Red River Parish Public Schools
District Technology Plan

Kay J. Easley
Superintendent

Approved on April 16, 2007
Revised and Approved on March 1, 2010
Revised and Approved on April 10, 2012
MAY 14, 2012

MS. CAREY PROSPERIE
RED RIVER PARISH SCHOOL BOARD
1992 ALONZO STREET
COUShatta, LA 71019

RE: CERTIFICATION OF TECHNOLOGY PLAN REVIEW/APPROVAL

Red River Parish School Board
Plan Approval Expiration Date: July 1, 2014
Pursuant to the requirements of the FCC’s E-rate program under the Schools and Libraries
Universal Service Support Mechanism

Dear Ms. Prosperie & Red River Parish School Board:

Thank you for submitting a copy of your institution’s 2007-2014 technology plan for recertification
pursuant to the requirements of the Schools and Libraries Universal Service support mechanism
(commonly known as “e-rate”) Program and the Title II, Part D Enhancing Education Through Technology
(EETT) Grant. Plans which have been approved for EETT can be used as the basis for your E-Rate
Technology Plan, as long as all five criteria have been addressed and a budget for E-Rate/Technology
services has been approved by an official E-Rate Technology Plan approver. E-Rate technology plans must
cover the full year of E-Rate services (July 1 – June 30) for any given funding year in which E-Rate funds
are requested. Additionally, an LEA must inform the Louisiana Department of Education whenever it
makes significant modifications to that plan.

The technology plan you provided contains all the basic planning components required under the E-rate
Program as set forth by the Federal Communications Commission (FCC) and EETT as set forth by the No
Child Left Behind Act (NCLB). As such, you may consider receipt of this letter as confirmation that your
technology plan has been approved by an “authorized organization” as required. This certification applies
only to the approval of this technology planning document for purposes of your E-rate application and
EETT Grant.

Although the basic structure of your technology plan has been approved through our process, you are
reminded that E-rate rules require a sufficient level of information to justify and validate any Universal
Service Program request. Any additional information, certifications, comparisons, annual E-Rate addenda,
and validations needed in order to submit a funding request are the sole responsibility of the plan submitter.

Sincerely,

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Red River Parish Public Schools

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For additional information about the Red River Parish Technology Plan, contact Mr. Carey Prosperie; Technology Coordinator; Red River Parish School District; 1922 Alonzo Street; P.O. Box 1369; Coushatta, LA 71019; Phone: (318) 932-4081; FAX: (318) 932-3081; E-mail: cprosperie@rrbulldogs.com; Website: www.rrbulldogs.com
OVERARCHING GOAL: All Louisiana educators and learners will benefit from technology-rich environments that support student achievement and produce life-long learners able to succeed in an information society.
Red River Parish Public Schools
Technology Plan

INTRODUCTION/OVERVIEW

Red River is a small, rural district with only one elementary, one junior high, one senior high school, and one alternative school. The parish has a 38.36% poverty rate. The district has 1,510 students with 87% on free and reduced lunch. Using eRate and General Fund monies, the district has wired all campuses and classrooms. The district also has wireless capabilities. The district has increased its total available Internet bandwidth to 30Mb with plans to increase it to 100Mb for the 2012-2013 school year.

The district has received several competitive grants in the past. For three years, Red River received a FIRSTTech grant in consortium with other districts to provide technology integration training and laptops to new teachers and their mentors. For two years, Red River received an EETT Anytime, Anywhere grant for two mobile laptop carts to use with the Louisiana Virtual High School (LVS) online classes. One cart is at the Alternative School and the other is at the high school. Red River Junior High School has received four mobile laptop carts as part of the Governor’s Turn On To Learning (TOTL) Project for 6th graders. The school also has two PLTW (Project Lead The Way) computer labs. For 2011-2012, a new keyboarding lab was added using General Fund. The junior high now has 3 computer labs and 4 laptop carts for student use.

The high school has two Carl Perkins computer labs used by the vocational classes all day. The Title I computer lab is used by the Credit Recovery Program. Classroom Based Technology Funds (CBTF) funds were used to add two new dual-purpose computer labs for all teachers to use. In 2009, EETT ConnectedTech Grant provided computers for the two English II classrooms. For 2011-2012, 4 new computer labs were added to help with EOC (End of Course) testing. The high school now has a total of eleven computer labs and two laptop carts for student use. The high school is also starting to incorporate the use of tablets. For 2011-2012, the 9th Grade Academy purchased iPads for the teachers and one iPad cart for student use. The superintendent and other Central Office supervisors were also purchased iPads.

Red River maintains a Title I Parent Center that includes a computer lab. The computers in this lab were updated in 2009. (The old computers were used to replace outdated computers at the Alternative School.) The lab is used during the day by parents and the community to complete assignments for their college courses, including online classes. Adult computer literacy classes are also offered by the center.

Red River’s Adult Education and GED program has not been funded by the state since 2008. Adult Education is currently provided in the district through Ouachita Parish. The district encourages all interested parties to attend this program.
Red River’s Mission Statement is “To promote Achievement and Accountability as we educate today for the challenges of tomorrow.” This technology plan outlines what the district has accomplished with technology in the past and where the district needs to be technology wise in the future in order to be able to educate our students for the challenges of tomorrow.

The Red River Parish Public Schools Technology Plan is aligned with the Louisiana State Technology Plan, which is aligned with the national technology plan, *Toward a New Golden Age in American Education: How the Internet, the Law, and Today’s Students are Revolutionizing Expectations (2004)* and outlines the district’s vision for educational technology. The document offers guidance to school leaders on how to build local capacity to support further implementation of technology in today’s educational settings. The district plan provides a common vision for continued technological advancement and strategic planning for future growth and needs in the area of educational technology.

Four major action steps (objectives) are addressed in the plan and have been reviewed for alignment with state and national goals and expectations, as well as, the overall district and state technology goals. Addressing the following four action steps will assist the district and local schools in developing technology integrated learning environments supported by all stakeholders:

**Action Step 1: Strengthen Leadership**
**Action Step 2: Improve Teacher Training**
**Action Step 3: Support E-Learning and Virtual Schools**
**Action Step 4: Provide Improved Access and Technology Usage**

While necessary revisions will occur during the life of this document, it is intended to serve as a model by which each school will create an individual plan aligned to the district and state plan. System and school plans will be evaluated and revised every three years. The technology plan consists of the following sections: (1) statement of action step, (2) statement of current status, (3) listing of benchmark/targets for 2014, (4) evaluation strategies and timelines, and (5) recommended district and school strategies.

**E-Rate Criteria for the Technology Plan**

To qualify as an approved Technology Plan for a Universal Service discount, the plan must meet the following five criteria that are core elements of successful school and library technology initiatives:

1. The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services;
2. The plan must have a professional development strategy to ensure that staff know how to use these new technologies to improve education or library services;
3. The plan must include an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services;
4. The plan must provide for a sufficient budget to acquire and support the non-discounted elements of the plan: the hardware, software, professional development, and other services that will be needed to implement the strategy; and
5. The plan must include an evaluation process that enables the school to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.
**Action Steps 1: Strengthen Leadership**

Leaders at all levels will support systemic change through transformational leadership while monitoring effective use of instructional technology which supports standards-based school improvement efforts.

**Current Status:**
1. The superintendent, 1 supervisor, and 2 principals have been trained in LEADTech.
2. Information is disseminated at the district and state levels regarding E-rate, EETT allocations, EETT competitive grants, and other funding opportunities.
3. The district sponsors an annual district-wide administrators’ in-service, to provide updates, pertinent information and offer a variety of professional development sessions.
4. The district and each school maintain a webpage highlighting important events and announcements in order to keep parents and the community informed and involved. The district’s web address is printed on the district’s letterhead and other written forms of communication.
5. The district utilizes a parent notification system that calls parents when there is a concern about their student’s attendance, discipline, and when their daily grades indicate a risk of failure. This phone system is also utilized to call parents with school event announcements.
6. The district utilizes an online parent portal that gives parents access to their student’s daily grades, attendance, and discipline information. With positive feedback, this parent portal will be implemented district-wide.
7. The district operates a Title I Parent Center to provide training and workshops for parents. The Parent Center also prepares and sends home a monthly newsletter.

**Benchmarks, Target year 2014:**
1. All educational administrators/leaders/teachers/students will be technology proficient according to state adopted standards found in the International Society for Technology in Education’s National Educational Technology Standards for Administrators (NETS-A), Teachers (NETS-T), and Students (NETS-S).
2. All current educational administrators/leaders/teachers will participate in leadership professional development offered by the Louisiana Department of Education, Region VII TLTC, and the district.
3. All current educational administrators/leaders/teachers will be encouraged to use technology to effectively monitor and evaluate teachers and students.
4. All newly appointed educational administrators/leaders will participate in ongoing professional development designed to develop/strengthen leadership skills and provide support during the first years of service.
5. All educational administrators/leaders will routinely model appropriate use of technology resources to support administrative and instructional functions.
6. All educational administrators/leaders will use a variety of emerging technologies (i.e., e-mail, voice technologies, and school and district intranet) as primary sources of communication.
7. All educational administrators/leaders will include components of effective technology integration in the development of school improvement plans.
8. All educational administrators/leaders will support, evaluate, coordinate, and modify their district and school technology plans and/or school improvement plan annually to ensure alignment with overall federal, state and district educational technology and accountability goals.

9. Districts and schools will use innovative restructuring and reallocation of existing budgets to purchase needed technology and provide access to high quality professional development opportunities.

10. Educational administrators/leaders and curriculum specialists will integrate educational technology into the state-mandated *Comprehensive Curriculum* or locally adopted curriculum.

**Evaluation Strategies and Timeline:**

<table>
<thead>
<tr>
<th>Evaluation Strategy</th>
<th>Frequency</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Technology Proficiency Self-Assessments for administrators, principals, teachers, and students</td>
<td>Annual</td>
<td>April, May</td>
</tr>
<tr>
<td>School and District Technology Surveys</td>
<td>Annual</td>
<td>April, May</td>
</tr>
<tr>
<td>District and schools Technology Plans associated with grants and/or E-rate applications</td>
<td>Annual</td>
<td>January</td>
</tr>
<tr>
<td>District and School-level monitoring of School Improvement Plans as it relates to educational technology leadership.</td>
<td>Annual</td>
<td>Spring</td>
</tr>
<tr>
<td>Appropriate district and school reports, i.e.—NCLB consolidated monitoring reports</td>
<td>Annual</td>
<td>July</td>
</tr>
<tr>
<td>Budget Reports (federal and/or state grants)</td>
<td>Annual</td>
<td>Fall, Spring</td>
</tr>
</tbody>
</table>

**Strategies:**

- Establish and maintain district-wide systems of communication that support the effective use of electronic communication.
- Provide funding and technical support for leaders at all levels to enable participation in ongoing professional development activities such as, but not limited to: LEADTECH, TechTools for Administrators, Educational Leader Induction, and LA LEADS.
- Provide funding and technical support for leaders at all levels to participate in leadership conferences such as, but not limited to the state LaLeads Conference.
- Provide each teacher and administrator with an up-to-date computer, software and appropriate training to ensure its effective use.
- Conduct a technology needs assessment of each school and establish a plan for technology professional development for leaders/aspiring leaders.
- Provide for a plan to systematically update equipment which keeps pace with the changing world of technology.
- Include an indicator that monitors and evaluates not only the use of classroom technology but curriculum integration with technology on required observation, evaluation or walk-through district forms.
Recommend implementation of technology-based applications for maintaining and reporting student grades, attendance records, scheduling, and other necessary record keeping.

Move toward web-based lesson plans to communicate more effectively with parents and provide them with access to information relative to student learning and classroom activities.

Recommend leaders at all levels model technology integration.

Recommend authentic assessment of the technology proficiency of returning and newly hired personnel.

Recommend school webpages include homework, weekly content focus of instruction, parent resources to help support curriculum, student products, and other appropriate information.

Seek all possible alternative sources of funding through strategic partnering with other programs at the district/school level.
Action Step 2: Improve Teacher Training

Teachers will participate in effective professional development to ensure that technology and other educational resources available in schools are being used to enhance student learning.

Current Status:
- Regional Education Service Centers and Assistive Technology Centers offer professional development opportunities to Red River Parish educators.
- A federal competitive EETT grant funds the Region VII Teaching, Learning and Technology Center (TLTC) which provides Red River Parish educators access to high quality technology professional development. (The EETT federal funds are no longer available and the TLTC has been closed as of June 30, 2011.)
- Online K-12 database resources and accompanying professional development on using these resources are available to all Red River Parish educators. The state did not fund the Online K-12 database resources in 2009-2010. The district used EETT funds to continue offering Worldbook Online and LPB / Discovery Education Streaming. Since EETT has not been funded, the schools are now using their funds to continue funding Worldbook Online and LPB / Discovery Education Streaming.
- Assistive Technology Regional Centers provide educators with training and support for addressing increased accessibility for all students through technology.
- Online lesson plan resources and lesson planning tools focused on integration of technology into the curricula, including the Louisiana Comprehensive Curriculum, are accessible to all Red River Parish educators through the Making Connections website.
- Online lesson plans, including the Louisiana Comprehensive Curriculum, Louisiana GLEs and Standards, are available for all Red River Parish teachers.
- Online daily gradebooks are available for all Red River Parish teachers to facilitate the sending of frequent progress reports and report cards.
- Of the teachers participating in the online technology proficiency self-assessment developed by SEDL and provided by the DLT, 51% of Red River Parish teachers scored proficient in all six categories in 2009.
- At the end of the 2009 school year, 40% of Red River Parish educators have completed INTECH K-6 or INTECH 7-12.

Benchmarks, target year 2014:
1. All teachers will engage in professional development activities offered locally or through regional TLTCs that demonstrate how to integrate technology into the Comprehensive Curriculum or the locally adopted curriculum.
2. All teachers will engage in professional development that includes both online and face-to-face local and state developed professional development opportunities.
3. All teachers will participate in professional learning communities that facilitate the integration of technology into student learning.
4. All new teachers will participate in ongoing professional development designed to facilitate the integration of technology into instruction and support the establishment of highly qualified teachers in Louisiana.
5. All Red River Parish teachers will be proficient in the use of technology to enhance student learning by 2014.
6. All teachers will be trained in resources designed to allow students to safely and effectively conduct research using technology.
7. All teachers will know how to use data to personalize/individualize instruction.
8. All PK-12 teachers will receive instructional technology support on an on-going basis from a school/district technology facilitator so that there will be at least one half-time support person to support every site or every 20-30 teachers.
9. Appropriate support for the assessment, acquisition and implementation of Assistive Technology as outlined in the *LA Pupil Appraisal Handbook, Bulletin 1508* will be provided by at least one Assistive Technology Specialist and/or Augmentative Communication Specialist for each district.
10. All teachers will be trained in software that uses technology to perform administrative tasks efficiently (i.e., digital records, such as electronic gradebooks, *IEP Maker*, attendance, planning).

**Evaluation Strategies and Timeline:**

<table>
<thead>
<tr>
<th>Evaluation Strategy</th>
<th>Frequency</th>
<th>Timeline</th>
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</thead>
<tbody>
<tr>
<td>State Technology Survey</td>
<td>Annual</td>
<td>April-May</td>
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<tr>
<td>State Technology Proficiency Self-Assessments for administrators, principals, teachers, and students.</td>
<td>Annual</td>
<td>April-May</td>
</tr>
<tr>
<td>School and District Technology Surveys</td>
<td>Annual</td>
<td>April-May</td>
</tr>
<tr>
<td>District and School Technology Plans associated with grant and/or Erate applications.</td>
<td>Annual</td>
<td>January</td>
</tr>
<tr>
<td>Certificates or sign-in sheets showing participation in teacher professional development opportunities.</td>
<td>Ongoing</td>
<td>Fall, Spring, &amp; Summer</td>
</tr>
<tr>
<td>Appropriate district reports (i.e.—NCLB consolidated monitoring reports)</td>
<td>Annual</td>
<td>July</td>
</tr>
<tr>
<td>District and school-level monitoring of professional development plans as it relates to educational technology leadership.</td>
<td>Annual</td>
<td>Fall, Spring, &amp; Summer</td>
</tr>
<tr>
<td>Teacher Professional Development Portfolios</td>
<td>Ongoing</td>
<td>Fall, Spring, &amp; Summer</td>
</tr>
<tr>
<td>Classroom observations</td>
<td>According to district-approved cycle</td>
<td>Fall &amp; Spring</td>
</tr>
<tr>
<td>Teacher presentations at conferences, regional and state, i.e.—LACUE</td>
<td>Ongoing</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

**Strategies:**
- Allocate sufficient funds and resources for professional development and technology support personnel.
- Provide opportunities for all teachers to enhance their educational technology knowledge and skills by developing and providing access to professional development programs, funding stipends and substitutes, and providing travel assistance.
- Provide technical troubleshooting training for teachers.
- Utilize e-mail as the official source of communication.
- Encourage teachers to learn and use correct technology vocabulary.
- Require all teachers to complete appropriate technology integration training(s) to become technology proficient by 2014.
- Provide teachers with access to appropriate software and hardware in order to integrate technology into daily instruction to facilitate and enhance student learning.
- Include components of effective technology integration in the development of lesson plans.
- Add a technology strand to teacher/administrator evaluations in line with *Louisiana Components of Effective Teaching* so that technology becomes a seamless part of daily classroom teaching and learning.
- Recommend monthly grade-level meetings include activities that address the integration of technology into the curriculum.
- Send regular email messages about sound educational websites, technology lesson plans and resources, and instructional tools.
- Provide access to various levels of technology lesson plans and instructional resources (beginner to advanced) within the school and district.
- Provide access to a school-based Technology Integration Specialist to assist faculty with job-embedded staff development opportunities and needs, classroom modeling, and development of technology integrated curriculum.
- Recommend a Technology Liaison serve as a member of the school improvement committee.
- Recommend and support participation in professional organizations (i.e., LACUE, NECC, ISTE, and CoSN) by providing financial assistance to staff.
- Incorporate Universal Design for Learning strategies emphasizing accessible technology/curriculum into professional development initiatives.
- Utilize state provided tools and evaluation instruments for determining teacher, technology proficiencies.
Action Step 3: Support E-Learning and Virtual Schools

In the past five years there has been significant growth in organized online instruction (E-learning) and “virtual” schools, making it possible for students at all levels to receive high quality supplemental courses or full courses of instruction personalized to their needs. Traditional schools are turning to these services to expand opportunities and choices for students and professional development for teachers.

Current Status:
- The Louisiana Virtual High School (LVS) provides Red River Parish students access to high quality teachers and courses.
- Red River now offers students access to online courses through Bulldog Bytes, in addition to LVS.
- Red River students can now access courses required for the Louisiana TOPS Opportunity Scholarship Core Curriculum through the Louisiana Virtual High School and Bulldog Bytes, if the district does not offer the course.
- Online professional development courses are offered to Red River Parish educators through state agencies, schools and universities.

Benchmarks, Target Year, 2014:
1. The schools of Red River Parish will utilize the LVS and Bulldog Bytes as needed to meet the curriculum needs of all Red River Parish students.
2. The schools of Red River Parish will utilize the LVS and its online professional development activities to provide highly qualified instructors to Red River Parish students.
3. Red River Parish educators will participate in E-Learning opportunities offered by the Division of Leadership and Technology (DLT).
4. Red River Parish will design and offer E-Learning courses as needed to meet the professional development needs of its administrators and teachers.
5. Red River Parish administrators will be encouraged to use BlackBoard (or Moodle) with their faculty/staff for professional development and to enhance communication.
6. Red River Parish teachers will be encouraged to use BlackBoard (or Moodle) with students to enhance instruction and improve student learning and achievement.

Evaluation Strategies and Timeline:

<table>
<thead>
<tr>
<th>Evaluation Strategy</th>
<th>Frequency</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>LVS &amp; Bulldog Bytes enrollment and course offerings</td>
<td>Annual</td>
<td>Fall, Spring, &amp; Summer*</td>
</tr>
<tr>
<td>Carnegie Units awarded for LVS &amp; Bulldog Bytes offerings annually</td>
<td>Annual</td>
<td>Fall, Spring, &amp; Summer*</td>
</tr>
<tr>
<td>Provide LVS &amp; Bulldog Bytes students with email accounts and other required hardware and software</td>
<td>Annual</td>
<td>Fall, Spring, &amp; Summer*</td>
</tr>
<tr>
<td>Enrollment in online professional development courses offered by the state, region, and/or district</td>
<td>Annual</td>
<td>Fall, Spring, &amp; Summer*</td>
</tr>
</tbody>
</table>
Number of teachers and/or students using Blackboard to enhance student learning | Annual | Fall, Spring, & Summer*
--- | --- | ---

*When Summer School is offered.

**Strategies:**
- Inform Red River Parish district and school administrators, teachers, and students of e-learning opportunities provided for them by the district and state.
- Allocate federal, state and local funds and resources for e-learning.
- Offer Red River Parish students the opportunity to take e-learning courses during the summer school sessions.
- Disseminate information and promote the enrollment of Red River Parish students in the Louisiana Virtual School (LVS) and Bulldog Bytes online courses.
- Offer low-income students in Red River Parish the opportunity to have AP exam fees reimbursed through the Advanced Placement Test Fee Reimbursement Program.
- Collaborate with legislators, SBese members, BOR members and other policymakers to identify and secure funds to support e-learning.
- Create e-learning opportunities that support goals and benchmarks provided by the state, district, and local levels.
- Allocate sufficient funds and resources for high quality professional development and technology support personnel for training personnel in using and creating e-learning opportunities and resources.
- Encourage Red River Parish teachers and principals to participate in state initiatives that provide e-learning experiences.
- Provide after-hour access to technology resources.
- Collaborate with district policymakers, legislators, and community members to secure annual funds to support e-learning.
- Offer incentives to Red River Parish teachers and administrators who complete e-learning classes and/or workshops.
- Provide all Red River Parish high school students with the opportunity to complete one online learning experience prior to graduation.
- Provide training opportunities for Red River Parish administrators and teachers in online instruction and development/management of online courses.
- Provide all Red River Parish students participating in the Louisiana Virtual School and Bulldog Bytes with an email address and other required hardware and software.
**Action Step 4: Encourage Improved Access and Technology Usage**

Most public schools, colleges and universities now have access to high-speed, high-capacity hardware, software, and broadband communications. However, improved access, usage and integrated, interoperable data systems that are current and well-maintained could empower educators to transform teaching.

**Current Status:**
- Red River Parish technology coordinator participates in training opportunities and sharing of information on E-Rate and other funding resources to help with broadband and network support.
- Integrated data systems provide Red River Parish educators with access to (1) school performance data and analysis tools, (2) different type of student-level data, and (3) resources to assist in the analysis and use of data.
- Red River Parish currently subscribes to 30 Mbps of Internet Access at the district level. The district has plans to upgrade to 100Mbps starting July 1, 2012 with Erate approval.
- All Red River Parish classrooms and administrative spaces have Internet access. Note: The only known exception to classroom access is in three detention center classrooms.
- Student to computer ratio for Red River Parish in 2009 is 2.7:1.

**Benchmarks, Target Year 2014:**
1. All students, teachers and administrators will have access to computers and appropriate connectivity in educational settings.
2. Every school will have broadband capabilities available to the end user for data management, online and technology-based assessments, e-learning, and accessing high-quality digital content.
3. Appropriate assistive/adaptive technology will be available to address the unique requirements of persons with special needs.
4. At least eighty percent (80%) of all instructional spaces in PK-12 classrooms will exhibit a minimal ratio of 4:1 student-to-networked computer, one networked teacher computer, one networked printer, and a large screen display.
5. At least eighty five percent (85%) of students will use software packages including a productivity package, virus protection, and software that promote open-ended reasoning and higher-order thinking skills.
6. Every Red River Parish student, administrator, and teacher will receive high-quality technical support to manage and maintain computer networks and plan for future needs, so that there will be at least one (1) full-time technical support person for every 500 computers.
7. Red River Parish district and schools will adopt a Technology Acceptable Use Policy. The policy will address online safety, Fair Use, intellectual property, and privacy issues.
8. The district and all Red River Parish schools will establish recurring funding for technology.
9. The district and all Red River Parish schools will restructure budgets to reveal cost savings and will reallocate monies to maximize technology resources.
10. All students will use age appropriate technology to conduct research, to solve problems, to analyze data, to collaborate, and to communicate with experts and peers.

11. District and all schools will enforce Red River Parish’s Technology Acceptable Use Policy and certify compliance with the Children’s Internet Protection Act (CIPA).

12. All Red River Parish schools will have local and long distance telephone service used to facilitate and enhance communication between school, staff, parents, students, and other educational stakeholders.

13. Eligible Red River Parish school personnel will have cellular service for fast, on-demand communication while at school, in transit, on field trips, and at other educational activities.

14. All Red River Parish schools will have the necessary internal connections (connections include, but are not limited to, servers, wireless access points, wireless cards, wiring and related components, fiber transceivers, switches, routers, distance learning/videoconferencing equipment, VoIP technology, uninterruptible power supplies, racks, and cabinets) to facilitate data transport to all instructional spaces, faculty offices, and administrative offices. All equipment will be monitored and upgraded as needed.

15. Red River Parish students will have access to an email account in order to participate in the Louisiana Virtual School and for teacher/student communication.

16. Red River Parish district and school administrators, teachers, and staff will have an email account in order to enhance communication with administrators, faculty, staff, students, parents, and other educational stakeholders.

17. The Red River Parish district and all schools will have up-to-date websites to communicate more effectively with parents and provide them with access to information relative to student learning and classroom activities.

**Evaluation Strategies and Timeline:**

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<thead>
<tr>
<th>Evaluation Strategy</th>
<th>Frequency</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>Track bandwidth utilization of district/schools.</td>
<td>Annual</td>
<td>Late Spring</td>
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<tr>
<td>District and school Technology Survey Report Data</td>
<td>Annual</td>
<td>Spring, Summer</td>
</tr>
<tr>
<td>District and school Technology Plan Updates</td>
<td>Annual</td>
<td>Spring</td>
</tr>
<tr>
<td>Technology Proficiency Self-Assessments for administrators, principals, teachers and students.</td>
<td>Annual</td>
<td>Late Spring</td>
</tr>
<tr>
<td>Human resource records of IT personnel</td>
<td>Annual</td>
<td>Late Spring</td>
</tr>
<tr>
<td>Appropriate district reports, i.e.—NCLB consolidated monitoring</td>
<td>Annual</td>
<td>Late Spring</td>
</tr>
<tr>
<td>Classroom observations and evaluations by faculty/principals</td>
<td>As designated by district</td>
<td>As Conducted</td>
</tr>
<tr>
<td>District will enforce Technology Acceptable Use Policy and certify CIPA compliance</td>
<td>Annual</td>
<td>Spring, Summer, Fall, Winter</td>
</tr>
<tr>
<td>Monitor and review telecommunications (local and long distance, and cell phone services) to evaluate need to increase or decrease services</td>
<td>Annual</td>
<td>Fall, Late Spring</td>
</tr>
<tr>
<td>Monitor and review internal connections (i.e.—servers, switches, wiring, VoIP, etc.) to evaluate any needed changes in services</td>
<td>Annual</td>
<td>Fall, Late Spring</td>
</tr>
</tbody>
</table>
Monitor and review email services to evaluate any needed changes in services  |  Annual  |  Fall, Late Spring  
---|---|---
Monitor and review websites to evaluate any needed changes in services  |  Annual  |  Fall, Late Spring  
Provide training session in website design and maintenance for district, school, and class websites  |  Annual  |  Fall, Summer  

**Strategies:**

- Seek local funding such as property tax and sales tax.
- Participate in State Contract purchasing opportunities that support schools systems.
- Continue to support school system budgeted line items for technology bandwidth and infrastructure.
- Collaborate with other local and state educational entities for purchasing power by establishing a clearinghouse for local bids that can be accessed by schools and systems.
- Participate in E-rate to maximize the funds available for technology.
- Seek federal, state and corporate grant funding for technology, where available.
- Encourage tracking of bandwidth utilization for district and school network environments.
- Continue to expand the computer education courses of study for students.
- Use data from both administrative and instructional systems to understand relationship between decisions, allocation of resources and student achievement.
- Red River Parish will review, revise as needed, and disseminate the district’s Technology Acceptable Use Policy annually.
- Red River Parish will maintain compliance with the Children’s Internet Protection Act (CIPA) which includes content filtering, an internet safety policy, and a public notice and hearing.
- Red River Parish will review and update the District Technology Plan annually.
- Red River Parish will upgrade its network infrastructure (bandwidth and internal connections), as needed, based on network performance and usage reports so that all locations are able to support needs, goals, and objectives of the curriculum.
- Red River Parish will provide training sessions for administrators and teachers in website design and assistance in the development/maintenance of school/classroom websites.
GLOSSARY

**Assistive Technology** The term “assistive technology device” means any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of a child with a disability. The term excludes medical devices that are surgically implanted, or the replacement of such devices. [20 U.S.C. Section 602.1]

**Broadband Data** transmission scheme that sends multiple pieces of data over a single medium. Often refers to high-speed data transfer speeds when benchmarked with dial-up. FCC defines (2004) broadband speeds to be upstream/downstream data flow of a MINIMUM OF 200 kbps.

**CoSN** Consortium of School Networking

**DLT** Division of Leadership and Technology – Office of Educator Support

**GEE** Graduate Exit Exam

**INTECH** An intense, research-based, content-rich, hands-on, 56-hour staff development program for educators. An adaptation of the Georgia InTech model, it provides teachers with many examples of effective technology-based strategies that support and enhance curriculum and that can serve as catalysts for fundamental change in overall teaching and learning processes.

**ISTE** International Society for Technology in Education. A nonprofit professional organization with a worldwide membership of leaders in educational technology dedicated to promoting appropriate uses of information technology to support and improve learning, teaching, and administration in K–12 education and teacher education.

**K-12 Online Database Resources** Free, unlimited access to quality information resources via the Internet offered to all of Louisiana’s public and non-public schools through the Louisiana Department of Education. This project was funded with State Classroom-Based Technology Grant funds. This database includes reference resources of the EBSCO and World Book, Inc.

**LEADTECH** Technology high quality professional development training designed for superintendents and principals. This project is administered by the Division of Leadership and Technology.

**LVS** Louisiana Virtual School. A Louisiana Department of Education project funded through a 8(g) grant) to provide Louisiana high school students access to standards-based high school courses delivered by Louisiana teachers via a web-based online learning environment.
Making Connections  A web-based resource that has been termed a “one-stop shop” for educators across the state of Louisiana. It links lesson plans, web site resources, and software product previews to the Louisiana Content Standards and Benchmarks and to the statewide accountability assessment items (LEAP21) in the areas of mathematics, science, social studies, English, language arts, foreign languages, and fine arts.

NETS  National Educational Technology Standards. The primary goal of the ISTE NETS Project is to enable stakeholders in PreK-12 education to develop national standards for educational uses of technology that facilitate school improvement in the United States.

TLTC  Teaching, Learning and Technology Centers located regionally around the state and designed to offer technology training and support to the districts within each region. They serve as extensions of the Louisiana Center for Educational Technology.

Universal Design for Learning (UDL)  A concept or philosophy for designing and delivering products and services that are usable by people with the widest possible range of functional capabilities, which include products and services that are directly usable (without requiring assistive technologies) and products and services that are made usable with assistive technologies (Assistive Technology Act 105-394, § 2432 (iv)(2)(a)(1).
APPENDIX A

Red River Parish Public Schools

NEEDS ASSESSMENT DATA

Included below are some guidance questions for the system to consider in compiling its needs assessment. The questions are intended as guidance in compiling data and developing the needs assessment. Submission of responses to these questions is not required.

GUIDANCE QUESTIONS FOR THE SYSTEM NEEDS ASSESSMENT

1. What do school and system data reveal about the following:
   - Distance learning opportunities for students and teachers
   - Student-to-computer ratio
   - Professional development opportunities in instructional technology
   - Technical support for teachers and schools
   - Number of instructional classrooms with at least one multimedia computer with internet access
   - Online database and other web resources utilized within the classroom
   - Technical skill level of teachers
   - Teacher and principal quality relative to integrating technology into the curriculum
   - Budgetary support of technology in teaching and learning

2. What are the system’s strengths and weaknesses as identified by the data?
3. What patterns and trends emerge from the data?
4. What are the areas of weakness that must be affected to help the system accomplish the technology plan goal and objectives?
5. How will the system set priorities to address the needs revealed by the weaknesses?
6. Which of the needs have the greatest potential for influencing student learning?

The Needs Assessment Summary follows. The purpose of the summary page is to provide a “snapshot” of the system’s strengths and weaknesses. Strengths are on the left and weaknesses are on the right of the page. Careful consideration should be given of how the technology plan will address the weaknesses and how it will utilize the strengths to build a stronger foundation for the system.

STEPS FOR COMPLETING NEEDS ASSESSMENT

1. Identify and gather all pertinent sources of data including those indicated above.
2. Conduct systematic analysis of all data.
NEEDS ASSESSMENT SUMMARY

List the System’s strengths and weaknesses as identified by data collected.

<table>
<thead>
<tr>
<th>System’s Strengths</th>
<th>System’s Weaknesses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Distance Learning Opportunities</strong></td>
<td></td>
</tr>
<tr>
<td>• The district has three compressed video units. These are currently stationed at RRES, RRHS, and the Central Office. Units connect over the Internet via IP.</td>
<td>• Used only occasionally by teachers taking classes from universities.</td>
</tr>
<tr>
<td>• High School students can participate in the Louisiana Virtual High School (LVS) sponsored by the state or Bulldog Bytes. Can take courses online that are not offered at their high school.</td>
<td>• Not for average or below average students. Students need strong self-discipline &amp; motivation to complete work. Need strong facilitator in class to keep students on task and troubleshoot computer problems.</td>
</tr>
<tr>
<td>• Students can also participate in online courses provided by the district, known as Bulldog Bytes. Content can be used for grade recovery and by homebound students.</td>
<td></td>
</tr>
<tr>
<td><strong>Computer to Student Ratio</strong></td>
<td></td>
</tr>
<tr>
<td>District</td>
<td>Students</td>
</tr>
<tr>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>District</td>
<td>1,440</td>
</tr>
<tr>
<td>RRES</td>
<td>791</td>
</tr>
<tr>
<td>RRJH</td>
<td>303</td>
</tr>
<tr>
<td>RRHS</td>
<td>346</td>
</tr>
</tbody>
</table>

*Based on school reported data on State’s Annual School Technology Survey 2009. • Some classrooms have multiple computers while others have only one. Equitable distribution of computers among classrooms needs to be improved.
## Professional Development Opportunities in Instructional Technology

Workshops offered include, but are not limited to:

**School provided workshops**
- Kids College Online
- Renaissance Learning (AR)

**District provided workshops**
- Email
- Online Gradebooks
- Online Lesson Plans
- Online Resources (Worldbook, Discovery Education Streaming, LA PASS)

**Region VII TLTC & State Workshops**
- INTECH K-6 & 7-12
- INTECH 2 (Science and Social Studies)
- LaTel and Intel
- LEADTech
- Online Resources (Worldbook, Discovery Education Streaming, LA PASS)

- Limited technology funds available for stipends and supplies.
- Limited job embedded time available for training.
- Low teacher turnout
- EETT and CBTF continue to be unfunded, leaving the district with no technology funds for equipment or professional development.

- Must travel to Minden or Baton Rouge.
- As of June 30, 2011, TLTC is closed due to lack of funding from EETT.

## Technical Support for Teachers and Schools

- District has two fulltime personnel in the technology department.
- District has added 1 technician on a temporary basis.

- District License for Antivirus software
- District has both Internet Content Filtering and email anti-SPAM/content filtering measures in place.
- District has vendor technician support for all warranty and out-of-warranty repair issues.
- District has a Basic Maintenance Contract for Network and Server Issues funded through Erate.

- Technology department personnel have additional areas of responsibility which can limit their time available and/or delay their response time to problems.
### Number of Instructional Classrooms with at least one Multimedia computer with Internet Access

- All classrooms have at least one multimedia computer with Internet access. Many classrooms have multiple computers.
- RRES and RRJH are adding nComputing devices to classroom computers to have additional capacity for student use.
- Equitable distribution of multiple computers.
- Note: Classrooms in the Detention Building at Ware Youth Center do not have Internet access.
- nComputing is best for word processing and web applications. Additional stations do not have multimedia access to CDs at the same time.

### Online Databases and Other Web Resources Utilized within the Classrooms

- Worldbook Online
- Discovery Education Streaming
- LA PASS
- Kids College Online
- Renaissance Learning
- Oncourse Lesson Plans
- JPAMS Gradebook
- School, district, & state websites
- Bulldog Bytes provided by Odysseyware
- Orchard for elementary students
- Bandwidth limitations cause slow Internet response times during high usage times, especially after lunch. (Bandwidth will be increased for 2012-2013 using Erate Funds.)
- Virus/spyware outbreaks can bog down the network with their activity that renders online resources unavailable.
  - Individual computer users need to make sure their computer is has up-to-date antivirus definitions and current Windows updates and report any problems in these areas.

### Technical Skill Level of Teachers

- Thirty-two (32) elementary teachers have completed INTECH K-6 (26%)
- Fourteen (14) junior-senior high teachers have completed INTECH 7-12 (11.4%)
- More elementary teachers INTECH trained than junior-senior high teachers.
- INTECH is 7 intensive days of technology integration training (revised this year to 6) that must be done in the summer or nights and weekends. The time commitment needed to complete INTECH may discourage teachers from signing up for the technology integration training.
<table>
<thead>
<tr>
<th>Teacher and Principal Quality Relative to Integrating Technology into the Curriculum</th>
<th>Budgetary Support of Technology in Teaching and Learning</th>
</tr>
</thead>
</table>
| • Three principals of 4 principals have completed LEADTech.  
• On the state’s End-of-Year Technology Self-Assessment Survey for 2009, 51% of teachers rated themselves proficient in all 6 areas of technology standards.  
• On the state’s End-of-Year Technology Self-Assessment Survey for 2009, 58% of school administrators rated themselves proficient in all 6 areas of technology standards. | • Lack of EETT funds has forced the TLTC to close reducing the professional development opportunities for teachers.  
• Self-reporting assessment survey could be an unreliable reporting tool. State working on production assessment tool—Show me that you can do what you say you can do.  
• No set line item for technology in budgets.  
• No local funding dedicated to technology.  
• State and federal technology funding on the decline. Federal funding reduced 46% this year. |
| **Budgetary Support of Technology in Teaching and Learning** | **Teacher and Principal Quality Relative to Integrating Technology into the Curriculum** |
| • Most programs have technology budget component.  
• District’s high poverty rate and rural status gives district a high Erate discount percentage—varies from 86% to 90% discount. General fund pays the remaining 14% to 10% of program costs for funding the district’s Internet and WAN expenses. | **Budgetary Support of Technology in Teaching and Learning**  
**Teacher and Principal Quality Relative to Integrating Technology into the Curriculum** |
| **Budgetary Support of Technology in Teaching and Learning**  
**Teacher and Principal Quality Relative to Integrating Technology into the Curriculum** | **Budgetary Support of Technology in Teaching and Learning**  
**Teacher and Principal Quality Relative to Integrating Technology into the Curriculum** |
APPENDIX B

Red River Parish Public Schools

System Review Assurance

By signing this form, you confirm that your school board reviewed and approved the system technology plan for 2007-2014. This signed form is to be included with the system technology plan at the time of its submission to the State Department of Education.

WE HEREBY ACKNOWLEDGE THIS 10TH DAY OF APRIL 2012 THAT WE HAVE REVIEWED AND APPROVED THE SYSTEM TECHNOLOGY PLAN FOR RED RIVER PARISH.

Kay J. Easley
SUPERINTENDENT

Gene Longino
SCHOOL BOARD PRESIDENT
APPENDIX C

Red River Parish Public Schools

School Review Assurance

By signing this form, you confirm that you were issued a copy of the system technology plan for 2007-2014.

We hereby acknowledge this 10th day of April 2012 that we have reviewed and are familiar with the System Technology Plan for Red River Parish. We understand that our school technology plan should mirror the system’s plan and should be on file with the system.

Kay J. Easley
Superintendent

<table>
<thead>
<tr>
<th>Principal Name</th>
<th>Signature</th>
<th>School Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jamie Lawrence</td>
<td>Jamie Lawrence</td>
<td>Red River Elementary</td>
</tr>
<tr>
<td>Jacqueline Daniels</td>
<td>Jacqueline Daniels</td>
<td>Red River Junior High</td>
</tr>
<tr>
<td>Carroll Daniels</td>
<td>Carroll Daniels</td>
<td>Red River Senior High</td>
</tr>
<tr>
<td>Diane Newton</td>
<td>Diane Newton</td>
<td>Springville Education Center Ware Youth Center</td>
</tr>
</tbody>
</table>
APPENDIX D

Red River Parish Public Schools

TECHNOLOGY PLAN DEVELOPMENT
TEAM MEMBERS

List the names and occupations of team members serving on your system’s Technology Plan Development Team.

<table>
<thead>
<tr>
<th>NAME</th>
<th>OCCUPATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carey Prosperie</td>
<td>Technology Coordinator</td>
</tr>
<tr>
<td>John Gardner</td>
<td>Technology Facilitator</td>
</tr>
<tr>
<td>Alison Hughes</td>
<td>Federal Programs Supervisor</td>
</tr>
<tr>
<td>Karen Squires</td>
<td>Special Education Supervisor</td>
</tr>
<tr>
<td>Doyle Bell</td>
<td>Red River Elementary School</td>
</tr>
<tr>
<td>Roshanda Taylor</td>
<td>Red River Junior High School</td>
</tr>
<tr>
<td>Darlene Woodell</td>
<td>Red River High School</td>
</tr>
<tr>
<td>Wanda Lemoine</td>
<td>Springville Educational Center</td>
</tr>
<tr>
<td>Trina Brown</td>
<td>Ware Youth Center</td>
</tr>
<tr>
<td>Robin Owens</td>
<td>Parent</td>
</tr>
<tr>
<td>Ardis Almond</td>
<td>Community</td>
</tr>
<tr>
<td>Jerry Glover</td>
<td>Community</td>
</tr>
</tbody>
</table>
APPENDIX E

Red River Parish Public Schools

E-rate Budget

The Analysis Sheet was prepared in accordance with Section 54.508(b) of the FCC’s Rules and Regulations, Chapter 1 of Title 47 of the Code of Federal Regulations.

<table>
<thead>
<tr>
<th>SYSTEM: Red River Parish Public Schools</th>
<th>FUNDING YEAR: 2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared by: Carey Prosperie, Technology Coordinator</td>
<td>Date: March 20, 2012</td>
</tr>
</tbody>
</table>

Specific E-Rate Service(s) Requested:

Priority 1 Services:
- Internet Access 100 Mbps
- Wireless WAN (200Mbps radios) (RRES, RRJrSr, SEC)
- Wireless WAN (200Mbps radios) (Ware)
- Web-based Email & Webhosting
- Cell Phones
- Long Distance Service
- Local Phone Service

Priority 2 Services:
- Basic Maintenance of Internal Connections
- Internal Connections
  o None. With the approval of 2011-2012 funding, district will have used its 2-of-5 years for Internal Connections.

E2T2 Goal(s) which are addressed by the service (either reference to a location within the plan or a brief narrative description):

Performance Goals:
1. Student achievement, including technology literacy, of all students is improved through the use of technology.
   a. By the end of 8th grade, students should be technology literate.
   b. Students should be able to use email.
   c. Students should understand the ethical, cultural, and societal issues related to technology.
2. Teachers effectively use technology and research-based practices to support student learning.
   a. Teachers should be qualified to use technology for instruction.
   b. Teachers should be LaTel or Intel trained.
   c. Teachers should use technology to enhance their productivity and professional practices.
3. Technology is integrated throughout the curriculum.
   a. Students should be able to work from a networked computer.
   b. Teachers and students should use online resources provided by the state and district—such as Worldbook Online, LA PASS, and LPB/Discovery Education Streaming.
c. Teachers should use classroom webpages as a means of keeping parents and students informed.

**Evaluation Activity for the service (either reference to a location within the plan or a brief narrative description):**

1. All junior and senior high school students will take the state’s Technology Proficiency Self-Assessment online at the end of each school year.
2. The district will provide each student with an email account and the student will activate and use their email account.
3. All email account users will agree to abide by the district’s Acceptable Use Policy when they activate their email account.
4. All teachers, principals, and Central Office supervisors will take the state’s Technology Proficiency Self-Assessment online at the end of each school year.
5. Teachers will verify their completion of INTECH training by providing copies of the sign-in sheets and certificates of completion.
6. The district and all schools will complete the state’s end-of-year technology surveys.
7. Teachers will verify their completion of training to use the online resources by providing copies of their sign-in sheets and certificates of completion.
8. Teachers will verify their use of classroom web pages by providing copies current web pages.
<table>
<thead>
<tr>
<th><strong>Current Level/Amount of Service:</strong></th>
<th><strong>Level after E-Rate Request is Filled:</strong></th>
<th><strong>Budget $ for System’s Share (for each charge involved in the service):</strong></th>
<th><strong>Planned Budget Source or Line Item for Each Amount:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Priority 1 Services:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet Access</td>
<td>Internet Access</td>
<td>$36,627.93</td>
<td>General</td>
</tr>
<tr>
<td>• 30 Mbps</td>
<td>100 Mbps</td>
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<tr>
<td>Wireless WAN</td>
<td>Wireless WAN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• 200 Mbps (RRES, RRJrSr, SEC, Ware)</td>
<td>200 Mbps (RRES, RRJrSr, SEC)</td>
<td>$5,880.00</td>
<td>General</td>
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<tr>
<td>Web-based email and webhosting</td>
<td>Web-based email and webhosting</td>
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<tr>
<td>• 5 websites</td>
<td>5 websites</td>
<td>$2,278.80</td>
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</tr>
<tr>
<td>1200 email accounts</td>
<td>1200 email accounts</td>
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</tr>
<tr>
<td>Cell Phones</td>
<td>Cell Phones</td>
<td></td>
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</tr>
<tr>
<td>• 8 phones</td>
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<td>$707.60</td>
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</tr>
<tr>
<td>Long Distance Service</td>
<td>Long Distance Service</td>
<td>$1,465.92</td>
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</tr>
<tr>
<td>• 8 accounts</td>
<td>8 accounts</td>
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<td>General</td>
</tr>
<tr>
<td>Local Phone Service</td>
<td>Local Phone Service</td>
<td>$5,688.00</td>
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<td>• 57 accounts</td>
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</tr>
<tr>
<td>VoIP Service</td>
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<tr>
<td>• None</td>
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<td><strong>Priority 2 Services:</strong></td>
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<td></td>
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<tr>
<td>Internal Connections</td>
<td>Internal Connections</td>
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<td>General</td>
</tr>
<tr>
<td>• None</td>
<td>None</td>
<td>$0.00</td>
<td>General</td>
</tr>
<tr>
<td>Basic Maintenance of Internal Connections</td>
<td>Basic Maintenance of Internal Connections</td>
<td>$6,849.00</td>
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<tr>
<td>• 90% discount sites</td>
<td>90% discount sites</td>
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</tr>
<tr>
<td><strong>Total District Commitment for E-rate Services</strong></td>
<td><strong>Total District Commitment for E-rate Services</strong></td>
<td><strong>Total District Commitment for E-rate Services</strong></td>
<td><strong>Total District Commitment for E-rate Services</strong></td>
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</table>
## NON-ELIGIBLE REQUIREMENTS TO MEET GOALS

<table>
<thead>
<tr>
<th>Hardware Required:</th>
<th>Current Level:</th>
<th>New Required:</th>
<th>Budgeted $:</th>
<th>Source of Funds:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardware Computers &amp; Peripherals (printers, scanners, projectors, Smartboards, etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$31,300.00</td>
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<td></td>
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<td>-0-</td>
<td></td>
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<tr>
<td>$31,300.00</td>
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<td>General</td>
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<table>
<thead>
<tr>
<th>Software Required:</th>
<th>Current Level:</th>
<th>New Required:</th>
<th>Budgeted $:</th>
<th>Source of Funds:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Filter District Antivirus KidsCollege Online Ren Learning (AR) Reading Coach OnCourse JPAMS Microsoft Office</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>$31,366.00</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>-0-</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>$31,366.00</td>
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<td>General Special Education Title I</td>
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<table>
<thead>
<tr>
<th>Professional Development Required:</th>
<th>Current Level:</th>
<th>New Required:</th>
<th>Budgeted $:</th>
<th>Source of Funds:</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$0.00</td>
<td></td>
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<td>-0-</td>
<td></td>
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<tr>
<td>$0.00</td>
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<tr>
<td>General, Special Ed, Title I</td>
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<table>
<thead>
<tr>
<th>Retrofitting Required</th>
<th>Budgeted $:</th>
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<tbody>
<tr>
<td>None</td>
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<td></td>
</tr>
<tr>
<td>-0-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NA</td>
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<table>
<thead>
<tr>
<th>Maintenance Required:</th>
<th>Current level:</th>
<th>Location of Serviced Items:</th>
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<th>Source of Funds:</th>
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<tbody>
<tr>
<td>Building Maint</td>
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<td>$53,955.00</td>
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<td>All district buildings</td>
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<td>$53,955.00</td>
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<td>General, Title I Special Education</td>
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**Total amount budgeted for Non-Eligible Requirements:** $116,621.00
APPENDIX F

Red River Parish Public Schools

Critical E-Rate Components to Technology Plan

Address the five critical e-rate components shown below. This should be reflective of your Form 470 and 471 and must be submitted every year as proof of having a written plan prior to submitting the Form 470 and/or 471.

E-RATE CRITERIA FOR THE TECHNOLOGY PLAN

To qualify as an approved Technology Plan for a Universal Service discount, the plan must meet the following five criteria that are core elements of successful school technology initiatives:

1. The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services;

2. The plan must have a professional development strategy to ensure that staff knows how to use these new technologies to improve education or library services;

3. The plan must include an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services;

4. The plan must provide for a sufficient budget to acquire and support the non-discounted elements of the plan: the hardware, software, professional development, and other services that will be needed to implement the strategy; and

5. The plan must include an evaluation process that enables the school to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.
E-Rate Technology Plan Addendum
Red River Parish Public Schools
Funding Year 2010 - 2011

Please enter appropriate and, concise responses necessary to fulfill the plan addendum guidelines as prescribed below (i.e., use only the amount of space needed for the services and/or items listed).

NOTE: The current technology plan may be cited by page and paragraph to prevent having to create new technology plan. The material provided must address each E-Rate plan criteria area discussed below. Complete and accurate responses will be needed to meet the intent of the E-Rate Plan Addendum.

<table>
<thead>
<tr>
<th>Telecom Services, Internet Access, &amp; Internal Connections</th>
<th>Goals &amp; Strategies</th>
<th>Professional Development</th>
<th>Budget E-Rate (Our Discount %)</th>
<th>Assessment</th>
<th>Monitoring &amp; Evaluation</th>
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<tbody>
<tr>
<td>All services listed on a Form 470 (to include services or items identified in conjunction with the state master contract) must be included in the technology plan. Please list all of the items that you plan to list in your Form 470(s). List like items or services only once but clearly delineate who is receiving the items or services. You may also list any future items or services that are part of technology planning that were not included in this E-Rate Funding Year’s Form 470 [Process Year 11 (2008-2009)].</td>
<td>Clear goals and a realistic strategy for using the requested telecommunications and information technology to improve education or library services. An assessment of the telecommunications services, hardware, software, and other services that will be needed to improve education or library services. Location within the currently approved 2007 - 2014 Technology Plan on file at DLT.</td>
<td>A professional development strategy to ensure that staffs know how to use these new technologies to improve education or library services. Location within the currently approved 2007 - 2014 Technology Plan on file at DLT.</td>
<td>A sufficient budget to acquire and support the non-discounted elements of the plan: the hardware, software, professional development, and other services that will be needed to implement the strategy. THE BUDGET portion must CLEARLY state that your entity has estimated the amount of the NON-DISCOUNTED portion of E-Rate and have the budget to meet that expense. This section of the plan addendum concerns ancillary requirements necessary to actually make the requested E-Rate services work (e.g. computers, software, and professional development)</td>
<td></td>
<td>An evaluation process that enables the school or library to monitor progress toward the identified goals and make mid-course (i.e. mid-year), corrections in response to new developments and opportunities as they arise. If the process described in your current technology plan is very general, that description may not be sufficient to meet the expectations of the E-Rate program. Location within the currently approved 2007 - 2014 Technology Plan on file at DLT.</td>
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<tr>
<td>Telecommunications</td>
<td>To provide all district and school sites with local and long distance phone service, phone systems, and voice mail as a means of communication with students, parents, teachers, administrators, and the public.</td>
<td>Phone service and phone equipment vendors will provide training for district &amp; school staff as needed when new equipment or services are installed or upgraded.</td>
<td>District and school staff will monitor annually, at minimum, actual use, and recommend changes to enhance the productivity and effectiveness of these services.</td>
<td>District Technology Coordinator will evaluate the need to increase or decrease services by surveying superintendent, principals, secretaries and other appropriate staff which use the services annually.</td>
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<td>To provide all district and school sites with Voice over IP phone service, VoIP phone systems, and voice mail as a means of communication with students, parents, teachers, administrators, and the public.</td>
<td>VoIP phone service and equipment vendors will provide training for district &amp; school staff as needed when new equipment or services are installed or upgraded.</td>
<td>District and school staff will monitor annually, at minimum, actual use, and recommend changes to enhance the productivity and effectiveness of these services.</td>
<td>District Technology Coordinator will evaluate the need to increase or decrease services by surveying superintendent, principals, secretaries and other appropriate staff which use the services annually.</td>
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<tr>
<td>Voice over IP</td>
<td>To provide all district and school sites with Voice over IP phone service, VoIP phone systems, and voice mail as a means of communication with students, parents, teachers, administrators, and the public.</td>
<td>VoIP phone service and equipment vendors will provide training for district &amp; school staff as needed when new equipment or services are installed or upgraded.</td>
<td>District and school staff will monitor annually, at minimum, actual use, and recommend changes to enhance the productivity and effectiveness of these services.</td>
<td>District Technology Coordinator will evaluate the need to increase or decrease services by surveying superintendent, principals, secretaries and other appropriate staff which use the services annually.</td>
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<td>Cell Phone Service</td>
<td>To provide district administrators with cell phone service as a means of communication with the district office and schools when they are traveling in the scope of their duties. Cell phone service should include both voice and data service in order to allow users to timely check their emails when they are out of the office.</td>
<td>Cell phone service and cell phone equipment vendors will provide training for district staff as needed when new equipment or services are installed or upgraded.</td>
<td>School accounting and staff will monitor the monthly usage to determine if amount of minutes need to be increased or decreased annually.</td>
<td>Technology Coordinator will survey the end-users utilizing the cell phones to determine the communication strategies being used. These strategies will be evaluated to determine their effectiveness of this method of communication for the entities.</td>
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<td>Internet Access</td>
<td>All schools in the district/system will be connected to a district WAN for Internet</td>
<td>WAN vendor will provide training for district &amp; school staff as needed when new</td>
<td>Staff and provider will monitor annually and report to the school’s technology</td>
<td>District Technology Coordinator will evaluate the need to increase or decrease services by surveying</td>
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<td>Internet Access</td>
<td>Access.</td>
<td>equipment is installed or upgraded.</td>
<td>committee actual use, recommend changes to enhance the productivity and effectiveness of these services.</td>
<td>superintendent, principals, secretaries and other appropriate staff which use the services annually.</td>
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<td>• Wireless Towers operating at 200 mbps or better will be used for all school sites.</td>
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<td>• The Special Education Office and Title I Parent Center are connected to the WAN via Fiber.</td>
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<td>Internet Access</td>
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<td>• Provide a district connection to the Internet at 100 mbps or higher.</td>
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<td>• The district office will have secondary Internet Access connection for Internet and email access if the main link is inoperable, such as DSL.</td>
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<td>Internet Access</td>
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<td>Internet Service Provider will provide training for district &amp; school staff as needed when new equipment is installed or upgraded.</td>
<td>90% Erate Discount</td>
<td>District Technology Coordinator will evaluate the need to increase or decrease services by surveying superintendent, principals, secretaries and other appropriate staff which use the services annually.</td>
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<td>• All students and teachers will have and use an email account.</td>
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<td>• Workshops will be conducted by the district to instruct teachers about</td>
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<td>90% Erate Discount</td>
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<td>Workshop participants will complete online or paper</td>
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<td>Workshop participants will complete online or paper evaluations of all workshops.</td>
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<td>To provide ongoing professional development for teachers, principals, administrators, and school library personnel.</td>
<td>To encourage teachers and administrators to participate in trainings.</td>
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| - All teachers will have the ability to create a class web page.  
  - Teachers will instruct students about their email accounts. | The state conducts regular workshops on integrating technology into the curriculum—such as, INTECH, LaTel, Intel, LEADTech, Internet Safety, etc. |  |
<p>| email accounts and web pages. |  |
| evaluations of all workshops. |  |
| Conduct evaluation of email and webpage hosting statistics. |  |
| Conduct quarterly evaluation of email and webpage hosting statistics. |  |
| Conduct workshops on JPAMS, SIS and online gradebook software. |  |
| Conduct workshops for online lesson plan software. |  |
| Conduct workshops on using eChalk, online email and website hosting services. |  |
| Conduct workshops on using state and district sponsored online resources—such as, Worldbook and LPB / Discovery Education Streaming. |  |
| Workshop participants will complete online or paper evaluations of all workshops. |  |
| Conduct annual evaluation of need for workshops. |  |
| Workshop participants will complete online or paper evaluations of all workshops. |  |
| Conduct annual evaluation of need for workshops. |  |
| Workshop participants will complete online or paper evaluations of all workshops. |  |
| Conduct annual evaluation of need for workshops. |  |</p>
<table>
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<tr>
<th>To improve student achievement, including technology literacy.</th>
<th>All students, teachers, principals, and administrators will take the annual end-of-year self-assessment for technology proficiency administered by the state.</th>
<th>Annually evaluate the results of the self-assessment for technology proficiency and determine what workshops should be offered.</th>
<th>Annual evaluation of the results of the self-assessment for technology proficiency and determine what workshops should be offered.</th>
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| To ensure the effective use of technology to promote parental involvement and increase communication with parents.  
- Teachers will create and keep updated class web pages.  
- Encourage email contact between parents, students, and teachers. | - Conduct workshops on using eChalk, online email and website hosting services.  
- Hold Internet Safety meeting and discuss Acceptable Use Policy. | - Workshop participants will complete online or paper evaluations of all workshops.  
- Conduct annual evaluation of need for workshops. | - Workshop participants will complete online or paper evaluations of all workshops.  
- Conduct annual evaluation of need for workshops. |
| All schools district/system will have a LAN for network and Internet Access.  
- The LAN will operate at 100/1000 speeds or higher.  
- To build a wireless LAN infrastructure at all district sites to provide for basic Internet and LAN connection to wireless enabled computers and laptops whenever a wired connection is not available.  
- LAN connections | LAN vendor will provide training for district & school staff as needed when new equipment is installed or upgraded. | Network Administrator will monitor usage, and recommend changes. Changes such as upgrades may be made to enhance the productivity and effectiveness of these services. | Network Administrator will evaluate the need to upgrade annually, based on network reports. See entire Technology Plan for additional measurement. |
between different buildings on the same campus will be made with fiber.

- All LAN equipment will be housed in enclosed equipment cabinets (racks), especially if the equipment is not secured in a closet.
- The wireless LAN will be 802.1 b/g/n compatible.
- To implement and maintain wireless LAN with centralized management capabilities of wireless access points and security levels to prevent unauthorized use of wireless network. The wireless LAN should provide full coverage at all district locations.
- To build the LAN with POE switches to be ready for POE devices, such as wireless access points, VoIP devices, cameras, etc.
- To equip each LAN segment with its own server for
<table>
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<th><strong>DHCP &amp; DNS services.</strong>&lt;br&gt;• To put in place security measures necessary to protect against unauthorized access and use of all district resources, such as servers, workstations, wired and wireless networks. Measures should also prohibit the downloading and/or installation of illegal, unapproved software. Measures may include, but are not limited to usernames, passwords, and domain policies.</th>
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<td><strong>Distance Learning (Compressed Video Conferencing)</strong>&lt;br&gt;To establish and maintain distance learning capabilities within the district for use by students, teachers, and professional development. These capabilities should include, but not limited to,&lt;br&gt;• IP units (currently available at RRES, RRHS, and the Central Office)&lt;br&gt;Video conference vendor will provide training for district &amp; school staff as needed when new equipment is installed or upgraded.</td>
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<td><strong>90% Erate Discount</strong>&lt;br&gt;Network Administrator and teachers using equipment will monitor usage, and recommend changes. Changes such as upgrades may be made to enhance the productivity and effectiveness of these services.</td>
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<td><strong>Network Administrator will evaluate the need to upgrade annually, based on network reports and teacher reports. Effectiveness will also be measured by technology proficiency level of staff and students, and measureable learning outcomes as documented in lesson plans and professional development evaluation forms.</strong></td>
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| Basic Maintenance of Internal Connections | To provide district network users with high quality technical support to install, maintain, and change equipment necessary to maintain network connections.  
- To utilize Erate funding for a Basic Maintenance Contract to keep network components functioning and serving their intended purposes with a degree of reliability. | Basic Maintenance Contract vendor will provide training for district & school staff as needed when new equipment is installed or upgraded. | 90% Erate Discount | Network Administrator will monitor usage, effectiveness, and reliability of network equipment and recommend service as needed. | Network Administrator will evaluate the need for service, and the service itself, based on observation and network reports. See entire Technology Plan for additional measurement |
NOTE: In the Leased Wireless Towers section, with the upgrade to licensed radios, all sites have a dedicated wireless connection to the Central Office.
Acceptable Use Policy
For
Red River Parish Computer System and the Internet

RATIONALE

In an effort to provide students and faculty with the vast resources accessible through a computerized information resource system such as the Internet, the Red River Parish School District believes it is necessary for all users to become aware of an acceptable use policy. The benefit of having access to resources from all over the world must be weighed against objectionable materials found on the Internet. In essence we must balance value with liability.

It is the policy of the Red River Parish School District to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee or student to engage in any activity that does not conform to the established purpose and general rules and policies of the network.

All network users will be granted free and equal access to as many network services as their technology hardware allows. Exploration of the Internet is encouraged within the bounds of the Red River Parish mission statement.

The use of the Red River Parish School District’s network is a privilege, not a right, and inappropriate use will result in cancellation of that privilege.

ACCOUNTABILITY

Use of school computers or the Red River Parish Computer System (RRPCS) will be reserved for academic or administrative use. All users using a school computer, RRPCS (including the Principal’s Administrative Management System (PAMS)) located on school property, or computers accessing the Internet through the RRPCS will be held accountable for their use. This includes, but is not limited to, (a) unauthorized use resulting in expense to the school or school system; (b) equipment damage; (c) use of unauthorized software; (d) privacy and copyrights; (e) tampering; (f) accessing obscene, pornographic, child pornography, any material deemed “harmful to minors”, or any materials otherwise inappropriate for educational uses; (g) sending or soliciting inflammatory, abusive, harassing, vulgar, or obscene messages or language; and (h) any action that is deemed inappropriate by the supervisory personnel. Files on the network (RRPCS) will be treated as district property subject to control and inspection, rather than private property which cannot be searched without just cause. Access codes and passwords will be assigned by the RRPCS administrator. The Principal and/or his/her designee will keep records of these accounts in case an inspection is warranted.
UNAUTHORIZED AND ILLEGAL USE

Students must be under the supervision of a teacher, monitor, principal, librarian, or supervisor while using the RRPCS or any school computer. Faculty and staff must be prudent while using the RRPCS or any school computer. Direct supervision for faculty and staff will not be required.

Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users is prohibited. Any use of the RRPCS by any person that incurs expenses to the school or school system other than the regular monthly fees and rates is strictly prohibited. Furthermore, the RRPCS will not be used for commercial, political, or religious purposes.

Use of the RRPCS for any hacking or illegal activities is prohibited. Hacking or illegal activity includes but is not limited to (a) tampering with computer hardware and software, (b) unauthorized entry into computers and files, (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law.

If an account system is used, users will have full responsibility for the use of their account. All violations of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account. Under no conditions should an account code or password be given to another user. Impersonations, pseudonyms, and anonymity are not permitted. Real names must be used.

COPYRIGHTS AND PRIVACY

All users must adhere to copyright rules regarding software, authorship, and copying information. The unauthorized copying or transfer of copyrighted materials may result in the loss of network privileges. All software is distributed with a license, which governs its use. Most licenses allow for the copying of the original media (disks or cd-roms) for backup purposes only and for the installation of the software on only one computer. If the software is to be installed on additional computers, additional licenses or original copies of the program must be obtained. If additional licenses or original copies are not obtained, the software must be deleted off the first computer before being installed on a second computer. Users are NOT to bring software from home to school, to install software on school computers without permission, and to violate software copyrights & licenses.

Re-posting personal communications without the original author’s prior consent is prohibited. To do this is a violation of the author’s privacy. However, all messages posted in a public forum such as newsgroups or listservers (a means of broadcasting an E-mail message for the purpose of maintaining a discussion list) may be copied in subsequent communications, so long as proper credit is given. All E-mail must be deleted as soon as possible after reading in order to conserve file space.

Users are not to access information and files belonging to other staff members, teachers, or students. This includes grades, counseling information, schedules, discipline records, transcripts, test scores, health records, special education records, E-mail, word processing files, and any information protected by law [R.S. 17:1941 and Section 438, PL 93-380].

To protect the online privacy of minors in accordance with the Children’s Internet Privacy Act (CIPA), students shall not disclose personal information, such as name, school, address, and telephone number outside of the school network, specifically on the Internet.
INSTALLING PRANK SOFTWARE & VIRUSES

No software is to be added without the permission of the administration.

Avoid the knowing and inadvertent spread of computer viruses. “Computer Viruses” are programs that have been developed as pranks, and can destroy valuable programs and data. To reduce the risk of spreading a computer virus, do not import files or programs from home or from unknown or disreputable sources. If you do obtain software or files from remote sources, follow proper procedures to check for viruses before use. All disks should be scanned for viruses before each use on the RRPCS. State and federal law consider deliberate attempts to degrade or disrupt the RRPCS or the performance of the network or any spreading of computer viruses to be criminal activity.

OBJECTIONABLE MATERIALS

Profanity or obscenity will not be tolerated on the network. All users should use language appropriate for school situations as indicated by school rules and codes of conduct. Avoid offensive or inflammatory speech. The rights of others must be respected both in the local network and the Internet at large. Personal attacks are an unacceptable use of the network. If you are the victim of a “flame”, a harsh critical or abusive statement, bring the incident to the attention of an administrator. It is usually better not to respond. Furthermore, retrieving and/or viewing pornographic or obscene materials will not be allowed.

ENFORCEMENT OF POLICY

a. Red River Parish School District uses a technology protection measure that blocks or filters Internet access to block access to some Internet sites that are not in accordance with the policy of Red River Parish School District.
b. The technology protection measure that blocks or filters Internet access may be disabled by a Red River Parish School District staff member for bona fide research purposes by an adult.
c. A Red River Parish School District staff member may override the technology protection measure that blocks or filters Internet access for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure that blocks or filters Internet access.
d. Red River Parish School District staff will monitor students' use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure enforcement of the policy.

Any violation of school policy and rules may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

This policy may be amended by the school district or school to include further restrictions in order to meet special needs, provided that school board policy is not violated.

Approved by Red River Parish School Board on the 4th day of September 2001.
ACCEPTABLE USE POLICY SIGNATURE FORM

I (as the user or student, parent/guardian, and teacher) have been provided a copy and I have read the district’s policy and regulations concerning use of the school’s computers and RED RIVER PARISH COMPUTER SYSTEM (RRPCS). I understand that some materials available through external computer networks may be inappropriate and objectionable; however, I acknowledge that it is impossible for the district to screen or review all of the materials. I accept responsibility to abide by the standards written in the district’s policy for appropriate and acceptable use when using the RRPCS or any other electronic media or communications. In addition, I agree to release any Red River Parish School, the Board of Education, its agents, and employees, who while acting in an official capacity, from any and all claims of any nature arising from my use or the use by those under my supervision of the RRPCS in any manner whatsoever, unless negligence is shown in a court of law.

STUDENT OR USER: I have read and agree to abide by the terms of the Red River Parish School District Acceptable Use Policy. I further understand that any violation of school policy and rules may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

________________________________________________________
User’s Signature (Student or Faculty) Date

PARENT OR GUARDIAN: I have read the Red River Parish Acceptable Use Policy and have discussed it with the above student. I understand that access to the computer network is designed for educational purposes. Although the Red River Parish School District has taken precautions to eliminate controversial material, I understand that it is impossible for the district to eliminate access to all controversial materials. I will not hold the district responsible for materials acquired on the network. Further, I accept full responsibility for supervising the above student when my child’s use of the computer network is not in a school setting. I hereby give permission to issue an account to my child and certify that the information contained on this and/or the application form is correct.

________________________________________________________
Parent/Guardian’s Signature (Required for all Students) Date
TEACHER:  I have read the Red River Parish Acceptable Use Policy and have discussed it with the above student. I agree to supervise the above student’s use of the computer network as defined by the Acceptable Use Policy while the student is in my class(es).

_____________________________________________  _________________________
Teacher’s Signature (Required for all Students)     Date
CALCULATOR STANDARDS

The Technology Committee has established these standards for student calculators as part of the technology plan. As with all parts of the Technology Plan, these standards are dynamic, not static guidelines.

All calculators adopted as a standard shall have a classroom display version, such as an overhead projection version.

Grades 9-12

Because institutions of higher learning want students to be proficient with graphing calculators, the Texas Instruments TI-85 or comparable shall be used.

Features: graphs, analyzes 99 functions, parametric equations, polar functions, and up to 9th order differential equations. Solves calculus problems, numerically and graphically. Finds root of a polynomial up to the 30th order, 30 simultaneous equations, solves for any variable in an equation. Complex numbers, vectors, matrices, lists, and strings. Unit to unit link, 32KB memory, 128x64 display.

Grades 5-8

Scientific calculators are needed at the middle school level. The Texas Instruments TI-30Xa solar or comparable shall be used.

Features: solar powered. Fraction arithmetic, trig, logs, powers, roots, factorial, one variable stat, ret/polar, hyperbolics. Auto shut-off with memory retention.

Grades K-4

A basic calculator with memory is needed. The Texas Instruments TI-108 or comparable shall be used.

Features: memory, percent, square root, +/-, solar powered, add, subtract, multiply, and divide.
Guidelines For
Off-Air Recording of Broadcast Programming
For Educational Purposes

In March of 1979, Congressman Robert Kastemeier, Chairman of the House Subcommittee on Court, Civil Liberteries, and Administration of Justice, appointed a Negotiating Committee consisting of representatives of education organizations, copyright proprietors, and creative guilds and unions. The following guidelines reflect the Negotiating Committee’s consensus as to the application of “fair use” to the recording, retention, and use of television broadcast programs for educational purposes. They specify periods of retention and use of such off-air recordings in classrooms and similar places devoted to instruction and for home-bound instruction. The purpose of establishing these guidelines is to provide standards for both owners and users of copyrighted televisions programs.

1. The guidelines were developed to apply only to off-air recording of non-profit educational institutions.

2. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable re-transmission [satellite transmission are off-air]) and retained by a non-profit educational institution for a period not to exceed the first 45 consecutive calendar days after the date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. “Broadcast programs” are television programs transmitted by television stations for reception by the general public without charge.

3. Off-air recordings may be used once [per class] by individual teachers in the course of relevant teaching activities, and repeated once [per class] only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster, or formalized home instruction, during the first ten (10) consecutive school days in the forty-five (45) day calendar day retention period. “School days” are school session days—not counting weekends, holidays, vacations, examination days, or other scheduled interruptions—within the forty-five (45) calendar day retention period.

4. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of request. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

5. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each additional copy shall be subject to all provisions governing the original recording.

6. After the first ten (10) consecutive school days, off-air recordings may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes, i.e., to
determine whether or not to include the broadcast in the teaching curriculum, and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.

7. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

8. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

9. Educational institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines.

   September 1981
Local Guidelines for Off-Air Recording

The Red River Parish School Board will follow the federal guidelines issued September 1981 for off-air recording of copyright programs. Please note that not all programs are under copyright—some are public domain and some have an expired copyright.

Recording of a copyrighted tape to another tape is not allowed under the Federal guidelines. Many tapes have a statement sent with them allowing a copy to be made for later use. If a tape has this statement with it, the tape can be copied, but the statement, or a copy of it, should be attached to the tape.

We also have recording rights on many programs from Louisiana Public Broadcasting (LPB). The recording rights are listed in the Instructional Television (ITV) Handbook.

As a safeguard to see that these guidelines are followed, tapes recorded by the system video library will be checked out by the same procedures as tapes in the library on a permanent basis. Users must sign for the tape and return the tape on timely basis (10 school days) or face financial responsibility for the tape.

November 1990
JOB DESCRIPTION

TITLE:

Technology Coordinator/Technician

QUALIFICATIONS:

Must hold a valid Louisiana teaching certificate. The applicant must have at least one year of teaching experience. Proficient in computer problem diagnosis and repair. Must be able to work with Microsoft Windows NT 4.0 and Windows 95 or higher. Exhibit ability to train others in the area of technology.

REPORTS TO:

Superintendent (Primary Evaluator)
Assistant Superintendent (Secondary Evaluator)

RESPONSIBILITIES:

Supervises technology program.
Consults with administration and faculty.
Conducts Staff Development on computers and systems.
Maintains:
   A. Filing system of financial records of Technology Program.
   B. Computers and computer systems.
Interprets School Board policies in relation to the Technology Plan.
Performs any other task as assigned by the superordinate(s).

TERMS OF EMPLOYMENT:

Twelve (12) months with compensation of teacher pay plus 1/3 of teacher base. This shall be a year to year contract depending on the availability of funds.

Signature: ____________________________ Date: ____________

Copies:
Evaluatee’s File
Single Official File
Revised June 13, 1999
Red River Parish Public Schools

Red River Parish Technology Work Order

1922 Alonzo Street ● P.O. Box 1369
Coushatta, LA 71019
Phone: (318) 932-4081 ● FAX: (318) 932-3081

Please print or type:

<table>
<thead>
<tr>
<th>Computer Boot Password:</th>
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<tbody>
<tr>
<td>Computer Login Username &amp; Password:</td>
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** Submit online at [http://help.rrpsb.com](http://help.rrpsb.com) ** Use your email username and password to login. **

<table>
<thead>
<tr>
<th>Date</th>
<th>Teacher’s Name</th>
<th>School &amp; Room Number</th>
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<tr>
<th>Computer Brand &amp; Serial Number</th>
<th>Description of Problem</th>
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NOTE:
1. No work will be started without a written work order submitted to the Central Office.
2. To solve a problem in one location, it may be necessary for technology staff to go to other locations on campus, such as server and wiring closets.
3. The district technology department does not supply consumables, such as printer paper, ink or toner cartridges, mice, or keyboards.
4. Due to the limited size of the district technology staff, all requests should be forwarded first to school-level staff (i.e.—computer lab instructors). This is especially true of work order requests for individual classrooms.
5. The school needs to issue a Purchase Order Number for any work order that will require parts to fix.
6. If applicable, passwords must be given so the technology department can work on computer.

Principal/Supervisor Signature

Date

P.O. Number

Technology Staff Use Only:

**Priority Level Assigned**

___ 1. District or Network Issues
___ 2. Administrative Issues
___ 3. Computer Lab Issues
___ 4. Individual Classroom Issue

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<tr>
<th>Date</th>
<th>Description of Work Performed</th>
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CELL PHONE USE POLICY

The Schools and Libraries’ Eligible Services List for Fund Year 2006 defines the eligibility of cellular service to receive the ERATE discount in the following manner:

The cost of Cellular service to eligible users is eligible for discount, but the cost of telephones or associated maintenance on the equipment is not (page 4).

The Eligible Services List further defines:

Eligible users and locations as those that are involved with activities that are integral, immediate, and proximate to the education of students…. The presumption is that activities on school or library property meet this standard. Some offsite telecommunications activities may also meet this standard, such as a school bus driver using a cell phone…and paging service for teachers on field trips.

The term “school or library property” includes a District Office of similar facility, but does not include businesses or organizations separate from a school or library organization. For example, the facilities of a business that has contracted with a school to provide bus service do not constitute a location eligible for E-rate support.

Employees of a school or library with a normal duty station at an eligible location are eligible users. Employees of a non-school or non-library activity, even if located on school or library property, such as a state government office with responsibilities other than education or library services (e.g., a division of motor vehicles), are not eligible users (pages 65-66).

The Red River Parish School District provides some eligible employees with cell phone service.

The cell phone is subscribed to a service plan with a set number of minutes. The district realizes that in the case of an emergency, personal use of the cell phone may occur from time to time. Therefore, the Red River Parish School District has determined that any usage of your cell phone service over the plan’s set number of minutes will be considered beyond normal, educationally-related school use and, as a result, personal use.
If overages occur, the employee to whom the cell phone is issued will be required to reimburse Red River Parish School District within 30-days for any coverage.

The Red River Parish School District reserves the right to revise this policy and the associated contract at any time to abide by the terms of the most recently published *Schools and Libraries Eligible Services List*. 
CELL PHONE USE CONTRACT

I understand and acknowledge the following facts:

- The cell phone service provided to me by the district is for my use in the performance of my educationally related duties.

- This cellular service is paid for, in part, with the use of ERATE funds which restricts the use of discounted cellular phone service to “eligible users...that are involved with activities that are integral, immediate, and proximate to the education of students...” (Schools and Libraries’ Eligible Services List, Fund Year 2006, pages 4 & 65-66).

- The cell phone service plan has a set number of minutes of use.

- Personal use of the cell phone may occur from time to time and that personal use would be difficult and time consuming for the School District to monitor.

- Any usage over the plan’s set number of minutes will be considered personal usage.

- The employee will be required to reimburse Red River Parish School District within 30-days for all charges incurred by the district due to the employee’s personal use of the cell phone beyond the plan’s set number of minutes.

- The terms of the Cell Phone Use Policy and Contract may be changed by the Red River Parish School District at any time to abide by the most recently published Schools and Libraries’ Eligible Services List.

I hereby agree to abide by the Red River Parish School District Cell Phone Use Policy and Contract.

Number of Plan Minutes: ___________  Cell Phone Number: _____________________

Printed Name: _____________________________________________________________

Title / Position: ___________________________________________________________

Signature: ________________________________________________________________

Date: ___________________________