

# ***Technology Plan***

## ***Leslie Public Schools***

***432 N. Main Street  
Leslie, MI 49251***

***[www.lesliek12.net](http://www.lesliek12.net)***

***District Code 33100***



***June 2009 - June 2012***

***Contact:  
Bruce Barbour  
Phone: 517-589-9500  
Fax: 517-589-5720  
[barbourb@lesliek12.net](mailto:barbourb@lesliek12.net)***

***Ingham Intermediate School District***

## ***Leslie Board of Education***

*Randy Sherrell, President*  
*William Myers, Vice President*  
*Tim Carroll, Secretary*  
*Mary Crowl, Treasurer*  
*Eric Isham, Trustee*  
*Pat Fogg, Trustee*  
*Adrienne Bigg, Trustee*

***Superintendent***  
***Corinne Netzley***

## ***District Advisory Team***

***Bruce Barbour, Director of Curriculum and Instruction***  
***Tamara Dodge, Director of Technology***  
***Corinne Netzley, Superintendent of Schools***  
***Connie Smith, Director of Special Education***  
***Jeff Manthei, Leslie High School Principal***  
***John Denney, Leslie Middle School Principal***  
***Maureen Packer, Woodworth Elementary Principal***  
***Carl Bunker, High School NCA Chair/Teacher***  
***Marcy Thayer, Middle School NCA Chair/Teacher***  
***Jenn Shook, Elementary NCA Chair/Teacher***  
***Joni Vernia, Early Childhood Special Education Teacher***  
***Gail Deschaine, High School Counselor***  
***Tonya Droessler, Middle School Counselor***  
***Alice Kenyon, High School Special Education Teacher***  
***Deb Jansen, Middle School/Elementary Special Education Teacher***  
***Adrienne Bigg, School Board Member/Parent***  
***Shannon Blake, 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. Thirty one percent (34%) of our students qualify for subsidized meals.*

*Leslie Public Schools is a rural Class C district with a faculty of 91 that currently serves 1375 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). Of the 97 graduates in 2008, 70% attend a degree granting college or university, 25% have directly entered the work force, and 5% have entered the military.*

## **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. This has been addressed over the past two years. 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 connectivity speed.*

*Day to day issues have been addressed in part by volunteer staff who assist our technology director. They act as point people in each building who trouble shoot issues and often solve problems immediately. These are self-taught, self motivated building or community members.*

*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 curriculum integration where students use appropriate, real world technologies that foster high achievement, independent problem solving and global participation.
- Support on-going, timely professional development where staff learns to integrate technology into the curriculum, manage data technologies, and explore new technologies as they affect teaching and learning.
- Engage the community in technology partnerships through increased communication with stake holders, shared resources, and work with institutions of higher education, libraries and businesses.
- Support an infrastructure that includes up to date hardware, software and modern peripherals so that the curriculum can be easily integrated.
- Provide support systems such as personnel, operations management, and other systems that support teaching and learning.

## Goals

**Goal #1: Students will become proficient in the Michigan Educational Technology Standards (METS) as measured by the Ingham County Common 8<sup>th</sup> Grade Technology Test by 2014.**

*Strategy #1: All teachers in grades K-8 will integrate technology into their core subject area lessons paying close attention to their grade band METS. Building level teams of teachers will develop a plan to expose their students to all of the appropriate METS for their grade level.*

**Goal #2: All students will be proficient in the four core areas of ELA, Math, Science, and Social Studies as measured by the MEAP/MME test by 2014.**

*Strategy #1: Students will have equitable access to software, peripherals, and instruction that supports tutorial, application, exploratory, and communication use to increase student achievement in all core areas.*

*Examples include:*

- Tutorial – Math Blaster, Lexia
- Application – Microsoft Office and/or Open Office
- Communication – Web page design, Blackboard
- Keyboarding – Type To Learn
- Online Writing program – Criterion
- Credit Recovery & Supplementary Instruction – Ed 2020

**Goal #3: Teachers will move from the “implementation” stage into the a “mastery” stage of a hybrid classroom.**

*Strategy #1: Teachers will participate in professional development consistent with national standards for professional development. Content will focus on:*

- *Michigan Educational Technology Standards (METS)*
- *Content specific training, especially in the core areas as defined by NCLB*
- *Tutorial, Application, Exploratory, and Communication programs and devices*
- *Using assessment tools (e.g. Pearson Benchmark) to support instruction*
- *Using data warehouse tools (e.g. Pearson Inform) to drive instruction*

**Goal #4: We will have an infrastructure that enables teachers and students to make use of technologies (e.g., United Streaming, Distance Learning, etc.) as they become available. No request will be denied due to inability of the infrastructure to support.**

*Strategy #1: Update all computers to Windows XP or Windows 7 capability.*

*Strategy #2: Replace servers, routers, and switches as needed.*

*Strategy #3: Become connected to the ISD with fiber-optics in order to foster collaboration and to share technological resources with other school districts.*

*Strategy #4: Install a second computer lab at Woodworth Elementary, so that more teachers and students will have access to computers at any given time.*

*Strategy #5: Continue to add Smartboard Technology and/or document cameras to classrooms in the district at a rate of 3-4 per year. Interested teachers will receive priority. Building administrators will help in the selection process to determine who receives the new technology.*

**Goal #5: Put the necessary technology in place so that the district can meet/surpass the technology needs of the students and staff by 2015.**

*Strategy #1: By the end of the 2009-10 school year, install a wireless access point at a convenient place in the high school (such as the commons or the teacher’s lounge) as a test site for future technology of this type in the district.*

*Strategy #2: Expand work stations to the point where we are one-to-one (one student-one computer)*

*Strategy #3: Experiment and collaborate with neighboring school districts in the area of Distance Learning.*

**Goal #6: We will increase communication with stakeholders by 10% each year for the next 3 years.**

*Strategy #1: Increase school-to-community communication using technology by implementing a new Student Information System (Pearson Power School) that will also allow for on-line attendance and grade reports, homework assignment posting, etc.*

*Strategy #2: Increase community use of school technology by offering parent training sessions and helpful links on the district web site and individual teacher web pages.*

*Strategy #3: Increase partnerships with businesses, libraries, and universities that support our technological goals.*

**Goal #7: Personnel and software needs will be met by 2012.**

*Strategy #1: Add a Student Information System/Registrar to assist with these types of technology issues in the district.*

***Relationship of Goals to the District Strategic Plan***

*The goals listed above are consistent with the District Strategic Plan (DSP) developed in the 2008-09 school year. The DSP states that in the area of student achievement, the district will “Develop and implement academic policies which support student achievement improvement.” The use of technology in the classroom is one of those academic policies. In the area of facilities, the DSP states that the district will “Maintain a technology plan which ensures necessary technology upgrades.”*

# 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 Michigan Virtual High School. At the beginning of the 2009-10 school year, our at-risk students in high school and middle school will have access to Ed 2020, an online learning program with a wide variety of course choices. This will help these students to recover lost credit and provide them the opportunity to get back on target for graduation with their classmates. Our 3 classroom buildings, as well as the administration building, are connected via fiber to internet services. United Streaming is available in all buildings, and StarNet Wan will be available beginning with the 2009-10 school year.*

## 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](http://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 NETS/METS 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 and Title IID 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 Specification, 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 video streaming, infrastructure purchases would include enhancing our current T-1 line and purchasing additional classroom TVs for student viewing. Specific information is available in Appendix A.*

*Currently our technical support consists of one network administrator. We also have volunteers in each building. Our plan (see Appendix A) is to increase support for computer repairs and web page management. Currently our network administration 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 over crowded and does not have a 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. Special populations (i.e., Special Education) have a difficult time accessing lab space.*

*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 Title II D, grant sources, and business partnerships will be pursued. Funding sources are evident in Appendix A.*

# **MONITORING AND EVALUATION**

## *Evaluation*

*Both process (formative) and product (summative) will be monitored. Process evaluation will include events monitoring such as:*

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

*Success for Process evaluation will be determined annually. The measure will be whether we did the activity / made the purchase.*

*A timeline for these processes is included in Appendix A.*

*Product evaluation will relate to content and technology standards. Content standards will be measured by MEAP and building/department level assessments including the 8th grade technology assessment. MEAP is measured annually, while department/building assessments occur more frequently, usually at the end of each trimester. At the end of the plan duration, the staff survey (Technology Integration Progress Gauge) will be re-administered.*

*Success for Product evaluation will be determined by MEAP testing, the 8<sup>th</sup> grade technology assessment, and classroom testing. We hope to determine success by the following measures:*

- A 5% annual increase in the number of students passing the 8<sup>th</sup> grade assessment*
- A 5% annual increase in the core areas of MEAP tests in each grade level*
- A 5% annual increase at all grade levels on K-8 Mathematics Trimester GLCE Tests.*

*Responsibility for evaluation will be situational. For example, the 8th grade teacher will administer the 8th grade METS test. The Director of Curriculum and Instruction will be responsible for the evaluation of the Math GLCE Tests. The District Advisory Team will meet at least annually to review the plans*

*progress. The Director of Curriculum and Instruction will administer the Technology Integration Progress Gauge. (At the time of the submission of this document, the results of the 2009 administration of the TIPG have not been correlated.) The District Advisory Team will review the technology plan annually. 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 become proficient in the Michigan Educational Technology Standards (METS) as measured by the Ingham County Common 8<sup>th</sup> Grade Technology Test by 2014.**

**Strategy #1: All teachers in grades K-8 will integrate technology into their core subject area lessons paying close attention to their grade band METS. Building level teams of teachers will develop a plan to expose their students to all of the appropriate METS for their grade level.**

<b>Activities</b>	<b>Hardware &amp; Software Necessary to Support Goal</b>	<b>Professional Development to Support Goal</b>	<b>Budget</b>	<b>Budget Source</b>	<b>Timeline</b>
1. Develop K-12 activities specifically to address METS standards	N/A	Release time for 1 teacher per grade level to work for one day on standards	\$1000	General Funds	2009-2010
2. Educate Teachers on METS	N/A	PD to recognize curriculum standards for each level	N/A - Done on district PD day	Title IIA	2009-2010
3. Students must start fulfilling METS in elementary school and continue through high school	K-12 <ul style="list-style-type: none"> <li>▪ Keyboarding program</li> <li>▪ Applications software</li> </ul>	Teach staff how and when to use	Software: \$5,000	General Funds	2009-2012

## APPENDIX A

### Goals, Strategies, and Activities

**Goal #2:** All students will be proficient in the four core areas of ELA, Math, Science, and Social Studies as measured by the MEAP test by 2014.

**Strategy #1:** Students will have equitable access to software, peripherals, and instruction that supports tutorial, application, exploratory, and communication use to increase student achievement in all core areas.

Examples include:

- Tutorial – Math Blaster, Lexia
- Application – Microsoft Office and/or Open Office
- Communication – Web page design, Blackboard
- Keyboarding – Type To Learn
- Online Writing program – Criterion
- Credit Recovery & Supplementary Instruction – Ed 2020

<b>Activities</b>	<b>Hardware &amp; Software Necessary to Support Goal</b>	<b>Professional Development to Support Goal</b>	<b>Budget</b>	<b>Budget Source</b>	<b>Timeline</b>
1. Middle School: Increase the number of computers in classrooms at each grade level	<ul style="list-style-type: none"> <li>▪ Various computer technology software</li> <li>▪ Team decision on most needed and appropriate software</li> <li>▪ Sound cards for servers</li> <li>▪ Replace Citrix labs with network desktops</li> </ul>	<ul style="list-style-type: none"> <li>▪ Training in software use</li> </ul>	Software \$1,000 Hardware \$25,000	Building and technology budgets (General Funds)	2009-2011

<b>Activities</b>	<b>Hardware &amp; Software Necessary to Support Goal</b>	<b>Professional Development to Support Goal</b>	<b>Budget</b>	<b>Budget Source</b>	<b>Timeline</b>
<i>2. High School: Increase the number of work stations in individual classrooms</i>	<i>Increase the number of computers, hub, switch</i>	<i>N/A</i>	<i>Trickle-down computers. Hub = REMC Bid 2009 Switch = REMC Bid 2009</i>	<i>Technology Budget, General Fund</i>	<i>2009-2012</i>
<i>3. Utilize Virtual High School, Distance Learning, and ED 2020 for Middle School and High School</i>	<i>Computers with Internet access and applications</i>	<i>N/A</i>	<i>\$15000 for Ed 2020 Subscription</i>	<i>Building Budget (General Funds)  Section 31a Funds</i>	<i>2009-2012</i>
<i>4. Add a lab for Ed 2020 for Blackhawk Institute students</i>	<i>15 desktops and printers with internet access</i>	<i>Training for appropriate instructors/aide in ED 2020</i>	<i>\$15,000</i>	<i>General Fund</i>	<i>2009</i>

## APPENDIX A

### Goals, Strategies, and Activities

**Goal #3: Teachers will move from the “implementation” stage into the a “mastery” stage of a hybrid classroom.**

**Strategy #1: Teachers will participate in professional development consistent with national standards for professional development. Content will focus on:**

- Michigan Educational Technology Standards (METS)
- Content specific training, especially in the core areas as defined by NCLB
- Tutorial, Application, Exploratory, and Communication programs and devices
- Using assessment tools (e.g. Pearson Benchmark) to support instruction
- Using data warehouse tools (e.g. Pearson Inform) to drive instruction

<b>Activities</b>	<b>Hardware &amp; Software Necessary to Support Goal</b>	<b>Professional Development to Support Goal</b>	<b>Budget</b>	<b>Budget Source</b>	<b>Timeline</b>
1. Teachers learn METS	On-line computer lab	Half day hands-on PD for METS	During PD day	General Funds	2009-2010
2. Teachers choose one area to integrate technology into curriculum per year	<ul style="list-style-type: none"> <li>• Data Projectors</li> <li>• Labs</li> <li>• Software</li> <li>• United Streaming</li> </ul>	Training on how to integrate into curriculum	Software and time to plan lessons with integration: \$1500 per year	<ul style="list-style-type: none"> <li>• General Funds</li> <li>• Title II D</li> </ul>	2009-2012
3. Teachers understand tutorial games (more applicable for WW & MS)	<ul style="list-style-type: none"> <li>• Software-tutorial games</li> <li>• Middle School math software</li> </ul>	Training on programs	15 days @ \$100 per day = \$1500	<ul style="list-style-type: none"> <li>• General Funds</li> <li>• Title II D</li> </ul>	2009-2012
4. Teachers will learn to apply devices and programs to curriculum	<ul style="list-style-type: none"> <li>• Software-Excel and PowerPoint</li> <li>• Smartboards</li> <li>• Document Cameras</li> </ul>	Training sessions for Excel, PowerPoint, etc., hardware devices	During district PD days or ISD Workshops	<ul style="list-style-type: none"> <li>• General Funds</li> <li>• Title II D</li> </ul>	2009-2012

<b>Activities</b>	<b>Hardware &amp; Software Necessary to Support Goal</b>	<b>Professional Development to Support Goal</b>	<b>Budget</b>	<b>Budget Source</b>	<b>Timeline</b>
5. Teacher will learn to use communication and assessment programs and devices	Benchmark, Power School, Blackboard	Training on specific software applications	During district PD days or after school work sessions	<ul style="list-style-type: none"> <li>• General Funds</li> <li>• Title IIA</li> </ul>	2009-2012
6. Teachers will use assessment results to inform instruction in curriculum areas	Benchmark, Inform	Training on how to use software	\$500	General Funds	2009-2010

## APPENDIX A

### Goals, Strategies, and Activities

**Goal #4:** *We will have an infrastructure that enables teachers and students to make use of technologies (e.g., United Streaming, Distance Learning, etc.) as they become available. No request will be denied due to inability of the infrastructure to support.*

**Strategy #1:** *Update all computers to Windows XP or Windows 7 capability.*

<b>Activities</b>	<b>Hardware &amp; Software Necessary to Support Goal</b>	<b>Professional Development to Support Goal</b>	<b>Budget</b>	<b>Budget Source</b>	<b>Timeline</b>
1. Update all computers in the district to Windows XP or Windows 7	Windows XP, Windows 7	None	\$2,000	General Funds	2009-2010
2. Replace 30 computers per year	New computers	N/A	\$35,000	General Fund	2010, then annually

**Strategy #2:** *Replace servers, routers, and switches as needed.*

<b>Activities</b>	<b>Hardware &amp; Software Necessary to Support Goal</b>	<b>Professional Development to Support Goal</b>	<b>Budget</b>	<b>Budget Source</b>	<b>Timeline</b>
1. Replace servers, routers, and switches on 5-year rotation	Servers, routers, and switches	none	Servers done in 2008 \$3,000 for routers and switches	General Funds	2010-2011

**Strategy #3:** Become connected to the ISD with fiber-optics in order to foster collaboration and to share technological resources with other school districts.

<b>Activities</b>	<b>Hardware &amp; Software Necessary to Support Goal</b>	<b>Professional Development to Support Goal</b>	<b>Budget</b>	<b>Budget Source</b>	<b>Timeline</b>
1. Participate in Starnet with ISD to place fiber-optics in place and share resources	Cable and shared servers	None	\$ 6,444 per year	General Funds	2009-2012
2. Yearly evaluation of network hardware and software needs	N/A	N/A	N/A	N/A	2009-2012

**Strategy #4:** Install a second computer lab at Woodworth Elementary, so that more teachers and students will have access to computers at any given time.

<b>Activities</b>	<b>Hardware &amp; Software Necessary to Support Goal</b>	<b>Professional Development to Support Goal</b>	<b>Budget</b>	<b>Budget Source</b>	<b>Timeline</b>
1. Install 2 <sup>nd</sup> computer lab at Woodworth	25 desktop computers and network printer and cabling.	None	\$ 25,000	General Funds	2009-2010

**Strategy #5:** Continue to add Smartboard Technology and/or document cameras to classrooms in the district at a rate of 3-4 per year. Interested teachers will receive priority. Building administrators will help in the selection process to determine who receives the new technology.

<b>Activities</b>	<b>Hardware &amp; Software Necessary to Support Goal</b>	<b>Professional Development to Support Goal</b>	<b>Budget</b>	<b>Budget Source</b>	<b>Timeline</b>
1. Place 3-4 Smartboards and/or document cameras in classrooms per year	Smartboards, document cameras, related software and hookups	Hardware training for teachers	\$ 6,000 per year	Title IID	2009-2012

## APPENDIX A

### 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 by 2015.**

**Strategy #1:** By the end of the 2009-10 school year, install a wireless access point at a convenient place in the high school (such as the commons or the teacher's lounge) as a test site for future technology of this type in the district.

<b>Activities</b>	<b>Hardware &amp; Software Necessary to Support Goal</b>	<b>Professional Development to Support Goal</b>	<b>Budget</b>	<b>Budget Source</b>	<b>Timeline</b>
1. Research feasibility of placing a wireless access point somewhere in the high school.	TBD	Training for Director of Technology	N/A	General Fund	2009-2010
2. Install the wireless access point.	TBD		\$10,000	General Fund	2009-2010

**Strategy #2:** Expand work stations to the point where we are one-to-one (one student-one computer)

<b>Activities</b>	<b>Hardware &amp; Software Necessary to Support Goal</b>	<b>Professional Development to Support Goal</b>	<b>Budget</b>	<b>Budget Source</b>	<b>Timeline</b>
1. Continue to add work stations in the district.	Desktops/laptops		\$5,000 per year	Gen. Fund, Technology Dept.	2009-2012

**Strategy #3:** *Experiment and collaborate with neighboring school districts in the area of Distance Learning.*

<b>Activities</b>	<b>Hardware &amp; Software Necessary to Support Goal</b>	<b>Professional Development to Support Goal</b>	<b>Budget</b>	<b>Budget Source</b>	<b>Timeline</b>
<i>1. Research distance learning software/hardware requirements</i>	<i>TBD</i>	<i>Training for teachers in the use of software and hardware</i>	<i>N/A</i>	<i>Gen. Fund, Technology Dept.</i>	<i>2009-2012</i>

## APPENDIX A

### Goals, Strategies, and Activities

**Goal #6:** *We will increase communication with stakeholders by 10% each year for the next 3 years.*

**Strategy #1:** *Increase school-to-community communication using technology by implementing a new Student Information System (Pearson Power School) that will also allow for on-line attendance and grade reports, homework assignment posting, etc.*

<b>Activities</b>	<b>Hardware &amp; Software Necessary to Support Goal</b>	<b>Professional Development to Support Goal</b>	<b>Budget</b>	<b>Budget Source</b>	<b>Timeline</b>
<i>1. Train teachers to use Power School to keep parents informed about their students' attendance, homework, and grades</i>	<i>Power School</i>	<i>Summer training for building leaders. Remainder of staff trained as on district-wide PD day</i>	<i>N/A Part of District-wide PD day or PD on-your-own</i>		<i>2009</i>
<i>2. Develop listserves for parents</i>	<i>N/A</i>	<i>PD for secretary-1/2 day for 3 secretaries</i>	<i>\$180</i>	<i>General Fund</i>	<i>2009-2010</i>

**Strategy #2:** Increase community use of school technology by offering parent training sessions, helpful links on the district web site, and individual teacher web pages.

<b>Activities</b>	<b>Hardware &amp; Software Necessary to Support Goal</b>	<b>Professional Development to Support Goal</b>	<b>Budget</b>	<b>Budget Source</b>	<b>Timeline</b>
1. Offer community education classes	Existing	N/A	\$500 start-up costs	Community Education (General Funds)	Spring 2010
2. Refine rules and procedures for offering classes	N/A	N/A	N/A	N/A	Spring 2010
3. Increase number of links on web page- parents, seniors, preschool	N/A	N/A	\$500 per year Web page assistance	General Fund	2009-2012
4. Zoomerang purchase to involve community	Zoomerang software	To be determined	\$150 per year for district subscription to Zoomerang	General Fund	2009-2012

**Strategy #3:** Increase partnerships with businesses, libraries, and universities that support our technological goals.

<b>Activities</b>	<b>Hardware &amp; Software Necessary to Support Goal</b>	<b>Professional Development to Support Goal</b>	<b>Budget</b>	<b>Budget Source</b>	<b>Timeline</b>
1. Generate "wish list" of hardware & make available online	N/A	N/A	N/A	N/A	Fall 2009
2. Seek grant or PD opportunities with private and public initiative	N/A	N/A	N/A	N/A	2009-2012

**APPENDIX A**  
**Goals, Strategies, and Activities**

**Goal #7: Personnel and software needs will be met by 2012.**

**Strategy #1: Add a Student Information System/Registrar to assist with these types of technology issues in the district.**

<b>Activities</b>	<b>Hardware &amp; Software Necessary to Support Goal</b>	<b>Professional Development to Support Goal</b>	<b>Budget</b>	<b>Budget Source</b>	<b>Timeline</b>
<i>1. Add SIS/Registrar position</i>	<i>N/A</i>	<i>N/A</i>	<i>\$25,000</i>	<i>General Funds</i>	<i>Fall 2010</i>

# 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*

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

*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

#### AV

	Quantity	Av. Age (Years)	Equipment:Teacher Ratio (To nearest whole number)	Equipment:Student Ratio
Data Projectors	20	4	1:11	1:178
Digital Camcorder	2	4.5	1:88	1:1426
Digital Camera	32	3.5	1:4	1:47
DVD/CD/VHS Player	2	3.0	1:13	1:204
Overhead Projector	36	11.0	1:08	1:19
Soundfield Systems	8	3.5	1:11	1:178
Television	46	12	1:2	1:28
VCR	26	10	1:2	1:31
Easel/Whiteboard	11	4	1:88	1:1426

#### COMPUTER HARDWARE

	Quantity	Av. Age (Years)	Equipment:Teacher Ratio (To nearest whole number)	Equipment:Student Ratio
CD Duplicator	1	2	1:88	1:1426
Alpha Smart	31	4	1:4	1:47
Desktop Computers (and monitors)	389	7	02:1	1:32
Handheld Computers	10	3	N/A	N/A
Lap Top Computers	8	4	1:30	N/A
Printers	74	7	N/A	N/A
Scanner	7	5	N/A	N/A

## NETWORK

	Quantity	Av. Age (Years)	Equipment:Teacher Ratio (To nearest whole number)	Equipment:Student Ratio
<i>Auto sensing Switch</i>	1	2	N/A	N/A
<i>Battery Pack</i>	1	2	N/A	N/A
<i>Network Upgrade</i>	3	3	N/A	N/A
<i>Cisco Switch</i>	1	2	N/A	N/A
<i>Add Ports</i>	9	2.5	N/A	N/A
<i>Wyse Terminal</i>	25	2	N/A	N/A
<i>Cisco 2950 Switches</i>	21	3	N/A	N/A
<i>Cisco 4006 Head end</i>	1	3	N/A	N/A
<i>Novell NetWare Servers</i>	5	1	N/A	N/A
<i>Windows 2003/SQL Server</i>	1	6	N/A	N/A
<i>Unix Server</i>	1	5	N/A	N/A
<i>Linux Server</i>	1	5	N/A	N/A
<i>Windows 2000 Servers</i>	4	8	N/A	N/A

*The three school buildings and our administrative offices are connected via fiber. The three remaining outlying buildings are not on our fiber and connect to the internet via DSL. Our 5 NetWare servers are used for file storage, GroupWise, and Zen. The Unix Server is used for Web Hosting. The Linux Server is used as a backup, the four Windows 2000 Servers are used to run the Citrix labs, and the Windows 2003/SQL Server is used for Meal Magic and GroupWise WebAccess.*

## SOFTWARE

	Quantity	Av. Age (Years)	Equipment:Teacher Ratio (To nearest whole number)	Equipment:Student Ratio
<i>XP Pro</i>	200	3	N/A	N/A
<i>Citrix Metaframe XP</i>	2	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 (T-1 lines and internet service at the bus garage, Family Learning Center, and the Agricultural building), and Web Hosting. We will be requesting E-rate funding for a Wireless Router in 2009-10. Leslie Public Schools will be 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. E-rate 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

### 3 year budget

	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>
<i>Salaries</i>	65,735	90,735	90,735
<i>Benefits</i>	29,350	36,080	37,400
<i>Purchased Services</i>	4,500	3,000	3,000
<i>Contracted Services</i>	22,594	47,094	22,094
<i>Supplies</i>	680	500	500
<i>Capital Outlay</i>	81,000	62,000	46,000
<i>Other</i>	500	500	500

## *Appendix D*

# *Acceptable Use Policy and Request for Network Access*

### ***Electronic Information Access and Use For Educational Purposes Policy***

*Leslie Public Schools encourages and strongly promotes the use of electronic information technologies in educational endeavors. The District provides access to information resources available in a variety of electronic formats, and for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.*

*The District's information technologies are the District's property and are intended for use for educational purposes. The District retains the right to access and review all electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by District information technologies.*

*Users have no reasonable expectation that any information contained on any District information technologies is confidential or private. The District's system is not a public forum and access to the technology is a privilege and not a right.*

*The District makes no warranties of any kind, whether expressed or implied for any reason regarding the availability of its information technologies, including but not limited to the loss of data, delays, non-delivery, or service interruption caused by its negligence or the user's errors or omissions. All District information technologies are provided on an "as is, as available" basis.*

*Equipment includes, but is not limited to, computers, disk drives, printers, scanners, networks, video and audio recorders, cameras, photocopiers, phones and other related electronic resources.*

*Software includes, but is not limited to, computer software, print and non-print and any associated resources.*

*Networks include, but are not limited to, all voice and data systems.*

*Users include anyone who is accessing or using District equipment, software, or networks.*

### ***District Responsibility***

*Leslie Public Schools is responsible for the management of the structure, hardware and software that the District uses to allow access to information technologies for educational purposes. These include:*

- developing and implementing an Electronic Information Access and Use Policy*
- developing and enforcing use regulations at each network site*
- defining the rights/responsibilities of Users*
- providing resources that support the mission of the School District*
- assigning and removing of member accounts on the network(s)*
- providing training and information on new technologies, software and media as they are acquired and put into use in the District*
- maintaining and repairing of equipment that comprise the network(s)*
- selecting software that the network will support*
- setting quota limits for disk usage by users of the District servers (Internet and LAN)*
- establishing procedures for disabling or otherwise modifying any technology protection measures*

*The District will designate a system administrator who will manage the system and make the final determination as to what is inappropriate use based on the Electronic Information Access and Use Policy. The system administrator may close an account at any time for infractions. The system administrator may also temporarily remove a user account on the network to prevent further unauthorized activity.*

*The system administrator has the right to view, modify or remove a user's electronic mailbox. This access shall be used to preserve network integrity or to prevent prohibited activity.*

*The system administrator may review audit trails created by information technologies. The system administrator may determine and uncover incorrect usage of the network and may also inform other faculty members and the user in question.*

*Leslie Public Schools will implement filtering software intended to block minors' access to materials that are obscene, child pornography, harmful to minors, or that the District determines to be inappropriate for minors. However, the District does not guarantee that school officials will control users access to such materials, or that users will not have access to such materials while using the District's information technologies. Use of the network or any information obtained via the network is at the users own risk. The filtering software operates only within the District wide area network (WAN) or local area network (LAN). The filtering software does not operate during dial-up access. The District does not take responsibility for resources located or actions taken by the users that do not support the purposes of the School District.*

*It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.*

### ***The following people may be users of the Leslie Public Schools Network:***

*Leslie Public Schools Network Users of the network will be granted access to appropriate services offered by the network. In addition, the following people may be account holders or members of the Leslie Public Schools network:*

- 1. Students. Students who are currently enrolled in the District may be granted a network account upon agreement to the terms stated in this policy.*
- 2. Faculty and Staff. Staff members currently employed by the District may be granted a network account upon agreement to the terms stated in this policy.*
- 3. Others. Anyone may request a special account on or use of the District network. These requests will be granted on a case-by-case basis, depending on need and resource availability.*

## ***Privileges and Responsibilities of Leslie Public Schools Technology Users***

### ***Privileges***

*Users have the privilege to:*

- *use all authorized hardware and software for which they have received training to facilitate learning and enhance educational information exchange.*
- *access information from outside resources which facilitate learning and enhance educational information exchange.*
- *access District networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.*

## **User Responsibilities**

*Users are responsible for:*

- *using information technologies in the school only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the school*
- *attending appropriate training sessions in the use and care of hardware, software and networks*
- *seeking instruction for the use of any available technology with which they are not familiar*
- *adhering to the rules established for the use of hardware, software, labs and networks in the school or through remote access outside of the school*
- *refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization*
- *maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. Network accounts are to be used only by the authorized owner of the account for the authorized purpose*
- *students may use e-mail, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult. Use of these forms of communication should be rare, and should be for the purpose of facilitating learning and enhancing educational information exchange.*
- *having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of District hardware, software or networks before they are used in District systems*
- *material received, created or distributed using information technologies*
- *maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a user remains in non-compliance, the System Administrator may delete files and messages, freeze the account, and/or close the account.*

- *keeping material considered pornographic by the District, inappropriate files or files dangerous to the integrity of the school's network, equipment or software from entering the school via the Internet or from being reproduced in audio, visual, digital or written format or any other present or future format.*
- *awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of information technologies and in the*
- *transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the District's information technologies*
- *using caution (Buyer Beware) when considering the purchase of goods or services over the Internet. Leslie Public Schools is not liable for any financial obligations made nor any personal information provided while using District information technologies.*
- *financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access*
- *any damages to, or incurred on, their personal equipment. Users accessing Leslie Public Schools information technologies on personal equipment do so at their own risk*
- *abiding by the rules set forth in this policy, general District rules, and additional rules as may be established by the District. Board of Education policies, staff manuals, departmental procedures, and student handbooks may include such rules.*

*Users are prohibited from:*

- *Illegally copying, sending, or distributing any copyrighted software, work, or other material.*
- *Using the District equipment for anything contrary to law, or to solicit others to break any law.*
- *Using District information technologies to draft, send, publish, download or receive inappropriate communications and material including but not limited to, items which are sexually explicit, obscene, profane, vulgar, harassing, threatening, racially or ethnically offensive, abusive, defamatory or otherwise which violates or infringes on the rights of any person or is prohibited by law.*
- *Using the network for any commercial purpose or financial gain.*
- *Using the network for any advertisement or solicitation without approval from the Superintendent or designee*
- *Vandalizing District or any other information technologies (the District's or any others) . Vandalism is defined as any attempt to inappropriately access, harm, destroy, or disrupt or hack the operation of the District's information technologies or any data of any user on the district network. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses*
- *Accessing, attempting to access, modifying, transferring, duplicating, or deleting any record or file without permission or authorization*
- *Using electronic mail to send unsolicited bulk, chain, broadcast, harassing, anonymous, or other messages, which are commonly considered an annoyance to recipients or degrade system performance.*
- *Using vulgarity, obscenity, or swearing in messages or electronic postings, or sending e mail / message "flames" or other attacks including hate mail and discriminatory remarks.*
- *Viewing or downloading material in any form that depicts or describes graphic violence.*
- *Attempting to access material or sites that are blocked by the district, or attempt to use the network while access privileges are suspended.*
- *Using identification or a password not specifically assigned to them by the network administrator*

- *Using computer system for recreational games unless expressly approved by the administrator*
- *E-mail and chat room access for students is prohibited.*

## **Consequences of Inappropriate Behavior**

*The school District's system is not a public forum and access to technology is a privilege and not a right. Any user who does not comply with the Information Access and Use Policy will be disciplined including, but not limited to:*

- *loss of network privileges*
- *permanent termination of network privileges*
- *suspension*
- *expulsion*
- *prosecution*
- *financial restitution*

## **Challenges**

*Challenges to District information technologies and resources shall be made in writing and shall state the reasons for the challenge. A District appointed panel shall review the challenge and determine its appropriateness.*

# **Leslie Public Schools Electronic Information Access and Use for Educational Purposes**

## **Member Responsibility Declaration**

*Leslie Public Schools has developed an Electronic Information Access and Use for Educational Purposes Policy for the Internet, local and wide area networks, computers and related equipment. Access and use of the Internet, local and wide area networks, computers and related equipment is a privilege for the user.*

*Members having accounts on Leslie Public Schools network should be advised that they might locate material that could be considered offensive or controversial. Parents of minors should be aware of the existence of such materials and monitor home usage of the system. Students knowingly bringing or downloading such material into the school environment will be dealt with according to the discipline policies of the school district and such activities may result in termination of their account on Leslie Public Schools network.*

*Users may be required to make full financial restitution including reasonable attorney fees for any damages to educational technology or unauthorized expenses incurred through the use of educational technology. Users are responsible for all charges and fees, including outside telephone, printing and merchandise purchasing made through the network. The district is not a party to such transactions and shall not be liable for any costs and damages, whether direct or indirect, rising out of network transactions by the user.*

***My signature on the district permission form indicates that:***

- *I have read, understand and will abide by the attached Electronic Information Access and Use Policy.*
- *I agree to be responsible for and abide by all rules and regulations of this agreement.*
- *I understand that should I commit any violation, my privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken. This may also involve financial restitution.*
- *I hereby release Leslie Public Schools and its operators and sponsors, its faculty and staff and all organizations, groups and institutions with which the Leslie Public Schools is affiliated for any and all claims of any nature arising from my use, my child's use or inability to use the Leslie Public Schools Network.*
- *I recognize it is impossible for Leslie Public Schools to restrict access to all inappropriate or copyrighted materials and I will not hold them responsible for materials acquired on the network.*
- *I consent to unrestricted release of work / materials / records which my child may voluntarily or accidentally place in public access storage areas on the district network / Internet.*
- *I have discussed this with my parent / child and request Internet access in accordance with these rules and policies.*
- *I understand that his access is designed for educational purposes.*

*(If you are a student of Leslie Public Schools, a parent or guardian must also read and sign this agreement)*