



# TECHNOLOGY POLICY AND PROCEDURES MANUAL

TRITON HIGH SCHOOL

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## Triton Hawks: Technology Policies and Procedures Manual

### **Introduction to Triton High School**

Triton High School is one of the twenty-seven schools in the Harnett County School System. It is a traditional public high school which serves approximately 1,400 students from the Coats, Dunn and Erwin communities of rural North Carolina. The school sits on 62 acres of land and is comprised of a 235,000 square foot permanent structure. It opened its doors in the fall of 1985 uniting the 3 communities. Triton is fully accredited by the State Department of Public Instruction and the Southern Association of Colleges and Schools (Smith, 2011).

Students attending Triton come many different backgrounds. According to Triton's October (2011) membership report, the population consist of 54% White, 33% Black, 10% Hispanic and 3% other. These students are taught by a staff in which 97% are fully licensed and 94% of these are highly qualified in the areas in which they teach (NC Report Card, 2011). In addition, the school embraces the use of technology with all classrooms being connected to the Internet (NC Report Card, 2011).

### **Triton High School's Technology Program Vision and Mission Statements**

The vision of the Triton High School's Technology Program is to provide high quality instructional and technical services to our students and staff. The utilization of effective, efficient and innovative technologies will help to prepare our students for success in the 21<sup>st</sup> century and will open lines of communication between administrators, staff, students, parents, and community leaders.

Our mission is to enable students to become independent thinkers and learners, who can access and process information, for the purpose of generating globally competitive products or performances. To achieve this goal, teachers must be provided the framework, which will enable

them to deliver high quality, technologically- infused instruction. By opening lines of communication, through the use of e-mail, Wikis, pod cast, blogs, and electronic newsletters; administrators, staff, students, parents and community leaders will have the opportunity to work more collaboratively.

### **Triton High School's Media and Technology Advisory Committee**

#### *MTAC's Leadership*

These individuals provide leadership, insight and expertise in the selection and evaluation of resources and equipment. They provide information on budget, curriculum, and special projects. They handle challenges to instructional materials. They advocate for the media and technology programs (Public Schools of North Carolina [NCDPI], 2005, p. 117).

Trinity Kelly, Administrator (Principal's designee)

Janet Doffermyre, Library Media Coordinator and MTAC co-chair

Kathy Pope, Technology Facilitator and MTAC co-chair

#### *Department Representatives*

The members of their department elected each of these individuals. Their role is to seek input from teachers and students, participate in the decision-making and other work of the committee, support the decisions of the committee, inform the members of their department concerning actions and recommendations, assist the technology facilitator and media coordinator with public relation efforts, and serve as an advocate for the media and technology program (NCDPI, 2005, p. 117).

Cynthia Fisher, Business

Rodney Gregory, Career and Technical Education

Alisha Massengill, Cultural Arts and Supportive Services

Toni McKay, English

Ginger Whittenton, Exceptional Children

Paula Parker, Guidance

Dana Davis, Health and PE

Steve Jones, JROTC

Jeffrey Blair, Math

Ruby Johnson, Science

Claudette Green, Social Studies

### *Community Representatives*

Parent representation is vital to obtaining support from the community. The parent representatives express community concerns and makes suggestions about what type of materials and technology might be the most helpful in preparing students to become functioning members in society. Student representatives provide information about the personal needs and preferences of the students we serve.

Belinda Cruse, Parent Representative

Sue McNamara, Parent Representative

Hannah Jackson, Student Representative

Isaiah Surles, Student Representative

### **Triton High School's Software Selection Policy**

Harnett County Board of Education Policy Code: 3220, encourages schools to “develop strategies for using technological resources to improve student success” (Harnett County Board of Education [HCBOE], 2009). In accordance with this directive, the following guidelines are

being developed for software and other technological resources selection not provided by the school district.

1. A technological resources request form must be completed and submitted to Triton's Media and Technology Advisory Committee for review.
2. Funds must be available, either through the district or school, to purchase new software or technological resources.
3. New software must align with the North Carolina Standard Course of Study.
4. Requested materials must stimulate learners' interest, enhance understanding, encourage cooperative participation, use appropriate visual and auditory stimulus, and meet individual difference and types of intelligences.
5. Software program instructions must be friendly, apparent, and thorough.
6. Software must be free of racial, gender or cultural bias.
7. The software must be compatible with the condition of the local network.
8. License requirements regarding the method and number of installations must be included in the original request.
9. Staff development must be made available upon implementation of new software or technologies. This is crucial if the benefits of the technologies are to be maximized.
10. Staffing requirements must be adequate to install and maintain the new software or technologies.
11. The district technology director or designee has the final approval for all software or technological resource purchases beyond those provided by the district.

Once purchased any software or other technological devices become the property of Triton High School. Copying, modifying, or transferring school purchased software is strictly prohibited. The

use of illegally copied software is a criminal offense and is subject to criminal prosecution.

### **Triton High School's Technology Flexible Access Policy**

The Harnett County Board of Education recognizes the need to incorporate the use of media and technological resources into the educational program to enhance instructional opportunities, appeal to different learning styles and meet the educational goals of the district. The board also endorses the philosophy stated in the IMPACT guidelines that encourages the use of flexible access to media and technology programs; however, due to the diverse nature of the schools within the district, the board has left the decision for the use of flexible access up to the discretion of each individual school (HCBOE, 2009).

The Media and Technology Department at Triton High School operates on a flexible access schedule. Flexible scheduling allows students and teachers access to resources and personnel on an as needed basis. Individual activities may involve research, printing, creating multimedia presentations, or checking out books. In addition it allows classroom teachers and the media/technology staff to collaborate on ways of best meeting the goals and objectives established by the North Carolina Standard Course of Study. Whether scheduling large groups, small groups, or one-on-one instruction, the teacher submits a collaboration form requesting the appropriate facility, the amount of time needed, the date(s) the resource is to be used, and the particular curricular objectives being taught. As a result of the flexible access program, the media/technology department plays a vital role in the success of all our students.

### **Triton High School's Website Development Policy**

Triton has been allocated Web space on the Harnett County School District server. The space is designated for the purpose of educating, informing and communicating with visitors to the Triton High School web site. Information pertaining to the school, administration, staff,

classroom activities, and student organizations can be found. The staff is encouraged update their individual pages on a regular basis. Since the school district provides the access to create a web site, Triton will adhere to the Web Page Development guidelines established for “Individual School Websites” by the Harnett County Board of Education Policy Code: 3227/7322 (HCBOE, 2009). This policy was adopted from the North Carolina School Board Association Policy and Procedures Manual.

#### *GUIDELINES FOR INDIVIDUAL SCHOOL WEBSITES*

Each school may promote itself by publishing an official school web page on the Internet only via the official school system website. In addition to the standards above, the following standards apply to individual school websites.

1. The content of school web pages must be approved by the school principal.
2. The safety of students and employees must be considered when constructing school web pages. To protect the safety of students and employees, the following precautions must be taken:
  - a. home addresses or telephone numbers will not be listed;
  - b. student e-mail addresses will not be listed;
  - c. photographs of students and student work will be used only with appropriate parental permission and/or as approved for release as directory information under policy 4700, Student Records, and will include only the student’s first name, with no other information about the student.

The principal or designee is responsible for maintaining records of permission granted for the release of information. The principal should implement other



safety precautions, as necessary, to be followed when constructing web pages.

3. To protect a student's rights in his or her intellectual property, if a school or teacher publishes a student's work, a disclaimer should be provided indicating that the work may not be copied or modified in any way.
4. Schools must provide contact information and other general information about the school on the school website, including the school's name, phone number, fax number, grade levels and address, the principal's name and the e-mail addresses of the school administrative team.
5. Graphics used on school websites must be appropriate to the school and should be of a size that will download quickly into a web browser.
6. Schools must keep information presented on their school's web page current, accurate and grammatically correct.
7. The principal or designee must approve all revisions and additions to the school website.
8. Failure to comply with these guidelines or the standards of this policy, as determined by the superintendent or designee, may result in the removal of a school's web page from the Internet (Web Page Development section, para. 5).

### **Triton High School's Copyright Policy**

The use of copyrighted material must take into account the rights of the owner of the material and the rights of the public to use the material. At Triton we value the contributions that have been made by others; therefore, we endorse the provisions of ownership established by the Federal Copyright Law. We define copyrighted materials as:

1. Print and non-print literature; including Internet materials, computer software and other electronic media.
2. Musical and dramatic works.
3. All audiovisual materials.

Any infringement on the property rights of the copyright owner will be considered a violation of the basic academic expectations of our school.

As a member of the Harnett County School District, we must adhere to Policy Code 3230/7330 (HCBOA, 2009) which prohibits the use or duplication of any copyrighted materials not allowed by law, fair use guidelines, licenses or contractual agreements. Willful noncompliance is a violation of expected standards of behavior and may result in disciplinary action.

The following guidelines are being provided to help employees and students at Triton utilize copyrighted materials in a legal and ethical manner.

*A. Copyright:*

The copyright owner has the sole and exclusive privilege of publishing and selling copies of the work. Copyright law protects a work. The appropriate notice of copyright must be visible on all publicly distributed copies.

*B. Fair Use:*

It is “fair use” to reproduce a certain amount of a copyrighted material for the purpose of comment, news reporting, teaching, scholarship, or research. To help in deciding if a material qualifies as “fair use” please refer to the following:

1. The purpose of the information is educational and not commercial.
2. The nature of the original work indicates that it was not created to be consumable.

3. The amount and substantiality of the portion used is reasonable.
4. The potential market value of the work will not be affected.

*C. Specific Guidelines:*

To assist employees and students in complying with copyright policy the following specific guidelines are being provided.

1. Copying consumable materials (workbooks, standardized test, etc.) is not fair use.
2. If teacher is using more than an acceptable percent of a material, then he/she must ask for permission from the copyright holder before work is used.
3. The classroom teacher, media specialist or technology facilitator must instruct students about copyright law before a research project is assigned.
4. School employees and students must not copy or ask others to copy materials that do not constitute fair use, or have gained written permission for the use of the material from the copyright holder.
5. Permission must be obtained from the administration, copyright holder or their representative before using commercial films or videos. Once permission is granted, a copy of the approved use form must be kept on file in the schools media center.
6. Teachers may record or request the media specialist to record a specific program for educational purposes. The video recording may be kept for a period of 45 days. At the end of the 45-day period, the program must be erased or destroyed immediately unless other arrangements have been made with the programs producers.
7. The use of computer software on a computer or multiple computers will be in

compliance with the licensing agreement. Illegal copying or exceeding load limits is strictly prohibited.

8. Examples of permissible copying:

- a. A single copy for the purpose of scholarly research, teaching or the preparation to teach a class.
- b. Multiple copies (not to exceed one per student) for classroom use of the following provided each copy includes a notice of copyright.
  - A complete poem if less than 250 words and printed on not more than two pages
  - A poetic excerpt if less than 250 words
  - A complete article, story or essay of less than 2,500 words
  - A prose excerpt of not more than 1,000 words or 10% of the work, whichever is less, but a minimum of 500 words.
  - An excerpt of not more than two pages, or not more than 10%, of special works (works of poetry, prose or poetic prose, combining language with illustration), provided that the entire work is not reproduced.
  - Up to 10% of a performable unit of music (song, movement, etc.) for purposes other than performance.
- c. A single recording of a student's performance for the purpose of evaluation, rehearsal, or archival resources.

**Triton High School's Technology Acceptable Use Policy**

Freedom of expression is an inalienable human right and the foundation of self-

government. Individuals must have free and open access to information to make the choices they deem necessary in the operation of a democratic society. For this reason, the principles of intellectual freedom are embedded in the First Amendment to the United States Constitution, which states,

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof, or abridging the freedom of speech, or of the press, or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances (U.S. Constitution, 2011, Amendment 1).

The right to intellectual freedom must extend to minors as well as to adults. The Harnett County School District has chosen to honor the principles of intellectual freedom by providing access to technological resources for enhancing and facilitating teaching and learning. These resources include, but are not limited to, hardware, application software, library and information resources, and Internet resources. Through the proper utilization of these resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information for the purpose of teaching the North Carolina Standard course of study.

In compliance with the federal requirements established by the Communications Decency Act, the Child Online Protection Act, and the Children's Internet Protection Act, Harnett County School District provides the appropriate filtering software for the protection of our students. As a member of the Harnett County School District, **Triton High School** must adhere to the Board of Education Technology Accept Use policy 3225/4312 (HCBOE, 2009).

#### *A. REQUIREMENTS FOR USE OF TECHNOLOGICAL RESOURCES*

The use of school system technological resources, such as computers and other electronic devices, networks, and the Internet, is a privilege, not a right. Before using the Internet, all

students must be trained about appropriate on-line behavior. Such training must cover topics such as cyber bullying and interacting with others on social networking websites and in chat rooms.

Anyone who uses school system computers or electronic devices or who accesses the school network or the Internet at an educational site must comply with the requirements listed below. All students and employees must receive a copy of this policy annually. Before using school system technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuses may result in disciplinary action and/or criminal prosecution.

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited.
2. Under no circumstance may software purchased by the school system be copied for personal use.
3. Students and employees must comply with all applicable board policies, administrative regulations, and school standards and rules in using technological resources. All applicable laws, including those relating to copyrights and trademarks, confidential information, and public records, apply to technological resource use. Any use that violates state or federal law is strictly prohibited
4. No user of technological resources, including a person sending or receiving

electronic communications, may engage in creating, intentionally accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing or considered to be harmful to minors.

5. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
6. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personally identifiable, private or confidential information, such as the home address or telephone number, of themselves or fellow students. In addition, school employees must not disclose on the Internet or on school system websites or web pages any personally identifiable information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy 4700, Student Records. Users also may not forward or post personal communications without the author's prior consent.
7. Users may not intentionally or negligently damage computers, computer systems, electronic devices, and software or computer networks. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.

8. Users may not create or introduce games, network communications programs or any foreign program or software onto any school system computer, electronic device or network without the express permission of the technology director or designee.
9. Users are prohibited from engaging in unauthorized or unlawful activities, such as “hacking” or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
10. Users are prohibited from using another individual’s computer account. Users may not read, alter, change, execute or delete files belonging to another user without the owner’s express prior permission.
11. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
12. Teachers shall make reasonable efforts to supervise a student’s use of the Internet during instructional time.
13. Views may be expressed as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.

#### *B. RESTRICTED MATERIAL ON THE INTERNET*

The board is aware that there is information on the Internet that is not related to the educational program. The board also is aware that the Internet may provide information and opportunities to communicate on subjects that are not suitable for school-age children and that many parents would find objectionable. While no content filtering system is



infallible, school system personnel shall take reasonable precautions to prevent students from having access to inappropriate materials, such as violence, nudity, obscenity or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that the Internet service provider or technology personnel have installed a technology protection measure that blocks or filters Internet access to audio or visual depictions that are obscene, that are considered pornography or that are harmful to minors. School officials may disable such filters for an adult who uses a school-owned computer for bona fide research or another lawful educational purpose. School system personnel may not restrict Internet access to ideas, perspectives or viewpoints if the restriction is motivated solely by disapproval of the ideas involved. The user is ultimately responsible for his or her activity using any technological resource. A parent/guardian who does not want his/her child to have independent access to the Internet will provide written notice to the school principal. A copy of this policy appears in every student handbook.

### *C. PRIVACY*

No right of privacy exists in the use of technological resources. School system administrators or individuals designated by the superintendent may review files, monitor all communication, and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor on-line activities of individuals who access the Internet via a school-owned computer.

### *D. PERSONAL WEBSITES*

The superintendent may use any means available to request the removal of personal

websites that substantially disrupt the school environment or that utilize school system or individual school names, logos or trademarks without permission.

1. Student

Though school personnel generally do not monitor students' Internet activity conducted on non-school system computers during non-school hours, when the student's on-line behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy.

2. Employees

All employees must use the school system network when communicating with students about any school-related matters. Thus, employees may not use personal websites or on-line networking profiles to post information in an attempt to communicate with students about school-related matters.

Employees are to maintain an appropriate relationship with students at all times. Employees are encouraged to block students from viewing personal information on employee personal websites or on-line networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. If an employee creates and/or posts inappropriate content on a website or profile and it has a negative impact on the employee's ability to perform his or her job as it relates to working with students, the employee will be subject to discipline up to and including dismissal.

Students wishing to have access to Triton's technological resources must submit an acceptable use agreement signed by the student and a parent/guardian at the beginning of each school year.

### **Triton High School Technology Program Evaluation Plan**

Each year large sums of money are invested in technological resources at Triton. To ensure these funds are spent wisely, formative and summative assessments are essential. The technology facilitator is instrumental in the ongoing evaluation process. He/she is responsible for collecting and organizing data concerning the use of technology in the school. This information is presented to the MTAC committee and the Harnett County Director of Technology. As the data becomes available, the MTAC committee will use it in making the decisions concerning the utilization of present technologies and the purchase of future resources.

The technology facilitator is primarily responsible for the formative assessment component. It is mostly comprised of observations made during collaborative planning sessions, team teaching, or classroom visits (Frazier & Gerald, 2004). Minimal documentation is required and may be recorded in a lesson plan book or daily planner. This information will be used in the planning of staff development or assessing equipment needs. Technology issues, which need additional consideration, are presented during the monthly MTAC committee meetings.

Summative assessments are more comprehensive and require input from the entire MTAC committee. This ensures that all stakeholders have a voice. These assessments are best conducted in the spring semester using a questionnaire, survey or checklist. A quick and easy way to complete this process is to use an online survey generator such as "Survey Monkey". The format provides participants a quick rating system and an opportunity to elaborate if needed. Once the data is collected, the technology facilitator generates reports, such as charts, tables,

graphs, or logs, to be evaluated by the local MTAC committee. The committee ultimately decides the effectiveness of the schools current technology and is able to explore avenues for future technology purchases.

### **Managing Change**

Evaluations are beneficial in discovering the strengths and weaknesses of the technology program. The weaknesses identify the areas in which changes needed to be made. Of course change isn't easy and too many changes at once lead to frustration and failure. The MTAC committee, along with the guidance of the District Technology Director, need to establish which weaknesses will be addressed and the order in which the anticipated changes need to be made. The first step to implementing change is to educate those in which the changes will affect. Since these changes will mostly affect teachers, open discussions lead by MTAC representatives within departments need to occur for the purpose of raising awareness, provide information on how the changes will be implemented and present ways on how the changes will be beneficial to the educational environment (Schrum & Levin, 2009). Following the discussions, the technology facilitator will offer staff development, allowing teachers to acquire the skills needed for the implementation of the changes in their classrooms. Follow-up discussion within the departments fosters collaboration between teachers. Observing how others are successfully using the new technologies may help those who are apprehensive to the changes. After the changes have been implemented for a while, evaluation and assessment must occur to determine if the changes are effective.

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## Appendix 1: Technological Resources Request Form

Name \_\_\_\_\_

Department \_\_\_\_\_

Title of Resource \_\_\_\_\_

Publisher \_\_\_\_\_

Content Area \_\_\_\_\_

### Type of License to be purchased: (check one)

☐ Single Computer

☐ Site License

☐ Lab Pack

☐ Network License

### Technical Requirements:

\_\_\_\_\_ Processor required

\_\_\_\_\_ Hard Drive Space needed

\_\_\_\_\_ RAM required

\_\_\_\_\_ Hardware required

\_\_\_\_\_ Compatibility with  
existing software

\_\_\_\_\_ Other requirements

### Software Category:

☐ Presentation

☐ Multimedia

☐ Simulation

☐ Data Processing

☐ Tutorial

☐ Educational Games

☐ Reference

☐ Graphics

☐ Authoring

☐ Word Processing

☐ Drill and Practice

☐ Handheld Application

☐ Probe ware

☐ other \_\_\_\_\_

### Software Features

<b>Claim</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>N/A</b>
Directions are clear and easy to follow				
It is easy to start and exit the program				
Use can easily resume where they left off				
Program function well and is free of bugs				
Program is enjoyable to use				
Graphic elements are meaningful and appropriate				
Sound can be turned on and off				
Software contains management features				
Basic task are easily learned				
Advance features are easy to access and apply				
Tutorials are built into the program				

### Purchasing Information:

Cost

---

Product Number

---

Vendor

---

Vendor Address

---

Vendor Phone Number

---

MTAC purchase recommendation

---

Technology Directors Notes:

---



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## Appendix 2: Media/Tech Collaboration Form

Teacher:

Course:

Today's date:

Date(s) to Schedule:

How many students are in Block requested?

1<sup>st</sup> Block3<sup>rd</sup> Block2<sup>nd</sup> Block4<sup>th</sup> Block[NCSCOS Objective](#) for subject area:[NCSCOS Objective](#) for technology:

Unit of study:

Briefly describe the assignment including software and equipment needed:

☐

Internet for research (Grolier Online Ready Reference, Databases)

☐

Internet for online program (SAS, Gaggie, Test Prep, Google Docs)

☐

Word, PowerPoint, Excel, Publisher

☐

Printer

☐

Speakers or headsets

Assignment:

List or hyperlink websites students are to visit:

Time allotment:

☐

30 min

☐

45 min

☐

90 min

### Appendix 3: Triton High School Technology Acceptable Use Student/Parent Agreement

As part of 21st century learning, students will be using Web tools such as Google, blogs, wikis, podcasts, and videocasts. These technologies improve student communication and collaboration skills, provide a real audience, and extend learning beyond the classroom walls while building digital citizenship skills. The following terms and conditions relate to these New Web Tools:

1. I will use technology resources in a responsible, ethical, and legal manner. I will use technology resources only for school-related purposes.
2. I will not access, modify, or destroy other user's data without proper authorization. I will not knowingly spread a computer virus, impersonate another user, violate copyright laws, install or use unauthorized software, damage or destroy resources, or intentionally offend, harass, or intimidate others.
3. I will act safely by keeping personal information out of my Web projects. I will not give out my family name, email address, home address, school name, city, country or other information that could help someone locate or contact me in person. I will not post identifying photos or videos.
4. I will treat blog and wiki spaces as I would a classroom space, and I will use appropriate and respectful language. I will only post on school-appropriate subjects. If I include pictures on my blog, podcast, videocast or wiki, they will be appropriate.
5. If I post a link in a blog, podcast, videocast or wiki, I will have read that information carefully to be certain that it is appropriate for the school community.
6. I will use electronic mail responsibly and only through an authorized class account. I will not create, distribute or forward chain letters, offensive messages, harassing messages, or messages that contain false information. I will distribute copyrighted material only if I have the owner's written permission.
7. I will use technology resources responsibly. I will not give out my passwords. I will not disrupt network usage by others. I will not monopolize technology resources, use printing excessively, or use excessive amounts of shared data storage space.
8. I will immediately notify a staff member or school administrator if I am the subject of harassment while using technology resources or if I witness inappropriate use of technology resources.
9. I understand that if I fail to follow these guidelines, I may lose the opportunity to take part in the project.

#### Student User

I have read, I understand, and I will abide by Triton High School's Acceptable Use of Technology Agreement and the terms and conditions of the Harnett County Board of Education. I realize that violations may result in my loss of the network and/or Internet access, disciplinary action per the Student Code of Conduct and possible legal action.

My signature verifies that I will follow these rules.

Student Name (Print) \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

#### Parent/Guardian Permission

I have read this Acceptable Use Agreement and have discussed it with my child. We agree that by my signature, I give my permission for my student to use Triton's network and hardware and access the Internet:

Parent/Guardian Name (Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

**Appendix 4: Triton High School Technology Acceptable Use Faculty/Staff Agreement**

As a staff member at Triton High School, I have read and understand the Technology Acceptable Use Policy adopted by the Harnett County Board of Education. I will make every effort to hold students accountable to the policy and report any serious violations to the appropriate administrator and the Technology Facilitator. I understand and agree to abide by the Harnett County Technology Acceptable Use Policy. I also understand that inappropriate use of technology resources on my part can result in disciplinary actions and possible criminal charges.

Staff Signature \_\_\_\_\_

Date \_\_\_\_\_