

POLICY TITLE: COSSA Information Technology (IT)

1. Purpose

The purpose of this policy is to detail the technology policy for the Canyon-Owyhee School Service Agency (COSSA), including: COSSA Academy, CRTEC Career-Technical School (CTS), and COSSA Special Education/Gifted and Talented Programs.

Separately, an annual IT “plan” will be promulgated that details the immediate, medium, and long-range plans for improving information technology throughout COSSA. Most of the plan will necessarily center on the COSSA Regional Technology and Education Center (CRTEC), which houses COSSA Academy and the CRTEC Career-Technical School. Where applicable, the plan will mention outlying buildings and IT provided to COSSA employees in consortium Agency buildings.

2. COSSA IT Mission and Vision

A. Technology Mission Statement. The technology goal of COSSA is to have all students be:

- Capable information technology users,
- Problem solvers and decision makers,
- Information seekers, analyzers, and evaluators,
- Creative and effective users of productivity tools,
- Communicators, collaborators, publishers, and producers, and
- Informed, responsible, and contributing citizens.

B. Technology Vision Statement

Through the use of technology COSSA will extend the world of instructional possibilities beyond the classroom to connect with all learning environments, local regional, and global. All Agency buildings are connected on a wide area network, thus providing the means to attach technology as a tool for learning, management of instruction, and to enhance communications.

COSSA is committed to using technology to enhance learning and communication for all Agency students. Technology must be viewed as one of the disciplines in the classroom with age appropriate benchmarks encompassing the students, a sound core curriculum, and quality teachers.

To enable students to be functional and productive citizens in this complex and ever changing world of technology, COSSA's vision is to provide technology literacy and tools to assist teaches in delivering challenging and relevant learning experiences and opportunities to all students.

3. Related Policies

A. Software/Copyright Policy

Software programs are not to be added to any machines without proper licensing. Building or Agency site licensing software should not be purchased and added to the network without consulting the network administrator.

B. Acceptable Use Policy

The COSSA Teacher-Student Handbook contains the acceptable use policy for COSSA Academy and CRTEC Career-Technical School. Students are required to sign an acceptable use agreement and, if under 18, have parents sign the same form before they are allowed to use the Internet at school.

4. Roles and Responsibilities

A. Superintendent. Responsible for creating, updating, and maintaining the COSSA Information Technology Policy.

B. Agency Information Technology (IT) Coordinator. Responsible for:

a. Creating, updating, and maintaining the annual COSSA Information Technology Plan.

b. Maintaining the network and computer systems in CRTEC.

C. Teachers. Responsible for ensuring students adhere to the COSSA Acceptable Use Policy.

D. Maintenance Staff. Responsible for installing and maintaining the Uninterrupted Power Supplies and surge protectors installed to protect information processing equipment.

5. Budgets

A. Funds to pay a stipend to the Agency IT Coordinator and any additional IT staff will come from the SDE provided IT distribution for IT personnel.

B. Funds for hardware, including computers, come from the COSSA general funds, with specific funds targeted toward specific student populations: Special Education, CTE, and COSSA Academy.

Computer Software

The unauthorized copying of any computer software which is licensed or protected by copyright is theft. Failure to observe software copyrights and/or license agreements may result in disciplinary action by the Agency and/or legal action by the copyright owner.

No Agency-owned computing resources should be used for unauthorized commercial purposes. Illegal copies of copyrighted programs may not be made or used on school equipment. The legal or insurance protection of the Agency will not be extended to employees who violate copyright laws.

The principal of the school and Superintendent are the only individuals who may sign license agreements for software for the school.

LEGAL REFERENCE: None

POLICY HISTORY:

Originally Adopted as an IT “Plan”: 2013
Revised and Reissued as COSSA IT Policy: December 17, 2018
Originally issued as Policy 215. Revised and reissued as Policy 8700 on January 19, 2022.