Mecosta-Osceola Intermediate School District

Technology Plan

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Tech Plan URL: http://www.moisd.org/downloads/Docs/MOISDTechPlan2012.pdf

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SECTION 2—INTRODUCTORY MATERIAL

Mission Statement:
The Mecosta-Osceola Intermediate School District exists 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: Service"

We further define service model through this, collaboratively developed definition: We define GREAT service as our passion for working in partnership with our local school districts and providing personalized, value-added services that support locals schools in their efforts to maximize student learning.

District Description:
The Mecosta-Osceola ISD (MOISD) offers member districts services in Vocational, Special, 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, Evart Public Schools, Reed City Area Public Schools and Morley Stanwood Community Schools. The MOISD also serves one charter school: Crossroads Charter Academy. Four parochial schools are also served: St. Mary's Catholic, St. Michael's Catholic, St. Peter's Lutheran, and Trinity Lutheran schools. All of the member districts are classified as rural districts.

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, Emotionally, Hearing Impaired.

MOISD itinerant staff work in member districts assisting with all areas of education. This staff consists of 9 Teacher Consultants, 6 Social Workers, 7 Psychologists, 18 Speech Pathologists, 4 Occupational Therapists, 4 Physical Therapists, 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.

District Buildings and School Statistics

Building	Address	Number of Staff/Admin.	Number of Students	NSLP Count	Other Information
Administrative Offices	15760 190th Avenue, Big Rapids, MI 49307	3/4	NA	NA	Map to MOISD Campus: http://www.moisd.org/downloads/admin_maps/directions_to_moisd_20110802_144339_2.pdf
Career Center	15830 190th Avenue, Big Rapids, MI 49307	31/2	450	265	
Resource Center	15800 190th Avenue, Big Rapids, MI 49307	14/2	NA	NA	Houses MOP Co-Op Business Services, Truancy, Technology Services, Assistive Technology, Great Start Collaborative Staff, and General Education Staff
Education Center	15700 190th Avenue, Big Rapids, MI 49307	77/2	241	208	Includes satellite programs and staff.
Ashmun School	4507 170th Avenue, Hersey, MI 49739	12/1	84	80	All three facilities are for abused/neglected and/or delinquent youth. There is one supervisor, two secretaries and two Title I (D) staff that serve all three facilities, but are reported under Ashmun School. Pineview and Ashmun are not-for-profit facilities.
Pineview School	8444 Oak Road, Evart, MI 49631	5	36	36	
Muskegon River Youth Home School	8671 30th Avenue, Evart MI, 49631	9	84	0	

Numbers updated 5/20/2012 by Admin. Assistants in respective buildings

Technology Planning Committee

Peggy McNeilly -Teacher Consultant
Emily Kearney - Accountant
Karen Schneider -Director of General Education
Brian Pickett -Director of Technology
Michelle Gabalis – Parent
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/downloads/Docs/TechPlans/MOISDTechPlan2012.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 supports the services offered to our constituent districts via staff, who are the primary entities supported, in: Special Education, Career & Technical Education and General Education. 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 Learning opportunities and School Improvement Support. The role should be carried over to technology as well. Technology leadership will 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 and collaboration. It is the intent of the MOISD to highly integrate technology into its programs and curricula. The MOISD will lead and assist its member districts in accomplishing this same goal.

Goals

After successfully gathering input from all local and ISD staff, administration, Superintendents, and Boards of Education in 2010, the MOISD has narrowed service objectives for the next five years in continued support of becoming a "Good to Great" organization.

Goal One
The MOISD staff and Board of Education will enhance the clarity, relevance, and accuracy of internal and external communications to assist local districts in reaching their goals and objectives. By assisting with this endeavor, we will strive to maximize the use of our collective expertise, resources, and experience to improve student learning.

Goal Two
The MOISD staff and Board of Education will facilitate successful learning opportunities for local and ISD staff and students. We will strive to be the epicenter of information and collaboration for our local districts in the areas of special education services, vocational training, curriculum and professional development, early childhood programming, data management and 21st Century learning practices.

Measurement
We will measure success by resurveying our customers with the same tool in 2015 and annually analyze State and local student assessments, system time-line and regulation performance requirements, and internal system targets.

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

- Increase student use of technology to allow for Any Time, Any Place, Any Way, any pace learning to occur. Thereby, accelerating student learning through greater engagement with and access to the content standards leading toward students who are Career and College ready.
- Model effective use of technology tools to track and enhance student learning and engage parents and larger community to be involved in the process.

- Build a technologically skilled ISD-wide staff, able to guide students in the attainment of 21 Century skills and ensuring all are on track to be Career and College Ready.

Technology Plan Goals

1. Curriculum: To integrate the use of technology to enhance teaching and learning in all curricular areas.
2. Professional Development: To promote and support appropriate technology training that enhances teaching and learning to improve student achievement.
3. Technology Infrastructure: To provide and support equitable and sustainable educational technology that enhances teaching and learning to improve student achievement.
4. Funding and Budget: To maximize the use of funds spent on technology while continually looking at the total cost of ownership and to seek alternative funding sources for technology.
5. Monitoring and Evaluation: To annually monitor, evaluate and modify if necessary the progress made towards our stated goals.

SECTION 4—CURRICULUM INTEGRATION

Goal: Increase appropriate student use of technology to increase engagement, enhance learning opportunities, and accelerate learning—allowing for any time, any place, any way, and any pace learning.
Strategies: Professional Learning Opportunities that use and model a variety of technologies and are aligned to METS are provided to all staff. Session content will be delivered using technology in our iPad lab or other lab setting. All events are listed on our website at https://s07.123signup.com/servlet/SignUp;jsessionid=A81B99E6BE48E1DBA11248C28CBE9C4D?PG=1534477182300&P=153447700

Assorted programs maintain current software appropriate to address METS 2009 Standards. (i.e. Camtasia, Maya, Microsoft Office, Smart Slates, iPads, Edmodo, etc..)
Staff trained to use Camtasia and trained to create podcasts that will provide acceleration, remediation or review of concepts addressed in courses. MOISD offers an Instructional Leadership Academy for district leaders that integrates the METS standards into the curriculum. This course is offered every fall in collaboration with Ferris State University.

MOISD adjudicated youth programs learn to enhance writing strategies through the use of personal podcast creations; will make use of E20/20 for credit recovery and to enhance classroom instruction; use Accelerated Reader and Math and the STAR assessment tool to identify students for Title I services and for referral to special education programs and for progress monitoring.

Goal: 95% of all Professional Learning Opportunities (PLO) offered by the MOISD will model the use of technology integration and provide opportunities and support for utilizing existing technology, tools and systems. This will be tracked by a survey tool for completion by professional learning facilitators. 85% of all PLO participants surveyed will report that their

knowledge/ability to integrate technology into their daily work with students has increased due to participation in the PLO. This will be measured by survey delivered to all participants registered for PLO through our 123 Sign Up system.

1. All teachers have access to MOISD PLOs at no cost. Days of the week and times of the day vary to allow greater access to the opportunities. Open lab times—with help at the elbows—are available throughout the year at the MOISD and in LEA locations, as requested.
   PLOs can be viewed on the MOISD website at
   https://s07.123signup.com/servlet/SignUp;jsessionid=A81B99E6BE48E1DBA11248C28CBE9C4D?PG=1534477182300&P=153447700

SECTION 5—STUDENT ACHIEVEMENT

Goal: Utilize the MOISD Wide DATA Project Pearson Inform tool in conjunction with the assessment system for making program decisions and measuring student achievement. MOISD will make use of the Quality Data Advisory Team (QDAT), Technology Directors, and Principals meeting as well as Super Techs to ensure MOISD and constituent districts are moving forward together to be technology and instructionally ready for implementing computer adaptive tests when Smarter Balanced Assessment Consortium comes online.

MOISD will be the host site for MDE's Formative Assessment Launch in November 2012. All of our constituent districts will have assessment teams beginning in Fall 2012. MOISD will form an assessment team of Great Start Readiness staff. MOISD currently has common assessments—aligned to the Common Core—in ELA (2-8th grade), Math (2-8thgrade), and Science (3-7th grade). Career and Vocational Education standards have been added to our systems and assessments will be created over the next two years for implementation. Early Childhood formative assessment will be added gradually over the next three years along with providing the professional development necessary to implement and use the data appropriate to impact student learning.

Goal: Student achievement (grades 3-11) across the MOISD will increase by 3% each year in reading and math, as measured by MEAP/MME/MIACCESS, due to greater integration and alignment of technology to support and enhance instructional delivery and educator understanding of tools and systems available to help advance student learning. This metric will be measured using our data warehouse (Pearson Inform) tools. 2011 and 2012 data will be used as the baseline measurement.

SECTION 6—TECHNOLOGY DELIVERY

The MOISD offers opportunities for students to take part in online learning through the use of external sources as well as staff developed online classes. MOISD US-10 schools have access to E20/20 for students to use for credit recovery or for acceleration purposes. These facilities also make use of Edmodo, Moodle, and REMC II resources, including Learn 360 and Discovery Education. Title I(d) staff will be implementing iPads in these programs to help engage students and to provide supplemental educational support to identified students. These tools allow

these students and staff greater access to tools, websites, videos, and course materials to advance their learning.

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. MOCC staff use
other online tools such as Key Train, Moodle, and other Web 2.0 tools. Staff have been encouraged to participate in the 21 Things for 21st Century Teachers courses offered through the MOISD

SECTION 7—PARENTAL COMMUNICATION AND COMMUNITY RELATIONS

The community will have access to the MOISD Technology Plan at the MOISD home page. The Technology Committee will update and post changes.

Parents and community members will be encouraged to review the technology plan and provide input into the plan. The Technology Plan will be shared with a variety of meetings for parents and community members including the following: Great Start Collaborative, Special Education Parent Advisory Committee, Great Start Parent Coalition, Mecosta-Osceola Human Service Collaborative Board, and MOCC Advisory Council. An informational article will be placed in the local paper and insert for Chamber of Commerce to help notify the community about the plan and the location of the document on our website.

SECTION 8—COLLABORATION

The MOISD will partner with other districts and agencies to provide collaborative opportunities using technology. Michigan Works and the Mecosta-Osceola Career Center will offer opportunities for community members to attend GED Prep and Work Key Skill Building classes. MOISD will work with neighboring ISDs to track and serve the homeless population within the boundaries and 20 school districts. LEA Homeless Liaisons will submit homeless data online for required reporting to the Michigan Department of Education.

The MOISD is an active participant in the Regional Data Initiative project as a member of the Oakland Consortium. This project increases our capacity to deliver professional development in the use of data technologies to constituent district. A similar collaboration exist with MOISD's involvement with the Northern Michigan Learning Consortium (NMLC), which is a regional collaboration of 11 ISDs in northern Michigan. NMLC is currently seeking an I3 grant, which would bring resources to help defray costs of data systems and provide professional learning opportunities in our region. Notification to submit a full I3 proposal will occur in July 2012. The Technology Plan will be amended to incorporate these resources and coordinate them into this plan should the funding come through.

SECTION 9—PROFESSIONAL DEVELOPMENT PROGRAMS/ACTIVITIES

The MOISD provides professional development opportunities throughout the year for staff to help increase student achievement. We are employing a Technology Integration Consultant beginning in Fall

2012 to make sure we have capacity to move instructional technology integration initiatives forward for our staff and for our constituent districts. All opportunities are listed at https://s01.123signup.com/servlet/SignUp;jsessionid=847DEAC57FAFB00518C75C4D4547E3ED?PG=1534477182300&P=153447700. We continue to work with our REMC representative to bring training in technology resources to educators in our region. We will continue to offer 21 Things for Teachers and Administrators twice each year at our building and share other opportunities to participate in this distance learning opportunity with our regional partners.

In each of our Professional Learning offerings we are being intentional about ensuring technology is integrated into the learning. We model the technology, drive folks to use the tools to enhance their learning and support them as they try the technology. We have developed Moodle courses, videos, and other tutorials to help folks access current tools and integrate them into everyday practice to increase student engagement and student learning. This year are implementing a meeting schedule that will bring LEA Technology Directors and LEA folks responsible for assessment and curriculum together every other month to make sure we are communicating about technology and curriculum integration initiative and identify opportunities to work together.

Timeline for implementing some of the PD is as follows:

- iPad Lab put in place—August 2012
- Technology Integration Consultant on board—August 2012
- 21 Things—September 2012 and January 2013
- Moodle Course Development—ongoing
- For a complete listing check out the website at https://s01.123signup.com/servlet/SignUp;jsessionid=847DEAC57FAFB00518C75C4D4547E3ED?PG=1534477182300&P=153447700

We have alignment documents for all of our Professional Learning offerings that show how the training is aligned to the School Improvement Framework, Standards for Professional Learning, and the Teaching for Learning Framework. We will work to include the NETS standards on that document as well. Annually, all MOISD staff are encouraged to participate in the Personnel Skilled in Technology Assessment from REMC.

SECTION 10—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 MOSD 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..

SECTION 11—INFRASTRUCTURE NEEDS/TECHNICAL SPECIFICATION, AND DESIGN

Hardware

- The MOISD campus LAN is connected via fiber from building to building at 100Mbps. Each building has at least one computer lab. There are 7 computer labs at this time. Most

classrooms have multiple PCs for student use.

- The MOISD is connected to it's distant facilities via a 100Mbps WAN. Six constituent districts are connected via 100Mbps WAN. All seven districts share the same 100Mbps connection to the Internet.

- All MOISD printers, copiers and faxes are available via our LAN.

- There are 352 desktop and 286 mobile computers available for use. All desktops are connected to the MOISD LAN but some remote desktops connect to the Internet through 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 DNS server, mail server and file servers. The MOISD hosts finance, school information systems and curriculum delivery servers for our constituent districts.
- The MOISD has data projection units in 55 classrooms, labs and meeting rooms.

Software

- All staff and students have email and file storage accounts.
- The MOISD contracts out its web site while MOISD staff do the editing.
- Software suites are maintained for each device.
- Renaissance Place, e2020, career exploration web site access, library software, virus protection, email, Moodle are all available.

Technology Needs

1. Wireless Infrastructure

With direction from the Governor to provide educational access "Any Time, Any Place, Any Way, Any Pace", the MOISD must move towards the one-to-one ratio of student-to-device model. The first step is infrastructure. The MOISD will install a wireless access system that will accommodate the one-to-one model. This system will also move us in the direction being ready for all State testing to be online by 2016.

2. WAN/Internet

a. WAN - The MOISD has worked with our served districts to create a WAN consortium. This consortium has created a WAN that connects all districts via a 100Mbps WAN. This WAN enables all districts to pool resources, aggregate software licensing, Internet access, firewall and Internet filtering needs. We, as a consortium, have realized its usefulness and are taxing that bandwidth. The MOISD will seek to increase that bandwidth to 1Gbps.

b. **Internet** - The MOISD consortium connects through a common Internet connection at 100 Mbps. With the proliferation of online classes, social networking, online resources, etc., that bandwidth is being taxed and will only be taxed further. The MOISD consortium will seek to increase that bandwidth to 250 Mbps or higher if needed.

c. **Firewall** - The MOISD consortium connects through a common Internet connection at 100 Mbps. With the proliferation of online classes, social networking, online resources, etc., that bandwidth is being taxed and will only be taxed further. The MOISD consortium will seek to increase that bandwidth to 250 Mbps or higher if needed.

3. Enhanced 911 Phone System

The Enhanced 911 requirements necessitate that our phone system must be E911 ready by 2016. The MOISD will install an E911 compliant VoIP system that integrates with the existing systems at Ashmun School, Pineview Home School and Morley Stanwood Community Schools.

Projected Timetable

1. Wireless Infrastructure

The MOISD will request E-Rate funding assistance in the 2012-2013 funding year and install this system as soon as funding is secured. If funding is not achieved, the MOISD administration will decide whether or not it can proceed with the project.

2. WAN/Internet

a. **WAN** – The MOISD will seek E-Rate funding in the 2013-2014 funding year and increase the WAN bandwidth as soon as funding is secured. If funding is not achieved, the MOISD administration and consortium will decide whether or not it can proceed with the project.

b. **Internet** - The MOISD will seek E-Rate funding in the 2013-2014 funding year and increase the Internet bandwidth as soon as funding is secured. If funding is not achieved, the MOISD administration and consortium will decide whether or not it can proceed with the project.

c. **Firewall** – The MOISD consortium will research and replace the existing firewall during the 2012-2013 school year.

3. Enhanced 911 Phone System

The MOISD will request E-Rate funding assistance for this project in the 2013-2014 funding year and install this system as soon as funding is secured. If funding is not achieved, the MOISD administration will decide whether or not it can proceed with the project.

Technical Support

The MOISD technology department consists of the Director and two technicians. They are able to call on contracted servicers or the tech staff of other school districts for assistance or to be of assistance to them.

SECTION 12—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.

SECTION 13—BUDGET & TIMETABLE

Line Items	2012-2013	2013-2014	2014-2015
LAN Software Licenses	$1082	$1082	$1082
LAN Maintenance	$10,190	$10,190	$10,190
Backup Software/Hardware	$2,591	$2,591	$2,591
Consortium Internet Access	$34,927	$34,927	$34,927
Consortium SPAM/Virus Protection	$3,432	$3,432	$3,432
Consortium WAN	$81,641	$81,641	$81,641
MOISD Phone Maintenance	$724	$724	$724
MOISD local, long distance phones	$29,431	$29,431	$29,431
MOISD Cell Service	$25,580	$25,580	$25,580
MOISD Website Hosting	$2,725	$2,725	$2,725
MOISD Wireless System	$49,064		
Consortium Firewall Replacement	$16,000		
E911 Capable Phone System		$80,000 (est)	
Pineview Data	$28,959	$28,959	$28,959
Ashmun Data	$28,956	$28,956	$28,956
Internet Filtering (CIPA)	$4,239	$4,239	$4,239
Firewall Maintenance	$1,086	$1,086	$1,086
Virus Protection Software	$699	$699	$699
PC Replacements	$73,500	$73,500	$73,500
PC Imaging Software	$200	$200	$200
Student PC Protection	$708	$708	$708
Finance Software Maintenance	$2,520	$2,520	$2,520
SIS Software Maintenance	$3,595	$3,595	$3,595
Testing Software Maintenance	$33,732	$33,732	$33,732
Data Management Software Maintenance	$14,173	$14,173	$14,173
Projected USF Reimbursement	$235,552	$235,552	$235,552

SECTION 14—COORDIANTION 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 April 2012. 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.

SECTION 15—MONITORING AND EVALUATION

The MOISD administration and technology committee will review each Technology Plan topic at least annually. These groups receive input from staff, parents, students and members of the community. The Director of Technology is responsible for scheduling these reviews.

The areas to be reviewed include:

- Acquired technology and it's interoperability with existing systems and our served districts;
- Curriculum integration of technology, including goals, student achievement, teacher training, teacher integration of technology, and productivity uses;
- Our links to other adult literacy providers;
- The role of professional development in expanding teacher facility with technology;
- A review of the sources of tech support and training;
- A description of the software and on-line resources available to staff and students;
- A comparison of the actual costs of the technology with projected expenses;
- The acceptable use policy's effectiveness and any needs for revision;
- An assessment of how the plan's timetable meshes with current practice.

These reviews have four main goals:

- To create a clear evaluation of our progress in each of the stated areas;
- To use those evaluations to determine updated goals for improved technology integration;
- To tabulate data and establish specific performance objectives;
- To update the plan and it's timelines in order to reflect these new insights.

SECTION 16—ACCEPTABLE USE POLICY (Excerpted from the MOISD Board Policies)

Important note: Board Policy section 4510 is currently under MOISD Board review. Final Board approval is expected in July. The MOISD Tech Plan will be updated at that time.

4500 Technology (Cf. 8940, 2810) 4500

The Board encourages the application of technology to any District function where efficiency, reliability, or student or staff training/learning will be improved.

New Programs

New technologies or new applications of technology within the District shall be implemented only after careful and thorough planning on the part of administrative staff. Whenever possible, the administrative staff should establish pilot project(s) and evaluate their effectiveness prior to implementing a new technological program on a school-wide or District-wide level. District support shall be given only to those new technologies that substantively improve efficiency, reliability, or learning beyond current or "traditional" practice.

Whenever the Board or a District administrator allocates funds for the purchase of new technological hardware or software, an appropriate portion of the funds allocated shall be designated for the training of staff and the development of necessary supplementary materials and documentation.

Upgrades

The Board recognizes the need for ongoing upgrading of technological resources within the District, and shall implement a plan and a budgeting process that ensures the regular replacement of aging equipment and software.

The Superintendent shall develop and maintain the state required technology plan for upgrading the District's technology resources based on a replacement cycle of 5 years or less. The plan shall include recommendations for expansion of resources where appropriate, based on the evaluation of pilot programs, and shall include provisions for staff training and curriculum/materials development.

Data Management

The Superintendent shall provide for the orderly acquisition, per the District technology plan, of data base software, information processing equipment, networks, and support materials to best use computer technology in support of District administrative functions. Student and staff databases shall be maintained which contains proper administrative and instructional information.

The Superintendent shall establish procedures, which ensure the security, safety, and confidentiality of District or Personally Identifiable Information (PII) data. Access to District or PII data in any form, including use of the database by students, staff, and volunteers, shall be limited in accord with the Board policies on District and student records. District databases shall be implemented in such a way as to facilitate access to subsets or aggregates of the data, which are not confidential.

Education and Instruction

The Superintendent shall ensure that all staff and students are informed and instructed on the ethical uses of data and computer technology.

Data Management (Cf. 2810, 8940)

The acquisition, upgrade, and necessary support of District data management facilities shall be included in the development of the annual technology plan submitted to the Board. Any new database software or hardware must provide for appropriate security, and must offer a simple mechanism for the export of subsets and summaries of the data in a text format, in accord with Board policies on records. Where possible, the person(s) setting up a database should offer preset forms for excising confidential information fields from records during export, to facilitate District responses to requests for records. Student records database(s) maintained by the District shall include record fields that allow for the recording of non-District personnel requesting access to a student's records, in accord with Board policy on student records and Michigan law.

The system or database administrator at each site is designated custodian for electronic records. All District database records shall be secured by a multi-level password system or equivalent, which allows the system administrator to control who has read-only, read-write, and full control over records and/or features in the database. Persons authorized to access a database shall be informed of proper security procedures with regard to passwords, and may be required to change their password on a regular basis. Requests by a staff member, for access to specific data outside of what is required for that staff member's day-to-day job must be directed to the system administrator. At no time shall a person who is not a regular employee of the District be given a password or otherwise allowed to access any District database directly. Persons who knowingly allow non-employees, including volunteers or students, to use their password for database access may be subject to discipline.

Each custodian for electronic records shall secure the records by making and maintaining back-up copies of the data on an ongoing basis.

Data, which is updated frequently, should be backed up at the end of each day, and the daily backups made should be retained for two weeks before being re-used to insure against data corruption, that is not detected immediately. In addition to the daily backups, two full backups should be made on a weekly or biweekly basis, with one backup stored off-site to guard against fire or theft loss. Automatic server-based backup systems are encouraged where practical.

Education and Instruction

All District introductory computer classes, media center computer orientations, and classroom computer orientations shall include instruction on the ethics of computer use as an integral part of the

curriculum or orientation. Such instruction shall include explanation and familiarization with the District's policy on computer and network use, and may include a computer code of ethics or other statement of ethical expectations of students. Examples or ethical case studies are highly recommended to help students develop good judgment when confronted by choices during their use of District technology.

Personal Equipment and Software

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using District technology equipment, students and employees are expected to exercise care, notify technology staff of the need to perform required maintenance, and follow all operating instructions, safety standards, and guidelines. The District employs technology staff to purchase, install, support, and maintain all aspects of technology relating to the business function of the District. The District prohibits students or employees from using or installing personal equipment in or on the network, computer desktops, laptops, or communication lines. If technology related equipment is needed to perform a job duty, a request should be made along with written approval from a technology manager or other appropriate supervisor and submitted to authorized technology staff.

All technology equipment shall be purchased and installed by authorized technology staff only. Students or employees are not permitted to install or configure hardware, software, or peripherals without proper permission and approval. All technology purchases shall fit within the District's technology guidelines and plan. Equipment installed that does not fit these guidelines will be removed. The District prohibits the use of District equipment and facilities by any student or employee for private, personal gain or commercial use without written authorization from the Superintendent that states the limited purpose and timeframe of using the District's equipment and facilities. Authorization will not be granted for any use that is contrary to the purposes, goals, policies, or administrative rules of the District. The use of the District's equipment and facilities by a student or employee contrary to these rules can result in disciplinary action, up to and including long-term suspension from school for students or discharge for employees.

Games

Commercial arcade-style games where success is substantially related to physical skill, coordination, and reaction time are not permitted on school computer equipment. Students who as a personal or class programming assignment write an arcade-style game, however, may use school equipment for programming, testing, and debugging at the discretion of the system administrator. Games written by students, or commercial games that are substantially dependent on reasoning skills, problem solving, strategy, critical thinking, or knowledge may be allowed on school equipment as long as their use is not disruptive to the learning environment.

At all times, students and staff who have need of school technology for work related to a class assignment or other curricular project shall have priority over all other users. Staff, and students who are pursuing personal academic research, shall have priority over persons using games.

A Technology Code of Ethics

1. I shall never copy and use software, videos, music, or anyone else's work, which is normally sold for money unless it has justly been paid for. I shall never copy or use anyone else's work (including software, videos, etc.) without his or her permission.
2. I shall never use technology to distort the truth, to lie, or to misrepresent someone else.
3. I shall never use technology intentionally to harm or harass anyone.
4. All of my chats, my e-mail, my newsgroup and forum postings, my electronic drawings, photographs, videos and music, and everything I publish on the web will be things to which I am proud to sign my name and show to my parent(s)/ guardian(s) and teachers.

5. I shall never use my skills for unjust personal gain, to access the private files of others, or to illegally access or damage any computer system.
6. I shall abide by the rules of those whose systems and equipment I use.
7. When I discover an error, a bug, or a weakness in any system, I will report it to someone so that it may be corrected.
8. I shall be patient and helpful toward those who do not understand a technology as well as I do, and I shall never take advantage of their lack of understanding.
9. I shall work diligently to guard the rights and freedoms of all technology users, and shall report and attempt to stop anyone who would use technology unjustly.
10. I shall be mindful of the needs of other users, and refrain from monopolizing equipment, bandwidth, storage space, or any other shared resource.

4510 Computer Network (Cf. 4520) 4510

The Board authorizes the Superintendent to develop services linking computers within and between buildings in the District, and to provide access to the international computer network (Internet) for students, staff and, if requested, members of the Board of Education. All computer network implementation shall be in line with the Board policy on technology and the District's educational goals.

Use of the computer network(s) as a part of any class or school assignment shall be consistent with the curriculum adopted by the District. The District's general rules for behavior and communications shall apply when using any computer equipment.

Personal Accounts

The Board authorizes the Superintendent to provide personal accounts for students, staff, and, if requested, members of the Board, access to the District computer network and the Internet, including electronic mail and file server space for developing and publishing material on the world wide web or other networked computer media. Such access shall be provided in furtherance of the District's educational mission, to enhance student knowledge and familiarity with technology, and to facilitate communication, innovation, and sharing of resources. To ensure the integrity of the educational process and to guard the reputation of the District, student and staff expression in public electronic media provided by the school may be subject to review, comment, editing, and/or removal by school officials.

Personal accounts and all use of District computer resources are considered a privilege, not a right, and are subject to the District's rules and policies. Electronic communications and stored material may be monitored or read by school officials. Electronic mail in personal accounts will not generally be inspected by school officials without the consent of the sender or a recipient, except as required to investigate complaints, which allege a violation of the District's rules and policies. Student electronic mail and electronic storage space, which does not contain material made public by the student, shall be subject to the District’s policy and rules on student records.

Privacy

The School District may collect and store Personally Identifiable Information (PII). In the event PII is collected, all information shall be secured in accordance with Board policies 5180 - Unauthorized Release of Information and 8940 - Student Records.

System Integrity

The Superintendent shall designate person(s) trained in computer technology (“system administrators”) at the building and/or District level to implement the District's rules and regulations and to provide computer support for students, staff and Board members. The Superintendent in concert with the system administrators shall employ hardware and software security to ensure the integrity of the system and to prevent unauthorized access to District and school records.

Network Use

The Superintendent shall develop rules and procedures for computer and network use, and shall see to it that rules are published annually for students, parent(s)/ guardian(s), staff, and Board members. The rules/procedures shall also provide guidance to staff and students about making safe, appropriate and ethical use of the District's network(s), as well as inform both staff and students about disciplinary actions that will be taken if District technology and/or networks are abused in any way or used in an inappropriate, illegal, or unethical manner. Further safeguards shall be established so that the District's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyber bullying, understanding cyber bullying is a violation of District policy, and learning appropriate responses if they are victims of cyber bullying.

The District's computer and network use rules shall be consistent with the following requirements:

- Users may not use District equipment to perform or solicit the performance of any activity that is prohibited by law.
- Users may not use the system to transmit or publish information that violates or infringes upon the rights of any other person, or information that is abusive, obscene, or sexually offensive.
- District computer equipment shall not be used for commercial purposes by any user, or for advertisement or solicitation without prior written approval from the Superintendent.
- Except with prior authorization from a system administrator or the owner of the record in question, users may not access or attempt to access the records or files of other users, or of the District, nor delete, alter, or otherwise interfere with the integrity of computer-based information or resources.
- Users may not use the electronic mail facility to send unsolicited, bulk, chain, harassing, anonymous, or other messages which are an annoyance to the recipient or which may cause a degradation of system performance.
- Users may not use the network facility to access or bring into the school environment material that is inconsistent with the educational goals of the District, including but not limited to material which is defamatory, abusive, obscene, profane, sexually explicit, threatening, racially offensive, illegal, or which aids or advocates illegal activity other than non-violent civil disobedience.

Social Media (Cf. 5202)

Social media shall be defined as internet-based applications (such as Facebook, My Space, Twitter, etc.) that turn communication into interactive dialogue between users. The Board authorizes the instructional staff to access social media from the District's network, provided such access has an educational purpose for which the instructional staff member has the prior approval of the Principal. However, personal access and use of social media, blogs, or chat rooms from the District's network is expressly prohibited and shall subject students/staff to discipline in accordance with Board policy.

District Web Page(s)

Any and all Web pages representing the District shall be carried and posted only on the District's server and shall be designed and published in accordance with rules promulgated by the Superintendent.

Limiting Access

The administration may make use of technology, which attempts to block access by individual users to networked computers, data, or services that provide content, which, in the opinion of the administration, is not in keeping with the educational aims of the District pursuant to state statute.

Planning and funding for computer networking in the District shall be handled in accord with the District's policy and rules on technology.

Supervised Use

Teachers are encouraged to use the District network in researching material for classes, collaborating with colleagues, developing innovative approaches, or otherwise enhancing their background, skills and teaching. Teachers are encouraged to make use of the District network in their classes when the use of the network enhances the students' education, is appropriately supervised, and is consistent with District goals and objectives. School administrators shall monitor technology use in the curriculum to ensure its effectiveness and develop ideas for further in-service instruction of staff.

Media centers will provide networked computers for students and staff to use for research purposes. Staff shall make every attempt to assist users in the operation of the network and to monitor the content of material being accessed. Academic assignments have priority over personal research.

Any staff member who becomes aware of student network use in violation of the District's acceptable use rules shall refer the incident to the system administrator for action, and may remove the student from the computer.

Personal Accounts

No student, staff, or Board member network account shall be activated until the individual has submitted a District request for network access contract and been notified of the District rules for acceptable use of the network. Upon receipt of the contract, the system administrator will provide account, password, and other log-on information and instruction, including an initial disk space allocation where appropriate. Users may request additional disk space, which may be provided by the system administrator according to availability and priority of the use.

Violations of Conditions

Upon receiving notification of a violation of District rules or policies, the system administrator may suspend or terminate a staff member or student's personal account. The system administrator may access all relevant files of the user in attempting to determine the veracity and/or the extent of the violation.

All users, particularly staff, shall be instructed in password security. Passwords in general should not be (solely) English words available in common electronic dictionaries, nor should they be based on information, which is readily associated with the user (addresses, phone number, favorite flower, etc.). The system administrator may require a user to change a password if it fails to meet these criteria, or may issue randomly generated passwords to all users. Staff passwords will be changed when issues arise.

No user in a District building should leave a computer that is logged on to the network unattended, and all users should promptly report any suspected breach of security or data integrity to the system administrator.

District Web Page(s)

Guidelines for Construction of MOISD Schools WWW pages:

Purpose: District web pages should promote a positive image of the District and its programs. Web pages should facilitate and enhance the communication and educational goals of the District in a timely and professional manner.

Responsibility: The administrator in charge of technology is responsible for overseeing the content and design of all District web pages. The building Principals/Directors are responsible for

developing web pages and content for their buildings and programs. The building Principals/Directors are responsible for entering data and uploading web pages.

The Web Page monitors selected by the administrator in charge of technology and the building Principals/Directors(s) are responsible for developing guidelines and acting in an advisory capacity regarding all aspects of web page design and content.

Guidelines: These guidelines have been developed to ensure consistent quality and appropriate content of MOISD's web pages.

1. District web pages will be posted only on the District's server providing Internet access to the District as negotiated by the administrator in charge of technology. No "personal" or private web pages representing the District shall be allowed. (Example: A school "club" or individual classroom that might wish to post a web page via twisted pair telephone lines or through a "private/personal" home page would be disallowed.) Any staff member or students violating this rule shall be subject to disciplinary action under the student code of conduct or applicable collective bargaining agreements.
2. The home page of each school and/or school program will present a consistent appearance when possible. Contents, menus, background colors, heading styles, fonts, point sizes, buttons, icons, page sizes, and other graphic, and design elements should create unity within the array of the District's building and program pages.
3. Web pages will strive for high standards of professionalism with current and accurate information; correct grammar and spelling; and with no inappropriate reference to; race, gender, religion, politics, alcohol, drugs, firearms, or sex.
4. District web pages shall be free of all advertising and/or promotion of causes inappropriate to a public school educational setting.
5. No copyrighted text, graphics, or sound files will be used on District web pages without the express consent of the originator. It must be assumed that everything is copyrighted unless otherwise stated.
6. All updated and new pages must be proofread by someone other than the author/typist prior to uploading. Making sure the information is proofread is the responsibility of the person doing the uploading.
7. All links must be verified by someone other than the author/typist prior to uploading. This verification is the responsibility of the person doing the uploading.
8. Web pages linked from District web pages must have educational or school related value and be free of inappropriate references as stated in 3 and 4 above.
9. Permission of the parent(s)/guardian(s) must be on file prior to using a student's photo, name, and/or original work on the Internet (See attached form). Directory information of students (address, telephone number, and other personal information) will not be indicated on District web pages or used, in any form, on any District web page.
10. District pages that provide links to off-site web sites will include a disclaimer:

    "The MOISD makes every effort to provide a high quality web site with information and links that facilitate the accomplishment of our educational mission. Because of the unpredictable nature of the Internet however, we cannot be responsible for the content of pages not directly linked to this web site."

MECOSTA-OSCEOLA INTERMEDIATE SCHOOL DISTRICT
TECHNOLOGY USE AGREEMENT

This form must be signed and returned to the school office before any school technology can be used.
****

I have read and hereby agree to comply with the MOISD Technology Use Policy. I further understand that any violation of the policy is unethical and may constitute a criminal offense. Should I commit any violation of the policy, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

USER FULL NAME
First _____ Middle In. _____ Last _____
BUILDING _____ TODAY'S DATE _____
USER SIGNATURE _____
STUDENTS MUST COMPLETE THE FOLLOWING:
GRADE _____ ANTICIPATED YEAR OF GRADUATION _____
PARENT(S)/GUARDIAN(S) (Must be signed if applicant is under 18 years of age)

As parent(s)/guardian(s) of the student signing above, I have read and agree to the conditions set forth in the MOISD Technology Use Policy. I understand that this access is designed for educational purposes. I also recognize it is impossible for the MOISD to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if/when my child's use is not in a school setting. I hereby give permission for my child to access school technology and certify that the information contained on this form is correct.

I hereby _____ Give _____ Expressly withhold (Parent(s)/Guardian(s): Check one) permission for my child's photo, or any personal or Directory information to be published on District Web pages or the Internet. I _____Do _____ Do Not (Parent(s)/Guardian(s) check one) give permission for my child's photo and name to be published on District Web pages or on the Internet as part of a "team" or other large group photo.

PARENT(S)/GUARDIAN(S) NAME (Please Print) _____
SIGNATURE _____
DATE _____

DISTRICT COORDINATOR AUTHORIZATION _____

Account Name: _____ Password: _____

MOISD RULES ON ACCEPTABLE USE OF COMPUTER NETWORK RESOURCES

Use of the computer network is a privilege, not a right. The fundamental rule for use of District computer network resources is that all use must be consistent with the District's educational goals and behavior expectations. Because electronic communications are so varied and diverse, these rules do not attempt to enumerate all required or proscribed behavior by system users. Users are expected to use common sense and adhere to the norms of behavior in the school community. In particular, users should:

- Be polite and courteous in all communications and language.
- Assist others in the use of the system, and help others who are looking for ideas or information.
- Post and share information, which is interesting and helpful to other users.
- Always use the network as a resource to further their education and that of others.
- Be mindful of network security, and immediately report any bugs, errors, or security problems to the system administrator.

Users may not:

- Use the District equipment for anything contrary to law, or to solicit others to break any law.
- Illegally copy, send, or distribute any copyrighted software, work, or other material.
- Send, publish, download, access, or retrieve any communication or material that may be defamatory, abusive, obscene, profane, sexually explicit, threatening, racially or ethnically offensive, harassing, or illegal, or anything that violates or infringes on the rights of any person.
- Use the network for any commercial purpose or financial gain.
- Use the network for any advertisement or solicitation without approval from the Superintendent.
- Access, attempt to access, modify, or delete any record or file without permission or authorization.
- Attempt to harm or destroy the data of any other user or any system on the network, including creating or sending computer viruses, Trojan horses, or similar computer code.
- Use electronic mail to send unsolicited, bulk, chain, harassing, anonymous, or other messages, commonly considered an annoyance to recipients or to degrade system performance.
- Use vulgarity, obscenity, or swearing in messages or electronic postings, or send e-mail/message “flames” or other attacks.
- Attempt to access material or sites, which are blocked by the District, or attempt to use the network while access privileges are suspended.

Limiting Access

E-mail sites, which deposit unsolicited, bulk, chain, or offensive messages on the District server, will be blocked. System administrators may also block e-mail following a complaint from any user. Time permitting; an effort will be made by the system administrator to notify the offending system operator of the violation and the District's desire not to be contacted in the future. The system administrator shall refer repeated violators, along with any case of solicitation for child abuse or other illegal act, to the Superintendent for action in concert with law enforcement authorities.

STAFF, STUDENT REQUEST FOR COMPUTER NETWORK ACCESS

The District provides access to our computer network to students and staff to promote and enhance the learning of our students through communication, innovation, and sharing of resources. Access to the network is a privilege, not a right, and the District may restrict, suspend, or terminate any staff or student user's account with or without cause at any time. In requesting an account for access to the network, the user agrees to the following terms and conditions. Failure to abide by these terms and conditions, or any of the District's rules and regulations for computer network use, may result in the loss of privileges, disciplinary action, and/or legal action.

1. Use of the network must be for the purpose of education and research consistent with the goals of the District.
2. All use of the network must be in accord with the District's rules on acceptable use of network resources, as updated from time to time by the District.
3. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers, including but not limited to the loss of data, delays, non-deliveries, or service interruptions caused by its negligence or the users' errors or omissions.
4. The network provides access to third-party data and information over which the District has no control. Though the District may make efforts to block inappropriate material, users may be exposed to defamatory, inaccurate, or otherwise offensive material. Use of the network or any information obtained via the network is at the user's own risk. The District specifically denies any responsibility for the accuracy or content of information obtained through its services.
5. The user is solely responsible for all charges and fees, including outside telephone, printing, and merchandise purchases made through the network. The District is not a party to such transactions and shall not be liable for any costs or damages, whether direct or indirect, arising out of network transactions by the user.
6. The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney's fees, incurred by the District relating to or arising out of any breach of the terms of this request for network access.
7. The user acknowledges that the District's computer network belongs solely to the District and that any files, records, electronic mail, or other communication may be examined, edited, or deleted by the District at any time, in accord with District policy or regulations. In general, electronic mail in personal accounts will not be inspected without the consent of the sender or a recipient, except as necessary to investigate a complaint.
8. The User acknowledges that the school district may collect and store Personally Identifiable Information (PII).

I understand and agree to abide by the terms of this request for network access, and the District rules for acceptable use of network resources. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary and/or appropriate legal action may be taken. In consideration for using the District's network connection and having access to public networks, I hereby release the school District and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use, the network.

_____ _____

Signature Date

(For Student Requests) I have read this request for network access. I understand that it is designed for educational purposes. I recognize that it is impossible for the District to restrict access to

all controversial and inappropriate materials available on the network. I will hold harmless the District, its employees, agents, and Board members, for any harm caused by materials obtained via the network. I accept full responsibility for supervision when my child's use is not in a school setting. I consent to the unrestricted release of any of my child's work, materials, and/or records which my child voluntarily or accidentally places in public-access storage areas on the District network/Internet. I have discussed the terms of this request with my child. I hereby request that my child be allowed access to the District network, in accord with these terms.

_____

Parent(s)/Guardian(s) name (please print)

_____ _____

Signature Date

BOARD MEMBER REQUEST FOR COMPUTER NETWORK ACCESS

The District provides access to our computer network to members of the Board of Education to promote and enhance the work of the Board as a public body through communication, innovation, and sharing of resources. Access to the network is a privilege, not a right, and the Board, by majority vote, may restrict, suspend, or terminate any Board member user's account for proven violations of Board policy or these rules. In requesting an account for access to the network, the Board member agrees to the following terms and conditions.

1. Use of the network must be for the purpose of legitimate Board business consistent with the goals of the District and the laws of the State of Michigan.

2. All use of the network must be in accord with the District's rules on acceptable use of network resources, as updated from time to time by the District.
3. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers, including but not limited to the loss of data, delays, non-deliveries, or service interruptions caused by its negligence or the users' errors or omissions.
4. The network provides access to third-party data and information over which the District has no control. Though the District may make efforts to block inappropriate material, users may be exposed to defamatory, inaccurate, or otherwise offensive material. Use of the network or any information obtained via the network is at the user's own risk. The District specifically denies any responsibility for the accuracy or content of information obtained through its services.
5. The user is solely responsible for all charges and fees, including outside telephone, printing, and merchandise purchases made through the network. The District is not a party to such transactions and shall not be liable for any costs or damages, whether direct or indirect, arising out of network transactions by the user.
6. The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney's fees, incurred by the District relating to or arising out of any breach of the terms of this request for network access.
7. The user acknowledges that the District's computer network belongs solely to the District and that any files, records, electronic mail, or other communication may be examined, edited, or deleted by the District at any time, in accord with District policy or regulations. In general, electronic mail in personal accounts will not be inspected without the consent of the sender or a recipient, except as necessary to investigate a complaint.
8. The User acknowledges that the school district may collect and store Personally Identifiable Information (PII).
9. The user acknowledges and understands that correspondence sent or received over the District's network may be subject to retrieval under the State of Michigan Freedom of Information Act, MCL 15.231 - 246.

I, as a member of the Board of Education, understand and agree to abide by the terms of this request for network access, and the District rules for acceptable use of network resources. I further understand that should I commit any violation, my access privileges may be revoked by majority vote of the Board. In consideration for using the District's network connection and having access to public networks, I hereby release the school District and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use, the network.

_____ _____

Board Member's Signature Date

4520 Filtering Software (Cf. 4510) 4520

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

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

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 ensure the MOISD network as taxpayers would approve.

Any District computer used by students shall have Internet filtering software in place either on the computer itself, or on the server through which the computer accesses the Internet.

District staff shall not allow students to use any computer in the District with Internet capability that does not have Internet filtering software. This includes any computer, laptop, or desktop, in the District's Libraries or media centers, classrooms, laboratories, or offices where students are, for any reason, allowed to use a computer, or any other such device, with Internet access.

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