

MONTABELLA COMMUNITY SCHOOLS

TECHNOLOGY PLAN

PART OF THE MONTCALM AREA INTERMEDIATE SCHOOL DISTRICT
(DISTRICT CODE: 59000)
302 WEST MAIN STREET
EDMORE, MICHIGAN 48829
CENTRAL OFFICE
PHONE: 989-427-5148
FAX: 989-427-3828
DISTRICT CODE: 59045

FOR MORE INFORMATION CONTACT:
JACKI FREDRICKS, CURRICULUM COORDINATOR/TECHNOLOGY TRAINER
JFREDRICKS@MONTABELLA.COM

PHONE: 989-427-5414
FAX: 989-427-3828

OR

BILLY WILLIS, TECHNOLOGY ADMINISTRATOR
BWILLIS@MONTABELLA.COM

PHONE: 989-427-5653
FAX: 989-427-5602



JULY 2009 - JUNE 2012

LAST UPDATED: MAY 4, 2009

NEXT STATE REVIEW: JUNE 2012

AVAILABLE ON THE WEB @:

[HTTP://WWW.MONTABELLA.COM/TECHNOLOGY/TECHPLAN09-12.PDF](http://www.montabella.com/technology/TechPlan09-12.pdf)

MONTABELLA COMMUNITY SCHOOLS ON THE WEB @: WWW.MONTABELLA.COM

Table of Contents

District Profile	3
Introduction/Executive Summary	4-5
Technology Planning Team	6
Curriculum	
1A - Integration	8-9
1B - Student Achievement	10-11
1C - Technology Delivery	11
1D - Parental Communications & Community Relations	12-14
1E - Collaboration	14
Professional Development	
2F - Professional Development	16-17
2G - Supporting Resources	17-18
Infrastructure, Hardware, Technical Support & Software	
3H pt. 1 - Needs/Technical Specs & Design	20
3H pt. 2 - Technical Support	21
3I - Increase Access	22
Funding and Budget	
District Funding Overview	24
4J pt. 1- Timetable	25
4J pt. 2 - Total Cost	25
2009-2012 Budgets	26
4K - Coordination of Resources	27
Monitoring and Evaluation	
5L - Evaluation	29
2009-2010	30-31
2010-2011	32-33
2011-2012	34-35
5M - Acceptable Use Policy	36
Appendices	
Appendix A - Guiding Documents & Quality Indicators	
Guiding Documents for a Michigan Technology Plan	37
Quality Principles for Technology Planning	38
Quality Indicators for Curriculum Development & Technology	38
Quality Indicators for Professional Development	38-39
Quality Indicators for Technical Support	39
Quality Indicators for Evaluation Plans	40
Quality Principles for Resource Support	40-41
Appendix B - District Documents	
Network and Internet Access Agreement for Staff	43-45
Network and Internet Access Agreement for Students	46-48

MONTABELLA COMMUNITY SCHOOLS

DISTRICT PROFILE

- ◆ Serving the communities of:
Edmore, Blanchard, Six
Lakes, and McBride
- ◆ Student Population: 875



School Buildings

Montabella Elementary Grades PK-6 1456 East North County Line Road Blanchard, Michigan 49310	Montabella Junior/Senior High Grades 7-12 1324 East North County Line Road Blanchard, Michigan 49310

Montabella Community Schools' Mission Statement

We, the people of Montabella Community Schools, in cooperation with our community, assure all students the opportunities to learn and grow to meet the demands of today and tomorrow."

District background and demographics:

Montabella Community Schools covers 150 square miles and is located in a predominately rural area comprised of mostly agricultural land located around four villages; Blanchard, Edmore, McBride and Six Lakes. The district has 58 teachers serving approximately 875 students in grades preK-12.

Sixty-two percent (62%) of the students at the school are eligible for free or reduced lunches. The number of students beginning school At-Risk is steadily increasing; these students are in need of an alternative approach to education that offers options for those students not necessarily educationally gifted.

MCS is cognizant of the unique learner needs that can be enhanced through technology, and recognizes that unique knowledge and skills are necessary to effectively serve the technological advancement needs of both student and adult learners.

Background of our technology planning initiative:

Our technology planning initiative began in December of 1996. A Technology Coordinator was hired to help keep our technology program organized and on track. Deb Dunbar from the Gratiot-Isabella RESD in-serviced the Technology Committee on the process of creating and maintaining a quality and usable technology plan. From that point we created subcommittees to draft the various portions of our technology plan, put those portions together and began working toward implementing the plan. The Technology Coordinator position has since been divided into two jobs, a Technology Administrator, who is responsible for infrastructure and technical support, and a Technology Trainer, who is in charge of making sure that our technology plan is kept up-to-date, is implemented, and works to insure the integration of technology into the curriculum. Our Technology Committee meets a minimum of four times per year.

District technology vision statement:

The vision of the Montabella Community Schools Technology Plan is to assure that all learners can meet the challenges of today and tomorrow through access and utilization of technology. In order to attain that assurance, we must provide all students with access to state-of-the-art information technology that will assist them in:

- ⓐ Becoming proficient in reading, writing, mathematics, and critical thinking,
- ⓑ Being prepared for the next level of education, and
- ⓒ Successfully attaining the skills and proficiencies required of today's work force.

The district views technology literacy as: the ability to responsibly use appropriate technology to communicate, solve problems, and access, manage, integrate, evaluate, and create information to improve learning in all subject areas and to acquire lifelong knowledge and skills in the 21st century.

Montabella Community Schools is committed to providing ongoing and continuous training to its entire faculty and staff in the use and integration of technology tools. Our technology plan and vision

supports our district mission in that it is our mission to "assure all students the opportunities to learn and grow to meet the demands of today and tomorrow" and the demands of today and tomorrow are inherently tied to technology.

Executive Summary:

The major goals of the technology plan are to:

- ▶ *provide the necessary technological infrastructure for the district.*
- ▶ *provide technologically advanced media centers for curriculum enhancement and community access.*
- ▶ *provide support for maintenance, upgrading and growth of the infrastructure.*
- ▶ *provide staff training in the use of technology and its integration into the curriculum.*
- ▶ *provide for technology to be integrated into the existing curriculum.*
- ▶ *provide appropriate technology education for all students.*
- ▶ *enforce and model the Montabella Community Schools Network and Internet Access Agreement.*

Evaluation:

Monitoring the technology plan as it is being implemented will provide valuable information for future planning. Evaluating the plan will provide us with two kinds of important information. First, evidence that the technology plan is being implemented according to its original intent, and second, by carefully monitoring what happens as the technology plan is implemented, important unanticipated outcomes that may have real impact on the ultimate success of the program will be revealed.

Our technology plan is evaluated each spring to determine if the programs are being implemented, and if any programs need to be added, modified, or deleted. We also try to determine what changes may need to be made to infrastructure to support said programs. By completing this evaluation and updating process every year, we ensure that our technology plan is a living document as we are then able to include new technologies and integration practices which have become available since our last revision.

After the plan has been evaluated each year, the revised/updated plan is submitted to the district Curriculum Council and Board of Education for approval.

Note: The template used for the Montabella Community Schools Technology Plan was created by the Michigan Department of Education. (Found at www.techplan.org) Many of the introductory and explanatory materials are from that template.

TECHNOLOGY PLANNING TEAM

Name:	Position:
<input type="checkbox"/> <i>Billy Willis</i>	Technology Administrator
<input type="checkbox"/> <i>Jacki Fredricks</i>	Curriculum Coordinator/Technology Trainer
<input type="checkbox"/> <i>Katrina Gormley</i>	Media Director/ Technology Tidbits Editor/ Mustang News Editor/ District Webmaster
<input type="checkbox"/> <i>Ron Farrell</i>	Superintendent, Montabella Community Schools
<input type="checkbox"/> <i>Shane Riley</i>	Principal, Montabella Junior / Senior High
<input type="checkbox"/> <i>Shelly Millis</i>	Principal, Montabella Elementary
<input type="checkbox"/> <i>Chris Gormley</i>	Teacher Representative, Senior High
<input type="checkbox"/> <i>TBA</i>	Teacher Representative, Junior High
<input type="checkbox"/> <i>Michelle Leak</i>	Teacher Representative, Elementary
<input type="checkbox"/> <i>Susie Dunn</i>	Media Coordinator, Junior / Senior High
<input type="checkbox"/> <i>Cindy Howard</i>	Media Coordinator, Elementary
<input type="checkbox"/> <i>TBA</i>	School Board Member
<input type="checkbox"/> <i>Ruth Jackson</i>	Community Member
<input type="checkbox"/> <i>TBA</i>	Parent/Community Member
<input type="checkbox"/> <i>TBA</i>	Student Member
<input type="checkbox"/> <i>TBA</i>	Student Member

Membership of the technology committee is required of certain positions within the district, such as building principals, and Media Coordinators. Teacher Representative, School Board and Parent/Community Member positions are filled on a volunteer basis, Student Member positions are filled on a volunteer basis from members of the Student Council or National Honor Society. The committee is responsible for making decisions concerning the use of technology, creating and updating the technology curriculum and approving the implementation of technology infrastructure and curriculum.

CURRICULUM



<u>Action Plan:</u> 1A		<u>Specific Objective:</u> Goals and strategies, aligned with challenging State standards, for using telecommunications and technology to improve teaching & learning.			<u>Topic:</u> CURRICULUM: INTEGRATION	
Step #	Action Step:	Assigned To:	Start Date:	Due Date:	Progress:	
1.	Maintain the roles of Curriculum Coordinator/ Technology Trainer, Media Director, & Media Coordinators to support the integration of technology into the curriculum.	Superintendent	July 2009	June 2012		
2.	Collaborate with the Curriculum Council in the decision-making process to select and plan for technology that will enable students to meet the demands of today and tomorrow therefore fulfilling school improvement plans and meeting community needs.	Curriculum Coordinator / Technology Trainer Technology Administrator	First Curriculum Council meeting following first Technology Committee meeting in Fall 2009	Thru last Curriculum Council meeting following last Technology Committee meeting in Spring of 2012		
3.	Maintain automated circulation/card catalog system software licenses for all district media centers to aid in student / teacher research. (Also meets Specific Objective for Action Plan 2G)	Media Director	April 2010 April 2011 April 2012	April 2010 April 2011 April 2012		
4.	Integrate all district media center card catalogs into one searchable database. (Also meets Specific Objective for Action Plan 2G)	Media Director	July 2009	September 2009		

5.	Maintain the use of cable TV services to aid in research and multimedia productions. (Also meets Specific Objective for Action Plan 2G)	Media Director	September 2009	Monthly through life of plan.	
6.	Expand electronic subscriptions to indexes, reference, and research materials appropriate to grade level to aid in student / teacher research. (i.e., Electric Library, Facts on File, World Book Online) (Also meets Specific Objective for Action Plan 2G)	Media Director	September 2009	Annually depending upon availability and price.	
7.	Provide multimedia equipment in each building to enable users to learn, practice, and refine multimedia production skills. Equipment could include but is not limited to: multimedia authoring tools, computer hardware, video cassette recorder, tv monitor (computer quality), digital image camera, LCD projection panel, and scanner. (Also meets Specific Objective for Action Plan 2G)	Media Director	September 2009	Ongoing through life of plan - adding new equipment as new items come onto the market and as budgets allow.	

<u>Action Plan:</u> 1B		<u>Specific Objective:</u> Strategies that are based in research and that integrate technology into curricula and instruction for purposes of improving student academic achievement and a timeline for that integration.			<u>Topic:</u> CURRICULUM: STUDENT ACHIEVEMENT	
Step #	Action Step:	Assigned To:	Start Date:	Due Date:	Progress:	
Students will achieve:						
<ul style="list-style-type: none"> • basic keyboarding and word processing skills; a basic understanding of the Internet and software such as Accelerated Reader, Lexia, etc.; and basic multimedia/desktop publishing skills using PowerPoint and Publisher. (Grades 3-5) • advanced keyboarding and word processing skills (MS Word), intermediate presentation skills (PowerPoint) and intermediate research skills (Grades 6-8) • advanced presentation skills (PowerPoint), basic database skills (Access), spreadsheet skills (Excel) and advanced research skills. (Grades 9-12) 						
1.	Include in all subsequent curricular documents technologies for teaching and learning where appropriate.	Curriculum Coordinator	September 2009	June 2010		
2.	Observe use of integrated curriculum.	Building Principals	September 2010	Ongoing w/ reports to be given on progress at technology meetings		
3.	Administer and maintain results of 8 th grade technology assessment as per No Child Left Behind Act.	Curriculum Coordinator/ Technology Trainer Technology Administrator	May 2010 May 2011 May 2012	June 2010 June 2011 June 2012		

4.	Use electronic testing software for diagnosing student progress several times a year as determined by building school improvement plans.	Curriculum Coordinator	September 2009 September 2010 September 2011	June 2010 June 2011 June 2012	
5.	Use educational software within classrooms to enhance curriculum throughout the school year.	Curriculum Coordinator	September 2009 September 2010 September 2011	June 2010 June 2011 June 2012	
6.	Use Student Accounting Software and data warehouse to maintain student achievement and attendance data. (Also meets Specific Objective for Action Plan 1D)	Curriculum Coordinator	September 2009 September 2010 September 2011	June 2010 June 2011 June 2012	

<u>Action Plan:</u> 1C		<u>Specific Objective:</u> Strategies for the delivery of specialized or rigorous courses & curricula through the use of technology, including distance learning technologies.			<u>Topic:</u> CURRICULUM: TECHNOLOGY DELIVERY
Step #	Action Step:	Assigned To:	Start Date:	Due Date:	Progress:
1.	Offer distance learning opportunities.	Curriculum Coordinator	August 2009 November 2009 February 2010 August 2010 November 2010 February 2011 August 2011 November 2011 February 2012	August 2009 November 2009 February 2010 August 2010 November 2010 February 2011 August 2011 November 2011 February 2012	

Action Plan: 1D		Specific Objective: Strategies to promote parental involvement and to increase communication with parents, including a description of how parents will be informed of the technology to be used with students.			Topic: CURRICULUM: PARENTAL COMMUNICATIONS& COMMUNITY RELATIONS	
Step #	Action Step:	Assigned To:	Start Date:	Due Date:	Progress:	
	(Also see Action Plan 1B Step #6)					
1.	Post technology plan and updates on the district website. (Also meets Specific Objective for Action Plan 5L)	District Webmaster	July 2009 July 2010 July 2011	July 2009 July 2010 July 2011	Plan can be found at: http://www.montabella.com/technology/techplan09-12.pdf	
2.	Provide parents the ability to access student information from home via the Internet.	Technology Trainer Technology Administrator	August 2009	Thru June 2012		
3.	Publish information to foster community awareness of local and ISD technology activities and opportunities, and the Technology Plan and how to access it. Sources could include but are not limited to: The Mustang News, Mustang Gram, Technology Tidbits, The Daily News, Morning Sun, Lakeview Enterprise, and Isabella County Herald. (Also meets specific objective for Action Plan 1E)	District Webmaster Mustang News Editor	August 2009 August 2010 August 2011	August 2009 August 2010 August 2011		

4.	Publish a request for community involvement on Technology Committee in the Mustang News and through Parent Teacher organizations.	Mustang News Editor	April 2010 April 2011 April 2012	April 2010 April 2011 April 2012	
5.	Provide monthly Technology Tidbits staff newsletter to disseminate miscellaneous technology information.	Technology Tidbit Editor	September 2009	Monthly during the school year through June 2012	
6.	Update board, parents, staff, and community regarding technological applications within the district: Monthly Board Briefing—written and/or oral Individual building newsletters to parents Mustang News and local newspapers to community.	Technology Administrator Technology Trainer Technology Administrator	July 2009	Monthly through June 2012	
7.	Collaborate with community members and local businesses in technological development by: Seeking joint grant writing opportunities Gaining business representation on Technology Committee.	Superintendent Technology Administrator	July 2009	As opportunities arise throughout the time covered by plan.	

8.	Schedule technology awareness and usage opportunities for staff, parents, students, and community members including but not limited to: technology open houses, technology fair, training sessions, meetings and community education classes.	Technology Trainer Technology Administrator	July 2009	Annually	
9.	Post board policies on the district website.	Superintendent District Webmaster	July 2009	June 2012	Policies can be accessed at http://63.170.49.23/montabellealp/lpext.dll?f=templates&fn=frame_default.htm , or by visiting the Montabella webpage and choosing the link under Board of Ed.

<u>Action Plan:</u> 1E		<u>Specific Objective:</u> Strategies for developing the program, where applicable with adult literacy providers.			<u>Topic:</u> CURRICULUM: COLLABORATION	
Step #	Action Step:	Assigned To:	Start Date:	Due Date:	Progress:	
	(Also see Action Plan 1D Step #3)					
1.	Share revised Technology Plan with city, township, other area schools and public entities for review and comment.	Superintendent	June 2009 June 2010 June 2011	June 2009 June 2010 June 2011		
2.	Publish area schools' Adult Education offerings in Mustang News and on district webpage.	District Webmaster Mustang News Editor	August 2009 January 2010 August 2010 January 2011 August 2011 January 2012	August 2009 January 2010 August 2010 January 2011 August 2011 January 2012		

PROFESSIONAL DEVELOPMENT



<u>Action Plan:</u> 2F		<u>Specific Objective:</u> Strategies for providing ongoing, sustained professional development for teachers, principals, administrators & school library media personnel to ensure that staff know how to use the new technologies to improve education or library services.			<u>Topic:</u> PROFESSIONAL DEVELOPMENT: PROFESSIONAL DEVELOPMENT
Step #	Action Step:	Assigned To:	Start Date:	Due Date:	Progress:
1.	Provide professional development opportunities for staff to become familiar with the integrated curriculum.	Curriculum Coordinator Technology Administrator	September 2009	June 2010	
2.	List available technology training offerings in monthly Technology Tidbits newsletter to staff. Providers may include but are not limited to: Montabella, MCC, Alma College, CMU, KISD, MAISD, GIRESD, MDE, MVU, and TTI.	Technology Tidbits editor	September 2009	Monthly during the school year through June 2012	
3.	Conduct a needs/interest assessment of all staff members on a biannual basis.	Technology Trainer Technology Administrator	March 2011	April 2011	
4.	Conduct a rubric-based hands-on assessment of all staff to determine individual skill level on a biannual basis.	Technology Trainer Technology Administrator	March 2011	April 2011	

5.	Plan, schedule, and provide in-service programs to support successful integration of current & future technologies, as determined by the needs/interest assessment, skills assessment, & curricular mandates.	Curriculum Coordinator / Technology Trainer Technology Administrator	April 2009 April 2010 April 2011	June 2010 June 2011 June 2012	
6.	Develop a plan for request/approval to attend professional development opportunities not offered by the district.	Technology Trainer Technology Administrator	July 2009	August 2009	

<u>Action Plan:</u> 2G		<u>Specific Objective:</u> Strategies and supporting resources such as services, software, other electronically delivered learning materials and print resources that will be acquired to ensure successful and effective uses of technology.			<u>Topic:</u> PROFESSIONAL DEVELOPMENT: SUPPORTING RESOURCES
Step #	Action Step:	Assigned To:	Start Date:	Due Date:	Progress:
	(Also see Action Plan 1A Step #2,3,4,5,6)				
1.	Provide all staff with network login w/data storage and email account. (Also meets specific objective for Action Plan 3I)	Technology Administrator	July 2009	Ongoing	

2.	Participate in the free Access Michigan project to access databases such as SIRS Discoverer, FirstSearch, and Infotrac. Provide links on district webpages.	Media Director	August 2009	Ongoing.	
3.	Distribute software request forms annually to help facilitate the purchase of curriculum related software.	Technology Trainer Technology Administrator	Hand out in: April 2010 April 2011 April 2012	Collect in: May 2010 May 2011 May 2012	
4.	Create and maintain a District technology guide, knowledge base, tutorial, FAQ on the district's Teacher Resources webpage. Examples of information included are: Computers Video Telephones Laptops Software Human resources Online resources	Technology administrator	August 2009	Annual updates through June 2012	
5.	Continue membership with REMC and ITV for access to video lending library.	Media Director	July 2009 July 2010 July 2011	July 2009 July 2010 July 2011	

INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT AND SOFTWARE



Description of Current Technology Status:

Servers: Windows 2000

Computers: Various mixture of Dell and white box computers have been in service between two and eight years and operating systems range from Windows ME to Windows XP. There are various laptop computers between five and eight years of age, also with various Windows operating systems.

Microsoft Office Software: Ranges from Office 2000 to Office 2003

Email: Hosted by Google

Phone System: 3com NBX

Video Cameras: Axis

Switches: HP ProCurve 10/100 and 3com 10/100

Printers and Copiers: Toshiba copiers and various HP, Xerox and Lexmark laser printers all near end of life

Fax Machines: Various HP Fax Machines

Other Hardware: Small assortment of projectors, televisions, dvd players, vcrs and smart boards

Description of Technology Improvement Plans:

Servers: Updated to Windows 2003 and 2008

Computers: Deploying various desktop virtualization scenarios and upgrading all systems to the Windows XP operating system at a minimum, also adding multiple mobile labs

Student Software: Adding several new titles and transitioning current offerings to network based deployment and various web-based solutions

Microsoft Office: All student and staff stations will be upgraded to Office 2007

Email: Continue expanding upon the Google Apps platform

Phone System: Assess current capabilities and leverage VOIP best practices

Video Cameras: New equipment with enhanced capabilities and new surveillance system will be deployed

Switches: Will be replaced with standardized Gigabit equipment

Wireless: Upgrading wireless network offerings to support anticipated new fleets of portable devices

Printers and Copiers: New fleet consisting of multiple copiers and managed laser printers will be deployed at each location

Fax Machines: Will be moving to a fax server with fax to email delivery and print to fax capabilities

Other Hardware: Upgrading to VCR/DVD combo players, adding several document cameras, projectors, interactive whiteboards, NEO2s and classroom response systems

<u>Action Plan:</u> 3H		<u>Specific Objective:</u> Strategies to identify the need for telecommunication services, hardware, software and other services to improve education or library services, and strategies to determine interoperability among the components of the technologies to be acquired.			<u>Topic:</u> INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT & SOFTWARE: NEEDS/TECHNICAL SPECS & DESIGN
Step #	Action Step:	Assigned To:	Start Date:	Due Date:	Progress:
1.	Monitor servers and make repairs / upgrades as needed.	Technology Administrator	July 2009	Monthly throughout the life of the plan.	
2.	Monitor internet/network usage to assure adequate bandwidth, and necessary compliance with state and federal regulations.	Technology Administrator	July 2009	Daily throughout the life of the plan.	
3.	Leverage USF and other technology funds to provide resources for distance learning.	Technology Administrator	July 2009 July 2010 July 2011	July 2009 July 2010 July 2011	
4.	All technology purchases must be approved by technology administrator to ensure interoperability with existing hardware and software. (MCS uses the Windows platform.)	Technology Administrator	July 2009	Ongoing as purchases are deemed necessary.	
5.	Provide phones in every classroom.	Technology Administrator	July 2009	Ongoing	
6.	Provide content filtering and updates for all computers with access to the Internet.	Technology Administrator	July 2009	Ongoing as updates are made available from vendors.	

<u>Action Plan:</u> 3H pt.2		<u>Specific Objective:</u> Strategies to identify the need for telecommunication services, hardware, software and other services to improve education or library services, and strategies to determine interoperability among the components of the technologies to be acquired.			<u>Topic:</u> INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT & SOFTWARE: TECHNICAL SUPPORT	
Step #	Action Step:	Assigned To:	Start Date	Due Date:	Progress:	
1.	Maintain the position of Technology Administrator to support the technology infrastructure within the district.	Superintendent	July 2009	June 2012		
2.	Include information in Technology Tidbits newsletter to provide basic computer concepts that may help staff with basic troubleshooting.	Technology Tidbits Editor	September 2009	Monthly during the school year through June 2012		
3.	Communicate procedure for submitting technology work orders.	Media Director	September 2009 September 2010 September 2011	September 2009 September 2010 September 2011		
<p>The procedure for gaining technical support is as follows: 1st Level: Teacher/staff submit a work order. 2nd Level: Work orders are delegated by Tech administrator to appropriate trouble shooters (media coordinators, CAS students, etc.) 3rd Level: Technology Administrator.</p>						
4.	Maintain an online work order submission webpage for technology and maintenance needs.	Technology Administrator	July 2009	Ongoing		
5.	Provide opportunities for students to gain knowledge in the area of computers and network systems through the Community-As-Schools (CAS) program.	Technology Administrator CAS Coordinator	August 2009 November 2009 February 2010 August 2010 November 2010 February 2011 August 2011 November 2011 February 2012	August 2009 November 2009 February 2010 August 2010 November 2010 February 2011 August 2011 November 2011 February 2012		

Action Plan: 3I		Specific Objective: Strategies to increase access to technology for all students and all teachers.				Topic: INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT & SOFTWARE: INCREASE ACCESS
Step #	Action Step:	Assigned To:	Start Date:	Due Date:	Progress:	
	(Also see Action Plan 2G Step #1)					
1.	Research new and emerging technologies to determine and justify appropriate district investments.	Technology Administrator	July 2009	Reports to be given at Technology Committee meetings		
2.	Provide training opportunities for parents in accessing student information online.	Technology Trainer Technology Administrator	September 2009	Ongoing as needed through July 2012		
3.	Clean and maintain all technology equipment and install computers and network drops as necessary based on curriculum needs and enrollment.	Technology Administrator	June 2009 June 2010 June 2011	August 2009 August 2010 August 2011		

FUNDING AND BUDGET



Montabella Community Schools recognizes the need for long-term commitment in technology planning. There will always be a local district commitment at a minimum to employ appropriate staff, maintain a district-wide network, maintain licensing and update agreements and provide for ongoing professional development and curriculum integration. The purchase and replacement of hardware must be budgeted for and the district plans to replace equipment annually through a planned cycle process. The District Technology Committee will meet four times annually to coordinate efforts for state and local grants and to earmark resources to meet technology plan goals.

The district will leverage funding from a variety of sources to support the implementation of this plan. Sources may include the general fund, internal budgets, consortium fees, grants, and the Universal Service Fund. The chart below indicates who is responsible for trying to secure funding in each area.

The following items have been considered:

- initial & replacement costs - equipment
- desktop hardware and software
- network/WAN hardware
- network/LAN software
- software license
- professional development
- technical assistance staff

Funding Chart

This chart indicates who is responsible for obtaining additional monies in each area.

<p><u>Technology Administrator</u> USF Funding</p>	<p><u>Media Director</u> Library/Media Grants</p>
<p><u>State & Federal Program Director</u> State & Federal Funds Curricular Grants</p>	<p><u>Superintendent/Business Manager</u> Local budget planning for ongoing support</p>

<u>Action Plan:</u> 4J		<u>Specific Objective:</u> Timeline and budget covering the acquisition, implementation, interoperability provisions, maintenance and professional development related to the use of technology to improve student academic achievement.				<u>Topic:</u> FUNDING AND BUDGET: TIMETABLE
Step #	Action Step:	Assigned To:	Start Date:	Due Date:	Progress:	
1.	Request funds for upgrades and purchases for the coming school year as part of the Technology Administrator's performance goals.	Technology Administrator	March 2009 March 2010 March 2011	March 2009 March 2010 March 2011		
2.	Include technology needs in the development of the school improvement plan and consolidated application	State & Federal Program Director Technology Administrator	March 2009 March 2010 March 2011	July 2009 July 2010 July 2011		

<u>Action Plan:</u> 4J pt. 2		<u>Specific Objective:</u> Timeline and budget covering the acquisition, implementation, interoperability provisions, maintenance and professional development related to the use of technology to improve student academic achievement.				<u>Topic:</u> FUNDING AND BUDGET: TOTAL COST
Step #	Action Step:	Assigned To:	Start Date:	Due Date:	Progress:	
1.	Pursue federal funding opportunities: U.S. Department of Education, Title V, PL 94-142, Part B - Handicapped Children's Act, Ronald McDonald House Charities, USF	State & Federal Program Director Administrators	September 2009	Annually - Due dates are dependant upon individual grants.		
2.	Explore business and community partnerships: McDonald's Corporation Burger King, Curtis Foundation	Technology Committee Administrators	September 2009	Annually - Due dates are dependant upon individual grants.		

2009-2012 Budgets

Category	Details	2009-2010	2010-2011	2011-2012
Salaries & Benefits	Technology Administrator Curriculum Director Technology Trainer Media Director Media Coordinators	\$259,253	\$264,747	\$269,918
Professional Development	PD Workshops Conferences	\$25,000	\$25,500	\$26,010
Contracted Services	REMC NovaNet MVS Repair/Maintenance	\$27,043	\$27,584	\$28,136
Software & License Fees	Powerschool Follett World Book eLibrary Learn360 Movie Licensing Lexia Reniassance Learning Online writing program Career Cruising Study Island Software Survey Tool AntiVirus Mobile Admin Advanced Toolware NxTOP	\$38,234	\$38,999	\$39,779
Materials & Supplies		\$2,000	\$2,040	\$2,080
Hardware		\$60,000	\$61,200	\$62,424
Internet/Telecommunication Fees		\$21,990	\$22,338	\$22,784

The Montabella Community School District will coordinate funding from three areas to help support the implementation of the strategic long-range technology plan. The three funding areas will include Grant, Local, and General Fund monies that will support the described budget.

<u>Action Plan:</u> 4K		<u>Specific Objective:</u> Strategies that will be employed to coordinate state and local resources to implement activities and acquisitions prescribed in the technology plan.			<u>Topic:</u> FUNDING AND BUDGET: COORDINATION OF RESOURCES
Step #	Action Step:	Assigned To:	Start Date:	Due Date:	Progress:
1.	Work with area schools/ISDs to offer technical support on a reciprocal basis. (Examples: SRSD, server/PC network support.)	Technology Administrator	July 2009	Ongoing as needs arise.	
2.	Work with area schools/ISDs to obtain resources. (Example: video lending library.)	Technology Administrator, Curriculum Coordinator, Media Director	July 2009	Ongoing as resources are needed.	
3.	Apply for USF	Technology Administrator Business Manager	September 2009 September 2010 September 2011	January 2009 January 2010 January 2011	
4.	Apply for Curtis Grant funding.	Technology Administrator Business Manager	March 2010 March 2011 March 2012	May 2010 May 2011 May 2012	
5.	Apply for Consolidated Application Funds	State & Federal Programs Director	April 2010 April 2011 April 2012	June 2010 June 2011 June 2012	

MONITORING AND EVALUATION



Action Plan: 5L		Specific Objective: Strategies that the district will use to evaluate the extent to which activities are effective in integrating technology into curricula and instruction, increasing the ability of teachers and enabling students to reach challenging State academic standards.				Topic: MONITORING AND EVALUATION: EVALUATION
Step #	Action Step:	Assigned To:	Start Date:	Due Date:	Progress:	
	(Also see Action Plan 1D Step #1)					
1.	Technology Committee will review, evaluate, and update the District Technology Plan annually at its May meeting.	Technology Committee	May 2010 May 2011 May 2012	June 2010 June 2011 June 2012		
2.	Share the updated plan with Curriculum Council and Board of Education.	Technology Administrator Technology Trainer	June 2010 June 2011 June 2012	June 2010 June 2011 June 2012		
3.	Communicate the progress of integrating technology into the curriculum with the Curriculum Council and Board of Education.	Curriculum Coordinator / Technology Trainer Technology Administrator	First Curriculum Council meeting and Board of Education meeting following first Technology Committee meeting in Fall 2009	Thru last Curriculum Council meeting and Board of Education meeting following last Technology Committee meeting in Spring of 2012		
4.	Revise the process of evaluation for the technology plan as needed.	Technology Committee	July 2009	June 2012		

EVALUATION PLAN - YEAR 2009-2010

Required Components	Accomplishments	Progress Toward Goals	Focus Areas for Improvement	Notes
Curriculum				
Integration				
Student Achievement				
Technology Delivery				
Parental Communications & Community Relations				
Collaboration				
Professional Development				
Professional Development				
Supporting Resources				
Infrastructure, Hardware, Technical Support and Software				
Needs/Technical Specs & Design				
Technical Support				

Increase Access				
Funding and Budget				
Timetable				
Total Cost				
Coordination of Resources				
Monitoring & Evaluation				
Evaluation				
Acceptable Use Policy				

EVALUATION PLAN - YEAR 2010-2011

Required Components	Accomplishments	Progress Toward Goals	Focus Areas for Improvement	Notes
Curriculum				
Integration				
Student Achievement				
Technology Delivery				
Parental Communications & Community Relations				
Collaboration				
Professional Development				
Professional Development				
Supporting Resources				
Infrastructure, Hardware, Technical Support and Software				
Needs/Technical Specs & Design				
Technical Support				

Increase Access				
Funding and Budget				
Timetable				
Total Cost				
Coordination of Resources				
Monitoring & Evaluation				
Evaluation				
Acceptable Use Policy				

EVALUATION PLAN - YEAR 2011-2012

Required Components	Accomplishments	Progress Toward Goals	Focus Areas for Improvement	Notes
Curriculum				
Integration				
Student Achievement				
Technology Delivery				
Parental Communications & Community Relations				
Collaboration				
Professional Development				
Professional Development				
Supporting Resources				
Infrastructure, Hardware, Technical Support and Software				
Needs/Technical Specs & Design				
Technical Support				

Increase Access				
Funding and Budget				
Timetable				
Total Cost				
Coordination of Resources				
Monitoring & Evaluation				
Evaluation				
Acceptable Use Policy				

Action Plan: 5M		Specific Objective: Strategies are in place to monitor the district's Acceptable Use Plan for staff and student use of the technologies			Topic: MONITORING AND EVALUATION: ACCEPTABLE USE POLICY	
Step #	Action Step:	Assigned To:	Start Date:	Due Date:	Progress:	
1.	Maintain a record of technology infractions.	Building Administrators	July 2009	Ongoing as infractions occur.		
2.	Annually review the District Internet Acceptable Use Policy to determine if any changes/ additions need to be made. Submit needed changes/ additions to the Board of Education for approval at the May or June meeting.	Technology Committee	May 2010 May 2011 May 2012	May 2010 May 2011 May 2012		

APPENDIX A

Guiding Documents and Quality Indicators

GUIDING DOCUMENTS FOR A MICHIGAN TECHNOLOGY PLAN

1) Required elements of a technology plan	http://www.merit.edu/usf/action/mdetlc.html
2) State of Michigan Five Year Technology Plan	http://www.michigan.gov/documents/miplan2000_40662_7.pdf
3) National Educational Technology Standards Project	http://cnets.iste.org/
4) Michigan Curriculum Framework	http://www.michigan.gov/documents/MichiganCurriculumFramework_8172_7.pdf
5) Instructional Technology Across the Curriculum (ITAC)	http://www.michigan.gov/documents/ITAC-mde-1996_58223_7.pdf
6) Technology content standards and benchmarks	http://www.michigan.gov/documents/Technology_11594_7.htm
7) Michigan Information Network (MIN) mission document	http://www.min.state.mi.us/Mission.shtm
8) One Stop Guide to NCREL's Educational Technology Resources: North Central Regional Technology Education Consortium	http://www.ncrel.org/tech/
9) NSSE Indicators for Quality for information systems in K-12 schools (National Study of School Evaluation). Library of Congress Catalog No. 95-71988.1996	
10) Technology Literacy Assessment: Content and Criteria from the SETDA National Leadership Institute Toolkit	http://www.setda.org/nli2002/CD/tla/tla03.htm
11) Technology Literacy Assessment: Continuum of Assessments from the SETDA National Leadership Institute Toolkit	http://www.setda.org/nli2002/CD/tla/tla05.htm
12) NCLB Matrix for Technology in Education	http://www.setda.org/nli2002/CD/CDE/NCLB_Matrix.pdf
13) Michigan Technology Staffing Guidelines	http://techguide.merit.edu

Quality Principles for Technology Planning

- ④ The technology plan is embedded and supportive of an overall learning plan focused on high achievement for all students.
- ④ The technology plan relates to, supports, and is integrated with other educational plans at the school, district, state, and federal levels.
- ④ The district's decision-making and planning processes are focused on improving student learning.
- ④ The process of developing the district's technology plan provides for shared decision-making and collaboration among all those who have a stake in the success of the region.

NSSE

Quality Indicators for Curriculum Development and Technology

- ④ The design of the curriculum is driven by the goals and performance indicators for student learning in technology that have been defined by the school. The MDE Curriculum Framework will serve as a guide to this process.
- ④ The design of the curriculum takes into account the learning needs and interests of the students.
- ④ The curriculum is clearly articulated and supports a shared vision for student learning.
- ④ The school is committed to the on-going evaluation and renewal of the curriculum.
- ④ The advantages of integrating applications of technology in teaching strategies and learning activities empower teachers to provide students with learning experiences that would be impossible or difficult to achieve without technology resources.
- ④ Effective instructional strategies and learning activities are employed to help students understand and apply technology.
- ④ Information technology resources are employed to expand and strengthen the system of assessing student learning.
- ④ High quality assessments are employed to evaluate students' achievement of the essential knowledge and skills they need to achieve in technology.

NSSE

Quality Indicators for Professional Development

- ④ The objectives of the professional development programs in information technology that are made available to administrators, teachers and staff members are consistent with the

district's vision and are designed to help them advance goals for student learning in technology.

- Ⓢ Information technology resources are effectively employed to support the design and delivery of professional development programs and follow-up assistance for teachers and staff.
- Ⓢ The district's planning process for professional development in technology provides adequate support for the initiation, implementation and the institutionalization phases of effective staff development programs.

NSSE

Quality Indicators for Technical Support

- Ⓢ The school's information technology resources are continuously updated.
- Ⓢ Technology resources and materials are reviewed annually for currency and for value to the curriculum in supporting student learning. Those resources or materials that no longer support the goals of the instructional program are withdrawn.
- Ⓢ Hardware is reviewed for possible replacement within at least five (5) years of purchase and annually thereafter.
 - Equipment receives regular inspection and routine maintenance on at least an annual basis.
- Ⓢ Properly trained technical personnel are hired or contracted to perform maintenance and repair.
- Ⓢ Emergency repairs are made promptly.
- Ⓢ Records adequately document repair and maintenance of equipment.
 - A comprehensive security system is in place to safeguard the school's information technology resources.
 - The school maintains an up-to-date inventory of its information technology resources.
- Ⓢ The school's inventory includes software, hardware, printed information and resource materials.
- Ⓢ All materials and equipment are classified, cataloged and processed at the time of their acquisition.
- Ⓢ All materials and equipment are marked and documented.
- Ⓢ An electronic database serves as the management system of the inventory of the school's information technology resources.
- Ⓢ The roles and responsibilities for the management and coordination of the use of information technology resources throughout the school are clearly defined.
 - The school's insurance policy provides adequate coverage for materials and liability.

NSSE

Quality Indicators for Evaluation Plans

As a school district embarks upon developing or evaluating its technology plan, the following questions should be considered by all those who have a stake in the success of the plan.

- Ⓜ Does the plan have a reasonable timeline for the implementation of each of the action steps been identified?
- Ⓜ Does the plan provide support for a sustained effort (possibly as much as 3-5 years) to allow these interventions to become fully implemented?
- Ⓜ Have sufficient resources been allocated to support the implementation of the plan?
- Ⓜ Have specific individuals or committees/task forces been designated as responsible for monitoring the implementation of the technology plan and for disseminating periodic progress reports to the staff and community?
- Ⓜ Which action steps appear to have been successful? How can the district build on the success of these action steps?
- Ⓜ Which action steps appeared to be promising, but did not fulfill their expectations? How can these steps be most appropriately modified without compromising the goal of achieving the objectives of the school improvement plan?
- Ⓜ Are there any additional action steps that need to be incorporated in the district's technology plan to achieve the objective for improvement?
- Ⓜ Have there been any surprises? If so, what lessons have been learned?

NSSE

Quality Principles for Resource Support

Information resources

The district's accessibility, loan and use policies facilitate the use of the district's information technology resources by students, faculty, staff, administrators and the community.

Human resources

The deployment of human resources advances the school's vision for technology and students' achievement of the goals and expectations for their learning.

Time as a resource:

Through the effective use of technology, time becomes a resource for supporting student learning and enhancing the productivity of the school, rather than a constraint limiting students' opportunity to learn.

Policies as a resource

The policies for selecting software, hardware and related information technology resources are consistent with the district's vision for technology and the desired results for student learning.

NSSE

Appendix B

District Documents

Staff Member's Name: (Please Print)

Position:

**MONTABELLA COMMUNITY SCHOOLS
NETWORK & INTERNET ACCESS AGREEMENT FOR STAFF**

Please read this document carefully before signing. The signatures at the end of this document are legally binding and indicate that the signing parties have read all of the terms and conditions carefully and understand their significance.

The purpose of this policy is to set forth policies and guidelines for access to the District computer network and acceptable use of the Internet. As such, this access will; assist in the collaboration and exchange of information, facilitate personal growth in the use of technology, and enhance information gathering and communication skills.

The intent of this contract is to ensure that Staff Members will comply with all network and Internet acceptable use policies approved by the District. The Staff Member acknowledges that (s)he does not have a reasonable expectation of privacy in his or her use of the District's network or any part of it. The District reserves the right to monitor the network, including but not limited to the Internet use and electronic mail.

Montabella Community Schools wishes it to be noted that although filtering technology is in place to bring us into compliance with CIPA (Children's Internet Protection Act – PA212) and other mandated legislation; this does not provide a foolproof means for enforcing the provisions of this acceptable use policy. The Staff Member acknowledges that it is impossible for the District to restrict access to all controversial material on the network.

In exchange for the use of the network resources either at school or away from school, the Staff Member understands and agrees to the following:

- 1) The use of the network is a privilege, which may be revoked by the District at any time and for any reason. Any misuse of the account may result in suspension of the account privileges and/or other disciplinary action as determined by the District in accordance with this Agreement and any applicable provisions of a District collective bargaining agreement. Unacceptable uses of the network and Internet include, but are not limited to:
 - a) Altering of system software.
 - b) Placing unauthorized information, unauthorized software, computer viruses or harmful programs on or through the computer network in either public or private files or messages.
 - c) Accessing, reviewing, uploading, downloading, storing, printing, posting or distributing pornographic, obscene or sexually explicit material.
 - d) Transmitting or receiving obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
 - e) Accessing, reviewing, uploading, downloading, storing, printing, posting or distributing materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 - f) Knowingly or recklessly posting false or defamatory information about a person or organization, or harassing another person, or engaging in personal attacks, including prejudicial or discriminatory attacks.
 - g) Engaging in any illegal act or violating any local, state or federal statute or law.
 - h) Using the District's network to vandalize, damage or disable the property of another person or organization, making deliberate attempts to degrade or disrupt equipment, software or network performance by spreading computer viruses or by any other means, tampering with, modifying or changing the District's network software, hardware or wiring or taking any action to violate the

- District's network software, hardware or wiring or taking any action to violate the District's network security, or using the District's network in such a way as to disrupt the use of the network by other users.
- i) Using the District network to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
 - j) Using the District's network to post private information about another person or to post personal contact information about other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords.
 - k) Attempting to gain unauthorized access to the District's network or any other network, attempting to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Any problems that arise from the use of a Staff Member's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges. Any loss of security of an account or password should be reported immediately to a network administrator.
 - l) Using the District's network to violate copyright laws, or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, or plagiarizing works found on the Internet.
 - m) Using the District's network for the conduct of a business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the District. Users will not use the District's network to offer or provide goods or services or for product advertisement.
 - n) Using the District's network to access outside email services.
 - o) Using the District's network to access chat rooms, or other forms of direct electronic communications unless curriculum related and directed or authorized by an administrator.
- 2) The use of District and/or network resources are for the purpose of (in order of priority):
 - a) Support of the academic program
 - b) Telecommunications
 - c) General Information
 - d) Recreational
 - 3) The District and/or network does not warrant that the functions of the network will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the network.
 - 4) Staff Members will diligently delete or mail messages on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
 - 5) The District and/or network will periodically make determinations on whether specific uses of the network are consistent with the acceptable-use practice. The District and/or network reserves the right to monitor file server space utilization by user logs, monitor Internet use and to monitor electronic mail space utilization by users.
 - 6) Staff Members may transfer free files, shareware and other software from information services and electronic bulletin board services. For each file received through a file transfer, the Staff Member agrees to check the file with a virus-detection program before opening the file for use. Should the Staff Member knowingly or deliberately transfer a file, shareware, or software which infects the network with a virus and causes damage, the Staff Member will be liable for any and all repair costs to

make the network once again fully operational and may be subject to other disciplinary measures as determined by the District.

- 7) The Staff Member will be liable to pay the cost or fee of any file, shareware, or software transferred, whether intentional or accidental, without prior authorization for the incurring of such costs.
- 8) Users violating any provisions of this Network Access Agreement face disciplinary action for such violations. Depending upon the nature and severity of the violation, possible disciplinary actions include:
 1. Users may be banned from further use of the network and may be required to attend additional training sessions as a precondition to continued use;
 2. Users may be required to make full financial restitution for any unauthorized expenses or damages incurred;
 3. Users may face additional disciplinary action consistent with the collective bargaining agreement;
 4. The District may refer the matter to appropriate law enforcement authorities; and
 5. Nothing herein shall be construed as providing that the District must find a violation in order to ban a user from further use of the network, and the District reserves the right to ban a user from the network for any reason whatsoever or for no reason.

In consideration for the privilege of using the network, I hereby release the District and/or the network and their employees, agents, and operators from any and all claims of any nature arising out of my use of, misuse of, or inability to use, the District and/or network resources.

I agree to abide by the rules and regulations of network usage as set forth herein and as may be added from time to time by the District and/or network. These rules will be available in hardcopy form in the Principal's office.

(Sign and return to Sheila Camp)

Please Print Name: _____

Signature: _____

Date: _____

Student Name:

Grad Year:

MONTABELLA COMMUNITY SCHOOLS NETWORK & INTERNET ACCESS AGREEMENT FOR STUDENTS

Please read this document carefully before signing. The signatures at the end of this document are legally binding and indicate that the signing parties have read all of the terms and conditions carefully and understand their significance.

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable use of the Internet. As such, this access will assist in the collaboration and exchange of information, facilitate personal growth in the use of technology, and enhance information gathering and communication skills.

The intent of this contract is to ensure that students will comply with all network and Internet acceptable use policies approved by the district. Montabella Community Schools wishes it to be noted that although filtering technology is in place to bring us into compliance with CIPA (Children's Internet Protection Act – PA212) and other mandated legislation; this does not provide a foolproof means for enforcing the provisions of this acceptable use policy. Therefore, by signing this document, parents and students acknowledge that it is impossible for the District to restrict access to all controversial material on the network.

In exchange for the use of the network resources either at school or away from school, the student understands and agrees to the following:

- 1) The use of the network is a privilege, which may be revoked by the district at any time and for any reason. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the district. students may be liable for costs incurred in returning the network to its original state, and may be assigned community service time to be served with the Technology Administrator. Unacceptable uses of the network and Internet include, but are not limited to:
 - a. Altering of system software.
 - b. Placing unauthorized information, unauthorized software, computer viruses or harmful programs on or through the computer system in either public or private files or messages.
 - c. Accessing, reviewing, uploading, downloading, storing, printing, posting or distributing pornographic, obscene or sexually explicit material.
 - d. Transmitting or receiving obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
 - e. Accessing reviewing, uploading, downloading, storing, printing, posting or distributing materials that use language or images that are inappropriate to the educational setting or disruptive to the educational process
 - f. Accessing, reviewing, uploading, downloading, storing, printing, posting or distributing materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 - g. Knowingly or recklessly posting false or defamatory information about a person or organization, or harassing another person, or engaging in personal attacks, including prejudicial or discriminatory attacks.
 - h. Engaging in any illegal act or violating any local, state or federal statute or law.
 - i. Using the school district system to vandalize, damage or disable the property of another person or organization, making deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, tampering with, modifying or changing the school district's system software, hardware or

- wiring or taking any action to violate the school district's systems software, hardware or wiring or taking any action to violate the school district's system's security, or using the school district's system in such a way as to disrupt the use of the system by other users.
- j. Using the district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
 - k. Using the district's system to post private information about another person or to post personal contact information about him or herself or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords.
 - l. Attempting to gain unauthorized access to the school district's system or any other system, attempting to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Any problems that arise from the use of a student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges. Any loss of security of an account or password should be reported immediately to a network administrator.
 - m. Using the district's system to violate copyright laws, or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, or plagiarizing works found on the Internet.
 - n. Using the district's system for the conduct of a business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district's system to offer or provide goods or services, for product advertisement or political lobbying. Users will not use the school district's system to purchase goods or services for personal use without authorization from the appropriate school district official.
 - o. Using the district's system to access outside email services.
 - p. Using the district's system to access chat rooms, or other forms of direct electronic communications unless curriculum related and directed or authorized by an instructor.
- 2) Students may only log onto and use the network under the immediate supervision of a staff member.
 - 3) The use of district and/or network resources are for the purpose of (in order of priority):
 - a. Support of the academic program
 - b. Telecommunications
 - c. General Information
 - d. Recreation
 - 4) The district and/or network does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.
 - 5) The student will diligently delete or mail messages on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
 - 6) The district and/or network will periodically make determinations on whether specific uses of the network are consistent with the acceptable-use practice. The district and/or network reserves the right to monitor file server space utilization by user logs, Internet use and electronic mail space utilization by users.

- 7) Students may transfer files from information services and electronic bulletin board services. For each file received through a file transfer, the student agrees to check the file with a virus-detection program before opening the file for use. Should the student knowingly or deliberately transfer a file, shareware, or software which infects the network with a virus and causes damage, the student will be liable for any and all repair costs to make the network once again fully operational and may be subject to other disciplinary measures as determined by the district.
- 8) The student may not transfer files, shareware, or software from information services and electronic bulletin boards without the permission of a network administrator. The student will be liable to pay the cost or fee of any file, shareware, or software transferred, whether intentional or accidental, without such permission.
- 9) The district reserves the right to remove a user account on the network to prevent further unauthorized activity.
- 10) Users violating any provisions of this Network Access Agreement face disciplinary action for such violations. Depending upon the nature and severity of the violation, possible disciplinary actions include:
 - a. Users may be banned from further use of the network and may be required to attend additional training sessions as a precondition to continued use;
 - b. Users may be required to make full financial restitution for any unauthorized expenses or damages incurred;
 - c. The district may refer the matter to appropriate law enforcement authorities; and
 - d. Nothing herein shall be construed as providing that the district must find a violation in order to ban a user from further use of the network, and the district reserves the right to ban a user from the network with or without a reason.

In consideration for the privilege of using the network, I hereby release the district and/or the network and their employees, agents, and operators from any and all claims of any nature arising out of my use of, misuse of, or inability to use, the district and/or network resources.

I agree to abide by the rules and regulations of network usage as set forth herein and as may be added from time to time by the district and/or network. These rules will be available in hardcopy form in the Principal's office.

(Sign and return to the Media Specialist or Media Coordinator in your building)

Printed Name of Student

Year of Graduation

Signature of Student

Date

As the student's parent or legal guardian, I have read and understand the provisions of this agreement and accept responsibility for any fees, expenses, or damages incurred as a result of my child's use and misuse of the network or equipment.

* If you are 18 and have signed the Age of Majority you do not need to have a parent signature, but you must still sign and return this form in order to have access to the school's network. *

Signature of Parent or Guardian

Date