

EDTC 6149 Administration of School Technology Programs

Read Ch. 6 in *Leading 21st Century Schools*

ASSIGNMENT 3 – Who has the most complete Technology Policy and Procedure Manual? NC or ???

Due: February 13th – [10 Points]

NOTE: This assignment has a discussion board section in addition to the analysis document.

You are going to look at technology policies and procedures manuals. You will submit your findings in a Word document. You may use a table if that helps you better organize the content. Not all policies and procedures manuals will have every section and some will have policies spread across several documents. Just make a note that the manual (or page) doesn't have it and then look at the next policy.

You will compare any **North Carolina district or school technology policies and procedures manual (yes you can use your own school or county's manual as your one from North Carolina) with 3 Policies and Procedures manuals of districts or schools from other states. This means you will be looking at 4 technology policies and procedures manuals (1 from North Carolina and 3 from other states).**

- 1. Find and describe one **difference** between each of the other states and North Carolina.** NOTE: This means you should have a total of three instances – NC vs. School 1, NC vs. School 2, NC vs. School 3)
- 2. Find and describe one **similarity** between each of the other states and NC.** NOTE: This means you should have a total of three instances – NC vs. School 1, NC vs. School 2, NC vs. School 3)
- 3. Which of the 4 manuals has the best Vision/Mission Statement? Why? If the manual doesn't have one, then just indicate that in your document.**
- 4. Which of the states listed the committee members that decided on the policies? If they have them listed, which has the most diverse committee? Why are they the most diverse?**
- 5. Which state has the best Software Selection Policy and why?**
- 6. Which state has the best Flexible Access Policy and why?**
- 7. Which state has the best Website Development Policy and why?**
- 8. Which state has the best Copyright Policy and why?**
- 9. Which state has the best Acceptable Use Policies and why?**
 - a. Faculty/Staff Acceptable Use Policy**

b. Student Acceptable Use Policy.

10. Choose the overall best manual. Provide a strong rationale for choosing the best manual in the seven areas listed. What made your choice stand out above the next closest manual?

I have made a list of a few states' school districts/school policies and procedures manuals. Some have more sections like Brush School District and Okeechobee County. My list is in the attached document, "School Listing AUP – updated...." You may use the list I created or you can research your own. I have not identified any NC school districts. You may use your district's policy and procedure manual or find another NC policy and procedure manual.

Use the Assignment box at the bottom of the Assignment 3 page in our Black Board site to submit your project.

Discussion Board Assignment

Answer the following question in your post to the discussion board.

How is technology used in your school? Categorize it as administration, collaboration, communication, creation. Read your classmates' postings and make comments on a minimum of two.

GRADING RUBRIC for Technology Policies & Procedures Manual Analysis (10 points)

Item 1 & 2	Identified difference and similarity	1
Item 3 & 4	Identified Vision/Mission statement & MTAC Diversity MTAC noted (If not in manual, this was noted in document.)	1
Items 5 through 9	Identified the various policies and why the policies were the best. Ex. Clearly written, easy to understand, comprehensive, etc.	5
Item 10	Identified best technology policies and procedures manual and rational.	3

