



District Technology Plan

July 2006 – June 2008

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

Washtenaw Intermediate School District

State Code: 81

District Code: 81120

Saline Area Schools

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Saline, Michigan 48176

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SECTION I

The Saline Community

The Saline Area School District, located in southeast Michigan, west of Detroit and several miles south of Ann Arbor. The community is comprised of middle to upper class professionals and technical professionals. A large number our residents are affiliated with several institutions of higher education located near by. The Saline community opened a new elementary school in the fall of 2002, and a new high school in the fall of 2004. These eight buildings house a total enrollment of approximately 5500 students. The district employs 321 teachers, 20 administrators and 234 support personnel.

Buildings

Houghton Elementary School 555 Mills Road, Saline, MI 48176-1128 Saline, MI 48176 734-944-8960/Fax: 734-944-8965	Grades: K-1 Enrollment: 520
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Harvest Elementary School 1155 Campus Parkway Saline, MI 48176 734-944-8901/Fax: 944-8902	Grades: 1-4 Enrollment: 536
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Pleasant Ridge Elementary 229 Pleasant Ridge Drive Saline, MI 48176-1506 734-944-8940/Fax: 734-944-8945	Grades: 1-4 Enrollment: 488
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Woodland Meadows Elementary 350 Woodland Drive Saline, MI 48176-1083 734-944-8985/Fax: 734-944-8999	Grades: 2-4 Enrollment: 391
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Heritage School 290 Woodland Drive Saline, MI 48176-1083 734-944-8970/Fax: 734-944-8983	Grades: 5-6 Enrollment: 876
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Saline Middle School 7190 N. Maple Road Saline, MI 48176-1606 734-429-8030/Fax: 734-429-8036	Grades: 7-8 Enrollment: 890
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Saline High School 1300 Campus Parkway Saline, MI 48176-1606 734-429-8030/Fax: 734-429-8036	Grades: 9-12 Enrollment: 1777
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SECTION II

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.

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. A 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.

VISION AND GOALS

Technology Vision Statement

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. 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.

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". 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.

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.

The technology plan will support the Saline Area Schools District 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 district technology committee will regularly monitor and evaluate the effectiveness of the technology plan.

District Technology Planning Team

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

Meeting Schedule

- ❑ The District Technology Committee will meet on a quarterly basis for the duration of this Technology Plan
- ❑ Building Technology Committees meet on a monthly basis. The Director of Technology meets with these committees as invited.

SECTION IV

CURRICULUM

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 accountability 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:

Basic Skills – technology integration in all contents areas as identified in the Michigan Core Curriculum

Authentic Assessment – technology tools and programs used to demonstrate real knowledge

Integrated Interdisciplinary Curriculum – Using technology to create reality-based educational experience, 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 ISD 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.

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, SAS has developed a performance based assessment program that is related to the Michigan Core Curriculum for all grade levels and course in the K-12 curriculum. In review of technology outcomes in the 2005-2006 year, measurable technology strategies will be developed in view of the above mentioned school improvement goals. Strategies will 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

SECTION V

TECHNOLOGY OUTCOMES

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

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

<p>Grades 9 - 12</p>	<p>incorporate it into a project</p> <ul style="list-style-type: none"> • Students will design a basic web page with text, title, graphics and hyperlinks <p>Students will use Netiquette when communicating over the Internet 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>
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SECTION V & VI

TIMELINE

Curriculum Goals & Objectives Collaborations

<p>Year 1 – 2006-2007</p>	<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"> ➤ Develop plan to expand the use of online learning opportunities at the middle and high school levels ➤ Pilot web-grade program in connection with Chancery SMS for grades K-4 ➤ Continue development of our test management component of Chancery SMS ➤ Develop in-house curriculum mapping tool and associated training ➤ Continue technology standards & outcomes development ➤ Continue use of Student Electronic Portfolios ➤ Pilot use of Atomic Learning for Professional Development Opportunities
<p>Year 2 – 2007-2008</p>	<p>Continue technology standards & outcomes development Continue use of Student Electronic Portfolios Full implementation of Atomic Learning Move the middle school to Chancery SMS Begin conversion of the high school from Winschool to SMS Move towards implementation of K-12 Planet, parent web-portal</p>

SECTION VII

Parental Involvement – There will be continued research into software that incorporates more parental involvement. Currently, we have a site license for Easy Grade Pro used as our grading program in 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.

Staff development has been offered in Dreamweaver for the purpose of helping teachers create their own web pages. Staff are supported and encouraged to establish a website for the purpose of communicating instructional policies and materials with students and parents. There are currently over 130 staff web pages in the district. Library services include online instructional subscriptions such as Grolier and United Streaming.

The District web plan is available to all community members online at www.salineschools.com/itd/techplan.html. Individual building announcements are posted on the district website. Subscription 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.

In addition to these district resources the IT department has assisted the public library and helped establish technology resources at our local Senior Citizen Center that is now housed in our new Middle School. Soon students will have the ability to access their server space from the Saline District Library after school hours.

SECTION VIII COLLABORATIONS

There is strong collaboration between the District Community Education Department and the schools. 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 Seniors and Beginning Computer Users. The 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.

Additionally, the Instructional Technology Department has taken an active role in the district's Assistive Technology Committee. We have recently received a grant from Premier Assistive Technology, Inc. for district-wide use of their multi-faceted software. The year long grant will be assessed at the end of the 2006/07 academic year to determine if it has been of use to the general ed, as well as the special ed, population. We will work closely with our Special Education department in implementing this new resource.

PROFESSIONAL DEVELOPMENT

The Saline Area School District is committed to the professional development of all 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.

In consideration of the ISTE standards, goals are reviewed for all staff and administrators. Current budgetary constraints have necessitated a shift in delivery of professional development for technology integration. The focus has gone from one on one instruction to an on-line delivery model. The website contains numerous district created tutorials providing step by step instructions for specific processes. Other instructional material, i.e., manuals for all technologies, is also linked. This material is continuously updated based on information gathered from our on-line help desk. As need is identified resources will be added to this page. This provides us with an on-going assessment of what is needed so needs are met quickly.

We realize that additional training is needed so are embarking on a pilot to bring just in time learning to our staff, students and community. SAS will pilot the Atomic Learning subscription-based online software training system. This will allow staff to type in a specific question and be returned a tutorial to address their specific question. In addition to the more than 17,000 narrated tutorials, lesson plans and curriculum resources are available to help teachers integrate technology into their curriculum. This web resource is endorsed by ISTE, NCREL and other national organizations.

The continuing goals and objectives of technology professional development are to establish on going schedules of technology staff development focusing on improving student achievement and encouraging self-directed learners. Supporting resources for Technology and Curriculum will also be made available on the district website.

The purpose of 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 web 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.

Instructional Technology Professional Development is key to the ongoing success for the use of technology throughout the Saline Area School District. The goal of the professional development plan is to assure not only that technological skills and proficiencies are attained, but also that these proficiencies are incorporated into the classroom to assure continued success of all students in the Saline Area School District.

Current resources established to support technology professional development include:

- ❑ Online helpdesk
- ❑ Online documentation
- ❑ Open Labs
- ❑ Self directed web-based tutorials
- ❑ On-line services, i.e., Grolier, United Streaming, Follett, Web Path Express and Atomic Learning
- ❑ Access to computers, software and other technological equipment as productivity tools.
- ❑ Have hardware/software vendors available to staff for review of products and equipment

The further goals for technology professional development supports:

- ❑ 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
- ❑ Encourage participation in professional development activities offered by Washtenaw ISD
- ❑ Collaborate with local business and professional organizations, including colleges and universities

Technology Professional Development Timeline

2006-2007	Atomic Learning Curriculum Mapping
2007-2008	Continue Atomic Learning Opportunities Distance Learning opportunities for Professional Development

Parental Communications, Community Relations and Collaborative Efforts

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.

District Communication

Mailing lists, district and school websites, local access TV channel on the community cable network. Numerous mailing lists are maintained by the district. These lists are available for subscription from the district's website. These lists include a monthly district information list, school mailing lists, various organization lists, and our school closing and delay lists, with over 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. The district website contains a great deal of information for the community as well, i.e., Community Education and Athletic events.

Community Education classes

Our Community Ed department offers a wide range of classes for students, parents, community members, staff and seniors after school and in the evenings.

Senior Center

The Fall of 2004 brought the opening of the new Senior Center housed in the new Saline Middle School. 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.

SWWC

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

ISD, County and State

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. We obtain our internet services through the WISD which provides us a large cost savings. In addition, our ISD has negotiated lower subscription rates on many on-line subscription, i.e., Grolier On-line and United Streaming. The staff has, and will continue, to participate in a wide range of professional development offered by Washtenaw Intermediate School District.

Special Education

An IT department representative attends all Assistive Technology meetings and works with the Special Education Department to assist all special needs students with their technology needs.

On-line Services

Saline Area Schools, with cooperative pricing through our ISD, provides Grolier to all staff and district families. The 2006/07 academic year will further that collaboration by expanding our home access to include, Atomic Learning, Follett and Web Path Express. These services are/will be directly linked from our district website. Secure logins will provide this portal.

Technical Assistance

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 a accurate overview of district needs. In addition, the SAS 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. All equipment is reviewed annually.

Each building has an individual assigned for a designated number of hours per week. This technical specialist is available before or after school for questions and short instruction. If more in-depth instruction is needed a before/after class can be scheduled for a small group.

System, workstation and OS upgrades now allow the department to remotely control most machines in 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 spent in travel time.

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

SECTION XI & XII

INFRASTRUCTURE

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
- To promote communication
- To deliver customized, cost effective services
- To share, manage and store information resources

At this time, all school buildings are connected via fiber optic cabling. This provides us with a wide area network (WAN) that consists of multiple VLANS. These VLANS allow us greater flexibility to distribute access. Cisco switches and routers direct the flow of data at up to 1 GB. 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. Our backup system, Baccula, is one such service. All workstation and servers are protected by Norton Anti Virus software. Upstream Internet service is provided by the Washtenaw Intermediate School District via fiber optic cable. Saline has centralized all critical services and installed a natural gas generator to power these services if electrical power interrupted.

Our district 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 effort has been made to plan for growth in all infrastructure purchases. A multi-terabyte SAN has been installed to provide storage to our users. Building network equipment has been expanded to allow for future growth and individual computers have been replaced and rotated to remove all older models. Citrix has been purchased to extend the life of older machines.

Each **building** is equipped with a minimum of one document camera, 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.

Each **classroom (K-6)** is also equipped with one teacher computer and up to 5 classroom computers (all with network connectivity), 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 **classroom (7-12)** is also 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 to their computer and a DVD/VCR combo unit, as well as a telephone.

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 Nextel phones with two-way radio capability.

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. A subscription to United Streaming provides each classroom the ability to view selected video segments pertinent to their lessons.

The district 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.

Data

Our district wide area network connects over 2500 workstations. This network provides staff access to print services, e-mail, internet and network data shares. Each staff member is given an email account after we receive a signed AUP. The workstations are connected with category 5e or 6 wiring, and between buildings and distribution frames with Gigabit fiber optic links. The 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 workstations protected by Norton Anti Virus software.

Benchmarks

Staff, teachers and students will have access to technological tools for instruction, and be provided with technical assistance on its use to enhance lessons and student achievement.

- Computers and printers 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.

Technical Support

Support for all technologies, as well as specific software applications, is provided by the staff of the IT Department. The department consists of:

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

At the HS level students are used in a limited capacity to do basic troubleshooting. Maintenance of all systems is coordinated by the IT Department on an as needed basis or annually. Repairs are done in-house whenever possible. Our Hardware repair technician is certified to repair Epson, Apple, HP and Dell products.

Requests for assistance are submitted via a help ticket to our district help desk. Delivery of this assistance can take several forms:

- Individual contact, either email or voice mail
- On line documentation links
- Remote assistance
- Classroom visit

Infrastructure Timeline

- 2006-07 Implement Citrix in selected locations 7-8
 Install SAN for greater file storage
 Comprehensive Network Monitoring system
 Increased Wireless internet Access K-12
 Install ceiling mounted video systems 7-8
 Replace teacher workstations 7-8
 Upgrade student workstations 5-6
 Add audio enhancement to grades 2-4
 Replace all Special Ed teacher workstations K-4

- 2007-2008 Upgrade Student Management 7-12
 Explore 1:1 computing pilot
 Expand TV production
 Add audio enhancement to grades 5-6
 Upgrade Teacher workstations 7-12

SECTION XIII & XIV

<u>Description of Work</u>	<u>Column 1</u> Budget 2005/06	<u>Column 2</u> Anticipated Budget 2006/07	<u>Column 3</u> Anticipated Budget 2007/08
ITD Salary	\$ 503,811	454,652	454,652
Hardware Maintenance	8,000	8,000	8,000
SMS support	15,000	25,000	25,000
Financial system support	7,000	7,000	7,000
Licenses and Fees	18,000	18,000	18,000
Contracted Services	21,500	21,500	21,500
Travel	2,500	2,500	2,500
Conferences	1,000	1,000	1,000
Training	15,000	15,000	15,000
Telephone & Internet	15,000	15,000	15,000
Printing & Postage	500	500	500
Computer & Telephone Equipment Repair	20,000	20,000	20,000
Computer Supplies	15,000	15,000	15,000
Hardware	10,000	40,000	40,000
Software	40,000	40,000	40,000
Pro org & pub	1,000	1,000	1,000
Total Technology	693,311	730,652	730,652

Financial plan for long-term investment

To support the implementation timeline and objectives identified in the 2006-2008 Technology Plan, funds have been secured through the general operations budget and through bond funds for these projects. These funds are in addition to annual operational costs.

	2005-2006	2006-2007	2007-2008
General Expenditures	\$93,000	\$30,000	\$30,000
Bond Expenditures	\$270,000	\$ 100,000	\$ 0
	<u>\$363,000</u>	<u>\$130,000</u>	<u>\$30,000</u>

Unfortunately, due to difficult budget times this amount is not as much as we would desire. Alternative funding, such as grants, will be explored. The administration is supportive of technology as much as they can be with very limited financial resources available.

MONITORING AND 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 less 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.

The 2006/07 academic year will pilot the Atomic Learning on-line tutorial program. On going evaluation of this program will be conducted. At the end of the pilot year a comprehensive evaluation will be conducted to assess how this model can be improved. Results from the evaluations will be analyzed to determine further technology professional development. Surveys will be administered by the curriculum department for feedback in ongoing assessments and development. Student surveys will be conducted to assess student skills. Demonstrated technology skills will be evidenced by each student's electronic portfolio.



TECHNOLOGY ADMINISTRATIVE RULES AND REGULATIONS ACCEPTABLE USE POLICY 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