Technology Plan 2022 - 2025

Approved by Hooksett School Board
September 20, 2022

SAU15
Hooksett School District
89 Whitehall Road
Hooksett, NH 03106

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HOOKSETT SCHOOL DISTRICT VISION STATEMENT

The Hooksett School District is committed to excellence and equity. We believe that all children can learn. Our schools provide a safe, nurturing environment where respect, trust, cooperation, and honesty are revered. We endorse parental involvement and community support and believe these to be vital to our children's education. As a school and community, we encourage learning as a lifelong endeavor. Our ultimate goal is to educate children to become contributing members of society.

HOOKSETT SCHOOL DISTRICT CORE VALUES

Core Value # 1
Schools are for students. All interactions with them must nurture their social, emotional, and academic growth. It is our responsibility to accept all students and treat them with kindness and respect; we are tolerant and non-judgmental. Our decisions are based on what is best for them. We take responsibility for ensuring the success of our students despite the challenges they may face. It is our responsibility to foster an environment of respect through interactions with each other, parents, and our educational community. Parents are partners in the educational development of their children and are deserving of our acceptance and support. Additionally, all members of our staff are committed to working professionally with each other.

Core Value # 2
Students meet and exceed high academic standards. Our high expectations demand varied and rigorous learning experiences that enable students to think critically, work collaboratively, communicate effectively, and act with integrity. Every student is unique and has different abilities, needs, and learning styles that require varying instructional techniques and strategies. Student success is ensured through the use of purposeful, research based, data informed instruction. We continuously build and maintain the knowledge base and collaborative culture required for high levels of performance for all members of the learning community.

Core Value # 3
We each have the responsibility to ensure the success of all students. The needs of all learners are met when outcome based learning occurs and when students, teachers, and policy makers are empowered by data. All students learn when their passions and talents are coupled with high expectations and academic rigor in a safe and caring environment.

Core Value # 4
Twenty-first century instruction is necessary for twenty-first century learning. All members of our learning community hold the responsibility to value technology and achieve technological proficiency to prepare our students for future jobs, which currently may not exist. Customizable learning tools are used to access information and leverage each individual's learning style. With these technological skills, our students will be prepared to participate in the global community and compete in the global marketplace.

Core Value #5
We believe that it does, in fact, "*take a village to raise a child*". We have a unique opportunity and an obligation in our homes, our community, our businesses and our schools to influence the learning outcomes of our children. These collaborative partnerships within the community foster thoughtful and relevant learning, promoting the growth of each child.

INTRODUCTION

The Hooksett School District is committed to create, maintain, and annually update a technology plan developed by multiple district stakeholders to meet current and future technology demands. The plan will embrace industry standards and federal, state, and local laws regarding privacy, security, and online safety across all areas of the District while keeping an eye on future technology trends. The purpose of this technology plan is to provide a comprehensive framework and planning document to guide the Hooksett School District's technology needs and support for the next three academic years (2019 - 2022). Development of this document was guided by the nationally recognized ISTE Standards for Educational Leaders (Appendix C) and the Future Ready Framework.

HOOKSETT SCHOOL DISTRICT VISION FOR DIGITAL LEARNING

Our district provides all students with personalized learning environments that promote deeper, authentic learning experiences. Our focus on student collaboration, problem solving will help students develop the knowledge and skills necessary to learn effectively and live productively as responsible citizens in an increasingly digital world.

FUTURE READY TECHNOLOGY FRAMEWORK

This plan is aligned with the Future Ready Technology Framework which provides a systematic approach to addressing technology needs and planning across seven interconnected constructs of "gears" including

- Curriculum, Instruction, and Assessment
- Use of Space and Time
- Technology, Networks, and Hardware
- Data and Privacy
- Community Partnerships
- Professional Learning
- Budget and Resources

GEAR 1: CURRICULUM, INSTRUCTION, ASSESSMENT

Curriculum, instruction, and assessment practices will leverage the full range of technology and digital resources to ensure all students are immersed in rich, authentic, personalized and relevant learning experiences that enable global, career-based, and deeper learning across all disciplines as digitally responsible citizens.

- Goal 1: Develop and implement a process to identify, evaluate, and access platforms and tools for instructional use.
    - Develop a process for vetting existing and new resources. Process may include rubrics, pilots, and a set of criteria (connection to curriculum, usability, privacy).
    - Conduct annual review of existing resources.
    - Create a teacher resource center including a collection of approved software and services.

- Goal 2: Develop and implement a K-8 student-centered learning model.
    - Strategically implement digital learning best practices that integrate personalized learning into all curricular areas, guided by nationally recognized ISTE Standards for Students (Appendix A).

GEAR 2: USE OF SPACE AND TIME

Students will participate in student-centered, competency-based learning supported by the use of flexible space and time.

- Goal 1: Provide a variety of educational opportunities that allow students to learn in different ways and times that fit their individual needs and fully embrace flexible, anytime, anywhere learning.
    - Identify the tools and resources that will optimize access to learning opportunities.
    - Create and support physical and digital learning spaces that enable flexible learning for all students and staff. Evaluate the effectiveness of computer labs.

GEAR 3: TECHNOLOGY, NETWORKS, AND HARDWARE

Digital learning will be supported by a current, robust, and sustainable infrastructure that requires and provides a safe environment to support the full potential of technology utilization.

- Goal 1: Robust bandwidth and a supportive infrastructure will be in place to ensure ready and consistent access to online resources for teaching and learning.
  - Network usage is monitored for sustainability.
  - Establish upgrade and replacement cycle for network infrastructure.
  - Explore options to link campuses via fiber-optic backbone.

- Goal 2: Provide a diverse array of devices and software for students and staff that support powerful digital learning anywhere and anytime.
  - Develop a comprehensive refresh cycle.
  - Implement a one to one model at the middle school level.

GEAR 4: DATA AND PRIVACY

A robust infrastructure will be provided that supports tools, resources, data and systems while ensuring privacy, safety, and security for all students and staff.

- Goal 1: Ensure sound data privacy and security policies, procedures, and practices are in place at the district, school, classroom, and student level.
  - Maintain a data governance plan that is aligned with NH RSA 189:66, V and local district policies (Appendix B).
  - Conduct annual review of Hooksett data governance plan.
  - Create a timeline for meeting the requirements of the Hooksett data governance plan.
  - Develop annual training modules for staff regarding data privacy and security.

- Goal 2: Educators in the school district are data literate.
  - Administrators and teachers are aware of the legal and ethical responsibility to ensure security, accuracy, and privacy in the collection, analysis, exchange of, and reporting of data.

GEAR 5: COMMUNITY PARTNERSHIPS

The District will actively engage in community partnerships and communicate effectively across the district with students, families, and the community at large.

- Goal 1: Improve communication to parents and the community through the selection and support of approved tools that provide consistent messaging that is clear and accessible.
    - Develop a strategy and guidelines for district communication.
    - Create a coordinated digital and social media presence.
    - Guide schools to improve school-to-home communication through a variety of venues.

- Goal 2: Strengthen community partnerships.
    - Cultivate and strengthen partnerships that support community service and the use of community-based experts and resources.

GEAR 6: PERSONALIZED PROFESSIONAL LEARNING

Technologies will be leveraged to ensure access to high-quality, ongoing, job-embedded professional learning opportunities for all teachers, staff, and administrators that support the development of 21st century skills, effective teaching strategies and shared ownership and responsibility for professional learning.

- Goal 1: Create a professional development plan that transforms instructional approaches in our classrooms.
    - Provide targeted learning opportunities on tools and strategies for instruction and classroom management in a digital learning environment, guided by nationally recognized ISTE Standards for Educators (Appendix A).
    - Teachers and administrators will have access to online professional resources.

- Goal 2: Provide sufficient technical and instructional support characterized by a positive service orientation.
    - Support is proactive, providing resources, coaching, and just-in-time instruction to prepare teachers and students to use new technologies.

GEAR 7: BUDGET AND RESOURCES

Strategic short-term and long-term budgeting will be implemented that supports our digital learning vision with consistent funding streams for both recurring and non-recurring costs.

- Goal 1: Develop a short-term and long-term plan to procure necessary resources for the digital environment.
    - Priorities for budget and resources are clearly linked to district and building plans and continuous improvement.
    - Refresh cycles will be developed for both infrastructure and tools/devices.

- Goal 2: Budgets at the district and school level are aligned in order to prioritize student learning and cost efficiency.
    - Ensure that recommended tools, resources, and strategies are aligned with district goals and will have the greatest academic return on investment.

CURRENT DIGITAL TOOLS AND RESOURCES

A variety of technology services and devices are available to Hooksett School District students and staff, ensuring access to digital learning and productivity resources. Over the past several years, our district has quickly transitioned away from locally installed services, to cloud-based services. All Hooksett students, from kindergarten to grade eight, are now issued a personal learning device to help supplement their education and access the district's online curriculum resources.

Charts that reflect our current digital devices and their distribution throughout the district and charts that project our device refresh schedule can be found below:

David R Cawley Middle School			
Item	**Purchased**	**Quantity**	**Location**
MacBook Air Laptops	2019	47	Staff Laptops
iMac Desktops	2017	4	Library Media Center
	2017	3	Front Office
Acer ChromeBase Desktops	2017	3	Library Media Center
Flat Screen LCD Displays	2013	5	Library Media Center Carts
Flat Screen LED Displays	2016	27	Grade Level Classrooms
Apple TV Streaming Devices	2016	27	Grade Level Classrooms
Chrome Devices - Student One to One			
Item	**Expiration**	**Quantity**	**Location**
HP 11a na0xxx	2028-06	143	Grades 6-8
Lenovo 100e 2nd Gen	2027-06	28	Grades 6-8
Lenovo 100e Gen 2 AST	2026-06	40	Grades 6-8
HP 11A G6 EE	2026-06	118	Grades 6-8
Lenovo Ideapad C330	2025-06	8	Grades 6-8
HP 11 G6 EE	2024-06	119	Grades 6-8
HP 11 G5 / G5 EE	2022-06	70	Grades 6-8

Hooksett Memorial School			
Item	**Purchased**	**Quantity**	**Location**
MacBook Air Laptops	2021	38	Staff Laptops
iMac Desktops	2017	13	Library Media Center
	2016	2	Front Office
Mac Mini Desktops	2014	2	Library Media Center
iPad 5th Generation Tablets	2017	4	Library Media Center
Flat Screen LED Displays	2018	24	Classrooms & Conference Rooms
Apple TV Streaming Devices	2018	24	Classrooms & Conference Rooms
Chrome Devices - Student One to One			
Item	**Expiration**	**Quantity**	**Location**
HP 11a na0xxx	2028-06	87	Grades 3-5
Lenovo 100e 2nd Gen	2027-06	146	Grades 3-5
Lenovo 100e Gen 2 AST	2026-06	248	Grades 3-5
Lenovo Ideapad C330	2025-06	2	Grades 3-5
HP 11 G5 / G5 EE	2022-06	17	Grades 3-5

Fred C. Underhill School			
Item	**Purchased**	**Quantity**	**Location**
MacBook Air Laptops	2021	43	Grade Level Classrooms
iMac Desktops	2018	2	Library Media Center
	2016	3	Front Office
iPad Air 2 Tablets	2016	30	Grade Level Cart
Acer ChromeBase Desktops	2017	4	Library Media Center
LCD Projector	2018	20	Classrooms & Conference Rooms
Chrome Devices - Student One to One			
Item	**Expiration**	**Quantity**	**Location**
Lenovo 100e 2nd Gen	2027-06	51	Grades K-2
Lenovo 100e Gen 2 AST	2026-06	4	Grades K-2
Lenovo 14e	2026-06	17	Grades K-2
Lenovo Ideapad C330	2025-06	172	Grades K-2
Lenovo 300e Yoga	2025-06	59	Grades K-2
Acer Chrome Tab 10	2023-08	125	Grades K-2

PROJECTED EQUIPMENT REFRESH CYCLE (2022 - 2031)

Student Devices (Chromebooks)

	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
HP 11a							X		
Lenovo 100e Gen 2	X					X			
Lenovo 100e AST					X				
HP 11A G6 EE					X				
Lenovo 14e						X			
Lenovo C330				X					X
Lenovo 300e Yoga				X					X
HP 11 G6 EE			X					X	
Acer Chrome Tab		X					X		
HP 11 G5	X					X			

Staff Laptops

	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
Cawley				X					
Memorial					X				
Underhill						X			

Staff Desktops

	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
Cawley		X							
Memorial			X						
Underhill				X					

Classroom Devices (LED Display/Apple TV/LCD Projector)

	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
Cawley							X		
Memorial								X	
Underhill									X

CURRENT INFRASTRUCTURE

The Hooksett School District is committed to providing a robust network infrastructure capable of supporting our students and staff so they may access an array of online resources for teaching and learning. An ongoing effort to improve the network infrastructure throughout the schools will continue in 2022-2025.

In response to the increasing demands on our network infrastructure, monumental upgrades have recently been implemented. The district migrated away from the previous copper connection of 150Mbps over 50Mbps that was struggling to support our daily operations. In its place, the schools are now connected via a fiber optic network supporting synchronous Gig Internet

The advantages of the fiber backbone are numerous. The district has consolidated core infrastructure and network services which has reduced our annual hardware and licensing costs. The Hooksett School District is now managed as a single entity rather than separate remote sites which helps the technology department support students and staff with more efficiency. The additional bandwidth has also allowed us to carry the one to one program beyond a few grade levels and is now implemented district wide.

Internal network upgrades to core switching equipment has been implemented throughout all three schools. The current backbone connection speeds at Cawley, Memorial and Underhill are now the 10GB standard.

Wireless coverage has been dramatically expanded throughout the district. Wireless access points have been strategically placed to support the density of new devices. Heat maps and a Wi-Fi audit will be conducted on a regular basis to identify and resolve areas of concern.

The technology staff will continue to evaluate the performance of the District's infrastructure and recommend improvements when necessary.

CURRENT INFRASTRUCTURE - HOOKSETT SCHOOL DISTRICT

David R. Cawley Middle School		
Item	**Quantity**	**Description**
Network firewall/web filter	1	Network security device with CIPA compliant Internet filtering.
Network switching equipment	13	Managed switches controlling 10GB backbone core network, camera security system and shooter detection network.
Wireless access points	41	Wireless (802.11 ac) coverage
Servers	8	Local servers managing essential network services, data backups, test environments and cafeteria nutrition system.

Hooksett Memorial School		
Item	**Quantity**	**Description**
Network switching equipment	11	Managed switches controlling 10GB backbone core network, camera security system and shooter detection network.
Wireless access points	50	Wireless (802.11 ac) coverage
Servers	1	Local servers managing camera security system

Fred C. Underhill School		
Item	**Quantity**	**Description**
Network switching equipment	5	Managed switches controlling 10GB backbone core network, camera security system and shooter detection network.
Wireless access points	28	Wireless (802.11 ac) coverage
Servers	1	Local servers managing camera security system

PROJECTED INFRASTRUCTURE REFRESH CYCLE (2022 - 2031)

Firewalls

	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
Cawley								X	

Switching Equipment

	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
Cawley								X	
Memorial								X	
Underhill								X	

Servers

	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
Cawley								X	
Memorial								X	
Underhill								X	

Wi-Fi

	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
Cawley								X	
Memorial								X	
Underhill								X	

DATA AND PRIVACY

In 2018, New Hampshire state legislature voted for and approved RSA 189:66, V. This law requires New Hampshire school districts to create and approve a data privacy and security plan by June 30, 2019 that meets the New Hampshire minimum state standards. The standards referenced within the law were pulled from the National Institute of Standards and Technology (NIST). The Hooksett School District developed and approved a Data Governance Plan that exceeds the minimum state standards. However, RSA 189:66, V states that districts must have a plan in place by the deadline, and can begin working toward compliance with the minimum state standards afterward.

The Hooksett School District will be working diligently to identify and resolve areas of concern over the next few years regarding district data privacy and security. The Data Governance Plan, and the Hooksett Technology Plan, will be living documents updated annually in order to quickly meet the challenges necessary to become compliant with RSA 189:66, V.

BUDGETING

The Hooksett School District's technology budget includes budget lines for hardware, software, repairs, contracted services, professional development and replacements. Budget items are discussed at the technology committee level and are evaluated and adjusted throughout the school year. Items are strategically designed to support the daily functions of the school district.

E RATE

The E-Rate Program - or, more precisely, the Schools and Libraries Universal Service Support Mechanism - provides discounts to assist most schools and libraries in the United States to obtain affordable telecommunications and Internet access. Four service categories are funded: Telecommunications Services, Internet Access, Internal Connections Other Than Basic Maintenance, and Basic Maintenance of Internal Connections. Discounts range from 20% to 90% of the costs of eligible services, depending on the level of poverty and the urban/rural status of the population served. Eligible schools, school districts and libraries may apply individually or as part of a consortium.

PROJECTED BUDGET

	2022-2023 APPROVED	2023-2024 PROJECTED	2024-2025 PROJECTED	2025-2026 PROJECTED	2026-2027 PROJECTED
Personnel	Per Contract	Per Contract	Per Contract	Per Contract	Per Contract
Workshop Reimbursement	$576	$576	$576	$576	$576
Prof. Development	$468	$468	$468	$468	$468
Contracted Services	$2,250	$2,250	$2,250	$2,250	$2,250
Repairs	$3,600	$3,600	$3,600	$3,600	$3,600
Supplies	$3,594.74	3,594.74	$6,000	$7,000	$8,000
Software	$36,994.75	$41,604.01	$42,600	$43,600	$44,600
Replacement Equipment	$0.00	$60,000	$78,307	$154,457	$195,770
Infrastructure	$0.00	$12,000	$0.00	$0.00	$0.00
Dues & Fees	$1,431.00	$1,431.00	$1,431.00	$1,431.00	$1,431.00

APPENDIX A

ISTE STANDARDS FOR STUDENTS - 2016

1. **Empowered Learner**
   Students leverage technology to take an active role in choosing, achieving and demonstrating competency in their learning goals, informed by the learning sciences. Students:
   a. articulate and set personal learning goals, develop strategies leveraging technology to achieve them and reflect on the learning process itself to improve learning outcomes.
   b. build networks and customize their learning environments in ways that support the learning process.
   c. use technology to seek feedback that informs and improves their practice and to demonstrate their learning in a variety of ways.
   d. understand the fundamental concepts of technology operations, demonstrate the ability to choose, use and troubleshoot current technologies and are able to transfer their knowledge to explore emerging technologies.

2. **Digital Citizen**
   Students recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical. Students:
   a. cultivate and manage their digital identity and reputation and are aware of the permanence of their actions in the digital world.
   b. engage in positive, safe, legal and ethical behavior when using technology, including social interactions online or when using networked devices.
   c. demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property.
   d. manage their personal data to maintain digital privacy and security and are aware of data-collection technology used to track their navigation online.

3. **Knowledge Constructor**
   Students critically curate a variety of resources using digital tools to construct knowledge, produce creative artifacts and make meaningful learning experiences for themselves and others. Students:
   a. plan and employ effective research strategies to locate information and other resources for their intellectual or creative pursuits.

  b. evaluate the accuracy, perspective, credibility and relevance of information, media, data or other resources.

  c. curate information from digital resources using a variety of tools and methods to create collections of artifacts that demonstrate meaningful connections or conclusions.

  d. build knowledge by actively exploring real-world issues and problems, developing ideas and theories and pursuing answers and solutions.

4. **Innovative Designer**
Students use a variety of technologies within a design process to identify and solve problems by creating new, useful or imaginative solutions. Students:
  a. know and use a deliberate design process for generating ideas, testing theories, creating innovative artifacts or solving authentic problems.
  b. select and use digital tools to plan and manage a design process that considers design constraints and calculated risks.
  c. develop, test and refine prototypes as part of a cyclical design process.
  d. exhibit a tolerance for ambiguity, perseverance and the capacity to work with open-ended problems.

5. **Computational Thinker**
Students develop and employ strategies for understanding and solving problems in ways that leverage the power of technological methods to develop and test solutions. Students:
  a. formulate problem definitions suited for technology-assisted methods such as data analysis, abstract models and algorithmic thinking in exploring and finding solutions.
  b. collect data or identify relevant data sets, use digital tools to analyze them, and represent data in various ways to facilitate problem-solving and decision-making.
  c. break problems into component parts, extract key information, and develop descriptive models to understand complex systems or facilitate problem-solving.
  d. understand how automation works and use algorithmic thinking to develop a sequence of steps to create and test automated solutions.

6. **Creative Communicator**
Students communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats and digital media appropriate to their goals. Students:
  a. choose the appropriate platforms and tools for meeting the desired objectives of their creation or communication.
  b. create original works or responsibly repurpose or remix digital resources into new creations.

     c.   communicate complex ideas clearly and effectively by creating or using a variety of digital objects such as visualizations, models or simulations.

     d.   publish or present content that customizes the message and medium for their intended audiences.

7. Global Collaborator

Students use digital tools to broaden their perspectives and enrich their learning by collaborating with others and working effectively in teams locally and globally. Students:

     a.   use digital tools to connect with learners from a variety of backgrounds and cultures, engaging with them in ways that broaden mutual understanding and learning.

     b.   use collaborative technologies to work with others, including peers, experts or community members, to examine issues and problems from multiple viewpoints.

     c.   contribute constructively to project teams, assuming various roles and responsibilities to work effectively toward a common goal.

     d.   explore local and global issues and use collaborative technologies to work with others to investigate solutions.

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Empowered Professional

1. **Learner**
   Educators continually improve their practice by learning from and with others and exploring proven and promising practices that leverage technology to improve student learning. Educators:
   a. Set professional learning goals to explore and apply pedagogical approaches made possible by technology and reflect on their effectiveness.
   b. Pursue professional interests by creating and actively participating in local and global learning networks.
   c. Stay current with research that supports improved student learning outcomes, including findings from the learning sciences.

2. **Leader**
   Educators seek out opportunities for leadership to support student empowerment and success and to improve teaching and learning. Educators:
   a. Shape, advance and accelerate a shared vision for empowered learning with technology by engaging with education stakeholders.
   b. Advocate for equitable access to educational technology, digital content and learning opportunities to meet the diverse needs of all students.
   c. Model for colleagues the identification, exploration, evaluation, curation and adoption of new digital resources and tools for learning.

3. **Citizen**
   Educators inspire students to positively contribute to and responsibly participate in the digital world. Educators:
   a. Create experiences for learners to make positive, socially responsible contributions and exhibit empathetic behavior online that build relationships and community.
   b. Establish a learning culture that promotes curiosity and critical examination of online resources and fosters digital literacy and media fluency.
   c. Mentor students in the safe, legal and ethical practices with digital tools and the protection of intellectual rights and property.
   d. Model & promote management of personal data and digital identity and protect student data privacy.

Learning Catalyst

4. **Collaborator**
    Educators dedicate time to collaborate with both colleagues and students to improve practice, discover and share resources and ideas, and solve problems. Educators:
    a. Dedicate planning time to collaborate with colleagues to create authentic learning experiences that leverage technology.
    b. Collaborate and co-learn with students to discover and use new digital resources and diagnose and troubleshoot technology issues.
    c. Use collaborative tools to expand students' authentic, real-world learning experiences by engaging virtually with experts, teams and students, locally and globally.
    d. Demonstrate cultural competency when communicating with students, parents and colleagues and interact with them as co-collaborators in student learning.

5. **Designer**
    Educators design authentic, learner-driven activities and environments that recognize and accommodate learner variability.Educators:
    a. Use technology to create, adapt and personalize learning experiences that foster independent learning and accommodate learner differences and needs.
    b. Design authentic learning activities that align with content area standards and use digital tools and resources to maximize active, deep learning.
    c. Explore and apply instructional design principles to create innovative digital learning environments that engage and support learning.

6. **Facilitator**
    Educators facilitate learning with technology to support student achievement of the 2016 ISTE Standards for Students. Educators:
    a. Foster a culture where students take ownership of their learning goals and outcomes in both independent and group settings.
    b. Manage the use of technology and student learning strategies in digital platforms, virtual environments, hands-on makerspaces or in the field.
    c. Create learning opportunities that challenge students to use a design process and computational thinking to innovate and solve problems.
    d. Model and nurture creativity and creative expression to communicate ideas, knowledge or connections.

7. **Analyst**
    Educators understand and use data to drive their instruction and support students in achieving their learning goals. Educators:

a. Provide alternative ways for students to demonstrate competency and reflect on their learning using technology.
b. Use technology to design and implement a variety of formative and summative assessments that accommodate learner needs, provide timely feedback to students and inform instruction.
c. Use assessment data to guide progress and communicate with students, parents and education stakeholders to build student self-direction.

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1. **Equity and Citizenship Advocate**
   Leaders use technology to increase equity, inclusion, and digital citizenship practices. Education leaders:
   a. Ensure all students have skilled teachers who actively use technology to meet student learning needs.
   b. Ensure all students have access to the technology and connectivity necessary to participate in authentic and engaging learning opportunities.
   c. Model digital citizenship by critically evaluating online resources, engaging in civil discourse online and using digital tools to contribute to positive social change.
   d. Cultivate responsible online behavior, including the safe, ethical and legal use of technology.

2. **Visionary Planner**
   Leaders engage others in establishing a vision, strategic plan and ongoing evaluation cycle for transforming learning with technology. Education leaders:
   a. Engage education stakeholders in developing and adopting a shared vision for using technology to improve student success, informed by the learning sciences.
   b. Build on the shared vision by collaboratively creating a strategic plan that articulates how technology will be used to enhance learning.
   c. Evaluate progress on the strategic plan, make course corrections, measure impact and scale effective approaches for using technology to transform learning.
   d. Communicate effectively with stakeholders to gather input on the plan, celebrate successes and engage in a continuous improvement cycle.
   e. Share lessons learned, best practices, challenges and the impact of learning with technology with other education leaders who want to learn from this work.

3. **Empowering Leader**
   Leaders create a culture where teachers and learners are empowered to use technology in innovative ways to enrich teaching and learning. Education leaders:
   a. Empower educators to exercise professional agency, build teacher leadership skills and pursue personalized professional learning.
   b. Build the confidence and competency of educators to put the ISTE Standards for Students and Educators into practice.

    c. Inspire a culture of innovation and collaboration that allows the time and space to explore and experiment with digital tools.

    d. Support educators in using technology to advance learning

    e. that meets the diverse learning, cultural, and social-emotional needs of individual students.

    f. Develop learning assessments that provide a personalized, actionable view of student progress in real time.

4. Systems Designer

Leaders build teams and systems to implement, sustain and continually improve the use of technology to support learning. Education leaders:

    a. Lead teams to collaboratively establish robust infrastructure and systems needed to implement the strategic plan.

    b. Ensure that resources for supporting the effective use of technology for learning are sufficient and scalable to meet future demand.

    c. Protect privacy and security by ensuring that students and staff observe effective privacy and data management policies.

    d. Establish partnerships that support the strategic vision, achieve learning priorities and improve operations.

5. Connected Learner

Leaders model and promote continuous professional learning for themselves and others. Education leaders:

    a. Set goals to remain current on emerging technologies for learning, innovations in pedagogy and advancements in the learning sciences.

    b. Participate regularly in online professional learning networks to collaboratively learn with and mentor other professionals.

    c. Use technology to regularly engage in reflective practices that support personal and professional growth.

    d. Develop the skills needed to lead and navigate change, advance systems and promote a mindset of continuous improvement for how technology can improve learning.

APPENDIX B

POLICIES

HSD File: EHAA

HOOKSETT SCHOOL DISTRICT

COMPUTER SECURITY, E-MAIL AND INTERNET COMMUNICATIONS POLICY

The school district has established this policy with regards 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 passworded.

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.

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.

Adopted: February 15, 2000
Revised: June 20, 2012
Legal Reference: RSA 194:3-d

HOOKSETT SCHOOL DISTRICT

SCHOOL DISTRICT INTERNET ACCESS FOR STAFF

The School Board recognizes that technological resources can enhance teacher performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, teachers, and the community, supporting District and school operations, and improving access to and exchange of information. The Board expects all staff to learn to use the available technological resources that will assist them in the performance of their education. As needed, staff shall receive training, lessons and instruction in the appropriate use of these resources.

Staff shall be responsible for the appropriate use of technology and shall use the District's technological resources primarily for purposes related to their education. Staff are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.

The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or pornographic and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research, educational or other lawful purpose.

The Superintendent shall establish administrative regulations and an Acceptable Use Agreement that outlines staff obligations and responsibilities related to the use of District technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the staff member's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations.

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all staff. Staff shall be required to acknowledge in writing that they have read and understood the District's Acceptable Use Agreement.

Appendix: GBEF-R

Adopted: June 20, 2012

(replaces IJNDB and IJNDB-A)

Legal References: RSA 194:3-d, 47 U.S.C. §254, 20 U.S.C. §6777

HOOKSETT SCHOOL DISTRICT

ACCEPTABLE INTERNET USE PROCEDURES – STAFF

Purpose

The purpose of the Acceptable Use Procedures is to provide the procedures, rules, guidelines, and the code of conduct for the use of technology and the Internet.

Definition

The definition of "information networks" is any configuration of hardware and software which connects users. The network includes, but is not limited to, all of the computer hardware, operating system software, application software, stored text and data files. This includes electronic mail, local databases, externally accessed databases, CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. Stand-alone workstations are also governed by this acceptable use procedure.

The School District Services

The School District provides resources for teaching and learning, communication services, and business data services by maintaining access to local, regional, national, and international sources of information. The School District information resources will be used by members of the school community with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the School District. These procedures do not attempt to articulate all required for proscribed behavior by its users.

Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services.

Guidelines

1. Access to the networks and to the information technology environment within the District is a privilege and must be treated as such by all users of the network and its associated systems.
2. Information networks will be used for the purposes of research, education, and school-related business and operations.
3. Any system which requires password access or for which the District requires an account, such as the Internet, will only be used by the authorized user. Account owners are ultimately responsible for all activity under their accounts.
4. The resources of the District are limited. All users must exercise prudence in the shared use of this resource.

Unacceptable Use

The District has the right to take disciplinary action, remove computer and networking privileges and/or take legal action, for any activity characterized as unethical and unacceptable. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third-party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system, and/or using a District network to make unauthorized entry into any other resource accessible via the network.
3. Seeks to gain or gains unauthorized access to information resources.
4. Uses or knowingly allows another to use any computer or computer system to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles or otherwise interferes with the integrity of computer based information and/or information resources.
6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity.
8. Installs unauthorized software for use on District computers.
9. Uses a network to access inappropriate materials.
10. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.
11. Uses a District network for illegal harassing, vandalizing, inappropriate or obscene purposes, or in support of such activities.

School District Rights

The District reserves the right to:

1. Monitor all activity. Notwithstanding any related laws, staff members have no expectation of privacy regarding their use on the school district computer network.
2. Make determinations on whether specific uses of a network are consistent with these acceptable use procedures.
3. Log network use and monitor storage disk space utilization by users.
4. Determine what is appropriate use.
5. Remove a user's access to the network at any time it is determined that the user engaged in unauthorized activity or violated these acceptable use procedures.
6. Cooperate fully with any investigation concerning or relating to the District's network activity.

School District Internet Code of Conduct

Use of the Internet by students and staff of the District shall be in support of education and research that is consistent with the mission of the District. Internet use is limited to those persons who have been issued District-approved accounts. Use will be in accordance with the District's Acceptable Use Procedures and this Code of Conduct. Users are expected to abide by the following terms and conditions:

1. Protect their Internet log from others.
2. Respect the privacy of other users. Do not use other users' passwords.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
5. Treat information created by others as the private property of the creator. Respect copyrights.
6. Use any network in a way that does not disrupt its use by others.
7. Do not destroy, modify or abuse the hardware or software in any way.
8. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, etc.
9. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
10. Do not use the Internet for commercial purposes.

The District reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

School District Internet Access Release Form

As a condition of my right to use the School District network resources, including access to the Internet, staff members understand and agree to the following:

1. To abide by the District Acceptable Use Procedures and Code of Conduct.

2. That District administrators and designated staff have the right to review, edit and/or delete any material stored on District computers, which they believe, in their sole discretion, may be unlawful, obscene, abusive, or otherwise objectionable. Staff members hereby waive any right of privacy which they may otherwise have to such material.

3. That the School District will not be liable for any direct or indirect, incidental, or consequential damages due to information gained and/or obtained via use of the District's network resources.

4. That the School District does not warrant that the functions of any District network, or any network accessible through District resources, will meet any specific requirements you may have, or that the network resources will be error-free or uninterrupted.

5. That the School District shall not be liable for any direct or indirect, incidental or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use District networks and resources.

6. That the use of the District network(s), including access to public networks, is a privilege which may be revoked by network administrators at any time for violation of the Acceptable Use Procedures and Code of Conduct. The School District will be the sole arbiter(s) of what constitutes violation of the Acceptable Use Procedures or Code of Conduct.

7. In consideration for the privilege of using the School District network resources and in consideration for having access to the public networks, I hereby release the School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the District network resources.

Name of User/Staff Member: _____

Home phone: _____

School of Employment: _____

Position of Employment: _____

I hereby certify that I have read the Acceptable Use Policy and Procedures; that I fully understand their terms and conditions; and that I will abide by the terms and conditions set forth in that document.

Signature of User/Staff Member: _____

Date: _____

Signature of Building Principal: _____

Date: _____

See Policy GBEF

Adopted: June 20, 2012

(replaces IJNDB and IJNDB-A)

HOOKSETT SCHOOL DISTRICT

SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS

The School Board recognizes that technological resources can enhance student performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, teachers, and the community, supporting District and school operations, and improving access to and exchange of information. The Board expects all students to learn to use the available technological resources that will assist them in the performance of their education. As needed, students shall receive lessons and instruction in the appropriate use of these resources.

Students shall be responsible for the appropriate use of technology and shall use the District's technological resources primarily for purposes related to their education. Students are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.

The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or pornographic and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research, educational or other lawful purpose.

The Superintendent shall establish administrative regulations and an Acceptable Use Agreement that outlines student obligations and responsibilities related to the use of District technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the student's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations.

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all students. Students shall be required to acknowledge in writing that they have read and understood the District's Acceptable Use Agreement.

Appendix: JICL-R

Adopted: June 20, 2012

(replaces EGA and EGA-A)

Legal References: RSA 194:3-d, School District Computer Networks

HOOKSETT SCHOOL DISTRICT

ACCEPTABLE INTERNET USE PROCEDURES – STUDENTS

Purpose

The purpose of the Acceptable Use Procedures is to provide the procedures, rules, guidelines, and the code of conduct for the use of technology and the Internet.

Definition

The definition of "information networks" is any configuration of hardware and software, which connects users. The network includes, but is not limited to, all of the computer hardware, operating system software, application software, stored text and data files. This includes electronic mail, local databases, externally accessed databases, CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. Stand-alone workstations are also governed by this Acceptable Use Procedure.

The School District Services

The School District provides resources for teaching and learning, communication services, and business data services by maintaining access to local, regional, national, and international sources of information. The School District information resources will be used by members of the school community with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the School District. These procedures do not attempt to articulate all required for proscribed behavior by its users. Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services.

Guidelines

1. Access to the networks and to the information technology environment within the District is a privilege and must be treated as such by all users of the network and its associated systems.
2. Information networks will be used for the purposes of research, education, and school-related business and operations.
3. Any system which requires password access or for which the District requires an account,such as the Internet, will only be used by the authorized user. Account owners are ultimately responsible for all activity under their accounts.
4. The resources of the District are limited. All users must exercise prudence in the shared use of this resource.

Unacceptable Use

The District has the right to take disciplinary action, remove computer and networking privileges and/or take legal action, for any activity characterized as unethical and unacceptable.

Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third-party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system, and/or using a District network to make unauthorized entry into any other resource accessible via the network.
3. Seeks to gain or gains unauthorized access to information resources.
4. Uses or knowingly allows another to use any computer or computer system to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles or otherwise interferes with the integrity of computer-based information and/or information resources.
6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity.
8. Installs unauthorized software for use on District computers.
9. Uses a network to access inappropriate materials.
10. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.
11. Uses a District network for illegal harassing, vandalizing, inappropriate or obscene purposes, or in support of such activities.

School District Rights

The District reserves the right to:

1. Monitor all activity. Notwithstanding FERPA and other related laws, students have no expectation of privacy regarding their use on the school district computer network.
2. Make determinations on whether specific uses of a network are consistent with these acceptable use procedures.
3. Log network use and monitor storage disk space utilization by users.
4. Determine what is appropriate use.
5. Remove a user's access to the network at any time it is determined that the user engaged in unauthorized activity or violated these acceptable use procedures.
6. Cooperate fully with any investigation concerning or relating to the District's network activity.

School District Internet Code of Conduct

Use of the Internet by students and staff of the District shall be in support of education and research that is consistent with the mission of the District. Internet use is limited to those persons who have been issued District-approved accounts. Use will be in accordance with the District's Acceptable Use Procedures and this Code of Conduct. Users are expected to abide by the following terms and conditions:

1. Protect their Internet log from information from others.
2. Respect the privacy of other users. Do not use other users' passwords.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
5. Treat information created by others as the private property of the creator. Respect copyrights.
6. Use any network in a way that does not disrupt its use by others.
7. Do not destroy, modify or abuse the hardware or software in any way.
8. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, etc.
9. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
10. Do not use the Internet for commercial purposes.
11. The District reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

School District Internet Access Release Form

As a condition of my right to use the School District network resources, including access to the Internet, students understand and agree to the following:

1. To abide by the District Acceptable Use Procedures and Code of Conduct.
2. That District administrators and designated staff have the right to review any material stored on District computers in files and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable and students hereby waive any right of privacy which I may otherwise have to such material.
3. That the School District will not be liable for any direct or indirect, incidental, or consequential damages due to information gained and/or obtained via use of the District's network resources.
4. That the School District does not warrant that the functions of any District network, or any network accessible through District resources, will meet any specific requirements you may have, or that the network resources will be error-free or uninterrupted.

5. That the School District shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use District networks and resources.
6. That the use of the District network(s), including access to public networks, is a privilege which may be revoked by network administrators at any time for violation of the Acceptable Use Procedures and Code of Conduct. The School District will be the sole arbiter(s) of what constitutes a violation of the Acceptable Use Procedures or Code of Conduct.
7. In consideration for the privilege of using the School District network resources and inconsideration for having access to the public networks, I hereby release the School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the District network resources.

Name of User/Student: _____

Home phone: _____

School of Attendance: _____

I hereby certify that I have read the Acceptable Use Policy and Procedures; that I fully understand their terms and conditions; and that I will abide by the terms and conditions set forth in this document.

Signature of User/Student: _____

Date: _____

Signature of Building Principal: _____

Date: _____

See Policy JICL/IJNDB

Adopted: June 20, 2012

(replaces EGA and EGA-A)

(formerly JICLA)

HOOKSETT SCHOOL DISTRICT

PERSONAL DEVICE USAGE POLICY

The Hooksett School District has a right to protect its network and technical resources. Thus, any network user who brings his/her own personal device into the school building is required to adhere to the Acceptable Use Policy (AUP), Policy JICL and JICL-R, and sign a copy of the Hooksett School District Acceptable Use Contract. In addition, the student and parent/legal guardian must also sign the BYOD (Bring Your Own Device) Student User Agreement. The BYOD Student User Agreement will be reviewed and adopted annually.

HSD File: JICM

Hooksett School District

Bring Your Own Device (BYOD)

Student User Agreement

Purpose:

Many students' lives today are filled with media that gives them mobile access to information and resources 24/7. Outside school, students are free to pursue their interest in their own way and at their own pace. The opportunities are limitless, borderless, and instantaneous. In an effort to put students at the center and empower them to take control of their own learning, the Hooksett School District will allow students to use personal technology devices. Students wishing to participate must follow the responsibilities stated in the Acceptable Use Policy as well as the following guidelines.

Device Types:

The word "device" means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks, tablets/slates, iPod Touches, cell and smartphones.

Guidelines:

1. Any student who wishes to use a personally owned electronic device within the Hooksett School District must read and sign this agreement and submit it to the building principal. The student's parent/guardian must also sign this agreement.
2. The student takes full responsibility for his or her device. The school is not responsible for the security of the device.
3. The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
4. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.

5. Violations of any Board policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.
6. The student complies with the request of an adult in charge regarding the use of device.
7. Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.
8. The student may not use the devices to record, transmit or post photos or video of a person or persons on campus or buses, nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.
9. The student should only use their device to access relevant files.
10. The student will use the designated school wireless network. Use of 3G, 4G or similar wireless connections is not allowed.
11. The device(s) will be electronically registered and monitored and if needed, removed from the network.
12. Students in grades 6-8 are not permitted to utilize their device during lunch consistent with the guidelines.
13. Students in K-5 are not permitted to use their device at lunch or recess.
14. Students in grades 2-8 will be permitted to utilize their device on school buses consistent with the guidelines.
15. Students in grades 2-8 will not be permitted to use their device in the bathroom.

HSD File: JICM

Hooksett School District

Bring Your Own Device (BYOD)

Student User Agreement

As a student I understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of my network and/or device privileges as well as other disciplinary action.

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him and they understand the responsibility they have in the use of their personal device.

_____   _____

Device #1   Serial Number

_____   _____

Device #2   Serial Number

_____   _____

Student's Signature   Date

_____   _____

Please print Student's Name   Student's Grade

_____   _____

Parent's Signature   Date

_____

Please print Parent's Name

NOTE: Students must also complete the Acceptable Use Contract (Policy #JICL-R).

Adopted: October 4, 2011

Revised: June 20, 2012

Revised: December 4, 2012

Revised: August 5, 2014

Revised: April 19, 2016

Revised: November 21, 2017