



## District Technology Plan

July 1, 2008 – June 30, 2011

URL: <http://www.salineschools.com/itd>

Washtenaw Intermediate School District  
State Code: 81  
District Code: 81120

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## **SECTION 2 – Introductory Material**

### ***District Mission Statement***

“We, the Saline Area Schools, will equip all students with the knowledge, technological proficiency, and personal skills necessary to succeed in an increasingly complex society. We expect that our students, staff, and the Saline community will share in these responsibilities. Our ultimate goal is to instill in our students a desire for life-long learning.”

### ***Introduction***

The Saline Area Schools is situated in Washtenaw County, southeast Michigan, approximately 45 miles west of Detroit and 8.74 miles south of Ann Arbor. The Saline community is comprised of mostly middle to upper class business and technical professionals. According to the 1999 US Census, the median family income is \$73,162 while the median household income is \$59,382. A large number of Saline residents are also affiliated with institutions of higher education, including the University of Michigan which is located nearby.

Saline Area Schools employs dedicated teachers, administrators and support staff who promote a positive learning environment for all our students and the Saline community. The district presently employs 321 teachers, 20 administrators and 234 support personnel. In collaboration with our dedicated teachers, administrators, support staff, community members and the Washtenaw Intermediate School District (WISD), Saline Area Schools is committed to preparing all our students for the 21<sup>st</sup> Century.

### ***Buildings and Facilities***

The Saline Area Schools, with support of our community members and stakeholders, opened a new elementary school, fall of 2002, and a new high school, fall of 2004, increasing our number of school buildings from 6 to 7. These seven school buildings house a total enrollment of approximately 5,500 students, grades K-12. The number of students enrolled in the “free and reduced” category of the National School Lunch Program (NSLP) is approximately 6%.

#### **Historic Union School**

Business Offices/Community Education  
200 N. Ann Arbor Street  
Saline, MI 48176  
734-429-8000

#### **Woodland Meadows Elementary**

Grades: 1-4 Enrollment: 391  
350 Woodland Drive  
Saline, MI 48176-1083  
734-944-8985/Fax: 734-944-8999

#### **Houghton Elementary School**

Grades: K Enrollment: 520  
555 Mills Road, Saline, MI 48176-1128  
Saline, MI 48176  
734-944-8960/Fax: 734-944-8965

#### **Heritage School**

Grades: 5-6 Enrollment: 876  
290 Woodland Drive  
Saline, MI 48176-1083  
734-944-8970/Fax: 734-944-8983

#### **Harvest Elementary School**

Grades: 1-4 Enrollment: 536  
1155 Campus Parkway  
Saline, MI 48176  
734-944-8901/Fax: 944-8902

#### **Saline Middle School**

Grades: 7-8 Enrollment: 890  
7190 N. Maple Road  
Saline, MI 48176-1606  
734-429-8030/Fax: 734-429-8036

#### **Pleasant Ridge Elementary**

Grades: 1-4 Enrollment: 488  
229 Pleasant Ridge Drive  
Saline, MI 48176-1506  
734-944-8940/Fax: 734-944-8945

#### **Saline High School**

Grades: 9-12 Enrollment: 1777  
1300 Campus Parkway  
Saline, MI 48176-1606  
734-429-8030/Fax: 734-429-8036

## **SECTION 3 – Vision and Goals**

### ***District Vision***

The Saline Area School District is committed to accomplishing its Mission Statement and making its Vision a reality through adherence and a commitment to the following Belief Statements which describe our culture and values:

1. A constancy and consistency of purpose with a focus on providing educational experiences that meet or exceed World Class Standards.
2. Responsiveness to the need for meaningful, positive change based on the needs of students, parents, community, business and industry.
3. A commitment to continuous improvement in all that we do organizationally and individually.
4. The creation of a learning organization wherein all employees are supported and encouraged to continue to attain new knowledge and skills and constantly enhance their knowledge base.
5. The institution of systemic monitoring, evaluating and adjusting of individual and organizational performance in a continuous and consistent manner.
6. The establishment of an atmosphere and a structure which encourages employee involvement and participation in making and implementing decisions affecting the future of Saline Area Schools and which fosters open communication throughout the organization.
7. The institution of ongoing training programs for all employees based on the ever changing needs of students and society.
8. The integration of a quality and excellence philosophy into the mind set of every employee as well as assistance in translating that philosophy into everyday practice.
9. The development of an organizational environment that nurtures trust and respect and eliminates the fear which stifles innovation and risk-taking.
10. The implementation of an organization-wide program of reaching out to parents, community, business and industry in recognition of a need to work together on all fronts to make our community all it can be.
11. The commitment to integrity without compromise in all matters both internally and externally.

### ***We believe that:***

- ❖ Students of all ages can learn in an environment of honesty and mutual respect.
- ❖ The effectiveness of our schools is measured by student outcomes.
- ❖ The quality of educational outcomes is improved by collaboration among students, employees, schools, home, and community.
- ❖ Students must be active participants in their own education, their community, and their world.
- ❖ The educational process can be enhanced by recognizing multiple intelligences and by providing alternative instructional models to address students' differences, varied learning styles and talents.
- ❖ An integral part of learning is adapting to change.
- ❖ Students must be in a safe and secure environment in order to maximize learning.

### ***Technology Plan Goals***

This District Technology Plan supports the Saline Area Schools' belief that the educational process can be enhanced by recognizing multiple intelligences and by providing alternative instructional models to address student's differences, varied learning styles and talents. The following goals are consistent with our beliefs, School Improvement Plan, and provide a foundation for this three year District Technology Plan.

**Curriculum Integration** - It is the goal of the Instructional Technology Department to assist every user with becoming technologically self-sufficient. This goal encompasses giving teachers the skill and knowledge to incorporate technology seamlessly into their curriculum; and every user the ability to determine the best use of available technology in relation to their task.

**Student Achievement** - The particular goals for the district teachers and students are to utilize technology to enhance and supplement the core curriculum to better exit outcomes. All students and staff will continue to learn how to use technology effectively to develop information literacy for all. Technology will become a seamless component of the curriculum to enhance instruction in a multi learning environment. The growth of communication among students, staff and the community will encourage an environment of learners to expand beyond Saline.

**Professional Development** - Major goals of the technology plan encompass professional development for staff, curriculum integration in all areas and consistent support to ensure the infrastructure and hardware necessary for the success of the district goals and school improvement plan. An environment in which technology systems consistently function to support the needs of the users will be maintained.

**Infrastructure** - The Saline Area Schools Instructional Technology Department will provide the necessary education, guidance and equipment to develop a technology rich learning environment. Our goal is to prepare students to utilize the tools and resources necessary to succeed as life-long learners.

**Funding and Budget** - Given the downturn in financial conditions in Michigan and challenges with both state and federal funding, it is extremely difficult to plan for sustainable upgrades and a replacement plan for our technology. Nonetheless, a combination of cooperation, creativity and perseverance will navigate Saline Area Schools through these tough times. Our goal for our technology budget is to provide and coordinate any and all funding sources necessary to meet our technology objectives and strategies in this three year plan.

**Monitoring and Evaluation** - The Saline Area Schools goal is to "...develop and implement a district wide multiple assessment plan consistent with the Vision, Mission, Guiding Principles, Beliefs, Key Elements and Exit Outcomes to maximize quality teaching and learning in Saline Area Schools". The district technology committee will regularly monitor and evaluate the effectiveness of our technology plan goals and determine any midcourse corrections, if any, during the course of this plan.

### ***District Technology Planning Teams***

The District Technology Committee will meet on a quarterly basis for the duration of this three year District Technology Plan to determine the extent to which the strategies are effective in achieving our goals. The individual Building Technology Committees will meet on a monthly basis to manage and implement the strategies outlined in this three year plan.

The following positions, unless otherwise vacant, encompass the members for either of the two committees; District Technology Committee and Building Technology Committee.

- ❑ Director of Technology
- ❑ Technology Specialists
- ❑ Executive Director of Curriculum
- ❑ Building Principals
- ❑ Media Specialists
- ❑ Building Teacher Representatives
- ❑ Support Staff Representative
- ❑ Community Representative

## I. CURRICULUM

### **SECTION 4 – Curriculum Integration**

The ISTE (International Society for Technology in Education) standards are the measure by which the State of Michigan will hold all schools across the state accountable for technology instruction and use for all administrators, staff, parents, and students. The Saline Area School District will also use the standards as a guideline in developing goals and strategies across the curriculum using technology to improve teaching and learning. The staff of Saline Area Schools is committed to the ongoing review and development of district wide benchmarks and the integration of technology with the curriculum. Goals included in this technology plan include:

- ❑ Curriculum review cycles every 4-5 years
- ❑ Software review procedures established based on curriculum standards and learner outcomes
- ❑ Learner outcomes emphasize the integration of technology across all curriculum areas
- ❑ Strategies to improve learning through the integration of technology tools are evaluated based on research studies from organizations such as CEO Forum, CARET, NCREL, and ISTE
- ❑ Use video streaming in classroom projects to integrate curriculum specific video into the classroom

Availability of wireless carts as well as computer labs improves the accessibility of technology resources to students across all curriculum areas. The goals of the technology plan also enable teachers to explore more areas and research skills with students, as detailed by ISTE and technology literacy guidelines. The long-term goal of 1:1 computing will improve student learning, while encouraging staff to accommodate various styles of learning for all students to be successful.

As identified in the Saline Area Schools School Improvement Plan, technology tools will be used to support the twelve Key Elements of Instruction which include the following:

**Basic Skills** - Technology integration in all content areas as identified in the Michigan Core Curriculum

**Authentic Assessment** - Technology tools and programs used to demonstrate real knowledge

**Integrated Interdisciplinary Curriculum** - Use technology to create reality-based educational experiences, specifically through the Career Pathways programs.

**Outcomes-Based Education** - A planned educational program based on outcomes using technology tools, such as the online testing pilot through the WISD with EdVision.

**Multiple Intelligence** - Technology resources will allow teachers to create a learning environment which will accommodate all learning styles.

**Heterogeneous Grouping** - Online interaction will allow students to encounter more real world experiences.

**Higher Order Thinking** - A major benefit of technology use will be to develop higher order thinking through the progression of student centered learning activities.

## **SECTION 5 – Student Achievement**

As defined in the district school improvement plan, strategies to measure the success of students in this process of Twelve Key Elements of Instruction will include comparison of graduation data from year to year and the percentage of students receiving endorsements. In addition, Saline Area Schools has developed a performance based assessment program that is related to the Michigan Core Curriculum (<http://www.michigan.gov/mde/0,1607,7-140-28753---,00.html>) and technology integration outcomes for all grade levels and courses in the K-12 curriculum.

### **Technology Integration Outcomes**

Kindergarten	<ul style="list-style-type: none"> <li>• Know the proper use of the computer</li> <li>• Learn and identify computer components; Type name</li> <li>• Explore and use presentation software, such as KidPix</li> </ul>
First Grade	<ul style="list-style-type: none"> <li>• Further basic knowledge of computer components and terms</li> <li>• Further presentation skills</li> <li>• Create simple sentences</li> <li>• Save a document</li> </ul>
Second Grade	<ul style="list-style-type: none"> <li>• Appropriate care of equipment</li> <li>• Log on procedures</li> <li>• Introduction to keyboarding</li> <li>• Saving documents</li> <li>• Basic word processing skills such as open and save</li> <li>• Develop an awareness of the uses of the computer as a research and production tool</li> </ul>
Third Grade	<ul style="list-style-type: none"> <li>• Continuing to use appropriate care and basic functions</li> <li>• Begin multimedia presentations</li> <li>• Guided web searched</li> <li>• Further keyboarding skills</li> <li>• Basic text editing in word processing, such as highlighting text and font size</li> </ul>
Fourth Grade	<ul style="list-style-type: none"> <li>• Type a paragraph using edit functions, including cut, copy and paste, spell check</li> <li>• Introduce tab and return keys</li> <li>• Explore multimedia options</li> <li>• Continue guided internet searches</li> <li>• Continue keyboarding skills</li> </ul>
Fifth Grade	<ul style="list-style-type: none"> <li>• Students will be able to type 5-10 words per minute</li> <li>• Reinforce cut, copy and paste word processing skills</li> <li>• Create a paper with at least 2 paragraphs and a title</li> <li>• Edit the paper using the toolbars, menus or keyboard commands</li> <li>• Use the print preview and undo functions</li> <li>• Create a three slide presentation</li> <li>• Create a multimedia project with sound, graphics, and text</li> <li>• Use the flat bed scanner</li> <li>• Introduce the digital camera and transfer and image to a document</li> <li>• Enter data into a spreadsheet and graph the results</li> <li>• Create a simple formula</li> <li>• Continue exposure to guided internet searches</li> <li>• Introduce computer ethics</li> <li>• Fair Use and Copyright Guidelines</li> </ul>

Sixth Grade	<ul style="list-style-type: none"> <li>• Learn all keyboard fingering</li> <li>• Continue keyboarding proficiency skills</li> <li>• Create a document, insert a picture, and wrap text</li> <li>• Create a newsletter, utilizing columns, graphics, headers and footers, along with Word Art, and other word processing skills</li> <li>• Use the print preview and undo functions</li> <li>• Create a multimedia project that incorporates more advanced skill and integration</li> <li>• Use the digital camera to insert a photo into a document</li> <li>• Learn how to use simple formulas</li> <li>• Follow the stock market by way of a spreadsheet</li> <li>• Continue to learn Internet research skills</li> <li>• Design a webpage in HTML with text, title, graphics, and hyperlinks</li> <li>• Will design a web page editor</li> <li>• Will gather research for a multimedia project</li> <li>• Fair Use and Copyright Guidelines</li> <li>• Will be introduced to computer ethics</li> </ul>
Seventh Grade	<ul style="list-style-type: none"> <li>• Touch typing of 15-20 words per minute</li> <li>• Application of word processing, multi-page reports, business letters and templates</li> <li>• Students will create a brochure, utilizing columns, graphics, headers and footers, along with previous word processing skills</li> <li>• Students will create an integrated multimedia application with one of their core classes</li> <li>• Students will gather data, input data into cells and create graphics in order to draw conclusions</li> <li>• Cell navigation, fill, sort</li> <li>• Students will design a basic web page with text, title, graphics and hyperlinks</li> <li>• Use search engines and learn how they work, search the internet to find information</li> <li>• Introduction to copyright law, Netiquette</li> <li>• Reinforce Computer Ethics</li> </ul>
Eight Grade	<ul style="list-style-type: none"> <li>• Touch typing of 20-30 words per minute</li> <li>• Create a newsletter, utilizing columns, graphics, headers and footers, along with all other word processing skills</li> <li>• Create an integrated multimedia application with one of their core classes</li> <li>• Students will gather data, input data into cells and create graphs in order to draw conclusion</li> <li>• Students will search and gather information from the Internet and incorporate it into a project</li> <li>• Students will design a basic web page with text, title, graphics and hyperlinks</li> </ul>
Grades 9 - 12	<p>Students will use Netiquette when communicating over the Internet</p> <p>Reinforce Computer Ethics Career, Planning and Exploration (CPE) is a requirement for graduation. Students will explore technology skills, develop portfolios, and explore education and career goals throughout their high school years.</p>

In review of our technology integration outcomes, measurable technology integration strategies will be developed within the guidelines of our school improvement goals. The technology integration strategies will also align with the recommended framework established by NCREL and supported by ISTE standards. Review and assessment will align with recommendations and support from the district website at [http://salineschools.com/users/lanej/lesson\\_plans.html](http://salineschools.com/users/lanej/lesson_plans.html).

## **Technology Integration Timeline**

Year 1 – 2008-2009	<p>Continue to update and improve technology standards and outcomes as a component of curriculum and integrated across the curriculum. The state has established benchmarks for every student to achieve K-8, thereafter more focus on continued integration across curriculum. In addition:</p> <ul style="list-style-type: none"> <li>• Develop a plan to expand the use of online learning opportunities at the middle and high school levels</li> <li>• Develop in-house curriculum mapping tool and associated training</li> <li>• Continue technology standards &amp; outcomes development</li> <li>• Continue use of Student Electronic Portfolios</li> </ul>
Year 2 – 2009-2010	<ul style="list-style-type: none"> <li>• Continue technology standards &amp; outcomes development</li> <li>• Continue use of Student Electronic Portfolios</li> <li>• Move towards implementation of K-12 Planet, parent web-portal</li> <li>• Develop an intranet Portal for Staff to share ideas and get help with Curriculum related issues</li> </ul>
Year 3 – 2010-2011	<ul style="list-style-type: none"> <li>• Continue technology standards &amp; outcomes development</li> <li>• Implement a replacement policy to keep hardware resources current.</li> <li>• Explore online resources for students that are not restricted to operating system or browser and accessible from anywhere.</li> <li>• Continue use of Student Electronic Portfolios</li> </ul>

### **SECTION 6 – Technology Delivery**

Saline Area Schools delivers a variety of courses and curricula through the use of technology, including but not limited to the following distance learning technologies:

#### ***District Website***

The district website ([www.salineschools.com](http://www.salineschools.com)) is the information center for the district as well as the community. The website allows public access to important information quickly and efficiently while other areas provide important documents, instructional information and other relevant resources for administrators, teachers, support staff, students and parents. There is a secure Login area for administrators and staff to access their email and other important resources and a secure Gradebook Portal for parents and students to access semester grades.

#### ***Grolier Online Encyclopedia***

Saline Area Schools, with cooperative pricing and secure access through WISD, provides Grolier Online Encyclopedia to our community. This resource is an online encyclopedia made available to both teachers and students and can be accessed at school and home.

#### ***Internet Access***

Saline Area Schools obtains internet services through the WISD which provides our district with a large cost savings of 40% through the E-Rate program. This allows the district reliable high-speed internet connections with year-round access to research data, resources, and equipment that connect our district to a global information network

### ***Michigan Virtual High School***

The Michigan Virtual High School (MVHS) is an online resource available through the Michigan Department of Education. This resource enables Michigan high schools to provide courses (all taught by certified teachers) and other learning tools that students wouldn't otherwise have access to.

### ***SWWC***

Saline Area Schools houses and supports many technology related classes such as Auto Tech, Cad/Cam (Machine tool), Welding, Agriscience, Computer Service, Marketing, and Visual Imaging Technology. Saline is the largest stakeholder in a five area school consortium participating in these programs.

### ***Teacher Web Pages***

At Saline Area Schools, staff development has been offered with Moodle, accessible at: <http://moodle.salineschools.com> for the purpose of helping teachers create an online extension of their classroom. All teaching staff are supported and encouraged to establish a webpage for the purpose of communicating instructional policies and materials with students and parents.

### ***United Streaming***

A subscription to United Streaming Video provides each classroom the ability to view selected video segments pertinent to their lessons for improving teaching and learning. Provided by the WISD, users have the opportunity to access this instructional technology where they can access 5,000 digital educational videos, over 50,000 video clips, over 20,000 digital images and other resources for the classroom online.

### ***Voice***

An Ericsson phone system provides each classroom with phone communication with voice mail capability. Connections between buildings are made via fiber optic cabling. All district administrators, the technology staff and buildings and grounds staff also carry wireless cell phones with two-way radio capability and internet access.

### ***Video***

Cable television is provided to all classrooms. A video messaging system is being used in many of the buildings at the front entryway and provides real-time announcements from our webpage. Video content can be broadcast locally in each building from the head end as well as a mobile video cart with multiple drops in each classroom. Many buildings broadcast morning announcements using this video network.

## **SECTION 7 – Parental Communications and Community Relations**

Saline Area Schools believes in the importance of collaboration and communication with our parents and the community at large. In the past we have provided many opportunities for our community to access our technology. As a district we are committed to constantly searching for new ways to foster this relationship. Below are examples of ways in which we accomplish this.

Mailing lists, district and school websites, local access TV channel on the community cable network are available to all our community members and stakeholders. Numerous mailing lists are also maintained by the district on our website. With more than 2500 subscribers, the lists are used to communicate with parents and the community with not only general information and events, but also emergency closings and events that might impact them. These lists include a

monthly district information list, school mailing lists, various organization lists, and our school closing and delay lists.

The district website also contains a great deal of information for the community as well, i.e., Community Education and Athletic events. The District Technology Plan is available to all community members online at [www.salineschools.com/itd/techplan.html](http://www.salineschools.com/itd/techplan.html). Individual building announcements are posted on the district website. Subscriptions to community email lists are available for snow day cancellation alerts and other district or building activities. All emergency notices are posted to our homepage as well.

Currently, we are implementing Powerschool as our grading program for grades 5-12. This software has built in functionality that allows grades to be displayed on the web. Many teachers have chosen to use this online resource. There will be continued research into software that incorporates more parental involvement on our website.

In addition to these district on-line resources, the IT department has assisted the Saline Public Library and helped establish technology resources at our local Senior Citizen Center that is now housed in our Middle School. During the course of this plan, students will have the ability to access their server space from the Saline Public Library after school hours. Our Community Ed department offers a wide range of classes for students, parents, community members, staff and seniors after school and in the evenings. The technology department has donated equipment and time to help seniors in the use of technology. We have also assisted in the configuration and maintenance of their infrastructure.

## **SECTION 8 – Collaboration**

There is strong connection between the District Community Education Department and the Saline Area Schools. In fact, Community Education uses every building in the district on a daily basis. The District's Community Education Department has offered numerous technology courses to the Saline community over the years. One of the current offerings is "Know What Your Kids Know", a course that features the technology that is available to Saline Area Schools' students and has been well received by the community. "Computer Boot Camp" is another program offered to the community and targeted at senior citizens and beginning computer users. This class teaches the basics – starting with where the "on" switch is located. Additional course offerings will be explored as interest warrants.

Coordination between the Curriculum department and the ITD ensures technology needs for the ESL program are met. As the need develops, the technology department will fully support Adult Literacy programs that may arise. Currently, Adult Literacy and Adult Education GED certification programs are not provided through the Saline Area School district.

## II. PROFESSIONAL DEVELOPMENT

### **SECTION 9 – Professional Development**

Instructional Technology Professional Development is the key to the ongoing success for the use of our technology throughout the district. The goal of Saline Area Schools’ professional development offerings is to ensure, not only that technological skill and proficiencies are attained, but also that these proficiencies are incorporated into the classroom to ensure continued success of all students within the district. Accordingly, the goals and objectives of technology professional development are to establish ongoing schedules of technology staff development focusing on improving student achievement and encouraging self-directed learners

The purpose of our technology professional development is to encourage all staff to pursue the many avenues of technology integration and also promote a network of peer support for technology rich teaching practices through the use of shared resources. Opportunities for further personal professional development will focus on those technology skills most applicable to one’s learning environment to secure positive student outcomes. In addition, our staff has, and will continue, to participate in a wide range of professional development activities offered by the WISD.

The Saline Area School District is committed to the professional development of all our staff and provides four paid days of training in support of such commitment. Opportunities for educational technology professional development have been an ongoing coordinated effort between Instructional Services and ITD. Each teacher is given individual teacher improvement money that can be used as the teacher perceives the need.

Our technology department plans and continues to offer a variety of ongoing professional development sessions that are scheduled for individual building needs as well as open sessions for drop in learning opportunities for all staff. These professional development sessions include training on software such as PowerPoint and Dreamweaver. Future sessions will include training on Smart Boards, Moodle, Power School and other technologies as requested by the staff. Monthly meetings on software applications and equipment use will also be scheduled and provided as needed during the course of this plan.

Saline Area Schools’ plans to have staff training on the implementation of our new student management system including one half day training at the onset and regularly scheduled follow-up trainings at key times throughout the course of this plan. These key times include first progress report, report card and end of semester marking periods. Following is the tentative timeline for conducting our professional development activities:

#### **Technology Professional Development Timeline**

Year 1 - 2008-2009	<ul style="list-style-type: none"> <li>• Curriculum Mapping</li> <li>• Power School &amp; Power Teacher (WISD)</li> <li>• Power Teacher Training (District)</li> <li>• Follow-up training for Power Teacher</li> <li>• Implement training for Moodle Software</li> </ul>
Year 2 - 2009-2010	<ul style="list-style-type: none"> <li>• Continue Powerschool Training, as needed</li> <li>• Distance Learning opportunities for Professional Development</li> <li>• Follow-up training for Moodle Software</li> </ul>
Year 3 - 2010-2011	<ul style="list-style-type: none"> <li>• Continue Powerschool Training, as needed</li> <li>• Distance Learning opportunities for Professional Development</li> <li>• Continue Moodle Software training as needed</li> </ul>

## **SECTION 10 – Supporting Resources**

Current resources established to support technology professional development include but are not limited to the following:

- ❑ Online helpdesk
- ❑ Online documentation
- ❑ Open Labs
- ❑ On-line services including Grolier On-line Encyclopedia, United Streaming, Follett and Web Path Express
- ❑ Access to computers, software and other technological equipment as productivity tools.
- ❑ Review products and equipment with available/appropriate vendors.
- ❑ Modeling/Coaching/Peer Support
- ❑ Website PD support/development/resources
- ❑ Online Trainings
- ❑ QuickTime streaming resources
- ❑ Curriculum mapping software training to assist in aligning state benchmarks
- ❑ Staff development for new data warehousing
- ❑ Distance Learning opportunities
- ❑ Professional development activities offered by the WISD
- ❑ Collaboration with local business and professional organizations, including colleges and universities

### III. INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT, AND SOFTWARE

#### **SECTION 11 – Infrastructure Needs/Technical Specification, and Design**

The technology infrastructure within the Saline Area School District will provide access through various means of data transport as well as a set of online resources to:

- ✓ Promote learning
- ✓ Promote communication
- ✓ Deliver customized, cost effective services
- ✓ Share, manage and store information resources

Staff, teachers and students will have access to technological tools for instruction, and are provided with technical assistance on its use to enhance instruction and improve student achievement. This is accomplished with the following computer standards for our district:

- Computers will be provided for every teacher in the district.
- Computers will be used to perform record-keeping tasks and access the district curriculum, Internet e-mail and specific curriculum content.
- Computer labs in each of the buildings for entire class use and individual use.
- Wireless laptops may be checked out from the media centers for class, small group and individual use.
- All computer workstations will have access to the district network shared and personal resources and the Internet.

#### ***Building Equipment***

Each of our school buildings is equipped with a minimum of one document camera, and a digital sender and data presentation system. In addition, there are multiple digital cameras (both still and video), laptop carts with wireless access points, color printers, DVD players, LCD projectors, SmartBoards and computer labs.

#### ***Classroom Equipment***

Each (K-6) classroom is equipped with one teacher computer and up to 5 classroom computers (all with network connectivity), a laser printer, a wall mounted, 32” television (with cable access) that can be connected to the teacher’s computer, a VCR, and a telephone. Each (7-12) classroom is equipped with one teacher computer (with network connectivity) and a laser printer. In addition these classrooms have a ceiling mounted LCD projector (Epson XGA 81c) that connects

#### ***Data Storage, Recovery and Security***

A multi-terabyte SAN has been installed to provide storage for all our users. Saline has centralized all critical services and installed a natural gas generator to power these services if electrical power is interrupted. Our backup system, Bacula, a service provided through our Linux server software, is used for data recovery. All workstation and servers are protected by Norton Anti Virus software.

#### ***District Website***

Saline Area Schools provides onsite webhosting services for our community website. Our website provides staff, students, parents and community members’ access to district news, a staff helpdesk, and student grade portal via a secure login. Other features include calendars, forms center, staff directory and student assistance programs. ([www.salineschools.com](http://www.salineschools.com))

### ***E-mail Service***

Saline Area Schools provides e-mail services to all district-wide administrators, teachers and other staff members to communicate with one another. Each staff member is given an email account after the district receives a signed AUP.

### ***Hardware Replacement***

During 2008-2009, Saline Area Schools implemented a replacement policy for workstations and laptops. This hardware replacement policy ensures that all staff and students have up to date technology available for enhancing teaching and learning.

### ***Helpdesk***

System, workstation and OS upgrades now allow the IT Department to remotely control most machines within the district. Often a phone call results in the tech sharing the screen with the teacher to guide them through a problem. This allows the staff to better use their time in assistance and eliminate/reduce time spent in travel. Requests for assistance are submitted via a help ticket to our district help desk on our website. Delivery of our help desk assistance consists of individual contact, either email or voice mail, on line documentation links, remote assistance and/or classroom visits.

### ***Internet Access***

Upstream Internet service is provided by the WISD via fiber optic cable. This service allows Saline Area Schools to utilize distance learning opportunities such as United Streaming Video and Grolier's Encyclopedia at a reduced cost.

### ***Operating Systems***

A secure network with a combination of Windows and Linux platform servers is maintained for all data services. We have invested much time in implementation and configuration of Linux, thus providing us with efficient, but cost effective services. These network services operate via a blend of open source and proprietary software and systems. Most workstations attached to the network are Mac OS X or Windows XP and protected by Norton Anti Virus software.

### ***Software Applications***

The Saline Area School District is committed to providing quality resources to support teaching and learning with technology. District supported software is installed on all equipment and such list is identified on a district webpage. Resources to online tutorial and other beneficial sites are updated to our website on a regular basis.

### ***Telecommunications***

An Ericsson phone system provides each classroom with phone communication with voice mail capability. Connections between buildings are made via fiber optic cabling. All district administrators, the technology staff and buildings and grounds staff also carry wireless cell phones with two-way radio capability and internet access.

### ***Video Distribution***

The district's video distribution frame has C and Ku satellite capabilities as well as a selectable channel feed from the local cable provider. Available channel lists are available on our website. A QuickTime streaming server allows for stored video content as well as live events to be shared on our district web page. The City of Saline's local cable access station, SCTN (Channel 18) is run and maintained in a TV studio operated by staff and students at Saline High School.

**Workstations**

Saline Area Schools’ district-wide workstations are connected with category 5e or 6 wiring, and between buildings and distribution frames with Gigabit fiber optic links. There are approximately 2500 workstations district-wide.

**Wide Area Network (WAN)**

At this time, all school buildings are connected via fiber optic cabling. This connectivity provides us with a wide area network (WAN) that consists of multiple VLANs. These VLANs allow us greater flexibility to distribute access to software, data files and the Internet. Our network connects over 2500 workstations and provides staff access to print services, e-mail, Internet and network shared data. Cisco switches and routers direct the flow of data at up to 1 GB back to the WISD for access to the internet, [Appendix A](#). The building network equipment has been expanded to allow for future growth and individual computers have been replaced and rotated to remove older models. Citrix has been purchased to extend the life of some older machines.

**Future Technology Needs**

Saline Area Schools plans to implement a new student management system, Powerschool, in the Fall of 2008. This new student management system gives the district an external interface that allows parents and students access to real-time information such as grades and attendance, while providing a secure way to communicate with teachers from home.

During the 2008/09 school year, Saline Area Schools plans to implement a new course management system, Moodle, a free, open source software package designed with sound pedagogical principles, to help educators create effective online learning communities. Users can download and use Moodle on any computer any time anywhere.

In conjunction with the new student and course management systems, Saline Area Schools also plans to implement a virtual server solution which will provide greater stability and failover options for minimizing down time.

Following is the proposed timeline for our infrastructure upgrades during the course of this three year plan:

**INFRASTRUCTURE TIMELINE**

<b>Year 1 - 2008-09</b>	<ul style="list-style-type: none"> <li>• Implement Powerschool</li> <li>• Deploy Virtual Server Option</li> <li>• Replace teacher workstations as budget allows</li> <li>• Upgrade student workstations as budget allows</li> <li>• Replace all Special Ed teacher workstations as budget allows</li> </ul>
<b>Year 2 - 2009-10</b>	<ul style="list-style-type: none"> <li>• Replace teacher workstations as budget allows</li> <li>• Upgrade student workstations as budget allows</li> <li>• Replace all Special Ed teacher workstations as budget allows</li> </ul>
<b>Year 3 - 2010-11</b>	<ul style="list-style-type: none"> <li>• Replace teacher workstations as budget allows</li> <li>• Upgrade student workstations as budget allows</li> <li>• Replace all Special Ed teacher workstations as budget allows</li> </ul>

### ***Technical Support***

The IT Department oversees technology services throughout the district. An online help desk continues to support and document user needs for technical assistance and provides an accurate overview of district needs. In addition, the Saline Area Schools website serves as a gateway to this help desk as well as technical support in the form of online documentation for all equipment, and instruction sheets for many district technology needs.

Support for all technologies, as well as specific software applications, is provided by the staff of the IT Department. Maintenance of all systems is coordinated by the IT Department on an as needed basis or annually. Since repairs are done in-house whenever possible, our Hardware Repair Technician is certified to repair Epson, Apple, HP and Dell products. The Information Technology Department consists of the following positions:

- Director of Technology
- Network Administrator
- Systems Administrator
- Building Technical Support Staff (3)
- Hardware Repair Tech

Each building also has an individual technical specialist assigned for a designated number of hours per week. This technical specialist is available before or after school for questions and short instruction on technology use. If more in-depth instruction is needed a before/after class training may be scheduled for a small group. At the High School only, students are used in a limited capacity for basic hardware and software troubleshooting.

### **SECTION 12 – Increase Access**

The Instructional Technology Department has taken an active role in the district's Assistive Technology Committee. A representative from our IT Department attends all Assistive Technology meetings and works with the Special Education Department to assist all special needs students with their technology needs.

Availability of wireless carts as well as computer labs within the Saline Area Schools improves the accessibility of technology resources to all students across all curriculum areas. The goals of the technology plan also enable teachers to explore more areas and research skills with students, as detailed by ISTE and technology literacy guidelines.

Presently, our district website has access to several online resources such as Follett and Web Path Express. During the 2008/09 academic year we will further our efforts to increase access to technology with the community by expanding our home access to include Powerschool. This service will be directly linked on our district website while secure logins will provide this portal.

Saline Area Schools will also implement a new Course Management System (CMS) named Moodle which is a free, open source software package designed for downloading and using on any computer. This service will increase access, anytime, anywhere, to dynamic learning communities created by our teachers.

## IV. FUNDING AND BUDGET

### **SECTION 13 – Budget and Timetable**

To support the technology projects, professional development, and implementation timelines identified in this 2008-2011 Technology Plan, funding has been secured through our general operations budget, E-Rate and some Bond and Grant funds. The budget and timetable for this three year technology plan is as follows:

### **THREE YEAR TECHNOLOGY PLAN BUDGET**

<b>LINE ITEMS</b>	<b>YEAR 1 2008-09</b>	<b>YEAR 2 2009-10</b>	<b>YEAR 3 2010-11</b>
<b><u>Funding Sources</u></b>			
General Funds	\$968,825.00	\$788,247.00	\$805,263.00
E-rate Funds	\$30,000.00	\$32,000.00	\$34,000.00
<b>Total Funding Sources:</b>	<b>\$998,825.00</b>	<b>\$820,247.00</b>	<b>\$839,263.00</b>
<b><u>Expenditures</u></b>			
Communication-Phone/Fax	\$2,500.00	\$2,500.00	\$2,500.00
Computer Supplies	\$9,500.00	\$9,500.00	\$9,500.00
Contracted Services	\$101,386.00	\$103,274.00	\$105,199.00
Hardware Upgrades	\$193,000.00	\$50,000.00	\$50,000.00
Maintenance Contracts	\$44,800.00	\$49,280.00	\$54,208.00
Professional Development	\$8,325.00	\$8,325.00	\$8,325.00
Printed Materials and Costs	\$1,500.00	\$1,500.00	\$1,500.00
Equip. Repair/Maintenance	\$29,700.00	\$29,700.00	\$29,700.00
Software	\$109,910.00	\$58,000.00	\$60,000.00
Technology Staffing	\$498,204.00	\$508,168.00	\$518,331.00
<b>Total Expenditures</b>	<b>\$998,825.00</b>	<b>\$820,247.00</b>	<b>\$839,263.00</b>

## **SECTION 14 – Coordination of Resources**

The administration is supportive of technology as much as possible with very limited financial resources available. Our district participates in many state and county opportunities to save money on our technology purchases by working with the REMC Bid program and MICTA. In addition, our ISD has negotiated lower subscription rates on many on-line subscriptions, i.e., Grolier On-line and United Streaming. Unfortunately, due to difficult budget times these cost saving amounts are not sufficient to support all the technology purchases we desire. However, alternate funding, such as grants, will be consistently explored and secured to help offset any budget shortfalls.

### ***Bonds***

Saline Area Schools has been fortunate to have two technology supportive bond issues over the past 10 years. Project 2000 is drawing to a close and with difficult budget times ahead all efforts have been made to plan for growth in all infrastructure purchases with possible future Bond projects.

### ***Universal Service Fund (USF) - E-rate***

The Saline Area Schools has applied for and will continue to apply for funding through the USF E-rate Program, which is a federal program created to provide discount reimbursements and assist most schools and libraries with obtaining affordable technologies, including telecommunications and internet access. Discounts are based on an individual schools' enrollment in the National School Lunch Program (NSLP). The Saline Area Schools anticipates obtaining approximately \$34,000 annual average reimbursement from the E-rate Program for local, long distance and cellular telecommunication services. Our internet service, which is provided through the WISD, is also eligible for E-rate discounts through the Washtenaw County Consortium.

### ***Grants***

The Saline Area Schools will continue to seek out federal and state grants that will help in implementing our long-range technology plan. Any grant funds received will be disbursed according to the goals and objectives outlined in our technology plan.

## V. MONITORING AND EVALUATION

### **SECTION 15 – Evaluation**

Due to reduced staff and other financial constraints training, on a one to one ratio, has been eliminated. To compensate for this the department has moved to various on-line learning tools such as Atomic Learning and other district created on-line tutorials for staff. This is a very new approach for us. It is necessary to accommodate fewer personnel without a reduction in support. For this reason assessment of these tools will be our primary focus for this next reporting period.

A district-wide subscription to Zoomerang, a survey tool that allows quick feedback that can be used in multiple ways, to assess needs will be heavily relied upon. These surveys will measure the effectiveness and use of technology and will be evaluated on a regular basis. Quarterly and annual surveys will be developed, conducted and analyzed jointly by the Executive Director for Curriculum and the Director of Technology to determine future training and support plans. The district will implement the assessment tools as recommended by the NCREL association and refer to the framework also established by NCREL.

### **SECTION 16 – Acceptable Use Policy**

#### ***Filter Efforts***

It is the Saline Area Schools intent to preserve network bandwidth and improve network response times by limiting Internet access to educational-related sites. The WISD owns and operates a Barracuda Spam and Virus Filter that services our district as well as other local constituent districts. All inbound mail flowing to our district mail servers is first filtered through the WISD Barracuda filter for spam and known viruses. In addition, all Saline Area Schools' workstations and servers are protected by Norton Anti Virus software and subscribes to a content filtering device, 8e6, which was installed at the WISD in 2007, [Appendix A](#).

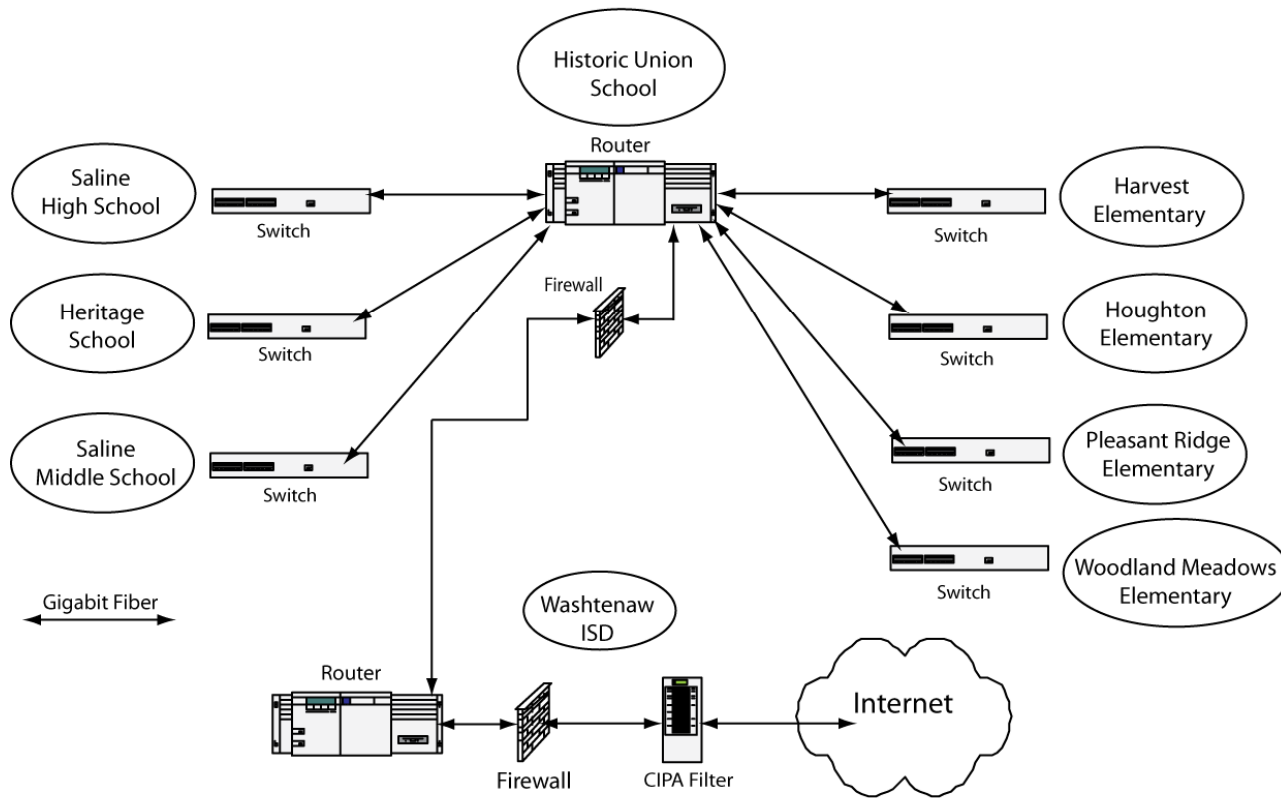
#### ***CIPA Compliance***

Saline Area Schools has and will continue to comply with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l). The district is committed to assuring the safe conduct of all students while online and has a comprehensive policy about the proper use of our technological resources, [Appendix B](#).

# APPENDIX A – WIDE AREA NETWORK DIAGRAM

## SALINE AREA SCHOOLS

### WIDE AREA NETWORK DIAGRAM





## **APPENDIX B - ACCEPTABLE USE POLICY TECHNOLOGY ADMINISTRATIVE RULES AND REGULATIONS STUDENTS AND STAFF**

The purpose of the Information Technology in the Saline Area School District is to provide access to a wide range of information and resources in a technologically rich environment, supporting students and staff in becoming responsible, self-directed, lifelong learners. The term “technology system” as it is used in these rules and regulations shall include, but not be limited to, computer systems, wide area and local area networks, and any other electronic systems that transmit, receive, or store data.

The District’s information technologies are the District’s property and are intended for educational purposes. These technologies include district-purchased hardware and software, as well as voice communications. Users have no reasonable expectation that any information contained on any District information technologies is confidential or private. The District’s system is not a public forum and access to the technology is a privilege and not a right for all students and staff.

### **A. Educational Purpose**

The system has been established for educational purposes, including classroom activities, career development, and self-discovery activities. The District has the right to place reasonable restrictions on the material accessed or posted through the system. Users may not use the system for:

1. Commercial purposes. This means users may not offer, provide, or purchase products or services through the system except as specifically approved for District functions.
2. Political lobbying. However, users may utilize the system to communicate with elected representatives and to express opinions on political issues.

### **B. System Security**

1. Although the Instructional Technology Department makes every attempt to provide and preserve the security of files, accounts and passwords, security can be breached through actions or causes beyond its reasonable control.
2. Users shall follow security policies and procedures established by the District to safeguard personal information, passwords, and administrative and other confidential data.
3. Students shall immediately notify a teacher, and employees shall immediately notify an administrator, if a possible security problem has been identified.
4. Users shall keep all passwords private. All violations of this guideline that can be traced to an individual account will be treated as the sole responsibility of the owner of the account. Passwords should never be given to anyone else.

### **C. User Responsibilities**

Users of the system shall respect the privacy and rights of other users; the legal protection provided by copyright and licensing of programs and data; and the intended usage of the technology system and resources.

Examples of Inappropriate Use:

1. Using inappropriate language on the system or using the system to engage in any illegal act.
2. Posting information that could cause damage or a danger of disruption.
3. Engaging in personal attacks, including prejudicial or discriminatory attacks; posting false or defamatory information about a person or organization; or harassing another person. (If you are told by a person to stop sending them messages or documents, you must stop.)
4. Accessing material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination toward other people.
5. Reposting a message that was sent to you privately without permission of the person who sent you the message.
6. Posting private information about another person.
7. Posting chain letters or engaging in "spamming". (Spamming is sending an annoying or unnecessary message to a large number of people.)
8. Plagiarizing works that you find on the Internet.
9. Reproducing a work that is protected by a copyright.
10. Making copies of a licensed computer program to avoid paying additional license fees or to share with other users.
11. Altering any system or network software or data component without specific approval and instructions from the Instructional Technology Department.
12. Sending e-mail under someone else's I.D. in an attempt to conceal the true identity of the sender.

Report violations and/or misuse of the system to appropriate administrative personnel.

### **D. Privacy**

System users have a limited privacy expectation in the contents of their personal files on the District system.

1. An individual search will be conducted only if there is reasonable suspicion that a user has violated the law, the District's administrative regulations, or student discipline code. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation. Such an investigation will only be undertaken with the express permission of the Superintendent or his/her designee.
2. District employees should be aware that their personal files may be discoverable under state public records laws.
3. Parents have the right to request to view the contents of their child's files.

## **E. Hardware and Software Modifications**

Only district-approved software may be installed on any district computer. The district assumes no responsibility for any personal computer equipment or peripheral that may be attached to a district computer. Any, and all, damage that occurs to district or personal equipment is the sole responsibility of the user.

## **F. MichNet Acceptable Use Policy**

Michnet is the organization which provides the Saline Area Schools connection to the internet. Whenever a member of the Saline Area Schools computing community utilizes this internet connection, either from home or on school property, they must adhere to the MichNet Policy. Each member and affiliate organization is responsible for the activity of its users and for ensuring that its users are familiar with the MichNet Acceptable Use Policy or an equivalent policy. (These administrative regulations constitute such an equivalent policy.) In addition, it is expected that each member and affiliate will maintain and enforce its own Acceptable Use policies. When Merit learns of possible inappropriate use it will notify the member or affiliate responsible, which will then take appropriate remedial action and inform Merit of the action. In an emergency, in order to prevent further possible inappropriate activity, Merit may temporarily disconnect that member or affiliate from MichNet.

## **G. Student Internet Access**

All students will have access to Internet information resources through their classroom, library, or school computer lab. The IT Department will implement filtering software intended to block access to materials deemed inappropriate by the District. It shall be the responsibility of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act (CIPA - <http://www.ala.org/ala/washoff/WOissues/civilliberties/washcipa/cipa.htm>).

## **H. Personal Safety for Students**

1. Students will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
2. Students will not post pictures of themselves or others.
3. Students will not meet with someone they have met on-line without their parent's approval.
4. Students will promptly disclose to their teacher or other school employee any message he/she receives that is inappropriate or causes discomfort.

## **I. Respecting Resource Limits**

1. Do not download large files unless absolutely necessary.
2. Check your e-mail and voice mail frequently, delete unwanted messages promptly, and stay within your e-mail quota.

## **J. Free Speech**

The right to free speech applies to communication on the Internet. For students, the system is considered a limited forum, similar to a school newspaper, and, therefore, the District may restrict speech for valid educational reasons.

## **K. Computer Labs**

The rules and regulations for the operation of computer labs will be developed by the respective building administration, lab teacher (if there is one) and building technology committee.

## **L. Web Sites**

School or Class Web Pages - Schools and classes may establish web pages that present information about the school or class activities. The building principal will authorize the site and may designate an individual to be responsible for managing the school web site. Teachers will be responsible for maintaining their class site.

Teachers may create their own web page to disseminate class information. Teachers will then be responsible for maintaining their site.

Student Web Pages - With the approval of the building principal, students may establish personal web pages. Web pages must conform to the District Guidelines for Web Page Creation. Student web pages must include the following notice: "This is a student web page. Opinions expressed on this page shall not be attributed to the Saline Area School District."

Extracurricular/Parent Organization Web Pages - With the approval of the building principal, extracurricular and parent organizations may establish web pages. The Instructional Technology Department, in conjunction with the principal, will establish a process and criteria for the establishment and posting of material, including links to other sites, on these pages. Material presented on the organization web page must relate specifically to the organization's activities. Organization web pages must include the following notice: "This is a student/parent extracurricular organization web page. Opinions expressed on this page shall not be attributed to the Saline Area School District."

Any individual posting a web page on the Saline Area Schools' district web server will comply with all Web Page Guidelines.

## **M. Violations of Technology Regulations**

In accordance with established District practices, policies, and procedures, confirmation of inappropriate use of the System may result in termination of access, disciplinary review, expulsion, termination of employment, legal action, or other disciplinary action. Due process will be followed.

1. The District will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the District system.
2. If a student violates the District Acceptable Use Policy, disciplinary actions will be tailored to meet specific concerns related to the violation. If the alleged violation also involves a violation of other provisions of the Student Disciplinary Code, the violation will also be handled in accordance with the applicable provision of the Student Disciplinary Code.
3. Employee violations of the District Acceptable Use Policy will be handled in accordance with applicable rules, regulations and procedures of the District.
4. Access to the System may be suspended during the course of an investigation related to alleged violations of these regulations.

## **N. District Limitation of Liability**

The District makes no guarantees of any kind; either express or implied, that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

Receive and File: May 9, 2006



## **TECHNOLOGY AND INTERNET USE**

### **STAFF AND STUDENT**

The term “technology system” as it is used in these rules and regulations shall include, but not be limited to, computer systems, wide area and local area networks, and any other electronic systems that transmit, receive, or store data.

Please sign, date, and return this form acknowledging that you have received and read the District’s Technology Administrative Rules and Regulations.

If you have any questions, please contact the Instructional Technology Department.

I, \_\_\_\_\_ have received and read the Saline  
(please print)  
Area Schools’ Technology Administrative Rules and Regulations, and I agree to abide by them in my use of district technology.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building

\_\_\_\_\_  
Position

Receive and File: May 9, 2006