SCHOOL DISTRICT OF CLAY COUNTY

Green Cove Springs, Florida

Ben Wortham
Superintendent of Schools

PROCEDURES MANUAL
FOR
INSTRUCTIONAL TECHNOLOGY SERVICES

Clay County School Board Members:

Janice Kerekes	District 1
Carol Studdard	District 2
Charles E. Van Zant, Jr.	District 3
Frank Farrell	District 4
Lisa Graham	District 5

Revised 7/11

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ACKNOWLEDGEMENTS
Committee Members:

This document has been prepared as a guide to inform employees, students, parents, and the community about available technologies and the policies and procedures relating to proper use of technology in the school system. The following are dictated by and must be in compliance with standards, policies and guidelines established by the following sources:

- Florida Statutes
- Southern Association of Colleges and Schools (SACS)
- State Standards
- Clay County School Board

District Contacts

Diane Kornegay	Assistant Superintendent for Instruction
Carl Hendrick	Director of Information Services
Carolyn Grissom	Supervisor of Information Services
Alisa Jones	Supervisor of Instructional Resources
Ruth Paine	Distance Learning Specialist
Bill Ralls	District Technology Integration Specialist
Karen Robinson	District Instructional Media Services Specialist
Duane Weeks	Supervisor of Information Services

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What Everyone Needs To Know About

Instructional Technology

Instructional Resources is the department in the **Instructional Division** responsible for the use and integration of technology into the curriculum. A **Technology Integration Specialist** is available to help teachers integrate technology into the curriculum and assist in use of resources. A **Distance Learning Specialist** is available to help teachers with distance learning content and issues. Curriculum specialists are also available within the Instructional Division to help teachers use subject specific resources. A website is maintained at www.clay.k12.fl.us/ttc as a "one-stop" site for key instructional resources.

ESE is the department in the **Instructional Division** responsible for assistive technology. An **ESE Technology Specialist** is available to help teachers and administrators with assistive technology needs.

Information Services is the division responsible for telecommunications and network infrastructure, functions and security, hardware maintenance and, in most instances, software operability and installation. The Information Services Helpdesk is available via email or phone to assist users with telephone, network, or email issues.

Maintenance is the department in the **Support Services Division** responsible for electrical wiring necessary for hardware usage.

At each **school site** there are several key staff members to assist faculty and staff members. The administrator assigned to curriculum at each school can direct users to appropriate staff. **Technical Specialists** from Information Services are assigned to schools to support technical needs. The responsibilities designated as teacher support for curriculum issues related to instructional technology are usually assigned to other staff members at the school sites.

All elementary schools have a **Technology Coach**, a regular classroom teacher who is paid a supplement to assist teachers with the use of instructional technology. A **Technical Support Assistant** is available in some locations to support and troubleshoot hardware and software issues, notifying the Information Services Helpdesk when additional support is needed.

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Each school has an identified **Webmaster** who maintains the school website and a **Channel 99** contact who submits information for broadcast on the school district's educational access channel. There is also a **Blackboard Domain Administrator** who maintains the school's domain on Blackboard.

Many schools also have computer lab teachers who may or may not fill one of the above positions. Elementary and secondary education departments and curriculum specialists are available to support computer lab curriculum.

A directory of Technology Coaches, Webmasters and Technical Support Assistants can be found at the Clay County School District webpage, www.clay.k12.fl.us/ttc. Workshops for these positions are regularly scheduled and attendance is necessary for each school to stay informed about resources and issues.

Instructional Technology

Instructional Technology refers to a digital learning environment that supports student achievement and focuses on technology integration, or the seamless use of technology, as a tool for communication, learning, research, collaboration, skill development, and production of student work.

This digital learning environment encourages anytime, anyplace teaching and learning to support curriculum standards and benchmarks as well as lifelong learning for all stakeholders.

Specific curriculum standards and benchmarks include:

- http://www.floridastandards.org
- Florida Educator Accomplished Practices
- National Standards for Students, Teachers, and Administrators

A matrix for Technology Integration, http://fcit.usf.edu/matrix , has been developed to illustrate how K-12 teachers can use technology to enhance learning. The matrix associates five independent characteristics of meaningful learning environments with five levels of technology integration.

Additional Instructional Technology resources relating to Technology Integration are located online at http://www.fldoe.org/bii/Instruct_Tech.

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District Technology Committee

A district technology committee is responsible for composing the District Technology Plan according to state and federal guidelines and requirements, and for developing policies and procedures for instructional and educational technology.

The district technology committee includes representative administrators from impacted departments, administrators from each school level, district curriculum specialists, representative support personnel, representative teachers, CCEA and CESPA representatives, network specialists, and elementary technology coaches.

The committee is chaired by the Supervisor of Instructional Resources, and is co-chaired by the Supervisor of Information Services, Assistant Superintendent for Instruction, and the Director of Information Services.

The committee meets at least once a year with necessary agenda items dictating the need for additional meetings and/or sub-committee meetings.

School Technology Committee

Each school must have a technology committee representing each grade level and/or department in the school. The committee is chaired by the Instructional Technology Specialist or Coach, or for schools without such personnel, a person designated by the school Principal, and shall meet at least once a year.

The School Technology Committee:

- Assesses technology needs at the school
- Provides information for inclusion in the Technology Plan section of the School Improvement Plan
- Makes recommendations for spending available funds to correlate with the Technology Plan section of the School Improvement Plan
- Provides leadership and promotes Technology Integration
- Promotes and/or delivers professional development
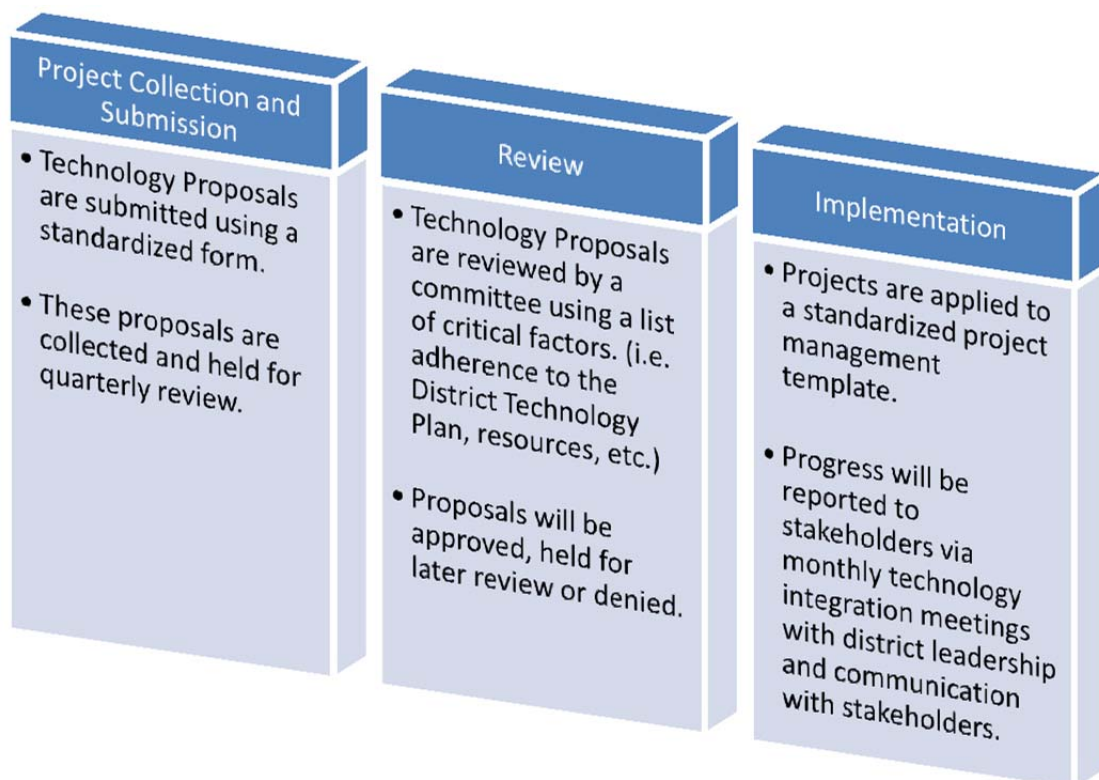- Disseminates information

Technology Project Review Process

In order to best ration human and fiscal resources and provide for a standard project management approach to technology, a Technology Project Review Process has been implemented. Technology projects will be submitted by district staff and faculty and then are studied for feasibility as well as adhering to the District Technology Plan. This process becomes the method for software and project approval for new initiatives.

The process is outlined below:

Technology Project Submission Process

Project Collection and Submission

- Technology Proposals are submitted using a standardized form.

- These proposals are collected and held for quarterly review.

Review

- Technology Proposals are reviewed by a committee using a list of critical factors. (i.e. adherence to the District Technology Plan, resources, etc.)

- Proposals will be approved, held for later review or denied.

Implementation

- Projects are applied to a standardized project management template.

- Progress will be reported to stakeholders via monthly technology integration meetings with district leadership and communication with stakeholders.

Blackboard and Domain Administrators

Blackboard is a community learning management resource or system that includes an academic suite for personnel to create engaging learning content, assess and evaluate student performance, and facilitate student and parent participation, communication, and collaboration. Blackboard also includes a community suite that allows the school district to customize information by school, department, and/or user, extend teaching and learning beyond the classroom, and give one-stop access to information, resources, and services.

Each school has one or more Blackboard Domain Administrators designated by the Principal. The Domain Administrator has privileged rights to maintain custom information and to train and assist users at the school site.

Domain Administrators are trained to assist teachers in developing course and/or class websites following established guidelines for school, faculty, and staff web pages.

The **school principal** is ultimately responsible for content and review of Blackboard school domains and course and class Blackboard sites.

Content on teacher websites is covered in the Terms and Conditions for Use of Telecommunications and Networks in the Employee Handbook. The following forms are provided in the Appendix as guidelines for Blackboard websites:

Blackboard Course Checklist

Blackboard Class Website Checklist

Non-Blackboard Class Website Checklist

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Guidelines for School, Faculty, and Staff Web Pages

A web page that is developed or sanctioned by a School Board of Clay County employee and that links the School District of Clay County to the employee must support the educational mission of the District and follow national, state, and local laws and policies. The following guidelines have been developed to ensure that information on such pages is appropriate for any Internet user to access.

The **District website** is maintained by the **District Webmaster**. School websites and department main websites are hosted on a district server and reflect a standardized style and design.

Class, course, and organization websites are hosted on Blackboard. These are merged with the District website at www.clayschools.net. Pre-login, visitors see the District website with a Blackboard tab. Post log-in, users see the school or District website and tabs associated with the user including My Blackboard.

The goal of a school or teacher webpage is to introduce visitors to the school or class, share information about the successes of the school or class, and link users to valuable educational resources and information.

The **school principal** is ultimately responsible for content and review of the school or class webpage.

Each school must have a school board employee who is designated as the **school webmaster.** The school webmaster is appointed by the principal on a voluntary basis. The school webmaster will be the only person at the school authorized to upload files to the district website. The school webmaster must coordinate efforts with the district webmaster. The school webpage should reflect school activities, student work, special projects, or aspects of the community the school serves. It is important to provide meaningful and current content. The official school homepage must be posted on the District server. The homepage must indicate the date of the last revision. The main school webpage must include a link to the District homepage, www.clay.k12.fl.us or www.clayschools.net.

Faculty and staff must follow webpage policies covered in the Terms and Conditions for Use of Telecommunications and Networks in the Employee Handbook. Faculty and staff web pages may be posted on Blackboard or the District server. Any webpage on another server that identifies a classroom, school, and/or the district must approved by the **School Leadership Council**. Faculty and staff web pages should provide meaningful and current content.

From time to time, school-associated organizations develop web pages to provide parents/students with relevant information. **Volunteers** developing these web pages must also adhere to these guidelines and notify the principal in writing of any web pages that identify the school and/or district.

Content on all the above web pages should be checked for **spelling and grammar** before posting. All work published should be free of spelling and grammatical errors. This also applies to student work published on the web, except as grade appropriate.

Local, state, and national laws govern release of **student information**. Student grades cannot be published with student names. Alias identification must be developed. This identification cannot be a social security number or the student identification number. A student's name with his/her picture is not to appear on a school or class website for any reason. Do not include a student's full name, home address, phone number, or full names of family members. **File names** for pages and images should be checked to ensure that student's names do not appear, i.e. – marysmith.gif, jimpaul.html.

Information on web pages should not indicate the **physical location** of a child at a specific time. A map of the school facility may not be posted.

No web page should allow visitors to contact any student directly. Communication concerning the content of any page must be directed to the principal or school webmaster. School home pages must include a **link to email** the school webmaster.

School or class web pages may contain small acknowledgements of school partnerships or sponsorships. Web pages may provide links to partner or sponsor's web pages.

All links to external sites must open in separate windows and are subject to final approval by the school principal. No documents may contain objectionable material or links to objectionable material as stated in the School District of Clay County Acceptable Use Policy.

All school and class web pages must conform to copyright regulations.

The following **style guide** is recommended but not required:

- Do not use "Under Construction" signs on a home page as it may remove your site from major search engines; construct the page before placing it on the web. If "Under Construction" graphics are necessary, please do not keep them on any page longer than four weeks.

- The date of the last update to the home page should be clearly identified for page viewers.
- Images should be displayed with width and height set. Large images should be avoided. Use thumbnails when available.
- Pages should accommodate a variety of browsers, including text-only browsers. Be sure to specify an <ALT> tag for graphics. Avoid making pages that require unusual plug-ins.
- Internal documentation should be contained in the source code. It should consist of the author's name (teacher's name may be more appropriate if author is a student), and creation and revision dates. Any unusual content or styles should be noted.
- Facilitate travel through your web pages. Provide hypertext links wherever possible. Keep URL's as simple as possible.
- Do not use spaces in file names.

Instructional Resources

The following websites maintain current information concerning Clay County instructional resources:

www.clay.k12.fl.us/ttc

www.clay.k12.fl.us/curriculum

Distance Learning Blackboard website

District Library Media Blackboard website

Instructional Resources s Blackboard website

- **Blackboard**

  - **Use** of Blackboard is governed by the license agreement between Blackboard and the Clay County School Board.
  - **Authorized users** are defined in the license agreement. Students and SDCC employees are loaded into Blackboard via TERMS. Other authorized users must be created by a Blackboard system administrator.
  - **Courses** are loaded for teachers through TERMS but a teacher must go to the Control Panel under Settings – Course Availability to make courses active. Secondary teachers creating course sites should use the courses created by TERMS and should rename them in the Control Panel under Settings – Course Name and Descriptions.
  - The **Course Merge Module** is available so a teacher can combine classes with multiple class periods.
  - Elementary teachers creating course or class websites should ask the school domain administrator to create an organization for his/her course or website.
  - Blackboard **Organization Websites** function similarly to Blackboard courses, and the teacher, or **Organization Manager/Leader,** uses the Control Panel to select students to enroll in the organization. (Control Panel – User Management – Enroll Users)
  - Both Courses and Organizations have a **Grade Center** available. Teachers may use the Grade Center as a grade book, but secondary teachers must post interim or final grading period grades to Smart Web unless an administrator directs that all grades be posted to the official electronic grade book which is currently Smart Web.

- The teacher and administrative team are the only individuals who have rights to the individual teacher's grade book, electronic or print. With Blackboard, the teacher can allow other employees or parents access to the Grade Center. A school domain administrator can create **Observer** accounts. In order to share Grade Center data with **Observers**, Observers must first have user accounts created on the system with a system role of Observer. Next, Observers must be associated with Students enrolled in the course, and finally be granted access to the course.
- **Safe Assign** is a component of Blackboard similar to Turn-it-in.com.
- Blackboard **training** is available and can be coordinated through specialists at the Teacher Training Center located at FIH.
- **Collaborate, formerly called Wimba,** is a component of Blackboard that provides web conferencing capabilities.

- **Calendars –** A WebEvent calendar is provided for each school and various district sites to enable users to post events to a multiple calendars as applicable. These calendars can then be viewed via the web, giving users the ability to view one or multiple calendars. WebEvent calendars can be accessed at www.clay.k12.fl.us/ttc by selecting Calendars. Each school has a delegated Calendar Administrator who reviews events submitted and adds approved events to the appropriate calendars. For additional information about WebEvent calendars, contact the Teacher Training Center.

- **C.L.I.P.** - C.L.I.P. stands for Curriculum, Lessons, and Instructional Materials Portal, a resource that includes curriculum maps, lesson plans, and online access to textbook materials. Teachers have access to all materials in C.L.I.P.; students and parents can only access Courses and Unit Plans. All courses in green have information to access online textbook materials. Access C.L.I.P at www.clay.k12.fl.us/ttc by selecting C.L.I.P . For additional information, contact the Teacher Training Center.

- **DataStar** is a suite consisting of 504 Star, Parent Star, ESE Star, LEP Star, and PMP Star. Parents can also monitor and track student achievement via Parent Star. Staff at the Teacher Training Center can direct users to the appropriate contacts for DataStar.

- **Destiny** is a library resource and textbook inventory and management program. Available in multiple languages at http://destiny.clay.k12.fl.us, Destiny has replaced the old card catalog and electronically searches the SDCC resources including print materials, Internet resources, electronic databases, eBooks, Accelerated Reader titles, textbooks and more. Additional information about Destiny library is available from the school media specialist or District Media Center. For additional information about Destiny textbook, contact Instructional Resources.

- **Discovery Education Streaming Plus** (formerly United Streaming) is a subscription service that provides teacher access to 8,700 full-length videos segmented into 80,000 content-specific clips tied directly to state and national standards that can be seamlessly integrated into the curriculum. For additional information, contact the school media specialist or District Media Center.

- **Focus Student Information System will be rolled out in its' first phases during the 2011-12 school year. The system is a web based replacement for TERMS which provides a true relational database, work flow triggers and will allow the School District of Clay County to work towards the completion of the Local Instructional Improvement System (LIIS) as defined by the Race to the Top Grant.**

- **ISafe** is a resource for teachers, students, and parents to learn and gather resources about Internet safety. For additional information, contact the Teacher Training Center.

- **LearnKey** provides self-directed technology training for SDCC employees. For additional information, contact the Teacher Training Center.

- **Parent and Student Resources** – Many resources are also available to parents and students. Information about these resources can be accessed under the student tab when students or parents log in to Blackboard.

- **Performance Matters** – Performance Matters provides information so administrators and teachers can individualize instruction based on specific data to improve student achievement.

- **Podcasting** – Employees must follow podcasting policies covered in the Terms and Conditions for Use of Telecommunications and Networks in the Employee Handbook. Wimba/Blackboard Collaborate may be used to create podcasts but in order to create other school-related podcasts, employees must become

Certified Clay County Podcasters. There are three courses that must be completed I to become Certified:

- Podcasting in Education (Introduction)

- Podcasting in Education (Intermediate)

- Podcasting in Education (Advanced)

Once a person successfully completes all three courses, he/she will receive a certificate that certifies his/her eligibility to publish and promote podcasts that are sponsored by the School District of Clay County, Florida. In order for the employee to start publishing his/her podcast, it must go through an official approval process. A copy of the podcast, along with the completed required approval forms (see copies of these forms below) must be submitted as an "approval packet." If the podcaster is a school employee, the approval packet must be submitted to the school Curriculum Council for official approval. If the podcaster is a district employee, the approval packet must be submitted to his/her district administrator for official approval. If the podcast is not approved the first time it is submitted, appropriate feedback will be given to the podcaster so he/she may make needed adjustments and the podcast can then be resubmitted for approval. Once the podcast is approved, it can be published and promoted as a podcast sponsored by the School District of Clay County, Florida. Forms Required for Podcast Approval Process:

- ◦ *Design Standards for School and Department Audio and Video Podcasts - School District of Clay County, Florida*

- ◦ *School District of Clay County, Florida - Podcast Approval Form and Rubric*

- ◦ *School District of Clay County - Request for Approval of Non-Board Approved or Non-State Adopted SUPPLEMENTAL or CORE Instructional Materials*

- **SmartWeb** is an electronic gradebook that is currently the official gradebook for recording grades to feed into TERMS. For additional information on SmartWeb, contact Information Services.

- **TransAct** is available for administrators to find forms in various languages. For additional information, contact the ESOL office.

- **Wimba/Blackboard Collaborate** is a collaboration suite that includes web conferencing, voice, video, podcasting, instant messaging, application sharing, polling, whiteboarding, and content authoring software.

Software Selection and Purchasing

Most software programs can be previewed through a company demo or on Internet web sites prior to purchase. New software must be approved using the Technology Project Review Process.

Use of Audio Visual Materials

Educators are responsible for wise use of audiovisual materials (i.e. videos, CD-ROM, DVD, etc.). The following policies should assist the classroom teacher:

All media must be previewed by the teacher prior to use in the classroom. All use of audiovisual materials, including television and software, must be documented in lesson plans as part of an instructional objective. Best practices for using videos limit viewing sections that are relevant to instruction.

There is no district wide approved AV list. Materials that are not part of library collections should be approved by the school curriculum council.

As videos become more readily available, concerns regarding copyright violations and misuse increase. One absolute prohibition that must always be kept in mind is that videos may not be used for entertainment or recreation unless public performance rights have been purchased. By copyright law, videos labeled "For Home Use Only" cannot even be used for their actual or intellectual value unless they are specifically related to a teaching activity. They must have a clear-cut instructional purpose and be used for face-to-face teaching activities only.

Films and filmstrips do not fall under these same copyright restrictions because of practices established well before the 1976 copyright revision. Films and filmstrips may be shown in schools as long as no fees are charged to viewers.

All media center videos must be screened prior to being placed on the library shelves. Audiovisual materials that are the property of a teacher or student must be cleared through the school Curriculum Council before use in the classroom. At no time may schools use rental videos, even if the rental store personnel signs a copyright release. Even the use of a rental video appropriate for instruction would be considered a contract violation.

District Media Center and Discovery Streaming

The District Media Center (DMC) and Discovery Streaming are two resources that are readily available and provide audiovisual materials which are considered acceptable for use. Teachers can check out District Media Center materials through Destiny. For additional information, contact the school media specialist or the District Media Center.

Copyright

Infringement of copyright protection is a violation of federal law. Clay County School Board complies with all federal copyright laws. It is the responsibility of each principal and media specialist to inform faculty and staff of current copyright laws for print and non-print materials. The Instructional Technology/Network Specialist or Coach coordinates with the media specialist to present the current copyright laws for electronic communication and computer software use. Documentation is required certifying that faculty and staff have been advised of current copyright laws. Signed county forms will be kept on file at the school site.

Educators bear the responsibility of copyright infringement. Use Gary H. Becker's Copyright: A Guide to Information and Resources as a guide when questions arise. A copy is available under Resources on the Instructional Organizer tab in Learning Village.

Censorship Policy

School technologists must resist all efforts by groups or individuals to censor media/technology materials. Challenged materials should be presented to the School Curriculum Council. Materials under question will remain in use until a decision has been made. A decision to remove materials from the school is based on the recommendation of the school Curriculum Council and the final decision of the superintendent or designee.

Challenged Materials

For an individual to request reconsideration of instructional materials, the following forms must be completed:

IR-1-2501 is to be completed by any individual to review or request reconsideration or challenge the use of a specific instructional material. The form must then be returned to the principal who will consult with the media or technology specialist.

IR-2-2535 should then be completed when the curriculum council reviews the materials and to report curriculum council recommendations for usage. Both forms should then be sent to the Supervisor of Instructional Resources.

Florida Innovates Survey

The Florida Innovates Survey, formerly Florida StaR (System for Technology Accountability and Rigor), is an annual survey required by the Florida Department of Education that solicits responses from K-12 principals and technology coordinators about how technology is used in schools, including questions about technology planning, infrastructure, and available equipment.

Principals and District Technology Coordinators are given passwords allowing access to the survey for their school or district only. The current URL is www.flinnovates.org/survey.

The results of the survey are reported online to schools and districts providing valuable data to be used for school and district technology planning and for federal reporting required of Enhancing Education Through Technology (E2T2) grant recipients. Results give valuable indicators for use in school technology planning, budgeting for resources, and assessment of progress with school, district, and state technology projects.

Technologically Literate Requirements

Federal regulations require that all teachers, administrators, and students (by the end of the 8th grade) be technologically literate. A teacher inventory of technology skills and an 8th grade technology assessment are administered to meet these federal regulations. For additional information, contact Instructional Resources.

School District of Clay County Acceptable Use Policy

Administrators, Technologists, and Technology Coaches will facilitate the use of network and Internet resources within the guidelines of the District Internet policy.

Each Board employee who has access to the Internet must sign an Employee Network Responsibility Contract, which is maintained by a school administrator.

SCHOOL DISTRICT OF CLAY COUNTY
Terms and Conditions for Use of
Telecommunications and Networks

(Reference School Board Policy 4.59)

The School District of Clay County electronic network provides an exciting opportunity to expand learning for students and Board employees. With this opportunity comes the responsibility for appropriate use. Each student, parent, teacher, or Board employee should read this document carefully prior to signing the Code of Conduct or an Employee Network Responsibility Contract. A signature signifies receipt and understanding of the terms and conditions outlined in this document.

If you have any objection to the following, you must notify the school of your objection, in writing, within 48 hours of your receipt of this information.

NETWORK:

SCHOOL DISTRICT OF CLAY COUNTY TELECOMMUNICATIONS NETWORK OVERVIEW
The School District of Clay County telecommunications network is accessible to all students and Board employees. The goal is to promote educational excellence for all students by facilitating resource sharing, accessing outside information and research, and encouraging technological innovation and worldwide communication.

INTERNET RESOURCES
The electronic network serves as an information highway providing the opportunity to expand learning by connecting computers worldwide and millions of individual subscribers. Students and Board employees will have access to:
1. Worldwide electronic mail communication;
2. Global information and news as well as the opportunity to correspond with other institutions;
3. Public domain and shareware computer software of all types;
4. Educational discussion groups on numerous topics;
5. Many university libraries and other libraries.

INTERNET WARNING
With worldwide access to information comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material or individual communications that are not appropriate for school-aged children. The Clay County District Schools views information gathered from the Internet in the same manner as reference materials identified by schools. Specifically, the District supports resources that will enhance the learning environment with guidance from faculty and staff.

At school, student access to and use of the network will be under teacher direction and monitored by a school board employee as any other classroom activity. The school district is not able to prevent the possibility of user access to material that is not consistent with the educational mission, goals and policies of the school district.

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USER GUIDELINES:
Internet access is coordinated through a complex association of government agencies and regional and state networks. It is the school district's intent that the Internet and our telecommunications network be used in a responsible, efficient, ethical and legal manner. The operation of the Internet relies heavily on the proper conduct of the users who must adhere to strict guidelines. If a district user violates any of these provisions, their account will be terminated and future access will be denied. In addition, serious violations may result in school disciplinary action or legal action in accordance with Clay County policies, up to and including termination of employment. A signature on the Code of Conduct or an Employee Network Responsibility Contract indicates that the user has read the terms and conditions carefully and understands their significance.

I.   **Acceptable Use:** The use of your account must be in support of education and research that is consistent with the educational goals and policies of the School District of Clay County. Users are encouraged to develop uses which meet their individual needs and that take advantage of the network's functions: Electronic mail, conferences, bulletin boards, databases and access to the Internet. Use of any other network or computing resources must be consistent with the rules appropriate to that network.

II.   **Privileges:** The use of Internet is a privilege. Inappropriate use will result in the cancellation of that privilege. Each individual who accepts an account will receive information pertaining to the proper use of the network. School and district administrators will decide what is considered inappropriate use.

III. **"Netiquette":** You are expected to abide by the generally accepted rules of network etiquette. Be polite. Do not use vulgar or obscene language. Do not reveal your address or phone number or those of others. Please remember that electronic mail is not guaranteed to be private. Do not disrupt the network, the data, or other users.

IV.   **Unacceptable Uses of Network Include:**
    A. Violating student or staff rights to privacy, or violating provisions of the Florida K-20 Education Code, FERPA, or HIPPA;
    B. Using the Internet without application of common sense;
    C. Using profanity, obscenity, or other language which may be offensive to another user, including bullying;
    D. Sending or accessing pornographic text and/or graphics;
    E. Accessing unauthorized games;
    F. Engaging in illegal activities (defined as a violation of local, state, and/or federal laws);
    G. Sending or receiving copyrighted materials, including computer software or material protected by trade secret, without permission;
    H. Plagiarizing;
    I. Reporting personal communications without the author's prior consent;
    J. Using the network for commercial activities, product advertisement, or financial gain;
    K. Knowingly transmitting viruses or other destructive programming;
    L. Transmitting spam or chain letters;
    M. Unauthorized soliciting for goods and services, including personal solicitations such as garage sale announcements;
    N. Posting personal views on social, political, religious or other non-business related matters;

O. Unauthorized streaming of video or music, such as listening to radio stations via the Internet.

V. **Warranties:** The School District of Clay County makes no warranties of any kind, whether expressed or implied, for the service it is providing. Clay County District Schools will not be responsible for any damages you suffer, including loss of data, nor will it be responsible for the accuracy or quality of information obtained through this Internet connection. Inappropriate Internet sites should be reported to the Information Services help desk.

VI. **Security:** Security is a high priority. If you identify a security problem you must notify a system administrator immediately. Do not show or identify the problem to others. Do not share passwords. Change passwords regularly. Do not use another individual's account. Attempts to log on as another user will result in cancellation of your privileges. Any user identified as a security risk or having a history of problems with other computer systems will be denied access.

VII. **Vandalism:** Vandalism will result in cancellation of your privileges and/or disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or other networks. This includes the creation of or the uploading of computer viruses on to the Internet or host site. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

VIII. **Illegal Activities:** Use of the network for any illegal activities is prohibited. Illegal activities include, but are not limited to:
A. Tampering with computer hardware or software,
B. Software piracy,
C. Unauthorized entry into computers and files (hacking),
D. Knowledgeable vandalism or destruction of equipment,
E. Deletion of computer files belonging to someone other than oneself,
F. Uploading or creating of computer viruses,
G. Distribution of obscene or pornographic materials, and
H. Sexting.

Such activity is considered a crime under state and federal law. Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised, it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user (staff, volunteer, and student) and student's parent or guardian.

IX. **Proxies:** The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

DEVICES :
The use of an electronic device to provide educational material to a student is not a necessity but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

The term media will be used in this document to signify any single medium used to communicate any data for any purpose. Example: Digital photos, recorded audio, digital or analog video. The term device is used to cover all electronic devices that can transmit digital media.

District Authorized Exceptions:
Specific sites/programs designated and sanctioned by the district will be allowed to authorize students/employees to access personal electronic devices during school hours. Such programs include but are not limited to Oakleaf High School and Green Cove Springs Junior High.

Protocol for the use of electronic devices on district sanctioned campuses or programs: These protocols will be updated and changed as necessary. For the most recent updates please check your school website.

Wireless Communication Devices – Level II Offense Possession/Use of Wireless Communication Devices (F.S.1006.07(2)(e)
§ Students may possess a wireless communication device while the student is on school property or in attendance at a school function for after-hours usage. The wireless communication device must be powered off and kept in a location out of sight upon arrival to school and throughout the entire school day or while on school transportation at any time. If the wireless communication device is "powered on" it will be interpreted as being "in use".

§ "Usage" of a wireless communication device during school hours or while on school transportation at any time, unless permission is granted and authorized by school administration, will result in disciplinary action consistent with other Level II offenses.

§ Taking photographs or videos by any means whatsoever while on school property or while on school transportation is prohibited. The only exceptions to this prohibition are: 1) Taking photos for reproduction in a school sponsored publication. 2) Taking photos during a school sponsored social event, sporting event, awards ceremony or other school sponsored activity or function at which photography is allowed and the photographs are images of activities which are reasonably considered to be part of the activity or event. 3) Taking photographs with the permission of the school administration. Publication on any internet site of any photographs, videos or images taken in violation of the prohibitions listed above is strictly prohibited, will be deemed disruptive to the order of the school and will be sufficient reason to impose disciplinary measures which may include, but not be limited to, in-school suspension, out of school suspension and recommendation for expulsion.

§ Please refer to your local school handbook for school policy within these guidelines.

Criminal penalties may result if a wireless communication device is used in a criminal act. (F.S.934.215)

Internet: Only the Internet gateway provided by the school may be accessed while on campus. There are no assurances made by the School District of Clay County as to the speed or quality and

availability of the network. Personal Internet connective devices such as, but not limited to, cell phones/cell network adapters are not permitted to be used by students to access outside Internet connections.

Privileges for specific sites/programs designated and sanctioned for personal electronic devices during school hours: Any student who has an approved laptop or electronic device:

- May use it as directed by the classroom teacher in his/her classroom.
- With the approval of the classroom teacher, may use it in class in place of a textbook that is available online or in a digitally accessible format.
- May not use the camera function of any electronic device unless directed by the classroom teacher in his/her classroom.
- Must place digital devices under the desk or in some other location specified by the classroom teacher.
- Only the student on this form is approved for this device.
- Any student who has an approved laptop or electronic device shall not have any expectation of privacy for any communications or information of any kind or nature whatsoever which is maintained or stored on said laptop or device. The school has no responsibility to provide operating power for student devices. All devices must have antivirus software installed to be approved. The school will not provide this software for your device.

Security: Responsibility to keep the device secure rests with the individual owner. There will always be an inherent risk of theft while at school. The school is not liable for any device which is stolen while on campus. The school will provide you with the ability to keep your devices secure, but it is the responsibility of the owner of the device to use these places. If a device is stolen, the situation will be handled through the discipline office just as any other personal artifact that is stolen in school. Many devices look identical. It is recommended that skins (decals) and other custom touches that meet requirements of the Student Code of Conduct be used to physically distinguish your device from others. Lockers are available, and it is strongly suggested that students use them to store electronic devices in accordance with their schedule in order to avoid theft while involved in physical education classes or any situation where a student will not be in contact with their belongings. **Do not take a laptop or digital device to PE classes.**

Violations of trust: Below is a list of violations that may result in the termination of the privilege to use any or all electronic devices at school:

- Any media that is deemed inappropriate as defined in the Student Code of Conduct shall not be accessed while on campus. For example: If you cannot wear it on a shirt, you are not allowed to display it or access it on your device.
- The use of electronic devices to cheat on assignments or tests.
- The use of electronic devices and media to bully, threaten, harass or abuse another person.
- The use of electronic devices to record, in any media format, another person without their knowledge.
- Other discipline issues may result in the loss of EDP (electronic device privilege). For example: Stealing, cyberbullying.
- Sexting (the act of transmitting nude photos and/or provocative text) in any form is strictly forbidden.

Personnel:
- School and District Staff, including Technical and Media Specialists, will not check or troubleshoot student devices.
- School and District Staff, including Network and Media Specialists, will not investigate student laptop or device issues, i.e., content, history files, cache, etc.
- The Media Specialists will only answer inquiries about adding additional devices during scheduled days/times identified by the Media Center.
- While students do not have any expectation of privacy as to the content of information on electronic devices carried onto school campuses, School and District personnel do not have the right to search digital content on student personal devices unless there is reasonable suspicion. School and District personnel may power on the phone to determine ownership when a phone is found, but may only view screen displayed when the device is powered on unless there is reasonable suspicion. Law enforcement officials will search any digital content if deemed necessary.
- School and District personnel may confiscate a digital device if there is any suspicion concerning the use of an electronic device to violate school rules or to participate in potential criminal activity.
- When a digital device is confiscated, the student will be directed to turn off the device and hand it to the requesting School or District personnel. It will be placed in a sealed envelope with the date, student's name, phone number, note of violation, and signature of confiscating personnel.
- The device will be transported to the office and the student may be issued a referral. School administrators will determine the level of the offense.
- The parent or legal guardian will be notified within 72 hours. The device will only be released to a parent or legal guardian after 3 days from the date of the offense at a time specified by the school administrator.
- The parent or legal guardian will be asked to open the envelope with the device, record the date and time when it is received, and sign the envelope, after which the envelope will be retained by the school. The parent or legal guardian may be asked to show proper identification.
- If there is suspicion of potential criminal activity, the device may be turned over to law enforcement officials.

Student Access:
- Students will access a splash page for login to the system when the Internet browser is launched. Access will be controlled by the Student Active Directory Account.
- Students are not authorized to connect to the wired network with personally owned laptops. If a student fails to follow this policy his/her electronic device privileges will be revoked for the remainder of the school year and the student's account will not be authorized access to student wireless network.
- The School District of Clay County has the right to limit students to the SDCC pilot network.

For schools/programs that are not sanctioned sites, the following procedures will be enforced:

Cell Phones:
Student Use: Use of contraband communication devices designated by the school district as inappropriate material such as portable paging devices, beepers or portable cellular telephones, are prohibited from being turned on and/or used during school hours. This is considered a Level II Breach of Conduct and will be processed by an administrator for disciplinary action.
Employee Use: Employees may not use cellular telephones for personal use during student contact time.

Laptops, tablets, iPads: Personal electronic devices may not be connected to the SDCC network.

iPods, MP3 players, portable CD/DVD players: Use of contraband electronic devices designated by the school district as inappropriate material such as portable iPods, MP3 players, portable CD/DVD players are prohibited from being turned on and/or used during school hours. This is considered a Level II Breach of Conduct and will be processed by an administrator for disciplinary action.

COMMUNICATION:

I. **E-Mail Policies :**
   A. Individual e-mail accounts for students enrolled in grades K-12 will only be established for legitimate educational purposes as determined by the school principal.
   B. No student may access his or her own external e-mail accounts.
   C. Teacher directed class accounts for students are acceptable.
   D. No personally identifiable e-mail addresses for students are to be published on the web.
   E. Parents have a right to request access to their child's e-mail account. The Information Technology staff will evaluate these requests, which must be signed by the school principal.
   F. Students should promptly report to a teacher or another school employee any messages received that are inappropriate or that make them uncomfortable. Students shall agree not to contact or actually meet in person with anyone they met online unless a parent or guardian is aware of and approves the contact or meeting. Students should understand that predators often pose as others to gain student confidence and learn schedules or habits that make the personal safety of students vulnerable.
   G. District and school staffs will be issued school system e-mail addresses in the form: name@mail.clay.k12.fl.us. These accounts will be used for school business and may be published.
   H. E-mail transmission between SDCC employees regarding students may include student name, sports teams, course title, dates of attendance, and awards.
   I. Any e-mail transmission between SDCC employees regarding confidential student information or records or reports for which there is a right of privacy under FERPA or F.S.1002.22 must be segregated into a student file folder or a confidential file folder upon receipt and may not be disseminated as public record.
   J. No e-mail communications containing confidential information as defined above shall be sent to anyone outside of the school district. If a parent or guardian wishes to communicate with staff via e-mail, or if a parent or guardian wants to allow e-mail communications about his/her student to others outside of the school district, the parent or guardian of the student must personally come to the school and sign a request and consent for such transmission and provide the address to which such e-mail transmissions should be sent.

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K. Teachers may only communicate factual information. Subjective information such as behavior may not be communicated via e-mail. In addition, medical information and/or reference to Exceptional Student Education (ESE) placement or services may not be transmitted via e-mail.

L. The transmission of confidential information such as student ID numbers, addresses, or phone numbers and/or personnel information, such as social security numbers, addresses, or phone numbers, shall not be used in e-mail. Such information should be formalized into letters and memoranda. E-mail can be edited and redistributed without the knowledge or permission of the originator. There is also a presumptive right of the public to access public documents.

M. It shall be the responsibility of the sending party to maintain a copy of original e-mail transmissions as required under the public records law.

N. Individuals using e-mail in an inappropriate manner will be subject to penalties as described in Board Policy 2.17.

O. The e-mail system and hardware equipment is owned by School District of Clay County and is intended for school district business use. Minor personal use of e-mail is acceptable but should not interfere with or conflict with school district business.

P. Change e-mail passwords frequently.

Q. Use of personal networks and/or e-mail sent via non-district computers or service providers may still be subject to review if any school-related content is included in the communication.

E-Mail Etiquette Guidelines

- Make "subject" headings as descriptive as possible.
- Begin messages with a salutation, restating the question or issue being addressed in a response.
- Choose words carefully to avoid misunderstandings. Text does not permit verbal or expression clues which are usually necessary when statements are intended to be funny or sarcastic.
- Archive and/or delete e-mail files as soon as possible as appropriate under public records law.

E-mail Guidelines

Section VIII. F. in the Terms and Conditions for Use of Telecommunications and Networks defines acceptable use of e-mail transmissions regarding student information. The following Frequently Asked Questions are given for clarification.

FAQ's of E-mail Policy
Can We:

1. **Request student records from other Clay County schools using name only?**

Yes – if only student name is used and it does not identify ESE in any way

2. **Send student name only listings to vendors such as Jostens for diploma printing?** (This being the way the company prefers to do business.)

For diplomas: Yes – if only student name is used and it does not identify ESE in any way
For others: See #9

3. **Have teachers send "A" and "AB" Honor Roll lists to school office using student names only?** (Lists are then printed in the newspaper. Again, the newspapers request the list be sent to them through e-mail.)

Yes – if only student name is used and it does not identify ESE in any way

4. **Send reminders to teachers regarding parent/teacher or IEP meetings with name, meeting time and location?**

No – because this identifies a student as ESE. You can remind the teacher of an IEP meeting, but cannot use the student's name.

5. **Send lists of students who have gone on field trips and need to be excused by their teachers?**

Yes – if only student name is used and it does not identify ESE in any way

6. **Send announcements of students who have excelled in Academic Team, ROTC, etc., and should be recognized using name only?**

Yes – if only student name is used, it does not identify ESE in any way, and only factual information is given

7. **Send lists of students who need to be excused for FCAT make-ups using name only?**

Yes – if only student name is used and it does not identify ESE in any way

8. **Communicate with parents to schedule meetings, etc.?**

Yes – if only student name is used and it does not identify ESE in any way

9. **Send test scores and student specific information to third party vendors?** (For vendors such as Renaissance, Pearson, and Cady & Cady)

Individual determination based on need – Confidentiality agreement required

10. **At any time send Social Security numbers?**

NO!!

11. **Send employee information, such as:**
    o **List of employees as part of a group?** *Yes*
    o **Social Security Numbers?** *NO!!*
    o **Name and addresses?** *NO!!*

12. **How is transitory defined?**

Effective August 1, 2010, the following changes were made to the General Records Schedule GS1-SL for State and Local Government Agencies:
The title and descriptive language were revised on the following item (previous title: Electronic Mail) to account for public records created and transmitted using emerging communications technologies.
TRANSITORY MESSAGES Item #146:
This record series consists of records that are created primarily to communicate information of short-term value. "Transitory" refers to short-term value based upon the content and purpose of the message, not the format or technology used to transmit it. Examples of transitory messages include, but are not limited to, reminders to employees about scheduled meetings or appointments; most telephone messages (whether in paper, voice mail, or other electronic form); announcements of office events such as holiday parties or group lunches; and recipient copies of announcements of agency-sponsored events such as exhibits, lectures, workshops, etc. Transitory messages are not intended to formalize or

perpetuate knowledge and do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt.

RETENTION:

Record copy: Retain until obsolete, superseded, or administrative value is lost.

Duplicate: Retain until obsolete, superseded, or administrative value is lost.

This comes from http://dlis.dos.state.fl.us/barm/genschedules/GS1-SL-2006_2010_Changes_08-01.pdf.

13. **Is the folder on the computer or a physical file folder?**

Either is acceptable as long as the folder is segregated as a non-public record file.

14. **Who do we contact for clarifications?**

Alisa Jones x5900612

II. **Web Pages:**

District Websites: Users must adhere to the Guidelines for School, Faculty, and Staff Web Pages established in the Board adopted Technology Procedures Manual posted online. When posting on non-district web sites and identifying oneself as a School District of Clay County employee, content must be appropriate and not in violation of the conditions of The Code of Ethics and Principles of Professional Conduct of the Education Profession of Florida. The District's currently sanctioned webpage hosts include the District webpage and the online Learning and Content Management System. Either is recommended for hosting SDCC web pages.

III. **Other Websites:**

Synchronous and Asynchronous Communication: The School District of Clay County realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of teachers, students and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st century learning. To this aim, the School District of Clay County has developed the following guidelines to provide direction for instructional employees, students and the school district community when participating in online social media activities. Whether or not an employee chooses to participate in a blog, wiki, online social network or any other form of online publishing or discussion it is his or her own decision. Free speech protects educators who want to participate in social media, but the laws and courts have ruled that schools can discipline teachers if their speech, including online postings, disrupts school operations. The School District of Clay County social media guidelines encourage employees to participate in online social activities, but it is important to create an atmosphere of trust and individual accountability, keeping in mind that information produced by District teachers and students is a reflection on the entire district and is subject to the district's Acceptable Use Policy. By accessing, creating or contributing to any blogs, wikis, or other social media for classroom or district use, you agree to abide by these guidelines. Please read them carefully before posting or commenting on any blog or creating any classroom blog, wiki and/or podcast.

Users on the District network shall only access online synchronous and asynchronous communication applications such as chat, blogs, wikis or social networking website functions such as discussion threads, document posting, RSS feeds, online courses, etc., for legitimate instructional purposes. Student interaction must take place within a teacher-moderated online environment. The District's currently sanctioned online Learning and Content Management System is recommended for delivery of these applications.

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Student Use Guidelines:

1. Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. <u>What is inappropriate in the classroom is inappropriate online.</u>
3. Be safe online. <u>Never</u> give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do <u>not</u> share your password with anyone besides your teachers and parents.
4. Linking to other websites to support your thoughts and ideas is recommended; however, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing another's idea(s), be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
7. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
8. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.
9. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
10. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

Employee Use Guidelines:
Personal Responsibility

1. The School District of Clay County employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time - protect your privacy.
2. Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face.
3. It is recommended that employees refrain from "friending" students on social media websites such as Facebook.
4. When posting to your blog, be sure you say that the information is representative of your views and opinions and not necessarily the views and opinions of the School District of Clay County. (Refer to blogging guidelines in Section III Other Websites: Synchronous and Asynchronous Communication.)
5. Remember that blogs, wikis and podcasts are an extension of your classroom. What is inappropriate in your classroom should be deemed inappropriate online.
6. The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as a School District of Clay County employee online, you are now connected to colleagues, students, parents and the school community. You

should ensure that content associated with you is consistent with your work at the School District of Clay County.

7. When contributing online do not post confidential student information.

Disclaimers

1. The School District of Clay County employees must include disclaimers within their personal blogs that the views are their own and do not reflect on their employer. For example, "The postings on this site are my own and do not necessarily represent the School District of Clay County's positions, strategies, opinions, or policies."

2. This standard disclaimer does not by itself exempt District employees from a special responsibility when blogging.

3. Classroom blogs do not require a disclaimer, but teachers are required to moderate content contributed by students.

Copyright and Fair Use

1. Respect copyright and fair use guidelines. See [U.S. Copyright Office - Fair Use](#).

2. A hyperlink to outside sources is recommended. Be sure not to plagiarize and give credit where it is due. When using a hyperlink, be sure that the content is appropriate and adheres to the District Acceptable Use Policy (AUP).

3. It is recommended that blogs be licensed under a Creative Commons Attribution 3.0 United States License.

4. Become familiar with the "Technology, Education and Copyright Harmonization Act" (the TEACH Act), which defines how educational institutions may use copyrighted materials in distance education.

Profiles and Identity

1. Remember your association and responsibility with the School District of Clay County in online social environments. If you identify yourself as a District employee, ensure your profile and related content is consistent with how you wish to present yourself with colleagues, parents, and students. How you represent yourself online should be comparable to how you represent yourself in person.

2. No last names, school names, addresses or phone numbers should appear on blogs or wikis.

3. Be cautious how you setup your profile, bio, avatar, etc.

4. When uploading digital pictures or avatars that represent yourself, make sure you select a school appropriate image. Adhere to guidelines in the AUP. Also, remember not to utilize protected images. Images should be available under Creative Commons or be your own.

Personal Use of Social Media such as Facebook, Myspace, Twitter, etc.

1. The School District of Clay County employees are personally responsible for all comments/information they publish online. Be mindful that what you publish will be public for a long time - protect your privacy.

2. Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face, and be in accordance with the highest professional Standards.

3. By posting your comments, having online conversations, etc., on social media sites, you are broadcasting to the world. Be aware that even with the strictest privacy settings what you 'say' online should be within the bounds of professional discretion. Comments expressed via social networking pages under the impression of a 'private conversation' may still end up being shared into a more public domain, even with privacy settings on maximum.

4. Comments related to the school should always meet the highest standards of professional discretion. When posting, even on the strictest settings, staff should act on the assumption that all postings are in the public domain.

5. Before posting photographs and videos, permission should be sought from the subject where possible. This is especially the case where photographs of professional colleagues are concerned.

6. Before posting personal photographs, thought should be given as to whether the images reflect on your professionalism.

7. Photographs relating to alcohol or tobacco use may be deemed inappropriate. Remember, your social networking site is an extension of your personality, and by that token an extension of your professional life and your classroom. If it would seem inappropriate to put a certain photograph on the wall - is it really correct to put it online?

8. Microblogging (Twitter, etc.): Comments made using such media are not protected by privacy settings as witnessed by the high profile cases in the UK with sports stars being disciplined for tweets expressing personal views. Employees should be aware of the public and widespread nature of such media and again refrain from any comment that could be deemed unprofessional.

Social Bookmarking

1. Be aware that others can view the sites that you bookmark.

2. Be aware of words used to tag or describe the bookmark.

3. Be aware of URL shortening services. Verify the landing site to which they point before submitting a link as a bookmark. It would be best to utilize the original URL if not constrained by the number of characters as in microblogs; i.e. Twitter.

4. Attempt to link directly to a page or resource if possible as you do not control what appears on landing pages in the future.

Instant Messaging

1. School District of Clay County employees are allowed to use District sanctioned Instant Messaging (IM) or are required to get authorization to have instant messaging programs downloaded on their school computers.

2. District employees also recognize this same authorization is required for access to instant messaging programs that are available through web interfaces with no download.

3. Avatar images and profile information should follow the same guidelines as the above Profiles and Identity section.

4. A written request must be submitted to the Director of Information Services for approval.

5. When submitting a request to the Director of Information Services, please include your name, school/program/work site, grade level (if appropriate), and provide a statement explaining your instructional purposes for using the program.

6. It would also be beneficial to tie your request to state curriculum standards/benchmarks or the student or teacher National Educational Technology Standards.

Requests for Social Media Sites
The School District of Clay County understands that 21st century learning is a constantly changing technology and that many sites that are currently "blocked" by the District's internet filter may have pedagogical significance for teacher and student use. If you would like to request that another online site be accessible to use for teaching and learning, please submit your request to the Information Services Help Desk for review. A description should be provided of the intended use of the site, standards to be addressed, and what tools on the site match your needed criteria. A link to the site's privacy policy should be included if possible. Requests will be reviewed, and the district social media guidelines will be updated periodically throughout the school year.

IV. **Podcasts and Vodcasts:** Users must adhere to guidelines defined in the Board adopted Technology Procedures Manual posted online. When posting on non-district web sites and identifying oneself as a School District of Clay County employee, content must be appropriate and not in violation of the conditions of The Code of Ethics and Principles of Professional Conduct of the Education Profession of Florida. Uses of blogs, podcasts or other Web 2.0 tools are considered an extension of the classroom. Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other Web 2.0 tools. Students using blogs, podcasts or other Web 2.0 tools are expected to act safely by keeping ALL personal information out of their posts. Comments made on school related blogs should follow the rules of online etiquette detailed above and will be monitored by school personnel. If inappropriate, they will be deleted. Never link to web sites from a blog without reading the entire article to make sure it is appropriate for a school setting. Student pictures may appear on blogs, podcasts, etc., but students may not be identified by name. Users must use a District sanctioned WIMBA podcast program or be SDCC podcast certified by completing certification courses offered by Instructional Resources (Distance Learning).

Staff-Student Relations: Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate.

Examples of unprofessional relationships include, but are not limited to:
A. Employees fraternizing or communicating with students as if employees and students were peers, such as writing personal letters or e-mails;
B. "Texting" students;
C. Calling students on cell phones or allowing students to make personal calls to them unrelated to homework or class work;
D. Sending inappropriate pictures to students;
E. Discussing or revealing to students personal matters about their private lives or inviting students to do the same (other than professional counseling by a school counselor); and
F. Engaging in sexualized dialogue, whether in person, by phone, via the Internet, or in writing.

Employees who post information on Facebook, MySpace or similar web sites that include inappropriate personal information such as, but not limited to: Provocative photographs, sexually explicit messages, use of alcohol, drugs or anything students are prohibited from doing, must understand that if students, parents or other employees obtain access to such information, their case will be investigated by school and district officials and if warranted, will be disciplined up to and including termination, depending upon the severity of the offense.

Additionally, certified personnel, depending upon the severity of the offense, may have their case forwarded to the appropriate state department for review and possible further sanctions. The Superintendent or designees reserve the right to periodically conduct Internet searches to determine if employees have posted inappropriate materials online. If inappropriate use of computers and web sites is discovered, the Superintendent's designees will download the offensive material and promptly bring that misconduct to the attention of the Superintendent and/or law enforcement.

V. **Copyright:** Copyright laws must be followed for podcasts and vodcasts (per U.S. Copyright Law). Fair use does not apply to podcasts and vodcasts that link to the World Wide Web (www).

VI. **Use of Screening/Web Filtering Tools:** In compliance with federal guidelines, the School District of Clay County will use Web filtering tools that screen incoming text and graphics to restrict user access to material that is consistent with standards of selection of materials specified in Florida Statutes, School District of Clay County Rules, and the Clay County Handbook of Instructional Materials Procedures.

VII. **Contracts:** In order to access the network, District employees are required to enter into an "Employee Network Responsibility Contract." The School District of Clay County shall approve this form.

VIII. **Exception of Terms and Conditions:** All terms and conditions stated in this document are applicable to all users of the network. These terms and conditions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of Florida, the United States of America, and School District of Clay County rules.

IX. **Use of Storage Devices:** Users should have no expectations of privacy. Storage of personal files on district computers should be used with restraint and not cause undue data overload on the network. Information Services has the discretion to remove files deemed personal from the network.
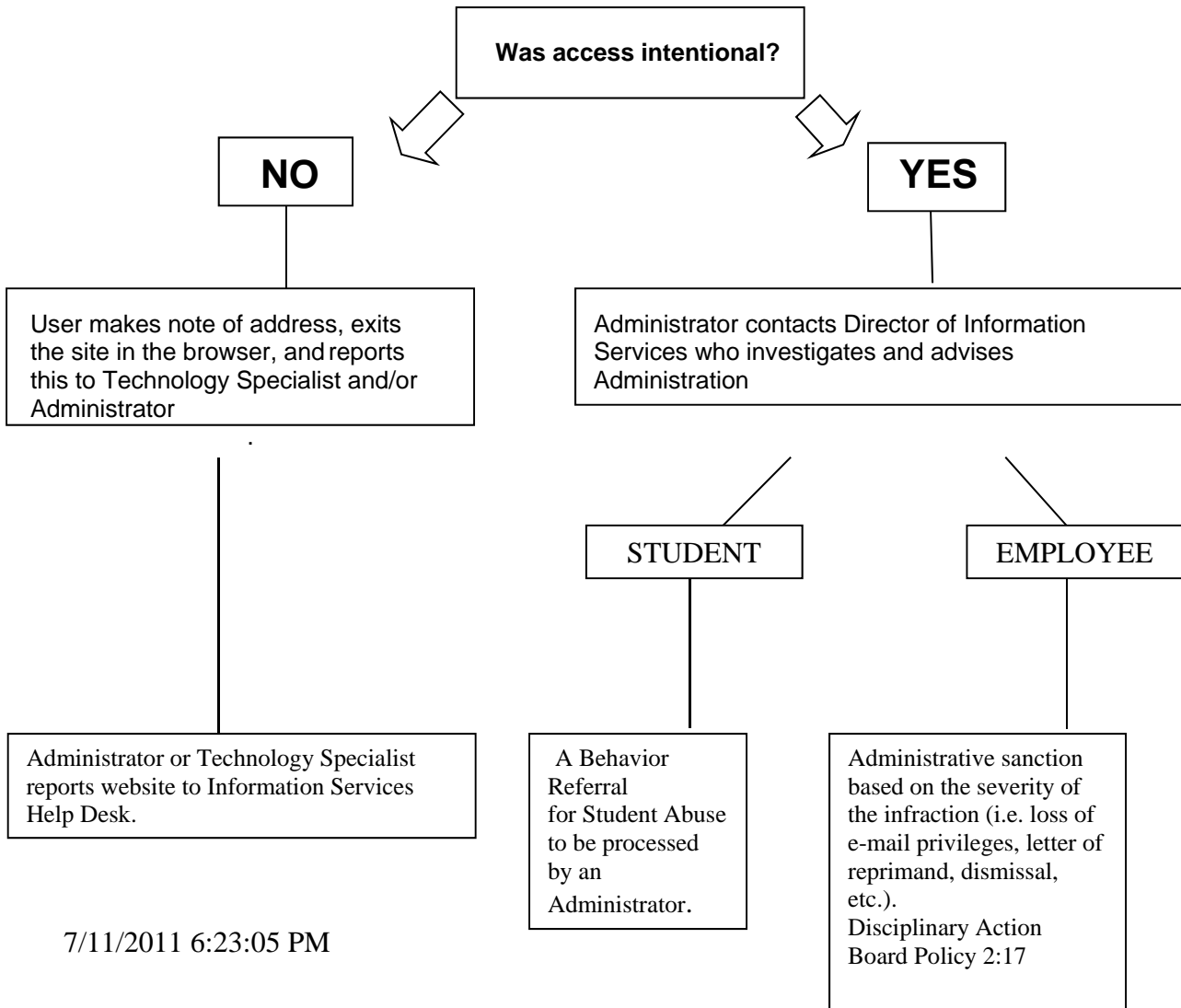
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ACTIONS:

Sponsors: School Board employees who supervise student access to the Internet are responsible for teaching proper techniques and standards for participation; appropriate online behavior including cyberbullying awareness and response, interacting with other individuals on social networking sites and in chat rooms as required by CIPA (Children's Internet Protection Act); guiding student access to appropriate sections of the network; and assuring that students understand that network misuse will result in the loss of access privileges. Florida prohibits bullying during educational programs and activities, during school-related or school-sponsored activities, on school buses, and through the use of computers or software accessed on a computer, computer system or computer network of an educational institution. Citation: H.B. 669, 2008: Florida Statutes §1006.147

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SCHOOL DISTRICT OF CLAY COUNTY
EMPL0YEE NETWORK RESPONSIBILITY CONTRACT
(Reference School Board Policy 4.59)

I understand that by signing the Employee Handbook agreement, I am agreeing that I will abide by the School District of Clay County Terms and Conditions for Use of Telecommunications and Networks. Violations will result inloss of my access privileges. In addition, serious violations may result indisciplinary action and/or appropriate legal or criminal action being initiated against me according to the Clay County policies.

If I am a supervising teacher, I agree to instruct the student on acceptable use of the network, proper network etiquette, and Internet safety including appropriate online behavior including cyberbullying awareness and response, interacting with other individuals or social networking sites, and in chat rooms as required by the C.I.P.A., and will report and/or terminate privileges of any student using the network unacceptably. I will make reasonable efforts to monitor information made available while students are under my supervision and/or in my presence. I recognize and accept my responsibilities to be present while the network is being used by the student.

Procedure When Users Access Inappropriate Internet Content

Was access intentional?

NO

YES

User makes note of address, exits the site in the browser, and reports this to Technology Specialist and/or Administrator

Administrator contacts Director of Information Services who investigates and advises Administration

STUDENT

EMPLOYEE

Administrator or Technology Specialist reports website to Information Services Help Desk.

A Behavior Referral for Student Abuse to be processed by an Administrator.

Administrative sanction based on the severity of the infraction (i.e. loss of e-mail privileges, letter of reprimand, dismissal, etc.).
Disciplinary Action Board Policy 2:17

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Technology Organizations

DOE

The Department of Education has many resources for technology planning and implementation. See the web site at: http://wwwfldoe.org.

FACE

FACE the Florida Association for Computers in Education, Inc., www.facenet.org, was created to provide cohesive, unified organization to represent the concerns of people who are interested in instructional technology. Established in 1985, FACE is one of the fastest growing educational technology associations in the country. With over 1,500 members, the association serves K-12 teachers, college students, parents, and vendors.

FACE strives to furnish leadership and to foster advances in educational technology. It promotes and supports the development, dissemination, integration, and utilization of instructional technology in education, and works to ensure that these efforts result in the highest-quality use of instructional technology throughout the State of Florida.

FCIT

The Florida Center for Instructional Technology is located in the College of Education, University of South Florida, at Tampa, Florida. FCIT is funded by the Florida Department of Education, Bureau of Educational Technology, to provide leadership, instructional materials, and support services to educational institutions with regard to the integration of technology into K-12 education. See: http://fcit.usf.edu.

ISTE

International Society for Technology in Education developed the technology standards for teachers and students. See their web site at: http://www.iste.org.

APPENDIX

- CIPA (Children's Internet Protection Act)Job Descriptions:
- Elementary Technology Coach (Supplemented position)
- Blackboard Course Checklist
- Blackboard Class Website Checklist
- Non-Blackboard Class Website Checklist
- Design Standards for School and Department Audio and Video Podcasts - School District of Clay County, Florida
- School District of Clay County, Florida - Podcast Approval Form and Rubric
- Photography/Video/Class Assignment(s) for ESE Students (not required for non-ESE students – see Student Code of Conduct)
- Technology Integration Matrix

CIPA

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding for Internet access or internal connections from the E-rate program – a program that makes certain communications technology more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA. More recently, Congress enacted additional protections for children using the Internet.

What CIPA Requires:

- Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy and technology protection measures in place. An Internet safety policy must include technology protection measures to block or filter Internet access to pictures that are: (a) are obscene, (b) child pornography, or (c) harmful to minors (for computers that are accessed by minors).

- Schools and libraries must also certify that, as part of their Internet safety policy, they are educating minors about appropriate online behavior, including cyberbullying awareness and response and interacting with other individuals on social networking sites and in chat rooms.

- Schools subject to CIPA are required to adopt and enforce a policy to monitor online activities of minors.

- Schools and libraries subject to CIPA are required to adopt and implement a policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) restricting minors' access to materials harmful to them.

- Schools and libraries are required to certify that they have their safety policies and technology in place before receiving E-rate funding.

- CIPA does not affect E-rate funding for schools and libraries receiving discounts only for telecommunications, such as telephone service.

- An authorized person may disable the blocking or filtering measure during any use by an adult to enable access for bona fide research or other lawful purposes.

- CIPA does not require the tracking of Internet use by minors or adults.

Supplemented Position #36

Educational Technology Coach

Responsibilities and duties for this position include:

Provides leadership on technology steering committee and in developing/updating technology plan.

Attends countywide district technology meetings and relevant workshops necessary to keep abreast of technological developments.

Assists in disseminating information and providing workshops within the school about new technology, hardware and software.

Assists in recommending appropriate software and hardware for student, parent, faculty, and administrative use.

Assists in ordering, securing, and setting up new technology.

Aids in troubleshooting software and hardware problems.

Keeps school administration posted on needed repairs of computers in school (maintain school policy).

Assists in the maintenance of school technology inventory and in responding to technology surveys.

Assists in writing grant proposals to acquire technology funds and support for the school.

Required Qualifications:

Must attend all meetings and workshops for Technology Specialist or Coaches, unless excused by designated District Administrator, in order to receive supplement and in order to be considered for reappointment for the following year.

SDCC Blackboard <u>Course</u> Checklist
**This checklist contains <u>Best Practices</u> that should be used by instructors
to develop and maintain their Bb courses.**

Directions: *Place a check-mark in the appropriate block beside each element below:*	**Instructor Self-Check**
1-Course Design:	
Opening page prominently identifies the course "user-friendly" name and course instructor (i.e., Mr. Smith's Third Period; Mrs. Smith's Math Class).	
If there is a course banner, it coordinates with the Course Menu Design and overall scheme.	
Tool Panel contains grade appropriate tools that support and enhance the course.	
<u>All</u> internal and external links work.	
All external links open in a new window, if possible.	
Spelling, grammar and punctuation are correct throughout.	
Design is consistent and utilizes color and graphics effectively (limited animation).	
2-Course Menu:	
Course Menu provides links *essential* to course content and/or tools.	
Course Menu organizes course content and tools well, and makes the course easily navigated.	
All Menu links lead to content (i.e., you click on the Discussion Board link and you see content – it is not empty).	
3-Content:	
Content is up-to-date.	
Course content loads relatively easily.	
Staff Information provides instructor contact information and procedures (school phone number and email), and offers assistance to students and parents.	
Content is reading-level appropriate throughout.	
Content of course extends and supports learning beyond the classroom.	
Content is consistent with educational aims of the SDCC and adheres to national, state, and local laws and policies.	
Course does not contain objectionable material or links to objectionable material.	
Content complies with all copyright laws. (Ref., SDCC Copyright Guidelines posted in C.L.I.P.)	
4-Routine Maintenance:	
Course is archived on a routine basis (minimum of beginning, middle and end of each quarter).	
*Recommended:	
Course documents are in pdf format.	
Additional Comments:	

This checklist is based on the following:
Guidelines for School, Faculty, and Staff Web Pages section of *the SDCC Procedures Manual for Instructional Technology Services*
SDCC Handbook of Instructional Materials Procedures
Clay County Acceptable Use Policy of Telecommunication section of the *SDCC Employee Handbook*

SDCC Blackboard Class Website Checklist
This is a checklist of Best Practices that should be used when developing and maintaining a class website in Bb.

	Self-Check
Directions: *Place a check-mark in the appropriate block beside each element below:*	
Design:	
Opening page prominently identifies the teacher, school, grade level, etc.	
Site design is consistent and utilizes color and graphics effectively (limited animation).	
Site utilizes a standard font scheme common to users.	
All website internal and external links work.	
All external links open in a new window, if possible.	
Spelling, grammar and punctuation are correct.	
Site Navigation Menu organizes the site and makes it easily navigated.	
All Navigation Menu buttons lead to content (i.e., Staff Information button does not lead to an empty folder).	
Content:	
Site content complies with all copyright laws. (Ref. SDCC Copyright Guidelines posted in C.L.I.P.)	
Site content is appropriate for the general public, while providing viewers with a good overview of the class.	
Website contains up-to-date content.	
Content is grade-level appropriate.	
Content is consistent with educational aims of the SDCC and adheres to national, state, and local laws and policies.	
Site adheres to all web page guidelines and standards established in the *Clay County Acceptable Use Policy of Telecommunications* (Ref. *SDCC Employee Handbook*).	
Site **does not** contain objectionable material or links to objectionable material.	
Communication:	
Staff Information includes webmaster details and specific contact information (webmaster's name and email address/link)	
Student Safety:	
Viewers accessing the website are **not** able to contact any students directly.	
There are **no** student pictures identified by student names.	
Students' and/or family members' full names, home addresses, or phone numbers are **not** identified.	
The physical location of a student at a specific time is **never** identified.	
There is **not** a school facility map displayed or made available.	
Filenames for pages and images **do not** display student names.	
Students are **not** identified as staffed in any special education program.	

This checklist is based on the following:
Guidelines for School, Faculty, and Staff Web Pages section of *the SDCC Procedures Manual for Instructional Technology Services*
SDCC Handbook of Instructional Materials Procedures
Clay County Acceptable Use Policy of Telecommunication section of the *SDCC Employee Handbook*

Non-Blackboard Class Website Checklist

SDCC

Guidelines for developing and maintaining a class website that <u>is not created in Blackboard</u>
(i.e., those created at Google Sites, TeacherWeb, etc.).

<u>**URL for this Website:**</u>

<u>**Teacher Name:**</u>   <u>**Teacher Signature:**</u>

<u>**Principal/Designee Name:**</u>   <u>**Principal/Designee Signature:**</u>

<u>**Curriculum Council Meeting Date:**</u>

Directions:

1. Non-Blackboard Class Websites should be developed and maintained according to the following guidelines. After developing the website, the teacher will complete a website self-check using this checklist. In order to move to Step 2, a check must be earned for each Review Element. The teacher's signature above indicates the website conforms, and will continue to conform to the guidelines of this checklist for the remainder of the school year.
2. This checklist along with access to the Non-Blackboard Class Website will be given to the Principal/Designee for evaluation. In order to move to Step 3, a check must again be earned for each Review Element. Needed revisions will be communicated to the teacher and once they have been made, the website may be submitted for re-evaluation. A Principal/Designee Signature above indicates the class website may be published, linked to the school web page, and submitted to the school Curriculum Council.
3. The Principal/Designee will present the checklist of the qualified website to the Curriculum Council. The checklist will be kept on file by the Principal/Designee for the remainder of the school year, and final approval will be noted in the meeting minutes.

REVIEW ELEMENT	Teacher Self Evaluation	Principal/Designee Evaluation
Design:		
Opening page identifies teacher, school, and/or grade level.		
Site design is colorful and utilizes graphics effectively.		
Site utilizes a standard font scheme common to users.		
All website internal and external links work.		
All external links open in a new window, if possible.		
Spelling, grammar and punctuation are correct.		
Site Navigation Menu accurately reflects site content and tools.		
Site is easily navigated using a consistent internal link structure (navigation links are displayed on each page).		
Content:		
Site content complies with all copyright laws. (Ref. SDCC Copyright Guidelines posted in C.L.I.P.)		
Site content is appropriate for the general public, while providing viewers with a good overview of the class.		
Website contains up-to-date content.		
Content is well organized and easily navigated.		
Content is grade-level appropriate.		
Content is consistent with educational aims of the SDCC and adheres to national, state, and local laws and policies.		
Site adheres to all web page guidelines and standards established in the *Clay County Acceptable Use Policy of Telecommunications*. (Ref. SDCC Employee Handbook)		
Site **does not** contain objectionable material or links to objectionable material.		
Communication:		
Teacher contact information is easily accessible to site viewers (school phone number and/or email with link).		
Student Safety:		
Viewers accessing the website are **not** able to contact any students directly.		
There are **no** student pictures identified by student names.		
Students' and/or family members' full names, home addresses, or phone numbers are **not** identified.		
The physical location of a student at a specific time is **never** identified.		
There is **not** a school facility map displayed or made available.		
Filenames for pages and images **do not** display student names.		
Students are **not** identified as staffed in **any** special education program.		

This checklist is based on the following:
Guidelines for School, Faculty, and Staff Web Pages section of the SDCC Procedures Manual for Instructional Technology Services
SDCC Handbook of Instructional Materials Procedures
Clay County Acceptable Use Policy of Telecommunication section of the SDCC Employee Handbook

Original-Teacher   Copy 1-Principal/Designee   Copy 2-Curriculum Council

ISS-1-2508

Design Standards for School and Department Audio and Video Podcasts
School District of Clay County, Florida

- All school or department podcasts must reside on, and be hosted by, school district equipment, or district approved websites. Under no circumstances can information generated and published be maintained on unauthorized equipment or websites.
- Employees must follow podcasting policies covered in the Terms and Conditions for Use of Telecommunications and Networks in the Employee Handbook. Wimba may be used to create podcasts but in order to create non-Wimba school-related podcasts, employees must become Certified Clay County Podcasters.
- No podcast shall be published without authorization of the Principal of a school, or District Administrator of a department. If the podcast is a non-Wimba school-related podcast, authorization is granted only after the podcast has been formally approved by the school Curriculum Council or the District Administrator, using the forms described below. All podcasts that are submitted for approval must adhere to the standards presented in this document, as well as those used to develop the *School District of Clay County, Florida – Podcast Rubric*. They must also be created by employees who have successfully completed the required certification courses to become SDCC Certified Podcasters. A copy of the podcast, the forms described below, along with all required documentation will be turned in for review as an **approval packet**.

✓ *School District of Clay County, Florida - Podcast Approval Form*
The top portion of this form must be completed by the podcast creator(s) prior to submitting the podcast for approval. Only CCSB employees who are SDCC Certified Podcasters may create and submit a podcast for approval, therefore, verification of this certification must be attached to this form.

Concern must be paid to the intellectual property rights of others.
Podcasts that are posted on the Internet are considered published works.
It is a copyright violation to publish anything containing copyrighted
material without either express written permission from the copyright
holder, proof that the right to publish the material has been purchased, or
proof that the material is in the Public Domain. If the material is not
original and is not copyright protected, proof that it can be legally used in
the podcast must still be provided. Appropriate attribution and

acknowledgement for all unoriginal segments of the podcast must be cited
within the body of the podcast itself (either verbally stated in an audio
podcast, or visually displayed in a video podcast), using correct MLA

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Format. There is a section on this form that deals with copyright documentation and there are only two choices. Either the podcast is completely original and does not contain any unoriginal material, or the podcast does contain some unoriginal material. Once the choice is indicated on the form and certified with the required signature(s) of the podcaster(s), the burden of proof is on the podcaster(s) to attach the appropriate documentation (as explained above).

School District of Clay County, Florida – Podcast Rubric

This rubric should be used for self-check for Wimba podcast, and it must be used to score the podcast during the formal review process for non-Wimba podcast. In order to be approved for broadcast, a podcast must score 50 or higher on the rubric. A podcast must also score a 10 for Copyright **and** a 10 for Student Safety in order to be approved. If there are any corrections or additions that need to be made in order for the podcast to be approved, they will be noted on the podcast approval form and the **approval packet** will be returned to the podcaster(s). Once everything is in order, the podcast may be resubmitted for approval.

- ✓ A completed Request for Approval of Non-Board Approved or Non-State Adopted SUPPLEMENTAL or CORE Instructional Materials Form (ISS-1-2535)

If the project consists of a series of episodes, the initial permission granted will be sufficient for the entirety of the current school year.

- All podcasts must reflect only educational, technological, or community information that affects the school or department. Information not related to the educational process, such as commercial endorsements or community information not related to school or department activities cannot be posted.
- Designers of all podcasts must be identified as the designer somewhere in the introduction. All adult podcasters should be identified by their names, and the schools or departments for which they are employed in Clay County District Schools. All student works will be published through the classroom teacher following the established approval procedures. In an effort to protect student identities, only student first names may be used in any podcast.

- All podcasts must state the District's Podcast Disclaimer Policy. This will be verbally stated on audio podcasts or visually displayed in a video podcast (preferably at the end).
  The text of the disclaimer is:
  The School District of Clay County makes every reasonable effort to assure the accuracy of information provided on podcasts under its direct control. However, the School District makes

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no warranty or guarantee that the information found on or via District podcasts is accurate, authoritative or factual.

References to commercial products or trademarks, either directly (by name) or indirectly, on podcasts are for informational purposes only and do not constitute an endorsement of any company and/or product by the School District of Clay County, nor does The School District assume any liability for information accessed at other sites outside of its direct control.

If you feel that information you have obtained from a podcast is inaccurate or offensive, we suggest you contact the original producer/distributor of that information.

- Podcasts must **not** be used as a forum for political or personal philosophy. They can, however provide information.

- Schools and departments posting a podcast are responsible for keeping all data in the podcast current. Old, out-of-date information should be updated regularly and podcasts that are no longer relevant should be removed from the host site.

- Adherence to the web page guidelines as stated in the Clay County Acceptable Use Policy of Telecommunications and Networks must be followed when publishing student pictures, names, or identification in any podcasts. Please note: If any IDEA/Part B information (disability information) is present in any photograph, video or class assignment, specific permission needs to be obtained from the parents prior to displaying or releasing the information using the ESE Photography/Video/ Class Assignment Permission Form.

These standards were adapted from the School District of Osceola County, Florida, Design Standards for School and Department Audio and Video Podcasts.

School District of Clay County, Florida

Podcast Approval Form
For non-Wimba school-related Podcast

Section I: *To be completed by podcaster(s). All required documentation, completed forms, and signatures must be attached __PRIOR__ to submitting the podcast for approval*.

Podcast Created by: _____

Print the name(s) of the creator(s) of this podcast above.

_____ Documentation of SDCC Podcaster Certification for all creators listed above is attached.   (Certificate(s) Attached)

Podcast Title: _____

Podcast Type: _____ Audio   _____ Video

_____ (min.) **Length of Audio Podcast**   _____ (min.) **Length of Video Podcast**

_____ **Yes/No:** This podcast will be part of a series of podcasts similar in topic and will be produced:

_____ Daily   _____Weekly   _____Monthly   _____Other (explain below)

NOTE: *Initial permission granted will be sufficient for a series created during the current school year.*

_____ **District's Podcast Disclaimer Policy:** The disclaimer is stated verbally/displayed visually in this podcast.

Copyright Documentation: (Choose only <u>ONE</u> option for copyright documentation)

_____ I/We certify that this podcast **does not contain** material that is either copyright protected, in the Public Domain and/or is licensed. Signed documentation to this effect is attached.

_____ I/We certify that this podcast **does contain** material that is either copyright protected, in the Public Domain and/or is licensed. This material has been appropriately cited with the body of the podcast using MLA Format. Documentation verifying permission to legally use this material it is attached.

Student Safety:

_____ I/We certify that the guidelines set forth in the Clay County Acceptable Use Policy of Telecommunications and Networks were adhered to in an effort to protect the identities of students in this podcast.

Signature(s) of Podcaster(s): _____   _____

The above signature(s) certify that the above information and attached documents are accurate and adhere to the podcasting guidelines set forth by the School District of Clay County.

Section II: *To be completed by reviewers during the formal review of this podcast.*

_____ Information, signatures, forms and documentation required above are in order.
_____ Completed MIS ISS-2-2501 Request of Reconsideration or Review of Instructional Materials is attached.
_____ SDCC Podcaster Certification documentation (certificate) is attached for all listed podcast creators.
_____ Required signatures and documentation are attached to verify copyright information for this podcast.

Note requirement(s) missing from above which must be added to continue formal review process:

_____ This podcast has been formally reviewed by a school Curriculum Council or District Administrator following all appropriate procedures and using the required forms. The podcast rubric score meets the minimum required score of 50 points or greater, inclusive of the required 10 points for Copyright <u>and</u> 10 points for Student Safety. This podcast is **approved** for publishing.
_____ This podcast did not meet the minimum requirements of the podcast scoring rubric due to the reasons described below. *Corrections must be made and the podcast must be resubmitted in order to be approved.*

_____   _____
Principal's/District Administrator's Signature   Date

This form was adapted from the *Osceola County, Florida, Podcast Approval Form*

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Original – Creator   **Copy 1 – Principal**   **Copy 2 – Curriculum Council**

ESE Photography/Video/Class Assignments(s) Permission Form

Your ESE child may be involved in school-related projects or activities which may be videotaped, photographed or result in class assignments. This information (photos, videos, class assignments) may be displayed at our school, distributed for media coverage, published on the internet for educational purposes (school website, teacher website or other educational websites), or may be posted on the internet, only first names with last initials will be used. When information is provided for media coverage, full names will be used. You should also be aware that this information may contain information related to your child's disability.

Please indicate below your wishes concerning recognition of your child through the use of your child's name, photograph, video or class assignment at our school, in the media, on the internet or at conferences.

Student Name _____

_____   Yes, I give my permission for my child's name, photograph, video or class assignment to be used at school, in the media, on the internet or at conferences.

_____   No, I do not give my permission for my child's name, photograph, video or class assignment to be used at school, in the media, on the internet or at conferences.

_____   _____
Parent/Guardian Signature   Date

The Technology Integration Matrix
Table of Summary Descriptors

This table contains summary descriptors for each cell of the Technology Integration Matrix (TIM). Other available resources include a tables detailing student activity, teacher activity, and instructional settings for each TIM cell.

Levels of Technology Integration into the Curriculum

	Entry	Adoption	Adaptation	Infusion	Transformation
Active	Information passively received	Conventional, procedural use of tools	Conventional independent use of tools; some student choice and exploration	Choice of tools and regular, self-directed use	Extensive and unconventional use of tools
Collaborative	Individual student use of tools	Collaborative use of tools in conventional ways	Collaborative use of tools; some student choice and exploration	Choice of tools and regular use for collaboration	Collaboration with peers and outside resources in ways not possible without technology
Constructive	Information delivered to students	Guided, conventional use for building knowledge	Independent use for building knowledge; some student choice and exploration	Choice and regular use for building knowledge	Extensive and unconventional use of technology tools to build knowledge
Authentic	Use unrelated to the world outside of the instructional setting	Guided use in activities with some meaningful context	Independent use in activities connected to students' lives; some student choice and exploration	Choice of tools and regular use in meaningful activities	Innovative use for higher order learning activities in a local or global context
Goal-Directed	Directions given, step-by-step task monitoring	Conventional and procedural use of tools to plan or monitor	Purposeful use of tools to plan and monitor; some student choice and exploration	Flexible and seamless use of tools to plan and monitor	Extensive and higher order use of tools to plan and monitor

Characteristics of the Learning Environment (vertical axis label)

The Technology Integration Matrix was developed by the Florida Center for Instructional Technology at the University of South Florida College of Education and funded with grants from the Florida Department of Education. For more information, visit http://mytechmatrix.org.

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