

**Barnstable  
Horace Mann Charter School  
Technology Plan  
2009 – 2012**



**730 Osterville-West Barnstable Road  
Marstons Mills, MA 02648**

<http://www.bhmcs.org>

**Barnstable Horace Mann Charter School  
Marstons Mills, Massachusetts**

# Instructional Technology Plan

**2009 – 2012**

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## **EDUCATIONAL PHILOSOPHY**

At the Barnstable Horace Mann Charter School, we believe that all of our students can master elementary academics, though not in the same time, the same way, or at the same pace. We also believe that our school is a place that fosters cultural literacy, special talents, character development, and civic responsibility so that our students will become educated, well-rounded individuals and contributing members to our democratic society. With a partnership comprised of students, parents, school, and community, we strive to construct a creative and exciting educational environment, which will prepare our students for lifelong learning.

## **GOALS AND EXPECTED OUTCOMES**

1. All students will master a common core curriculum needed to be successful in elementary school and beyond. Our students will have a standards-driven education, based on the Massachusetts State Frameworks and the Barnstable Public Schools Curriculum.
2. All of our students will learn and attain high standards in academic subjects although they may vary in their learning style and the time they need to learn.
3. The progress of every student will be closely monitored using a technological database, writing prompts, internal assessments, culminating activities, and MCAS.
4. We will guide our students' behavior through the implementation of our Code of Conduct.
5. We will create a professional resource center and have ongoing professional development for staff. Teachers will have freedom to exercise their professional judgment in how they organize instruction, so that they best meet their students' needs.
6. Parents and community members will be part of our students' education. We will offer parent forums and parent information sessions.
7. Our school will have fiscal autonomy, which will provide us the freedom, flexibility, and opportunity to significantly impact the education of our students.
8. We will use advanced technology to enhance our teaching, communication, and assessment.
9. We will maintain established lines of communication with our Barnstable K-3 elementary schools and intermediate school in order to offer a better educational program for our students.
10. We will serve as a model to other public schools, proving that public schooling ensures that children will acquire the knowledge and skills needed to become educated, responsible, and productive citizens.

## **MISSION**

The Barnstable Horace Mann Charter School serves all fourth and fifth graders in the Town of Barnstable with innovative learning and assessments. *The mission of achieving excellence for all students is our goal.* We have a major impact on students' academic, individual, social, and technological skills by creating a school environment which provides a high quality curriculum and innovative instruction. The school demands excellence from all in order to prepare students for successful learning.

Excellence will be demonstrated by:

- Preparing students to meet rigorous academic standards and assessing their progress
- Helping students to achieve high standards of social and civic responsibility
- Involving parents in their child's educational program
- Engaging the community in lifelong learning and in the success of the school
- Using technology to enhance our instruction, management, and communication

## **VISION - A SCHOOL WITH TOMORROW INSIDE**

The vision of our school is to provide an educational environment for a lifelong community of learners, designed to educate all students to reach their full potential and be able to master the skills, knowledge, and understanding needed to be successful in the 21st century. Our school operates as the social, educational, and human resource center for the entire community. It is designed to teach all the technological, social, and higher order thinking skills that will enable children to be productive individuals. The school maintains an environment where high expectations for all translates into a place where students and staff learn to work together as critical thinkers and problem solvers, and where differences are respected and the community is enriched.

## Executive Summary

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Barnstable Horace Mann Charter School is an elementary school housing approximately 850 fourth and fifth grade students primarily from the Town of Barnstable. The BHMCS Technology Plan is a guide for the implementation and support of technology throughout the school.

This Technology Plan encompasses a three-year plan and is in line with the Massachusetts Department of Elementary and Secondary Education benchmarks. The purpose of this plan is to assist the staff at BHMCS in evaluating the current and proposed status of technology at our school along with creating a strategy to continue to integrate technology into the curriculum at BHMCS.

Technology will be infused within our curriculum to meet the goals of the charter school as mentioned in the accountability plan. Extensive use of technology provides our staff and students with the tools needed to maximize the learning environment.

A constant cycle of planning, implementing and reassessing the curriculum will ensure students at BHMCS will be able to fully utilize technology as a learning tool. Adherence to the charter school guidelines will result in improved communication.

## **TECHNOLOGY PLANNING TEAM**

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Barnstable Horace Mann Charter School has a Technology Planning Team and a Technology Task Force. Participants on the teams include teachers, Administration, Staff Accountant, technology personnel, parents, and community representatives.

### **Technology Planning Team**

Principal – Kara Peterson

Assistant Principal for Academic Affairs - Peggy McEvoy

Assistant Principal for Student Affairs - Melisa Collins

Technology Director – Ryan McGee

Technology Support Specialist – Patti Kelleher

Technology Assistant – James Migliorini

### **Technology Taskforce Planning Team**

Title 1 Reading Teacher-Brenda Archambeault

ELA/ Social Studies Teacher- Christine Boulette

Job Share Teacher - Amy Clark

Math/Science Teacher - Patti Conner

ELA/Math/Science Teacher - Pennie Davis

ELA/Math/Social Studies Teacher - Tara Ewald

Job Share Teacher - Kristina Hazard

Occupational Therapist - Sara Lovelette

ELA/ Math/ Science Teacher - Meghann Manfredi

Special Education Teacher - Tom O'Connor

ELS/Social Studies/Science Teacher - Marie Sullivan

## INFRASTRUCTURE

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Barnstable Horace Mann Charter School has integrated technology into its curriculum since the school doors opened. Over the years the Technology Department has increased to a total of 450 computers which are Internet and network ready. The Technology Department manages a variety of in-house servers which include systems for controlling the windows domain, an exchange email server, a file server for sharing information, a class server specifically for the use of curriculum integration, image server and data back up servers.

The Technology Department is in charge of all aspects of the wireless and wired computer networks. BHMCS has worked to upgrade the network backbone with the use of fiber optics and has been analyzing different options with local public schools to share information to better use data.

Teachers are provided with laptop computers for use in the school, which help them prepare student lessons. A teacher can access the Internet via an Ethernet drop located next to the teacher's desk. A minimum of two computers in each classroom are available to the students so they can access the Internet. Four mobile labs are rotated to each classroom every day.

# BENCHMARK 1

## COMMITMENT TO A CLEAR VISION AND MISSION STATEMENT

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### **VISION - A SCHOOL WITH TOMORROW INSIDE**

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- Engaging the community in lifelong learning and in the success of the school
- Using technology to enhance our instruction, management, and communication

### **TECHNOLOGY VISION STATEMENT**

Barnstable Horace Mann Charter School will utilize cutting edge technologies to maintain a fostering school environment with many learning opportunities for students. Through the use of Internet communications and modern technology, students will be able to continue as life long learners when outside of the school building. The Technology Department strives to provide exceptional training to staff to maintain hardware and software issues and teach that technology is a useful tool for all.

## **BARNSTABLE HORACE MANN CHARTER SCHOOL TECHNOLOGY GOALS**

### **Goal 1: Students will acquire, maintain and enhance their technology skills**

- Provide students with high-end computers and quality instruction to acquire technology skills
- Provide an environment conducive to learning
- Encourage students to explore educational interests on the Internet and share their knowledge with their peers
- Encourage students to ask questions to maximize their learning potential through the use of technology
- Maximize access to the general education curriculum for all students including those with disabilities and English Language Learners (ELL) by using technology with universal design principles (UDL) and assistive technology devices
- Provide learning opportunities through the use of technology tools to enhance individuals, groups, cooperative learning, thematic studies and varied learning techniques

### **Goal 2: Staff will enhance their technology skills**

- Encourage staff to familiarize themselves with high-end computers with confidence
- Provide a comfortable environment conducive to learning new technology
- Utilize technology in the areas of curriculum, instruction, sharing information and resources
- Utilize technology as a tool to research subject matter thus allowing for the best informed decisions
- Integrate the use of information technology into professional development programs and provide teachers with a high level of access to current technology both at home and school

### **Goal 3: Improve the integration of technology into the curriculum and access effectiveness**

- Through highly-qualified professional development, staff will continue to incorporate technology into their daily lesson plans

### **Goal 3 (Continued):**

- Technology The technology staff will continue to model effective integration of technology into the content areas
- Mentor program will be developed which pairs classroom teacher to classroom teacher, SPED teacher to SPED teacher, etc., to assist in the integration of technology across all disciplines
- The technology staff will conduct weekly technology classes to improve faculty computer skills
- A shared network drive of data will continue to be used to share successful lesson plans for use with the interactive white board systems (Promethean, Smart Boards)

### **Goal 4: Maintain and improve existing Windows network infrastructure**

- Budget necessary funds to maintain and improve network hardware and software.
- Budget full time Technology Support Manager to assist the Technology Director in maintaining and improving existing infrastructure.
- Perform daily maintenance to maintain the mobile laptop labs.
- Assemble a student “Tech Team” to teach students how to troubleshoot computer issues through the use of logic.
- Assess the viability of allowing faculty, staff to access curriculum materials at home through a secure virtual private network (VPN) connection.
- Migrate the school server infrastructure from Server 2003 to a Server 2008 environment.

Barnstable Horace Mann Charter School has a Technology Planning Team and a Technology Task Force. Participants on the teams include teachers, Principal, Staff Accountant, technology personnel, parents, community representatives, and members from the school district Leadership Team.

In the 2008-2009 academic school year the Technology Task Force was created. The objective of the Task Force was to help advise which technology goals should be included in the three year Technology Plan. The Task Force was successful and has become an asset to the BHMCS school community.

## BHMCS Technology Budget Projections 2009-2012

<b>BHMCS TECHNOLOGY BUDGET</b>			
	<b>Year 1 2009-2010</b>	<b>Year 2 2010-2011</b>	<b>Year 3 2011-2012</b>
Salaries	\$120,578.00	\$ 124,195.34	\$ 127,921.20
Professional Development	\$ 5,200.00	\$ 5,360.82	\$ 5,526.62
Hardware	\$ 7,000.00	\$ 7,216.49	\$ 7,439.69
Software	\$ 23,338.20	\$ 24,060.00	\$ 24,804.12
Supplies	\$ 4,661.80	\$ 4,805.98	\$ 4,954.62
Contracted Services	\$ 1,000.00	\$ 1,030.93	\$ 1,062.81
<b>Total</b>	<b>\$161,778.00</b>	<b>\$ 166,669.56</b>	<b>\$ 171,709.06</b>

Barnstable Horace Mann Charter School has a line item for technology in our operational budget. When purchasing hardware and software, we include items that facilitate access to technology for students and staff with disabilities.

Barnstable Horace Mann Charter School will employ the use of state, federal, and private resources when available. We have also participated in the Mass State Surplus Program.

### **EVALUATION AND MONITORING OF TECHNOLOGY**

In order to evaluate the effectiveness of our technology resources and monitor the progress of our Technology Plan, Barnstable Horace Mann Charter School will provide the following internal evaluations:

- Technology Department Survey
- Parent/ Guardian Survey
- DOE's Technology Self-Assessment Tool (TSAT)

## **BENCHMARK 2 TECHNOLOGY INTEGRATION**

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### **Teacher and Student Use of Technology**

- We have achieved the goal of 100% of teachers using technology everyday
- We are working towards the goal of 96% of teachers using appropriately with students each week: multimedia, research, simulations, data interpretations, and communications.
- We are working towards the goal of 96% of the teachers working to meet the proficiency level in technology as defined in the TSAT
- We have a Student Acceptable Use Policy and have received 100% return on our Acceptable Use Policy forms
- We have a Staff Acceptable Use Policy and have received 100% signed returns from our staff
- We will work towards these goals with the continuation of our professional development plan that has been in effect for three years
- A survey will be distributed to all teachers at the end of every school year to determine their use of technology for administrative purposes and with students in the classroom
- The TSAT form will be distributed to all teachers at the end of every school year to determine their TSAT levels

### **Technology Staffing**

The Barnstable Horace Mann Charter School district has a full time Technology Director located in the school. The school has a Technology Support Specialist in charge of data input, assisting with day to day technology operations. A Technology Assistant provides students with technology learning and helps with data management and assessment. The Technology Department works in conjunction with each other to provide a fostering environment to the faculty, staff and students at BHMCS.

## **BENCHMARK 3**

### **TECHNOLOGY PROFESSIONAL DEVELOPMENT**

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Barnstable Horace Mann Charter School initiated a professional development program for the teaching staff. With technology changing so rapidly, there will always be a need for training and curriculum integration support. At the start of each school year, the curriculum will be updated to provide the teaching staff with training on cutting edge technology.

Professional development is held on-campus for the staff at Barnstable Horace Mann Charter School in a new training room located directly inside of the Technology Office. Topics cover technology skills and the integration of technology into the curriculum.

Our technology professional development program is sustained and has been ongoing since school year 1999-2000 and includes focused workshops, peer mentoring, study groups, best practices, and modeling.

Professional development planning includes an assessment of the teachers' needs at Barnstable Horace Mann Charter School in addition to feedback from the Principal and teaching staff. Each year teachers assess competencies listed in the Massachusetts Technology Self-Assessment Tool.

Professional development for the year is then determined on the needs based on TSAT and feedback from administrative and teaching staff.

Year 2009-2010 Staff members receive 15 hours of professional development.

Year 2010-2011 Staff members receive 15 hours of professional development.

Year 2011-2012 Staff members receive 15 hours of professional development.

Barnstable Horace Mann Charter School will work towards the goal of providing each teacher with 15 hours of highly focused professional development each academic school year.

## **BENCHMARK 4 ACCESSIBILITY OF TECHNOLOGY**

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### **DOE REQUIREMENTS**

- Technical Support
- Commitment to provide timely technical support
- Network Administrator
- Full-time person to support 100-200 computers.
- Students per Instructional Computer
- Average ratio of fewer than 5:1 high capacity, Internet connected computer.
- Portable/handheld appropriate to grade level
- Establish a computer replacement cycle of 4 years or less

Barnstable Horace Mann Charter School ensures that every administrator, teacher, and student receives high-quality user and system support. At the present time, our Technology Director along with assistance from the Technology Specialist, Technology Assistant and the Student Technology Team, provide exceptional support. In addition, we have a network of local professionals if problems arise which are out of our scope of expertise.

We currently have handheld devices for the Principal, Assistant Principals and Prevention Specialist. They are being used presently for immediate access to student database records.

We currently have 360 Alpha Smart devices in 14 portable carts. The Alpha Smart devices help the children organize and complete their writing assignment without ever leaving their desks except to transfer their assignment to a printer.

### **INSTRUCTIONAL WORKSTATION INVENTORY**

Barnstable Horace Mann Charter School conducted an inventory of computer equipment  
July 1, 2009

Inventory is as follows:

Type A-B: 434 High-End Computers

Type C: 16 Low-End Computers

**Students Per Type A/B:** 1:1.96

**Percent of classrooms connected to the Internet:** 100%

**Percent of computers connected to the Internet:** 100%

**Number of Students Enrolled Barnstable Horace Mann Charter School:** 869

## **BENCHMARK 5 INFRASTRUCTURE FOR CONNECTIVITY**

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### **INTERNET ACCESS**

Internet Access is available to all classrooms at 100MBPS to each classroom.

Research high speed Gigabit connection to intranet / internet

Wireless Internet Access is available to some classrooms at 802.11b/g

Barnstable Horace Mann Charter School uses a Microsoft Windows Operating Platform. (Majority are Windows XP).

Each classroom teacher has a laptop computer, which is “network ready” meaning that it has an Ethernet NIC (Network Interface Card) installed and designed for an RJ45 network jack which enables, at this time, one computer in that particular classroom to be connected to the network.

### **NETWORKING**

We have initiated installing a six-port hub in every classroom in order to enable multiple Internet connections in the classroom. Each classroom has a minimum of two additional type A-B desktop computers connected to the Internet.

Our three technology labs each have 26 Type A internet-connected computers.

We have four mobile labs with wireless Internet connectivity.

The network topology used at Barnstable Horace Mann Charter School is a tree topology which combines the linear bus and star topologies.

The media type used in our network is Twisted Pair (UTP) CAT5 / CAT6 in the building and fiber optic between the buildings.

Barnstable Horace Mann Charter School has four servers: one Exchange Server, one Microsoft Class Server, Domain Controller, Plato server and a backup server.

Each teacher has a network account with login id and password along with an e-mail account which allows them to e-mail anyone in the school district or anyone with an Internet email account.

BHMCS has several wireless internet zones for student connectivity to the Internet. Over the course of this Technology Plan we intend to increase the number of the wireless zones for added wireless convenience.

## **E-LEARNING ENVIRONMENT**

BHMCS encourages the development of innovative strategies for delivering special courses through the use of technology. The staff has access to planning and grading software through the Internet 24 hours a day, 7 day a week. The school subscribes to over 18 different online software services to create an environment for development in technology.

The above software subscriptions allow teacher access to software anytime for delivering lessons to students and access web based interactive video through systems such as Discovery Education to provide learning on local, state, regional national and international levels.

E-learning is part of the curriculum at BHMCS. Teachers incorporate technology into lessons, cultural projects, and virtual fieldtrips based on needs assessment.

## **BENCHMARK 6 ACCESS TO THE INTERNET OUTSIDE THE SCHOOL DAY**

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Barnstable Horace Mann Charter School maintains an up-to-date website at <http://www.bhmcs.org>. This website includes many different activities and events that parents are able to reference for further information. The school website includes archives of pictures for parents to view school events. Many of these pictures are used throughout the year to contribute to the annual yearbook.

Every educator has access to the Internet and an Internet email account with the capability of sending and receiving email. Teachers are asked to check their email daily if not multiple times each day. Email is a growing form of communication. At BHMCS we strive to have open communication with the parents.

The district works with community groups to ensure that students and staff have access to the Internet outside of the school day. There are many locations in the Barnstable district that offer free wi-fi hot spots for accessing the Internet with a laptop. Local libraries have computers for students, staff and community members to use. The school has an after school program conducted during the school year that will allow students to gain Internet access if needed to complete an assignment. The BHMCS website also provides links to local libraries for hours and availability of computer resources outside of the school day.

The links are as followed:

- 1.) <http://www.town.barnstable.ma.us/departments/Libraries.asp>
- 2.) <http://hotspotr.com/wifi/list/1153-barnstable-ma>
- 3.) <http://bhmcs.org/> (After school program)

## NEEDS ASSESSMENT

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At BHMCS each classroom teacher has access to a laptop and at least two modern type A/B computer devices for use when needed by students. Each classroom has a minimum of two computers for student use with some classes having more. Teachers have a laptop for access to the Internet and many software resources. The chart listed below displays computer software programs that will need updating and renewal at the end of each academic year.

Professional development will be provided to increase the familiarity with technology available in the school. Professional development will help to integrate technology into the curriculum for improved class teaching and learning.

Technology integration extends into each classroom with the availability of mobile computer labs and desktop computers for students.. Interactive whiteboards are available in many classrooms. Additional whiteboard presentation systems will continue to add to the successful technology integration providing all students with hands on learning.

BHMCS currently has substantial technology products and services offered to faculty, staff and students. The following software programs and hardware are currently available:

<b>SOFTWARE PROGRAMS</b>	
Plato	Curriculum
Test Wiz	Data Analysis
Brain Pop and Brain Pop Jr.	Curriculum
United Streaming	Streaming Video
Brainchild	MCAS Preparation
Study Island	MCAS Preparation
Class Server	Curriculum Mapping
SRI – Read About	Curriculum
Kurzweil	Remedial/self paced instruction
Inspiration	Remedial/self paced instruction
Microsoft Office 2003	All systems
<b>HARDWARE</b>	
Student Computers	1:1.96 Student Computer ratio
Wireless Mobile Carts with Laptops	4 COWS in system
Teacher Laptops	All teachers
Servers	Server 2003
Wireless Internet / LAN / WAN	3 Access Points
Interactive Whiteboards	18 classrooms currently
Classroom Projectors	18 classrooms currently
Active Vote / Active Expression	450 Control Units
Alpha Smart	4 Portable Carts
<b>ASSISTIVE TECHNOLOGY</b>	
Dragon Naturally Speaking	Need-based

**DETAILED ACTION PLAN  
2009-2012**

<b>STUDENT LEARNING</b>	<b>Year 1 2009-2010</b>	<b>Year 2 2010-2011</b>	<b>Year 3 2011-2012</b>
Assess student software to ensure the most effective software is being used	X		
Submit student work through a secure online student data warehouse for assessment			X
Develop a more advanced training program for the “Tech team”		X	
Review options of out of school earning for students	X	X	
Implement programs to enhance learning experiences	X	X	X
<b>TEACHER LEARNING / PROFESSIONAL DEVELOPMENT</b>			
Administer the Technology Self-Assessment Tool to the BHMCS teachers	X	X	X
Create / revise a detailed professional development curriculum for training	X	X	X
Conduct basic classes, intermediate classes, and advanced classes as needed	X	X	X
Develop a professional development calendar for technical training	X		
<b>HARDWARE/SOFTWARE</b>			
Conduct an assessment of current technology integration into curriculum, technology hardware, software and school-wide needs. After completion of assessment, make recommendations	X	X	X
Create / revise a detailed action plan to address the results of the assessment	X	X	X
Develop a systematic process for evaluating software	X		
Implement the PC for every student program.			X
Create policies and procedures to ensure the security and safety of the students while using technology		X	
Assess website use. Determine what additional information should be included. Expand the website to enable parents and students to have access to a broader range of curricular and general school information	X		

## **EVALUATION AND MONITORING OF TECHNOLOGY PLAN**

Barnstable Horace Mann Charter School has plans and procedures in place to evaluate the effectiveness of the 2009-2012 Technology Plan. Our evaluation will take place periodically throughout the three academic years. This will monitor the effectiveness of our technology resources as well as the progress of our Technology Plan. Barnstable Horace Mann Charter School will provide the following Internal Evaluations:

- Technology Department Survey
- Parent Survey
- DESE Technology Self-Assessment Tool (TSAT)

At the conclusion of each academic year Barnstable Horace Mann Charter School will evaluate the Technology Plan with the members of the Technology Planning Team. They will utilize internal evaluation criteria to ensure validity of the 2009-2012 Technology Plan. The plan will then be assessed and rewritten if needed to provide an accurate representation of current technology at BHMCS.

# APPENDIX I COMPUTER USE CONTRACT

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## BARNSTABLE HORACE MANN CHARTER SCHOOL AND BARNSTABLE PUBLIC SCHOOLS' COMPUTER USE CONTRACT

I \_\_\_\_\_ agree to abide by the following rules when using any computers at Barnstable Horace Mann Charter School. I understand that failure to follow these rules will jeopardize my being allowed further use of computers and may result in my removal from the class.

**I will:**

- ▶ Use the proper procedures to start up, restart, and shut down the computer.
- ▶ Only use the computer assigned to me.
- ▶ Ask the teacher if I have any questions about proper procedure.
- ▶ Treat the computer as an expensive, breakable tool.
- ▶ Use the computer only for assigned tasks.

**I will not:**

- ▶ Abuse the computer.
- ▶ Attempt to change any system settings.
- ▶ Use any computer without permission.
- ▶ Attempt to install any software on any of the computers.
- ▶ Attempt to copy any software from any of the computers.
- ▶ Use the computer for profanity or any inappropriate activity.
- ▶ Use any diskette or CD without explicit instructions from the teacher.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

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## PERMISSION TO PHOTOGRAPH AND PUBLISH

I hereby grant permission to photograph my son/daughter and publish his/her work in conjunction with articles in newspapers, TV, and the Annual Report.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

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## APPENDIX II TECHNOLOGY ACCEPTABLE USE AGREEMENT

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### TECHNOLOGY ACCEPTABLE USE AGREEMENT

**Student Agreement to Comply:** I have read and understood the Barnstable Horace Mann Charter School and the Barnstable Public Schools' Technology Acceptable Use Policy. I understand that the use of school computers including Internet access is a privilege not a right. I also understand that my failure to comply with the policy could result in disciplinary action.

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_ (Please Print) **Grade:** \_\_\_\_\_

**Parent or Guardian Agreement to Comply:** Computers and the Internet are available to students to enhance the curriculum and promote educational excellence. The School District has taken reasonable precautions to assure student safety; however, it is technically impossible for the Barnstable Horace Mann Charter School and Barnstable Public Schools to restrict access to all controversial material. Students are expected to avoid questionable materials and communications. I understand that the use of school computers including Internet access is a privilege not a right. I will not hold the Barnstable Horace Mann Charter School or the Barnstable Public Schools responsible for any materials acquired by my child using the school's computers. As the parent or guardian of this student, I have read and understood the Barnstable Horace Mann Charter School and the Barnstable Public School District's Technology Acceptable Use Policy. I have reviewed these rules with my child and grant permission for my child to have Internet access.

**Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Name: (Please Print)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent or Guardian Web Publishing Agreement:** The Barnstable Horace Mann Charter School and Barnstable Public Schools maintain web pages for each school and the District. Photo images, names, and student work are sometimes displayed on the web pages as a means of communicating and sharing student achievements with the community and other schools. Examples of such displays include sports teams and captains, play casts, artwork/show winners, writing contests, etc. I understand that other persons accessing the World Wide Web who are not part of the educational community may view these images. I give my permission to the Barnstable Horace Mann Charter School and Barnstable Public Schools to display, on the school web pages, pictures of my child, his/her work, and name (first name only), as they relate to activities, projects, and programs at the school. Names and photos will not be displayed together. The posting of material to the Barnstable Horace Mann Charter School's web page and the Barnstable Public School District's web page must have prior approval of the Principal/Superintendent. The use of the Barnstable Horace Mann Charter School's name or logo and the Barnstable Public School District's name or logo may not be used on personal web pages without the Principal's/Superintendent's approval.

**Signature of Parent/Guardian:** \_\_\_\_\_

**Signature of Student:** \_\_\_\_\_

**Note:** Signature signifies a contractual agreement for the period of time that the student attends school in the Barnstable Horace Mann Charter School.

*Adopted: February 6, 2001 Barnstable School Committee*