BURLINGTON PUBLIC SCHOOLS
EDUCATIONAL TECHNOLOGY

District Technology Plan
2011 - 2016

BURLINGTON PUBLIC SCHOOLS

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Benchmark 1

Commitment to a Clear Vision and Implementation Strategies

Burlington Public Schools is dedicated to providing students with ways to acquire knowledge, master creative and intellectual skills, and understand ideas in ways that foster a positive self-image. These skills help our students develop a life of learning, self-sufficiency, and responsible citizenship. Burlington Public Schools Educational Technology constantly works to provide students and staff with powerful digital tools that can be used to engage, instruct, and excite. The educational technology in place in our schools is planned and implemented with the hopes of helping our students achieve their greatest potential. Burlington Public Schools is working to create a learning environment based on seamless inclusion of technology in classroom instruction and school management. Technology is no longer an extra or supplemental material found in some classrooms. Burlington Public Schools is working to provide all our schools with the tools needed to make technology an ubiquitous part of learning.

Burlington Public Schools is also committed to providing teachers with the necessary training and consistent support required to successfully implement technology. Teachers will be provided with significant opportunities to learn about and share ideas related to many topics in educational technology. The training of teachers will begin with new teacher orientation programs focused on technology. Through both required and optional professional development opportunities as well as extensive ongoing support, Burlington teachers will learn to challenge their students with engaging instructional practices built on a foundation of access to technology tools.

Educational Technology Goals

Burlington Public Schools is committed to achieving goals in the area of educational technology during the 2011 - 2016 school years. These goals represent a district vision that strives to provide teachers with the best training and tools available along with providing students with the skills required to succeed in our schools, in college, and the work place.

- ☐ Provide effective technology training and support for all staff
- ☐ Provide excellent hardware and applications for instruction, learning, and management
- ☐ Provide a safe online learning environment for activities on our school network
- ☐ Provide collaborative opportunities for staff and students to share ideas and creations
- ☐ All students must meet grade level Technology Literacy Standards
- ☐ All academic classrooms will contain a wall mounted interactive whiteboard and LCD projector
- ☐ Improve district technology coordination, district websites, and access to online district resources
- ☐ New technology implementation at new Memorial Elementary and remodeled Marshall Simonds Middle School
- ☐ Full conversion of student and staff data into Aspen Student Management System
- ☐ Robust use of Internet and cloud based applications - much less reliance on licensed / installed software

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Benchmark 2

Technology Integration and Literacy

Burlington Public Schools Educational Technology provides all students and staff with the tools and training needed to successfully build a learning environment rich with technology. Students will learn about technology while using digital tools during each year of their academic career in Burlington. Students will be expected to meet yearly Technology Literacy Standards. These standards provide a foundation for technological skill and exploration.

Burlington Public Schools Educational Technology also strives to create a learning community in Burlington by including all stakeholders in the learning process. Parents are encouraged to learn with their children and are welcomed to Technology Open Houses and a Parent Technology Workshop Series at Burlington High School.

Burlington High School 1:1 Initiative

Burlington Public Schools is also looking to provide every high school student with a web-based mobile device through an initiative to create a 1:1 technology learning environment. The Burlington High School 1:1 Initiative is meant to provide students with a learning environment that will best prepare them for college and the work place. Students will have a mobile device to use throughout the school day and at home. The infusion of this device will allow for the extension of learning beyond the classroom walls.

In its initial phase during the 2011-2012 school year, all Burlington High School students will be provided with an Apple iPad. After extensive research, discussion, and community input, Burlington High School believes that the iPad currently provides students and teachers with the best option for creating a 1:1 school. The iPads will be a source of student engagement and instruction with the use of applications, web-based software, and ebooks.

Burlington Public Schools Technology Literacy

- ☑ All teachers take part in ongoing technology literacy training
- ☑ All new staff will complete district technology orientation
- ☑ Nearly 100% of academic teachers have access to a laptop computer
- ☑ Nearly 100% of teachers use some form of technology everyday
- ☑ Nearly 100% of our students use some form of technology everyday
- ☑ Nearly 75% of teachers use technology daily to improve student learning and enhance curriculum
- ☑ Students are working to meet all Massachusetts technology standards and BPS technology benchmarks
- ☑ All students at Burlington High School will learn in a 1:1 computing environment with an iPad (2011-2012)

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Technology Professional Development

All Burlington Public Schools teachers will receive extensive training and ongoing support to help them learn about technology and prepare students for life in a digital world. Technology professional development is administered throughout the school year and is led by both Instructional Technology staff and academic area teachers. Burlington Public Schools Educational Technology is very proud of the staff in Burlington and its commitment to technology in our schools. We are also very excited by the growing number of teachers leading professional development sessions for their peers.

Teachers Teaching *Teachers*

Burlington Public Schools Educational Technology is working to prepare and encourage teachers to lead more professional development sessions for their peers. The use of full day professional development for technology has been a powerful tool for sharing ideas and allowing teachers to explore applications. Teachers are allowed to create technology sessions which can be attended by other teachers according to needs or interest. These sessions have been excellent facilitators for collaboration.

How Do I Do That? Technology Workshop Series

Burlington Public Schools Educational Technology offers a professional development workshop series twice every month. The How Do I Do That program was created in an effort to provide ongoing education and support for staff in many areas of educational technology. Teachers may attend any of the sessions and receive professional development points based on contact hours. Topics include interactive classroom technology, organizational classroom student management applications, and software for engaging students. Teachers attend the sessions in an open house format and receive powerful individualized training. The series is hosted by each school and led by Instructional Technology and Media Specialists.

Technology Boot Camp

Burlington teachers may also be introduced to the district's technology in a Technology Boot Camp held during the opening week beginning the 2011-2012 school year. This four day educational technology camp will be planned in a effort to provide an orientation for new teachers including an introduction to Burlington networking, Aspen Student Information System, email system, and technology policies. The sessions will also provide new staff members with information regarding all the technology tools available to them in Burlington. Veteran teachers will be given opportunities to refresh basic skills, learn about new tools and applications, and share classroom technology ideas through collaboration during the camp.

After School Professional Development Workshops

As a follow-up to the Technology Boot Camp, all staff will attend five after school professional development sessions during the school year. These sessions will provide more training and support for many of the concepts and tools learned about during the opening technology camp. The sessions will allow more time for district technology needs to be met and greater opportunity for teacher collaboration. Teachers can use some of the time to share how they have implemented tools and applications. Teachers may also be able to share some of the student work created using technology during the school year.

Burlington Public School Technology Professional Development Opportunities

- ☑ New Teacher Technology Orientation
- ☑ Opening of School Year Four Day Technology Boot Camp for All Staff Members
- ☑ *How Do I Do That?* Technology Workshop Series Hosted by School Instructional Technology Teachers
- ☑ Five After School Professional Development Sessions Required By Teacher Contract
- ☑ Technology Workshops Offered Throughout the School Year
- ☑ Ongoing Daily School Based Support and Training from Instructional Technology Teachers
- ☑ Ongoing Grade Level and Department Based Meetings for Collaboration and Sharing
- ☑ Growing online Peer Learning Networks facilitated by teacher use of social networking like Twitter
- ☑ Opportunities to attend off site professional development and technology seminars
- ☑ Parent Technology Workshop Series providing the community with technology support and ideas

Benchmark 4

Accessibility of Technology

Burlington Public Schools is committed to providing students and staff with outstanding access to technology. Thanks to the efforts of district leadership, the Burlington School Committee, and the Town of Burlington, educational technology in our district is growing rapidly. Burlington Public Schools Educational Technology is working to establish a solid technology infrastructure built on a foundation of excellent network and wireless capability in all schools. This foundation will allow the continuous growth of accessible technology to our students and staff.

Ultimately, all academic Burlington classrooms should include an interactive whiteboard, LCD projector, and teacher computer station or laptop. Many classrooms may also include audio systems and *Bobcart* 4-station thin client computer carts. This foundation should become a seamless aspect of learning in Burlington. The foundation will also allow the addition of mobile web-enabled devices and peripherals such as digital cameras and video recorders.

Teachers will be supported with the use of all technology and be encouraged to seek ways to engage students with new applications. Burlington Public Schools Educational Technology will continue to provide necessary licensed software and online subscriptions but will seek the implementation of more web-based applications such as Google Docs, Dropbox, and Evernote. It is important to note that web-based applications change and new applications often serve as a more productive replacement for older ones. This constant evolution requires that Burlington teachers continue to seek the best way to engage students and look for the best tool for the project or lesson being taught.

Student and Teacher Accessible Technology

- ☑ Wireless networking access at all schools
- ☑ 1:1 Teacher Laptop Initiative at all schools
- ☑ 1:1 Burlington High School Student Mobile Device Initiative
- ☑ Computer classroom labs in all schools
- ☑ *Bobcart* 4-Station Thin Client Computer Systems in all elementary classrooms
- ☑ Student access to computer technology in every academic classroom
- ☑ Access to web-based mobile devices such as iPads or iPods in all schools
- ☑ Access to computer peripherals such as scanners and web cams
- ☑ Access to multi-media equipment such as digital cameras and video recorders

Summary

Burlington Public Schools will use all of the technology resources available to create a learning environment in which students will be engaged in their education. This environment will serve to prepare our students for life in the digital world that surrounds them. Students will be immersed in a learning environment in which technology becomes a seamless and fully integrated component of everyday classroom lessons and projects. This environment will be built upon an outstanding network and wireless infrastructure. Students will learn by using web-based tools and web applications that serve as a foundation for subject area curriculum. All areas of student learning will continue to be enhanced by the use of technology. The tools must ultimately become infused with the academic curriculum. Burlington students will learn about curriculum using technology and learn about the appropriate ways to use the technology. Our students must be prepared to live and work in a society dominated by digital communication. Burlington students will be taught safe ways to communicate online and safe ways to interact or share information with each other and the world around them. Our students must be engaged in learning, both through hands-on practice and exploration, as well as during online interactions guided by appropriate digital citizenship.

Burlington students can only find success within a digital learning environment if teachers are given the necessary training, support, and guidance. Burlington teachers will continue to establish the district as a leader in educational technology because they will be given every opportunity to develop skills, collaborate with peers, and learn from each other. Teachers will be provided with excellent tools for classroom management, student information, and engaging instruction.

Finally, Burlington Public Schools will work with our town to continue to build a learning community where all stakeholders and participants can engage in positive collaboration using technology. Teachers, administrators, students, parents, and community members can all take part in the learning process through sharing of ideas and ongoing communication. Our students will only completely realize their greatest potential using the educational technology in Burlington schools if everyone involved takes part in its evolution.

Technology Tools Available to Students and Staff

Instructional Tools	High School	Middle School	Elementary Schools
Laptops and/or desktop computers for all instructional staff	✔	✔	✔
SMART Board and Eno Interactive Whiteboards	✔	✔	✔
LCD Projectors	✔	✔	✔
Assistive Technology Devices	✔	✔	✔
iPads and iPods	✔	✔	✔
Classroom Response Systems	✔	✔	✔
FlipVideo Cameras and Digital Camcorders	✔	✔	✔
Digital Cameras	✔	✔	✔
Scanners	✔	✔	✔
Laser Printers	✔	✔	✔
DVD, VHS, CD, and Audio Cassette Players	✔	✔	✔

Applications and Software	High School	Middle School	Elementary Schools
Windows XP, VISTA, and 7	✔	✔	✔
Mac OSX	✔	✔	✔
iOS Systems	✔	✔	✔
Aspen Student Information System	✔	✔	✔
Destiny Library Automaton System	✔	✔	✔
SEMS Tracker Special Education System	✔	✔	✔
BLINK Burlington Public Schools Cloud Computing System	✔	✔	✔
Naviance Common Application System	✔	✔	
Virtual High School	✔	✔	
DORA Diagnostic Online Reading Assessment		✔	✔
DOMA Diagnostic Online Math Assessment		✔	✔
Bookshare Assistive Accessible Books	✔	✔	✔
Microsoft Office Suite	✔	✔	✔
Assistive Technology Software (Ex. Dragon, Read Naturally)	✔	✔	✔
First Class Email Client System	✔	✔	✔
Unique Reader and Unique Math			✔
FASTT Math			✔
Brain POP and Brain POP Jr.		✔	✔
Discovery Education Streaming	✔	✔	✔
Kid Pix			✔
Adobe CS4 (Photoshop, Dreamweaver)	✔		
iTunes	✔	✔	✔
iWork and iLife	✔	✔	✔
TurnItIn Plagiarism Detector System	✔	✔	
Sibelius Music Notation	✔	✔	✔

Technology Literacy Benchmarks and Technology Readiness

Benchmark Area	Current	2016 Goal
Students will be proficient in all areas of Massachusetts Technology Literacy Standards	Students at each grade level are working towards a proficient level in all technology standards	Burlington students show proficiency in all Massachusetts Technology Standards
Teachers meet ISTE standards for technology literacy	Teachers are working towards a proficient level in all ISTE technology literacy standards	85% of Burlington teachers show proficiency in all ISTE technology standards
Teachers use technology as a productivity tool and/or as a classroom resource that is integrated directly into curriculum	Teachers are constantly learning about and being introduced to technology tools and applications	85% of Burlington teachers use technology as a productivity tool or classroom resource that is integrated directly into curriculum
Technology is integral to all curricular areas and at all grade levels	Technology is integrated into most framework curricular areas and activities	Technology is a fully integral part of all curricular areas at all grade levels
Technology professional development is useful. challenging, and an integral part of teacher experience throughout the district	Coaching, modeling best practices, and district based professional development is providing opportunities for all staff	District has a culture of inquiry, sharing, and knowledge building available anytime through a variety of delivery methods including online resources
Adoption of universal design curriculum development and integration of assistive technology to promote access to all learners	Awareness of universal design and assistive technologies especially in the areas of Special Education	Seamless integration of universal design practices and assistive technology to promote access for learners across all curricular areas
Network, Internet access, and wireless capabilities available throughout every school area	Direct connectivity to the network and Internet available in all academic areas. Access to wireless networking in most school areas	Direct connection to the network and Internet through wireless capabilities in all classrooms and areas of school buildings
Provide technology rich classrooms in all academic areas	Identifying what a technology rich classroom contains	Classrooms contain a mounted interactive whiteboard, mounted LCD projector, teacher laptop or desktop station, full access to wireless network, audio system, and access to mobile web-enabled devices for students
X2 Aspen Student Information System provides a universal student and staff management database	Most student and staff data has been imported into Aspen. Burlington High School and Marshall Simonds Middle School are fully using the system. Beginning conversion of professional development and elementary schools programs.	Full conversion of student and staff data into Aspen. Aspen will serve as one district database for information management and reporting. Parent portal access to information. Special Education data conversion to Aspen.
District uses open source and cloud based applications and services	Some applications and services are cloud based. Aspen, Destiny Library Automation, SEMSTracker, and growing classroom use of Google Docs, Evernote, and other free web-based educational applications	District data management and academic applications are web-based or cloud services. Robust use of Google Docs and Apps for academic settings. Little reliance on licensed / installed software.
District and school communications are structured for conversations that include the entire district, community, state and country	Growing use of blogs, wikis, and Personal Learning Networks founded on access to and use of apps like Twitter	Use of blogs, wikis, social networks, PLNs, and an active parent portal through Aspen for communication and conversation

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Instructional Technology Specialist Vision Statement

Technology should be Ubiquitous, Necessary, and Invisible ~ Chris Lehmann

The Instructional Technology Specialist will develop a comprehensive technology use plan to implement technology goals in a supportive technology environment that meets the needs of Administration, Faculty, Students, and Parents; Provide a unified integrated technology approach throughout all grade levels; Enhance connection between Administration, Faculty, Students, and Parents; Research and analyze data to improve technology integration in all content areas; Seek ways to restructure and/or refine the role of faculty and staff to enhance the technology integration plan in Burlington Public Schools.

Educate

The primary focus of the Instructional Technology Specialist will be to establish and foster a supportive culture of digital literacy. In the case of Burlington High School, this literacy will be founded in a 1:1 learning environment. Furthermore, the ITS will educate all students in the areas of acceptable technology use, social media, and digital citizenship.

This position will continually strive to empower student work through social media and multimedia. Similarly, the ITS will provide students with the guidance and skills to search efficiently and foster an environment that promotes life long learning.

The ITS will consistently seek ways to improve technology integration in Burlington Public Schools. Professional development opportunities and conferences will be proposed throughout the year and integrated into weekly and summer faculty sessions. Similarly, the ITS will promote faculty professional development leadership throughout the year. This professional development will showcase faculty and student work using technology to foster dynamic learning environments.

Finally, the ITS will conduct consistent workshops throughout the year for parents, faculty members, and students who wish to engage in continued learning of current and emerging technology tools and applications. The ITS will continually support and promote parent involvement and maintain a clear channel of communication for all student work with technology and social media.

The ITS will perform the following tasks to promote responsible use of technology and social media in education:

1. The ITS will compile and provide a list of webinars, online professional development sessions, and journal articles on technology integration.
2. The ITS will assist teachers with online professional development sessions.
3. The ITS will recommend professional development opportunities for Administration and Faculty.
4. The ITS will present professional development for teachers during the summer, Faculty meetings, and professional development days throughout the school year.
5. The ITS will offer instructional seminars and webinars for Parents and Students on digital dossiers, maintaining a responsible digital footprint, and empowering a students' message through social media.
6. The ITS will educate Students about responsibility and acceptable use of technology and social media within the district while using technology and web-based mobile devices like the iPad.

Organize

The ITS will organize an online resource library or Wikispace for Administration, Faculty, Parents, and Students. This resource library will constantly be updated and feature web resources that can be easily integrated into the Burlington Public Schools curriculum. Each content area page will feature not only the tool, but also the content area standard to incorporate in to the learning.

The ITS will work with each content area department to create a content specific shared library for online resources and resources specifically for the devices available to each school such as the iPad at Burlington High School. Similarly, the ITS will organize meetings to promote, showcase, and instruct faculty, parents, and students on using social media effectively and build strong, collegial learning networks within Burlington Public Schools and beyond.

The ITS will organize and instruct all on how to incorporate shared calendars within Burlington schools so that all Administration, Faculty, Parents, and students can access. Furthermore, the ITS will guide Administration, Faculty, Parents, and students with organizing their web content through RSS feeds, an iGoogle page, Diigo, Evernote, etc. Each tool will be presented to Administration, Faculty, and Students.

The ITS will perform the following tasks to maintain organization:

1. The ITS will introduce the online resource library to Faculty and encourage each department to start their own online, shared resource library.
2. The ITS will present various workshops throughout the year on organizing web content through RSS, Diigo, iGoogle, Evernote, etc.
3. The ITS will maintain the online resource library so that all links and websites are current, practical, and safe for faculty and student use.
4. The ITS will create a shared calendar for Administration, Faculty, and Students. This calendar will allow all to set up an appointment with the ITS, share events with colleagues, and embed calendars into faculty websites.

Connect

The ITS will maintain connectivity with the school, community, and the home. Students and Parents will have access to information such as assignments, projects, and online resources. Further, the ITS will seek out opportunities for Administration, Faculty, and Students to connect with schools around the globe for distance learning projects and discussions.

The ITS will seek to connect Administration, Faculty, and Students with social media and explore the best opportunities for learning. Similarly, the ITS will seek to connect Administration and Faculty to innovative professional development that showcases the latest lectures and speakers in innovative education practices.

The ITS will perform the following tasks to maintain connectivity:

1. The ITS will communicate with parents to enhance home connectivity and provide consistent connectivity support at the home.
2. The ITS will assist Faculty in connecting to resources and establishing an online presence in social media.
3. The ITS will assist students in connecting to various online resources and databases.
4. The ITS will connect Administration, Faculty, and Students with the current trends in innovative education practices.
5. The ITS will guide students in developing a responsible, effective online presence through social media.
6. The ITS will connect with local, national, and international schools that are technology driven schools looking to collaborate with Burlington schools.

Integrate

The role of the Instructional Technology Specialist will be to assist and integrate appropriate technology, social media applications, and multimedia in the Burlington Public Schools curriculum. The ITS will work consistently with each content area department to foster and blend 21st century literacy skills with current curriculum standards. The ITS will work with classroom teachers to create, implement, and guide projects, lessons, and assessments that use current literacy skills.

The ITS will perform the following tasks to integrate technology:

1. The ITS will work with each department during summer planning. This meeting will focus on blending 21st Century Literacy Standards with existing Burlington Public School and Massachusetts State Standards.
2. The ITS will meet monthly at each content area department meeting. Content area teachers will showcase student work or ways in which they are integrating technology into their weekly curriculum. The ITS will present new ways to integrate technology and schedule appointments to assist classroom teachers in technology driven lessons or projects.
3. The ITS may provide professional development sessions to all content area teachers. These professional development sessions may utilize an outside speaker, the ITS, or a collaboration of the ITS, teachers, and students.

4. The ITS will make himself or herself available throughout the week. The ITS will have a shared calendar in which faculty and administration can sign up for ITS assistance with integrating technology, mini workshops, and classroom projects.

Purpose

The ITS will promote ways to provide purposeful instruction so that all students are challenged daily with meaningful learning, questioning, and reflection. Further, this position will help teachers connect with the best resources for creating an authentic, engaging curriculum that not only adheres to Massachusetts State Standards, but also incorporates purposeful assessment and instruction that is relevant and applicable beyond the walls and tenure of a school education.

1. Technology will not drive the curriculum, but will become another component in the classroom.
2. The ITS will promote the digital citizen and purposeful assessment and instruction that is inquiry driven.
3. The ITS will promote student centered classrooms that are focused around learning and uses technology as component in the learning process.

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INTERNET SAFETY CONSENT FORM

Burlington Public Schools attempts to provide students with the best educational practices and resources. Many of our teachers are now incorporating web based applications and sites to enhance student education, engage students in the curriculum, and spark creativity and collaboration among peers. Through the use of web-based apps such as Wordpress and Blogger, Google Docs, Prezi, Evernote, and Dropbox students and teachers can expand the classroom by participating in collaborative practices that enable students to learn the appropriate and safe ways to use the Internet. These practices provide both an outstanding educational opportunity for our academic areas as well as an opportunity to help students prevent poor online actions and communications.

The Children's Online Privacy Protection Act (COPPA) requires that parents of children under the age of 13 provide written consent for the accessing and use of many online services. Parents of any BPS student may opt out of student use of these web based applications in school.

Please read the information below, sign where indicated, and return to your child's school.

Internet Based Communication and Acceptable Use

YES, I give permission for the my child to use web based applications and open source content for the purpose of educational practices and collaboration. I understand that my child may be communicating with other students and teachers through filtered class blogs and web based applications.

NO, I do not give permission for my child to use web based applications during school or for educational practices and collaboration. I do not give my child permission to communicate with other students and teachers through filtered class blogs and web based applications.

Student Name (Please Print) _____

Parent Guardian Name (Please Print) _____

Parent Guardian Signature _____

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POLICY FOR USE OF STUDENT INFORMATION AND IMAGES FOR EDUCATIONAL PURPOSES

Burlington Public Schools attempts to provide students with the best educational practices and resources. Burlington schools will also attempt to recognize student achievement and success by publishing student names and/or pictures in the newspaper, school based web pages or blogs, school newsletters, and video/cable access television. The information, which may be released for publication, includes only the student's name, class, participation in officially recognized activities and sports, degrees, honors, and awards. Photographs may also be taken during school activities for use on Burlington Public Schools web pages, blogs, newsletters, yearbooks, and newspaper articles.

We understand that parents may not want student names, photos, or achievements published. Parents may opt out of the use of this information for publication.

Please read the information below, sign where indicated, and return to your child's school.

Images for Educational Purposes Consent

☐ YES, I give permission for Burlington Public Schools to photograph, videotape, or audio record my child to be used for school publications, internet pages, and school related video productions and performances. This information may also be released to local news media.

☐ NO, I do not give permission for Burlington Public Schools to photograph, videotape, or audio record my child for publication.

Student Name (Please Print) _____

Parent Guardian Name (Please Print) _____

Parent Guardian Signature _____

Please Visit the Burlington Public Schools Educational Technology blog @ www.bpsit.blogspot.com

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Burlington Public Schools School Committee Acceptable Use Policy   **March 2008**

Introduction

This Computer Access Use Policy for the Burlington Public Schools is enacted by the School Committee to provide the parents, students and staff of the Burlington School Community with a statement of purpose and explanation of the use of technology within the Burlington learning community. This policy is reinforced by practice, acceptable use standards and an Acceptable Use Agreement Form which all users are required to read and sign before accessing the computer resources, electronic resources and network infrastructure.

Purpose

The Burlington Public Schools encourages the use of information technology to assist staff and students with academic success, preparation for the workplace and life long learning. The Burlington Public Schools provides access to a wide range of information technology to support learning and communicating with others. Information technology will be used to increase communication, enhance productivity and assist staff and students in upgrading existing skills and acquiring new skills. The computer resources, electronic resources and network infrastructure will also be utilized to provide relevant school information to the community.

Implementation of this Policy

The Superintendent of Schools or his/her designee(s), shall develop and implement administrative regulations, procedures, terms and conditions for use and user agreements consistent with the purposes and mission of the Burlington Public Schools as well as with applicable laws and this policy.

Definitions

"Information technology" is defined as Internet access, blogging, podcasting, email, published and non-published documents, and various forms of multimedia technology.

"Computer resources, electronic resources and network infrastructure" is defined as the Burlington Public Schools network, the Internet, E-mail, hardware, software, printers, peripheral devices and individual computer work stations.

"Educational use" is defined as a use that supports communication, research and education.

Technology Related Services Provided by the Burlington Public Schools

E-Mail - Email allows employees and students to communicate with people throughout the world. Staff is provided E-Mail Accounts. Special class use accounts for teachers and special student e-mail projects may be provided.

World Wide Web - The internet provides access to a wide range of information in the form of graphics, text, photographs, video and sound files throughout the world. This tool is maintained and supported for educational purposes. Incidental personal use is permitted.

Hardware and Software Resources - The Burlington Public Schools provides network servers, computers, printers and many peripheral devices, to support instruction and administrative activities. Other resources include productivity software, research and electronic reference software, diagnostic, assessment and reporting tools.

Content Filtering

The Burlington Public Schools uses software designed to block access to certain sites and filter content as required by the Children's Internet Protection Act. Burlington Public Schools is aware that not all inappropriate information can be filtered and the district will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age appropriate content by staff and students. Users will inform the teacher or administrator of any inadvertent access to inappropriate material in order that there is appropriate modification of the filtering profile.

User Access

Access to information technology through the Burlington Public Schools is a privilege, not a right. Students, parents, and staff shall be required to sign an Acceptable Use Agreement Form acknowledging an understanding of the guidelines and agreeing to comply with them in order to obtain access privileges. No access will be granted without a signed an Acceptable Use Agreement Form.

The Burlington Public School Acceptable Use Policy shall govern all use of computer resources, electronic resources and network infrastructure. Student use of the computer resources, electronic resources and network infrastructure will be governed by the Burlington School committee disciplinary policies as outlined in the policy manual of the district and the student's school handbook. Please note laptop use is addressed through the Laptop Appropriate Use Procedures and its sign off.

Because information technology is constantly changing, not all circumstances can be anticipated or addressed in this policy. All users are expected to understand and comply with both the "letter" and the "spirit" of this policy and show good judgment in their use of these resources.

User Responsibilities

Some examples of inappropriate and/or illegal use are:
     (This is not an exhaustive all possible inappropriate uses)

• Sharing and/or distribution of passwords or using another student or faculty member's password. Intentional viewing, downloading or distribution of inappropriate and/or offensive materials.

• Using obscene language, harassing, insulting or bullying others Posting of private or personal information about another person Spamming of the school email system Violating of federal or state law, local regulation or school committee policy.

• Accessing other user folders, work or files on the Burlington network Installation of any shareware, freeware and other commercial software on school computers or servers Intentionally distributing computer spy ware and or computer viruses on district computers or network servers.

• Gaining unlawful access to other computers, networks or information systems for the purpose of "hacking" and/or deliberately uploading/downloading viruses or other harmful forms of programming or vandalism.

• Intentionally wasting limited network or bandwidth resources. Destructions/vandalism of system software, applications, files or other network resources Employing the network for commercial or political purposes.

• Using the network for large file downloading without the permission of the network manager

• Gaining unauthorized assess to computer and or telecommunications networks and resources.

• Copying software from Burlington Public School Computers through any electronic means unless the particular licensing agreement in place for the software allows user distribution.

• On-line chats of a non-educational nature (including instant messages or other direct electronic communication) are prohibited except for chats of incidental use in First Class.

Parent Notification and Responsibilities

The Burlington Public Schools shall notify parents about computer resources, electronic resources and network infrastructure and their educational use. Parental consent is part of the Acceptable Use Agreement Form sign off procedure for all minor age student users of the system.

Parents may request in writing at any time or on the Acceptable Use Agreement Form that their child (ren) not be provided internet access.

Parents may request alternative activities for their child(ren) that do not require internet access.

Parents have the right at any time to investigate the content of their child(ren)'s computer files.

Monitoring

The Burlington Public Schools monitors the use of the school department's network to protect the integrity and optimal operation of all computer and system networks. There is no expectation of privacy related to information stored and transmitted over the Burlington Public Schools network. The information on the network in general files and e-mail is not private and is subject to review by the network manager at the request of the Burlington Public

Schools administration to substantiate inappropriate activity and to comply with requests of law enforcement agencies as part of their investigations.

The Burlington Public Schools will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of the Burlington Public Schools.

Technicians and computer system administrators maintain full access rights to all storage devices, and may need to access/manage such storage devices as part of their duties.

Routine maintenance and monitoring of the system may lead to discovery that a user has or is violating the Burlington Public Schools Acceptable Use Policy, other school committee policies, state laws, or federal laws.

Search of particular files of a user shall be conducted if there is a reasonable suspicion that a user has violated the law or Burlington School Committee Policies. The investigation will be reasonable and in the context of the nature of the alleged policy violation.

Due Process

The Burlington Public Schools will apply progressive discipline for violations of the district policy and signed Acceptable Use Agreement Form which may include revocation of the privilege of a user's access to computer resources, electronic resources and network infrastructure. Other appropriate disciplinary or legal action may be undertaken by the Burlington Public Schools administration. The nature of the investigation will be reasonable and reflect the contract language for each bargaining unit.

Burlington Public Schools Limitations of Liability

The Burlington Public Schools makes no warranties of any kind, implied or expressed, that the services and functions provided through the Burlington Public Schools computer resources, electronic resources and network infrastructure will be error free or without defect. The Burlington Public Schools will not be responsible for damages users may suffer, including but not limited to loss of data or interruption of service.

The Burlington Public Schools, along with any persons or organizations associated with the school department internet connectivity, will not be liable for the actions of anyone connecting to the internet through the school network infrastructure. All users shall assume full liability, legal, financial or otherwise for their actions while connected to the internet.

The Burlington Public Schools assumes no responsibility for any information or materials transferred or accessed from the internet.

Parents and guardians agree to accept financial responsibility for any expenses or damages incurred as a result their student's inappropriate or illegal activities on the Burlington Public Schools network.

Modification

The Burlington School Committee reserves the right to modify or change this policy and related implementation procedures at any time. Prior to implementation, presidents of each of the bargaining units will be notified.

BURLINGTON PUBLIC SCHOOLS
EDUCATIONAL TECHNOLOGY

ACCEPTABLE USE POLICY FOR STAFF

Use of the Burlington Public School District electronic communication system is a privilege, which will be withdrawn from irresponsible users. Users must accept the responsibility to use school-provided Internet service in a manner, which is consistent with the Burlington Public School District Acceptable Use Policy and the educational goals of the Burlington Public Schools.

I have received and read a copy of the acceptable use policy.

Staff Member: _____

Signature: _____

School: _____

Date: _____

BURLINGTON PUBLIC SCHOOLS
EDUCATIONAL TECHNOLOGY

Software Application Purchase and Installation Request Form

Use this form if requesting a software title that requires purchase and installation on computer or computer image.

Burlington Public Schools Educational Technology is committed to providing the best tools for students and staff. Staff members must complete the Application Purchase / Installation Request Form before new software applications can be purchased or installed on Burlington Public Schools computers.

Please fill in the appropriate areas and submit to Burlington Public Schools Educational Technology.

Your Name	
Email	
School	
Application Title	
Copyright Year	
Operating System Required	
Installation Location (Lab, Laptop, Desktop)	
Application Grade Level	
Publisher	
Application URL (If available)	
Number of licenses	
Cost per license	
Total cost	

Description of Application and Reasons for Request

BURLINGTON PUBLIC SCHOOLS
EDUCATIONAL TECHNOLOGY

Online Application or Subscription Service Request Form

Use this form if requesting an online title that does not require installation on computer or computer image.

Burlington Public Schools Educational Technology is committed to providing the best tools for students and staff. Staff members must complete the Online Application or Subscription Service Request Form before new software applications can be purchased for use in Burlington Public Schools.

Please fill in the appropriate areas and submit to Burlington Public Schools Educational Technology.

Your Name	
Email	
School	
Application Title	
Application URL	
Application Grade Level	
Number of Subscription Accounts	
Length of Subscription	
Cost Per Account	
Total Cost	

Description of Application and Reasons for Request

BURLINGTON PUBLIC SCHOOLS
EDUCATIONAL TECHNOLOGY

Technology Professional Development Session or Workshop Request Form

Use this form if requesting to create and lead a technology professional development opportunity.

Burlington Public Schools Educational Technology is committed to providing the best training and support for students and staff. Staff members must complete the Technology Professional Development Request Form before starting new technology professional development sessions in Burlington Public Schools.

Please fill in the appropriate areas and submit to Burlington Public Schools Educational Technology.

Your Name

Email

School

Session /Workshop Title

Grade Level

Date(s)

Number of Participants

Number of Contact Hours

Will you seek Inservice Credits or PDS for participants?

Description of Session / Workshop and Reasons for Request