



TECHNOLOGY PLAN

HOLTON PUBLIC SCHOOLS
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SCHOOL DISTRICT CODE: 61120
JOHN FAZER, SUPERINTENDENT
JULY 1, 2009 – JUNE 30, 2012

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This Plan May Be Viewed Via the Internet at:
<http://www.holtionschools.com/downloads/technology/techplan09.pdf>

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DISTRICT TECHNOLOGY COMMITTEE

Name	Position
Todd Peterson	Director of Technology
Troycie Nichols	HS Principal
Kelli-Ann Rich	MS Principal
Carol Dawson	EL Principal
Jeff Wharton	HS Teacher
Mary Robinson	HS Teacher
John Russell	MS Teacher
Brenda Bosset	MS Teacher
Jeff Scott	EL Teacher
Tammy Fowler	EL Teacher
Colleen Buckley	HS Library Paraprofessional
Vince Malenfant	Parent

SECTION 2 – INTRODUCTORY MATERIAL

Introduction

This is the new technology plan for Holton Public Schools covering the 2009-2012 school years.

District Mission Statement

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

District Profile

Located 15 miles northeast of Muskegon, Michigan, Holton is a small rural community. The district educates approximately 1057 students, kindergarten through 12th grade. Approximately 66% of our students qualify for free or reduced lunches and about 25% of our student population changes during the school year. Holton Public Schools has one elementary building (400 students), one middle school building (362 students), and one high school building (295 students) all on a single campus. The district employs 63 certified staff.

SECTION 3 – VISION AND GOALS

District Vision Statement

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

The following goals were developed by the District Technology Committee to be implemented during the course of this strategic technology plan. The following section contains the goal, followed by a general summary of the strategies necessary to achieve this goal. These goals address some objectives of the school improvement plan.

Goal 1 – Integrate technology into school curriculum

Strategies

- Use professional development, hardware and software to integrate technology into classrooms.
- Projectors, screens and/or Smartboards will be made available in many classrooms through mobile carts or mounted hardware
- Update Microsoft Windows and Office software on computers to keep staff and students using the latest technology

Goal 2 – Ensure technology competency of all students by the end of the 8th grade

Strategies

- All students will receive technology instruction through technology classes and will be assessed in their 8th grade year
- Student achievement and attendance will be collected and analyzed for further goals and instruction at all grade levels before final assessment

Goal 3 – Provide continuous and comprehensive professional development training

Strategies

- Training will be provided to staff throughout the school year to further educate our staff in technology including, but not limited to Microsoft Office, Discovery streaming, electronic gradebook, e-mail, and online data bases

- MAISD support for professional development will be used for curriculum integration
- Surveys will be conducted with staff for input on technology sessions

Goal 4 – Ensure maximum utilization of technology

Strategies

- Lab and classrooms will have hardware and software for students to use on a daily basis. Staff will be trained to use this technology and to teach students to use it to its maximum potential.
- Check out and availability of all labs will be made available online to teachers needing to use labs for instruction, presentations, and research
- Surveys of technology needs will be done yearly or as needed basis to support staff and students in providing hardware, software, materials, and training to promote technology integration

Goal 5 – Increase Parental Involvement

Strategies

- Use parent Internet viewer, school and teacher web pages, school newspaper, and other technology-based products to increase parental involvement and notification.
- Parents will be provided with teacher e-mail and voice mail for better communication

Additional Strategies for above goals

- 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.
- Wireless communication will be available in school buildings.
- Student and staff will have access to appropriate, curriculum integrated, educational, and professional software.
- Student achievement and attendance data is collected.
- ERATE funding will be used for discounts on qualifying purchases.

SECTION 4 – CURRICULUM INTEGRATION

Specific Curricular Goals and Alignment with State Standards

[Please refer to Michigan Technology Standards on techplan.org]

ISTE standards, MDE Educational Technology Standards and benchmarks are guiding documents for district curriculum.

Assessments of students will be ongoing as will technology and curriculum integration. Student use of technology is to be increased in research, projects, presentations, and hands on learning. The following goals are some specific goals and strategies aligned with state standards to improve student academic achievement.

Goal - Students are proficient in the use of technology

Strategies include:

- Use proper keyboarding posture, finger positions, and touch-typing techniques to improve accuracy, speed, and general efficiency in operating a computer
- Discuss possible uses of technology to support personal pursuits and lifelong learning
- Use appropriate technology terminology

Goal – Utilize assessment software to measure student achievement in order to make data driven decisions

- Use databases such as IGOR, CIMS, Excelsior to analyze student data
- NEO2 laptops will be used on a mobile cart in our elementary while online testing through Renaissance place will be used in our labs and classrooms for assessments.
- Utilize assistive technology tools for learning and assessment

Goal - 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.
- Distinguish between fact, opinion, point of view, and inference

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 includes our ISD, outside vendors, internal staff, and the director of technology.

SECTION 5 – STUDENT ACHIEVEMENT

Technology will be integrated into the curriculum in a variety of ways, depending on the grade level and the content expectations for that grade level.

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

Some examples:

- Students using PowerPoint to present to a large audience on a project they had been working on during the Trimester.
- A science lab using the United Streaming service with assistance from a computer, projector, screen and sound system. Using this technology and service, students are able to see actual demonstrations, experiments, involving scientists or other students and classrooms.
- Smart interactive whiteboards are also used in classroom settings as well as personal response systems (clickers) for assessment.
- Neo2 laptop used in all our elementary classrooms for assessment.

Timeline for technology integration

2009-2010	<p>Fall - Excelsior Web Gradebook training and implementation, Discovery Streaming training, NEO 2 laptop training, Replace 12 workstations, add 1 switch, add 100 XP licenses</p> <p>Winter – CIMS training, Groupwise email training, Foxbright web page training and implementation</p> <p>Spring - IGOR database training</p>
2010-2011	<p>Fall - MAISD technology integration training, Add 1 file server, add 18 workstations, add data wiring drops, add 2 switches</p> <p>Winter- Advanced Excelsior web gradebook training, research phone system</p> <p>Spring- Microsoft Office training, Teacher refresher PD based on feedback, add 200 Microsoft Office licenses</p>
2010-2012	<p>Fall - Microsoft Office Advanced training, add 1 file server, add 18 workstations, add 2 switches</p> <p>Winter – Moodle and Blog training and implementation, Internet search engine training</p> <p>Spring – Teacher refresher PD based on feedback</p>

SECTION 6 – TECHNOLOGY DELIVERY

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

- 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 Director of Technology [staff and students]
- Project Based Learning at a Distance Project (PLAD) [staff and students]
- Accelerated Reader [student achievement and staff tracking]
- District Wide network connected by fiber [staff and students]
- County wide fiber loop [staff and students]
- Pinnacle/Excelsior attendance and grading software [staff]
- Parent Internet Viewer [parents]

Network/Workstation Based delivery

- Use of CD-Rom, DVD curriculum enhancements which accompany new textbooks
- Use of Micro Type pro for keyboarding skills
- Use of Kidspiration and Inspiration
- Use of NEO2 alphasmart laptops
- Use of Word, Excel, PowerPoint, and Publisher

Web Based Delivery

All classrooms have at least one computer with access to the Internet. Through the Internet 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
- Access to MIVU – Michigan Virtual University
- Future access to Moodle
- Access to MEL – Michigan Electronic Library
- Access to Accelerated and Star reader online

PLAD(Project-based Learning at a Distance)

Students have access to video conferencing field trips to places they may never be able to go.

Some examples include: Tide pools, book illustrator, and classrooms for other states.

SECTION 7 – PARENTAL COMMUNICATIONS & COMMUNITY RELATIONS

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

The Holton Public Schools technology plan will be available in print at the district offices as well as on the web at www.holtonschools.com

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

- Open house nights
- Parent-teacher conferences
- Parent-teacher phone voicemail and email communications
- District web site
- District newsletter "Know Your Schools" mailed to the community
- School board meetings which are open to the public
- Parent Internet Viewer
- Student report cards and progress reports
- Parent clubs
- Honeywell system – (Phone alert and notification system)
- Articles in the Muskegon Chronicle and White Lake Beacon
- Involvement of community and parents with technology plan

SECTION 8 - COLLABORATION

Holton Public Schools 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 classroom 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)
- Muskegon County Career Tech Center, a county wide technical education program (ongoing)
- Head Start, a national preschool program for disadvantaged children (ongoing)
- Muskegon Area Intermediate School District for technology coordination, staff training, county wide fiber loop project, and curriculum support (ongoing)
- Staff involvement with MACUL (ongoing)
- Michigan Virtual University program (ongoing)

SECTION 9 – PROFESSIONAL DEVELOPMENT

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 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 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 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. The Director of Technology will evaluate surveys 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.

2009-2010

Fall - Excelsior Web Gradebook training and implementation, Discovery Streaming training, NEO 2 laptop training

Winter – CIMS training, Groupwise email training, Foxbright web page training and implementation

Spring - IGOR database training

2010-2011

Fall - MAISD technology integration training

Winter- Advanced Excelsior web gradebook training, research phone system

Spring- Microsoft Office training, Teacher refresher PD based on feedback

2011-2012

Fall - Microsoft Office Advanced training

Winter – Moodle and Blog training and implementation, Internet search engine training

Spring – Teacher refresher PD based on feedback

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 include, 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)

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 add 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

SECTION 10 – 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 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 students needs
- Improve/reinforce students math skills with a variety of math software such as 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 MACUL's atomic learning – skills based videos
- Access to MIVU – Michigan Virtual University
- Databases and online applications such as: Michigan Department of Education – SRSD, MEIS, MEGS, and the Muskegon Area Intermediate School District – CIMS, MUNIS, REMC, and IGOR
- Access to MEL – Michigan Electronic Library
- PLAD (Project based Learning at a Distance) Each building has access to PLAD. Via PLAD students have access to video conferencing filed trips to places they many never be able to go. Some examples have included: tide pools, book illustrator, connecting to other classrooms in or out of state

SECTION 11 – INFRASTRUCTURE NEEDS/TECHNICAL SPECIFICATION AND DESIGN

The following is a description of the current status of our hardware, software, network infrastructure, telecommunications, and other technology services:

Servers

- 1 Compaq file server
- 1 HP/Compaq file server
- 1 HP/Compaq security system server
- 4 Dell – Excelsior gradebook servers

Workstations

All 300+ networked workstations have access to the Internet and use either Microsoft Windows 2000 or XP. All classrooms have at least one networked/Internet accessible workstation and we have at least one computer lab all three of our buildings. A majority of our workstations are from 2001 and are due to be replaced on a 5 year replacement cycle, but we have made improvements to our labs in the past couple years.

- 1 Elementary lab – 30 workstations
- 3 Middle school labs – 30 workstations each
- 3 High school labs – 30 workstations each

Network Infrastructure

Our district is wired by fiber to our Muskegon Area Intermediate School District and our internal network is wired to CAT5e standards. All our switches are 10/100 or 10/100/1000. We have many various models of networked printers

District Major Software

- Adobe AfterEffects
- Adobe Photoshop/Image Ready
- AutoCAD LT
- CIMS

- Fortigate
- Flash MX
- Internet Explorer
- Kidspiration
- Micro Type Pro
- Vexira Anti-Virus
- Novell Client/Netware 5.1
- Pinnacle Exceslior
- Pinnacle Studio
- Adobe Premiere
- Wiggle Works
- Microsoft Office Products
- Inspiration
- Follett Destiny software
- Foxbright CMS
- Netguard EVS
- Premier Accessiblity Suite
- Renaissance Place
- Acrobat Reader

Telecommunications

Holton Public Schools has a Nortel Network phone system with 50+ phones and voicemail for all staff connected through Verizon. We also use cell phones for Administrative staff communications, emergency situations, and speaker to speaker instant talk. The district data communication is connected via a fiber line to our ISD.

Needs

Replacement 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, Merritt Internet, Excelsior gradebook, etc.

Servers

We will need to replace one of our network file servers due to space, speed, age, and functionality. We will also have to look at purchasing another file server for expansion.

Workstations

Our staff workstations will all have to be replaced in the next three years as a majority are from 2001. We would then filter their workstations down as classroom workstations and can do this on a yearly basis.

Network Infrastructure

We will need to expand our wiring to more classrooms and also add the ability to connect via wireless adapters in each of our school buildings. Switches will have to be purchased as we expand our network thought-out all buildings.

District Major Software

We will need to look at updating our Windows 2000 licenses to Windows XP on many of our workstations. We will also need to explore the possibly of an upgrade to our current Microsoft Office products. Virus protection for our school district will be evaluated yearly, as will other software products we use.

Telecommunications

No telecommunication additions are planned, but a new phone system or upgrades will be researched in the next three years.

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)

- Network support structure evaluated and updated (yearly)

Timeline

	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>
Servers		1 File Server	1 File Server
Workstations	12 Workstations	18 Workstations	18 Workstations
Wiring		10 to 15 data drops	
Switches	1 Switch	2 Switches	2 Switches
Software	100 XP licenses 300 to 400 Antivirus Licenses	200 Microsoft Office Licenses	
Phone System		Research phone system	

Technical Support

With the rapid progression of technology and the ever-changing software/hardware requirements a full time Director of Technology is supporting the technology at Holton Public Schools. The Director of Technology responsibilities consist of and are not limited to supporting file and Internet servers, computer and technology hardware, software, grant writing, technology training, Excelsior grade book support, printers, ERATE, e-mail, technology budget, all hardware/software upgrades and support, web page administrator, security camera system administrator, and telephone support.

Technology related problems are reported to the Director of Technology via e-mail, phone, or personal visit. The Director of Technology then assumes responsibility for fixing the problem or calling for outside technical assistance. When the problem is fixed, the Director of Technology will notify the reporting party of the fixed issue.

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.

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. Repairs are performed as soon as possible when reported to the Director of Technology.

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

SECTION 12 – 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 are researched, tried, and implemented when and where appropriate. Currently the following are in use to help increase student access and achievement:

- Premiere software
- Video projectors are used in the technology labs and some classrooms
- Audio speakers are used in labs and some classrooms to help students with different disabilities
- Tablet PC and wireless access
- NEO2 Alphasmart laptops
- Additional computer labs for increased access for students

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

SECTION 13 – BUDGET AND TIMETABLE

Salaries & Benefits	2009-2010	2010-2011	2011-2012
Director of Technology	80,000	81,500	83,000
Technology Support Budget			
Equipment, Supplies & Licenses	36,500	36,500	36,500
Capital projects	8,000	18,000	18,000
Fiber Line	12,654	12,654	12,654
Professional Development	1,000	1,000	1,000
Grand Total	138,154	149,654	151,154

Total Cost - the above number represent budget line items and district support

- Salaries and benefits – item totals the salary and benefits for the Director of Technology
- Equipment, Supplies & Licenses – includes the cost of yearly software license fees such as Novell, Excelsior, Virus protection, and Internet access. This also includes district printer cartridges, technology supplies such as software, cd's, keyboards, etc.
- Capital Projects- items included are yearly computer replacement
- Fiber Line – yearly fee associated with our fiber line and network
- Professional Development – items include MACUL conference, MAISD training sessions, staff In-service

SECTION 14 – 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.
- Reimbursement from the Universal Service Fund (ERATE) for telephone and web hosting.
- 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 and others.
- 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

SECTION 15 – EVALUATION

The Holton Public School’s Technology Plan will be reviewed and updated each year by the Technology Committee and Director of Technology. The Technology Committee and Director will make recommendations to the Board of Education for updates and improvements to this plan based on yearly 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
- A plan will be created to address unmet goals and objectives

C-Completed, I – In process, R-Revised/Removed 2009-10 2010-11 2011-12

Goal 1 Integrate technology into school curriculum

Use professional development, hardware and software to integrate technology into classrooms and labs _____ _____ _____

Projectors, screens and/or Smartboards will be made available to classrooms through mobile carts or mounted hardware _____ _____ _____

Update Microsoft Windows and Office software on computers to keep students and staff using the newest technology _____ _____ _____

Goal 2 Ensure technology competency of all students by the end of the 8th grade

All students will receive technology instruction through technology classes and will be assessed in their 8th grade year _____ _____ _____

Student achievement and attendance will be collected and analyzed for further goals and instruction at all grade levels before final assessment _____ _____ _____

Goal 3 Provide continuous and comprehensive professional development training

Training will be provided to staff throughout the school year to further educate our staff in technology including, but not limited to Microsoft Office, Discovery streaming, electronic gradebook, e-mail, and online databases

MAISD support for professional development will be used for curriculum integration

Surveys will be conducted with staff for input on technology training sessions

Goal 4 Ensure maximum utilization of technology

Lab and classrooms will have hardware and software for students to use on a daily basis. Staff will be trained to use this technology and to teach students to use it to its maximum potential

Check out and availability of all labs will be made available online to teachers needing to use labs for instruction, presentations, and research

Surveys of technology needs will be done yearly or as needed basis to support staff and students in using and providing hardware, software, materials, and training to promote technology integration

Goal 5 Increase Parental Involvement

Use Parent Internet Viewer, school and teacher web pages, school newspaper, and other technology based products to increase parental involvement and notification

Parents will be provided with teacher e-mail and voice mail for better communication

SECTION 16 – ACCEPTABLE USE POLICY

Holton Public Schools is in the process of rewriting our Acceptable Use Policy to address changes in technology. In compliance with the Children’s Internet Protection Act (CIPA) Holton Public Schools limits student access to the Internet by the use of a filter appliance. A copy of our current Acceptable use contract will be provided.

Internet Filtering: All student computers are channeled through one filtering server, which is utilizing Fortigate software for its Internet filtering and site blocking capabilities.

Holton Public Schools Internet Access Policies

4520 Filtering Software (Cf. 4510)

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

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

Approved: October 22, 2007

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

4520-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 which the computer accesses 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.

Staff members violating these rules are subject to disciplinary action up to and including discharge.

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 on 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

