

Elk Rapids Schools Technology Services

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Empowering our faculty, staff and students to achieve their goals
more effectively through the thoughtful application of technology.



Elk Rapids Schools

District Technology Plan

For the Period July 1, 2009 to June 30, 2012

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District Number : 05060

Elk Rapids Schools is a member of the Traverse Bay Area Intermediate School District
This plan may be found on the web at www.erschools.com/tech/techplan2012.pdf

Elk Rapids Schools
District Technology Plan

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INTRODUCTION

Elk Rapids Schools
707 E. 3rd St.
Elk Rapids, MI 49629
(231) 264-8692

Cherryland Middle School
707 E. 3rd St.
Elk Rapids, MI 49629
(231) 264-8991

Lakeland Elementary School
616 Buckley
Elk Rapids, MI 49629
(231) 264-8289

Mill Creek Elementary School
9039 Old 72
Williamsburg, MI 49690
(231) 267-9955

Sunrise Academy
10268 U.S. 31 South
Williamsburg, MI 49690
(231) 264-5890

Elk Rapids High School
308 Meguzee Rd.
Elk Rapids, MI 49629
(231) 264-8108

Description of Elk Rapids Schools

District Population: Approx. 1,555 students, 84 Teachers

Elk Rapids Schools is a small town/rural district located on the Lake Michigan shoreline approximately 20 miles northeast of Traverse City. Racially, the district's students are 92% white, 4% Hispanic, 2% Native American, 1% Asian American/Pacific Islander and <1% African American. 29% of students receive free or reduced lunch. The district has one high school (grades 9-12) with about 470 students, one alternative high school (grades 9-12) with about 20 students, one middle school (grades 6-9) with about 360 students and two K-5 elementary schools, Lakeland Elementary with about 371 students and Mill Creek Elementary with about 334 students.

Start Date of Plan: July 1st, 2009

Date of next state review: July 1st, 2012

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Technology Plan Website:

www.erschools.com/tech/techplan2012.pdf

VISION, MISSION AND BROAD GOALS

Technology Plan Vision Statement

The Technology Plan will promote empowerment and achievement in the Elk Rapids Public School Community through the improved application of technology.

District Mission Statement

The Board of Education, teachers, administrators and support staff of the Elk Rapids Schools, in partnership with students, parents and the community, shall provide high quality educational programs which enable all students to acquire knowledge, achieve self-fulfillment and self-reliance, and become contributing members of society.

Broad Goals of the Technology Plan

1. Provide professional development to administrative and teaching staff to allow for effective technology integration into the curriculum.
2. Provide direction for the acquisition and maintenance of equipment to create an infrastructure that will support the vision of the Technology Plan and mission of the school district.
3. Improve effectiveness and efficiency of administrative processes.
4. Improve access to useful, up-to-date information for families and school staff alike.
5. Enhance the security, reliability and recoverability of our infrastructure.
6. Provide a safe computing environment.
7. Inspire lifelong learning.

Use of Technology to Improve Student Learning and Achievement

Technology is used at all school levels to improve student learning across each curriculum, as specified in the Elk Rapids District School Improvement Plan. The district K-12 Curriculum Review Committee oversees the integration of technology into the curriculum and also includes the educational application of technology in staff professional development. At least one professional development day each year is focused on staff use of technology to improve student proficiencies. The student use of technology ranges from specific skill development through computer assisted learning in the classroom and computer lab for students who are identified as At-risk or Title I to advanced data collection and analysis in high school math and science classes. At the elementary level students use technology to learn keyboarding skills and other skills, such as information searching and PowerPoint displays to support their use in each curriculum area at each level of their education. Other examples include language arts

where students use computer assisted learning to improve reading comprehension by assessing and monitoring their reading comprehension in the computer lab. At the high school and middle school levels, word processing is used in every curriculum area to communicate ideas, and web-based information searches are used and applied in language arts, math, science, and social studies. In science and math, data collection and analysis are also part of ongoing learning opportunities. Currently, all sixth grade and seventh students have a laptop computer. In addition to student learning, technology is used by teachers to assess and track student proficiency at each level. Examples of this are the use of the SRI (Scholastic Reading Inventory) and AIMSweb throughout the elementary buildings.

Technology and the District School Improvement Plan

The technology goals are reflected in the District School Improvement Plan in each of the three major goal areas. The district plan states, “All students will improve in writing...reading... and problem solving across the curriculum.” A component of each goal is specifically addressed in the Broad Technology Goal, “Provide professional development to administrative and teaching staff to allow for effective technology integration into the curriculum.” This can be seen in the District School Improvement Plan on pages 12, 20, 21 in terms of technology integration with the curriculum to support student achievement and pages 18, 20, and 22 where staff professional development in technology is addressed.

INFRASTRUCTURE

Description of Current Status

Many updates were implemented during 2003, 2004 and again in 2008 due to the availability of bond funds. During the life of this plan some of these systems will need to be updated again while some will continue to serve well until 2012.

Servers: The district has 7 servers. Their major roles are:

SERVER01: Main File server and primary domain controller

SERVER02: Read180 server and backup domain controller

SERVER03: Citrix server # 1

SERVER04: Alternate File server

SERVER05: Management server (data backups, print management, MSSQL, etc.)

SERVER06: Citrix server # 2

SERVER07: Web server

Servers 02, 03, 04, 05, 06 and 07 are all out of warranty at the time of this writing. Although out of warranty, the servers continue to function in their roles and there is a documented replacement schedule as part of our current approved Technology Bond.

Firewall: The district's firewall and internet content filter is provided by our TBA/ISD. They employ the Microsoft Internet Security & Acceleration (ISA) product.

Email: The district's email service is also provided by our TBA/ISD. They utilize Microsoft Exchange Server and we utilize Microsoft Outlook for client access.

Switches: A 3Com gigabit backbone switch infrastructure was purchased in summer 2003. It has a lifetime warranty and should continue to be functional throughout the life of this plan. We strengthened this backbone during the summer of 2008 by eliminating any remaining hubs and older non-3Com switches.

Wireless Network: A wireless network including a combination of Cisco 340 and Cisco Airespace wireless access points has been installed and expanded since 2001. Wireless access is available in all of our buildings. This equipment will need updating before 2012.

Disaster Recovery: Nightly backups are performed using Veritas BackupExec in combination with disk-based systems. We currently backup critical data nightly both here in our main server room and at TBA/ISD.

Student Management System: The district currently is converting from SASI to PowerSchool. This conversion is scheduled to be complete by March 9th, 2009 as we begin the 3rd trimester of the 2008-2009 school year.

Workstations: As of this writing there are about 835 workstations in the district. This plan puts in place a cascading budget to replace outdated workstations after five years of use.

Phones: Our current phone system is being replaced. We are implementing a new VOIP telephone system, integrating it with our data network. The new system is based the 3Com VCX Connect system and will be operational in April, 2009.

Goals

To implement the district's technology goals and effectively educate students at Elk Rapids Schools, an infrastructure must be in place which is comprehensive enough and adaptable enough to support the ever changing curricular needs. This infrastructure will be created according to the following Goals.

- Goal #1:** Acquire necessary hardware to make Elk Rapids Schools a leader in academic technology applications.
- Goal #2:** Purchase and implement applications to support the needs of a dynamic, developing technology rich curriculum in Elk Rapids Schools.
- Goal #3:** Establish a district-wide student information system. Also, make this information available to students, staff and parents. The system must also support state reporting requirements.
- Goal #4:** Create standards and policies to govern network management.
- Goal #5:** Create a technology replacement schedule for district hardware based on a five year replacement schedule.
- Goal #6:** Make technology available to students during non-school hours, with the particular aim of giving access to students who do not have computers at home.
- Goal #7:** Elk Rapids Schools will continue to maintain internet filtering software intended to block access to inappropriate materials.

These Goals will be accomplished through the Initiatives outlined below:

Goal #1: Acquire necessary hardware to make Elk Rapids Schools a leader in academic technology applications. A 4-year schedule of hardware replacement has been developed as part of our current approved technology bond.

Initiative 1: Purchase/replace computers and peripherals (printers, copiers, scanners, data projectors, etc.) to improve availability for students, staff and administration.

Initiative 2: Replace phone system.

Goal #2: Purchase and implement applications to support the needs of a dynamic, developing technology rich curriculum at Elk Rapids Public Schools

Initiative 1: Acquire software to track students' achievement of benchmarks throughout their enrollment in Elk Rapids Schools.

Initiative 2: Purchase specialized equipment such as graphing calculators, CBLs, weather stations equipment, cameras, etc. as they are needed to support the curriculum.

Initiative 3: Establish media production and distribution capabilities throughout the district.

Initiative 4: Establish a program that develops student involvement in tech support.

Goal #3: Establish a district-wide student information system. Also, make this information available to students, staff and parents. The system must also support state reporting requirements.

Initiative 1: Convert from SASI to PowerSchool.

Initiative 2: Integrate other database programs with PowerSchool

Goal #4: Create standards and policies to govern network management.

Initiative 1: Upgrade district servers to support anticipated growth.

Initiative 2: Develop a comprehensive Emergency, Redundancy and Recovery Plan.

Goal #5: Create a technology replacement schedule for district hardware based on a five year replacement schedule.

Initiative 1: Plan and implement a replacement schedule that updates all hardware every 5 years.

Initiative 2: Budget for and plan a maintenance schedule that provides for the longest possible useful lifespan for all technology hardware.

Goal #6: Make technology available to students during non-school hours, with the particular aim of giving access to students who do not have computers at home.

Initiative 1: Each year in October do an assessment of the availability of computer resources in each building during non-school hours and schedule lab hours to support this goal.

Initiative 2: Explore methods of allowing students more access to technology that they can take home such as laptops and handhelds with keyboards.

Goal #7: Elk Rapids Schools will continue to maintain internet filtering software intended to block access to inappropriate materials.

CURRICULUM INTEGRATION

Goal: Elk Rapids Schools will integrate existing and acquired technologies into the curriculum in support of and in accordance with the District Mission Statement. All students will:

1. Become a community of life-long learners.
 2. Communicate information by utilizing a variety of technological means.
 3. Utilize higher-order thinking skills
 4. Use an organized system to access technical answers by utilizing resources and methods to produce, provide, and enrich products, systems, and environments.
 5. Use value-based standards to incorporate technology.
 6. Look at how technology affects society and predict the outcomes.
- Use and transfer technological knowledge and skills for life roles (family member, citizen, worker, consumer, lifelong learner);
 - Use technologies to input, retrieve, organize, manipulate, evaluate, and communicate information;
 - Apply appropriate technologies to critical thinking, creative expression, and decision-making skills;
 - Employ a systematic approach to technological solutions by using resources and processes to create, maintain, and improve products, systems, and environments;
 - Apply ethical and legal standards in planning, using, and evaluating technology; and
 - Evaluate the societal and environmental impacts of technology and forecast alternative uses and possible consequences to make informed civic, social, and economic decisions.

To accomplish the goal, we need to do the following:

Objective 1: Establish guidelines for curriculum integration.

Objective 2: Establish technology competencies for students.

Objective 3: Provide competencies and appropriate training for staff.

Objective 4: Provide ongoing curriculum and technical support.

Objective 5: Make available to students means of accessing curricular resources outside of the school district.

Objective 6: Improve communication with parents and promote parental involvement in the schools by using the technology resources at hand.

Objective 7: Disseminate the Educational Technology Plan.

Methodology

These Objectives will be pursued via the following process:

Objective 1: The District Curriculum Steering Committee will establish a process for specific technology integration with the Elk Rapids curriculum, using the Michigan Department of Education Technology Content Standards as a standard.

Objective 2: Recognizing the changing nature of technology, students will achieve district benchmarks by using the following:

Elementary students will demonstrate knowledge in:

- Keyboarding
- Word processing
- Multi media
- Online research

Example: Students will use PowerPoint to create electronic portfolios.

Middle School students will demonstrate knowledge in:

- Database
- Spreadsheets
- Electronic communications
- Increased knowledge in word processing and multi media
- Have a greater understanding of the World Wide Web as a pre-existing database and a research tool

Example: Working in pairs, students will research various biomes using a variety of resources.

High School students will demonstrate advanced knowledge in:

- Word processing
- Spreadsheets
- Database
- Multi media
- Online research
- Electronic communications

Example: Students will research (online) the lake level of Lake Michigan for the last 100 years. They will then organize the information into a spreadsheet, calculate yearly averages and chart the results. Using this information, students will determine a model for the data and present their results in a multimedia presentation using PowerPoint.

In addition, opportunities will be provided for the following:

- Computerized accounting
- Web site development
- Content specific software (e.g. AutoCad)
- Computer linked measuring tools
- Projection microscope
- Online classes

When specific grade level competencies have been established, a student evaluation tool will be created to assess student performance. Based on the assessment, goals will be reviewed and revised as needed.

Objective 3: Teaching staff members will be assessed for experience and competence in use of equipment, knowledge of computer applications, and knowledge of network fundamentals annually. The staff development program will be revised yearly to address needs as identified by the evaluation.

Objective 4: Elk Rapids District will also have trained personnel to install, maintain, and troubleshoot equipment needed for the integration of technology throughout the district.

Objective 5: Elk Rapids Schools currently has available the following resources for distance learning:

- High speed Internet access in all schools, allowing enrollment in web-based courses.
- Video conferencing capabilities via Polycom system in the high school, which allows for virtual field trips to any institution with a program and compatible technology.

Technology Services staff and building level staff will conduct trainings for professional staff on the use these technologies and provide support to encourage their integration into the curriculum.

Objective 6: To improve communication with families, Elk Rapids Schools will continue to develop methods of making information available using the district's technology. The districts' website www.erschools.com is quite well developed at this point and we will continue to improve it. Teachers are all available via email and many post homework assignments on their own areas of the web site. We will continue to use erschools.com as well as direct email to parents and the district newsletter, *We Are E.R.!*, to let families know of these ways of connecting with our staff and to make the community aware of our Technology Plan. The Technology Services staff and building level experts will conduct regular trainings for professional staff on ways to improve communication with parents and encourage parental involvement.

Objective 7: The District Technology Plan will be presented to the community and input will be solicited. The Technology Plan will also be posted on www.erschools.com and community members will be directed to review the plan via the district newsletter, "We Are E.R." Parents, community members and educators are members of the standing Technology Community, responsible for planning, implementation and assessment of the Technology Plan.

TECHNICAL ASSISTANCE/SUPPORT

Presently the District employs one Technology Director and one summer assistant. These staff members are available on a per school schedule with cell phones for emergencies. According to Technology Staffing Guidelines in the Michigan State Technology Plan, the District should have a ratio of one technician to each 75 - 150 computers. With these numbers in mind, the District could benefit from more technicians. Knowing at the present time that this staff increase is not economically feasible, some of the following goals may be accomplished with the present staff and trained teachers and students.

- A maintenance schedule for all computers and peripherals will be developed. This will include basic maintenance/cleaning and repair on at least a six month scheduled rotation.
- Update and verify an inventory of all computers/peripherals with acquisition dates. This will make decisions for repair or replacing computers easier. Target will be replacement of equipment every five years.
- Select to the extent possible, a standard operating system and software that is compatible for all computers. Exceptions will be made where necessary.
- Make available online help sites for staff that are more at ease with online help. This could be part of the technology site or as simple as e-mailing a technician. There are technology tutorial sites available.
- Offer independent/work study for students at the sophomore through senior levels to train these students to perform basic cleaning and software checks of equipment. If possible we will also form a student helper-type club to assist with basic technical support tasks. These students could also help maintain and monitor computer labs during classes. This will be available in the Spring of 2007.
- During the life of the plan, we will evaluate the present security system and consider alternate options if necessary.
- The technical staff, consisting of the Technology Director and summer assistant, will keep abreast of new technology and training by attending conferences such as MACUL. They will also attend training provided by the ISD and use online training resources as necessary.

ACCESS TO TECHNOLOGY

The Technology Committee and the District K-12 Curriculum Review Committee assess overall student and staff access to technology and report to the administration who then

recommend funding priorities as needed to the Superintendent and School Board. All schools in the district have at least two computer labs, computers in each classroom, and computers in the Library-Media Centers, which insures that every student has easy access to technology. Each staff member has a computer and access to data projectors and other display equipment, such as “Smart Boards”. All district staff and student computers are connected with a high-speed Internet system.

In addition, the schools that have higher poverty concentration, Lakeland Elementary and Cherryland Middle School, have additional technology and learning software to support their high-needs population as determined by their Title I Advisory Group and specified in the Title I portion of the Consolidated Grant. Technology is provided for Title I eligible and At-risk students in summer school. The needs of students who are in Special Education are specified in Individual Educational Programs and are also monitored by the district Special Education Committee and the Traverse Bay Area ISD. Examples of some of the technology specified includes sound field systems, touch-screen monitors, Kurzweil software, Premier software, adaptive mice, scanners, Board Maker, and communication sound boards.

SUPPORTING RESOURCES

This section will describe the supporting resources, such as, services, software, and print resources, which will be acquired and/or provided to ensure successful and effective use of technologies within the District. In addition, this section of the Technology Plan recognizes the benefits of utilizing support resources beyond the school district.

Library Media Center

- Access to pertinent print, video, and software resources
- Computerized catalog and circulation of print and non-print materials
- Selection and processing of materials
- Electronic indexes and databases
- Internet Access
- Eric database searches through Michigan Electronic Library
- Interlibrary loan available through the Elk Rapids District Library

District Resources

- Distance Learning Classroom (dual enrollment w/NMC)
- On-line classes (virtual tours, virtual high school)
- District Web page that lists available supporting resources
- Scanners, data projectors, and digital cameras sufficient for use
- Each computer equipped with appropriate application software and Internet software
- Acceptable Use Policy (students)
- Access to student records and grades
- Extended computer lab access hours (after school)
- Acceptable use policy (Staff/Faculty/Community)
- Multi-media equipment

Local Resources

- Northwestern Michigan College
- TBAISD
- REMC media collections
- Elk Rapids District Library

Vendor Resources

- Warrantees
- Subscriptions
- Contracted Services

Government Resources

- Michigan Department of Education
- Michigan Electronic Library
- United States Office of Education

Monetary Resources

- Local funding
- Various other grants awarded

Human Resources

- List of consulting services for appropriation of technology (software, hardware, etc.)
- Personnel designated to monitor Computer Lab during school and class hours.

It is the mission of the Elk Rapids School District to aggressively identify and develop additional resources.

PROFESSIONAL DEVELOPMENT

Goal: Professional development will facilitate the necessary change that must take place to integrate technology into daily lesson plans and to train district personnel to be effective in the use of technology support systems.

Need: Currently a wide variety of skill levels relating to applications exist in the area of technology in the Elk Rapids Schools. An organized, flexible, and sustainable professional development program will enable staff to appropriately use technology to support instruction. Training and time to implement the training needs to be provided to allow staff to develop curricular activities integrating technology into their daily lesson plans. In addition, training must be provided to staff involved in data management and administrative functions using technology.

Design: For the Elk Rapids Schools, the following tenets will guide professional development in the area of technology:

1. The purpose of professional development is to (1) improve student achievement and (2) enable students to be quality users of technology for educational purposes.
2. Professional development must be on-going and sustainable.
3. Professional development will emphasize integration rather than skill development.
4. The opportunities for professional development will employ a variety of providers and be offered at times and locations convenient to staff.
5. The K-12 Curriculum Committee will be designated to coordinate this program and will develop a timeline, organize training, interpret standards, and evaluate progress.
6. The district recognizes that one-on-one mentoring, teaming, small group instruction, and individual on-line training are the most effective means for achieving success.
7. The model of training a core cadre of teachers to be the trainers of all staff will be continued.
8. State and national standards will guide the objectives for the professional development program.
9. The district will provide the resources necessary to carry out the professional development program.
10. The objectives for each training opportunity will be known to the participants prior to training.
11. The appropriate training of administrative and support staff will be an integral part of the professional development program.
12. By June of each school year at least one PD day will have been allocated to the application of technology integration for the improvement of student learning.

Management and Resources: The Executive Committee will in conjunction with the Technology Director will:

1. Identify staff who will be available to work with teachers in their classrooms during the school day.
2. Have knowledge of the Elk Rapids' curriculum.
3. Identify in-service and professional development programs necessary for district staff.
4. Design and implement ongoing training for all staff.
5. Coordinate technology training for staff new to the district.
6. Insure technology budget decisions support district curriculum.
7. Support individual school facilitators in assisting teaching staff and administrators to integrate technology into the curriculum.
8. Identify and evaluate new technologies.
9. Analyze periodic district evaluations to adjust the professional development plan accordingly.

Evaluation: The evaluation of the effectiveness of the professional development program for technology will be accomplished in the following manner:

1. periodic technology assessment of staff will be performed. It will include the assessment of district competencies in technology based on state and national standards.
2. The Executive Committee will gather anecdotal evidence and communicate successes to the public.
3. Professional development will be evaluated by judging its impact on student achievement. The "Integration" section of this plan lists the specific target benchmarks to be evaluated.
4. Building principals and pertinent support staff will report to the Superintendent in the Fall on progress for technology support applications.

PROJECTED COST

To support the District's 3-year Technology Plan various sources of funding are planned for beyond what the operational budget can provide. It has been concluded that the General Fund can only sustain repair and maintenance of existing technology hardware along with current technology departmental staffing.

External Funding from local, State and Federal entities will be necessary to implement the District's planned technology investments. Locally, funds for specific lower-cost acquisitions are pursued with supportive not-for-profits and individual contributors. For larger-scale equipment replacement and expansion, funds from the successful May 2008 bond vote are available and assigned to technology acquisition. Title 2 Ed Tech, and E-rate rebates are also funding sources the District currently utilizes. These will continue to be essential sources over the next 3 years and beyond. To summarize, technology infrastructure investments from all sources, are projected to require: \$146,000 for FY10; \$163,000 for FY11; and \$139,000 for FY12.

		FY 09/10	FY 10/11	FY 11/12
Tech Services Department Expenses				
Salaries & Benefits				
	Year 1	80,013		
	Year 2		83,214	
	Year 3			86,542
Travel/Conference/Training/Misc				
	Year 1	5,000		
	Year 2		5,000	
	Year 3			5,000
Capital Expenditures				
	Year 1	146,000		
	Year 2		163,000	
	Year 3			139,000
Maintenance/Software Licensing/Internet Service				
	Year 1	40,000		
	Year 2		40,000	
	Year 3			40,000
		Totals:	271,013	291,214
			271,013	270,542

COORDINATION OF RESOURCES

Funding for technology in Elk Rapids Schools is a priority of the district. In an era when technology is acknowledged as a valuable part of our curriculum, it can be difficult to meet the basic needs of our staff and students. For the past several years, technology spending levels have varied in the general fund. Although operational funding for staffing and maintenance is stable, appropriate hardware replacement cannot be attained with general funds without jeopardizing other critical areas of the budget. We must therefore look to other resources to meet the objectives laid out in this plan. While the core funding of our technology maintenance and staffing will likely continue to be our general fund, many opportunities exist to leverage our investment in support of our overall goals. The school board, administrators and director of technology services will take every opportunity to use these opportunities to enhance our technology program.

General Fund

- Permanent technology line items exist in our district budget. In 2008-2009, approximately 1.1% of our general fund was designated for technology, around \$137,000. This includes the wages and benefits for our technology coordinator and technology assistant (56%), new equipment, repairs and miscellaneous (40%) and Internet access (4%).
- In addition to the money specifically designated to the technology department, additional monies are allocated to each building principal within the school district to be used for professional development. The amount of this money varies year to year. Technology is one of the many areas that teachers may select as part of their personal professional development training.

Grants and Subsidized Programs

- Elk Rapids Schools applies for funds in each cycle of the Universal Service Fund. Though we are not a “poor” enough district to benefit greatly from USF, this effort generally nets the district ten to fifteen thousand dollars a year for telephone service.
- In fiscal year 2005-2006 the District was awarded a \$123,000 ‘Freedom to Learn’ Federal grant. This grant funded a new laptop for every 6th grader.
- In fiscal year 2006-2007 the District was awarded a \$120,000 ‘Freedom to Learn’ Federal grant. This enabled the District to extend the one-to-one computing arrangement to our entire seventh grade as well.
- Other granting sources will continually be monitored and grants applied for as appropriate. We will also seek to take advantage of free and low-cost training opportunities such as the Ameritech Training Academy, Intel’s Teach to the Future program, the Information Technology Training Initiative, Teach for Tomorrow and ISD offerings.

Bond and Sinking Fund

- The successful May 2008 Bond Issue contained a \$788,000 provision for technology. Expenditures are planned over a four-year timeframe.
- If legislation currently pending in Michigan is approved to allow a school board to put a Sinking Fund on the ballot that includes millage for technology, the board will examine that option in future years.

Collaboration

- Our district actively seeks opportunities to work with other districts within our ISD for professional development. By combining resources with other districts we share costs of training, which enables us to stretch our training budget.
- We are also networking through the Elk Rapids Area Community Education Alliance. They will be able to use our computer labs for courses that they offer and in return donate funds to the district, which can be put back into the general fund.

Parent Organizations

- Parent organizations have been effective within the school district in raising funds to assist with targeted technology purchases. The district will continue to encourage the activities of such groups.

EVALUATION

The Elk Rapids Schools District Technology Plan will be evaluated each February according to the following method:

A committee will be formed consisting of the following members:

- (1) The district's Technology Committee
- (2) A community member
- (3) One teaching staff from each level
- (4) One high school student
- (5) One board member

The committee will go through the Technology Plan and compare it to existing practice in the district using the Evaluation Grid. Each objective within a goal will be assessed as Accomplished, Work in Progress, or Area for Improvement. Notes and recommendations will also be included on the grid.

The report of the committee will be passed on to the Superintendent to be shared with the school board, staff, and the community. Unmet goals will be addressed based on a review of current needs and funding availability as assessed by the Technology Committee.

Elk Rapids Schools – District Technology Plan Evaluation Grid

Goals	Accomplishments	Work In Progress	Areas for Improvement	<i>Notes</i>
INFRASTRUCTURE				
Goal 1: Acquire necessary hardware to make Elk Rapids Schools a leader in academic technology applications.	Replaced over 200 workstations, 1 server. Added 12 Portable Media Centers. Added 12 ceiling mounted data projectors.	Planning the Hardware purchase for Year 2 of Tech. Bond. Replaced our Phone system with a new 3Com VOIP system.		

Goal 2: Purchase and implement applications to support the needs of a dynamic, developing technology rich curriculum in Elk Rapids Schools.	Implemented Adobe Master Suite collection at high school. Implemented Tivitz math program at middle school.	Planning to upgrade Read180 program to the latest Enterprise version.		
Goal 3: Establish a district-wide student information system. Also, make this information available to students, staff and parents. The system must also support state reporting requirements.	Converted from SASI to PowerSchool Premier on March 9, 2009. Online access to student data now available to parents/students.	Preparing PowerSchool for end-of-year processing, report card, transcript publication.		
Goal 4 Create standards and policies to govern network management.	Currently do not allow computers to be brought in from home.	Developing system to tighten wireless access security.		
Goal 5: Create a technology replacement schedule for district hardware based on a 5-year replacement schedule.	We have a hardware replacement schedule in place that we are working to thru the 2011-2012 school.	We are currently reviewing that schedule in light of changing district needs.		
Goal 6: Make technology available to students during non-school hours, with the particular aim of giving access to students who do not have computers at home.	Currently, we have supervised after-school-hours access to our computer labs for students.	We are also looking into the idea of providing low-cost Netbook computers as a way of expanding one-to-one computing. We would start this in the middle school.		

Goal 7: Elk Rapids Schools will continue to maintain internet content filtering software intended to block access to inappropriate materials.	We currently have an effective content filter in place to deny access to inappropriate websites.	We are working with our ISD to refine the filter process so as to allow additional access for educational purposes, as requested by our teaching staff.		
CURRICULUM INTEGRATION				
Objective 1: Establish guidelines for curriculum integration.				
Objective 2: Establish technology competencies for students.				
Objective 3: Provide competencies and appropriate training for staff.				
Objective 4: Provide ongoing curriculum and technical support to sustain the training.				
Objective 5: Design scope and sequence for student competencies and assign to specific curricular areas.				
Objective 6: Make available to students				

means of accessing curricular resources outside of the school district.				
Objective 7: Improve communication with parents and promote parental involvement in the schools by using the technology resources at hand.				
Objective 8: Disseminate the Educational Technology Plan.				
PROFESSIONAL DEVELOPMENT				
Training and time to implement the training provided to allow staff to develop curricular activities integrating technology into their daily lesson plans.				
Evaluation of Professional Development program performed in accordance with the four points at the end of the Professional Development section.				
By June of each school				

year at least one PD day will have been allocated to the application of technology integration.				
FUNDING AND COORDINATION OF RESOURCES				
Budgeting: The Technology Committee will prepare and recommend a budget to the administration and the school board.				
Grants and Subsidized Programs: The district will actively seek out and apply for resources available through grants and subsidized programs.				
Collaboration: The district will actively seek to work with other school districts, the ISD and businesses when those collaborations will benefit the schools.				
ACCEPTABLE USE POLICY				
Each building has adopted and enforces its AUP.				

ACCEPTABLE USE POLICY

The District has adopted Acceptable Use Policies on an individual building basis within parameters developed and adopted by the School Board. Acceptable Use Policies are regarded as general policies of the School Board and approved on an individual basis. All policies meet state guidelines and recognize existing federal requirements for privacy and Internet safety. See Appendix A.

The process for educating staff and community on issues related to ethics, safety, and appropriate use is spelled out in each building's Acceptable Use Policy. The policies are distributed directly to students, forwarded by mail to parents, included as part of building student handbooks, and made available to non-student users.

COLLABORATION

- The District works with area business relative to technology curriculum development addressing specific employer needs.
- The District integrates area business personnel into the process of the identification of technology needs and resources, the prioritization of those resources, and the development of business partnerships throughout the community.
- The District collaborates with local business in the development of long-range technology planning and strategies to identify and meet current & future needs.
- The District partners with local business to improve technological literacy throughout the community by developing and offering a variety of instructional opportunities for community members using school facilities during non-traditional school hours.
- The District partners with 15 area school districts in providing Distance Learning opportunities through the Interactive Learning Center for students and community members.
- The District offers expanded technological educational opportunities for students, staff, and community members through collaboration with the Intermediate School District and the E-Schoolhouse program, as well as through the Information Technology Training Initiative.
- The District offers training and certification for students and community members in audio/video technology operations as a tool to encourage and expand use of the District auditorium.
- The District provides and encourages expanded community use of technology resources to provide Virtual Field Trip opportunities for community members of all ages.

- The District will continue to develop collaborations between school and district libraries to expand learning opportunities and resource access for community members of all ages.
- The District will continue to partner with The Elk Rapids Area Community Education Alliance to develop a full spectrum of educational and enrichment opportunities focusing on technological literacy both inside and outside of the traditional school day for community members of all ages.
- The District will work to provide opportunities for technologically advanced community members of all ages to share talents and participate in non-traditional learning experiences through Community Education.
- The District will collaborate with Adult Literacy programs in the community. The technology plan review and revision process will seek input from such providers during the February assessment each year.

APPENDIX A – ACCEPTABLE USE POLICIES

Elk Rapids Public Schools

Acceptable Use Policy

RATIONALE

The growth of technology in our school has pointed to the need for an **Acceptable Use Policy** to guide how we use the emerging systems that are available to us. **All** people need to know what is acceptable and what is not. For example, a person who wouldn't dream of picking a lock or breaking into an office and tampering with files and records may think it is okay to bypass a computer's security code and change the computer's inner workings to their advantage or another person's disadvantage. It should be obvious that it is not acceptable to do any of the above. But to make it clear, the following are the standards, rights and responsibilities for technology users in our system as well as the disciplinary action(s) for those who misuse the system.

STANDARDS

The use of technology in the Elk Rapids Public Schools is an opportunity extended to students, faculty and staff to enhance learning, productivity, and information processing. The computer hardware and software of the district shall be used solely for educational purposes specified by the Board of Education and Administration of the Elk Rapids Public Schools. The use of computer and related equipment and software for the purpose of sending or receiving information or images of a prurient nature is expressly prohibited!

RIGHTS

Students and staff may:

- use hardware and software, which they have received permission to use
- access information from approved resources inside and outside the school district; and
- access the Internet to receive and send information

RESPONSIBILITIES

Students and staff are responsible for:

- Utilizing information technology only for the educational purposes of our district
- Using hardware and software in a manner that enables its ongoing usage
- Adhering to the rules of the lab, office or classroom, which govern the technology
- Obtaining permission from a school official before bringing in their own software and using it on school equipment
- Never installing or downloading software or information that may introduce viruses to our system
- Keeping hardware and software from being relocated, removed from school premises, or modified without permission of an administrator

- Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords
- All materials received from sources outside the school district, including the Internet, under their user accounts and for accepting responsibility for keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the school's network, equipment, or software from entering the school
- Adhering to the law and district policy pertaining to copyright and privacy rights in the use of hardware and software and in the transmission or copying of text or files
- Avoiding using the technology for personal or private business, for product advertisement, or political lobbying; and
- Avoiding the malicious use of information technology to disrupt the use of technology by others, to harass or discriminate against others, or to infiltrate unauthorized computer systems or areas

DISCIPLINARY ACTION(S)

Students or staff violating any of these Rights and Responsibilities will face disciplinary action(s). These actions may include:

- Banning their use of school information technology
- Attending training sessions
- Making financial restitution for any damages caused or for any unauthorized expenses incurred
- Criminal or civil charges/complaints being lodged against them with the police
- Suspension, dismissal or expulsion; and

Other disciplinary action as deemed appropriate by the Administration to the circumstances.

I understand that I am responsible for materials that I accessed and acquired on the Elk Rapids Public Schools network and I will abide by the Elk Rapids Public Schools Acceptable Use Agreement.

I further understand that any violation of the regulations may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and disciplinary action, including legal referral may be taken.

User Name (Please Print) _____

User Signature _____

Building Assignment _____

Date _____

*User to return original to the Superintendent's office.

User Agreement and Parent Permission Form

As a user of Lakeland Elementary's computer network, I agree to follow the Acceptable Use Policy and use the Internet in a responsible manner.

Student Name (print) _____

Student Signature _____

Date _____

As a parent or guardian of this student, I have read the terms and conditions of Lakeland Elementary's Acceptable use policy for Internet access. I understand that this free access is designed for educational purposes. However, I recognize that it is impossible to restrict access to all controversial materials and I will not hold Lakeland responsible for materials acquired or sent via the Internet. I accept responsibility for guidance of Internet use- setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring information and media.

I agree to allow Elk Rapids Schools to use my son or daughter's photo on the district's web site. Students are not identified by name when their picture is used on the web site. If you **do not** wish your son or daughter's picture to appear on the district's web site, please check the box below.

Please **do not** use my son or daughter's picture on the district's web site.

Parent Name (print) _____

Parent Signature _____

Date _____

School _____

Lakeland's Acceptable Use of Technology Policy

We are pleased to offer students at Lakeland Elementary access to the Internet. To gain access to the Internet, all students must obtain parental permission and must sign and return this form to the school office. An adult will be present during Internet use and topics researched will be approved by an educator.

The purpose of Internet access at Lakeland is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. Network access must be in support of and consistent with the educational objectives of Lakeland. Access to the Internet is made possible through an appropriate provider to be designated by Lakeland at its sole discretion. All users of the Internet must comply with this Acceptable Use Policy.

The following rules must be observed:

- No sending, displaying, or printing offensive or anonymous messages or pictures
- No using obscene language
- No harassing, insulting, or attacking others
- No damaging computers, computer systems, or computer networks
- No violating copyright laws
- No using another's password
- No trespassing in another's folders, work, files, or computer systems
- No intentionally wasting limited resources
- No employing the network for personal advertising, solicitations, or sales
- No divulging personal information about yourself or another
- Never give out your phone number or address
- Never meet with someone that you have met online without your parents and/or teachers permission and presence

Users will agree that the use of the Internet is a privilege, not a right, and inappropriate use will result in the immediate cancellation of those privileges. Violations may result in a loss of access as well as other disciplinary or legal action. Users will agree the administration, faculty, and parents will decide what is inappropriate use and that their decision will be final.

User Agreement and Parent Permission Form

As a user of Mill Creek Elementary's computer network, I agree to follow the Acceptable Use Policy and use the Internet in a responsible manner.

Student Name (print) _____

Student Signature _____

Date _____

As a parent or guardian of this student, I have read the terms and conditions Of Mill Creek Elementary's Acceptable use policy for Internet access. I understand that this free access is designed for educational purposes. However, I recognize that it is impossible to restrict access to all controversial materials and I will not hold Mill Creek responsible for materials acquired or sent via the Internet. I accept responsibility for guidance of Internet use- setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring information and media.

I agree to allow Elk Rapids Schools to use my son or daughter's photo on the district's web site. Students are not identified by name when their picture is used on the web site. If you **do not** wish your son or daughter's picture to appear on the district's web site, please check the box below.

Please **do not** use my son or daughter's picture on the district's web site.

Parent Name (print) _____

Parent Signature _____

Date _____

School _____

Mill Creek Elementary Acceptable Use Policy

We are pleased to offer students at Mill Creek Elementary access to the Internet. To gain access to the Internet, all students must obtain parental permission and must sign and return this form to the school office. An adult will be present during Internet use and topics researched will be approved by an educator.

The purpose of Internet access at Mill Creek is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. Network access must be in support of and consistent with the educational objectives of Mill Creek. Access to the Internet is made possible through an appropriate provider to be designated by Mill Creek at its sole discretion. All users of the Internet must comply with this Acceptable Use Policy.

The following rules must be observed:

- No sending, displaying, or printing offensive or anonymous messages or pictures
- No using obscene language
- No harassing, insulting, or attacking others
- No damaging computers, computer systems, or computer networks
- No violating copyright laws
- No using another's password
- No trespassing in another's folders, work, files, or computer systems
- No intentionally wasting limited resources
- No employing the network for personal advertising, solicitations, or sales
- No divulging personal information about yourself or another
- Never give out your phone number or address
- Never meet with someone that you have met online without your parents and/or teachers permission and presence

Users will agree that the use of the Internet is a privilege, not a right, and inappropriate use will result in the immediate cancellation of those privileges. Violations may result in a loss of access as well as other disciplinary or legal action. Users will agree the administration, faculty, and parents will decide what is inappropriate use and that their decision will be final.

User Agreement and Parent Permission Form

As a user of Cherryland Middle School's computer network, I agree to follow the Acceptable Use Policy and use the Internet in a responsible manner.

Student Name (print) _____

Student Signature _____

Date: _____

As a parent or guardian of this student, I have read the terms and conditions of Cherryland Middle School's Acceptable use policy for Internet access. I understand that this free access is designed for educational purposes. However, I recognize that it is impossible to restrict access to all controversial materials and I will not hold Cherryland Middle School responsible for materials acquired or sent via the Internet. I accept responsibility for guidance of Internet use setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring information and media.

I agree to allow Elk Rapids Schools to use my son or daughter's photo on the district's web site. Students are not identified by name when their picture is used on the web site. If you **do not** wish your son or daughter's picture to appear on the district's web site, please check the box below.

Please **do not** use my son or daughter's picture on the district's web site.

Parent Name (print) _____

Parent Signature _____

Date: _____

Cherryland Middle School Acceptable Use Policy

We are pleased to offer students at Cherryland Middle School access to the Internet. To gain access to the Internet, all students must obtain parental permission and must sign and return this form to the school office.

The purpose of Internet access at Cherryland Middle School is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. Network access must be in support of and consistent with the educational objectives of Cherryland Middle School. Access to the Internet is made possible through an appropriate provider to be designated by Cherryland Middle School at its sole discretion. All users of the Internet must comply with this Acceptable Use Policy.

The following rules must be observed:

- No sending, displaying, or printing offensive or anonymous messages or pictures
- No using obscene language
- No harassing, insulting, or attacking others
- No damaging computers, computer systems, or computer networks
- No violating copyright laws
- No using another's password
- No trespassing in another's folders, work, files, or computer systems
- No intentionally wasting limited resources
- No employing the network for personal advertising, solicitations, or sales
- No divulging personal information about yourself or another
- Never give out your phone number or address
- Never meet with someone that you have met online without your parents and/or teachers permission and presence, no chat room use is allowed

Users will agree that the use of the Internet is a privilege, not a right, and inappropriate use will result in the immediate cancellation of those privileges. Violations may result in a loss of access as well as other disciplinary or legal action. Users will agree the administration, faculty, and parents will decide what is inappropriate use and that their decision will be final.

Elk Rapids High School Acceptable Use Policy

LAST, FIRST NAME (Please print)

Date

ELK RAPIDS SCHOOLS STUDENT TECHNOLOGY, INTRANET AND INTERNET ACCESS AND ACCEPTABLE USE AGREEMENT

Effective the date noted above, this Student Technology, Intranet, and Internet Access and Acceptable Use Agreement hereafter referred to as "Agreement" is entered into between the student noted above, hereafter referred to as "Student," and the Elk Rapids Schools, hereafter referred to as "District," regarding the terms and conditions for access and acceptable use of technology, the Intranet, and the Internet, hereafter referred to as "Technology" for educational purposes.

Use of the District's Technology is limited to legitimate educational purposes to support and enhance the District's curriculum in a manner which is consistent with the District's mission statement. Access to and use of Technology through the District is a privilege offered to students for the following purposes:

- To assist in the collaboration and exchange of information;
- To facilitate personal growth in the use of technology;
- To enhance information gathering and communication skills; and
- To provide resources which will enhance the Student's entire educational experience.

In exchange for the privilege of access to and use of Technology through the District, the Student acknowledges that this privilege may be revoked at any time by the District at the sole discretion of the District and that improper use of Technology resources may also give rise to further disciplinary action consistent with District policies and/or the student handbook. The Student agrees to abide by the following terms and conditions:

- A. That the following uses of Technology throughout the District are strictly prohibited and may subject the Student to restriction, suspension, or termination of educational technology privileges, and appropriate disciplinary sanctions.
Such conduct includes, but not limited to the following:
1. Unauthorized entry into a file, whether to use, read, change or for any other purpose.
 2. Unauthorized transfer, deletion, or duplication of a file.
 3. Unauthorized use of another individual's identification password.
 4. Unauthorized access to telecommunications files or facilities.
 5. Interference with the work of another student, faculty member, or school official.
 6. Use of computing facilities to draft, send or knowingly view or receive inappropriate communications including, but not limited to, those communications which are indecent, offensive, obscene, profane, vulgar, threatening, defamatory, an invasion of privacy, or otherwise prohibited by law.
 7. Violation of copyright, trademark trade secrets or licensing agreements.
 8. Use of District's Internet for the purchase, sale, and/or advertisement or posting of goods or services.
 9. Use of the computing facilities for any activity viewed as detrimental to the stability and security of the District's Technology. This prohibited activity includes, but is not limited to:
 - a) The introduction of a virus, either intentionally or through irresponsible handling of data and telecommunications resources;
 - b) Malicious destruction of hardware, software, or data;
 - c) Attempting to learn or use accounts or passwords other than those issued to the Student; or
 - d) Disclosing for any reason, one's own password.
- B. That he/she is responsible for attending appropriate training sessions in the use and care of educational technology and should refrain from using any technology for which he/she has not received training.
- C. That he/she may be required to make full financial restitution for any damages to educational technology or unauthorized expenses incurred through the use of educational technology.

- D. That the District is a monitored telecommunications network and no stated or implied guarantee is made regarding the privacy of electronic mail (E-mail) or any other telecommunications.
- E. That the District and/or Internet resources are intended for exclusive use by the registered users and that he/she is responsible for the use of his/her account/password and/or access privileges.
- F. That the District 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.
- G. That the District shall not be liable for any direct or indirect, incidental, or consequential damages (including, but not limited to, lost data, information, or time, or any harm caused by exposure to offensive material) sustained or incurred in connection with the use and operation of the system or inability to use the system.
- H. That the District reserves the right to monitor information, activity, and file server disk space consumed by the Student.
- I. That the District reserves the right to use photos of Students along with their names within the District's Technology to promote the District.
- J. In consideration for the privilege of access to and use of Technology resources through the District, he/she releases the District, and its employees, agents, and operators from any and all claims of any nature arising from his/her use of, misuse of, or inability to use, the District's Technology resources.
- K. He/She agrees to abide by these rules and regulations of system usage and such further rules and regulations as may be further added from time to time by the District. These rules will be available in hard copy from the principal's office.

Signature of Student

Home Telephone

Home Address

City

Zip Code

**THIS AGREEMENT MUST BE SIGNED BY A PARENT OR GUARDIAN
IN ORDER FOR THE ABOVE NAMED STUDENT TO HAVE
ACCESS TO AND USE OF TECHNOLOGY RESOURCES**

As the Student's parent or guardian, I have read the Technology, Intranet, and Internet Access and Acceptable Use Agreement. I understand that the access to Technology is a privilege provided to students for educational purposes only. I will not seek to hold the District responsible for materials acquired on the Internet. I hereby release the District and its employees, agents, and operators from any and all claims of any nature arising from use of, misuse of, or inability to use District Technology resources. In addition, I agree to indemnify the District for any damage of liability caused by or arising out of my child's use or misuse of Technology resources or equipment as provided by the District.

Signature of Parent or Guardian

Date

OR

I do not want my student, _____, to have access to the Internet.

Signature of Parent or Guardian

Date