



Nottingham School

Nottingham School District

SAU 44

Technology Plan

July 2014 - June 2017

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I. Introduction

Technology Plan Committee Members

Kevin Smith, Chair..... Technology Director
Michelle Carvalho..... Principal
Janice Kane..... Technology Teacher
Kristina Mazza..... 1st Grade Teacher
Kelly LaPointe..... 3rd Grade Teacher
Melanie Shank..... 4th Grade Teacher
Chris Warnick 5th Grade Teacher
Rebecca Buzzell..... 7th/8th Grade Teacher
Ellen Lapiejko 7th/8th Grade Teacher
Laura Polzin 7th/8th Grade Teacher
Suzanne Tomaszewski Library Media Specialist
Lauren Chaurette School Board Member
Peter Perron School Board Member

Parent Advisors

Brian Bernier, Dana Hill, Jennifer Spagna, John Biron, and Tony Dumas

School Board Approval

Signature

Date

District Description

Nottingham, New Hampshire is a rural school district located halfway between the New Hampshire seacoast and the state capital. Natural resources such as Pawtuckaway Lake and Pawtuckaway State Park make Nottingham an ideal site for a population that values a high quality of life. Nottingham is home to many farms as well as many artists. There are approximately 515 students in grades K-8, housed in a school which was built in 1995. The district also supports about 200 students who attend grades 9-12 in neighboring towns.

Parents and volunteers play an active role in supporting and guiding the education of the students in the district. This relationship is important in identifying characteristics of the district, which supports and expects high standards in education. The presence of a large corps of volunteers in school activities is evidence of this community's dedication to our students and school.

Mission Statement

All students deserve the opportunity to learn actively, to experience a sense of belonging and to achieve academic and social success. To that end, the Nottingham community will provide a nurturing environment and the tools necessary to realize these goals.

- Nottingham School Mission Statement

The role of technology at Nottingham School must be consistent with the school's mission, to develop students of the 21st century who are confident, caring, and responsible citizens committed to continual learning.

Nottingham School Statement of Beliefs

- We believe in an education, which recognizes that each child is unique, and deserves to be treated as an individual.
- We believe in an education, which teaches children to become lifelong learners who are respectful of others.
- We believe this education requires the earnest cooperation of the students, staff and community.
- We believe that success in this, as in all things, demands commitment.

Technology Vision Statement

Fair and equitable access to technology resources and training will be provided for all students and staff so that they are empowered with the skills they will need to succeed in their life endeavors. Staff will have the skills and resources to ensure student success.

II. Goals

Access to Technology Resources

Technology is a tool that provides access to a wide range of resources and audiences. In order to provide equitable access to technology in our school we will:

- Maintain secure and reliable access to information stored on the school's computer systems and with authorized off-site third party partners.
- Implement physical, hardware, and software security guidelines to protect data from unauthorized use and damage such as viruses, etc.
- Provide updated Internet content and keyword filtering in accordance with the Children's Internet Protection Act (CIPA) and No Child Left Behind (NCLB).
- Facilitate access to resources for student and faculty use, such as data storage, remote access accounts, and technology devices on a one to one basis.

One to One

As we revise our curriculum to align with the Common Core State Standards we are presented with a unique opportunity that is also a significant challenge. The opportunity is to allow our students to learn by working on real world problems, to be able to access the unlimited resources of the Internet, and to have the ability to publish their work to a global audience. The major challenge is that in order to be successful, this transition must have leadership at all levels, in the classroom all the way up through to the school board, that is committed to learning how to manage our transition from a paper based school to a completely digital school. The focus must not be on the "stuff", the boxes and wires but on the vision for the culture shift we are undertaking.

To start our journey toward making Nottingham a digital school we must be willing to train our leaders as well as our educators and students. We will need to provide significant resources in order to purchase lots of equipment, but must also be ready to support professional development that will focus on pedagogy as well as the technology and that enhances the ability of our teachers to model best practices for our students. We must be ready to support risk taking teachers who are willing to explore innovative ways to use digital tools to engage and excite their students and be prepared to accept that some of these attempts will fail. There will be some unexpected obstacles to overcome in this journey but our community of learners will be in a better place if we empower them to take responsibility for their learning by providing them with a digital device connected to the Internet.

Literacy

Technology education will be integrated into the existing classroom curriculum as an extension to classroom learning that aligns with the Common Core State Standards. At developmentally appropriate levels, students will be provided opportunities to use digital tools to:

- Develop knowledge of ethical, responsible use of technology tools.
- Use technology to access, manage, integrate, evaluate, and create information within the core subject areas.
- Develop cognitive proficiency in literacy, numeracy, problem solving, decision-making, and special/visual literacy.
- Gain a level of basic technical knowledge of hardware, software applications, networks, and digital technology.

The Technology Director, Technology Teacher, and Media Specialist will coordinate with Dover and Coe Brown to ensure that all technology, including productivity suite software, used with 7th and 8th grade students is compatible with individual High School requirements.

Professional Development

Staff will have access to the technology and know how to:

- Integrate technology into the curriculum to enhance student learning
- Provide instruction to students.
- Access and assess student progress data.
- Perform necessary administrative tasks.

Community Involvement

The Nottingham School is an integral part of the Nottingham community and will:

- Keep parents informed about student progress and school activities.
- Update the community about school events.

III. Action Plan

Current Technologies

Since January 2011, the Nottingham School has been using the Google Apps for Education (GAFE) system for all staff members. All grade 5-8 students have had a GAFE account since the beginning of the 2013-2014 school year. Student accounts are configured in a “walled garden” where they can only receive email from the nottingham.k12.nh.us domain. The school will continue to provide access to our legacy Microsoft AD Domain with local network storage space for all staff and students. We will continue to moving in the direction of cloud based storage using GAFE, both for economic and ease of access reasons. Other systems utilized include our student information system, Web-2-School, health reporting software, SNAP Nurse, cafeteria POS system, Mealtimes, and the Destiny library circulation system that is housed and maintained by the school but shared with the town library.

Our Internet firewall was upgraded in the summer of 2013 to a SonicWall NSA 3500 security appliance. The SonicWall runs SonicOS Enhanced with an Internet content filtering subscription. A FairPoint fiber connection provides Internet access for the school. This connection was upgraded from 15Mbps to 30Mbps in December 2013 under a Fairpoint promotion at no additional cost to the school. Nottingham School also has a Comcast cable connection for an alternate, fall-back Internet connection. We use Sophos antivirus for all of our Windows based computers.

The school has mix of 100Base-T and 1000Base-T network connectivity with three Windows 2003 servers providing back end network services. Eighteen Open-Mesh wireless access points provide wireless network access throughout the school. This wireless service is separated into two networks, “Nottingham Public” provides password protected access to the internet only, “Nottingham School” provides password protected access to the Internet as well as internal network resources such as file servers and printers.

Nottingham School has a dedicated computer lab with 27 student computers. The computer lab gives all students equal access to computer instruction, which is designed in a way that integrates computer technology concepts into the existing classroom curriculum. By keeping the computers in a dedicated room with a specialist teacher, there is an increase in security and the equipment is less prone to becoming misused or broken. The computer lab teacher provides solid instruction in technology for the students, which can then be transferred to work in the classroom and at home. The computer lab also allows for the training of groups of students, or staff, (a whole class for instance) in key concepts or applications at the same time.

The school has eight SMARTBoards and three ceiling mounted projectors that are used for whole class instruction and student presentations. There are also three projectors on carts shared among the school. We currently have two computer carts for classroom use. The Netbook cart has 16 netbook computers and the PC cart has 9 laptop computers. Both these carts have reached the end of their usable life expectancy.

Nottingham School uses the Blackboard Connect notification system to advise our community via telephone and email of emergency situations such as weather cancellations. The Blackboard system is also used on a daily basis for automated contact of parents of absent students. We use our Student Information System's parent portal to keep parents of grade 4-8 students updated on their childrens grade and attendance information. There is extensive use of GAFE email lists. Emails are routinely sent out that keep parents and staff informed of upcoming events at the school. These emails can be sent out per homeroom, grade level, all parents, or any combination of these. There are also separate lists for sports, clubs, and some activities. This system is also used for distribution of our school lunch menu, bi-monthly newsletter and other routine information. The school website is a central repository for information about our community. The school uses an online calendar that provide staff, students, parents, and community members information on the daily happenings at our school.

Our classrooms have from three to five computers running Windows XP Professional, Windows Vista Professional or Windows 7 Professional. They are setup with a teacher computer and a pod of two to four computers for student use. Printing is provided by shared laser printers located throughout the school and a networked copier in the main office and workroom. The special education department has 7 wireless laptops for the staff to manage their caseloads using Case-E and to perform other administrative tasks.

The library media center houses approximately 12,000 volumes available to staff and students. The media center also houses 4 computers running Window 7 Pro, a SmartBoard, televisions with DVD players, 2 digital cameras, and a Flip video camera. Nottingham residents with cable TV can access Comcast channel 13 that contains content produced by the school staff and students, including school board meetings.

The school employs a full-time, year-round Technology Director and a full-time, Technology Teacher and full-time Media Specialist all of whom are involved in supporting technology within the school.

2014-2015 Action Plan Items

Seventeen interactive projectors with all the necessary mounting hardware and cabling will be purchased and installed in the Summer of 2014. This will provide a projector to every classroom that does not currently have a SMART Board or ceiling mounted projector. The interactive projectors enable teachers to model best practices for their students and can be considered the “chalkboard” of the digital classroom. Teachers who get these new devices will be required to attend an after school training session in September 2014 before being permitted to use them in their classrooms.

Our current one to one student device goal is to provide a cart with at least 25 portable wireless computers to every classroom in grades 2-8 along with one cart in the Media Center. This totals 21 carts containing 525 devices. It is not economically or logistically feasible to accomplish this in a single year and it will take about four to five years to complete this goal. This phased plan will allow for integrated training for our staff and students on care and use of the computers and allow for a smoother implementation. With budgeted funds for 2014-2015 we will purchase a mixture of Chrome and Windows computers to help determine what device will best meets our needs at each grade level. We will purchase between two and five carts, depending on pricing of the different models. Currently we know that a Windows PC cart will be necessary for the the 7th and 8th grade science classrooms. These science classes use Java based USB probes and measuring devices that require Windows OS. We will also explore purchasing Chromebook computers for shared use by all grades. These mobile carts will be integral in accomplishing our Smarter Balanced testing. When each cart is purchased it will be assigned to a specific room and it will “live” in that room when not in use elsewhere. Teachers will be required to attend an after school training in September 2014 prior to being allowed to use a cart with their class. A Google calendar will be setup to allow classes to schedule use of the carts and ensure fair distribution.

We will install an additional 10 Open-Mesh wireless access points to ensure that our wireless capability stays ahead of our wireless needs. The goal will be to provide additional coverage in the classroom wing to accommodate additional 100 devices. This will necessitate an upgrade of the firmware on the existing access points.

Currently all students in grades 5-8 have a GAFE account giving them access to email (restricted to nottingham.k12.nh.us), Google Drive, Google Sites, along with all other Google Apps available to staff. We plan to expand this to grade 4 students during the school year.

2015-2016 Action Plan Items

At the end of the 2014-2015 school year the Technology Committee will meet to review the effectiveness of using different types of computing devices for Smarter Balanced testing and student instruction in our school. The review will be done to determine what the Committee feels is the best computing device to purchase for specific grade levels. The School Board will be advised on the findings and consulted on the type equipment to be purchased moving forward. The specific hardware purchased in this plan is secondary to our commitment to provide all students a digital device with internet connection in the classroom. Our goal is to ensure all educational needs are met while obtaining the largest number of devices at the lowest cost.

Budgeting will be submitted to procure at least five additional computer carts for use in our classrooms. There will also need to be 5 Windows computers purchased to replace existing workstations at their end of life.

During our last Sophos Antivirus license purchase we received a special three year deal that will expire in July of 2016. This will be included in the budget submitted for this year.

During the purchase of our new firewall we received a three year deal on support and Internet filtering subscription. This will expire in July of 2016. This will be included in the budget submitted in this year.

The Technology Committee will review the use of GAFE by students in the 4th grade and determine if it is successful and recommend any adjustments needed. As the number of carts are expanded in the higher grades there will be less need for desktops in these classrooms. There will need to be a teacher desktop, a computer to run the projector, and at least one desktop available for student use. The Technology Committee will review the need to re-distribute furniture and desktop computers to Kindergarten and First grade to be used for listening stations and for student access to reading and math web sites.

2016-2017 Action Plan Items

Budgeting will be proposed to procure between four and seven additional computer carts. There will also need to be 5 Windows computers purchased to replace existing workstations at their end of life.

We will install an additional 10 Open-Mesh wireless access points to ensure that our wireless capability stays ahead of our wireless needs. The goal will be to provide additional coverage in the classroom wing to accommodate additional 275 devices.

The Technology Committee will explore the feasibility of students in lower grades (K-3) having individual GAFE accounts or if they should use grade level accounts. They will also review which specific applications these students should have access too, for example it is unlikely that these students would need or use email. The Committee will also review the feasibility of what, if any, cart based computing devices Kindergarten and First grade should have assigned to their classroom. While typing is taught in the computer lab to grade one students they have limited proficiency. There are handheld devices targeted specifically for these students that may be an effective alternative.

Technology Literacy

Technology Education is integrated into the existing classroom curriculum as an extension to classroom learning. In addition, all students (K-8) participate in a technology course instructed by the Technology Teacher as part of their Unified Arts rotation, held in the computer lab. The technology curriculum is based on the ISTE Standards (formerly NETS) and Common Core State Standard that also includes keyboarding and Internet Safety. During the 2008-2009 school year, the technology curriculum was updated by the Technology Teacher and grade level teams to reflect the 2007 Student ISTE Standards. The Technology Teacher is currently working with grade level teams to create units that coincide with the Common Core State Standards. We are piloting distance learning for instruction in foreign language through the VLACS program and exploring other areas where we can use technology to provide instruction in areas that are unavailable locally.

The ISTE Standards can be viewed at:

<http://www.iste.org/standards>

Information on the Common Core State Standards can be viewed at:

<http://www.education.nh.gov/spotlight/ccss/>

The following software is used in the school to supplement and complement the classroom curriculum and prepare students for high school and beyond.

Software	Location Used	OS Compatibility
Everyday Math Games	Tech Lab/Classroom	Windows/Chrome
IE, Firefox and Chrome	Tech Lab/Classroom	Windows/Chrome
Microsoft Office	Tech Lab/Classroom	Windows
Microsoft Office 365	N/A	Windows/Chrome
Google Apps for Education	Tech Lab/Classroom	Windows/Chrome
Microsoft Movie Maker	Tech Lab	Windows
Sundog	Tech Lab/Classroom	Windows/Chrome
NVU Web Authoring Software	Tech Lab	Windows
Max's Toolbox	Tech Lab	Windows
Type2Learn3	Tech Lab	Windows
Storybird	Classroom	Windows/Chrome
WordWeb	Classroom	Windows/Chrome
PhET Simulations	Classroom	Windows
Google Earth	Tech Lab/Classroom	Windows/Chrome
EaseyBib	Library	Windows/Chrome
CountryReports	Library	Windows/Chrome
Junior Scholastic	Library	Windows/Chrome
XtraMath	Classroom	Windows/Chrome
Reflex Math	Classroom	Windows/Chrome
Story Town	Classroom	Windows/Chrome
Raz-Kids	Classroom	Windows/Chrome
Storia eBooks	Classroom	Windows/Chrome

Classroom teachers use a variety of software packages in addition to those above and Internet resources in their classrooms in order to meet the Common Core State Standards. Curricular materials with an online component have been adopted for Mathematics and the Reading/Language Arts program.

Students with special needs are accommodated by technological aids when appropriate. Our framework for assistive technology is to:

- Identify student abilities to assess student's needs.
- Consider the student's learning and home environment(s).
- Identify the specific tasks accomplished throughout the day.
- Identify critical elements of each task.
- Identify the goal of the task.
- Select the most appropriate tool(s) necessary to accomplish the task.

Professional Development

Professional development is provided for staff members in order to fully utilize the resources we currently possess and those which we may acquire. Much of our professional development is determined by the needs of the staff to support the goals and initiatives of the school, including integrating technology into content areas. Staff members are trained to use computers for personal productivity (grading, class attendance, correspondence), as well as presentation & instructional tools, interactively with group software, and as learning stations for individual, small group, or whole class instruction.

The Technology Teacher, Media Specialist, and Technology Director occupy key leadership roles in the implementation of educational technology through the school and work to develop a richer learning environment for students and staff, with particular emphasis on developing technological and information literacy. The Technology Director is a year round position whose primary responsibility is to acquire and maintain the technology infrastructure to support school business. (Google Apps, Internet access, Student Information System, etc). The Technology Director also serves as the subject matter expert for dealing with technology issues within the school district, (professional development, classroom integration, etc). On a continual basis, the Technology Director and Technology Teacher provides instruction to staff and students in the use of technology that is available to the district in both formal and informal settings.

Besides working in conjunction with the Technology Teacher, classroom teachers have the option of participating in off-site and online training courses. Teachers may request time during

the school day to attend technology-related courses which are paid for by the school's professional development budget. Teachers may also opt to attend and be reimbursed for courses outside of school hours. The district schedules professional development sessions during Teacher Workshop days and during regularly scheduled teacher's meetings.

Beginning in September 2014 the Technology Director and Technology Teacher will provide after school instruction for staff to ensure that they are proficient in the use of our new interactive projectors and the use and care of our new computer carts. Ensuring that everyone is up to date on the best practices for using our new equipment is a key to success. The Technology Teacher, Technology Director, and Library Media Specialist are reviewing professional development being done throughout the state to find programs that will help our staff better implement technology in order to better meet the Common Core State Standards.

Community Involvement

The district will continue to expand the use of technology as an instrument for community communication:

- The school and town library have collaborated on a joint circulation system that was deployed in the summer of 2008. The catalogs are Internet accessible so that students and parents can check the availability of school and town library resources from home.
- The school's website is kept up-to-date as a communication tool with parents and the community. The Principal and Technology Director will review the website for upgrade during 2014-2015 to allow for more timely posting of information.
- Meal Time-online allows parents to view lunch account balances and make deposits to student accounts.
- School board meetings & other school events are broadcast over the Nottingham Community Channel 13. Since 2013 we have had a monthly student produced news program. Additional student or class produced shows are planned.
- In 2014-2015 our Student Information System will be upgraded by the vendor that will include enhancements to our Parent Portal.
- Staff will continue to use Google Apps for Education tools to facilitate communication with colleagues and the community at large.

IV. Data Collection

Nottingham School will continue to use technology to collect feedback and data and to correlate this information:

- The staff of the Nottingham School completes a yearly in-house survey to assess their level of knowledge and implementation of technology in the classroom.
- The Technology Director collaborates with other staff members to complete the yearly NH School and District Technology Surveys.
- Wider Horizons after school program uses their website to collect data on the needs and progress of their participants.
- Smarter Balance, DIBELS and NWEA test scores are available to teachers through Performance Tracker in Performance Pathways. This application allows teachers and administrators to track the academic progress of individual, as well as groups, of students. Teachers and Administrators can also obtain data directly from the NWEA reports site.
- Renaissance Place Star Math test is a new tool being used for measuring student progress.
- The Principal and Technology Director will review online technology literacy measurement tools and procure a system to enable evaluation.
- The Principal and Technology Committee will continually review the technology use of staff and propose workshops and individualized training to fill any gaps in formal training.

V. Budget

The Nottingham School technology budget is funded primarily through local school district funds. Federal grants are used, when available, to supplement the local budget. The technology budget is prepared by the Technology Director, the Technology Teacher and the Library Media Specialist. The budget is presented to the school board for approval and the final school budget is voted upon by citizens of the town of Nottingham under the auspices of SB2. The budget for school year 2011-2012 was approved by the school board and the town.

2014 – 2015

Budget Item	Amount
Computers and Carts	50,000.00
Interactive Projectors	29,000.00
Wireless System Upgrades	1,000.00
Replacement Desktop Computers	2,500.00
Printing Supplies	6,000.00
Internet Access (30Mb)	1,439.40
Technology Supplies	500.00
Telephone System Maintenance	1,000.00
Equipment Repairs and Maintenance	2,500.00
Annual Software Contracts	
Parent Notification System	2,500.00
SNAP Nurse	265.00
Web2School SIS	2,500.00
MealTime POS	299.00
Sophos Antivirus	3,000.00
Follett Destiny	829.00
Parent Notification System	1,400.00
Google Apps Backup System	1,500.00
Microsoft Office Licenses	2,700.00
Software for Computer Lab	1,000.00
NHSTE Membership (2)	50.00
Tech Director PD	500.00
Total	\$110,482.40

2015 - 2016

Budget Item	Amount
Computers and Carts	50,000.00
Network Equipment Upgrades	2,000.00
Replacement Desktop Computers	2,500.00
Internet Access (30Mb)	1,439.40
Printing Supplies	6,000.00
Technology Supplies	500.00
Telephone System Maintenance	1,000.00
Equipment Repairs and Maintenance	2,500.00
Annual Software Contracts	
Internet Filtering Subscription	2,000.00
Parent Notification System	2,500.00
SNAP Nurse	265.00
Web2School SIS	2,500.00
MealTime POS	299.00
Sophos Antivirus	3,000.00
Follett Destiny	829.00
Parent Notification System	1,400.00
Google Apps Backup System	1,500.00
Microsoft Office Licenses	2,700.00
Software for Computer Lab	1,000.00
NHSTE Membership (2)	50.00
Tech Director PD	500.00
Total	\$84,482.40

2016 – 2017

Budget Item	Amount
Computers and Carts	50,000.00
Network Equipment Upgrades	1,000.00
Wireless System Upgrades	1,000.00
Server Upgrades	5,000.00
Internet Access (30Mb)	1,439.40
Printing Supplies	6,000.00
Technology Supplies	500.00
Telephone System Maintenance	1,000.00
Equipment Repairs and Maintenance	2,500.00
Annual Software Contracts	
Internet Filtering Subscription	2,000.00
Parent Notification System	2,500.00
SNAP Nurse	265.00
Web2School SIS	2,500.00
MealTime POS	299.00
Sophos Antivirus	3,000.00
Follett Destiny	829.00
Parent Notification System	1,400.00
Google Apps Backup System	1,500.00
Microsoft Office Licenses	2,700.00
Software for Computer Lab	1,000.00
NHSTE Membership (2)	50.00
Tech Director PD	500.00
Total	\$86,982.40

VI. Evaluation

The Nottingham School Technology Committee is chaired by the Technology Director and includes teachers from various grade levels, the school Principal, the Library Media Specialist, and School Board members. The committee meets regularly at scheduled monthly meetings and additional meetings as needed throughout the school year. The mission of the committee is to write and review the Nottingham School Technology Plan, determine staff training needs with regard to the use and implementation of technology in the classroom, and address any other technology-related issues that arise at the school.

The goal of our continuing evaluations will be to ensure our policies, training and purchasing is supporting the use of technology and the integration of this technology into our daily instruction. Some areas where the Technology Committee will review specific one to one implementation and Common Core State Standards with regard to technology:

- Review calendars for computer cart usage by teachers and provide assistance to teachers underutilizing the resource.
- Review calendars for computer cart usage by teachers to ensure fair distribution of the available resource.
- Include reason for cart use, software used and/or project type when scheduling carts to provide data on types of use and how use relates to Common Core State Standards.
- Schedule each classroom specific time to use computer cart for Smarter Balanced practice tests.
- Follow up with teachers using carts to ensure that they are following best practices (i.e. computers are charged and properly stored), possibly done through an automated form.

SCHOOL ADMINISTRATIVE UNIT #44
Nottingham School District
Nottingham, NH

POLICY #EDC - COMPUTER & INTERNET ACCESS PRIVILEGES

The Nottingham School District has made a significant investment in acquiring technology that will enhance the education of its students. This investment will ensure that students will use technology as a tool for learning, for productivity, and for sharing information with others in the school environment and around the world. The District is committed to teaching students to use this technology in ways that will enhance their education and equip them with the skills necessary for being responsible citizens of the 21st century.

Therefore, as a means of ensuring the appropriate use of technology, the District expects students to assume certain responsibilities and behaviors.

- a. Access to technology will be subject to school policies, local, state and federal laws.
- b. Student use of technology will reflect consideration for the limits of school resources (such as printing supplies and disk space).
- c. Students will be expected to act ethically and obey rules of academic honesty. Specifically, they must demonstrate respect for: intellectual property, ownership of data, system security mechanisms, and rights to privacy.

Permission to use the school's computers for e-mail and Internet privileges is dependent upon students and parents signing an agreement to use technology in a responsible manner. In addition, students must receive training in use of the Internet.

ADOPTED BY THE BOARD

March 16, 1998

THE NOTTINGHAM SCHOOL BOARD

Gail Rondeau

Robert Green

Peter Rowell

Eleanor Russell

Gail Blouin

Nottingham School District

Student and Parent Agreement for Computer & Internet Access Privileges

The Nottingham School Board believes that access to computer technology will enhance education and provide students with skills that will help them in the future. They also feel that the privilege of using a computer bears some responsibilities. Therefore, they are asking all students to abide by the following agreement.

- I. I recognize that all computer users have the same right to use the equipment, therefore:
 - a. I will not play games or use the computer resources for anything other than academic activities when others require the system for academic purposes;
 - b. I will not waste, nor take without permission, supplies such as paper, printer cartridges, and diskettes provided by the school;
 - c. When I am at a computer, I will work in ways that do not disturb others.
- II. I recognize that software and other work available through the Internet is protected by copyright laws, therefore:
 - a. I will not copy programs onto my own diskettes or onto other computers;
 - b. I will not give, lend, or sell copies of software to others without the written permission of the copyright owner unless the original software is clearly identified as shareware or in the public domain;
 - c. I will not present the work of others as my own;
 - d. I will seek permission from the authors or owners of any material that I intend to use, if such permission is necessary and feasible to obtain.
- III. I recognize that the work of all users is valuable and personal; therefore,
 - a. I will protect the privacy of others' areas by not trying to learn their passwords;
 - b. I will not copy, change, read, or use files in another user's area, without that user's prior permission;
 - c. I will not attempt to gain unauthorized access to system programs or computer equipment;
 - d. I will not use computer systems to disturb or harass other computer users by sending unwanted files or mail.
- IV. I recognize that telecommunications offers an opportunity to exchange and access educational information; therefore, I will follow the rules of "netiquette" that my school has adopted.
 - a. I will be polite when I engage in telecommunications activities. I will not use obscene language, make threats, or make any inappropriate suggestions or statements when I am engaging in any telecommunications activity;
 - b. I will not willingly access information that is offensive or inappropriate. If I inadvertently access offensive information, I will not pursue the information or distribute that material to others;
 - c. I agree to respect the privacy of others on network. I will not reveal any personal information about myself (such as my name, home address, phone number, password) or any personal information about others;
 - d. I will immediately notify a teacher or other school official if I feel that I am in any way threatened or presented with information that is inappropriate for me or others;
 - e. I will not download or upload software without permission;

f. I will not use the network for financial gain or for any commercial or illegal activity or political lobbying.

V. I understand that violations of the rules and code of ethics described above will be dealt with seriously. Violations may result in any or all of the following; notification or parents, loss of computer privileges, school disciplinary action, and/or appropriate legal action.

Parent Signature

Student Signature

Date

Date

Nottingham School District
Staff Agreement for Computer & Internet Access Privileges

- I. I recognize that all computer users have an equal right to use the equipment, therefore:
 - a. I will not play games or use the computer resources for anything other than academic activities when others require the system for academic purposes;
 - b. I will not waste, nor take without permission, supplies such as paper, printer cartridges, and diskettes provided by the school;
 - c. When I am at a computer, I will work in ways that do not disturb others.
- II. I recognize that software and other work available through the Internet is protected by copyright laws, therefore:
 - a. I will not copy programs onto my own diskettes or onto other computers;
 - b. I will not give, lend, or sell copies of software to others without the written permission of the copyright owner unless the original software is clearly identified as shareware or in the public domain;
 - c. I will not present the work of others as my own;
 - d. I will seek permission from the authors or owners of any material that I intend to use, if such permission is necessary and feasible to obtain.
- III. I recognize that the work of all users is valuable and personal; therefore,
 - a. I will protect the privacy of others' areas by not trying to learn their passwords;
 - b. I will not copy, change, read, or use files in another user's area, without that user's prior permission;
 - c. I will not attempt to gain unauthorized access to system programs or computer equipment;
 - d. I will not use computer systems to influence, disturb, or harass other computer users by sending unwanted files or mail.
- IV. I recognize that telecommunications offers an opportunity to exchange and access educational information; therefore, I will follow the rules of "netiquette" that my school has adopted.
 - a. I will be polite when I engage in telecommunications activities. I will not use obscene language, make threats, or make any inappropriate suggestions or statements when I am engaging in any telecommunications activity;
 - b. I will not willingly access information that is offensive or inappropriate. If I inadvertently access offensive information, I will not pursue the information or distribute that material to others;
 - c. I agree to respect the privacy of others on network. I will not reveal any personal information about others;
 - d. I will not download or upload software without permission;
 - e. I will not use the telecommunications for financial gain or for any commercial or illegal activity or political lobbying.

I understand that violations of the rules and code of ethics described above will be dealt with seriously. Violations may result in any or all of the following: legal action, disciplinary action by school officials, and/or termination of my services.

Date

Staff Signature

Printed Name

SCHOOL ADMINISTRATIVE UNIT #44
Nottingham School District
Nottingham, NH 03290

#EGA - SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS

Also EHAA & IJNDB

The rich sources of information available on the Internet holds the promise of greatly enhancing the quality of education available to all students. Therefore, Internet access will be made available to students in the District for the purposes of communication, research, and education.

Internet access by students will be monitored by District personnel and the degree of access to the Internet will be dependent upon the age of students.

SAFETY PROCEDURES AND GUIDELINES

The Superintendent shall develop and implement appropriate procedures to provide guidance for access and use of electronic media. See EGA-R.

Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Internet safety measures shall be implemented that effectively address the following:

1. Implementation of a District Internet Acceptable Use Procedure.
2. Implementation of a District Internet Code of Conduct.
3. Rules for Internet use to be included in all student handbooks.
4. Requirement that all student Internet users obtain an Internet account that includes parent permission.
 - A. Compliance with the District Acceptable Use Procedures are conditions for the account.
 - B. Internet training will be provided, including training on personal responsibility, ethical and courteous behavior, and the Acceptable Use Procedures and the Code of Conduct.
 - C. Parents or guardians are asked to review the Code of Conduct and the Acceptable Use Procedures with their children. Parent or guardian permission is required for student access. All students and staff must have a signed District authorization form for an account.
5. Training for staff to increase their skills in working with students on the internet.
6. Methods of controlling access by minors to inappropriate matter on the Internet and World Wide Web.
7. Measures designed to address safety and security of minors when they are using electronic mail, chat rooms, and other forms of electronic communications.

#EGA - SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS

PAGE TWO

8. Rules to prevent unauthorized access, including "hacking" and other unlawful activities by students.
9. Rules to prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors.
10. Measures designed to restrict minors' access to materials harmful to them.

AUDIT OF USE

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials.

This process shall include:

1. Utilizing technology that blocks or filters Internet access for both minors and adults to certain visual depictions that are obscene, involve child pornography, or are otherwise harmful to minors.
2. Maintaining and securing a usage log.
3. Monitoring on-line activities of minors.

PUBLIC HEARING

The District shall provide reasonable public notice of, and hold at least one (1) public hearing or meeting to address and communicate its internet safety policy prior to adoption of said policy.

Legal Reference:

RSA 194:3-d, School District Computer Networks

47 U.S.C. Section 254, Children's Internet Protection Act, Effective April 20, 2001

Appendix: EGA-R

ADOPTED BY THE BOARD

March 7, 2007

THE NOTTINGHAM BOARD

Jack Caldon, Chair

Judy Doughty, Vice Chair

Terry Bonser

Amy Plante

Joan Breault

SCHOOL ADMINISTRATIVE UNIT #44
Nottingham School District
Nottingham, NH

POLICY # EGAD -

Copyright Policy

It is the policy of the Nottingham School District to conform to the existing United States copyright laws (Title 17, United States Codes) and to maintain the highest possible ethical standards in the use of any copyrighted materials for educational purposes in our school. Copyright law exists **to protect the rights of those individuals** who have written, produced, or designed "original works of authorship." This includes:

- § § Literary works;
- § § Computer software;
- § § Musical works, including any accompanying words;
- § § Dramatic works, including any accompanying music;
- § § Pantomimes and choreographic works;
- § § Pictorial, graphic, and sculptural works;
- § § Motion pictures and other audiovisual works;
- § § Sound recordings (audiocassettes, CDs, records); and
- § § Architectural works.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the school's procedures or is permissible under the law should contact the Media Generalist, the superintendent of schools (or the person designated as the copyright compliance officer). The latter will also assist staff in obtaining proper authorization to copy or use copyrighted material when such permission is required.

The following rules apply to the use of copyrighted materials by staff persons at Nottingham School:

Printed Materials

In preparing for instruction, a teacher may make or have made a **single copy** of:

- § § A chapter from a book;
- § § An article from a newspaper or periodical;
- § § A short story, short essay or short poem; or
- § § A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

The teacher may keep and file these single copies for use in teaching.

A teacher may make multiple copies not exceeding, one per pupil, for classroom use or discussion if the copying meets the tests of "brevity, spontaneity and cumulative effect" set by the following guidelines. Each copy must include the notice of copyright present in the original work.

1. Brevity

Poetry: A complete poem may be copied if less than 250 words and if printed on not more than two pages. If the poem is longer than 250 words, only 250 may be copied. An unfinished line may be included if the 250-word limit falls in the middle of the line.

Prose. A complete story, essay or article may be copied if it is 2500 words or less. For longer works of prose, 1,000 words or 10% of the work may be copied, whichever is less. No matter what, a teacher may legitimately copy 500 words, even if that amount exceeds the 10% guideline.

Picture Books: An exception is made for picture books, which may not be copied in their entirety. Only two pages of a picture book may be copied, as long as those two pages do not consist of more than 10% of the book.

Illustration: One chart, graph, drawing, cartoon, diagram, or picture may be copied per book or periodical issue (magazines or newspapers). These copies must be exact photocopies, and may not be enlarged or altered in any way, as doing so would be an infringement of the author's right of adaptation and display.

2. Spontaneity:

The spontaneity rule states that copying should be at the "instance and inspiration" of the individual teacher. In addition, **the decision to use** the copyrighted work **and the moment** it will be used for utmost teaching- effectiveness must be so close that it would be impossible to obtain permission from the copyright holder (about 3 weeks). Teachers who know ahead of time that they will be copying something for use in class should obtain written permission. **A teacher who is not able to obtain permission in a timely manner may use the copied materials ONCE, but may not use them in subsequent semesters or years without written permission.**

3. Cumulative Effect

Teachers are limited to using copied materials for only one course in the school where the copies were made. No more than one short poem, article, story, essay or two (2) excerpts from- the same author may be copied and no more than three (3) works or , excerpts may be made from a collective work or periodical volume during one class term. Teachers are limited to nine (9) instances of multiple copying for one class during one class term. These limitations do not apply to current newspaper or magazine articles (less than two months old).

The following is prohibited:

- § § Copying of, or from, consumable work including workbooks, exercises, standardized tests, test booklets and answer sheets;
- § § Substituting copies for the purchase of books, publisher's reprints or periodicals;
- § § Repeatedly copying the same article year after year or term to term;
- § § Direction by a higher authority to copy;
- § § Charging students beyond the cost of actual photocopying;
- § § Performances of copyrighted dramatic works outside a classroom.

The following is allowed:

- § § Teachers may use copyrighted materials in overhead or opaque projectors for instructional purposes;
- § § Performances of copyrighted dramatic works are allowed in a classroom or instructional setting.

Music

For purposes of preparing for instruction, teachers may make a single copy of an entire section of a printed musical work that is confirmed by the copyright holder to be out of print or unavailable except in a larger work.

A teacher may make multiple copies of an excerpt of not more than 10% of a printed musical work for classroom use, not exceeding one copy per student, if the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a selection, movement, or aria. In an emergency, a teacher may make and use replacement copies of printed music for a musical performance when the purchased copies have been lost or destroyed, provided that purchased copied be substituted as soon as possible.

A teacher may make and retain a single recording of student performances of copyrighted material when it will be used for evaluation or rehearsal.

A teacher may make and retain a single copy of excerpts from recordings of copyrighted musical works owned by the school or the individual teacher for use as aural exercises or examination questions.

A teacher may edit or simplify purchased copies of music provided that the fundamental character of the music is not distorted. Lyrics shall not be altered or added if none exist.

Copying cannot be used to create, replace, or substitute for anthologies, compilations or collective works; copying of consumable works is prohibited. Copying may only be done in the event of an emergency, as stated above. All copies must include the copyright notice.

Performance by teachers or students of copyrighted musical works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting The purpose must be instructional rather than for entertainment.

Performances of non-dramatic copyrighted musical works that are copyrighted are permitted without the permission of the copyright owner provided that:

- § § The performance is not for a commercial purpose;
- § § There is no payment or compensation made to the performers, promoters or organizers;
- § § Admission fees, if any at all, are used for educational or charitable purposes only.

Audiovisual Materials

The following is allowed:

A teacher may create a series of slides from multiple sources, such as magazines, books, encyclopedias, etc., not to exceed more than 10% of any one source, unless the source specifically prohibits reproduction.

A teacher may create a single overhead transparency from a single page of a consumable workbook. A teacher may create multiple overhead transparencies from a variety of sources, not to exceed more than 10% of the total content of any one source, unless the source specifically prohibits reproduction.

The following is prohibited:

A teacher may not duplicate audiocassette tapes unless reproduction rights were either given at the time of purchase or are obtained from the copyright owner.

A teacher may not reproduce musical works (i.e. records, CDs, audiocassettes) or convert them into another format for use (i.e. converting from CD to cassette tape).

A teacher may not reproduce any audiovisual work in its entirety.

A teacher may not convert one media format into another (i.e. 16mm film to videotape).

A teacher may not narrate entire stories onto audiotape.

Four criteria must be met in order for a performance of video recordings or films to be considered exempt from public performance requirements under the fair use guidelines set aside for schools:

§ § The performance must be presented by instructors or students; and

§ § The performance must occur in the course of face-to-face teaching activities; and

§ § The performance must take place in a classroom or similar place of instruction in a non-profit educational institution (including the library); and

§ § The performance must be of a legally acquired (or legally copied) copy of the work.

ALL FOUR OF THESE CRITERIA MUST BE MET.

Off-Air Taping of Copyrighted Programs

Fair-use guidelines for the taping of broadcast (UHF or VHF) television programs are as follows:

Broadcast television programs can be taped by non-profit educational institutions, and may be viewed by a student audience **only once** within the first ten (10) **school** days immediately following the taping of the program. The tape may be retained for a period of 45 **calendar** days after the date of recording for evaluation purposes (to determine whether or not it is something that might be worthy of purchase). The program cannot be shown for entertainment or

recreation purposes, or is transmitted through closed circuit systems without a license. Tapes must be destroyed after the 45 consecutive days have passed. **This 10/45-day rule applies to all programs taped for school use, no matter who does the taping or where the tape was made.**

Fair use guidelines apply only to broadcast television, not to cable television. *Cable in the Classroom* magazine offers retention rights information and addresses of producers so that permissions and/or supplemental materials may be obtained for cable television programs. The Nottingham School Library Media Center receives a monthly copy of *Cable in the Classroom* magazine, which is shelved in the professional collection. Teachers must request that cable television programs be taped through the Library Media Center, and all off-air tapes of cable television programs must be **clearly marked with existing retention rights**. Tapes that have exceeded these rights must be destroyed in a timely fashion.

Use of Video Rentals or Videos Purchased for Home Use

Videos may only be rented for classroom use by agencies or stores that allow for such use. Many retail video stores have strict license agreements that prohibit the use of their videos with large, non-home audiences. These restrictions may also apply to the use of videos purchased for home use. Staff is expected to use a Video Rental Release Form to document permission granted by video retail stores.

These restrictions may also apply to videos purchased for home use. Staff is expected to review copyright restrictions attached to personally owned videos, and obtain permission from the copyright holder, if necessary.

All videos held in the library collection have been cleared of copyright restrictions.

Use of Copyrighted Computer Software and CD-ROMs

All copyright laws and license agreements between software vendors and the Nottingham School shall be observed.

Staff members shall take precautions to prevent copying of software, the use of unauthorized copies on school equipment, the installation of privately purchased software on school equipment, and the use of single copy software or CD-ROMs across a network with multiple users unless such use is permitted by the license agreement

A back-up copy shall be purchased in the event that a software program is lost or damaged. The technology coordinator and principal are authorized to sign a software license agreement on behalf of the school. A copy of each agreement shall be kept on file by the technology coordinator.

Scanners

A student may use a scanned copyright image in a report, but must retain ownership of the report once it is graded. A teacher may not retain the report (or a copy of it), nor may it be reproduced for professional use.

Multimedia presentations may be presented to the class for which they were prepared, but may not be presented before or after designated class time, as that would constitute a public performance.

Staff members may not scan a cartoon or article into a newsletter, worksheet, or other handout for distribution to students, staff members or parents.

Copyrighted photographic images may not be modified in any way by computer graphics.

Resources

Copyright Compliance Guidelines: A Resource Handbook. Columbus, Ohio: Ohio Educational Library Media Association, 1987.

Permission: This material may be reproduced.

Bellingham School District 501 Administrative Procedure: Copyright Compliance
Bellingham School District 501 Administrative Procedure: Copyright Compliance. Bellingham, WA: Bellingham Public Schools, 1995.

Permission: This policy may be copied.

Simpson, Carol Mann. Copyright for Schools: A Practical Guide, Second Edition. Worthington, Ohio: Linworth Publishing 1997.

Permission: Reproduction of this book in whole or in part, without written permission of the publisher, is prohibited except for not-for-profit educational use in the classroom, in the school library, in professional workshops sponsored by elementary and secondary schools, or similar not-for-profit activities.

TENTATIVELY APPROVED BY THE BOARD
November 7, 2001

THE NOTTINGHAM SCHOOL BOARD
Hal Rafter, Chair
Gail Blouin, Vice Chair
Peter Rowell
Christopher Albert
Gerald Lalonde

**SCHOOL ADMINISTRATIVE UNIT #44
Nottingham School District
Nottingham, NH**

POLICY #EH - DATA MANAGEMENT

(Public Use of School Records)

The Superintendent is hereby designated the custodian of all records, minutes, documents, writings, letters, memoranda, or other written, typed, copied, or developed materials possessed, assembled, or maintained by this School District.

1. All requests for public information are to be forwarded to the Superintendent immediately upon receipt. The Superintendent shall thereupon make a determination as to whether or not the information requested is public in nature. If public, the Superintendent shall provide the information in a timely manner which does not disrupt the operation of the schools.
2. In accordance with RSA 91-A:4, if the Superintendent finds the information to be public in nature, he or she shall direct that it be reproduced on the premises. The party requesting the information is to be charged the cost of reproduction and any other expenses entailed in locating and retrieving the information. If the information is in active use or otherwise unavailable, the party requesting the information will be notified immediately upon its becoming available.
3. If the Superintendent finds the information not to be public in nature, he or she shall so inform the requesting party and shall for no reason release such information.
4. If the Superintendent is unable to ascertain whether or not the information requested is public in nature, he or she is hereby authorized to request, on behalf of the School Board, an opinion from the School Board's Attorney as to the nature of the information. Such opinion requests will be made within ten (10) days of the original request for the information. The Superintendent shall notify the person requesting such information that an opinion is to be requested of the Attorney and shall notify such person immediately upon receipt of an answer from the School Board's Attorney.

Statutory Reference:

RSA 91-A:4

Appendix: EH-R

ADOPTED BY THE BOARD

June 2, 1999

THE NOTTINGHAM SCHOOL BOARD

Gail Blouin, Chair

Peter Rowell

Eleanor Russell

Hal Rafter

Christopher Albert

SCHOOL ADMINISTRATIVE UNIT #44
Nottingham School District
Nottingham, NH

POLICY #EHAA - COMPUTER SECURITY, E-MAIL AND INTERNET COMMUNICATIONS POLICY

Also EGA

The District has established this policy with regard to access and disclosure of electronic data composed, stored, sent, or received by employees using the District computer system. This policy is designed to protect the safety and security of the District's computer systems including E-mail and internet use.

The District intends to enforce the rules set forth below and reserves the right to change these rules at any time.

1. The computer hardware system, software and E-mail system are owned by the District, and all messages or data composed, stored, sent, or received using the system are and remain the private property of the District. They are not the property of the employee.
2. The computer and E-mail system is to be used for business purposes only. Personal business is unauthorized and should not be conducted on the system.
3. The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
4. The District prohibits discriminatory, harassing, or offensive materials in any form of media. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
5. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
6. The District reserves, and intends to exercise without prior notice, the right to read, review, audit, intercept, access or disclose any and all information on an employee's computer system or messages created, received or sent over the electronic mail system for any purpose, even if coded or pass worded.
7. The confidentiality of any message or data should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality, or that the District will not retrieve it. All passwords must be disclosed to the computer administrator.

8. Any communications created, sent, or retrieved using E-mail may be read by individuals other than the intended recipient.
9. Notwithstanding the District's right to retrieve and monitor any E-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail that is not sent to them. Any exception to this policy must receive prior approval by the Superintendent.
10. Any employee who violates this policy or uses the computer system or electronic mail system for improper purposes shall be subject to discipline up to and including discharge.
11. The District has the authority to terminate or limit access to any program at any time.
12. Personal disks cannot be used on the system unless pre-authorized by the computer coordinator.

Legal Reference:

RSA 194:3-d, School District Computer Networks

ADOPTED BY THE BOARD

April 10, 2007

THE NOTTINGHAM SCHOOL BOARD

Jack Caldon, Chair

Judy Doughty, Vice Chair

Terry Bonser

Amy Plante

Joan Breault

**SCHOOL ADMINISTRATIVE UNIT #44
Nottingham School District
Nottingham, NH**

POLICY #EHR -

DATA/ RECORDS RETENTION

Nottingham School District records shall be retained in accordance with the attached schedule.

TYPE

LOCAL/STATE RECORD

**STATE/FEDERAL
RETENTION
MANDATED**

RECOMMENDED

Business Records

Accident Reports	
Employee	6 years of term of employment
Student	6 years after age of majority
Annual Audit	Permanent
Annual Report (District)	Permanent
*Application for Federal Grants	
5 years	
Architectural Plans	Permanent
Engineering Surveys	
Asbestos Removal	
Bank Deposit Slips	Keep until Audit
Bond Issue Materials	Permanent
Child Labor Permits	1 year
Contracts	1 year
Certified Educator	Permanent
Collective Bargaining Agreements	Permanent
Correspondence for Business	4 years
Deeds	Permanent
District Meeting Minutes & Warrant	Permanent
*Enrollment Reports	
Resident Pupil Membership Form	14 years
Fall Reports A-12-A(RSA 189:28)	Permanent
*Pupil Registers (RSA 189:27-b)	
Permanent	
School Opening Reports	3 years
Statistical Report A-3 (RSA 189:28)	Permanent
*Federal Projects Documents	
5 years after	

submission of final
audit report and
documentation for
expenditures, unless
there is an ongoing
audit.

FICA Reports - monthly	6 years
Quarterly Form 941	
6 years	
Field Trip Requests/Confirmation	1 year
Fixed Assets Schedule	Permanent/as updated
Form C-2 Unemployment	6 years
Wage Report (DES100)	
Invoices	Until audit
MS-22 Budget Form	6 years
MS-23 Budget Form	6 years
MS-25 Financial Report	6 years
Minutes of Board Meetings	Permanent
Purchase Orders	Until Audit
Request for Payment Vouchers	Until Audit
Requisitions	Until Audit
*Retirement Reports	
1 year	
Monthly	
Student Activities Records/Accounts	Until Audit
Time Cards	

Bus Drivers	5 years
Custodial	5 years
Secretarial	5 years
Substitute Teachers pay slips	5 years
Travel Reimbursements	Until Audit
Treasurer's Receipts	
Canceled Checks	6 years
Treasurer's Report	6 years
Vocational Education	
AVI Forms	1 year
Vocational Regional Contracts	20 years
Federal Vocational Forms	
6 years	
Voucher Manifests	Until Audit
*W-2's Yearly	
6 years	
*W-4 Withholding Exemptions	
6 years	
*W9	
6 years	
*941-E Quarterly Taxes	
6 years	

Personnel Records

Application, including Criminal Records	Term of Employment
Attendance Records	
Leaves	1 year

Request for Leaves	1 year
Class Observation Forms	1 year
Criminal Record Check	Term of Employment
*Civil Rights Forms	
6 years	
Dues Authorization	Term of Employment
Evaluations	Term of Employment
Medical Benefits application	Term of Employment
Medical Examinations	Term of Employment
Re-employment Letter of Assurance	1 year
Retirement application	Term of Employment
Separation from employment	
form/letter	6 years
Staff Development Plan	Term of Individual's Plan
<u>Student Records</u>	
Disciplinary Reports	Term of Enrollment
Early Dismissal	1 year
Emergency Information Form	1 year
Health and Physical Records	
including Immunization Record	Term of Enrollment
Medical Reports	Term of Enrollment
Registration Form	Term of Enrollment
*Applications for Free Lunch	
6 years	
Transcripts	
Permanent	
Attendance	Permanent
Grades	Permanent
Assessment Results	Permanent

Internal Records

Child abuse Reports/Allegations	Permanent
Criminal Investigation	Permanent
Criminal Record Checks	
Unsuccessful/Unfavorable	1 year
Personnel Investigations	Permanent
Sexual harassment	Permanent

Special Education Records

At a minimum records for special education students should be kept as long as the student is in a program and there is district liability for the education of the student. Given court decisions that are retroactive it might be prudent to retain records for at least six (6) years after the termination or completion of the program

Reference Policy: EH & EHB

**ADOPTED BY THE BOARD
December 01, 1999**

**THE NOTTINGHAM SCHOOL BOARD
Gail Blouin, Chair
Peter Rowell
Eleanor Russell
Hal Rafter
Christopher Albert**

SCHOOL ADMINISTRATIVE UNIT #44
Nottingham School District
Nottingham, NH

POLICY #EGAB -

PROXY LOG RETENTION

Nottingham School will employ filtering software and proxy software to be able to provide safe and speedy access to the Internet.

Proxy logs shall be kept on a hard drive of the computer named Internet; which is on the network of the school. Logs will contain the IP address of the workstation, the date, the time and the requested URL.

Proxy logs will be retained for two days at which time they will automatically be purged. Persons requesting logs must submit the request in writing to the Principal.

The filtering software will allow only acceptable web pages to be sent to workstations.

ADOPTED BY THE BOARD

May 2, 2001

THE NOTTINGHAM SCHOOL BOARD

Hal Rafter, Chair

Gail Blouin, Vice Chair

Peter Rowell

Christopher Albert

Gerald Lalonde