# Chenango Forks School District Technology Plan
# 2016-2021

"We must prepare our students for their future, not our past."
D. Thornburg

## Chenango Forks Central School District

"A community where learners excel!"

### District Administration
Dr. Lloyd "Joe" Peck
Superintendent

### Board of Education
President; Don Edwards
Amy O'Brien, Tom Wiser, Spyros Dimatos, Ken Starr

### Building Administrators
John Hillis - HS Principal
Lori Pourby - MS Principal
Lorrie Hulbert - ES Principal

### Technology Integration Specialists
Keith Rosko, Melissa Slater, Julie Zick

### MITS
Ed Monico, Barb Gebo

### District Technology Committee
Dr. Lloyd "Joe" Peck, Spyros Dimatos, John Hillis, Lori Pourby, Lorrie Hulbert, Keith Rosko, Melissa Slater, Karyn Church, Marcy Slocum

## INTRODUCTION

The [Chenango Forks School District](#) is comprised of three schools: [CF Elementary](#) (PreK-5); [CF Middle School](#) (6-8); and [CF High School](#) (9-12).

## MISSION
The Chenango Forks school district is committed to harnessing the potential of technology for learning in all curricular areas. Chenango Forks strives to create an environment where students can become innovative learners and makers.

## VISION
Computers and related interactive learning technologies are powerful tools for all curricula, allowing all students to achieve success pre-kindergarten through adulthood using 21st Century Skills. These skills include, but are not limited to creativity, communication, collaboration, research, problem solving, digital citizenship and knowledge of appropriate technology.

The focus of the educational technology initiative at Chenango Forks School District is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program.
Increasing access to technology is essential for the future, and one of the learning tools of these 21st Century students is a digital device.
The individualized use of technology is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher, instead, it transforms the teacher from a director of learning to a facilitator of learning.
This allows students to learn anything, anytime, anyplace.

## PLANNING PROCESS
The Chenango Forks Instructional Technology Plan is developed by the Chenango Forks District Technology Committee in collaboration with the CF CDEP Team.
Both groups receive input from the respective teachers at each grade level (the Committee is made up of teachers and administrators from each level as well as the District Superintendent and a BOE member) as well  as department head/grade level coordinators and each building Site Based Council.
The committee crafts and guides the planning and direction of district technology use and integration, as well as professional development, based on the feedback they receive from their respective constituencies.


## GAPS
Needs to be finished…
CF has several gaps in our process now that we are in the process of addressing.

<span style="color:red">The first and perhaps most challenging is the idea that we have teachers that are comfortable and well versed in the use of educational technology and teachers that are not - leading to an inequality gap (which results in a gap in student access and success as well).</span>

**GAP CHALLENGES/REASONS**
<span style="color:red">TIME.</span>
<span style="color:red">Time is always against us…</span>
<span style="color:red">Chenango Forks needs to establish time for faculty and staff to:</span>

<span style="color:red">Learn new tools and methodologies to see if and how they can improve student learning and teacher teaching.</span>

<span style="color:red">Ongoing professional development in both initial training of tools, techniques and methodologies.</span>
<span style="color:red">Ongoing follow up training and support in new tools, techniques and methodologies.</span>

<span style="color:red">Examining teacher usage and methodologies through collaboration, observation and visitation.</span>

**TECHNOLOGY SUPPORT STAFF**
During the 2016-2021 school years Chenango Forks will continue to use a managed IT service with data through MITS

**GREEN INITIATIVES**
In an effort to save energy and resources, Chenango Forks Information Services supports green initiatives. These initiatives include, but are not limited to, the following;
Everyone is strongly encouraged to turn off all devices when not in use. Beginning in the 2011-12 school year we have implemented a power saving software on all PCs. This software manages energy savings by shutting the computers down during non- school hours.
Chenango Forks Central Schools utilizes e-recycling services to dispose of outdated equipment. Where possible we make every effort to reuse equipment, in whole or in its parts, before it is declared surplus and sent for e-recycling.
Teachers are encouraged to post material to their web site for students and parents to view, as opposed to making paper copies.
As tablets are integrated into instruction, teachers use Learning Management Systems and electronic textbooks to disseminate course material at a savings for the district.
The recent addition of solar energy has had a substantial impact on the district's energy useage.

**DISTRICT TECHNOLOGY PRIORITY**

- College and Career Readiness for students

- Professional Development
- Secure and Efficient Infrastructure.

## K-12 Digital Literacy and Citizenship Cross Curricular Provided by Common Sense Media

- Privacy & Security
- Digital Footprint & Reputation
- Self Image & Identity
- Creative Credit & Copyright
- Relationships & Communication
- Information & Media Literacy
- Cyberbullying
- Internet Safety

**Privacy & Security**
Students learn strategies for managing their online information and keeping it secure from online risks such as identity thieves and phishing. They learn how to create strong passwords, how to avoid scams and schemes, and how to analyze privacy policies.

**Digital Footprint & Reputation**
Students learn to protect their own privacy and respect others' privacy. Our digital world is permanent, and with each post, students are building a digital footprint. By encouraging students to self-reflect before they self-reveal, they will consider how what they share online can impact themselves and others.

**Relationships & Communication**
Students reflect on how they can use intrapersonal and interpersonal skills to build and strengthen positive online communication and communities. They delve into the concept of digital citizenship and digital ethics, and they reflect on their online interactions.

**Creative Credit & Copyright**
Living in a "copy/paste" culture, students need to reflect on their responsibilities and rights as creators in the online spaces where they consume, create, and share information. From addressing plagiarism to piracy, students learn about copyright and fair use.

**Cyberbullying**
Students learn what to do if they are involved in a cyberbullying situation. They explore the roles people play and how individual actions — both negative and positive — can impact their friends and broader communities. Students are encouraged to take the active role of upstander and build positive, supportive

**Self-Image & Identity**
These lessons are designed to help students explore their own digital lives, focusing on their online versus their offline identity. Students learn the benefits and risks of presenting themselves through different personas and the effects on their sense of self, their reputation, and their relationships.

**Information and Media Literacy**
Information and media literacy includes the ability to identify, find, evaluate, and use information effectively. From effective search strategies to evaluation techniques, students learn how to evaluate the quality, credibility, and validity of websites, and

**Internet Safety**
Students explore how the Internet offers an amazing way to collaborate with others worldwide, while staying safe through employing strategies such as distinguishing between inappropriate contact and positive connections. These foundational skills are just the beginning!

21St-Century., Citizens For The, and Digital Literacy And Citi. Our K-12 Digital Literacy and Citizenship Curriculum (n.d.): n. pag. CommonSense.org. Common Sense Media, 2012. Web. 22 Apr. 2015. <https://www.commonsensemedia.org/sites/default/files/uploads/pdfs/curriculum-overview_0.pdf>.

All buildings infuse technology into all curriculum work, incorporating the most appropriate technology for the students' needs. This allows differentiated instruction to be a part of the teaching plan. All buildings will focus on incorporating technology to personalize learning, increase student engagement, and critical thinking.  Used properly, the technology will allow teachers to better assess student data and target student learning goals.

## Professional Development

CF will create a systematic approach to professional development at all levels to the entire Chenango Forks educational community.

CF realizes that Professional Development is the backbone of technology integration into the PK-12 environment.

Chenango Forks is committed to providing professional development that will strengthen the curriculum and allow teachers to utilize the most appropriate technology for student achievement and improved instruction.

Through Superintendent's Conference Days, grade level meetings, faculty meetings and educational technology workshops, teachers will be given opportunities to share and demonstrate new ways of teaching in a 21st century model through video and departmental discussions.

The six ISTE standards and the SAMR model are the backbone of all technology related professional development in the Chenango Forks School District.

## INTERNET SAFETY POLICY REGULATION

The CF District implements the Internet Safety Policy adopted by the Board of Education to make safe for children the use of district computers for access to the Internet in accordance with the Children's Internet Protection Act.

Employee use of technology: BOE Policy #4526-Computer Use in Instruction
INTERNET ACCESS POLICY FOR EMPLOYEES  4526.2
Adopted: January 8, 2009
Anticipated BOE Approval September, 2013

# APPENDIX A:
Agreements and Letters

**IPAD LETTER HOME TO PARENTS**

Dear Parent and/or Guardian,

We are pleased to inform you that your child has been issued a Chenango Forks iPad for use as an educational tool, and as part of the district's new approach to education through "mobile learning."

What is mobile learning?

Chenango Forks is embarking on a new approach to education and learning, in an attempt to better prepare our students for college, the workforce and life in the 21st century.

Mobile learning here at CF has two distinct parts:
The first part is designed to release both the teacher and student from being confined to the desk, desktop computer, and chalkboard through the use of wireless computers (MacBooks), Apple TV projection devices and iPads. These devices allow teachers to move about the classroom and integrate a wide variety of media into their lessons in a "flipped classroom" approach to learning, as well as allow the students and teachers to collaborate, interact and share work with each other in more real world and dynamic ways.

The second part is the creation and curation of classroom content and learning resources, and making that content available to both students and parents 24-hours a day, in a variety of ways and in a variety of places. We believe this will make the educational process more effective as well as more immersive, creating the habits of a life-long learner.

Your child will be using their iPad for in-class assignments, homework, projects and research, among other things. The iPad will be 1:1 meaning they will have the ability to take the iPad home with them.

While the student will be expected to use the iPad for educational use, its use beyond that while at home, is at your discretion as a parent and/or guardian.

We will be holding an iPad information session and demonstration on the evening of the HS open house, October 15th, in the HS Library starting at 6:15. Bring your child's iPad (make sure you know the passcode) and you can work along with us as we show you what your child will be doing with their iPad, what its capable of, and how teachers will be using it.

Thank you

John Hillis
High School Principal

**Chenango Forks High School**
**IPAD USER AGREEMENT**


<u>User</u> must be a student at Chenango Forks High School and a cooperating student in the classroom environment.   A copy of the agreement will be kept on file with the instructor.

I, _____, take full responsibility for the electronic device I am using. I will use the iPad for learning and instructional purpose only. I understand that this is not my own personal device and that my school administrators can access all data on the iPad including web browsing and app use.
I am responsible for loss, theft of, or damage to the iPad.

I understand that the iPad is the property of Chenango Forks School District and that the Internet Acceptable Use Policy applies to the use of the iPad.

I agree and understand that a violation of any of the rules set forth in this user agreement will result in the loss of my iPad use.

I understand and agree to these rules for borrowing and using the Chenango Forks School District iPad.

I understand that I should only be signing into the iPad with an iTunes account that has been set up using my school email account.  No personal iTunes accounts should be used to log into the iPad.

All iPads must be turned back into the teacher of record or the HS librarian by June 12th.


Signature: _____

Date: _____

Checkout Date_____ Due Date_____
NOTE PLEASE:
The following information is kept confidential, but needs to be available in case you as the user forget to log out of the iPad in June, requiring the district need to log you out.
My passcode _____
My iTunes email address _____
My iTunes password _____

**Chenango Forks Middle School**
**WiFi LETTER HOME TO PARENTS**

Dear Parents/Guardians of Seventh Grade Students:

As you are aware students received their 1:1 iPads in January 2015.  Since that time, students have completed in-class assignments, done homework, conducted research, and even created projects which have made their learning both dynamic and mobile.  With that being said, we still need to make sure our students use these devices for educational tools both inside and outside of the classroom.

You received the district's "Internet Safety Policy" as well as signed and returned the "iPad User Agreement" with the letter sent home in January.  I just want to reiterate as well as highlight some important information from these documents as a reminder to you:

1. We have established filtering measures here at school that blocks information on the internet that can be harmful to minors.   This is something that we have installed on our computer network system at Chenango Forks and it does not carry through when students bring their devices home or go elsewhere where they may have wifi access.  This means your child will be able to access anything on the internet, outside of the Chenango Forks network, so it is important that you monitor your child's internet use at home.

1. We can access all data on the iPad including web browsing and app use and will check student use and information periodically to ensure our students are using their electronic device in an acceptable manner.  We suggest you take the time to do the same at home.

We have had several student presentations regarding the appropriate use of technology and how students can be good "digital citizens".  We will also reinforce our district's expectations with our students.

We are excited that we are able to provide this opportunity for our students and want to continue to make sure that students understand the privilege they have.  If you have any questions regarding how the iPad is used at school, please contact the seventh grade team or me at 648-7576.

Sincerely,


Lori Pourby
Middle School Principal
**Chenango Forks Central School District**
**PARENT/STUDENT DIGITAL DEVICE USER AGREEMENT & ACCEPTABLE USE POLICY**
**PLEASE PRINT ALL INFORMATION**

Student_____

Parent_____

Address

_____

Home Phone _____

Mobile Phone_____

Work Phone _____

Parent

Email_____

In this agreement, "we," "us," and "our" means the District. "You" and "your" means the parent/guardian and student enrolled in CFCSD. The "property" is a _____ owned by CFCSD with the following Serial
numbers: _____.

**Terms**
You will read, understand and sign this Parent/Student Digital Device Use Agreement before taking possession of the Property.

You will comply at all time with CFCSD's Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effective immediately and the District may repossess the property. Failure to comply may also subject the student to discipline up to and including long-term suspension in accordance with the District's Code of Conduct.

**Title**
Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement.

**Software**
Any software and or applications will be installed in accordance with the CFCSD tablet procedures. Failure to comply with the tablet procedures may terminate your rights of possession effective immediately and the District may repossess the property. Failure to comply may also subject the student to discipline up to and including long term suspension in accordance with the District's Code of Conduct.
You may, however, set up wireless networks on your device for use when not on school grounds.

**Loss or Damage**
Accidental damage may be covered by the insurance policy secured by the District on the property. If the damage is intentional or negligent, you are responsible for the reasonable cost of repair or its replacement cost. On campus loss or damage must be reported immediately to

administrative personnel. Off-campus loss or theft must be reported within 48 hours to the appropriate law enforcement authority. A copy of the report filed with law enforcement must be turned into school administrators by the next school day.

**Search**
At all times, the device and any software installed on the device remains property of CFCSD. As such, neither students nor parents have any expectation of privacy in the data stored on the device. District representatives retain the right to search digital media associated with the device. This media may include but is not limited to will include hard drive, USB storage Devices, and portable memory cards.

**Repossession**
If you do not fully comply in a timely manner with all terms of this Agreement, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property. If a transfer to another school takes place, you will have 48 hours to return the computer.

**Term of Agreement**
Your right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

**Appropriation**
Your failure to return the property in a timely manner and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property and will subject you to criminal prosecution or a civil action for recovery of the property and monetary damages or both.

**Signatures:**
_____ Date: _____
Parent or Guardian Signature

_____ Date:_____
Student Signature

Asset Serial Number:_____

The focus of the digital device program at Chenango Forks School District is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools of these 21st Century students is a digital device. The individual use of a digital device is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with digital devices integrates technology into the curriculum anytime, anyplace.

The procedures and information within this document apply to all digital devices used at Chenango Forks School District, including any other device considered by the administration to come under this procedure. Teachers may set additional requirements for use in their classroom.

**Chenango Forks School District**
**STUDENT PLEDGE FOR DIGITAL DEVICE USE**

Student/Parent Copy
Chenango Forks School District Student Pledge for Digital Device Use

## Overview
**Bringing Your Own Device;**
Bringing your own device will be discussed during a Parent/Guardian Orientation. Parents/guardians and students must sign and return copies of the Bring Your Own Digital Device Student Pledge, and Acceptable Use documents before the digital device can be used at Chenango Forks Schools.
The student will be responsible for any damage to the digital device. Chenango Forks Central Schools will not be held responsible in any capacity for physical damage, loss or theft of any personally-owned device.
Chenango Forks Schools will not be held responsible for any damage that may occur as a result of connecting to the network or any electrical power source.
The parents/guardians of any student bringing personal technology to school are responsible for and will be required to reimburse the School District for any damage that their child may cause through the use of wireless network with his/her personally-owned device.

**General Precautions**
● All users will follow this policy and the Acceptable Use Policy for technology.
● Cords and cables must be inserted carefully into the digital device to prevent damage.
● Digital devices must never be left in an unlocked locker, unlocked car or any unsupervised area.
● Students are responsible for keeping their digital device battery charged for school each day.

Digital devices are intended for use at school each day. In addition to teacher expectations for digital device use, school messages, announcements, calendars and schedules may be accessed using the digital device. Students must be responsible to bring their digital device to all classes, unless specifically instructed not to do so by their teacher.

**Digital devices Left at Home**
If students leave their digital device at home, they are responsible for getting the course work completed as if they had their digital device present.

**Charging Your Digital Device's Battery**
Digital devices must be brought to school each day in a fully charged condition.

**Screensavers**
● Inappropriate media may not be used as a screensaver or background photo. This includes any media that violates the Code of Conduct as found on the CFSD website.
Inspection
Students may be selected at random to provide their digital device for inspection.
Software on Digital Devices
Sound, Music, Games or Programs
Chenango Forks School District Technology Plan 2012-2017 Approved by BOE: 7/11/2013
● Appropriate music/games/apps/programs are allowed to be used in school on the digital device for educational purposes and can be used as determined by the teacher.
● Student use of a personally-owned device must support the instructional activities currently occurring in the school environment.
● From time to time the school may need to add software applications for use in a particular course. The licenses for this software require that the software be deleted from digital devices at the completion of the course.
● Chenango Forks Central School District may require the installation of certain software to be in compliance with district policies.
**Procedure for Re-loading Software**
Students are responsible for technical difficulties and re-loading software on the device. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and re-image.

**Software Upgrades**
Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their digital devices for periodic updates and syncing.

**Acceptable Use**
The use of the Chenango Forks School District's technology resources is a privilege, not a right. This technology extends beyond the physical devices including but not limited to, wireless internet, apps and software. The privilege of using the technology resources provided by the Chenango Forks School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Chenango Forks School District.

This document is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the user

terms and conditions named in this document, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Chenango Forks School District's Acceptable Use Policy as well as the Student Handbook shall be applied to student infractions.

Devices with recording capability must not be used to impinge upon the privacy of students and staff.
Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

**Parent/Guardian Responsibilities**
● Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
Student Responsibilities
● Students should always turn off and secure their digital device after they are done working to protect their work and information.
Digital Device Care
Students will be held responsible for maintaining their individual digital devices and keeping them in good working order. Students will be responsible for damages to their digital devices.
● Digital device batteries must be charged and ready for school each day.
● Personal digital devices that are stolen or lost at school must be reported immediately to the Main Office of applicable building.
● Never leave the device unattended.
● Handle with care. Extreme heat and cold will damage the device.
Chenango Forks School District Technology Plan 2012-2017 Approved by BOE: 7/11/2013
● Care should be taken when cleaning the device. Only static free soft cloths should be used. No solvents or solutions should be used.

**Legal Propriety**
● Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
● Plagiarism is a violation of the Chenango Forks School District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

**Student Discipline**
If a student violates any part of the above policy, he or she will be subject to consequences as listed in the Acceptable Use Policy and Chenango Forks School District Student Handbook.

**Repairs**

Students will be financially responsible for damages to their digital devices. Repairs will not be handled by the Chenango Forks School District.

Chenango Forks School District Technology Plan 2012-2017 Approved by BOE: 7/11/2013

Chenango Forks School District Student Pledge for Digital Device Use

● I will take good care of my digital device.
● I will never leave my digital device unattended.
● I will never loan out my digital device to other individuals.
● I will know where my digital device is at all times.
● I will charge my digital device's battery daily.
● I will keep food and beverages away from my digital device since they may cause damage to the device.
● I will use my digital device in ways that are appropriate, meet Chenango Forks School District expectations, and are educational.
● I understand that my digital device is subject to inspection at any time without notice.
● I will follow the information outlined in the Bring Your Own Digital Device Procedures, the Acceptable Use Policy and the Code of Conduct while at school, as well as outside the school day.
● I will file a police report in case of theft, vandalism, and other acts as well as report it to the Chenango Forks School District.
● I will be financially responsible for all damage or loss.
● I understand the use of the digital device in class is for educational purposes.

I agree to the stipulations set forth in the above document;

Student Name (please print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

Student/Parent Copy

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