

# Rudyard Area Schools Technology Plan

<http://www.rudyard.k12.mi.us/techplan>

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Eastern Upper Peninsula Intermediate School District

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## **Introductory Material – Section 2**

### ***Rudyard Area Schools Mission Statement***

The mission of Rudyard Area Schools is to provide a learning environment in which all students may achieve their full potential and become productive members of society. This goal will be achieved while promoting the physical, psychological, and social growth of each individual. Our school will encourage good decision-making skills enabling individuals to function as responsible citizens.

### ***Description of Rudyard Area Schools***

The Rudyard Area School District is a rural farming community in the Eastern Upper Peninsula. There are 817 students in grades Kindergarten through 12. The school district has two schools: Turner-Howson Elementary School and Middle School/High School. The school district covers an area of 390 square miles and has a residential population of approximately 9,804 citizens.

In this highly transient population, approximately 40% are considered minority. High poverty is characteristic of the region. The Rudyard Area Schools Alternative Education Program operated by Consolidated Community Schools Services (CCSS) has a free/reduced lunch percentage of 84%.

As of 2011-12 the total district employment is 106 people with 54 teaching staff, 41 support staff, 11 bus drivers and 3 administrators. The school district's State Equalization Value for Homestead is \$53,759,531.00 and for Non-Homestead is \$59,633,729.00. Millage is set at 18 mills on non-homestead property. All of the above factors illustrate the difficulty our district faces in providing students with educational resources that some districts take for granted.

## **Vision and Goals – Section 3**

### ***Rudyard Area Schools Technology Vision Statement***

It is no longer possible for teachers to solely use traditional tools to teach everything a student needs to know in order to be successful in our technologically oriented society.

Due to the explosion of information accessibility through technology, it is our challenge as an educational environment to provide access to this information at any site, where students are encouraged to work collaboratively with others with information from many sources.

By including technology as an integral part of a well-balanced K-12 program, Rudyard Area Schools will provide students with the opportunity to develop lifelong learning skills through the use of technology. With technology as a tool, teachers, administrators, and support staff will become more efficient and effective in facilitating and managing the learning environment.

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

Rudyard Area Schools is committed to the preparation of productive, self-reliant, and responsible members of our society. Technology is a link for our students to their own community and the rest of

the world. The District Technology plan supports objectives and goals of Rudyard Area Schools by giving direction to:

- Allocate resources (budget, grants, donations, & partnerships)
- Coordinate technology equipment and software across the district
- Evaluate emerging technologies and their appropriateness to our goals
- Integrate technology across the curriculum
- Train and support staff, students, and community in the application and evaluation of technology
- Provide opportunities for career exploration and preparation
- Utilize technology in communication
- Evaluate the movement of Rudyard Area Schools toward plan goals

## **Curriculum – Section 4**

### ***Curriculum Integration and Student Achievement***

By including technology as an integral component of a well balance educational program, Rudyard Area Schools will provide students with the opportunity to become technologically literate and acquire skills and information necessary to actively participate in our information rich world. The district’s Technology Plan is intended to be consulted during all ongoing curriculum reviews and it is recommended that the technology curriculum coordinator be involved in all curriculum reviews.

Technology will be an integral part of every curriculum area, as well as having its own goals and objectives for training in its use. Technology is an essential tool for the attainment of all Rudyard Area Schools’ curriculum goals and objectives.

Our goal is to adopt the Michigan Educational Technology Standards (METS) dated 2009 for grades K-12 and integrate technological learning opportunities for students across all grade levels. Implementation of the METS is ongoing throughout our curriculum as new opportunities arise and new resources become available.

Some examples of how technology is currently used by faculty are below.

- RAS is makes digital content video available for all teachers and students; which allows our teachers to incorporate video clips into the curriculum. These video clips and accompanying materials target the Michigan Benchmarks and standards.
- Teachers in grades K-8 are using Accelerated Reader along with Compass Learning to enhance student reading skills.
- RAS requires all students grades 9-12 to take a full-year, computer-based business class.
- Teachers in grades 3-12 are using the MS Office Suite to enhance student learning. Some examples include: essays and reports in MS Word, data analysis in MS Excel and presentations in MS PowerPoint.
- Students in grades K-12 are using Compass Learning, a modular based online learning tool for differentiated learning using technology.

- Students in grades 6-8 generate a Middle School yearbook and publish it for sale to the Middle School students.
- Teachers in grades 3-12 use Moodle for classroom collaboration and classwork submission.

## **Goals**

- RAS will coordinate with our local ISD to receive interactive advanced courses through distance-learning to other districts within our ISD, in cooperation with our local ISD.
- RAS will coordinate with our local ISD to offer interactive advanced courses through distance-learning to other districts within our ISD, in cooperation with our local ISD.
- Teachers in grades K-12 will utilize on-line courseware as a supplemental learning tool.
- Teachers will be offered the opportunity to use Learning Management Systems (LMS), such as Moodle. Trainings will be offered in how to use LMS and how to incorporate them into their curriculum for instruction and assessments.
- Teachers in grades K-8 will utilize Data Director to administer the EUPISD's Grade Level Assessment Device (GLAD) twice per year to assess student mastery of current state benchmarks with the ultimate goal of raising student achievement.
- Teachers and students will utilize online collaborative such as wiki's and forums to work together on course materials.
- Students will be provided with access to curriculum for Internet safety and personal privacy. Rudyard Area Schools will be utilizing the iSafe Internet safety curriculum to provide presentations and course materials for students.

With a variety of technologies available, educators will be able to better address the varied learning styles and multiple abilities of every student. Networking and Internet access will provide students and staff curriculum specific local and world- wide information on topics relevant to their academic and professional studies. Student-to-student and teacher-to-teacher communication will provide an environment of immediate feedback and collaboration on projects and curriculum issues. Administrators, teachers, parents, and community organizations will be able to share information and collaborate through these networks.

## **Student Achievement – Section 5**

It is a goal of No Child Left Behind that schools will “Assist every student in crossing the digital divide by ensuring that every student is technologically literate by the time the student finishes the eighth grade, regardless of the student’s race, ethnicity, gender, family income, geographic location, or disability.”

The Michigan Grade Level Educational Technology Standards & Expectations are aligned with the International Society for Technology in Education’s (ISTE) National Educational Technology Standards for Students (NETS-S). They are meant to provide teachers with an outline of learning expectations and will be used to drive educational technology literacy assessments for the next several years. Technology literacy is the ability to responsibly use appropriate technology to communicate, solve problems, and access, manage, integrate, evaluate, and create information to improve learning in all subject areas and to acquire lifelong knowledge and skills in the 21st century.

The goal is that these Standards and Expectations will ultimately be integrated into the various other content areas.

1. Students will develop a sound understanding of the nature and operation of technology systems and will become proficient in their use.
2. Students will understand the ethical, cultural, and societal issues related to technology. Students will practice responsible use of technology systems, information, and software. Students will develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits, and productivity.
3. Students will use technology tools to enhance learning, increase productivity, and promote creativity. Students will use productivity tools to collaborate in constructing technology-enhanced models, preparing publications, and producing other creative works.
4. Students will use telecommunications to collaborate, publish, and interact with peers, experts, and other audiences. Students will use a variety of media and formats to communicate information and ideas effectively to multiple audiences.
5. Students will use technology to locate, evaluate, and collect information from a variety of sources. Students will use technology tools to process data and report results. Students will evaluate and select new information resources and technological innovations based on the appropriateness to specific tasks.
6. Students will use technology resources for solving problems and making informed decisions. Students will employ technology in the development of strategies for solving problems in the real world.

As educational technology continues to expand student achievement will be enhanced by continued use of the following for 2012-2015:

Continue to use Compass Learning or a comparable product as a supplemental instructional tool for student learning in math, language arts, social studies and science for all K-12 students. Our district's goal is to provide students & teachers with interactive supplemental instruction opportunities to engage and supplement student learning.

Our district's goal is to provide this software to teachers to enhance learning of various subjects & concepts.

Continue to use Compass Learning or a comparable product in grades 9 -12 in the subjects of math, language arts, science, and social studies to deliver credit recovery opportunities and AP Classes. Our district's goal is to provide students with greater one on one learning opportunities for either remediation or for advancing individual learning opportunities.

Continue to instruct students on the appropriate use of Internet, social networking websites, cyber-bullying etc. Each year the State Police liaison officer will visit classes and will instruct middle school students on the legalities and the acceptable uses of the Internet, social networking websites, and cyber-bullying. Our district's goal is to provide all middle school students with important safety information on the dangers of using social networking websites, appropriate Internet resources, and the legalities of cyber-bullying.

Continue to use Accelerated Reader to reinforce literal comprehension in reading in grades 1-5. The timeline for utilizing this program will have students start this program in September of the school year and will be ongoing throughout the year. Throughout the school year students will spend 30 minutes a week in using the Accelerated Reader Program. Our district's goal is to improve students reading abilities and to monitor progress.

Websites that are aligned with the Michigan Core Curriculum, such as the Michigan Teacher Network will be used to facilitate research and projects in all academic areas. This will be the responsibility of the teachers to utilize these websites in specific assignments twice throughout the school year. Our district's goal is to provide teachers with the appropriate resources to facilitate student learning.

Continue to provide keyboarding/ word processing instruction in grades 3-5. Our district's goal is to provide students at younger levels opportunities to develop essential word processing skills.

Continue teaching word processing, spreadsheets, databases, and desktop publishing skills in ninth grade level. Our district's goal is help students develop essential skills in such areas to help establish a foundation of learning of important technological skills.

Continue with advance skills in Word, Excel, Access, and PowerPoint in grades 10 through 12. Our district's goal is to provide advance learning and opportunities in such areas to further student learning beyond a student's high school education.

Continue to integrate computer technology into our accounting class, in studying profit and loss, assets, liabilities, capital, income, expenses, balance sheets, and income statement. Our district's goal is to integrate the use of such technology skills to stimulate student learning in personal finance and business.

Continue with our Computer assisted Drafting Class (CAD). Students get the opportunity to master sophisticated drafting software. Our district's goal is to provide students with access to technology used in today's world that is relevant to important vocational opportunities for our students.

Continue using Compass Learning; a web based software solution available for teachers to supplement instruction to students in math & language arts in grades K-8. Additionally Compass Learning will be used as credit recovery program in core curriculum areas and opportunities for AP courses for high school students in areas of math, language arts, science, and social studies.

The school district will continue to utilize Schoolwires, which is web based software used to design maintain information on the school website. Each individual school building will maintain a portion of the website allowing the school calendar, announcements, lunch Menu, etc. to be posted for public access. Individual staff members and teachers will also have rights to post assignments and use the site for lesson delivery.

Continue to use a learning management system as a tool for teachers to deliver lessons and learning resources to enhance both teaching and learning in individual classrooms. Teachers will also have the ability to create and complete assessments with this tool as well.

Continue using United Streaming as a tool for teachers to enhance learning in various subject areas. This tool would allow teachers to stream instructional videos from the Internet and show them in each of their respective classrooms.

We will continue to utilize laptops purchased under the BTOP Grant and laptops purchased for current K-6 grade students to utilize in our current “one to one” laptop program.

The use of Microsoft Publisher and PowerPoint will be encouraged for presentations in the lower grades: Students will be taught by teachers

## ***Technology Delivery – Section 6***

Local classes are delivered on the Internet through the use of Schoolwires and Moodle. We will provide classes not available at RAS via ITV. To meet the needs of students who require specialized, more rigorous, or remedial courses Rudyard uses dual enrollment, students often opt for online courses, eliminating the need for travel. We also offer online courses through Michigan Virtual High School for students who need more than what we offer to meet Michigan Merit Curriculum requirements and to enhance instruction and increase student achievement.

Additional tools are used to enhance instruction including, but not limited to: Schoolwires, Edmodo, Khan Academy, Discovery Streaming, Compass Odyssey, Moodle, NetTrekker, Accelerated Reader, STAR programs, and Google Apps.

## ***Parental Communications and Community Relations - Section 7***

Rudyard Area Schools recognizes the importance of communicating District goals and achievements to staff, students, and community as well as including those stakeholders in the planning, implementation, and assessment of the technology plan. A variety of methods are used to deliver this information.

- Printed Documents
- Building-level and Classroom newsletters
- District and School calendars for events
- Reports & Minutes
- District website - Located at <http://www.rudyard.k12.mi.us/>
- Staff e-mail and email list serves
- District/School Parent email list serves
- District/School Student email list serves
- Presentation and open discussion
- Parent Advisory
- Open School Board Meetings/Student Liaison
- Open House/Fine Arts Night
- Parent/Teacher Conferences/report cards
- School Improvement Teams
- Community Workshops
- Radio Announcements
- Telephone
- School Messenger System voice and email services

Communications has played an integral role in the evolution of technology at Rudyard Area Schools. Rudyard Area Schools' goals are to:

- Increase and maintain the school website including individual teacher managed webpages to deliver important information for students and parents specific to their class.
- Increase the sharing and exchange of information for students and parents through the use of the district website and the cloud environment.
- Increase the use of electronic mail including email list-serves for staff, students, and parents.
- Explore emerging communication technologies as they become available
- Utilize a call manager service to make rapid call-outs of school delays or cancelations, daily student attendance calls, and other school events.
- Provide increased parent electronic access to student data securely.
- Provide Internet safety presentations for parents and community to help parents with student privacy and safety.

### ***Collaboration – Section 8***

Rudyard Area Schools is a community school. Many of its resources are shared and utilized by the larger community it serves. This includes its libraries, staff, and classroom space. The community library as well as Community Consolidated Schools Services office is housed within RAS buildings. This sharing of resources is of great importance to the area adult literacy program. Library resources including computers, internet access, and email access aid local adult literacy providers in expanding their offerings. ITV and computer labs are also used to further enhance adult literacy programs and offerings. District tech support is also provided to support these shared resources as needed. Technology is allowing RAS to collaborate and share services with other districts in the region in ways not feasible previously.

## **Professional Development**

### ***Professional Development and Supporting Resources – Section 9***

Rudyard Area Schools understand the importance of providing professional development opportunities and will provide in-service training for all staff in the areas of technology knowledge, application, and integration.

Rudyard Area Schools will update staff on new tech tools at the beginning of the school year and will set aside PD time to new technology topics each year.

Professional development for administration, faculty, and support staff will be utilizing the National Education Technology Standards (NETS) for Administration and Teachers. Rudyard Area Schools will use the two NETS as a baseline for implementation for professional development for all staff.

Involve staff in professional development via:

- NETS review by staff committees
- Surveys requiring training needs
- Coordination of opportunities for technology training
- Utilize trainings available through the Eastern UP ISD

- Plan for adequate time and resources
- Provide clear expectations for staff
- Expect technology will be utilized and integrated into the curriculum to meet district goals, state, and national benchmarks
- Train new staff on district hardware and software
- Utilize both non-school hours and in-service times for technology training
- Utilize Learning Management System for professional development
- Develop district technology training resource library
- Provide skilled trainers/presenters/resources
- Identify and utilize skilled district staff as trainers whenever possible
- Build upon previous training
- Seek out online self-study programs and disseminate information about such programs to staff.
- Provide continuity of programs over time
- Provide varying levels of instruction
- Repeat classes for areas of greatest need and interest
- Survey staff to determine usefulness of training

### ***SUPPORTING RESOURCES – SECTION 10***

- Electronic mail, Internet/Web Access and database access will be provided.
- Software should be purchased to implement as well as supplement existing curriculum

## **Infrastructure, Hardware, Technical Support, and Software**

### **Current Status**

The current infrastructure of Rudyard Area Schools includes a gigabit wired and a 54mb wireless network at the High School and Middle School. At Turner Howson Elementary all network ports are 100mps with a 54mb wireless network. Both buildings are connected via fiber.

Active Directory is in use for user authentication and file storage, networked printers and copiers, a closed-circuit television system, multimedia projectors in many classrooms and telephones with voicemail in all the classrooms.

Rudyard Area Schools' platforms are standardized by the need in curriculum areas. The platform in use is predominantly Windows 7, using Microsoft Office productivity software. The art department makes use of Apple Macintosh, running a variety of Adobe graphics software. The software purchased and installed to classroom computers and the network include Compass Learning, Accelerated Reader, MicroType Pro, and reference materials.

Administration of our business office is done with web and remote access to Specialized Data Systems Finance for Schools. Our student demographics, grade book, and reporting is managed by Pearson PowerSchool Premier accessed by all staff through a web interface.

The district and staff website is supported and developed by district staff using SchoolWires web content management system. The District utilized Google Apps for collaboration and communication.

Turner-Howson Elementary has one to one laptops for teaching and classroom use. Each elementary classroom has between 2-4 computers available for student use during the day. K-1 grade students also have a classroom set of iPads for their use. All faculty have a desktop and laptop computer available.

The Rudyard Jr/Sr High School has one to one laptops for teaching and classroom use. Most classrooms also have between 2-4 computers available for student use during class time if they do not have their own device. Each classroom has a networked laser printer available. All faculty have a desktop computer available for their use. Students and faculty are also welcome to BYOD (bring your own device).

## **Technology Needs**

Rudyard Area Schools to evaluate all technology purchased and available and works to create a “sustainable” technology program for all staff and students. State and federal grants have created a large inventory of technology, without the long-term funding. The district will be looking to create an effective, sustainable technology plan for the future.

### *Technology Needs*

- Phone system---the current infrastructure is aging and maintenance costs will become prohibitive as replacement parts become scarce. Plans are currently moving forward to replace the phone system summer 2012.
- Bandwidth--- Increasing use of technology in the classroom is resulting in increasing bandwidth requirements to the internet. It will be necessary to continuously evaluate bandwidth use on the fiber optic inter-building links and increase as needed.
- Switching--- Current hardware is up to current standards in speed but capacity is currently limited. More switches are needed in some areas and if VIOP telephony is implemented the required number of functioning drops will increase greatly, requiring more switches. Inter closet links within buildings should be increased to 10 Gbps to handle additional load. Phased replacement should begin after needed capacity has been built.
- Servers--- ESXi server needs to be replaced. An upgrade of this will allow most other servers to be loaded in Virtual Hosts, eliminating the need for most other server purchases. The file Servers and ESX host should be replaced at the end of 3 years.
- Wireless LAN--- A new wireless LAN has been implemented at the High School and Middle school. This WLAN will need expansion handle the demands of the increasing number of wireless devices on the network as well as expansion to the other buildings.
- Our printers, data projectors and other equipment in all buildings are old and starting to fail. The district needs to investigate moving from personal laser printers in classrooms to a regional approach using larger volume laser printers and/or digital copiers. Interactive whiteboard technologies have been tested and need to be fully implemented to increase student involvement.
- A sustained one to one computing platform should be designed based on our experiences with BTOP and FTL. This should be ready for implementation at the end of the BTOP funding.

Rudyard Area Schools will evaluate resources providing student and staff opportunities to:

- Share academic and administrative resources with other districts and ISD's
- Enhance curricular choices for students, via interactive television (ITV), online courses, and higher-education online resources.
- Initiate video conferencing for meetings and staff development
- Collaborate using local online course materials for student projects, sharing of ideas, and mentoring
- Empower students to enhance their skills in selecting and using portable/wireless technology
- Improve the interoperability of existing and future systems
- Improve data management and asset tracking systems
- Support district technology plan goals

The end goal of these hardware purchases would be to standardize equipment availability across the district for all grade levels. Some of the technologies the District is evaluating for classroom use are interactive whiteboards for student engagement, audio reinforcement to help students hear the instructor, making every single classroom a computer lab, and going to a one-to-one laptop for all grades K-12.

## **Strategies**

Rudyard Area Schools' technology resources and materials are reviewed annually for relevance to the curriculum and impact on student learning. Hardware is inventoried and evaluated for replacement/displacement annually based on its current condition and ability to serve the technology curriculum. Purchases of additional technology materials in accordance with the goals of the technology plan are done as funds are made available through district funds or other funding sources.

Additional strategies will be developed according to the following timeline in order to ensure continued interoperability of equipment across the district:

- Faculty/Staff computer replacement on a 4 year schedule
- Replace student laptops on a 4 year schedule
- Replace telephone system on a 15 year schedule, starting with the 2012 summer
- Replace network physical wiring on a 20 year schedule, due to start 2019.
- Maintain hardware asset and software license inventory
- Develop guidelines for future technology purchases to ensure curriculum need, ensure compatibility, avoid duplication and to maximize district investments through site licensing and volume discounts

## **Technical Support**

To provide technical support for the district Rudyard Area Schools utilizes service shared with other regional districts through the EUPISD to provide network, server, workstation and phone support. In addition RAS has one additional staff member that serves as the technology liaison and trainer.

Staff members submit a Technology Service Request via a tech help link for any technology maintenance issues. Work requests are submitted and distributed to the appropriate technician. Data from these service requests are a means to identify recurring problems and their resolutions for future troubleshooting. These service requests also suggest areas that need to be addressed in technology training sessions.

### **Increased Access**

Rudyard Area Schools understands that technology itself will not improve student achievement if those who need it can't get access to it. Furthermore, it recognizes that there is a wide gap in access between individuals based on poverty levels and disability.

Our goal is to provide equal access to all staff and students. In order to do this we will evaluate expanding the number of computers available by building according to usage statistics. We will also investigate ways to provide low cost or no cost access to staff and students alike by one to one laptop program and expansion of our school network to allow remote access to student files from home.

We will continue to evaluate the needs of our special education program to ensure that appropriate assistive technologies are available for use and we will coordinate with those programs to fund any new assistive technologies which need to be purchased. Finally, we will continue to offer after school and summer programs which give students the opportunity to make use of school technology resources after normal school hours.

### **Funding and Budget**

The projected budget is simply a recommendation to the board for the 3 years of this plan. Once a full inventory has been completed and a more thorough needs analysis done, adjustments will be made to the budget as needed. The budget shall be subject to annual review and adjustment by the Director of Technology, District administration and members of the technology committee.

<b>Technology Budget</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>
Technology Staff Salary and Benefits	\$52,000.00	\$53,560.00	\$55,166.00
Hardware/Software Purchasing and Replacement	\$30,000.00	\$30,000.00	\$30,000.00
Professional Development	\$500.00	\$500.00	\$500.00
Internet Access	\$47,495.00	\$47,286.00	\$47,190.00
Local/Long distance telephone service	\$22,112.00	\$22,212.00	\$22,385.00
Network Maintenance	\$11,760.00	\$11,780.00	\$11,800.00
Web Hosting	\$1,650.00	\$1,650.00	\$1,650.00
Cellular Phone	\$6,700.00	\$7,000.00	\$7,100.00
<b>Total:</b>	\$172,218.00	\$173,988.00	\$175,791.00

The timetable for additional hardware and software purchases, upgrades, infrastructure improvements, curriculum support, and professional development support will be dependent on funds available and a prioritization process to be carried out by the director of technology in cooperation with the district technology committee annually beginning each fall after full budgetary information is available.

### ***Coordination of Resources***

Rudyard Area Schools is an active participant in the EUPISD Consortiums and will participate in the pursuit of Universal Service Funds as well as state grant programs as grants come available. The district has and will continue to utilize Title I, Title II, At-Risk, Title V, and any other federal grant program monies available. These funds will be used to supplement monies from the General Fund to achieve technology plan goals. General Fund will include designated funds for development and support of technology programs and equipment as outlined above.

### ***Monitoring and Evaluation***

#### **Evaluation**

Monitoring and evaluation are keys to a successful plan. Evaluation will occur as needed, but not less than once a year. Rudyard Area Schools will follow the progress toward the technology goals by utilizing a variety of tools.

Director of Technology and the technology staff will assist in the monitoring, review, and evaluation of the technology plan. The technology committee will continue to meet, improving and revising the plan as necessary. The staff, students, and community members will be surveyed periodically for further input reflecting the effectiveness of the technology plan.

In preparation for an annual Technology Plan review, current technology utilization surveys will be submitted by all staff. Surveys will address two major issues:

- What current software, hardware, etc, is actually being used and felt to be important to staff?
- If technology is not being used, would more professional development increase usage?
- If so, what type of professional development is needed?

In addition Rudyard Area Schools will monitor and evaluate its technology plan using:

- Eastern Upper Peninsula Telecommunications Consortium Internet Statistics
- Network statistics gathered through monitoring of server utilization
- Internet access log files and tracking
- Equipment inventory records
- District service request database records
- Rubrics evaluating student projects and use of technology
- Professional Development records

Data will also be kept on current computer lab and equipment usage by use of online calendars for mobile laptop labs, stationary lab, and equipment. This data will be used to guide future purchases, grants, and professional development activities.

The technology committee will determine measures of success for each goal based on the available data. These measures will then be used to evaluate and monitor the success of each individual goal.

Evaluation and monitoring is an ongoing process, as is the emergence and testing of new instruments as part of the evaluation process. The technology team, staff, students, and community members will work together to develop comprehensive data to ensure that Rudyard Area Schools meets all goals.

Unmet goals evaluated for their continued relevance and will be reevaluated so that resources may be assigned. New goals may be added as needed to keep pace with changes in technology and district, state, and federal standards.

## **STUDENT ACCEPTABLE USE POLICY**

Rudyard Area Schools is dedicated to maintaining a safe educational environment for all who use technology. The Acceptable Use Policy(AUP) was written in 1999, updated in 2012 and implemented for the 2012-2013 school year. All students and staff are required to sign an AUP to use all network resources.

In addition to the AUP, Rudyard Area Schools requires agreements tailored to other curricular areas which student and parent/guardian must sign prior to use of equipment or resources. Rudyard Area Schools is committed to protecting the privacy of students, staff, and families.

Along with its AUP, Rudyard Area Schools has in place an Internet filtering appliance and software to meet the requirements of the Children’s Internet Protection Act (CIPA). Rudyard Area Schools also actively monitors student computer usage and routinely blocks inappropriate web sites.

## **STUDENT EQUIPMENT, NETWORK AND INTERNET ACCESS AGREEMENT**

This agreement is entered into between \_\_\_\_\_ (Printed Student Name) hereinafter referred to as student, and the Rudyard Area Schools, hereinafter referred to as District.

The purpose of this agreement is to provide expectations for the use of Computers, Laptops issued for student use, Local Area Network, Electronic Bulletin Board, and Internet access, hereinafter referred to as Network, for educational purposes to the Student. As such, this access will

1. Assist in the collaboration and exchange of information
1. Facilitate personal growth in the use of technology
2. Enhance information gathering and communication skills.

The intent of this agreement is to ensure that students are familiar with and will comply with all Network and Internet acceptable use policies approved by the District.

It is the policy of Rudyard Area Schools to:

- Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications.
- Prevent unauthorized access and other unlawful online activity. Prevent unauthorized online disclosure, use or dissemination of personal identification information of minors.
- Comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].
- Help to ensure the safety of our students while online.

In exchange for the use of the Network resources either at school or home, the student understands and agrees to the following:

The unlimited use of the Network or Computer Equipment is a privilege which may be revoked by the District at any time and for any reason including, but not limited to:

- Misuse, defacing and non-accidental damage.
  - Attempting to bypass Internet Security, Firewalls or Internet Content Filtering by any means. Per filtering rules students shall not access social networks (facebook, myspace, ect) from the districts network.
  - Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
  - Use or dissemination, in any way, of unauthorized information.
  - Misrepresenting other users on the Network.
  - Disrupting the operation of the Network through abuse of the hardware or software.
  - Malicious use of the Network through hate mail, harassment, profanity, vulgar statements, bullying via social networking or discriminatory remarks.
  - Interfering with others’ use of the network.
  - Extensive use for non-curriculum-related communication.
- a. Illegal installation, unauthorized downloading, copying, and/or use of copyrighted digital media, (Includes software, music, or video.) or installing software not owned by the district.
- i.) Syncing of data on a non-district account (such as a personal i-Tunes account) on district owned computers or hardware.
- j). Allowing anyone to use an assigned account other than the account holder.
- k.) Non-accidental damage or defacing of computer equipment.
- b. Use of a file-sharing client or program not directly authorized by the District
- b. The District and/or Network will periodically make determinations on whether specific uses of the Network are consistent with the acceptable-use practice
- c. The District reserves all rights to material stored on or created with or stored on district resources and computers and will remove any material which the District, at its sole discretion, believes to be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use the District-approved computer, account, or access to obtain, view, download, or otherwise gain access to such materials.
- d. All information services and features contained on District or Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.

- e. The District and/or Network resources are intended for the exclusive use by their registered users. The student is responsible for the use of his/her account/password and/or access privilege. Excluding use by district technology staff, any problems which arise from the use of a student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.
- f. The District and/or Network reserve the right to log and monitor all computer activity including but not limited to:
- a. Internet access
  - b. Email
  - c. All other forms of electronic messaging.
  - g. All students agree to abide by safe computing etiquette including the following standard practices:
    - a. Ensuring regular scanning of computer for virus activity
    - b. Promptly deleting old files and email messages
    - c. Reporting any possible security problems including compromised passwords promptly to district technology staff.
    - d. Limited and cautious transfer of files from questionable sources.
    - e. Securing computer by logging off or shutting down when it is unattended.
    - f. Receiving authorization before installing software that could potentially compromise the stability or security of the system.

**The district may seek reimbursement for computer equipment not returned; lost equipment, damaged equipment or that equipment is deemed unwarrantable.**

From time to time, students will create personal and District World Wide Web homepages which may contain names and/or pictures of the Student on the Internet. Additionally, the district will provide student email accounts. Please initial each of the following activities which you do NOT want the student participating.

- Email
- Student Homepage
- Picture
- Name
- Transmit picture live as part of a group (Web Camera)
- Posting class work online with first name only

The District and/or Network does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

I hereby agree to abide by the rules and regulations of system usage outlined above and I understand that failure to do so may result in the limitation, suspension, or loss of privileges as well as other possible disciplinary action including financial liability should it be shown that my actions were willful, malicious, and/or grossly negligent in nature.

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Student Signature

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Parent/Guardian Signature

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Date