

# Iowa Communications Network (ICN )

## EDUCATIONAL VIDEO CLASSROOM SCHEDULING POLICIES

### 1. ICN educational sites are to be accessible and available for ICN sessions:

Monday - Friday, 7:00 a.m. - 10:30 p.m. and Saturday, 8:00 a.m. - 4:00 p.m.

Exceptions:

Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas, and New Year's Day

### 2. All requests to use ICN must be sponsored by an authorized agency.

**Authorized user** means a private or public agency.

**Private agency** means an accredited nonpublic school, a nonprofit institution of higher education eligible for tuition grants, or a hospital licensed or a physician clinic.

**Public agency** means a state agency, an institution under the control of the board of regents, the judicial department, a school corporation, a city library, a regional library, a county library, or a judicial district department of correctional services, an agency of the federal government, or a U.S. Post Office which receives a federal grant for pilot and demonstration projects.

### 3. All ICN educational video sites are subject to scheduling policies established by the Education Telecommunications Council (ETC).

### 4. For educational scheduling purposes two categories of ICN video classrooms exist:

A. Those sites where the State of Iowa has financed the fiber connection through a specific appropriation.

B. Those sites where the institution has utilized its own funding for the fiber connection.

Those sites in "A" may be scheduled for authorized use without "permission" from the site.

Sites in "B" may permit or deny accessibility to other authorized users.

### 5. Independent colleges and other sites which have paid connection fees at their

**own expense may permit or deny accessibility to outside users.**

If any sites elect to install a second classroom and connection to the ICN at their own expense, the newly installed classrooms are treated the same as independent college sites for purposes of scheduling policies and procedures.

**6. ICN sites are permitted to charge Room Use Fees to the agency scheduling the ICN video session. The maximum fee is \$12.50 per hour for actual hours of ICN time scheduled.**

**An exception to this policy is when K-12 users and institutions providing programs for a K-12 audience. They may not be charged room use fees during normal school hours (7:00 a.m. to 5:00 p.m., Monday - Friday).**

It is the responsibility of the ICN receive site to bill room use fees to the agency or institution providing the ICN video session.

**7. If adverse weather conditions necessitate the closing of an educational institution, that ICN site will also be closed.**

Statewide information on weather cancellations and site closings may be obtained from Regional Schedulers, Institutional Schedulers or the Network Operations Center (515) 242-3182. (When using the classroom fiber phone, dial 242-3182.)

**The program sponsor / ICN video session requester is responsible for notifying session participants regarding weather related cancellations or postponements.**

If you have questions about the processes or want to clarify current procedures, contact:

Region 10 Regional Telecommunications Council (RTC) Scheduler

Jan Robertson – 398-5452 – [jan.robertson@kirkwood.edu](mailto:jan.robertson@kirkwood.edu) - Fax 319-398-5492

Region 10 RTC Coordinator

Marcel Kielkucki – 366-0142 - [marcel.kielkucki@kirkwood.edu](mailto:marcel.kielkucki@kirkwood.edu) - Fax 319-398-1049

## Procedures for Scheduling the ICN Video Classroom

There are three scheduling processes used by ICN educational users to submit requests to schedule ICN video sessions.

### **In-Advance Scheduling**

This scheduling process is utilized by educational users to schedule ICN video sessions for upcoming semesters.

Typically, sessions scheduled during this process are for semester long courses or continuing education.

Deadlines for In-Advance scheduling begin approximately **five months before a semester**.

In-Advance requests are not prioritized by time of receipt but are ranked according to regional priorities established by each Regional Telecommunications Council (RTC).

### **First Come - First Served Scheduling**

This scheduling process is utilized when the deadlines for In-Advance scheduling have passed.

Time of receipt of the scheduling request is the only priority during the First Come First Served scheduling process.

### **On-Demand Scheduling**

The On-Demand scheduling process is used for new requests or modifications to a session scheduled to occur in less than 24 hours, not including Saturday, Sunday and holidays.

**Please Note: The requestor / user is required to call all sites to verify site availability and alert the site coordinator that an On-Demand request is in process.**

The request is not submitted through the ICN Video Scheduling Web site. Instead, the user makes the request by calling the ICN Network Operations Center.

Although this scheduling process does allow for same day scheduling, exact completion time will vary.

If you have questions about the processes or want to clarify current procedures, contact:

Region 10 Regional Telecommunications Council (RTC) Scheduler

Jan Robertson – 398-5452 - [jan.robertson@kirkwood.edu](mailto:jan.robertson@kirkwood.edu) - - Fax 319-398-5492

Region 10 RTC Coordinator

Marcel Kielkucki – 366-0142 - Fax 319-398-1049 – [marcel.kielkucki@kirkwood.edu](mailto:marcel.kielkucki@kirkwood.edu)

## ICN CANCELLATION POLICY - Cancellation of an ICN Session

The ICN recognizes that cancellation of previously scheduled sessions may occur.

The ICN requires that all cancellations be cancelled by the requester / scheduler of the session **at least 24 hours or more in advance of production** excluding Saturday, Sunday and holidays.

Effective December 1, 2008 – Regional schedulers or original schedulers may cancel ICN video sessions due to inclement weather by sending the cancellation to [icn.video@iowa.gov](mailto:icn.video@iowa.gov) and credit will be provided. Partial credit may also be provided for remote sites experiencing weather related site closures. The scheduler or requester should notify sites/participants of these weather cancellations.

Video sessions that are not cancelled in accordance with the new policy will be charged for the session.

Example: Saturdays, Sundays and Holidays will be treated the same as the next business day. Therefore, a session scheduled for 8 a.m. Saturday, Sunday, or Monday would have to be cancelled by 8 a.m. Friday.

As a reminder, the Administrative Rules state ICN sites should be available Monday through Saturday.

There is no mention of Sunday, thus any session on a Sunday requires special approval. For sites where the institution has used its own funding for the connection and the site equipment, the institution may permit or deny accessibility to other authorized users.

ICN session requesters should continue to allow as much time as possible when modifying or canceling a session. It is preferable to make cancellation decisions 48 hours in advance of a session start time. Additional time is often needed for the following reasons:

ICN sessions cannot be modified or cancelled by individual requesters. Persons wanting to cancel part or all of the sites in an ICN session must contact their ICN Regional Scheduler or Statewide Scheduler to request modification or cancellation of an ICN session.

If you have questions about the processes or want to clarify current procedures, contact:

Region 10 Regional Telecommunications Council (RTC) Scheduler

Jan Robertson – 398-5452 - [jan.robertson@kirkwood.edu](mailto:jan.robertson@kirkwood.edu) - Fax 319-398-5492

Region 10 RTC Coordinator

Marcel Kielkucki – 366-0142 – [marcel.kielkucki@kirkwood.edu](mailto:marcel.kielkucki@kirkwood.edu) - Fax 319-398-1049

## Costs for Using ICN Video Classrooms

Three types of charges are associated with using the ICN for distance learning:

### **1. ICN Time**

The requester (authorized user that schedules the ICN video session) will receive a bill from the ICN for time involved for all the ICN sites involved in the video session.

Only one bill is generated per video session. Charges are calculated per site per minute, based upon an hourly rate.

Hourly ICN video rates vary and are dependent upon the type of authorized user.

### **ICN Video Classroom Hourly Rates**

<b><u>Type of User</u></b>		<b><u>FY 2009</u></b> <b><u>7-1-2009</u></b>	<b><u>FY2010</u></b> <b><u>7-1-2010</u></b>
K-12 & Public Library	002	\$14.36	\$15.80
K-12 E-rate supported use	011	\$6.91	\$7.60
Post Secondary use Community College	008	\$8.75	\$9.63
Regents, Private College or University	003	\$8.75	\$9.63
Other Training use	004,005	\$9.18	\$13.77
Administrative use	001	\$16.74	\$25.11
Federal & Telemedicine use		\$60.16	\$60.16

### **2. Room Use Fees**

The individual authorized user is responsible for determining when or if to charge a room use fee to the sponsoring agency using their site.

They may charge up to \$12.50 per hour. Policy guidelines do not allow room use charges to be assessed during the daytime for uses of the network by K-12 users or for sessions involving a K-12 audience.

### **3. Other Potential Charges**

Higher education institutions typically charge tuition fees for semester long classes. Some special events have registration fees.

When semester classes are shared between K -12 schools, the schools involved usually negotiate with each other regarding additional class fees. Typically, they may include a charge back of ICN time, part of the teacher's salary, and material or textbook costs.

# 2010 ICN EDUCATIONAL VIDEO SCHEDULING DEADLINES

**SPRING SEMESTER 2010** - January 1 - June 6, 2010

End users submit requests for K-12 to their regional scheduler by **August 15, 2009**

**SUMMER SEMESTER 2010** - June 7 - August 16, 2010

End users requests for K-12 to their regional scheduler by **January 9, 2010**

**FALL SEMESTER 2009** - August 17 - December 31, 2009

End users requests for K-12 to their regional scheduler by **February 27, 2009**

To allow more planning and to "protect" the 8:00 a.m.-3:30 p.m. time slot, your school will have until June 15, 2009, to "firm up" fall semester ICN scheduling requests which reserve your ICN room in advance. You may use any or all of the following steps:

## **Procedures For Scheduling ICN Video Classrooms**

1. Schedule classes you know will be offered:

If your school knows what classes/courses you will schedule at your ICN site for fall 2008 semester, notify your regional scheduler.

2. Schedule any remaining time you wish to "protect" by requesting a "K-12 Temporary No Transmit":

If you do not know what will be offered at your ICN room but assume you want it "protected" for the 8:00 a.m. -3:30 p.m. time period for Monday through Friday while still scheduling "real" classes, submit "K-12 Temporary No Transmit" requests to your regional scheduler by February 23.

These requests may be sent to the scheduler in the following ways:

By VOSS software... enter your scheduling request using the worldwide web

. Go to the IOWA Database web site <http://www.icnvoss.state.ia.us/tcreliance/login.jsp>

. Click on "Schedule an ICN Session" (left-hand column)

. Click on "Registered user" to enter your request form.

1. Enter "user name" and "password"

(If you do not have a "user name" and "password", contact your regional scheduler.)

2. Click "Submit"

3. Click "Reservations" (top of page)
  4. Click "New" (left-hand column)
  5. Check the box for "K-12 Temporary No Transmit" in the "New Reservation" screen.
- OR

Fax or email your fall scheduling request to your regional scheduler....be sure to request "K-12 Temporary No Transmits" if any are needed.

What happens on June 16, 2009?

On or before June 16, your school should finalize the fall semester "in advance" schedule or your ICN room:

1. Firm up your fall scheduling requests so the regional scheduler can "modify" your schedule to match the courses you plan to offer / receive. Send the final scheduling information to your regional scheduler no later than June 18.
2. Any "K-12 Temporary No Transmits" which HAVE NOT been changed to real sessions by June 18 will be automatically dropped by the VOSS scheduling software.

The June 16 date is the "magic" date when "K-12 Temporary No Transmits" are dropped from the scheduling software and other authorized users can start to schedule K -12 sites for normal school hours.

What about ICN sessions that are NOT part of the "protected" 8:00 a.m.-3:30 p.m. time period, such as evenings and weekends?

The deadline to schedule all other ICN uses is February 23.

You do not have a time extension for evenings and weekends. If you miss the February 23 deadline, other authorized users may schedule your ICN room ahead of you.

**Who should I contact if I have questions?**

**Region 10 Scheduler: Jan Robertson (319) 398-5452**

**Region 10 RTC Coordinator: Marcel Kielkucki – (319) 366-0142**

**Iowa Database web site <http://www.icnvoss.state.ia.us/tcreliance/login.jsp>  
(Scheduling and Reports)**

**ICN Home Page: <http://www.icn.state.ia.us>**

Note that parts of this document have been edited from the Telecommunications and Technology section of the Iowa Code.