Virginia CyberCamp 2016
A Summer State-Funded Program

Guidance for Submitting
the
Application Packet

to
Virginia Department of Education
Office of Career and Technical Education

Application Due on or Before
January 25, 2016

VIRGINIA DEPARTMENT OF EDUCATION
OFFICE OF CAREER AND TECHNICAL EDUCATION
VIRGINIA CYBERCAMP 2016
A SUMMER STATE-FUNDED PROGRAM

OVERVIEW

1) **GOALS**
   - Increase awareness of careers in cybersecurity among teachers and students
   - Engage students in project-driven learning
   - Introduce students and teachers to cybersecurity-related industry credentials (pretest/practice tests) and provide students a foundation in which they can pursue a cybersecurity related course of study and certification during the 2016-2017 school year

2) **ELIGIBLE SCHOOL DIVISIONS/CAMP LOCATION**
   - For purposes of this program, a challenged school division is based on those with 50 percent or more of its enrolled students who are eligible for free and reduced price meals.
   - A single school division (with one or more high schools) or multiple school divisions within a region may submit a Virginia CyberCamp 2016 *Application to Participate*.
   - The completed application consisting of contact information; an abstract (not to exceed a total of two pages) that briefly outlines the plan to carry out the camp requirements, criteria for selection of eligible students to participate, summary of the overall evaluation process, and action steps to be implemented in the 2016-17 school year to further the goals of this program; a proposed "start-up budget" for planning and professional development and the proposed camp budget; and a signed agreement by the host division superintendent certifying the division and school will comply with the statement of assurances.
   - The Virginia CyberCamp 2016 Application is due to the Virginia Department of Education, Office of Career and Technical Education, on or before January 25, 2016.

3) **CAMPSITE REQUIREMENTS**
   - Must be located on a high school campus in a challenged school division
   - Must provide appropriate insurance coverage
   - Must offer a total of 70 hours of instructional time, which should include guest speakers, field trips, project-driven learning opportunities, and a culmination/recognition program
   - Offer up to 25 individual student computer stations in a classroom/lab environment conducive for teamwork. Priority must be given to students enrolled in the host school division (with multiple schools) before admitting students from nearby eligible division(s)
   - Provide applicable instructional resources and promotional materials
   - Provide meals (breakfast, lunch, and two nutritional snacks)
   - Provide bus transportation for students (in compliance with state and federal regulations) to and from the campsite and cybersecurity related field trips

4) ELIGIBLE STUDENTS

- Rising tenth-, eleventh-, and/or twelfth-graders who have expressed an interest in cybersecurity careers or who have started a program of study related to the cybersecurity sector are eligible to participate in the camp.
- Each student participant and parent or guardian shall sign an assurance that the student agrees to follow the school's Code of Conduct during the camp and all related camp activities.

5) STAFFING

- Each core implementation team for CyberCamp 2016 shall consist of a program manager, an on-site camp director, at least four teachers (one mathematics, one science, one English (language arts), and one or more career and technical education (CTE) teachers, at least one high school counselor, and a ready-access IT specialist who may be part time or on call as needed.
- The teachers and school counselor(s) will be selected by the division/school.
- Other team members involved in the planning phase may include representatives from business and industry, postsecondary education, parent association, student leadership organization, CTE advisory committee, and community economics and work force leaders.

6) ROLE OF CORE PLANNING AND IMPLEMENTATION TEAM

The core implementation team shall be responsible for selecting and preparing the campsite, working with the Virginia Department of Education (VDOE)/career and technical education (CTE) staff and professional development provider from the Cyber Innovative Center (CIC), and preparing communication materials for parents, recruiting students, business and industry partners, postsecondary education partners, obtaining insurance coverage, arranging student transportation and meals, implementing and evaluating the entire camp experience, completing all required reimbursement and data reporting to the VDOE.

7) PROFESSIONAL DEVELOPMENT

- The VDOE, in partnership with the CIC, will provide focused professional development and technical assistance in planning the camp activities (at no cost) for each local implementation team between February-April 2016. The two-day professional development/camp planning workshop will be offered in each of the eight Superintendent's Regions. Upon selection of the campsites, the state program manager will work with the local program managers to schedule this activity.

- Because of the expected number of participants in the cybersecurity workshops, it will be necessary to limit participation to the campsite implementation team members. It is expected that the implementation teams will be available to provide training within their school divisions.

- An eligible school may offer additional cybersecurity professional development for the core implementation team that has been pre-approved by VDOE/CTE. If approved, this professional development cost may be included in the campsite's budget.

8) IMPLEMENTATION GUIDELINES AND REQUIREMENTS
Summary of Instructional Component
- Cyber literacy will be introduced through hands-on experiences. These experiences will include problem-driven integrated STEM (science, technology, engineering, and mathematics) activities that use robotics, artificial intelligence, and ethics to explore the challenges and opportunities of cybersecurity.

- Using a cybersecurity curriculum developed by the National Integrated Cyber Education Research Center and supported by the U.S. Department of Homeland Security, the camp will provide knowledge-based and performance-based experiences related to cyber issues, cyber careers, and the role that cybersecurity plays in daily life. Work force issues are examined in lessons that address the consequences of acts of terrorism, the necessity of a networked society, and cybersecurity threats.

- During the camp, students will be introduced to the Virginia Education Wizard, a one-stop, online career planning tool. Through the Wizard, students will have an opportunity to take assessments that match their interests, values, and skills, then explore specific occupations and get real-time details about the work force data on the types of security jobs available throughout the Commonwealth and the levels of education required for entry into various career paths.

- Additionally, to make the work force information more relevant, students will utilize an online career development program, LifeJourney™, in which virtual mentors from many different companies expose students to real-world cybersecurity careers and show them the path and the skills they will need for the future.

- Each camp shall include at least a one-day field visit to local employers who will share with students how Virginia businesses are addressing cybersecurity threats. Students will learn about the types of information technology, criminal justice, and human services careers that are available in their communities to meet the challenges of cybersecurity and the postsecondary cybersecurity education and training programs at nearby community colleges and universities.

- Each camp shall design and conduct a culmination/recognition program for students, teachers, and partners and invite parents, school and community leaders.

9) EVALUATION AND NEXT STEPS
- Students and on-site camp teachers and staff will be administered a pre- and post-survey to measure overall effectiveness of the CyberCamp.

- Students and teachers will be administered a cybersecurity-related pretest at the beginning and posttest at the end of the camp to measure technical knowledge and skills attained. The students learning activities and experiences during the camp will provide a foundation in which they can pursue an industry certification during the 2016-2017 school year.

- Students and teachers may take an appropriate approved Virginia Board of Education credentialing exam, such as the Microsoft Technology Associate (MTA), CompTIA or the IC3 GS4.

- A certificate of completion will be awarded to student and teacher participants who successfully complete CyberCamp 2016.

- A written evaluation of the camp by the core implementation team will outline next steps for continued instruction, promotion, and recruitment to increase the number of high school students that complete a cybersecurity related program of study.

10) TIMELINE

• December 18, 2015	Intent to Participate Due to VDOE
• January 25, 2016	Camp Application Due to VDOE
• February 1, 2016	Send Notifications (including start-up funding) to School Divisions
• February-April 2016	Preparation for Camp (including participation in the required professional development for the core implementation team
• May-August 2016	Conduct Camps
• June 10, 1016	Final request for reimbursement due to VDOE
• September 25, 2016	Final closeout financial reports/documentation due to VDOE

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Budget Expenditures and Reimbursements Information

Upon submission and approval of the eligible school divisions' *Virginia CyberCamp 2016 Application*, the school division will receive "start-up" funds up to $7,500 for each camp (if applicable) based on the submitted application "Start-Up Budget." The school division's remaining camp state-funded allocation up to $62,500 <u>minus</u> the "Start-Up Budget" payment, will be received by May 1, 2016, based on confirmation of the location and dates of the Virginia CyberCamp 2016 Program and revised budget (if applicable).

Allowable uses of the state-funded allocation include, but are not limited to:

1) Camp Staffing Salaries and Employee Benefits (i.e., camp administrator, on-site camp program director, high school counselor, IT specialist (may be on-call as needed), high school teachers – career and technical education, mathematics, science, English, etc.). Prior to the summer camp, pay for substitute teachers for camp staff during VDOE sponsored professional development in preparation for the camp's instructional program.

2) Professional development and training (Camp staff and instructors)

3) Instructional resources and course materials (Instructional software programs, DVDs, textbooks, workbooks, reference materials, program materials and supplies, etc.)

4) Bus Transportation (Transportation costs for students to and from home to campsite and camp related field trips)

5) Meals (meal and snack costs for camp staff and students not to exceed state rates for breakfast, lunch and two nutritional snacks)

6) Cybersecurity equipment (equipment that is unique and required for the CyberCamp Program). Note: Computers and hardware cannot be purchased with Virginia CyberCamp 2016 Program State Funds)

7) Additional Expenses (Camp insurance, security costs, custodial staff, facilities costs, etc.)

All Virginia CyberCamp 2016 Program state-allocated funds must be expended or encumbered by June 30, 2016.

The Virginia CyberCamp 2016 Program Financial Expenditure Report and documentation must be submitted to the Virginia Department of Education, Office of Career and Technical Education, no later than September 30, 2016. Directions and forms will be provided with the notification letter. If you have any questions, please contact W. Terry Dougherty, CTE Grants Administrator, at Terry.Dougherty@doe.virginia.gov or (804) 225-3349.

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<u>BUDGET EXAMPLE</u>

Budget Categories	Object Code	TOTAL	
		State Funding Up to $62,500 Per Camp	Optional Local and/or Other Funds
Camp Staffing including employee benefits: 9 – Camp Staff: Camp Administrator, Onsite Director, High School Counselor, IT Specialist, 5 Teachers – Math, Science, English, 2 CTE, Salary: $40 per hour x 70 hours = $2,800 x 9 staff = $25,200 Benefits: $700 (25% of Salary) x 9 staff = $6,300	1000 2000	$31,500	
Professional Development: Substitute Teacher Salaries for 2 days (Note: No cost for Professional Development providers)	1000	$ 3,052	
Meals: At the standard state rates of Breakfast ($11), Lunch ($12), and 2 snacks ($4 each) = $31 per day x (25 students + 9 staff) = $1,054 x 4 days per week = $4,216 x 3 weeks = $12,648	3000/5000	$12,648*	
Bus Transportation: (Transport students to and from home to camp site, plus 2 field trips) Approximately $775 per day (which includes salary and mileage) x 4 days per week x 3 weeks = $9,300	4000	$ 9,300	
Additional Expenses: Such as: Camp Insurance Security, Custodial Staff, Supplies & Materials, etc.	4000 5000 6000	$ 6,000	
TOTAL		$62,500	

*High Schools may be eligible to receive Federal reimbursement for meals if they qualify for the Summer Food Service Program (SFSP).

Complete Statement of Assurance:
The host school division superintendent(s) must certify that the division and high school campsite agree to implement the Virginia CyberCamp 2016 Program goals and comply with all requirements outlined in the application guidance as set forth by the Virginia Department of Education. For multiple divisions in partnership to offer a cybercamp, each division superintendent must sign the Statement of Assurance.