



Houghton Lake Community Schools

6001 West Houghton Lake Drive
Houghton Lake, Michigan 48629
School District Code # 72020

Technology Plan for 2009-2012

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Houghton Lake Community Schools Technology Plan

I. INTRODUCTION

Houghton Lake Community Schools (HLCS) has 1697 students in three buildings that are located on one campus. HLCS employs 100 teachers and 23 aides. HLCS is the second largest geographical bussing district in the state. Our transportation system covers 550 square miles per day. We currently have 48 % of students that receive either free or reduced lunch. Houghton Lake Community Schools is a rural district located in Roscommon County in the center of the Lower Peninsula.

II. VISION/MISSION STATEMENT

DISTRICT VISION STATEMENT

Houghton Lake Community Schools will prepare every student with knowledge and strategies for a lifetime of successful learning and citizenship through effective teaching and quality leadership.

DISTRICT MISSION STATEMENT

Houghton Lake Community Schools is committed to excellence in education. We will provide quality administrative leadership, effective instruction, responsible fiscal management, and a positive learning environment. We believe in an open and caring atmosphere where all people are treated with respect. Our mission is to academically encourage all students to be the best they can be, while successfully fostering positive attitudes, behaviors, and self-concepts.

Houghton Lake Community Schools is an equal opportunity employer who will not discriminate based on gender/sex, race, religion, color, age, national origin, disability, height, weight or any other status covered by federal, state or local law in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Superintendent at Houghton Lake Community Schools, 6001 W. H.L. Dr., Houghton Lake, Michigan 48629 or call (989) 366-2035.

BUILDING MISSION STATEMENTS

Collins Elementary

We at Collins Elementary are committed to providing all students with a positive environment that promotes the growth of all students academically, developmentally and socially.

Houghton Lake Middle School

The mission of Houghton Lake Middle School is to encourage academic excellence in all students. We will promote life-long learning, social responsibility, and healthy attitudes. Our goal is to foster positive attitudes, citizenship, and self-concepts in a developmentally responsive environment.

Houghton Lake High School

Houghton Lake High School strives for student involvement into mature, valuable community contributors. Our mission is to encourage all students to achieve proper attitudes, habits, citizenship and academic skills.

III. TECHNOLOGY GOALS

HLCS aligns the best technology strategies to the curriculum for equitable access of all students to interdisciplinary learning. Our K-12 instructional goals are designed to enable students to become lifelong learners and responsible global citizens. The District will...

- A. Align technology to the curriculum to improve student achievement with lessons based on the Michigan Educational Technology Standards.
- B. Meet the current daily demand for functional technology and to produce technologically literate citizens.
- C. Provide support for administrative and communication functions of the district through technology.
- D. Use technology to measure achievement, assessment, evaluation and reporting of student progress.
- E. Continue to enhance our infrastructure, hardware, software, training and technical support.

IV. ORGANIZATION & TECHNOLOGY PLAN REVIEW BOARD

The implementation and use of technology will be driven by the curriculum. In order to insure effective use of technology in HLCS, the following organizations will be maintained.

The HLCS Technology plan's review and revision is done annually by the district's Curriculum Director, the Technology Committee, the Director of Technology and the HLCS Board of Education.

HLCS Technology Committee – The technology committee will meet on an as needed basis to resolve specific issues and/or work on specific tasks. Notices of meetings will be sent to all tech team members and those interested in specific tasks may attend. They will assist with staff development, policy, curriculum, and information to staff and students. The Technology Committee will consist of a designated Technology Chairperson, the Director of Technology or assistant, a Board of Education member, a parent representative from each building, and one member from each work site tech team.

Tech Teams - Each work site in the district shall establish a Tech Team, which will act as the primary link to help meet technology needs and/or influence the program. This will be a team of persons who are interested in technology, are willing to assist their peers, want to be available for serving on Tech Work Groups on an occasional basis, and/or be the work site representative on the HLCS Technology Committee.

HLCS Technology Staff - Staff will be made up of the Director of Technology and his/her assistant(s). They shall provide the research and strategic direction for the program, as well as for the daily operation and

support necessary for the learning community to carry out this plan. They will work closely with the Tech Teams, work groups, and the Steering Committee to resolve issues and meet staff needs.

The Technology Staff will annually:

- Review and manage district software, online services, warranties and licenses.
- Evaluate and recommend changes to the technology budget.
- Maintain a current technology inventory.
- When requested, provide a report to the Superintendent and the Board of Education stating goals that have been met and goals not met through the year. This report will also outline future goals for the upcoming year.

V. CURRICULUM

All students will become technologically literate by utilizing aligned technology goals and strategies from the Michigan Educational Technology Standards and Expectations. Students will learn to use appropriate technologies to communicate, solve problems, access, manage, integrate, evaluate and create information to improve learning. HLCS will apply the following standards and use them as benchmarks for technology integration throughout the curriculum.

- A. The integration of technology shall be addressed by building and district level curriculum committees.
- B. All grade levels and subject areas will use the Michigan Educational Technology Standards and Expectations for the ongoing integration of technology.
- C. Networked hardware and application software will be available for use in all classrooms.
- D. Data on student performance relative to the use of technology will be collected at all grade levels.
- E. The scope and frequency of use of technology by both staff and students shall be reviewed and evaluated yearly.
- F. Annual building and district budgets will include funds necessary for updating software and other forms of technology needed to deliver the curriculum.
- G. The HLCS Technology Staff will govern all software acquisition for classroom use. Software purchases must meet curriculum standards and benchmarks that are in alignment with both district, state and national requirements.
- H. The Internet Fair Use Policy (Appendix C), developed by the HLCS Technology Committee with appropriate legal council and approved by the HLCS Board of Education will be applied to all aspects of student use of the Internet. All students will complete an Internet Orientation before receiving a copy of the policy. Signatures by a parent or guardian are requisite to student use of the Internet.
- I. Assistive technologies will be available for students in need on a case by case basis. Current examples are:
 - Surround sound systems for hearing impaired students K-8.
 - Books on tape, video and large print materials for visually impaired K-12.

Grade Specific Technology Goals:

The HLCS staff strives to develop a new generation of tech-savvy students K-12. We attempt to meet the instructional technology standards identified by the Michigan Department of Education. Therefore, the following grade specific technology goals will be integrated into the curriculum and incorporated into instructional practices.

Grades K-3

Elementary staff will incorporate technology into all areas of the curriculum. Students will utilize a project-orientated approach to technology. Projects will include the completion of web quests, book reviews, class newspapers, book publishing and reports, introductory multimedia projects including the use of digital images and introductory broadcasting and telecommunications with children in other schools via the Internet. Virtual field trips are available through the Northern Michigan Electronic Consortium and are scheduled through the curriculum director. Students are taught keyboarding skills in 2nd grade using “Type to Learn”. All students will have enrichment time on computer utilizing online tutorials such as “Study Island”. At risk students will use “Read Naturally Software” for summer school. Surround sound systems are available for the hearing impaired.

National research has proven that students benefit greatly from the Accelerated Reader and Accelerated Math programs. All classrooms will continue to offer Accelerated Reader and Accelerated Math.

Elementary teachers use a standards based grade-reporting system to strengthen the link between assessment and grading practices and mastery of Michigan Curriculum Frameworks Content Standards and Benchmarks. Both elementary and secondary staff utilizes electronic progress reports. Parent-teacher communications have improved through the use of E-Mail, voice mail, and a regularly updated, more informative district web page.

Student Outcomes for elementary are:

1. Use input devices and output devices (mouse, keyboard, printer).
2. Demonstrate positive social and ethical behaviors when using technology.
3. Use technology resources for problem solving, communication, and illustration of thoughts ideas, and stories.
4. Master defined objectives in word processing.
5. Demonstrate knowledge in keyboarding, word processing, desktop publishing and electronic research applications in all subjects.

Middle School Grades 4th-7th

The HLMS curriculum will graduate technologically literate students. They will have the ability to responsibly use appropriate technology to communicate, solve problems, and access, manage, integrate, evaluate, and create information to improve learning in all subject areas. All students acquire lifelong knowledge and skills needed in the 21st century.

Teachers will integrate technologies across the curriculum in all content areas by utilizing word processing skills in all subjects and at all grade levels.

Parent communication has increased through the use of an updated, more informative web page, E-Mail, and voice mail.

Virtual field trips are available through the Northern Michigan Electronic Consortium and are scheduled through the curriculum director. At risk students will use “Read Naturally Software” for summer school. Surround sound systems are available for the hearing impaired.

Online tutorials such as “Study Island” are used. Accelerated Reader and Accelerated Math are used in grades 4-6. Teachers use “Exam View” for immediate feedback on student’s knowledge.

The HLMS NCA Committee recently completed a needs assessment. Data was collected and evaluated to develop the following strategies.

Current HLMS technology strategies are:

1. Integrating Technology into all content areas by requiring all HLMS classes to require one technology-based assignment in each class per year.
2. Offering students a nine-week Information Technology course.
3. Providing advanced knowledge of word processing, research, and multimedia through the study of language arts.
4. Providing knowledge of spreadsheet and database applications through the study of science.
5. Providing spreadsheet applications through the study of mathematics.
6. Providing telecommunications skills through the study of social studies.

HLMS goals for students are to exit middle school with the ability to:

1. Produce word-processed documents, manipulate databases and spreadsheets.
2. Understand and use on-line resources.
3. Learn, discuss, and model ethical, legal and responsible uses of technology.
4. Create multimedia reports.
5. Select and use appropriate tools and technology resources to accomplish a variety of tasks and solve problems.
6. Analyze the interrelationship among technologies.
7. Evaluate the advancements in technology.
8. Identify and explain the resources needed to operate selected technological systems.
9. Understand and use technology media.
10. Comprehend the copyright, patent and Freedom of Information laws as they pertain to technology.
11. Analyze how computers are tools for information processing, communication expressions, decision-making and problem solving.
12. Master word processing skills, such as entering, storing, editing, formatting and revising text.
13. Use information technologies as tools for creative expression and communication of ideas.
14. Use pre-existing databases to collect research.

High School Grades 8-12

All students incorporate a variety of technology applications in the curriculum. Word processing, database manipulation, spreadsheet applications and basic programming will be integrated into required courses. Graduation requirements mandate completion of .5 credit of either Computer Literacy, BST (Business Service Technology), Programming I or the equivalent. Student elective courses will provide additional technological skills, including on-line resources, e-learning, advanced programming, desktop publishing, web design, computerized accounting, yearbook, newspaper, marketing, and multimedia information.

Upon entering high school, students select a “Career Pathway” from among a list that includes: Arts & Communication, Business Management, Engineering/Manufacturing & Industrial Technology, Health Sciences, Human Services and Natural Resources. Research on career choice is conducted utilizing the CareerCruising.com on school computers. Career Pathways is a partnership among the COOR Area Intermediate School District and area business and industry.

At risk juniors and seniors have an opportunity to attend Nova Net. This online course was started to help more students become eligible for graduation. All students are encouraged to use the lab for Michigan Virtual High School. Study Island is also used by all grade levels. Teachers use “Exam View” for immediate feedback on student’s knowledge.

START (Students Taking a Right Turn) is our after school tutoring program available to all students with lab and classroom teachers available twice per week.

RIP (Reading Is Power) is our after school remedial reading program utilizing Accelerated Reader for 8th graders.

8th graders take the Technology literacy test proctored by REMC, providing annual data to evaluate progress toward technology literacy.

Parent communication has increased through the use of an updated, more informative web page, E-Mail, voice mail and automated absence notifications to parents.

Virtual field trips are available through the Northern Michigan Electronic Consortium and are scheduled through the curriculum director.

The HLCS NCA School Improvement team annually evaluates the high school students through a needs assessment. Data is collected relative to the goal of assuring that all students will increase their application of technological skills in all curricular areas.

Current HLHS technology strategies are:

1. Integrating technology into all content areas by mandating that all HLHS classes require one technology-based assignment per trimester.
2. Requiring all students to take Business Service Technology or Career Education.
3. Providing advanced knowledge of word processing, research, and multimedia through the study of language arts.
4. Providing spreadsheet and database applications through the study of science.
5. Providing Programming and spreadsheet applications through the study of mathematics.
6. Providing Telecommunications skills through the study of social studies.

HLHS goals students are to exit high school with the ability to:

1. Manipulate databases and spreadsheets.
2. Learn spreadsheet applications.
3. Produce word-processed documents
4. Understand and use on-line resources and e-learning.
5. Publish documents on-line.
6. Learn, discuss, and model ethical, legal, and responsible uses of technology.
7. Create multimedia reports.
8. Produce computer programs.
9. Select and apply technology tools for research, information analysis, problem solving, and decision-making in content learning.
10. Evaluate technology-based options, including distance and distributed education, for lifelong learning.
11. Use database and telecommunications for research.

Adult Literacy:

The Houghton Lake Community Schools in conjunction with parents and the community are committed to a goal of achieving excellence in education for all our students. We strive to meet the national educational goals in the “Goals 2000: Educate America Act” and recently enacted tenet of the Elementary and Secondary Education Act commonly referred to as “No Child Left Behind.” HLCS staff will continue to promote and expand the Adult Education program offerings to include more adult literacy, parent training and life-long learning opportunities. We will develop an overall plan to increase technological literacy in our community by offering extended-day activities and workshops. HLCS will continue to promote and expand our comprehensive parent and community partnership programs which include: building level Parent Advisory Groups, Co-Op education, Strive Rotary Interact, YAC (Youth Advisory Council) Adult Education, the Intensive Day Treatment Program, ROOC Workshop, COOR ISD School to Work Program, and the Houghton Lake Institute of Cosmetology.

VI. TECHNOLOGIES TO SUPPORT THE CURRICULUM

The curriculum drives the implementation of new technology our district adapts.

Procedures followed to evaluate technologies and request new technologies:

- An annual assessment of the staff's technological needs and skills will be conducted by the Technology Committee and reviewed by the Technology Steering Committee and the Curriculum Council.
- The staff who develop new uses for technology in the classroom will be encouraged to develop a specific plan for usage and submit it to the Director of Technology for implementation (and possibly the Curriculum Council). This plan shall include specific learning outcomes and the relationship of the technology to achievement of these outcomes.
- The technology requested will be purchased and installed on a priority basis. Available funds and the plan's values will determine the priority level.
- Ensure that every teacher knows how to use data to personalize instruction and increase technology integration into the curriculum.

Current technology strategies to support the curriculum are:

- Wide area networks.
- At least one networked computer with the Internet in each classroom.
- Phone with voice mail in each classroom and *E-POP* instant messaging.
- Staff web mail.
- Exam View (grades 5-12), Accelerated Reader (K-12), Accelerated Math (K-8), Nova Net, Study Island (K-8), all Office Products.
- IEP Management System
- Student Record Web viewer
- Web Applications:
 - Attendance Entry
 - Course Requests
 - Career Pathways
 - Grade Entry
 - Grading for Standards
 - Payroll and Attendance
- Networked versions of administrative software such as student attendance and grade reporting software are:
 1. Making the Grade (HLMS & HLHS).
 2. Standards based grading integrated with the Student Information System (Collins Elementary).

VII. PROFESSIONAL DEVELOPMENT

Increased technology integration will be emphasized. Project based learning will set the groundwork for technology integration. One of the major goals for the next few years will be to ensure that every teacher knows how to use data to personalize student instruction. Title II-D provides much of our funding for technology professional development. COOR, REMC and our technology committee also provide free technology workshops to our staff.

(See Appendix B for the HLCS Staff Technology Professional Development Schedule.)

State and national technology standards are provided to staff at Professional development days. These standards determine the scope of instruction to staff. The staff is surveyed annually to evaluate technology competencies.

- A. The HLCS Technology Steering Committee and the Curriculum Council will assess the training needs of the staff and provide:
 - A needs assessment of district technology is done at the beginning of each year.
 - Technology workshops as needed. (Current technology workshops listed in appendix).
 - End of the year evaluation will be done by the Curriculum Council. This will be based on evaluation forms from workshops.

- B. Staff will have access to:
 - Regular Professional Staff Development activities planned by the Curriculum Director and our in house technology staff.
 - Released time In-service opportunities offering technology-training activities.
 - Professional collaboration through district tech teams.
 - Scheduled technology awareness items at staff meetings.
 - Out of district visitations, workshops, and conferences.

- C. Staff development will be implemented by contracted technology assistance, HLCS Technology Committee, local technology director and staff, local media specialist, COOR ISD technology specialists, HLCS Adult Education Staff, REMC 3/9 and Kirtland Community College. The Curriculum Director will coordinate this effort with the assistance of the HLCS Technology Committee.

- D. Funding for Technology Staff Development will be provided by the following sources:
 - COOR grants.
 - HLCS general funds.
 - Professional development Title funds.

VIII. SUPPORTING RESOURCES:

The district promotes a wide variety of supporting resources. Technology resources include manuals, videos, web sites, software, the Internet, online subscription services, and the Technology Committee members. Staff in-services on new technology resources are scheduled as needed.

- A. Our district has Internet access on every computer in our three schools. M-33 Access provides staff with discounted Internet from home. The district technology staff will maintain the staff E-Mail accounts.
- B. REMC 3/9 is our video and technology cooperative. Teachers have been instructed on how to use Web Max and can order videos, DVD's and software online. REMC delivers these resources to teachers each week. Videos can be streamed or downloaded to school computers. They provide demonstrations, dramatizations, virtualizations, and fictionalizations not possible in a classroom setting. Professional development is also available at www.remc3-9.org at the "MI Streamnet" portal providing live and on-demand professional development and legislative videos for Michigan Educators.
- C. All district computers' IP addresses have been registered with Michigan Electronic Library (www.mel.org). Teachers have been instructed on how to use these free online resources for classroom use.
- D. The Library of Michigan also provides students with free test preparation from school and home computers. All teachers and students have been informed, and posters remind students of the address: (www.mel.org) The following tests are available at this site: ACT, ASVAB, Civil Service Careers, Cosmetology, EMS, Firefighter, GED, GMAT, GRE, Law Enforcement, Praxis/PPST, Real Estate, SAT and U.S. Citizenship.
- E. Web resources for teachers are provided by our COOR web site (<http://www.coorisd.k12.mi.us>), our district web resource sheet (included in appendix B) and at technology workshops.
- F. Staff utilizes <http://michigan.gov/mde> to align the curriculum with state grade level expectations.
- G. To coordinate technical service, the HLCS web page (www.hlcsk12.net) contains a Technology Link for our staff to log their problems. From here, staff can see all work orders in progress.
- H. Each HLCS Media Center uses Follett's Web Collection Plus for our online automated catalog. We also have a district library web page which is accessed through the school web page that has links providing web resources, lessons, our automated online catalog, and how to cite sources for our students. Our public library also has an online catalog and resources available at www.hlpl.org.
- I. Each teacher's lounge has a poster of Professional Resources and web addresses that are specific to their content area provided by The Journal.
- J. Manuals and licenses for all district software will be managed by the HLCS Technology staff. Manuals will be made available for staff upon request.
- K. The HLCS District Tech Teams are a resource people for all teachers in various buildings. They are members of the Technology Committee and are accessible during the school day for questions.

IX. COMMUNICATION AND PUBLIC RELATIONS

Communication and parental involvement are essential to our educational programs.

HLCS will continue its comprehensive parent and community partnership programs: PTO and Parent Advisory Board, CO-OP, Strive, Rotary's Interact Club, YAC (Youth Advisory Council), Adult Education and Kiwanis Terrific Kid's Program.

- A. The community can view a wide variety of information about us at the school web page (www.hlcs.k12.mi.us). Examples are: school board minutes, annual reports for all buildings, district newsletters, announcements, student handbooks, school and sports calendars, progress reports, special services and classroom projects. Upcoming events are highlighted on the main web page.
- B. SynreVoice is utilized for attendance. The Innovative Technology Grant funded this program for all of HLCS. There is a dedicated phone line strictly for attendance. At the end of the school day, anyone without an excused absence will get an automated phone message from Bay Arenac. Parents may also call using this system to excuse their child.
- C. The HLCS Technology Plan and implementation will be presented to the community through the newspaper and the HLCS District web page at www.hlcsk12.net.
- D. Partnerships will be sought with Kirtland Community College, COOR, HLCS Adult Education, The HLCS Public Library and the business community to improve technology instruction and use.
- E. Staff will be informed of technological advances at staff meetings, workshops and through updates from their Technology Committee representative.

X. INFRASTRUCTURE

Network Infrastructure:

Main Campus - All buildings on the main campus (High School, Middle School, Collins Elementary) network are interconnected on a 6/12-strand fiber backbone. Connections to the backbone are made using 100MBS switches. All rooms are wired with at least one category 5 connection. Approximately 90 percent of classrooms have two connections. Classrooms with more computers than connections use 100MBS hubs or switches to uplink to a building switch. Internet access and filtering is provided through a Sonicwall Pro 3060 Firewall connected at 45MBS to our NMEC Consortium ISP provider. Four Windows 2003 servers provide network services.

District Office – All offices are wired with at least one category 5 connection to a 100 MBS switch. Internet access is provided through a Sonicwall TZ-170 Firewall connected to a 1.0MB high speed wireless Internet connection. A Windows 2003 server provides network services.

Alternative Education Center - All offices are wired with at least one category 5 connection to a 100 MBS switch. All classrooms are wired with multiple category 5 connections. Classrooms with more computers than connections use 100MBS switches to uplink to a building switch. Internet access is provided through a Sonicwall TZ-170 Firewall connected to a 1.0MB high speed wireless Internet connection. Two Windows 2003 servers provide network services.

Anti-Virus Protection: Anti-virus protection is provided thru a licensing agreement with Central Command using Vexira anti-virus software. Virus definitions are downloaded automatically from the server. Anti-virus/Anti-Spyware/Intrusion Prevention services are also provided at the gateway by the Sonicwall Firewalls.

Upgrades and Maintenance: The hardware, software, network infrastructure and telecommunications systems are continually maintained, upgraded and evaluated by the Technology department.

XI. HARDWARE POLICY

Curriculum goals determine hardware needs.

- A. HLCS Technology Steering Committee and the Director of Technology will recommend new equipment, determine replacement and evaluate facilities by the following standards:
- B. Hardware should be related to curriculum goals and software choices of the district.
 - When choosing hardware these questions shall be addressed:
 - What functions and capacities must the technology possess?
 - What is available in the District?
 - Who else is using technology for this purpose, what do they use, and why?
 - Where will it be housed?
 - What furniture will be needed?
 - Will facilities need to be modified to accommodate the technology, and at what cost?
 - What vendor/maintenance support is available?
 - What In-service or training will be necessary for staff, students, and support personnel?
 - What security needs to be provided?
- C. The Director of Technology shall develop and maintain:
 - An annual prioritized master plan for the purchase and replacement of technology hardware.
 - An annual budget/budget request for the purchase and replacement of technology hardware.
 - A Proposals Bid process for new hardware.
 - A schedule of regular maintenance for all technologies.

XIII. Technical Support

HLCS technical support is provided by one full-time person and one half-time in-house person. All computer, server, and network maintenance, repairs, and upgrades are handled in-house. Printer repairs are outsourced to a local company. Support strategy is based on redundancy and hot swap spares. Most technical complaints are handled in 24 hours. Critical complaints are addressed immediately upon notification (i.e. down server, network problem, lab problem). Preventive maintenance and upgrades are performed during school breaks or after school hours. Tech support staff responds to pager alerts for critical problems and E-mail work requests for non-critical issues. School principals make the initial determination of priority to determine the proper notification procedure.

Teachers can see how their work order is coming along by visiting the technology icon on our school web page. Here they can see the technicians “Work orders” and tell whether they are in progress or completed.

Tech support staff professional development includes conference and workshop participation, membership in professional organizations, subscription to technical magazines and software. Web based support provided by hardware and software vendors are frequently used.

Any technical problem beyond the capability of the staff is supported through contracted services with outside vendors. The technical support staff maintains an extensive set of software support manuals and technical documentation for hardware purchased and in use in the district.

III. Software Policy

HLCS will use site-based decision making to enable their software to meet student's needs.

- A. Software will be acquired to implement the effective integration of technology into the curriculum to all students on an equitable basis. (See timetable)
- B. Preference will be given to network versions, which provide for broad availability and appropriate access security.
- C. Preference should be given to software, which will expand the scope of learning beyond its original purpose.
- D. The following questions shall be included as a part of software evaluation:
 - How does the software meet curriculum outcomes?
 - How "user friendly" is the software?
 - What software is already available in the district?
 - What is the copyright/copy protection guidelines related to this software?
 - Is there comparable software available from another source?
 - Is it compatible with current hardware and usage configurations?
 - What In-service, if any, will be necessary to use it?
 - Who can use the software?
- E. HLCS has software standardization in each building. All computers in the district have *Microsoft Office*. Software must serve the needs of all learners in whatever capacity they use it.
- I. All software purchases must be approved by the Director of Technology and educational software purchases must be reviewed by the Curriculum Council prior to their purchase.
- J. The Technology Director shall:
 - Manage and annually renew the licenses, warranties and tech. support for each software package and retain the original media and documentation.
 - Approve all software purchases.
 - Install or verbally approve of all installations to school technology.
 - Continue the annual evaluation and purchase of network software and online sources to allow our programs to work effectively.

XIV. STRATEGIES TO INCREASE ACCESS TO TECHNOLOGY

HLCS encourages the use of technology by all students and staff both in school and at home. Access to the Internet is provided by at school and M-33 Access at home. The effective use of technology in our schools requires an adequate infrastructure. This infrastructure will be both human and physical.

- A. The Internet is provided as an educational tool at school on every computer in the district. All school computers are subject to content filtering at the firewall. M-33 Access provides every student and staff member with the option of an educational rate for the Internet at home.
- B. The Media Specialist and computer lab instructors will teach students about proper use of the Internet, copyright issues, how to evaluate web sites and how to site sources. Media Center staff will collect signed Acceptable Use Policies. A compiled list of students and teachers who have signed forms will be available. Only these students and teachers will be allowed to use the Internet in school.

Technology will be available to all students beyond the regular hours and days of "school time".

- 1. Supervised usage should be available during lunch periods, after school, evenings and summers.
- 2. Trained supervisors (parents, volunteers, aides, etc.) should be available to provide for helpful and controlled usage of available technologies.

E. A school web site will be maintained. It will be available to the community. Our HLCS school web address is: www.hlcs.k12.mi.us and the district web address is www.hlcsk12.net. Access will provide for instruction, communication, and organizational information.

XV. EVALUATION

Data will be collected to evaluate student progress toward meeting all technology standards.

- A. An annual evaluation of the use of technology in the classroom will be made by the Curriculum Director and be included in a report to the Superintendent and the Board of Education in June. This will help us to evaluate the progress and impact of technology as a part of our curriculum.
- B. The annual report will consist of the following:
 - The Curriculum Director will evaluate the professional development received by staff and recommend staff needs for the next school year. This will be done by staff and student surveys and evaluation forms from workshops.
 - The Curriculum Director will evaluate the impact of the implementation of new technologies on the curriculum. Standardized test results, such as the MEAP will be part of this evaluation. The Curriculum Director will also recommend new curriculum software purchases that have been approved by the Curriculum Committee.
 - The Director of Technology and his staff will annually evaluate what technology should be updated. This evaluation will be ongoing.

- The Technology Steering Committee will evaluate all reports by the committees listed above. They will assist all committees to achieve technological goals for the school year. This group will provide funding options, and pursue grant options as they develop.

Goals are set and prioritized based on need, funding, and achievability. When goals set in the plan are not met or priorities change, goals will be adjusted.

We will measure how goals are met and unmet by the following strategies:

- Feedback from staff through workshop evaluation forms and surveys.
- Our ability to achieve our goals within budget guidelines.
- How long items stay on the technology work list.
- The technology committee will survey staff annually.
- Once every three years the district school improvement team will give a written survey to each student and staff this survey will include technology issues

The district has developed an Acceptable Use Policy that details technology use for students and staff and incorporates federally mandated requirements through the Child Internet Protection Act. As technology changes, the Acceptable Use Policy will be reviewed and updated.

XVI. BOARD POLICY

Board policy has been adopted to support technology. The Board has allocated an annual budget, and employs one full-time and one half-time technology specialist.

The following policies for technology use have been adopted:

School District Rules on Acceptable Use of Computer Network Resources
Included in Appendix A (approved Nov. 20, 2000)

HLCS Equipment/Hardware TTI Agreement
Included in Appendix A (approved April 23, 2001)

HLCS Computer and Internet Guidelines for Staff
Included in Appendix A (updated annually, & distributed the first day of school.)

XVII. FUNDING AND BUDGET:

Technology will be funded through available state and local resources. Title I and 31A funds are utilized to purchase software and hardware for our at-risk students. Title II, part D funds are divided between buildings and used for technology. Title V funds are used for innovative programs. Money from the General Fund is used as available. Title funds are administered by the Title Coordinator. USF grants are written and administered by the superintendent with the assistance of a contracted USF support specialist. USF money received is used to fund telecommunications and Internet access systems such as E-Mail, web hosting services, local telephone services, long distance telephone services, high speed access services (such as T-1, ISDN, Frame Relay, DID circuits, etc.) cellular phone services, and pager services. Internet access such as dedicated or direct Internet access services are also funded by USF.

XVIII. Projected Timetable for Implementing Strategic Long Range Technology Plan:

Phase One 2009-2010

The following estimates will be funded from the HLCS general fund if possible.

- Salaries and benefits \$140,661
- Hardware & networking \$5,000
- License agreements \$6,500
- Software & current support \$12,000
- Professional development \$2,000
- COOR provides Virtual Field trips as needed with a portable unit K-12.

- Continue SynreVoice for attendance. This program was funded by the Innovative Technology Grant for the HLCS K-12 schools. There is a dedicated phone line strictly for attendance.

- Provide staff development in:
 - Curriculum alignment
 - GLCE's (Grade level content Expectations)
 - Exam View
 - Streaming Video and SmartBoards

- Continue our annual fees for Anti-Virus (1 yr. \$750), and Content Filtering (Funded locally).

- Continue computer cartridge recycling. The Ecology Club will manage this project. There is no cost.

- Continue *Nova Net* at the high school.

- Continue *Study Island* (\$8,000 Funded through Title IA)

- Replace all servers.

- Replace one High School Lab

- Replace all High School Library Computers

- Implement the use of SmartBoard technology into the classroom throughout the district
- Upgrade main campus backbone to 10GB
- Implement gigabyte to the desktop
- Implement VOIP throughout the district
- As an addition to our budget, we intend to supplement our school funding each year by applying to the Universal Service Fund. These services provide us with day-to-day essential operations and are not necessarily specifically shown in our technology plan.

We will request funding for the following services:

- Telecommunications: Local telephone services, long distance services, high-speed access services (such as T-1, ISDN, Frame Relay and DID circuits), cellular services and pager services.
- Internet Access: dedicated or direct Internet access services, dial up Internet access, and E-Mail services.

Phase Two: 2010-2011

The following estimates will be funded from the HLCS general fund if possible.

- Salaries and benefits \$144,881
- Hardware & networking \$5,000
- License agreements \$6,500
- Software & current support \$12,000
- Professional development \$2,000
- Continued professional development. Evaluations will have to be made to determine need and funding.
- Continue our annual fees for Anti-Virus (1 yr. \$750), and Content Filtering (funded locally).
- Continue the implementation of SmartBoard technology throughout the district.
- Continue computer cartridge recycling. The Ecology Club will manage this project. There is no cost.
- Replace one High School Lab
- Upgrade wireless infrastructure
- Increase available bandwidth provided through NMEC consortium membership.
- As an addition to our budget, we intend to supplement our school funding each year by applying to the Universal Service Fund. These services provide us with day-to-day essential operations and are not necessarily specifically shown in our technology plan.

We will request funding for the following services:

- Telecommunications: Local telephone services, long distance services, high-speed access services (such as T-1, ISDN, Frame Relay and DID circuits), cellular services and pager services.
- Internet Access: dedicated or direct Internet access services, dial up Internet access, and E-Mail services.

Phase Three: 2011-2012

The following estimates will be funded from the HLCS general fund if possible.

- Salaries and benefits \$149,227
 - Hardware & networking \$5,000
 - License agreements \$6,500
 - Software & current support \$12,000
 - Professional development \$2,000
-
- Continued professional development. Evaluations will have to be made to determine need and funding.
 - Continue our annual fees for Anti-Virus (1 yr. \$750), and Content Filtering (funded locally).
 - Continue computer cartridge recycling. The Ecology Club will manage this project. There is no cost.
 - Continue the implementation of SmartBoard technology throughout the district.
 - Replace all Middle School computers
 - As an addition to our budget, we intend to supplement our school funding each year by applying to the Universal Service Fund. These services provide us with day-to-day essential operations and are not necessarily specifically shown in our technology plan.

We will request funding for the following services:

- Telecommunications: Local telephone services, long distance services, high-speed access services (such as T-1, ISDN, Frame Relay and DID circuits), cellular services and pager services.
- Internet Access: dedicated or direct Internet access services, dial up Internet access, and E-Mail services.

Houghton Lake Schools Computer Network and Internet Fair Use Policy Updated November 2000
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EFA

Computer Network

EFA

The Board authorizes the Superintendent to develop services linking computers within and between buildings in the District, and to provide access to the international computer network (Internet) for students, staff and, if requested, members of the Board of Education. All computer network implementation shall be in line with the Board policy on technology and the District's educational goals. Use of the computer network(s) as a part of any class or school assignment shall be consistent with the curriculum adopted by the District. The District's general rules for behavior and communications shall apply when using any computer equipment.

Personal Accounts

The Board authorizes the Superintendent to provide personal accounts for students, staff, and, if requested, members of the Board, to access to the District computer network and the Internet, including electronic mail and file server space for developing and publishing material on the world wide web or other networked computer media. Such access shall be provided in furtherance of the District's educational mission, to enhance student knowledge of and familiarity with technology, and to facilitate communication, innovation, and sharing of resources. To ensure the integrity of the educational process and to guard the reputation of the District, student and staff expression in public electronic media provided by the school may be subject to review, comment, editing, and/or removal by school officials. Personal accounts and all use of District computer resources are considered a privilege, not a right, and are subject to the District's rules and policies. Electronic communications and stored material may be monitored or read by school officials. School officials without the consent of the sender or a recipient will not generally inspect electronic mail in personal accounts, except as required to investigate complaints which allege a violation of the District's rules and policies. Student electronic

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Mail and electronic storage space which does not contain material made public by the student shall be subject to the District's policy and rules on student records.

A fee may be charged by the District to defray the cost of personal accounts. [Note: if use of personal accounts is required for a core curricular class, no fees may be charged of a student for the duration of that class.]

System Integrity

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

Network Use

The Superintendent shall develop rules and procedures for computer and network use, and shall see to it that rules are published annually for students, parents, staff, and Board members.

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

- Users may not use District equipment to perform or solicit the performance of any activity which is prohibited by law.
- Users may not use the system to transmit or publish information that violates or infringes upon the rights of any other person, or information that is abusive, obscene, or sexually offensive.
- The District computer equipment shall not be used for commercial purposes by any user, or for advertisement or solicitation without prior written approval from the Superintendent.

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- Except with prior authorization from a system administrator or the owner of the record in question, users may not access or attempt to access the records or files of other users or of the District, nor delete, alter, or otherwise interfere with the integrity of computer-based information or resources.
- Users may not use the electronic mail facility to send unsolicited, bulk, chain, harassing, anonymous, or other messages which are an annoyance to the recipient or which may cause a degradation of system performance.

- Users may not use the network facility to access or bring into the school environment material which is inconsistent with the educational goals of the District, including but not limited to material which is defamatory, abusive, obscene, profane, sexually explicit, threatening, racially offensive, illegal, or which aids or advocates illegal activity other than non-violent civil disobedience.

Limiting Access

The administration may make use of technology which attempts to block access by individual users to networked computers, data, or services that provide content which, in the opinion of the administration, is not in keeping with the educational aims of the District pursuant to state statute. The administration is encouraged to pursue such technology for the personal accounts of elementary school children where practical.

Complaints about content of networked information or access to blocked sites shall be handled in accord with the District's policy and procedures for complaints about library and instructional materials.

Utilize a system or method that is designed to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors. To accomplish this, a library may use passwords and/or filters that restrict Internet access for those under 18 years of age. Those who are 18 years of age or older, or minors who are accompanied by their parent or guardian, must, under the law, be given unlimited internet access.

Approved: November 20, 2000

LEGAL REF: MCL 397.606, amend. June 7, 2000

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

Supervised Use

Teachers are encouraged to use the District network in researching material for classes, collaborating with colleagues, developing innovative approaches, or otherwise enhancing their background, skills and teaching.

Teachers are encouraged to make use of the District network in their classes when the use of this resource enhances the education of students, is appropriately supervised, and is consistent with District goals and objectives. School administrators shall monitor technology use in the curriculum to ensure its effectiveness and develop ideas for further in-service instruction of staff.

School libraries and media centers will provide networked computers for students and staff to use for research purposes. Library/media center staff shall make every attempt to assist users in the operation of the network and to monitor the content of material being accessed. Academic assignments have priority over personal research. Any staff member who becomes aware of student network use in violation of the District's acceptable use rules shall refer the incident to the system administrator for action, and may remove the student from the computer.

Personal Accounts

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

Violations of Conditions

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

Prior to a suspension or termination, or as soon after as is practicable, the system administrator will inform the student or staff member user of the suspected violation and provide an opportunity for explanation. If the alleged violation should involve a member of the Board of Education, the system administrator shall relay that information to the Superintendent who shall relay the complaint to the President of the Board, or, in the case of a complaint against the President, to the Vice-President of the Board. A Board member's personal account shall not be terminated unless by a majority vote of the Board. Student or staff users may request a review hearing with the building principal and/or a different system administrator than the one who imposed the suspension or termination within seven days of the action, if the user feels the action was unjust.

System Integrity and Security

Computer file servers containing student records, employee records, or other sensitive administrative documents shall be maintained on an independent network separated by an electronic "firewall" from unauthorized access by outside entities, including student users. If dial-in access is permitted to this equipment, that number will not be published.

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

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

Limiting Access

School servers may incorporate blocking and filtering software. Sites blocked are researched internet sites containing inappropriate online material for education. The filtering list is set up by categories for K-12 schools and is updated daily. Additional sites may be blocked by the system administrator in response to a complaint by a student, staff member, Board member or parent in accord with the District's procedures on controversial material.

E-mail sites which deposit unsolicited, bulk, chain, or offensive messages on the District server will be blocked. System administrators may also block e-mail following a complaint from any user. Time permitting, an effort will be made by the system administrator to notify the offending system operator of the violation and the District's desire not to be contacted in the future. The system administrator shall refer

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repeated violators, along with any case of solicitation for child abuse or other illegal act, to the Superintendent for action in concert with law enforcement authorities.

By utilizing a system or method that is designed to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors. To accomplish this, a library may use passwords and/or filters that restrict Internet access for those less than 18 years of age. Those who are 18 years of age or older, or minors who are accompanied by their parent or guardian, must, under the law, be given unlimited Internet access.

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SCHOOL DISTRICT RULES ON ACCEPTABLE USE OF COMPUTER NETWORK RESOURCES

Use of the computer network is a privilege, not a right. The fundamental rule for use of District computer network resources is that all use must be consistent with the District's educational goals and behavior expectations. Because electronic communications are so varied and diverse, these rules do not attempt to enumerate all required or proscribed behavior by

system users. Users are expected to use common sense and adhere to the norms of behavior in the school community. In particular, users should:

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

Users may not:

- Use the District equipment for anything contrary to law, or to solicit others to break any law.
- Illegally copy, send, or distribute any copyrighted software, work, or other material.
- Send, publish, download, access, or retrieve any communication or material which may be defamatory, abusive, obscene, profane, sexually explicit, threatening, racially or ethnically offensive, harassing, or illegal, or anything which violates or infringes on the rights of any person.
- Use the network for any commercial purpose or financial gain.

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- Use the network for any advertisement or solicitation without approval from the Superintendent.
- Access, attempt to access, modify, or delete any record or file without permission or authorization.
- Make any attempt to harm or destroy the data of any other user or any system on the network, including creating or sending computer viruses, Trojan horses, or similar computer code.
- Use electronic mail to send unsolicited, bulk, chain, harassing, anonymous, or other messages which are commonly considered an annoyance to recipients or degrade system performance.
- Use vulgarity, obscenity, or swearing in messages or electronic postings, or send e-mail/message “flames” or other attacks.
- Attempt to access material or sites which are blocked by the District, or attempt to use the network while access privileges are suspended.

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

1. Use of the network must be for the purpose of education and research consistent with the goals of the District.
2. All use of the network must be in accord with the District's rules on acceptable use of network resources, as updated from time to time by the District.
3. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers, including but not limited to the loss of data, delays, non-deliveries, or service interruptions caused by its negligence or the users' errors or omissions.
4. The network provides access to third-party data and information over which the District has no control. Though the District may make efforts to block inappropriate material, users may be exposed to defamatory, inaccurate, or otherwise offensive material. Use of the network or any information obtained via the network is at the user's own risk. The District specifically denies any responsibility for the accuracy or content of information obtained through its services.
5. The user is solely responsible for all charges and fees, including outside telephone, printing, and merchandise purchases made through the network. The District is not a party to such transactions and shall not be liable for any costs or damages, whether direct or indirect, arising out of network transactions by the user.

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6. The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney's fees, incurred by the District relating to or arising out of any breach of the terms of this request for network access.
7. The user acknowledges that the District's computer network belongs solely to the District and that any files, records, electronic mail or other communication may be examined, edited, or deleted by the District at any time, in accord with District policy or regulations. In general, electronic mail in personal accounts will not be inspected without the consent of the sender or a recipient, except as necessary to investigate a complaint.

8. The user is responsible for regular and prompt payment of any fees charged by the District for network use.

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

Signature

Date

(For Student Requests) I have read this request for network access. I understand that it is designed for educational purposes. I recognize that it is impossible for the District to restrict access to all controversial and inappropriate materials available on the network. I will hold harmless the District, its employees, agents, and Board members, for any harm caused by materials obtained via the network. I accept full responsibility for

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supervision if and when my child's use is not in a school setting. I consent to the unrestricted release of any of my child's work, materials, and/or records which my child voluntarily or accidentally places in public-access storage areas on the District network/Internet. I have discussed the terms of this request with my child, and hereby request that my child be allowed access to the District network in accord with these terms.

Parent/Guardian name (please print)

Signature

Date

BOARD MEMBER REQUEST FOR COMPUTER NETWORK ACCESS

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

1. Use of the network must be for the purpose of legitimate Board business consistent with the goals of the District and the laws of the State of Michigan.
2. All use of the network must be in accord with the District's rules on acceptable use of network resources, as updated from time to time by the District.
3. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers, including but not limited to the loss of data, delays, non-deliveries, or service interruptions caused by its negligence or the users' errors or omissions.
4. The network provides access to third-party data and information over which the District has no control. Though the District may make efforts to block inappropriate material, users may be exposed to defamatory, inaccurate, or otherwise offensive material. Use of the network or any information obtained via the network is at the user's own risk. The District specifically denies any responsibility for the accuracy or content of information obtained through its services.
5. The user is solely responsible for all charges and fees, including outside telephone, printing, and merchandise purchases made through the

network. The District is not a party to such transactions and shall not be liable for any costs or damages, whether direct or indirect, arising out of network transactions by the user.

6. The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney's fees, incurred by the District relating to or arising out of any breach of the terms of this request for network access.
7. The user acknowledges that the District's computer network belongs solely to the District and that any files, records, electronic mail or other communication may be examined, edited, or deleted by the District at any time, in accord with District policy or regulations. In general, electronic mail in personal accounts will not be inspected without the consent of the sender or a recipient, except as necessary to investigate a complaint.

8. The user acknowledges and understands that correspondence sent or received over the District's network may be subject to retrieval under the State of Michigan Freedom of Information Act, MCL 15.231 - 246.

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

Board Member's Signature

Date

Houghton Lake Community Schools Computer & Internet Use:

Technology Committee Guidelines for staff and students:

HLCS Internet is an educational tool. The use of the Internet in school is a privilege not a right. Inappropriate use will result in cancellation of privileges. It is possible that some users may view some materials considered not to be of educational value. HLCS uses filters on the Internet, but they do not block everything.

Therefore:

- K-5 classroom teachers should preview web sites and use structured assignments.
- MS and HS students must have their topics approved by the teacher before beginning research.
- Remind students to immediately exit a site that they feel is inappropriate for school use.
- Students inappropriately using the Internet should be taken to the office immediately.

Internet Student Guidelines:

As teachers begin to use the Internet in their daily instruction, we are requiring the following guidelines to be met by students.

- All students will receive an Internet In-service.
- The Internet use agreement must be read, understood, signed and turned into the designated person for your building.
- An adult supervisor will be present during student access of the Internet at all times.
- Student use of chat rooms and e-mail will not be allowed unless it is school sanctioned.

Staff Internet Accounts:

- Please sign the HLCS Internet Fair Use Policy and turn it in to your building secretary.
- Access school E-Mail accounts at the school web page, if you need help call Lisa.
- M-33 Access will give you an educational discount for Internet at home. Lisa has forms.

School Computers and the Network:

- Your user name will be the first seven letters of your last name and the first initial of your first name.
- Your password is the last five digits of your social security number.
- Please do not put a screen saver with a password on your computer.
- Please do not put personal software on a school computer without asking a technician.
- Please do not let a student use your teacher station!*

Login/Logout:

- The user name that appears on your computer is last person who logged in.
- Backspace over previous name and type your name.
- Tab to password box and type last 5 digits of social security number.
- Click OK.
- This authenticates you to the server.
- To logoff of server, click Start, click on logoff username.
- This will bring up an NT Login box.
- You are now logged off the server and your personal files are no longer available.

GRADING Prorams: *Abante* is available at Collins. *MAKING the GRADE* is available at HS & MS. Your mentor will assist you in using your grading program. If you need technical support please fill-out a work order.

E-POP is a messaging system available to the HS, MS and CE buildings. Your mentor will show you how to use it.

REMC 3/9 is our video and technology cooperative. You can order videos online. Ask Lisa Sutton for help if need. She also has passwords for all buildings.

Technical Assistance for school computer:

For technical assistance, go to the school web page and enter a technology work order. Our technicians will help you as soon as possible. If it is an emergency ask the secretary to page a technician.

Technology Committee Members (Resource people in your building):

Chuck Blackney(MS)
Bruce Fitzgerald (MS)
Sue Milner (HS Asst. Principal)
Brenda Kunik (HS)
Pam Akin (C Principal)
Pat Rzycki (C)
***Mike Schaltz(Technology)**
Jack Kramer (HS Principal)
Michelle Shultz (MS)
Lisa Sutton (K-12 Media Specialist)
Susan Tyer (MS Principal)
***Rhonda Whitlock (Technology)**
Jennifer Williams (HS)

9/26/08 LS

HLCS Teacher Technology Professional Development Workshops for 2008-2009

Professional development days are scheduled by the Curriculum Director and will be posted here when they become available.

Technology Workshops that teachers have requested are:

SmartBoards

Streaming Video

Web design

Pod casting , webinars and moodles

Special Addendum #1 to Houghton Lake Community School's Technology Plan:

As an addition to our budget, we intend to supplement our school funding each year by applying to the Universal Service Fund. These services provide us with day-to-day essential operations and are not necessarily specifically shown in our technology plan.

We will request funding for the following services:

Telecommunications: Local telephone services, long distance services, high-speed access services (such as T-1, ISDN, Frame Relay and DID circuits), cellular services and pager services.

Internet Access: dedicated or direct Internet access services, dial up Internet access, and E-Mail services.