intervention.
	School site licenses have become a focus area for the district. Accelerated Reading and Math has been installed in the schools. Scholastic Inventory is being used at all three schools to measure student reading performances. DIBELS reading assessments are being administered and could be scored electronically when set up throughout the district. E2020 will be used in alternative programs and in special education classes for credit recovery, enrichment and intervention.

6-21-2011

	It is planned to provide online assessments to prepare students for major testing initiatives and support in aligning district curriculum.
	Financial and human resource information is being managed by software hosted by Windsor Infinite Visions computer system at the DISD Central Offices. All schools have access to the Windsor Infinite Visions inventory and requisition programs.

Date the plan was approved by the local School Board date:

**Please attach Board meeting minutes when submitting District Tech Plan including the below information*

Approved by:

Signature of Superintendent

Date of Signature

Signature of School Board President

Date of Signature

TECHNOLOGY PLAN

DISD - TECHNOLOGY GOALS

The portion of the No Child Left Behind (NCLB) Act known as 'Enhancing Education Through Technology Act of 2001' (E2T2) has a goal: **To assist every student in crossing the digital divide by ensuring that every student is technologically literate by the time the student finishes the eighth grade, regardless of the student's race, ethnicity, gender, family income, geographic location, or disability.**

- Our district is meeting the NCLB E2T2 Act "every student is technologically literate by the time the student finishes 8th grade"
- Our district will be NCLB E2T2 compliant by Ongoing

Technology Literacy Standards <http://www.iste.org/AM/Template.cfm?Section=NETS>

Technology Literacy Goal 1: By the year 2013, the quality of instructional technology resources and services within the district will support schools as they meet EPSS expectations which provide opportunities for students to become technologically and academically proficient.

Strategy: 1.1 Students will attain the educational technology and information literacy skills that will assist them in achieving the Core Curriculum Content Standards and to succeed in the workplace of the 21st century (<http://www.21stcenturyskills.org/>)

Evaluation Procedure: DISD will continue to work to make adequate yearly progress on the NM Criterion Reference Test and an ever increasing percentage of students will graduate from high school.

Activity/Task	Professional Development	Evaluation (Measurable Change)	People Involved	Starting and Ending Dates	Supporting Resources: Description Type	Cost / Funding Source
1.1 DISD will develop a curriculum connection that embeds technology skills in the core content areas.	Curriculum and instruction work sessions will occur throughout the school year.	Teachers will implement curriculum with fidelity throughout the school year as seen in lesson plans.	Administration and teachers	SY 2010 – SY 2013	Use PED technical support services and resources, (i.e. standards connected documents that align ISTE NETS for students, teachers and administrators. http://www.iste.org/standards/ Web hosting resources and web sites.)	\$80,000

1.1.2 DISD will assess individual schools using a matrix of technology integration evidences.	Curriculum and instruction work sessions will occur throughout the school year.	90% of the teachers will use appropriate technology in their instruction as noted in their lessons	Principals and teachers	SY 2010 – SY 2013	Use PED sample rubrics from various national and state entities.	\$0
1.1.3 DISD will have an Acceptable Use Policy in place and published for their communities and schools. This will include compliance with the Children’s Internet Protection Act (CIPA). http://www.fcc.gov/cgb/consumerfacts/cipa.html	The Superintendent will provide in-service to teachers.	100% of the DISD personnel will sign the Acceptable Use Policy which will be kept on file at the administrative office.	Superintendent	SY 2010 – SY 2013	Reference applicable websites and PED resources	\$0

Strategy 1.2 Access to distance learning will be provided in a variety of content and elective areas, based on student and community needs.

Evaluation: DISD will provide distance learning resources to students.

Activity/Task	Professional Development	Evaluation (Measurable Change)	People Involved	Starting and Ending Dates	Supporting Resources: Description Type	Cost / Funding Source
1.2.1 Conduct a survey to determine current use of technology for distance learning, what subjects and in what formats. This survey must also include an infrastructure component assessment for each district to plan future programs.	None	100% of the surveys will be kept on file for professional development opportunities	Superintendent, Principals, Teachers	SY 2010 – SY 2013	Web hosted survey	\$0
1.2.2 Compile results of the survey and share results with the district schools	As needed based on results	100% of the needs will be met throughout the school year.	Superintendent, Principals, Teachers	SY 2010 – SY 2013	Email, web access and hands on training	\$0
1.2.3 DISD will reference the PED web site with all distance learning resources available in the state of NM, including what schools are doing in the state.	As needed for identified professional development needs	Maintain an electronic data base.	Superintendent	SY 2010 – SY 2013	Web access and hosting	\$0

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1.2.4 Reference the Division of Vocational Rehabilitation Technology Assistance Program web-site for distance learning courses will be accessible as per the requirements of the Public School Administrative Code, Laws 2003, ch. 162, § 2 (22-13-27 Distance learning and computer-based courses.)	As needed for identified professional development needs	Maintain an electronic data base and enrollment log.	Superintendent	SY 2010 – SY 2013	Reference resource materials provided by the Division of Vocational Rehabilitation Technology Assistance Program (http://www.nmtap.com/)	\$10,000

TECHNOLOGY PLAN

DISD -TECHNOLOGY GOALS

Technology Goal: *By the year 2013, educators have the capacity to establish student centered, technology enhanced learning environments that address NMPED adopted content standards as measured by ISTE NETS for Teachers and Administrators.*

Strategy: 2.1 Strategy 2.1 Educators will attain the skills and knowledge necessary to effectively use educational technology to assist students to achieve the Core Curriculum Content Standards. (<http://www.ped.state.nm.us/standards/index.html>)

Evaluation Procedure: DISD will continue working towards making adequate yearly progress on the SBA.

Activity/Task	Professional Development	Evaluation (Measurable Change)	People Involved	Starting and Ending Dates	Supporting Resources: Description Type	Cost / Funding Source
<p>2.1.1 DISD educators will participate in high-quality professional development activities and attain, at a minimum, intermediate proficiency levels in utilizing educational technology to enhance student achievement.</p>	<p>Scheduled on going technology in-services - attendance by all staff addressing Proficiency Levels.</p> <p>Teacher and administrator mentoring programs dealing with technology skills and/or infusion skills</p>	<p>Teacher evaluation checklists supporting basic technology skill development.</p> <p>Write for PED grant opportunities that will contribute to the achievement of the Core Curriculum Content Standards, encourage innovative programs, fill gaps in implementation and support ongoing sustained professional development.</p>	<p>Superintendent, Principals, Teachers</p>	<p>SY 2010 – SY 2013</p>	<p>Reference the on-line Technology Proficiency Level Assessment technology survey for teachers and administrators to use. Build upon the CILT online survey (http://www.ped.state.nm.us/cilt/)</p> <p>Utilize the federally mandated 25% of all funding be used for professional development.</p> <p>RETA http://reta.nmsu.edu Intel Teach to the Future http://intel.com/education/teach/forums Classroom Connect http://classroom.com/community/connection</p> <p>NMSU- http://www.nmsu.edu/ NM Tech- http://www.nmt.edu/ UNM- http://www.unm.edu/</p>	<p>\$10,000</p>

2.1.2 All educators will use technology tools and applications that provide opportunities for authentic, student-centered, project-based learning.	Professional Development will be provided throughout the school year and summer.	Annual technology reports will be submitted as required by PED	Superintendent	SY 2010 – SY 2013	All facilities will meet minimum standards of technology infrastructure and hardware placement that supports email for all educators from the classroom up through the system and capacity of staff to simultaneously access servers and web from the school/district setting.	\$0
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Strategy 2.2 DISD technology plan demonstrates a high-achieving learning environment through technology and professional development plans supported by the Associate Superintendent specifically assigned the task of supporting skill development and technology infusion into the curriculum for staff and students.

Evaluation Procedure: The Associate Superintendent will be assigned the task of supporting technology integration in classrooms by 2013.

Activity/Task	Professional Development	Evaluation (Measurable Change)	People Involved	Starting and Ending Dates	Supporting Resources: Description Type	Cost / Funding Source
<p>2.2.1 DISD will comply with NCLB requirements that teachers integrate technology into the curriculum and that all students are technologically proficient by the conclusion of 8th grade.</p> <p>http://www.ed.gov/policy/el/sec/leg/esea02/index.html</p>	<p>Teachers will be provided summer work sessions on appropriate use of technology to enhance student learning:</p> <ol style="list-style-type: none"> 1. Instructional use, 2. Assessment use, 3. Interventions <p>Teachers will incorporate technology use with students</p>	<p>100% of the teachers will demonstrate proficiency for use of basic technology skills as determined by an rubric assessment.</p> <p>100% of the 8th grade students will demonstrate proficiency for use of basic technology skills as determined by a rubric assessment which will be incorporated into the student portfolio.</p>	<p>Superintendent, Principals, Teachers, Technology administrators</p> <p>Principals, Teachers</p>	<p>SY 2010 – 2013</p> <p>SY 2010 - 2013</p>	<p>Access to ISTE connected student checklists or matrixes to document student proficiency; teacher skills surveys (see 2.1.1 of this document); professional development for teaching, administrative and support staff on new technology skills and the integration of technology into the curriculum.</p>	<p>\$0</p> <p>\$0</p>

Strategy 2.3 Students, teachers and administrators will have access to educational technology in all learning environments; including classrooms, media centers and all locations where instruction is delivered.

Evaluation Procedure: 100% of DISD classrooms, portable classrooms and libraries will have internet access by 2013 and technology learning tools such as computers and projectors as required to integrate technology into the curriculum.

Activity/Task	Professional Development	Evaluation (Measurable Change)	People Involved	Starting and Ending Dates	Supporting Resources: Description Type	Cost / Funding Source
2.3.1 Ensure that all schools have equal access to technology and support without regard to subject or grade level, but rely on purpose and effectiveness as criteria.	None	District Technology plan will address equal access.	Superintendent, Principals	SY 2010 - 2013	Utilize sample policies and procedures and examples of successful placement and use for LEAs as posted by PED. LEAs with English Language Learners use technology to increase English Proficiency http://www.ed.gov/about/offices/list/oela/index.html?src=mr Technology plans from LEAs will include strategies to increase infrastructure LEAs will use assistive technology to support the learning of students with special needs. http://www.ed.gov/about/offices/list/osers/index.html?src=oc	Refer to Technology Plan
2.3.2 Provide strategies and resources for schools who have impoverished students and who can tap into for support in bridging the digital divide.					Access PED resources for funding support stream that puts technology directly into the hands of students, i.e. 7 th Grade Laptop Learning Initiative, Take Home Computing programs (Title I), assistive technology (IDEA-B), etc.	

TECHNOLOGY PLAN

DISD - TECHNOLOGY GOALS

Technology Goal: *K-12 students and educators in DISD have affordable, universal access to high speed, robust telecommunications, and schools optimized for technology.*

Strategy 3.1 Provide resources necessary to prepare comprehensive technology plans that meet federal standards as per the Schools and Libraries' Division (SLD) E-rate program and PED evaluation rubrics.

Evaluation Procedure: DISD will have approved technology plans.

Activity/Task	Professional Development	Evaluation (Measurable Change)	People Involved	Starting and Ending Dates	Supporting Resources: Description Type	Cost / Funding Source
3.1.1 Create and publish the technology plan .	Administrative review and approval of plan.	The plan will be posted on the DISD website by the end of January 2012.	Administration, Superintendent, Technology staff	January 30, 2011 and on going	Access the State PED web site, template and rubrics.	\$0
3.1.2 Attend the PED annual training on how to create technology plans for new technology coordinators.	Attend the training	100% of the plan will be updated as appropriate prior to the new school year.	Superintendent	SY 2010 – SY 2013	PED training or contract trainers from around the state or nation.	\$300.00

Strategy 3.2 Develop and submit an E-rate application for internet access and telecommunication services

Evaluation Procedure: DISD will submit E-rate applications by 2011.

Activity/Task	Professional Development	Evaluation (Measurable Change)	People Involved	Starting and Ending Dates	Supporting Resources: Description Type	Cost / Funding Source
3.2.1 Participate in PED and State annual training opportunities across the state for school district staff about the E-rate program	Attend training	Sign in sheet will demonstrate attendance	Superintendent, Business Manager	SY 2010 - 2013	Access PED and State trainers and prepared materials	\$2,500

3.2.2 Access the PED, State and district mentorship around the state who can provide support in the E-rate process	Pair with those districts willing to mentor.	Technology plan is refined. DISD receives funding.	Superintendent, Business Manager,	SY 2010 - 2013	The PED will ensure that all available training slots be filled with district technology members charged with disseminating the information to the quadrants of the state	\$0
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TECHNOLOGY PLAN
DISD - TECHNOLOGY GOALS

Technology Goal: *Funding is available to support planning, implementing and assessing initiatives for integrating technology into classrooms and schools.*

Strategy 4.1 Enhancing Education Through Technology (EETT) funds will be distributed to school districts to support professional development and technology development, including evaluation, in state school districts.

Evaluation Procedures: Review of district expenditure reports will indicate that at least 25% of expenditures were in the area of professional development.

Activity/Task	Professional Development	Evaluation (Measurable Change)	People Involved	Starting and Ending Dates	Supporting Resources: Description Type	Cost / Funding Source
4.1.1 Apply for competitive funding that will advance the learning purposes of the New Mexico educational plan for technology.	Request for technical support to write for the competitive funding.	Submit a completed application	Superintendent, Business Manager. Director of Federal Program	SY 2010-2013	Ongoing federal funds and qualified reviewers of applications	\$600.00

4.1.2 Submit annual reports to the PED fiscal department.	Attend PED training as required by PED	Annual Report is submitted in a timely manner	Superintendent	SY 2010-2013	PED staff in the fiscal and instructional technology units	\$0
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Strategy 4.2 Support the New Mexico 7th Grade Laptop Learning Initiative with ongoing funding and evaluation.
Evaluation: By 2015, all New Mexico 7th grade students will be issued a school laptop.

Activity/Task	Professional Development	Evaluation (Measurable Change)	People Involved	Starting and Ending Dates	Supporting Resources: Description Type	Cost / Funding Source
4.3.1 DISD will research PED’s obligation to provide laptops for 7 th grade students and teachers and follow-through with procedures to obtain laptops.	Teachers will be provide training and information on the laptop initiative prior to distribution of equipment	Need to pass a written assessment	Superintendent Technology Contractors	SY 11-12	Access PED funds per their technology plan, approximately \$1,200 per seventh grader and teacher in NM	
4.3.2 Provide professional development for teachers new to the program each year in funded schools	Teachers will be provide training and information on the laptop initiative prior to distribution of equipment	Need to pass a written assessment	Superintendent	SY11-12	Access PED funds per their technology plan, approximately \$200 per teacher in the program	

Strategy 4.4 Showcase exemplary programs that enhance instructional uses of technology.
Evaluation Procedures: DISD will be available for state conference showcasing each year.

Activity/Task	Professional Development	Evaluation (Measurable Change)	People Involved	Starting and Ending Dates	Supporting Resources: Description Type	Cost / Funding Source
4.1.1 Submit DISD application to the NM Council on Technology in Education for evaluation as an exemplary program.	Meet with NM council representatives regarding the exemplary program requirements and measuring tools.	Submit an application	Administrators	SY 2011-2013	Access the PED and NMCTE evaluation rubric	\$0

TECHNOLOGY PLAN ERATE REQUIREMENTS

[HTTP://WWW.UNIVERSALSERVICE.ORG/SL/APPLICANTS/STEP02/TECHNOLOGY-PLANNING/DEFAULT.ASPX](http://www.universalservice.org/sl/applicants/step02/technology-planning/default.aspx)

To qualify as an approved technology plan for a discount and to meet the requirements of the FCC's Fifth Report and Order (FCC 04-190, released August 13, 2004), the plan must contain the following five elements:

- The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services;
- The plan must have a professional development strategy to ensure that staff know how to use these new technologies to improve education or library services;
- The plan must include an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services;
- The plan must provide a sufficient budget to acquire and support the non-discounted elements of the plan: the hardware, software, professional development and other services that will be needed to implement the strategy; and
- The plan must include an evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities and they arise.

DISD - TECHNOLOGY AND LEARNING PLAN

DISTRICT-LEVEL NETWORK & TELECOMMUNICATIONS PLAN – PART I

Technology Assessment

CIPA Compliance: <http://www.fcc.gov/cgb/consumerfacts/cipa.html> <http://www.universalservice.org/si/applicants/step10/cipa.aspx>

is compliant with the provisions of the Children’s Internet Protection Act (CIPA).

will be CIPA compliant by June 30, 2011

Keep in mind that your district is not eligible for ERATE funding if they are not CIPA Compliant

District Technology Standards

Budget Summary

***How your district complies to meet CIPA requirements?
DISD complies with CIPA by using a district-wide content and antivirus filter, Lightspeed, which is managed within the district by the districts’ technology contractor. The filter is continually updated and checked and reports are available for a least 30 days.***

Acceptable Use Policy: All DISD employees, students, and guest (including contractors, other government agency representatives, etc) sign or acknowledge the receipt of and the consent to comply with the DISD Acceptable Use Policy (AUP). The policy is governed and supported by the DISD Board of Education Policy and is available in all handbooks, new employee packets, new school packets, the DISD Intranet, and the DISD public website. A copy of the policy is attached (Attachment A)

Internet Safety training is done at each school and department. Internet Safety training resources (Attachment B) can also be found on the DISD website at: <http://www.dulceschools.com/internetsafety>.

**\$30,000 every three years (~\$10,000 per year) for the Lightspeed appliance
\$500.00 for the AUP forms printing and publishing**

SCHOOL DISTRICT NAME TECHNOLOGY AND LEARNING PLAN
TECHNOLOGY PLAN
DISTRICT-LEVEL NETWORK & TELECOMMUNICATIONS PLAN

E-rate Priority One Requests

Voice, Data, Video and Other Priority One Capabilities	Purchase / Budget / Potential Funding Source(s)
<p><i>Does your district plan on applying for priority one ERATE funding?</i> http://www.universalservice.org/si/applicants/step06/priority-1-components-timeline-installation.aspx DISD will apply for E-rate Priority One Services for schools using free and reduced lunch program data provided by the DISD Food Services department and the Student Information System. The district will follow SLD funding requirements.</p>	<p><i>All non-discounted (matching funds) will come from district funds.</i></p>
<p><i>What is the primary measure for determining ERATE discounts? NSLP or Surveys</i> http://www.universalservice.org/si/applicants/step05/alternative-discount-mechanisms.aspx DISD bases the requirement for priority one service requests on prior experience, surveys, utilization analysis and other data points. The flexibility allows the district to make mid-course corrections in response to new developments and opportunities as they arise.</p>	<p><i>All non-discounted (matching funds) will come from district funds.</i></p>
<p><i>Districts evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.</i></p>	

DISD - TECHNOLOGY AND LEARNING PLAN
TECHNOLOGY PLAN
DISTRICT-LEVEL NETWORK & TELECOMMUNICATIONS PLAN

ERATE Priority Two Requests

Hardware/Software/Support	Purchase / Budget / Potential Funding Source(s)
<p><i>Does your district plan on applying for priority two ERATE funding?</i> DISD does not plan to apply for E-rate Priority Two Services</p>	N/A
<p><i>How are ERATE components tracked for a yearly inventory of equipment? Salvaged equipment?</i> NA</p>	NA
<p><i>How will ERATE equipment be maintained in your district?</i> NA</p>	NA

DISD TECHNOLOGY AND LEARNING PLAN
DISTRICT-LEVEL NETWORK & TELECOMMUNICATIONS PLAN

Maintenance, Upgrade and Support Strategies

Description of Maintenance/Upgrade/Support Strategies	Purchase / Budget / Potential Funding Source(s)	Timeline
<p><i>How will your district maintain all technology (hardware/software) components?</i> DISD will use district staff, site technicians, lab instructors, librarians, teacher trainers, contract service providers, tools, and support software to maintain, upgrade and support district technology.</p>	<p>\$400,000 Operational Funds</p>	<p>July to June of each year</p>
<p><i>How will your district evaluate existing technology and future needs?</i> The district Technology Plan and Needs will be reviewed, evaluated, and updated if necessary by the DISD Technology Committee on a quarterly basis (August –October; November – January; February - April) (Attachment C & D &E)</p>		
<p><i>How will district technology Plan be evaluated each year?</i> The district Technology Plan and Needs will be reviewed, evaluated, and updated if necessary by the DISD Technology Committee on a quarterly basis.</p>		

**DULCE INDEPENDENT SCHOOL DISTRICT
SCHOOL BOARD POLICY
Technology Acceptable Use Contract for DISD Employees**

As an employee or contractor of Dulce Independent School District, hereinafter referred to as "DISD",

I, _____, recognize and understand that the district's email systems are to be used for conducting the district business only. I understand that the account provided by the DISD should be used only for educational or professional purposes. Staff may use the Internet for personal use only if such use is incidental and occurs during their duty-free time. Further, I agree not to access a file or retrieve any stored communication or data other than where authorized unless there has been prior clearance by an authorized DISD representative.

I am aware DISD reserves the right to review, audit, intercept, access, and disclose all matters on the district's e-mail systems and servers at any time, with or without employee notice or consent, and that such access may occur during or after working hours. I am aware that use of a DISD provided password or code does not restrict the district's right to access electronic communications. I am aware that violations of this policy may subject me to disciplinary action, up to and including termination or discharge from employment.

I acknowledge that I have read and that I understand the DISD Technology Acceptable Use Policy regarding e-mail, computer hardware usage, computer software usage, and Internet access. I acknowledge that I have read and that I understand this notice and that a copy of the entire policy has been provided to me.

Refusing to sign does not negate my responsibility to abide by the policies and procedures as set forth above and in the policy as revised. Choosing not to adhere to the policies set forth above is cause for suspension of all computer and Internet privileges.

Employee Signature

Date

TECHNOLOGY ACCEPTABLE USE POLICY FOR SCHOOL EMPLOYEES
(Pages 61-65)

PURPOSE

The purpose of this policy is to provide the procedures, rules, guidelines and code of conduct for the use of technology and the information network in the Dulce Independent School District. Use of such technology is a necessary element of the School District educational mission, but is furnished to staff and students as a privilege, not a right. The School District seeks to protect legitimate users of technology by establishing limits on such use and sanctions for those who abuse the privilege. Eliminating computer abuse provides more computing resources for users with legitimate needs.

SUMMARY

Public technologies such as desktop computers, servers, electronic mail, Internet access, and any other form of electronic communication are provided as a service by the Dulce Independent School District, (hereinafter referred to as "DISD"), to teachers, staff, and administrators (hereinafter referred to as employee) at their respective locations. Use is a privilege, not a right. Employees should be good citizens; they must refrain from activities that annoy others or disrupt the educational experiences of their peers. The employee is ultimately responsible for his/her actions in accessing the above listed services. Failure to comply with the regulations below and in the DISD Board Policy Manual may/will result in loss of access privileges and/or appropriate disciplinary action. Severe violations may result in civil or criminal action under the New Mexico Revised Statutes or Federal Law.

OWNERSHIP

All hardware, software, voice-mail, electronic mail, and any other stored documents or data on a retrievable medium including, but not limited to floppy disks, hard-drives, CD-ROMs, zip drives, etc. that are resident on district equipment, are, and shall remain, the property of DISD. The DISD administration reserves the right to confiscate, search or otherwise investigate any of the above mentioned items at its discretion.

COMPUTER USE

Inappropriate use of any computer or computer workstation can be a severe offense. Please note that it is a violation of DISD policy to:

1. Duplicate copyrighted software provided by DISD. It is a criminal offense to copy ANY software that is protected by copyright, unless such copying is expressly provided for within the copyright agreement and DISD will treat it as such.
2. Use licensed software in a manner inconsistent with the licensing agreement. Information on licenses is available through the Technology Support Services (hereinafter referred to as "TSS").
3. Copy, rename, alter, examine, install or delete the files or programs of another person or DISD except in the case of troubleshooting or repairing the computer.
4. Use a computer to annoy others, including, but not limited to, sending offensive messages or intentionally cause a computer system or network to crash.

5. Use a computer for non-school-related activities, including but not limited to personal or private business.
6. Create, disseminate, or run a self-replication program (virus, worm, or any other program that inhibits operation of a computer or network, (whether destructive or not), distributing large quantities of information that overwhelm the network including but not limited to chain letters, network games, mass copying of files for no specific reason, etc.
7. Use software not expressly provided by DISD for use on district computing equipment. Employees are not to download executable software off of the Internet, software updates to existing licensed programs resident on that personal computer, or purchased via the Internet with an official purchase order approved by TSS. For all downloads, a copy of the license agreement must be forwarded to TSS and the building administrator for tracking and audit purposes. Please consult with the TSS Department before proceeding with any of the above.
8. Install personally purchased software on DISD computers without express permission of the Director of TSS. If permission is attained, then a copy of the license agreement and the installation media must be housed with the administrator of that building for audit purposes.
9. 9.Take or scan pictures of students without signed permission of the parents and permission from the building administrator. Additionally, no pictures of District property are to be taken without administrator approval.
10. To post any political, commercial, pornographic or otherwise questionable material to the District web site or any DISD hosted web site. Additionally, any postings must meet general District policy and be approved by TSS or its delegate.
11. Access or attempt to access a desktop, network, or host computer without having obtained the appropriate access log-in ID and password legitimately, and/or through use of log-in information belonging to another person. This is considered "hacking" and/or "trespass" and will be dealt with appropriately.
12. Tamper with switch settings, move, reconfigure, or do anything that could damage terminals, computers, printers, or other equipment. Individuals responsible for damaging these or any hardware, software, computer system, or computer lab in any manner, will be FINANCIALLY responsible for all repairs and/or replacements. This includes, but is not limited to unplugging cables, plugging cables into inappropriate locations, or other related activities that may cause the network or connection to the network to fail or to function improperly.

INTERNET USE

The Internet is an electronic network connecting millions of computers and individual subscribers worldwide. The purpose of the Internet is to support world-wide access to business and educational information by individuals. The use of your account must be in support of educational research and consistent with the educational objectives of DISD.

1. Internet Access- May be provided to employees for research activities relating to their duties. Employees may also have access to:
 - A. Electronic mail
 - B. Surf the World Wide Web
 - C. Various discussion groups which include chat rooms
 - D. Bulletin Boards
 - E. ETC

2. Network Etiquette-You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
 - A. Be polite. Do not be abusive in your messages to others.
 - B. Use appropriate language. Do not swear, use vulgarities or any other inappropriate or suggestive language. Illegal activities are strictly forbidden.
 - C. Do not reveal your personal address or phone number or that of other employees or students, except in your normal course of duties.
 - D. Note that e-mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
 - E. Do not disrupt the use of the network by other users.

3. Inappropriate use of an account-The use of the Internet is a privilege, not a right. Inappropriate use will result in cancellation of privileges. The following are examples of inappropriate use.
 - A. Use or attempt to use another person's log-in and/or password.
 - B. Copying, transferring, or duplicating software owned by or registered to DISD.
 - C. Transmission of, or downloading any material in violation of any national, state, or district regulation is prohibited. This includes, but is not limited to, copyrighted documents, or threatening or obscene/pornographic material.
 - D. Using the network for commercial, political, personal, or private gain.
 - E. Communication whose sole intent is not for the purpose of education or school-related research/activities.

CONSEQUENCES FOR INAPPROPRIATE USE

The system administrators will deem what is inappropriate use and may close an account at any time. The administration may request the system administrator to deny, revoke, or suspend specific employee accounts. If an employee has failed to comply with this policy, he/she may be:

- A. Removed from the system for a specific period of time or permanently, depending on the nature of the offense.
- B. Required to pay for damages with regard to technician time, computer resources, or other fees.
- C. Criminally charged under local, state, or federal laws.
- D. Subject to employee disciplinary action, up to and including termination or discharge in accordance with existing Board policies and applicable law.

1. Never give any personal information to anyone you meet online. That means first or last names, phone numbers (they can be used to track down your home), passwords, birth dates or years, or credit card information.
2. Never meet up with anyone you don't already know. Don't tell anyone your schedule; don't say where you'll be hanging out. No party announcements. People are often not who they say they are. It's true: 1 in 5 kids will be sexually solicited online.
3. Don't fill out any "fun" questionnaires that are forwarded to you, even if they're from your friends. Remember, you're in a world where everything can get forwarded. All those personal things about you could land in the hands of someone who could use them to harm you.
4. Make sure you know everyone on your buddy list. If you haven't met the people face-to-face, they may not be who they pretend to be. Also, Instant Messaging strangers are an invasion of their privacy.
5. You do not have to answer emails or IMs from people you don't know. As a matter of fact, you shouldn't. Who knows who they are? Even if they say they're "David's friend," David could be a lucky guess. "Kids" you meet in chat rooms may actually be creepy adults.
6. There's no such thing as "private" on the Internet. You may think so, but it's not true. People can find anything they want — and keep what you post — forever.
7. Protect your user name and password at all times. Never let it out to anyone.
8. Make sure your account doesn't automatically save your password and user ID. That way, the next person won't be able to sign in as you.
9. Before you log in to any site—for example, your e-mail or instant messaging (IM account)—check to see if the program automatically saves your user name and password and whether there is a way to logout. Yahoo!, for example, keeps you signed in for two weeks by default.
10. Make sure no one is watching as you type. People looking for passwords, user names, or other sensitive information can watch your fingers or the screen as you type. Look around before logging on to be sure no one is watching.
11. Never walk away from the computer without locking or logging off the computer. Even if you will only be gone for a moment, it only takes that long for someone to grab your information. Log off every program that requires your login, password, or contains sensitive information. Simply closing the browser will not remove your information; neither will going to a different Web site.

DISD - Internet Safety Rules

Primary (Grades K-3)

Internet Safety Rules

1. I will tell my trusted adult if anything makes me feel sad, scared, or confused.
2. I will ask my trusted adult before sharing information like my name, address, and phone number.
3. I won't meet face-to-face with anyone from the Internet.
4. I will always use good netiquette and not be rude or mean online.

Real-World Safety Rules

1. I will always check first with my parent, guardian, or other trusted adult before going anywhere, helping anyone, accepting anything, or getting into a car.
 2. I will take a friend with me when going places or playing outside.
 3. I will tell people "NO" if they try to touch or hurt me. It's OK for me to stand up for myself.
 4. I will tell my trusted adult if anything makes me feel sad, scared, or confused.
-

Intermediate (4-5)

Internet Safety Rules

1. I will tell my trusted adult if anything makes me feel sad, scared, or confused.
2. I will ask my trusted adult before sharing information like my name, address, and phone number.
3. I won't meet face-to-face with anyone from the Internet.
4. I will always use good netiquette and not be rude or mean online.

Real-World Safety Rules

1. I will always check first with my parent, guardian, or other trusted adult before going anywhere, helping anyone, accepting anything, or getting into a car.
 2. I will take a friend with me when going places or playing outside.
 3. I will tell people "NO" if they try to touch or hurt me. It's OK for me to stand up for myself.
 4. I will tell my trusted adult if anything makes me feel sad, scared, or confused.
-

Middle and High School

1. I WILL THINK BEFORE I POST.

- a. I agree not to post information and images that could put me at risk, embarrass me, or damage my future, such as:
- b. cell & home phone numbers
- c. home address
- d. sexual messages
- e. inappropriate pictures and videos

2. I WILL RESPECT OTHER PEOPLE ONLINE.

I will not:

- a. post anything rude, offensive, or threatening
- b. send or forward images and information that might embarrass, hurt, or harass someone
- c. take anyone's personal information and use it to damage his or her reputation

3. I WILL BE CAREFUL WHEN MEETING ONLINE FRIENDS IN PERSON.

I agree to:

- a. ask my parent or guardian's permission before going
- b. have a parent or guardian accompany me
- c. meet in a public place

4. I WILL PROTECT MYSELF ONLINE.

If someone makes me feel uncomfortable or if someone is rude or offensive, I will not respond:

- a. save the evidence
- b. tell my parent, guardian, or another trusted adult
- c. report to the website, cell phone company, CyberTipline.com, or the police

6-21-2011

PREVIEWED BY (Name) _____

Building _____

Grades or Subjects Taught _____

Have you seen this product reviewed in a professional journal? Yes _____ No _____

If yes, Where _____

Additional Comments:

Dulce Independent School District

Request for Non-Standardized Equipment

Name: _____

Building: _____

Department: _____

Date: _____

Requested Equipment: _____

Explanation of Request: _____

(FOR OFFICE USE ONLY)

By signing this form, Dulce Independent School District agrees to provide support or direction of support for the above equipment.

Approval Date: _____

Signature: _____

Title: _____

Anticipated Computer Replacement Plan through 2013

Dulce Independent School District		
School Year	Location	# of Computers to be Replaced
2010 – 2011	High School	240 laptops
	Middle School	40
	Elementary	0
	Administration	<u>0</u>
		280
2011 - 2012	Elementary	200
	Administration	0
	High School	0
	Middle School	<u>0</u>
		200
2012 - 1013	High School	100
	Middle School	50
	Elementary	0
	Administration	<u>10</u>
		160

School Board Meeting Minutes