Technology Plan

Leslie Public Schools

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District Code 33100

July 2012 - June 2016

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Ingham Intermediate School District

Leslie Board of Education

District Advisory Team

Jeff Manthei, Superintendent of Schools
Scott Powers, Leslie High School Principal
Carol Franz, Leslie Middle School Principal
Jim Dell, Woodworth Elementary Principal
Rob Desmith, Special Education Director
Carl Bunker, High School Teacher
Molly Turner, HS Teacher / School Improvement Chair
Marcy Thayer, Middle School Teacher / School Improvement Chair
Jenn Shook, Elementary Teacher / School Improvement Chair
Andrea Roach, District MTSS Coordinator
Gail Deschaine, High School Counselor
Chris Donoghue, Middle School Counselor
Deb Jansen, Special Education Teacher
Deann Maynard, School Board Member
Pam Dolbee, Parent

Leslie Public Schools Mission Statement

Building a foundation for the future

Leslie Public Schools Vision Statement

To afford our students quality educational opportunities by:

- ➢ Providing a challenging learning environment.
- ➢ Supporting individual learning needs.
- ➢ Developing problem solvers, independent thinkers and leaders.
- ➢ Encouraging life-long learning.
- ➢ Valuing community involvement.

Leslie Public Schools Belief Statements

We believe in:

- ➢ Active partnerships among parents, community and schools.
- ➢ A safe, secure and nurturing learning environment.
- ➢ All children deserve a quality education.
- ➢ Recruiting, developing and retaining professional staff.
- ➢ Valuing all children.
- ➢ Quality and well-maintained facilities.

Background

Description of the School District

Leslie Public Schools encompasses 75 square miles and is situated primarily in Ingham County and partially in Jackson County. The City of Leslie lies approximately 13 miles north of Jackson and 17 miles south of Lansing on U.S. 127. The district is largely an agricultural area, but most people are employed in manufacturing or service industries in cities within driving distance. Within the district the major employers are manufacturers, education, and retail food.

The population within the school district's boundaries is estimated at 7,251. The median household income is estimated at $60,312. Leslie Public Schools receives the minimum pupil allocation from the state. Forty six percent (46%) of our students qualify for subsidized meals.

Leslie Public Schools is a rural Class C district with a faculty of 91 that currently serves approximately 1310 students in grades K-12. The student body is predominantly Caucasian. The district includes one elementary school (K-4), one middle school (5-8) and one high school (9-12).

Technology History

The technology funding for Leslie continues to be a challenge. In 1995 voters passed a bond to build a new high school, upgrade our middle school, and incorporate technology into the classroom. (At the time of the bond, only secretaries, administration and a few teachers had computers. Student access was minimal except for a high school required computer application class.)

When construction was complete, the high school had additional labs and most staff had computers with Internet access. Money set aside for technology support, staff training, and ongoing purchases of hardware and software was limited. With limited resources, maintenance of existing technologies remains a challenge.

Grant monies allowed the district to add a lab at each building, train staff on basic operations (how to use GroupWise, how to use data management systems, etc.); train selected staff on creating technology lessons to support curriculum; and increase connectively speed.

We do have vision. We participate fully in state standards development. We are aware of national and state standards for technology, professional development, and assessment. These serve as models for our work.

Vision

Technology in Leslie Public Schools will:

- Support <u>curriculum integration</u> where students use appropriate, real world technologies that foster high achievement, independent problem solving and global participation.

- Support on-going, timely <u>professional development</u> where staff learns to integrate technology into the curriculum, manage data technologies, and explore new technologies as they affect teaching and learning.

- <u>Engage the community</u> in technology partnerships through increased communication with stake holders, shared resources, and work with institutions of higher education, libraries and businesses.

- Support an <u>infrastructure</u> that includes up to date hardware, software and modern peripherals so that the curriculum can be easily integrated.

- Provide <u>support systems</u> such as personnel, operations management, and other systems that support teaching and learning.

Goals

Goal #1: Students will be provided with the necessary tools to be able to become proficient in the activities that are provided to them at their specific grade level using the Michigan Educational Technology Standards (METS) as a baseline standard.

> Strategy #1: All teachers in grades K-12 will integrate technology into their core subject area lessons paying close attention to their grade band standards. Building level teams of teachers will develop a plan to expose students to all of the appropriate skills as developmentally appropriate.

Goal #2: Students will have acceptable access within their respective building to software, peripherals, and instruction that supports tutorial, application, exploratory, and communication use to increase student achievement in all core areas.

> Strategy #1: The Technology Department will make sure that all needed software and peripherals are compatible with the current and future equipment.
>
> Strategy #2: The Technology Department will make sure that the software and peripherals are installed and in a usable state.

Goal #3: Teachers will be provided with the IT tools and training necessary to implement a hybrid classroom.

Strategy #1: Teachers will provide classroom content that will focus on current state standards.

Goal #4: We will have an infrastructure that enables teachers and students to make use of technologies as they become available. No request will be denied due to inability of the infrastructure to support it.

Strategy #1: Replace technology equipment as needed.

Strategy #2: Continue to add Interactive Technology and/or document cameras to classrooms in the district.

Goal #5: Put the necessary technology in place so that the district can meet/surpass the technology needs of the students and staff.

Strategy #1: Provide Staff with a mobile device to allow them the flexibility of becoming more mobile in and out of the classroom.

Strategy #2: Expand the wireless network to provide coverage in all areas of all schools

Strategy #3: Explore a 1:1 / BYOD program for student devices.

Goal #6: We will increase communication with stakeholders in the community and surrounding areas.

Strategy #1: Increase community use of school technology by offering parent training workshops and helpful links on the district web site and individual teacher web pages.

Strategy #2: Use announcements at school based activities to inform parents of any upcoming activities to include parent training workshops.

Strategy #3: Increase partnerships with all entities that support our technological goals.

Relationship of Goals to the District Improvement Plan

The goals listed above are consistent with the current District Improvement Plan (DIP). Within the DIP there are strategies for the use of technology to improve student achievement.

Curriculum

Curriculum Integration

It is expected that technology will be integrated into the curriculum to deepen understanding of core content areas.   With the belief that technology is a *tool*, it will be integrated appropriately. For example, all students may use handheld devices, but not necessarily in all subject areas. The use of technology will be differentiated for various content areas and skill levels as determined by subject area assessments.

The district will identify curricular needs for students, and, based upon these needs, we will research best practices that meet those needs. Once the practice is identified, tools (including technology) will be researched to determine how to address learning goals.

Our content area goals are aligned with the Michigan Merit Curriculum, the Grade Level Content Expectations, and the Michigan Educational Technology Standards. The state content expectations are aligned to national standards.

Student Achievement

Technology strategies and our curriculum are aligned to state standards. Technology will be integrated into instruction so that students can achieve those standards. Examples include a 6th grade teacher using a data projector, software, and a Smartboard to demonstrate the addition of angles in geometry; a 2nd grade teacher using a computer and a TV set to show a video stream of a seed sprouting into a plant; a computer applications teacher expecting students to create and populate a spreadsheet.

A timeline for integration is indicated in Appendix A.

Technology Delivery

Our high school students currently take classes through GenNET Online Learning. Students in the high school and middle school have access to an online learning program with a wide variety of course choices. This helps these students stay on track for graduation with their classmates. Our 3 classroom buildings, as well as the administration building, are connected via fiber to internet services.

Parental Communications and Community Relations

A part of our vision is to enhance communications with our stakeholders in the community. Our technology plan will be posted on our web page (www.lesliek12.net). The plan will have school board approval, and will be part of public record. Additionally, the goals and timeline will be available in each of our buildings.

Technology will also be used increasingly to promote parent involvement. We hope to expand our website with more information. We also hope to increase the personalization of technology by creating targeted e-mails, online access to student achievement, and survey tools such as Zoomerang.

The technology plan draft was referred to our District Advisory Team, which has representatives from Title I, individual buildings, administration, and parent representatives. The team reviewed the plan before it was presented to the Leslie Board of Education. The plan will be reviewed at least annually by the District Advisory Team.

Collaboration

Leslie currently has no adult literacy services. Adult technology literacy will be expanded according to need, and parent training will be offered so that parents will be able to access their students' attendance and grade information and communicate with teachers and other staff.

Professional Development

Professional Development

Professional development shall be designed to meet with standards for technology. Professional development will rely on NSDC, Michigan Standards for Teaching and Learning, and Michigan Standards for Professional Development.

Technology integration will link to district and building school improvement plans. All staff and administrators will be trained in basic technologies as well as web-based technologies that support 21st Century Skills. Content will be selected from the staff needs assessment and cross-walked with school improvement content needs.

A timeline for implementation is addressed in Appendix A.

Supporting Resources

We will continue our efforts to increase resources allocated to technology. These include, but are not limited to:

- Updating and supporting district policies
- Purchasing software and peripherals that support curriculum integration (i.e., increasing number of data projectors, smartboards, document cameras, etc.)
- Use of video streaming to enhance student/teacher learning
- Use of grant money (i.e., Title IIA to support professional development and the purchase of hardware and software)
- Access to REMC materials
- Use of statewide purchasing agreements

Infrastructure, Hardware, Technical Support and Software

Infrastructure Needs/Technical Specifications and Design

Our first priority is to maintain our current inventory. Hardware, software and peripherals are described in Appendix B.

Materials will be purchased to support learning goals. For example, if we want to expand wireless service, infrastructure purchases would include purchasing additional wireless access points and a larger wireless zone director. Specific information is available in Appendix A.

Currently our technical support consists of one network administrator. Our plan (see Appendix A) is to increase support for computer repairs and web page management. Currently our network administrator performs these functions as well as network management.

Increase Access

Most students and teachers are in a one-computer classroom environment. Our elementary building is overcrowded and has only one lab that will hold an entire classroom. It has the largest student population with the highest student to technology ratio. Many elementary teachers are reluctant to integrate technology into the curriculum due to their unfamiliarity with educational resources. Our middle school has two labs, but the number of computers in the lab and the technology skills of the teachers limit student access to the labs.

Our plan is to increase access for all students at all levels based on specific need. Infrastructure will be enhanced based on grade level, content level, or building level needs. A specific plan can be viewed in Appendix A.

FUNDING & BUDGET

Budget and Timetable

Budget allocations are listed in Appendix C, and detailed with annual projections in Appendix A.

Coordination of Resources

Purchases will be made through statewide bidding process (i.e., REMC) where applicable. Besides general funds, revenue such as grant sources and business partnerships will be pursued. Funding sources are evident in Appendix A.

MONITORING AND EVALUATION

Evaluation

All technology integration will be monitored and evaluated by the Technology Steering Committee.

Evaluation will include monitoring such as:

- Did the planned professional development occur?
- Was the software purchased?
- Was a curriculum articulated?

The measure will be whether we did the activity / made the purchase.

Success for evaluation will be determined annually by administering the Technology Teacher Survey located on the district website.

Unmet goals will be addressed through budget reallocation, professional development, or an adjustment in strategies.

Acceptable Use Policy

As required by CIPA, Leslie Public Schools has put in place an internet safety policy and technology protection measures. The internet safety policy includes technology protection measures to block or filter Internet access to pictures that are: (a) are obscene, (b) child pornography, or (c) harmful to minors (for computers that are accessed by minors). As part of the internet safety policy, we are educating minors about appropriate online behavior, including cyberbullying awareness and response and interacting with other individuals on social networking sites and in chat rooms. We have adopted and enforce a policy to monitor online activities of our students, as well as a policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) restricting minors' access to materials harmful to them.   Our Acceptable Use Policy is included in Appendix D

APPENDIX A
Goals, Strategies, and Activities

Goal #1: Students will be provided with the necessary tools to be able to become proficient in the activities that are provided to them at their specific grade level using the Michigan Educational Technology Standards (METS) as a baseline standard.

Strategy #1: All teachers in grades K-12 will integrate technology into their core subject area lessons paying close attention to their grade band standards. Building level teams of teachers will develop a plan to expose students to all of the appropriate skills as developmentally appropriate.

Activities	Hardware & Software Necessary to Support Goal	Professional Development to Support Goal	Budget	Budget Source	Timeline
1. Develop K-12 activities using METS standards as a guideline	N/A	Release time for 1 teacher per grade level to work for one day on standards	$1000	General Funds	2012-2014
2. Educate Teachers on the specific expectations for each grade level	N/A	PD to recognize curriculum standards for each level	N/A - Done on district PD day	Title IIA	2012-2014
3. Students must start fulfilling expectations in elementary school and continue through high school	K-12 • Keyboarding program • Applications software	Teach staff how and when to use	Software: $300	General Funds	2012-2016

APPENDIX A
Goals, Strategies, and Activities

Goal #2 Students will have acceptable access within their respective building to software, peripherals, and instruction that supports tutorial, application, exploratory, and communication use to increase student achievement in all core areas.

Strategy #1: The Technology Department will make sure that all needed software and peripherals are compatible with the current and future equipment.

Activities	Hardware & Software Necessary to Support Goal	Professional Development to Support Goal	Budget	Budget Source	Timeline
1. All computers will have software upgraded to have an acceptable OS.	Microsoft EES Licensing	Training in software use	$6500	Technology Budget	2012-2014
2. Install Microsoft productivity suite on all computers in district	Microsoft EES Licensing	Training in software use	N/A, part of activity 1 budget	N/A, part of activity 1 budget source	2012-2015

APPENDIX A
Goals, Strategies, and Activities

Strategy #2: The Technology Department will make sure that the software and peripherals are installed and in a usable state.

Activities	Hardware & Software Necessary to Support Goal	Professional Development to Support Goal	Budget	Budget Source	Timeline
1. Install all software that is deemed safe and necessary for instruction on computers when requested	TBD	Training in software use	Will try to use Open Source (free) software when available	Technology Budget	2012-2016
2. Install all hardware that is deemed safe and necessary for instruction on computers when requested	TBD	Training in hardware use	$5,000 / year	Technology Budget	2012-2016

APPENDIX A
Goals, Strategies, and Activities

Goal #3: Teachers will be provided with the IT tools and training necessary to implement a hybrid classroom.

Strategy #1: Teachers will provide classroom content that will focus on current state standards.

Activities	Hardware & Software Necessary to Support Goal	Professional Development to Support Goal	Budget	Budget Source	Timeline
1. Teachers learn METS	On-line computer lab	Half day hands-on PD for METS	During PD day	General Funds	2012-2013
2. Teachers choose one area to integrate technology into curriculum per year	• Data Projectors • Labs • Software • United Streaming	Training on how to integrate into curriculum	Software and time to plan lessons with integration: $1500 per year	General Funds	2012-2015
3. Teachers understand tutorial games (more applicable for WW & MS)	• Software-tutorial games • Middle School math software	Training on programs	15 days @ $100 per day = $1500	General Funds	2012-2015
4. Teachers will learn to apply devices and programs to curriculum	• Software-Excel and PowerPoint • Smartboards • Document Cameras	Training sessions for Excel, PowerPoint, etc., hardware devices	During district PD days or ISD Workshops	General Funds	2012-2015

Activities	Hardware & Software Necessary to Support Goal	Professional Development to Support Goal	Budget	Budget Source	Timeline
5. Teacher will learn to use communication and assessment programs and devices	IlluminateEd, Google Apps for Education	Training on specific software applications	During district PD days or after school work sessions	• General Funds • Title IIA	2012-2015
6. Teachers will use assessment results to inform instruction in curriculum areas	IlluminateEd, PowerSchool	Training on how to use software	$500	General Funds	2012-2013

APPENDIX A
Goals, Strategies, and Activities

Goal #4: We will have an infrastructure that enables teachers and students to make use of technologies as they become available. No request will be denied due to inability of the infrastructure to support it.

Strategy #1: Replace technology equipment as needed.

Activities	Hardware & Software Necessary to Support Goal	Professional Development to Support Goal	Budget	Budget Source	Timeline
1. Replace servers, routers, and switches on a 5-year rotation	Server, routers, and switches	None	Switches and routers done in 2012 $25,000 for servers and SAN	Technology Budget	2012-2013
2. Replace 30 computers per year	New computers	N/A	$25,000	Technology Budget	2012, then annually

Strategy #2: Continue to add Interactive Technology and/or document cameras to classrooms in the district.

Activities	Hardware & Software Necessary to Support Goal	Professional Development to Support Goal	Budget	Budget Source	Timeline
1. Continue to buy interactive technology for the classroom	• Projectors • Document cameras • Interactive Tools	Training to support hardware use	$10,000 annually	Technology Budget	2012 until all needs are met

Goals, Strategies, and Activities

Goal #5: Put the necessary technology in place so that the district can meet/surpass the technology needs of the students and staff.

Strategy #1: Provide Staff with a mobile device to allow them the flexibility of becoming more mobile in and out of the classroom.

Activities	Hardware & Software Necessary to Support Goal	Professional Development to Support Goal	Budget	Budget Source	Timeline
1. Provide Administration with mobile devices	Laptops/Tablets/Netbooks	Dependent upon type of device selected	$10,000	Technology Budget	2012-2014
2. Provide Teachers with mobile devices	Laptops/Tablets/Netbooks	Dependent upon type of device selected	$10,000 per year	Technology Budget	2015 then annually

Strategy #2: Expand the wireless network to provide coverage in all areas of all schools

Activities	Hardware & Software Necessary to Support Goal	Professional Development to Support Goal	Budget	Budget Source	Timeline
1. Purchase and install wireless access points and wireless zone director in all areas that are needed	Wireless Access Points and Wireless Zone Director	N/A	• $18,000 for HS • $12,000 for MS • $8,000 for Woodwoorth	Technology Dept.	2014-2016

Strategy #3: Explore a 1:1 / BYOD program for student devices.

Activities	Hardware & Software Necessary to Support Goal	Professional Development to Support Goal	Budget	Budget Source	Timeline
1. Research different devices and capabilities and what is required for the district.	N/A	N/A	N/A	N/A	2012-2016

APPENDIX A
Goals, Strategies, and Activities

Goal #6: We will increase communication with stakeholders in the community and surrounding areas.

Strategy #1: Increase community use of school technology by offering parent training workshops and helpful links on the district web site and individual teacher web pages.

Activities	Hardware & Software Necessary to Support Goal	Professional Development to Support Goal	Budget	Budget Source	Timeline
1. Create videos and walkthroughs for parents on how to use PowerSchool for their children	Power School	How to use Camtasia or other software to create videos.	N/A Part of District-wide PD day or PD on-your-own	N/A	2012-2016

Strategy #2: Use announcements at school based activities to inform parents of any upcoming activities to include parent training workshops.

Activities	Hardware & Software Necessary to Support Goal	Professional Development to Support Goal	Budget	Budget Source	Timeline
1. Open specified labs during school based activities	Computer lab	N/A	$50 per three sessions	Community Education (General Funds)	2013-2016
2. Announce during school based activities that labs are open for workshops	N/A	N/A	N/A	N/A	2013-2016

Strategy #3: Increase partnerships with all entities that support our technological goals.

Activities	Hardware & Software Necessary to Support Goal	Professional Development to Support Goal	Budget	Budget Source	Timeline
1. Generate "wish list" of hardware & make available online	N/A	N/A	N/A	N/A	Fall 2013
2. Seek grant or PD opportunities with private and public initiative	N/A	N/A	N/A	N/A	2012-2016
3. Collaborate with outside entities to provide technology solutions to our district	TBD	TBD	N/A	N/A	2012-2016

Appendix B

Needs Assessment

In October of 2005, Leslie staff completed the STaR self-diagnosis tool. The survey results are shown in the table below:

STaR Data

	Hardware	Connectivity	Content/Software	Professional Development	Instructional Integration
2001	High Tech	High Tech	Low Tech	Low Tech	Mid Tech
2005	High Tech	Target Tech	Low Tech	Low Tech	Mid Tech

Data was disaggregated by building. In general, the elementary school fared less well than the high school, with the middle school somewhere between. While our hardware and connectivity appear to get "high" ratings, our professional development and content/software areas were consistently low.

However, this data is misleading. The survey was developed in 1996. To consider our hardware and connectivity as acceptable is basing our assumptions on standards a decade old. Additionally, the survey does not meet our focus, which is to integrate technology into the curriculum in order to facilitate learning.

In October of 2005, the staff responded to a different survey: The Technology Integration Progress Gauge developed by SEIR*TEC. This survey addresses the direction we believe is best for Leslie Public Schools. Summary results can be found in chart A. (The survey was given again in April of 2009, but as of the time of this submission, the results have not yet been tabulated. These results will be included in this plan as soon as they are available, and, if necessary, the plan may be adjusted to reflect the results of this most current survey.)

Taking the results of both the SEIR*TEC survey and the STaR diagnostic tool, our goals were formulated to meet our vision.

Appendix B

Needs Assessment

Chart A
TECHNOLOGY INTEGRATION PROGRESS GAUGE
(2005 Results)
75 Responses Overall, representing 85% of professional staff

1. Level of Student Engagement - There is evidence that:
    A. Students are involved in higher-order thinking skills activities supported by technology.

1	2	3	4
48%	27%	5%	1%

   B. Students are meeting the school's expectations for levels of technology use.

1	2	3	4
33%	39%	12%	5%

2. Environment for Teacher Engagement - There is evidence that:
    A. Teachers design and implement technology-based learning experiences that promote higher-level learning for students and authentic assessment.

1	2	3	4
33%	54%	5%	1%

   B. Teachers demonstrate the expected level of technology use.
   (Levels from ACOT Study.)

1	2	3	4
24%	53%	15%	0

   C. Teachers integrate technology into all subject areas, using resources that map technology to curriculum.

1	2	3	4
44%	41%	1%	3%

3. Availability and Accessibility of Appropriate Resources - There is evidence that:
    A. Technology resources are available and are being used to support a variety of student and teacher experiences.

1	2	3	4
26%	55%	11%	1%

   B. Technology has been allocated in such a way as to support its constructive use in the teaching and learning environment.

1	2	3	4
38%	51%	4%	0

   C. School individuals have equitable access to technology.

1	2	3	4
47%	31%	12%	3%

APPENDIX B

Needs Assessment

Current Technology Summary Page

<u>AV</u>

	Quantity	Av. Age (Years)	Equipment:Teacher Ratio (To nearest whole number	Equipment:Student Ratio
Data Projectors	75	5	1:1	1:19
Interactive Whiteboard	60	5	1:2	1:24

<u>COMPUTER HARDWARE</u>

	Quantity	Av. Age (Years)	Equipment:Teacher Ratio (To nearest whole number	Equipment:Student Ratio
Desktop Computers (and monitors)	390	7	4:1	1:4
Handheld Computers	10	5	N/A	N/A
Lap Top Computers	2	1	1:45	N/A
Printers	30	5	N/A	N/A
Scanners	7	7	N/A	N/A

NETWORK

	Quantity	Av. Age (Years)	Equipment:Teacher Ratio (To nearest whole number	Equipment:Student Ratio
HP Procurve Core	1	1	N/A	N/A
HP Procurve Switch	21	1	N/A	N/A
Cisco 2950 Switches	2	7	N/A	N/A
Windows 2012 Servers	2	1	N/A	N/A
Windows 2000 Server	1	10	N/A	N/A
Unitrends Backup Appliance	1	1	N/A	N/A

The three school buildings are connected via fiber. The three remaining outlying buildings are not on our fiber and connect to the internet via DSL. Our 2 Windows 2012 servers are used for Hyper-V virtual hosts in a failover cluster that hosts all virtual servers needed by the district. The Linux Servers are used for Web Hosting. The Windows 2000 Server is used to run the Voicemail system. The Unitrends Backup Appliance is used to back up all servers in the district.

SOFTWARE

	Quantity	Av. Age (Years)	Equipment:Teacher Ratio (To nearest whole number	Equipment:Student Ratio
Windows 7	390	2	N/A	N/A

E-Rate Expenditures

Currently, E-rate funding is used to fund district telephones (including a Centex setup), cell phones, our internet service (DSL at the bus garage, Family Learning Center, and the Wild 100), and Web Hosting. Leslie Public Schools is connected to the Ingham ISD via a leased wide area network (StarNet). StarNet is a consortium of school districts. Internet access will be provided through StarNet to all local districts. Erate funding is applied for by the consortium, with the Ingham ISD as the lead, to support the wide area network and the Internet access.

Appendix C

4 year budget

	2012-2013	**2013-2014**	**2014-2015**	**2015-2016**
Purchased Services	4,500	3,000	3,000	3000
Contracted Services	35,000	32,000	30,000	30,000
Supplies	680	500	500	500
Capital Outlay	70,000	65,000	60,000	65,000
Other	500	500	500	500

Appendix D
Acceptable Use and Internet Safety Policy

It is the policy of the District's Board of Education to provide students, staff, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, in a manner that encourages responsible use. It is also the policy of the Board to comply with the Children's Internet Protection Act ("CIPA"). As required by the CIPA, the Board directs the District's administration to:

- Monitor minors' online activities and use technology protection measures on the District's computers with internet access to block minors' access to visual depictions that are obscene, that constitute child pornography, or that are "harmful to minors." The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

- Use technology protection measures on the District's computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by an authorized staff member, during adult use, to enable access to bona fide research or for other lawful purposes. The Board designates the following person to determine which staff members are authorized to disable the protection measures: _____Network Administrator_____.

- Educate minors about appropriate online behavior, including interacting with other people on social networking websites and in chat rooms and cyberbullying awareness and response.

- Prohibit access by minors to inappropriate matter on the Internet.

- Prohibit unauthorized access, including so-called "hacking," and other unlawful activities by minors online;

- Prohibit the unauthorized disclosure, use, and dissemination of personal identification information regarding minors;

- Restrict minors' access to materials that are "inappropriate for minors." The Board defines materials that are inappropriate for minors to include:
  See Appendix A_____
  _____
  _____
  _____

- Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.

The Board designates and directs the following person to take all steps necessary to implement this policy and to otherwise comply with the CIPA: _____Network Administrator_____

The Board directs the _____Network Administrator_____ to develop, review, and revise as necessary an acceptable use agreement that must be signed by all users of the District's technology resources before the user will be allowed to use the technology resources. Different acceptable use agreements may be developed based on the user's status. At a minimum, the _____Network Administrator_____ will develop (1) an acceptable use agreement to be signed by adult users, including employees, volunteers, and board members; (2) an acceptable use agreement to be signed by students in grades (___7___ and above) and their parents; and (3) an acceptable use agreement to be signed by students in grades (__6___ and below) and their parents. The acceptable use agreements must be consistent with this Board policy and must include, at a minimum:

- A statement that the use of the technology resources is a privilege that may be revoked at any time.

- A statement that a user has no expectation of privacy when using the technology resources.

- Provisions to protect the integrity of the technology resources, including a requirement that each user only access the technology resources by using his or her assigned user name and password.

- A statement that the technology resources may not be used to bully other people.

- A statement that misuse of the technology resources may result in loss of access to the technology resources and potential disciplinary action.

- A list of what constitutes "misuse" of the technology resources.

- A statement that the District does not guarantee that the technology resources will be error free or uninterrupted.

- A requirement that users report any material that makes them feel threatened, harassed, or bullied.

- A release of all claims and liabilities against the District for use of the technology resources.

Pursuant to section 6 of the Michigan Library Privacy Act, each school library offering public access to the Internet or a computer, computer program, computer network, or computer system shall limit minors to only use or view those terminals that do not receive obscene material or sexually explicit material that is harmful to minors. Individuals age 18 or older, or a minor accompanied by his or her parent/guardian, may access a school library terminal that is not restricted from receiving such material. Each qualifying school library must designate at least one terminal that is not restricted from receiving such material. Library staff must take steps to ensure that minors not accompanied by a parent or guardian do not access the unrestricted terminal. The Board directs the following person to determine which staff members will implement this paragraph in each qualifying school building library: _____Building Principal_____

Appendix A

Materials that are inappropriate for minors are defined as material that does not serve an instructional or educational purpose and that includes, but is not limited, to material that:

i) Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, or threatening;
ii) Advocates illegal or dangerous acts;
iii) Causes disruption to Leslie Public School District, its employees, contractors, or students;
iv) Advocates violence; or
v) Contains knowingly false, recklessly false, or defamatory information.

Leslie Public Schools
Agreement for Acceptable Use of Technology Resources
Students Grades K-_6_

_Leslie Middle School / Woodworth___ /_____
           Building/Program Name   *Student Name*

I understand that I may sometimes be permitted to use the District's computers, electronic devices, and Internet at school and at home. To use computers, electronic devices, or the Internet, I understand that I must follow school rules for computer and Internet use. I promise that:

- I will only use the computers, electronic devices, and Internet for school work.

- I will only use the computers, electronic devices, and Internet when my teacher or other school employee tells me that I am allowed to use the computers, electronic devices, and Internet.

- I will not use the Internet to try to look at websites that I know are for adults only or that I know I shouldn't access.

- If I accidentally access a website that I know I shouldn't look at, I will tell my teacher or other school employee right away.

- If someone sends me something on the Internet that I know is inappropriate, I will tell my teacher or other school employee right away.

- I will not use the computers, electronic devices, or Internet to bully or harm any other person.

- If someone else uses the computers, electronic devices, or Internet to bully or harm me, I will tell my teacher or other school employee right away.

- I will not damage the computers, electronic devices, or cause problems with the computers, electronic devices, or Internet on purpose.

- I will not use the computers, electronic devices, or Internet to cheat on my schoolwork.

- I will not copy anything that I see on the computers or Internet and pretend that it is my own work.

- I will keep my password secret from all other students.

- I understand that the school can see everything that I do on the computers, electronic devices, and Internet.

- I understand that the school has filters on the computers, electronic devices, and Internet, which means I might not be able to see some information. I will not try to interfere with those filters.

- I will follow all of these rules. I will also follow any directions that my teacher or other school employee gives me about my use of the computers, electronic devices, or the Internet.

I understand that if I break any of these rules, I may be disciplined, and I may also lose my computer, electronic device, and Internet privileges.

_____   _____

Student Signature   Date

I have read this Agreement and agree that as a condition of my child's use of the District's technology resources, which include (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems, I release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the technology resources. I also indemnify the District and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the District's technology resources.

I have explained the rules listed above to my child.

I authorize the District to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the District's technology resources is not private. I consent to having the District monitor and inspect my child's use of the technology resources, including any electronic communications that my child sends or receives through the technology resources.

I understand and agree that my child will not be able to use the District's technology resources until this Agreement has been signed by both my child and me.

I have read this Agreement and agree to its terms.

_____   _____
Parent/Guardian Signature   Date

cc: parent/guardian, student file *Revised 05/16/12*

Appendix A

Materials that are inappropriate for minors are defined as material that does not serve an instructional or educational purpose and that includes, but is not limited, to material that:

i)   Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, or threatening;
ii) Advocates illegal or dangerous acts;
iii) Causes disruption to Leslie Public School District, its employees, contractors, or students;
iv) Advocates violence; or
v) Contains knowingly false, recklessly false, or defamatory information.

Leslie Public Schools
Agreement for Acceptable Use of Technology Resources
Students Grades __7__ and Above

____Leslie High School / Middle School_____/_____
Building/Program Name   *Student Name*

This Agreement is entered into on: _____

This Agreement is between _____ ("Student" or "User") and the Leslie Public Schools ("District")

The purpose of this Agreement is to grant access to and define acceptable use of the District's technology resources ("Technology Resources"). Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting, any telephone, electronic, data, internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the District's Technology Resources either at school or away from school, you understand and agree to the following:

A. Your use of the District's Technology Resources is a privilege that may be revoked by the District at any time and for any reason.

B. You have no expectation of privacy when using the District's Technology Resources. The District reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal e-mail and voice-mail communications, computer files, data bases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The District also reserves the right to remove any material from the Technology Resources that the District, at its sole discretion, chooses to, including, without limitation, any information that the District determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.

C. The Technology Resources do not provide you a "public forum." You may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials.

D. The District's Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password.

E. You may not use the Technology Resources to engage in bullying, which is defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

a) Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;

b) Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;

c) Having an actual and substantial detrimental effect on a pupil's physical or mental health; or

d) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Use of other communication/messaging devices (including devices not owned by the District) to engage in bullying may be grounds for discipline under the District's
_____Student Handbook_____.

F. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:

1. Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.

3. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors is defined as:
   See Appendix A_____
   _____
   _____
   _____

4. Bullying (as defined in paragraph E).

5. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.

6. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.

7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to others or information you are not authorized to access.

8. Unauthorized copying or use of licenses or copyrighted software.

9. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.

10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.

11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.

12. Using or soliciting the use of, or attempting to use or discover the account information or password of, another user.

13. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").

14. Misusing equipment or altering system software without permission.

15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.

16. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or the District's _____Student Handbook_____.

G. You must promptly disclose to your teacher or other school employee any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.

H. It is the policy of the District, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.

I. It is the policy of the District to prohibit its minor students from (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the District to educate students about cyberbullying awareness and response and about appropriate online behavior,

including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by e-mail, and other forms of direct electronic communications.

J. The District does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the District's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.

K. The District does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will the District be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

L. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

I agree to follow this Agreement and all rules and regulations that may be added from time to time by the District or its Internet Service Provider.
I also agree to follow all rules in the District's _____Student Handbook_____.
Any additional rules, regulations, and policies are available in the _____School Office_____.
As a condition of using the Technology Resources, I agree to release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having the District monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

I have read this Acceptable Use Agreement and agree to its terms.

_____   _____
Student Signature   Date

I have read this Agreement and agree that as a condition of my child's use of the Technology Resources, I release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the District and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the District's Technology Resources.

I authorize the District to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the Technology Resources is not private. I consent to having the District monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I understand and agree that my child will not be able to use the District's Technology Resources until this Agreement has been signed by both my child and me.

I have read this Agreement and agree to its terms.

_____   _____
Parent/Guardian Signature   Date

cc: parent/guardian, student file Revised: 05/16/12

Appendix A

Materials that are inappropriate for minors are defined as material that does not serve an instructional or educational purpose and that includes, but is not limited, to material that:

i) Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, or threatening;
ii) Advocates illegal or dangerous acts;
iii) Causes disruption to Leslie Public School District, its employees, contractors, or students;
iv) Advocates violence; or
v) Contains knowingly false, recklessly false, or defamatory information.

Agreement for Acceptable Use of Technology Resources
For Employees, Board Members, Volunteers, and Adults other than Students

_____/_____
  Building/Program Name   *Name*

This Agreement is entered into on: _____

This Agreement is between _____ ("User") and the Leslie Public Schools ("District").

The purpose of this Agreement is to grant access to and define acceptable use of the District's technology resources ("Technology Resources"). Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting, any telephone, electronic, data, internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the District's Technology Resources either at school or away from school, you understand and agree to the following:

A. Your use of the District's Technology Resources is a privilege that may be revoked by the District at any time and for any reason.

B. You have no expectation of privacy when using the District's Technology Resources. The District reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal e-mail and voice-mail communications, computer files, data bases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The District also reserves the right to remove any material from the Technology Resources that the District, at its sole discretion, chooses to, including, without limitation, any information that the District determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.

C. The Technology Resources do not provide you a "public forum." You may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by an appropriate administrator. You may, however, use the Technology Resources to contact or communicate with public officials.

D. The District's Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences (for employees, up to and including termination), for both you and the person(s) using your account/password.

E. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action (for employees, up to and including termination). Misuse includes, but is not limited to:

1. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.

2. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.

3. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school materials, or school hardware or software.

4. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to other users or information you are not authorized to access.

5. Unauthorized copying or use of licenses or copyrighted software.

6. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.

7. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.

8. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.

9. Using or soliciting the use of, or attempting to use or discover the account information or password of, another user, unless authorized to do so by the District's administration or Board.

10. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA"), unless authorized to do so by the District's administration or Board.

11. Misusing equipment or altering system software without permission.

12. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.

13. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or any District policy, rule, or agreement.

F. It is the policy of the District, as a recipient of certain federal funds, to provide technology protection measures on its computers with Internet access designed to protect against access through such computers to visual depictions that are obscene or child pornography. The technology blocks may be disabled by an authorized person, during adult use, to enable access to bona fide research or for other lawful purposes.

G. The District does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the District be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

H. As soon as possible, you must disclose to an appropriate school administrator any content you view or receive over the Technology Resources that makes you feel harassed, bullied, or threatened or any communication that contains sexually explicit content. You should not delete such content until instructed to do so by _Building Administrator_.

I. You acknowledge that you may receive or have access to student education records and other data subject to confidentiality requirements of the Family Educational Rights and Privacy Act, Individuals with Disabilities Education Act, the Michigan Mandatory Special Education Act, and the National School Lunch Act and their underlying regulations (collectively, the "Acts"). You acknowledge that, to the extent you receive and have access to such data and records, you are subject to the provisions of those Acts and their regulations and will not redisclose student data or other education records except as permitted by law.

J. You acknowledge and understand that correspondence or other data that you send or receive over the District's Technology Resources may be subject to retrieval and disclosure under the Freedom of Information Act ("FOIA") and other federal or state statutes and regulations. You will cooperate fully and promptly with the District when responding to FOIA requests or other requests for disclosure of information.

K. You are solely responsible for all charges and fees, including outside telephone, printing, and merchandise purchases, made through the Technology Resources. The District is not a party to such transactions and is not liable for any costs or damages, whether direct or indirect, arising out of your use of the Technology Resources.

L. You are responsible for the proper use of Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

M. Any violation of this Agreement may subject you to discipline (for employees, up to and including termination), including possible suspension of your access to the Technology Resources.

As a condition of using the Technology Resources, I release the District, and its board members, agents, and employees, including the Internet Service Provider, from all liability related to my use or inability to use the Technology Resources. I agree to follow this Agreement and all rules and regulations that may be added from time to time by the District or its Internet Service Provider.

Any additional rules, regulations, and policies are available in the ____School Office_____.
I agree to pay for, reimburse, and indemnify the District, its board members, agents, and employees, including the Internet Service Provider, for damages, including any fees or expenses, incurred as a result of my use, or misuse, of the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having the District monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

I have read this Agreement and agree to its terms.

_____   _____
Employee Signature   Date

cc: Employee file *Revised: 05/15/12*