

# HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: TECHNOLOGY

ADOPTED: June 23, 2004

REVISED: December 05, 2011

815.1 TECHNOLOGY	
1. Purpose	<p>The Board recognizes the benefits that result from the use of technology in the learning process and also recognizes its fiscal responsibility to district taxpayers to provide the most cost effective application of that technology.</p> <p>Therefore, the Board embraces the philosophy that it is essential to identify specific needs for learning before technology is acquired and that appropriate uses for technology must be an integral part of the district's planned instruction. Furthermore, the Board believes that technology is an effective means of ensuring consistent and equitable instructional and educational opportunities for all students.</p> <p>In the personal or professional use of District Information Technology Resources, District students, staff, and Network Guests should have no expectation of privacy. Any information stored on the District's Information Technology Resources may be viewed by the District, regardless of whether the information is stored or otherwise recoverable using forensic techniques. Additionally, the District reserves the right to log, monitor, inspect, copy, review, and store, at any time, and without prior notice, any and all usage of the District's Information Technology Resources and any and all information transmitted or received in connection with such usage, including logging information that was created, accessed or transmitted using the District's Information Technology Resources.</p>
2. Definition	<p>“Technology” is defined for purposes of this policy as any electronic or mechanical equipment that aids instruction and operations, such as but not limited to computers, hand-held devices, e-readers, tablet devices, printers, servers and network devices.</p> <p>“Software” is defined as the programs and other operating information used to direct the operation of technology hardware, as well as documentation that provides instruction on how to use it.</p> <p>“Internet” encompasses but is not limited to the following networks; lan (local area network), wan (wide area network), regional area network, intranet, extranet, www (world wide web) and associated technologies; email, web browsing, text/chat, social networking/media.</p> <p>“Information Technology Resources” is defined as an all encompassing term that includes Technology, Software, and Internet.</p>

<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee will be responsible for the development and implementation of a plan that includes the following steps:</p> <ol style="list-style-type: none"> <li>1. Systematically, through a written procedure, identify, define and explain specific needs within the curriculum for learning, teaching or productivity.</li> <li>2. Systematically, through a written procedure, identify and evaluate software applications which best resolve the need. Identify the specific and most cost effective technology that is needed to perform a task or carry out job responsibilities.</li> <li>3. Include the software application in the district's planned instruction and demonstrate how it will be used consistently by all teachers at a particular grade level or in a particular subject area.</li> <li>4. Systematically, through a written procedure, evaluate the software application for appropriateness to the district's standard and effectiveness in the classroom.</li> </ol> <p>The Superintendent or designee will also be responsible for providing a yearly written review/evaluation of the technology plan. The review/evaluation will be made available to the Board and be accessible to the general public.</p>
<p>4. Guidelines</p>	<p><u>Standards for Approval</u></p> <p>The following standards for approval shall be established for this policy and shall:</p> <ol style="list-style-type: none"> <li>1. Address concerns of parents that technology is used effectively and equally throughout the district.</li> <li>2. Address concerns of district taxpayers who want reasonable assurance that expenditures are for worthwhile, effective programs.</li> <li>3. Recognize and take into account the different needs of elementary, middle and high schools.</li> <li>4. Apply this policy to regular education and special education programs as well as to office applications.</li> <li>5. Ensure consistency in education horizontally and vertically throughout the system.</li> </ol>