

Foxborough Regional Charter School Technology Plan 2007-2012



District Name: Foxborough Regional Charter School
Four-Digit LEA Code: 0446
Contact Person: Edward Lucy
Address: 131 Central Street, Foxborough, MA 02035

www.foxboroughrcs.org

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Foxborough Regional Charter School
2007-2012
Technology Plan

Executive Summary

Massachusetts Common Core of Learning underscores that "...computers, electronic networks, expanded telephone services and other technological tools are essential (and that) these tools must become standard within every classroom to ensure that all students and teachers have the opportunity to apply and extend their skills and knowledge." In the Massachusetts Instructional Technology Standards, it is stated that "...educators need to provide students with opportunities that build technology skills. When students leave high school they should know how to select the right technology tool to perform a task most efficiently." The National Education Goals stress this commitment to providing students with the technical skills to compete in a global economy. With these goals in mind, FRCS is committed to developing a technological plan which incorporates the expectations and strengths of the community, parents, business, higher education and system wide administration, faculty, and staff. Our FRCS technology plan contains a clearly stated and reasonable set of goals and implementation strategies that align with the district-wide school improvement plan.

Foxborough Regional Charter School

Foxborough Regional Charter School is a K-12, college preparatory, public school located in Foxborough, Massachusetts. The school has had a charter since September, 1998. The school currently enrolls 1,040 students from 20 communities, including Attleboro, Avon, Brockton, Canton, Easton, Foxborough, Mansfield, Medway, Millis, Norfolk, North Attleboro, Norton, Norwood, Plainville, Raynham, Sharon, Stoughton, Walpole, West Bridgewater, and Wrentham. At full capacity, Foxborough Regional Charter School will enroll 1,200 students.

Benchmark 1

Commitment to a Clear Vision and Implementation Strategies

- A. The district's technology plan contains a clearly stated and reasonable set of goals and implementation strategies that align with the district-wide school improvement plan. The district is committed to achieving its vision by the end of the school year 2011-2012.

FRCS Technology Vision and Goals

Vision Statement

Foxborough Regional Charter School is committed to bringing their technology up to the requirements set by the Massachusetts Department of Elementary & Secondary Education. Our vision statement is to:

1. Use technology to improve communication among school, staff, students and parents.
2. Provide a public website hosted offsite with official school/district related information.
3. Maintain ongoing technology support that allows every student and staff member the opportunity to develop skills to become life-long learners and contributors in the society that we live in.
4. Provide a technology-integrated curriculum that will allow students and staff members to develop an appropriate level of technological skills.

Mission Statement

Today's youth do not just live in a digital age – they have grown up in one. Technology is so fundamental to their daily lives that its presence often goes unnoticed. Yet its impact is profound, changing the way they think, process and analyze information, and ultimately learn. As educators, the ubiquity of technology challenges our beliefs around teaching and learning and influences the strategies needed to prepare our students to be active citizens in a global society. FRCS recognizes the critical role that technology must play in the education of its students to ensure that they have the skills and knowledge to succeed in the realities of today and the opportunities of tomorrow. To do this, FRCS faculty require the tools and understanding to use technology as a tool for instruction, curriculum planning, and classroom management. The FRCS Technology Plan provides a strategic blueprint to strengthen the district/school's technology foundation and build a new technology vision that sparks educational innovation throughout the school, for every teacher and student.

The FRCS Technology Plan outlines a systemic approach for moving the school/district forward by using technology to meet educational and operational objectives. The plan's main areas of work and key initiatives outline strategies to accomplish our goals:

GOALS

1. Bring technology into the classroom in order to benefit students, faculty, and administrators.
2. Meet the criteria set forth by the State of Massachusetts.

Curricular and Instruction

- ✦ all students will be able to utilize technology to effectively communicate information and ideas
- ✦ all students will be able to use technology to access and analyze information in order to solve cooperatively complex real-world problems
- ✦ students will be aware of the appropriate ethical standards in accessing and incorporating acquired information
- ✦ all students will be able to utilize communications to access information and data to support individual and group research

Faculty and Technology

- ✦ technology will be used to enhance independent and collaborative learning
- ✦ faculty will gain knowledge/skills to assist students in the effective utilization of technology to support research
- ✦ faculty will use technology to manage the authentic assessment of student learning

System Management

- ✦ disaster recovery plan is implemented & ensures safe data management
- ✦ technology will be used to interconnect all school district services
- ✦ staffing requirements will be assessed annually to ensure proper support of technology hardware, software and integration
- ✦ system security for both hardware and software will be maintained, including virus protection, spyware/malware/bot protection, spam/phishing protection, website filtering and firewalls
- ✦ replacement procedure for all Intel/AMD Windows OS computers will be every four to five (4-5) years
- ✦ replacement procedure for all Apple Macintosh OS computers will be every five to six (5-6) years
- ✦ replacement procedure for all Linux OS computers will be every six to eight (6-8) years

Communication

- ✦ the local area network (LAN) and wireless LAN (WLAN) will facilitate information interchange among all school buildings, offices, labs and classrooms
- ✦ all students and faculty will have access to communication equipment and a LAN or WLAN in order to research information through the public Internet
- ✦ through the use of technology, communication will be enhanced between schools, staff, faculty, parents, students and the community

- B.** The district has a technology team with representatives from a variety of stakeholder groups, including school committee members, administrators, and teachers. The technology team has the support of the district leadership team.

Technology Team

FRCS has a Technology Team with representatives from a variety of stakeholder groups including administration, staff, faculty, students and other community members. The Technology Team has the support of the FRCS Administration and the FRCS Board of Trustees.

Board of Trustees/Chairman	Lori Rudd
Director of Operations	Edward Lucy
Network Manager	Chris Leonard
Technology Integration Specialist	Victoria Shulman
Integrated Arts Instructional Leader	Evelyn “Maggie” Moore
Computer Teacher (Grades K-5)	Christine Duffy
Computer Teacher (Grades 6-12)	Keith Lavigne
Classroom Teacher (Health)	Eric Shaw
Classroom Teacher (HS)	Mike Blasé
Classroom Teacher (Grade 5)	Ryan Pinsoneault
Classroom Teacher (MS)	Genni Garanin
Classroom Teacher (Grade 2)	Linda Noiseux
Intensive Teacher	Deborah Werner
Community Member/Alumni	Daniel Dumanis
Community Member/Alumni	Richard Lavallee

The Technology Team meets regularly throughout the school year and we meet with the student body (MS & HS students) as well.

C. Needs Assessment

1. The district assesses the technology products and services that will be needed to improve teaching and learning.

Foxborough Regional Charter School assesses the technology products by conferring with all stakeholders. We get input from administration, staff and students as to what their needs are through online surveys. Next, we look at how we can accomplish these tasks within our budgetary constraints. For software acquisitions we look to our Software subgroup to get information regarding new software products the staff would like to implement. They research and test products to see if they would be worthwhile.

2. The technology plan includes an assessment of the services and products that are currently being used and that the district plans to acquire.

We use various methods to obtain information about services/products that are currently being used and those that we are wanting to acquire. We set up pilot programs for software/hardware products that we want to acquire to see if they fit within our technology infrastructure and if they will be utilized in the actual setting. For those products that we already have in place we use various methods to assess their usage. We use data analysis to assist us in whether a product is actually helping the students. We get input from staff that uses the products to see if they are 1. Using them and 2. Do they seem effective in their use?

- D. The district has a CIPA-compliant Acceptable Use Policy (AUP) regarding Internet and network use. The policy is updated as needed to help ensure safe and ethical use of resources by teachers and students.

Foxborough Regional Charter School has a CIPA-compliant Acceptable Use Policy for Internet and Network use. We update the policy as necessary. All staff and students must sign an AUP.

E. Budget

1. The district has a budget for its local technology plan with line items for technology in its operational budget.
Foxborough Regional Charter School has a technology budget prepared each year by the Director of Operations, with input from administrators and staff. This budget contains items needed to continue our technology plan, within budgetary constraints set before us by the Board of Directors.
2. The budget includes staffing, infrastructure, hardware, software, professional development, support, and contracted services (including telephone services).
Foxborough Regional Charter School has a technology budget that includes staffing, infrastructure changes needed, hardware procurement (based on a 4-6 year replacement plan for computers, and new acquisitions needed to continue our technology growth), software, professional development, support and necessary contract services.
3. The district leverages the use of federal, state, and private resources.
Foxborough Regional Charter School uses federal state and private resources as necessary to maintain our current infrastructure and to make changes as needed, due to increased demands.
4. For districts that plan to apply for E-rate reimbursement, the technology plan specifies how the district will pay for the non-discounted portion of their costs for the services procured through E-rate.
Foxborough Regional Charter School completes an E-rate application each year for Internet services and phone services as applicable.

F. Evaluation

1. The district evaluates the effectiveness of technology resources toward attainment of educational goals on a regular basis.
 - A. Foxborough Regional Charter School evaluates all technology resources based on information we received from administration, staff and parents and students if necessary. We look to our data analyst for input on whether the resources we use are actually working toward the educational goals set forth by the Board of Directors and the Administration.
 - B. Teachers will be required to complete a survey based on the STaR Chart at the end of each year. This will be used as an evaluation tool to help in determining the effectiveness of the technology plan.
 - C. The Technology Team will re-evaluate the technology plan annually with results pulled from all surveys of teachers, staff and parents.
2. The district's technology plan includes an evaluation process that enables it to monitor its progress in achieving its goals and to make mid-course corrections in response to new developments and opportunities as they arise.
 - A. Foxborough Regional Charter School evaluates all technology resources to make sure that they are helping us attain our educational goals. This is completed through usage of the resource and data analysis provided by the products themselves or through our own data analysis.
 - B. We will be implementing the use of the TSAT for all teachers to help in the evaluation process. The hope is that the TSAT will help us streamline professional development for the teachers as well.

Benchmark 2

Technology Integration and Literacy

A. Technology Integration¹

1. Outside Teaching Time - At least 85% of teachers use technology every day, including some of the following areas: lesson planning, administrative tasks, communications, and collaboration. Teachers share information about technology uses with their colleagues.

Foxborough Regional Charter School supplies each teacher with a computer on their desk. All teachers use their computers everyday to do attendance, GradeQuickWeb for grades, Edline to communicate with their students and parents and to collaborate with one another on lesson planning. The teachers also use Atlas Curriculum Mapping software to map out their lesson plans and to share across curricula and across grade levels.

2. For Teaching and Learning - At least 85% of teachers use technology appropriately with students every day to improve student learning of the curriculum. Activities include some of the following: research, multimedia, simulations, data interpretation, communications, and collaboration (See the Massachusetts Recommended K-12 Instructional Technology Standards²). Foxborough Regional Charter School supplies teachers with technology to implement into their classroom. Teachers use projectors, interactive whiteboards, student response systems, classroom sound systems, age-appropriate software, and assign projects that require research. By 2012 all grade 2-9 classrooms will have a projector and an interactive whiteboard. By 2012 all grade 1-12 classrooms will have projectors. The plan is to roll out more projectors and interactive whiteboards as funds allow/permit. We have also implemented programs such as SuccessMaker, PLATO, and Waterford to help students with learning. We are making strides toward all teachers incorporating technology into their lesson planning.

¹ The Massachusetts Department of Education defines technology integration as the daily use of technology in classrooms, libraries, and labs to improve student learning.

² The Massachusetts Recommended K-12 Instructional Technology Standards are available on the Department's web site (<http://www.doe.mass.edu/edtech/standards.html>).

B. Technology Literacy

1. At least 85% of eighth grade students show proficiency in all the Massachusetts Recommended PreK-12 Instructional Technology Standards for grade 8.

Foxborough Regional Charter School shows that 85% or more of our students show proficiency in all the Massachusetts recommended standards through assessment in the computer classes offered from Grade K-9.

2. 100% of teachers are working to meet the proficiency level in technology, and by the school year 2011-2012, 60% of teachers will have reached the proficiency level as defined by the Massachusetts Technology Self-Assessment Tool (TSAT)³.

Foxborough Regional Charter School is working towards providing professional development, either in house or through e-learning that will show that our teachers will meet the proficiency level required by the state. We will also begin to implement use of the TSAT as a measurement of teacher knowledge and a gauge for what professional development might need to be given.

C. Staffing

1. The district has a district-level technology director/coordinator.

Foxborough Regional Charter School has a Director of Operations that handles the technology director and management role.

2. The district provides one FTE instructional technology teacher per 60-120 instructional staff.

Foxborough Regional Charter School has one Technology Integration Specialist.

3. The district has staff dedicated to data management and assessment.

Foxborough Regional Charter School has staff that is dedicated to making sure that all data is properly input into our database. We also have a member of our staff that is dedicated to assessing our data.

³ The Technology Self-Assessment Tool is available as an interactive tool on MassONE, as well as a printable PDF checklist (http://www.doe.mass.edu/edtech/standards/sa_tool.html).

Benchmark 3

Technology Professional Development

- A. At the end of three years, at least 85% of district staff will have participated in 45 hours of high-quality professional development⁴ that includes technology skills and the integration of technology into instruction.
- B. Technology professional development is sustained and ongoing and includes coaching, modeling best practices, district-based mentoring, study groups, and online professional development. The professional development includes concepts of universal design and scientifically based, researched models.
- C. Professional development planning includes an assessment of district and teachers' needs. The assessment is based on the competencies listed in the Massachusetts Technology Self-Assessment Tool.⁵
- D. Administrators and teachers consider their own needs for technology professional development, using the technology self-assessment tools provided by the Massachusetts Department of Education or similar tools.⁶

The ultimate goals of technology professional development within the Foxborough Regional Charter School are as follows:

1. At least 85% of the teaching staff will have participated in 45 hours of technology professional development covering basic technology skills and technology integration by the end of the 2011-2012 academic year. Foxborough Regional Charter School is dedicated to providing high quality professional development to our staff. Through a Professional Development committee that surveys teacher's needs, they create professional development days based on what our teachers require for their growth. This professional development is growing heavy on technology use and it is our goal to make sure that at least 85% of staff will have the required 45 hours of high-quality professional development for their technology needs.
2. At least 85% of the staff will use technology every day, in lesson planning, administrative and organizational tasks, classroom teaching and/or communications.
3. Professional development will be ongoing, sequential and sustainable and be based on scientifically based, researched models. Mentoring, modeling best-practices, study groups, and online courses will provide formal and informal instruction in technology integration and practice. Foxborough Regional Charter School has set up a mentoring program for all teachers new to the school. This mentoring program has two subgroups that meet to encourage one

⁴ High quality professional development is described in the Massachusetts 2001 State Plan for Professional Development (<http://www.doe.mass.edu/pd/stateplan/>).

⁵ Details are available on the Department's web site (http://www.doe.mass.edu/edtech/standards/sa_tool.html).

⁶ A sample administrator technology self assessment tool is available on the Department's web site (http://www.doe.mass.edu/edtech/standards/tsat_sampadmin.html). The Technology Self-Assessment Tool (TSAT) for teachers is also available as a printable document and as an interactive tool on MassONE (http://www.doe.mass.edu/edtech/standards/sa_tool.html).

another. Part of this program also includes modeling best practices for new teachers. We maintain a policy that allows all teachers to observe other classrooms for content, classroom management, etc. This will become even more important as we implement interactive whiteboards into classrooms. We are also looking at creating internal users groups using these boards to present best practices, lesson plans, etc. It is our hope that these teachers will act as mentors to teachers who are new to using the interactive whiteboards.

4. District assessment of technology knowledge and practice, as well as the needs and desires of the administrative and teaching staff will be established annually based on the results of the Massachusetts Technology Self-Assessment Tool (TSAT). Professional development planning will be established accordingly. Foxborough Regional Charter School is dedicated to providing professional development based on the needs of their staff. Using only surveys, the Professional Development committee develops surveys similar to the MTSA tool to assess our teacher needs.

5. Strive to have all teachers and administrators reach the proficiency level in technology based on the TSAT.

6. Each teacher will be trained to use and acquire a comfort level with basic technology tools, including but not limited to:

- Word processing
- Multimedia presentations
- E-Mail, calendar, and classroom organization
- Desktop publishing
- Educational software
- Graphic organization software
- Spreadsheet
- Database
- Report card software
- Teacher website or Teacher/Class website management

7. Each teacher will be trained to do basic troubleshooting of the hardware they use daily, which includes but is not limited to:

- Computer (hard drive, optical drive, network, LAN/WAN)
- Monitor/Printer/Copier/MFP
- Projector/ Interactive Whiteboard
- Classroom Sound System
- TV/DVD/iPod/MP3
- Video, digital cameras and SLR

8. Train the staff to use, evaluate and integrate instructional software with the core curriculum.

9. Provide in-house training for the integration of technology into daily instruction through modeling and peer training. Provide time for grade level teachers to create integrated units of study that incorporate technology and create a cohesive curriculum. Provide opportunities for staff to demonstrate the teaching of units and lessons to their peers.

10. Provide time for distance learning or e-learning through webinars, podcasts, and online classes.

Benchmark 4

Accessibility of Technology

Year Goals for implementation of equipment and administrative software:

- Year 1:
(2007-08) Replace 90 Computers – 5-8 year old computers
 Replace 10/100 switches with 10/100/1Gb managed switches
 Research wireless connectivity
- Year 2:
(2008-09) Replace 90 computers – 5-8 year old computers
 Implement wireless connectivity
 Implement usage of Office 2007 for the staff
 Replace Staff Server
 Introduce more interactive whiteboards into Grades 4-7
 Introduce classroom sound systems in Grades 4-5
- Year 3:
(2009-10) Replace 90 computers – 5-6 year old computers
 Implement usage of Office 2007 to the computer labs for students
 Replace Student Server
 Introduce more interactive whiteboards into Grades K-3 & 8-12
 Introduce more classroom sound systems in Grades K-3
- Year 4:
(2010-11) Replace 100 computers – 5 year old computers
 Implement usage of Office 2007 to the rest of student computers
 Introduce more interactive whiteboards into Grades K-3 & 8-12
 Introduce more classroom sound systems in Grades K-3 and 6-12
 Introduce security cameras
- Year 5:
(2011-12) Replace 100 computers – 5 year old computers
 Introduce more interactive whiteboards into Grades K-2 & 9-12
 Introduce more classroom sound systems in grades K-2 and 6-12

Goals:

1. Providing wireless capabilities for the entire school district by 2012.
2. Hiring a network administrator/manager and a helpdesk support person.
3. Setting up a technology mentoring program that puts together a teacher that utilizes technology well in their classroom with a teacher who wants to learn how to utilize technology in their classroom.
4. Moving to web-based versions of software where applicable.
5. Placing more Interactive whiteboards, sound systems and short-throw projectors into classrooms at all levels. The plan is to complete one grade level at a time, starting with grades 4-7 and moving outward in both directions. The number of classrooms completed will rely on the amount of funds available.

A. Hardware Access

1. The district has an average ratio of fewer than five students per high-capacity⁷, Internet-connected computer. The Department will work with stakeholders to review the capacity of the computer on an annual basis. (The goal is to have a one-to-one, high-capacity, Internet-connected computer ratio.)
Foxborough Regional Charter School has a ratio of 5:1 for students and is working towards supplying student computers in all classrooms as well as computer labs and computer mobile labs. We are also looking at introducing one-to-one computing for students in Grades 9-12.
2. The district provides students with access to portable and/or handheld electronic devices appropriate to their grade level.
Foxborough Regional Charter School uses laptops, tablets, standard response devices and other handheld electronic devices for students as necessary.
3. The district maximizes access to the general education curriculum for all students, including students with disabilities, using technology in classrooms with universal design principles and assistive technology devices.
Foxborough Regional Charter School supplies the necessary equipment for students with disabilities on an as needed basis – this includes hardware and software and assistive technology devices. We have also installed classroom sound systems in Grades 3, 4 and 5.
4. The district has established a computer replacement cycle of five years or less.
Foxborough Regional Charter School has a computer replacement cycle of four-five years, as long as budgetary constraints allow.

B. Internet Access

1. The district provides connectivity to the Internet in all classrooms in all schools including wireless connectivity, if possible.
Foxborough Regional Charter School has an Internet connection via their network for each classroom, for both staff and students. We are currently implementing wireless capabilities into all classrooms as well.
2. The district provides bandwidth of at least 10/100/1Gb to each classroom. At peak, the bandwidth at each computer is at least 100 kbps. The network card for each computer is at least 10/100/1Gb.
Foxborough Regional Charter School has a LAN that provides 10/100/1GB bandwidth to each classroom for both staff and students. All computers have 10/100/1Gb network adapters installed as well

C. Networking (LAN/WAN)

1. The district provides a minimum 100 Mb Cat 5 switched network and/or 802.11b/g/n wireless network.
Foxborough Regional Charter School has a 1Gb Cat 5e/Cat 6 switched network and we are installing the 802.11a/b/g/n wireless network for staff and students. We also have a fiber connection between the K-5 building and the 6-12 buildings.

⁷ The Department defines a high-capacity computer as a computer that has at least 2Ghz single processor or better, 1 Ghz dual processor or better and 1 Gb of RAM or better. The Department also refers to these as Type A computers.

2. The district provides access to servers for secure file sharing, backups, scheduling, email, and web publishing, either internally or through contracted services.

Foxborough Regional Charter School has separate servers for staff and students. On the staff side, every member has access to email, scheduling and file sharing. On the student side, every student has access to programs and file storage. Grade 5-12 students have their own login id with a place to store all files that they work on. Grade K-4 students have shared ids with a shared file storage location.

D. Access to the Internet Outside the School Day

1. The district works with community groups to ensure that students and staff have access to the Internet outside of the school day.

Foxborough Regional Charter School allows students to access student computers outside of the school day. Staff members also give students information on where they can access the Internet in their own communities, such as the city/town library. Staff members are allowed to use their computers to access the Internet outside of the school day too.

2. The district web site includes an up-to-date list of places where students and staff can access the Internet after school hours.

Foxborough Regional Charter School has provided options and instructions for students, families and staff to access the Internet before, during and after school on our public website: <http://www.foxboroughrcs.org/families/fc-resources.html>

E. Staffing

1. The district provides a network administrator.

Foxborough Regional Charter School has a Network Manager that also acts as the network administrator. It is a goal of the school to hire a helpdesk support person in the next year or two; this is dependent on budgetary constraints.

2. The district provides timely in-classroom technical support with clear information about how to access the support, so that technical problems will not cause major disruptions to curriculum delivery.

Foxborough Regional Charter School has set up an email system that allows all staff to report technology issues. In most cases, these issues are handled in a timely manner. We also have stipend positions that allow knowledgeable staff members to assist their colleague with routine technology issues. We have begun the implementation of Kaseya for technology support and web-based technical help desk support.

3. The district provides at least one FTE person to support 200 computers. Technical support can be provided by dedicated staff or contracted services.

Foxborough Regional Charter School has 2 FTE staff members that are responsible for the 450 computers in the school. We also utilize contracted services for high-end technology projects and we use stipend staff to assist with routine technology issues.

Benchmark 5

E-Learning and Communications

- A. The district encourages the development and use of innovative strategies for delivering specialized courses through the use of technology.
Foxborough Regional Charter School is researching various on-line learning solutions for all staff and faculty. Teachers are beginning to use technology in the classroom (Interactive whiteboards, projectors, classroom sound systems, student response systems, web-conferencing, blogging, etc).
- B. The district deploys IP-based connections for access to web-based and/or interactive video learning on the local, state, regional, national, and international level.
Foxborough Regional Charter School has the infrastructure to allow for web-based and interactive video learning.
- C. Classroom applications of e-learning include courses, cultural projects, virtual field trips, etc.
Foxborough Regional Charter School has Internet access for all computers in the school that allow for virtual field trips. We also are using e-learning for our Spanish immersion program. We are researching solutions for other curriculum areas.
- D. The district maintains an up-to-date web site that includes information for parents and community members.
Foxborough Regional Charter School maintains an up-to-date website that keeps parents and staff up-to-date. We have commenced a project to rebuild our public website as a content management system that will be much more flexible than our current schematic. We also use Edline for students and parents to access information regarding their classes, grades, etc. These teacher websites are also required to remain up-to-date.
- E. The district complies with federal and state law⁸, and local policies for archiving electronic communications produced by its staff and students. The district informs staff and students that any information distributed over the district or school network may be a public record.
Foxborough Regional Charter School archives email on a daily basis. Every staff member and student is required to sign an Acceptable Use Policy that informs them that anything on school computers is considered public record.

⁸ Information about state regulations is available from the state's Record Management Unit (<http://www.sec.state.ma.us/arc/arcrmu/rmuidx.htm>).