TECHNOLOGY PLAN

Kalkaska Public Schools, Apr 28 2014

Cover Page

Kalkaska Public Schools

315 S. Coral Street

PO Box 580

Kalkaska, Michigan 49646

231.258.9109

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Contact Person:

Ryan Moore

Director of District Technology

rmoore@kpschools.com

231.258.9146

County: Kalkaska

District Code: 40040

ISD: TBA ISD

URL: www.kpschools.com

Introductory Material

District Mission Statement

The Kalkaska Public School District, in cooperative partnership with students, staff, families and community, believes all students can learn. We will provide a caring environment that promotes academic achievement and social responsibility. This partnership will help all students reach their maximum potential; and adapt and contribute to a changing world.

Community Profile

Kalkaska is a small northern Michigan village situated at the crossroads of US-131 and M-72. With a location that sits amongst many different lakes and rivers, it is an area rich in fishing traditions. The local community is supported heavily by the oil and gas industry. Along with this, manufacturing and toursim also play an important part in the finantial stability of the community. The Kalkaska district covers 445 square miles.

The Kalkaska School District is a rural Class B district. The district hosts three elementary buildings. Birch Street houses grades PreK-3, Rapid City houses grades K-5, & Cherry Street Intermediate houses grades 4 & 5. Other buildings include tehe Middle School, High School, and the Northside Alternative Education Building. Extensive remodelling has recently occured at the Birch Street, Middle School, and High School locations. Revisions included transitioning Birch Street from an open classroom concept to individual classrooms, medial center and lobby improvements at the Middle School, and new athletic facilities and auditorium at the High School. Enhancements to the offices at theses locations also occurred.

Demographics

Number of Students	1600
Number of Teachers	101
Number of Administrators	8
Number of Non-Certified Staff	70
BUILDINGS	Grades
• Kalkaska High School	9-12
• Kalkaska Middle School	6-8
• Northside Alternative	9-12
• Cherry Street Intermediate	4-5
• Birch Street Elementary	PK-5
• Rapid City Elementary	Pk-5
Free and Reduced Lunch	51%
Growth Status	Stable
Total General Fund Budget	$15,430,446

Vision and Goals

Vision Statements

We believe that students learn better in a technology-rich environment. Incorporation of technology into the curriculum is key to developing technology-savy students. Students will be able to utilize multiple platforms (operating systems, apps, programs). Students exiting school will have to compete in an ever technologically advanced society. It is the vision of Kalkaska Schools that our students will be able to efficiently function in such a society, to become valuable, productive members. In order to do this, KPS must create an instructional environment where technology is readily available to the students; allowing the students to have practical, and meaningful interactions with technology. This will allow students to become proficient in the use of technology, thus preparing them to compete in an ever increasingly technological world.

It is also the vision of Kalkaska Public Schools to develop a staff that is trained in the use of technology. Such a staff will be able to efficiently imbed

technology into the curriculum. In doing so, a technology-savvy staff would inspire the use of technology within the students they encounter. This will be accomplished through professional development aimed at improving the staff's implementation of technology.

Goals

- Improve technology for all students and staff.
- Seamlessly integrate technology into curriculum.
- Improve the use of technology-rich lessons in all classrooms.
- Train and support staff on the use and implementation of technology.
- Implement controlled/filter-based email for students.
- Utilize technology products to improve communication with the community.
- Evaluate, review and revise our technology plan goals.
- Develop district wide wireless LAN capabilities.
- Create a policy for allowing community members to have appropriate access to technology resources.
- Maintain a level of certified and qualified technical personnel necessary to manage the network and its component parts at an optimal level and to meet the requirements of the technology plan.

Integration With Other Plans

This Technology Plan will align with existing School Improvement Plans and district curriculum. The following plans will be completed and aligned to this plan:

- Professional Development Plan
- Technical Support Plan
- School Improvement Plan
- Curriculum Planning Cycle (Curriculum Development Committee)

Curriculum Integration

Instructional Technology Standards

Utilizing the district Curriculum Process, the district will work to further monitor the implementation regarding the following standards:

- Support implementation of Michigan's Education Technology Standards (METS):
  - Provide communication and professional development of the grade-band expectations with staff.
- Support implementation of the International Society for Technology in Education Standards
  - ISTE Standards for Students - Provide copies and training for staff.
  - ISTE Standards for Teachers - Provide copies and training for staff.
  - ISTE Standards for Administrators - Provide copies and training for administration.

Technology Use

Provide student access to technology.

- Designated weekly technology access time for students.

Model technology use for teachers for application in the classroom.

- Mentor/mentee relationships to foster integration of technology
- Professional development (grade-level meetings, building-wide, district PLC meetings, peer observation) to model the use of incorporating technology into the curriculum.
- Demonstrate how to find rich, engaging, relevant and appropriate technology into lessons to increase achievement and engagement.

Technology to serve as a tool to support all levels of the curriculum

- **Language Arts:** Research, Document creation, peer editing, reading practice/comprehension, video streaming
- **Science:** Research, simulations, presentations, supplement lessons, on-line applications, video streaming
- **Math:** Simulations, graphing calculators/software, fact practice, video streaming
- **Art:** multimedia production, image editing, research, graphic design, online gallery/portfolio, video streaming
- **Social Science:** Internet exploration of other cultures, map software, research, video conferencing, video streaming
- **Music:** video streaming, audio production, research, tuning

Teaching Strategies

Kalkaska Public Schools curricula is primarily designed around the Common Core State Standards (CCSS). These standards require the students to develop higher-level thinking and investigative skills. Skills such as collaboration, reflection, inquiry, and becoming independent thinkers are developed through the CCSS. The CCSS will be assessed through the Smarter Balanced Assessment Consortium. This new system of assessment will begin in the spring of 2015, and it is the vision of the Kalkaska Public Schools to be ready for this assessment from a technology standpoint. If the state decides to move away from the Smarter Balanced Assessment Consortium, it is KPS's plan to be ready for state-mandated online testing regardless of the system used to assess the students.

Kalkaska Public Schools will use a team of individuals representing each building, parent stakeholders, administration, and school board to guide the use of technology. The purpose of this committee is to correlate the use of technology with the implementation of the CCSS within the different buildings. The overall goal is to create a system where technology and curricula go hand-in-hand; working together to better the advancement of the students toward a technology-rich environment.

The Technology Committee will implement current research and best practice models for the integration of technology into the curriculum.

Student Achievement

Student Achievement

Implemented instructional strategies will be based on current research, directly aligned to curriculum, and designed to improve student achievement. Such strategies, involving the use of technology, will be integrated into curricula and instruction through many different ways:

- On-Line Research
    - Use of the Michigan Electronic Library will become a primary tool for students and staff when conducting research. Advanced search engines will be used to access multiple libraries and clearing houses for information tied to research.
- Video Conferencing
    - Students will have access to video conferencing equipment to participate in interactive sessions with other students, schools, or instructors from outside the district.
- Electronic Mail
    - We are currently investigating into the most appropriate manner to provide students with safe, filter-based access to electronic mail. Such an access will allow for efficient communication between students and teachers. This will be a step toward allowing instruction to take place beyond the school's walls.
- Productivity Suite
    - We are currently conducting research into providing students to a productivity suite that would allow students to have access to electronic documents both at school and at home. Such a productivity suite would allow students to share and collaborate on documents; further enahancing the curriculum. It would also allow students to continuously work on such documents from multiple access points (cell phone, computer, tablet).
- Distance Learning
    - Sites promoting the advancement of student education beyond the confines of the school will be utilized throughout the district.
- Technology Internships
    - Guided mentoring through the I.T. department for the advanced technical students of KPS.

Timeline for Technology Integration

Yearly curriculum review of specific subject areas will include the addition of technology rich lessons and specific goals related to the Michigan Education Technology Standards. This cycle will be repeated throught the life of this plan. Areas of focus include:

Technology Expectations	Grades Implemented
Basic Operations	K-12
Social, Ethical, and Human Issues	1-12
Productivity Tools	1-12
Communications Tools	2-12
Research Tools	2-12
Problem Solving Tools	2-12
Distance Learning	1-12

Technology Delivery

Technology Delivery

Distance learning provides students with a unique opportunity to supplement the instruction found within a traditional classroom. Distance learning is currently being used in the Kalkaska Public Schools through:

- **Odyssey:** Used for grade/credit recovery.
- **Study Island:** Used by students to supplement material covered in class. Also used as a means to prepare for the state assessments.
- **Streaming Video:** Discovery Education is used to deliver to students engaging content related to the curricula.
- **Brain Pop Jr.:** Used as interactive presentations to introduce or strengthen lessons.
- **Accelerated Reader:** A reading program used in conjunction with leveled books to test student progression.
- **Raz Kids:** An interactive reading program that test student progression in reading.
- **Moodle:** Currently the district employs the use of Moodle, however, other course management systems are in review.
- **Interactive Media:** Use of SMART boards, ENO boards, and CPS (clickers) to present lessons.

Future Technology Delivery

The Kalkaska Public Schools have begun investigating the use/advancement of:

- Video conferencing
- ebooks/electronic texts
- On-line Coursework (MiVHS, MiVU)
- Wireless technologies
- Updating of current technologies
- Different forms of media for students to access the internet and various apps/programs.

The technologies that will be investigated will be explored where they directly align with the curricula. They will be adopted and implemented where sufficient budget resources allow.

Parental Communications & Community Relations

Parental Communications and Community Relations

The main connection between this plan and parent and community relations will be the district presence on the Internet. The following are manners in which technilogical progress will be presented, and communicated, with the public:

Publication of Technology Plan

- Publication of the technology plan on the district web site.
- Presenting the technology plan at a public Board of Education meeting.
- Copies of the technology plan to be distrubuted to each campus office for on-demand access.

Parent and Community Communications.

- Parent and community input will be sought during the review and assessment phases of this plan. Email, on-line surveys, and input forms on the district web site will be utilized for such communication.
- The district web site will be utilized, but not limited to, the following communications:
    - The schedule for School Board meetings.
    - The minutes of the School Board meetings.
    - Publising building and district newsletters covering student success, announcements, and new implementations of technology.
    - Presenting staff contact information.
    - Demonstrating our use of technology and displaying examples of student interactions with technology.
    - Provide building and district-wide announcements.
    - Celebrations of student success.
    - Parent access to their child's lunch account.
    - Inviting parents and community members to attend meetings (building, technology, district).
    - Will provide links to classroom or department websites.
- Using student management software (PowerSchool) to communicate student progress with parents.
    - Encourage community to utilize specific district computers to access district information (PowerSchool).
- Incorporating announcement system into student management system -- allowing for efficient mass-broadcast of announcements.
- School Improvement Plan meetings are displayed on school website.

Technology Committee Membership

The district Technology Committee is charged with the responsibility for the authoring, review, and assessment of this plan. Membership in the committee will include:

- **Teachers:** At least one representative from each building (Rapid City Elementary, Birch Street Elementary, Cherry Street Intermediate, Middle School, High School) and from each major curriculum area.
- **Administrators:** Both building and central administration.
- **Students:** A student represenetative is appointed by the student government or High School Principal.
- **Parent:** At least one parent representative.
- **Community:** At least one local community or business representative.

Collaboration

Collaboration

District owned technology resources are recognized as public resources. Whenever practical, district-owned technology resources will be made available for public educational use. Throughout the course of this plan, Kalkaska Public Schools will continue to develop more efficient communications between the school and the community.

Computer labs

- Existing district computer labs will be made available for community education, adult educations, and training oportunities whenever practical.
- Unfilled seates in professional development classes offered in district computer labs will be made available to interested parents and community members.
- Guildelines will be developed to allow progress toward these goals while maintaining the security and integrity of the district's technical systems.

Web Resources

- The district website will create space for posting community events at the request of local municipalities and organizations.
- Building social media sites may be used to post community events at the request of local municipalities and organizations.

Regional Educational Media Center (REMC 2 Central)

Located at the TBAISD, it features instructional materials and videos that ciruclate upon request to individual schools. Coopertive purchasing, technology training, and staff development are also provided.

Professional Development

Professional Development

Professional development is recognized as an ongoing need for all district personnel.

The need for technology-literate staff is great. To meet this need, Kalkaska Public Schools will work to create teams of teachers who are familiar with the technology employed at KPS. Using a train-the-trainer model, the district will send staff to workshops where they will learn the skills to efficiently employ the technology within the school environment. These trainers, the staff attending the workshop, will report back to the district to further train the other staff members during district meetings. Surveys will be used to determine how best to tailor professional development opportunities for the staff. The overall goal of professional development is to change and support the way the teacher teaches and students learn. Professional development must be geared toward true integration of technology. Just introducing the basic skills of a program is not enough. Effective professional development will introduce the students and staff on techniques that will merge technology with the curricula in a manner that improves the learning environment. The expected outcome of such programs are technology rich classroom lessons and resources. Likewise, technologically proficient students will develop from such trainings. Professional development will be offered, and utilized, throughout the district staff.

Instructional Staff

Professional development aimed toward the instructional staff will be based on a demonstratable curricular need. Examples include, but are not limited to:

- Professional development will be expanded to better incorporate technology support and integration into the district's curriculum.
- In-services provided to examine the use of blended learning environments.
- In-service time and team planning time will be utilized for technology training.
- Use of web-based training sites or offerings.
- Consistent training for teachers regarding best-practice technology implementation into lesson design.
- Use of TBAISD to provide further training on implementation of technological devices.
- Surveys based on ISTE standards will be given to teachers once a year.
- Instruction/in-service relating to the METS will be offered.

Administrative Staff

A combination of application-specific and standards-based professional development opportunities will be sought for both building and central administration staff. Examples include:

- MSBO sponsored trainings and certification paths.
- Association sponsored trainings and conferences (MSBO, MASSP, MASA)
- Trainings offered in conjunction with instructional staff to further develop a team approach to technology integration. (ISD sponsored traingings, MACUL)

Technical Staff

It is imperative that the KPS technical support personnel are up to date on the ever changing field of technology. Such personnel will maintain a current understanding of these changes, and be able to adjust accordingly. To accomplish this, industry and manufacturer certifications are encouraged for systems and software that the district currently uses, or intends to migrate towards. Also, funding for training opportunities and conferences will be considered as a means to educate the technology staff on emmerging technologies.

Professional Development Timeline

A yearly professional development calendar will be developed and maintained lisitng all PD opportunities available to staff. Both internal and external opportunities will be listed.

Supporting Resources

Supporting Resources

KPS views technology as an integral part of most functions of the district. These functions range from business, human resources, policies, and student management. These are the areas that the district will continue to evaluate and concentrate on throughout the duration of this plan.

Technology integration must be accomplished through multiple fields of study in order for it to be effective. Such implementation of technology must be relevant to the student's success. This integration is not limited to student success. It also applies to business aspects of the district. Sufficient technology must be in place so the district can successfuly navigate the future technological trends when they are presented. As KPS continues to evaluate and enhance our infrastucture, the district will improve support resources to ensure the successsful integration of current technologies. In order to do this, our support resources include, but are not limited to:

- District Policy and Guidelines as they may realate to technology will be reviewed annually to maintain consistency with this plan as well as state and fedral requirements.
  - Such policies will be available online throught the KPS website.
- Documentation of technical systems will be maintained as an on-going basis and will be reviewed as part of the annual review of this Plan.
- A web presence will be mainatined to support district the district in the following manner:
  - Administratively
  - Distribution of information
  - Marketing purposes.
- Web-based services will be used for school reporting and review.
- Software liscensing will be strictly documented and maintained.
- Printed and multi-media materials available throught the technology department.
- Use of REMC materials: video lending, video streaming, and other multimedia materials.
- Online subscription services for technology-rich instructional materials.
- Conferences available for staff members (MACUL, MAEDS).
- In-service sessions from technology equipment vendors.
- KPS curriculum pacing guides (maps) available online.

- KPS will maintain group shared folders for staff collaboration.
- Communicaiton of technology projects will be maintained via email with Technology Director and the Technology Committee.
- Outsourcing of less-than-full time needs for professional development, tech support, consulting services, etc.

Infrastructure Needs/Technical Specification, and Design

Technical Infrastructure

The technical infrastructure of the district is in a constant state of change to meet the ever demanding needs of today's technologically-rich environment. KPS strives to present the district with the most current technologies for student use. The technical infrastructure at KPS will be annually reviewed from desktop through to the Internet to ensure the best infrastructure can be in place to maximize the students' success. A prioritiy of lists will be developed as part of the annual budget process.

Current Status

	Computer Workstations	Current # of Computers
Current	High School:	245
	Middle School:	134
	Birch Street Elementary:	105
	Cherry Street Elementary:	61
	Rapid City Elementary:	69
	Northside Alternative:	50
	Central Office:	5

Cabling Infrastructure

- All buildings (except Rapid City) are interconnected with fiber.
- All MDF/IDF are connected with fiber.
- All classrooms are connected to MDF/IDF with CAT 5e or CAT 6 UTP copper data cable.

Network Hardware

- All MDF/IDF are installed with HP ProCurve network electronics.
- PoE switches are installed in each building.
- Additional PoE switches will need to be added to racks to support future systems.
- Current number of switches: 35

Network Operating System and Servers

- Number of servers district wide: 24
- All servers are running Widows Server OS
- All computer workstations currently migrated from Windows XP Pro to Windows 7 Pro.

School district is migrating more towards virtual environment in order to become more cost effective.

Connectivity and Internet

The primary Internet connection for the district will be throught Merit (REACH-3MC). The diagram for the digital network is listed below:

District Owned Fiber

Connection to Provider

Charter Internet

VPN between RC and HS

Rapid City
Elementary

Birch Street Elementary

Merit Networks
Internet Access

Middle School

High School

Northside
Alternative

Admin
(Central Office)

Cherry Street
Intermediate
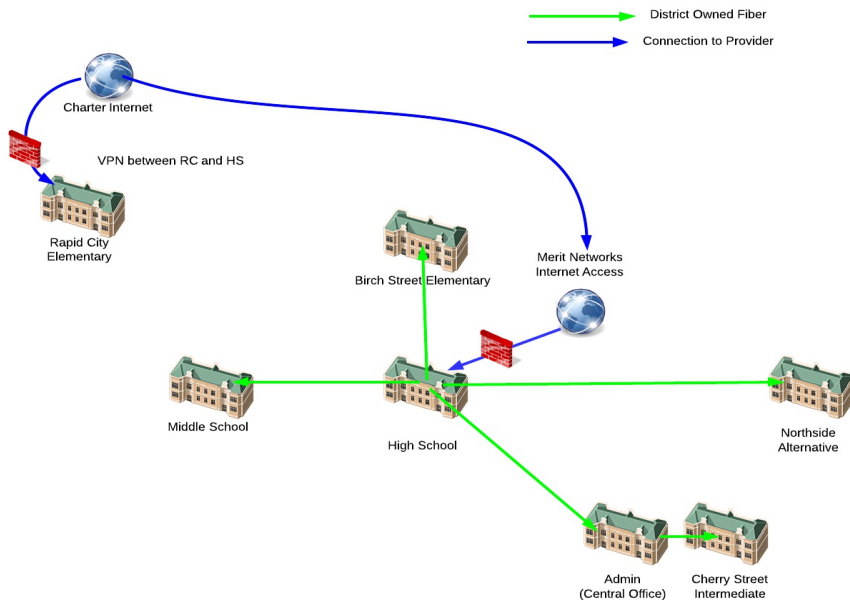
Software Application

- Instructional: The following is a list of major applications loaded on a significant number of computers throughout the district:
  - Inspiration, Kidspiration, Accelerated Reader, Google Earth, NovaNet, Microtype Pro, Touchdown Math, Grammar Coach, GIMP.
- Productivity Suite:
  - MS Office is loaded on all computers, and it used as the primary production suite.
- Administrative and student software:
  - AS/400 applications are used for student, financial, and personnel.
- Web 2.0:
  - Web 2.0 tools have become incorporated within recent years into the daily use of software. Often used for instruction, this following are examples of Web 2.0 utilization:
    - Prezi, Google Docs, Raz Kids, Google Maps, Weebly.

Telephones

Telephones are installed in all classrooms. Recent upgrade to the telephone system includes the installation of IP-based phones throughout the entire district.

Future Needs

The following is a list of projected technology needs over the life of this plan.

- Additional computer purchases and upgrades needed in all buildings. Continued growth of Intranet and Extranet services on the District web

presence.

- Replace/upgrade 25% of the fleet each year.
- Improved wireless capabilities and management.
- Mobile computer labs in all buildings to increase student access to technology.
- Expanded use of blended learning.
- Upgrade Printers as needed.

General Timeframe

- Within First Year:
  - Firewall replacements - coinside with transition to Merit
  - Purchase of additional PoE Switches
  - Purchase of PC's to upgrade those lagging in specs - 50 units.
- Within 1-3 years:
  - Replacement of classroom projectors.
  - Networking Projectors
  - Bell/Clock IP System
- Within 3 years:
  - Employ VDI - Virtual Desktop Deployment
  - Replace PowerSchool Server
  - Upgrade Switching in all closets.
- Within 5 years:
  - Replace Domain Controller Server
  - Video Conferencing
  - Upgrade Wireless.
  - Upgrade Server Software.

Technical Standards

The district will continue to assess donations and new purchases to ensure they meet the demands required of the district. This will be analized, along with the retirement of technical resources on an annual basis. This information will be published. The following standards will be developed and maintained:

- Minimum technical standards for donations.
- Technical standards for new purchases to ensure campatibility with the current network.

Technical Support

The current technology support model is described below. This plan recognizes that these levels will have to maintained in order to support the current level of technology implementation. *However, as technology increases, the district may have to look toward the hiring of a second full time technology coordinator.*

- Full Time:
  - 1 - Technology Coordinator
- Part Time:
  - 1 - Lab Aide
- Consultant:
  - 1 - Next I.T.
- Network Engineer:
  - Part Time, contract

Increase Access

Increase Access

In order for students and staff at KPS to effectively utilize technology, it must be made readily available. It is the overall goal of the district to improve on current technology. Such improvements will prepare the district for new, emerging technologies that will enhance learning and improve student achievement. Such technologies will help prepare the students for competition in a global, technology-rich environment.

Strategies to reach this goal include the following:

- District-wide upgrades to computers/building labs, and wireless infrastructure.
- Exploration on use of E-Readers, tablet computing, BYOD, and adaptive technology (in cooperation with ISD) for special needs students.
- Proper scheduling of computer labs to ensure access to all students.
- Access to computer labs to parents and community will be allowed when not needed by students. Public use will only be scheduled when security and technical security can be assured.
- Collaboration with TBAISD and REMC 2 Central to provide technology access to all students, regardless of disability.
- Training for staff members on new technologies to incorporate into the classrooms.
    - Use of the IT staff for such trainings, and staff-led training sessions demonstrating how such technologies can be used within the classroom.
    - Training offered through qualified TBA staff.
    - Training offered through appropriate vendors.
- IT will work closely with technology instructors to ensure comptuer lab functionality.
- IT will strive to complete all tasks in a timely fashion while maintaining open communications with staff regarding the progress of such tasks.
- Development of filtered/monitored student email accounts.
- Free access for students to online production suites.
- Use of after school "homework lab" for access to technology.
- After school Elementary Media Club provides instruction on using apps, web-based programs.

Budget and Timetable

Budget and Timetable

The budget items covered by this Technology Plan are projected to remain constant, or slightly increasing as a percentage of the total district budget. The actual amounts available will be determined on a yearly basis. The table below reflects predicted spending based on current budgetary amount of, $15,430,446.

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Hardware/Networking Costs	$34,422	$35,454.66	$36,518.30	$37,613.85	$38,742.26
Maintenance/Service Costs	$20,468	$21,082.04	$21,714.50	$22,365.94	$23,036.91
License Agreements	$34,113	$35,136.39	$36,190.48	$37,276.20	$38,394.48
Software/Curriculum Support	$10,006	$10,306.18	$10,615.37	$10,933.83	$11,261.84
Professional Development/Training	$3,941	$4,059.23	$4,181.01	$4,306.44	$4,435.63
Technical Support	$90,178	$92,883.34	$95,669.84	$98,539.94	$101,496.13
Computer Equipment	$17,859	$18,394.77	$18,946.61	$19,515.01	$20,100.46
Computer Supplies	$20,468	$21,082.04	$21,714.50	$22,365.94	$23,036.91
Total	$231,455	$238,398.65	$245,550.61	$252,917.13	$260,504.64

Variables

The single largest variable is the State of Michigan's School Aid Budget. The actual amounts available to the district are unknown. Without this information from the State, it is impossitlbe to predict the amount of budget money that will be available for the implementation of this plan. The projections given are based on current spending as a percentage of the total general fund budget.

Coordination of Resources

Coordination of Resources

Coordination between various levels of the district will take place prior to purchases regarding technology. Purchases are coordinated with the Superintendant, the Technology Director, the Curriculum Director, and the building principals to meet the goals of the Technology Plan. KPS strives to implement and utilize technology in the most efficient manner possible.

Funding Resources

As technology-based solutions become more common, the amount of money needed to support such technical systems increases. KPS will actively

pursue grant opportunities that are available to assist in the funding of such technology. Staff will be encouraged to participate in local grants that will help introduce more technology into the classrooms. Such requests will be coordinated, so the technology introduced will act in conjunction with the Technology Plan. Local grants include, but are not limited to, the following:

- The Kalkaska Area Educational Foundation Grant
- The Three Lakes Association
- Meemic Foundation Grants
- Square One Grants
- USF (E-Rate)
- General Fund
- Participation in Technology Readiness Infrastructure Grant (TRIG)
- Bonds and Sinking Funds
- REMC 2 Central - bids received at significantly lower costs
- Donors Choose Donation Site
- Youth Advisory Council
- Grand Traverse Band Economic Development (2% dollars)

Evaluation

Monitoring and Evaluation

Evaluation Process

In order to maintain the effectiveness of the Technology Plan, KPS will monitor progress regarding technology-related goals by utilizing several evaluation tools.

The District Technology Committee will continue to meet throughout the year to monitor and improve the plan as needed. Surveys of staff, students, and community members will be utilized periodically to gauge the effectiveness of the Technology Plan. Instruments employed to evaluate the plan include:

- Utilization statistics to monitor the Internet and servers.
- Equipment utilization records
- Records of district-based, and outside training attended by staff
- Annual review of the HelpDesk Portal to determine IT effectiveness

Evaluation Plan

Goal	Strategy	Responsible Party	Frequency
Implementation of the Technology Plan	Evaluation of the plan's implementation	Technology Committee	Annually
Professional Development Activities	Review activities, funding levels, and recommendations offered by the staff	Technology Committee, Curriculum Director, Technology Director, and Superintendent	Annually in the spring.
Acquired Technologies	Inventory of technology hardware and software	IT Department and Technology Director	Updated annually in the summer
Technology and Curriculum Integration	Monitor and evaluate K-12 curriculum to ensure technology integration across the curriculum.	Technology Committee, Curriculum Committee, and Curriculum Director	Annually
Technology and Curriculum Integration	Curriculum strategies are created, taught, and assessed as a part of school improvement goals and initiatives	School Improvement Team, Curriculum Director, and Principals	Annually

Infrastructure	Monitor, maintain, and document infrastructure to keep system running at optimum level	IT Staff	Ongoing
Priority List	Generation of a priority list of technology expenditures	IT staff, Technology Director	Annually in the spring

Indicators of Success

Progress on the technology priority list will be assessed yearly with the result becoming the basis for the following year's list. Annual surveys will be utilized to measure the increase in the use of technology in teaching and learning. These surveys will be used to measure the level of success regarding the implementation of technology.

Missed Goals

Missed goals will be reevaluated via the Technology Committee. Such meetings will be used to determine how to best address the attainability of the goal. Where possible, strategies will be developed that will help with the achievement of the goal. Annual meetings with IT staff will help ensure the acheivement of goals related to the maintenence of the district's infrastructure.

Acceptable Use Policy

Acceptable Use Policy

District Acceptable Use Policy

7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network, and Internet services (Network) will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network.

The Internet is global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access, to services through the Board's Internet connection, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet,

because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

Pursuant to Federal law, students shall receive education about the following:

A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications

B. the dangers inherent with the online disclosure of personally identifiable information

C. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online, and

D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Director of Technology as the administrators responsible for initiating,

implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.

P.L. 106-554, Children's Internet Protection Act of 2000
P.L. 110-385, Title II, Protecting Children in the 21st Century Act
18 U.S.C. 1460
18 U.S.C. 2246
18 U.S.C. 2256
20 U.S.C. 6777, 9134 (2003)
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,
as amended (2003)
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
47 C.F.R. 54.520

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Student Acceptable Use Policy

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of the Internet is a privilege, not a right. The Board's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the Board of Education has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Student's accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Please complete the following information:

Student User's Full Name (please print): _____

School:_____ Grade: _____

Parent/Guardian's Name: _____

Parent/Guardian

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student
access to the Internet is designed for educational purposes and thatthe Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene,
objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the
Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept
responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing
and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a web site hosted on the Board's servers would vest in my child upon creation, I agree to assign those rights to the Board.

Please check each that applies:

I give permission for my child to use and access the Internet at school and for the Board to issue an Internet/e-mail account to my child.

I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.

I give permission for the Board to transmit "live" images of my child (as part of a group) over the Internet via a web cam.

I authorize and license the Board to post my child'sclass work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Parent/Guardian's Signature: _____ Date: _____

Student

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and
Guidelines is inappropriate and may constitute a criminal offense. As a user of the Board's computers/network and the Internet, I agree to communicate over the Internet and the Network in an
appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Signature: _____ Date: _____

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board's Student Network and Internet
Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

Staff Acceptable Use Policy

7540.04 F1

STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

To access e-mail and/or the Internet at school, staff members must sign and return this form.

Use of the Internet is a privilege, not a right. The Board's Internet connection is provided for business and educational purposes only. Unauthorized or inappropriate use will result in a cancellation of this privilege.

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board also monitors online activity of staff members in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. ( ) The Superintendent or _____ may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Staff members accessing the Internet through the Board's computers/network assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board reserves the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

( ) To the extent that proprietary rights in the design of a web site hosted on the Board's servers would vest in a staff member upon creation, the staff member agrees to license the use of the web site by the Board without further compensation.

Please complete the following information:

Staff Member's Full Name (please print): _____

School:_____

I have read and agree to abide by the Staff Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy is inappropriate and may constitute a criminal offense. As a user of the Board's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Staff Member's Signature:_____ Date: _____

The Superintendent is responsible for determining what is unauthorized or inappropriate use. The Superintendent may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board's <u>Staff Network and Internet Acceptable Use and Safety Policy</u> and related Guidelines and take such other disciplinary action as is appropriate pursuant to the applicable collective bargainingagreement and/or Board Policy.

Check-Out of Technology Equipment/Materials

7530A F1
CHECK-OUT OF TECHNOLOGY EQUIPMENT/MATERIALS

Intended Use Of Equipment/Materials:

Place Equipment/Materials Will Be Used:

Check-out Date: _____

Return Date: _____

I have read the District's Administrative Guideline 7530A and assume full responsibility for the equipment/materials listed above.

_____ _____

Signature of Person Requesting the Equipment/Materials   Date

_____ _____

Signature of Person Taking Equipment/Materials   Date

_____ _____

Signature of Staff Member Providing the Equipment/Materials   Date

_____ _____

Signature of Principal   Date

_____ _____

Signature of Superintendent   Date
(Needed only if equipment/materials will be used out of the District)

Condition of Equipment/Materials When Returned: ___ Satisfactory ___ Unsatisfactory

_____

_____

_____ _____

Signature of Staff Member Receiving the Check-In Date Returned
(upon return of equipment/materials)