

Wright School
Strategic Technology Plan 2009-13

Developed
By

Wright Technology Committee
Division of Mental Health
NC Department of Health and Human Services

October 27, 2008



Necessary Components for the LEA Technology Plans
North Carolina G. S. § Article 8, Part 3A 115c-102.6A-C(16).

In order for local education agencies to meet requirements as set forth in North Carolina General Statute § Article 8, Part 3A 115c-102.6C-A, each section of the plan must include at least one strategy or objective that addresses the following:

NC public schools will produce globally competitive students.

1. Mathematics/reading scores improvement
2. Classroom use of student resources
3. IMPACT model implementation
4. Computer Skills Test score improvement
5. Computer Skills Curriculum implementation
6. Information Skills Curriculum implementation
7. Technology integration across the curriculum
8. Student distance learning opportunities
9. Assistive technology availability
10. Global Exchange
11. Support for Early College/Learn and Earn (or similar) programs

NC public schools will be led by 21st Century professionals.

1. Teacher/staff skills assessment
2. Diverse training resources (local and online including DPI resources)
3. Follow-up support
4. Local certification and professional development requirements
5. Ethical and professional standards
6. Evaluation of training
7. Readiness of an educator to design, implement, and discuss assessment strategies is referred to as "assessment literacy."
8. Global awareness training*

**Global Awareness:* The recognition and understanding of interrelationships among international organizations, nation-states, public and private economic entities, socio-cultural groups, and individuals across the globe.

NC public school students will be healthy and responsible.

1. School campus security (video, alarms, metal detectors, etc.)
2. School bus security (video, radios, cell phones, etc.)
3. Student and Staff ID systems
4. Student Information/Tracking Systems (SIMS/NCWISE, nutrition, etc.)
5. Internet and email filtering/security
6. Classroom telephone systems and other communications devices
7. Website use (district, school and classroom) Flexible access to resources
8. Equitable access to resources

9. Ethical and personal responsibility
10. Policy and procedures to address global, ethical and responsible use
11. Technology used to educate, monitor and maintain healthy student lifestyles

Leadership will guide innovation in NC public schools.

1. Leadership enabling Teaching and learning collaborative projects
2. MTAC
3. Leadership communication tools and venues
4. Leadership created professional growth opportunities
5. Partnerships
6. Process for addressing ongoing change

NC public schools will be governed and supported by 21st Century systems.

1. Policy
2. Budget
3. Personnel
4. Security
5. Administrative Applications
6. Hardware
7. Infrastructure-School Local Area Networks and District Wide Area Networks
8. Communication and collaboration tools (email, Web 2.0, file management) for clientele

REQUIRED SUBSTANTIVE COMPONENTS
OF THE
LOCAL SCHOOL DISTRICT TECHNOLOGY PLAN

Wright School's Technology Advisory Committee has actively involved key stakeholders in the development of a district-wide four-year technology plan that includes the following key components:

- a vision statement consistent with the North Carolina Instructional Technology Plan that reflects the unique qualities and strategic priorities of Wright School;
 - the identification of the current situation, goals, objectives and evaluation of the core instructional and administrative components of a technology program that address the five strategic priorities of the Future Ready Students:
 - Globally competitive students
 - 21st Century professionals
 - Healthy and responsible students
 - Leadership for innovation
 - 21st Century Systems;
- a staff development and training component that reflects a budget of 20 to 30% of the total cost of the technology program; and
- an infrastructure/connectivity component that meets North Carolina Information Technology Services standards to assure compatibility, connectivity, and cost-effectiveness.

LEA Name: Wright School/DHHS

LEA Number: 997-212

Signature: _____
Superintendent

Local Board Chair

Contact Person: Brad Peterson

Telephone number: 919-855-4438

Wright School Technology Advisory Committee Members

All committee members have been involved in the development of this plan and support its implementation.

Name	Title or Group Represented	Signature	Date
<u>Deborah Simmers</u>	<u>Director</u>		
<u>Elaine Fields</u>	<u>Assessment Coordinator</u>		
<u>Amanda Sitz</u>	<u>Lead Teacher-Counselor</u>		
<u>Jennifer Poorbaugh</u>	<u>Lead Teacher-Counselor</u>		
<u>Julia Huff-Jerome</u>	<u>Curriculum Coordinator</u>		
<u>Nina Lorch</u>	<u>Speech Language Pathologist</u>		
<u>Rachel Bowman</u>	<u>Computer Administrator</u>		

Wright School Technology Plan 2009-2013

Vision Statement

Wright School has developed this educational technology plan with the ultimate goal of enhancing the teaching and learning experience for both students and instructors. At Wright School, a Technology Advisory Committee provides the input necessary for creating a school-level technology plan and for implementing a strong educational technology program. This technology planning committee is composed of teachers and teaching assistants, as well as administrative staff and educational consultants, to make sure that the people using the technology in the classroom have considerable input into the planning and designing of new technology processes.

Wright School will strive to develop and use technology-based strategies to support and enhance the North Carolina State Board of Education's strategic priorities of producing globally competitive students, supporting professional and highly effective teachers; fostering leadership skills in our teachers and innovation in our curriculum, and supporting our students, teachers, and staff with our 21st century technology framework.

NC public schools will produce globally competitive students.

In the 21st century, the world is highly connected and interactive. Wright School teachers will prepare our students to both gain knowledge to use technology tools effectively and also learn how to use these tools responsibly and safely. In addition, teachers will develop curriculum materials designed to expose our students to the global community through use of technology.

NC public schools will be led by 21st Century professionals.

The fast pace of research and innovation in technology requires that all teachers become life-long learners. Wright School will advocate that our teachers have the resources (for example, time, money, space, equipment, and access to training) in order to provide the best possible education to our special needs students, as well as model for our students the importance and benefits of being a life-long learner.

NC public school students will be healthy and responsible.

Student safety has always been a central concern at Wright School, due to our student population and the fact that we are a residential school. We will strongly advocate for the technology we need to ensure our students' continued safety. In addition, we will continue to work to teach our students responsible use of technology, and will update computer software and hardware as necessary to provide a safe computing experience for our students.

Leadership will guide innovation in NC public schools.

Wright School Leadership Team will provide educators with opportunities to access training and to connect with other educators locally and globally to collaborate on providing best practice special education treatment strategies for children with special needs.

NC public schools will be governed and supported by 21st Century systems.

Wright School's Leadership Team will advocate for continuous update and improvement of our technology and security systems with the Division of Mental Health and other funding sources, in order to provide up-to-date, efficient, and secure facilities and systems for students, teachers, and staff.

NC public schools will produce globally competitive students.

Current Situation Narrative

Each student at Wright School has regular access to computers and instructional programs, such as Accelerated Reader, Lexia Phonics, and other software, such as typing tutorials. In addition, our students also have access to either Alphasmart keyboards or legacy PC laptops for classroom writing assignments and extracurricular writing projects. Teachers use the Accelerated Reader program to assess and monitor student's reading progress. Our students regularly use NCWiseOwl to access learning resources on the Internet.

Wright School has three classrooms with eight students in each classroom. Each classroom currently has one iMac for student use. This fall, we expect to add a PC workstation in each classroom. We also run a Computer Lab (five PC workstations and a printer) to which the children have daily access. All classroom computers and the computers in the Computer Lab have internet access. Each teacher makes use of Wright School and personally-owned digital resources to enhance student learning.

In addition to the student computers, we also have a PC laptop in each classroom devoted to classroom instruction. Teachers now have full-time access to this laptop computer and a digital projector dedicated to teaching and classroom use. This equipment is also used for training opportunities focused on developing teachers' skills in integrating instruction and technology.

While Wright School does not have a centralized Media Center with a professional technology facilitator, the school does own a collection of books, videos, CDs, computer programs and audio-visual equipment that teachers can access. Our small scale (24 students in 3 classrooms), limited physical space, and limited personnel funding make the creation of a full-fledged, professionally staffed Media Center unlikely, at least in the foreseeable future. Thus, the IMPACT model for Media and Technology Centers does not apply to our situation.

Finally, there are currently no distance learning opportunities available to Wright School students.

NC public schools will produce globally competitive students. Strategic Technology Plan

Include at least one strategy or objective that includes the following:

1. Mathematics/reading scores improvement
2. Classroom use of student resources
3. IMPACT model implementation
4. Computer Skills Test score improvement
5. Computer Skills Curriculum implementation
6. Information Skills Curriculum implementation
7. Technology integration across the curriculum
8. Student distance learning opportunities
9. Assistive technology availability
10. Global Exchange
11. Support for Early College (or similar) programs

Objective 1: Increase the availability and ease of use of technology to aid in students' achievement						
Strategy	Resources Needed (Human & Material)	Person(s) Responsible	Budget Needs	Funding Sources	Time-line	Method of Evaluation
1.1 Use spreadsheets to better understand use of charts and graphs.	Teacher with spreadsheet knowledge Access to computers /software	Lead Teacher/ Counselors	n/a	n/a	Begin 07/01/2009 End 06/2013	Teacher observ./ teacher generated quizzes and tests
1.2 Use web-based resources (either free or subscription-based) to provide opportunities for students to practice and increase automaticity in reading and math skills	Access to computers and software	Lead Teacher/ Counselors	n/a	n/a	Begin 07/01/2009 End 06/2013	Teacher observation, student reading and math scores
1.3 Improve writing skills through use of assistive technology for students with communication disabilities	24 Alphasmart NEO2 keyboarding devices	Chief Op. Off. Computer Sys. Admin.	\$5000 for hardware	State	Begin 07/01/2009 End 06/2013	Teacher observation, student writing samples
1.4 Use digital cameras and software to facilitate inter-disciplinary projects for students	Digital cameras Access to computers /software	Chief Op. Off. Computer Sys. Admin.	\$349 for digital cameras	State	Begin 07/01/2009 End 06/2013	Teacher observation, student presentations/ portfolios
Objective 2: Increase technology integration across the curriculum.						
Objective 3: Improve students' scores on Computer Skills Test.						
2.(3).1 Focus on developing lesson plans across core content academic areas that use Standard Course of Study computer goals and objectives.	Teachers with knowledge of Standard Course of Study Computer Curriculum	Curriculum Coordinator Lead Teacher/ Counselors	n/a	n/a	Begin 07/01/2009 End 06/2013	Track student achievement levels through pre/post-tests

**NC public schools will be led by 21st Century professionals.
Current Situation Narrative**

Teachers at Wright School continue to take online courses, technology courses at institutions of higher learning (community college and university), as well as technology courses at businesses. Teachers also participate in independent, individualized training on specific programs such as word processing, spreadsheet, and presentation software. All Wright School teachers receive computer-based training in network safety, HIPAA privacy and security policies, and how these relate to the performance of their teaching responsibilities. Wright School's staff development committee does not offer formal whole-group, classroom-based instruction utilizing DPI resources; however, our computer systems administrator meets regularly with day and evening teachers to provide instruction and support in DPI-based resources such as NCWiseOwl and eBistro.

Staff Development-led in-service training has provided staff with CEU courses in technology, a course on universal design that highlighted the use of technology for individualizing instruction for students and included presenters from universities and the Assistive Technology Center. Wright School encourages its instructors to take staff development courses with an emphasis on instructional technology. A minimum of one technology continuing education unit is required during a 5-year renewal license renewal cycle for teachers. Instructional staff obtains this unit through the resources stated above.

All of our employees have access to the NC Mail e-mail system and have been trained in its use. Selected administrative employees have access to and have been trained in eProcurement, NC WISE, CECAS, and the HEARTS system. Employees fill out their time sheets electronically, and have been trained to input information into a spreadsheet program. Multiple staff members have been trained to provide input into documents that are stored on the server as part of their job duties.

Wright School will be adding an additional new server to our network this fall (2008), and our iMACs have mostly been replaced with newer PC workstations. This should enable our instructors to use technology more efficiently. For example, teachers will be able to take advantage of more of the on-line resources available to them and to their students using the new network. Teachers will also benefit from faster access to their ongoing on-line professional development resources. Teachers will also be able to produce better-quality instructional materials using the new computers. We have also recently acquired a color laser printer for printing instructional materials.

NC public schools will be led by 21st Century professionals. Strategic Technology Plan

Include at least one strategy or objective that includes the following:

1. Teacher/staff skills assessment
2. Diverse training resources (local and online incl.DPI res.)
3. Follow-up support
4. Local certification and professional development requirements
5. Ethical and professional standards
6. Evaluation of training
7. Readiness of an educator to design, implement, and discuss assessment strategies ("assessment literacy.")
8. Global awareness training

Objective 1: Assess teacher/staff technology skills and provide training resources.						
Strategy	Resources Needed (Human & Material)	Person(s) Responsible	Budget Needs	Funding Sources	Time-line	Method of Evaluation
1.1 Develop assessment tool to measure teacher readiness to implement web-based technology in classroom teaching	Assessment tool	Computer Administrator Curriculum Coordinator Research Coordinator	N/A	State	Begin 07/01/2009 End 06/2011	Assessment results, classroom observations
1.2 Provide professional development for computer administrator re: web page/wiki design for classroom teachers	Online tutorials and training Upgrade to web design software	Computer Systems Administrator Chief Operating Officer	\$150/online training \$450 software update	State	Begin 07/01/2009 End 06/2013	Training certificates, evaluation of web design projects
1.5 Administer a bi-annual survey for teachers to ensure Wright School's professional development efforts are meeting their instructional technology needs	On-line forms Computer Systems Administrator	Computer Systems Administrator	n/a	n/a	Begin 07/01/2009 End 06/2013	Survey results
Objective 2: Assist teachers in developing global awareness.						
2.1 Assist teachers in learning emerging technologies, such as wikis and blogs, emphasis on connecting teachers with other teachers world-wide	In-house training seminars and one-on-one tutorial sessions	Computer Systems Administrator	\$500 in-kind training	State	Begin 07/01/2009 End 06/2013	Evaluation of web-based instructional projects
2.2 Provide teachers with online teaching resources to support curriculum (Enchanted Learning, Global Schoolnet, and others)	School-wide subscriptions to online teaching resource sites	Chief Operating Officer	\$300	State	Begin 07/01/2009 End 11/2011	Feedback from teachers

NC public school students will be healthy and responsible.
Current Situation Narrative

As a residential special education public school/mental health treatment facility, we recognize the importance of maintaining a safe and healthy environment for children who are living away from their families, as well as the role technology can play in supporting safe school initiatives. We also are striving to encourage our students to take responsibility for their own use of technology in the school setting.

Wright School currently does not have surveillance equipment or an intruder alarm system. We have included this technology in our current year security budget requests to the Division of Health and Human Services (DHHS). Wright School has an automatic electronic fire detection system, which is tested monthly by maintenance staff via fire drills. This system was recently upgraded.

Wright School staff members receive online training in our COOP (Continuity of Operations Plan), and rehearse safe evacuation and disaster relocation and recovery procedures, including a flu pandemic scenario. In addition, Wright School staff members attend numerous safety training presentations throughout the school year on fire safety, blood-borne pathogens, and mandatory NCI training (North Carolina Intervention training is the DMH/DD/SAS designed set of policies and procedures for the prevention/safe implementation of physical restraint). This training is provided via web-based and computer-based presentations to all staff, in addition to hands-on training.

Administrative staff members use the CECAS (Comprehensive Exceptional Children Accountability System) to track our students' DEC forms through the Exceptional Children Division. We also track our students through the HEARTS (Health Care Enterprise Accounts Receivable and Tracking System) statewide mental health system software.

Teachers and teacher assistants use spreadsheets to enter, maintain, and analyze student discipline data. The Quality Control Assurance Team also utilizes computer technology to track student discipline information and to note trends and suggest areas for quality improvement.

Our Child Nutrition Department consists of a cook and a Nutrition Committee. Our Nutrition committee meets regularly to review menus and food choices. Administrative staff sends monthly reports to North Carolina Department of Instruction through the NC Child Nutrition School Meals web site. Our cook utilizes an online food-ordering system.

Wright School staff photograph children upon their admittance to Wright School using a digital camera, and the photos are kept for identification purposes

in the children's medical charts/school records, as well as on the Wright School server. Wright School does not currently have a Safe Schools plan or offer safe student programs like DARE, CIS, etc.

Each Wright School child receives Internet safety training and agrees to follow safe Internet and email practices before being allowed on the computers. Parents also sign an Internet use agreement before their child is allowed to use Wright School Internet resources. In addition, local Internet filters are currently in place to assure student safety on the Internet.

**NC public school students will be healthy and responsible.
Strategic Technology Plan**

Include at least one strategy or objective that includes the following:

1. School campus security (video, alarms, metal detectors, etc.)
2. School bus security (video, radios, cell phones, etc.)
3. Student and Staff ID systems
4. Student Information/Tracking Systems (SIMS/NCWISE, nutrition, etc.)
5. Internet and email filtering/security
6. Classroom telephone systems and other communications devices
7. Website use (district, school and classroom)
8. Flexible access to resources
9. Equitable access to resources
10. Ethical and personal responsibility
11. Policy and procedures to address global, ethical and responsible use
12. Technology used to educate, monitor and maintain healthy student lifestyles

Objective 1: Enhance campus physical and internet security.						
Strategy	Resources Needed (Human/ Material)	Person(s) Responsible	Budget Needs	Funding Sources	Time-line	Method of Evaluation
1.1 Install updated telephone system to replace current obsolete system	School-wide telephone system	Chief Operating Officer	\$23,000	State	Begin 07/01/2009 End 06/2013	Teacher and staff feedback
1.2 Install surveillance cameras at exterior doors.	Cameras and computer equipment and software	Chief Operating Officer	\$8,000	State	Begin 07/01/2009 End 06/2013	Observation, vandalism reports
1.3 Install intruder alarm system	Alarm system equipment	Chief Operating Officer	\$4,000	State	Begin 07/01/2009 End 06/2013	Observation
1.4 Install updated web filtering software	Updated web filtering software (Websense)	Technology Coordinator	\$675	State	Begin 07/01/2009 End 06/30/2013	Observation Administrative oversight
1.5 Install perimeter fencing around facility	Fence	Chief Operating Officer	\$55,000	State	Begin 07/01/2009 End 06/2013	Observation

Leadership will guide innovation in NC public schools. Current Situation Narrative

Technological developments have created new opportunities and new demands on educators working in 21st century classrooms. The World Wide Web has evolved from being primarily a repository of information to being a great interactive learning resource for teachers and students. Wright School educators have identified increasing their knowledge of the learning possibilities and capabilities for themselves and their students through the web 2.0 as a growth area for the next four years.

School leadership has continuously provided technology resources requested by teachers for instructional initiatives including maintaining computer workstations and internet connections in the classrooms; maintaining a computer lab which students use daily; purchasing software and hardware to increase student engagement with challenging subject matter; and providing technology training initiatives for digital photography and movie production of student projects.

School leadership has also provided funding and/or release time for teachers to attend professional development opportunities to increase their knowledge in ways technological innovations can support student growth and achievement in core academic areas.

Currently, we have educators enrolled in online classes to explore the potential of "Web2.0" (Read/Write web) to meet the educational needs of teachers and students at Wright School.

Our technology administrator continues to refine our web site such that we increasingly provide information about our child mental health treatment and special education programs. This allows community professionals, advocates and families to seek and view information that informs their understanding of our services and capacities to meet the needs of children who are challenged with significant learning and behavior weaknesses.

Teachers, in collaboration with mental health professionals, are determining guidelines by which technology learning collaboratives can be established within the school and outside our school community that keeps students safe but also protects student confidentiality and privacy, as defined by federal special education and mental health law. This will be an area of growth.

**Leadership will guide innovation in NC public schools.
Strategic Technology Plan**

Include at least one strategy or objective that includes the following:

1. Leadership enabling teaching and learning collaborative projects
2. Media and Technology Advisory Committee
3. Leadership communication tools and venues

4. Leadership created professional growth opportunities
5. Partnerships
6. Process for addressing ongoing change

Objective 1: Provide leadership model enabling faculty to participate in teacher and learning collaborative projects.						
Strategy	Resources Needed	Person(s) Responsible	Budget Needs	Funding Sources	Time-line	Method of Evaluation
1.1 Teachers will become familiar with the Framework for 21 st Century Learning, esp. as it applies to expectations for student outcomes and support systems, as well as the evaluation tool for teaching personnel performance and evaluation	Access to computers and internet	Lead Teacher-Counselors Curriculum Coordinator	n/a	n/a	Begin 07/01/2009 End 06/2013	Teacher survey; results of teacher evaluations
1.2 School leadership will provide resources and training for teachers to develop technology skills to meet leadership and learning expectations required by Framework for 21 st Century Learning model	Access to computers and internet	Curriculum Coordinator Research Coordinator	\$500 in-kind training	n/a	Begin 07/01/2009 End 06/2013	Teacher evaluations
1.3 School leadership will support teachers in developing collaborative learning projects with global connections for teachers and their students	Access to computers and internet	Lead Teacher-Counselors	n/a	n/a	Begin 07/01/2009 End 06/2013	Presentation of collaborative learning projects
1.4 Teachers will learn the Moodle program and train for the administration of the new writing assessment tool for fourth and seventh graders	Access to computers and internet	Curriculum Coordinator	\$500 in-kind training	n/a	Begin 07/01/2009 End 06/2013	Oversight and feedback from Curriculum Coordinator

**NC public schools will be governed and supported by
21st Century systems.
Current Situation Narrative**

Because of Wright School's small size, Wright School does not have a technology coordinator on staff. Instead, Wright School's computer systems administrator serves as a technology consultant and instructor for Wright School's teachers, students, and administrative staff. In addition, the computer systems administrator provides technical support and troubleshooting for Wright School's network, computer hardware, and software.

Wright School's current network contains a Novell server, Cisco router, a firewall, and three switches. Students, teachers, and staff members share access to 36 PC workstations and laptops, and three iMACs. We connect to the Internet using a T-1 line. We have recently acquired a new Microsoft server, which, when brought online, will be used as a backup to our current server. Additionally, it will run updated web filtering software for our students' computers.

Our Technology Advisory Committee meets four times per year to discuss the continued implementation of our Technology Plan. During these meetings, committee members report on progress on specific goals, and recommendations for updating the technology plan. The Technology Advisory Committee makes recommendations to the Governance Committee prioritizing future educational technology purchases.

Wright School staff members and teachers access shared space on the Wright School server in order to collaborate and share information with one another, and use the NCMail email system to communicate. Students also have access to a shared email account, used for communicating with their parents/guardians during the week.

**NC public schools will be governed and supported by 21st Century systems.
Strategic Technology Plan**

Include at least one strategy or objective that includes the following:

1. Policy and policy management
2. Budget
3. Personnel
4. Security
5. Administrative Applications
6. Hardware
7. Infrastructure-School Local Area Networks and District Wide Area Networks
8. Communication and collaboration tools

Objective 1: Address technology budget on local, state, and federal levels.						
Strategy	Resources Needed	Person(s) Responsible	Budget Needs	Funding Sources	Time-line	Method of Evaluation
1.1 Work to increase technology appropriation in Wright School budget	Governance Committee	Chief Operating Officer	n/a	Local, state, federal	Begin 07/01/2009 End 06/2013	Increased technology budget
Objective 2: Develop administrative applications and collaborative technology projects.						
2.1 Connect classrooms to each other and create school-wide communication tool	5 Webcams Software	Chief Operating Officer Computer Systems Admin.	\$200	State	Begin 07/01/2009 End 06/30/2013	Teacher and student feedback
2.2 Create interactive classrooms using technology	Three (3) LCD panel monitors for classrooms	Chief Op. Officer Comp. Systems Admin.	\$3600	State	Begin 07/01/2010 End 06/2013	Teacher evaluation
2.3 Develop shared on-line documents to be used by teachers in completion of required paperwork	Computer Systems Administrator Admin. staff	Computer Systems Admin.	n/a	n/a	Begin 07/01/2009 End 06/2013	Feedback from teaching staff on forms
Objective 3: Develop infrastructure to participate in common educational networks.						
3.1 Convert Wright School's network infrastructure from wired to wireless	Wireless networking hardware/software	Chief Operating Officer Computer Systems Admin.	\$3500	State	Begin 07/2011 End 06/2013	Feedback from computer users
3.2 Connect to a common educational backbone using a telecommunications circuit to enhance educational opportunities	High speed connection to the North Carolina Research and Education Network (NCREN)	Technology director Superintendent	\$25,000	State	Begin July 2010 Ending TBD	Observation, usage logs provided by NC DPI
3.3 Continue to upgrade Wright School's computers and network	Three (3) replacement PCs per fiscal year	Chief Op. Officer Comp. Systems Admin.	\$7,650 (\$2550/yr)	State	Begin 07/2009 End 06/2013	Feedback from computer users

Appendix A

Wright School Technology Plan
Policy, Procedure, & Guidelines Implementation Chart

Policies, Procedures, & Guidelines	Policy Code or Procedure	Date of Implementation or Revision
<i>Policies Required</i>		
A. Materials Selection Policy (GS §115c-98(b))		10/9/2008
B. Disposal of Equipment/Replacement of Obsolete Equipment (GS §115c-518)		10/9/2008
C. Hardware and Software Procurement (GS § 115c-522, 115c-522.1)		10/9/2008
D. Copyright Policy (PL §94-553, 90 Stat. 2541)		10/9/2008
E. Acceptable Use Policy (PL §106-554)		6/16/2008
F. Equipment/Materials Donation Policy (GS §115C-518)		10/9/2008
G. Data Privacy Policy (20 U.S.C. § 1232g; 34 CFR Part 99 (FERPA))		10/9/2008
H. Inventory Control Policy (GS §115c-539, 115c-102.6A-C(5))		10/9/2008
I. Access to Services Policy (GS §115c-106)		10/9/2008
J. Student Discipline and Liability Policy (GS § 115C-391, 115C-398)		10/9/2008
K. Remote Access Policy (GS §147-33.111)		10/9/2008
L. Virus Protection Policy (GS §147-33.111)		10/9/2008
M. NC WISE ID and Password Workstation Policy (GS § 147-33.111)		10/9/2008
N. Security Awareness Policy (GS §147-33.111)		4/8/2008
O. Network Security Policy (SBE EEO-C-018, SB 991, 2004)		10/9/2008
P. Advertising and Commercialism Policy (GS §115c-98)		10/9/2008
Q. Student Internet Access & Electronic Email		10/9/2008
<i>Procedures</i>		
A. Hardware and Software Deployment		10/9/2008
B. Equipment maintenance and repairs		10/9/2008
C. Outdated Resources and Equipment Replacement		10/9/2008
D. Disaster Recovery of Data and Hardware		2/15/08
E. Administration of Online Courses		10/9/2008
<i>Guidelines</i>		
A. Policy Translation		10/9/2008
B. Web Site Development		10/9/2008
C. Instructional Use of Videos		10/9/2008
D. Development of Online Resources		10/9/2008