

Mecosta-Osceola Intermediate School District

Technology Plan

July 2009 – June 2012

Address: 15760 190th Avenue, Big Rapids, MI 49307

School Code Number: 54000

Tech Plan URL: <http://www.moisd.org/Docs/TechPlans/MOISDTechPlan2009.pdf>

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Section 2 – Introductory Material

Mission Statement:

The Mecosta-Osceola Intermediate School District exists for one basic reason:

To provide services to constituent school districts that will not only increase the efficiency and effectiveness of their educational programming, but will help the educators in the schools to better serve and instruct the young people in their charge. Therefore, the primary mission of the Mecosta-Osceola Intermediate School District is to create programs and provide services based upon this concept:

”Helping Schools Help Students”

District Description:

The Mecosta-Osceola ISD (MOISD) offers member districts services in Vocational Education, Special Education, and General Education.

The MOISD covers approximately 1,100 square miles and serves a total of 9,500 students. It serves five traditional public school districts: Big Rapids Public Schools, Chippewa Hills School District, Ewart Public Schools, Reed City Area Public Schools and Morley Stanwood Community Schools. The MOISD also serves one charter school district in Crossroads Charter Academy. Four parochial schools are also served by the MOISD. All of the member districts are classed as rural.

The MOISD campus consists of a Career Center, Resource Center, Education Center and Administrative Offices.

The MOISD also operates specialized classrooms in member districts to provide services to the Autistic Impaired, Emotionally Impaired and Hearing Impaired. Gifted and talented students are served by the MOISD Math/Science/Technology Center located at and run in cooperation with Ferris State University

MOISD itinerant staff spend their days in member districts assisting with all areas of education. This staff consists of 8 Teacher Consultants, 6 Social Workers, 7 Psychologists, 18 Speech Pathologists, 4 Occupational Therapists, 4 Physical Therapists, 1 Assistive Technology Consultant, 1 Vision Impairment Consultant, 1 Certified Occupational Therapy Assistant and 1 Physical Therapy Assistant.

The MOISD also runs schools in three privately run youth correctional facilities. They are: Ashmun School at Eagle Village, Pineview Homes School at Pineview Home and Muskegon River Youth Home School at Muskegon River Youth Home. Each location, with the exception of Muskegon River Youth Home School, is connected via a dedicated communications circuit link to the MOISD campus LAN. Muskegon River Youth Home is connected via T1 to Pineview Homes School.

Student/Staff Population and Location:

The Mecosta-Osceola Intermediate School District Administrative office is located at 15760 190th Avenue, in Big Rapids, MI 49307. A map may be downloaded from our web page at www.moisd.org.

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The Mecosta-Osceola Career Center is located at 15830 190th Ave, Big Rapids, MI 49307. It serves 405 students with 14 teachers and 13 paraprofessionals.

The Mecosta-Osceola Education Center is located at 15700 190th Ave, Big Rapids, MI 49307. It serves 170 students with 13 teachers and 33 paraprofessionals.

The Mecosta-Osceola Resource Center is located at 15800 190th Ave, Big Rapids, MI 49307. It houses the Technology Outreach Center, Great Start staff and the MOISD Technical staff.

The MOISD/Ashmun School at Eagle Village is located at 4507 170th Ave, Hersey, MI 49639. It serves 74 students with 7 teachers and 7 paraprofessionals.

The MOISD/Pineview Homes School is located at 8444 Oak Road, Ewart, MI 49631. It serves 32 students with 4 teachers and 3 paraprofessionals.

The MOISD/Muskegon River Youth Home School is located at 8671 30th Ave, Ewart, MI 49631. It serves 34 students with 5 teachers and 1 paraprofessional.

Technology Planning Team

Therese Allen	-	School Psychologist
Peggy McNeilly	-	Teacher Consultant
Denise L. Robinson	-	Director of Finance
Mary Ann Robinson	-	Director of General Education
Brian J. Pickett	-	Director of Technology
Marilyn Shewan	-	Assistive Technology Coordinator

Team members represent staff, parents, parents of special needs students and community members. The MOISD Technology Plan is posted on the Internet at <http://www.moisd.org/Docs/TechPlans/MOISDTechPlan2009.pdf> . A link is provided on the main web page and included in newsletters.

Section 3 – Vision and Goals

MOISD technology exists to further the MOISD mission. Technology should be used to support the services offered to our constituent districts. Special Education programs and Itinerant staff, Career & Technical Education programs and staff, General Education programs and staff are the primary entities to be supported. MOISD technology also exists as a service to our member districts.

The MOISD will assume a technology leadership/facilitator role for its constituent districts. The ISD has always acted in this manner with regard to Professional Development. The role should be carried over to technology as well. Technology leadership should also take the form of encouraging communication and collaboration between member districts. The cost of educating may be decreased and the education experience enhanced through cooperation.

It is the intent of the MOISD to highly integrate technology into its various programs and curricula. The MOISD will also lead and assist its member districts in accomplishing that same goal.

Goals

The MOISD is committed to leading the area schools in the implementation and integration of technology to:

- Increase student's use of technology to accelerate, enhance or enable their learning
- Model effective use of technology tools to track and enhance student achievement
- Offer opportunities for students to take part in online learning that promote community involvement in the process
- Build a technologically skilled ISD-wide staff able to guide students in the attainment of 21 Century Framework Skills

I: Curriculum

I.A. MOISD Technology Curriculum Integration Goals

1. **Goal:** Increase student's appropriate use of technology to accelerate, enhance or enable their learning.

Strategies:

- a. All staff exposed to METS as focal point for ongoing professional learning needed to meet students at their level.
- b. Assorted programs maintain current software appropriate to address METS 2009 Standards. (i.e. Camtasia, Maya, Microsoft Office, etc.)
- c. Staff trained to use Camtasia and trained to create podcasts that will provide acceleration, remediation or review of concepts addressed in courses.
- d. MOISD adjudicated youth programs learn to enhance writing strategies through the use of personal podcast creations, will make use CompassLearning by Odyssey for both credit recovery and to enhance classroom instruction, use Accelerated Reader and Math and the STAR assessment tool to identify students for Title and special education programs and to monitor progress

I.B. MOISD Technology Student Achievement Goals

2. **Goal:** Utilize the MOISD Wide DATA Project Pearson Inform tool for making program decisions.

Strategies:

- a. MOISD-wide School Improvement retreat and ongoing meetings scheduled throughout the next three school years.
 - i. Conduct instruction and model effective use and interpretation of Pearson Inform for program decisions.
 - ii. MOISD will integrate Calhoun ISDs Data4Student Success tool in the school improvement process during the 2009-2010 school year.
3. **Goal:** Effectively use the Pearson Benchmark as a tool to drive instruction through the use of common benchmark assessments of student learning.

Strategies:

- a. MOISD-wide grade level and content area Professional Learning Communities scheduled across the school year to create and execute Michigan Curriculum Frameworks' GLCEs and HSCEs based common assessments for student learning and interpret the results.
- b. MOISD will host evening course on "Assessment for Student Learning" during eight scheduled evening sessions annually and at local districts upon request.
- c. Assessment results will become a regular agenda item for Principal, Superintendent and Curriculum meetings.
4. **Goal:** Enhance parental involvement with student learning.

Strategies:

- a. Staff will use Skyward (an MOISD-wide common student information system) with Family Access enabled.
- b. Increased use of routine email blasts with program updates encouraged by MOISD administrative when appropriate.
- c. Early Childhood programs will work with parents in the use of the Child Observations Record available online to all MOISD districts.

I.C. Technology Delivery Goals

5. **Goal:** The MOISD will offer opportunities for students to take part in online learning through the use of external sources as well as staff developed online classes.

Strategies:

- a. Programs hosted at MOISD US-10 schools will have access to Compass Learning for students to use for credit recovery or for acceleration purposes.
- b. Fall 2009 Moodle Training provided in conjunction with REMC II South.
- c. Moodle users group formed to encourage ongoing growth in the use of the tool.
- d. Mecosta-Osceola Career Center staff will promote and encourage the use of Career Cruising (online career inventory and portfolio tool) with all area middle – high school students.

I.D. Parental Communication & Community Relations Goals

6. **Goal:** The community will have access to the MOISD Technology Plan at the MOISD home page.

Strategies:

- a. Technology Committee will update and post changes as made.

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7. **Goal:** Parents and students will monitor student learning through the online component of our student information system.

Strategies:

- a. Staff use of Skyward (an MOISD-wide common student information system) with Family Access enabled.
8. **Goal:** Through a variety of meetings (i.e. Early Childhood Policy Council, Great Start Collaborative, Special Education PAC, and assorted program Advisory Counsels) parents and community members will take part in the process of developing, implementing and assessing the MOISD Technology Plan.

Strategies:

- a. Ongoing regularly scheduled meetings.

I.E. Collaboration Goals

9. **Goal:** The MOISD will partner with other districts and agencies to provide collaborative opportunities using technology.

Strategies:

- a. Michigan Works and the Mecosta-Osceola Career Center will offer opportunities for community members to attend GED Prep and Work Key Skill Building classes.
- b. MOISD will work with neighboring ISDs to track and serve the homeless population within the boundaries and 14 school districts with more adding each year, will submit homeless data online to the MOISD Homeless Liaison.

II: Professional Development

II.F. MOISD Professional Development Goals

10. **Goal:** The MOISD staff will be technologically skilled and able to guide students in the attainment of 21 Century Framework Skills.

Strategies:

- a. MOISD Technology Committee finds or designs an assessment tool to determine staff skills.
 - b. Deficits determined by staff assessment will be addressed in staff meetings and/or ongoing PD opportunities.
 - c. Individual goal setting will be done by all MOISD staff.
 - d. Goals will be monitored annually by supervisor/administrator during walk-throughs, formal observations and routine staff evaluations.
11. **Goal:** The MOISD will model and lead professional development in effective technology integration and use with all constituent local districts.

Strategies:

- a. During regularly scheduled monthly or quarterly meetings, (MOISD LEA Principals, LEA Curriculum Directors, LEA Superintendents, LEA Technology Directors, LEA Business & Finance Directors, LEA Assessment Coaches, and LEA Grade Level and Content Area Professional Learning Communities.) the MOISD will demonstrate, instruct and allow challenging, timely and appropriate practice to meet the challenges of our districts.
- b. Collaboration across districts will be enhanced through the use of SharePoint sites, OneNote 2007, Google Docs, etc..
- c. LEA School Administrators will know and be able to demonstrate competency in the six TSSA Standards as they work to become effective educational leaders.

d. **I. Leadership and Vision:**

Educational leaders inspire a shared vision for comprehensive integration of technology and foster an environment and culture conducive to the realization of that vision.

II. Learning and Teaching:

Educational leaders ensure that curricular design, instructional strategies, and learning environments integrate appropriate technologies to maximize learning and teaching.

III. Productivity and Professional Practice:

Educational leaders apply technology to enhance their professional practice and to increase their own productivity and that of others.

IV. Support, Management, and Operations:

Educational leaders ensure the integration of technology to support productive systems for learning and administration.

V. Assessment and Evaluation:

Educational leaders use technology to plan and implement comprehensive systems of effective assessment and evaluation.

VI. Social, Legal, and Ethical Issues:

Educational leaders understand the social, legal, and ethical issues related to technology and model responsible decision-making related to these issues.

- i. August Administrative Academies will be provided by the MOISD for LEA administrators annually.
- ii. Quarterly administrative meetings will contain TSSA components.

II.G. MOISD Professional Development Supporting Resources

The MOISD supports the ongoing professional development of our own employees as well as takes responsibility for leadership in this area with our local districts. For our employees we assess competencies, encourage goal setting and monitor progress through annual individual Professional Development Plans for Technology (PDPT). Open labs and routine skill integration are integrated into regular staff meetings. The MOISD Technology committee meets routinely to determine the best course of action and to stay ahead of the curve in this area. For our local districts, we maintain several software licenses, (i.e. Skyward, SDS, Career Scope, GroupWise etc.) In addition, the MOISD will host the infrastructure for ISD-wide servers that contain Help Desk, Firewall, Moodle, Skyward, etc..

III: Infrastructure, Hardware, Technical Support and Software

III.H. Infrastructure Needs/Technical Specifications and Design Design

The MOISD campus LAN is connected via fiber from building to building. That LAN is connected via 30 Mbps circuit to the Internet. Instructors have their own PC connected to the LAN. Each building has at least one computer lab. Some have more.

There are 334 desktop and 73 laptop computers available for use. Most desktops are connected to the MOISD LAN but some remote desktops connect to the Internet through either local district LANs. All laptops have access to the Internet via wireless, or wired LAN. Computers are replaced when they reach their five-year life span. The MOISD hosts its own web servers, DNS server, Intranet server, mail server and file servers.

Infrastructure Needs

1. Improve Itinerant access at local districts

The MOISD itinerant staff spends 90% of their time in the field at member districts. The current communication system available to them is unsatisfactory. It consists of a patchwork of dial-up access or borrowed local district accounts and GroupWise Web Access. The MOISD will set up one or more terminal servers for itinerant use. The server will be accessible via the Internet. This server will give staff access to specialized software tools needed to serve our member district student population.

2. WAN

The MOISD has worked with local districts served to create a WAN consortium. This consortium has created a WAN that connects all districts via a high speed WAN. This WAN enables all districts to pool resources, aggregate software licensing, Internet access, firewall and Internet filtering needs. This WAN will also, in the future, make it possible to hold video conferences, distance learning classes and take advantage of emerging technologies such as voice over IP. All districts with the exception of Chippewa Hills School District are currently connected. The Chippewa Hills School District will be also be connected via that WAN.

3. WAN Security

Because all districts are, or will be, connected to each other and the Internet via the WAN, protection from the outside and each other must be implemented. The ISD wide technology group will evaluate and decide what technology to use to protect the entire WAN. This includes SPAM, Viruses, Hacking and all other forms of attack. The MOISD will implement protection recommended by that group.

4. Replace Ashmun School Phone System

The existing phone system used at Ashmun School has no voice mail capability and has reached the end of it's useable life. The MOISD will replace it with a system capable of voice mail. The replacement system should be Voice over IP (VoIP) so it will interface with other ISD facilities in the future.

5. Acquire Pineview Homes School Phone System

Pineview Homes School has no phone system at this time. A system that includes voice mail will be purchased and installed. VoIP will be used so it interfaces with other ISD systems in the future.

6. Email Archive

Work with served districts to research and acquire an email archiving system as mandated by State and Federal laws and guidelines.

7. Video Conferencing

In order to achieve more cost effective professional development, specialized classes and intra-district communications, video conferencing technology should be acquired. Video conferencing equipment for each ISD building and at least one building per district.

Projected Timetable

1. Improve Itinerant access at local districts

The MOISD will provide at least one terminal server for use by MOISD itinerant staff. This server will be ready for use by the opening of classes of the 2009-2010 school year.

2. Wide Area Network (WAN)

The MOISD WAN is up and operating but will undergo a change in service provider during the summer of 2009 in order to save money. Chippewa Hills School District will be connected but will not be connected to the MOISD Internet source until the 2010-2011 school year.

3. WAN Security

The MOISD will undergo a change in WAN provider on July 1 2009. With that change, a firewall will be implemented that protects all districts Internet attacks. SPAM and virus protection will be implemented during the summer of 2010 if not earlier.

4. Replace Ashmun School Phone System

Seek E-Rate funding during the 2008-2009 school year to replace the phone system at Ashmun School. The system should be installed during the 2009-2010 school year. It should include voice mail and must be capable of integrating with any future MOISD VoIP phone system..

5. Acquire Phone System for Pineview Homes School

Seek E-Rate funding during the 2008-2009 school year to purchase a phone system for use at Pineview Homes School. The system should be installed during the 2009-2010 school year. It should include voice mail and must be capable of integrating with any future MOISD VoIP phone system.

6. Email Archive

Work with member districts to research and purchase an email archiving system that will serve all districts. If at all possible, the system should be installed during the 2009-2010 school year.

7. Acquire Video Conferencing Equipment for Each ISD Building and At Least One Building in Each District

The MOISD will seek a partner to participate in a Rural Utilities or other grant that will provide video conferencing equipment for all interested district buildings during the 2009-2010 school year. Video conferencing equipment should be acquired during the 2010-2011 school year. In addition, a video conferencing bridge must be purchased and installed either during the 2010-2011 or 2011-2012 school year depending on when the video conferencing systems are obtained.

Technical Support

The MOISD technology department will provide all planning and installation labor necessary for all projects.

The MOISD technology department and MOISD Technology Outreach Staff will train MOISD personnel in the use of any equipment, technology or software whether it is new or existing. This will be accomplished through workshops, on-line instructions, distance learning, webinars and personalized instruction.

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The MOISD technology department will provide assistance to its member districts. That assistance will be coordinated through the local district technology coordinator. The assistance may include any activity that supports the MOISD mission of “**Helping Schools Help Students**”.

MOISD technology is maintained and purchased with direction from the MOISD technology committee, administration, Board of Education and special needs as they occur.

All PCs are scheduled to be replaced after five years of use. Each department is responsible for budgeting related to this cycle. As computers age and fall behind the minimum capacity required by current software, they may be reassigned during their five-year life. When computers reach their five-year life, they are disposed of in a responsible manner.

Any equipment outage is responded to as soon as possible unless the need is critical. Critical outages are responded to within one day. Periodic PC cleaning and routine maintenance is performed yearly unless needed sooner.

The MOISD technology staff has developed a database for all ISD equipment. This database includes specifications, trouble history, location and purchasing information.

Housing the equipment in locked rooms or in areas where staff personnel are present strictly controls access to computers, servers and network hardware.

Internet and email access is controlled so that generic users have no access. Access to ISD computers, servers or clients, from the Internet is controlled by a firewall. Servers that need to be accessed from the Internet are located on the firewall DMZ port. All clients use non-routable IP addressing for further insulation from outside attacks.

All servers are backed up daily with Friday backups held off site.

III.I. Increase Access

Students with disabilities of many sorts are provided increased access to computers through the MOISD Assistive Technology Coordinator. The ATC assists MOISD and LEA teachers in adapting many types of technology to the various types of disabilities seen in our students. The technologies run from software to special switches needed for limited mobility students.

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IV. Funding and Timetable

IV.J. Funding and Budget

2009-2010 Budget

Item	Description	Cost
LAN Software Licenses	Novell Netware	\$962
MOISD LAN Maintenance	Gracon Services	\$10,190
MOISD Backup Software	SEP SESAM	\$4,846
MOISD Consortium Internet	Charter Comms @ 30Mbps	\$33,576
SPAM/Virus Email Virus Protection	Gwava	\$1,995
MOISD Communications Consortium	WAN - Charter Comms at 100Mbps	\$85,900
MOISD Phone Maintenance	Morgan Birge	\$724.00
MOISD local phones	AT&T	\$27,631.93
MOISD long distance	Qwest	\$888.96
MOISD Cell Service	Alltel	\$28,126.56
Ashmun Phone System	AT&T	\$22,633.56
Pineview Phone System	AT&T	\$16,429.97
Pineview Data	AT&T – DS-3	\$24,000
Ashmun Data	AT&T – DS-3	\$24,000
MRYH Dialup Accounts	NetOne	\$398.80
Internet Filtering	Fortinet	\$4,239
Firewall Maintenance	Fortinet	\$1,086
Virus Protection	Symantec	\$1,917.50
Communications Consortium Membership	MiCTA Membership	\$75
Toner Recycling Svc	Renu Services	\$4,129
PC Replacements	1/5 of population	\$73,500
Projectors	Current REMC model	\$3,600
DVD/VCRs	Current REMC model	\$300
Cart	Current REMC model	\$150
Finance Software Maintenance	SDS	\$2,520
Student Information Software Maintenance	Skyward	\$3,595
Data Management System Maintenance	Pearson Benchmark	\$33,732.93
Data Management System Maintenance	Pearson Inform	\$14,173.50
USF Reimbursement	USF	\$218,997

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2010-2011 Budget (See www.moisd.org/Docs/documents.htm#Tech_Plans) for yearly update.

Item	Description	Cost
LAN Software Licenses	Novell Netware	\$962.00
MOISD LAN Maintenance	Gracon Services	\$10,190.00
MOISD Backup Software	SEP SESAM	\$4,846.00
MOISD Consortium Internet	Charter Comms @ 30Mbps	\$33,576.00
SPAM/Virus Email Virus Protection	Gwava	\$1,995.00
MOISD Email Retention Consortium	Unknown Vendor	\$30,000.00
MOISD Communications Consortium	WAN - Charter Comms at 100Mbps	\$85,900.00
MOISD Phone Maintenance	Morgan Birge	\$724.00
MOISD local phones	AT&T	\$27,631.93
MOISD long distance	Qwest	\$888.96
MOISD Cell Service	Alltel	\$28,126.56
Ashmun Phone System	AT&T	\$22,633.56
Pineview Phone System	AT&T	\$16,429.97
Pineview Data	AT&T – DS-3	\$24,000.00
Ashmun Data	AT&T – DS-3	\$24,000.00
MRYH Dialup Accounts	NetOne	\$398.80
Internet Filtering	Fortinet	\$4,238.90
Firewall Maintenance	Fortinet	\$1,085.85
Virus Protection	Symantec	\$1,917.50
Communications Consortium Membership	MiCTA Membership	\$75.00
Toner Recycling Svc	Renu Services	\$4,129.00
PC Replacements	1/5 of population	\$73,500.00
Projectors	Current REMC model	\$3,600.00
DVD/VCRs	Current REMC model	\$300.00
Cart	Current REMC model	\$150.00
Finance Software Maintenance	SDS	\$2,520.00
Student Information Software Maintenance	Skyward	\$3,594.64
Data Management System Maintenance	Pearson Benchmark	\$33,732.93
Data Management System Maintenance	Pearson Inform	\$14,173.50

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USF Reimbursement	USF	218,997.00
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MOISD Backup Software	SEP SESAM	\$4,846.00
MOISD Consortium Internet	Charter Comms @ 30Mbps	\$33,576.00
SPAM/Virus Email Virus Protection	Gwava	\$1,995.00
MOISD Email Retention Consortium	Maintenance	\$3,000.00
MOISD Communications Consortium	WAN - Charter Comms at 100Mbps	\$85,900.00
MOISD Phone Maintenance	Morgan Birge	\$724.00
MOISD local phones	AT&T	\$27,631.93
MOISD long distance	Qwest	\$888.96
MOISD Cell Service	Alltel	\$28,126.56
Ashmun Phone System	AT&T	\$22,633.56
Pineview Phone System	AT&T	\$16,429.97
Pineview Data	AT&T – DS-3	\$24,000.00
Ashmun Data	AT&T – DS-3	\$24,000.00
MRYH Dialup Accounts	NetOne	\$398.80
Internet Filtering	Fortinet	\$4,238.90
Firewall Maintenance	Fortinet	\$1,085.85
Virus Protection	Symantec	\$1,917.50
Communications Consortium Membership	MiCTA Membership	\$75.00
Toner Recycling Svc	Renu Services	\$4,129.00
PC Replacements	1/5 of population	\$73,500.00
Projectors	Current REMC model	\$3,600.00
DVD/VCRs	Current REMC model	\$300.00
Cart	Current REMC model	\$150.00
Finance Software Maintenance	SDS	\$2,520.00
Student Information Software Maintenance	Skyward	\$3,594.64
Data Management System Maintenance	Pearson Benchmark	\$33,732.93
Data Management System	Pearson Inform	\$14,173.50

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Maintenance		
USF Reimbursement	USF	218,997.00

IV.K. Coordination of Resources

These projects will be funded through creative use of general funds, E-Rate Funds, Technology Literacy Grants and other funding sources as can be identified.

Technology changes every day. The items listed are current as of November 2005. The equipment will be re-evaluated prior to purchase to ensure the best price/performance.

It must be stated that as the State economy changes, the ISD funding changes. Therefore, these projects may expand or contract. The evaluation and funding process will be guides in this matter. Yearly updated budget documents will be prepared to reflect changes in costs and plans.

V. Monitoring and Evaluation

V.L.Evaluation

The MOISD Technology Committee will evaluate its technology plan at least twice per year to be determined by that same committee. This does not mean that it is limited to only those times. As technology needs evolve, the Technology Committee will ensure that the plan reflects those needs. The Director of Technology is responsible for ensuring evaluations are scheduled.

As Mecosta-Osceola ISD embarks upon developing or evaluating its technology plan, the following questions will be considered by all those who have a stake in the success of the plan:

- Has a reasonable timeline for the implementation of each of the action steps been identified? Does it provide support for a sustained effort (possibly as much as 3-5 years) to allow these interventions to become fully implemented?
- Have sufficient resources been allocated to support the implementation of the plan?
- Have specific individuals or committees/task forces been designated as responsible for monitoring the implementation of the technology plan and for disseminating periodic progress reports to the staff and community?
- Which action steps appear to have been successful? How can the district build on the success of these action steps?
- Which action steps appeared to be promising, but did not fulfill their expectations? How can these steps be most appropriately modified without compromising the goal of achieving the objectives of the school improvement plan?
- Are there any additional action steps that need to be incorporated in the district's technology plan to achieve the objective for improvement?
- Have there been any surprises? If so, what lessons have been learned?

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MOISD EVALUATION PLAN – Year _____				
Required Components	Accomplishments	Progress Toward Goals	Focus Areas for Improvement	Notes
Infrastructure				
Curriculum Integration				
Collaboration				
Professional Development				
Technical Support				
Supporting Resources				
Timetable				
Cost/Funding				
Coordination of Funding Resources				
Acceptable Use Policy				
Communications (Optional)				
Impact on Student Achievement				

V.M.Acceptable Use Policy - MOISD Board Policy 8170

SUBJECT: INTERNET ACCEPTABLE USE POLICY

1. The goal of participation in the Internet is to assist in the collaboration and exchange of information between and among individuals and between the schools within the Mecosta-Osceola Intermediate School District (MOISD) and other schools and institutions beyond the MOISD. The MOISD will provide students, faculty and staff accounts for Internet access, email and file storage. In some instances, web authoring accounts will be made available. Use of these accounts by persons not affiliated with the MOISD is prohibited.
2. The intent of this policy is to comply with the Children's Internet Protection Act, CIPA, acceptable use policies of any other networks utilized and to insure the MOISD network is used as tax payers would approve.
3. The MOISD network is defined as access to the Internet, email, file storage, printing/copying resources and telephone system.
4. The use of the MOISD network is a privilege, which may be revoked by the administrators of the system at any time for abusive conduct. Such conduct would include, but not be limited to: the placing of unlawful information on the system, harassment of others, use of obscene, abusive or otherwise objectionable language in either public or, upon registration of complaint, private messages. The MOISD administration will be the sole arbiter of what constitutes this behavior and will decide appropriate disciplinary action.
5. Use of the system for personal profit or politics, criminal activity, slander, libel, defamation and/or mendacity is strictly prohibited. The MOISD administration will be the sole arbiter of what constitutes this behavior and will decide appropriate disciplinary action.
6. The use of the MOISD network is a privilege which may be revoked by the administrators of the system at any time for conduct that embarrasses, harms, or in any way distracts from the good reputation of the Mecosta-Osceola Intermediate School District, its students, faculty and staff or any institution with which the MOISD is affiliated. The MOISD administration will be the sole arbiter of what constitutes this behavior and will decide appropriate disciplinary action.
7. The MOISD does **NOT** warrant that the functions of this system will meet any specific requirements a user may have; nor that it will be error free or uninterrupted; nor shall it be liable for any indirect, incidental or consequential damages (including lost data, information or profits) sustained or incurred in connection with the use, operation or inability to use the system.

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8. **The MOISD Internet, email, network storage and phone systems should not be considered private.** Administrators of the system actively monitor each user's activity. Email communications and web browsing history may be requested by the public under the Freedom of Information Act, FOIA. Administrators of the system will cooperate with law enforcement agencies upon request.
9. All uses of the MOISD network must be in support of education and consistent with the purposes of the Mecosta-Osceola Intermediate School District.
10. Use of the MOISD network for non-educational game playing, Internet radio or instant messaging is forbidden.
11. Use of email systems other than that which the MOISD provides, (i.e. hotmail, yahoo mail, lycos mail, etc) is not allowed on the MOISD network.
12. MOISD network accounts are to be used only by the authorized owner of the account. The sharing of passwords is absolutely prohibited.
13. Any violations of the use of the MOISD network should be reported to the teacher/supervisor in charge.
14. Students must receive teacher's approval before personal storage media is used with the MOISD network computers.
15. Personal information (e.g., personal addresses and phone numbers, charge card account numbers, etc.) should not be shared over the Internet.
16. Students may not be identified in the caption of any photo included in a web page or document.
17. Under no circumstances is an employee or student of the MOISD authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing the MOISD network.
18. Use of the MOISD network to access or process inappropriate (e.g., obscene or pornographic materials) materials or to download files dangerous to the integrity of the network, (viruses, ad-ware, spy-ware, etc.) is prohibited. Transmission of material, information, or software in violation of any district policy or federal, state or local law or regulation is prohibited.
19. MOISD network users may download materials for educational use only. Copyrighted materials must be used in accordance with district policy and all copyright laws.
20. Vandalism will result in cancellation of MOISD network privileges. Vandalism is defined as any attempt to harm or destroy district equipment or materials, those of another user or of the district system or the Internet system.

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21. Use of any other organization's network or computing resources must comply with the rules appropriate for that network as well as the MOISD network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
22. The use of the MOISD network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will be part of a discussion with a faculty member pertaining to the proper use of the network.) The MOISD administration will be the sole arbiter of what constitutes inappropriate behavior and will decide suitable disciplinary action. The administration, faculty, and staff of MOISD may request the system administrator to deny, revoke, or suspend specific user accounts.
23. Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - a) Be polite. Do not get abusive in your messages to others.
 - b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - c) Illegal activities are strictly forbidden.
 - d) Do not reveal your personal address or phone numbers of students or colleagues
 - e) Do not use the MOISD network in such a way that you would disrupt the use of the network by other users.
 - f) Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - g) All communications and information accessible via the MOISD network should **not** be assumed to be private property.
24. Security on any computer system is a high priority, especially when the system involves many users. If any user feels he/she can identify a security problem on the MOISD network, he/she must notify a system administrator or teacher. Do not demonstrate the problem to other users.
25. Attempts to log on to the MOISD network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to all resources.

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**STAFF – MOISD NETWORK ACCEPTABLE USE AGREEMENT
and
RELEASE**

Mecosta-Osceola Intermediate School District Board of Education Policy #8170 addresses student and staff use of the MOISD network. The MOISD network is defined as access to the Internet, email, file storage, printing/copying resources and telephone system. This network is a resource, much like a bookstore, with many kinds of information available. The purpose of Policy #8170 is to delineate acceptable uses of this network and set forth guidelines for wise use. Students are encouraged to read the full Board Policy #8170 which is available in any MOISD office and on the web at www.moisd.org/Docs/Misc/8170.pdf.

In general, the MOISD network is provided as a tool for education. It may **not** be used for personal gain or in any way that embarrasses, harms, or detracts from the good reputation of the MOISD or any of its member districts. Students must also comply with copyright laws.

The MOISD Internet, email, network storage and phone systems should not be considered private. Administrators of the system actively monitor each user’s activity.

Please fill out and sign this form, and return it to your instructor. After receipt of a properly filled out and signed agreement, the student will be given access to their individual account.

When choosing a password you must use at least five characters. They may be any letter or number or a combination of both. It is a bad idea to use something as easily guessed as a birth date, name or license plate. If another person obtains your password and uses it to violate the district’s policy #8170, you will be held responsible.

Staff members are hereby warned not to share passwords or provide names, addresses, or phone numbers over the Internet. Students are also hereby warned not to attempt to access Internet sites that may have obscene, pornographic or violent content.

Our policy is to have users sign this agreement. If a student violates the district’s policy, disciplinary action, including suspension of privileges, will be taken.

We have reviewed this agreement and will abide by the MOISD Board Policy 8170 regarding MOISD network use.		
_____		_____
Position and Location		Staff Name (please print)
_____	_____	_____
Staff Signature	Date	Password Choice (five characters minimum)

Do Not Write In The Box Below – For Office Use Only

Account Login Name _____
Email Address _____@moisd.org

STUDENT - NETWORK ACCEPTABLE USE AGREEMENT
and
RELEASE

Mecosta-Osceola Intermediate School District Board of Education Policy #8170 addresses student and staff use of the MOISD network. The MOISD network is defined as access to the Internet, email, file storage, printing/copying resources and telephone system. This network is a resource, much like a bookstore, with many kinds of information available. The purpose of Policy #8170 is to delineate acceptable uses of this network and set forth guidelines for wise use. Students are encouraged to read the full Board Policy #8170 which is available in any MOISD office and on the web at www.moisd.org/Docs/Misc/8170.pdf.

In general, the MOISD network is provided as a tool for education. It may **not** be used for personal gain or in any way that embarrasses, harms, or detracts from the good reputation of the MOISD or any of its member districts. Students must also comply with copyright laws.

The MOISD Internet, email, network storage and phone systems should not be considered private. Administrators of the system actively monitor each user's activity.

Please fill out and sign this form, and return it to your instructor. After receipt of a properly filled out and signed agreement, the student will be given access to their individual account.

When choosing a password you must use at least five characters. They may be any letter or number or a combination of both. It is a bad idea to use something as easily guessed as a birth date, name or license plate. If another person obtains your password and uses it to violate the district's policy #8170, you will be held responsible.

Students are hereby warned not to share passwords or provide names, addresses, or phone numbers over the Internet. Students are also hereby warned not to attempt to access Internet sites that may have obscene, pornographic or violent content.

Our policy is to have users sign this agreement. If a student violates the district's policy, disciplinary action, including suspension of privileges, will be taken.

We have reviewed this agreement and will abide by the MOISD Board Policy 8170 regarding MOISD network use.			
_____		_____	
Class Name and Location		Student Name (please print)	
_____		_____	
Parent Signature	Date	Student Signature	Date
_____		_____	
Sponsoring Instructor Signature	Date	Password Choice (five characters minimum)	

Do Not Write In The Box Below – For Office Use Only

Account Login Name _____
Email Address _____@moisd.org