

2010-2015 Technology Plan

Pittsylvania County Schools

November 2010

<http://www.pcs.k12.va.us/techplan/index.html>

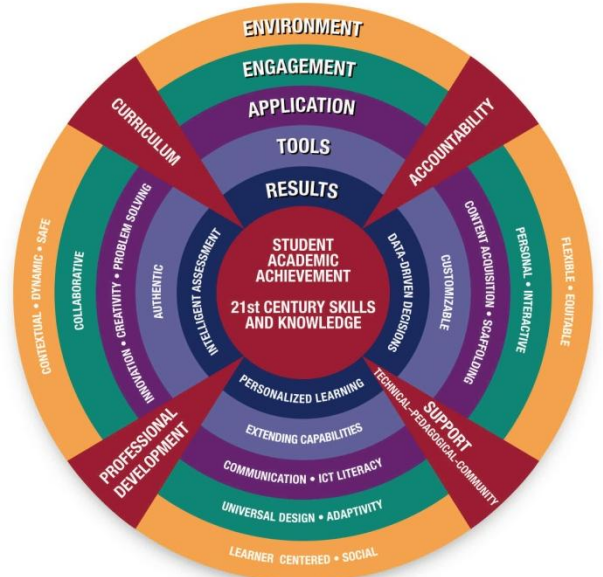




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Executive Summary

Pittsylvania County Schools is comprised of ten elementary schools, four middle schools, four high schools, a career and technical center and a regional alternative school. All regions are connected via fiber to the Network Operations Center in Chatham. Nine technicians and two division analysts provide technology support, utilizing an online work order system and remote assistance to streamline efforts. Consistent, ongoing technology training is provided at both the school and division level by nine instructional technology resource teachers. Pittsylvania County Schools' web site (www.pcs.k12.va.us/public) is maintained by the division webmaster as a current portal to the school division.

The *Standards of Learning for Virginia Public Schools* clearly identify the importance of technology in the classroom. Furthermore, Pittsylvania County Schools has committed itself to creating 21st century learning environments for its students. Previously, the concept of the 'open computing laboratory' had been the division's focus; however, recognizing the need to increase the ease of access to computers at all levels, in all instructional areas, the present focus is on equipping individual classrooms. Access to computer facilities should not be for a select few in specialized classes; therefore, the division's current focus is to increase the availability of technology for instructional use, including classroom technology, multi-purpose classrooms in the newly renovated high schools, laptop carts, and smaller mini-labs in classrooms. The Pittsylvania County School system is committed to meeting the expectations of the Standards of Learning and NCLB goals, creating 21st century learning environments, and preparing students for the challenges of the 21st century.

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Pittsylvania County Schools receives state funding for infrastructure, classroom computers, and a portion of its software. The Pittsylvania County Board of Supervisors consistently funds only the minimum requirement for the local match annually, limiting the purchase of classroom technology. No additional funds other than state funds and required local match for the state funds are provided for the purchase of school computer hardware or classroom technology or its maintenance, repair, or replacement. The bond funds for the renovations of the division's four high schools will enable the division to replace some classroom equipment. Without consistent support from the locality, however, maintenance, repair, and equipment replacement will remain obstacles to the full integration of technology in classrooms.

Despite these obstacles, Pittsylvania County Schools is committed to meeting the needs of both the general school population as well as those of the college bound student. Efforts are underway to better utilize available and emerging technologies to instruct students, to inform students, parents, and the community in general, and to prepare graduates for post-secondary education and careers. Students are strongly encouraged to pursue pathways toward these goals by offering more Dual Enrollment and AP courses. It is anticipated that this plan, with adequate funding and support, will meet the goals and objectives stated in order to support the best teaching practices and to improve the quality of education for the 9,000 students in Pittsylvania County Schools.





Process

Mission and Vision

The vision of Pittsylvania County Schools is to be recognized as having an innovative, challenging and exemplary school system.

The mission of Pittsylvania County Schools is to educate and nurture students to be successful and productive citizens.

The mission and vision of the Information Technology and Instructional departments remain unchanged: *Students and staff will learn and work in a technology-rich environment that encourages exploration and personal development that leads to a productive and fulfilling life. Technology-integrated learning environments will be provided to maximize instruction and achievement. On-going professional development opportunities designed to enhance instruction through the integration of appropriate technologies will be provided to instructional personnel. Support to assure equity of access division-wide to technologies for communication, collaboration, and learning will be provided.*

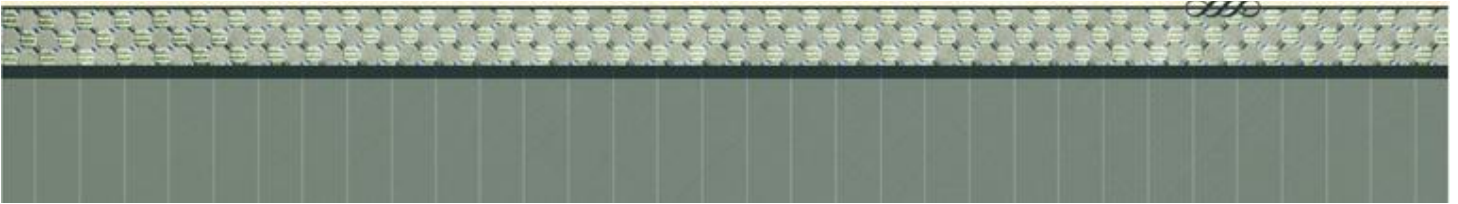
Planning and Benchmarks


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The **Pittsylvania County Schools' Stakeholders** act in an advisory capacity and serve as a catalyst for technology plan implementation with regard to the policy issues and planning of instructional technology in the schools. Stakeholders are comprised of teachers, classified staff, administrators, community representatives, community minority representatives and parents.

Feedback is also gathered from advisory councils at regular meetings. Suggestions are compiled, and needs are determined. Budget initiatives are then submitted as part of the annual budget process which begins in October. Once the budget is finalized, the planning team prioritizes needs based on available funding.

Planning Committee Members

- Mr. Rickey W. Parker, Assistant Superintendent for Information Technology
 - Dr. Lillian D. Holland, Assistant Superintendent for Instruction
 - Dr. Jeffrey B. Early, Assistant Superintendent for Support Services
 - Ms. Wanda Vaughan, Director of Assessment & Accountability
 - Dr. Bradley Bryant, Director of Career and Technical Education
 - Ms. Ann Cassada, Director of Secondary Education/Lead Director of Science
 - Mr. Clarke Scott, Director of Middle School Education/Lead Director of Social Studies
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- Ms. Nancy Towler, Director of Elementary Education/Lead Director of Mathematics
 - Ms. Teresa B. Petty, Supervisor of Early Childhood & Gifted Education
 - Dr. Shirley Terry, Director of Title I & Homebound Instruction
 - Ms. Carole Roberts, Senior Analyst
 - Ms. Kimberly R. Clifton, Webmaster/Digital Design Specialist
 - Mr. Darrell B. Wilkerson, Network Manager
 - Mr. Lamar Jeter, IT Analyst
 - Ms. Cathlene V. Scolpini, Lead Instructional Technology Resource Teacher

Community Stakeholders & Partnering Organizations

- Teachers' Advisory Council
- Citizens' Advisory Council
- Minority Council
- Institute for Advanced Learning and Research
- Danville-Pittsylvania Broadband Coalition
- Southern Piedmont Technology Council
- Pittsylvania County public libraries
- Regional 911 Center
- Pittsylvania County Sheriff's Department
- Church-Based Tutorial Programs
- Member divisions of the former Blue Ridge East Technology Consortium
- Southside Virginia Regional Technology Consortium

Evaluation Process

Feedback relative to the use of existing technology and the purchase of additional technology is gathered annually from employees and community members through an online survey. It is used to assess information technology literacy, Internet safety education preparedness, classroom use of technology, and the impact of the ITRT program. All PCS employees are expected to complete the survey each spring.

Results are reviewed with members of the planning team and advisory councils. Members of the planning team meet and communicate ideas through email and shared documents.

Network diagnostic reports are generated on a regular basis by the Network Administrator and technicians. The technicians also keep track of the status of equipment and maintain an age inventory to use with the planned update cycle.





Conclusions from Needs Assessment

With the completed renovation of the four high schools made possible by bond referendum, Pittsylvania County Schools has added classroom facilities, upgraded electrical and data cabling infrastructure, installed new HVAC systems, and enhanced the security of the buildings with modernized security cameras and building access. In addition, signage has been installed to facilitate improved communication and all classrooms are now equipped with data projectors and wireless slates. IPTV is now utilized to provide access to high quality television and video. Replacement of the phone system with VoIP allows the central offices, technology office, high schools, and middle school offices to connect quickly and affords administrators the option to conference easily. Renovation of media centers has increased students' access to online databases and research materials, and the addition of larger learning labs permits more students to take advantage of online course offerings. Multi-purpose classrooms in all high schools will provide students a suitable learning environment in which to use mobile technologies such as laptops and net books.

Goals now focus on updating infrastructure to remaining schools to afford them similar learning environments. Through continuous assessment, Pittsylvania County Schools has identified areas of immediate need and general goals for improvement. The majority of these goals are ongoing, to be completed as funding becomes available. The following outlines the goals to be targeted in the next six years:

- Provide fiber connection to all regions that will enable efficient handling of voice, video, and data and meet the ever-changing demands of the division
- Upgrade wireless links to those schools which are presently not directly served by fiber connections
- Create 21st century learning environments at all levels, K – 12, to promote student engagement and success
- Facilitate the seamless integration of classroom technology into instruction through consistent professional development and support
- Effectively utilize data to drive instructional decision-making at the classroom, building, and division levels
- Enhance home/school communication

To meet these goals, support the best teaching practices, and improve the quality of education for the 9,200 students in Pittsylvania County Schools, sufficient funding from both the state and the locality is necessary.

Actions: Goals, Objectives, Strategies, & Evaluation

Goal 1

Provide a safe, flexible, and effective learning environment for all students.

OBJECTIVE	STRATEGY	EVALUATION
<p>Deliver appropriate and challenging curricula through face-to-face, blended, and virtual learning environments.</p>	<p>Increase rigor by continually increasing the number of students who enroll in challenging courses through Virtual Virginia, onsite AP courses, and distance learning opportunities in specialized courses.</p>	<p>Course enrollment records, student transcripts and <i>eTranscripts</i>.</p>
	<p>Expand students' exposure to online learning through the use of Moodle in preparation for successful transition to higher education.</p>	<p>Moodle user reports and enrollments; course records.</p>
<p>Provide the technical and human infrastructure necessary to support real, blended, and virtual learning environments.</p>	<p>Upgrade infrastructure in all elementary and middle schools to support the use of laptop carts, additional classroom machines, and wireless devices.</p> <ul style="list-style-type: none"> - Complete upgrades to wireless links to remote elementary schools - Upgrade CAT5 backbone to fiber - Upgrade outdated network switching - Add hardware for wireless network access - Replace existing classroom computers in elementary schools - Replace existing computer lab machines in all elementary schools and six remaining middle school labs - Purchase laptop carts (1 cart/school of 500+ students) - Replace outdated library stations - Complete upgrade of equipment in renovated high schools. - Purchase laptop carts for high school multi-purpose classrooms (1 – 2 carts/school) - Replace high school computers > three years old (200 machines) <p>Examine alternate storage solutions to accommodate the increasing need for additional software, documents, and data.</p>	<p>See Appendix 1 for timeline.</p>

	<p>Evaluate available mobile devices to determine which would most effectively meet students' needs; purchase mobile devices as funding becomes available, beginning with and focusing on the use of laptops and net books.</p>	
<p>Provide high-quality professional development to help educators create, maintain, and work in a variety of learner-centered environments.</p>	<p>Continue to utilize PD360 for school-level professional development, personal professional development, and as prescriptive assistance as needed.</p>	<p>PD360 usage reports at school and division levels.</p>
	<p>Provide professional development to support the needs of regular program and special needs students:</p> <ul style="list-style-type: none"> - Provide Instructional Technology Resource teachers (ITRT) with the necessary professional development to enable them to appropriately select and use assistive technology with students with disabilities. - Use ITRT as division-wide resources for all special education teachers in the appropriate infusion of technologies within their classrooms to support the individual needs of students. - Provide professional development to all teachers on the appropriate use of technology to facilitate the use of differentiated instruction within the classroom. - Partner with resources such as the Virginia Department of Education's Training/Technical Assistance Centers (T/TAC) for Persons Serving Children and Youth with Disabilities to increase the technology expertise within the division, allowing staff to choose authentic technology tools that accommodate individual needs of students. 	<p>Documentation of conference, workshop, and webinar attendance.</p> <p>Documentation of teachers' participation in professional development offered by the division and outside the division.</p>

Goal 2

Engage students in meaningful curricular content through the purposeful and effective use of technology.

OBJECTIVE	STRATEGY	EVALUATION
Support innovative professional development practices that promote strategic growth for all educators and collaboration with other educators, content experts, and students.	Continue to utilize PD360's online professional development series and collaborative tools to engage teachers and administrators in meaningful discussions.	PD360 usage reports at school and division levels.
	Schedule regular planning sessions for the Instructional and Information Technology departments to facilitate collaboration, insuring that instruction drives the use of technology in classrooms.	Minutes of meetings; modifications of Technology Plan.
	Provide professional development in the uses of Moodle, Google Docs, and videoconferencing for communication and collaboration with other educators as well as with students.	Documentation of teachers' participation in professional development offered by the division and outside the division.
Actualize the ability of technology to individualize learning and provide equitable opportunities for all learners.	Continue to utilize NovaNet to provide instruction and facilitate credit recovery toward graduation for students who have not experienced success in the regular classroom.	Course enrollment records, graduation progress, transcripts, and state reports.
	Expand the use of assistive technologies to improve instruction of special needs students.	IEP documentation, teacher lesson plans, classroom observations.
	More fully utilize the capabilities of programs such as A+ Math, I Can Learn, NCS Mentor for Virginia Writing, Cortez, Accelerated Reader, and Read 180 to serve additional students and provide assistance toward meeting their learning needs.	Student progress reports; SOL results in related areas.
	Implement the Destiny SOL Standards Module of the new library management system in all high schools to provide students with access to additional resources designed to enhance understanding of SOL content.	Library system check-out log.
	Utilize the E-book capabilities of the Destiny library management system	
Facilitate the implementation of high-quality Internet safety programs in schools.	Internet Safety Education Plan http://www.pcs.k12.va.us/isafety/2010pittsylvania_internet_safety_education_plan.pdf	Evaluation process outlined in document.

Goal 3

Afford students with opportunities to apply technology effectively to gain knowledge, develop skills, and create and distribute artifacts that reflect their understandings.

OBJECTIVE	STRATEGY	EVALUATION
<p>Provide and support professional development that increases the capacity of teachers to design and facilitate meaningful learning experiences, thereby encouraging students to create, problem-solve, communicate, collaborate, and use real-world skills by applying technology purposefully.</p>	<p>Train administrators in the use of Google Docs to increase efficiency and reduce paper costs.</p> <p>Obtain a secondary domain for student email to provide a secure environment in which to communicate, collaborate, and share.</p> <p>Provide teacher training in the use of Google Docs and Moodle as vehicles through which students may connect and collaborate.</p> <p>Continue to provide teacher training to support the use of probe ware and other data-collecting technologies.</p>	<p>Documentation of participation in professional development offered by the division and outside the division.</p>
<p>Ensure that students, teachers, and administrators are ICT literate.</p>	<p>Continue to meet with the Instructional Department to plan professional development opportunities that focus on the acquisition of ICT literacy skills for administrators, teachers, and students.</p>	<p>Documentation of participation in professional development offered by the division and outside the division.</p> <p>Lesson plan review; classroom observation</p>
<p>Implement technology-based formative assessments that produce further growth in content knowledge and skills development</p>	<p>Expand use of classroom response systems through additional teacher training and lesson modeling, particularly at the high school level.</p> <p>Continue the use of Tests for Higher Standards with the Reports Online System for data collection and analysis of division benchmarks.</p> <p>Expand use of Reports Online System at all levels through continued teacher training to include building and administering online tests and using reports to evaluate assessment data.</p>	<p>Documentation of teachers' participation in professional development offered by the division and outside the division.</p>

Goal 4

Provide students with access to authentic and appropriate tools to gain knowledge, develop skills, extend capabilities, and create and disseminate artifacts that demonstrate their understandings.

OBJECTIVE	STRATEGY	EVALUATION
Provide resources and support to ensure that every student has access to a personal computing device.	<p>Upgrade existing computer labs in middle and elementary schools.</p> <p>Purchase laptop and/or net book carts as funding becomes available.</p>	Ratio of students to computers.
Provide technical and pedagogical support to ensure that students, teachers, and administrators can effectively access and use technology tools.	<p>Continue to utilize technical staff for the installation, repair, and maintenance of infrastructure and all related technology equipment.</p> <p>Provide technology training to administrators on a regular basis throughout the year (Topics to be determined through needs assessments conducted by the Instructional department).</p> <p>Continue to utilize ITRT to provide onsite training to teachers during faculty meetings, planning periods, and scheduled after school sessions. Expand teachers' use of existing equipment to enhance instruction and actively involve students in the learning process.</p>	<p><i>Go to Assist</i> software allows technicians to diagnose, troubleshoot, and resolve problems throughout the division from any location. Technicians are able to chat and to use remote diagnostics, file transfer, and reboot/reconnect capabilities. This software also gives technicians the option of remotely viewing or controlling the computers to provide immediate service.</p> <p>Training sign-in documentation, professional development reports, and classroom observation.</p>
Identify and disseminate information and resources that assist educators in selecting authentic and appropriate tools for all grade levels and curricular areas.	<p>Maintain/update existing Teacher Web, a password-protected web site provided to instructional employees that includes online pacing guides, curriculum planning tools and websites, and professional development offerings.</p> <p>Secure professional development opportunities for Instructional Technology Resource Teachers designed to assist them in making recommendations for assistive technologies that will facilitate increased engagement and learning.</p>	Curriculum planning teams meet annually to revise pacing guides and other curriculum materials. Revised documents are posted and links are updated each summer.

Goal 5

Use technology to support a culture of data-driven decision making that relies upon data to evaluate and improve teaching and learning.

OBJECTIVE	STRATEGY	EVALUATION
<p>Use data to inform and adjust technical, pedagogical, and financial support.</p>	<p>Continue the use of existing programs such as Algebra Readiness Diagnostic Test, Reports Online System, Cortez Math, A+ software, Read 180, I Can Learn, and additional school-purchased software to gather data and assist in instructional planning.</p> <p>Continue to utilize EIMS, possibly expanding to teacher-level use</p> <p>Continue to use IEP Online to update individualized educational plans.</p>	<p><i>The evaluation of this goal is currently being determined by Instructional staff. The effectiveness of existing programs will be evaluated, and decisions concerning their use will be made in an effort to reduce overall support costs for the division. An evaluation plan that encompasses the use of data from remaining programs will be developed and implemented. This section will be updated when that plan is finalized.</i></p>
<p>Provide support to help teachers disaggregate, interpret, and use data to plan, improve, and differentiate instruction.</p>	<p>Utilize PD360 to provide professional development to teachers in the value of formative and summative assessments and the use of data to drive instruction.</p> <p>Provide training and support through the ITRT program to both administrators and teachers in the use of data to drive instruction at the school and division level.</p> <p>Continue to use ROS reporting tools for school and division benchmark testing.</p> <p>Consider the use of EIMS access for teachers to permit access to historical test data.</p>	<p>PD360 usage reports at school and division levels.</p> <p>Documentation of participation in professional development offered by the division and outside the division.</p>
<p>Promote the use of technology to inform the design and implementation of next generation standardized assessments.</p>	<p><i>*TBD at next meeting of the Information Technology and Instructional departments scheduled for Dec. 17, 2010 after additional information has been provided by the Department of Education relative to what is expected</i></p>	<p>The Virginia EIMS program has reports to analyze student performance on SOL tests. Other test results can be analyzed in ROS reporting.</p>



Additional Local Goal

Provide division-wide equity of access to secure high-speed internet.

OBJECTIVE	STRATEGY	EVALUATION
Increase the available total bandwidth outside the network to exceed current needs and allow for future expansion.	Pittsylvania County Schools will continue its partnership with the Danville-Pittsylvania Broadband Coalition (DPBC).	Monitor the bandwidth to ensure equity of access to all twenty schools and division offices.
Insure continued access to low cost, high quality bandwidth at a rate sufficient to support high volume internal applications.	Pittsylvania County Schools filters all Internet content provided by the division to staff and students.	<i>i-Prism</i> allows employee using an administrative machine to use his/her staff login to request access to acceptable, uncategorized sites for educational use and to override certain categories for personal use.

Appendix 1

Timetable

	SEMESTERS 2010-2015											
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
	2010		2011		2012		2013		2014		2015	
Network Infrastructure Updates												
Upgrade network core to dual firewalls												
Upgrade high school Infrastructure to Cisco voice/video/data												
Upgrade middle school Infrastructure to Cisco voice/video/data												
Upgrade elementary school Infrastructure to Cisco voice/video/data												
Upgrade SAN storage system (dual installations)												
Upgrade Iprism filter system to support dual paths with redundancy												
Upgrade remaining elementary schools to a Gb fiber connection												
Upgrade Bus garage to fiber connection												
Upgrade remaining 56Mb wireless backup links to 100Mb for small schools												
Computer upgrades												
Upgrade Middle school grade level labs new standalone networked PCs 3 schools												
Pilot desktop Virtualization in one Chatham Middle school lab												
Pilot netbook carts in the elementary schools												
Upgrade all library workstations (HS, MS & Elem schools)												
Upgrade teacher classroom workstations at the high schools												
Upgrade teacher classroom workstations at the middle schools												
Upgrade teacher classroom workstations at the elementary schools												
Upgrade teacher classroom workstations at the vocational school												
Upgrade CTEC lab												
Upgrade central Office admin computers												
Establish new computer labs in multipurpose high classrooms												
Mobile wireless carts attached to network wireless nodes with network IPs												
Wireless Infrastructure												
Establish wireless network in high schools with MonoWall & guest access												
Establish wireless network in middle schools with MonoWall & guest access												
Establish wireless network in elementary schools with MonoWall & guest access												
Implement wireless IP phones for high school staff												
Voice over IP expansion												
Consolidate VoIP external lines to centralized PRIs and single long distance host												
Extend VoIP Cisco phone system to Middle school office staff												
Extend VoIP Cisco phone system to elementary school office staff												
IPTV services & Signage												
Install IPTV in high school classrooms												
Install IPTV in middle school classrooms												
Install IPTV in elementary school classrooms												
Install Signage in high schools												
Install Signage in middle schools												
Install Signage in elementary schools												
Video Conferencing Services												
Install MCU with dedicated Tandberg units at each high school												



Budget

E-Rate Funding

The Schools and Libraries E-rate Program underwrites Pittsylvania County Schools' Internet connectivity. The district's e-rate discount increased to 70% for 2010-2011 for a total of \$73,500. In 2011-2012 the discount will increase to 71%. IT local funds cover the remainder of the cost of broadband connection.


State Funding

The annual Virginia Department of Education funding for technology in 2010-2011 was \$570,000 plus \$108,800 for the local match. The Pittsylvania County Board of Supervisors consistently funds only the minimum requirement for the local match annually, limiting the purchase of classroom technology. No additional funds other than state funds and required local match for the state funds are provided for the purchase of school computer hardware or classroom technology or its maintenance, repair, or replacement. Current state funding restrictions do not permit PCS to purchase classroom technology such as projectors, SMART Boards or wireless slates, document cameras, classroom response systems, or other such items. Total Cost of Ownership has been addressed by requesting that the Board of Supervisors create a line item for the purchase and replacement of equipment on a four-year cycle in their capital outlay budget. Pittsylvania County's Board of Supervisors has yet to support the school budget with additional funding. The impending budget cuts (2011-2012) will further impact purchasing decisions, although the exact amounts are unknown at the time of this plan's report.

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Bond Funding

High school renovations have been funded with bond money over a 4 year period. Pittsylvania County Schools was able to keep the construction costs under budget, thereby allowing funds to upgrade high school libraries with a web-based library management system. Local funds were secured which provided means to expand this software to the elementary and middle schools thereby assuring consistency division-wide.





Appendix 2

Acceptable Use Policy

AUP for Staff/Community

An overview of the Pittsylvania County Schools' *Acceptable Use Policy* is presented each year during the general session for all new employees in August. In addition, it is covered in detail in small-group sessions during their orientation. Attendance is mandatory, and ITRT cover the policy in depth with all new employees not in attendance. The policy is also presented in Windows Media Video format on CD to all employees as a part of their employee package. This video captures the spirit of the *AUP* in situational examples of acceptable and unacceptable uses. (<http://www.pcs.k12.va.us/training/pcs-aup.wmv>)

AUP for Students

Pittsylvania County Schools' *Acceptable Use Policy* is included in the student handbook given to all students each year. A parent/guardian signature page is included in the handbook. This page is to be returned to the student's homeroom teacher to verify receipt of the *Acceptable Use Policy* and other PCS student policies contained in the handbook.

Two versions of the *AUP* have been posted online for students: a version for use with elementary students and a version for secondary students. The intent is to present the information contained in the *AUP* in language easily understood by students. Teachers are expected to cover the *AUP* with students prior to their first visit to the computer lab.

All versions of the PCS *Acceptable Use Policy* are posted online and can be viewed at <http://www.pcs.k12.va.us/aup/> . The latest revisions to the School Board Policy were posted August 10, 2010.



Appendix 3

Internet Safety Plan

Internet Safety & Copyright/Fair Use in Education

The *Acceptable Use Policy* was revised to include a component on Internet Safety Education in May 2007. The revised policy was presented to all employees during mandated in-service. Employees are kept abreast of changes through notifications on the PCS home page. Workshops are held annually in the schools for parent volunteers who assist in the labs. Substitutes are required to complete *AUP* training online as a condition of employment.

All certified (instructional) employees are also required to attend a copyright and Fair Use in-service provided by the ITRT and to complete online Internet Safety Education training.

The Pittsylvania County Schools Internet Safety Plan can be found at <http://www.pcs.k12.va.us/isafety/>. This is a direct link to the document:

http://www.pcs.k12.va.us/isafety/2010pittsylvania_internet_safety_education_plan.pdf.



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