

Pioneer Elementary

Strategic Plan for Technology
2017-2020



Panther Mission

The mission of Pioneer Elementary is to serve the community and the school by creating a safe environment that fosters respect, trust, accountability and responsibility while promoting lifelong learning for all.

Core Values

We believe that the developmental needs of children are central to every aspect of the operations of Pioneer Elementary School and that interactions with our stakeholders must be governed by our core values - integrity, responsibility, innovation, excellence and professionalism.

Strategic Goals

Pioneer Elementary Will:

- * Maximize every child's learning
- * Create safe, nurturing learning environments
- * Enhance parent and community engagement
- * Maintain effective, efficient and innovative support systems
- * Manage fiscal resources effectively and efficiently

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Strategic Plan Core Strategies

These shared Core Strategies are the glue that holds us together as our primary methods and approaches to achieving our Vision and Mission.

- ~ **Educational Program:** We will implement and assess a comprehensive educational program based on 21st Century learning skills to educate the whole child.
- ~ **Technology:** Every student will actively use technology to develop 21st Century skills within a safe and secure digital environment.
- ~ **Professional Development:** The professional development program, which includes time for planning, collaboration, and in-services, will support ALL District employees to provide a nurturing, inspiring, and rigorous educational program.
- ~ **Communication:** We will facilitate communication with stakeholders at every level consistent with our core values to promote our mission and to achieve our vision.
- ~ **Funding:** We will actively pursue funding to maintain a stable level of resources necessary to fulfill our mission.
- ~ **External Relations:** We will establish partnerships with corporate entities and community members.
- ~ **Facility Optimization:** We will develop a plan to maximize functional use of facilities.
- ~ **Student Safety and Well-being:** We will provide a safe and nurturing environment that encourages student engagement and individual ownership of learning.

Vision for Technology

Technology facilitates the purposeful integration of learning between subjects, throughout the day, and across the school site in order to individualize learning and allow for student choice. Through training and regular use of technology staff are experts in ensuring that the right technology tool is used to provide our students with opportunities to learn and share knowledge that would otherwise be unimaginable. A culture is clearly established around the willingness to embrace new ideas and proactively use technology by continually infusing local and global practices, current trends, and future projections into all conversations about teaching and learning.

Technology Guiding Principles

- ☑ All students and staff have immediate access to technology whenever necessary
- ☑ The right tool is available and used whenever it is possible and appropriate
- ☑ Learning environments are equipped with technology tools to support all students
- ☑ Students are good digital citizens
- ☑ Technology is *purposefully* integrated to support clear learning goals
- ☑ Technology Specialists in the Technology Committee will propel staff and student use of technology in innovative and purposeful ways
- ☑ Technology is the vehicle used to provide enhanced opportunities for rich multi-media collaboration and communication within and beyond the classroom

Introduction

The Pioneer Elementary School District is an elementary district serving grades Kindergarten through 6th grade. Located in Billings, Montana Pioneer serves approximately 65 students. Families are attracted to our District based on outstanding learning opportunities and highly effective educational programs.

Technology in District 41 will enhance student learning, improve the efficiency and productivity of staff members and facilitate communication among students, staff and parents. This plan addresses the following issues:

- Setting clear expectations as to the implementation and use of the districts hardware.
- Integration of technology into all classrooms to meet the needs of all students, provide individuality and choice, and enhance learning opportunities.
- Professional development for all staff to ensure that technology is used to transform learning opportunities for all students.
- Maintenance and update of infrastructure to ensure that technology tools are used seamlessly.
- Budget projections for future technology needs.
- Process for monitoring and evaluating the implementation of the plan.

I. Plan Duration

The duration of the Plan will be three years (August 1, 2017 through July 31, 2020); the Plan will be reviewed and updated annually through the district's strategic planning process. The focus of this technology plan is the curriculum and professional development components while maintaining hardware, and infrastructure standards.

The purpose of this 3-year Plan is to identify strategies that will help Pioneer Elementary meet Montana Educational Technology Standards and promote student achievement on State and District adopted subject and grade level standards through the use of technology. Pioneer Elementary School strives for effective integration of technology into the classroom in support of student achievement. The Pioneer Elementary Plan for Educational Technology outlines our vision of where the District would like to be at the end of the 3-year period (July 31, 2020). The District Principal/Superintendent and Technology Coordinators are responsible for monitoring implementation of this plan. The plan will be reviewed and revised on an annual basis through the district's strategic planning process. The District Principal/Superintendent will then work with the Technology Committee to implement any required revisions.

II. Stakeholders

Internal Stakeholders & Planning Committee

Schnitzmeier, Melissa	Principal/ Superintendent	(406) 671-8698	schnitzmeier@pioneerschool.us
Bullard, Bill	Board Chair	(406) 670-8157	billbullard@r-calfusa.com
Michael, Marilyn	District Clerk/	(406) 373-5357	michael@pioneerschool.us
Russell, Connie	Technology Coordinator	(406) 373-5357	russell@pioneerschool.us
Gordon, Karissa	Technology Coordinator	(406) 373-5357	gordon@pioneerschool.us

External Stakeholders

	Parent Committee Member		
	PTA Member		
	Community Committee Member		

The Pioneer Elementary Plan for Educational Technology is based on Montana State Standards and the Strategic Plan of the Pioneer School District in order to deliver rigorous academic courses. The Strategic Planning Committee sets yearly priority actions in the area of technology to ensure that the District is continually moving forward utilizing the power of technology as a tool for effective instruction, assessment, and as a resource for student and staff learners to support 21st Century learning. The Technology Plan will be reviewed and updated annually as part of the district's strategic planning process to include the identification of priority actions that will guide work toward attaining the plan goals.

The Technology Plan provides success indicators for each goal that identify what successful implementation will look like. These are written as observable actions such as "Teachers will actively use the SAMR model as a tool for thinking about purposeful integration of technology when planning lessons and units of instruction" or "Students will intentionally access a variety of resources in order to actively find information in order to solve problems, answer questions, and further their understanding both on their own and with support from staff."

The Technology Plan is broken into four major sections: Instructional Program; Professional Learning; Infrastructure, Hardware, Technical Support and Software; and Funding and Budget. Monitoring and evaluation of the plan will be done through the district's strategic planning process.

Instructional Program goals are focused on observable goals that will directly impact the classroom but are not considered professional learning. These goals include student outcomes and teacher outcomes, supporting the needs of all students, and communication between home and school.

Professional Learning goals are focused on the continual learning process in which all Pioneer Elementary staff engage. These goals focus on observable actions that will support increased proficiency, integration, and use of technology, as well as parent learning and a focus on digital citizenship.

The **Infrastructure, Hardware, Technical Support, and Software** section is focused on the ongoing evaluation of infrastructure, hardware, and software needed to maintain an up-to-date network that allows classroom technology to run more seamlessly. The infrastructure includes networking capacity and Internet access, plus hardware, software, and technical support.

The **Funding and Budget** section focuses on projected costs for future technology needs identified by this plan.

III. Instructional Program

Description of teachers' and students' current access to technology tools

The district is equipped with multiple technology tools for teacher and student use. All learning spaces are connected, through Ethernet switching technology and wireless access points throughout both buildings. This data network infrastructure provides students and teachers access to a variety of information resources including student academic data, Internet access, e-mail, a student information system, Google Apps for Education and District administrative functions in a safe and secure digital environment.

Labs:

The school has a Technology Lab equipped with 65 iPads and 6 Chromebooks (shared with SPED/Title Classrooms) connected to the schools network through Meraki Management Systems.

Classrooms:

Each classroom is set up with technology to support instruction that includes a teacher laptop and iPad with Internet access, access to a networked printer, a VOIP Telephone, and either a wall mounted interactive LightRaise Smart projector or interactive LightRaise Mimio Projector with built in speakers or speaker attachment.

Teacher Laptops:

All teachers are equipped with a MacBook Pro laptop computer for every certificated teacher. Additionally, newly hired certificated staff members are provided an Apple laptop and receive training for expanded technology use. Teachers use their District provided laptop for daily record keeping and online attendance, email communication, and the updating of class assignments and information on their class website. The District also supports the entire staff with technical assistance provided by the District's Technology Coordinators.

Special Education:

Currently, technology is used throughout the Special Education Department for data management and instructional support. Special Education staff use a web-based IEP management program for individualized education plan (IEP) development and service logs. The Internet is used for correspondence with other professionals in the District and for communication with parents and families, as is a web-based communication program. Within the IEP process and mandate, all Special Education students have assistive technology considered for educational support according to their IEP.

Hardware:

Pioneer Elementary School District has made a serious commitment to provide technology hardware and software. The purpose of hardware and software in classrooms is to provide opportunities for students to support 21st Century learning. Students have access to computing and technology experiences at least once daily, and use technology for learning throughout the day. Teachers and administration use a variety of technology tools for productivity, teaching, and learning. The most common uses for both teachers and administration are communicating with colleagues and parents via email, creating instructional materials, and providing instruction with the use of technology. Printers are available either in classrooms or the school office via a local area network. Peripheral equipment available in in the mobile lab, various classrooms or stored in the office include: television monitors, teacher iPads, Chromebooks, digital cameras, scanners, and wall mounted projectors with speakers or speaker attachments.

Software:

The District's core curriculum Pearson Reading Street, EnVision Math, Discovery Education Science TechBook and Discover Education Social Studies TechBook (grades 4-6) is or has digital capabilities. All Pioneer Elementary School District computers and mobile devices are licensed with the appropriate operating system, Microsoft Office, and the multimedia iLife suite (iMovie, iPhoto, iTunes and GarageBand). Many teachers use media design and educational software such as KidPix and Pixie to enhance their curriculum. Teachers use Infinite Campus and Planbook, our Student Information and Data System and Learning Management System to maintain learning data and assessment records, analyze data, compute grades, track student progress, and communicate progress to students and parents. Teachers and students use a variety of on-line tools and/or curriculum, as well. The most widely used on-line applications are those in Google Apps for Education. A variety of enrichment software is used by all kindergarten through sixth grade students for repetition and reinforcement to strengthen skills. This courseware is integrated into the core curriculum and used by teachers and students on a daily basis.

The Pioneer Elementary School District Technology Plan addresses Internet safety and the appropriate and ethical use of information and technology. All students are limited to web browser access by parental signature of approval and only for use under the direct supervision of certificated staff. All District computers have web browser home pages that are set to open to the district-created homepage or our in-house created student start page. All Internet traffic is protected by the use of a firewall and a web filter. All websites are filtered for inappropriate content to insure Internet safety. The District also provides Parent Information Nights on Internet Safety and/or Digital Citizenship led by local experts and is developing a set of digital citizenship lessons for each grade level to be taught in the general education classroom.

Current Technology Use:

In the last five years, Pioneer Elementary has made tremendous gains in the integration of technology into classrooms and across content areas.

Pioneer will continue to focus on technology as a tool to be embedded within instruction to transform learning based on a steadfast focus on meeting or exceeding our state standards. Technology is not viewed as an end goal of its own, rather, the focus is on *how* technology can improve student learning and prepare our students as thinkers and learners who will be successful in middle school, high school, and beyond. Our goal is that teachers continually increase their use and integration of technology as they gain greater comfort and expertise with the devices, software, and applications at their disposal.

This puts our district in a timely position to support the use of technology to transform lessons and units so that students are given choices in how they demonstrate learning, provided access to resources and opportunities for first-person interactions around the world, and have increased opportunities to use technology to consume, vet, analyze, and synthesize content in order to create their own meaning and share this with others – this is the thinking and work of the 21st Century.

The Pioneer Elementary School Plan for Technology is being put in place to support the work of our District's Strategic Plan. The Technology Plan supports each of our Strategic Plan Core Strategies, but most directly supports the following five Core Strategies: Core Strategy #1, Instructional Program Core Strategy #2, Technology Core Strategy #3, Professional Learning Core Strategy #4, Communication Core Strategy #8, Student Safety and Well-being.

Technology Plan Vision and Instructional Program Goals

Vision for Technology

Technology facilitates the purposeful integration of learning between subjects, throughout the day, and across the school site in order to individualize learning and allow for student choice. Through training and regular use of technology staff are experts in ensuring that the right technology tool is used to provide our students with opportunities to learn and share knowledge that would otherwise be unimaginable. A culture is clearly established around the willingness to embrace new ideas and proactively use technology by continually infusing local and global best practices, current trends, and future projections into all conversations about teaching and learning.

Goals

The goals below support the Vision for Technology. These goals begin with an exit goal that states what we expect sixth grade students leaving our district to know and be able to do and is followed by goals for students and staff that will support learning in our classes and our overall instructional program. These goals are intended to guide the implementation of technology across the Pioneer School District and support the transformational use of technology to expand learning beyond our walls and ensure that our students are fearlessly using technology to find, assess, analyze and synthesize information in order to share their learning in novel, purposeful ways that enhance their message.

Exit Goal	Pioneer Elementary School District students in grade six will adeptly choose the right tool for a variety of learning tasks in order to both consume and produce information appropriate to their learning goal, allowing students choice and individuality in their final demonstration of learning. Students will develop strong digital citizenship skills with respect to interpersonal behavior as well as plagiarism and copyright law and will be
By July 31, 2020, all existing sixth grade students will:	
Use current application software (including word processing, publishing, spreadsheet, database, multimedia, and presentation software) as well as web-based applications to demonstrate learning in ways that fit both content and	
Develop an understanding of the uses for a variety of devices and will be able to choose the best device to use for a variety of jobs.	
Access and download media from the internet, reference it appropriately, and incorporate it into presentations.	
Effectively use the internet to search, analyze, use and cite information.	
Develop a strong understanding of what good digital citizenship entails and will practice good digital citizenship in all settings.	
Develop understanding of computer hardware and software.	

Goal #1	Students will integrate technology into all content areas to increase achievement across the Montana Common Core State Standards.
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By July 31, 2020, Pioneer students will:

- Intentionally access a variety of resources in order to actively find information to solve problems, answer questions, and further their understanding both on their own and with support from staff.
- Choose to create and share information through formats appropriate to the purpose and audience for the assignment - to include written work, video, presentation, blogs, or other formats that best fit the assignment.
- Use technology to reinforce and extend learning in all curricular areas.
- Use standards-based software and web-based resources for extension and/or remediation to meet individual needs.

Goal #2	Students will learn about and understand issues related to the appropriate and ethical use of information technology, leading to the development of good digital citizenship habits.
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By July 31, 2020, Pioneer students will:

- Use appropriate research and citation practices to avoid plagiarism.
- Learn to model acceptable computer etiquette and how to respect published documents on the Internet.
- Learn to distinguish between lawful and unlawful downloading and peer-to-peer file sharing, including the consequences and costs.
- Learn to recognize how copyright affects technology systems, information and software resources.
- Recognize how world wide web users are affected as it relates to privacy and security.

Goal #3

Teachers will incorporate technology into teaching of all content areas to increase student achievement in the Montana Common Core State Standards.

By July 31, 2020, Pioneer teachers will:

- Actively use the SAMR model as a tool for thinking about the purposeful integration of technology when planning lessons and units of instruction.
- Deliver lessons and units of instruction that intentionally integrate technology to further learning, student choice, and access to resources.
- Use technology as a tool to enhance collaboration in order to share lessons and best practices, to include sharing between.
 - Classroom teacher to classroom teacher
 - Teachers sharing at different grade levels
- Use multi-media to transform lessons and presentations, to include: iPads, iMovie, or other multimedia creation tools that provide opportunities for students to create multimedia content.
- Use an online learning management system to plan, develop, and deliver lessons.
- Use resources to provide first-person learning experiences through technology. This may include virtual field trips.
- Technology coordinators and classroom teachers will work collaboratively to plan for the integration of technology into learning experiences focusing on using the right tool at the right time.

Goal #4

Teachers and administrators will use technology to collect and access student data for the purpose of guiding and improving instruction to meet the needs of all students

By July 31, 2020, Pioneer teachers will:

- Develop individualized learning goals through their data analysis.
- Use student data collected and organized in PlanBook to make collaborative instructional decisions during team collaboration time.
- Use information collected and stored through web-based applications such as ScootPad to inform and guide instructional decisions.

Goal #5	Build strong school/home/community relations through the use of technology.
By July 31, 2020:	
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Pioneer Elementary will regularly use Facebook and Twitter to proactively communicate with the school community. <input checked="" type="checkbox"/> The standard for contents on the standard for contents on the school’s web page and teachers’ web pages will be regularly reviewed, updated, and shared. <input checked="" type="checkbox"/> Community information sessions on pertinent, timely technology-related issues will be held annually. <input checked="" type="checkbox"/> Digital citizenship information and training will be shared with parents. 	

IV. Professional Learning

Goals for providing professional learning opportunities based on the Instructional Program goals in this plan

The focus of the professional learning goals below is to support the implementation of the goals and success measures listed in the Instructional Program section of this plan. Pioneer Elementary prioritizes professional learning and understands that focused goals based on the needs of our teachers and students and aligned with our Strategic Plan are necessary to ensure that technology is used to transform learning in the classroom. Feedback regarding professional learning needs is an ongoing process and will be gathered from all stakeholders listed in this plan, the use of the Montana’s My Voice survey, and informal discussions with staff.

Because we know that different skills and needs can be addressed in different ways, a combination of face-to-face learning, self-paced online learning, and online resource libraries will be developed to meet the needs of all adult learners at Pioneer Elementary.

Goal #6	Provide training to teachers to improve technology proficiency and use in all district applications, including Google Apps for Education.
By July 31, 2020, teachers will:	
<ul style="list-style-type: none"><input checked="" type="checkbox"/> Skillfully use Google Apps for Education (Drive, Docs, Sheets, Forms, Maps) to enhance learning opportunities. Training and help guides will be available to all staff.<input checked="" type="checkbox"/> Be able to access training through a variety of formats, to include a combination of: face-to-face, self-paced online learning, and online resources.	

Goal #7	Provide training to teachers to integrate technology into the curriculum.
By July 31, 2020, teachers will:	
<ul style="list-style-type: none"><input checked="" type="checkbox"/> Engage in learning opportunities that develop an understanding of the SAMR model in order to support their planning and transformative lessons and units.<input checked="" type="checkbox"/> Be given access to model examples of rich, collaborative, relevant standards-based learning opportunities that purposefully infuse technology.<input checked="" type="checkbox"/> Receive ongoing training and resources for the integration of technology into the curriculum.<input checked="" type="checkbox"/> Have opportunities to learn how to use multimedia resources to deliver instruction and provide opportunities for students to demonstrate learning in a variety of ways.<input checked="" type="checkbox"/> Help to identify further areas of need, district experts in these areas will be identified, and a structured collaboration model will provide a means for sharing this expertise.	

Professional Development Considerations for Technology Integration

- ☑ Begin to use Technology Coordinators to support staff by modeling classroom applications.
- ☑ Provide training to the Technology Coordinators and teachers/staff to utilize the SAMR model for technology integration.
- ☑ Utilize presentation tools that allow for remote learning to expand learning opportunities for teachers.
- ☑ Provide training for administration to aide in the support of the staff, to include web resources and trainings.
- ☑ Develop incentives to encourage staff to participate in training opportunities.

V. Infrastructure, Hardware, Technical Support and Software

Existing Infrastructure, Hardware, Technical Support and Software

Pioneer Elementary has made a substantial commitment to technology in the classroom. We currently have a District wide data network in place. This investment in infrastructure and equipment is in a constant state of renewal, in that as we purchase new equipment our existing equipment is refurbished and reassigned to an appropriate location. This helps us target needs across the campus and ensures that we are maximizing the value of our equipment. This data network infrastructure provides all students and teachers access to a variety of information resources including Internet access, email, Infinite Campus, Google Apps, a variety of on-line resources, video conferencing, and District administrative functions.

Available software components supported by the District include:

- Microsoft Office
- Google Apps
- Discovery Education
- Pearson Reading Street
- enVision Math

Pioneer elementary contracts with Morrison & Maierle to provide a full range of technical support for teachers and administrative staff. In addition, the campus has two Technology Coordinators which help guide the day-to-day of the program.

Since the 2013 school year, all newly hired certificated teachers have been provided an Apple laptop for use in class and as a resource for planning and delivering lessons, communicating with all stakeholders to their students' success, and a variety of other uses to support learning. Part of our vision includes researching new ways to improve our professional development and communication with tools such as distance learning and online education. We will be exploring the best combination of resources to meet the needs of all of our adult learners.

Pioneer Elementary has found significant value in the use of media presentation technology. Our goal is to identify resources so that all classrooms can use iPads, and interactive projectors for the display of student work and projects, and teacher led lessons. As outdated projectors and document cameras begin to fail, resources should be identified to replace these outdated projection systems. Maintaining the present level of technology support will be a crucial component in achieving the goals of this plan. As hardware and software use increases, the Superintendent/Principal will review support levels and future needs and communicate these needs to all stakeholders.

Goals for monitoring and obtaining the hardware, infrastructure, learning resources and technical support required to support the other components of this plan

Infrastructure

Upgrade infrastructure to meet district needs.

- Review bandwidth usage regularly and determine annually if bandwidth needs to be increased in order to meet district needs.
- Expand video broadcasting capabilities to support distance learning and remote learning within our district.

Hardware

Maintain and upgrade technology resources in a timely and cost-effective manner

- As LCD projectors and document cameras reach end of life, replace with interactive, wall mounted projectors.
- As laptops and iPads reach end of life, replace.
- Monitor and improve security procedures for district hardware.
- Monitor and facilitate replacement of obsolete hardware.

Technical Support

Maintain present levels of technology support

- Monitor and review technology support to determine process or personnel needs.
- Cross-train staff so that multiple employees are able to respond to all support needs.
- Maintain systems for support, ordering, and record keeping.

VI. Funding & Budget

District Funding

Pioneer Elementary depends on state and federal monies to fund the district's budget. The federal REAP Grant helps to fund the district's technology needs. Based on the District's Strategic Plan goals, the technology planning committee will determine how monies are used to improve instruction and student achievement of all curricular standards.

Year	Proposed New Projects/ Expenditures	Estimated Cost for Proposed Projects/ Expenditures
2017-2018	1. Discovery Education Science TechBook 2. Mimio Interactive Wall Mounted Projectors for Room 102 & 106	1. \$1764.00 2. \$3600.00
2018-2019		
2019-2020		

VII. Monitoring & Evaluation

Process for monitoring, evaluating, and communicating progress

The Principal will be responsible for initiating the implementation of the Educational Plan for Technology. Success indicators, as identified in the goals in the above sections (Instructional Program; Professional Learning; Infrastructure, Hardware, Technical Support, and Software; and Funding and Budget) will be monitored and evaluated through a strategy management process: appraising internal and external factors, measuring performance, and taking remedial/corrective actions. Annual Priority Actions will be developed, acted upon, reviewed, and updated. At annual strategic planning meetings, the strategic planning team will be informed of progress on Priority Actions and support the development of new Priority Actions for the following year. The Principal will be responsible for evaluating progress toward Priority Actions on a quarterly basis. In addition, a report on infrastructure and classroom impact will be made to the School Board by the Technology Team on an annual basis.

VIII. Acceptable Use Policy

Pioneer Elementary has adopted an Acceptable Use Policy that fully conforms to federal law. In order to monitor compliance, the district takes the following steps:

- Deploys the use of software that enables the review of computer access logs.
- Provides Internet training sessions to students and teachers, which focus on safety and privacy issues.
- Provides training to staff on how to monitor students' use of the computer.
- Updates the Student Discipline Policy and Code of Conduct to include provisions for violation of the Internet Use Policy as needed.

5450 - Employee use of Electronic Mail, Internet, and District Equipment Electronic mail

Electronic mail (“e-mail”) is an electronic message that is transmitted between two (2) or more computers or electronic terminals, whether or not the message is converted to hard-copy format after receipt, and whether or not the message is viewed upon transmission or stored for later retrieval. E-mail includes all electronic messages that are transmitted through a local, regional, or global computer network.

Because of the unique nature of e-mail/Internet, and because the District desires to protect its interest with regard to its electronic records, the following rules have been established to address e-mail/Internet usage by all employees:

The District e-mail and Internet systems are intended to be used for educational purposes only, and employees should have no expectation of privacy when using the e-mail or Internet systems for any purpose.

5450 - Continued...

Employees have no expectation of privacy in district owned technology equipment, including but not limited to district-owned desktops, laptops, memory storage devices, and cell phones.

Users of District e-mail and Internet systems are responsible for their appropriate use. All illegal and improper uses of the e-mail and Internet system, including but not limited to extreme network etiquette violations including mail that degrades or demeans other individuals, pornography, obscenity, harassment, solicitation, gambling, and violating copyright or intellectual property rights, are prohibited. Abuse of the e-mail or Internet systems through excessive personal use, or use in violation of the law or District policies, will result in disciplinary action, up to and including termination of employment.

All e-mail/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them. If the sender of an e-mail or Internet message does not intend for the e-mail or Internet message to be forwarded, the sender should clearly mark the message "Do Not Forward."

In order to keep District e-mail and Internet systems secure, users may not leave the terminal "signed on" when unattended and may not leave their password available in an obvious place near the terminal or share their password with anyone except the system administrator. The District reserves the right to bypass individual passwords at any time and to monitor the use of such systems by employees.

Additionally, District records and e-mail/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, the District retains the right to access stored records in cases where there is reasonable cause to expect wrongdoing or misuse of the system and to review, store, and disclose all information sent over the District e-mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation, and to access District information in the employee's absence. Employee e-mail/Internet messages may not necessarily reflect the views of the District.

Except as provided herein, District employees are prohibited from accessing another employee's e-mail without the expressed consent of the employee. All District employees should be aware that e-mail messages can be retrieved, even if they have been deleted, and that statements made in e-mail communications can form the basis of various legal claims against the individual author or the District.

E-mail sent or received by the District or the District's employees may be considered a public record subject to public disclosure or inspection. All District e-mail and Internet communications may be Pioneer School District • School Board Policy Book • Billings Montana 195 monitored.

Policy History:

Adopted on: 10/2004

Reviewed on: 1/9/12

Revised on: 2/13/12

