

Holton Public Schools

Technology Plan

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INTRODUCTORY MATERIAL

District Mission Statement

Holton Public Schools, in partnership with home and community, is committed to serve and educate everyone to realize their potential.

District Description

Located 15 miles northeast of Muskegon Michigan, Holton is a small rural community. The district educates approximately 1,117 students, kindergarten through 12th grade. Approximately 61% of our students qualify for free or reduced lunches and about 25% of our student population changes during the school year. Our student to teacher ratio district wide is approximately 19 to 1 consisting of an elementary (K-4) with 20 teachers, middle school (5-8) with 19 teachers and high school (9-12) with 21 teachers situated on a single campus.

Technology Committee

The Holton Public Schools' Technology Committee is composed of community members, teachers, administrators and support personnel. As our staff and community change, membership in this committee will also change. Members are generally asked to make a one-year commitment to serve on the committee, with meetings being held bi-monthly.

Technology Committee Members 2006-2007

Troycie Nichols.....	HS Principal
Todd Peterson.....	Director of Technology
Mary Robinson	Teacher
Ken Haggart	MS Principal
Jeff Scott	Teacher
Kelli-Ann Rich.....	EL Principal
Jeff Wharton	Teacher/Web Administrator
Tammy Fowler.....	Teacher
John Russell.....	Teacher
Deb Wosinski	Teacher
Andy Haak.....	Teacher
Mary Thomas	Teacher
Michele Templeman	Media Center Paraprofessional
Carol Sundberg.....	Community Member
Debbie Therrian.....	Parent

Technology Plan Approval Process

Technology Plan Written	January to March, 2006
School Board Review & Approval	March, 2006
Muskegon Area ISD Review & Approval.....	April, 2006
State of Michigan Review & Approval	June, 2006

VISION AND GOALS OF THE TECHNOLOGY PLAN

Broad Vision

Holton Public Schools is committed to providing students and staff the latest technology to assist and enhance education through the integration of technology in the classroom.

Goals

Goal A: Integrate technology into the school curriculum

Goal B: Increase student achievement

Goal C: Provide continuous and comprehensive professional development training

Goal D: All students meet Michigan Educational Technology Standards

Goal E: Increase Parental involvement

Strategies

- Every classroom will have at least one networked personal computer, which will have access to the Internet through the district network.
- Parents will have access to view student's grades and attendance.
- Parents have been provided with teacher e-mail addresses and phone voice mail for better communication, via Know Your Schools and Holton's web page.
- Wireless communication will be available for mobile labs.
- Every building will have at least one computer lab.
- Student and staff will have access to appropriate, curriculum integrated, educational, and professional software.
- Staff will continue to be provided with technology training.
- All staff will have access to e-mail and voice mail.
- Student achievement and attendance data is collected.
- Projectors and Smart Boards will be available in various classrooms for enhanced learning.
- School web page will be frequently updated with information for staff and parents.
- Know Your Schools newsletter sent out to community six times per year.
- Integrate METS standards into the classroom curriculum.
- E-RATE funding will be used for discounts on qualifying purchases.

Resources Available at Holton Public Schools

To whom the resources are available to is indicated in [brackets].

- Muskegon Area Intermediate School District (MAISD) conferences, support staff, and technology infrastructure resources [staff]
- MACUL conference [staff]
- E-mail/Internet through the MAISD [staff]
- HPS's technology resource staff of Todd Peterson (Director of Technology) and Jeff Wharton (Technology Teacher/Web Administrator). [staff]
- Project-Based Learning at a Distance Project (PLAD) [staff and students].
- MI Climb [staff]
- Accelerated Reader [student achievement & staff tracking of student reading achievement]
- District wide network connected by fiber [staff and students]
- County wide fiber loop project – on line fall 2006 [staff and students]
- Pinnacle/Excelsior attendance and grading software [staff]
- Parent Internet Viewer [parents]

I. CURRICULUM

A. Curriculum Integration

Specific Curricular Goals and Alignment with State Standards

[Please refer to METS standards on techplan.org]

Students are proficient in the use of technology

Strategies include:

Students use a variety of technology tools (e.g., dictionary, spreadsheets, Internet, word processing, thesaurus, grammar-checker, calculator) to maximize the accuracy of technology-produced products.

Students proofread and edit writing using appropriate resources (e.g., dictionary, spell check, grammar check, grammar references, and writing references) and grade level appropriate checklists both individually and in groups.

Students identify technology resources that assist with various consumer related activities (e.g., budgets, purchases, banking transactions, product descriptions).

Students develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits, and productivity

Strategies include:

Students explore various technology resources that could assist them in pursuing personal goals.

Students identify technology resources and describe how those resources improve the ability to communicate, increase productivity, or help them achieve personal goals.

Students use technology to locate, evaluate, and collect information from a variety of sources

Strategies include:

Students use a variety of Web search engines to locate information.

Students evaluate information from various online resources for accuracy, bias, appropriateness, and comprehensiveness.

Identifying and Promoting Curricula and Teaching Strategies

For the teachers at Holton Public Schools, the district provides professional development opportunities that showcase different technologies and how they can be used in the curriculum. A specific example would be our staff wide training on United Streaming, which incorporates video clips, pictures, and lesson plans that can be used in many classrooms such as science, social studies, mathematics, etc. Sources for professional development include our ISD, outside vendors, internal staff, and the director of technology.

B. Student Achievement

Explanation of how technologies will be integrated

Holton Public Schools employs a number of strategies to integrate technology into the curriculum and instruction to help improve student academic achievement.

Since our last technology plan, we have integrated more Internet enabled computers into each of our elementary classrooms for use with research and for use with Accelerated Reader which has greatly helped our student's reading. Our computer labs are constantly full of students using the Internet for research, typing papers, presentations in PowerPoint, etc, so we are now looking into mobile computer labs for our high and middle schools to integrate into the classrooms. By doing this, we would free up the computer labs for more students. Overhead projectors, Smart Boards, and audio equipment which can connect to the teacher workstation for demonstrations and lessons are being considered for a more visual experience to learning as the ones we have had in place in classrooms have worked wonderfully. Along with classroom projectors, we are looking into a presentation room at our high school which would contain audio and visual equipment for students to use to enhance oral or video presentations. This room would also help free up our regular computer room to be used solely for computer use. By having a presentation room and using projectors in the classroom, along with the United Streaming video service it would provide very beneficial working classrooms.

Timeline -- See Master Timeline

C. Technology Delivery

Holton Public Schools has several strategies for delivering technology to students and staff.

Network/Workstation Based Delivery

- Use CD-ROM, DVD curriculum enhancements which accompany new textbooks
- Test students reading skills with Accelerated Reader – this allows better teaching to the individual student needs
- Improve/reinforce student's math skills with a variety of math software
- Use of Micro Type Pro and Type To Learn for keyboarding skills
- Use of Reader Rabbit and other recently purchased software for the elementary
- Use of Wiggle Works program
- Use of Kidspiration and Inspiration programs

Web Based Delivery

All classrooms have at least one computer with access to the Internet. Through the Internet Holton students can:

- Enroll in web based college classes
- Perform research on a variety of topics about which information would not be available otherwise
- Access to United Streaming video which is offered via the web
- Improved web access when the county wide fiber loop is completed
- Access MACUL's atomic learning – skills based videos
- Access to MIVU – Michigan Virtual University
- Future access to Moodle and Holton Blogs
- Access to MEL – Michigan Electronic Library
 - Access Michigan
 - SIRS
 - Infotrack, a GaleNet database
 - First Search

PLAD (Project-based Learning at a Distance)

By next fall, each building will have access to PLAD. Currently only the elementary is connected. Via PLAD students have access to video conferencing field trips to places they may never be able to go. Some examples have included:

- Elementary science – tide pools
- Elementary language arts – book illustrator to connect to many schools

D. Parent Communications & Community Relations

Holton Public Schools encourages parental involvement in their child's learning process. Research indicates an involved parent directly improves student achievement.

Copies of the Holton Public Schools Technology Plan will be available in print at the district offices as well as on the web at www.holton.k12.mi.us/

In addition, Holton Public Schools provides many opportunities of communicating with parents. These include:

- Open House nights
- Parent-Teacher conferences
- Parent-Teacher phone voice mail communications
- Parent-Teacher e-mail communications
- Classroom web sites
- District web site
- District newsletter "Know Your Schools" mailed to the community
- School board meetings which are open to the public
- High School Years newsletter-available on Holton web site for community
- Parent Internet Viewer – Web based student grade and attendance viewing for parents
- Student Report cards and progress reports
- Involvement of community with technology plan
- Elementary and middle school parent clubs

E. Collaboration

Holton Public Schools currently has collaborative opportunities with:

- White Lake Community Education, is formed by a consortium of area districts to provide community adult literacy service. Holton High School provides the facility (technology center and classrooms space) and the referral service. White Lake provides a High School completion program as well as the means to obtain a General Education Development (GED) High School Equivalency Diploma [ongoing]
- Newaygo County Career Tech Center, a county wide technical education program. [ongoing]
- Muskegon Career Tech Center [ongoing]
- Head Start, a national preschool program for disadvantaged children [ongoing]
- Muskegon Area Intermediate School District for technology coordination [ongoing], staff training [ongoing], County fiber loop project [2006], curriculum support [ongoing]
- Staff involvement with MACUL [ongoing]
- Michigan Virtual University program [ongoing]

Timeline -- See Master Timeline

II. PROFESSIONAL DEVELOPMENT

F. Professional Development

Overview

Our infrastructure and support services provide our teachers with the tools they need to fully integrate technology into the curriculum. Professional development opportunities will provide our teachers with the training they need to utilize the technology available.

All teachers have a need for better collaboration tools in order to build a more aligned curriculum, to share best practices, to integrate technology into the curriculum and to problem solve. An online environment can facilitate the sharing of resources, thereby saving teachers preparation time. Up-to-date information on a given subject will be a click away, enabling teachers at Holton to be more informed and have more instructional time with their students. Online collaborating tools can also help ensure consistency in the curriculum being taught. Through professional development, we will go beyond the implementation of hardware and software and move forward to enable the classroom teacher to enhance and implement technology in the classroom to increase student learning. The International Society for Technology in Education (ISTE) and Michigan Educational Technology Standards (METS) for administrators, teachers and students will be our guides.

Staff will be given regular surveys to determine their skill levels and how they would like to integrate technology into their classroom at a higher level. Surveys will be evaluated by the Director of Technology and training will be given to show how to integrate a specific technology into their classroom. The training will be provided through one of the following resources.

Resources

Holton Public Schools will provide the staff with professional development opportunities utilizing the following opportunities.

- Staff meetings
- After-school workshops
- Professional development days
- Conferences & training seminars
- Release time
- Online training such as Michigan Virtual University
- Muskegon Area Intermediate School District training

Through these opportunities, our staff will learn from a variety of experts. Experts can come from a number of sources:

- Authors
- Muskegon Area Intermediate School District training personnel
- Businesses
- Colleges and Universities such as Muskegon Community College and Baker College
- Orchard View Community Education
- Newaygo County RESA

Ongoing Yearly Training – will utilize the resources listed on page 11 and includes, but is not limited to

- Excelsior Gradebook
- MI Climb
- E-mail
- Microsoft Office Products
- Inspiration and Kidspiration
- Star and Accelerated Readers
- NEO(Newaygo County Curriculum Management Tool)

Timeline -- See Master Timeline

Staff awareness of state and national standards for teacher competencies:

- Staff have been trained on MI Climb and are using it to develop lesson plans
- <http://www.miclimb.net> - MI Climb
- <http://cnets.iste.org/teachers/> - National Educational Technology Standards for Teachers
- http://www.michigan.gov/documents/MichiganCurriculumFramework_8172_7.pdf Michigan Curriculum Frameworks
- <http://www.mde.state.mi.us/> – Michigan Department of Education-Grade level content expectations

Impact on student learning

Professional development for staff is meaningless if it does not help our staff facilitate student learning. The following are expected impacts of successful staff professional development activities:

- Increased staff knowledge leads to higher expectation of students through the use of Internet research and use of Microsoft Office products.
- Pinnacle Excelsior software allows better tracking of student's grades, attendance and progress.
- Use of technology in the classroom adds interest and additional methods for delivering the curriculum to the students.
- Use of technology in the classroom allows teachers to reach students through multiple intelligences. This provides a better opportunity for all students to be engaged in learning.
- Inspiration software teaches students to organize material in a graphical organizer.

G. Supporting Resources

Overview

Support resources are growing more prevalent with the progression of technology. We are striving to provide students, faculty, staff, administrators, and the community with learning materials to become more efficient and educated at their use of technology.

Policies

See Board policies and Student Use Contract at the end of this plan.

Holton Public Schools Director of Technology

The Director of Technology is available to each building to assist with any technology issue.

Software, manuals, and printed material

Faculty, staff, and administrators evaluate software yearly. Evaluation is based on educational value, time, and dollar value, as well as how the software integrates with our curriculum. We strive to provide software, manuals and printed material when possible. Support materials are provided through purchases of manuals, printed material from the Internet, and through other venues such as seminars, conferences, and training. Some of the manuals we have provided and will continue to provide are Excelsior Gradebook, Microsoft Office Products, e-mail, and Kidspiration. Manuals can also be found on CD's of software we have purchased or can be accessed online at many of the software support sites.

United Streaming Subscription

Holton Public Schools has purchased a yearly agreement with United Streaming to use their streaming or downloadable videos, clips, pictures and lesson plans.

School web site

An informational school web site is provided to students, staff, faculty, administrators, and the community for information and updates on the school and related activities.

Michigan Department of Education Website

An informational web site available to support administrators, teachers, and parents.

Software

As listed under **Infrastructure**, students and staff have access to a wide variety of educational and professional software.

Internet, Online Subscription Services and Digital Content

The Internet is a tool that will continue to be used by students, faculty, staff, administrators, and the community to educate themselves on a variety of topics. Available in our classrooms, technology labs, and libraries, the Internet provides information on most topics being studied. Educational site information is made available to staff and faculty through verbal meetings, e-mail, our Intranet launch page and informational handouts. Just a few of our methods are listed below.

- Use CD-ROM, DVD curriculum enhancements which accompany new textbooks
- Test students reading skills with Star Reader – this allows better teaching to the individual student needs

- Improve/reinforce student's math skills with a variety of math software such as Math Blaster and Star Math.
- Reinforce student reading skills with Accelerated Reader at the elementary and middle school levels.
- Enroll in web based college classes.
- Perform research on a variety of topics for which information would not be available otherwise.
- Access streaming video which is offered via the web.
- Improved web access when the county wide fiber loop is completed.
- Access MACUL's atomic learning – skills based videos
- Access to MIVU – Michigan Virtual University
- Access to MEL – Michigan Electronic Library
 - Access Michigan
 - SIRS
 - Infotrack, a GaleNet database
 - First Search
- PLAD (Project-based Learning At a Distance)
 Eventually each building will have access to PLAD. Currently only the elementary is connected. Via PLAD students have access to video conferencing field trips to places they may never be able to go. Some examples have included:
 - Elementary science – tide pools
 - Elementary language arts – book illustrator to connect to many schools
 - Connecting to other schools for classes taught on a daily basis
 - Connecting to seminars with other students or staff for instruction

Laptop computers

Laptop computers have been provided to most teachers through the Michigan Teacher Technology Initiative. These computers help teachers become more technologically literate by providing a source outside the school environment in which to practice and use technology. We are also in the process of researching mobile labs for our middle and high schools.

III. INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT AND SOFTWARE

H. Infrastructure Needs / Technical Specifications and Design

Overview

Hardware/Networking

The infrastructure of Holton Public Schools contains a Fiber backbone, 100 Base TX to the classroom, 3 COM switches, and four HP/Compaq Novell Netware servers supplying 350+ Windows 95, Windows 2000, and Windows XP personal computers. All networked PC's have access to the Internet and the staff has e-mail accounts. Each classroom has at least one networked/Internet accessible computer. The elementary and middle school each have one 28-workstation lab and the high school has one 28-workstation research lab and two 25-workstation teaching labs. Classroom and labs have access to a variety of Hewlett Packard DeskJet and LaserJet printers.

Software

Students and staff have access to a wide variety of software. The district has standardized on Microsoft productivity products running under a Novell network.

- Accelerated Reader
- Adobe AfterEffects
- Adobe Photoshop/Image Ready
- AutoCAD Lt
- ClueFinders
- CIMS
- SurfControl at server
- Flash MX
- HTML Notepad
- Internet Explorer
- Kidspiration
- MacroMedia Director
- Math Blaster
- MicroType Pro
- Career Cruising
- MS Encarta
- MS FrontPage 98/2000/XP
- MS Office 97/2000 Pro/XP
- MS Publisher 98
- MS Windows 95/2000/XP
- MS Works 4.5
- Netscape Communicator
- Vexira Anti-Virus
- Novell Client/Netware 5.1
- Pinnacle Excelsior
- Pinnacle Studio Seven
- Adobe Premiere
- Reader Rabbit
- Star Reader
- Type To Learn
- Wiggle Works

Telecommunications

Holton Public Schools has a Nortel Network phone system with 50+ phones and voicemail for all staff. Our elementary also has one classroom equipped for Project-Based Learning at a Distance Project (PLAD). The district is connected to the Internet via a T-1 data line, with a second T-1 line providing voice service. We hope to be connected to our new fiber data line by the fall of 2006.

Needs

Replacements of older PC's, printers, software and other computer related equipment is needed on a yearly basis. This includes updates to software including yearly dues for Novell, SurfControl, Merritt Internet, Pinnacle Excelsior, etc.

All computer labs in all buildings need to be updated with new pcs and redistribute the older ones throughout the classrooms. The Middle and High School could benefit from the installation of mobile labs with laptop computers and wireless connections throughout all the buildings to give more access to students who cannot get into our fully scheduled labs. Audio and video systems need to be added to the classrooms for improved learning by having improved demonstrations. Telephones in every classroom is a technology that will be considered in order to improve teacher-parent contact, involvement and for safety issues. Seminars and classes are also needed for staff and faculty to keep informed of advancements in their fields of study in order to maintain up-to-date lessons.

New Novell servers are needed for the Elementary, Middle and High Schools. These should be phased out on a yearly basis if funds are not available for an all at once opportunity.

New DVD players and TVs are also needed at all building levels as DVD now comes standard with new materials and our TVs have no audio video inputs for DVD.

Strategies for upgrading and continuous improvement

The Director of Technology will monitor and recommend upgrading of technology yearly. Such monitoring will be based on technology improvements in hardware and software and by meetings with the superintendent, principals of the elementary, middle, and high schools, and technology committee for their needs and ideas. This continuous improvement will also be based on grants, tech funds and the financial well being of the school district.

- Personal computer hardware assessed for usability (yearly)
- Software upgrades applied (as needed)
- SurfControl and Vexira Anti-Virus updated (daily to weekly)
- Network support structure evaluated and updated (yearly)

Network Design

Novell is the network software used at Holton Public Schools and it has worked well when creating users, security, rights, folders, and managing accounts and software. The hardware and software integrates very nicely with the network. There has been no issue of software not working on this network platform.

Timeline – See master timeline.

TECHNICAL SUPPORT

Overview

With the rapid progression of technology and the ever-changing software needs and requirements, a full time Director of Technology and a Web Administrator working after school are supporting the technology of Holton Public Schools. The Director of Technology's responsibilities consist of and are not limited to supporting file and Internet servers, computer and technology hardware, software, grant writing, technology training, Excelsior Gradebook support, printers, ERATE, all software/hardware upgrades, and telephone support.

Support Procedure

Technology related problems are reported to the Director of Technology via e-mail, phone, or personal visit. The Director of Technology records the problems in a database for logging and reference purposes. The Director of Technology then assumes responsibility for fixing the problem or calling for outside technical assistance. The problem will not be closed in the database until it is fixed and such is communicated to the original caller. This will then serve as a reference for problem closure, reoccurrence, and solutions.

Maintenance

The Director of Technology will coordinate all maintenance of technology equipment. Updates to hardware and software will be evaluated and performed as needed. Computer equipment will be cleaned and checked at least once a year.

Repair

Repairs of technology equipment will go through the Director of Technology. The equipment manufacturer, if under warranty, will perform repairs. Additional sources of repair work include Muskegon Area Intermediate School District or outside vendors. Any repair work will be recorded in a database in order to track repairs. Repairs are performed as soon as possible when reported to the Director of Technology.

Professional Development of Technical Staff

Professional development of Director of Technology and Web Administrator will be in the form of seminars, conferences, classes, and from regular meetings with technology professionals from other schools at the Muskegon Area Intermediate School District headquarters.

I. Increase Access

In our role to “educate everyone to realize their potential”, Holton Public Schools strives to provide equal access to technology for all students and staff.

Assistive technologies researched, tried, and implemented when and where appropriate. Currently the following are in use to help increase student access and achievement:

- Hearing aide
- Drawing tablet
- Video projectors are used in the technology labs and some classrooms
- Audio speakers are used in some classrooms to help students with different disabilities
- Tablet PC with wireless capabilities
- Premier software and new pcs to work as assistive technologies
- Alphasmart

Students with specific assistive needs are addressed on a case-by-case basis.

IV. FUNDING AND BUDGET

J. Timetable

Time	Area of Concentration	Item
Ongoing	I. Curriculum E. Collaboration	Collaboration with existing programs as outlined in section I. E.
	IV. Funding & Budget J. Total Cost IV. Funding & Budget K. Coordination of Resources	Apply for technology-based grants for new computers, Professional Development, network switches, telephones, etc.
	I. Curriculum A. Curriculum Integration	Encourage technology integration into the curriculum.
	I. Curriculum D. Parental Communications	Monthly building level newsletters, Parent Internet Viewer
	III. Infrastructure H. Technical Support	Support, repair, maintain and upgrade technology equipment
	III. Infrastructure H. Technical Support	Update technology inventory
	III. Infrastructure H. Technical Support	AntiVirus, SurfControl, Windows, Novell, Excelsior Updates
	III. Infrastructure H. Technical Support	Assessment of needs
	II. Professional Development F. PD	Ongoing PD Training

Time	Area of Concentration	Item
2006-2007		
Summer 2006	III. Infrastructure H. Technical Specs & Design	Replace Elementary Novell Server
	I. Curriculum B. Student Achievement III. Infrastructure H. Technical Specs & Design	Install new high school PC's in computer lab and redistribute older ones to classrooms
Fall 2006	II. Professional Development F. PD	Parental training on PIV viewer
	I. Curriculum B. Student Achievement	Test Elementary & MS student reading skills with Star Reader to create baseline scores
	All	Base student achievement data collection begins
	I. Curriculum C. Technology Delivery III. Infrastructure H. Technical Specs & Design III. Infrastructure I. Increase Access	New fiber data line installed
Winter 2006	II. Professional Development F. PD	Staff updated on e-mail, Internet search, and United Streaming
	III. Infrastructure H. Technical Specs & Design	Research effectiveness, benefits and negatives of classroom video, audio, and telephones
	II. Professional Development F. PD	Microsoft Office Products training session for staff
	I. Curriculum B. Student Achievement	Test Elementary & MS student reading skills with Star Reader to create baseline scores
	All	Receive 2005-2006 Elementary, Middle, High School MEAP scores
Spring 2007	I. Curriculum B. Student Achievement	Test Elementary & MS student reading skills with Star Reader to track student achievement
	I. Curriculum A. Curriculum Integration	Integration of United Streaming
	III. Infrastructure J. Timeline V. Monitoring & Evaluation L. Evaluation	Review & update Technology Plan
	I. Curriculum B. Student Achievement	Test Elementary & MS student reading skills with Star Reader to create baseline scores
	III. Infrastructure H. Technical Specs & Design	Present Board with findings regarding classroom audio, video, and telephones
	I. Curriculum B. Student Achievement	Test all 8 th graders on technology following the METS standards and report to the State of Michigan
2007-2008		
Summer 2007	III. Infrastructure H. Technical Specs & Design	Replace HS Novell Server
	I. Curriculum B. Student Achievement III. Infrastructure H. Technical Specs & Design	Install new middle school PC's in computer lab/mobile lab
Fall 2007	II. Professional Development F. PD	Parental training on PIV viewer

	I. Curriculum A. Curriculum Integration	MS Office Products (Advanced integration into the curriculum)
	I. Curriculum B. Student Achievement	Test Elementary & MS student reading skills with Star Reader to create baseline scores
	III. Infrastructure H. Technical Specs & Design	If deemed appropriate, pursue grants for classroom audio, video, and telephones
Winter 2007	II. Professional Development F. PD	Excelsior Gradebook, PIV refresher for teaching staff
	All	Receive 2006-2007 Elementary, Middle, High School MEAP scores
	I. Curriculum B. Student Achievement	Test Elementary & MS student reading skills with Star Reader to create baseline scores
Spring 2008		
	II. Professional Development F. PD	Several staff will attend MACUL in Grand Rapids, MI
	I. Curriculum B. Student Achievement	Test Elementary & MS student reading skills with Star Reader to create baseline scores
	III. Infrastructure J. Timeline V. Monitoring & Evaluation L. Evaluation	Review & update Technology Plan
	I. Curriculum B. Student Achievement	Test all 8 th graders on technology following the METS standards and report to the State of Michigan
2008-2009		
Summer 2008	III. Infrastructure H. Technical Specs & Design	Replace MS Novell Server
Fall 2008		
	II. Professional Development F. PD	Parental training on PIV viewer
	III. Infrastructure H. Technical Specs & Design	Install new Middle School Novell server
	I. Curriculum B. Student Achievement	Test Elementary & MS student reading skills with Star Reader to create baseline scores
	III. Infrastructure J. Timeline V. Monitoring & Evaluation L. Evaluation	Review last year of Technology Plan and begin process of writing a new Technology Plan
Winter 2008	II. Professional Development F. PD	Review, update staff on latest software for integration
	All	Receive 2007-2008 Elementary, Middle, High School MEAP scores
	I. Curriculum B. Student Achievement	Test Elementary & MS student reading skills with Star Reader to create baseline scores
Spring 2009	I. Curriculum B. Student Achievement	Test Elementary & MS student reading skills with Star Reader to track student achievement
	I. Curriculum B. Student Achievement	Test all 8 th graders on technology following the METS standards and report to the State of Michigan
	III. Infrastructure H. Technical Support	Evaluate technology support staffing needs for 2009-2010 school year

TOTAL COST

As funding levels, grants received and needs change; the technology budget will be evaluated on a year-to-year basis. Holton Public Schools is committed to supporting and maintaining technology and will maintain the current level of support systems and staff to the extent that the district budget permits.

	2006-2007	2007-2008	2008-2009
Salaries & Benefits			
Director of Technology	72,000	72,000	72,000
Web Administrator	6,000	6,000	6,000
Total Salaries & Benefits	78,000	78,000	78,000
Technology Support Budget			
Hardware & Networking			
New Computers	10,000	20,000	21,000
New Data Projectors/SmartBoards	Grants	Grants	Grants
New Printers	Grants	Grants	Grants
New Switches	Grants	Grants	Grants
New Novell Server	3,000	3,000	3,000
Classroom Telephones (if feasible)		Grants	
Maintenance & Service			
Computer & Printer Supplies	5,000	5,000	5,000
Merritt Internet Access	4,400	4,400	4,400
County Wide Fiber Loop	12,654	12,654	12,654
Outside Repairs & Services	2,000	2,000	2,000
Yearly License agreements			
SurfControl	3,000	3,000	3,000
Novell	2,200	2,200	2,200
Vexira Anti-Virus	0	0	0
Pinnacle Grading & Attendance	5,200	5,200	5,200
New Software			
Misc. Academic Software	2,000	2,000	2,000
Total Technology Support	\$49,454	\$59,454	\$59,454
Technology Professional Development			
Staff In-Service	1,000	1,000	1,000
MACUL Conference		1,000	
Total Technology PD	\$1,000	\$2,000	\$1,000
Grand Total:	\$128,454	\$139,454	\$138,454

Grants – indicates that grant moneys will be pursued and used to fund this project.

K. Coordination of Resources

Holton Public Schools will utilize all available funding sources to support and enhance technology in the district including the following:

- A portion of our per-pupil funding from the State including at-risk and after school program funding.
- Reimbursements from the Universal Service Fund for telephone and high-speed data/Internet access.
- Applications for technology emphasized grants including:
 - Technology Literacy Challenge Grant
 - MACUL mini grants
 - YAC grants
 - Rural & Low Income School Grant
 - Alcoa grants
 - Verizon grants
 - Best Buy grants
- Funding from focused educational sources including:
 - Title 1
 - Title II (Eisenhower)
- North Service Unit (special education)
- Coordination of limited resources through the Muskegon Area ISD

V. MONITORING AND EVALUATION

L. Evaluation

The Holton Public Schools' Technology Plan will be reviewed and updated each year.

Technology Plan Review

When:	Each Spring
Who:	Holton Public School's Technology Committee
Coordinator:	Director of Technology
Approval:	Holton Public Schools Board of Education
Implementation:	As specified in technology plan

Review process

The Technology Committee will review each portion of this technology plan and make recommendations to the Board of Education for updates and improvements to this plan based on those results.

As this plan is implemented, the review process will create:

- A summary of goals met;
- A summary of unexpected outcomes;
- A summary of goals not met; and
- A plan will be created to address unmet goals and objectives.

M. Acceptable Use Policy

Holton Public Schools is in the process of rewriting our Acceptable Use Policy to address changes in technology, State and Federal requirements including the Children's Internet Protection Act.

Internet Filtering: All of Holton Public Schools district's Internet access is channeled through one Novell BorderManager server which is utilizing SurfControl for its Internet Filtering and Site Blocking capabilities.

Timeline

Current	Student Use Contract in place (see following page)
Current	Staff Acceptable Use Policy (Merit/MichNet and TTI)
Summer 2006	Revised Acceptable Use Policy
Ongoing	Maintain and Update Internet filtering/blocking software
As Needed	Revise AUP

Holton Public Schools Internet Access Policies

2541 Filtering Software

The superintendent shall be responsible for directing appropriate District technology staff, or technology consultant staff, to bring all computers by children into full compliance with federal requirements regarding Internet filtering software so as to assure that District discounts under the federal e-rate program are not jeopardized.

Student Internet activities will be monitored by the District to ensure that students are not accessing to inappropriate sites. Each District computer with Internet access shall have a filtering device or software program that blocks access to visual deception's that are obscene, pornographic, inappropriate for students, or harmful to minors.

Approve: March 11, 2002

MASB Rec. (Assures compliance with the federal law under the Children's Internet Protection Act- CIPA.)

LEGAL REF: H.R. 4577, December 2000 Omnibus Spending Bill; 47 U.S.C. Section 254(h).

2541-R Filtering Software

Any District computer used by students shall have Internet filtering software in place either on the computer itself, or on the server through which the computer access the Internet.

District staff shall not allow students to use any computer in the District with Internet capability that does not have Internet filtering software. This includes any computer, laptop or desktop, in the District's Libraries or media centers, classrooms, laboratories, or offices where students are, for any reason, allowed to use a computer, or any other such device, with Internet access.

Approved: March 11, 2002

Holton Public Schools Student Technology Use Contract

I _____ understand that using any technology equipment (computers, printers, scanners, cameras, etc.) is a privilege and I agree to adhere to the following guidelines:

- 1) I will not physically deface, damage, take, or misuse any of the technology equipment in the Holton Public Schools.
- 2) I will not add, modify, or delete programs on the computers or on the local area network.
- 3) I understand that copying programs from the network or computers is a violation of U.S. Copyright laws and I will abide by those laws.
- 4) I understand that sexual, racist, and other offensive materials are accessible on the Internet and I will not access, create, or distribute these or any other questionable materials.
- 5) I understand that my Internet use is limited to class assignments (i.e. no recreational surfing). I will not access e-mail, or games of any kind on the Internet. I understand that I may not use chat rooms without specific authorization by the building administrator.
- 6) I will not allow any other student to use a school computer using my login information.

I understand that if I violate any of the above guidelines the following consequences will occur:

- 1) I will pay full restitution for any and all repairs or replacement of equipment including service time required reinstalling software.
- 2) I will lose my privileges to use technology equipment in Holton Public Schools as follows:
 - a) On my first offense, I will lose my privileges for two (2) to six (6) weeks depending of offense.
 - b) On my second offense I will lose my privileges for six weeks.
 - c) On my third offense I will lose my privileges until I graduate.
- 3) I will receive from two to thirty-six hours of On Campus Suspension depending on the offense.

I understand that this contract is in effect from the date signed until I graduate.

I further agree to abide by the following procedures:

- 1) If I notice any damage to equipment, I am using or problems with software on my computer, I will immediately inform the classroom teacher. I understand that failing to report these problems indicates that I am accepting responsibility for any damage to the equipment I am using.
- 2) Because diskettes can carry computer viruses and can be used to illegally copy programs, I understand that any diskettes that I bring into the Holton Public Schools without prior permission from the classroom teacher will immediately become property of the school.

I understand the Technology Labs may be monitored by video cameras for security reasons.

Student Signature

Date

Parent/guardian Signature

Date