



Technology Plan

2007-2009

July 1, 2007 – June 30, 2009



11270 Grafton Rd.
Carleton, MI 48117
734-654-2414

School District Code 58020

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Monroe County Intermediate School District

<http://www.airport.k12.mi.us/tech/techcode.pdf>

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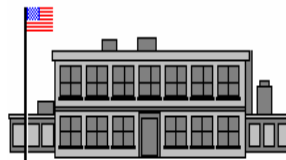


INTRODUCTION

The Airport Community School District recognizes the rapidly changing innovations in the field of technology. These changes will be reflected both in the home and in the workplace. The responsibility and challenge of preparing our students for the future rests with Airport Community Schools. The Board of Education, school administration, and teaching faculty understand the urgency to instruct our students with technological knowledge necessary to resolve today's complex problems. The Information Age created by technical innovation will require our students to work collaboratively, communicate clearly, and remain life-long learners.

Airport Community Schools, in cooperation with the Monroe County Intermediate School District, have provided resources for the development of a comprehensive technology program contained in this two-year plan, with a start date of July 1, 2007, ending June 30, 2009.

The Airport Board of Education approved the contents of this plan at a regular meeting held on June 25, 2007.



DISTRICT PROFILE

Airport Community Schools is a growing school district serving approximately 3,200 students from Monroe and Wayne Counties. The district has four elementary buildings serving grades Pre-K – 5, one middle school serving grades 6-8, and one high school housing grades 9-12. The district is comprised of a population with a socio-economic status that includes 35% free and reduced lunch.

The district encompasses the villages of Carleton, South Rockwood, and Newport and includes all or parts of five townships, totaling approximately 110 square miles. A non-student user base within Airport Community Schools is comprised of a professional staff of 200, along with a support staff of about 140.

Airport Community Schools are affiliated with the Monroe County Intermediate School District located in Monroe, MI.

Airport Community Schools Building Locations

Airport High School

11270 Grafton Rd.
Carleton, MI 48117

Ph: 734/654-6208 Fax: 734/654-8730

Wagar Middle School

11270 Grafton Rd.
Carleton, MI 48117

Ph: 734/654-6205 Fax: 734/654-0057

Eyler Elementary School

1335 Carleton South Rockwood Rd.
Carleton, MI 48117

Ph: 734/654-2121 Fax: 734/654-9535

Niedermeier Elementary School

8400 South Newport Rd.
Newport, MI 48166

Ph: 734/586-2676 Fax: 734/586-3342

Ritter Elementary School

5650 Carleton South Rockwood Rd.
South Rockwood, MI 48179

Ph: 734/379-5335 Fax: 734/379-0701

Sterling Elementary School

160 Fessner Rd.
Carleton, MI 48117

Ph: 734/654-6846 Fax: 734/654-9480

Curriculum Office
Technology Department

Ph: 734/654-3003
Ph: 734/654-3000

Fax: 734/654-3424
Fax: 734/654-3001

District Mission Statement

We at Airport Community Schools believe that all students can achieve. Our purpose is to empower each child to learn the skills, acquire the knowledge, and develop the attitudes necessary to succeed as a citizen, meeting the challenges of an ever-changing society.

We accept with PRIDE the responsibility, in PARTNERSHIP with the community, to enable all students to continue in their PROGRESS to their maximum potential.

Background – Organization

The Airport Community Schools Technology Plan has developed and evolved from the needs of students, staff, and community. In 1993, the district formed the Joint Education Technology (JET) Planning Team to facilitate technology in the years to come. Today this technology committee functions proactively to maintain and improve earlier efforts of the district. This committee is comprised of the following: Director of technology, technology support specialist, building technology representatives who are teachers from each of our six buildings, technology media aides who wish to attend, and others who have an interest or specific reason to attend. In addition, the Director of Finance and the Director of Curriculum are seated on the committee. The JET planning team meets on a monthly basis to review, plan, and develop the technology needs of the district.

The JET Team strives to be a positive influence in school improvement. The goal of the committee today is to learn more about technology and determine ways that it can be used to deliver the curriculum more effectively. In order to educate members about available technology and courseware, many members share journal articles, attend conferences, and make occasional school visitations. Staff, parents, and community members are offered opportunities to attend technology and courseware presentations. The team then works together to develop plans for the implementation of technology into the district curriculum and school improvement plan. This two-year plan will be reviewed, and may be modified prior to its life expectancy. The committee is faced with making decisions based on the best information available with limited resources. We are proud of the opportunities that our students are afforded, and we will continue to improve the technological opportunities available to our staff, students and community.

TECHNOLOGY MISSION STATEMENT

The Technology Mission Statement of the Airport Community Schools is to incorporate technology into educational programs in order for the district to:

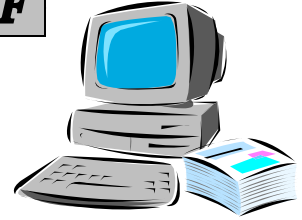
- Empower students to reach their goals and improve their quality of life.
- Utilize current technology to prepare all students, staff, and the community for a rapidly changing global society.
- Enable problem solving, exploration, and critical thinking.

TECHNOLOGY (JET) PLANNING COMMITTEE

Lynn Leininger	Director of Technology
Diana Engel	Technology Support Specialist
Brenda Pyle	Chief Financial Officer
Christopher Timmis	Director of Curriculum
Larry Audet	Superintendent
Pat Hudson	Wagar Technology Curriculum Leader & Media Specialist
Todd Spencer	High School Technology Curriculum Leader & Computer Teacher
Susan Gilmore	High School Media Specialist
Deb Miller	Ritter Technology Curriculum Leader & 5 th Grade Teacher
Lynne Duncan	Sterling Technology Curriculum Leader & 3rd Grade Teacher
Barb Griffith	Eyler Technology Curriculum Leader & 1 st Grade Teacher
Linda Dishaw	Niedermeier Technology Curriculum Leader & Spec. Ed. Teacher
Maureen Rogers	Niedermeier Media Center Aide
Diane Long	Eyler Media Center Aide
Mary Mullins	Sterling Media Center Aide
Paula Best	Ritter Media Center Aide
Steve McNew	Monroe County ISD, Supervisor of Instructional Resources & Technology Center



STATEMENTS OF BELIEF



WE BELIEVE THAT:

1. All individuals can learn.
2. Critical thinking, problem solving and decision making are essential life skills.
3. Education is vital preparation for successful living and needs to be a high priority in the community.
4. The most effective education involves shared responsibility and commitment by community, home, staff and students.
5. Positive character and self-discipline are essential to improvement and achievement.
6. All staff are role models.
7. All students are individuals with unique emotional, physical, social, and intellectual needs.
8. Education is a life-long process.
9. A safe and orderly environment promotes learning.
10. The educational process should enhance self-esteem and respect for others.
11. All individuals are entitled to equal educational opportunities.
12. High expectations are strongly correlated to high achievement.
13. A variety of experiences is important to educational development.
14. Technology is an integral and integrated part of the curriculum.

DISTRICT TECHNOLOGY GOALS

Airport Community Schools has established the following goals in the area of technology. It will provide for:

1. Staff, student, and limited community access to Airport's computer network. This includes use of applications, file storage, surfing the Internet, and printing.
2. Classroom integration of technology into the curriculum.
3. Staff development on a continuing basis.
4. Resource allocation for equipment (hardware and software) and technical support.
5. Network connection upgrades to improve system performance.
6. Communication of the Technology Plan to staff, students and community.
7. Development of a K-12 Instructional Student Database.



CURRICULUM

Airport Community Schools is committed to providing faculty, students and parents with technology that supports teaching and learning in all areas of the district curriculum. Curriculum needs are reviewed, modified and developed on a regularly scheduled basis. The integration of technology is included in all content areas. This is accomplished through building level school improvement teams, the Aim for Excellence Committee (District School Improvement Team) and the Technology Department.

The AIM for Excellence Committee is comprised of students, parents, teachers, ancillary staff (maintenance/secretarial), administrators and the Director of technology. The committee is facilitated by the Director of Curriculum. This committee is responsible for all curriculum review and recommendations prior to submission to the Board of Education for approval.

The incorporation of technology into the curriculum is based upon the following:

- Each grade level/department develops plans for ongoing integration of technology in their teaching/learning environment.
- Computers are available in every classroom and are utilized as a part of the instructional program.
- Age/grade level appropriate software is available to all students and staff.
- Staff members are encouraged to model and share instructional and management software.
- Staff members are encouraged to utilize formative and summative assessment applications for data-driven decision making processes.
- Desktop computers, laptop computers and handheld computers are utilized at various levels of the curriculum.
- K-5 classrooms are outfitted with large screen TV data monitors with computer connectivity. A Broadcast Cart is also available in all elementary buildings with closed circuit capabilities.
- Secondary buildings have visual presentation equipment available for use by all teachers.
- Airport Community Schools utilizes a WAN fiber backbone connecting all buildings and classrooms to deliver instruction. All media center functions are maintained with library management software – Follett. eSchoolPlus is utilized for computing and submitting grades, attendance, progress reports, and providing other classroom management functions. Waterford

Early Reading, Math and Science along with Reading Counts are maintained in each elementary school.

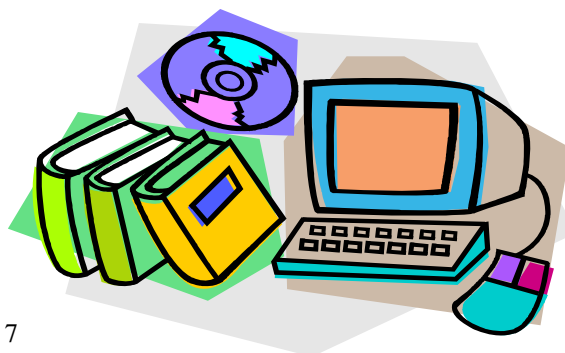
- Moodle is utilized for virtual learning environments at the high school.
- Wagar Middle School has a technology literacy assessment program aligned with State of Michigan Technology Standards.
- All students have an electronic Educational Development Plan (EDP) using Career Cruising that is developed in middle school and follows them through graduation.

Technology is also utilized to increase communication with parents through:

- Technology in every classroom.
- Faculty use eSchoolPlus for grade management and parent communication.

Action Items:

- Create course(s) or rework secondary courses to utilize podcasting, video-podcasting and virtual classroom environments for instructional enhancement. Courses will be aligned with Michigan Technology Standards and HSCEs for the online learning credit. Proposed timeline is to start during the 07-08 school year at the high school level.
- Utilize electronic report cards at all levels. Proposed timeline: dependent on eSchoolPlus implementation during the 07-08 school year.
- Conduct virtual dissections in middle and secondary science classrooms. Proposed timeline is to research at the secondary level during the 08-09 school year and implement for the 09-10 school year.
- Research credit recovery options for the 9-12 level (NovaNet, 20/20, Plato, virtuallearningacademy.net, <http://NebraskaHS.unl.edu>, www.NDISonline.org, etc). These credit recovery options will include literacy development tools to help struggling students in the later grades and/or adult learners in collaboration with adult education service providers. Proposed timeline is to start during the 07-08 school year for full implementation in 08-09.



PROFESSIONAL DEVELOPMENT

Goal:

To implement, maintain and enhance a technological infrastructure that will enable all learners of Airport Community Schools to meet their educational and career goals. This goal includes providing technological and professional services to teachers and staff that will support each building's school improvement plan. This goal is based upon the premise that if our schools are to produce graduates who can proficiently use the computer as a productivity tool, and who are technologically literate, we must first be skilled at using technology ourselves. When teachers are comfortable using technology on a personal level, they will be able to more easily integrate technology into their classrooms. Technology is, and will continue to be, a rapidly changing and increasingly influential force in the teaching and learning process. Staff development is the key to implementing and integrating a complete technology plan into curriculum. Resources such as time, equipment, and personnel are important factors involved with effective staff development programs. Opportunities for technology training/in-service are provided in a variety of offerings. Airport Community Schools will support the staff and community in the following ways:

Airport Community Schools will:

- Provide access to computers, software applications, and other technological equipment as productivity tools for teachers.
- Provide training for teachers in all aspects of technology, through in-district, local and state conferences.
- Allow time for practice to integrate technological literacy into content areas.
- Provide a technology department staff that includes enough personnel to maintain current technology, research new projects, implement new initiatives and train/support teachers and staff. Technology staff size should follow industry ratios for technology staff vs. computers in the organization.
- Provide research material for staff on "Best Practice" utilizing technology and technology integration.
- Provide current technology publications in all buildings.
- Offer local staff training programs based on the needs assessment.
- Provide release time within the professional workday.
- Provide resources and/or stipends for after school/evening training sessions.
- Utilize current staff as technology reps and trainers within each building.

- Design Professional Staff Development Days utilizing technology training as a portion of each day.
- Encourage participation in the professional development activities offered by the Monroe Intermediate School District.
- Permit technology teams to attend local and state conferences, in-service training sessions, etc.
- Make hardware/software vendors available to staff for review of products and equipment.
- Require appropriate staff training time from vendors prior to the purchase of product/equipment.
- Collaborate with local business and professional organizations including colleges and universities.
- Visit sites that have been acknowledged as technology innovators/leaders.
- Utilize community resources such as local libraries, Chamber of Commerce, professional business groups and retirees with technological background.

Airport Community School Faculty will:

- Use technology to input, retrieve, organize, manipulate, analyze, evaluate, and communicate information to colleagues, students, parents and the community.
- Apply and integrate appropriate technologies to educational cross-curricular situations, content, and curriculums.
- Apply ethical and legal standards in planning, using and evaluating technology.
- Work as professional learning groups to teach each other new applications and use of technology to enhance instruction.

Action Items:

- Align teacher performance with International Society for Technology and Education (ISTE), National Educational Technology Standards (NETS), Michigan Educational Technology Standards (METS) and Performance Indicators for Teachers. Proposed timeline is to start during the 2007-2008 school year and continue through 2008-2009.
- Develop catalog of “courses” and training provided by faculty of Airport Community Schools. Proposed timeline is to start during the 2007-2008 school year and continue through 2008-2009.
- Provide training embedded in the school year, including professional development days as mandated by the State of Michigan and provided for within the Airport Community Schools academic calendar. Proposed timeline is to start during the 2007-2008 school year and continue through 2008-2009.

INFRASTRUCTURE

Currently buildings at Airport Community Schools are linked together with single mode and multimode fiber-optic lines to form a gigabit wide area network (WAN). These are further segregated into multiple virtual local area networks (VLANS). Each of these is designated for separate building and/or group use. Each building in turn is inter-connected, with a gigabit fiber-optic backbone from each data closet within. Category 5 copper cabling connects these data closets to each classroom forming the local area network (LAN).

Cisco switches and routers direct the flow of data at 100-1000 Mb over these Ethernet lines. They also provide network address translation (NAT) so that internal 10.x.x.x can communicate with the outside world using public ip addresses. A PIX firewall further guards the district from outside electronic damage. A secure Novell network is maintained for all data services.

Email software consisting of GroupWise 7, along with Airport's web page, are maintained on a separate server. This server also provides Intra-district communication, along with access to the World Wide Web. DHCP is yet another service that is provided for any connection where it is needed.

At the head-end of this server farm, a spam filter known as Sonic Wall, alleviates our system of unwanted spam and junk mail. IPrism performs content filtering for Internet use. Each building is hosted by one of five file-print servers connected to this network at a central location. Data backup is provided daily by a backup server using Arcserve software. All of the above are protected by Norton Anti-virus software installed on every server and workstation.

Avaya's Definity phone switches control the voice communications within each building and throughout the district, utilizing both fiber and copper lines. Additional miscellaneous servers also provide for payroll services, Honeywell maintenance systems, and ghosting services. These servers will be replaced as necessary.

Each building is further equipped with a color capable Xerox copy machine which can also double as a network scanner and printer. Various other document scanners, color printers, data presentation devices, and digital cameras are utilized at the building level. All locations, except the high school and Sterling, have cable TV provided by Charter Communications, Inc. and Comcast. Because of the distance from the road, these two exceptional sites are provided with a satellite dish for their TV connections.

Each media center is equipped with a ceiling mounted data projector, a large electric drop-down screen, and a sound system with 2 wireless microphones. The circulation desk is provided with a computer and a bar-code scanner to check out various books and materials using a student's picture id card.

Computer Labs are located in the media centers of each building. Elementary buildings each contain 15-20 Windows PC workstations in these media centers. Wagar's media center contains 18 stations, and the high school has 15 desktop along with 15 laptop units. Each elementary building also uses a 30 unit wireless laptop cart as a portable lab for teachers in various classrooms. In addition to the media center lab, Wagar Middle School contains two full labs, and another 15 unit laptop cart for use by career education. This building also houses the Interactive Video Network, (IVN) room 91. High school students can utilize any of three labs found in rooms 21, 22, 35a, 104(CAD), or 10 units in the yearbook center. Future expansion includes the addition of one computer lab and associated infrastructure, in each of the elementary buildings. These will be used with the Waterford reading, math, and science program.

Each classroom in the district is equipped with one or more Windows PC workstations, allowing students and staff access to the network and the Internet. Each of these rooms also contains a classroom telephone and access to a laser printer. They are also all linked with the district's docutech printer for printing larger volumes of classroom materials. All elementary classrooms have a wall-mounted TV-VCR unit installed, which connects to each teacher's computer, which also provides DVD access. The TV's are also connected into a closed circuit TV system allowing rooms to share programming, presentations, and links to the office by way of an electronic presentation camera. High school and middle school classrooms have LCD projectors installed in selected rooms, along with additional connection ports for laptops. Portable LCD projectors and digital presenters are also available for classroom use.

All teachers have the opportunity to use district provided email accounts from school, home or anywhere an Internet connection is available. Beginning this year, they will also be using Pentamation's eSchool Plus -- web based software, for grading, attendance, and record keeping tasks. In addition, most teachers have access to an assortment of calculators for their classes, many of which are graphic models. At the middle school, teachers can use Palm handheld devices for their classes, as well.

The district also maintains a fiber-optic connection with the Monroe and Lenawee Intermediate School Districts. The Intermediate School District (ISD) provides links for both eSchool Plus and eFinance, both of which are components of Sungard Pentamation software. Together, in the near future, these core components will provide for student accounting, student scheduling, employee payroll, and district budgeting.

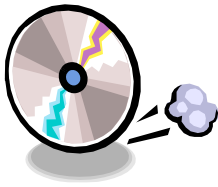
The technology department works with various service providers and/or vendors to properly manage, maintain, and upgrade equipment as needed. A great deal of research is completed before any new plan goes into effect. This department also provides continual training to help users with the technical aspects of such implementations. Some technical assistance and programs are also provided by the Monroe County Intermediate School District.

Hardware And Equipment Needs

Many of the major components in our network system need to be continuously upgraded for optimal functionality. All of the major networking components, including file servers, will be evaluated for replacement every 3-5 years, or whatever is necessary to provide the best infrastructure for the entire system. The acquisition of computer hardware and other equipment will be integrated with curriculum development in such a way that it provides the best system of delivering the most current technology to the end user. This selection will involve, but not be limited to, the following criteria:

1. Purchase of hardware/equipment will depend on resources available to the district, including grants and gifts.
2. The commitment to a Windows PC networked computer labs/buildings will be followed unless some extremely unusual circumstances exist.
3. Gifts of hardware and equipment from companies/organizations shall comply with current district specifications in order to be accepted.
4. Computer hardware shall operate the software necessary for the teaching/learning process.
5. New equipment shall be related to curriculum goals and possible integration with existing equipment.
6. Technical support from vendors will be required when and where it is appropriate.
7. Technology reps will provide assistance and direction to building teams as equipment needs develop. This information will then be related to the district meetings.
8. A periodic survey of staff is conducted to help determine the district-related needs and interests including hardware, software, training, and technical support.
9. The results determine the priorities to be reviewed by the Technology Committee for purchase of hardware/software equipment and professional development activities for the staff.
10. Hardware acquisition will follow the recommended format schedule contained in the executive summary.

This district affords all that is within its limits, to continually improve performance of the system by updating hardware, software, and other network resources. The goal is to provide equitable access and increased opportunities for all students and teachers using technology.



Classroom Software



The primary focus in selecting software programs/packages will be to assist/enhance student learning for individuals of all races, sex, and ethnic backgrounds. Programs develop and change at a rapid pace. Currently we are using automated media management software called Follett for all of our media centers. This software is also available from every classroom station. Our goal is to upgrade to their centralized, web-based *Destiny* product in the near future. Reading Counts is used at each elementary and middle school. This application develops and enhances student reading skills. *Waterford* software which develops lower elementary reading and science skills is available at each elementary building. In addition they use programs such as Kidspiration, Clicker, BrainPop, and other educational titles. At the secondary level programs like Lego Robotics, Inspiration, CAD, and Photoshop are utilized. Resources available make it crucial that software selection involve, but not be limited to, the following criteria:

1. Software be designated as instructional or managerial.
2. Available resources are reviewed annually and may be contingent on district grants or gifts.
3. Software selection follows the ***District Software Purchase Policy (Appendix A)***.
4. Networked comprehensive core curriculum software will be given preference over stand-alone.
5. All networked programs must be analyzed and approved by the technology department to assure they meet existing network requirements. (*Appendix B*).
6. All selections should be connected to district core academic curriculum and the Michigan Curriculum Framework.
7. Programs, including product Technical support, have priority over others.
8. All programs must be compatible with existing hardware and the current operating system.
9. Products must be user friendly for users to assimilate quickly.
10. Version upgrades, limitations and expandability are other factors that will be considered when selecting software products.

Technical Support

Ongoing user support is provided by our technology staff, which includes a full-time Director of Technology and Support Specialist. In addition, each building has a teacher who serves as a technology representative, plus a part time media aide at each elementary building, who may assist with minor issues. Both of these groups, and occasionally students, are also used to troubleshoot and assist with the workload. Maintenance of all systems is coordinated by the technology office as needed or at least annually. Other repairs are either accommodated by the technology staff or outsourced by them. Problems can be reported by voice: 734-654-3000 or email: support@airport.k12.mi.us where they are logged and dealt with in a timely manner. Professional development opportunities are also provided when appropriate and scheduled as needed.

Community Involvement

Airport Community Schools offers district residents many opportunities to utilize and improve their technology skills. Through the Airport Community Education Program a variety of classes are offered. Some of these classes include basic computer operation, word processing, spreadsheet, email, digital camera use, Internet access, and Power Point Presentation. Schedules of course offerings are published in our monthly newsletter, *Jet Gazette*, which is mailed to all district residents. Our web-site, www.airport.k12.mi.us, provides additional information about our district. The community is encouraged to communicate with staff members through the use of email. Ongoing efforts with the Monroe County Library System have resulted in sharing facilities and developing a working partnership. Discussions with colleagues and universities have begun in order to gain insight on possible courses offered to our students/community via the Internet.

Adult education and alternative education students are able to utilize technology by attending classes that are scheduled in the evening. This allows access to computer labs, software, and the Internet.

One month each year is designated as County Technology



Month in which local districts highlight and showcase special technology programs. Airport Community Schools participate by hosting such programs as Senior Citizens Day, Parent Technology Night, Email a Friend, and Make a Video.

EXECUTIVE SUMMARY

Introduction

The students entering the Airport Community Schools District will graduate to live and work in the twenty first century. Their needs will be dictated by a rapidly changing society. The world has moved from an industrial age to an informational technological age. This change has major implications for both the home and the workplace. The responsibility of our school district is to prepare students to live in this rapidly changing world. Current decisions will have major effects on the quality and efficiency of the education delivered to today's students and tomorrow's workers.

School board members and administrators want information in timely, accurate, accessible, and usable forms. Teachers need to be free to spend more time on instruction and less time on paperwork. Educators need to find new and better ways to accomplish this mission, both efficiently and effectively. Most importantly, our students require the technological tools and resources to help them learn and achieve in the future. An increased utilization of technology can better address these demands.



Resources

Resources to implement the Technology Plan are derived primarily from the county-wide technology millage. This provides approximately \$700,000 per year. This millage will expire on December 31, 2012. In addition to the county-wide millage, the district will apply for competitive grants. Local, state and federal grants will be utilized to their fullest extent in order to maximize our Technology Plan. Continued collaboration and cooperation with Monroe and Lenawee ISD's will be essential in maintaining and expanding programs and services available to the local districts. The need to renew the county-wide millage on a recurrent basis will be essential in order to continue providing our students with a strong technology foundation.

Recommendations

This report presents the technology recommendations of the JET Planning Team for the next two years. This plan details the planning team's recommended approach to meeting the identified needs and describes an effective course of action. The plan also provides the related time tables and estimated costs.

Cost Summary

The following cost estimates are based on projected technology needs and recommendations determined through the planning process. Estimates are based on current market prices of typical technology configurations and subject to change. Sources of funding may include: County Technology Millage, State/Federal Grants, Universal Service Funds, District Funds.

Category	Description	2007-2008	2008-2009
Support, Instruction	Tech Office, Computer Labs	\$238,000	\$245,000
Hardware - Classroom	GW2K Computers	\$125,000	\$125,000
	Printers, Scanners, Cameras, Projectors	\$10,000	\$25,000
Staff Development	Conferences - Workshops	\$2,500	\$2,500
Infrastructure	Cabling Waterford Labs	\$28,000	
	1000 Mb Data Switches- Racks	\$10,000	\$5,000
	Xerox Docushare Server	\$4,000	\$0
	File Servers	\$15,000	\$5,000
Copier	System/Equipment lease	\$2,500	\$2,500
Networking	SAV/Ghost/Web license	\$8,000	\$10,000
	Novell License	\$7,100	\$8,000
Internet Services	Internet Filter - iPrism	\$3,500	\$3,500
	Spam Filter - Sonic Wall	\$3,400	\$3,500
	Calendar Prog - Dynacal	\$1,500	\$1,500
	ISD - Misc	\$2,500	\$2,500
Workstation Software	MS Win XP	\$10,000	\$15,000
	MS Office	\$15,000	\$25,000
	Waterford package/ Include servers	\$88,000	\$88,000
	Pearson Benchmark & Inform	\$27,000	\$27,000
	Academic Classroom Programs	\$6,000	\$20,000
	Automated Library - Follett Destiny	\$30,000	\$5,000
New Projects	Building Based Proposals	\$6,000	\$23,500
Contracted Services	System Maintenance	\$40,000	\$40,000
Supplies	Parts & Repairs	\$9,500	\$9,500
Replacement	Replacement Equipment	\$30,000	\$30,000
Other Needs	Misc. Services	\$1,000	\$1,500
	Utilities, Travel	\$1,500	\$1,500
	TOTAL	\$725,000	\$725,000

PROGRAM EVALUATION

Evidence, at present, indicates the area of technology will need constant assessment and evaluation along with careful planning in order to keep pace with the future. To accomplish this, the following process will be adhered to:

- The technology department constantly reviews and analyses various needs of the district.
- Staff will be asked to complete an on-line Staff Development Checklist on a periodic basis to determine what skill needs to be addressed in staff development, and what hardware and software is needed to implement the curriculum integration.
- Staff will be asked to email their respective building technology representatives for ways to improve technology to support learning in their buildings.
- Students and parents may be asked to complete a needs assessment or evaluation as to their progress and needs.
- Building technology representatives will report building issues and needs back to the committee members where they will be analyzed and solutions developed for their specific needs.
- Committee members will discuss and evaluate the progress of various programs, giving recommendations for the following year.
- A summary of this information will be presented in JET planning meetings where future goals can be set.
- Goals that are not met will be addressed and strategies developed that meet the specific objective in question.

This technology plan must be viewed as a dynamic document. Annual evaluation of this plan will be necessary in order to:

- Develop strategies that integrate advancing technology with changing curriculum.
- Determine training and purchasing requirements for the district.
- Adapt to the needs of the local district, state, and federal guidelines and requirements.
- Keep the teaching staff and Board of Education informed on its progress.

Building Technology Proposals

Requests for building-level technology purchases and associated materials must be presented to the AIM for Excellence Committee prior to Board approval. To assure consistency throughout the school district, all materials/purchases etc. must go through the appropriate committees prior to being presented to AIM for Excellence Committee. This means that before any building technology requests are made to the AIMS committee, they must first meet with the JET planning team to gain their acceptance. (*Appendix D*)

Monitoring Acceptable Use

In accordance with the ***Children's Internet Protection Act*** and general network security, Airport Schools monitors the network activity for all of its users. Each student must agree and sign a *User Agreement And Parent Permission Form*. (*Appendix E*) This form in turn provides for awareness of Airport's *Acceptable Use Policy*. (*AUP*) A current document must be updated and on file for each student annually. All employees must also follow this policy as implied by agreement when they are hired into the district.

Internet Safety is a concern to all users and must be adhered to as outlined in the AUP. Further technology protection measures are also taken to prevent any users access to: visual depictions that are obscene, child pornography, or – with respect to use of computers with Internet access by minors – harmful to minors.

In the event that a valid site is blocked by the system, a request for a site to be unblocked can be made through the normal technology support procedures. When questions arise, a solution will be worked out through the specific building administrator where the request was originated.

Airport Community School's *Acceptable Use Policy* follows next:

ACCEPTABLE USE POLICY

District Responsibilities

Airport Community Schools is responsible for the management of the structure, hardware, and software that the district uses to allow access to information technologies for educational purposes. These include:

- Assigning and removing of member accounts on the network.
- Maintenance and repair of equipment
- Selection of software
- Technology Code of Conduct
- Defining rights/responsibilities of members
- Providing resources that support the mission of the school district
- Providing training opportunities on the use and application of information technology, including training and information on new technologies, software and media as they are acquired and put into use in the district
- Guiding students at school toward appropriate materials

The district does not take responsibility for network users who take actions or locate resources that do not support the mission of the school district.

Definitions: The following definitions are used in the Administrative Guidelines.

Technology: District equipment that includes but is not limited to computers, disk drives, printers, scanners, networks, video and audio recorders, cameras, photocopiers, phones, and other related electronic resources.

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

Network: Networks include but are not limited to all electronic voice, video, and data systems.

Network Users: All account holders on the Airport Community Schools network will be granted access to network services. The following people may hold accounts on the Airport Community Schools network.

- 1. Students:** Students who are currently enrolled in the district may be granted a network account upon agreement to the terms stated in the Technology Code of Conduct.
- 2. Employees:** Staff members currently employed by the district may be granted a network account.
- 3. Others:** These requests will be granted on a case-by-case basis, depending on need and resource availability upon agreement to the terms stated in these guidelines.

Cyberspace: The “area” in which computer users travel when “navigating” around on a network.

Rights and Responsibilities of Airport Community Schools Network Users

Rights

Network users have the following rights:

1. Free and equal access to available technology and network services to facilitate learning and enhance educational information exchange;
2. Use of all authorized hardware and software;
3. Access to information from outside resources;
4. Free and open expression subject to the Student Code of conduct/employee contract;
5. Conditional privacy in e-mail, listserv and bulletin board communications. If a user is believed to be in violation of the guidelines stated in this Technology Code of Conduct, a school administrator or teacher may gain access to private correspondence or files. An attempt will be made to notify the user of such inspections whenever possible.
6. Conditional privileges to sign up for listservs, bulletin boards and newsgroups.

Responsibilities

Network users have the following responsibilities:

1. Use of appropriate language. Profanity or obscenity will not be tolerated on the Network. All network users should use language appropriate for school situations as indicated by school codes of conduct and Employee contracts.
2. Utilization of resources that support the school's mission. Keep all files free of pornographic and other offensive materials.
3. Utilization of non-offensive and non-inflammatory speech. Network users must respect the rights of others both in the local community and in the Internet at large. Personal attacks are an unacceptable use of the network. You are to bring the incident to the attention of a teacher or school administrator.
4. Appropriate use of technology in the school. Use of the technology for private business, for product advertisement or political lobbying is prohibited.
5. Attendance at appropriate training in the use and care of hardware, software and networks.
6. Following the rules established for the use of hardware, software, labs and networks in the school or through remote access outside of the school.
7. Legal use of technology. Use of technology for any illegal activities is prohibited. Illegal activities include tampering with computer hardware or software, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files. Such activity is considered a crime under state and federal law.
8. Keeping passwords private. All violations of this guideline that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account. Under no conditions should you give your password to another user.
9. Maintaining the integrity of district technology. Deliberate attempts to degrade or disrupt system performance of the Network or any other computer system in cyberspace by spreading computer viruses is considered criminal activity under state and federal law.

10. Notification of threatening or unwelcome communications to a school administrator or teacher. Network users must, however, be aware that there are many services available on the Internet that could potentially be offensive to certain groups of users. **Airport Community Schools** cannot eliminate access to all such services, nor could they even begin to identify them. Thus, individual users must take responsibility for their own actions in navigating the Network.
11. Ethical use of technology. Malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others, and to infiltrate unauthorized computer systems is prohibited.
12. Appropriate use of e-mail, listservs, bulletin boards or newsgroups.
13. Obtaining prior approval from a school administrator or designee to develop a Web page or create a bulletin board.
14. Adherence to copyright guidelines in the use of software, information, and attributions of authorship and in the transmission or copying of text or files on the Internet or from other resources.
15. Obtaining the original author's prior consent before re-posting personal communications. To re-post personal communications without the original author's prior consent is a violation of the author's privacy. However, all messages posted in a public forum such as newsgroups or listservs may be copied in subsequent communications, so long as proper attribution is given.
16. Use of real names. Impersonation, anonymity and pseudonyms are not allowed. Individuals must take responsibility for their actions and words.
17. Use of exemplary behavior on "virtual" field trips. When "visiting" locations in cyberspace, network users must conduct themselves as representatives of their school and of the community as a whole.
18. Observation of safety precautions. Network users should never send home addresses or home phone numbers over cyberspace, nor provide credit card or social security numbers. Once information is released in cyberspace, there is no way to limit or control its usage. It is important that network users recognize that there is no such thing as total security in network communications.

Consequences of Inappropriate Behavior

Any member who does not comply with the Technology Code of Conduct may lose Network privileges. Repeated or severe infractions of the policy may result in permanent termination of privileges. Network users may be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.

The school administrator will determine what is inappropriate use based on the Technology Code of Conduct. The school administrator may close an account at any time for infractions.

Network users violating any of these rights and responsibilities may face additional disciplinary action deemed appropriate in keeping with the adopted disciplinary policies and guidelines of the school district. Discipline may include requirements for additional training sessions and/or legal action.

Technology Department

Memo

February 17, 1999

DISTRICT SOFTWARE PURCHASE POLICY

The following guidelines for the purchase of district/building software has been approved by the members of the district technology committee.

- 1. The district technology budget will be used only for large district expenditures.**
- 2. Funds budgeted for instructional software will be allocated from each buildings per pupil allocation.**
- 3. “Curriculum based software” must first be approved through the curriculum department as district approved curriculum. “Curriculum based software” is software that is being used as an integral part of the curriculum rather than as a supplemental tool.**
- 4. Building/individual purchases to be used as supplemental instructional material need to be addressed to the building technology representative to ensure that it will run on the computers it is being purchased for. After this determination, it then needs to be approved by the building curriculum representative who deals with the subject area for the software being considered. It is suggested that other building technology representatives be contacted to see if the software is already in use in the district.**
- 5. Each building is required to keep an inventory of the building software currently in use. An updated copy of the inventory is to be provided to the technology department as new purchases are made. The purpose of this request is to share the knowledge of software in the district, not to physically share the software.**
- 6. If requested the technology department will complete installation of the approved software.**

NETWORK SOFTWARE APPLICATION

Airport Community Schools

Building _____ Principal _____ Date: _____

Program Name _____ Copyright Year _____

Publisher _____ Location of Documentation _____

System Requirements: (How many)

_____ Mb RAM
_____ Mb Hard Drive space
_____ Mb File Server Space
_____ Other

Media Format: (How many)

_____ 3 1/2" Disk
_____ CD
_____ DVD
_____ Other

Workstation installation is required by: *(Check all that apply)*

_____ Tech Dept. _____ Bldg. Rep. _____ Teacher _____ User

Program Setup will be performed by: *(Check all that apply)*

_____ Bldg. Rep. _____ Teacher _____ Other Name: _____

Date of Order _____ Date of Implementation _____

Building Contact Person _____

Approved by Tech Department on _____, 20____. Signed _____

BUILDING TECHNOLOGY PROPOSAL

Airport Community Schools

Building _____ Principal _____ Date: _____

Proposal name or description _____

Manufacturer or Company _____ Preferred Vendor _____

Equipment Needed:

Hardware _____ Software _____

(Use separate sheet if necessary)

(Use separate sheet if necessary)

Other _____ Product Warranty _____

Version _____ Copyright Date _____ Licensing needed _____

<i>Total Cost</i> = _____ <i>Funded by</i> _____
--

What other companies, brands, or products was this compared with? How did cost compare?

System Requirements:

File server space required? ___Yes ___No PC workstation required? ___Yes ___No

Compatible with ___PC ___MAC ___Win 98 ___2000 ___XP

Other: _____

Management: Who will be designated to manage and/or maintain this program?

___ Bldg. Tech Rep. ___ Teacher ___ Media Aide ___ Other

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Training/Support: What training will they receive? What training and/or technical support is provided by the company?

Plan for use: How will this program/equipment be used on a regular basis? Please describe your plan of implementation below. (Use separate sheet if necessary)

Required Signatures:

Building Technology Rep

Building School Improvement Chair

Building Principal

Date: _____

Approved by Tech Department on _____, 20___. Signed _____

USER AGREEMENT AND PARENT PERMISSION FORM

As a user of Airport Community School's Electronic Information Technologies, I hereby AGREE to comply with the guidelines stated in the user agreement. I will communicate over networks in a responsible fashion while honoring all relevant laws and restrictions.

Student Signature

Date

As the parent or legal guardian of the student signing above, I GRANT permission for my child to access district computer services such as electronic mail and the Internet. I UNDERSTAND that students and parents/guardians may be held liable for violations. I UNDERSTAND that some materials on networks may be objectionable, but I ACCEPT responsibility for guidance of use – setting and conveying standards for my child to follow when selecting, sharing or exploring information and media.

Parent Signature of Students under 18

Date

Name of Student

Birthdate

School

Grade



