

## Wyoming Equality Network (WEN) Video



### Guidelines and Information

May 9, 2006

<b>Table of Contents</b>	<b>Page</b>
Mission .....	3
Vision .....	3
What is PASSport? .....	3
PASSport Events .....	3
PASSport Guidelines and Use .....	4
<i>Network Use</i> .....	4
PASSport Event Registration .....	4
<i>Scheduling Process</i> .....	5
<i>Network Priority</i> .....	5
PASSport Event Billing .....	5
<i>Billing Procedure</i> .....	6
<i>WEN Video Applicable Fees</i> .....	6
Contact Information .....	7

## **Mission**

The purpose of a PASSport Event is to provide educators access to quality, usable, resources for curricula, content, lesson plans, professional development and other selected resources. A major goal is to help Wyoming educators integrate technology into their classrooms.

## **Vision**

The Wyoming Equality Network (WEN) Video System was integrated to support an active learning environment, to improve learning, to help deliver the “basket of goods”, and to foster education equity through distance learning. The PASSport Events support the WEN Video mission as well as provide an additional point of accessibility to students across the state in providing a limitless opportunity to interact in the classroom with others around the globe.

## **What is PASSport?**

PASSport is the Portable Advanced Student System that allows classrooms in the K-12 environment as well as those in post secondary education to connect via the WEN Video System in a one-time event. A PASSport Event is may be provided to enhance the current classroom curricula and allow for technology integration in to the classroom. The ability to provide a PASSport Event to students increases exposure to technology while offering additional instruction in nearly any subject. Access to a WEN Video classroom is necessary to provide a PASSport event. For WEN Video locations, please visit the website at [www.k12.wy.us/wenvideo/](http://www.k12.wy.us/wenvideo/).

## **PASSport Events**

PASSport Events are published in the WEN Video PASSport Events Catalog. This catalog is updated once per year and published on the WEN Video website. The WEN Video team gathers one-time event information and compiles it in to the Catalog. Content, Area of Study, Applicability is not investigated. Please research the event and all contacts, area of study and content provided before considering registration for any PASSport Event. The purpose of providing this information is only to serve as an additional access point for curricula enhancement.

## **PASSport Guidelines and Use**

PASSport guidelines adhere to the WEN Video Policy Guide known as the Video Conferencing Governance Committee (VCGC) Documentation. This documentation will serve as an addendum to the WEN Video Policy Guide.

### *Network Use*

PASSport events are very important to enhancing the classroom experience, however, regularly scheduled events must continue as scheduled. Credit courses, enrollment courses or repeating events will need to continue as scheduled and appropriate accommodations will be made to minimize conflict on the WEN Video network. For this reason it is very important to route all scheduling to the WEN Video Scheduler and remain flexible in your PASSport Event requests.

Network Use will also follow the WEN Video Policy Guide, pages 8-9. While a summary is provided below, please reference the complete WEN Video Policy Guide for detailed procedures.

- “It is strongly recommended that every WEN Video room be used only for authorized WEN Video events wherever possible. Such rooms shall be called “dedicated” WEN Video rooms. Rooms used for other, non-video purposes shall be called “multipurpose” WEN Video rooms. While it is acknowledged that a dedicated WEN Video room may be difficult to achieve in schools with limited space, it should be understood that the long-term goal for the network is that all video rooms be dedicated to the exclusive use of distance education.
- Educational programming at all levels, including K-12, Community Colleges and the University of Wyoming, shall be the primary use of the WEN the network.
- Home school students shall have access to the same video classes and Learning Events presented over the WEN to K-12 students enrolled in their districts.
- The video site will be accessible to the community at large.
- The principal, or his/her designee, shall authorize or decline use of the WEN Video Room at his/her school for all requested video events.

## **PASSport Event Registration**

PASSport Registration will involve direct communication and coordination with the WEN Video Scheduler. The following summary is also outlined in the ‘How to Schedule a PASSport Event’, which has been provided to assist in the step-by-step scheduling process.

- Choose an event from the PASSport Catalog
- Identify a nearby WEN Video site which would host the classroom during the event

- Fill out the WEN Video PASSport Event Request and send to the WEN Video Scheduler via electronic medium.
  - Due to testing and technological coordination, PASSport Events must be requested at least 30 days in advance, if not more.
- The WEN Video Scheduler will make necessary contact with parties involved to ensure successful connection. Contact may include the teacher, principal, District Tech Director and any other parties deemed necessary to execute the event successfully. Billing will be sent out after the event has occurred, and is further outlined in the Billing section of this document.

Registration and Scheduling of the PASSport Events will follow the WEN Video Policy Guide pages 10-13. While a summary is provided below, please reference the complete WEN Video Policy Guide for detailed procedures.

### *Scheduling Process*

- All scheduling on the network will be done by requesting times and sites during normal hours of operation.
- Those wishing to schedule a WEN Video event must follow the scheduling procedure established and published by the WEN Video Scheduler.

### *Network Priority*

WEN Video Priorities also apply to PASSport Events. While a summary is provided below, please reference the complete WEN Video Policy Guide for detailed procedures.

- K-12 usage takes priority from 7:00 am – 5:00 pm (M-F). Within this period, 9-12 Credit Courses shall take priority in scheduling up to two weeks after the first day of the class over other programming from 7:00 a.m. – 3:30 p.m.
- K-12 staff development shall take priority in scheduling over other programming from 3:30 – 5:00 pm.
- Credit course offerings originating from the University of Wyoming or from a community college shall take priority in scheduling up to two weeks after the first day of class over other programming from 5:00 pm – 10:00 pm.
- Authorized events requested and scheduled through the video scheduler will have priority over any ad hoc point-to-point call.

### **PASSport Event Billing**

PASSport Events require billing that may involve different entities. Billing may include Registration Fees and Costs from the event entity and these charges may vary per event selection. Billing Fees and Costs will be outlined with you prior to the event.

### *Billing Procedure*

Once the PASSport Event is selected, the following Billing Procedure will occur.

- PASSport Events which include long distance charges, test fees or other WEN Video fees will be billed to the responsible billing party and should be remitted to the Wyoming Department of Education. This bill will arrive separately from all other billing.
- PASSport Events which require all other fees will be directly billed to the responsible billing party from the event entity. The payment for those fees should be remitted to the event entity directly. This bill will arrive separately from all other billing.

### *WEN Video Applicable Fees*

Costs and Billing of the PASSport Events will follow the WEN Video Policy Guide pages 32-37. While a summary is provided below, please reference the complete WEN Video Policy Guide for detailed procedures.

- A test call is required any time a video conference is requested that includes a site or bridge that is a non-WEN site (either within or outside Wyoming). Such calls are referred to as “Off Network.” Before off network calls can be scheduled, a test call between the WEN and the off network site/bridge is mandatory. The test call assures that both systems are compatible and can communicate without problems.
- The test connection will incur a minimum charge of \$50.00 per hour. The test itself may take less time in which case the minimum charge applies. If the test lasts more than one hour, an additional cost at the rate given will be incurred. The test call connection charge is separate from other call fees and does not apply as an hourly charge during the event itself.
- Domestic calls are defined as connection to non-WEN video site/system located within Wyoming or elsewhere in the USA
- Domestic call include the testing fee outlined and Long Distance \$43.20/hr 30-minute minimum; billed to the nearest half-hour
- Long Distance charges may only apply to certain technologies such as ISDN or other non-IP connections
- International calls are defined as Connection to video system outside the USA
- International calls include the testing fee outlined and Long Distance which varies by country; actual costs re-billed
- Some school districts require completion of specific forms prior to event approval such as insurance waivers or facility use forms. Please check with the local WEN Video site prior to use.
- All school districts have the right to waive or charge Site Support Fees or Room Use Fees for certain events during certain periods of the day.

## **Contact Information**

Current contact information for the WEN Video team can be found on the WEN Video Website at [www.k12.wy.us/wenvideo/](http://www.k12.wy.us/wenvideo/) . Other current publications can also be found on the website to include course catalogs, WEN Video locations and more.

If you do not have access to the WEN Video website, please call or write the Wyoming Department of Education.

### **WEN Video Scheduling:**

**307-777-5657**

## **Wyoming Department of Education**

**2300 Capitol Avenue  
Hathaway Building, 2nd Floor  
Cheyenne, WY 82002-0050  
Phone: 307-777-7675  
Fax: 307-777-6234**

Wyoming Equality Network (WEN) Video System



**Wyoming Department of Education**

Dr. Jim McBride, Superintendent of Public Instruction  
Hathaway Building, 2nd Floor, 2300 Capitol Avenue  
Cheyenne, WY 82002-0050

Phone 307-777-7673 Fax 307-777-6234 Website [www.k12.wy.us](http://www.k12.wy.us)