

## Technology Plan Submission Form School Years 2012-2015

District Name	MAGNET COVE SCHOOL DIST.
County	Hot Spring
Education Cooperative	Dawson Coop
Contact Person	Jeff Blakeney
Contact Title	Technology Coordinator
Contact Mailing Address(Physical Address No P.O. Boxes)	472 Magnet School Road, Malvern, Arkansas, 72104
Contact Phone	501-332-5468 x3
Contact Fax	501-337-4119
Contact Email	jeffb@magnetcove.k12.ar.us
District Home Page (URL):	<a href="http://www.magnetcove.k12.ar.us">http://www.magnetcove.k12.ar.us</a>
Include URL of technology plan if posted to district website:	

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## Current District Demographics

District Profile	
<b>DISTRICT NAME:</b>	MAGNET COVE SCHOOL DIST.
<b>District Local Education Agency (LEA) Number:</b>	3003000
<b>Number of Schools in the LEA :</b>	2
<b>Total Number of Teachers for the District:</b>	55
<b>Total Number of Students Enrolled in the District:</b>	653
<b>District Billed Entity Number:</b>	139512
<b>FCC Registration Number (FCC-RN):</b>	11501749
<b>District National Center for Education Statistics (NCES) Number:</b>	509190
<b>Percentage of Students Eligible for Free/Reduced Lunch:</b>	48
<b>E-Rate District Discount Level:</b>	75
<b>Internet Connected Student/Computer Ratio for District:</b>	19:10
<b>Based on Census Tract information is your district considered Rural or Urban:</b>	Rural

	(Year 1)2012-2013	(Year 2)2013-2014	(Year 3)2014-2015
Number of computers & other devices with Internet access before application.	350.00	350.00	350.00
Projected number of computers & other devices for each year of this technology plan	350.00	350.00	350.00
Direct connections to the Internet number of drops.	81.00	81.00	81.00
Number of classrooms with Internet access.	69.00	69.00	69.00
Direct broadband services between 10 Mbps and 200 Mbps.	8.00	8.00	8.00

### School(s) Profile

To be consistent, please use the same school name submitted to Child Nutrition for the Cycle 2 APSCN Report. Please list the name of every school, new and non-instructional facilities for which you file E-Rate.

School Name	LEA#	E-Rate Entity #	NCES#	BEN#
Magnet Cove Elementary School	3003013	82514	651	139512
Magnet Cove High School	3003014	201382	652	139512

## Technology Committee

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

<b>District Technology Committee</b>		
<b>Member</b>	<b>Title</b>	<b>Constituency Represented</b>
Jeff Blakeney	Technology Coordinator	District
Gail McClure	Superintendent	District
Lynda Samons	Curriculum Coordinator	District
Brad Sullivan	High School Principal	High School / Parent / Community Member
Jeff Eskola	Elementary Principal	Elementary School / Parent / Community Member
Tommy Norton	Middle School Principal	Jr, High School / Parent / Community Member
Jamie Nellis	Teacher / Business	Jr.High School / Parent / Community Member
Regina Efird	Teacher / Business	High School
Phylis Hunt	Librarian	Elementary School
Jenilyn Stone	Librarian	High School / Parent / Community Member
Oby Berry	Teacher / Math / STEM	High School / Parent / Community Member
Michael Nicolosi	Teacher / EAST	High School
Arlene Howton	Lab Manager	Elementary / Community Member

### Narrative: A narrative on the technology planning process to include:

Our District Technology Committee meets several times throughout the year to revise our technology plan and make decisions regarding technology integration in our district. The committee represents the school district and all individual buildings and includes district and school administrators, teachers, the technology coordinator, and computer lab manager. The technology planning process consists of input from the ACSIP plans and from conversations with and surveys taken from all administrators and teachers. All were included when we conducted surveys to gather data for assessment purposes.

The technology plan will be presented to our school board for approval then posted on our school web site for easy access by all. Notice of the posting of the tech plan will be sent via email and will be included in newsletters sent home to parents. The technology committee will continue to meet at least three times a year to refine, evaluate, and update the plan. This process will help us make sure that our plan is adjusted appropriately based on our district's current financial situation, curriculum needs, classroom needs, and changes in technology.

## Vision and Mission Statements

### Vision Statement

Magnet Cove School District, in collaborative partnership with families and community, will provide a secure environment of educational excellence where all belong, all learn and all succeed. We want to support self-directed learners who are comfortable with and proficient in using technology in all its forms as information resources. The school district believes that administrators, teachers, and students should have the opportunity to be trained and to use appropriate technology to enhance lifelong study skills. Through the use of technology, with its varied aspects and applications, each student will be afforded opportunities and challenges that will allow them to successfully engage the future. Our classrooms will have technology integrated into the curriculum, with instruction being delivered by the teacher through the enhancement of up-to-date technology. These classrooms will include, but not be limited to, computers, mobile devices, Internet access, SMART Boards, document cameras, projectors, online courses, and distance learning. The students' achievement is expected to be at a high level with assessments given to determine the effectiveness of technology in the learning environment.

The Magnet Cove School Board of Education serves to represent the community. Parents and community members are encouraged to be involved through volunteer work, parent/teacher organizations and attendance at public meetings. Input from the community is important and always welcomed by the school board and district administrators.

### Mission Statement

The mission of the Magnet Cove School District is to educate all students in a safe environment. District administration and the Magnet Cove School Board of Education will provide a challenging curriculum for each student that promotes higher level thinking skills and develops working skills in technology. We are committed to empowering our students to become life-long learners, to be accountable for their own learning, and to develop skills necessary to be a responsible citizen in an ever-changing world.

## Current Technology Assessment

### A. Technology Integration with Curriculum and Instruction

Magnet Cove School District's ACTAAP assessments reveal a stronger performance in math. The district struggles with literacy in the content areas and reading comprehension. We have implemented several technology driven programs to address these deficiencies. First, we implemented a pre/post assessment, NWEA-MAP, which determines individual student growth for the year. The assessment is online and allows teachers to determine the level of rigor for each child in reading, language, and math. Odesseyware is used for credit recovery. Response to Intervention has been fully implemented at grades K-6 and will incrementally expand to grades 7—12 with data being used to track progress in reading in the content areas and adjusting curriculum in real time instruction. Every elementary and secondary classroom in the district is equipped with a SMART Board, projector, document camera, and Interwrite pad. Kindles and iPads have been purchased to create a safe environment for struggling readers. Now audio books and apps are assisting non-readers as well as our gifted students. Graphing calculators are available to students in math classes. We plan to expand wireless coverage in all school buildings to better utilize our mobile devices. Creating and utilizing student-centered learning environments supported by technology is a goal for every grade level and subject area.

The district implemented online pre/post assessment through NWEA. The district has already begun the online testing transition and for the school year 2012-13, all students' quarterly assessments will be administered electronically. The district received assistance through the Arkansas Public School Resource Center and the Walton Family Foundation for training and implementation assistance in allowing us to use data for decision making concerning response to intervention.

The district posts lesson plans, newsletters and grades online to enable parent access to classroom expectations, upcoming assignments and information on their child's progress. We also utilize a digital marquee sign, the Edline phone notification system, classroom web pages, email and texting to communicate with parents.



## B. Professional Development

Many different technology professional development opportunities are available to our staff members in delivery formats ranging from face-to-face sessions, online classes and videos. Each year we survey our staff to determine the professional development needs of teachers and administrators. This survey data is used to determine what sessions will be offered on campus. Our district maintains its own professional development calendar that helps staff members find available training sessions. The online escWorks system is used for staff members to register for sessions and track professional development hours. In addition to sessions offered locally on-campus, our staff members have easy access to sessions offered at the Dawson Education Cooperative. Many different technology-related sessions are offered at Dawson Education Cooperative throughout the year. Also, online training opportunities are available through the IDEAS portal.

We are adopting the ISTE NETS standards and will begin training teachers on the standards so they can incorporate the student NETS standards in lesson plans and computer lab activities.

Providing sufficient technology professional development for our staff members has not been a challenge because we have many teachers and administrators willing to volunteer to train others and there are many other opportunities for training available outside the district as well. We have invested a lot of resources into technology equipment and software over the past several years and plan to continue that trend. Therefore, we are committed to providing ongoing training to ensure technology is used effectively to enhance instruction in the classroom.



## C. Equitable Use of Technology

Magnet Cove School District tries to assure effective, equitable, and successful utilization of technology to improve student achievement and to gain higher levels of productivity. We try to identify appropriate software, install sufficient hardware, provide adequate teacher training, and ensure equity of access for all learners, including special needs and accelerated learners. With this in mind, we have provided Internet connected computers in each classroom and provided each school with one or more computer labs for instruction and research. The elementary building has mobile NEO carts and the high school building has mobile laptop carts available for classroom use. Each building contains a computer lab. All classrooms are equipped with SMART Boards, projectors, and document cameras.

Since no single instructional medium format works for all students, the district has added a variety of media to assist diverse learners in our classroom. Assistive technology products include Kindles, iPads, touch screens, and magnifying devices. Speech and Language impaired students who have auditory processing problems use voice activation systems in their classrooms. Our technology staff and teachers of special needs students are trained in workshops and during professional development days to support these assistive and accessibility technologies. In addition to district training for individual teachers, there are also special training opportunities offered throughout the year through Easter Seals and the Council for Exceptional Children.

The elementary school provides 45 minutes weekly of computer lab time for students. Students, beginning in the seventh grade, are required to take computerized keyboarding classes. In the high school all students have the opportunity to choose from electives such as EAST and Computer Technology Introduction (CTI) and are offered Computerized Business Applications (CBA), which is a requirement for graduation. In all schools, our students have access to the computers in our media centers for certain hours before, after, and during the school day. In addition, classroom teachers, at their discretion, can schedule time in the computer labs for additional computer access. Students also have access to classroom computers throughout the school day.

### D. Current Technology Inventory (2012-2015)

All technology purchases are made under the supervision of the Technology Coordinator and Superintendent. Important information on each hardware device is recorded in a local inventory database using Microsoft Access. Software is recorded in a separate database. All fixed asset items (over \$1500.00 value) are also entered into Fixed Assets module in the APSCN FMS system for additional tracking. At the end of each school year all staff members are asked to verify the information for all technology items in their classroom or office.

**Retaining this type of information will be very helpful if USAC requests this information in the future.**

List of Equipment	Serial #	Make & Model	Date of Purchase	Install Date	Original Location	Current Location	Replacement Date (if applicable)	Quantity	Notes
Computer		Howard Q35AKB	2008-07-01	2008-08-01	014246	014245	-	26	
Server	0035420971	Gateway 9510 Server	-	-	014SVR	14SVR	-	1	Replaced and using as WSUS
Laptop	W88462KD1GN	Apple MacBook Pro 15-in	2008-07-01	2008-07-21	014246	014245	-	1	
COMPUTER		Gateway E4100	2006-07-03	2006-07-24			-	27	
L3 Switch	001F4539FF08	Enterasys N1	2010-07-01	2010-07-19	015WGT	015WGT	-	1	
L3 Switch	001F453FF3D8	D2G124-12	2010-07-01	2010-07-19	017GYM	017GYM	-	1	
L3 Switch		Enterasys C3G124-48	2010-07-01	2010-07-19			-	3	
L3 Switch		Enterasys C3G124-24	2010-07-01	2010-07-19			-	3	
Computer		Dell Optiplex GX745	2007-07-02	2007-07-16			-	28	
Spam Filter	SF-322792	Barracuda BSF 300a	2012-02-15	2012-02-15	014SVR	014SVR	-	1	Replaced by Maintenance Agreement on 2/15/2012
Server	119681-4008	Howard I4008	2008-07-01	2008-07-21	019005	014SVR	-	1	
Library Server	116607-2708	Howard I2708	2008-07-01	2008-07-21	014SVR	014SVR	-	1	
Laptop	Dell Vostro 3750	Dell Vostro 3750	2012-01-06	2012-02-13	014165	4165	-	4	
Wireless Controller	1PJ183PD00016	NETGEAR WFS709TP	2006-07-03	2006-07-17	014SVR	014SVR	-	1	

Laptop		Dell Latitude E5400	2010-07-02	2010-07-19			-	3	
Computer		Apple Mac Mini	2011-07-01	2011-07-18	014246	14246	-	2	
EAST Server	0035442084	Gateway 9210	-	-	014246	014246	-	1	
EAST Server	133567-1210	Howard S7408	2010-07-01	2010-07-19	014246	014246	-	1	
Computer		Gateway #4300	-	-	014246	014246	-	7	
Computer		Howard G41MKB	2009-07-01	2009-07-20	014246	014246	-	7	
Computer	HXZTVH1	Dell Precision T1500	2010-07-01	2010-07-19	014246	014246	-	1	
			-	-			-	0	
Computer		Apple iMac	2010-07-01	2010-07-19			-	3	
Laptop	W80071RC64C	Apple MacBook Pro	2010-07-01	2010-07-19	014246	014246	-	1	
Computer		Dell Optiplex GX520	2006-07-03	2006-07-17			-	58	
Computer	MJHEV52	lenovo MT-7269-E 4U	2011-02-01	-	019001	019001	-	1	
Laptop		Gateway M465-E	2008-07-01	-			-	72	
Computer		lenovo MT-8820-A NU	2011-07-01	2011-08-01			-	43	
Laptop		Dell Latitude D620	2010-07-01	2010-07-22	014LIB	014LIB	-	30	
Computer		Howard G41cmkb	2011-08-01	2011-08-15	014165	014165	-	16	
Computer	6LJ7FQ1	Dell Optiplex 780	2011-04-20	2011-04-25	014246	014245	-	1	
Switch	HIL397000675	D-Link DSS24	-	-			-	1	
Switch		Netgear FSM 726	-	-	013112	013112	-	2	
Server	138044-4010	Howard S7408	2010-07-01	2010-08-02	013112	013112	-	1	
Computer		lenovo MT-M3257-A9U	2011-08-01	2011-09-01	013112	013112	-	30	
Server	121786-5008	Howard I404	2008-07-01	2008-08-01	014246	014245	-	1	
Laptop		Apple MacBook Pro 17-in	2007-07-02	2007-07-23			-	6	

## Needs Assessment

From our needs assessment surveys, the Goals, Objectives, and Strategies for Technology were developed. Our goals are listed as follows: Parents will utilize Edline to assist in monitoring their students' progress. Computer access will be provided at the district if parents do not have internet access. Teachers will implement curriculum plans that include methods and strategies for integrating technology to maximize students' learning. Media centers will utilize online technology for research and student evaluation. Administrators will utilize technology to manage student records, monitor student academic progress, and keep in direct contact with parents through email. Assistive technologies will be implemented where needed to increase/improve technology access. Staff development will be provided to train teachers to integrate technology into the curriculum. The implementations of Goals determined by the Magnet Cove School District are outlined in the following action plans. The technology plan establishes clear goals and realistic strategies for using telecommunications and information technology to improve education of Magnet Cove students. The State Standards to improve student achievement are incorporated into teachers' lesson plans. Parents will have an on-line grade reporting system (Edline) with which they can track their student's progress. The Magnet Cove School District has set up a Distance Learning Lab to provide additional instructional curriculum via Compressed Interactive Video (CIV). This will allow Magnet Cove students the opportunity to retrieve advanced classes other than what the district offers.

## Goals, Objectives and Strategies and Implementation of Plan

**Technology Goal:** State the particular goal that supports your technology plan.

### ACTION TIMELINE

Goals	Strategies	Timeframe for this Activity	Professional Development Required	Cost(Budget)for this Activity
Parents will utilize Edline to monitor student progress.	Parent accounts will be set up to monitor student progress.	ongoing, July 1, 2012-June 30, 2015	Edline Regional training	3000
<b>Monitoring and Evaluation:</b>				
Administrators will monitor teacher updates of grades on a weekly basis. Administrators will be in direct communication with parents to receive any feedback from parents. Teachers will be provided easy access to test data which helps identify student achievement levels in reading, writing, and math. Success will be measured by an increase in the use of data from assessment software packages. Parents will be surveyed to gather information regarding usage of on-line services provided by the district.				
Parents will utilize Edline to monitor student progress.	Step by step instructions will be sent home for parents.	ongoing, July 1, 2012-June30, 2015	Inservice for teachers and parents as needed.	0
<b>Monitoring and Evaluation:</b>				
Administrators will monitor teacher updates of grades on a weekly basis. Administrators will be in direct communication with parents to receive any feed back from parents. Teachers will be provided easy access to test data which helps identify student achievement levels in reading, writing, and math. Success will be measured by an increase in the use of data from assessment software packages. Parents will be surveyed to gather information regarding usage of on-line services provided by the district.				
Parents will utilize Edline to monitor student progress.	Parents will be trained after school hours if needed.	ongoing, July 1, 2012-June 30, 2015	Inservices for teachers and parents as needed.	0
<b>Monitoring and Evaluation:</b>				
Administrators will monitor teacher updates of grades on a weekly basis. Administrators will be in direct communication with parents to receive any feed back from parents. Teachers will be provided easy access to test data which helps identify student achievement levels in reading, writing, and math. Success will be measured by an increase in the use of data from assessment software packages. Parents will be surveyed to gather information regarding usage of on-line services provided by the district.				
Parents will utilize Edline to monitor student progress.	Parents will be able to view and pay for cafeteria charges online.	2015	Inservices for staff and parents as needed.	0
<b>Monitoring and Evaluation:</b>				
Administrators will monitor teacher updates of grades on a weekly basis. Administrators will be in direct communication with parents to receive any feed back from parents. Teachers will be provided easy access to test data which helps identify student achievement levels in reading, writing, and math. Success will be measured by an increase in the use of data from assessment software packages. Parents will be surveyed to gather information regarding usage of on-line services provided by the district.				
To document and enhance how technology is being used in the classroom.	Document technology used to address learning needs	ongoing July 1, 2012-June 30, 2015	Classroom walkthrough training	3000
<b>Monitoring and Evaluation:</b>				
These activities will be evaluated on the amount of data obtained from both new staff and continuing staff. Successful completion of these activities will be when the surveys are completed and data analyzed. Data collection will be what technology skills are evident, what areas need improvement, and what training opportunities are available for teachers and staff.				
To document and enhance how technology is being used in the classroom.	Administer staff technology survey to identify current staff development needs.	ongoing, July 1, 2012-June 30, 2015	Inservices for teachers as needed.	0
<b>Monitoring and Evaluation:</b>				

These activities will be evaluated on the amount of data obtained from both new staff and continuing staff. Successful completion of these activities will be when the surveys are completed and data analyzed. Data collected will be what technology skills are evident, what areas need improvement, and what training opportunities are available for the teachers and staff. -----

To document and enhance how technology is being used in the classroom.	Develop and offer training opportunities for teachers and staff.	ongoing, July 1, 2012-June 30, 2012	None	0
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**Monitoring and Evaluation:**

These activities will be evaluated on the amount of data obtained from both new staff and continuing staff. Successful completion of these activities will be when the surveys are completed and data analyzed. Data collected will be what technology skills are evident, what areas need improvement, and what training opportunities are available for teachers and staff.

To document and enhance how technology is being used in the classroom.	Teachers will utilize a variety of instructional technologies.	ongoing, July 1, 2012-June 30, 2015	Inservice for teacher as needed.	0
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**Monitoring and Evaluation:**

These activities will be evaluated on the amount of data obtained from both new staff and continuing staff. Successful completion of these activities will be when the surveys are completed and data analyzed. Data collected will be what technology skills are evident, what areas need improvement, and what training opportunities are available for teachers and staff.

To document and enhance how technology is being used in the classroom.	Teachers will utilize instructional software to provide intervention and acceleration of curriculum.	ongoing, July 1, 2012-June 30, 2015	Inservice for teachers when new software is adopted.	0
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**Monitoring and Evaluation:**

These activities will be evaluated on the amount of data obtained from both new staff and continuing staff. Successful completion of these activities will be when the surveys are completed and data analyzed. Data collected will be what technology skills are evident, what areas need improvement, and what training opportunities are available for teachers and staff.

To ensure all students and teachers have access to technology to support teaching and learning.	Maintain and update internet capable computers, and other devices, in all classrooms and labs as needed.	Ongoing Maintenance, July 1, 2012 – June 30, 2015	None	50000
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**Monitoring and Evaluation:**

These activities will be evaluated yearly in 2012 through 2015 to determine compliance with the technology plan. These activities will be considered successfully completed when documentation, purchases, and/or installation is carried out in accordance with the technology plan each year. Data that is collected will be lists of hardware and software needed to be purchased or maintained and information gathered from study of needs for curriculum enhancement in libraries and classrooms.

To ensure all students and teachers have access to technology to support teaching and learning.	Maintain and update computers for all staff and administrators.	Ongoing Maintenance, July 1, 2012 – June 30, 2015	None	25000
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**Monitoring and Evaluation:**

These activities will be evaluated yearly in 2012 through 2015 to determine compliance with the technology plan. These activities will be considered successfully completed when documentation, purchases, and/or installation is carried out in accordance with the technology plan each year. Data that is collected will be lists of hardware and software needed to be purchased or maintained and information gathered from study of needs for curriculum enhancement in libraries and classrooms.

To document and enhance how technology is being used in the classroom.	Instructional software will be updated and evaluated continually based on curricular	Ongoing, July 1, 2012 – June 30, 2015	In-service for teachers when new software is adopted	0
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changes				
<b>Monitoring and Evaluation:</b>				
These activities will be evaluated on the amount of data obtained from both new staff and continuing staff. Successful completion of these activities will be when the surveys are completed and data analyzed. Data collected will be what technology skills are evident, what areas need improvement, and what training opportunities are available for teachers and staff.				
To ensure all students and teachers have access to technology to support teaching and learning.	Maintain and update all student computer labs, mobile laptop carts, iPad carts, Neo carts, EAST, etc.	Ongoing Maintenance, July 1, 2012 – June 30, 2015	None	20000
<b>Monitoring and Evaluation:</b>				
These activities will be evaluated yearly in 2012 through 2015 to determine compliance with the technology plan. These activities will be considered successfully completed when documentation, purchases, and/or installation is carried out in accordance with the technology plan each year. Data that is collected will be lists of hardware and software needed to be purchased or maintained and information gathered from study of needs for curriculum enhancement in libraries and classrooms.				
To ensure all students and teachers have access to technology to support teaching and learning.	Maintain and update presentation hardware in all for all classrooms	Ongoing Maintenance, July 1, 2012 – June 30, 2015	None	20000
<b>Monitoring and Evaluation:</b>				
These activities will be evaluated yearly in 2012 through 2015 to determine compliance with the technology plan. These activities will be considered successfully completed when documentation, purchases, and/or installation is carried out in accordance with the technology plan each year. Data that is collected will be lists of hardware and software needed to be purchased or maintained and information gathered from study of needs for curriculum enhancement in libraries and classrooms.				
To ensure all students and teachers have access to technology to support teaching and learning.	Expand the presence of other emerging technologies (i.e. iPads, iPods, Classroom Performance Systems, etc.)	Ongoing Maintenance, July 1, 2012 – June 30, 2015	Training on new software programs and hardware	25000
<b>Monitoring and Evaluation:</b>				
These activities will be evaluated yearly in 2012 through 2015 to determine compliance with the technology plan. These activities will be considered successfully completed when documentation, purchases, and/or installation is carried out in accordance with the technology plan each year. Data that is collected will be lists of hardware and software needed to be purchased or maintained and information gathered from study of needs for curriculum enhancement in libraries and classrooms.				
To ensure all students and teachers have access to technology to support teaching and learning.	Determine needs and purchase additional system-wide software and hardware to support teaching and learning	Ongoing, July 1, 2012 – June 30, 2015	Training on new software programs and hardware	5000
<b>Monitoring and Evaluation:</b>				
These activities will be evaluated yearly in 2012 through 2015 to determine compliance with the technology plan. These activities will be considered successfully completed when documentation, purchases, and/or installation is carried out in accordance with the technology plan each year. Data that is collected will be lists of hardware and software needed to be purchased or maintained and information gathered from study of needs for curriculum enhancement in libraries and classrooms.				
To ensure that all students and teachers have access to technology to support teaching and learning.	Purchase updates of networking, antivirus, Accelerated Reader, and other district wide software programs.	Ongoing, July 1, 2012 – June 30, 2015	Training on software updates	5000
<b>Monitoring and Evaluation:</b>				
These activities will be evaluated yearly in 2012 through 2015 to determine compliance with the technology plan. These activities will be considered successfully completed when documentation, purchases, and/or installation is carried out in				



accordance with the technology plan each year. Data that is collected will be lists of hardware and software needed to be purchased or maintained and information gathered from study of needs for curriculum enhancement in libraries and classrooms.

To provide, maintain and enhance infrastructure and telecommunication services.	Maintain all technology infrastructures.	Ongoing, July 1, 2012 – June 30, 2015	None	15000
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**Monitoring and Evaluation:**

The activities in support of the district's infrastructure and telecommunication services will be evaluated yearly in 2012 through 2015 and considered to be successfully completed when assessments, documentation, and needed maintenance and purchases have been carried out. Data collected will include technical support requests, budget expenditures, and grants awarded.

To provide, maintain and enhance infrastructure and telecommunication services.	Purchase, replace, and maintain network hardware and wiring in all schools as needed.	Ongoing, July 1, 2012 – June 30, 2015	None	15000
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**Monitoring and Evaluation:**

----- The activities in support of the district's infrastructure and telecommunication services will be evaluated yearly in 2012 through 2015 and considered to be successfully completed when assessments, documentation, and needed maintenance and purchases have been carried out. Data collected will include technical support requests, budget expenditures, and grants awarded. -----

To provide, maintain and enhance infrastructure and telecommunication services.	Purchase and maintain all technology infrastructure needed to add wireless connectivity throughout the district.	Ongoing, July 1, 2012 – June 30, 2015	None	10000
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**Monitoring and Evaluation:**

The activities in support of the district's infrastructure and telecommunication services will be evaluated yearly in 2012 through 2015 and considered to be successfully completed when assessments, documentation, and needed maintenance and purchases have been carried out. Data collected will include technical support requests, budget expenditures, and grants awarded.

To provide, maintain and enhance infrastructure and telecommunication services.	Maintain telecommunication services for the district to increase the communications capability of our infrastructure.	Ongoing, July 1, 2012 – June 30, 2015	None	5000
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**Monitoring and Evaluation:**

The activities in support of the district's infrastructure and telecommunication services will be evaluated yearly in 2012 through 2015 and considered to be successfully completed when assessments, documentation, and needed maintenance and purchases have been carried out. Data collected will include technical support requests, budget expenditures, and grants awarded.

To provide, maintain and enhance infrastructure and telecommunication services.	Purchase, replace and/or update printers and other technology peripherals.	Ongoing, July 1, 2012 – June 30, 2015	None	15000
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**Monitoring and Evaluation:**

----- The activities in support of the district's infrastructure and telecommunication services will be evaluated yearly in 2012 through 2015 and considered to be successfully completed when assessments, documentation, and needed maintenance and purchases have been carried out. Data collected will include technical support requests, budget expenditures, and grants awarded. -----

To provide, maintain and enhance infrastructure and	Provide adequate staffing to support school-wide technology	July 1, 2012 – June 30, 2015	None	20000
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telecommunication services.	needs.			
<b>Monitoring and Evaluation:</b>				
<p>----- The activities in support of the district's infrastructure and telecommunication services will be evaluated yearly in 2012 through 2015 and considered to be successfully completed when assessments, documentation, and needed maintenance and purchases have been carried out. Data collected will include technical support requests, budget expenditures, and grants awarded. -----</p>				

## Policies and Procedures

Our school has developed technology policies that relate to equitable access for students with exceptional needs, data and network security, and Internet safety. Parents, teachers and students are kept up to date on these policies through student handbooks and the district website which has a link to all current policies.

All computer and network users must comply with existing rules and appropriate use policies which are incorporated into school district and personnel policies. A few key components of our policies on network security are:

- Magnet Cove School District has the right to review any materials in user accounts and to monitor file server space in order to determine whether specific uses of the network are inappropriate.
- Passwords should be secured and computers should be turned off or users should be logged off or locked when not in use.
- If a security problem is identified, the system administrator should be notified.
- Employees of the Magnet Cove School District who are allowed to use school owned computers and/or given Internet access are expected to use this technology to perform their job responsibilities. Employees who violate the guidelines of this policy are subject to disciplinary action.
- Students should never be allowed to use a teacher's computer and should not be granted access to the Internet without direct supervision.
- Any attempt to harm, modify, or destroy data, the computer system, or other networks connected to the Magnet Cove School District's Computer System is prohibited. Sending unwanted email or interfering with another user's work is also prohibited.
- Any controversial, inappropriate, or offensive material should not be accessed.
- Employees or students who violate the guidelines are subject to disciplinary action.

The Children's Internet Protection Act (CIPA) requires each district to have an Internet Safety Policy that protects minors from pornography or activities that could harm them. CIPA compliance is required for E-Rate, and Title II Part D of No Child Left Behind. Our school strives to protect students by providing instructions, direct supervision, and Internet content filtering. Key components of our Internet safety policies involve information about Internet dangers, cyberbullying, and cyber ethics.

We conduct regular security audits of the network and make changes and updates based on those audits. Firewalls are used at the network core and on each workstation to protect from outside threats. No personally identifiable information is saved to client stations or removable media. Users are only granted access to information that they need to perform their role as a student or staff member. Servers that hold critical data are kept physically secure in locked rooms and offsite backups are performed using 256-bit AES encryption to ensure no data is intercepted in transmission.

## Technology Infrastructure

Magnet Cove School District tries to assure effective, equitable, and successful utilization of technology to improve student achievement and to gain higher levels of productivity. We try to identify appropriate software, install sufficient hardware, provide adequate teacher training, and ensure equity of access for all learners, including special needs and accelerated learners. With this in mind, we have provided Internet connected computers in each classroom and provided each school with one or more computer labs for instruction and research. The elementary building has mobile NEO carts and the high school building has mobile laptop carts available for classroom use. Each building contains a computer lab. All classrooms are equipped with SMART Boards, projectors, and document cameras.

For our schools to use technology effectively as a teaching and administrative tool, they must first be given adequate access to reliable technology hardware and software. The federal E-Rate program has assisted our district in providing reliable technology infrastructure and telecommunications services for our schools.

Our technology department installs and maintains the operation of a large computer data network to support operations within our district. Various systems are used to manage, monitor, and supervise the network traffic and usage.

### Data Network

- The district data network is composed of a fiber-optic backbone that connects all school buildings and campuses into one local area network (LAN). E-Rate has allowed the school to purchase additional bandwidth with our local cable company with speeds of 10Mbps download and 2Mbps upload for internet usage. Most building to building connections on campus are connected at 1Gbps speeds with a few smaller buildings connected at 100Mbps.
- The school district's network is connected to the Internet by 2 separate connections including (1) an ADE funded 3Mbps connection to DIS, (2) a district funded 10Mbps down/2Mbps up Cable internet connection. These two connections are combined together using an aggregator to provide two outbound connections. One connection for district APSCN users and the other is for internet access only. Currently, these connections are meeting our needs very well. The district has increased Internet capacity steadily for the previous three school years and plans to continue to do so as the need for additional online resources grows. E-Rate has helped fund these increases in Internet capacity.
- All school buildings are on one campus and connect to form a local area network (LAN) that includes fiber-optic, Category 5 and Category 6 cabling. Managed network switches are used to connect computers to the network. We plan to upgrade the network switches in at least one school building per year to POE managed switches that support 1Gbps speeds. Every classroom in the district is connected to the district network and the Internet.
- The high school has a distance learning lab utilizing a Tandberg 6000 system that increases the availability of courses offered to our students.
- Our technology platform consists of mostly Windows PCs supported by Windows servers. All of our end user workstations are either Windows XP or Windows 7 and servers run Windows Server 2003 or Windows Server 2008 R2. We have a few Apple systems in the high school EAST lab as well as mobile devices. Most of our mobile devices are Apple iPads or iPods.
- For Internet content filtering a combination of local control of the state provided M86 filter and a local Fortinet Fortigate filter are used to filter and track Internet usage for all computers and users on campus.

- The district maintains a web server providing web pages that house information about the district including information on each school. The website also offers web resources for staff, students, and parents, online learning, help desk information and resources for technology staff. Parents and students are provided access to an online learning portal that includes lesson plans, grades and other information through Edline. E-Rate has allowed us to continue the Edline web hosting service to provide a strong communication link between teachers, students and parents.
- Eight server systems are used to provide services on the network including file, print, DHCP, DNS, application management, imaging, backup and workstation inventory. All of these servers run Microsoft Windows Server 2003 or Windows Server 2008 R2.
- The district has an enterprise class wireless system using a NetGear WFS709TP controller and access points that support the latest speeds available in Wi-Fi technology. Currently, each school office and media center has wireless coverage as well as other hot spots throughout the district. Over the next three years we plan to cover all instructional facilities with full wireless coverage.

### **New Construction**

All new school buildings are designed with technology needs in mind. The technology department provides a list of requirements and/or guidelines to the district architect before building plans are completed. The district has preliminary plans for an additional Safe Room at the elementary school. As new school buildings and/or new schools are added, each building will be connected to the existing LAN and outfitted with fiber-optic and copper cabling capable of 10Gbps speeds. All new construction is designed to adhere to the policies and procedures outlined in the Arkansas School Facility Manual.

### **Equipment Replacement Schedule**

We have implemented a computer hardware replacement schedule to ensure that the technology equipment in use can continue to meet the needs of all our users. Teacher and office staff computers are replaced at a minimum of every five years. After the first five years of use, computers are re-assigned to other areas in the district where they can still be used for other purposes. Student computers are used anywhere from five to eight years until no longer feasible to use and/or support. Server hardware is replaced every five years. The average age of all computers in use is 3 years. Other technology equipment and peripherals such as printers, projectors document cameras, etc. are replaced on average every 5 to 8 years depending upon the individual piece of equipment and its level of usage. The average age of all technology equipment used to deliver instruction is 3 years.

### **Mobile Devices**

Our students and staff regularly use mobile devices including laptops, netbooks, iPods, iPads, Nooks, and MP3 players. Administrators use iPads to record data during classroom walkthroughs as well as communicate with staff and parents. We have a total of 2 mobile labs throughout the district that are used in classrooms on a daily basis to provide a 1:1 scenario for students to have hands on experience with the technology. These carts are for students to work individually and in small groups using the latest technology tools available.

### **Technology Support Staff**

With the influx of technology into the classroom the need to provide timely hardware and software support becomes increasingly important. Today's technology changes at a rapid pace and the ability of the district to deal with this change is crucial. Our technology department is committed to providing the support required to enhance the integration of technology throughout the learning environment.

The technology department consists of the district technology coordinator. The technology staff carries out the daily installation, repair and maintenance of the district's infrastructure, servers, desktop workstations, and peripheral devices. The technology staff performs all levels of maintenance on servers and computer systems and coordinates with vendors as necessary for repair of other types of equipment such as printers, projectors, cameras, and other devices. Future growth and professional development needs will determine the need for additional technology staff.

The technology department is also responsible for the installation and maintenance of all operating systems and application software, including software used in support of classroom instruction. They manage staff and student email systems and are responsible for the continuing protection of technology resources from activities which would impair or deny their effective use. The technology staff also prepares and delivers staff training on the various administrative software systems currently in use throughout the district. Technology staff members are encouraged to attend workshops, network software classes, and technology conferences. Each year technology staff attends different conferences held throughout the state and the nation. Also, courses held at local training centers or online are utilized. District funds are available each year to pay for training classes, conferences, and expenses.

### **Voice Network**

- 38 phone lines – one in every office and in several classrooms
- 33 phone instruments
- Centrix or digital phone system in every building

### **Systems Managed**

- Atrium – Library circulation database
- Building Paging/Intercom Systems
- Core network services: Microsoft Active Directory, DHCP, DNS, file and print services
- Edline – Online content management and parent communication tool
- eTriton – Web based food service system



- First Class – Staff and Student email
- GradeQuick Web – Online grade book system for teachers
- NetGear – Enterprise wireless controller
- M86 filtering – Local control of state provided Internet filtering
- Vexira Antivirus Protection – Antivirus and antispyware protection
- Microsoft System Center Configuration Manager – Imaging, application deployment, updates, inventory and remote control
- NWEA-MAP – Online student assessment
- Renaissance Place
- SchoolDude IT Direct – Online helpdesk for IT tickets
- SchoolDude Maintenance Director – Online helpdesk for maintenance work orders
- Video surveillance systems

NWEA-MAP

### **Network Security and Disaster Recovery**

The district adheres to all the requirements in the ADE IT Security Policy as directed by #RT 09-008 IT Security Policy commissioner's memo. Our disaster recovery plan is maintained with the help of Arkansas Continuity of Operations (ACOO) and their online planning software.

The district uses a backup server to house local copies of all critical data from district-owned servers. Each night the updated backup data is copied from the local backup server to tape. The tape is then taken off campus to a safety deposit at the Malvern National Bank in Malvern each day. For security purposes the data is encrypted during the copy process using 256-bit AES encryption technology.

Our router has firewall software provided by DIS and serves as a firewall protecting our APSCN internal network from security threats on the Internet. We also have a Fortinet Fortigate appliance that serves as a firewall and web content filter on our cable internet access. We also turn on the local firewall on each computer that is available in the operating system. Microsoft Active Directory is used as a network directory requiring all users to authenticate before using the network. Users are only granted rights to resources that they need to perform their role as a staff member or student. Periodic security audit scans are performed on the network. The technology department uses information from these scans to install security updates and find information about potential security threats. All computers on the local network use Vexira Endpoint protection for antivirus protection.

### **Infrastructure Challenges**

Our biggest challenges in maintaining adequate technology infrastructure are the increasing needs for Internet bandwidth and wireless services needed for mobile computing. We will continue to upgrade wired network infrastructure and equipment and add new wireless equipment to provide seamless access to the network and Internet for mobile devices. We will continue to increase our Internet bandwidth capacity as necessary to provide access to online resources used in the classroom to aid instruction as well as administrative tools used to support the operations of the district.





## Technology Plan Evaluation

The evaluation of the implementation of our district technology plan will be on-going throughout each school year. The evaluation will be conducted by various means by various district leaders including the ACSIP process, professional development evaluations, classroom walk-throughs, bandwidth utilization audits and district surveys. In addition, simple observations, both negative and positive, that have been made by students, teachers, parents, and others will be documented. Surveys, interviews and informal meetings with both instructors and students will also help establish what both groups have learned from using technology, how much they use technology in the classroom, and additional training and/or in-service that is needed for upgrading skills. The hardware/software inventory will be maintained and reviewed by our technology coordinator and is an on-going process due to new hardware/software needs of our staff and students.

The District Technology Committee will be responsible for documenting the evaluation process and evaluation results. The components of the plan which have been fulfilled will be evaluated and the decision will be made as to removing the goal and/or the activity which supports it or revising the goal, based on our accomplishment. Any goals listed in our plan that have not been met also will be closely reviewed and evaluated by the District Technology Committee and recommendations will be made to see that achievement of the goal(s) occurs.

## Estimated District Technology Plan Budget

2012-2013

Item	Quantity	Local	State	Federal	Sub Total
<b>Item 1: Network Servers</b>					
Switches/Hubs/Routers/DSU's	3	\$2500.00	\$0.00	\$0.00	\$7500.00
Network Cables	1	\$200.00	\$0.00	\$0.00	\$200.00
Network Cards (desktop & laptop)	0	\$0.00	\$0.00	\$0.00	\$0.00
Firewall or Proxy (include software cost)	1	\$4000.00	\$0.00	\$0.00	\$4000.00
LAN wiring (Local Area Network)	0	\$0.00	\$0.00	\$0.00	\$0.00
Network Server Software	1	\$3000.00	\$0.00	\$0.00	\$3000.00
Network File Servers	1	\$2000.00	\$0.00	\$0.00	\$2000.00
Network Printers	1	\$15000.00	\$0.00	\$0.00	\$15000.00
Fiber	0	\$0.00	\$0.00	\$0.00	\$0.00
Wireless Access Points	1	\$3000.00	\$0.00	\$0.00	\$3000.00
Network Maintenance	1	\$6500.00	\$0.00	\$0.00	\$6500.00
Server (number of servers connected to Internet)	0	\$0.00	\$0.00	\$0.00	\$0.00
Network Storage	1	\$1000.00	\$0.00	\$0.00	\$1000.00
Email Server	1	\$2500.00	\$0.00	\$0.00	\$2500.00
DNS (Domain Name Services)	0	\$0.00	\$0.00	\$0.00	\$0.00
Web Hosting Services	1	\$4200.00	\$0.00	\$2800.00	\$7000.00
Wireless WANS	0	\$0.00	\$0.00	\$0.00	\$0.00
Wireless LANS	1	\$20000.00	\$0.00	\$0.00	\$20000.00
WAN (Wide Area Network)	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>14</b>				<b>\$71,700.00</b>
<b>Item 2: Network Security</b>					
Electronics Rack	1	\$500.00	\$0.00	\$0.00	\$500.00
UPS	3	\$1000.00	\$0.00	\$0.00	\$3000.00
Locked Cabinet	0	\$0.00	\$0.00	\$0.00	\$0.00

Locked Space	0	\$0.00	\$0.00	\$0.00	\$0.00
Fire Alarm	1	\$2500.00	\$0.00	\$0.00	\$2500.00
Internet Filtering	1	\$3500.00	\$0.00	\$0.00	\$3500.00
Anti-Virus	1	\$2300.00	\$0.00	\$0.00	\$2300.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>7</b>				<b>\$11,800.00</b>
<b>Item 3: Computer Hardware/Software</b>					
Computers (total number of computers connected to Internet for the District)	30	\$900.00	\$0.00	\$0.00	\$27000.00
Laptops	30	\$500.00	\$0.00	\$0.00	\$15000.00
Hand Held	1	\$2500.00	\$0.00	\$0.00	\$2500.00
Printers	1	\$2000.00	\$0.00	\$0.00	\$2000.00
Digital Camera	1	\$2000.00	\$0.00	\$0.00	\$2000.00
Interactive WhiteBoards	1	\$5000.00	\$0.00	\$0.00	\$5000.00
Scanners	1	\$500.00	\$0.00	\$0.00	\$500.00
MP3 Players	0	\$0.00	\$0.00	\$0.00	\$0.00
Educational Software (both instructional and non-instructional; i.e. Accelerated Reader/Math)	1	\$5000.00	\$0.00	\$0.00	\$5000.00
Wireless Access Card Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance & Upgrades	1	\$3000.00	\$0.00	\$0.00	\$3000.00
Visual Presenters (i.e document camera)	1	\$2500.00	\$0.00	\$0.00	\$2500.00
LCD Projectors	10	\$600.00	\$0.00	\$0.00	\$6000.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>78</b>				<b>\$70,500.00</b>
<b>Item 4: Telecommunication Services</b>					
Telephone Equipment (i.e. PBX, Key systems, VOIP, including local and long distance Centrex/Plexar)	1	\$3000.00	\$0.00	\$0.00	\$3000.00
Distance Learning Services (video equipment)	1	\$2000.00	\$0.00	\$0.00	\$2000.00
Cellular Services	0	\$0.00	\$0.00	\$0.00	\$0.00

ISDN, DSL line, Leased line	1	\$2500.00	\$0.00	\$0.00	\$2500.00
911 Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Paging Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Satellite	0	\$0.00	\$0.00	\$0.00	\$0.00
Data/Voice drops	0	\$0.00	\$0.00	\$0.00	\$0.00
Basic Phone Services	1	\$28000.00	\$0.00	\$0.00	\$28000.00
Data Services	1	\$600.00	\$0.00	\$1800.00	\$2400.00
Internet Fax Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Internet Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>5</b>				<b>\$37,900.00</b>
<b>Item 5: Professional Development</b>					
Training (online professional development courses i.e. IDEALS site)	1	\$8000.00	\$0.00	\$0.00	\$8000.00
Staff Support (including materials, stipends, substitute, pay, mileage, conference expenses, salary and fringe benefits of professional development coordinator)	1	\$5000.00	\$0.00	\$0.00	\$5000.00
Professional Development Contracts	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	1	\$10000.00	\$0.00	\$0.00	\$10000.00
<b>SubTotal</b>	<b>3</b>				<b>\$23,000.00</b>
<b>Item 6: Services</b>					
Tech Services	1	\$10000.00	\$0.00	\$0.00	\$10000.00
Retrofitting ( i.e....electrical expansion, electrical repairs, electrical outlets, breaker box, transformers)	1	\$5000.00	\$0.00	\$0.00	\$5000.00
ISP Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Computer Vendor Tech Support	0	\$0.00	\$0.00	\$0.00	\$0.00
Software Vendor Tech Support	0	\$0.00	\$0.00	\$0.00	\$0.00
Printers, Copies, Fax	1	\$40000.00	\$0.00	\$0.00	\$40000.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00

<b>SubTotal</b>	<b>3</b>				<b>\$55,000.00</b>
<b>Item 7: Technical Support</b>					
Staffing (including salaries and fringe benefits of technology coordinator, technician, etc..)	1	\$50000.00	\$0.00	\$0.00	\$50000.00
Contractual (including contracts to provide technical services not available within the district)	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>1</b>				<b>\$50,000.00</b>
<b>Item 8: Basic Maintenance</b>					
LAN	0	\$0.00	\$0.00	\$0.00	\$0.00
WAN	0	\$0.00	\$0.00	\$0.00	\$0.00
File Servers	0	\$0.00	\$0.00	\$0.00	\$0.00
PC & Other workstations	0	\$0.00	\$0.00	\$0.00	\$0.00
Distance Learning (CODEC)	1	\$3000.00	\$0.00	\$0.00	\$3000.00
Phone Systems	1	\$3000.00	\$0.00	\$0.00	\$3000.00
Installation/Shipping (for E-Rate eligible for equipment)	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>2</b>				<b>\$6,000.00</b>
<b>Item 9: Supplies, Materials and Other Expenditure</b>					
-General Supplies	1	\$15000.00	\$0.00	\$0.00	\$15000.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00

-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>1</b>				<b>\$15,000.00</b>
<b>Grand Total</b>	<b>114</b>				<b>\$340,900.00</b>

## Estimated District Technology Plan Budget

2013-2014

Item	Quantity	Local	State	Federal	Sub Total
<b>Item 1: Network Servers</b>					
Switches/Hubs/Routers/DSU's	3	\$2625.00	\$0.00	\$0.00	\$7875.00
Network Cables	1	\$200.00	\$0.00	\$0.00	\$200.00
Network Cards (desktop & laptop)	0	\$0.00	\$0.00	\$0.00	\$0.00
Firewall or Proxy (include software cost)	1	\$4200.00	\$0.00	\$0.00	\$4200.00
LAN wiring (Local Area Network)	0	\$0.00	\$0.00	\$0.00	\$0.00
Network Server Software	1	\$3150.00	\$0.00	\$0.00	\$3150.00
Network File Servers	1	\$2100.00	\$0.00	\$0.00	\$2100.00
Network Printers	1	\$15750.00	\$0.00	\$0.00	\$15750.00
Fiber	0	\$0.00	\$0.00	\$0.00	\$0.00
Wireless Access Points	1	\$3150.00	\$0.00	\$0.00	\$3150.00
Network Maintenance	1	\$6825.00	\$0.00	\$0.00	\$6825.00
Server (number of servers connected to Internet)	0	\$0.00	\$0.00	\$0.00	\$0.00
Network Storage	1	\$1050.00	\$0.00	\$0.00	\$1050.00
Email Server	1	\$2625.00	\$0.00	\$0.00	\$2625.00
DNS (Domain Name Services)	0	\$0.00	\$0.00	\$0.00	\$0.00
Web Hosting Services	1	\$4410.00	\$0.00	\$2900.00	\$7310.00
Wireless WANS	0	\$0.00	\$0.00	\$0.00	\$0.00
Wireless LANS	1	\$20000.00	\$0.00	\$0.00	\$20000.00
WAN (Wide Area Network)	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>14</b>				<b>\$74,235.00</b>
<b>Item 2: Network Security</b>					
Electronics Rack	1	\$500.00	\$0.00	\$0.00	\$500.00
UPS	3	\$1050.00	\$0.00	\$0.00	\$3150.00
Locked Cabinet	0	\$0.00	\$0.00	\$0.00	\$0.00

Locked Space	0	\$0.00	\$0.00	\$0.00	\$0.00
Fire Alarm	1	\$2500.00	\$0.00	\$0.00	\$2500.00
Internet Filtering	1	\$3675.00	\$0.00	\$0.00	\$3675.00
Anti-Virus	1	\$2415.00	\$0.00	\$0.00	\$2415.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>7</b>				<b>\$12,240.00</b>
<b>Item 3: Computer Hardware/Software</b>					
Computers (total number of computers connected to Internet for the District)	30	\$950.00	\$0.00	\$0.00	\$28500.00
Laptops	30	\$525.00	\$0.00	\$0.00	\$15750.00
Hand Held	1	\$2500.00	\$0.00	\$0.00	\$2500.00
Printers	1	\$2000.00	\$0.00	\$0.00	\$2000.00
Digital Camera	1	\$2000.00	\$0.00	\$0.00	\$2000.00
Interactive WhiteBoards	1	\$5000.00	\$0.00	\$0.00	\$5000.00
Scanners	1	\$500.00	\$0.00	\$0.00	\$500.00
MP3 Players	0	\$0.00	\$0.00	\$0.00	\$0.00
Educational Software (both instructional and non-instructional; i.e. Accelerated Reader/Math)	1	\$5250.00	\$0.00	\$0.00	\$5250.00
Wireless Access Card Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance & Upgrades	1	\$3150.00	\$0.00	\$0.00	\$3150.00
Visual Presenters (i.e document camera)	1	\$2500.00	\$0.00	\$0.00	\$2500.00
LCD Projectors	10	\$630.00	\$0.00	\$0.00	\$6300.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>78</b>				<b>\$73,450.00</b>
<b>Item 4: Telecommunication Services</b>					
Telephone Equipment (i.e. PBX, Key systems, VOIP, including local and long distance Centrex/Plexar)	1	\$3150.00	\$0.00	\$0.00	\$3150.00
Distance Learning Services (video equipment)	1	\$2100.00	\$0.00	\$0.00	\$2100.00
Cellular Services	0	\$0.00	\$0.00	\$0.00	\$0.00





ISDN, DSL line, Leased line	1	\$2625.00	\$0.00	\$0.00	\$2625.00
911 Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Paging Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Satellite	0	\$0.00	\$0.00	\$0.00	\$0.00
Data/Voice drops	0	\$0.00	\$0.00	\$0.00	\$0.00
Basic Phone Services	1	\$29400.00	\$0.00	\$0.00	\$29400.00
Data Services	1	\$630.00	\$0.00	\$1890.00	\$2520.00
Internet Fax Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Internet Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>5</b>				<b>\$39,795.00</b>
<b>Item 5: Professional Development</b>					
Training (online professional development courses i.e. IDEALS site)	1	\$8400.00	\$0.00	\$0.00	\$8400.00
Staff Support (including materials, stipends, substitute, pay, mileage, conference expenses, salary and fringe benefits of professional development coordinator)	1	\$5000.00	\$0.00	\$0.00	\$5000.00
Professional Development Contracts	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	1	\$10500.00	\$0.00	\$0.00	\$10500.00
<b>SubTotal</b>	<b>3</b>				<b>\$23,900.00</b>
<b>Item 6: Services</b>					
Tech Services	1	\$10500.00	\$0.00	\$0.00	\$10500.00
Retrofitting ( i.e....electrical expansion, electrical repairs, electrical outlets, breaker box, transformers)	1	\$5250.00	\$0.00	\$0.00	\$5250.00
ISP Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Computer Vendor Tech Support	0	\$0.00	\$0.00	\$0.00	\$0.00
Software Vendor Tech Support	0	\$0.00	\$0.00	\$0.00	\$0.00
Printers, Copies, Fax	1	\$40000.00	\$0.00	\$0.00	\$40000.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00

<b>SubTotal</b>	<b>3</b>				<b>\$55,750.00</b>
<b>Item 7: Technical Support</b>					
Staffing (including salaries and fringe benefits of technology coordinator, technician, etc..)	1	\$52500.00	\$0.00	\$0.00	\$52500.00
Contractual (including contracts to provide technical services not available within the district)	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>1</b>				<b>\$52,500.00</b>
<b>Item 8: Basic Maintenance</b>					
LAN	0	\$0.00	\$0.00	\$0.00	\$0.00
WAN	0	\$0.00	\$0.00	\$0.00	\$0.00
File Servers	0	\$0.00	\$0.00	\$0.00	\$0.00
PC & Other workstations	0	\$0.00	\$0.00	\$0.00	\$0.00
Distance Learning (CODEC)	1	\$3150.00	\$0.00	\$0.00	\$3150.00
Phone Systems	1	\$3150.00	\$0.00	\$0.00	\$3150.00
Installation/Shipping (for E-Rate eligible for equipment)	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>2</b>				<b>\$6,300.00</b>
<b>Item 9: Supplies, Materials and Other Expenditure</b>					
General Supplies	1	\$15750.00	\$0.00	\$0.00	\$15750.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00

-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>1</b>				<b>\$15,750.00</b>
<b>Grand Total</b>	<b>114</b>				<b>\$353,920.00</b>

## Estimated District Technology Plan Budget

2014-2015

Item	Quantity	Local	State	Federal	Sub Total
<b>Item 1: Network Servers</b>					
Switches/Hubs/Routers/DSU's	3	\$2800.00	\$0.00	\$0.00	\$8400.00
Network Cables	1	\$200.00	\$0.00	\$0.00	\$200.00
Network Cards (desktop & laptop)	0	\$0.00	\$0.00	\$0.00	\$0.00
Firewall or Proxy (include software cost)	1	\$4400.00	\$0.00	\$0.00	\$4400.00
LAN wiring (Local Area Network)	0	\$0.00	\$0.00	\$0.00	\$0.00
Network Server Software	1	\$3300.00	\$0.00	\$0.00	\$3300.00
Network File Servers	1	\$2200.00	\$0.00	\$0.00	\$2200.00
Network Printers	1	\$16500.00	\$0.00	\$0.00	\$16500.00
Fiber	0	\$0.00	\$0.00	\$0.00	\$0.00
Wireless Access Points	1	\$3300.00	\$0.00	\$0.00	\$3300.00
Network Maintenance	1	\$7160.00	\$0.00	\$0.00	\$7160.00
Server (number of servers connected to Internet)	0	\$0.00	\$0.00	\$0.00	\$0.00
Network Storage	1	\$1100.00	\$0.00	\$0.00	\$1100.00
Email Server	1	\$2800.00	\$0.00	\$0.00	\$2800.00
DNS (Domain Name Services)	0	\$0.00	\$0.00	\$0.00	\$0.00
Web Hosting Services	1	\$4630.00	\$0.00	\$3000.00	\$7630.00
Wireless WANS	0	\$0.00	\$0.00	\$0.00	\$0.00
Wireless LANS	1	\$20000.00	\$0.00	\$0.00	\$20000.00
WAN (Wide Area Network)	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>14</b>				<b>\$76,990.00</b>
<b>Item 2: Network Security</b>					
Electronics Rack	1	\$500.00	\$0.00	\$0.00	\$500.00
UPS	3	\$1100.00	\$0.00	\$0.00	\$3300.00
Locked Cabinet	0	\$0.00	\$0.00	\$0.00	\$0.00

Locked Space	0	\$0.00	\$0.00	\$0.00	\$0.00
Fire Alarm	1	\$2500.00	\$0.00	\$0.00	\$2500.00
Internet Filtering	1	\$3860.00	\$0.00	\$0.00	\$3860.00
Anti-Virus	1	\$2535.00	\$0.00	\$0.00	\$2535.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>7</b>				<b>\$12,695.00</b>
<b>Item 3: Computer Hardware/Software</b>					
Computers (total number of computers connected to Internet for the District)	30	\$1000.00	\$0.00	\$0.00	\$30000.00
Laptops	30	\$550.00	\$0.00	\$0.00	\$16500.00
Hand Held	1	\$2500.00	\$0.00	\$0.00	\$2500.00
Printers	1	\$2000.00	\$0.00	\$0.00	\$2000.00
Digital Camera	1	\$2000.00	\$0.00	\$0.00	\$2000.00
Interactive WhiteBoards	1	\$5000.00	\$0.00	\$0.00	\$5000.00
Scanners	1	\$500.00	\$0.00	\$0.00	\$500.00
MP3 Players	0	\$0.00	\$0.00	\$0.00	\$0.00
Educational Software (both instructional and non-instructional; i.e. Accelerated Reader/Math)	1	\$5500.00	\$0.00	\$0.00	\$5500.00
Wireless Access Card Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance & Upgrades	1	\$3300.00	\$0.00	\$0.00	\$3300.00
Visual Presenters (i.e document camera)	1	\$2500.00	\$0.00	\$0.00	\$2500.00
LCD Projectors	10	\$660.00	\$0.00	\$0.00	\$6600.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>78</b>				<b>\$76,400.00</b>
<b>Item 4: Telecommunication Services</b>					
Telephone Equipment (i.e. PBX, Key systems, VOIP, including local and long distance Centrex/Plexar)	1	\$3300.00	\$0.00	\$0.00	\$3300.00
Distance Learning Services (video equipment)	1	\$2200.00	\$0.00	\$0.00	\$2200.00
Cellular Services	0	\$0.00	\$0.00	\$0.00	\$0.00

ISDN, DSL line, Leased line	1	\$2750.00	\$0.00	\$0.00	\$2750.00
911 Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Paging Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Satellite	0	\$0.00	\$0.00	\$0.00	\$0.00
Data/Voice drops	0	\$0.00	\$0.00	\$0.00	\$0.00
Basic Phone Services	1	\$30870.00	\$0.00	\$0.00	\$30870.00
Data Services	1	\$660.00	\$0.00	\$1980.00	\$2640.00
Internet Fax Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Internet Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>5</b>				<b>\$41,760.00</b>
<b>Item 5: Professional Development</b>					
Training (online professional development courses i.e. IDEALS site)	1	\$8820.00	\$0.00	\$0.00	\$8820.00
Staff Support (including materials, stipends, substitute, pay, mileage, conference expenses, salary and fringe benefits of professional development coordinator)	1	\$5000.00	\$0.00	\$0.00	\$5000.00
Professional Development Contracts	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	1	\$11025.00	\$0.00	\$0.00	\$11025.00
<b>SubTotal</b>	<b>3</b>				<b>\$24,845.00</b>
<b>Item 6: Services</b>					
Tech Services	1	\$11025.00	\$0.00	\$0.00	\$11025.00
Retrofitting ( i.e....electrical expansion, electrical repairs, electrical outlets, breaker box, transformers)	1	\$5500.00	\$0.00	\$0.00	\$5500.00
ISP Services	0	\$0.00	\$0.00	\$0.00	\$0.00
Computer Vendor Tech Support	0	\$0.00	\$0.00	\$0.00	\$0.00
Software Vendor Tech Support	0	\$0.00	\$0.00	\$0.00	\$0.00
Printers, Copies, Fax	1	\$40000.00	\$0.00	\$0.00	\$40000.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00

<b>SubTotal</b>	<b>3</b>				<b>\$56,525.00</b>
<b>Item 7: Technical Support</b>					
Staffing (including salaries and fringe benefits of technology coordinator, technician, etc..)	1	\$55000.00	\$0.00	\$0.00	\$55000.00
Contractual (including contracts to provide technical services not available within the district)	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>1</b>				<b>\$55,000.00</b>
<b>Item 8: Basic Maintenance</b>					
LAN	0	\$0.00	\$0.00	\$0.00	\$0.00
WAN	0	\$0.00	\$0.00	\$0.00	\$0.00
File Servers	0	\$0.00	\$0.00	\$0.00	\$0.00
PC & Other workstations	0	\$0.00	\$0.00	\$0.00	\$0.00
Distance Learning (CODEC)	1	\$3300.00	\$0.00	\$0.00	\$3300.00
Phone Systems	1	\$3300.00	\$0.00	\$0.00	\$3300.00
Installation/Shipping (for E-Rate eligible for equipment)	0	\$0.00	\$0.00	\$0.00	\$0.00
Other	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>2</b>				<b>\$6,600.00</b>
<b>Item 9: Supplies, Materials and Other Expenditure</b>					
General Supplies	1	\$16530.00	\$0.00	\$0.00	\$16530.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00



-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
-	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubTotal</b>	<b>1</b>				<b>\$16,530.00</b>
<b>Grand Total</b>	<b>114</b>				<b>\$367,345.00</b>



## TECHNOLOGY PLAN

### STATEMENT OF ASSURANCES

**School District** MAGNET COVE SCHOOL DIST.

**The LEA, in accordance with the Arkansas Department of Education policies and procedures, by submitting this local technology plan, hereby assures that:**

1. The LEA is an equal opportunity employer and shall perform to all affirmative action and other applicable requirements; accordingly, the applicant does not discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the grounds of race, color, religion, national origin, handicap or sex in any manner prohibited by law. Further, the applicant agrees to comply with the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans with Disabilities Act.
2. The LEA agrees that the Arkansas Department of Education, or any of its duly authorized representatives, at any time during the terms of this technology plan, shall have access to, and the right to audit examine any pertinent books, documents, papers, and records of grantee related to this plan.
3. The LEA certifies that they have not been barred from contracting or otherwise doing business with the State or Federal Governments.
4. This plan, and all matters or issues collateral to it, shall be governed by, and construed in accordance with, the laws of the State of Arkansas.
5. **This plan has been reviewed and approved by the District Technology Committee, the District Superintendent, and the approved by the School Board.**

Signature of School Board President	Date
Signature of Superintendent	Date
Chairperson, District Technology Committee	Date

#### District Technology Coordinator/Contact:

Name:	Telephone #:
Title:	
Email:	Fax:

## School District Acceptable Use Policy

### 3.28F—CERTIFIED PERSONNEL EMPLOYEE INTERNET USE AGREEMENT

Name (Please Print) \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

The Magnet Cove School District agrees to allow the employee identified above (“Employee”) to use the district’s technology to access the Internet under the following terms and conditions:

1. Conditional Privilege: The Employee’s use of the district’s access to the Internet is a privilege conditioned on the Employee’s abiding by this agreement.
  
2. Acceptable Use: The Employee agrees that in using the District’s Internet access he/she will obey all federal and state laws and regulations. Internet access is provided as an aid to employees to enable them to better perform their job responsibilities. Under no circumstances shall an Employee’s use of the District’s Internet access interfere with, or detract from, the performance of his/her job-related duties.
  
3. Penalties for Improper Use: If the Employee violates this agreement and misuses the Internet, the Employee shall be subject to disciplinary action up and including termination.
  
4. “Misuse of the District’s access to the Internet” includes, but is not limited to, the following :
  - a. using the Internet for any activities deemed lewd, obscene, vulgar, or pornographic as defined by prevailing community standards;
  
  - b. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
  
  - c. posting anonymous messages on the system;
  
  - d. using encryption software;
  
  - e. wasteful use of limited resources provided by the school including paper;
  
  - f. causing congestion of the network through lengthy downloads of files;

- g. vandalizing data of another user;
  
- h. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
  
- i. gaining or attempting to gain unauthorized access to resources or files;
  
- j. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
  
- k. using the network for financial or commercial gain without district permission;
  
- l. theft or vandalism of data, equipment, or intellectual property;
  
- m. invading the privacy of individuals;
  
- n. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
  
- o. introducing a virus to, or otherwise improperly tampering with, the system;
  
- p. degrading or disrupting equipment or system performance;
  
- q. creating a web page or associating a web page with the school or school district without proper authorization;
  
- r. attempting to gain access or gaining access to student records, grades, or files of students not under their jurisdiction;
  
- s. providing access to the District's Internet Access to unauthorized individuals; or
  
- t. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools;
  
- u. making unauthorized copies of computer software;



v. personal use of computers during instructional time; or

w. Installing software on district computers without prior approval of technology director or his/her designee.

5. Liability for debts: Staff shall be liable for any and all costs (debts) incurred through their use of the District's computers or the Internet including penalties for copyright violations.

6. No Expectation of Privacy: The Employee signing below agrees that in using the Internet through the District's access, he/she waives any right to privacy the Employee may have for such use. The Employee agrees that the district may monitor the Employee's use of the District's Internet Access and may also examine all system activities the Employee participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system.

7. Signature: The Employee, who has signed below, has read this agreement and agrees to be bound by its terms and conditions.

Employee's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Date Adopted: June 9, 2003

Last Revised: June, 2003

**8.22F—NONCERTIFIED PERSONNEL Internet Use Agreement**

Name (Please Print) \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

The Magnet Cove School District agrees to allow the employee identified above ("Employee") to use the district's technology to access the Internet under the following terms and conditions:

1. Conditional Privilege: The Employee's use of the district's access to the Internet is a privilege conditioned on the Employee's abiding by this agreement.

2. Acceptable Use: The Employee agrees that in using the District's Internet access he/she will obey all federal and state laws and regulations. Internet access is provided as an aid to employees to enable them to better perform their job responsibilities. Under no circumstances shall an Employee's use of the District's Internet access interfere with, or detract from, the performance of his/her job-related duties.



3. Penalties for Improper Use: If the Employee violates this agreement and misuses the Internet, the Employee shall be subject to disciplinary action up and including termination.

4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following :

A. using the Internet for any activities deemed lewd, obscene, vulgar, or pornographic as defined by prevailing community standards;

B. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;

C. posting anonymous messages on the system;

D. using encryption software;

E. wasteful use of limited resources provided by the school including paper;

F. causing congestion of the network through lengthy downloads of files;

G. vandalizing data of another user;

H. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;

I. gaining or attempting to gain unauthorized access to resources or files;

J. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;

K. using the network for financial or commercial gain without district permission;

L. theft or vandalism of data, equipment, or intellectual property;

M. invading the privacy of individuals;



- N. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- O. introducing a virus to, or otherwise improperly tampering with, the system;
- P. degrading or disrupting equipment or system performance;
- Q. creating a web page or associating a web page with the school or school district without proper authorization;
- R. attempting to gain access or gaining access to student records, grades, or files of students not under their jurisdiction;
- S. providing access to the District's Internet Access to unauthorized individuals; or
- T. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools;
- U. making unauthorized copies of computer software.
- V. personal use of computers during instructional time.

5. Liability for debts: Staff shall be liable for any and all costs (debts) incurred through their use of the District's computers or the Internet including penalties for copyright violations.

6. No Expectation of Privacy: The Employee signing below agrees that in using the Internet through the District's access, he/she waives any right to privacy the Employee may have for such use. The Employee agrees that the district may monitor the Employee's use of the District's Internet Access and may also examine all system activities the Employee participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system.

7. Signature: The Employee, who has signed below, has read this agreement and agrees to be bound by its terms and conditions.

Employee's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Date Adopted: July 14, 2003



Last Revised:

4.29F—STUDENT INTERNET USE AGREEMENT

Student's Name (Please Print) \_\_\_\_\_ Grade Level \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

The \_\_\_\_\_ School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions:

1. Conditional Privilege: The Student's use of the district's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the district's access to the Internet unless the Student and his/her parent or guardian have read and signed this agreement.

2. Acceptable Use: The Student agrees that he/she will use the District's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.

3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action. **[Note: A.C.A. § 6-21-107 requires the district to have "...provisions for administration of punishment of students for violations of the policy with stiffer penalties for repeat offenders, and the same shall be incorporated into the district's written student discipline policy." You may choose to tailor your punishments to be appropriate to the school's grade levels.]**

4. "Misuse of the District's access to the Internet" includes, but is not limited to, the following :

- a. using the Internet for other than educational purposes;
- b. gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
- c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- d. making unauthorized copies of computer software;
- e. accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;

- f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
- g. posting anonymous messages on the system;
- h. using encryption software;
- i. wasteful use of limited resources provided by the school including paper;
- j. causing congestion of the network through lengthy downloads of files;
- k. vandalizing data of another user;
- l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- m. gaining or attempting to gain unauthorized access to resources or files;
- n. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- o. invading the privacy of individuals;
- p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address, and phone number.
- q. using the network for financial or commercial gain without district permission;
- r. theft or vandalism of data, equipment, or intellectual property;
- s. attempting to gain access or gaining access to student records, grades, or files;
- t. introducing a virus to, or otherwise improperly tampering with the system;



- u. degrading or disrupting equipment or system performance;
  - v. creating a web page or associating a web page with the school or school district without proper authorization;
  - w. providing access to the District's Internet Access to unauthorized individuals;
  - x. failing to obey school or classroom Internet use rules; or
  - y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
  - z. Installing or downloading software on district computers without prior approval of technology director or his/her designee.
5. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or the Internet including penalties for copyright violations.

6. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.

7. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.

8. Education: The District will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

9. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Note: The Neighborhood Children's Internet Protection Act (PL 106-554, 47 USC 254 (h) (I)) requires districts to hold at least one public hearing on its proposed Internet safety policy. The regulations do not require this to be a special meeting and it is allowable for it to be part of a regular school board meeting.





Program Years 2012,2013,2014

## Department of Information Systems

### E-Rate Letter of Agency

The Participant, (Cooperative/District/School/Library Name) MAGNET COVE SCHOOL DIST. authorizes the Department of Information Systems (DIS), State of Arkansas, to act as a consortium lead on its behalf in matters related specifically to any State and Federal discount programs for the purpose of securing E-rate discounts.

The Participant authorizes DIS to engage on its behalf in the procurement process, in the submission of FCC Form 470, FCC Form 471, and other E-rate forms, and in the overall administration of these programs solely for the purpose of facilitating application for those discounts on E-rate eligible services, which shall include, but not be limited to, Telecommunications Services, Internet Access, Internal Connections, and Internal Connections Basic Maintenance.

I, the authorized signer, understand that DIS will be making certifications on behalf of the Participant. By signing this letter of agency, I make the following certifications:

- a. I certify that the schools or educational service cooperatives in the Participants district are all schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. §§7801(18) and (38), do not operate as for-profit businesses, and do not have endowments exceeding \$50 million.
- b. I certify that the libraries or library consortia in the Participants system are eligible for assistance from a State Library Administrative Agency under the Library Services and Technology Act of 1996, Pub. L. No. 104-208, §211 et seq., 110 Stat. 3009 (1996), do not operate as for-profit businesses, and have budgets that are completely separate from any school (including, but not limited to, elementary schools, secondary schools, colleges, or universities).
- c. I certify that the schools, educational service cooperatives, libraries, or library consortia in the Participants district have secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that the entities I represent or the entities listed in this application have secured access to all of the resources to pay the discounted charges for eligible services from funds to which access has been secured in the current funding year. I certify that the Billed Entity will pay the non-discount portion of the cost of the goods and services to the service provider(s).
- d. I certify that all of the schools, educational service cooperatives, libraries, or library consortia in the Participants district are all covered by technology plans that are written, that cover all 12 months of the funding year, and that have been or will be approved by a state or other authorized body, and an SLD-certified technology plan approver, prior to the commencement of service.
- e. I certify that the schools, educational service cooperatives, libraries, or library consortia in the Participants district are compliant, or will be compliant at the time funded services are provided, with the Childrens Internet Protection Act, Pub. L. 106-554 (2000).
- f. I certify that the services the school, educational service cooperative, library, library consortia or district purchases at discounts provided by 47 U.S.C. Sec. 254 will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the Commissions rules at 47 C.F.R. Sec. 54.500(k). Additionally, I certify that the Billed Entity has not received anything of value or a promise of anything of value, other than services and equipment requested under this form, from the service provider(s) or any representative or agent thereof or any consultant in connection with this request for services.
- g. I certify that the entities eligible for support that I am representing will retain copies of all documents related to E-Rate applications and funding use for a period of five years from the last date of service covered by this letter of agency. Documents to be retained include, but are not limited to: E-rate forms, technology plans, discount rate support, competitive bids received, bid selection results, inventory records, invoices, and payments.
- h. I certify that the entities eligible for support that I am representing have complied with all applicable state and local laws regarding procurement of services for which support is being sought.
- i. I certify that the Participants district, educational service cooperative, library, or library consortia has complied with all E-rate program rules, and I acknowledge that failure to do so may result in denial of discount funding and cancellation of funding commitments.
- j. I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service receive an appropriate share of the benefits from those services.
- k. I certify that no kickbacks were paid to anyone and understand that false statements on this form may be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§502, 503(b), may subject me to a fine and imprisonment pursuant

to 18 U.S.C. 1001, and may subject me to the civil remedies available under the False Claims Act, 31 U.S.C. §§3729 et seq.

- i. I certify that I am authorized to sign this Letter of Agency on behalf of the Participant, that I have examined this letter, and that, to the best of my knowledge, information, and belief, all information provided to DIS for E-rate submission or contained in this Letter is true and correct.

This certification for the E-Rate Program is effective for:

1. Program Year 2012 (July 1, 2012 June 30, 2013);
2. Program Year 2013 (July 1, 2013 June 30, 2014); and
3. Program Year 2014 (July 1, 2014 June 30, 2015).

This certification in no way limits the abilities of entities of the Participant to file for a discount or refund pursuant to the E-rate program, or any other grants and programs on their own, nor does it abrogate any other rights and responsibilities of the Participant with the E-Rate Program.

<b>Entity Name:</b>	
<b>*Authorized Signature:</b>	
<b>Printed Name:</b>	
<b>Title:</b>	
<b>Date:</b>	
<b>**Entity Number:</b>	

*\*Signature shall be that of Superintendent or designee; or Educational Service Cooperative Director or designee; or Librarian or designee.*

*\*\*Entity number is the number assigned to each district by the Schools & Libraries Division. One may determine a districts entity number at: [www.sl.universalservice.org/Utilities/BilledEntitySearch\\_Public.asp](http://www.sl.universalservice.org/Utilities/BilledEntitySearch_Public.asp).*

**DO NOT SEND THIS FORM TO THE UNIVERSAL SERVICE ADMINISTRATIVE COMPANY  
 OR TO THE FEDERAL COMMUNICATIONS COMMISSION**

**Schools and Libraries Universal Service  
 Certification by Administrative Authority to Billed Entity of  
 Compliance with the Children's Internet Protection Act**

Please read instructions before completing.  
 (To be completed by the Administrative Authority and provided to your Billed Entity)  
**This form is required only for funding years beginning July 1, 2001 and later.**

Administrative Authority's Form Identifier: \_\_\_\_\_  
 Create your own code to identify THIS Form 479.

**Block 1: Administrative Authority Information**

1. Name of Administrative Authority		2. Funding Year
3. Mailing Address and Contact Information for Administrative Authority		
Street Address, P. O. Box or Route Number		
City	State	Zip Code
Name of Contact Person		
10-Digit Telephone Number	Fax Number	Email Address

**Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.**

**Block 2: Certifications and Signature**

- I am the Administrative Authority for one or more schools or libraries for which Universal Service Support Mechanism discounts have been requested or approved for eligible services. The Administrative Authority must make the required certification(s) for the purposes of the Children's Internet Protection Act (CIPA) in order to receive discounted services.
- I recognize that I may be audited pursuant to this form and will retain for five years any and all records that I rely upon to complete this form.

Name of Administrative Authority \_\_\_\_\_  
 Administrative Authority's Form Identifier \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Telephone Number \_\_\_\_\_

**Block 2: Certifications and Signature (Continued)**

6. I certify that as of the date of the start of discounted services:

- a  the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).
- b  pursuant to the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments:  
 (FOR SCHOOLS and FOR LIBRARIES IN THE FIRST FUNDING YEAR FOR PURPOSES OF CIPA) is (are) undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA for the next funding year, but has (have) not completed all requirements of CIPA for this funding year.  
  
 (FOR FUNDING YEAR 2003 ONLY: FOR LIBRARIES IN THE SECOND OR THIRD FUNDING YEAR FOR PURPOSES OF CIPA) is (are) in compliance with the requirements of CIPA under at 47 U.S.C. § 254(l) and undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA under 47 U.S.C. § 254(h) for the next funding year.
- c  the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), does not apply because the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments is (are) receiving discount services only for telecommunications services.

CIPA Waiver. Check the box below if you are requesting a waiver of CIPA requirements for the Second Funding Year after April 20, 2001 in which the recipients of service under your administrative authority have applied for discounts:

- d  I am providing notification that, as of the date of the start of discounted services, I am unable to make the certifications required by the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), because my state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification(s) otherwise required. I certify that the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments will be brought into compliance with the CIPA requirements before the start of the Third Funding Year after April 20, 2001 in which they apply for discounts.

CIPA WAIVER FOR LIBRARIES FOR FUNDING YEAR 2004. Check the box below if you are requesting a waiver of CIPA requirements for Funding Year 2004 for the library(ies) under your administrative authority that have applied for discounts for Funding Year 2004:

- e  I am providing notification that, as of the date of the start of discounted services in Funding Year 2004, I am unable to make the certifications required by the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), because my state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification(s) otherwise required. I certify that the library(ies) under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments will be brought into compliance with the CIPA requirements before the start of Funding Year 2005.

**The certification language above is not intended to fully set forth or explain all the requirements of the statute.**

7. Signature of authorized person	8. Date
-----------------------------------	---------

9. Printed name of authorized person

10. Title or position of authorized person

11. Telephone number of authorized person

**FCC NOTICE FOR INDIVIDUALS REQUIRED BY THE PRIVACY ACT AND THE PAPERWORK REDUCTION ACT**

Part 54 of the Commission's Rules authorizes the FCC to collect the information on this form. Failure to provide all requested information will delay the processing of the application or result in the application being returned without action. Information requested by this form will be available for public inspection. Your response is required to obtain the requested authorization.

The public reporting for this collection of information is estimated to be 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the required data, and completing and reviewing the collection of information. If you have any comments on this burden estimate, or how we can improve the collection and reduce the burden it causes you, please write to the Federal Communications Commission, AMD-PER, Paperwork Reduction Act Project (3060-0853), Washington, DC 20554. We will also accept your comments regarding the Paperwork Reduction Act aspects of this collection via the Internet if you send them to PRA@fcc.gov. PLEASE DO NOT SEND YOUR RESPONSE TO THIS FORM TO THIS ADDRESS.

Remember - You are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-0853.

**THE FOREGOING NOTICE IS REQUIRED BY THE PRIVACY ACT OF 1974, PUBLIC LAW 93-579, DECEMBER 31, 1974, 5 U.S.C. 552a(e)(3) AND THE PAPERWORK REDUCTION ACT OF 1995, PUBLIC LAW 104-13, OCTOBER 1, 1995, 44 U.S.C. SECTION 3507.**

**A paper copy of this form, with a signature in Block 2, Item 7, must be mailed or delivered to your Billed Entity.**

**Schools and Libraries Universal Service**

**Certification by Administrative Authority to Billed Entity of Compliance with the Children’s Internet Protection Act**

**Instructions for Completing the  
Schools and Libraries Universal Service**

**Certification by Administrative Authority to Billed Entity of Compliance with the Children’s Internet Protection Act (FCC Form 479)**

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Remember - You are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-0853.

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**I. PURPOSE OF FORM**

The FCC Form 479, Certification by Administrative Authority to Billed Entity of Compliance with the Children’s Internet Protection Act, provides notification to a Billed Entity by an Administrative Authority of the status of the Administrative Authority’s compliance for the purposes of CIPA. The Billed Entity will then certify on its FCC Form 486, Receipt of Service Confirmation Form, that it has collected duly completed and signed Forms 479 from Administrative Authorities that the Billed Entity represents. Starting in Funding Year 2002 (the Funding Year beginning July 1, 2002), Form 479 also provides notification to the Billed Entity of a request for waiver by the Administrative Authority.

Throughout these instructions, the Administrative Authority may also be referred to as “you.”



**Note that this form must be used beginning with Funding Year 2001 (the Funding Year beginning July 1, 2001) and later.**

## **II. IMPACT OF CIPA REQUIREMENTS ON FORM 479**

The Children's Internet Protection Act (CIPA) was signed into law on December 21, 2000. In order to receive discounts for Internet Access and Internal Connections services under the universal service support mechanism, school and library authorities must certify that they are enforcing a policy of Internet safety. The Internet safety policy must include measures to block or filter Internet access for both minors and adults to certain visual depictions.

Beginning with Funding Year 2001 (the Funding Year beginning July 1, 2001), if the Billed Entity who represents an Administrative Authority is applying for Internet Access or Internal Connections, the Administrative Authority must certify on a Form 479 that it is in compliance with the requirements of CIPA or that it is undertaking such actions to comply with the requirements of CIPA prior to the start of the following Funding Year. (If the Administrative Authority is the Billed Entity, the Administrative Authority will certify on the Form 486.) The Billed Entity must receive your completed and signed Forms 479 before it can complete and postmark its Form 486. If the Billed Entity is applying only for Telecommunications Services, the requirements of CIPA do not apply and the Billed Entity is not required to collect Forms 479. (For more information, see the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).)

**Applying for funds.** For the purpose of CIPA requirements, a school or library that is a recipient of service is considered to have applied for funds in a Funding Year only when a Form 486 for a Funding Request for Internet Access, Internal Connections or Basic Maintenance has been successfully data entered and USAC has issued a Form 486 Notification Letter.

**Determination of Your First Funding Year for Purposes of CIPA.** The first Funding Year after Funding Year 2000 (the Funding Year beginning July 1, 2000) in which a school or library applies for funds (i.e. in which a Form 486 is successfully data entered for Internet Access, Internal Connections or Basic Maintenance and USAC issues a Form 486 Notification Letter) is the **First Funding Year** for purposes of CIPA. Once your First Funding Year is established, the next two funding years will be your second and third funding years for purposes of CIPA. (See "**Applying for Funds**" above.) In the first Funding Year, the applicant must be in compliance with CIPA or undertaking actions to comply with CIPA, in order to receive discounts for Internet Access, Internal Connections or Basic Maintenance services.

Once the First Funding Year is established, the Funding Year immediately following the First Funding Year becomes the **Second Funding Year** for purposes of CIPA. If the school or library applies for funds for Internet Access, Internal Connections or Basic Maintenance in the Second Funding Year, it must certify that it is in compliance with CIPA unless state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification otherwise required. A school or library so prevented may request a waiver for the Second Funding Year.

The **Third Funding Year** for purposes of CIPA is the Funding Year immediately following the Second Funding Year. If the school or library applies for funds for Internet Access, Internal Connections or Basic Maintenance in the Third Funding Year, it must be in compliance with CIPA.

You must be in compliance with CIPA for any Funding Year thereafter.

The following situations WOULD constitute the Administrative Authority's First Funding Year:

- The Billed Entity submits a Form 486 for Internet Access, Internal Connections or Basic Maintenance, the Form 486 is successfully data entered and USAC issues a Form 486 Notification Letter, but the Billed Entity cancels all of its Funding Requests on a Form 500.
- The Billed Entity submits a Form 486 for Internet Access, Internal Connections or Basic Maintenance, the Form 486 is successfully data entered and USAC issues a Form 486 Notification Letter, but the service provider does not receive a corresponding disbursement.

The following situations WOULD NOT constitute the Administrative Authority's First Funding Year:

- The Billed Entity receives a Funding Commitment for Internet Access, Internal Connections or Basic Maintenance, but takes no further action.
- The Billed Entity receives a Funding Commitment for Internet Access, Internal Connections or Basic Maintenance, submits Form 486, but the Form 486 is not successfully data entered and no Form 486 Notification Letter is issued.
- The Billed Entity applies only for Telecommunications Services.

### III. SUBMISSION REQUIREMENTS AND GENERAL INSTRUCTIONS

#### Who Must Submit the Form 479?

In general, the Administrative Authority is the entity that must complete Form 479. For a school, the Administrative Authority may be the school, school district, school board, local educational agency, or other authority with responsibility for administration of the school. For a library, the Administrative Authority may be the library, library board, or other authority with responsibility for administration of the library.

If the Administrative Authority is also the Billed Entity, the Administrative Authority certifies on the Form 486. If the Administrative Authority is not the Billed Entity, the Administrative Authority must complete Form 479, and submit the Form 479 to the Billed Entity. The Billed Entity then certifies on Form 486 that it has collected duly completed and signed Form(s) 479.

#### How Many Forms 479 to Submit to the Billed Entity?

Generally, you will complete one Form 479 for each of your Billed Entities.

#### When to Submit the Form 479?

The Billed Entity must receive your completed and signed Forms 479 in time to postmark the Billed Entity's Form 486 to meet Form 486 deadlines. You should work with your Billed Entity to determine when to submit your Form 479.

You must complete Form 479 for each Funding Year in which you receive discounted services beginning with Funding Year 2001 (the Funding Year beginning July 1, 2001) and after.

**SPECIAL NOTE FOR LIBRARIES AND CONSORTIA CONTAINING LIBRARIES FOR FUNDING YEAR 2003:** On July 24, 2003, the FCC released an Order (FCC 03-188) to bring its implementation of CIPA into compliance with the recent United States Supreme Court decision on CIPA. The Order states that library consortium members who filed the September 2002 version of the Form 479 for FY2003 funding requests prior to the effective date of the Order must file the revised Form 479 with their billed entity within 45 days after the effective date of the Order. USAC expects the effective date of the Order to be in August 2003. To determine the effective date of the Order and the deadline for refiling Form 479, applicants should check the USAC website or contact the Client Service Bureau (see "Where to Get More Information?" below).

#### Note to Libraries in Funding Years 2003 and 2004.

- **For Funding Year 2003**, libraries must be in compliance with CIPA or undertaking actions to comply with CIPA in order to receive discounts for Internet Access, Internal Connections or Basic Maintenance.
- If a library that applied for funds for Internet Access, Internal Connections or Basic Maintenance in Funding Year 2003 applies for funds for Internet Access, Internal Connections or Basic Maintenance **in Funding Year 2004**, it must certify that it is in compliance with CIPA unless state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification otherwise required. A library so prevented may request a waiver for Funding Year 2004. (See "**Applying for funds**" above and the instructions for Item 6e below.)
- If a library has applied for funds for Internet Access, Internal Connections or Basic Maintenance in both Funding Year 2003 and Funding Year 2004, it must be in compliance with CIPA in Funding Year 2005 and any Funding Year thereafter. (See "**Applying for funds**" above.)
- Libraries that apply for funds for Internet Access, Internal Connections or Basic Maintenance for the first time in Funding Year 2004 or any subsequent year should follow the procedures in the "**Determination of Your First Funding Year for Purposes of CIPA**" above.

#### Where to Send Form 479?

The Form 479 must be filed with your Billed Entity.

**DO NOT SUBMIT THE COMPLETED FCC FORM 479 TO THE SCHOOLS AND LIBRARIES DIVISION OR TO THE FCC; SUBMIT IT ONLY TO YOUR BILLED ENTITY.**

## Compliance.

Anyone filing false information is subject to penalties for false statements, including fine or forfeiture, under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001.

All of the information required in the Form 479 must be completed in order for the Billed Entity to be able to certify as required on the FCC Form 486.

### Where to Get More Information?

Information is available on the USAC website at [www.usac.org/sl](http://www.usac.org/sl). Information is also available by contacting the SLD Client Service Bureau by email using the "Submit a Question" feature on the USAC website, by fax at 1-888-276-8736 or by phone at 1-888-203-8100.

## IV. SPECIFIC INSTRUCTIONS

Type or clearly print in the spaces provided. Attach additional pages if necessary.

**Administrative Authority's Form Identifier:** Use this space to assign a number or letter of your own devising to facilitate communication with your Billed Entity about THIS particular Form 479. Your Administrative Authority's Form Identifier can be very simple; for example, if you are filing three Forms 479, you might label them "A," "B," and "C." The Administrative Authority's Form Identifier can also be descriptive, such as "Internet." Choose identifiers that suit your own record keeping needs.

### A. Block 1: Administrative Authority Information

Block 1 of Form 479 asks you for your name, address, and basic identification information.

**Item 1** - Provide the name of the Administrative Authority.

**Item 2** - Provide the Funding Year (e.g., 2001 –2002) for which funds were requested or approved and for which the Billed Entity will be submitting a Form 486. Program Funding Years begin on July 1 and end on June 30. For example, Funding Year 2001 runs from July 1, 2001 through June 30, 2002. Cite only one Funding Year in this item.

**Item 3** - Provide the Administrative Authority's full mailing address, whether a street address, Post Office Box number, or route number. Provide the Contact Person's Name; 10-digit telephone number including the area code; fax number; and e-mail address.

### B. Block 2: Certifications and Signature

Block 2 of Form 479 asks you to certify with respect to your status as the Administrative Authority and with respect to your compliance with the Children's Internet Protection Act.

**Item 4** – Certify that you are an Administrative Authority for one or more schools or libraries for which Universal Service Support Mechanism discounts have been requested or approved for eligible services. You must make the required certification(s) for the purposes of the Children's Internet Protection Act in order to receive discounted services. While the Billed Entity will not submit the Form 486 until after discount requests have been approved and a Funding Commitment Decision Letter (FCDL) has been issued, the Billed Entity may ask you to file the Form 479 in advance of approval of the requests so that the Billed Entity is ready to file the Form 486 once the FCDL has been received.

**Item 5** – Certify to your recognition that you may be audited pursuant to this certification and will retain for five years any and all records that you rely upon to complete this form.

**Item 6** - This item concerns compliance with the requirements of the Children's Internet Protection Act (CIPA), as codified at 47 U.S.C. § 254(h) and (l), and the implementing rules as codified at 47 C.F.R. § 54.520. Check the box that describes the status of compliance with the Children's Internet Protection Act. The certification statements in Item 6 of the Form 479 should be read as if you are addressing them to the Billed Entity.

An Administrative Authority can certify Item 6b only in the first Funding Year after Funding Year 2000 (the Funding Year beginning July 1, 2000) for which it is applying for discounts for Internet Access or Internal Connections services. An Administrative Authority can seek a CIPA Waiver under Item 6d only in its Second Funding Year. If you request a CIPA Waiver, you certify that your schools or libraries will be in compliance before the start of the Third Funding Year. You cannot seek a CIPA Waiver in your Third Funding Year, even if you have a new school or library branch/outlet under your authority in that Funding Year. (See “**Impact of CIPA Requirements on Form 479**” above for a discussion of First, Second and Third Funding Years.) Note that libraries can request a CIPA Waiver under Item 6e in Funding Year 2004. (See the instructions for Item 6e below.)

Schools and libraries receiving E-rate discounts are required to have an Internet safety policy that addresses: (1) access by minors to inappropriate matter on the Internet and World Wide Web, (2) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (3) unauthorized access, including hacking, and other unlawful activities by minors online, (4) unauthorized disclosure, use, and dissemination of personal identification information regarding minors, and (5) measures designed to restrict minors’ access to materials harmful to minors. There is also a public notice and hearing/meeting requirement. The Internet safety policy must include the use of filtering or blocking technology that protects against access, through computers with Internet access, to visual depictions that are obscene, child pornography, or (in the case of use by minors) harmful to minors.

- **Item 6a** – Check here if you certify to the Billed Entity that the recipient(s) of service under your administrative authority and represented in the Funding Request Number(s) for which the Billed Entity has requested Funding Commitments has (have) complied with the requirements of the Children’s Internet Protection Act.
- **Item 6b** – Check here if you certify to the Billed Entity that the recipient(s) of service under your administrative authority and represented in the Funding Request Number(s) for which the Billed Entity has requested Funding Commitments is (are) undertaking such actions, including any necessary procurement procedures, to comply with the requirements of the Children’s Internet Protection Act for the next funding year, but has (have) not completed all requirements of CIPA for this funding year.

**NOTE FOR LIBRARIES:** If Funding Year 2003 is your Second or Third Funding Year for purposes of CIPA and you check Item 6b, you are certifying that you are in compliance with the Internet safety policy and the public notice and hearing/meeting requirements and that you are undertaking actions to be in compliance with the filtering or blocking technology requirement by the start of Funding Year 2004.

- **Item 6c** – Check here if you certify that the Children’s Internet Protection Act does not apply because the recipient(s) of service under your administrative authority and represented in the Funding Request Number(s) for which the Billed Entity has requested or received Funding Commitments is (are) receiving discount services only for Telecommunications Services.
- **Item 6d – CIPA Waiver. This item is applicable only to your Second Funding Year. (See “Impact of CIPA Requirements on Form 479” above for the definition of your Second Funding Year.)** Check here if you are providing notification that, as of the date of the start of discounted services, you are unable to make the certifications required by the Children’s Internet Protection Act because your state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certifications otherwise required. You certify that the recipients(s) of service under your administrative authority and represented in the Funding Request Number(s) for which your Billed Entity has requested or received Funding Commitments will be brought into compliance with the CIPA requirements before the start of the Third Funding Year after April 20, 2001 in which they apply for discounts.

For example, if in Funding Year 2001 you certify that you are undertaking such actions necessary to put the measures required by CIPA in place for Funding Year 2002, then in order to obtain discounts in Funding Year 2002, you must fully implement the measures prior to the start of services in that Funding Year, unless you obtain a waiver as a result of procurement/competitive bidding constraints.

- **Item 6e – CIPA WAIVER FOR LIBRARIES FOR FUNDING YEAR 2004.** Check here if you are providing notification that, as of the date of the start of discounted services in Funding Year 2004, you are unable to make the certifications required by the Children’s Internet Protection Act because your state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certifications otherwise required. You certify that the library(ies) under your administrative authority and represented in the Funding Request Number(s) for which your Billed Entity has requested or received Funding Commitments will be brought into compliance with the CIPA requirements before the start of Funding Year 2005.

**NOTE** THAT the certification language in the Form 479 is not intended to fully set forth or explain all the requirements of CIPA.

**Item 7** requires the signature of the Authorized Person.

**Item 8** - Enter the date the Form 479 was signed. This date must include the month, day and year.

**Item 9** - Print the name of the Authorized Person whose signature is provided in Item 7.

**Item 10** - Provide the title or position of the Authorized Person whose signature is provided in Item 7.

**Item 11** - Provide the telephone number, including area code, of the Authorized Person whose signature is provided in Item 7. This information is required in order to expedite any communications that may be necessary between the Authorized Person responsible for signing the Form 479 and the Billed Entity.

Submit completed forms to your Billed Entity.

## **V. REMINDERS**

- The person authorized to provide the information required by Form 479 must sign and date Form 479.
- Provide data for all information items.
- This Form 479 is applicable to you only if you are an Administrative Authority who is not a Billed Entity. If you are starting services for which **you** were approved for discounts as the Billed Entity on a Form 471, please file a Form 486 and submit it to the Schools and Libraries Division.
- DO NOT send the Form 479 to USAC or to the FCC.
- DO send Form 479 to your Billed Entity.