

ADMINISTRATION AND DEVELOPMENT OF ONLINE COURSES

- I. The Superintendent of the Pitt County Schools, or designee, shall ensure that curriculum guides exist for all online courses. Curriculum guides will be a natural extension of the curriculum philosophy adopted by the Board.

Local curriculum guides will include:

- **Congruence Charts** for each discipline area which incorporate the goals and objectives of the North Carolina Standard Course of Study; national curriculum standards, where available; and local, state, and national assessment criteria.
- **Orders of Instruction** for each discipline area based on: local, state, and national goals and objectives from the Congruence Charts. The goals and objectives will be divided into units and arranged in the order and general time sequence in which they are to be taught.
- **Task Analyses** for each discipline area include the sequence and instructional tasks which lead to proficiency in goals and objectives. Time Lines may be substituted for the Orders of Instruction and Task Analyses where appropriate. School based documents may be developed which include: instructional activities, assessment items, and suggested materials and resources to implement the Task Analyses/Time Lines.

It is expected that all curriculum will be documented digitally or in writing and that the curriculum guides will be updated as appropriate. Copies of the curriculum guides shall be available to all teachers and to the public, on the county Web site, for review and reference. Copies of appropriate State Courses of Study and Task Analyses/Time lines shall be provided for every teacher. Instructional resources such as online resources, software, and other materials shall be selected based upon their alignment with the written goals and objectives.

A focused staff development plan will be designed and implemented to prepare staff members to teach online courses. Administrators will work with teachers to maintain consistency among curriculum design.

II. GUIDELINES FOR THE DEVELOPMENT OF ONLINE RESOURCES

Pitt County Schools recognizes the value of the World Wide Web as an effective information resource for the students and staff. Therefore, the development of online resources must be consistent with the policies outlined by the district as well as those outlined by state and federal laws.

Date: October 8, 2007

A. Responsibilities

1. Principal:

- Will be responsible for disseminating information pertaining to district-wide resources as well as state-sponsored resources
- Will be responsible for providing online resource staff development

2. Media Coordinator:

- Will be responsible for providing administrators and staff with current links to educational resources
- Will be responsible for providing administrators and teachers with information pertaining to copyright laws and fair use guidelines

3. Teachers and Staff:

- Will be responsible for ensuring that all information obtained from online resources maintains high educational value while adhering to all district, state and federal guidelines that govern the use of online resources
- Will clearly identify the source of documents and secure prior written permission before using another creator's copyrighted work

B. Prohibited Resources

1. Sites that do not directly relate to student learning
2. Sites that require students to post personal information or pictures
3. Sites using offensive or harassing statements or language including profanity, vulgarity, and/or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, and religious or political beliefs
4. Sites using threatening or obscene material
5. Sites that waste limited network resources, including excessive use of the PCS network, downloading files, and loading programs or games to the local workstation or the PCS network without the prior approval of a teacher or administrator.