



Wyoming Department of Education

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MEMORANDUM 2007 - 168

TO: School District Superintendents
School District Principals
School District Technology Directors

FROM: Jim McBride, Ed.D.

DATE: October 5, 2007

SUBJECT: Updated WEN Video Policy Guide

IMPORTANT INFORMATION FOR REVIEW

Attached is the updated WEN Video Policy Guide for your review and distribution to the appropriate district staff. Implementation and compliance of the new policy is to be immediate. This is in accordance with W.S. 21-2-202 (a)(i) Duties of the superintendent.

The Wyoming Department of Education (WDE) has prepared the attached WEN Video Policy Guide as a replacement for and revision to the current video conferencing policies. The need for this revision was prompted by the upgrade of the WEN network and the video conference transition from an Integrated Services Digital Network (ISDN) connection to an Internet Protocol (IP) connection. The review, distribution, and implementation of the new guide and the policies outlined within, will assist in this transition and help to ensure that everyone understands the significant changes that have been brought about by the enhanced flexibility of IP video systems.

A review of the entire guide is important, however, particular attention should be paid to the following significant changes:

- Page 5: WEN Video History – the legislative requirement of the WEN Video system
- Page 6: Use of the WEN Video – prioritization of the WEN Video events is more clearly defined
- Page 7: Use of the WEN Video – addresses use by other State agencies, private industry and private schools
- Page 8: Private Schools and Industry – defines “joining” and “connecting” to the WEN Video; this is a new distinction

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Significant changes to the WEN Video Policy Guide - cont.:

- Page 9: Fiscal Responsibilities - schools interested in purchasing additional video equipment and their fiscal responsibilities
- Page 13: Supported Technology - support for IP based technology is defined
- Page 20: Appendix A: WEN Video Scheduling Process - the process has changed significantly
- Page 21: Appendix B: WEN Video Teacher Training - the WDE now provides a Distance Education Consultant

Please email Summer Wasson at swasso@educ.state.wy.us should you have any questions and we will respond promptly.

JM:pls

Enclosure

Wyoming Equality Network (WEN) Video Policy Guide



Wyoming Department of Education
Dr. Jim McBride
State Superintendent of Public Instruction

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Terminology

A&I: The State of Wyoming Administration and Information department, which provides various services to the WEN Video and WEN Video customers. Services have included bridging video calls, customer support, billing and scheduling.

Ad-Hoc Connections: A connection which is not scheduled in any manner, rather direct dialed from the site. A scheduled connection takes priority over any ad-hoc connection.

Basic Service: Services provided for and funded by the WDE.

Catalog: A published document provided on the WEN Video website which provides information about Courses and Trainings offered via the WEN Video.

Connecting to the WEN Video system: A video unit which is not an original video connection required by law, and which may call into a WEN Video course or event– any costs associated with this connectivity is borne by the connecting agency.

Course: A WEN Video course provided by a sponsoring educational entity.

Course Application: A form required for parties interested in teaching a WEN Video course. This requires extensive information for WDE records; however, it is the responsibility of the Sponsoring Entity to verify accreditation and standards content.

Distance Education Supervisor: The individual at the Wyoming Department of Education whose responsibility it is to oversee the WDE WEN Video Scheduler, including all WEN Video events, courses, meetings and communications, in addition to other Wyoming Department of Education Distance Education endeavors.

Enhanced Services: Services responsible to and procured by the school district that exceed the basic services provided for and funded by the WDE.

Event: A single instance of a video conference that is not a course, such as a meeting, one-day training, virtual field trip, etc.

Event Request Form: A form used to request a WEN Video connection. This form provides the requestor's information, locations desired, and date and time. This form is emailed to the WDE WEN Video Scheduler.

IP: Internet Protocol.

ISDN: Integrated Services Digital Network.

Joining the WEN Video system: The original connections required by law which allowed for curriculum integration and network connectivity in and between schools – costs associated with the specified basic services are borne by the Wyoming Department of Education.

Local WEN Video Scheduler: The individual designated by the local high school principal or Wyoming college as the main point of contact for approval or denial of WEN Video events, courses or meetings of any kind requesting use of the local WEN Video room.

Point-to-point: A videoconferencing connection initiated by one site to connect with a second site. This connection does not have to be built on the TMS Bridge by the WDE WEN Video Scheduler unless the connection is to a site outside of the WEN Video infrastructure.

Quality of Service (QoS): A minimum standard protocol, assigned to each site's videoconferencing equipment, necessary to operate the WEN Video. The protocol is managed by the WDE WEN Video Scheduler.

Site: A WEN Video conferencing location that may receive or send a videoconference signal and is a permanent endpoint (endpoint, piece of equipment, room).

Sponsoring Entity: The Wyoming school district approving and allowing the use of the WEN Video system within their buildings.

TMS: Tandberg Management Suite, the server software which the WDE WEN Video Scheduler uses to create video connections.

VCGC: The Video Conference Governance Committee. The committee's task was to establish policies, procedures, human and material resources by providing oversight on the operations and management of the WEN Video. This group was replaced with the WEN ACES.

WDE: Wyoming Department of Education.

WDE WEN Video Scheduler: The individual(s) designated by the Wyoming Department of Education as the main point of contact for coordinating and managing all WEN Video events, courses, meetings.

WEN: Wyoming Equality Network. A wide area network which connects all Wyoming Schools with internet connectivity. Implemented from *Campbell County v. State*, 907 P.2d 1238 (Wyo. 1995).

WEN ACES: The WEN Video Advisory Council Executive Support. Replaced the VCGC as the policies and procedures committee.

WEN Memorandum of Understanding: A signed agreement concerning the usage of the WEN between the school districts and the WDE.

WEN Video: Wyoming Equality Network Video. A two-way, interactive, video conferencing network which connects all Wyoming high schools and colleges. The video conferencing network is a component of the WEN and is integrated wholly into the WEN network. Implemented from *Campbell County v. State*, 907 P.2d 1238 (Wyo. 1995).

WEN Video Help Desk: The A&I Network Control whose responsibility it is to provide technical support and troubleshooting to the WEN Video customers.

WEN Video Website: www.k12.wy.us/wenvideo/

WEN Video History

“In October 1993, four of Wyoming’s larger school districts and the Wyoming Education Association sued the State of Wyoming, asserting that the state’s formula for funding public schools was unconstitutional. An initial district court decision partially upheld the state formula, but in November 1995, the Wyoming Supreme Court, in *Campbell County v. State*, 907 P.2d 1238 (Wyo. 1995), unanimously struck down the entire system for funding public schools. The Court directed the Legislature to define the “basket” of education every Wyoming child should receive regardless of geographic location. In addition, the delivery system must allow for change over time, as the proper education is not a static concept, and must also include adequate physical facilities.”¹

The Legislature included in their model significant funding and incentives for implementation of the Wyoming Education Technology Plan. The Plan provides a structure for implementing and integrating technology into educational programs, with data connectivity between all schools to be accomplished as of July 1, 1999, and interactive two-way video capability within all high schools by July 1, 2001.²

The Wyoming Equality Network (WEN) was developed, which provides the data connectivity to all schools in Wyoming. The WEN Video was then implemented and is a component of the WEN. Original equipment installed in 1999 included Tandberg Educator 5000 systems that communicated over dedicated Integrated Services Digital Network (ISDN) lines throughout the state. With the increase in availability in the Internet Protocol (IP), in 2006 a new process began to upgrade the WEN Video equipment which will widen the opportunity of educational experiences and decrease cost. New Tandberg MXP based IP Video units began deployment to the school districts in November of 2006. In addition, a new scheduling system called Tandberg Management Suite and new Tandberg Bridges and components were added to the network to include the Tandberg Streaming Content Server and Tandberg See and Share Server to provide our students across Wyoming various opportunities for distance education and classroom enhancement. This complete upgrade meets the requirement from the Legislature

^{1,2} Chris Christenson, Wyoming Education Association, *WYOMING*, National Center for Educational Statistics, <http://nces.ed.gov/edfin/pdf/StFinance/Wyoming.pdf> (January 2007).

in that “the delivery system must allow for change over time, as the proper education is not a static concept.”¹

There are now over 100 WEN Video locations throughout the state of Wyoming with locations at all Wyoming high schools, community colleges, the University, and the Wyoming Department of Education administration offices.

¹ Chris Christenson, Wyoming Education Association, *WYOMING*, National Center for Educational Statistics, <http://nces.ed.gov/edfin/pdf/StFinance/Wyoming.pdf> (January 2007).

Use of the WEN Video

The purpose for the development of the WEN Video network is to support the “basket of goods” to be delivered to all Wyoming students. For this reason, the WEN Video systems may be used for the following, and in the following order of priority:

- 1) 9-12 Credit Courses, equally including Dual Enrollment
- 2) K-8 Credit Courses
- 3) College Credit Courses
- 4) Direct Tutoring Connections
- 5) Virtual Field Trips
- 6) Enrichment and Non-Credit courses
- 7) Staff Training / Professional Development
- 8) Meetings
- 9) Non-Scheduled, Ad-Hoc connections

Virtual Field Trips are defined as connections that may enhance Wyoming classroom curriculum and are not on a normal recurrence. Virtual field trips may incur:

- A \$50 Test Fee as dictated by and payable to A&I, payable by the school or district requesting the connection
- Current national or international long distance fees as dictated by and payable to the State of Wyoming Administration and Information division, if the call must be placed by ISDN connectivity. This is payable by the school or district requesting the connection
- Registration fees to the Virtual Field Trip host, if any, payable by the school or district requesting the connection

Staff Training / Professional Development is defined as training provided to a Wyoming educational entity and staff for educational duties. Staff Training / Professional Development may include:

- Intra-state connections for training, with any fees incurred payable by the school or district requesting the connection
- Inter-state connections for training, with any fees incurred payable by the school or district requesting the connection

Meetings are defined as a consortium of individuals combined to discuss Wyoming educational matters and/or educational duties. Meetings may include:

- Intra-state connections for meetings, with any fees incurred payable by the school or district requesting the connection

- Inter-state connections for meetings, with any fees incurred payable by the school or district requesting the connection

Inter-agency meetings may occur, and may be bridged on the WEN Video Bridge as long as the request for meeting is initiated by a Wyoming Department of Education employee and the purpose is for the Wyoming Department of Education direct involvement in statewide matters

- Other State of Wyoming agencies may request the use of WEN Video locations with appropriate notice of request and agreement to abide by WDE/WEN Video guidelines
- There will be no charge from the WDE to other State of Wyoming agencies that use a WEN Video location, as long as the purpose is for the Wyoming Department of Education direct involvement in statewide matters

Non-Scheduled, Ad-Hoc connections are impromptu events initiated by a WEN Video site connecting to a site within the WEN Video infrastructure.

- Non-Scheduled, Ad-Hoc connections may not supersede a scheduled WEN Video event.

The WEN Video shall not be used for the following without the expressed permission of the WDE WEN Video Scheduler and may be subject to scheduling restrictions and connection fees:

- Other State of Wyoming agency use which does not include direct collaboration with the Wyoming Department of Education
- Private Use / Non-educational Use
- Private Industry
- Private Schools

All systems or uses that are deemed not appropriate for use on the WDE WEN Video system will be referred to the A&I statewide network as a possible solution or source for connectivity.

To maintain the integrity and intent of the network, the WEN Video sites do not have the authority to override the priority of the use of the WEN Video network. To illustrate: any video event intended to benefit the K-12 student and provide the "basket of goods" to a student may not be cancelled for any kind of professional development training or meeting, as this will defeat the intent of the network.

The final determination of the prioritization of a WEN Video event will reside with the WDE WEN Video Scheduler.

Private Schools and Industry

According to W.S. 21-2-202(a)(xx); the duties of the state superintendent include to: “develop and implement a statewide education technology plan which shall address staff training, curriculum integration and network connectivity in and between schools, communities and between the state and the world, and which shall have as its goal the provision of equal access to educational instruction and information.”

Joining the WEN Video system is defined as the original connections required by law which allow for curriculum integration and network connectivity between schools – costs associated with that basic service are borne by the Wyoming Department of Education.

Connecting to the WEN Video system is defined as a video unit which is not an original video connection required by law, and which may call into a WEN Video course or event– any costs associated with this connectivity is borne by the connecting agency.

Specifically:

- Non-public schools and telemedicine groups may not join the WEN or the WEN Video. However, those entities may connect to a WEN Video sponsored event (Connectivity fees, port usage fees, or licensing fees may apply and are provided by A&I and are the responsibility of the non-public school or telemedicine group).
- Non-public schools and telemedicine groups may join a different video network and be provided telecommunications services from the State of Wyoming Administration and Information division, according to W.S. 9-2-1026.1:
 - Non-public schools and telemedicine groups must check with A&I ITD for compliance and availability
 - *Note: If bandwidth is not available, connectivity will not be authorized. According to W.S. 9-2-1026.1 (i) the non-public or telemedicine group will pay for the “proportionate overhead”
 - Services associated with this connectivity are provided by A&I
 - Pricing associated with these telecomm services are provided by A&I and are the responsibility of the non-public school or telemedicine group
 - Costs may include proportionate overhead and administrative costs
 - Non-public schools or telemedicine groups must notify A&I in writing of services deemed necessary

Fiscal Responsibilities

The Wyoming Department of Education (WDE) is responsible, per W.S. 21-2-202(a) (xx), to provide and maintain video conferencing capability between all high schools.

The WDE has implemented a video conferencing solution at all public high schools, alternative high schools, and Wyoming public colleges; and, has also provided the communications and management infrastructure. The units provided by the WDE have a State of Wyoming asset tag affixed to the unit. The units with the State of Wyoming asset tag are the property of the State of Wyoming, and may not be disposed of or removed. All installation, licensing, training, yearly maintenance, support, and scheduling fees for the codec are provided for by the WDE in accordance to the WEN Memorandum of Understanding and all relevant agreements signed by the school or district. This is known as the *Basic Service*.

According to the WEN Memorandum of Understanding, a WEN entity may also purchase *Enhanced Service*: "Enhancements are optional services and equipment, above the Basic Service, which the WEN entity may purchase, through the contract administered by the Wyoming Department of Administration and Information, at the WEN entity's own cost."

If a high school, alternative high school, or college would like to add additional video units, the local school or district will be responsible for:

- Purchase costs, shipping costs, grant writing costs or budgets for the additional equipment
- Costs associated with yearly maintenance and warranty on the video unit purchased
- Costs associated with Gatekeeper, Border Controller, or TMS licensing
- Costs associated with training on the video unit
- Costs associated with installation of the video unit and/or peripherals
- Costs associated with additional bandwidth necessary to add the video unit to the video network
- Any other cost not listed here shall be borne by the location purchasing or adding additional WEN Video equipment. This list is not intended to be all inclusive.

Roles and Responsibilities

In support of W.S. 21-2-202(a)(xx); and in addition to Wyoming Act 48, the Wyoming Department of Education has provided a statewide intranet and data access to every school in the state and two-way interactive video capability to every public high school in the state known as the Wyoming Equality Network (WEN). **The WEN Video is integrated wholly into the WEN network.**

In addition to the districts signing the WEN Memorandum of Understanding, Professional Services Contract, Addendum B of the Professional Services Contract, and understanding and agreeing to the WEN Policy Document, the following policies will ensure that the original intent of the network is sustained. Integrating these policies allows the WDE WEN Video to be mandated as a State Program as directed by the legislature and provides program support and integrity.

Local Responsibility: The local principal or head administrator of a WEN Video location is the decision making authority for:

- The location of the WEN Video equipment with WDE approval
- Who may have access to their local room, including members of the community or the public at large
- Who may have access to their local room after hours or in an unsupervised manner
- Which credit course, non-credit course, meeting, training or other broadcast that may be delivered at their local room
- How to best secure the WEN Video equipment from vandalism or harm
- How to best provide space for the virtual learning experience in their local room or building
- How to resolve a conflict between two WEN Video requests that are of the same priority level
- Delegating an individual as the local primary WEN Video contact and support

WDE Responsibility: The Wyoming Department of Education, to ensure program integrity, is the decision making authority for:

- The priority in the use of the network, see Use of the WEN Video System
- The current network protocols, standards, and Quality of Service values supported on the WEN Video System
- The appropriate installation, configuration and use of the WEN Video equipment
- The primary guidance on appropriate installation and configuration of the ports, routers, switches and bridges on the WEN, in support of WEN Video, and in cooperation with district Technology Directors

- The management and maintenance of the WEN Video equipment to include the physical equipment, software, troubleshooting, testing, and associated maintenance
- Provide training to Local WEN Video Schedulers and proctors

In addition, each WEN Video location will have a Local WEN Video Scheduler, as the primary contact. The Local WEN Video Scheduler will be the Principal or head administrator by default, however, may be delegated as seen fit by the Principal. This measure is taken to provide program integrity and accountability.

Local WEN Video Scheduler Responsibility: The Local WEN Video Scheduler is responsible to:

- Approve or deny WEN Video requests to use the site
- Monitor site use
- Communicate with the WDE WEN Video Scheduler directly
- Communicate technical difficulties to the WDE WEN Video Scheduler and/or the Help Desk
- Serve as the first point of contact for local individuals in the room
- Be present at the beginning of an event to mute or provide instruction
- Provide direct assistance to K-12 students using the equipment
- Provide initial and minor technical assistance
- Serve as the liaison between the location and the WEN Video Help Desk by assisting in:
 - Troubleshooting
 - Configuration changes
 - Testing
- Provide basic equipment use instruction to individuals:
 - Educate local users such as students and teachers how to properly use the equipment
- Provide timely documentation to the WDE about the local WEN Video room and its use, such as:
 - Location, capacity, and scheduling contact information
 - Local rules and regulations of the room in regards to video
 - Local rules and regulations of the school in regards to video
 - Local rules and regulations of the district in regards to video
- Complete annual 45-minute training, provided by the Wyoming Department of Education, Distance Education staff, which will provide information on:
 - Troubleshooting the video equipment
 - Technical support
 - Administrative information such as scheduling
 - Communications information
 - Policies

- o Roles and Responsibilities

WEN Video Proctors

It is highly recommended to have proctors available for the K-12 WEN Video events. The proctors may be designated by the local Principal and may be a trusted member of the community, a work-study student, a para educator, a teacher, a staff member, or any other individual the Principal sees fit.

The proctors of a WEN Video event should complete annual 45-minute training provided by the Wyoming Department of Education, Distance Education staff which will provide information on:

- Troubleshooting the video equipment
- Technical support
- Administrative information such as scheduling
- Communications information
- Policies
- Roles and Responsibilities

Supported Technology and Video Standards

The WEN Video supported technologies and video standards are currently defined and will remain until further notice as the following:

- The WEN Video will only support Tandberg MXP based equipment:
 - Other video brands are not guaranteed at this time
 - Satellite systems, from Tandberg or otherwise, are currently not supported
 - The equipment must be capable of H.323, H.264, H.239, E.164, and connections of 384k
- Connectivity speeds of 384k is the WEN Video standard
- All operational guidelines will be derived from the Wyoming Equality Network Policy Document and at the discretion of the WEN Network Security Policy Group (NSPG)
- Quality of Service (QoS)* will be set from the local ports/switches/routers/providers to the Cheyenne A&I Emerson Building including the Tandberg Infrastructure to ensure quality of video and audio is consistent and at a measurable quality. QoS is currently defined using DIFFSERV protocol:
 - Audio, 46
 - Video, 34
 - Signaling, Telephony, and Data, 26
- Firewall ports will be open to allow for Tandberg communications. For documentation on firewall ports, please consult the WDE WEN Video Scheduler for current information
- Connections off of the WEN Video network, off-site (mobile), out of state, or international calls are possible and require:
 - Two-weeks notice of intent
 - Ample information to test connectivity during the two-week time frame
 - The external endpoint to register to the WDE WEN Video Border Controller or External Gatekeeper
 - Use a provided E.164 Alias to avoid duplication errors
 - Connectivity and quality are not guaranteed
 - The requesting party will be responsible for any testing, troubleshooting, scheduling or connection fees as determined by A&I
- Non WDE WEN Video entities may connect to a WEN Video based course or event, however, they require:
 - Two-weeks notice of intent
 - Ample information to test connectivity during the two-week time frame

- The external endpoint to register to the WDE WEN Video Border Controller or External Gatekeeper
- Use a provided E.164 Alias to avoid duplication errors
- The external endpoint will not be provided WEN Video Help Desk support and will be responsible for any testing, troubleshooting, scheduling or connection fees as determined by A&I
- Connectivity and quality are not guaranteed
- The external endpoint will use a WDE WEN Video traversal or gatekeeper license for the duration needed. The available licenses are on a first-come, first-serve basis:
 - The WDE WEN Video Scheduler will maintain an available pool of licenses and E.164 Aliases for the use of an external endpoint

The external endpoint shall also consider the following recommendations:

- A source of IT support
- Warranty support on the unit
- Firewall settings in conjunction with Tandberg video conferencing
- QoS settings in conjunction with or comparable to the QoS recommendations above to ensure the quality of video while in a WEN Video call

Video Room Components and Mobility

WEN Video equipment upgrades began in August 2006. Some WEN Video entities now possess mobile equipment and limited LAN flexibility. The following process outlines requirements for mobile and non-mobile video conferencing units alike:

- WEN Video rooms should be compatible to an average local classroom. Suggested size for proper use of the WEN Video system is a room measured 25'x30'
- Each WEN Video room must contain at least two electrical circuits, and one Cat5e network jack
 - Uninterruptible Power Supplies (UPS) must be used for the codec (coder/decoder) equipment of the WEN Video room to prevent damages
- Each WEN Video room must have the following:
 - A dedicated telephone line capable of making and receiving calls in the event that an attendee may call the Help Desk for assistance
 - All telephone numbers and contact information for technical support are kept in the room and are easily accessible
 - A computer with Internet Access
 - A User's Manual for the video equipment use and Help Desk phone number
- Room elements including paint color, wall texture, lighting, carpeting, etc., should conform to industry best practices in order to provide an appropriate distance learning environment
 - Recommendations for room elements shall be sought from the system vendors
- Selection and placement of furniture shall allow for good sight lines for teacher and all students, and for flexibility in teaching styles

Once a room has been installed, relocation or rearrangement of the video equipment must be requested and approved by the WDE via the **WDE 656 Form**. Please allow for 2 weeks notice of intent so all parties may be involved and testing of technology needs can be assessed. Cost of relocation or rearrangement shall be borne by the school district or institution of higher education requesting the change.

- A portable video unit may be moved without notice **only if**:
 - The local school district network technician is present
 - The IP number of the unit does not change
 - The ceiling microphone is not moved and the portable microphone is used

- If the area the portable unit is moved to remains conducive to all of the above aforementioned elements
 - **If these criteria do not apply**, the District Tech Director must submit a WDE 656 Form
- For portable video units, please note that WEN Video equipment is not guaranteed connectivity on an outside network
- Please refer to the Wyoming Equality Network Policy Document in regard to Change Control and Requests

Scheduling and Requesting WEN Video Connections

All scheduling and requests will be done during normal hours of operation of 8:00 am – 5:00 pm, Monday through Friday. Events can be requested to be scheduled and occur on the WEN Video system between 7:00 am – 10:00 pm, Monday through Saturday.

- All WEN Video use must be scheduled through the WDE WEN Video Scheduler or requested through the WDE WEN Video TMS Scheduler, with the exception of point-to-point (PTP) or Ad-hoc connection which may be initiated by local sites
 - While each location is able to initiate video calls, please note that the network was developed for educational purposes. Monitoring and logging of connectivity information is assumed due to the technologies integrated in place for the video communications.
- Each WEN Video location will have a Local WEN Video Scheduler as the primary contact. The Local WEN Video Scheduler will be the Principal by default, however, may be delegated as seen fit by the Principal. Each Local WEN Video Scheduler will have access to the WDE WEN Video TMS Scheduling website. The username and password should not be shared with anyone else at the location. Please see section “Roles and Responsibilities”
 - If the TMS Scheduler username or password is to be transferred to a new individual or is forgotten, please contact the WDE WEN Video Scheduler for transferring rights, locking out an account, changing contact information, or resetting a password or username
- All WEN Video events shall be scheduled according to the process established by the WDE WEN Video Scheduler. Please see current process listed on Appendix A – WEN Video Scheduling Process

Credit Courses on the WEN Video

All scheduling and requests will be done during normal hours of operation of 8:00 am – 5:00 pm, Monday through Friday. Courses can be requested to be scheduled and occur on the WEN Video system between 7:00 am – 10:00 pm, Monday through Saturday. Please also see section, “Use of the WEN Video”.

- Unless extenuating circumstances apply, a multipoint WEN Video Credit Course class shall consist of not more than 4 remote sites in addition to the originating location
- Unless extenuating circumstances apply, the maximum number of students in a WEN Video Credit Course class shall consist of not more than 20 students, to include those in attendance at the originating location
- Instructors interested in teaching a course over the WEN Video are required to submit a **Course Application**, which will fully outline information for publication and scheduling set up in regards to the course
 - Please submit a Course Application for:
 - Courses which are for high school credit, dual enrollment credit, college credit
 - Courses which are for no credit, PTSB credit, other professional standards of credit, outreach and community credit
 - Best practices for instructing via the WEN Video can be found on the WEN Video website at www.k12.wy.us/wenvideo/
- The WEN Video is a means of connectivity and the **Sponsoring Entity** is responsible for evaluation and approval of a course. The Sponsoring Entity of a WEN Video course is responsible for :
 - Ensuring the course information meets state standards or school requirements
 - The course satisfies the amount of contact days, seat hours, and hours of instruction
 - The course or instructor is properly certified
 - Investigating the credentials of the instructor such as reference check or verifying resume information
- The WDE WEN Video Scheduler will announce and ask for upcoming course applications in advance of the catalog publishing date. The WEN Video Course Catalog will be published by: **November 1st** for the upcoming Spring semester and **April 1st** for the upcoming Summer and Fall semesters
 - The catalog may be found on the WEN Video website in addition to an emailed copy to all Local WEN Video schedulers

- If applications are provided after the catalog has been dispersed and published, every effort will be made to amend the catalog and republish in a timely manner
- The WDE WEN Video Scheduler will:
 - Compile, disburse, and publish the catalogs
 - Contact each Sponsoring Entity to verify information and acceptance
 - Communicate with instructors, registrars, and schools to verify enrollment in a course

WEN Video Contacts

The WEN Video contacts include the following:

- A WDE WEN Video Scheduler
 - Person appointed by the Wyoming Department of Education, a member of the Distance Education section of the Technology, Careers and Data unit
 - Contact information can be found at:
www.k12.wy.us/wenvideo/ or call 307-777-5657
- Local WEN Video schedulers are located at each high school and college
 - The Local WEN Video Scheduler is the person appointed by the district's high school principal or college administrator
 - A contact list of all Local WEN Video Schedulers may be found on the WEN Video website and is updated at least once per semester
 - If you find that contact information may have changed, please notify the WDE WEN Video Scheduler to update the information

Guidance and Intent

The role of the Video Conference Committee, currently known as the WEN ACES, is to communicate its vision, policies, procedures and recommendations to state government as well as to school districts plotting a course of action for the WEN Video. The roles of the WDE and A&I are supportive in nature.

- The WEN ACES shall be comprised of members representing the University of Wyoming, the community colleges, the Legislature and WEPCCC. Technical support to the WEN ACES shall be provided by representatives of the WDE including the WEN NSPG, and A & I. The WEN ACES will strive to develop policies and procedures that will provide guidance instrumental to the successful delivery of distance learning throughout the schools of Wyoming.
- The WEN ACES shall strive to assure the “basket of goods” is delivered in a fair and equitable way to Wyoming students.
- The WEN ACES will work in conjunction and in a supportive nature of the Wyoming Equality Network Policy Document and the WEN Network Security Policy Group (NSPG).

Appendix A: WEN Video Scheduling Process

Self – Schedule: Each Local WEN Video Scheduler will have access to the WEN Video TMS Scheduler. This website for self-scheduling will be made available to each Local WEN Video Scheduler. Due to licensing limitations, only one person at each site will be provided a username and password to the online scheduler. It is recommended not to share this with other individuals due to user licensing terms. If the Local WEN Video Scheduler is out for a period of time simply call the WDE WEN Video Scheduler to make arrangements for event scheduling in the meantime.

Training on how to use the WEN Video TMS Scheduler will be covered in the annual WEN Video training, required of all Local WEN Video Schedulers and provided by the WDE WEN Video Scheduler and TMS Manager.

Each Local WEN Video Scheduler may request, via the WEN Video TMS Scheduler, a WEN Video event including other locations. TMS will automatically notify all locations requested. If a site requested is NOT available, please email the WDE WEN Video Scheduler within 3 business days. Upon notification, the WDE WEN Video Scheduler will manually exclude the unavailable location from the requested event. In addition, the WDE WEN Video Scheduler will notify the host of the site not available for other arrangements. **If the WDE WEN Video Scheduler is NOT NOTIFIED to exclude a site from a request within 3 business days, the sites requested will automatically launch at the requested date and time.**

Event Announcements: Events which are known as “open enrollment” or “optional” WEN Video events may also be requested. To request this, please complete the Event Request Form found on the WEN Video website under Forms and Information. Open enrollment or optional events indicate that any school, district or individual may attend if the site is available at the time of the event.

Each Local WEN Video Scheduler will be notified via email with a subject of **“WEN Video Event Announcement.”** Each site can choose to join if there are attendees interested. The email will also include a target audience who may be interested in attending such as Principals, Math Teachers, Counselors, etc so that the information may be forwarded to the appropriate group for advertising at the local school.

The WEN Video Event Announcement may also include a **JOIN PASSCODE**. If the announcement does include a Join PassCode, there is no response necessary to attend the event. At the time of the event, the Local WEN Video Scheduler will simply dial the Join PassCode from your Tandberg IP video

equipment. The local site will then be added to the event. If the event has not yet launched, the sites will be placed in a “waiting room” until the event begins.

Appendix B: WEN Video Teacher Training

The Wyoming Department of Education will offer teacher training for those interested in teaching a course at a distance. This individual will have information on distance education methods for interactive two-way video courses, online courses, hybrid courses and more.

The WDE Distance Education Consultant may be contacted to assist in training for:

- Best practices in distance education teaching
- Connecting with students at a distance
- Utilizing PASSport (virtual field trip) events to enhance classroom curriculum
- Train the trainer events
- Certifications offered for Distance Education (DE) Teachers

To contact the WDE Distance Education Consultant:

Phone: 307-777-7418

Video: 555098