Nottingham School District

SAU 44

Technology Plan

July 2011 - June 2014

Table of Contents

I.   Introduction

Technology Committee Members

Kevin Smith, Chair.. Technology Director
Michelle Carvalho.. Principal
Janice Kane.. Technology Teacher
Jill Schock.. 2nd Grade Teacher
Kelly LaPointe.. 3rd Grade Teacher
Melanie Shank.. 4th Grade Teacher
Rebecca Buzzell.. 7th/8th Grade Teacher
Bonnie Schofield.. 7th/8th Grade Teacher
Kenneth Bell.. Parent
Suzanne Tomaszewski ….. Library Media Specialist

School Board Approval

___On File_____

Signature

____6/15/2011_____

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 500 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 are evidence of this community's dedication to our 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.
- Have the means to archive mission critical data. Policies and procedures will be implemented to determine when and if data should be retained or destroyed.
- Provide updated 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.

Literacy

Technology education will be integrated into the existing classroom curriculum as an extension to classroom learning. At developmentally appropriate levels, students will be provided opportunities to use 21st century 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 spatial/visual literacy.
- Gain a level of basic technical knowledge of hardware, software applications, networks, and digital technology.
- Develop digital portfolios showcasing their K-8 accomplishments.

Professional Development

Staff will have access to the technology and knowhow to:

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

<div align="center">

Community Involvement

</div>

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.
- Implement new technology that will allow parents 24/7 direct access to pertinent student information.
- Implement new technology that will allow school administrators to quickly communicate with parents in emergency situations.

III.   Action Plan

<div align="center">

Access to Technology Resources

</div>

Current Technologies

In January 2011, the Nottingham School migrated from Microsoft Exchange email system to the Google Apps for Education system. Nottingham will continue to explore how to leverage the many tools provided in Google Apps to our classrooms. The school is running a Microsoft AD Domain with ample network storage space for all staff files as well as for student files and portfolios. Other systems utilized include our student information system, Web-2-School, health reporting software, SNAP Nurse, and the Destiny library circulation system that is housed and maintained by the school but shared with the town library.

Internet firewall and content filtering is done by a SonicWall Pro 3060 security appliance. The SonicWall runs SonicOS Enhanced with a content filtering subscription. A FairPoint fiber connection provides Internet access for the school. We also have a Comcast cable connection for an alternate, fall-back Internet connection. The school has 100Base-T connectivity throughout with three Windows 2003 servers providing back end services. Five wireless access points provide wireless access in parts of the school building. Nightly backups of server data are done using Backup Exec software and a 10 backup tape rotation.

The Nottingham School has a dedicated computer lab with 28 student computers. The computer lab has a SMART Board that was installed in the summer of 2010 that is used for whole class instruction and student presentations. Two special Education classrooms and one second grade classroom were also setup with SMART Boards. There are also two computer carts for classroom use. The newest cart has 24 netbook computers and the older cart has 18 notebook computers. Both carts are equipped with their own wireless access point.

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.

In addition to the SMART Boards, special education department has 7 wireless laptops for the staff to manage their caseloads using Case-E and to perform other administrative tasks. The special education department also has 7 wireless netbooks used for student instruction.

Our library media center houses approximately 12,000 volumes available to staff and students. The media center also houses 6 computers running Window XP Pro, an LCD projector, televisions with DVD players, 2 digital cameras, and a Flip video camera. Broadcasting equipment is available and used to broadcast school board meetings and other events held at the school over the Nottingham Community channel.

The state provides access to EBSCO Host and a variety of other databases, all available throughout the school. An old version of SuccessMaker, math and reading software, is used in the primary grades.

The school employs a full-time, year-round technology director, a full-time technology teacher and full-time library media specialist, all of whom are involved in supporting technology within the school.

2011-2012 Action Plan Items

Parent Portal - Implement a parent portal using our student information system giving parents with Internet access an account to view their children's grade, coursework and attendance information.

Parent Notification System - Implement a notification system where the school administration can broadcast cancellation and other time sensitive announcements via telephone, text or email to parents who opt in to receive these messages.

Google Apps for Education Student Accounts - Create accounts in our Google Apps for Education system for our 7th and 8th grade students. They would have access to all the tools that the staff has, except their email would be restricted to only send email to or receive email from other nottingham.k12.nh.us accounts.

Grades K-3 Electronic Report Cards - Design and implement a standards based report card for grades K-3. Grade level teachers are completing the alignment of report card items to state standards and finalizing common proficiency levels. The Technology Director will work with the grade level teams to produce an electronic report card in our student information system.

SMART Board Expansion - The Technology Committee will evaluate all grade levels to determine the best locations to install new SMART Boards using experience gained from the four SMART Boards we currently have. In conjunction, some locations would be selected to receive a ceiling mounted projector. Studies are showing that students respond to 21st century tools because this is a language they understand. Using technology tools in the classroom has shown to increase student achievement. Interactive whiteboards help teachers bring more collaboration and interactivity into the classroom.

Evaluate Student Response Systems - The Technology Committee will evaluate the use of interactive response systems in our classrooms. Studies show that when students give immediate responses which are private, more students answer who may not normally participate. It also gives teachers immediate feedback as to each child's progress. Colleges and Universities are currently using this tool for assessment purposes.

Managed Wireless - Our current ad-hock mix of wireless access points will be replaced with a managed system that will improve security and connection reliability. Additional Cat5 wired network connections will also be installed in some classrooms to allow greater flexibility in the placement of technology in our school. The final part of this project will be to upgrade two network switches from 100Mb to 1Gb giving us greater internal network bandwidth. This will allow us to easily accommodate the other network upgrades.

Other Technology Upgrades - We will replace approximately 20 older classroom computers and determine the need for additional digital video cameras. The library is also exploring the possibility for adding either e-readers and/or tablets to the library collection. The Technology Committee will evaluate the need for an additional notebook cart and determine what specific tool will best meet our needs.

2012-2013 Action Plan Items

Learning Management System - The Technology Committee will explore the options available for learning management systems. The goal will be to determine if we need a system or if the parent portal implantation would make such a system redundant.

Web Site Content Management System - The Tech Director will work with the Principal to determine if we should move our web site to a hosted management system and if this move would be cost effective and better serve our community.

Expand Google Apps for Education Student Accounts - Create accounts in our Google Apps for Education system for our 6th grade students. Determine what tools our 6th grade students are allowed to access using the lessons learned from the 7/8th grade implementation.

SMART Board Expansion - Using the findings of the Technology Committee we will budget for, procure and install additional SMART Boards or ceiling mounted projectors in our classrooms. This will be a multi-year project, accomplished as funding is available. This will also be balanced with the Technology Committees determination of the need for student response systems.

Computer Lab Upgrade - The 28 computers in the computer lab will be replaced with new Windows 7 machines. The current lab computers will be wiped and reloaded and used to replace older computers in our classrooms.

2013-2014 Action Plan Items

Expand Google Apps for Education Student Accounts - Create accounts in our Google Apps for Education system for our 5th grade students. Determine what tools our 5th grade students are allowed to access using the lessons learned from the 6th grade implementation.

Continue SMART Board Expansion - Using the findings of the Technology Committee we will budget for, procure and install additional SMART Boards or ceiling mounted projectors in our classrooms. This will be a multi-year project accomplished as funding is available. This will also be balanced with the Technology Committees determination of the need for student response systems.

Other Technology Upgrades - Replace approximately 20 older classroom computers and determine the need for additional digital video cameras. The Technology Committee will evaluate the need for an additional netbook cart and determine what specific tool will best meet our needs.

Technology Literacy

Technology Education is integrated into the existing classroom curriculum as an extension to classroom learning. In addition, grades 1-6 are instructed in the use of technology in weekly classes held in the computer lab while grades 7 and 8 are on a six day rotation for classes. The technology curriculum is based on the NETS standards and includes keyboarding, copyright and Internet Safety. Students in grades 5, 6, 7 & 8 participate in a technology course instructed by the technology teacher as part of their Unified Arts rotation. During the 2008-2009 school year, the technology curriculum was updated by the Technology Teacher and grade level teams to reflect the 2007 Student NETS. Projects integrating technology have been identified for inclusion in digital portfolios. We are also exploring opportunities for distance learning for instruction in foreign language and other areas that we are unable to provide locally.

The NETS can be viewed at:
http://www.iste.org/standards.aspx

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

- Every Day Math Games
- IE, Firefox and Chrome
- Microsoft Office
- Microsoft Movie Maker
- NVU Web Authoring Software
- Scholastic Keys
- NLVM Math Manipulatives
- Type2Learn3
- Read, Write, & Type
- Google Docs

Classroom teachers use a variety of software packages in addition to those above and Internet resources in their classrooms. 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 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 on-line 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 the 2011-2012 school year, the Technology Teacher, Library Media Specialist, and Technology Director will host "Tech Tuesdays" in the Computer lab. This will happen after school on the second and fourth Tuesday every month from 2:30pm to 4:00pm. Staff will be able to come to the tech lab and get individualized training on any technology available in the school as well as participate in scheduled training offerings. Depending on the amount of staff participation, "Tech Tuesdays" may be opened to students and the wider community.

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. We will be evaluating content management systems to allow responsibility for web updates to be spread among various stakeholders.
- 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.
- The school is exploring the cost and feasibility of placing a large programmable LED sign in front of our building on Route 152.
- In the Summer of 2011, we will implement a parent portal to provide parents online access to their student's attendance and grade information.
- Staff are being trained in the use of 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.
- Digital portfolios are compiled by the eighth grade students to showcase the work they have done during their attendance at Nottingham School. This portfolio follows them to high school, as mandated by the state.
- Wider Horizons after school program uses their website to collect data on the needs and progress of their participants.
- The eighth grade students take a test provided by Dover High School to assess their technology skills. This, along with their portfolios, determines the technology course(s) they will be eligible to take at the High School.
- NECAP, DIEBLS and NWEA test scores are available to teachers through Performance Tracker in Performance Plus. 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 NWEA and DIEBLS data directly from the respective sites.
- Parents of Middle School students and Middle School students participate in an electronic survey that asks about technology among other education topics.
- Renaissance Place Star Math test is a new tool being used for measuring student progress.
- 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.

2011 – 2012

Budget Item	Amount
Parent Portal	1,500.00
Parent Notification System	2,500.00
Replacement Computers	17,084.00
Wireless System Upgrades	15,000.00
Network Infrastructure Upgrades	3,000.00
Filtering Subscriptions	1,174.77
Internet Access	1,439.40
Printing Supplies	5,866.48
Technology Supplies	500.00
Telephone System Maintenance	863.00
Equipment Repairs and Maintenance	2,500.00
Annual Software Contracts SNAP Nurse Web2School SIS MealTime POS Sophos Antivirus Follett Destiny	 265.00 1,800.00 299.00 2,148.30 829.00
Microsoft Office Licenses	1,540.00
Software for Computer Lab	1,000.00
NHSTE Membership (2)	50.00
Tech Director PD	500.00
Total	**$59,858.95**

2012 - 2013

Budget Item	Amount
Replacement Computers	19,000.00
Web Site Management	2,000.00
Smart Boards	8,000.00
Digital Projectors	1,600.00
Filtering Subscriptions	1,174.77
Internet Access	1,439.40
Printing Supplies	5,866.48
Technology Supplies	500.00
Telephone System Maintenance	863.00
Equipment Repairs and Maintenance	2,500.00

Annual Software Contracts
 	
    SNAP Nurse
    Web2School SIS
    MealTime POS
    Sophos Antivirus
    Follett Destiny
    Parent Notification System
	
	265.00
	2,500.00
	299.00
	2,148.30
	829.00
	1,400.00

Microsoft Office Licenses	1,540.00
Software for Computer Lab	1,000.00
NHSTE Membership (2)	50.00
Tech Director PD	500.00
Total	**$53,747.95**

2013 – 2014

Budget Item	Amount
Replacement Computers	17,000.00
Smart Boards	8,000.00
Digital Projectors	1,600.00
Filtering Subscriptions	1,174.77
Internet Access	1,439.40
Printing Supplies	5,866.48
Technology Supplies	500.00
Telephone System Maintenance	863.00
Equipment Repairs and Maintenance	2,500.00

Annual Software Contracts
 	
    SNAP Nurse
    Web2School SIS
    MealTime POS
    Sophos Antivirus
    Follett Destiny
    Parent Notification System
    Website Content System
	
	265.00
	2,500.00
	299.00
	2,148.30
	829.00
	1,400.00
	1,000.00

Microsoft Office Licenses	1,540.00
Software for Computer Lab	1,000.00
NHSTE Membership (2)	50.00
Tech Director PD	500.00
Total	**$50,474.95**

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 a parent representative. 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.

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.

Staff Signature _____

Date_____

Printed Name_____

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 CRITERLN 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, 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

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   RECOMMENDED
MANDATED

Business Records

Type	Local/State Record Recommended
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 Docments	5 years after submission of final audit report and

documentation for
expenditures, unless
there is an ongoing
audit.

Type	Local/State Record Recommended
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

Student Records

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

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