VANGUARD TECHNOLOGY PLAN

Contents

HOW DO WE PLAN TO MAKE TECHNOLOGY AVAILABLE TO STUDENTS?

Technology Related Services Provided by Vanguard Academy

Computers

All Vanguard students will have access to a Vanguard device that they can use for their course work. Each student will have access to a device that will be issued by the teacher for each class on campus that will require it.

Email

With email students can communicate with staff and other students within Vanguard Academy's domain.

Vanguard Academy Student Email Account Setup

Vanguard Academy student accounts are created using student local identification numbers and their initials.

The student's username is their local student ID followed by their first and last initial - such as 9876fl

Vanguard Academy Staff Email Account Setup

Vanguard Academy staff accounts are created using the staff member's first name and last name.

Uses for Student Email

Email can be a powerful communication tool for students to increase communication and collaboration. Students are encouraged to check their email at least once per day. Teachers may send email to students to communicate reminders, course content, pose questions related to class work, and such. Students may send email to their teachers with questions or comments regarding class. Students may send email to other students to collaborate on group projects and assist with school classes.

Student Email Permissions

Vanguard Academy's email system controls how emails are sent and received. Students cannot send or receive email to parent accounts or anyone outside of the Vanguard Academy domain. Therefore, students should not use their Vanguard Academy email for setting up accounts that need to be verified via email or receive notices via email. In some cases, students in concurrent enrollment classes will be allowed to send and receive emails to their professor's university provided email accounts.

Student Emails to Staff

Students are encouraged to email staff concerning school related content and questions. However, there will be no requirement or expectation for staff to answer student email outside of their regular work day, although they certainly may if they choose. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.

Cloud

Google Drive cloud storage will be used and can allow storage space for most file formats. The cloud can be accessed from any computer with an Internet connection. The cloud allows users to access and share files from any device that has Internet connectivity.

Google Drive and all other school accounts should only be used for school purposes. Junior high students will be given 1 GB space, high school students will be given 10GB space.

MEASURES TAKEN TO ENSURE STUDENT SAFETY WHILE ON THE DEVICES:

Safe classroom:

One of the best ways to keep students safe on devices is to start by creating a safe learning environment. Our teachers will provide safe learning environments by providing a constant personal presence during class. Teachers will be actively observing what students are doing on the devices to ensure that they are only accessing appropriate material that will allow them to accomplish the best learning goal that is appropriate for them in that class.

Teachers also have access to software, such as LanSchool and GoGuardian, that they can use to automatically monitor for inappropriate use of devices; keep students on appropriate programs and websites; and use to provide instruction to all students.

Monitoring

Vanguard Academy monitors the use of the school department's network to protect the integrity and optimal operation of all computer and system networks. There is no expectation of privacy related to information stored and transmitted over the Vanguard Academy network. The information on the network in general files and email is not private and is subject to review by the Vanguard Academy administration to substantiate inappropriate activity and to comply with requests of law enforcement agencies as part of their investigations.

Vanguard Academy will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of Vanguard Academy. Technicians and computer system administrators maintain full access rights to all storage devices, and may need to access/manage such storage devices as part of their duties.

Routine maintenance and monitoring of the system may lead to discovery that a user has or is violating the Vanguard Academy Technology Acceptable Use Policy, other school committee policies, state laws, or federal laws.

Search of particular files of a user shall be conducted if there is a reasonable suspicion that a user has violated the law or Vanguard Academy Policies. The investigation will be reasonable and in the context of the nature of the alleged policy violation.

Email and internet searches that are sent via Vanguard Academy accounts are monitored and filtered based upon content. Rules/filters are set up to monitor student email and web searches for profanity, harassment, and other inappropriate content. Student and web searches that are identified as inappropriate will be reviewed by the school administration.

Cyberbullying

Please see our policies and procedures pertaining to Cyberbullying on our website (link).

MEASURES TAKEN TO ENSURE THAT STUDENTS' ACADEMIC NEEDS WILL BE MET:

Accessibility of Technology

Vanguard Academy is committed to providing students and staff with access to reliable technology. In partnership with technology management and support company, TechRight, educational technology in our school is expanding. We are diligently working to maintain a reliable infrastructure including a sturdy network and increasing wireless access in the buildings. We currently have enough devices for each student to be assigned one at a 1 to 1 ratio. In addition to this we have several dedicated labs of computers for classroom use. Our network currently has enough Wi-Fi access points to handle all of these devices at the same time with no disruption in services.

Teachers will be encouraged to push the envelope and seeks new ways to engage and interact with their students. Vanguard Academy will continue to provide consistent support in order to accomplish the goals of the plan. With technology changing every day, educators and administrators must continually seek the best way to engage students by researching the best tools or web-based applications.

Online course website (LMS)

Vanguard Academy teachers are all implementing the use of the learning management system (LMS) called Canvas, created by Instructure, to provide digital access to all the learning materials, assignments, and other features to provide students and parents with tools to succeed in each course. A majority of class subjects integrate learning activities completed online and in person. Using Canvas to facilitate distance learning has greatly increased the ease of access to our students and has been a wonderful service for our teachers. We even have courses that are developed on Canvas that can allow students to fully complete the course at their own pace and mastery.

Accessibility

In the event a student does not have access to a device or internet required to complete an assignment at home, staff shall provide an alternative method to complete required work.

CHILD INTERNET PROTECTION ACT (CIPA) COMPLIANCE -- IBOSS CLOUD FILTERING:

Vanguard Academy uses software designed to block access to certain sites and filter content as required by the Children's Internet Protection Act, 47 U.S.C. §254 (CIPA). Vanguard Academy is aware that not all inappropriate information can be filtered and will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age appropriate content by staff and students. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profile. Vanguard Academy will educate students about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms and cyberbullying awareness and response.

We currently are using iBoss Cloud Filtering, which provides (CIPA) compliant filtering on all of our devices whether they are on our campus network or off. This cloud filtering allows our students to be protected when using their Vanguard device wherever they are.

POLICY & PROCEDURES FOR MAKING DEVICES AVAILABLE TO STUDENTS:

Introduction:

Vanguard provides a sufficient number of computers or devices for each student in a classroom that uses computers or devices for instructional purposes.

Prerequisites to Receive:

To use a device,, the student and his or her parent/guardian must sign and submit the acceptable use policy.

Applicable Policies:

In using the device, the student is subject to and must comply with Vanguard's Board Policies, Authorization for Internet Access Student Policy and Student Handbook Policies addressing student discipline, harassment/bullying, and acceptable use of electronic network/technology and their associated administrative procedures and regulations. A violation of any of these policies could result in loss of network privileges, loss of right to use the device, or appropriate discipline, up to and including suspension or expulsion.

Expectations

1. Students may not:

   a. Disrupt the educational process of the school district through non-educational use of the device;

   b. Endanger the health or safety of themselves or anyone else through the use of the device;

   c. Invade the rights and privacy of others at school through the use of the device;

   d. Engage in illegal or prohibited conduct of any kind through the use of the device; or

   e. Violate the conditions and rules of acceptable use of electronic network/technology.

2. Maintenance of device.

Student must keep the device in good and working condition. In addition to following the manufacturer's maintenance requirements, students should:

   a. Use only a clean, soft cloth to clean the device's screen. No cleansers of any type should be used;

   b. Insert and remove cords and cables carefully to prevent damage to connectors;

   c. Not write or draw on the device or apply any stickers or labels that are not property of the District;

d. Handle the device carefully and ensure others do the same;

e. Not leave the device in places of extreme temperature, humidity, or limited ventilation (e.g., in a car) for an extended period of time;

f. Secure the device when it is out of their sight. The device should not be left in an unlocked locker, a desk, or other location where someone else might take it;

g. Use a protective carrying case with the device.

3. Daily Use of device.

Unless otherwise instructed, the device is intended for use at school.

4. No Unauthorized Software or Data.

Only legally licensed software, apps, media, or other data is permitted on the device. Students will not download software, apps, media or other data (including songs, photos, or videos) without a District employee's prior approval. Students will not replace the manufacturer's operating system with custom software (i.e., "jailbreak" the device), or remove or modify the School-installed device configuration.

5. No Right to Privacy.

The devices are Vanguard property; therefore, the School may examine the devices and search their contents at any time for any reason. Neither students nor parents/guardians have any right to privacy of any data saved on the device or in a cloud-based account to which the device connects. The school administration may involve law enforcement, if it is possible the device may have been used for an illegal purpose.

Additional Terms

1. Damage to or Loss of device.

Parent(s)/guardian(s) are responsible for their child's use of the device, including any damage to or loss of the device.

Parents are financially responsible for any damages to the device. In the event that the device is lost, unrepairable, or any other event that would cause the device to no longer be identifiable as a Vanguard Academy device; parents will responsible to pay the full replacement cost of the device.

The decision to assess a charge, as well as the amount of any charge, is at the sole discretion of the School, but will not be greater than the full replacement value of the device.

2. Hardware or Functionality Problems. If a problem arises with the functionality of a student's device, the student must notify his or her classroom teacher, or the onsite tech support administrator, of the problem within 24 hours or on the next school day. Under no circumstances may the student or his/her parent(s)/guardian(s) attempt to fix or allow anyone but District staff to attempt to fix suspected hardware faults or the device's operating system. Do not take the device to any repair shop; the student should report the issue to his/her classroom teacher, who will report it to the School's Technology Department.

3. Failure to Return the Device. If a student fails to return the device and any assigned accessories as directed, the School may, in addition to seeking reimbursement from the student's parent(s)/guardian(s), file a theft report with local law enforcement authorities.

4. In accordance with local laws, Vanguard installs and operates filtering software to limit users' Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, or disruptive to the educational process, notwithstanding that such software may in certain cases block access to other materials as well. At the same time, the Vanguard cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials.

Parents of students are completely responsible for following proper use rules. When using the device outside the School, students are bound by the same policies, procedures, and guidelines as in school.

5. Data as Records. Data saved to the device is not maintained by the District as public records or as student records. In the event this data needs to be maintained by the District for any reason, the District will take affirmative steps to preserve it.

6. Waiver of Device-Related Claims. By signing the [Vanguard Academy Device Loan Agreement](), parents acknowledge that they have read, understand, and agree to follow all responsibilities outlined in the Agreement and agree to be bound by the Agreement. Parents will also agree that the device was delivered in good working order and acknowledge that it must be returned to the School in good working order. By signing the Agreement, they waive any and all claims you (and your heirs, successors, and assigns) may have against Vanguard Academy, its Board of and its individual Board members, employees, and agents, from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the device or from this Agreement.

7. Indemnification for Device-Related Claims. By signing the [Vanguard Academy Device Loan Agreement]() parents agree, to the fullest extent allowed by law, to indemnify, defend, and hold harmless Vanguard, its Board, and its individual Board members, employees and agents, from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the device or from this Agreement.

Agreement and Signatures

Use of devices on the Vanguard Academy network is a privilege that supports school-appropriate learning. The consistent operation and maintenance of the computer network and equipment relies on users adhering to established guidelines. Therefore, by signing the [Vanguard Academy Device Loan Agreement](), users acknowledge that they have read the Acceptable Use Agreement and understand the School's expectations and the student's responsibilities.

By signing the agreement, students and parent(s)/guardian(s) agree to abide by the restrictions outlined in the Acceptable Use Agreement. The student's parent(s)/guardian(s) are responsible for monitoring their child's Internet access on the device beyond the Vanguard Academy network.

PROCEDURES FOR TRACKING AND/OR HELPING FAMILIES GET/KEEP INTERNET ACCESS FOR STUDENTS:

At Vanguard we are proud of our close relationship with the parents of our students. We frequently communicate with them about ways to improve our school. To help facilitate our continued progression to implementing technology and online learning, it is important that we make sure our students have a reliable internet access when at home. At the time of registration, all parents/guardians will be asked to notify us if they have an internet connection at home. Any parent who doesn't have internet access will be allowed to check out a mobile Wi-Fi Hotspot from Vanguard Academy that they can use to provide internet service at their house.

We have taken advantage of several opportunities to buy mobile hotspots from Sprint, T-Mobile, and others to make this possible. Parents who wish to take advantage of this are able to check out the mobile Wi-Fi hotspots from the administration. We purchased over 20 of these devices in the past years and will be continually adding acquiring more as needed to make sure all our families have internet at home.

In the event that a family suffers a long-term interruption to their internet service, they will be encouraged to take advantage of this opportunity. We will inquire monthly with each of the families that attend Vanguard to make sure we are keeping up on this service.

We also have all our teachers fill out Weekly Management Reporting Packets that helps them track student progress in their courses. When it is evident that students are not making progress online we will be able to observe that and can check with the parent to see if it is due to internet connection issues.

ACCEPTABLE USE POLICY (AUP):

Please refer to our section 7.3 ELECTRONIC INFORMATION RESOURCES POLICY found [here](#) for a copy of our Acceptable Use Policy

All staff and students will be required to agree and sign an acceptable use agreement annually before they will be allowed to use any Vanguard Device.

The Parent and Student Acceptable Use Agreement Form can be found [here](#).

The Vanguard Academy Staff Technology Use Agreement form can be found [here](#).