

ArtSpace Charter School
Technology Plan

2014-2016

Draft, October 2013
Final, July 2014

Approval Checklist

This checklist will be used by your consultant while reviewing and approving for movement to the State Board for approval:

Complete	NCSSTP Elements	Components
<input checked="" type="checkbox"/>	Signature Page	Preliminary Components
<input checked="" type="checkbox"/>	Title Page	
<input checked="" type="checkbox"/>	Table of Contents	
<input checked="" type="checkbox"/>	Committee List	
<input checked="" type="checkbox"/>	Vision Statement/Narrative	
<input checked="" type="checkbox"/>	Strategic Priorities Narrative	
<input checked="" type="checkbox"/>	Priority 1 Elements Complete*	
<input checked="" type="checkbox"/>	Priority 2 Elements Complete*	
<input checked="" type="checkbox"/>	Priority 3 Elements Complete*	
<input checked="" type="checkbox"/>	AMTR (Annual Media and Technology Report) Complete and Periodically updated	Count/Inventory requirement
<input checked="" type="checkbox"/>	Priority 4 Elements Complete*	2. The plan has a professional development strategy to ensure that staff knows how to use these new technologies to improve education.
<input checked="" type="checkbox"/>	Priority 5 Elements Complete*	
<input checked="" type="checkbox"/>	Utilization of Cloud Resources	4. The plan includes 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
<input checked="" type="checkbox"/>	Alignment to 3 key initiatives	
<input checked="" type="checkbox"/>	Use of required evaluation tools	
<input checked="" type="checkbox"/>	All objectives measurable	
<input checked="" type="checkbox"/>	All addressed	Appendix A: Required Policies
<input checked="" type="checkbox"/>	Current	
<input checked="" type="checkbox"/>	Board approval dates included	
<input checked="" type="checkbox"/>	LEA Policy Noted and Posted	

***Questions answered in narrative, alignments complete, targets addressed.**

Notes:

REQUIRED SUBSTANTIVE COMPONENTS
OF THE
LOCAL SCHOOL DISTRICT TECHNOLOGY PLAN

Schools, school districts, and libraries that want to apply for Schools and Libraries support, commonly referred to as "E-Rate," must first prepare a technology plan. Beginning with FY2011, technology plans are required only for Priority 2 services (Internal Connections and Basic Maintenance of Internal Connections). An approved technology plan sets out how information technology and telecommunications infrastructure will be used to achieve educational goals, specific curriculum reforms, or library service improvements.

A technology plan designed to improve education should cover the entire funding year (July 1 to June 30) but not more than three years. The plan must contain the following elements:

Goals and realistic strategy for using telecommunications and information technology

A professional development strategy

An assessment of telecommunication services, hardware, software, and other services needed

Ongoing evaluation process

Policies

The technology plan must be approved by a USAC-certified technology plan approver before discounted services can begin. The state is the certified technology plan approver for libraries and public schools. www.usac.org, August, 2011.

LEA/Charter Name:	ArtSpace Charter School
LEA/Charter Number:	11b
Superintendent Name:	Lori Cozzi
Superintendent Signature:	
Local Board Chair Name:	Mark Sidelnick
Local Board Chair Signature:	
Person of Contact:	Carol Davis & Steve Lipe
Telephone:	828-298-2787 X313
Contact Email:	Carol.davis@artspacecharter.org or steve.lipe@artspacecharter.org

Table of Contents

Vision	Page 5
Strategic Priorities Overview	Page 6
Priority 1: Shared Services Model	Page 7
Priority 2: Universal Access to Personal Teaching and Learning Devices	Page 10
Priority 3: Access to Digital Teaching and Learning Resources, Including Digital Textbooks	Page 13
Priority 4: Model of Technology-Enabled Professional Development	Page 16
Priority 5: 21st Century Leadership for Your LEA	Page 20
Appendices	Page 23

LEA NAME
Technology Planning Committee/MTAC

Member	Job Title/Position
Elizabeth Russell	Business Manager
Carol Davis	System Administrator
Steve Lipe	Technology Facilitator
Brain Mahoney	Teacher
Erin Carr	Teacher/Parent
Amber Izrael	Teacher/Parent
Bart Murray	Teacher/Parent
Cheryl Frey	Asst. Director

**ArtSpace Charter School Technology Plan
2014-2016**

Vision Statement

ArtSpace Charter School will foster 21st Century learners through the integration of Information and Technology Essential Standards via across-the-curricula educational experiences by using existing and emerging technologies to support student, staff, community, and organizational needs.

ArtSpace Charter School Technology Plan
Strategic Priorities
2014 - 2016

Shared Services Model

ArtSpace Charter School's focus for Priority I will be to participate in the Shared Service model as needed to optimize resources; increase student devices; and build a more robust infrastructure to create more opportunities for students and staff to access digital resources.

Universal Access to Personal Teaching and Learning Devices

ArtSpace Charter School's focus for Priority II will be to increase the availability of student learning devices. We will continue to grow our infrastructure to support future online student assessments and project-based learning environments.

Access to Digital Teaching and Learning Resources, Including Digital Textbooks

ArtSpace Charter School's focus for Priority III will be to utilize digital resources as appropriate.

Model of Technology-Enabled Professional Development

ArtSpace Charter School's focus for Priority IV will be to prepare teachers to use digital resources to support North Carolina Standard Course of Study. Focus will be given to utilizing the NCEES standards and use data to monitor personal teaching and learning. Staff and students will continue to integrate the use of resources available through the Instructional Improvement System (IIS) into classroom instruction.

21st Century Leadership for Your LEA/Charter

ArtSpace Charter School' focus for Priority V will be to enhance 21st Century learning environments through partnerships with educational entities and use data to set staff development priorities.

Strategic Priority 1: A Statewide Shared Services Model

Current Status and Moving Forward

A Statewide Shared Services Model at ArtSpace Charter School has incredible potential to impact the educational possibilities provided to the staff and students. How this potential will impact the need for infrastructural support remains to be seen. In order to deliver shared resources from the NC Cloud, the infrastructure must be capable to handle traffic and bandwidth, as well as provide sufficient on-site tools to access to these resources. The infrastructure at ArtSpace Charter School has been developed over the years, and is designed to provide reliable and immediate access to files, programs and data necessary to operate the various aspects of student learning, teacher support, and administrative oversight.

It is this unknown of reliability and access to needed resources through Statewide Shared Resources Model that will be carefully navigated over the coming years. Certain aspects of the program will most certainly shift to a Statewide Shared Resources Model, especially related to PowerSchool and Schoolnet. We will continue to evaluate the interdependency of local and shared models for the most reliable, efficient, and cost effective methodology for the delivery of services to our students, teachers, and administration. The Schools STNA as funds are available we will continue to add to the schools technology needs. We have a reliable infrastructure and WAP's and internal switching in place with a 10 year Technology hardware replacement plan.

Using the chart below, briefly describe/explain how your LEA/Charter plan will utilize and align with the strategies in place in other plans/initiatives being implemented in your LEA.

Alignment to Other Plans and Initiatives:

Strategic Priority 1: A Statewide Shared Services Model

ArtSpace Charter School will utilize and align with the following key initiatives/plans to reach for the vision and complete the strategic priorities of our plan...

ACRE

By participating in the shared services model offerings, ArtSpace Charter School will better prepare for the transition to digital textbooks and universal access to personal teaching devices.

Career and College Ready, Set, Go!

By implementing the use of the NC Cloud resources, ArtSpace Charter School will work to improve the infrastructure for next generation technology.

Race to the Top Local and State Scopes of Work

By participating in the shared services model offerings, ArtSpace Charter School will utilize NCEd Cloud Opt-in Agreements.

Home Base Implementation

By implementing the use of Home Base, ArtSpace Charter School will improve methods of resource acquisition and use.

1. Statewide Shared Services Model

Goals should be precise and measurable. See notes/guidelines regarding evaluation.

Suggested Goals/Targets	Year 1		Yearly Evaluation	
	July 1, 2014 - June 30, 2015	Year 2 July 1, 2015 – June 30, 2016	Evaluation Method(s)	DPI Use
Provide equitable and additional access to mobile devices	Goal: Increase number of laptop computers available for student use as funds become available. Responsible: Business Director, System Administrator, Technology Facilitator	Goal: Increase number of laptop computers available for student use as funds become available. Responsible: Business Director, System Administrator, Technology Facilitator	AMTR/ TechReadness tool documentation of increase in number of laptops	
Provide infrastructure to support an increase in access to digital resources	Goal: Increase wireless and wired bandwidth and number of IP addresses and static IP addresses provided through	communication services. Responsible: Business Director, Systems Administrator	Goal: Monitor usage of infrastructure and capabilities to provide adequate access to internet resources including the possibility	

of fiber infrastructure.

Establish
increase
bandwidth and
increased
number of IP
addresses and
static IP

	System Administrator	Responsible: Business Director, System Administrator	addresses and document through Barracuda reports
Provide equitable and additional access to digital resources	Goal: Explore the potential of tablets/e-readers as a means of accessing digital resources. Responsible: System Administrator, Technology Facilitator	Goal: Purchase tablets/e-readers as funds become available, if deemed appropriate to educational environment. Responsible: Business Director, System Administrator, Technology Facilitator	AMTR/ TechReadness Tool documentation of addition of tablets to inventory
Promote/maintain innovative funding model by utilizing NCEdCloud offerings and alternatives	Goal: Monitor and explore options offered through NCEdCloud and implement as appropriate Responsible: System Administrator, Technology Facilitator	Goal: Continue to monitor and explore options offered through NCEdCloud and implement as appropriate Responsible: System Administrator, Technology Facilitator	Document resources added to school's inventory, review of LoFTI surveys and STNA results to determine effectiveness and future additions
Provide content filtering in accordance with the Children's Internet Protection Act (CIPA).	Goal: Continue operation and updating of Web filtering system. Responsible: System Administrator	Goal: Continue operation and updating of Web filtering system. Responsible: System Administrator	Web use logs and monthly reports. Zscaler & MCNC

Strategic Priority 2: Universal Access to Personal Teaching and Learning Devices

Current Status and Moving Forward

ArtSpace Charter School has been on the forefront of providing universal access to technological resources as an integrated aspect of learning in the classroom. Since first purchasing the first Mac G3 mobile labs to the present configuration of Mac and PC mobile labs, supplemented with classroom based desktop PC's, ArtSpace has always believed that access to technology is a key to successful educational experiences. ArtSpace has always implemented a program of providing all teachers and staff with a laptop for school use, and have encouraged the use of these laptops outside of the school day, so that teachers and staff can become more familiar with the programs and applications that the school uses on a daily basis. Through mobile labs, students have been able to experience technological applications in their classroom, thereby establishing a connection between technologies and 'real-world' applications.

The continued increase of opportunities and ample access to technology primarily depends on the availability of funds. As a public charter school, ArtSpace raises funds for its facilities and infrastructure, independent of state educational support. Since its founding in 2000, the school has raised over \$1.5M in facility renovations and enhancements. In 2011-12, ArtSpace, through its new foundation FACE (Foundation for the Arts at the Core of Education) completed acquisition of the property and began the process of updating its physical plant and grounds.

The primary model for universal access to technology is built around flexibility, multiple uses and long-term potential. The more flexible a technological resource is, the more it can be utilized to its maximum potential. Furthermore, the greater the potential that the technology is not just a fad, but has a proven track record and definite potential for use over many years, the better the return on the investment. Therefore, future technological expenditures will focus on this model of flexibility, multiple uses and long-term potential, so as to maximize our investments and allow us to add to our repertoire of tools, rather than merely replacing out-of-date technologies.

Using the chart below, briefly describe/explain how your LEA/Charter plan will utilize and align with the strategies in place in other plans/ initiatives being implemented in your LEA.

Alignment to Other Plans and Initiatives:

Strategic Priority 2: Universal Access to Personal Teaching and Learning Devices

ArtSpace Charter School will utilize and align with the following key initiatives/plans to reach for the vision and complete the strategic priorities of our plan...

ACRE

ArtSpace Charter School will continue to analyze and improve the infrastructure to support 21st century curriculum and assessments.

Career and College Ready, Set, Go!

By utilizing available funding sources ArtSpace Charter School will increase access to technology to support learning.

Race to the Top Local and State Scopes of Work

By utilizing available funding sources ArtSpace Charter School will enhance the instructional technology to facilitate online real-time assessments.

Home Base Implementation

By implementing the use of Home Base, ArtSpace Charter School will improve methods of resource acquisition and use.

Priority 2: Universal Access to Personal Teaching and Learning Devices

Suggested Goals/Targets	Year 1		Yearly Evaluation	
	July 1, 2014 - June 30, 2015	July 1, 2015 – June 30, 2016	Evaluation Method(s)	DPI Use
Develop a comprehensive sustainable school plan for universal access.	Goal: Develop plan for universal access to school resources Responsible: School Improvement Team, Technology Committee	Goal: Assess and refine as needed plan for universal access to school resources Responsible: School Improvement Team, Technology Committee	Yearly review of Technology component of SIP by committees and AMTR data, LoFTI surveys and STNA results	
Communicate your plan to all stakeholders.	Goal: Post DPI approved Technology plan on school website	Goal: Update DPI approved Technology plan as needed Responsible: Website	Existence of website with approved	

	Responsible: Website committee	administrator	Technology plan linked
Increase overall access to personal learning devices.	Goal: Continue to explore potential of tablets and purchase as funding is available Responsible: System Admin., Technology Facilitator	Goal: Continue to purchase tablets as funds become available, to expand access for students and staff. Responsible: Business Director, System Admin., Technology Facilitator	AMTR documentation of addition of tablets to inventory
Utilize Personal Learning Devices to promote student owned learning.	Goal: Increase percentage of technology-based integration into classroom activities Responsible: Classroom teachers, Technology Facilitator	Goal: Continue to increase the percentage of technology-based integration into classroom activities	Establish baseline in 2011 of technology-based integration through STNA survey and document increases through yearly surveys
Utilize Web Resources to increase student and staff communication	Goal: Establish web resources and web hosting services to promote student and staff communication and interactions in an online environment Responsible: Systems Admin., Technology Facilitator	Goal: Continue access to web resources and web hosting services and expand communication opportunities for students and staff Responsible: System Admin., Technology Facilitator	Establish Web Resources and web hosting services,

Strategic Priority 3: Statewide Access to Digital Teaching and Learning Resources, Including Digital Textbooks

Current Status and Moving Forward

Digital resources represent a facet of education that is just being explored. Online resources, such as the internet, have long been a staple of research and presentations. But this has gone beyond just print and images. Now, lessons on concepts are being taught through online resources such as Kahn Academy and YouTube videos. Classrooms can Skype to other classrooms around the world, creating relationships that were previously limited to email correspondence. Information can be stored through sites such as Google, and then accessed through an account on any computer anywhere in the world. Books are being transferred to digital format, and tablets can be used to access these books. Students can now carry their entire textbook collection, which use to take up a backpack and locker, in a 7 inch tablet.

In the YouTube video “Did you Know,” among the many points made, is the observation that the amount of information available is doubling every two years. Therefore, many of the print books on current subjects are ‘out-of-date’ before they even get printed. In order to create the 21st century learners, we need to provide them with the tools that gain access to information that is current, and changes as the situation changes. Furthermore, the flexibility of digital resources allows for one object, be it a desktop, laptop, tablet, or smartphone, to become the resource that is needed as the situation demands.

Open resources are those online resources which are created for everyone’s use without charge. These include many word processing programs, spreadsheets and other related programs which schools use on an ongoing basis as an integral aspect of the educational process. Identifying, researching, and utilizing these resources is a continuous process. Many times, the ‘fit’ is not appropriate, as the logic and presentation of the program differs sufficiently as to not warrant the retraining of students and staff to use the new platform. Also, existing investments in software precludes the use of these open resources. As licenses expire, open resources provide an attractive alternative to reinvestments in some software platforms.

Using the chart below, briefly describe/explain how your LEA/Charter plan will utilize and align with the strategies in place in other plans/ initiatives being implemented in your LEA.

Alignment to Other Plans and Initiatives:

Strategic Priority 3: Statewide Access to Digital Teaching and Learning Resources, Including Digital Textbooks

ArtSpace Charter School will utilize and align with the following key initiatives/plans to reach for the vision and complete the strategic priorities of our plan...

ACRE

As funds become available, ArtSpace Charter School will update the technology infrastructure to support a 21st Century curriculum and assessment system.

Career and College Ready, Set, Go!

As funds become available, ArtSpace Charter School will increase access to digital tools that support *Career and College Ready, Set, Go!*

Race to the Top Local and State Scopes of Work

As funds become available, ArtSpace Charter School will improve access to and support for staff and students to use the Learner Management System; Learning Objective Repository, and Web Collaboration tools.

Home Base Implementation

ArtSpace Charter School will utilize the tools available through HomeBase as appropriate in curricula and attendance applications.

Priority 3: Statewide Access to Digital Teaching and Learning Resources, Including Digital Textbooks

Suggested Goals/Targets	Year 1		Yearly Evaluation	
	July 1, 2014 - June 30, 2015	July 1, 2015 – June 30, 2016	Evaluation Methods(s)	DPI Use
Shift from traditional print and paper-based resources to affordable, current online resources	Goal: Explore the possibilities available for the access of information in digital format applicable across-the-curricula Responsible: System Admin., Technology Facilitator	Goal: Establish online listings of online resources applicable across-the-curricula Responsible: System Admin., Technology Facilitator	Online lists available across-the-curricula.	
Utilize procured resources such as NC WiseOwl, the Learner Management System, Learning Objective	Goal: Continue to advocate and educate teachers and students to use open education resources such as NC WiseOwl, the	Goal: Continue to advocate and educate teachers and students to use open education resources such as NC WiseOwl for	Documentation of activities that utilize open education	

<p>Repository, and other open education resources</p>	<p>Learner Management System, and the Learning Objective Repository for purposes of research, curricula alignment activities, and the tracking of student progress. Responsible: Executive Director, Technology Facilitator</p>	<p>purposes of research, curricula alignment activities, and the tracking of student progress. Responsible: Executive Director, Technology Facilitator</p>	<p>resources.</p>	
<p>Use digital content aligned specifically to Common Core and NC Essential Standards</p>	<p>Goal: Establish directories that align with Common Core and Essential Standards Responsible: Technology Facilitator, Teachers</p>	<p>Goal: Continue to add resources to directories that align with Common Core and Essential Standards Responsible: Technology Facilitator, Teachers</p>	<p>Establishment and maintenance of directories</p>	
<p>Provide infrastructure to support an increase in access to digital resources</p>	<p>Goal: Increase bandwidth and number of IP addresses and static IP addresses provided through communication services. Responsible: Business Director, System Administrator</p>	<p>Goal: Monitor usage of infrastructure and capabilities to provide adequate access to internet resources including the possibility of fiber. Responsible: Business Director, System Administrator</p>	<p>Establish increased bandwidth for wireless and wired and increased number of IP addresses and static IP addresses and document through</p>	
			<p>Zscaler/MCNC</p>	

Strategic Priority 4: A Statewide Model of Technology-Enabled Professional Development

Current Status and Moving Forward

The basis of a successful professional development program is access to the technology that the skills are based upon. Increase of professional development depends upon an increase in the technological resources necessary for 21st century learners. In Charter Schools, technology expenditures are increasingly dependent on grants, gifts, and other sources. As a result, these budgets are more difficult to project, however forward-thinking the plan. To this end, ArtSpace Charter School has founded a development/fundraising entity: Foundation for the Arts at the Core of Education.

Staff development is built around existing tools and resources, and expands as the resources expand. Uses of online resources, such as NC WiseOwl, and OpenClass, are presented through workshops and classroom lessons. Classroom instruction, placement, and interventions are planned around MAP (Measures of Academic Progress) scores, which utilize a computer-based assessment program, as well as EOG and SC Cutoff scores.

Creative use of existing technological resources is a core aspect of the educational philosophy of ArtSpace Charter School. Students are encouraged to utilize multiple forms of expression, such as video and photography and music, which is incorporated into PowerPoint presentations and word documents. Students analyze and critique online sources of information, give proper credit to these sources, and are made aware of the inherent dangers of 'social networking' and taught the proper safeguards necessary for interaction in an online environment.

The school utilizes an online report card system, Jupiter Grades, which is standards-based. This allows for parents and students to access from home real-time assessments of student progress. ArtSpace will continue to use Jupiter Grades as the PowerSchool system continues to be refined to allow for a standards-based approach to assessment. A school wide messaging system promotes communication through phone and email to the entire school community.

As funding becomes available, SmartBoards, tablets, and other technologies and resources will be further integrated into classroom instruction, and appropriate staff development will accompany these innovations. At the conclusion of the 2012-2013 school year, through PACE Board financial prudence and the 2012 Annual Fund Drive, a total of 5 24 PC mobile computer labs and 2 mobile 20 Galaxy mobile tablet carts, and classroom-based projectors, were added the school's technology tools to allow greater student access to technological resources across the grade levels and curricula.

Using the chart below, briefly describe/explain how your LEA/Charter plan will utilize and align with the strategies in place in other plans/ initiatives being implemented in your LEA.

Alignment to Other Plans and Initiatives:

Strategic Priority 4: A Statewide Model of Technology-Enabled Professional Development

ArtSpace Charter School will utilize and align with the following key initiatives/plans to reach for the vision and complete the strategic priorities of our plan...

ACRE

By using NCEES, ArtSpace Charter School administration will identify and select highly-qualified candidates to participate in area professional development opportunities.

Career and College Ready, Set, Go!

By creating relevant, rigorous professional development support, ArtSpace Charter School administration will provide opportunities that cultivate and nurture great teachers and principals.

Race to the Top Local and State Scopes of Work

By implementing *Race to the Top (RttT)* Detailed Scope of Work (DSW), ArtSpace Charter School will ensure teachers and staff understand the new Common Core and Essential Standards.

Home Base Implementation

ArtSpace Charter School will provide appropriate staff development to support teacher and staff implementation of the Home Base system.

4: A Statewide Model of Technology-Enabled Professional Development

Suggested Goals/Targets	Year 1		Yearly Evaluation	
	July 1, 2014 - June 30, 2015	July 1, 2015 – June 30, 2016	Evaluation Method(s)	DPI Use
Continue an IIS transition plan. Use Best Practices from HomeBase to continue using the online Instructional Improvement System (IIS) in 2014-2015 Responsible: Executive Director, Assistant Director,		Continue using the online Instructional Improvement System (IIS) data, faculty will use data to monitor student learning. Responsible: Executive Director, Assistant Director, Instructional Technology Facilitator, Teachers	Completed Transition Plan fully implemented throughout the school, as documented through log use	

<p>Implement a plan for embedded technology-enabled professional development for teachers and administrators.</p>	<p>Goal: Implement process of monthly presentations at staff meetings highlighting Homebase and other initiatives related to educational practices in classroom-based instruction, as well as quarterly professional development focusing on IIS and related innovations with technology and educational applications. Responsible: Executive Director, Technology Facilitator</p>	<p>Goal: Continue process of monthly presentations at staff meetings highlighting HomeBase and other initiatives related to educational practices in classroom-based instruction, as well as quarterly professional development focusing on IIS and related innovations with technology and educational applications. Responsible: Executive Director, Technology Facilitator</p>	<p>Use NCEES standards as documentation of teacher use of technology</p>
<p>Prepare media specialists and instructional technology facilitators to support digital reform.</p>	<p>Goal: Provide training through local sources, such as WRESA, and online providers as applicable topics and funding allow Responsible: Business Manager, System Admin., Technology Facilitator</p>	<p>Goal: continue to provide training through local sources, such as WRESA, and online providers as applicable topics and funding allow Responsible: Business Manager, System Admin., Technology Facilitator</p>	<p>Documentation of training received</p>
<p>Deliver NCSCOS training to teachers using integrated technology as a model for further classroom integration.</p>	<p>Goal: Use SmartBoards for delivery of training for NCSCOS Responsible: Executive Director, Assistant Director, Training Leaders</p>	<p>Goal: Continue to use SmartBoards for delivery of training for NCSCOS Responsible: Executive Director, Assistant Director, Training Leaders</p>	<p>Documentation of SmartBoard use and content/lessons presented or calendar which documents when the SmartBoard is in use.</p>

Prepare staff for online assessment delivery.	Goal: Utilize and demonstrate online assessment tools as they become available Responsible: Executive Director, Technology Facilitator	Goal: Continue to utilize and demonstrate online assessment tools as they become available Responsible: Executive Director, Technology Facilitator	Document online assessments used at school, continue use of NCEES for teacher evaluations and PDP's	
Prepare students for online assessment delivery.	Goal: Incorporate online assessments in student instruction as they become available Responsible: Technology Facilitator, Classroom Teachers	Goal: Continue to incorporate online assessments in student instruction as they become available Responsible: Technology Facilitator, Classroom Teachers	Document online assessments used at school	
Provide ongoing support and professional development necessary for use of data to inform instruction.	Goal: Continue staff development in use of MAP and EOG scores as information for development of student instruction Responsible: Executive Director, Assistant Director	Goal: Continue staff development in use of MAP and EOG scores as information for development of student instruction Responsible: Executive Director, Assistant Director	Document training sessions and focus of sessions	
Provide support for teacher and administrator progress and evaluation according to NCEES standards.	Goal: Continue training and use of NCEES for observations, personal reflections and PDP Responsible: Executive Director, Assistant Director, Teachers	Goal: Continue training and use of NCEES for observations, personal reflections and PDP Responsible: Executive Director, Assistant Director, Teachers	Online documentation of use of NCEES	

Strategic Priority 5: 21st Century Leadership for All Schools and Districts

Current Status/Moving Forward

ArtSpace Charter School has been exemplary in the creative utilization of technological tools and online resources. Mobile labs, teacher laptops, wireless school environment, access to SmartBoards, and use of online resources and computer-based assessment are just a few of the examples of how the administration has, and continues, to place a high emphasis of the value of technology as a tool for education, assessment, and planning.

Lack of continuous technology funding is the primary roadblock in advanced planning of staff development. As technology become available, staff development is provided to optimize the use of the resource in classroom and other educational situations. Teachers are encouraged to take advantage of training opportunities through organizations such as WRESA, but unless the resource exists at the school, such training has limited potential to educational applications.

Communication is the key to successful 21st century learning communities. Access to reliable and sufficient e-mail services for teachers, staff, administration, parents and students requires flexibility and control over security and related issues. Ability of administration to communicate efficiently and effectively with all stake holders is paramount to the success of the program and its objectives. Providing the necessary tools to support these initiatives is an integral part of growth in utilizing 21st century communication strategies.

Due to the ever-changing landscape of technology, flexibility is a key to a successful technology program. Providing the necessary infrastructure to support the changing needs of the technology program will be an important aspect of our growth as an educational leader. The SIP and the Technology Plan are in place and designed to meet the needs of the school as the situations change. Through use of surveys, such as STNA and LoFTI, current practices are assessed, and possible scenarios developed, to be implemented as funding becomes available. The mindset for the continued growth of 21st century learners is very much a foundation of the integrated approach to education that is a hallmark of ArtSpace Charter School.

Briefly describe/explain how your LEA/Charter plan will utilize and align with the strategies in place in other plans/ initiatives being implemented in your LEA.

Alignment to Other Plans and Initiatives:

Strategic Priority 5: 21st Century Leadership for All Schools and Districts

ArtSpace Charter School will utilize and align with the following key initiatives/plans to reach for the vision and complete the strategic priorities of our plan...

ACRE

By completing online and local professional development opportunities, ArtSpace Charter School teachers will use formative data driven instructional practices.

Career and College Ready, Set, Go!

By continuing and creating partnerships, ArtSpace Charter School will collaborate with state and private colleges in Teacher Preparation programs to produce more and better teachers.

Race to the Top Local and State Scopes of Work

By increasing the use of technology, ArtSpace Charter School will provide professional development opportunities for teachers.

Home Base Implementation

ArtSpace will provide training in aspects of Home Base as they become available for use.

5: 21st Century Leadership for All Schools and Districts

Suggested Goals/Targets	Year 1		Yearly Evaluation	
	July 1, 2014 - June 30, 2015	Year 2 July 1, 2015 – June 30, 2016	Evaluation Method(s)	DPI Use
Create and lead a vision for 21st century education	Goal: Follow vision as defined through SIP. Responsible: Assistant Director, School Improvement Team	Goal; Continue to review and refine vision in SIP as need to reflect changes in access to technological tools in the school environment. Responsible: Assistant Director, School Improvement Team	Documentation of implementation of SIP vision	
Create 21st century learning cultures	Goal: Provide professional development that investigate and explores ACRE and its application to the educational environment Responsible: Executive Director, Assistant Director	Goal: Continue professional development that investigate and explores ACRE and its application to the educational environment Responsible: Executive Director, Assistant Director	Documentation of Professional development sessions and focus/content	

Prepare teachers and administrators to lead 21st century learning environments	Goal: Implement the goals as outline in the approved ArtSpace Technology plan. Responsible: Executive Director, Assistant Director, SIP, System Admin., Technology Facilitator	Goal: Continue to implement the goals as outline in the approved ArtSpace Technology plan. Responsible: Executive Director, Assistant Director, SIP, System Admin., Technology Facilitator	Documentation as dictated by each goal in the plan
Design infrastructure to support 21st century communication	Goal: Purchase dedicated server and/or email service for secure email communication Responsible: Business Director, System Administrator	Goal: Continue refine email system implementation to provide secure email communication Responsible: System Administrator	Purchase of dedicated server and/or service through e-rate funds
Improve infrastructure to support 21st century learning	Goal: Upgrade internet bandwidth for research and online testing capabilities Responsible: Business Director, System Administrator	Goal: Upgrade and replace wireless access points, router, switches and firewall to upgrade and replace server for better connectivity throughout the school. Responsible: Business Director, System Administrator	Purchase of needed items
Provide administrative support for 21st century communication	Goal: Provide smartphones to administration for 24/7 access to administrative duties Responsible: Business Director, Systems Administrator	Goal: Continue support for administration smartphones Responsible: Business Director	Purchase of smartphones
Develop strategic partnerships with community and business to promote 21st Century learning.	Goal: Develop partnerships with local and national business and organizations. Responsible: Business Manager, Community Partnerships	Goal: Continue to develop and strengthen partnerships with local and national business and organizations. Responsible: Business Manager, Community Partnerships	Documentation of partnerships establish and relationship with school

**Appendix A: Policies and Procedures
ArtSpace Charter School Technology Plan
Policy, Procedure, & Guidelines Implementation Chart**

Policies, Procedures, & Guidelines	LEA Policy Code or Procedure	LEA Adoption, Implementation or Revision Date
All Policies, procedures and guidelines should be updated to include the fundamentals of 21st Century Education and Information & Technology Skills. Policies should be translated into predominant languages of students and parents. Policies, procedures and guidelines should be displayed along with the STP and other referenced LEA/Charter plans. Make sure links have navigations that are user friendly.		
Policies Required (note-all policies 5 years or older will be reviewed Fall/winter 2014/2015 and updated)		
A. Materials Selection Policy including internet resources (GS §115c-98(b))		2001
B. Disposal of Equipment / Replacement of Obsolete Equipment (GS §115c-518)		2001
C. Hardware and Software Procurement (GS § 115c-522 , 115c-522.1)		2001
D. Copyright and Plagiarism Policy (PL §94-553 , 90 Stat. 2541),		2001
E. Acceptable Use Policy (PL §106-554) (including existing 1:1, bring your own device)		2012
F. Equipment/Materials Donation Policy (GS § 115C-518)		2001
G. Data Privacy Policy (20 U.S.C. § 1232g ; 34 CFR Part 99 (FERPA))		2001
H. Inventory Control Policy (GS §115c-539 , 115c-102.6A-C(5))		2001
I. Access to Services Policy (GS §115c-106.2)		2009
J. Online Assessment and Instruction Policy		Winter 2014/2015
K. Advertising and Commercialism Policy (GS §115c-98) (Procurement and gifts ethics)		2001
L. Internet Safety and Ethical Use including Cyberbullying and Harassment (Protecting Children in the 21st Century Act , CIPA , FERPA , GS 115C-407)		2012
Procedures		
A. Hardware and Software Deployment		2011
B. Equipment maintenance and repairs		2011
C. Outdated Resources and Equipment Replacement		2011
D. Disaster Recovery of Data and Hardware		2010
E. Administration of Online Courses		TBD
F. Administration of Online Assessment		TBD
(Locally identified procedures)		
Guidelines		
A. Policy Translation		Fall 2014
B. Use of Digital Media and Resources		2010
C. Instructional Use of Videos		2010
D. Development of Online Resources		Winter 2015
(Locally identified guidelines)		

Appendix C - Policies

Policies included:

Materials Selection Policy

Hardware and software procurement policy

Copyright Policy.

Materials Deployment policy.

Acceptable Use Policy.

Equipment/materials Donation policy.

Guidelines for Web site development.

Equipment Maintenance and Repair policy.

Replacement/disposal of Obsolete Equipment policy.

Network Security policy.

Inventory Control policy.

Data Privacy policy.

Access to Information Policy.

Plan for translating all student/parent-related policies into the predominant languages of the community.

Disaster Recovery policy.

Advertising policy.

POLICY FOR PURCHASE, INSTALLATION, AND OWNERSHIP OF DONATED EQUIPMENT

The Board of ArtSpace Charter School recognizes the services of the Parent-Teacher Organization, other organizations, and individuals in providing equipment for use in the schools and in upgrading existing facilities. Such services and donations should be made after conferences between the donor, director, and board, whose responsibility it is to see that such additions are in accord with administrative policies, particularly where installation costs are involved. All donations become school property.

INTERNET ACCEPTABLE USE POLICY

The ArtSpace Charter School Board recognizes that electronic resources of all types are becoming a vital part of an up-to-date education for our students whom we are preparing to become technologically literate citizens. Because of this, the Board in general supports providing access to these resources for our staff and students.

Copies of the Internet Use Agreement are available from the director. The Board expects that the Internet and e-mail within the school system will be used for educational purposes only and that staff will use the guidelines established by Board policy both for their own professional use and to instruct students in the use of these resources.

The Board policies regarding the Selection and Reconsideration of Instructional Materials and Copyright should be followed when utilizing Internet access and e-mail throughout the district. Students who wish to have access to the Internet must sign the Internet Use Agreement and must submit a permission form which has been signed both by the students and a parent/legal guardian in which they agree that the students will adhere to all guidelines and be responsible for their own actions. Staff members will instruct students in the correct use of these resources, and students will read and understand the guidelines established by the district. The ultimate responsibility for a student's actions in using the Internet and e-mail rests with the student and his/her parent(s)/legal guardian(s). Students who do not adhere to the guidelines set forth by the district will have their e-mail and Internet privileges revoked and may be subject to other disciplinary measures.

COPYRIGHT COMPLIANCE 3.7330
STATUTORY

Legal Reference: 17 U.S.C. 101, 102, 106, 108, 110, 117

For ArtSpace Charter School

The ArtSpace Charter School board recognizes and supports the limitations on unauthorized duplication and use of copyrighted materials. The board does not condone any infringement on the property rights of copyright owners. Employees, students and visitors are prohibited from the use or duplication of any copyright materials not allowed by copyright law, fair use guidelines sanctioned by Congress, licenses or contractual agreements. Willful or serious violations also are considered to be in violation of expected standards of behavior for employees and students and may result in disciplinary action in accordance with board policy.

Fair Use unless allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to copying copyrighted material. Fair use is based on the following standards:

the purpose and character of the use;

the nature of the copyrighted work;

the amount of and the substantiality of the portion used; and

the effect of the use upon the potential market for, or value of, the copyrighted work.

The director or designee is responsible for providing information and training to personnel and students, as appropriate, to provide further guidance on the fair use of copyrighted materials, including in the following circumstances:

single and multiple copying for instructional purposes;

copying for performances and displays;

off-air recording of copyrighted programs;

use of "for home use only" videotapes;

computer software;

copyrighted materials on the Internet and on-line data bases; and

reproduction and loan of copyrighted materials by school media centers.

POLICY FOR INVENTORY OF FIXED ASSETS

I. PURPOSE

As fixed asset accounting is an important part of the stewardship responsibility of school officials] and as the care of school property is a legal responsibility of school officials pursuant to N.C.G.S.

115C-523, an inventory control system shall be established for all tangible fixed assets owned or possessed by ArtSpace Charter School.

II. DEFINITION OF FIXED ASSETS

Fixed assets are items of tangible property, both real and personal, having a value of \$500.00 or more and an estimated useful life of two years or more as distinguished from intangible property, such as money or securities, and consumable tangible property such as school and office supplies.

III. CATEGORIES OF FIXED ASSETS

For the purposes of accounting and inventorying fixed assets, they shall be divided into categories defined as follows:

A. Land--The legal right of the Board to own, possess, or use real property, including but not limited to, land owned in fee simple, easements, rights-of-ways, leases and other interests in land.

B. Land Improvements--Permanent improvements (excluding buildings as defined in Section C. below) which add value to the land or improve the use of land, such as but not limited to, sidewalks, parking lots, driveways, fences, and drainage systems.

C. Buildings--Any permanent or portable man made structure owned by the Board and used to house or shelter persons or property including schools, offices, warehouses, garages, sheds, etc.

D. Equipment--Any portable tangible personal property, not permanently affixed to real property, owned, leased or used by the Board including such items as machinery, furniture, motor vehicles, etc.

IV. . RECORD KEEPING

The Director is authorized and directed to develop an appropriate record keeping and inventory system for the Board's fixed assets. The system shall be implemented by no later than January 1, 2001.

FREEDOM TO ELECTRONIC INFORMATION POLICY FOR ARTSPACE CHARTER SCHOOL

1. Teachers may request access to information and websites where access is normally prevented because of filtering. Such sites must be relevant to specific curriculum objectives, and cause must be shown as to why unblocked sites would not serve the educational objectives. After review of request and site in question by principal, teacher can expect access or written denial, with justification for denial, to a blocked site within from the 5 days of initial request.
2. When purchasing and installing filtering system, the most least-restrictive electronic environment, which also provides reasonable safeguards for age-appropriate content, will be selected.
3. One person, chosen by the principal, will be granted privileges to change filtering rights when a teacher needs to access a blocked resource.

POLICY FOR REGISTRATION PROCEDURES FOR LANGUAGE MINORITY STUDENTS

As language minority students continue to enroll in schools throughout Buncombe County, the need to follow procedures that will help families feel welcome and which will expedite the registration process is essential.

These procedures do not apply to the following students:

J-1 Visa: Exchange students usually sponsored by a church or organization.

B-2 Visa: Visiting Students.

The following steps are recommended when enrolling a language minority student:

(1) Determine whether or not the family is able to communicate in English. Many families will bring an English-speaking relative or friend if they are unable to speak English.

(2) Keep a list on file of staff or members of the community who are bilingual and who are willing to assist the school in situations where the family is unable to communicate in English.

(3) Follow registration procedures established by the Board. Ask the parents/guardians for all documentation needed to enroll the student in school. If the documentation is in a language other than English, make arrangements with appropriate agencies to translate and obtain the information.

It is appropriate to ask the parents/guardians if the student is visiting or is on vacation. Students who are visiting or who are on vacation may not enroll in school. Ask about proof of residency and legal custody/guardianship to ascertain whether or not the student is here visiting or on vacation. It is illegal to ask about a family's legal status in the United States.

School records do not have to be in English or translated into English before a student is admitted in school. These students are obligated under state laws to attend school until they reach a state-mandated age.

Students arriving without school records should be placed according to their age-level.

Academic, cognitive, and social development need to be taken into consideration when placing these students.

Students without Social Security numbers should be assigned a school generated number instead.

(4) Provide parents/guardians with a school handbook. If unavailable in languages other than English, the person serving as an interpreter needs to go over school regulations and guidelines.

(5) Take the parents/guardians and the student on a tour of the school and introduce them to the classroom and to the content area teachers.

(6) Pair the new student with another student who may speak the same language or a "buddy" to assist during the first few weeks.

(7) For additional information regarding Identification and Assessment, Assessing for Exceptionalities, Program Models, Funding Sources; and, Instructional Techniques, please refer to the English as a Second Language Resource Guide: A Handbook for Serving Limited English-Proficient Students, North Carolina Department of Public Instruction, March 1995.

POLICY FOR INSTRUCTIONAL MATERIALS

The ArtSpace Charter School Board policy relative to the textbook program and selection of instructional materials, including supplementary textbooks, library books, periodicals, and other instructional materials including the following:

I. Objectives of Selection

- A. To provide instructional materials necessary to implement, enrich, and support the educational programs of the schools.
- B. To provide a wide range of materials with diversity of appeal and which incorporate different points of view.
- C. To provide materials which have varying degrees of difficulty to accommodate the range of abilities of pupils.
- D. To provide materials representative of the mainstream of our American heritage and the various religious, ethnic, cultural, and political groups which have influenced its development.
- E. To provide materials in such balance as to represent rather than distort the realities of our local, state, and national development.

II. Responsibility for Selection of Materials

- A. The ArtSpace Charter School Board is legally responsible for all materials used in the educational programs of the schools under its jurisdiction.
- B. The responsibility for selection of instructional materials is delegated to the Director and his staff teachers.
- C. The Board is authorized to form such review committees, criteria, and procedural rules as may be necessary to carry out this delegation of authority in a manner consistent with the policy of the Board.

III. Materials and Requirements

- A. All pupils may be required to prepare assignments and appropriately discuss topics found in any state adopted or locally adopted textbook.
- B. Any pupil, with his parents' consent, may request an alternate supplementary material when the assigned supplementary material is substantially objectionable to the pupil on moral or religious grounds. The teacher is required to provide the alternate supplementary material or, if it is not available, to excuse the pupil from the assignment.

IV. . Complaints on Materials

A. Parents, pupils, principals, and teachers may request reconsideration of instructional materials selected for school use. When a request for reconsideration is made to a teacher, principal, or supervisor, it shall be forwarded to the Director in written form.

B. The Director shall designate a person or persons to consider the objection and make recommendations to him.

C. The Director may:

1. Declare the materials not suitable for school use.
2. Restrict the use of the material to the teachers only.
3. Restrict the use of material to certain groups of pupils.
4. Declare the material suitable for restricted school use.

POLICY FOR STUDENT RECORDS: CONFIDENTIALITY AND ACCESS

In compliance with the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment), 20 U.S.C. S123g and 34 C.F.R. Part 99 ArtSpace Charter School adheres to the following policy:

Introduction

- a. The parents or guardians of students under eighteen (18) years of age have certain rights to inspect and review, contest the accuracy of, and control access to student educational records.
- b. When the student reaches the age of eighteen (18), only he or she, and not the student's parents or guardian, shall have the right to inspect and review the student's educational record.
- c. Student educational records are records, files, documents, and other materials that contain information directly related to a student. Such information includes, but is not limited to, academic work completed, grades, achievement test scores, aptitude or psychological intelligence test scores, attendance data, interest inventory results, health data, family background information, teacher or counselor ratings and observations, adaptive behavior scales, and verified reports of serious recurrent misbehavior.
- d. The Board will notify parents annually of their rights under the law and inform them that they may receive a full copy of this policy.

Access to Student Records

- a. Student educational records shall be made available to:
 1. The student's parents (or eligible student).
 2. School officials who have a legitimate educational interest in seeing the records.
- b. Student educational records may be released to:
 1. The student who is the subject of the records at the school's discretion and without prior parental consent.
 2. Officials of other schools and school systems in which the student enrolls, or intends to enroll, without prior authorization of the parent (or eligible student), unless the parent (or eligible student) has declined in writing to approve the transfer of records.
 3. Authorized representatives of the Comptroller-General, the Secretary of Education, and the administrative head of an educational agency, or state education authorities.
 4. Agencies functioning in connection with a student's application for, or receipt of, financial aid.

5. Appropriate individuals in the event of an emergency, if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
6. The parents of a student eighteen (18) years of age or over, if the student is eligible to be claimed as a dependent on the parent's federal tax return.

c. Directory Information

Each year the school must publish a list of what directory information will be made public when the information is requested or needed. A parent may have his/her child's name removed from the directory list. A school may not release any personally identifiable information concerning a student to any other persons, agencies, or organizations unless it has written consent from the student's parents or guardian (or eligible student), or the school is under court order or subpoena.

1. The written consent must be signed and dated and must specify what records are to be released, the reasons for such release, and to whom the records are to be released. A student's parent (or eligible student) shall be provided, upon request, with a copy of the records to be released.
2. The school will presume that a parent has the authority to review or consent to the review of his/her child's records unless the school has been provided with evidence of a legally binding instrument, state law, or court order covering such matters as separation, divorce, or custody.
3. If the school receives a court order or subpoena for student records, the school must make a reasonable effort to notify the parents (or eligible student) before such records are released.

Procedure for Inspecting Student Records

- a. Any person, agency, or organization requesting access to student educational records must make the request to the school principal or the principal's designee.
- b. Except for requests by a parent (or eligible student), school officials, or pursuant to the written consent of a parent (or eligible student), each request and disclosure shall be recorded as a part of the student's record.
- c. Persons inspecting a student record must sign a form indicating that they understand that information contained in the record may not be divulged to any other person without the written consent of the parents.
- d. Upon receipt of a request for inspection, the principal or the principal's designee shall arrange for the inspection and shall notify the parent or other authorized persons concerning the date, time, and place for the inspection.
- e. At the appointed time, the cumulative record folder or confidential folder shall be made available for inspection in the presence of the school staff person.
- f. Nothing within the cumulative record folder or confidential file may be removed or destroyed by the person obtaining access.

g. If the educational records of a student include information on more than one student, the parents of each student shall have the right to inspect and review only the part of the record that relates to such student or to be informed of the specific information contained in such part of the record.

h. The school staff person, if asked, shall attempt to explain and to help a parent (or eligible student) understand the record.

i. The parent (or eligible student) may copy data from the folder and may obtain photocopies only when the failure to obtain such photocopies would effectively prevent them from reviewing the record. Photocopies will be provided at a reasonable cost upon request and will be provided at no cost in cases where such cost would be prohibitive to the parents obtaining the record.

j. The school shall not destroy any student educational records when there is an outstanding request for inspection.

Procedure for Hearing

a. In the event a parent (or eligible student) contends that a student's educational record is inaccurate, misleading, or otherwise in violation of the student's rights, the school must grant an informal hearing on request.

b. The hearing shall be conducted within a reasonable time by the school principal or other school official appointed by the Principal who does not have a direct interest in the outcome of the hearing. The parent (or eligible student) shall be given reasonable advance notice of the date, place, and time of the hearing.

c. The parent (or eligible student) may present evidence relevant to the alleged inaccurate, misleading, or inappropriate material and may be assisted, at his/her own expense, by any person, including an attorney.

d. If inaccurate, misleading, or inappropriate information is found in the report, a correction or deletion shall be made and the parent shall be informed of this action in writing. Such changes shall be initialed by the principal. If the principal finds that a change should not be made, and if he or she is unable to resolve the complaint, the parent (or eligible student) shall be informed of his/her right to submit a written statement of the alleged inaccuracy which shall be made a part of the student's official record.

Exceptional Children's Records

a. The exceptional children's records relating to handicapping conditions may be destroyed five (5) years after a student reaches his/her twenty-first birthday upon notification of the parents.

This destruction schedule includes only the student's special records and not directory information (i.e., name, address, date of birth, date of school entrance, grades, grade completed, and name of parents).

b. Parents of exceptional children have the right to request that schools destroy the exceptional child's records prior to the twenty-first birthday.

c. Records, data or information on any exceptional child, other than directory information, shall not be released to any other persons other than the student, his/her parent(s), guardian(s), or surrogate parent(s) except:

1. As permitted by prior written consent by the student, his/her parent(s), guardian(s), or surrogate parent(s)
2. as required or permitted by federal law

d. Records, data, or information on any exceptional child may be released to:

1. School officials within the ArtSpace Charter School who have a legitimate educational interest.
2. School officials of other school systems in which the student intends to enroll.

e. The law provides the exceptional child, his/her parent(s), guardian(s), or surrogate parent(s) the right to read, inspect, and copy all and any records maintained on the child, and, upon request to have those records fully explained, interpreted, and analyzed for them.

f. The student, his/her parent(s), guardian(s), or surrogate parent(s) have the right to add to the records written explanations or clarifications, and to cause the expunction of incorrect, outdated, misleading, or irrelevant entries.

g. The law provides parents the right to a due process hearing if they are not in agreement with the finding of the school concerning the student's records after a review.

POLICY FOR DEPLOYMENT STANDARDS AND PROCEDURES

ArtSpace Charter School

Deployment procedures are guidelines for the selection of electronic resources both software and hardware. The purpose of a deployment process is to assure the wisest utilization of funds.

Software:

Purchasing software or online resources requires many considerations.

Criteria to consider before purchasing computer resources are:

Curriculum needs

Item under consideration:

supports curriculum goals

is age appropriate

does not duplicate existing resources

is cost effective (stand alone vs. networkable)

Technical

Platform compatible

Video resolution

Bandwidth

Storage space

Speed

Decisions involving purchases will be approved by the Director, in accordance with guidelines established through the budget committee, to maintain fiscal accountability. Any product that does not meet the curriculum standards should be considered an inappropriate material for school.

All hardware must meet current North Carolina Technical Standards.

WEB PAGE DEVELOPMENT POLICY

It is the policy of the Board of ArtSpace Charter School to support the use of the Internet as a tool for education and communication. The following guidelines will be adhered to when developing a web site:

1. All content and links will be age appropriate and related to curriculum objectives.
2. Personal opinions and viewpoints will not be expressed as part of the school's web site or links.
3. Staff and students will adhere to all copyright laws in regards to electronic resources.
4. State resources, such as NC WISE OWL, will be included as links as part of support materials when appropriate.
5. All links in classroom and student projects will be previewed by the classroom teacher, in order to insure suitability and age appropriateness
6. All classroom and student designed web pages will link to the school's web page, and use the school web page as their home page.

Classroom and student project web page(s) upkeep, and their content, will be the responsibility of the classroom teacher. The school web page will be the responsibility of the director, or designated appointee. All web pages, student and/or teacher, become the property of ArtSpace Charter School, which maintains sole proprietorship of all created materials.

EQUIPMENT MAINTENANCE AND REPAIR POLICY

Due to the nature and costs of repairing technological tools, such as CPU's, monitors, printers, etc., and the changing nature of technology, ArtSpace School in Education will adhere to the following guidelines:

- 1) When considering a new technological tool for purchase, an extended warranty, and the completeness of coverage, will be a factor in the final decision.
- 2) Cost of repair will be weighed against replacement cost.
- 3) All technological tools will maintain an extended warranty, until cost of warranty outweighs value of equipment due to obsolescence.
- 4) To keep equipment running properly, regular cleanings and check-ups will be scheduled each year as part of warranty maintenance.

Equipment will be considered due for replacement after five years, because of the advancements in technology, and will no longer be repaired unless replacement costs are greater than returns to school and programs after taking into consideration repair costs.

POLICY FOR SALE AND DISPOSITION OF SURPLUS FURNITURE, VEHICLES AND EQUIPMENT

ArtSpace Charter School

I. Introduction

It is the policy of the ArtSpace Charter School Board to sell and dispose of personal property which is unnecessary and undesirable for public school purposes in accordance with state law, G.S. 115C-518 and Article 12 of Chapter 160A of the General Statutes, in order to provide additional revenue for educational programs and to reduce storage expenses.

II. Determination that Property is Surplus

A. The Board, upon the recommendation of the Director, shall determine whether or not items or groups of similar items of personal property are unnecessary or undesirable for public school purposes.

B. The Director's recommendation shall describe the property recommended for sale, the number of items in a group of similar items to be sold and the method of sale or disposition.

III. Methods of Sale

A. Public Sales -

All individual items and groups of similar items valued at five hundred dollars (\$500.00) or more shall be sold by public auction sale; advertisement for sealed bids; negotiated offer, advertisement, and upset bid; or exchange as provided by Article 12 of Chapter 160A of the North Carolina General Statutes.

B. Private Sales -

1. The director or his designee is hereby authorized to sell by private sale any item of a group of similar items valued at less than five hundred dollars (\$500.00) each, which items were advertised for sale but not all sold at a public sale held in accordance with paragraph A above, within six months of the public sale at the same price for which the same or similar item was sold to the highest bidder at the public sale.

2. The Director or his designee is further authorized to sell any item or group of similar items valued at less than \$500.00 which has been declared unnecessary or undesirable for public school purposes by the Board by private negotiation and sale in accordance with the following regulations:

- a. The Director or his designee shall determine the fair market value of the item or items by comparing the sale price of similar items in the marketplace.
- b. The availability of the property for sale shall be advertised in the manner that a reasonably prudent businessman would advertise the same or similar merchandise for sale, such as advertisements in newspapers having a general circulation in the community or in specialty trade papers which market particular kinds of property.
- c. The property shall be sold on a first-come, first serve basis to anyone who is willing to pay the fair market value of the property as determined by the Director or his designee.
- d. The Director or his designee is further authorized to offer and to sell surplus property directly, without advertisement, to other governmental units, as defined by G.S. 160A-274, or nonprofit agencies at a mutually agreed-upon price.
- e. Except for those items sold in accordance with paragraph 1 above, no items or groups of similar items shall be sold by private sale to any employee or Board member of the ArtSpace Charter School or to any partnership, corporation or other business enterprise which an employee or Board member owns or has a controlling interest greater than 20% of the business enterprise.
-]f. In accordance with G.S. 160A-266(c), the Director or his designee shall on or before February 1 of each year submit a written report to the Board describing the property sold from July 1 through December 31, which shall state to whom the property was sold and the amount of money or other consideration received for the sale. In a like manner, a report shall be submitted on or before August 1 for property sold between January 1 and June 30.
return to Year 1 Policy section
return to Appendix C

INFORMATION TECHNOLOGY (IT) NETWORK SECURITY

PURPOSE: This plan delineates network security policy on IT hardware, applications, and records for ARTSPACE Charter School. It establishes mandatory system and user access protocols, to ensure system integrity in support of normal and contingency operations. The goal of this plan is continuity of IT operations through adherence to industry-standard security requirements; it supports the IT Contingency Plan by establishing front-end system protection procedures.

DISCUSSION:

1. Information Technology is key to the operation of ARTSPACE Charter School, and is assumed to be available to authorized users on demand. That technology is divided into two general groupings as indicated below:

A. School Administration - Includes all hardware, applications, and records associated with:

1. Student records
2. Staff records
3. Facility operating information
4. Operational website content

B. Educational Support – Includes all hardware, applications, and records associated with:

1. Day-to-day curricula
2. Non-operational website content

2. Administrative efficiency is significantly enhanced through the use of automated record keeping, financial and accounting applications, information exchange, and computerized research tools. If properly utilized, these capabilities will dramatically improved data accuracy and utility, while significantly reducing requirements for manual records. This will benefit not only internal information handling, but also make possible web-enabled information exchange with appropriate oversight and partner agencies and groups. Routinely utilized and modeled on existing data requirements, administrative systems will be totally configuration-controlled by the System Administrator.

3. As an arts-based charter school, ARTSPACE will use computer-based graphics, word processing, and research applications for curriculum support. Classroom-specific IT applications and records will vary dramatically. Content and content backup will be largely user-driven; this will demand much more flexibility and user-enabled functionality than administrative systems, while preserving system security standards. If local hard disk utility is enabled for users, all applications must be audited and approved by the System Administrator prior to installation. Under no circumstances will individual users have permission to enable/ disable hard drive systems, or download unapproved applications.

4. Planned IT system architecture will utilize server-based application support for website presence and a Local Area Network (LAN). As stated in the IT Contingency Plan, continuity and recovery of server operations is the first priority of all IT planning. Internet access policies are addressed separately.

ACTION:

1. The Director will:

- A. Approve system security procedures based on recommendations of the System Administrator
- B. Oversee the conduct of yearly independent audits of security procedures, including selection of auditors

2. The System Administrator will:

- A. Establish hardware/application protection protocols appropriate to the system environment
- B. Enforce system security protocols, to include recommendations for restriction or termination of individual user access, or system-wide content, based on specific threat assessment.
- C. As necessary, conduct emergency or scheduled isolation of the IT system
- D. Conduct user training in system security requirements
- E. Participate in yearly independent audits of security procedures, and make recommendations for changes to ARTSPACE procedures in response to audit findings
- F. Maintain ARTSPACE website presence including all content controls

3. Upon publication, all ARTSPACE IT users will adhere to requirements of this plan. In the event of any known or suspected compromise of system security standards, all users will immediately notify the System Administrator or Director.

4. Review and approval of this plan will occur on no less than an annual basis, with review performed prior to the scheduled yearly audit. Following the audit, this plan will be rewritten as indicated by audit findings, and signed by the Director.

PROCEDURES:

1. System hardware protection consists of:

- A. Physical protection in accordance with local building and safety codes
- B. Access control to assets including locks, lighting, and security systems
- C. Durable property identification tags and electronic labeling of media
- D. Comprehensive property inventory and periodic audits

2. System application protection consists of:

- A. User training appropriate to usage requirements and threat environment
- B. Password protocols:

(1) User passwords will be controlled through desktop sign on following activation of the user account

(2) Passwords must be at least 7 characters, with at least one numeral included and Capital.

(3) Passwords will be changed every 12 weeks, with users notified at sign on of the need to change passwords

(4) The System Administrator will utilize a system password for access to the full system; a copy of that password will be provided to the Director for safekeeping, and an additional copy stored offsite with data records

(5) Any known or suspected password compromise will require changing of the affected password

C. Data backup:

(1) Full backup will occur on a weekly basis. A full listing of application and folder backup will be developed by the System Administrator and published as Enclosure (1)

(2) This backup will be accomplished on a regular schedule, and on nonproprietary media to allow for data reconstitution on a contingency system. User input into critical applications and records, as defined in Enclosure (1) to the Contingency Plan, will be accomplished in accordance with the backup schedule to ensure the most up-to-date data.

(3) Backup media will be stored offsite in a secure space, once the backup is complete. The storage site must provide for 24-hour emergency access by the System Administrator, the Director, and other individuals authorized by the Director.

(4) Backup media will be subject to the same system protection standards as server-resident information, including:

∑ Access protection through use of system password

∑ Physical protection from unauthorized access

∑ Each backup on separate media to protect from Trojan Horse-type viruses

∑ Retention for at least 1 year from date of recording

E. Production/ secure storage of authorized application backup copies

F. Firewall/ Virus Protection appropriate to system content and threat assessment

3. As appropriate, manual records retention, security, and storage requirements will be promulgated for individual data sets. This policy will ensure adequate manual records to recover critical data after onset of a contingency, and will be adjusted as necessary to support contingency system recovery.

4. The IT Security Plan is in effect every day, as a normal part of ARTSPACE operations.
ENCLOSURE (1)

APPLICATION BACKUP INVENTORY

1. TBD

INFORMATION TECHNOLOGY (IT) CONTINGENCY PLAN

PURPOSE: This plan delineates contingency policy on Information Technology hardware, applications, and records for ArtSpace Charter School. It establishes planning priorities for routine operations and budgeting, and the framework for emergency recovery of critical functionalities.

DISCUSSION:

1. Information Technology is key to the operation of ArtSpace Charter School, and is assumed to be available to authorized users on demand. Administrative efficiency is significantly enhanced through the use of automated record keeping, financial and accounting applications, information exchange, and computerized research tools. If properly utilized, these capabilities will dramatically improve data accuracy and utility, while significantly reducing requirements for manual records. This will benefit not only internal information handling, but also make possible web-enabled information exchange with appropriate oversight and partner agencies and groups. As an arts-based charter school, ArtSpace Charter School will routinely utilize computer-based graphics, word processing, and research applications for curriculum support. While it will always be possible to present the planned curriculum without full IT capability, both quality and efficiency of the curriculum will be compromised.

2. Information Technology serving ArtSpace Charter School is divided into two general groupings as indicated below:

A. School Administration - Includes all hardware, applications, and records associated with:

1. Student records
2. Staff records
3. Facility operating information
4. Operational website content

B. Educational Support Includes all hardware, applications, and records associated with:

1. Day-to-day curricula
2. Non-operational website content

3. Within each of these groupings are hardware, applications, and capabilities rated critical and noncritical for routine resource planning and emergency recovery. For the purpose of this plan, critical is defined as those hardware, applications, and capabilities that must be maintained continuously due to:

- A. Statutory requirements, including student and staff records
- B. Proper financial operation
- C. Integrity of selected reporting and information exchange functions (to be defined)

4. All critical hardware, applications, and capabilities will be indicated separately in Enclosure (1) to this plan; each listed item will require establishment, testing, and validation of a specific recovery strategy. Only the Director, or the Director's designated representative, may make additions to, or deletions from, Enclosure (1). Non-critical hardware, applications, and capabilities are all those not specifically listed in Enclosure (1). As specific hardware,

applications, and capabilities are identified and implemented, each will be evaluated for criticality, and appropriate action taken with respect to development of a recovery strategy.

5. Planned IT system architecture will utilize primarily server-based application support for website presence and a Local Area Network (LAN). Regardless of the specific network characteristics, protection and recovery of network server information will ALWAYS be the first priority. For this reason, strict adherence to system security standards is of paramount importance. Those security standards will, if followed, both improve system utility and significantly reduce the threat of system loss. If local hard disk utility is enabled for user-specific applications, all applications will be audited and approved by the System Administrator prior to installation. Under no circumstances will individual users have permission to enable/ disable hard drive systems, or download unapproved applications.

6. Data protection protocols will be established which require the System Administrator to perform backup of all critical application and record information. Requirements of the data backup protocol are:

A. Full backup will occur on a weekly basis. A full listing of application and folder backup will be developed by the System Administrator and published as part of normal IT operations procedures.

B. This backup will be accomplished on a regular schedule, and on nonproprietary media to allow for data reconstitution on a contingency system. User input into critical applications and records will be accomplished in accordance with the backup schedule to ensure the most up-to-date data.

C. Backup media will be stored offsite in a secure space, once the backup is complete. The storage site must provide for 24-hour emergency access by the System Administrator, the Director, and other individuals authorized by the Director.

D. Backup media will be subject to the same system protection standards as server-resident information, including:

Access protection through use of system password

Physical protection from unauthorized access

Each backup on separate media to protect from Trojan Horse-type viruses

Retention for at least 1 year from date of recording

E. As appropriate, manual records retention, security, and storage requirements will be promulgated for individual data sets. The affected records and their completion cycles will be described in normal IT policy. This policy will ensure adequate manual records to recover critical data after onset of a contingency, and will be adjusted as necessary after contingency onset.

ACTION:

1. The Director will establish Enclosures (1) and (2) based on recommendations of the System Administrator. Upon publication, all ArtSpace Charter School IT users will adhere to policies on usage, protection, and updating of critical IT assets.

2. The System Administrator will be responsible for content, publication, and updating of Enclosures (1) and (2). Review and approval of Enclosures (1) and (2) will occur on no less than

a semiannual basis, or whenever significant changes to critical hardware, applications, or records requirements are enacted.

3. The IT Contingency Plan will be activated under the following circumstances:

A. Physical threat to IT system or system security, including:

Fire

Theft

Water or storm damage

Loss of access due to physical or virtual barriers

B. Known or suspected intrusion at any point on the network

C. Data corruption to critical applications or records

E. Test and validation of contingency procedures (must be authorized by the Director or System Administrator prior to activation)

F. Once activated, this contingency plan will remain in effect until the Director orders a return to normal operations, based on system testing/ validation by the System Administrator or contractor.

4. Contingency Strategy

A. Internal Recovery

Whenever possible, system continuity will be maintained through internal recovery by isolation of affected hardware, applications, and records.

Continuity is defined as a Recovery Time Objective (RTO), or full critical function capability, of 24 hours or less.

Noncritical applications and records will be delayed as required to provide time and system resources for critical functions. Manual retention of noncritical data will be accomplished as required for data reconstitution, once full system function is regained.

Procurement of additional/ replacement IT assets will be based on cost analysis of system alternatives to include:

a. impacts of permanent/ protracted service reduction

b. cost/benefit of manual procedures

c. impacts on strategic IT system planning

B. External Recovery

When onsite continuity is not possible, critical applications and records will be transferred via appropriate method to partner/ contractor systems for temporary siting.

The decision to transfer IT capability will be made by the Director or System Administrator within 12 hours of activation of this contingency plan. The partner/ contractor system must be capable of providing minimum acceptable levels of data protection as required by ArtSpace Charter School system content. A list of partner/ contractor systems is included in Enclosure (2). Following analysis of partner system capabilities, the System Administrator will develop, and the Director mandate, critical record manual procedures. These procedures will remain in effect until the Director orders a return to normal IT system operation.

If long-term system loss is anticipated, and partner/ contractor siting for the duration of the anticipated loss is either unavailable or undesirable, the Director will order reconstitution of critical IT capability based on economic analysis of alternatives, in accordance with 4.A. of this plan.

ADVERTISEMENT POLICY

It will be the policy of the Board of the ArtSpace Charter School that issues of advertising and endorsements be reviewed on a situational basis.

Guidelines for determination of acceptance of donations/funding with advertisement/endorsement provisions attached will include, but not be limited to:

1. Appropriateness of advertisement/endorsement to the age group.
2. Intrusiveness of the advertisement/endorsement into the educational process.
3. Potential compensatory gain to be realized by donor versus benefits realized by school.

The director and an ad hoc committee will review any situations involving aforementioned issues and make a recommendation to the board. The board will review recommendation and make a decision.