

Section 1: Cover Page

Allendale Public Schools

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District Educational Technology Plan

Start Date: July 1, 2009 End Date: June 30, 2012

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Ottawa Area Intermediate School District 070

http://www.allendale.k12.mi.us/district/technology/documents/2006_plan.pdf

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Section 2: INTRODUCTORY MATERIAL

Mission Statement

The mission of Allendale Public School is, in partnership with the community, to provide the best educational environment possible, challenging all students to reach their highest potential. One aspect of achieving this mission is technology integration. Having completed the major tasks in our 1997, 2000, 2003 and 2006 technology plans, we now find ourselves faced with new challenges as we work to achieve the district's goal to integrate technology into the curriculum at all grade levels and across all subjects. There is a continuing need to place emphasis on real world applications using many types of technology including multimedia, the internet, distance learning, and on line courses. Our continuous desire is to prepare students with knowledge and experience that will be required for their college and/or career experience.

District/School Statistics

1. District/School Background

Allendale Public Schools is located about 15 miles west of Grand Rapids in a rapidly growing community. Currently, the school district is comprised of four physical school buildings where we educate approximately 2200 students. Our elementary campus actually consists of two buildings joined by a common core service area where we instruct students DK (Developmental Kindergarten) through fourth grade. Our middle school services students in the fifth through the eighth grades. Our high school building accommodates students in the ninth through the twelfth grades. We also operate an alternative high school in a fourth building assisting approximately 65 high school age students to achieve their highest potential. Approximately 150 teachers are involved in educating our children. As we write this plan, we are in the process of building an additional elementary school to house our fourth and fifth graders and a new middle school to replace our aging middle school building. Please see appendix A for a complete list of current and future buildings.

2. District/school Demographics

The Allendale community is primarily made up of Caucasian students, few of whom qualify for free and reduced lunch status. The 2005 median household income is approximately \$ 67,564 with single family households comprising less than 7%. During the 2008-2009 school year, the number of students enrolled in the Free and Reduced National School Lunch Program is approximately 26%.

3. List of Technology Planning Committee Members

Teachers: 9

Parents: 2

School Board Members: 2

Administrators: 4

Section 3: VISION & GOALS

District Vision

- A. Our definition of technology goes beyond computers and encompasses many different electronic tools and devices including calculators, science probes, data projectors, interactive white boards, DVD/VCR combo units, distance learning equipment and compressed video equipment.
- B. Our technology vision has two components. First, we seek to enable students to graduate with technology skills that allow them to be effective on the job, in daily life, and/or in college. Secondly, we seek to infuse and incorporate technology in such a way that it not only solidifies concepts taught but is used to create content within instruction as part of a toolbox of choices for final products. Technology is not an 'add-on,' rather it is an integral component of instruction.
 - 1. As a result, we have several over-arching goals that will guide us over the next few years.
 - a. Create and maintain multi-media enriched learning environments.
 - b. Implement a student one-to-one laptop program for grades 4-12.
 - c. Routinely employ constructivist and project oriented instructional strategies using digital tools.
 - d. Utilize content created by others as the basis to develop new content in the instructional process.
 - 2. The stated goals will specifically help us fulfill our district mission statement to challenge all students to reach their highest potential. By employing these strategies, we plan to better meet the needs of students by instructing them according to their individual learning styles.
 - 3. Much of the infrastructure associated with these goals is being implemented as we write this plan. Our progress has been driven by the passage of a bond to build two new buildings and update technology across the district.

Technology Plan Goals

- A. Allendale's goals are:
 - 1. Curriculum Integration: To use a variety of technology tools fluently and flexibly across the curriculum while providing students with powerful new learning opportunities.
 - 2. Professional Development: To promote and support collaborative, systematic technology training that enhances teaching and learning for improving student achievement.
 - 3. Technology Infrastructure: To provide and support equitable and sustainable educational technology that enhances teaching and learning for improving student achievement.
 - 4. Funding and Budget: To develop a phased plan for funding and coordinating resources that support existing educational technology infrastructure with the ability to acquire future educational technologies.

5. Monitoring and Evaluation: To consistently monitor and evaluate the success of achieving the goals of this three year plan.

B. Revision and Updating process.

The district technology committee responsible for developing this plan will update the plan and its goals as needed. The technology committee focused its efforts on developing the goals and strategies of this plan and approved the final draft. The goals in this plan are directly tied to the district's three year strategic plan; a plan containing some specific goals related to technology. As a result, we have every reason to expect that the goals in this plan are appropriate and attainable for the duration of the plan. The district strategic plan can be found at <http://www.allendale.k12.mi.us/district/schoolboard/documents/boardgoals.pdf> . The technology committee will look at evaluation data from Section 15 on an annual basis and determine what, if any, changes need to be made.

I. CURRICULUM

Goal: Curriculum Integration: to use a variety of technology tools fluently and flexibly across the curriculum while providing students with powerful new learning opportunities.

Section 4: Curriculum Integration

1. As APS moves forward with its technology plan, including its one-to-one laptop program, teachers are now expected to create lesson plans which are routinely aligned to NETS-S standards. Teachers themselves are being introduced to the NETS-T standards and administrators will be adopting the new NETS-A standards as they are released. Staff will be made aware of the NETS-S and NETS-T standards during the 2009-10 school year. Lesson plans aligned to these standards will increase by 10% for each year of the plan.
2. Instructional technology input will be included as an integral part of the curriculum development process beginning in 2009-10. This will take 3 years to fully accomplish due to the curriculum development and revision process.
3. Technology tools have long been use in the curriculum delivery process to deliver AP course content. We are now beginning to use it to routinely deliver credit recovery courses as well as courses not offered at APS for small populations of students. Furthermore, as we implement our one-to-one laptop program, instructors will increasingly use technology to deliver core course content. ED 2020 will be implemented in the 2009-10 school year. Student participation will increase by 10% each of the three years. Technology integration will also increase by 10% each year as measured by technology matrix and principal walk-through data.
4. As teachers begin delivering content via laptops and other technologies, students will move forward on a 'creation continuum' from the current consumption paradigm to a creation of new learning paradigm. This will be measured using a technology matrix and will increase by 10% each year.

Section 5: Student Achievement

1. The following strategies are being implemented to improve student learning and academic achievement for all students.
 - a. Use software to provide the teacher with a standards-based test item analysis in class performance data.
 - i. Target audience: Instructional Staff
 - ii. Action Plans
 1. Investigate software solutions such as Data Director, Study Island, etc.
 2. Use laptops to assess and receive immediate feedback to modify further instruction.

- b. Provide laptops for students at school and at home.
 - i. Target audience: Students
 - ii. Action Plans
 - 1. Provide anytime access to internet resources.
 - 2. Provide opportunities to collaborate with each other and with teachers.
 - 3. Provide a school email account to facilitate communication.
- c. Use Technology Skills assessments, particularly at the middle school level, to inform technology instruction to ensure that all students are technology literate.
- d. Enable multimedia enhanced classrooms to allow for student engagement, manipulation, hands on activities, and student sharing with each other for peer editing, revising, etc.
 - i. Target audience: Instructional Staff and students
 - ii. Action Plans
 - 1. Provide classrooms with Interactive White Boards, projectors, A/V equipment and document cameras.
 - 2. Provide routine opportunities for students to be active in their learning, allowing them to create rather than consume.

2. Timelines

- a. a.ii.1. Begin 2008-09 school year with implementation in 2009-10.
 - b. a.ii.2. New Options Alternative High School pilot begins Jan 19, 2009. High School will follow in March, 2009. Oakwood Intermediate will begin September, 2009 followed by the middle school in December, 2009.
 - c. b.ii.1-3. See above timeline.
3. Evaluation components will come from teacher lesson plans, principal 'drop ins', and from teacher evaluations. Furthermore, the district is contracting with the local university (Grand Valley State University), to conduct an evaluation of the effectiveness of our technology integration.

Section 6: Technology Delivery

1. Internet Use and Distance Resources
 - a. Allendale Public Schools continues to expand its use of the internet in a meaningful way. Many classes now utilize on-line course content as a standard part of their curriculum. As students receive laptops, they will now begin to be able to access these resources at home as well.
 - b. Allendale Public Schools has long been involved with 2 way interactive distance learning technology. Starting ten years ago, the district accessed classes via a T-1 line. Following a grant, the district purchased a portable system as well, eventually connecting it via the network to the internet. As we move into the future, we still connect to a plethora of resources to enrich instruction. Ranging from zoo field trips to connections with authors, students in the elementary through the high school take advantage of this technology. Each year, the high school considers what courses are being offered as well, enriching the curriculum options offered.
 - c. Allendale Public Schools continues to use on-line courses to offer AP courses as well as remediation and credit recovery to a significant number of students.
 - d. Allendale Public Schools has collaborated regionally to purchase at reduced costs, access to online resources such as Keytrain (www.keytrain.com), and ED2020, an application used to deliver course content to students.
2. As additional Web 2.0 offerings become available, instructors are taking advantage of these new technologies to enhance their instruction. As the district continues its emphasis on technology, we intend to begin using Moodle, Google Docs, and other new technologies as an additional means to deliver and receive content.

Section 7: Parental Communications and Community Relations

1. This technology plan will be available for the community on the district web site under the Technology section.

2. Allendale Public Schools uses a variety of technology to promote parental/community involvement.
 - a. The district continues to maintain a student record system with a parent portal for access to attendance and grades. Usage is tracked to verify a continual increase in parental usage. This effort has been supported financially by a local business as well.
 - b. The district continues to offer classes through Community Education. Many of these classes are training in technology, offered several times yearly.
 - c. The district has adopted an instant notification system by Honeywell (www.honeywell.com) to increase its ability to communicate with parents.
 - d. The district website has an online poll and feedback component.
3. Community members serve on the technology committee, contributing to this plan.
4. This technology plan will be adopted by the school board in the spring of 2009.

Section 8: Collaboration

1. Allendale Public Schools collaborates with others as often as possible and is constantly looking for new opportunities to work together for the mutual benefit of students.
 - a. Adult Ed – our district does not currently offer an Adult Ed or Continuing Ed.
 - b. GED – GED is an option that is offered through our alternative high school. This high school is included in all of our technology planning.

II. PROFESSIONAL DEVELOPMENT

Goal: To promote and support collaborative, systematic technology training that enhances teaching and learning for improving student achievement.

Section 9: Professional Development Programs/Activities

1. Beginning with the 2008-09 school year, Allendale Public Schools has embarked on a significant change in the delivery of Professional Development. The new strategy is multi-faceted and comprehensive. All training will be aligned to NETS-A and NETS-T standards.
 - a. Develop a systematic approach for professional development.
 - i. Target audience: All staff
 - ii. Action Plans:
 1. Develop a professional development steering committee.
 2. Release time for training.
 - b. Train staff to use technology to improve learning and instruction.
 - i. Target audience: Instructional Staff
 - ii. Action Plans:
 1. Provide Teachers with laptops
 2. Instructional rooms outfitted with Interactive White Boards, Projectors, A/V equipment and document cameras.
 3. Teachers will visit schools with successful implementations.
 4. Provide trainers to conduct high quality professional development.
 5. Provide training on Moodle.
 - c. Provide time for teachers to develop technology enhanced lessons.
 - i. Target audience: Instructional Staff
 - ii. Action Plans
 1. Provide release time for teachers
 2. Provide time in staff and department meetings.

2. Timelines

- a. a.ii.1. Steering committee to be formed during the 2008-09 school year according to the district strategic plan.
 - b. a.ii.2. Ongoing each year of this plan.
 - c. b.ii.1. Teaching staff received laptops during the 2008-09 school year.
 - d. b.ii.2. Elementary and High school buildings outfitted during the summer of 2008. New 4th/5th building (Oakwood) will have it installed during the summer of 2009 and New Middle School will have it installed during the fall of 2009.
 - e. b.ii.3. Ongoing each year of this plan.
 - f. b.ii.4. Ongoing each year of this plan.
 - g. b.ii.5. Starting Fall 2009.
3. Evaluation of these components will consist of inventory records, visual inspection of rooms, professional development records and evaluation forms and minutes of meetings. See Section 15 below as well.

Section 10: Supporting Resources

1. The following supporting resources are in place.
 - a. Collaboration with the One-to-One Institute for our laptop program. <http://www.one-to-oneinstitute.org> . The institute is providing teacher training in the use of student laptops in the classroom.
 - b. Release time for technology integration and training.
 - c. One-to-one section on the district website. <http://www.allendale.k12.mi.us/main.php?p=1to1>
 - d. Separate teacher and substitute teacher technology manuals.
 - e. District Web based help desk for staff and students. <https://helpdesk.allendale.k12.mi.us> .
 - f. Collaboration with regional sources for internet access, internet filtering, Discovery Streaming, video distribution, and two way interactive distance learning.
 - g. Dedicated .5 FTE of media administrator for technology integration training.

2. The district intends to add additional support in these ways.
 - a. District secure intranet site for sharing of resources and additional staff collaboration.
 - b. Additions to the one-to-one section of the website as needed.
 - c. Provide for a dedicated help desk support person.
 - d. Collaborate with our local university (Grand Valley State University) to evaluate the ongoing effectiveness of our technology initiatives.
 - e. Invest in Data Warehouse technology to further our use of data in making instructional decisions.

III. INFRASTRUCTURE, HARDWARE, SOFTWARE, TECHNICAL SUPPORT, & DESIGN

Goal: To provide and support equitable and sustainable educational technology that enhances teaching and learning for improving student achievement.

Section 11: Infrastructure Needs, Technical Specifications, & Design

1. Allendale Public Schools has been fortunate, enjoying the support of the community in its construction bonds whereby adequate dollars have been identified to replace aging technology equipment and infrastructure. The current infrastructure is sufficient to support current needs as well as short term future needs. The district currently has a 1 Gb network backbone utilizing fiber optic cable both inside each building and to connect buildings together. Each network port has a minimum of switched 100MB capacity. Currently, the district has over 2,500 network ports available for use. Additionally, the district has installed a wireless network in each academic building. This wireless network boasts a private network as well as a public network allowing for maximum flexibility. The wireless system employs 802.11a/b/g/n state of the art technology. A diagram of our current Wide Area Network is included in Appendix C.
2. Each classroom (except our aging Middle School building) is equipped with a Data Projector, Interactive White Board, A/V Scaler/Switcher, DVD/VCR combo unit, Document Camera, Cable TV feed, telephone, teacher laptop and a local inkjet printer. Our middle school building is equipped with a Television, DVD/VCR combo unit, Document Camera, Cable TV feed, telephone, teacher laptop and a local inkjet printer. Classrooms are wired with 5 data jacks.
3. Computer labs in all buildings are equipped with 30 student stations, a teacher station, a scanner, a laser printer and a ceiling mounted data projector.
4. Each building has an intercampus connected phone switch allowing us to make campus to campus calls as well as to economize on the number of phone lines the district utilizes. The district also participates in the statewide Micta bid for phone service and utilizes USF reimbursements to keep the cost at a minimum.
5. The district maintains a plethora of educational computer software programs consisting of more than 550 titles. The district has begun to focus efforts on utilizing Open Source software to augment purchased titles in an effort to provide greater access with a reasonable budget.
6. In addition to using USF to support phones in the classroom, the district applies for discounts on its Network operating system, its pagers and cellular phones. The latter allows district IT staff to be more responsive to the needs in the classroom. Furthermore, these services enhance other classroom activities by keeping administrative costs associated with phones to a minimum, allowing more dollars to be designated for classroom use.
7. All equipment purchases are considered in light of existing infrastructure and presenting needs. Bid documents typically include descriptions of existing equipment and a requirement for full integration and/or interoperability.

8. The district has recently upgraded most of its technology as part of a building bond. We will not likely plan significant upgrades during the life of this plan however, as stated previously, we will be working on the funding mechanism to do so in the future. Current plans call for the next upgrade cycle to begin in three years.

Technology Needs

1. While the district continues to enjoy community support for its technology initiatives, challenges still exist. As the district increases its use of technology, the network backbone will need to increase to 10Gb by November, 2009 coinciding with new buildings being opened. The district's new buildings will need to be brought up to the standards of the existing buildings. Increased speed of internet delivery will continue to challenge us as it becomes more critical to what happens in the classroom.
2. Sustaining our one-to-one laptop program will be a significant challenge. We will need to reduce our dependence on building bonds in order to realistically sustain this student focused initiative. We will have a plan in place by June 2010.
3. Providing technical assistance for district equipment being used at home will be an area of focus. We will be providing students with a list of free dial up internet service providers. Guides for home wireless setup will need to be provided as well as printing at-home guides. This will be completed by December, 2009; coinciding with our laptop distributions.
4. The district will need to provide direction and assistance for new technology use in the classroom such as podcasting and vodcasting. As new technologies emerge, we will need to address them.

Technical Support

1. The district currently employs a District Technology Director, a Network Administrator and two computer technicians. This represents an increase of two positions within this past year as we move forward with our one to one initiative.
2. Additionally, the district will be looking to add a help desk position to better support the classroom technology.

Section 12: Increase Access

1. Allendale Public Schools has been working hard to guarantee equitable access to technology resources for all students and teachers regardless of ability. To that end, we have made remedial on-line classes available during school, after school and during the summertime. We regularly provide assistive technologies to special needs students as well as allowing for special settings on computers to accommodate disabilities. We have recently provided every teacher with a laptop computer and plan to provide all students in grades 4 thru 12 with a laptop computer. We plan to allow all middle school and high school students the privilege of bringing their laptop home, thus providing a valuable resource to them at all times during the school year.

IV. FUNDING & BUDGET

Goal: To develop a phased plan for funding and coordinating resources that support existing educational technology infrastructure with the ability to acquire future educational technologies.

Section 13: Budget & Timetable

	2009-10	2010-11	2011-12
Revenue Sources			
General Fund	\$ 613,225	\$ 642,725	\$ 1,361,225
E-rate	\$ 15,275	\$ 15,275	15,275
Bond	\$ 0	\$ 0	\$ 0
Expenses			
Salaries & Benefits	\$ 419,000	\$ 428,000	\$ 436,000
Communication-Phone/Fax	\$ 29,500	\$ 30,000	\$ 30,500
Hardware & Networking	\$ 0	\$ 0	\$ 700,000
Maintenance & Service	\$ 10,000	\$ 10,000	\$ 10,000
License Agreements	\$ 105,000	\$ 110,000	\$ 115,000
Software & Curriculum	\$ 5,000	\$ 15,000	\$ 15,000
Professional Development	\$ 40,000	\$ 40,000	\$ 40,000
Ink, Toner, Batteries	\$ 20,000	\$ 25,000	\$ 30,000
Total Expense	\$ 628,500	\$ 658,000	\$ 1,376,500

Section 14: Coordination of Resources

1. Funding technology has historically been a challenge for most school districts including Allendale. We have however, gained maximum advantage from those funds and programs available to us. Since its inception, we have and continue to make use of the UDF funding. We also take advantage of all Federal Title II Part D dollars available to us. Additionally, we have successfully applied for and received grants from state organizations such as MACUL and from our local community foundation.
2. Furthermore, we collaborate with our ISD on many projects including shared internet access and filtering, shared instructional technology staff, shared servers such as Discovery Streaming, Moodle, Blog, Wiki, etc., shared fiber network, and most recently a shared data warehousing system. We continue to evaluate new grants as they become available.
3. The district is seeking ways to reduce paper consumption by finding ways to electronically submit and grade assessments. Some of this will be accomplished via the shared Moodle system mentioned above. Further methods involve the use of classroom response systems and internet resources such as Google Docs.
4. While past technology enhancements have been funded via bond money, the district is committed to stabilizing its funding of technology by setting aside reserve monies in our fund balance.

V. MONITORING AND EVALUATION

Goal: To consistently monitor and evaluate the success of achieving the goals of this three year plan.

Section 15: Evaluation

Technology/Curriculum Integration Assessments

1. APS staff will fill out a technology integration rubric semi-annually.
 - a. Teachers will self-assess twice per year.
 - b. Human Resources will compile data from the teacher evaluations of professional development activities. Data will be disseminated to those providing Professional Development and the building Principals responsible for the staff being trained.
2. Building Principals will monitor and track attendance and discipline issues. This data will be included in their building annual reports and additionally used in number 5 below. While this is not directly addressed in the curriculum and Professional Development goals, it is related to the implementation of the laptops in the classroom and is expected to improve.
3. Student scores on standardized tests such as MEAP and MME will be compared to verify improvement. Additionally, AYP indicators will be used to determine success. The amount of impact that technology had will be addressed by the GVSU evaluation mentioned in number 5 below.
4. Students will be surveyed (part of 5 below). The technology director and building principals will monitor parent and student usage of the Campus portal cf. Section 7.2.a .
5. APS is working with our local university, Grand Valley State University, to conduct an overall, multi-year assessment of our technology integration efforts. This will be a longitudinal study considering a variety of factors. It will be comprehensive, using data gathered from administrators, teachers, and students.
6. Programs will be revised based on the assessment data.

Section 16: Acceptable Use Policy

Filter Efforts

1. The district collaborates with other county schools for its filtering system, housed at the local Intermediate School District building. The system is an enterprise level system; currently the Fortigate product.

CIPA Compliance

1. Allendale Public Schools is CIPA Compliant.

AUP Policy

1. Please see Appendix B for the Staff and then the Student AUP.

APPENDIX A (If applicable)

District Buildings

Evergreen Elementary
10690 Learning Lane
Allendale MI 49401
Students: 454

Springview Elementary
10690 Learning Lane
Allendale MI 49401
Students: 497

Allendale Middle School
6561 Lake Michigan Drive
Allendale MI 49401
Students: 628

Allendale High School
10760 68th Avenue
Allendale MI 49401
Students: 609

New Options High School
6633 Lake Michigan Drive
Allendale MI 49401
Students: 38

New District Buildings

Oakwood Intermediate School
10505 Learning Lane
Allendale MI 49401
Approx Students: 200

Allendale Middle School (New)
7161 Pleasantview Court
Allendale MI 49401
Approx Students: 500

APPENDIX B – Acceptable Use Policies

Staff Acceptable Use Policy

TECHNOLOGY CODE OF ETHICS

The use of technology in the Allendale Public Schools is a tool extended to staff members to enhance learning and educational information exchange. A user of technology is a staff member who is authorized to access the technology of Allendale Public Schools. Each user of technology shall read the following Guidelines, Responsibilities/Restrictions, and Disciplinary Action statements and sign the User's Responsibility Declaration form that follows prior to accessing and using technology.

GUIDELINES:

Staff may use all authorized hardware and software for which they have received training to facilitate learning and enhance educational information exchange.

Staff may access the Internet and information from outside resources which facilitates learning and enhances educational information exchange.

Staff must use the school email system. While every attempt will be made to keep emails private, the user should be aware that under certain circumstances, the school may be required to view email history.

Staff may use school computers for personal use during non-working/non-instructional times provided that such use does not violate the other provisions in this policy or any other school policy.

Staff may have the privilege to use personal technology devices on the school's wired and/or wireless network at appropriate times.

RESPONSIBILITIES AND RESTRICTIONS:

Users are prohibited from the malicious use of personal or district owned technology to disrupt the use of technology by others, to harass or discriminate against others, to infiltrate unauthorized computer systems or to engage in any illegal activity using the technology or to publish any material that could be considered immoral or subversive by community standards.

Users are responsible for upholding the copyright standards. Illegal copies of copyrighted programs may not be made, installed or used on school equipment.

Users are responsible for utilizing technology in the school primarily for facilitating learning and enhancing educational information exchange consistent with the purposes of the school.

Users are expected to properly use and care for that hardware and software for which they have been trained to use and to seek assistance if necessary. Damage due to abuse or negligence is unacceptable. All damage to equipment should be immediately reported to the technology department.

Staff are expected to put forth a good faith effort to follow procedures established by the Technology Director and/or the Technology Committee.

Users are responsible for obtaining permission from the District Technology Director before bringing in their own software and using it on school equipment. Computers obtained from the Teacher Technology Initiative are exempt unless students are using the equipment and desktop security has been installed. In all cases, the user must abide by the licensing requirements of the software.

Users are responsible for obtaining permission from the District Technology Director before bringing in their own personal technology devices and using them on school equipment or school networks.

Users are responsible to take every possible precaution to keep all computer systems free from viruses, spyware and other forms of malware and are responsible for immediately reporting any suspected virus to the technology department.

Users are responsible for keeping hardware and software from being relocated, removed from school premises, or modified without permission from the technology coordinator. All portable technology will be bar-coded and checked out through the media center. Computers obtained from the Teacher Technology Initiative may be relocated or removed by the teacher that the computer has been assigned to. Changes in hardware configuration must have approval from the technology coordinator.

Intentionally wasting district resources with excessive or non-school related printing is unacceptable.

Users are responsible for maintaining the privacy of passwords and are prohibited from publishing or discussing passwords.

Users are responsible for any inappropriate material requested via the Internet under his/her user account and accepts responsibility for keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the school's network (i.e. sniffers, backdoors, etc.), equipment, or software from entering the school computers via the Internet. E-mail's that are pornographic, inappropriate or otherwise dangerous to the integrity of the school's mission must be deleted immediately.

Users are responsible for maintaining the integrity of the school's electronic mail (e-mail) system (i.e. chain letters and spam are inappropriate), reporting any violations of privacy (i.e. password violation), and making primarily those e-mail contacts which facilitate learning and enhance educational information exchange consistent with the purposes of the school.

Users are prohibited from using the technology for private business, for product advertisement or political lobbying that violates election law.

Staff will demonstrate good faith efforts to supervise students' use of technology under their charge.

DISCIPLINARY ACTION:

Users violating any of these Rights and Responsibilities may face disciplinary action deemed appropriate in keeping with the disciplinary policies of the school district

Users will be required to make full financial restitution for any unauthorized expenses incurred or any intentional damages caused.

Abuse involving personal technology devices will result in the loss of the privilege to use personal technology devices.

USERS RESPONSIBILITY DECLARATION

I have read the attached Allendale School District Technology Code of Ethics and agree to be responsible for and abide by all the Rights, Responsibilities, and Disciplinary Action outlined.

(Staff Signature)

(Date)

Addendum

Examples of Current Procedures

1. Printer ink cartridges can be obtained from the building secretary.
2. No stockpiling of cartridges please.
3. Reserve the HS labs through the HS Media Specialist.
4. Reserve the Eland MS labs via the calendar posted in the lab.
5. Please honor colleague's reservations.
6. Please lock the doors of the lab when it is unoccupied
7. Do not leave students unattended and unsupervised in the labs.
8. Students are not allowed non-educational computer games
9. Inappropriate sites allowed through the Internet filter must be reported to the technology department.

Communication Device Addendum

Employee Use of Electronic Communication Devices

The Board recognizes that employees may carry electronic communications devices either District-issued or personally owned and hereby adopts this policy.

District-Issued Communications Devices

The District may elect to issue certain communications devices to employees in order to increase the efficiency and effectiveness of District operations. Issuance and use of District equipment shall be subject to rules promulgated by the Superintendent.

Personally Owned Communication Devices

Employees may carry and use personally owned cellular telephones or pagers/beepers on school property subject to rules and regulations promulgated by the Superintendent.

Approved:

Employee Use of Electronic Communications Devices

While employees are allowed to possess and carry electronic communications devices on school property, such possession and use are subject to the following administrative rules:

District-Issued Communications Devices

Communication devices issued by the District may include, for example, cellular telephones, walkie-talkies, personal digital assistants (PDA's), or laptop computers with "beaming/wireless capabilities," citizens band radios, either installed in vehicles or hand-held, and pagers/beepers.

Employees in receipt of District-issued equipment shall be held responsible for the safekeeping of the equipment and exercise reasonable efforts to see that the equipment is not lost, stolen, or damaged. Reckless or irresponsible use of District equipment, resulting in loss or damage may result in the employee having to reimburse the District for any associated costs of replacement or repair.

Any such devices issued shall be with the expectation that they are to be used, primarily, for District-related business purposes. Personal use of communication devices that results in additional charges to the District shall be promptly reimbursed.

District-issued equipment shall be used in a manner that does not unduly disrupt instruction and should not be used during school-sponsored programs, meetings, in-services, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of health or safety involved.

Any District-issued equipment is to be surrendered back to the District immediately upon request.

Personally Owned Electronic Communications Devices

Employees may possess and carry cellular telephones, pagers/beepers, and PDA's or laptops with "beaming/wireless capabilities" during the school day on school property.

Personally owned hand-held citizens band radios, portable police scanners, and long or short-range walkie-talkies should not be used or carried by employees on school property during the school day unless by specific permission of their immediate supervisor.

Use of communication devices for personal use should normally be avoided during normal work hours except break times.

Any employee violating the above rules may be subject to disciplinary action.

Allendale Public Schools – Student Acceptable Use Policy

Computer, network, and Internet access is a privilege available to students at Allendale Public Schools. Our goal in providing this service is to facilitate learning, promote educational excellence by facilitating resource sharing, innovation, and communication. These guidelines are provided so students are aware of the responsibilities required to use this technology. Please read this document carefully. Computer use may be revoked if a student does not adhere to the guidelines below.

1. Acceptable Use: My use of laptops, computers, the Internet, technology devices and the school network must be in support of education and research within the educational goals and objectives of Allendale Public Schools. Transmission of any material in violation of any U.S., state, or school regulations is prohibited. This includes copyrighted material, threatening or obscene material, or material restricted by school policy or staff. The school network includes the use of school computers, and computer peripherals such as scanners, printers, cameras, as well as the use of school network services such as the Internet, school e-mail accounts, and network file folders. Students should have no expectation of computer privacy, as the school may monitor computer, e-mail, and Internet use. Students may also request permission to use personal technology devices on the school's network at appropriate times.

2. Personal Responsibility: As a member of my school community, I will accept responsibility for proper use of school technology and for reporting any misuse of technology. My use of school technology will meet the guidelines below:

- I will respect the privacy and dignity of students and teachers at all times and I will not use another user's password.
- I will use appropriate language by refraining from the use of profanity or insulting language. Offensive messages that originate outside of school, but disrupt the school's educational process may be subject to school consequences.
- I will respect school equipment; I will not vandalize or maliciously use the equipment.
- I will only use software that is pre-approved by Allendale Public Schools. I will not attempt to add software to the computer.

3. Internet Safety: The Internet provides opportunities to access new resources, but it also provides unique risks to students. Allendale Public Schools provides filtered access to the Internet on all school computers, but to ensure my safety on the Internet, I will follow the guidelines below:

- I will not give out on the Internet personal information such as my full name, phone number, or address.
- I will not give out on the Internet personal information about someone else such as his or her name, phone number, or address.
- I will not correspond or meet with someone through the Internet without the pre-approval of a teacher.
- I will only access or download sites appropriate for school classes or activities.
- I will immediately report any technology use that makes me uncomfortable or violates school policies.

4. E-Mail Safety: Electronic mail (e-mail) also provides new opportunities for students, but it too requires careful use. I will follow the guideline below when using school computers or school e-mail accounts:

- I will only use a school provided e-mail account when using e-mail at school. I will not use IM and chat during school hours without permission.
- I will adhere to all of the aforementioned guidelines in this Acceptable Use Policy when using a school provided e-mail account at school or another location. Allendale Public Schools actively filters and monitors school provided student e-mail accounts regardless of whether the account is accessed from school or another location, and may view messages sent through school provided e-mailed accounts.

5. Laptop Use: The school's 1-1 laptop program is a bold move, providing students new opportunities to learn and enhance their education.

- Use of the school owned laptop remains a privilege. This privilege can be taken away.
- Use of the laptop must abide by all school policies at all times regardless of location.
- The laptop handbook contains specific policies and guidelines.

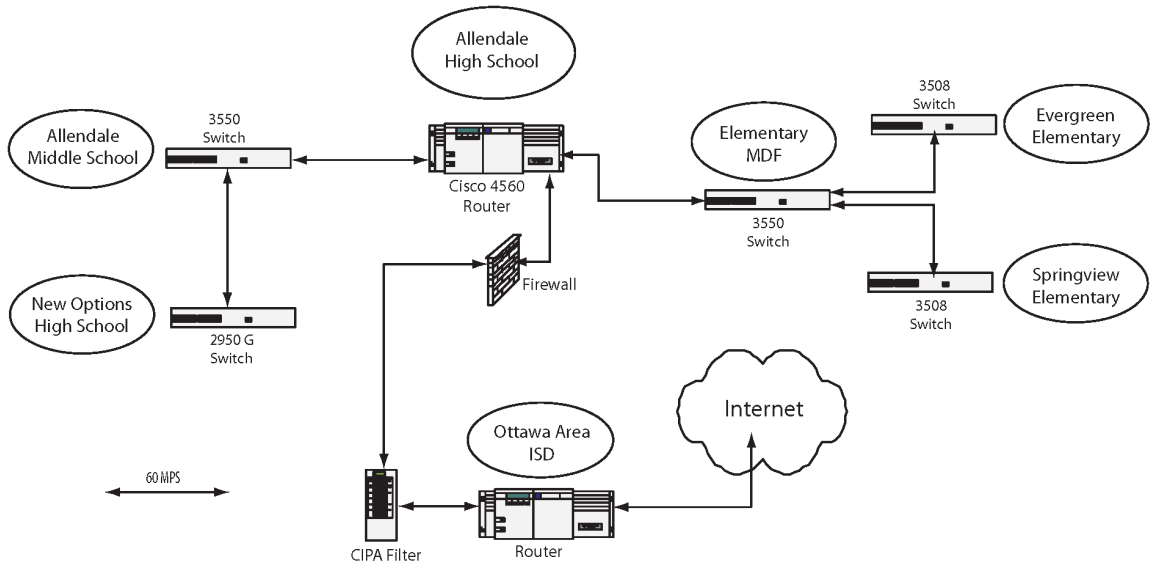
Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature _____ Date: _____

APPENDIX C – Wide Area Network Diagram

ALLENDALE PUBLIC SCHOOLS WIDE AREA NETWORK DIAGRAM



District Technology Plan
2006 - 2009