Saline Area Schools

District Technology Plan: July 1, 2014 - June 30, 2017

URL: www.salineschools.org/district/technology

Washtenaw Intermediate School District
State Code: 81
District Code: 81120

Saline Area Schools
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Saline, MI 48176
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Section 2
Introductory Material

District Mission Statement

“We, the Saline Area Schools, will equip all students with the knowledge, technological proficiency, and personal skills necessary to succeed in an increasingly complex society. We expect that our students, staff, and the Saline community will share in these responsibilities. Our ultimate goal is to instill in our students a desire for life-long learning.”

Introduction

Saline Area Schools is situated in Washtenaw County, southeast Michigan, approximately 45 miles west of Detroit and 8.74 miles south of Ann Arbor. The Saline community is comprised of mostly middle to upper class business and technical professionals. According to the 1999 US Census, the median family income is $73,162 while the median household income is $59,382. A large number of Saline residents are also affiliated with institutions of higher education, including the University of Michigan which is located nearby.

Saline Area Schools employs dedicated teachers, administrators and support staff who promote a positive learning environment for all of our students and the Saline community. The district presently employs 285 teachers, 20 administrators and 220 support personnel. In collaboration with our dedicated teachers, administrators, support staff, community members and the Washtenaw Intermediate School District (WISD), Saline Area Schools is committed to preparing all of our students for the 21st Century.

Buildings and Facilities

There are seven school buildings housing a total enrollment of approximately 5,300 students, grades K-12. The number of students enrolled in the “free and reduced” category of the National School Lunch Program (NSLP) is approximately 11%.
The details of each school building is listed below:

**Harvest Elementary School**  
Grades: K-3  
Enrollment: 500  
1155 Campus Parkway  
Saline, MI 48176  
734-944-8901/Fax: 944-8902

**Pleasant Ridge Elementary**  
Grades: K-3  
Enrollment: 500  
229 Pleasant Ridge Drive  
Saline, MI 48176-1506  
734-944-8940/Fax: 734-944-8945

**Woodland Meadows Elementary**  
Grades: K-3  
Enrollment: 450  
350 Woodland Drive  
Saline, MI 48176-1083  
734-944-8985/Fax: 734-944-8999

**Heritage School**  
Grades: 4-5  
Enrollment: 775  
290 Woodland Drive  
Saline, MI 48176-1083  
734-944-8970/Fax: 734-944-8983

**Saline Middle School**  
Grades: 6-8  
Enrollment: 1235  
7190 N. Maple Road  
Saline, MI 48176-1606  
734-429-8030/Fax: 734-429-8036

**Saline High School**  
Grades: 9-12  
Enrollment: 1850  
1300 Campus Parkway  
Saline, MI 48176-1606  
734-429-8030/Fax: 734-429-8036

**Liberty School**  
Business Offices/Community Education  
Alternative High School  
Grades: 9-12  
Enrollment: 45  
7265 Saline Ann Arbor Road  
Saline, MI 48176  
734-429-8000/Fax: 429-8010
Section 3

Vision & Goals

District Vision Statement

The Saline Area School District achieves world-class status with staff and student performances based on the highest quality educational practices and human ideals.

District Belief Statements

Saline Area Schools is committed to accomplishing its Mission Statement and making its Vision a reality through adherence and a commitment to the following Belief Statements which describe our culture and values:

1. A constancy and consistency of purpose with a focus on providing educational experiences that meet or exceed World Class standards.

2. Responsiveness for meaningful and positive change based on the needs of students, parents, community, business and industry.

3. A commitment to continuous improvement in all that we do organizationally and individually.

4. The creation of a learning organization wherein all employees are supported and encouraged to attain new knowledge and skills and constantly enhance their knowledge base.

5. An institution of systemic monitoring, evaluation and adjusting of individual and organizational performance in a continuous and consistent manner.

6. The establishment of an atmosphere and a structure which encourages employee involvement and participation in making and implementing decisions affecting the future of Saline Area Schools and which fosters open communication throughout the organization.

7. An institution of ongoing training programs for all employees based on the ever-changing needs of students and our global society.
8. The integration of a quality and excellence philosophy into the mindset of every employee as well as assistance in translating that philosophy into everyday practice.

9. The development of an organizational environment that nurtures trust and respect and eliminates the fear which stifles innovation and risk-taking.

10. The implementation of an organization-wide program of reaching out to parents, community, business and industry in recognition of a need to work together on all fronts to make our community all it can be.

11. The commitment to integrity without compromise in all matters both internally and externally.

Furthermore, we believe that:

- Students of all ages can learn in an environment of honesty and mutual respect.
- The effectiveness of our schools is measured by student outcomes.
- The quality of educational outcomes is improved by collaboration among students, employees, schools, home and community.
- Students must be active participants in their own education, their community and their world.
- The educational process can be enhanced by recognizing multiple intelligences and by providing alternative instructional models to address students' differences, varied learning styles and talents.
- An integral part of learning is adapting to change.
- Students must be in a safe and secure environment in order to maximize learning.

District Strategic Framework

Saline Area Schools has recently adopted the following strategic framework goals to further define and support the District vision and mission. The goals listed below also have additional details in terms of beliefs, action steps and data points. These details can be found on our www.salineschools.org website.

- **Strategic Goal #1**: All students will acquire the essential skills and knowledge to meet or exceed standards in reading, writing and mathematics by the end of Grade 3.
- **Strategic Goal #2**: All students will acquire the essential skills to be lifelong learners and leaders in an ever-changing 21st Century global society.
- **Strategic Goal #3**: Strengthen family-school relationships and continue to expand civic, business, higher education and community partnerships that support improved student achievement.
- **Strategic Goal #4**: Enhance a positive work environment that promotes student and staff well being, satisfaction and positive morale.
- **Strategic Goal #5**: District shall establish short-term financial stability and long-term fiscal solvency.
Technology Plan Overall Goals

This District Technology Plan supports Saline Area Schools' belief that the educational process can be enhanced by recognizing multiple intelligences and by providing alternative instructional models to address student's differences, varied learning styles and talents. Additionally, Saline Area Schools aligns our technology approach and delivery with the national technology standards published by the International Society for Technology in Education (ISTE), the National Educational Technology Standards (NETS) Guidelines for Students, Teachers and Administrators and the Michigan Technology Standards and Expectations (METS). The following goals are consistent with our beliefs, School Improvement Plans, ISTE/NETS/METS standards and provide a foundation for this three year District Technology Plan.

- **Curriculum Integration** - It is the goal of the Instructional Technology Department to assist every user with becoming technologically self-sufficient. This goal encompasses giving teachers the skill and knowledge to incorporate technology seamlessly into their curriculum and every user the ability to determine the best use of available technology in relation to the task at hand.

- **Student Achievement** - The particular goals for the district teachers and students are to utilize technology to enhance and supplement the core curriculum to achieve better exit outcomes. All students and staff will continue to learn how to use technology effectively to develop information literacy. Technology will become a seamless component of the curriculum to enhance and extend instruction. To this end, our goal is to prepare students to utilize the technology tools and resources necessary to succeed as life-long 21st Century learners.

- **Professional Development** - Major goals of the technology plan encompass professional development for staff, curriculum integration in all areas and consistent support to ensure that the infrastructure and hardware necessary for the success of the District goals and school improvement plans are met.

- **Infrastructure** - The Saline Area Schools Instructional Technology Department will provide the necessary education, guidance and equipment to develop a technology rich learning environment. An environment in which technology systems consistently function to support the needs of all users.

- **Funding and Budget** - Given the downturn in financial conditions in Michigan and challenges with both state and federal funding, it is extremely difficult to plan for sustainable upgrades and a replacement plan for our technology. Nonetheless, a combination of cooperation, creativity and perseverance will navigate Saline Area Schools through these tough times. Our goal for our technology budget is to provide and coordinate any and all funding sources necessary to meet our technology objectives and strategies in this three year plan.
- **Monitoring and Evaluation** - The Saline Area Schools goal is to "...develop and implement a district-wide multiple assessment plan consistent with the Vision, Mission, Guiding Principles, Beliefs and Strategic Framework to maximize quality teaching and learning in Saline Area Schools". The District Technology Committee will regularly monitor and evaluate the effectiveness of our technology plan goals and determine any mid-course corrections, if any, during the course of this plan.

**District Technology Planning Teams**

The District Technology Planning Team will meet as needed for the duration of this three year District Technology Plan to determine the extent to which the strategies are effective in achieving our goals. The individual Building Technology Integration PLC will meet as needed to manage and implement the strategies outlined in this three year plan.

The following positions, unless otherwise vacant, encompass the members for either of the two committees: District Technology Planning Team and Building Technology Integration PLC:

- Director of Technology and/or Instructional Technology
- Manager of Information Technology
- Technology Specialists
- Assistant Superintendent for Instructional Services
- Building Principals
- Media Specialists
- Building Teacher Representatives (General & Special Education staff)
- Support Staff Representative
- Community Representative
Section 4
Curriculum Integration

Curriculum Approach

Saline Area Schools will use the National Educational Technology Standards (NETS-A, NETS-T and NETS-S) as published by ISTE and the State of Michigan (METS) standards to integrate technology into our curriculum. These standards are the measure by which the State of Michigan will hold all schools across the state accountable for technology instruction and use for all administrators, staff and students.

Saline Area Schools will also use the standards as a guideline in developing goals and strategies across the curriculum using technology to improve the teaching and learning process. The staff of Saline Area Schools is committed to the ongoing review and development of district-wide benchmarks and the integration of technology with the curriculum. Goals included in this technology plan include:

- Realignment of the current district benchmarks and standards to reference the updated NETS & METS for administrators, teachers and students.
- Continual audit and update of the technology infrastructure to support access to data, products and information for all users within and outside of the district.
- Sponsoring a digital environment that supports enhanced communication, collaboration and creation between all stakeholders, i.e., teachers, students, parents, administrators, business and the community.
- Continually building a greater awareness of the legal, ethical and safety issues of digital usage.
- Building an increased use of Web 2.0 tools and cloud computing to foster communication, collaboration, creativity and critical thinking.
- Utilizing the NETS-A, NETS-T, NETS-S and METS in technology integration and curriculum activities and/or professional development.

District Strategies

Saline Area Schools will employ many strategies to use technology in order to improve student achievement, including technology literacy of all students. These strategies include:
- Integration of technology systems and applications into all curricula in order to increase technology literacy in all aspects of student life.
- Increase communication and collaboration opportunities within and outside the school system to enhance instruction and provide authentic learning experiences.
- Use a variety of technology to increase student participation/interest in the curriculum, i.e., laptops, mobile devices, document cameras, interactive whiteboards, etc.
- Increase use of content delivered online or by other digital means.
- Revise technology curriculum to reflect integration in all other curricula.
- Increase connectivity throughout the district to allow more access and allow for personal devices to be seamlessly integrated on school grounds.
- Offer professional development to ensure that all staff is proficient in technology usage as described in the NETS-A, NETS-T and METS.

### Building Level Technology Integration Plans

#### Harvest, Pleasant Ridge & Woodland Meadows (Grades K-3)

<table>
<thead>
<tr>
<th>Goals</th>
<th>Resources Needed</th>
<th>Assessment Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refine the Media Curriculum to compliment and increase each students' 21st Century technology skills and experiences.</td>
<td>Media &amp; PLC team work, digital repository, web tools &amp; subscriptions, databases, apps and a variety of technology.</td>
<td>Updated Media instruction grid, rubrics and assessment data.</td>
</tr>
<tr>
<td>Create technology rich learning experiences/projects for each grade level in support of the District's Strategic Goals #1 &amp; #2.</td>
<td>Grade level or PLC team work, planning time or before/after school meetings, digital repository, web tools &amp; web subscriptions, computer labs and mobile devices/apps.</td>
<td>Instructional grids linking technology integration activity/project to the state standards and/or METS &amp; NETS, class/project rubrics, assessment data, etc.</td>
</tr>
<tr>
<td>Implement a digital citizenship program for teachers and students.</td>
<td>Website with instructional resources, AUP, grade level or buildings presentations, video clips via morning announcements, etc.</td>
<td>Completed AUP, completion of digital citizenship instructional activities, self-evaluation and/or surveys, data results of Gaggle filter, etc.</td>
</tr>
<tr>
<td>Develop a system to share effective and easily implementable technology activities/learning experiences across three buildings.</td>
<td>Website, Wiki and/or LMS to house digital materials, blogs, etc.</td>
<td>Number of materials available for staff to use that is organized in an easily accessible place.</td>
</tr>
</tbody>
</table>
### Heritage School (Grades 4-5)

<table>
<thead>
<tr>
<th>Goals</th>
<th>Resources Needed</th>
<th>Assessment Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refine the Media Curriculum to compliment and increase each students’ 21 Century technology skills and experiences.</td>
<td>Media &amp; PLC team work, digital repository, web tools &amp; subscriptions, databases, apps and a variety of technology.</td>
<td>Updated Media instruction grid, rubrics and assessment data.</td>
</tr>
<tr>
<td>Grow Literacy skills of all students using technology to support and enhance classroom instruction.</td>
<td>Computers and mobile technology, webscriptions to Reading A-Z &amp; Raz Kids and Reading Plus, apps for mobile devices, i.e., LAZ Kids, reading, writing, spelling, etc.</td>
<td>Assessment data from Fountas &amp; Pinnell classroom assessments, webscriptions and NWEA.</td>
</tr>
<tr>
<td>Develop technology rich learning experiences/projects for all students to participate in and support the District’s Strategic Goal #2 and the 4C’s.</td>
<td>Grade level or PLC team work, planning time or before/after school meetings, digital repository, web tools &amp; web subscriptions, apps, computer labs and mobile devices.</td>
<td>Instructional grids linking technology integration activity/project to the state standards and/or METS &amp; NETS, class/project rubrics, assessment data, etc.</td>
</tr>
<tr>
<td>Implement a digital citizenship program for teachers and students.</td>
<td>Website with instructional resources, AUP, grade level or buildings presentations, video clips via morning announcements, etc.</td>
<td>Completed AUP, completion of digital citizenship instructional activities, self-evaluation and/or surveys, data results of Gaggle filter, etc.</td>
</tr>
<tr>
<td>Goals</td>
<td>Resources Needed</td>
<td>Assessment Criteria</td>
</tr>
<tr>
<td>---------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Implement a digital citizenship program for teachers and students.</td>
<td>Website with instructional resources, AUP, grade level or buildings presentations, video clips via morning announcements, etc.</td>
<td>Completed AUP, completion of digital citizenship instructional activities, self-evaluation and/or surveys, data results of Gaggle filter, etc.</td>
</tr>
<tr>
<td>Utilize GMail, Google Drive/Apps and other online web tools in the teaching and learning process for teacher/student(s) communication, collaboration and project/product creation in support of the District’s Strategic Goal #2 &amp; the 4C’s.</td>
<td>Student Gmail Accounts, web tool &amp; web subscriptions, computers and a variety of other mobile devices, apps, enterprise wireless, etc.</td>
<td>Completed rubrics for projects/products, student ePortfolios, district assessment data, etc.</td>
</tr>
<tr>
<td>Create and support ongoing student ePortfolio development to showcase learning and for career &amp; college readiness.</td>
<td>Gmail and Google Apps student accounts, examples of ePortfolio templates, digital/video cameras, rubric for ePortfolio set-up/use, etc.</td>
<td>Completed rubric and the actual student ePortfolio contents.</td>
</tr>
<tr>
<td>Develop a system to share effective and easily implementable technology activities/learning experiences within the building.</td>
<td>Website, Wiki and/or LMS to house digital materials, blogs, etc.</td>
<td>Number of materials available for staff to use that are organized in an easily accessible place.</td>
</tr>
</tbody>
</table>
## High School (Grades 9-12)

<table>
<thead>
<tr>
<th>Goals</th>
<th>Resources Needed</th>
<th>Assessment Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implement a digital citizenship program for teachers and students.</td>
<td>Website with instructional resources, AUP, grade level or buildings presentations, video clips via morning announcements, etc.</td>
<td>Completed AUP, completion of digital citizenship instructional activities, self-evaluation and/or surveys, data results of Coggle filter, Health Care Unit Adoption for all 9th Graders, etc.</td>
</tr>
<tr>
<td>Utilize Gmail, Google Apps and other online web tools in the teaching and learning process for teacher/student(s) communication, collaboration and project/product creation in support of the District’s Strategic Goal #2 &amp; the 4C’s.</td>
<td>Student Gmail Accounts, web tool subscriptions, computers and a variety of other mobile devices, apps, enterprise wireless, etc.</td>
<td>Completed rubries for projects/products, student ePortfolios, district assessment data, etc.</td>
</tr>
<tr>
<td>Increase online delivery of course content/course offerings.</td>
<td>LMS, access to Michigan Virtual High School, E2020, Florida Virtual courses, etc.</td>
<td>Number of students participating in courses, assessment data collected from online course/content delivery site, self-evaluations, surveys, etc.</td>
</tr>
<tr>
<td>Support ongoing student ePortfolio development as a way to document, demonstrate, assess and showcase student growth and reflection and for career &amp; college readiness.</td>
<td>Gmail and Google Apps student accounts, examples of ePortfolio templates, digital/video cameras, rubric for ePortfolio set-up/use, etc.</td>
<td>Completed rubric and the actual student ePortfolio contents.</td>
</tr>
<tr>
<td>Goals</td>
<td>Resources Needed</td>
<td>Assessment Criteria</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Explore, learn and plan implementation on a variety of digital tools and resources to support all learners in all learning environments.</td>
<td>Google Apps, rating guide, Assistive Technology Grid template, a variety of digital tools, online resources, etc.</td>
<td>Creation of an Assistive Technology Grid - product/tool/web subscription to instructional value/support to suggested age range.</td>
</tr>
<tr>
<td>Develop technology rich learning experiences/projects for all students to support instruction and to use as non-traditional assessments using UDL as the framework.</td>
<td>Grade level or PLC team work, planning time or before/after school meetings, digital repository, web tools &amp; web subscriptions, computer labs and mobile devices.</td>
<td>Instructional grids linking technology integration activity/project to the state standards and/or METS &amp; NETS, class/project rubrics, assessment data, etc.</td>
</tr>
<tr>
<td>Grow Literacy &amp; Math skills of all students using technology to support and enhance classroom instruction.</td>
<td>Lexia, Reading Plus, Reading A-Z, Raz Kids, Fastt Math, Google Gmail &amp; Google Apps, online resources, ipod touches &amp; ipads, software apps for the mobile devices, etc.</td>
<td>Assessment data collected from each of the online resources, NWEA, classroom and special education assessment tools, etc.</td>
</tr>
<tr>
<td>Develop a system to share effective and easily implementable technology activities.</td>
<td>Website, Wiki and/or LMS to house digital materials, blogs, etc.</td>
<td>Number of materials available for staff to use that are organized in an easily accessible place.</td>
</tr>
</tbody>
</table>
Section 5

Student Achievement

District Approach

Saline Area Schools understands the importance of ensuring that all students achieve by using the principles of Universal Design for Learning, multiple intelligences and by providing alternative instructional models to address student’s differences, varied learning styles and talents. The District will use strategies that are based on research that begins with the baseline for each classroom to the implementation of 21st Century tools that are integrated into the curricula. Our objectives for the 2014-17 Technology Plan as it relates to student achievement are as follows:

- Increase teacher proficiency in the teaching and learning experience to increase student motivation, active participation, collaboration, higher-order thinking, decision-making, creativity and product creation to achieve 21st Century skills.

- Engage students and teachers in new digital literacies as a way to share content, collaborate, demonstrate learning and find a global audience.

- Increase the amount of instructional content available and delivered online to support multiple learning styles and post-secondary learning environments.

- Realignment of the district benchmarks to the METS and NETS-S updated standards.

- Investigate hardware and software needs, i.e., mobile devices, online web subscriptions/apps for projects, online learning products, student/family portal, etc., to support ubiquitous access to all and also to increase/update classroom technology interactivity.
Section 6

Technology Delivery

District Offerings

Saline Area Schools delivers a variety of courses and curricula through the use of technology, including but not limited to the following online/distance learning technologies:

District Website

The District website (www.salineschools.org) is the information center for the district as well as the community. The website allows public access to important information quickly and efficiently while other areas provide important documents, instructional information and additional relevant resources for administrators, teachers, support staff, students and parents. There is a secure login area for administrators and staff to access internal district web resources and a secure gradebook portal for parents and students to access course progress and Trimester grades.

Internet Access

Saline Area Schools obtains primary internet services through the WISD which provides our district with a large cost savings through the E-Rate program. This affords the district reliable high-speed internet connections with year-round access to research information, utilize online resources and use equipment that connect our district to a global information network.

Michigan Virtual High School & Florida Virtual Courses

The Michigan Virtual High School (MVHS) and Florida Virtual Courses are online resource available through the Michigan Department of Education. These resources enable Michigan high schools to provide courses (all taught by certified teachers) and other learning tools that students wouldn’t otherwise have access to.

SWWC

Saline Area Schools houses and supports many technology related classes such as Auto Tech, Cad/Cam (Machine tool), Welding, Agriscience, Computer Service, Marketing
and Visual Imaging Technology. Saline is the largest stakeholder in a five area school consortium participating in these programs.

**Teacher Web Pages**

At Saline Area Schools, staff development has been offered on Moodle and other alternative LMS systems for the purpose of helping teachers create an online extension of their classroom. All teaching staff are supported and encouraged to establish a webpage for the purpose of communicating instructional policies and materials with students and parents via Google Apps Google Sites and to link up their LMS course(s).

**Discovery Education Streaming**

A subscription to Discovery Education Streaming provides each classroom the ability to view selected video segments pertinent to classroom lessons for improving teaching and learning. Offered through the WISD at a discounted rate, users have the opportunity to access this instructional technology of over 5,000 digital educational videos, over 50,000 video clips, over 20,000 digital images and other resources for the classroom online.

**Voice**

A web-hosted phone system provides each classroom with phone communication and voice mail capability. Connections between buildings are made via fiber optic cabling. All district administrators, the technology staff and buildings and grounds staff also carry wireless cell phones and/or two-way radio capability.

**Video**

Buildings/classrooms have access to video content via online services, i.e., online TV, TeacherTube, private YouTube channels, Vimeo, etc. Many buildings broadcast morning announcements via an online delivery system as well.

**Online Databases & Web Subscriptions**

Saline Area Schools subscribes to a variety of online tools to support the teaching and learning process, i.e., PebbleGo, Lexia, Reading Plus, Fastt Math, VoiceThread, Glogster, etc.

Additionally, Saline Area Schools will continue to look for ways to expand our future online resources from an instructional, infrastructure and business operations perspective by:

- investing in and improving upon our technology infrastructure - stability, functionality, speed, etc.
- leveraging our technology services via the WISD to maximize end-user experiences, purchase products and access other available online resources not housed in our district
- seeking innovative, technology-based delivery systems with which to provide a broader range of learning opportunities for all students, i.e., delivery of online materials, online databases for research literacy practices, supplemental digital services to support non-traditional learners, etc.
• researching best practice and providing platforms or webscriptions to support professional development and/or general district operations
Section 7
Parental Communications & Community Relations

District Offerings

Saline Area Schools believes in the importance of collaboration and communication with our parents and the community at large. In the past, we have provided many opportunities for our community to access our technology. As a district, we are committed to constantly searching for new ways to foster this relationship. Below are examples of ways in which we accomplish this:

- A messaging system with voice, email or text is tied directly to our SIS serves as the primary source to communicate with our families about district and building initiatives, events, emergency and for general information.

- Up-to-date district, school, teacher and sports/clubs websites and Twitter/blogs in some instances. These websites and social media tools contain a great deal of information for all stakeholders. Additionally, the District Technology Plan is available to all community members online at www.salineschools.org/district/technology.

- A Local access TV channel on the community cable network is available to all of our community members and stakeholders.

- We utilize an online student information system with a password protected portal available to both students and parents. This web-based system allows parents 24/7 access to student attendance, assignments, grades and teacher comments.

- Email is used by staff and administrators as a key communications tool.

In addition to these district online resources, the IT department works in partnership with the Saline District Library to provide access to programs we use that require a software client so that students can work off of school grounds on projects and skills in the evenings and over school breaks. Furthermore, our Community Education department offers a wide range of classes for students, parents, community members, staff and seniors after school and in the evenings. The IT department has donated equipment and time to help seniors use technology and offer parent technology workshops.
Section 8

Collaboration

Cross-Collaboration

There is strong connection between the District Community Education department and Saline Area Schools. In fact, the Community Education department uses every building in the district on a daily basis. The District’s Community Education department has offered numerous technology courses to the Saline community over the years, i.e., “Know What Your Kids Know” and “Computer Boot Camp”. Additional course offerings will be explored as interest warrants.

Coordination between the Curriculum department, the Special Education department and the Instructional Technology department ensures technology needs are met district-wide. The Instructional Technology department works closely with the Special Education department to provide technology integration and assistive technology support to our special needs population as well as other non-traditional learners. All Special Education staff members receive many tiers of technology training throughout the year to support full technology integration within their classrooms and in the services they provide. The same holds true for the ELL staff, the Literacy/RtI teams, Alternative High School, LifeSkills and Young Adult Programs.

Additionally, the district partners with the Saline District Library to provide access to our district-sponsored software/programs during the evenings and over school breaks, i.e., PowerSchool, Gmail, Google Apps and learning support programs and resources.

Furthermore, as the need develops, the Instructional Technology department will fully support any Adult Literacy programs that may arise. Currently, Adult Literacy and Adult Education GED certification programs are not provided through Saline Area Schools.
Section 9
Professional Development

Philosophy/Purpose

Instructional Technology Professional Development is the key to the ongoing success for the use of our technology throughout the district as well as supporting the NETS & METS. The goal of Saline Area Schools' professional development offerings is to establish and support ongoing PD programs that focus on improving student learning and are explicitly connected to the comprehensive school and district framework/improvement plans. Accordingly, the goals and objectives of technology professional development are to establish ongoing schedules of technology integrated staff development focusing on integrating technology into the curriculum, improving student achievement, fostering 4C's and Project-Based learning experiences through digital supportive technology and encouraging learners to become self-directed.

The purpose of our technology professional development is to encourage all staff to pursue the many avenues of technology integration and also to promote a network of peer support for technology-rich teaching practices through the use of shared resources within a professional learning community framework. Opportunities for future professional development will focus on those technology skills most applicable to one’s learning environment to secure positive student outcomes and grow student technology capacity. In addition, our staff has, and will continue, to participate in a wide range of professional development activities offered by the WISD and other reputable online sources.

Current Programs

Saline Area Schools is committed to the professional development of all our staff and provides five paid days of training in support of such commitment. Opportunities for instructional technology professional development have been an ongoing coordinated effort between Instructional Services, Instructional Technology and Special Education departments. Each teacher is given individual teacher improvement money that can be used as the teacher perceives the need.

Our Instructional Technology department plans and continues to offer a variety of ongoing professional development sessions that are scheduled for individual building needs as well as open sessions for drop in learning opportunities for all staff. These professional development
sessions include training on software such as Camtasia/Screencasting in the Classroom, SmartBoards & Math, Cell Phones/BYOD in Learning, Web Tools for Learning/Product Creation, Digital Literacies in a MS or HS Classroom, etc. Future sessions will include training on Using Mobile Devices to Support Writing, Moodle and other LMS based Activities, ePortfolio Staff & Student Development, Google Docs & Peer Editing and other technologies as requested by the staff and administration.

**Professional Development Technology Goals/Plan**

Saline Area Schools will align technology professional development to the NETS-T and NETS-A. The learning experiences we aim to provide will:

- facilitate and inspire student learning, communication, collaboration, creativity and critical thinking
- design and develop digital-age learning experiences and assessments (traditional & non-traditional)
- model digital-age work and learning
- promote and model digital citizenship and responsibility
- engage in professional growth and leadership
- explore emerging technologies and their role in the teaching & learning process

Listed below is our overall Professional Development Plan for 2014-2017:

<table>
<thead>
<tr>
<th>Goal</th>
<th>Standards/Examples</th>
<th>Training Opportunity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop and grow “Everyday” Technology Operations and Concepts</td>
<td>• use voice, video, data and online networks to communicate, collaborate and create</td>
<td>PD workshops, 21 Things Website, eLearning Lounge website resources, staff meeting technology presentations, shoulder to shoulder training/coaching, etc.</td>
</tr>
<tr>
<td></td>
<td>• operate all technology related equipment within classroom/building/district - learning tools and general devices</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• troubleshoot technology problems or use appropriate terminology to communication problems</td>
<td></td>
</tr>
<tr>
<td>Goal</td>
<td>Standards/Examples</td>
<td>Training Opportunity</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Practice and Improve</td>
<td>• apply software and web tools for enhancing own productivity, i.e., Google Docs, Diigo, Moodle, PowerSchool, Data Director, KeepVid, Prezi, etc.</td>
<td>PD workshops, 21 Things website, eLearning Lounge website resources, staff meeting technology presentations, shoulder to shoulder or Grade Level/Department training/coaching, staff ePortfolio development, Data Director, etc.</td>
</tr>
<tr>
<td>Professional Technology Use</td>
<td>• apply software, hardware devices, web tools and apps for enhancing classroom instruction, i.e., Google Apps, Discovery Streaming, Moodle, VoiceThread, Glogster, Skype, Camtasia or Jing, etc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• use software, apps and other digital tools to conduct research, solve problems and collect data</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• plan and participate in activities that encourage lifelong learning and promote equitable, ethical and legal use of technology resources, i.e., AUP, Copyright Laws, Netiquette, etc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• create an ePortfolio</td>
<td></td>
</tr>
<tr>
<td>Plan, Implement and Evaluate</td>
<td></td>
<td>Professional Learning</td>
</tr>
<tr>
<td>Applications of Technology</td>
<td>• apply technologies to support instruction at the grade, department, building or district level</td>
<td>Community PD workshops, Grade level/Department meetings, staff meetings, On Demand learning websites, Grade level or Department Moodle sites, Blogs, Wikis, etc.</td>
</tr>
<tr>
<td>Integration into the Curriculum/Classroom Setting</td>
<td>• apply technologies to support the delivery of 4C’s or PBL experiences</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• plan, explore, evaluate and deliver instructional units that integrate a variety of technologies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• identify, select and incorporate digital media in presentations and online delivery systems to support instruction</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• conduct research and evaluate online sources of information and support to enhance curriculum</td>
<td></td>
</tr>
</tbody>
</table>
District Resources

Current resources established to support technology professional development include but are not limited to the following:

- Online help desk
- Online documentation
- Open labs
- Online services including Grolier Online Encyclopedia, United Streaming, Follett and Web Path Express
- Access to computers, mobile devices, software and other technological equipment as productivity tools
- Modeling/coaching/peer support
- Mentoring
- Staff Meetings/School Improvement Committees/PLCs
- Website PD support/development/resources
- District Blogs & Google Learning Sites
- Online trainings
- Online streaming resources
- Curriculum mapping software training to assist in aligning state benchmarks
- Staff development for data warehousing system
- Distance learning opportunities
- Professional development activities offered by the WISD and other local and state entities
- Collaboration with local business and professional organizations, including colleges and universities
Section 11
Infrastructure Needs & Technical Specifications and Design

Infrastructure Design
The technology infrastructure within Saline Area Schools will provide access through various means of data transport as well as a set of online resources to:

- Promote learning
- Promote communication
- Promote collaboration
- Deliver customized, cost effective services
- Share, manage and store information resources
- Secure cloud-based services to provide “any time, any place, any way, any pace” learning

Staff, teachers and students will have access to technological tools for instruction and are provided with technical assistance on its use to enhance instruction and improve student achievement. This is accomplished with the following technology standards for our District:

- Computers will be provided for every teacher in the district.
- Computers will be used to perform record-keeping tasks and access the district curriculum, data warehousing system, Internet, e-mail and specific curriculum content.
- Computer labs in each of the buildings for entire class use and individual use.
- Wireless laptops or other mobile devices such as iPod Touches, iPads or Chromebooks may be checked out from the media centers for class, small group and individual use.
- All computer workstations or mobile devices (ours or personally-owned) will have access to the Internet.
- Every attempt to improve access to our technology or improve the overall infrastructure will be made budget permitting.
Building Equipment

Each of our school buildings is equipped with a minimum of one document camera, a copier with digital send capabilities and data presentation system. In addition, there are multiple digital cameras, mobile devices with wireless access points, black & white printers, a color printer, DVD players, LCD projectors, SmartBoards and computer labs provided for staff and student use.

Classroom Equipment

Each K-5 classroom is equipped with one teacher computer (with network connectivity), mounted projector, wireless microphone & sound system, telephone and access to mobile devices for classroom use. Each Grade 6-12 classroom is equipped with one teacher computer (with network connectivity), mounted projector, ceiling mounted sound system and a telephone.

Data Storage, Recovery and Security

Saline has centralized all critical services and installed a natural gas generator to power these services if electrical power is interrupted. Our backup system, Crash Plan, is used for data recovery. All workstation and servers are protected by Anti Virus software.

District Website

Saline Area Schools provides onsite web-hosting services for our community website. Our website provides staff, students, parents and community members access to district news, a staff help desk and student grade portal via a secure login. Other features include calendars, forms center, staff directory and student assistance programs. (www.salineschools.org)

Email Service

Saline Area Schools provides email services to all district-wide administrators, teachers, support staff and students in 4th Grade through 12th Grade as a means to communicate and collaborate with one another. Each user is issued an email account after the district receives a signed AUP.

Hardware Replacement

Saline Area Schools has inventoried all technology equipment and has created a suggested replacement policy for each technology category. This hardware replacement matrix ensures that all staff and students have up-to-date technology available for enhancing teaching and learning budget permitting.

Help Desk

System, workstation and OS upgrades now allow the IT Department to remotely control most machines within the district. Often a phone call results in a tech sharing the screen with the teacher to guide them through a problem. This allows the staff to better use their time in assistance and eliminate/reduce time spent in travel. Requests for assistance are submitted via a web-based help ticket system linked through our website called SchoolDude. Delivery of our
help desk assistance consists of individual contact, email or voicemail, access to online documentation links, remote assistance and/or classroom visits.

**Internet Access**

Internet service is provided primarily by the WISD via fiber optic cable. This service allows Saline Area Schools to utilize distance learning opportunities such as Discovery Education Video Streaming and Grolier’s Encyclopedia at a reduced cost. The district also procures additional ISP connections as needed to support the ever-changing/growing broadband demand.

**Operating Systems**

A secure network with a combination of Mac, Windows and Linux platform servers is maintained for all data services. These network services operate via a blend of open source and proprietary software and systems. Most workstations attached to the network are Mac OS X or Windows 7 and are protected by Anti Virus software where applicable.

**Software Applications**

Saline Area Schools is committed to providing quality resources to support teaching and learning with technology. District supported software is installed where needed and as requested. Resources to online tutorials and other beneficial sites are updated to our internal website on a regular basis. Saline Area Schools also leverages web-based software where appropriate to foster the “any time, any place, any way, any pace” mantra.

**Telecommunications**

A web-hosted system provides each classroom with phone communication and voice mail capability. Connections between buildings are made via fiber optic cabling. All district administrators, technology staff and buildings and grounds staff also carry wireless cell phones and/or two-way radio capability.

**Video Distribution**

The district’s video distribution frame has a selectable channel feed from the local cable provider. Channel lists are available on our website. The City of Saline’s local cable access station, SCTN (Channel 18) is run and maintained in a TV studio operated by staff and students at Saline High School and Saline Community Education. The district has also moved to an online video distribution framework via private YouTube channels and Vimeo.

**Workstations**

Saline Area Schools’ district-wide workstations are connected with Category 5e or 6 wiring, and between buildings and distribution frames with Gigabit fiber optic links. There are approximately 2,500 workstations district-wide.
Wide Area Network (WAN)

At this time, all school buildings are connected via fiber optic cabling. This connectivity provides the District with a wide area network (WAN) that consists of multiple VLANS. These VLANS allow the District greater flexibility to distribute access to software, data files and the Internet. Our network connects over 2,500 workstations & 1,500 mobile devices and provides staff access to print services, e-mail, Internet and network shared data. Cisco switches and routers direct the flow of data at up to 1 GB back to the WISD for access to the internet, see Appendix A for a diagram. The building network equipment has been expanded to allow for future growth, BYOD usage and individual computers have been replaced and rotated to remove older models.

Future Technology Needs

Following is the proposed timeline for our infrastructure upgrades during the course of this three year plan:

<table>
<thead>
<tr>
<th>Year</th>
<th>Infrastructure Plan</th>
</tr>
</thead>
</table>
| 2014-15| - Update, consolidate and virtualize servers  
          - Replace teacher/support staff workstations as budget permits  
          - Upgrade student workstations and/or add mobile devices as budget permits  
          - Phase in updates to support the set-up of 21st Century/Next-Gen Classrooms as budget or grants permit  
          - Convert to a web-hosted phone system  
          - Upgrade Mobile Device Management (MDM) system  
          - Secure off-site back-up services  
          - Work with the WISD to research and possibly moved SIS services to the WISD  
          - Update enterprise wireless in high density areas within the district to support BYOD  |
| 2015-16| - Update, consolidate and virtualize servers  
          - Supplement/load balance bandwidth in all buildings  
          - Refresh/repurpose District technology as budget permits  
          - Upgrade student workstations and/or add/refresh mobile devices as budget permits  
          - Phase in updates to support the set-up of 21st Century/Next-Gen Classrooms as budget permits  
          - Update enterprise wireless throughout the district to support BYOD  
          - Upgrade PC & Mac imaging services  
          - Work with the WISD to consolidate redundant technology services  |
| 2016-17| - Update, consolidate and virtualize servers  
          - Supplement/load balance bandwidth in all buildings  
          - Refresh District infrastructure and technology as budget permits  
          - Upgrade student workstations and/or add mobile devices as budget permits  
          - Phase in updates to support the set-up of 21st Century/Next-Gen Classrooms as budget permits  
          - Refresh mobile devices as budget permits  
          - Work with the WISD to consolidate redundant technology services  
          - Audit all infrastructure in preparation for the creation of the 2017-2020 District Tech Plan  |
Technical Support

The Instructional Technology department oversees technology services throughout the district. An online help desk system continues to support and document user needs for technical assistance and provides an accurate overview of district needs in real-time. In addition, the Saline Area Schools website serves as a gateway to this help desk as well as technical support in the form of online documentation for all equipment and instruction sheets for many district technology needs.

Support for all technologies, as well as specific software applications, is provided by the staff of the Instructional Technology department. Maintenance of all systems is coordinated by the Instructional Technology department on an as needed basis or annually. Since repairs are done in-house whenever possible, members of our technology team are certified to repair Epson, Apple, HP and Dell products. The Instructional Technology department consists of the following positions:

- Director of Technology and/or Instructional Technology
- IT Manager
- Building Tech Lead
- Building Tech and/or Technology Assistant (2)
- Instructional Technology Coach/Assistant Technology Coach (seasonal)
- Technology Secretary

Each building also has a technology team member assigned for a designated number of hours per week. This technology team member is available before or after school for questions and short instruction on technology use as well as during the school day. If more in-depth instruction is needed, a before/after class training session may be scheduled for an individual or a small group. At the High School level only, students are used in a limited capacity for basic hardware and software troubleshooting.
Section 12

*Increased Access*

**District Approach**

Saline Area Schools has targeted areas of need/hardware replenishment for end-user technologies. The district works extremely hard to maximize the usage of all existing district resources. Inventories are updated yearly and technology is reallocated as needed to support the teaching and learning environment for the next school year.

Availability of wireless carts, computer labs as well as a variety of mobile devices within Saline Area Schools improves the accessibility of technology resources to all students across all curriculum areas. The goals of the technology plan also enable teachers to explore more areas and research skills with students, as detailed by ISTE and technology literacy guidelines.

The Instructional Technology department has taken an active role in the district’s Assistive Technology Program. A representative from our Instructional Technology department attends all Assistive Technology meetings and works closely with the Special Education department to assist all special needs students with their technology needs.

Presently, our district website has access to several online resources such as Follett and Web Path Express. Other online resources include PebbleGo, Reading A-Z, Raz Kids, Fastt Math, Lexia and Reading Plus. These services are directly linked on our district website and/or staff web pages and some are available to students within and outside the district.
Section 13
Budget & Timetable

Budget

To support the technology projects, professional development and implementation timelines identified in this 2014-2017 Technology Plan, funding has been secured through our general operations budget, E-Rate, Grant funds and potentially a bond in the future. The budget and timetable for this three year technology plan is as follows:

<table>
<thead>
<tr>
<th>Funding Sources</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Funds</td>
<td>$515,000</td>
<td>$526,000</td>
<td>$537,000</td>
</tr>
<tr>
<td>E-Rate</td>
<td>$34,000</td>
<td>$36,000</td>
<td>$38,000</td>
</tr>
<tr>
<td><strong>Total Funding Sources</strong></td>
<td>$549,000</td>
<td>$562,000</td>
<td>$575,000</td>
</tr>
</tbody>
</table>

Expenditures

<table>
<thead>
<tr>
<th>Line Items</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication - Phone/</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$2,500</td>
</tr>
<tr>
<td>Fax</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Supplies</td>
<td>$11,000</td>
<td>$11,000</td>
<td>$11,000</td>
</tr>
<tr>
<td>Contracted Services</td>
<td>$40,000</td>
<td>$40,000</td>
<td>$40,000</td>
</tr>
</tbody>
</table>

SAS Tech Plan • 2014-2017
<table>
<thead>
<tr>
<th>Line Items</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2014-16</td>
<td>2015-16</td>
<td>2016-17</td>
</tr>
<tr>
<td>Hardware Upgrades</td>
<td>$63,000</td>
<td>$63,000</td>
<td>$63,000</td>
</tr>
<tr>
<td>Maintenance Contracts</td>
<td>$38,000</td>
<td>$38,000</td>
<td>$38,000</td>
</tr>
<tr>
<td>Professional Development</td>
<td>$3,500</td>
<td>$3,500</td>
<td>$3,500</td>
</tr>
<tr>
<td>Printed Materials &amp; Costs</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$1,500</td>
</tr>
<tr>
<td>Equipment Repair &amp;</td>
<td>$25,000</td>
<td>$26,000</td>
<td>$27,000</td>
</tr>
<tr>
<td>Maintenance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Software</td>
<td>$35,500</td>
<td>$35,500</td>
<td>$35,500</td>
</tr>
<tr>
<td>Technology Staffing</td>
<td>$295,000</td>
<td>$305,000</td>
<td>$315,000</td>
</tr>
<tr>
<td>Flex Funds</td>
<td>$34,000</td>
<td>$36,000</td>
<td>$38,000</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$549,000</td>
<td>$562,000</td>
<td>$575,000</td>
</tr>
</tbody>
</table>
Section 14

Coordination of Resources

District Coordination

The administration is supportive of technology as much as possible with very limited financial resources available. Our district participates in many state and county opportunities to save money on our technology purchases by working with the REMC Bid program, SPOT purchasing and MICTA. In addition, our ISD has negotiated lower rates on many online subscriptions, i.e., Crolier Online and Discovery Education Streaming. Unfortunately, due to difficult budget times, these cost saving amounts are not sufficient to support all of the technology purchases we desire. However, alternate funding, such as grants, will be consistently explored and secured to help offset any budget shortfalls.

Bonds

Saline Area Schools has been unsuccessful in two bond attempts to our community during the 2010-11 school year. With difficult budget times ahead and no bond to support additional infrastructure purchases, we continue to look for other creative ways to support technology improvements. As funding becomes available, we will use our Technology Inventory Matrix along with our District Vision, Mission, Goals, Strategic Framework and Technology Plan to drive our purchase decisions.

Universal Service Fund (USF) - E-Rate

Saline Area Schools has applied for and will continue to apply for funding through the USF E-Rate Program, which is a federal program created to provide discount reimbursements and assist most schools and libraries with obtaining affordable technologies, including telecommunications and internet access. Discounts are based on an individual schools’ enrollment in the National School Lunch Program (NSLP). Saline Area Schools anticipates obtaining approximately $50,504.18 annual average reimbursement from the E-Rate Program for local, long distance and cellular telecommunication services. Our internet service, which is provided through the WISD, is also eligible for E-Rate discounts through the Washtenaw County Consortium. See Appendix B for a breakdown of E-Rate discounts for FY 2013-14.
Grants

Saline Area Schools will continue to seek out federal, state and local grants that will help in implementing our long-range technology plan. Any grant funds received will be disbursed according to the goals and objectives outlined in our technology plan.
Section 15

Evaluation

District Progress

Evaluation of Saline Area Schools' technology progress is conducted by ePortfolios, direct observation, assessments, surveys, other benchmarks/metrics as needed and Technology PLC work. Evaluations will be administered throughout each school year as warranted and the results will be compiled and reviewed by the Technology PLC. Conducting evaluations is the responsibility of the Instructional Services department, the Instructional Technology department and the building principals. Additionally, teachers and students will play a role in their own self-evaluations and ePortfolio creation. Areas of technology evaluation include but are not limited to: infrastructure, technology integration, professional development, technical support, supporting resources or services, funding, acceptable use, impact on student achievement, technology pilot programs, etc.

Integration of Technology into the Curriculum & Instruction

Evaluation of the integration of technology into curriculum and instruction will take place via an ePortfolio system and Technology PLC work. Administrators and teachers will create a digital portfolio of evidence to support technology usage in their classrooms via video clips, lesson plans, student work, staff reflections, etc. Additionally, self-assessments, surveys, observations, LMS assessments, etc., will be utilized as well to mark progress.

Professional Development

Teachers are surveyed before professional development to determine their training needs and priorities. A survey is administered after every professional development day to monitor all training delivered and to plan for training next steps. The survey results are shared back with the professional learning community teams to examine and determine future training needs.
Impact on Student Achievement

The district curriculum is based upon state and national standards. Although the assessment tools we use, i.e., MEAP, NWEA, DIBELS, MME, ACT, Fountas & Pinnell, etc., do not focus specifically on technology usage, success on these tests can partially be attributed to the technology-rich environment at Saline Area Schools, therefore in evaluating technology it will be most appropriate to review all district data in regard to student outcomes. The district will also utilize observations, assessments, surveys, rubrics, K-4 Media assessments, any other student technology assessments and other benchmarks/metrics to track student achievement as it relates to technology usage.
Acceptable Use

Housed in Appendix G is a copy of the district’s Acceptable Use Policies for students and staff. Students are required to sign an agreement annually indicating their intent to comply with the district’s Technology Acceptable Use Policy. Additionally, staff are required to sign an Acceptable Use Policy indicating their intent to comply with the district’s Technology Acceptable Use Policy. Minor updates/rewrites do occur yearly, but the most current AUP’s for students and staff can be found on our district website at www.salineschools.org/district/technology.

The district has undertaken a series of initiatives with the intent to safeguard users from accessing inappropriate material on the Internet. Primary among those initiatives are as follows:

- CIPA Compliance - Saline Area Schools has and will continue to comply with the requirements of the Children’s Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l). The district is committed to assuring the safe conduct of all students while online and has a comprehensive policy about the proper use of our technological resources.

- Internet Filtering - The district maintains a firewall that forces all Internet access to be directed to a proxy server that provides content filtering. The filtering software blocks several categories of Internet content that are not appropriate for students including pornography. The district preserves the network bandwidth and improve network response times by limited Internet access to educational-related sites.
Appendices
Supporting Documentation

Appendices

- Appendix A - Network Diagram
- Appendix B - Summary of E-Rate for FY 2013-2014
- Appendix C - Acceptable Use Agreements (Staff & Students)
Appendix A
Network Diagram

Saline Area Schools - Wide Area Network Diagram

- Harvest School
- Liberty School
- Heritage School
- Middle School
- Gigaabit Fiber
- WISD
- ROUTER
- Firewall
- CIPA Filter
- INTERNET
- High School
- Pleasant Ridge School
- Woodland Meadows School

SAS Tech Plan • 2014-2017
Appendix B
Summary of E-Rate FY 2014-17

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Discount %</th>
<th>Discounted Yearly Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qwest</td>
<td>40%</td>
<td>$873.60</td>
</tr>
<tr>
<td>Frontier Local</td>
<td>40%</td>
<td>$27,137.04</td>
</tr>
<tr>
<td>Sprint</td>
<td>40%</td>
<td>842.69</td>
</tr>
<tr>
<td>AT&amp;T (local)</td>
<td>60%</td>
<td>$731.16</td>
</tr>
<tr>
<td>AT&amp;T (long distance)</td>
<td>60%</td>
<td>$85.32</td>
</tr>
<tr>
<td>Verizon Cell</td>
<td>40%</td>
<td>$5,768.40</td>
</tr>
<tr>
<td>Sprint (data)</td>
<td>40%</td>
<td>$283.97</td>
</tr>
<tr>
<td>Comcast (data)</td>
<td>40%</td>
<td>$1,919.28</td>
</tr>
<tr>
<td>Comcast (additional data)</td>
<td>40%</td>
<td>$1,905.12</td>
</tr>
<tr>
<td>Caggle</td>
<td>40%</td>
<td>$4,212.00</td>
</tr>
<tr>
<td>Verizon (data)</td>
<td>40%</td>
<td>$911.76</td>
</tr>
<tr>
<td>Edline</td>
<td>40%</td>
<td>$5,833.84</td>
</tr>
</tbody>
</table>

**Total USF Requested**  
$50,504.18
Appendix C
Acceptable Use Agreements

Technology Administrative Rules & Regulations - Staff

The purpose of the Information Technology in Saline Area Schools is to provide access to a wide range of information and resources in a technologically rich environment, supporting students and staff in becoming responsible, self-directed, lifelong learners. The term “technology system” as it is used in these rules and regulations shall include, but not limited to, computer systems, wide area and local area networks, and any other electronic systems that transmit, receive or store data.

The District’s information technologies are the Districts’ property and are intended for educational purposes. These technologies include district-purchased hardware and software, as well as voice communications. Users have no reasonable expectation that any information contained on any District information technologies is confidential or private. The District’s system is not a public forum and access to the technology is a privilege and not a right for all students and staff.

A. Educational Purpose

The system has been established for educational purposes, including classroom activities, career development and self-discovery activities. The District has the right to place reasonable restrictions on the material accessed or posted through the system. Users may not use the system for:

1. Commercial purposes. This means users may not offer, provide or purchase products or services through the system except as specifically approved for District functions.
2. Political lobbying. However, users may utilize the system to communicate with elected representatives and to express opinions on political issues.

B. System Security

1. Although the Instructional Technology Department makes every attempt to provide and preserve the security of files, accounts and passwords, security can be breached through actions or causes beyond its reasonable control.
2. Users shall follow security policies and procedures established by the District to safeguard personal information, passwords and administrative and other confidential data.
3. Students shall immediately notify a teacher and employees shall immediately notify an administrator, if a possible security problem has been identified.

4. Users shall keep all passwords private. All violations of this guideline that can be traced to an individual account will be treated as the sole responsibility of the owner of the account. Passwords should never be given to anyone else.

C. User Responsibilities

Users of the system shall respect the privacy and rights of other users; the legal protection provided by copyright and licensing of programs and data; and the intended usage of the technology system and resources.

Examples of Inappropriate Use:

1. Using inappropriate language on the system or using the system to engage in any illegal act.
2. Posting information that could cause damage or a danger of disruption.
3. Engaging in personal attacks, including prejudicial or discriminatory attacks; posting false or defamatory information about a person or organization; or harassing another person. (If you are told by a person to stop sending them messages or documents, you must stop.)
4. Accessing material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination toward other people.
5. Reposting a message that was sent to you privately without permission of the person who sent you the message.
6. Posting private information about another person.
7. Posting chain letters or engaging in "spamming". (Spamming is sending an annoying or unnecessary message to a large number of people.)
8. Plagiarizing works that you find on the Internet.
9. Reproducing a work that is protected by a copyright.
10. Making copies of a licensed computer program to avoid paying additional license fees or to share with other users.
11. Altering any system or network software or data component without specific approval and instructions from the Instructional Technology Department.
12. Sending email under someone else's ID in an attempt to conceal the true identity of the sender.

Report violations and/or misuse of the system to appropriate administrative personnel.
D. Privacy

System users have a limited privacy expectation in the contents of their personal files on the District system.

1. An individual search will be conducted only if there is reasonable suspicion that a user has violated the law, the District’s administrative regulations, or student discipline code. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation. Such an investigation will only be undertaken with the express permission of the Superintendent or his/her designee.

2. District employees should be aware that their personal files may be discoverable under state public records laws.

3. Parents have the right to request to view the contents of their child’s files.

E. Hardware and Software Modifications

Only district-approved software may be installed on any district computer. The district assumes no responsibility for any personal computer equipment or peripheral that may be attached to a district computer. Any, and all, damage that occurs to district or personal equipment is the sole responsibility of the user.

F. Student Internet Access

All students will have access to Internet information resources through their classroom, library or school computer lab. The IT Department will implement filtering software intended to block access to materials deemed inappropriate by the District. It shall be the responsibility of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet Protection Act (CIPA - http://www.ala.org/ala/washoff/WHOissues/civilliberties/washcpa.htm).

G. Personal Safety for Students

1. Students will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.

2. Students will not post pictures of themselves or others.

3. Students will not meet with someone they have met online with their parent’s approval.

4. Students will promptly disclose to their teacher or other school employee any message he/she receives that is inappropriate or causes discomfort.
H. Respecting Resource Limits

1. Do not download large files unless absolutely necessary.
2. Check your email and voice mail frequently and delete unwanted messages promptly.

I. Free Speech

The right to free speech applies to communication on the Internet. For students, the system is considered a limited forum, similar to a school newspaper, and, therefore, the District may restrict speech for valid educational reasons.

J. Computer Labs

The rules and regulations for the operation of computer labs will be developed by the respective building administration, lab teacher (if there is one) and building technology committee.

K. Websites

School or Class Web Pages - Schools and classes may establish web pages that present information about the school or class activities. The building principal will authorize the site and may designate an individual to be responsible for managing the school website. Teachers will be responsible for maintaining their class site.

Teachers may create their own web page to disseminate class information. Teachers will then be responsible for maintaining their site.

Extracurricular/Parent Organization Web Pages - With the approval of the building principal, extracurricular and parent organizations may establish web pages. The Instructional Technology Department, in conjunction with the principal, will establish a process and criteria for the establishment and posting of material, including links to other sites, on these pages. Material presented on the organization web page must relate specifically to the organization’s activities. Organization web pages must include the following notice: “This is a student/parent extracurricular organization web page. Opinions expressed on this page shall not be attributed to the Saline Area School District.

Any individual posting a web page on the Saline Area Schools’ district web server will comply with all Web Page Guidelines.
L. Violations of Technology Regulations

In accordance with established District practices, policies, and procedures, confirmation of inappropriate use of the System may result in termination of access, disciplinary review, expulsion, termination of employment, legal action, or other disciplinary action. Due process will be followed.

1. The District will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the District system.

2. If a student violates the District Acceptable Use Policy, disciplinary actions will be tailored to meet specific concerns related to the violation. If the alleged violation also involves a violation of other provisions of the Student Disciplinary Code, the violation will also be handled in accordance with the applicable provision of the Student Disciplinary Code.

3. Employee violations of the District Acceptable Use Policy will be handled in accordance with applicable rules, regulations and procedures of the District.

4. Access to the System may be suspended during the course of an investigation related to alleged violations of these regulations.

M. District Limitation of Liability

The District makes no guarantees of any kind; either expressed or implied, that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.
This Agreement is entered into on: ___________________________ (Date).

This Agreement is between ___________________________________________ ("User") and the Saline Area Schools ("District").

The purpose of this Agreement is to grant access to and define acceptable use of the District’s technology resources ("Technology Resources"). Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting, any telephone, electronic, data, internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the District’s Technology Resources either at school or away from school, you understand and agree to the following:

A. Your use of the District’s Technology Resources is a privilege that may be revoked by the District at any time and for any reason.

B. You have no expectation of privacy when using the District’s Technology Resources. The District reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal e-mail and voice-mail communications, computer files, data bases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The District also reserves the right to remove any material from the Technology Resources that the District, at its sole discretion, chooses to, including, without limitation, any information that the District determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.

C. The Technology Resources do not provide you a “public forum.” You may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by an appropriate administrator. You may, however, use the Technology Resources to contact or communicate with public officials.

D. The District’s Technology Resources are intended for use only by registered users. You are responsible for your account/ password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences (for employees, up to and including termination) for both you and the person(s) using your account/password.

E. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action (for employees, up to and including termination). Misuse includes, but is not limited to:

1. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.

2. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.

3. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.

4. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to others or information you are not authorized to access.
5. Unauthorized copying or use of licenses or copyrighted software.

6. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.

7. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.

8. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.

9. Using or soliciting the use of, or attempting to use or discover the account information or password of, another user, unless authorized to do so by the District’s administration or Board.

10. Attempting to or successfully disabling security features, including technology protection measures required under the Children’s Internet Protection Act (“CIPA”), unless authorized to do so by the District’s administration or Board.

11. Misusing equipment or altering system software without permission.

12. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.

13. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or the District policy, rule, or agreement.

F. It is the policy of the District, as a recipient of certain federal funds, to provide technology protection measures on its computers with Internet access designed to protect against access through such computers to visual depictions that are obscene or child pornography. The technology blocks may be disabled by an authorized person, during adult use, to enable access to bona fide research or for other lawful purposes.

G. The District does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the District be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

H. As soon as possible, you must disclose to an appropriate school administrator any content you view or receive over the Technology Resources that makes you feel harassed, bullied, or threatened or any communication that contains sexually explicit content. You should not delete such content until instructed to do so by the Director of Technology/Instructional Technology.

I. You acknowledge that you may receive or have access to student education records and other data subject to confidentiality requirements of the Family Educational Rights and Privacy Act, Individuals with Disabilities Education Act, the Michigan Mandatory Special Education Act, and the National School Lunch Act at their underlying regulations (collectively, the “Acts”). You acknowledge that, to the extent you receive and have access to such data and records, you are subject to the provisions of those Acts and their regulations and will not disclose student data or other education records except as permitted by law.

J. You acknowledge and understand that correspondence or other data that you send or receive over the District’s Technology Resources may be subject to retrieval and disclosure under the Freedom of Information Act (“FOIA”) and other federal or state statutes and regulations. You will cooperate fully and promptly with the District when responding to FOIA requests or other requests for disclosure of information.

K. You are solely responsible for all charges and fees, including outside telephone, printing, and merchandise purchases, made through the Technology Resources. The District is not a party to such transactions and is not liable for any costs or damages, whether direct or indirect, arising out of your use of the Technology Resources.

L. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.
Saline Area Schools - Technology AUP - 2013/14

M. Any violation of this Agreement may subject you to discipline (for employees, up to and including termination), including possible suspension of your access to the Technology Resources.

As a condition of using the Technology Resources, I release the District, and its board members, agents, and employees, including the Internet Service Provider, from all liability related to my use or inability to use the Technology Resources. I agree to follow this Agreement and all rules and regulations that may be added from time to time by the District or its Internet Service Provider.

Any additional rules, regulations, and policies are available in the District’s Superintendent’s Office.

I agree to pay for, reimburse, and indemnify the District, its board members, agents, and employees, including the Internet Service Provider, for damages, including any fees or expenses, incurred as a result of my use, or misuse, of the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having the District monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

I have read this Acceptable Use Agreement and agree to its terms.

__________________________________________  __________________________
Employee/Volunteer Signature                  Date

cc: Employee file

Board Approved: June 26, 2012

Acceptable Use Agreement - Employees/Volunteers
I understand that I may sometimes be permitted to use the District's computers, electronic devices, and Internet at school and at home. To use computers, electronic devices, or the Internet, I understand that I must follow school rules for computer and Internet use. I promise that:

- I will only use the computers, electronic devices, and Internet for school work.
- I will only use the computers, electronic devices, and Internet when my teacher or other school employee tells me that I am allowed to use the computers, electronic devices, and Internet.
- I will not use the Internet to try to look at websites that I know are for adults only or that I know I shouldn't access.
- If I accidentally access a website that I know I shouldn't look at, I will tell my teacher or other school employee right away.
- If someone sends me something on the Internet that I know is inappropriate, I will tell my teacher or other school employee right away.
- I will not use the computers, electronic devices, or Internet to bully or harm any other person.
- If someone else uses the computers, electronic devices, or Internet to bully or harm me, I will tell my teacher or other school employee right away.
- I will not damage the computers, electronic devices, or cause problems with the computers, electronic devices, or Internet on purpose.
- I will not use the computers, electronic devices, or Internet to cheat on my schoolwork.
- I will not copy anything that I see on the computers or Internet and pretend that it is my own work.
- I will keep my password secret from all other students.
- I understand that the school can see everything that I do on the computers, electronic devices, and Internet.
- I understand that the school has filters on the computers, electronic devices, and Internet which means I might not be able to see some information. I will not try to interfere with those filters.
- I will follow all of these rules. I will also follow any directions that my teacher or other school employee gives me about my use of the computers, electronic devices, or the Internet.

I understand that if I break any of these rules, I may be disciplined, and I may also lose my computer, electronic device, and Internet privileges.
Parent Signature Page

I have read this Agreement and agree that as a condition of my child's use of the District's Technology Resources, which include (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems, I release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the technology resources. I also indemnify the District and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the District's Technology Resources.

I have explained the rules listed above to my child.

I authorize the District to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the District's Technology Resources is not private. I consent to having the District monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I understand and agree that my child will not be able to use the District's Technology Resources until this Agreement has been signed by both my child and me.

I have read this Agreement and agree to its terms.

__________________________________________  _______________________
Parent/Guardian Signature                                      Date
This Agreement is entered into on: ____________________________ (Date).

This Agreement is between ________________________________ ("Student" or "User") and the Saline Area Schools ("District").

The purpose of this Agreement is to grant access to and define acceptable use of the District's technology resources ("Technology Resources"). Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting, any telephone, electronic, data, internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the District’s Technology Resources either at school or away from school, you understand and agree to the following:

A. Your use of the District’s Technology Resources is a privilege that may be revoked by the District at any time and for any reason.

B. You have no expectation of privacy when using the District’s Technology Resources. The District reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal e-mail and voice-mail communications, computer files, data bases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The District also reserves the right to remove any material from the Technology Resources that the District, at its sole discretion, chooses to, including, without limitation, any information that the District determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.

C. The Technology Resources do not provide you a “public forum.” You may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials.

D. The District’s Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password.

E. You may not use the Technology Resources to engage in bullying, which is defined as: Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

a) Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
b) Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;
c) Having an actual and substantial detrimental effect on a pupil’s physical or mental health; or
d) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
Use of other communication/messaging devices (including devices not owned by the District) to engage in bullying may be grounds for discipline under the District's Code of Conduct/Student Handbook.

F. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:

1. Accessing or attempting to access material that is “harmful to minors.” Material that is “harmful to minors” includes any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.

3. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors is defined as obscene, explicit content or pornography.

4. Bullying (as defined in paragraph E).

5. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.

6. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.

7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to others or information you are not authorized to access.

8. Unauthorized copying or use of licenses or copyrighted software.

9. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.

10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.

11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.

12. Using or soliciting the use of, or attempting to use or discover the account information or password of, another user.

13. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").

14. Misusing equipment or altering system software without permission.

15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.

16. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or the District's Code of Conduct/Student Handbook.

G. You must promptly disclose to your teacher or other school employee any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.
H. It is the policy of the District, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.

I. It is the policy of the District to prohibit its minor students from (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the District to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by e-mail, and other forms of direct electronic communications.

J. The District does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the District's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.

K. The District does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will the District be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

L. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

I agree to follow this Agreement and all of the rules and regulations that may be added from time to time by the District or its Internet Service Provider.

I also agree to follow all rules in the District's Code of Conduct/Student Handbook. Any additional rules, regulations, and policies are available in the District's Office of Superintendent.

As a condition of using the Technology Resources, I agree to release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having the District monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

I have read this Acceptable Use Agreement and agree to its terms.

__________________________________________________________________________  ____________  ____________

Student Signature       Grade       Date
Parent Signature Page

I have read this Agreement and agree that as a condition of my child's use of the Technology Resources, I release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the District and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the District's Technology Resources.

I authorize the District to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the Technology Resources is not private. I consent to having the District monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I understand and agree that my child will not be able to use the District's Technology Resources until this Agreement has been signed by both my child and me.

I have read this Agreement and agree to its terms.

__________________________________________
Parent/Guardian Signature

Date

Board Approved: June 26, 2012

Student Acceptable Use Agreement Grades 4 and Above