

MONTABELLA COMMUNITY SCHOOLS

TECHNOLOGY PLAN

PART OF THE MONTCALM AREA INTERMEDIATE SCHOOL DISTRICT
(DISTRICT CODE: 59000)
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AVAILABLE ON THE WEB @: <http://www.montabella.com/technology/TechPlan12-15.pdf>

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

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MONTABELLA COMMUNITY SCHOOLS

DISTRICT PROFILE

- ◆ Serving the communities of:
Edmore, Blanchard, Six
Lakes, and McBride
- ◆ Student Population: 845



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. We do so by offering rigorous and relevant opportunities subject to continuous evaluation and adjustment."

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 50 teachers serving approximately 845 students in grades preK-12.

Seventy percent (70%) 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 Director, 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 School Improvement Teams along with additional members of the Technology Planning Team meet at least once 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 through the school improvement process 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.

The Annual Education Report to the Board of Education will include an update regarding the technology plan.

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 Director
<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>Shelly Millis</i>	Superintendent, Montabella Community Schools
<input type="checkbox"/> <i>Shane Riley</i>	Principal, Montabella Junior/Senior High
<input type="checkbox"/> <i>Brad Reyburn</i>	Principal, Montabella Elementary
<input type="checkbox"/> <i>Kim Dreyer- Molitor</i>	School Improvement Team, Junior/Senior High
<input type="checkbox"/> <i>Dan Gibson</i>	School Improvement Team, Junior/Senior High
<input type="checkbox"/> <i>Jeff Kauffman</i>	School Improvement Team, Junior/Senior High
<input type="checkbox"/> <i>Ryan Roberts</i>	School Improvement Team, Junior/Senior High
<input type="checkbox"/> <i>Dawn Fenton</i>	School Improvement Team, Elementary
<input type="checkbox"/> <i>Beth Garcia</i>	School Improvement Team, Elementary
<input type="checkbox"/> <i>Catherine Schreur</i>	School Improvement Team, Elementary
<input type="checkbox"/> <i>Suzie Dunn</i>	Media Coordinator
<input type="checkbox"/> <i>Sherri Miel</i>	School Board Member
<input type="checkbox"/> <i>Ruth Jackson</i>	Community Member
<input type="checkbox"/> <i>Cindy Eldred</i>	Parent, Junior/Senior High
<input type="checkbox"/> <i>Eylie Foster</i>	Parent, Elementary
<input type="checkbox"/> <i>Austin Garner</i>	Student Member, Junior/Senior High
<input type="checkbox"/> <i>Cirsten Main</i>	Student Member, Junior/Senior High

Membership of the technology committee is required of certain positions within the district, such as building principals, and Media Coordinator. 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



Action Plan: 1A		Specific Objective: Goals and strategies, aligned with challenging State standards, for using telecommunications and technology to improve teaching & learning.			Topic: 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 as funding and curricular needs allow.	Superintendent	July 2012	June 2015	
2.	The School Improvement Team will coordinate the school improvement plan with the technology plan 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 Director	First School Improvement meeting in Fall 2012	Thru last School Improvement 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	September 2012 September 2013 September 2014	June 2013 June 2014 June 2015	

4.	Integrate all district media center card catalogs into one searchable database. (Also meets Specific Objective for Action Plan 2G)	Media Coordinator	September 2012	June 2015	
5.	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 2012	Annually depending upon availability and price.	
6.	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 & software, VCR/DVD, tv monitor (computer quality), digital image camera, LCD projection panel, interactive white board and scanner. (Also meets Specific Objective for Action Plan 2G)	Media Director	September 2012	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 2012	June 2015	
2.	Observe use of integrated curriculum with examples indicated in teacher portfolio as appropriate.	Building Principals	September 2012	Ongoing w/ reports to be given on progress at technology meetings	
3.	Administer and maintain results of 8 th grade technology literacy through 7 th grade technology grades as per No Child Left Behind Act.	Curriculum Coordinator/ Technology Trainer Technology teacher	May 2013 May 2014 May 2015	June 2013 June 2014 June 2015	

4.	Use electronic testing software for diagnosing student progress several times a year as determined by building school improvement plans.	Curriculum Coordinator Building Principals	September 2012 September 2013 September 2014	June 2013 June 2014 June 2015	
5.	Use educational software within classrooms to enhance curriculum throughout the school year.	Curriculum Coordinator Building Principals	September 2012 September 2013 September 2014	June 2013 June 2014 June 2015	
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 2012 September 2013 September 2014	June 2013 June 2014 June 2015	

<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
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Step #	Action Step:	Assigned To:	Start Date:	Due Date:	Progress:
1.	Offer distance learning opportunities (ie. e2020, Michigan Virtual High School, online Dual Enrollment courses, edu 2.0)	Curriculum Coordinator	September 2012 January 2013 September 2013 January 2014 September 2014 January 2015	September 2012 January 2013 September 2013 January 2014 September 2014 January 2015	

<u>Action Plan:</u> 1D		<u>Specific Objective:</u> 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.			<u>Topic:</u> 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 2012 July 2013 July 2014	July 2012 July 2013 July 2014	Plan can be found at: http://www.montabella.com/technology/techplan12-15.pdf
2.	Provide parents the ability to access student information from home via the Internet (ie. Powerschool, Renaissance Learning HomeConnect, Lexia@Home)	Technology Trainer Technology Director	September 2012	Thru June 2015	

3.	Publish information to foster community awareness of local and ISD technology activities/ opportunities, and the Technology Plan and how to access it. Sources could include but are not limited to: District Website, Montabella Facebook, The Mustang News, Technology Tidbits, The Daily News, Morning Sun, and Lakeview Enterprise. (Also meets specific objective for Action Plan 1E)	District Webmaster Mustang News Editor	August 2012 August 2013 August 2014	August 2012 August 2013 August 2014	
4.	Publish a request for community involvement on Technology Committee in the Mustang News, on the District Website and Montabella Facebook, and through Parent Teacher organizations.	Mustang News Editor	August 2012 August 2013 August 2014	August 2012 August 2013 August 2014	
5.	Provide monthly Technology Tidbits staff newsletter to disseminate miscellaneous technology information.	Technology Tidbit Editor	September 2012	Periodically during the school year through June 2015	

6.	Schedule technology awareness and usage opportunities for staff, parents, students, and community members including but not limited to: open houses, technology fair, training sessions.	Technology Trainer Technology Director	August 2012	Annually	
7.	Post board policies on the district website.	Superintendent District Webmaster	July 2012	June 2015	Policies can be accessed at http://63.170.49.23/montabelalp/lpext.dll?f=templates&fn=frame_default.htm , or by visiting the Montabella webpage and choosing the link under Board of Ed.

Action Plan: 1E		Specific Objective: Strategies for developing the program, where applicable with adult literacy providers.			Topic: 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 community entities for review and comment.	Superintendent	September 2012 September 2013 September 2014	September 2012 September 2013 September 2014		
2.	Publish area schools' Adult Education offerings in Mustang News and on district webpage.	District Webmaster Mustang News Editor	August 2012 January 2013 August 2013 January 2014 August 2014 January 2015	August 2012 January 2013 August 2013 January 2014 August 2014 January 2015		

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 Director	September 2012	June 2015		
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 MMCC.	Technology Tidbits editor	September 2012	Periodically during the school year through June 2015		
3.	Assess teachers' technology proficiency and needs through the 21 Things for Teachers "Personnel Skilled in Technology Assessment" for annual REP report and to determine professional development needs.	Technology Trainer Building Principals	September 2012 September 2013 September 2014	September 2012 September 2013 September 2014		

4.	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 Director	September 2012 September 2013 September 2014	June 2013 June 2014 June 2015	
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<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 #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 Director	July 2012	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 2012	Ongoing	

3.	Software/program requests must be approved by administration annually to help facilitate the purchase of curriculum related software.	Building Principals Technology Director	July 2012 July 2013 July 2014	June 2013 June 2014 June 2015	
4.	Create and maintain a District technology guide, knowledge base, tutorial, FAQ on the district's Teacher Resources webpage by providing links to help resources for district hardware & software. Examples of information included are: Computers Video Telephones Laptops Software Human resources Online resources	Technology Director District Webmaster	August 2012	Annual updates as needed through June 2015	
5.	Continue membership with REMC and/or Learn360 for access to video lending library.	Media Director	July 2012 July 2013 July 2014	June 13 June 14 June 15	

**INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT
AND SOFTWARE**



Description of Current Technology Status

Servers: Currently running Windows 2003 and 2008.

Computers: A mixture of various brand Towers, Netbooks, Laptops, and Ncomputing Devices have been in service between two and six years and operating systems are primarily Windows XP SP3 with a handful of machines running Windows Vista.

Microsoft Office Software: Office 2007 is installed on all machines.

Email: Utilizing GoogleApps For Education and K12USA MessageGuard Email Archival Appliance.

Phone System: Asterisk - FreePBX with Grandstream phones and VOIP service from CMSInter.Net.

Video Cameras: Axis

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

Printers and Copiers: Kyocera copiers under contract with ABdick. Various HP and Xerox laser and color laser printers under contract with Michigan Office Solutions. Three Lexmark laser printers that are not under any type of contract.

Fax Machines: All faxing is done using a fax to email type service through RingCentral.

Other Hardware: An assortment of projectors, document cameras, interactive whiteboard technologies, televisions, DVD/VCR combo players, NEO2s, and classroom response systems.

Description of Technology Improvement plans:

Servers: Update all servers to Windows 2008.

Computers: Update all computers to Windows 7 and put a 3-year system replacement plan in place through the use of an equipment, parts, and service lease.

Student Software: Various subscriptions and software programs as determined by the school improvement plan.

Microsoft Office: All student and staff stations will be upgraded to Office 2010.

Email: Continue to explore options offered by GoogleApps For Education and expand upon those offerings.

Phone System: Continually monitor and analyze the performance of the current system and make adjustments and enhancements if needed. Make the best use of currently available features.

Video Cameras: Increase coverage and capabilities by adding additional cameras and replacing monitoring software.

Switches: Upgrade to Gigabit equipment and also PoE when applicable and financially feasible.

Wireless: Maintain new wireless system and add capacity when needed and financially feasible.

Printers and Copiers: Upgrade copiers in Jr/Sr High Office, Elementary Office and Bus Garage.

Fax Machines: Continue to explore options offered by RingCentral and expand upon them.

Other Hardware: Continue to supplement current hardware and offer new products as they become available and it is financially feasible to do so.

Action Plan: 3H		Specific Objective: 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.			Topic: 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 Director	July 2012	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 Director	July 2012	Daily throughout the life of the plan.		
3.	Leverage USF and other technology funds to provide resources for distance learning.	Business Manager Technology Director	July 2012 July 2013 July 2014	July 2012 July 2013 July 2014		
4.	All technology purchases must be approved by Technology Director to ensure interoperability with existing hardware and software. (MCS uses the Windows platform.)	Technology Director	July 2012	Ongoing as purchases are deemed necessary.		
5.	Provide phones in every classroom.	Technology Director	July 2012	Ongoing		
6.	Provide content filtering and updates for all computers with access to the Internet.	Technology Director	July 2012	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 Director to support the technology infrastructure within the district.	Superintendent	July 2012	June 2015		
2.	Include information in Technology Tidbits newsletter to provide basic computer concepts that may help staff with basic troubleshooting.	Technology Tidbits Editor	September 2012	Periodically during the school year through June 2015		
3.	Communicate procedure for submitting technology work orders.	Media Director	September 2012 September 2013 September 2014	September 2012 September 2013 September 2014		
<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 Technology Director to appropriate trouble shooters (media coordinators, etc.) 3rd Level: Technology Director.</p>						
4.	Maintain an online work order submission webpage for technology and maintenance needs.	Technology Director	July 2012	Ongoing		

<u>Action Plan:</u> 3I		<u>Specific Objective:</u> Strategies to increase access to technology for all students and all teachers.			<u>Topic:</u> 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 Director	July 2012	Reports to be given at annual plan evaluation meetings	
2.	Provide training opportunities for parents in accessing student information online.	Technology Trainer Technology Director	September 2012	Ongoing as needed through July 2015	
3.	Clean and maintain all technology equipment and install computers and network drops as necessary based on curriculum needs and enrollment.	Technology Director	June 2012 June 2013 June 2014	August 2012 August 2013 August 2014	

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 School Improvement Team will meet 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>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/Technology Director</u> Local budget planning for ongoing support / USF Funding</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 Director's performance goals.	Technology Director	March 2013 March 2014 March 2015	March 2012 March 2014 March 2015		
2.	Include technology needs in the development of the school improvement plan and consolidated application	State & Federal Program Director Technology Director	March 2013 March 2014 March 2015	July 2013 July 2014 July 2015		

<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 VI, IDEA, USF	State & Federal Program Director Administrators	September 2012	Annually - Due dates are dependant upon individual grants.		
2.	Explore business and community partnerships: Curtis Foundation	Technology Committee Administrators	September 2012	Annually - Due dates are dependant upon individual grants.		

2012-2015 Budgets

Category	Details	2012-2013	2013-2014	2014-2015
Salaries & Benefits	Curriculum Director Technology Trainer Media Director Media Coordinators	\$172,090	\$180,694	\$189,729
Professional Development	PD Workshops Conferences	\$25,000	\$25,500	\$26,010
Contracted Services	Technology Director Printer Supplies, Parts & Service MVHS e2020	\$69,188	\$71,438	\$73,801
Software & License Fees	Powerschool Email Protection Follett Inventory Rove Mobile Admin UMRA and SSRPM Survey Gizmo Content Filter Absolute Manage Microsoft Windows and Office World Book eLibrary Learn360 Movie Licensing Lexia Reniassance Learning Criterion EvaluWrite Study Island iStation Aha Math FastForWord Gizmos Learning A-Z Follett Library Catalog	\$45,365	\$43,648	\$44,520
Materials & Supplies		\$2,375	\$2,375	\$2,375
Hardware		\$15,000	\$15,000	\$15,000
Internet/Telco/VOIP/ Website Fees		\$3096.20	\$3096.20	\$3096.20

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 Director	July 2012	Ongoing as needs arise.	
2.	Work with area schools/ISDs to obtain resources. (Example: video lending library.)	Technology Director, Curriculum Coordinator, Media Director	July 2012	Ongoing as resources are needed.	
3.	Apply for USF	Technology Director Business Manager	September 2012 September 2013 September 2014	January 2013 January 2014 January 2015	
4.	Apply for Curtis Grant funding.	Technology Director Business Manager	March 2013 March 2014 March 2015	May 2013 May 2014 May 2015	
5.	Apply for Consolidated Application Funds	State & Federal Programs Director	April 2013 April 2014 April 2015	June 2013 June 2014 June 2015	

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.	District School Improvement Team will review, evaluate, and update the District Technology Plan annually at its May meeting.	District School Improvement Team	May 2013 May 2014 May 2015	June 2013 June 2014 June 2015		
2.	Share the updated plan with Board of Education.	Technology Director Technology Trainer	June 2013 June 2014 June 2015	June 2013 June 2014 June 2015		
3.	Communicate the progress of integrating technology into the curriculum with the Board of Education.	Curriculum Coordinator / Technology Trainer Technology Director	October 2012 October 2013 October 2014	October 2012 October 2013 October 2014		
4.	Revise the process of evaluation for the technology plan as needed.	District School Improvement Team	July 2012	June 2015		

EVALUATION PLAN - YEAR 2012-2013

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 2013-2014

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 2014-2015

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 in student information system.	Building Administrators	July 2012	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.	District School Improvement Team	May 2013 May 2014 May 2015	May 2013 May 2014 May 2015		

APPENDIX A

Guiding Documents and Quality Indicators

GUIDING DOCUMENTS FOR A MICHIGAN TECHNOLOGY PLAN

1) Required elements of a technology plan	http://www.learningpt.org/pdfs/tech/guide.pdf
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/sdrs/areas/te0cont.htm
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) NATIONAL LEADERSHIP INSTITUTE'S TOOLKIT 2004-2005	http://www.setda.org/toolkit/toolkit2004/toolkit2005_entirekit.pdf
11) NCLB Matrix for Technology in Education	http://www.setda.org/toolkit/nltoolkit/cde/NCLB_Matrix.pdf

Quality Principles for Technology Planning

- Ⓢ The technology plan is embedded and supportive of an overall learning plan focused on high achievement for all students.
- Ⓢ The technology plan relates to, supports, and is integrated with other educational plans at the school, district, state, and federal levels.

- Ⓢ The district's decision-making and planning processes are focused on improving student learning.
- Ⓢ 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

- Ⓢ 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.
- Ⓢ The design of the curriculum takes into account the learning needs and interests of the students.
- Ⓢ The curriculum is clearly articulated and supports a shared vision for student learning.
- Ⓢ The school is committed to the on-going evaluation and renewal of the curriculum.
- Ⓢ 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.
- Ⓢ Effective instructional strategies and learning activities are employed to help students understand and apply technology.
- Ⓢ Information technology resources are employed to expand and strengthen the system of assessing student learning.
- Ⓢ 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

- Ⓢ 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 websites, online information services and electronic bulletin board services. 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 may be subject to disciplinary measures as determined by the District.

7) 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.

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 Director. 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