



Hudsonville Public Schools – 70190
3886 Van Buren
Hudsonville, MI 49426
Website: www.hudsonville.k12.mi.us

Hudsonville Public Schools

DISTRICT TECHNOLOGY PLAN

Start Date – 07/01/2012
End Date – 06/30/2015

Creation Date: 10/19/2011

URL:

<http://www.hudsonville.k12.mi.us/HPS/images/stories/Technology/techplan.pdf>

ISD: Ottawa Area Intermediate School District - 701

Dave Schippers, Technology Director
Phone: (616) 669-4877
Fax: (616) 669-4889
E-Mail: dschippe@hpseagles.net

<i>I. INTRODUCTION</i>	4
<u>District Mission Statement</u>	4
<u>District/School Statistics</u>	4
<u>Technology Planning Team</u>	5
<i>II. TECHNOLOGY VISION AND GOALS</i>	6
<u>Hudsonville Public Schools' Vision For Educational Technology</u>	6
<u>Curriculum Integration Goals</u>	6
<u>Curriculum Integration Activity Timelines</u>	6
<u>Professional Development Goals</u>	6
<u>Professional Development Activity Timelines</u>	7
<u>Student Achievement</u>	7
<u>Student Achievement Activity Timelines</u>	7
<u>Infrastructure Goals:</u>	7
<u>Infrastructure Activity Timeline</u>	8
<u>Parental Communications and Community Relations</u>	9
<u>Parent Communication and Community Activity Timelines</u>	9
<u>Budget and Funding</u>	10
<u>Budget and Funding Activity Timelines</u>	10
<u>Monitoring and Evaluation</u>	10
<u>Monitoring and Evaluation Activity Timelines</u>	11
<u>Updating the Technology Plan</u>	11
<u>Updating the Technology Plan Activity Timelines</u>	11
<i>III. CURRICULUM</i>	12
<u>Curriculum Integration</u>	12
<u>Curriculum Integration Activity Timelines</u>	12
<u>Student Achievement</u>	13
<u>Student Achievement Activity Timeline</u>	13
<u>Technology Delivery</u>	14
<u>Parental Communications and Community Relations</u>	19
<u>Technologies Promoting Parental/Community Involvement</u>	20
<u>Collaboration</u>	20
<i>IV. PROFESSIONAL DEVELOPMENT</i>	21
<u>Professional Development Goals</u>	21
<u>Professional Development Activity Timelines</u>	21

<u>Supporting Resources</u>	21
<u>Infrastructure Goals:</u>	24
<u>Infrastructure Activity Timelines</u>	24
<u>Current Technology</u>	26
<u>Technology Needs</u>	33
<u>Internal Support</u>	34
<u>Increased Access</u>	35
<i>V. FUNDING & BUDGET</i>	36
<u>Coordination of Resources</u>	37
<i>VI. MONITORING AND EVALUATION</i>	38
<u>Monitoring and Evaluation</u>	38
<u>Monitoring and Evaluation Activity Timelines</u>	38
<u>Updating the Technology Plan</u>	38
<u>Student Achievement Assessments</u>	38
<u>Acceptable Use Policy, Filtering and Security</u>	39
Internet Safety Procedures	40
<i>Appendices</i>	43
<i>Curriculum Integration – Computer and Content Area Benchmarks</i>	44
ELEMENTARY SCHOOL COMPUTER AND CONTENT AREA BENCHMARKS	44
MIDDLE SCHOOL COMPUTER AND CONTENT AREA BENCHMARKS	45
HIGH SCHOOL COMPUTER AND CONTENT AREA BENCHMARKS	54
<u>USF E-rate Products/Services Funding Requests</u>	57
<i>Staff Technology Acceptable Use Policy</i>	58
<i>Student Technology Acceptable Use Policy</i>	63
<i>Parent Technology Acceptable Use Policy</i>	67

I. INTRODUCTION

District Mission Statement

The mission of Hudsonville Public Schools is to educate, challenge, and inspire all learners to become contributing, responsible members of a global society.

Beliefs:

- The Hudsonville Public School District believes that all students can learn.
- The Hudsonville Public School District is committed to providing a challenging and engaging curriculum, effective instruction, and a positive, supportive environment.
- The Hudsonville Public School District realizes success will be achieved through a cooperative partnership of students, teachers, support staff, administrators, board members, parents, and the community.

As a district, we strive to prepare our students for their future. Our district vision is to “provide Hudsonville Public Schools students with a world-class education that will enable them to successfully live and work in a global community.” The changing world of work causes us to constantly evaluate our requirements and expectations to ensure that our students are well prepared for their next step after high school.

District/School Statistics

Hudsonville Public Schools, working in conjunction with Ottawa Area Intermediate School District, is comprised of the City of Hudsonville, located approximately nine miles southwest of Grand Rapids, and parts of the townships of Allendale, Blendon, Georgetown, Jamestown and Zeeland in Ottawa County, as well as a part of Salem Township in Allegan County. Both counties are located in the southwest quadrant of Michigan's Lower Peninsula along Lake Michigan. The city is located directly on Michigan Highway M-21 and is served by I-196.

The school district is a balanced mix of residential, commercial, and agricultural properties with excellent access to the industrial, educational, and commercial complexes of Grand Rapids to the northeast in Kent County. Also, within easy commuting distance of the school district, are the Lake Michigan shoreline and the cities of Holland, Grand Haven, and Muskegon. Residents of the area are predominantly Dutch although the demographics are rapidly changing due to accelerated growth in the district which has increased steadily since 1960. The school district is largely agricultural with suburban-residential development. There is some light industry within the boundaries of the school district but a great many of the residents either farm or are employed in nearby communities.

Local higher education opportunities are provided by Grand Rapids Community College, a two-year institution, and Grand Valley State University in Allendale, which offers four-

year degrees. Many other higher education institutions are located in the Grand Rapids and Holland area.

Existing district facilities include a 10 - 12 high school, a freshman campus, two middle schools, seven elementary schools, an administration building, and a transportation garage for a total of thirteen facilities. The district is comprised of 18 administrators, 908 staff members and a 2008/2009 student enrollment of 5693 with 642 being enrolled in the National School Lunch Program.

Technology Planning Team

In addition to technology specialists, the Hudsonville Public Schools has two groups that meet to discuss technology implementation in the district, the Technology Steering Committee and the Technology Planning Committee.

The *Technology Specialists* meet twice a month with the technology director to discuss hardware and software issues. They develop procedures for software adoption as well as discuss where specific software would fit in the curriculum. The technology specialist team includes four technology specialists, two instructional specialists and the district technology director.

The *Technology Steering Committee* has been organized to meet monthly to review and discuss technology purchases, curriculum, implementation timelines and district technology goals. Members of the steering committee include the district's Superintendent, Curriculum Director, Assistant Superintendent for Business, Human Resources Director, , Technology Services Director, and Instructional Technology Coach/Professional Development Coordinator.

The *Technology Planning Committee* has been organized to meet periodically to plan, review and provide feedback on the direction of technology within the district, and priorities for implementing technology in the future. Members of the planning committee were recommended by the Technology Steering Committee and include the district's Superintendent, Assistant Superintendent for Business, Curriculum Director Human Resources Director, Special Education Director, Technology Director, a Board of Education member, several elementary and middle school principals, the high school principal, several elementary, middle and high school teachers, and the Technology Specialists. Some of the assigned members are also parents with students that attend school in the district.

II. TECHNOLOGY VISION AND GOALS

Hudsonville Public Schools' Vision For Educational Technology

Hudsonville Public Schools will incorporate technology as a natural part of an educational plan through an integrated, comprehensive framework, which will meet the academic needs of a diverse student population. Technology is a viable tool used for ongoing assessment to measure growth in student achievement, as stated in our school improvement plan. Promotion of optimal growth and learning will occur through continuous use of technology and development of critical thinking skills, effective communication skills, fostering creativity and promoting 21st Century Learning skills. On-going staff training and leading-edge technology opportunities will ensure that all students will become successful, contributing members of a changing, information-rich global society.

Curriculum Integration Goals

The purpose of integrating technology into the curriculum is to increase student achievement and college & career readiness.

Goal 1

To provide classroom learning-opportunities that integrate METS-S 2009 & 21st century skills into content standards.

Goal 2

To provide students with adequate access to technology at all levels(K-12) in order to attain curricular goals.

Goal 3

To provide all teaching staff with technology tools that allow for delivery of enhanced instruction and increased efficiency.

Curriculum Integration Activity Timelines

Timeline 2012-2015

- Assess K-12 curriculum and develop lessons that integrate technology with content standards.
- Provide teacher hub technology where teachers can enhance instruction and classroom efficiency.
- Develop a district P.L.N. in order to share curriculum integration resources.
- Decrease the student to device ratio by increasing the number of student accessible devices.

Professional Development Goals

Technology Literacy as defined by specifics of the State of Michigan Educational Technology Standards and Expectations will be incorporated into the professional development opportunities available to all administrators, teachers and other staff members.

Goal I:

To provide personalized professional development to assist teachers in becoming proficient users of evolving technology resources in order to maximize their effectiveness and efficiency in enhancing teaching and learning.

Goal II:

To develop technology mentors to grow instructional technology expertise within each building.

Professional Development Activity Timelines

Timeline 2012-2015

- Annually assess staff training needs in the use of technology
- Provide a menu of supported training options
- Provide an online bank of support videos

Student Achievement

Student achievement is a key component in the success of our school district. Multiple local, state, & national benchmarks are used to evaluate our progress as a teaching institution.

Goal I:

To provide students with technology necessary to support & enhance the curriculum, including 21st Century Skills.

Goal II:

To utilize technology in order to assess & monitor student achievement

Student Achievement Activity Timelines

Timeline 2012-2015

- Use technology to provide enrichment and intervention opportunities for students.
- Utilize programs to collect and report student achievement data.
- Determine & maintain technology inventory to be compatible with the Smarter Balanced Assessment.
- Provide parents with on-going access to their child's progress through Powerschool Portal.

Infrastructure Goals:

Goal I

Hudsonville Public Schools will provide an appropriate infrastructure necessary to support and enhance teaching and learning.

Goal II

Hudsonville Public Schools will provide the necessary technical support to maximize network uptime and resources.

Goal III

Hudsonville Public Schools will provide and support equitable and sustainable educational technology that enhances teaching and learning for improving student achievement.

Infrastructure Activity Timeline

Timeline 2012 - 2013

- Replace existing wireless infrastructure.
- Deploy approved technologies identified from the EIT pilot
- Continue commitment of providing new staff all required technology training through workshops and online resources
- Continue district-wide inventory system of hardware and software.
- Continue preventive maintenance as scheduled.
- Continue support of district management systems.
- Continue to hold monthly technology committee meetings as necessary.
- Continue to hold bimonthly technology staff meetings.
- Evaluate equipment functionality and upgrade as needed.
- Monitor Powerschool upgrades and implement when necessary
- Monitor status of OSX enhancements and make hardware and software recommendations where applicable
- Investigate future infrastructure trends & re-align appropriately
- Perform yearly maintenance on the district-wide fiber network
- Perform yearly review of data center power, air conditioning, and backup generator needs.
- Perform yearly updates of disaster recovery plans
- Perform yearly updates to the build system for desktop rebuilds
- ∞ Monitor SAN usage levels recommending upgrades where necessary
- Continue preventive maintenance as scheduled.
- Continue hardware repair as necessary
- Perform yearly audit and update of phone numbers and phone system setup

Timeline 2013 - 2014

- Deploy approved technologies identified from the EIT pilot
- Continue commitment of providing new staff all required technology training through workshops and online resources
- Continue district-wide inventory system of hardware and software.
- Continue preventive maintenance as scheduled.
- Continue support of district management systems.
- Continue to hold monthly technology committee meetings as necessary.
- Continue to hold bimonthly technology staff meetings.
- Evaluate equipment functionality and upgrade as needed.
- Monitor Powerschool upgrades and implement when necessary
- Monitor status of OSX enhancements and make hardware and software recommendations where applicable
- Investigate future infrastructure trends & re-align appropriately
- Perform yearly maintenance on the district-wide fiber network

- Perform yearly review of data center power, air conditioning, and backup generator needs.
- Perform yearly updates of disaster recovery plans
- Perform yearly updates to the build system for desktop rebuilds
- ∞ Monitor SAN usage levels recommending upgrades where necessary
- Continue preventive maintenance as scheduled.
- Continue hardware repair as necessary
- Perform yearly audit and update of phone numbers and phone system setup

Timeline 2014 - 2015

- Deploy approved technologies identified from the EIT pilot
- Continue commitment of providing new staff all required technology training through workshops and online resources
- Continue district-wide inventory system of hardware and software.
- Continue preventive maintenance as scheduled.
- Continue support of district management systems.
- Continue to hold monthly technology committee meetings as necessary.
- Continue to hold bimonthly technology staff meetings.
- Evaluate equipment functionality and upgrade as needed.
- Monitor Powerschool upgrades and implement when necessary
- Monitor status of OSX enhancements and make hardware and software recommendations where applicable
- Investigate future infrastructure trends & re-align appropriately
- Perform yearly maintenance on the district-wide fiber network
- Perform yearly review of data center power, air conditioning, and backup generator needs.
- Perform yearly updates of disaster recovery plans
- Perform yearly updates to the build system for desktop rebuilds
- ∞ Monitor SAN usage levels recommending upgrades where necessary
- Continue preventive maintenance as scheduled.
- Continue hardware repair as necessary
- Perform yearly audit and update of phone numbers and phone system setup

Parental Communications and Community Relations

Goal I:

Technology Information Retrieval at Hudsonville Public Schools will be available to parents, students, and community members through a variety of technology resources.

Goal II:

Technology at Hudsonville Public Schools will be community oriented and accessible through a variety of resources and programs.

Parent Communication and Community Activity Timelines

Timeline 2012 - 2013

- Continue to promote district website, web portal, e-mail, and voicemail options through student/parent orientations, open houses, parent organization meetings, and parent/teacher conferences.

Timeline 2013 - 2014

- Continue to promote district website, web portal, e-mail, and voicemail options through student/parent orientations, open houses, parent organization meetings, and parent/teacher conferences.

Timeline 2014 - 2015

- Continue to promote district website, web portal, e-mail, and voicemail options through student/parent orientations, open houses, parent organization meetings, and parent/teacher conferences.

Budget and Funding

Goal To provide a fiscally responsible method for funding and coordinating resources that supports our existing educational technology and future acquired educational technologies.

Technology resources and materials are evaluated continuously on an informal basis and annually on a formal basis by the District Technology Committee as to their role in the curriculum to support student learning. Those resources or materials that no longer support the goals of the instructional program are withdrawn. All equipment and software purchases are acquired using general fund monies unless through bond construction monies for new building. It is an ongoing commitment of the district to provide this funding at levels sustainable and fiscally able based on need.

Budget and Funding Activity Timelines

Timeline 2012 - 2013

- Revisit needs and justification for application of USF funds.
- Evaluate and adjust the technology budget as needed.

Timeline 2013 - 2014

- Revisit needs and justification for application of USF funds.
- Evaluate and adjust the technology budget as needed.

Timeline 2014 - 2015

- Revisit needs and justification for application of USF funds.
- Evaluate and adjust the technology budget as needed.

Monitoring and Evaluation

Goal Hudsonville Public Schools will consistently monitor and evaluate the success of achieving the goals of this three year plan.

The Technology Steering Committee will meet at least once a year to specifically review all goals in the technology plan by evaluating and reviewing the goals for that current

year. All of the individual goals will be reviewed to determine if they have been achieved, are still valid, or need to be revised.

Monitoring and Evaluation Activity Timelines

Timeline 2012 - 2015

- Continue assessment and evaluation of technology integration.
- Continue identification of curricular and instructional needs that can be enhanced by technology.
- Assess technology integration and revise K - 12 curriculums as needed.
- Evaluate and assess the benefits of using MIClimb resources.

Updating the Technology Plan

Goal Hudsonville Public Schools will annually update and revise the district's technology plan goals as needed.

The Technology Planning Committee will meet once a year to evaluate current and expected technology trends that may be utilized to increase student learning in the education setting. Findings from this meeting will be used in conjunction with findings from the Technology Steering Committee's technology plan review to update and revise the technology plan.

Updating the Technology Plan Activity Timelines

Timeline 2012 – 2015

- Continue progress on District Technology Plan assessment.
- Revise the technology plan and submit to the Michigan Department of Education for approval.

III. CURRICULUM

Curriculum Integration

Goal I:

To provide classroom learning-opportunities that integrate METS-S 2009 & 21st century skills into content standards.

Activities:

Will be defined through:

- district-wide technology curriculum
- leading-edge technology
- integration of No Child Left Behind and Michigan Curriculum Standards
- on-going staff training

Goal II:

To provide students with adequate access to technology at all levels(K-12) in order to attain curricular goals.

Activities:

Teaching staff will:

- participate in on-going staff development and training
- have access to sufficient technology resources
- use a comprehensive district curriculum for technology
- use research-based instructional methods
- monitor student mastery of district technology benchmarks

Goal III:

To provide all teaching staff with technology tools that allow for delivery of enhanced instruction and increased efficiency.

The purpose of integrating technology into the curriculum is to increase student achievement and college & career readiness.

Curriculum Integration Activity Timelines

Timeline 2012-2015

- Assess K-12 curriculum and develop lessons that integrate technology with content standards.
- Provide teacher hub technology where teachers can enhance instruction and classroom efficiency.
- Develop a district P.L.N. in order to share curriculum integration resources.
- Decrease the student to device ratio by increasing the number of student accessible devices.

Student Achievement

Student achievement is a key component in the success of our school district. Multiple local, state, & national benchmarks are used to evaluate our progress as a teaching institution.

Goal I:

To provide students with technology necessary to support & enhance the curriculum, including 21st Century Skills.

Goal II:

To utilize technology in order to assess & monitor student achievement

Student Achievement Activity Timeline

Timeline 2012-2015

- Use technology to provide enrichment and intervention opportunities for students.
- Utilize programs to collect and report student achievement data.
- Determine & maintain technology inventory to be compatible with the Smarter Balanced Assessment.
- Provide parents with on-going access to their child's progress through Powerschool Portal.

Activities:

Teachers and building technology specialists will provide opportunities to demonstrate learning through:

- designing multimedia presentations
- creating spreadsheets
- creating databases
- producing research projects
- performing internet research
- using graphic organizer software
- on-going organizational skills training including use of servers and student folders

Elementary Computer Benchmarks

Hudsonville Public Schools continues to integrate state and national required technology standards into the every day curriculum. The classroom teachers and building technology specialists will assess student projects for content, technology parameters, and evidence of mastery of identified skills. Teacher created rubrics will set the standard for determining success.

Middle School Computer and Content Area Benchmarks

Hudsonville Public Schools continues to integrate state and national required technology into the every day curriculum. Assessment opportunities are mandatory for each nine week or semester course. Specific assessments or rubrics are designed to measure the

application of technology skills taught in each course. Failure to pass the assessments would result in repeating any required technology course. (See Appendix A for specific grade level benchmarks)

High School Computer and Content Area Benchmarks

Hudsonville Public Schools continues to integrate state and national required technology standards into the every day curriculum. Assessment opportunities are mandatory for each nine week or semester course. Specific assessments or rubrics are designed to measure the application of technology skills taught in each course. Failure to pass the assessments would result in repeating any required technology course. (See Appendix A for specific grade level benchmarks)

Technology Delivery

The following resources are provided by Hudsonville Public Schools to access distant resources for academic achievement.

World Wide Web (WWW)

The World Wide Web provides excellent resources and exposure for our district. We have capitalized on the Internet to gather information and resources pertinent to each level of our curriculum. Our teachers and staff utilize these web resources by:

- collecting bookmarks of related sites specific to curricular material
- providing links on our teacher, department, media center, and building websites
- requiring research using specific sites for student projects
- referencing sites to enhance and support the instruction of daily curriculum
- subscribing to up-to-date Internet resources like Grolier Encyclopedia on-line and other Internet resources leveraged by our local REMC/ISD organization
- piloting Internet streaming video pertinent to curriculum subjects leveraged by our local REMC/ISD organization

Website

Hudsonville Public School's web site has up-to-date information and gives parents a real time view into what is happening in school, as their children are educated. Teachers and authorized staff have access to create web pages easily and effortlessly by entering information into a database thus feeding the web site with current and relevant information. Staff can set posting and archiving dates for time sensitive data so the work of keeping the website up to date is done automatically.

Internet Access Uptime

Hudsonville Public School's strategy to ensure maximum uptime for our Internet access connection is to utilize high-end industry standard hardware and software. The same strategy is applied to serving our Internet presence. Most industry standard technologies are interoperable. As a result, we can use our existing infrastructure to save the district time and money. This strategy of applying industry standards carries throughout much of our technology infrastructure from Internet email communications to firewall hardware and software. We currently use three Internet browsers in our district: Mozilla, Internet

Explorer, and Safari. This gives staff and students increased opportunities to access a variety of Internet resources.

Standards using Internet Protocol

Through the implementation of standards over the past seven years, we have reduced the number of protocols used from six to two. This has greatly reduced the complexity of our network. Currently, we use the Internet protocol TCP/IP, as it is the most widely used in educational settings. By standardizing this protocol, we ensure interoperability between platforms, applications, and the Internet. It also allows Hudsonville's current Macintosh, Windows and Linux operating systems to interoperate on many levels.

Internet Technologies Support

The technical support required for maintaining the Internet connections, resources, and presence is a compilation of contracted, intermediate school district, in-house, and student resources. We have a Network/System Administrator on staff that is responsible for implementation, configuration, maintenance, repair and required training for technical staff. The Network/System Administrator bears a wealth of knowledge and also attends off-site training specific to hardware and software technologies. The Technical staff in turn trains end users as applicable. The Technical staff meets twice per month for updates and training on new and existing technologies available to the district.

Our Internet access provider, Ottawa Area Intermediate School District, provides technical assistance and oversees filtering for our connection in accordance with the Children's Internet Protection Act. Contracted personnel are hired, as required, to install, implement, and or train new technologies not yet mastered by in-house staff.

Wide Area Network (WAN)

Over the past seven years, Hudsonville Public Schools has focused energy on providing 100% uptime to technology in the classroom. The strategy has been to create standards and infrastructure that is equitable, reliable, and usable in every day classroom functions. We focus on the fact that teachers don't plan lessons and students do not learn around equipment that is not reliable. In the spring of 2001, Hudsonville Public Schools put in place a 12-strand fiber optic WAN connecting 15 Local Area Networks (LANs) at gigabit Ethernet (1000mb) speeds. This was a key part of our 1998 technology plan goals and objectives. Connecting all of our resources through a wide area network has allowed technology to be a seamless part of everyday life in and out of the classroom.

We have met the wide area network goals and objectives of our previous technology plans by:

1. centralizing and consolidating servers making better use of our storage resources
2. sharing and expanding electronic resources for staff and students
3. enhancing the management of the entire system
4. allowing for more technology uptime by providing quicker response to technical issues

5. All of our servers are centrally located in a temperature, humidity, and dust controlled environment. In this environment we have:
 1. (32) Windows file and print servers
 2. (22) Macintosh servers for service applications
 3. (3) VM Server Hosts
 4. (3) Linux servers for email and testing
 5. (23) Virtual Windows servers for testing
 6. core network fiber switches
 7. core network routers to transfer data between the buildings, servers, and the Internet

This environment is designed for 100% uptime by:

1. conditioning electrical power for central servers and equipment
2. providing automated battery backup and surge protection for all central equipment
3. generating emergency power in case of normal source failure

Direct-connect Internet and e-mail service is provided to each building over the WAN. Centralized PK – 12 student information as well as grading, and electronic attendance for 6 - 12th grades is made possible with the WAN..

Local Area Networks (Data)

Each building has a Local Area Network (LAN) that provides connection to the services and file servers through the Wide Area Network (WAN). Students have access to individual file storage on multiple file servers. Students use “drop” and “pick” folders allowing them to turn in simple and complex electronic projects and assignments to their teachers. Teachers and staff have access to individual and shared storage on multiple file servers for collaboration and sharing of lesson plans and other media. Authorized personnel have access to student information appropriate for their position and security level.

Each building is equipped with a wireless network available to all district computers. Access authorization is managed through a central radius server via the WAN. Every computer has access to the Internet, local and networked software through the wired or wireless LAN. Special Education students are accommodated through the use of adaptive devices and wheelchair access in each stationary lab and classroom, both wireless and stationary. Direct connect Internet and e-mail service is provided to each classroom and computer using the LAN.

Elementary LAN Connected Equipment

Each elementary building is equipped with:

- one stationary computer lab
- up to five sign-up computer stations in the Media Center
- three to eight sign-up wireless laptops for students, staff, and teachers

The wireless LAN has allowed more connectivity in buildings without having to add more expensive wiring and electrical outlets in every location. As an example, one elementary school has piloted a three-computer classroom “centers” concept for three

years funded through grants and matching funding. This “centers” concept has proven to be successful, however, sustainability and equity across the district is not financially feasible within the near future. A sustainable alternative to this concept are mobile wireless labs. Mobile wireless labs can affordably enhance the learning environment and provide increased access to technology in the elementary setting. Our goal is to place mobile wireless labs into each elementary facility by the year 2006.

Middle School LAN Connected Equipment

Each middle school is equipped with:

- one instructional stationary lab
- two sign-up stationary labs
- twelve sign-up computer stations in the Media Center
- three to eight sign-up wireless laptops for students, staff, and teachers

The larger of our two middle schools, Baldwin Street, has a wireless mobile lab for sign-up and is used for research and projects in any classroom during a typical lesson. .

Freshman Campus LAN Connected Equipment

Our freshman campus is equipped with:

- one sign-up stationary lab
- one sign-up wireless mobile lab
- five sign-up computer stations in the Media Center
- two sign-up wireless laptops staff and teachers

In addition, computer classes in instructional computer labs are offered to freshman 1st and 6th hours, by shuttle, at the high school.

High School LAN Connected Equipment

The high school is equipped with:

- five instructional stationary labs
- three sign-up stationary labs
- two sign-up wireless mobile labs
- twenty-five sign-up computer stations in the Media Center
- three to eight sign-up wireless laptops for staff and teachers

Technical support for the LAN data networks is handled by our district level Network/System Administrator and other district level support personnel. Building level technology personnel perform simple maintenance and trouble-shooting while assisting with repairs as needed. The building level technology personnel perform staff training on operation and maintenance of computer hardware, peripherals, and software in relation to the data LAN.

Local Area Networks (Video)

Each building has a self-contained video distribution LAN that is used for:

- distributing cable access television (CATV)
- internal broadcasting of student work or announcements
- building-wide distribution of a videotape or show

This LAN network allows us to show a video, present a live broadcast or run a computer presentation throughout the building. Most classrooms are equipped with a video data projector (VDP) eliminating the need for TVs. Since only a few classrooms have mounted VDP's, carted units are available for checkout as needed.

TV's are present in most building hallways for broadcasting student announcements and special event information to students, staff, parents, and visitors. The VCRs in most classrooms provide a secondary video input allowing the following devices to be connected for viewing:

- digital cameras (still and video)
- document cameras
- electronic microscopes

Technical support for the video system is contracted as needed by original equipment integrators. The building level technology personnel perform daily operation and simple maintenance to the video system as well as staff training on operation and maintenance of TV's, VCR's, VDP's and other related video equipment.

Local Area Networks (Voice)

Each facility has a building based phone system. A central Analog/Digital PBX provides central voice processing at the building level and includes:

- all-call paging
- paging and call routing to each classroom
- homework hotline
- voice mail for each teacher or authorized staff member
- 911 and emergency call access

Back door numbers into each system allow direct dialing for district personnel. Some buildings have integrated phone and intercom systems which allow the teacher to converse with office staff or other classroom teachers, hands-free from anywhere in the room. If the call becomes private; the teacher can pick up the phone handset which releases the all-call speaker to receive important announcements. We also have central voice processing capabilities at the WAN level to minimize individual building hardware and centralize incoming phone lines at a reduced cost to the district. Technical support for voice systems is contracted as needed by original equipment integrators. Simple phone changes, adds, resets or moves are done by district level technology personnel. Building level technology personnel perform staff training on operation and maintenance of voicemail, homework hotline, and handsets.

Classrooms

Each classroom has wired access to support a minimum connection for two computers and wireless access for a maximum of thirty computers. At the elementary and middle school level, computers are located in a neutral position for access by both students and staff. In the Freshman Campus and High School, the computer is a management tool for the teacher and a presentation tool for the student. Each classroom TV or Video Data Projector (VDP) is connected to the teacher computer for large group presentations of

computer programs and lessons. The Freshman Campus and High School students also have access to other computers and technology in the Media Center and labs.

All classrooms are currently equipped with:

- one computer for management and instructional purposes
- one 27-32” television or Video Data Projector (VDP) and VCR

All classrooms are equipped with a telephone that has the ability to:

- page room to room
- receive phone calls
- make local calls
- retrieve voicemail
- manage the individual teacher’s homework hotline

Other equipment teachers have access to include:

- data projectors
- DVD players
- CD burners
- digital cameras (still and video)
- document cameras
- scanners

Parental Communications and Community Relations

Goal I:

Technology Information Retrieval at Hudsonville Public Schools will be available to parents, students, and community members through a variety of technology resources.

Resources:

Parents, students, and community members will be able to access up to date information through the following resources:

- Hudsonville Public Schools Web Page to provide information about the district and community (including the technology plan)
- access to WCET Public Television studios and facilities
- Powerschool Web Portal to access student assignments
- future access for parents to securely access on-line student progress reports
- individual teacher access through voicemail and e-mail
- newsletter distribution through School Messenger
- essential information distribution through phone and e-mail distribution utilizing School Messenger
- Availability of district technology plan on the district web page in PDF form

Goal II:

Technology at Hudsonville Public Schools will be community oriented and accessible through a variety of resources and programs.

Opportunities:

Hudsonville Public Schools will provide a variety of opportunities for parents, students and community members in the planning and implementation of the on-going technology plan by:

- providing extended, after-school opportunities for students

- obtaining and assessing feedback from parents, business leaders and other community members
- making available Summer Academy educational opportunities through Community Education
- monitoring and evaluating parental and community feedback through electronic surveys
- including community members in the planning and evaluation processes
- informational videos broadcast via WCET
- informational updates provided via the technology website

Technologies Promoting Parental/Community Involvement

The following technologies will be used to promote parental/community involvement:

Website

Hudsonville Public School's web site has up-to-date information and gives parents a real time view into what is happening in school, as their children are educated. Teachers and authorized staff have access to create web pages easily and effortlessly by entering information into a database thus feeding the web site with current and relevant information. Staff can set posting and archiving dates for time sensitive data so the work of keeping the website up to date is done automatically.

Collaboration

Hudsonville Public Schools does not currently provide Adult Education, Continuing Education, GED, ESL or other adult literacy opportunities.

IV. PROFESSIONAL DEVELOPMENT

Technology Literacy as defined by specifics of the State of Michigan Educational Technology Standards and Expectations will be incorporated into the professional development opportunities available to all administrators, teachers and other staff members.

Professional Development Goals

Technology Literacy as defined by specifics of the State of Michigan Educational Technology Standards and Expectations will be incorporated into the professional development opportunities available to all administrators, teachers and other staff members.

Goal I:

To provide personalized professional development to assist teachers in becoming proficient users of evolving technology resources in order to maximize their effectiveness and efficiency in enhancing teaching and learning.

Goal II:

To develop technology mentors to grow instructional technology expertise within each building.

Professional Development Activity Timelines

Timeline 2012-2015

- Annually assess staff training needs in the use of technology
- Provide a menu of supported training options
- Provide an online bank of support videos

Supporting Resources

To ensure successful and effective uses of technology at Hudsonville Public Schools, the following supporting resources are provided:

Acceptable Use Policies

Policies have been written for staff, students and the community in general, regarding the acceptable use of technologies. These policies have been defined to clearly communicate the intended and unacceptable uses of technology resources provided by the district.

Video Training

The technology staff utilizes the unique opportunity of video to help provide information, training, and general knowledge about resources provided by the school district. These videos are frequently offered in DVD, VHS, or broadcast format through WCET.

Classrooms

Each classroom has wired access to support a minimum connection for two computers and wireless access for a maximum of thirty computers. At the elementary and middle school level, computers are located in a neutral position for access by both students and

staff. In the Freshman Campus and High School, the computer is a management tool for the teacher and a presentation tool for the student. Each classroom TV or Video Data Projector (VDP) is connected to the teacher computer for large group presentation of computer programs and lessons. The Freshman Campus and High School students also have access to other computers and technology in the Media Center and labs.

All classrooms are currently equipped with:

- one computer for management and instructional purposes
- one 27-32” television or Video Data Projector (VDP) and VCR

All classrooms are equipped with a telephone that has the ability to:

- page room to room
- receive phone calls
- make local calls
- retrieve voicemail
- manage the individual teacher’s homework hotline

Other equipment teachers have access to include:

- data projectors
- DVD players
- CD burners
- digital cameras (still and video)
- document cameras
- scanners

Some classrooms are also equipped with adaptive devices and other technologies as required to support individual education plans (IEP). The following are some examples of assistive technologies that Hudsonville Public Schools provides to help all our students achieve their goals:

- Homebound 2-way interactive video, to and from the classroom
- Braille printers and adaptive hardware and software
- Motor skill adaptive keyboards and mice

Video Streaming

Hudsonville Public Schools is in the process of building an infrastructure to support video streaming to the classroom. As of 2006, we have one building piloting the video streaming concept with the assistance of our Intermediate School District.

Security

Access to the network is controlled through network login. A firewall is in place to control access to the network from outside the school district. The Intermediate School District provides filtering controls for inappropriate material via Internet in accordance with the Children's Internet Protection Act. Security is standardized at the desktop level through desktop locking software. Access to the wireless network is controlled by radius and MAC address authentication. Physical security of hardware resources is accomplished through structured key system allowing only authorized personnel a

designated level of access. All computers are asset tagged and inventoried. Sign-up labs, computers, and peripherals are check in and out through the Alexandria library card catalog system for tracking purposes and administering fines.

OAISD

Technology personnel at the Ottawa Area Intermediate School District provide WAN level support and maintenance. The ISD also provides various training, informational resources, and meetings for administrative, teaching and technology staffs through its personnel or REMC.

Future Resources to be acquired

Hudsonville Public Schools will continually evaluate supporting resources necessary to ensure successful and effective uses of technology throughout the district.

Some resource changes that will be utilized are:

- additional training videos (internally created or purchased, whichever is deemed most cost effective.
- updates and expansion of the district as deemed necessary to expand or introduce programs
- streaming video support (provided through REMC)

V. Infrastructure, Hardware, Software, Technical Support, & Design

Infrastructure Goals:

Goal I

Hudsonville Public Schools will provide an appropriate infrastructure necessary to support and enhance teaching and learning.

Goal II

Hudsonville Public Schools will provide the necessary technical support to maximize network uptime and resources.

Goal III

Hudsonville Public Schools will assess technology needs on an on-going basis to ensure optimum use of all available technologies

Infrastructure Activity Timelines

Timeline 2012 - 2013

- Replace existing wireless infrastructure.
- Deploy approved technologies identified from the EIT pilot
- Continue commitment of providing new staff all required technology training through workshops and online resources
- Continue district-wide inventory system of hardware and software.
- Continue preventive maintenance as scheduled.
- Continue support of district management systems.
- Continue to hold monthly technology committee meetings as necessary.
- Continue to hold bimonthly technology staff meetings.
- Evaluate equipment functionality and upgrade as needed.
- Monitor Powerschool upgrades and implement when necessary
- Monitor status of OSX enhancements and make hardware and software recommendations where applicable
- Investigate future infrastructure trends & re-align appropriately
- Perform yearly maintenance on the district-wide fiber network
- Perform yearly review of data center power, air conditioning, and backup generator needs.
- Perform yearly updates of disaster recovery plans
- Perform yearly updates to the build system for desktop rebuilds
- ∞ Monitor SAN usage levels recommending upgrades where necessary
- Continue preventive maintenance as scheduled.
- Continue hardware repair as necessary
- Perform yearly audit and update of phone numbers and phone system setup

Timeline 2013 - 2014

- Deploy approved technologies identified from the EIT pilot

- Continue commitment of providing new staff all required technology training through workshops and online resources
- Continue district-wide inventory system of hardware and software.
- Continue preventive maintenance as scheduled.
- Continue support of district management systems.
- Continue to hold monthly technology committee meetings as necessary.
- Continue to hold bimonthly technology staff meetings.
- Evaluate equipment functionality and upgrade as needed.
- Monitor Powerschool upgrades and implement when necessary
- Monitor status of OSX enhancements and make hardware and software recommendations where applicable
- Investigate future infrastructure trends & re-align appropriately
- Perform yearly maintenance on the district-wide fiber network
- Perform yearly review of data center power, air conditioning, and backup generator needs.
- Perform yearly updates of disaster recovery plans
- Perform yearly updates to the build system for desktop rebuilds
- ∞ Monitor SAN usage levels recommending upgrades where necessary
- Continue preventive maintenance as scheduled.
- Continue hardware repair as necessary
- Perform yearly audit and update of phone numbers and phone system setup

Timeline 2014 - 2015

- Deploy approved technologies identified from the EIT pilot
- Continue commitment of providing new staff all required technology training through workshops and online resources
- Continue district-wide inventory system of hardware and software.
- Continue preventive maintenance as scheduled.
- Continue support of district management systems.
- Continue to hold monthly technology committee meetings as necessary.
- Continue to hold bimonthly technology staff meetings.
- Evaluate equipment functionality and upgrade as needed.
- Monitor Powerschool upgrades and implement when necessary
- Monitor status of OSX enhancements and make hardware and software recommendations where applicable
- Investigate future infrastructure trends & re-align appropriately
- Perform yearly maintenance on the district-wide fiber network
- Perform yearly review of data center power, air conditioning, and backup generator needs.
- Perform yearly updates of disaster recovery plans
- Perform yearly updates to the build system for desktop rebuilds
- ∞ Monitor SAN usage levels recommending upgrades where necessary
- Continue preventive maintenance as scheduled.
- Continue hardware repair as necessary
- Perform yearly audit and update of phone numbers and phone system setup

Current Technology

The following technologies are currently employed within the Hudsonville Public School District:

World Wide Web (WWW)

The World Wide Web provides excellent resources and exposure for our district. We have capitalized on the Internet to gather information and resources pertinent to each level of our curriculum. Our teachers and staff have accomplished this through:

- collecting bookmarks of related sites specific to curriculum materials
- providing links on our teacher, department, media center, and building websites
- requiring research using specific sites for student projects
- referencing sites to enhance and support the instruction of daily curriculum
- subscribing to up-to-date Internet resources like Grolier Encyclopedia on-line and other Internet resources leveraged by our local REMC/ISD organization
- piloting Internet streaming video pertinent to curriculum subjects also leveraged by our local REMC/ISD organization

District Website

Hudsonville Public School's web site has up-to-date information and gives parents a real time view into what is happening in our schools, as their children attend. Teachers and authorized staff have access to create web pages easily and effortlessly by entering information into a database thus feeding the web site with current and relevant information. Staff can set posting and archiving dates for time sensitive data so the task of keeping the website up to date is done automatically.

Internet Access Uptime

Hudsonville Public School's strategy to ensure maximum uptime for our Internet access connection is to utilize high-end industry standard hardware and software. The same strategy is applied to serving our Internet presence. Most industry standard technologies are interoperable. As a result, we can use our existing infrastructure, which saves the district time and money. This strategy of applying industry standards carries throughout much of our technology infrastructure from Internet email communications to firewall hardware and software by setting our own standards. We currently use three Internet browsers in our district: Mozilla, Internet Explorer, and Safari. This gives staff and students increased opportunities to access a variety of Internet resources.

Standards using Internet Protocol

Through the implementation of standards over the past seven years, we have reduced the number of protocols used from six to two. This has greatly reduced the complexity of our network. Currently we use the Internet protocol, TCP/IP, as it is the most widely used in educational settings. By standardizing on this protocol we ensure interoperability between platforms, applications, and the Internet. It also allows Hudsonville's current Macintosh, Windows, and Novell operating systems to interoperate on many levels. AppleTalk is the second of the two protocols used by the district. Our future goal is to standardize solely on the TCP/IP protocol for all applications and platforms. Recent implementations will allow this standardization to enhance the education process by

upgrading to OS X at the desktop level and Novell Netware 6.0 at the network operating level.

Internet Technologies Support

The technical support required for maintaining the Internet connections, resources, and presence is a compilation of contracted, intermediate school district, in-house, and student resources. We have a Network/System Administrator on staff responsible for implementation, configuration, maintenance, repair and required training for technical staff. Network/System Administrator bears wealth of knowledge and also attends off-site training for specific hardware and software technologies. Technical staff in turn trains end users as applicable. Technical staff meets once per month for updates and training on new and existing technologies available. Our web site core is developed and maintained by a high school student based web design team. This team develops and writes code to allow teachers and staff to have web sites without having to know HTML or any other web page creation language. This team meets twice per week to develop and enhance the website based on goals, objectives, and feedback. The team holds a wealth of knowledge and is also provided training from outside trainers and an internal library of books to overcome technology hurdles. Our Internet access provider, Ottawa Area Intermediate School District, provides technical assistance and oversees filtering for our connection in accordance to the Children's Internet Protection Act. Contracted personnel are hired as required to install, implement, or train new technologies not yet mastered by in-house staff.

Wide Area Network (WAN)

Over the past seven years Hudsonville Public Schools has focused energy on providing 100% uptime to technology in the classroom. The strategy has been to create standards and infrastructure that is equitable, reliable, and usable in the every day function of a classroom. We focus on the fact that teachers don't plan lessons and students do not learn around equipment that is not reliable. In the spring of 2001, Hudsonville Public Schools put in place a 12-strand fiber optic WAN connecting 15 Local Area Networks (LANs) at gigabit Ethernet (1000mb) speeds. This was a key part of our 1998 technology plan goals and objectives. Connecting all of our resources through a wide area network has allowed technology to be a seamless part of everyday life in and out of the classroom.

District Hardware

All of our district servers are centrally located in a temperature, humidity, and dust controlled environment.

In this controlled environment we have:

8. (32) Windows file and print servers
9. (22) Macintosh servers for service applications
10. (3) VM Server Hosts
11. (3) Linux servers for email and testing
12. (23) Virtual Windows servers for testing
13. core network fiber switches
14. core network routers to transfer data between the buildings, servers, and the Internet

This controlled environment is designed for 100% uptime by:

- conditioning electrical power for central servers and equipment
- providing automated battery backup and surge protection for all central equipment
- generating emergency power in case of normal source failure

Direct-connect Internet and e-mail service is provided to each building over the WAN. Centralized PK - 12 grades student information is made possible with the WAN along with grading, and electronic attendance for 6 - 12th grades.

Local Area Networks (Data)

Each building has a Local Area Network (LAN) that provides connection to the services and file servers through the Wide Area Network (WAN). Students have access to individual file storage on multiple file servers. Students use “drop” and “pick” folders allowing them to turn in simple and complex electronic projects and assignments to their teachers. Teachers and staff have access to individual and shared storage on multiple file servers for collaboration and sharing of lesson plans and other media. Authorized personnel have access to student information appropriate for their position and security level.

Each building is equipped with a wireless network available to all district computers. Access authorization is managed through a central radius server via the WAN. Every computer has access to the Internet, local and networked software through the wired or wireless LAN. Special Education students are accommodated through the use of adaptive devices and wheelchair access in each lab and classroom, both wireless and stationary. Direct connect Internet and e-mail service is provided to each classroom and computer using the LAN.

Elementary LAN Connected Equipment

Each elementary building is equipped with:

- one stationary computer lab
- one mobile keyboarding lab
- up to (5) sign-up computer stations in the Media Center
- 3 - 8 sign-up wireless laptops for students, staff, and teachers

The mobile keyboarding lab computers communicate with the stationary lab or classroom computers via infrared technology. This allows students to use the mobile keyboarding lab to practice typing while working on writing projects thereby incorporating them into multi-media presentations during the student’s technology time in the stationary lab.

The wireless LAN has allowed more connectivity in buildings without having to add more expensive wiring and electrical outlets in every location. As an example, one elementary school has piloted a three-computer classroom “centers” concept for three years funded through grants and matching funding. This “centers” concept has proven to be successful, however, sustainability and equity across the district is not financially feasible within the near future. A sustainable alternative to this concept are mobile

wireless labs. Mobile wireless labs can affordably enhance the learning environment and provide increased access to technology in the elementary setting. Our goal is to place mobile wireless labs into each elementary facility by the year 2006.

Middle School LAN Connected Equipment

Each middle school is equipped with:

- one instructional stationary lab
- two sign-up stationary labs
- (12) sign-up computer stations in the Media Center
- 3 - 8 sign-up wireless laptops for students, staff, and teachers

The larger of our two middle schools has a wireless mobile lab for sign-up and is used in any classroom during a normal lesson for research and projects. More wireless mobile labs in the middle school environment is a goal to be deployed by the year 2005.

Freshman Campus LAN Connected Equipment

Our freshman campus is equipped with:

- one sign-up stationary lab
- one sign-up wireless mobile lab
- (5) sign-up computer stations in the Media Center
- two sign-up wireless laptops staff and teachers

In addition, computer classes in instructional computer labs are offered to freshman 1st and 6th hours, by shuttle, at the high school.

High School LAN Connected Equipment

The high school is equipped with:

- (5) instructional stationary labs
- (3) sign-up stationary labs
- (2) sign-up wireless mobile labs
- (25) sign-up computer stations in the Media Center
- 3 - 8 sign-up wireless laptops for staff and teachers

Technical support for the LAN data networks is handled by our district level Network/System Administrator and other district level support personnel. Building level technology personnel perform simple maintenance and trouble-shooting while assisting with repairs as needed. The building level technology personnel perform staff training on operation and maintenance of computer hardware, peripherals, and software in relation to the data LAN.

Local Area Networks (Video)

Each building has a self-contained video distribution LAN that is used for:

- distributing cable access television (CATV)
- internal broadcasting of student work or announcements
- building-wide distribution of a videotape or show

This LAN network allows us to show a VHS/DVD video, present a live broadcast, or run a computer presentation throughout the building. All classrooms have televisions and DVD Players/VCRs, while some classrooms are equipped with a video data projector (VDP) eliminating the need for TVs. Since only a few classrooms have mounted VDPs, carted units are available for checkout as needed.

In addition to CATV, one of our middle school buildings has a satellite dish for additional educational programming and resources. The satellite dish, mounted on the roof, provides downlink digital television and distance learning capabilities. The freshman campus and high school each have a satellite dish to provide Channel 1 programming to our 9 - 12th grade students on a daily basis.

TVs are present in most building hallways for broadcasting student announcements and special event information to students, staff, parents, and visitors. The DVD Players/VCRs in most classrooms provide a secondary video input allowing the following devices to be connected for viewing:

- laptops
- digital cameras (still and video)
- document cameras
- electronic microscopes

Technical support for the video system is contracted as needed from the original equipment integrators. The building level technology personnel perform daily operation and simple maintenance to the video system, as well as staff training on operation and maintenance of TVs, VCRs, VDPs, and other related video equipment.

Local Area Networks (Voice)

Each facility has a building based phone system. A central Analog/Digital PBX provides central voice processing at the building level and includes:

- all-call paging
- paging and call routing to each classroom
- homework hotline
- voice mail for each teacher or authorized staff member
- 911 and emergency call access

Back door telephone numbers into each system allow direct dialing for district personnel. Some buildings have integrated phone and intercom systems which allow the teacher to converse with office staff or other classroom teachers, hands-free from anywhere in the room. If the call becomes private, the teacher can pick up the phone handset to converse in private, releasing the all-call speaker to receive important announcements.

A future goal is to have central voice processing capabilities at the WAN level to minimize individual building hardware and centralize incoming phone lines at a reduced cost to the district.

Technical support for voice systems is contracted as needed from the original equipment integrators. Simple phone changes, adds, resets, or moves are done by district level technology personnel. Building level technology personnel perform staff training on operation and maintenance of voicemail, homework hotline, and handsets.

Classrooms

Each classroom has been wired to support a minimum connection of two computers and wireless access for up to thirty computers. At the elementary and middle school level, computers are located in a neutral position for access by both students and staff. In the Freshman Campus and High School, the computer is a management tool for the teacher and a presentation tool for the student. Each classroom TV or Video Data Projector (VDP) is connected to the teacher computer for large group presentation of computer programs and lessons. Freshman Campus and High School students also have access to other computers and technology in the Media Center and labs.

All classrooms are currently equipped with:

- one computer for management and instructional purposes
- one 27-32" television or Video Data Projector (VDP) and VCR

All classrooms are equipped with a telephone that has the ability to:

- page room to room
- receive phone calls
- make local calls
- retrieve voicemail
- manage the individual teacher's homework hotline

Other equipment teachers have access to include:

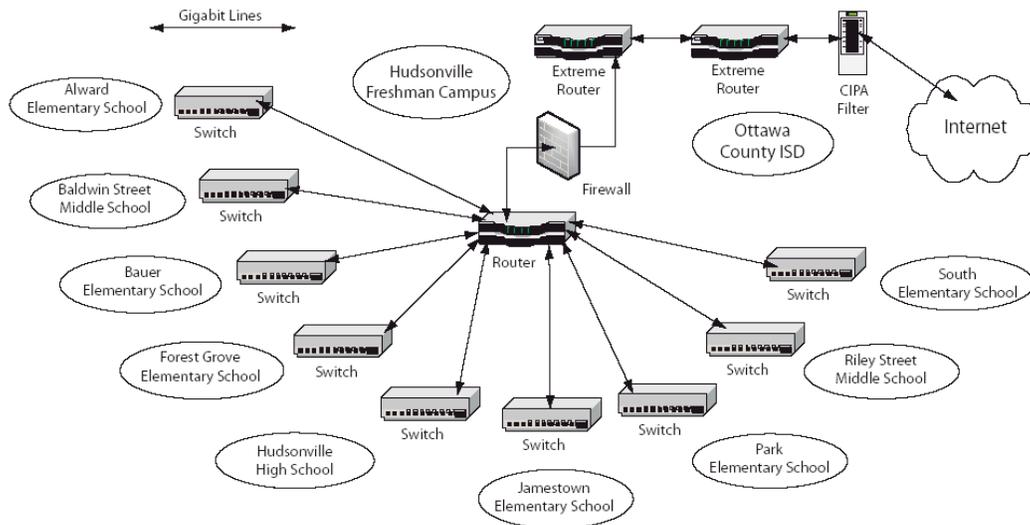
- data projectors
- CD burners
- digital cameras (still and video)
- document cameras
- scanners

District Licensed Software

Accelerated Reader	Final Cut Pro 5	Millie's Math House
Adobe Acrobat	Final Cut Pro HD	Motion
Adobe Acrobat Reader	Garageband	Mozilla
Adobe GoLive	Geometer's Sketchpad	Natrual Wonders
Adobe GoLive WorkGroup Server	Graph Club Deluxe	Netware
Adobe InDesign	Graphic Converter	Novel Cluster Services
Adobe LiveMotion	GroupWise	Novel Zenworks
Adobe PageMaker	GroupWise Server	PowerSchool / PowerGrade
Adobe Photoshop	I Spy Fantasy	Read180
All The Right Type	Image Blender	Riverside Scientific
Apple Network Assistant	iMovie	Sammy Science
AppleWorks	IMovie	School Finance 200
Auto-Accounting	Inspiration 6.0	School Store Software
AutoCAD 2000	iPhoto	Secondary Geometry Apps
Bailey's Book House	iTunes	Soundtrack
Citrix Client	iWorks	Star Reader
Citrix MetaFrame XP 1.8	Keyspan Digital Remotes	Trudy's Time and Place
CourseWizard	Kidspiration	Windows 2000
DeepFreeze	LanRev	Windows 2000 Server
Dragon Surveys	LiveType	Windows 98
DVD Studio Pro	Mac OS X Server	Windows Media Player
EduLog	MapEdit	Windows XP
FileMaker Pro 6.0	Meal Magic	Zaner Bloser fonts
FileMaker Server 5.5	MicroPace Pro	Zoo Phonics fonts
	Microsoft Office	Zoo Zillions

Hudsonville Public Schools

WIDE AREA NETWORK DIAGRAM WAN



E-rate Products and Services

Novell software will be used to provide security, login capabilities, and file storage space for student and teachers. Gmail provides staff with the ability to email. This is a key communication tool for teachers and staff to share ideas, information and any other needed resources electronically. File and data services allows us to provide a maximum amount of uptime for student and staff resources that are essential for day to day learning and teaching.

Telecommunication services provide each classroom with the ability to contact needed resources or additional support from other areas within the district and throughout the community. Telephone services, combined with email, are the primary communication tools for teachers to interact with parents and exchange ideas/information with other staff members. (See Appendix B for a list of E-rate requested products and services.)

Technology Needs

In the future, technology needs at Hudsonville Public Schools may change to require:

- 1) More storage space for teaching/learning application that are disk space intensive
- 2) More internet bandwidth as teachers and students utilize internet delivered content
- 3) Additional peripheral devices to receive and transmit video to the desktop (iSights/webcams)
- 4) Additional servers/software to allow blogs/electronic classrooms/wikis
- 5) Additional security measures to safeguard increasing cyber threats
- 6) Additional physical security to safeguard data and equipment contained in the district data center

Internal Support

The effort of a tireless, energetic team of technology people has made the Hudsonville Public Schools' technology infrastructure a great system. Every technology user within the district brings something to the table from which we can all benefit. The dedicated technology staff in each building acts as the front line support for staff and students. A combined team effort has made our district technology program shine.

Hudsonville Public Schools provides the following contracted services, internal personnel, and other staff to support the district's technology initiatives:

1. Contracted Services

- Maintenance contract for phone service is maintained and dispatched by building.
- Maintenance contracts are maintained for data networking devices and supporting equipment valued over \$10,000.00.
- Support contracts are maintained for the generator, power conditioning and DC backup system and Apple warranty repair.

2. In-house Technology Staff

- Full-time Technology Director oversees and implements the district technology and support systems.
- Full-time district level technology support team is responsible for escalated hardware maintenance and repair with training and certifications appropriate to the positions.
- Full-time building level Technology Specialists (at the Secondary Level) provide as needed hardware and software troubleshooting service, as well as maintaining building hardware inventories. They also serve as front line support for staff and students.
- Technology Help Desk provides as needed hardware and software troubleshooting service for buildings without a full-time building Technology Specialist.

3. Work Based Learning Students

- High school seniors work for credit toward graduation and hourly wage, (15) hours per week, to assist district and building level technology teams perform daily tasks, manage student network accounts, and assist students and teachers in classrooms with technology specific issues.

4. Student Assistants - Technology

- High school juniors and seniors work for credit toward graduation to assist high school Technology Specialist perform daily tasks and assist teachers in classrooms with technology specific issues.
- Students also are charged to learn Apple Repair Certification curriculum.

Increased Access

Hudsonville Public Schools strives to maintain up-to-date equipment and software to leverage new technologies that enhance the teaching and learning process. In the future, the district intends to increase student interaction input through the use of distance learning equipment, building to building video connections, and new trends such as Blogs.

The Technology Steering Committee considers all new technology requests from staff and teachers. These requests are measured against needs, increased access capabilities based on the number of stakeholders affected, and to determine the best future technology directions and goals for the district.

Currently, we have existing measures that have been taken to increase access for different stakeholders. Students have access to individual file storage on multiple file servers. Students use “drop” and “pick” folders allowing them to turn in simple and complex electronic projects and assignments to their teachers. Grade information is provided through the Powerschool Web Portal. The district website also provides general information and school events. Students will also have the ability to participate in classes via online classrooms in the future. Students with special needs are evaluated by the district and accommodations are provided by the district or in conjunction with the OAISD.

Parents have access to general district information through the district website. School closings and cancellations are available on the district website and will be provided through our emergency notification systems.

Teachers and staff have access to individual and shared storage on multiple file servers for collaboration and sharing of lesson plans and other media. Authorized personnel have access to student information appropriate for their position and security level.

The larger of our two middle schools, Baldwin Street, has a wireless mobile lab for sign-up and is used for research and projects in any classroom during a typical lesson.

Each building has a self-contained video distribution LAN that is used for:

- distributing cable access television (CATV)
- internal broadcasting of student work or announcements
- building-wide distribution of a videotape or show

The LAN network allows us to broadcast a VHS/DVD, present a live broadcast, or run a computer presentation throughout the building. All classrooms have televisions and VCRs, some classrooms are equipped with a video data projector (VDP) thereby eliminating the need for TVs. Since only a few classrooms have mounted VDPs, carted units are available for checkout.

V. FUNDING & BUDGET

Technology resources and materials are evaluated continuously on an informal basis and annually on a formal basis by the District Technology Committee as to their role in the curriculum to support student learning. Those resources or materials that no longer support the goals of the instructional program are withdrawn. All equipment and software purchases are acquired using general fund monies unless through bond construction monies for a new building. Teachers are encouraged to apply for grants, where applicable. E-rate is expected to be utilized as a funding source for a small portion of expected budgetary needs. It is an ongoing commitment of the district to provide funding at sustainable levels within our fiscal abilities based on need.

Budget and Timetable

Estimated Funding Sources

General Fund	90%
E-rate	5%
Grants	5%

Projected Technology Expenditures

	2012-13	2013-14	2014-15
--	---------	---------	---------

Maintenance & Repair

Equipment Repair	\$-	\$-	\$-
------------------	-----	-----	-----

Service Contracts

Liebert Maintenance Contract	\$7,000.00	\$7,000.00	\$7,000.00
Cisco Catalyst 6509 Support Contract	\$4,500.00	\$4,500.00	\$4,500.00
Cisco Catalyst 2950-48 Support Contract	\$300.00	\$300.00	\$300.00
HP EVA 5000 & SAN Equipment	\$22,899.00	\$-	\$-
Cisco MDS 9140 w 0 SFP	\$11,814.40	\$-	\$-

Software Upgrades

Elementary	\$-	\$-	\$-
Secondary	\$-	\$-	\$-

Hardware Upgrades

Elementary	\$-	\$-	\$-
Secondary	\$-	\$-	\$-

Support Contracts

Group Logic EZIP	\$24,365.25	\$24,365.25	\$24,365.25
InterMapper	\$448.00	\$448.00	\$448.00
Sophos Antivirus	\$7,800.00	\$7,800.00	\$7,800.00
PowerSchool Software Maintenance	\$27,584.55	\$27,584.55	\$27,584.55
Alexandria Library System	\$8,989.00	\$8,989.00	\$8,989.00
FileMaker Pro/Server	\$5,544.00	\$5,544.00	\$5,544.00
Metaframe Subscription Advantage	\$954.00	\$954.00	\$954.00
ISD WAN Costs	\$50,000.00	\$50,000.00	\$50,000.00
Telephone Services	\$40,000	\$40,000	\$40,000
Pole Rental for Fiber	\$1,245.42	\$1,245.42	\$1,245.42
Backup Express	\$3034.08	\$3034.08	\$3034.08

Mastery Mgr	\$6,500.00	\$6,500.00	\$6,500.00
Cisco PIX 515	\$489.30	\$489.30	\$489.30
LANrev	\$6,500.00	\$6,500.00	\$6,500.00
Vision for Windows	\$294.00	\$294.00	\$294.00
VSphere	\$1,901.00	\$1,901.00	\$1,901.00

Staff Salaries

District Level Technical Staff	\$243,293.90	\$243,293.90	\$243,293.90
--------------------------------	--------------	--------------	--------------

,TOTALS **\$232,162.00*** **\$197,448.60*** **\$197,448.60***

* Without staff salary included

Coordination of Resources

E-rate: Universal Service Fund (USF)

Hudsonville Public 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. Hudsonville Public Schools anticipates obtaining \$20,000 annual average reimbursement from the USF E-rate Program. (See Appendix B for a list of requested products and services)

Grants

Hudsonville Public Schools will continue to seek federal and state grants that will help in implementing our long-range educational technology plan. Any grant funds received will be disbursed according to the goals and objectives outlined in our Educational Technology Plan. Accordingly, our plan will evolve as new technologies arise. To avoid duplication of funds, we will consistently update our Educational Technology Plan to reflect technologies that have been acquired.

VI. MONITORING AND EVALUATION

The technology plan will be reviewed by the Technology Steering Committee on a yearly basis to ensure that goals and adequate progress have been successfully achieved.

Monitoring and Evaluation

Goal Hudsonville Public Schools will monitor and evaluate the district's technology initiatives and their impact on teaching and learning.

The Technology Steering Committee will meet once a year to specifically review all goals in the technology plan by evaluating and reviewing the goals for that current year. All of the individual goals will be reviewed to determine if they have been achieved, are still valid, or need to be revised.

Monitoring and Evaluation Activity Timelines

Timeline 2012 - 2015

- Continue assessment and evaluation of technology integration.
- Continue identification of curricular and instructional needs that can be enhanced by technology.
- Assess technology integration and revise K - 12 curriculums as needed.
- Evaluate and assess the benefits of using MIClimb resources.

Updating the Technology Plan

Monitoring and Evaluation

The Technology Planning Team will review technology integration within the district during its meetings. The team will discuss ways to ensure continued integration, as well as new technologies to help increase learning and teaching capabilities that will need to be integrated in the future.

Student Achievement Assessments

Monitoring and Evaluation

The Michigan Grade Level Educational Technology Standards and Expectations are aligned with the International Society for Technology in Education's (ISTE) National Educational Technology Standards for Students (NETS-S). These standards are meant to provide teachers with an outline of learning expectations and will be used to drive educational technology literacy assessments for the next several years.

The following strategies have been implemented to monitor and evaluate technology integration and literacy for student achievement;

- End of the year report of completed technology projects submitted by classroom teacher to district curriculum office.
- End of each nine weeks - report of keyboarding progress from technology specialists.
- Electronic report card will contain indicators of technology success each marking period.
- Parents will have on-going access to their child's progress toward technology requirements through Powerschool Web Portal.

- Additional reinforcement and extra opportunities for success will be provided to students not meeting curriculum requirements.
- Alphasmarts and keyboards signed out to practice keyboarding skills.
- Extra time in the lab with instructional support to complete projects

Measurements

Each student will be expected to meet the Computer Technology Benchmarks as outlined in Appendix A. These measurements have been carefully crafted to provide core competencies from a basic technology perspective for the students.

Technology benchmarks are integrated into the curriculum for tracking the K-12 initiatives. Therefore, benchmarks are reported on a regular basis through technology classes at that middle school and high school level by the appropriate teacher. Each student's benchmark will be viewable via the Powerschool web portal. In addition, MEAP scores measure student progress, and Hudsonville Public Schools is responsible for assuring that all students reach Michigan Curriculum and Standards Adequate Yearly Progress (AYP) benchmarks.

Acceptable Use Policy, Filtering and Security

Filter Efforts

Our Internet access provider, Ottawa Area Intermediate School District, provides technical assistance and oversees filtering for our connection in accordance to the Children's Internet Protection Act. Additionally, Hudsonville Public Schools has the ability to block specific websites and content that may not be blocked through the ISD filtering.

Security

Access to the network is controlled through network logins. A firewall is in place to control access to the network from outside the school district. The Ottawa Intermediate School District provides filtering controls for inappropriate material via Internet in accordance with the Children's Internet Protection Act. Security is standardized at the desktop level through desktop locking software. Access to the wireless network is controlled by radius and MAC address authentication. Physical security of hardware resources is accomplished through a structured key system allowing only authorized personnel designated levels of access. All computers are asset tagged and inventoried. Sign-up labs, computers, and peripherals are checked in and out through our library card catalog system for tracking and fines.

Disaster Recovery Plan

Hudsonville Public Schools has created a disaster recovery plan. This plan is reviewed and updated as part of the yearly review process.

CIPA Compliance

Hudsonville Public Schools has and will continue to comply with the requirements of the Protecting Children in the 21st Century and 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. At the beginning of each school year, students and staff are made aware of the district's Acceptable Use Policy and must sign an Internet use agreement before they are allowed access to the Internet.

Technology Protection Measure (Filters)

It is the district's intent to preserve network bandwidth and improve network response times by limiting Internet access to educational-related sites. The filtering software used to block and filter access to the Internet from pornographic and obscene sites is 8e6 Technologies, ensuring compliance with district policies and maintaining a positive environment.

Internet Safety Procedures

The district utilizes many different measures to provide a safe Internet experience for any users of our systems and to educate students on digital citizenship. Those measures include:

- Internet filters to restrict access to obscene and inappropriate content by any user
- Monitoring use of Internet resources through alert systems for potentially inappropriate or obscene content
- Restricting and monitoring minor access when using district provided electronic mail, chat rooms and direct communications over district provided systems
- Monitoring student usage of district electronic resources for inappropriate behavior, such as "hacking" or other inappropriate behavior as outlined by the Acceptable Use Policy
- Restricting access to student information to appropriate individuals/staff members
- General monitoring of online activities of minors
- Educating students on digital citizenship (Michigan Educational Technology Standards)
 - By the end of grade 5 each student will:
 - Discuss scenarios involving acceptable and unacceptable uses of technology (hacking, file sharing, cyber bullying, etc.)
 - Recognize issues involving ethical use of information
 - Describe precautions surrounding personal safety that should be taken when online
 - Identify the types of personal information that should not be provided online
 - Discuss and identify cyber-bullying awareness and response
 - This is accomplished through computer lab instruction with multimedia, presentations and discussions
 - By the end of grade 8 each student will:
 - Provide accurate citations when referencing information sources
 - Discuss issues related to acceptable and responsible use of technology
 - Discuss the consequences related with unethical use of information and communication technologies

- Discuss possible societal impact of technology in the future and reflect on the importance of technology in the past
- Create media-rich presentations on the appropriate and ethical use of digital tools and resources
- Discuss the long term ramifications of participating in questionable online activities (cyber bullying, etc.)
- Describe the potential risks and dangers associated with online communications.
- This is accomplished through presentations, multimedia, and project creation in computer lab instruction

Acceptable Use Policies

All individuals that utilize Hudsonville Public School’s equipment are expected to adhere to the acceptable use policies set forth by the district. By signing onto district equipment, users agree to the appropriate Acceptable Use Policy which can be found in Appendix C or at <http://www.hudsonville.k12.mi.us/HPS/images/stories/Technology/techplan.pdf>

The following information is an overview of Hudsonville Public School District’s Acceptable Use Policies:

Equipment

All district hardware and software will be used appropriately. District equipment will not be moved or removed without permission from the administration. District equipment is to be used for educational and professional purposes only. Personal use must be limited to outside work hours and must follow the guidelines set forth below.

Any individual utilizing district equipment is subject to the acceptable use policies as set forth by Hudsonville Public Schools.

NOTE: The district does not assure privacy for any interactions using district equipment and internet access.

Passwords

All passwords shall be protected for security reasons. Passwords are not to be shared with others. Each user is expected to monitor the security of his or her password.

Web Pages

Teachers may develop web pages for the purpose of communicating classroom or district educational information with others. Publishing privileges are provided to staff (not students) and the following guidelines must be observed:

Use: District web pages will be used for educational purposes only. Any use of the site for political lobbying, product advertising, or personal financial gain is prohibited.

Format: Teacher produced web pages shall follow the district format. The information shall indicate the date of last update and the name or names of the person(s) responsible for the web page.

Quality: All work must be free of spelling or grammatical errors. Documents may not contain or be linked to objectionable material. There shall be no religious, racial, sexual and/or violent content or profanity.

Subject Matter: All subject matter posted on Hudsonville Public Schools web pages and their links must directly relate to curriculum and instruction, school authorized activities, or information about the district. If student pictures are posted on the web page, there shall be no names attached. If student work is posted, only first names may be listed (no last names).

Copyright: No unlawful copies of copyrighted material may be produced or transmitted via district equipment. Teachers posting information on the web page must be sure that material does not violate copyright laws.

Email

The appropriate use of the Email system is for only professional and educational use during work hours. At no time may Email be used for political or religious purposes or for financial gain. Email is subject to district search anytime without notice and may fall under the Freedom of Information Act which means copies can be requested by a parent or community member.

Internet

The Internet is to be used for educational and professional purposes only during work hours. At no time may district's access to Internet be used for personal financial gain, commercial for profit purposes, or illegal and immoral purposes.

Copyright

It is the intent of the Hudsonville Public School Board of Education to have all employees adhere to the federal copyright law and maintain the highest ethical standards as it applies to the use of all copyrighted materials.

Technology

Users are expected to use technology as a teaching, learning, and management tool.

Privilege

Users may use all available hardware and software (including both external and internal resources) to facilitate learning and enhance educational information exchange.

Discipline

Users who do not comply with the district's acceptable use policies may face disciplinary measures based upon the severity of noncompliance. For more details, please see the Acceptable Use Policy section, Appendix C.

Appendices

- A Curriculum Integration – Computer and Content Area Benchmarks**
- B USF E-rate Requested Products and Services**
- C Acceptable Use Policies: Staff, Students and Parents**

Curriculum Integration – Computer and Content Area Benchmarks

ELEMENTARY SCHOOL COMPUTER AND CONTENT AREA BENCHMARKS

Grade	SKILLS	VOCABULARY	ASSESSMENT
PreK - 1	Students will: <ul style="list-style-type: none"> demonstrate start-up and shut-down procedures interact with loaded program respond to program prompts load and launch a program demonstrate proper care and handling of the computer hardware operate the mouse/keyboard be familiar with keyboarding 	<ul style="list-style-type: none"> Recognize and use terms such as mouse, monitor, screen, computer, keyboard, printer cd, pointing, clicking, double clicking, dragging, return/enter arrow keys, and icon 	To be determined...
2 – 3	<ul style="list-style-type: none"> demonstrate start-up and shut-down procedures launch applications, retrieve and save files, use menu bar, and printing files use a multimedia program conduct research move graphics from one application to another be introduced to proper fingering and typing techniques use word processing: Almena system 	<ul style="list-style-type: none"> Recognize and use terms such as mouse, monitor, screen, computer, keyboard, printer, cd, server, pointing, clicking double-clicking, dragging return/enter, arrow keys, selecting, cut, paste, copy, import, save, open, menu bar, scrolling, graphic, text, folder, file name, desktop, dialog box, and window 	To be determined...
4 – 5	Students will: <ul style="list-style-type: none"> demonstrate mastery of logging on and off the server launch applications, retrieve and save files, use menu bar, and printing file demonstrate knowledge of general software uses conduct research articulate that computers are tools for information processing demonstrate proper fingering and typing techniques 	<ul style="list-style-type: none"> Recognize and use terms such as mouse, monitor, server screen, computer, keyboard, printer, import, pointing, clicking double-clicking, dragging, return/enter, arrow keys, selecting cut, paste, copy, save, open, hardware, software folder, file name, desktop, CDrom, and dialog box 	To be determined...

MIDDLE SCHOOL COMPUTER AND CONTENT AREA BENCHMARKS

Hudsonville Public Schools continues to integrate state and national required technology into the every day curriculum. Assessment opportunities are mandatory for each nine week or semester course. Specific assessments or rubrics are designed to measure the application of technology skills taught in each course. Failure to pass the assessments would result in repeating any required technology course.

MIDDLE SCHOOL 6TH GRADE TECHNOLOGY BENCHMARKS

COURSE	SKILLS	VOCABULARY	ASSESSMENT
Computer Applications	Students will: <ul style="list-style-type: none"> • utilize the internet for a variety of needs • understand and use word processing skills, tools, page and text formats • demonstrate knowledge of multimedia projects • work with paint and drawing programs • utilize the basic spreadsheet tool • be introduced to web page creation • keyboard at 20 WPM with 90% accuracy 		<ul style="list-style-type: none"> • Project rubrics • Keyboarding testing • Knowledge Quizzes

MIDDLE SCHOOL 7TH GRADE TECHNOLOGY BENCHMARKS

COURSE	SKILLS/KNOWLEDGE	VOCABULARY	ASSESSMENT
Computer Applications	Students will: <ul style="list-style-type: none"> • utilize the internet for a variety of needs • understand and use word processing skills, tools, clip art, and digital graphics • demonstrate knowledge of multimedia projects • work with paint and drawing programs • utilize the spreadsheet tool • demonstrate the working ability of a database • create a web page • keyboard at 25 WPM with 90% accuracy 		<ul style="list-style-type: none"> • Project rubrics • Keyboarding testing • Knowledge Quizzes

MIDDLE SCHOOL 7TH GRADE TECHNOLOGY BENCHMARKS

COURSE	CONTENT KNOWLEDGE	APPLICATION	EXAMPLES
Geography	Students will: <ul style="list-style-type: none"> • produce a multi-media project • access electronic information • evaluate on-line resources 	Geography compare/contrast country report	Required
English	Students will: <ul style="list-style-type: none"> • produce visually pleasing reports/documents using word processing • spell check and thesaurus • access electronic information • evaluate on-line resources 	Research paper	Required
Health	Students will: <ul style="list-style-type: none"> • access electronic information • evaluate on-line resources 	Reports	Required
P.E.	Students will: <ul style="list-style-type: none"> • access electronic information • evaluate on-line resources • utilize content specific software 	Research	Required

MIDDLE SCHOOL 8TH GRADE TECHNOLOGY BENCHMARKS

COURSE	SKILLS	VOCABULARY	ASSESSMENT
Computer Applications	Students will: <ul style="list-style-type: none"> • utilize the internet for a variety of needs • understand and use word processing skills, tools, clip art, and digital graphics • demonstrate knowledge of multimedia projects • work with paint and drawing programs • utilize the spreadsheet tool • demonstrate the working ability of a database • create a web page • keyboard at 30 WPM with 90% accuracy 		

COURSE	CONTENT KNOWLEDGE	APPLICATION	EXAMPLES
Science	Students will: <ul style="list-style-type: none"> • produce multimedia report • access electronic information 	Science report	Required
History	Students will: <ul style="list-style-type: none"> • produce visually pleasing reports/documents using word processing • spell check and thesaurus • access on-line resources 	Reports	Required
Careers	Students will: <ul style="list-style-type: none"> • produce visually pleasing Reports/documents using Word processing • spell check and thesaurus • access on-line resources 	Reports	Required (9weeks)
English	Students will: <ul style="list-style-type: none"> • produce visually pleasing Reports/documents using Word processing Spell-check and thesaurus 	Reports/essays	Required
Algebra	Students will: <ul style="list-style-type: none"> • utilize graphing calculator to visually display concepts 	Math problems	
Manufacturing	Students will: <ul style="list-style-type: none"> • access on-line information • evaluate on-line resources • produce multimedia report • utilize simulation software • utilize content specific software 		Encore 9 week class

MIDDLE SCHOOL WORD PROCESSING BENCHMARKS

6TH GRADE	7TH GRADE	8 TH GRADE
<ul style="list-style-type: none"> • Creating documents • Opening documents • Saving documents • Inserting graphics • Page set up • Printing • Cut • Copy • Paste • Clear • Spell checking • Text fonts • Text size • Text style • Text color • Button bar use • Tool bar use • Scanning • Digital photography • Keyboarding goal 20 WPM 	<ul style="list-style-type: none"> • Creating documents • Opening documents • Saving documents • Inserting graphics • Page set up • Printing • Cut • Copy • Paste • Clear • Spell checking • Page break • Section break • Column break • Headers • Footers • Tables • Paint box • Text fonts • Text size • Text style • Text color • Accents box usage • Button bar use • Tool bar use • Scanning • Digital photography • Keyboarding goal 25 WPM 	<ul style="list-style-type: none"> • Creating documents • Opening documents • Saving documents • Inserting graphics • Page set up • Printing • Cut • Copy • Paste • Clear • Spell checking • Page break • Section break • Column break • Headers • Footers • Tables • Paint box • Text fonts • Text size • Text style • Text color • Accents box usage • Button bar use • Tool bar use • Scanning • Digital photography • Keyboarding goal 30 WPM

MIDDLE SCHOOL DATABASE BENCHMARKS

7 TH GRADE	8 TH GRADE
<ul style="list-style-type: none"> • Define Fields • Creating records • Creating documents • Opening documents • Saving documents • Inserting graphics • Page set up • Printing • Cut • Copy • Paste • Clear • Layout browse • Layout list • Layout layout • New layout • Sort records • Show all records • Spell checking • Text fonts • Text size • Text style • Text color 	<ul style="list-style-type: none"> • Define Fields • Creating records • Creating documents • Opening documents • Saving documents • Inserting graphics • Page set up • Printing • Cut • Copy • Paste • Clear • Layout browse • Layout list • Layout layout • New layout • Sort records • Show all records • Go to records • Match records • Reports • Spell checking • Text fonts • Text size • Text style • Text color • Mail Merge

MIDDLE SCHOOL SPREADSHEET BENCHMARKS

6 TH GRADE	7 TH GRADE	8 TH GRADE
<ul style="list-style-type: none"> • Creating documents • Opening documents • Saving documents • Inserting graphics • Page set up • Printing • Cut • Copy • Paste • Clear • Spell checking • Formulas • Text fonts • Text size • Text style • Text color • Fill down • Fill right • Fill special • Make chart • Set print range • Display • Button bar use • Tool bar use 	<ul style="list-style-type: none"> • Creating documents • Opening documents • Saving documents • Inserting graphics • Page set up • Printing • Cut • Copy • Paste • Clear • Spell checking • Column width • Row Height • Advanced formulas • Auto Sum • Text fonts • Text size • Text style • Text color • Fill down • Fill right • Fill special • Make chart • Set print range • Display • Lock title position • Lock Cells • Button bar use • Tool bar use 	<ul style="list-style-type: none"> • Creating documents • Opening documents • Saving documents • Inserting graphics • Page set up • Printing • Cut • Copy • Paste • Clear • Spell checking • Column width • Row Height • Advanced formulas • Auto Sum • Text fonts • Text size • Text style • Text color • Fill down • Fill right • Fill special • Make chart • Set print range • Display • Lock title position • Lock Cells • Button bar use • Tool bar use

MIDDLE SCHOOL PAINT AND DRAWING BENCHMARKS

6 TH GRADE	7 TH GRADE	8 TH GRADE
<ul style="list-style-type: none"> • Creating documents • Opening documents • Saving documents • Inserting graphics • Page set up • Printing • Cut • Copy • Paste • Clear • Select all • Spell checking • Text fonts • Text size • Text style • Text color • Alignment • Move to back • Move to front • Scale by percent • Rotate • Flip • Group • Lock • Hide graphics grid • Lasso • Fill patterns and color • Line patterns and color • Paint bucket • Paint brush • Pencil • Eraser • Spray can • Turn auto grid off • Button bar use • Tool bar use 	<ul style="list-style-type: none"> • Creating documents • Opening documents • Saving documents • Inserting graphics • Page set up • Printing • Cut • Copy • Paste • Clear • Select all • Spell checking • Text fonts • Text size • Text style • Text color • Alignment • Move to back • Move to front • Scale by percent • Rotate • Text box • Reshape • Flip • Hide graphics grid • Lasso • Fill patterns and color • Line patterns and color • Paint bucket • Paint brush • Pencil • Eraser • Spray can • Turn auto grid off • Button bar use • Tool bar use • Group • Lock • Magic Wand • Invert • Darken • Lighten • Tint • Object size • Text Wrap • Edit gradients 	<ul style="list-style-type: none"> • Creating documents • Opening documents • Saving documents • Inserting graphics • Page set up • Printing • Cut • Copy • Paste • Clear • Select all • Spell checking • Text fonts • Text size • Text style • Text color • Alignment • Move to back • Move to front • Scale by percent • Rotate • Text box • Reshape • Flip • Hide graphics grid • Lasso • Fill patterns and color • Line patterns and color • Paint bucket • Paint brush • Pencil • Eraser • Spray can • Turn auto grid off • Button bar use • Tool bar use • Group • Lock • Magic Wand • Invert • Darken • Lighten • Tint • Object size • Text Wrap • Edit gradients

MIDDLE SCHOOL MULTIMEDIA BENCHMARKS

6TH GRADE	7TH GRADE	8TH GRADE
<ul style="list-style-type: none"> • Slideshow • Creating documents • Opening documents • Saving documents • Inserting graphics • Page set up • Printing • Cut • Copy • Paste • Clear • Select all • Spell checking • Text Box • Text fonts • Text size • Text style • Text color • Alignment • Move to back • Move to front • Scale by percent • Rotate • Flip • Group • Lock • Hide graphics grid • Turn auto grid off • Button bar use • Tool bar use • Controls use • Transitions • Sound 	<ul style="list-style-type: none"> • Slideshow • Creating documents • Opening documents • Saving documents • Inserting graphics • Page set up • Printing • Cut • Copy • Paste • Clear • Select all • Spell checking • Text Box • Text fonts • Text size • Text style • Text color • Alignment • Move to back • Move to front • Scale by percent • Rotate • Flip • Group • Lock • Hide graphics grid • Turn auto grid off • Button bar use • Tool bar use • Controls use • Transitions • Master slides • Creating animation • Creating flying words • Creating word Blasts • Sound • Movie Clips 	<ul style="list-style-type: none"> • Slideshow • Creating documents • Opening documents • Saving documents • Inserting graphics • Page set up • Printing • Cut • Copy • Paste • Clear • Select all • Spell checking • Text Box • Text fonts • Text size • Text style • Text color • Alignment • Move to back • Move to front • Scale by percent • Rotate • Flip • Group • Lock • Hide graphics grid • Turn auto grid off • Button bar use • Tool bar use • Controls use • Transitions • Master slides • Creating animation • Creating flying words • Creating word Blasts • Sound • Movie Clips • Video Creations

MIDDLE SCHOOL INTERNET & WEB DEVELOPMENT BENCHMARKS

6TH GRADE	7TH GRADE	8TH GRADE
<ul style="list-style-type: none"> • Search engines • Narrowing searches • Citations skills • Plagiarism rules • Net etiquette • School use policy • Net etiquette • Introduction to web page development • Inserting text • Text formatting • Inserting graphics • File management 	<ul style="list-style-type: none"> • Search engines • Narrowing searches • Citations skills • Plagiarism rules • Net etiquette • School use policy • Net etiquette • Web page development • Inserting text • Text formatting • Inserting graphics • Table use • Table format • Html basics • File management • File form conversion 	<ul style="list-style-type: none"> • Search engines • Narrowing searches • Citations skills • Plagiarism rules • Net etiquette • School use policy • Net etiquette • Web page development • Inserting text • Text formatting • Inserting graphics • Animated gifs • Table format • Anchors • Page links • Table use • Site links • Html basics • File management • File form conversion

HIGH SCHOOL COMPUTER AND CONTENT AREA BENCHMARKS

Hudsonville Public Schools continues to integrate state and national required technology standards into the every day curriculum. Assessment opportunities are mandatory for each nine week or semester course. Specific assessments or rubrics are designed to measure the application of technology skills taught in each course. Failure to pass the assessments would result in repeating any required technology course.

COURSE	CONTENT KNOWLEDGE	APPLICATION OF KNOWLEDGE EXAMPLES	EXAMPLES LEARNING
Introduction to Document Processing	Students will: <ul style="list-style-type: none"> • manage software • demonstrate proper keyboarding techniques • apply formatting, proofreading and editing skills • format and produce letters, memorandums, reports and tables 	<ul style="list-style-type: none"> • Exercises • Timed writings • Exercises • Exercises • Projects 	<ul style="list-style-type: none"> • Elective Course
Intermediate Document Processing	Students will: <ul style="list-style-type: none"> • review proper keyboarding techniques • review formatting, proofreading and editing skills • demonstrate composition skills • review how to format and produce letters, memorandums, reports, and tables • prepare employment documents 	<ul style="list-style-type: none"> • Exercises • Timed writings • Exercises • Journals • Projects • Exercises 	<ul style="list-style-type: none"> • Elective Course
Microsoft Word	Students will: <ul style="list-style-type: none"> • utilize basic and advanced functions • demonstrate advanced editing skills • utilize different format styles • create and edit hyperlinks • create tables and work • create documents with merge • set and use tabs, custom bullets, headers, footers, footnotes, endnotes, using WordArt to add special text effects • create Indexes and Table of Contents • utilize the internet in a variety 	<ul style="list-style-type: none"> • Tutorial exercises • Letters • Memos • Reports • Tables 	<ul style="list-style-type: none"> • Elective Course

	of projects		
--	-------------	--	--

HIGH SCHOOL TECHNOLOGY BENCHMARKS

COURSE	CONTENT KNOWLEDGE	APPLICATION OF KNOWLEDGE EXAMPLES	EXAMPLES LEARNING
E-Commerce	Students will: <ul style="list-style-type: none"> • create an HTML document • format text with HTML • add graphics and multimedia • use forms to control input • create and work with tables • understand page layout and design for web pages 	<ul style="list-style-type: none"> • Creation & development of a business web site • Various exercises and projects • Extensive use of the internet for gathering of e-commerce information 	<ul style="list-style-type: none"> • Elective Course
Presentation Graphics	Students will: <ul style="list-style-type: none"> • create slides and title Masters • enhance text and objects • utilize data and graphics from other programs and the internet • export slides to other documents • create and edit graphic objects along with layering of objects • apply slide color schemes and backgrounds • create transition and animation • utilize sound • create notes pages and handouts • create continuously running presentations • create a presentation to be displayed as a website 	<ul style="list-style-type: none"> • Tutorial Exercises • Projects • Presentations 	<ul style="list-style-type: none"> • Elective Course
Desktop Publishing	Students will: <ul style="list-style-type: none"> • use concepts and skills required for desktop publishing • create professional documents using Adobe Pagemaker, text and graphics 	<ul style="list-style-type: none"> • Tutorial Exercises • Projects in a variety of formats and various degrees of difficulty 	<ul style="list-style-type: none"> • Elective Course

HIGH SCHOOL TECHNOLOGY BENCHMARKS

COURSE	CONTENT KNOWLEDGE	APPLICATION OF KNOWLEDGE EXAMPLES	EXAMPLES LEARNING
Web Design	Students will: <ul style="list-style-type: none"> • continue to use E-Commerce • take their beginning knowledge of E-commerce and HTML/web design and go on to learn JavaScript • work with DHTML • specify style dynamically • control content dynamically • position with DHTML • implement advanced DHTML • structure data with XML and introduction of Perl. 	<ul style="list-style-type: none"> • Tutorial Exercises and Advanced Applications • Semester project and possibly help with outside web site projects 	<ul style="list-style-type: none"> • Elective Course
Microsoft Excel	Student will: <ul style="list-style-type: none"> • utilize basic and advanced functions and print options • use the various menus and toolbars • work with data in a worksheet • enhance data with different formats • use internet features on worksheets to create web pages • create and edit hyperlinks • work with basic and advanced formulas • create 3-D formulas • link and embed objects • extract and combine data • create charts to visually display worksheet data • create and edit macros in Visual Basic • create templates for financial data and calculations • create a database in a workbook • extract information from the database using various criteria 	<ul style="list-style-type: none"> • Assignments • Projects • Computer files 	<ul style="list-style-type: none"> • Completion of course long Personal Grade Sheet file that tracks assignments and computer files

USF E-rate Addendum/Appendix
Hudsonville Public Schools
USF E-rate Products/Services Funding Requests
 Year 15 (2012 – 2013)

Hudsonville Public Schools has applied for universal service discounts under the Year 9 universal service support mechanism, E-rate. **Hudsonville Public Schools** submitted the following products and/or services funding requests to the Schools and Libraries Division (SLD) and includes products and/or services requested through the Washtenaw County Consortium:

Telecommunications Services	Internal Connections
<i>Basic Telephone Service</i>	<i>Internal Telephone Switch Electronics</i>
<i>Long Distance Service</i>	<i>Internet Firewall</i>
<i>Cellular Phone Service</i>	<i>Network Operating System</i>
<i>Pager Service</i>	<i>Network Cabling</i>
<i>Dedicated Line Service</i>	<i>Network Electronics</i>
	<i>Wireless Network Electronics</i>
Internet Access	Basic Maintenance of Internal Connections
<i>Broadband Internet Service</i>	<i>Internal Telephone Maintenance Service</i>
<i>Web Hosting</i>	<i>Internet Server Service</i>

Staff Technology Acceptable Use Policy

Policy Statement

“Use of technology at Hudsonville Public Schools is a privilege extended to students and staff in order to enhance learning and exchange information. Use of available hardware and software (including both external and internal resources) is for the purpose of facilitating learning and enhancing educational exchange.”

“It is the intent of the Board of Education to have all employees and students adhere to the federal copyright law and maintain the highest ethical standards as it applies to the use of all copyrighted materials.

Copyright materials, whether they be in print or non-print, may be duplicated only after receiving written permission from the copyright holder and/or complying with guidelines presented in administrative regulations. In circumstances where the interpretation of copyright law is ambiguous, the district will consult legal counsel to determine appropriate use of materials.

The Superintendent or designee will instruct the staff and students on the ethical and practical problems caused by copyright is ambiguous, the District will consult legal counsel to determine appropriate use of materials. The Superintendent or designee shall maintain regulations to discourage violations of all copyright laws and prevent illegal copying activities. The District will provide no legal support to any employee who violates the copyright law. Willful infringement of the copyright law by students or staff may result in disciplinary action.”

Further, any materials which may violate a person's right to work and study in an environment free from discrimination/ harassment are not to be stored, displayed, transmitted or otherwise linked to Hudsonville Public Schools information technology services, facilities and equipment.

However, Hudsonville Public Schools recognizes the individual right to access information. As a user of the District information technology services, facilities and equipment, one is responsible for abiding by the Technology Acceptable Use Policy and the Protocol for Dealing with Technology Abuse.

Prevention, Education and Enforcement

Hudsonville Public Schools is committed to preventing behavior which results in the inappropriate use of the District's Information technology services and facilities. The District is responsible for communicating to all employees, students, clients, the public, and/or contractors that the inappropriate use of the District's IT services, facilities and equipment is prohibited. This includes ongoing proactive education/prevention campaigns such as staff and student training.

Official District e-mail is available to all employees. Faculty and staff are reminded that District correspondence should only be disseminated electronically through official District provided e-mail.

Policy Regulations and Responsibilities

Hudsonville Public Schools provides information technology services facilities and equipment to meet staff and student learning, teaching or working needs.

However, it is a violation of District Policy to:

use District technology for anything that does not facilitate learning or enhances educational information

exchange consistent with the purposes of the school:

bring in files into the District's network that are considered obscene;

load/install programs onto District technology equipment without the express permission of a District technology representative;

load/install files with the intent of testing the District network for weaknesses or security gaps;

use District technology equipment for product advertisement, political lobbying, or for making unauthorized financial commitments;

use District technology equipment to propagate, forward, or create malicious programs/processes on internal or external software or equipment;

use internet access to post or download any material that is considered obscene or objectionable based off of District policies and standards;

use District technology equipment in a such a manner as to cause direct and intentional damage to the equipment, network, or data stored;

use another individual's information technology account for any purpose without their consent;

grant another individual access to your information technology account;

provide any level of information to outside entities or individuals that could lead to a security breach of District systems or accounts:

utilize access privileges to obtain, copy or provide information about staff members, students or any individual's information for malicious intent, identity theft, personal use or gain;

utilize access privileges to obtain, copy or distribute software that is a violation of licensing agreements or copyright law;

utilize access privileges to reverse engineer, decompile, or analyze vendor software in any manner that will violate nondisclosure agreements;

use any District information technology facilities to interfere with the work of students, faculty members or district officials;

use information technology facilities to send obscene, abusive, derogatory or harassing messages or content;

display, transmit, distribute or make available information that expresses or implies discrimination or an intention to discriminate;

use information technology facilities to interfere with the normal operation of district information technology systems and connecting networks; this list would include such things as flooding the network with messages or sending chain letters or pyramid solicitations.;

use Hudsonville Public Schools' computer facilities for personal profit or commercial gain not authorized by the District;

create and/or use world-wide web information pages or links to point to offending materials that do not comply with the Hudsonville Public Schools policies;

use Hudsonville Public Schools' computer facilities for any purpose that could be seen as a violation of federal, state or local laws and regulations.

Consequences of Policy violations

Employees, students and clients are responsible for reporting all real or perceived infractions of the Technology Acceptable Use Policies to the Technology Director. Documented and substantiated complaints shall be handled through the Protocol for Dealing with Information Technology Abuse.

Overall, the Technology Acceptable Use Policy asks that you obey the law and be considerate of others' needs.

Failure to adhere to the Technology Acceptable Use Policies could result in suspension of usage privileges or other discipline as appropriate.

When there is a suspected violation of the Policy, the District has the authority to conduct appropriate search and seizure procedures of all District owned and operated Information Technology services, facilities and equipment. The District also reserves the right to review and/or restrict services and programs that are deemed potential violations of District Policy.

Information Technology Acceptable Use Policy

Protocol

All employees, students, parents and clients are expected to abide by the Information Technology Acceptable Use Policy and accompanying Protocols. All students are also expected to comply with the directions given to them by staff when they are performing their regular duties regarding this Policy.

Process

Hudsonville Public Schools has a process in place for filing individual complaints of discrimination and/or harassment. In addition, where the District does not receive an individual complaint but is aware of activity which violates the law or District policy and impairs the objectives of the District, a District complaint will be initiated. In these instances, the District is obliged to take action.

Violations of the Information Technology Acceptable Use Policy will be processed using the following procedures.

Reporting of Alleged Violations

- 1) Employees, students and clients are responsible for reporting all believed to be or perceived infractions of the Technology Acceptable Use Policy to the Technology Director
- 2) Reports can be made to a local technician or administrator who is then responsible to report to the Technology Director.

Local Technician/Administrator Responsibilities - Immediate Response

- 1) The local technician is responsible for ensuring that login logs, login failures and usage logs are preserved wherever possible.
- 2) All non-required services and daemons should be turned off (i.e., mail turned off on servers where it is not required for learning or teaching purposes).
- 3) Warnings may be issued for minor infractions of the Information Technology Acceptable Use Policy or local policies. Discretion must be used when issuing a warning.
- 4) No actions will be taken resulting in severe discipline for an infraction without a proper investigation and the involvement of the Hudsonville Public Schools Administration Team unless notification to the individual and/or group would cause the District to violate specific legal obligations with regards to the dignity, safety or security of its constituent(s).

Technical Investigation

- 1) Upon receipt of a report, the Technology Director or designated technology representative will conduct a preliminary investigation to collect information about the report and determine if the incident could possibly be a breach of any applicable District policy and state or federal law.
- 2) Where the Technology Director or designated technology representative has been notified of a possible breach, he/she will report it immediately to the Hudsonville Public Schools Administration Team.
- 3) If the material in question resides on District computer equipment, facilities or networks (for example a web page on a server), the material may be removed pending an investigation. If the incident involves abuse of e-mail or other information technology activities, account privileges for the alleged offender may be suspended pending an investigation. This decision will be made by either the Hudsonville Public Schools Administration Team or the Technology Director, depending upon circumstances.

Formal Investigation and Resolution

- 1) Upon receipt of the suspected breach, the Technology Director will conduct an investigation which will include, but is not limited to, the following: review of individual accounts, log files, inspection of any materials or evidence presented, and interviews with any parties who were involved or may have knowledge of the incident.
- 2) Where the incident breaches federal, state, or local laws/regulations, the District will notify the appropriate enforcement agency.
- 3) Where the incident breaches the Technology Acceptable Use Policy, the Administrative Team will discuss the investigative findings to determine which appropriate disciplinary action will be initiated.

Disciplinary Action

Where incidents are found to be in violation of District policy, the District will exercise its rights to take appropriate disciplinary action, including, but not limited to, verbal/written warnings, rescinding of e-mail or internet accounts, and removal of materials from District computer equipment facilities and networks, disciplinary directives, behavioral contracts, suspension and/or expulsion/dismissal from the District. In addition to internal District sanctions that can impact a staff member, the District will cooperate with all local, national and international law agencies whenever necessary.

A copy of all Technology Use Policies is available online at <http://www.hudsonville.k12.mi.us/> under the technology link.

Student Technology Acceptable Use Policy

Policy Statement

“Use of technology at Hudsonville Public Schools is a privilege extended to students and staff in order to enhance learning and exchange information. Use of available hardware and software (including both external and internal resources) is for the purpose of facilitating learning and enhancing educational exchange.”

“It is the intent of the Board of Education to have all employees and students adhere to the federal copyright law and maintain the highest ethical standards as it applies to the use of all copyrighted materials.

Copyright materials, whether they be in print or non-print, may be duplicated only after receiving written permission from the copyright holder and/or complying with guidelines presented in administrative regulations. In circumstances where the interpretation of copyright law is ambiguous, the district will consult legal counsel to determine appropriate use of materials.

The Superintendent or designee will instruct the staff and students on the ethical and practical problems caused by copyright is ambiguous, the District will consult legal counsel to determine appropriate use of materials. The Superintendent or designee shall maintain regulations to discourage violations of all copyright laws and prevent illegal copying activities. The District will provide no legal support to any employee who violates the copyright law. Willful infringement of the copyright law by students or staff may result in disciplinary action.”

Further, any materials which may violate a person's right to work and study in an environment free from discrimination/ harassment are not to be stored, displayed, transmitted or otherwise linked to Hudsonville Public Schools information technology services, facilities and equipment.

However, Hudsonville Public Schools recognizes the individual right to access information. As a user of the District information technology services, facilities and equipment, one is responsible for abiding by the Technology Acceptable Use Policy and the Protocol for Dealing with Technology Abuse.

Prevention, Education and Enforcement

Hudsonville Public Schools is committed to preventing behavior which results in the inappropriate use of the District's Information technology services and facilities. The District is responsible for communicating to all employees, students, clients, the public, and/or contractors that the inappropriate use of the District's IT services, facilities and equipment is prohibited. This includes ongoing proactive education/prevention campaigns such as staff and student training.

Official District e-mail is available to all employees. Faculty and staff are reminded that District correspondence should only be disseminated electronically through official District provided e-mail.

Policy Regulations and Responsibilities

Hudsonville Public Schools provides information technology services facilities and equipment to meet staff and student learning, teaching or working needs.

However, it is a violation of District Policy to:

use District technology for anything that does not facilitate learning or enhances educational information

exchange consistent with the purposes of the school:

bring in files into the District's network that are considered obscene;

load/install programs onto District technology equipment without the express permission of a District technology representative;

load/install files with the intent of testing the District network for weaknesses or security gaps;

use District technology equipment for product advertisement, political lobbying, or for making unauthorized financial commitments;

use District technology equipment to propagate, forward, or create malicious programs/processes on internal or external software or equipment;

use internet access to post or download any material that is considered obscene or objectionable based off of District policies and standards;

use District technology equipment in a such a manner as to cause direct and intentional damage to the equipment, network, or data stored;

use another individual's information technology account for any purpose without their consent;

grant another individual access to your information technology account;

provide any level of information to outside entities or individuals that could lead to a security breach of District systems or accounts:

utilize access privileges to obtain, copy or provide information about staff members, students or any individual's information for malicious intent, identity theft, personal use or gain;

utilize access privileges to obtain, copy or distribute software that is a violation of licensing agreements or copyright law;

utilize access privileges to reverse engineer, decompile, or analyze vendor software in any manner that will violate nondisclosure agreements;

use any District information technology facilities to interfere with the work of students, faculty members or district officials;

use information technology facilities to send obscene, abusive, derogatory or harassing messages or content;

display, transmit, distribute or make available information that expresses or implies discrimination or an intention to discriminate;

use information technology facilities to interfere with the normal operation of district information technology systems and connecting networks; this list would include such things as flooding the network with messages or sending chain letters or pyramid solicitations.;

use Hudsonville Public Schools' computer facilities for personal profit or commercial gain not authorized by the District;

create and/or use world-wide web information pages or links to point to offending materials that do not comply with the Hudsonville Public Schools policies;

use Hudsonville Public Schools' computer facilities for any purpose that could be seen as a violation of federal, state or local laws and regulations.

Consequences of Policy violations

Employees, students and clients are responsible for reporting all real or perceived infractions of the Technology Acceptable Use Policies to the Technology Director. Documented and substantiated complaints shall be handled through the Protocol for Dealing with Information Technology Abuse.

Overall, the Technology Acceptable Use Policy asks that you obey the law and be considerate of others' needs.

Failure to adhere to the Technology Acceptable Use Policies could result in suspension of usage privileges or other discipline as appropriate.

When there is a suspected violation of the Policy, the District has the authority to conduct appropriate search and seizure procedures of all District owned and operated Information Technology services, facilities and equipment. The District also reserves the right to review and/or restrict services and programs that are deemed potential violations of District Policy.

Information Technology Acceptable Use Policy

Protocol

All employees, students and clients are expected to abide by the Information Technology Acceptable Use Policy and accompanying Protocols. All students are also expected to comply with the directions given to them by staff when they are performing their regular duties regarding this Policy.

Process

Hudsonville Public Schools has a process in place for filing individual complaints of discrimination and/or harassment. In addition, where the District does not receive an individual complaint but is aware of activity which violates the law or District policy and impairs the objectives of the District, a District complaint will be initiated. In these instances, the District is obliged to take action.

Violations of the Information Technology Acceptable Use Policy will be processed using the following procedures.

Reporting of Alleged Violations

1) Employees, students and clients are responsible for reporting all believed to be or perceived infractions of the Technology Acceptable Use Policy to the Technology Director

2) Reports can be made to a local technician or administrator who is then responsible to report to the Technology Director.

Local Technician/Administrator Responsibilities - Immediate Response

- 1) The local technician is responsible for ensuring that login logs, login failures and usage logs are preserved wherever possible.
- 2) All non-required services and daemons should be turned off (i.e., mail turned off on servers where it is not required for learning or teaching purposes).
- 3) Warnings may be issued for minor infractions of the Information Technology Acceptable Use Policy or local policies. Discretion must be used when issuing a warning.
- 4) No actions will be taken resulting in severe discipline for an infraction without a proper investigation and the involvement of the Hudsonville Public Schools Administration Team unless notification to the individual and/or group would cause the District to violate specific legal obligations with regards to the dignity, safety or security of its constituent(s).

Technical Investigation

- 1) Upon receipt of a report, the Technology Director or designated technology representative will conduct a preliminary investigation to collect information about the report and determine if the incident could possibly be a breach of any applicable District policy and state or federal law.
- 2) Where the Technology Director or designated technology representative has been notified of a possible breach, he/she will report it immediately to the Hudsonville Public Schools Administration Team.
- 3) If the material in question resides on District computer equipment, facilities or networks (for example a web page on a server), the material may be removed pending an investigation. If the incident involves abuse of e-mail or other information technology activities, account privileges for the alleged offender may be suspended pending an investigation. This decision will be made by either the Hudsonville Public Schools Administration Team or the Technology Director, depending upon circumstances.

Formal Investigation and Resolution

- 1) Upon receipt of the suspected breach, the Technology Director will conduct an investigation which will include, but is not limited to, the following: review of individual accounts, log files, inspection of any materials or evidence presented, and interviews with any parties who were involved or may have knowledge of the incident.
- 2) Where the incident breaches federal, state, or local laws/regulations, the District will notify the appropriate enforcement agency.
- 3) Where the incident breaches the Technology Acceptable Use Policy, the Administrative Team will discuss the investigative findings to determine which appropriate disciplinary action will be initiated.

Disciplinary Action

Where incidents are found to be in violation of District policy, the District will exercise its rights to take appropriate disciplinary action, including, but not limited to, verbal/written warnings, rescinding of e-mail or internet accounts, and removal of materials from District computer equipment facilities and networks, disciplinary directives, behavioral contracts, suspension and/or expulsion/dismissal from the District. In addition to internal District sanctions that can impact a staff member, the District will cooperate with all local, national and international law agencies whenever necessary.

A copy of all Technology Use Policies is available online at <http://www.hudsonville.k12.mi.us/> under the technology link.

Parent Technology Acceptable Use Policy

Policy Statement

“Use of technology at Hudsonville Public Schools is a privilege extended to students and staff in order to enhance learning and exchange information. Use of available hardware and software (including both external and internal resources) is for the purpose of facilitating learning and enhancing educational exchange.”

“It is the intent of the Board of Education to have all employees and students adhere to the federal copyright law and maintain the highest ethical standards as it applies to the use of all copyrighted materials.

Copyright materials, whether they be in print or non-print, may be duplicated only after receiving written permission from the copyright holder and/or complying with guidelines presented in administrative regulations. In circumstances where the interpretation of copyright law is ambiguous, the district will consult legal counsel to determine appropriate use of materials.

The Superintendent or designee will instruct the staff and students on the ethical and practical problems caused by copyright is ambiguous, the District will consult legal counsel to determine appropriate use of materials. The Superintendent or designee shall maintain regulations to discourage violations of all copyright laws and prevent illegal copying activities. The District will provide no legal support to any employee who violates the copyright law. Willful infringement of the copyright law by students or staff may result in disciplinary action.”

Further, any materials which may violate a person's right to work and study in an environment free from discrimination/ harassment are not to be stored, displayed, transmitted or otherwise linked to Hudsonville Public Schools information technology services, facilities and equipment.

However, Hudsonville Public Schools recognizes the individual right to access information. As a user of the District information technology services, facilities and equipment, one is responsible for abiding by the Technology Acceptable Use Policy and the Protocol for Dealing with Technology Abuse.

Prevention, Education and Enforcement

Hudsonville Public Schools is committed to preventing behavior which results in the inappropriate use of the District's Information technology services and facilities. The District is responsible for communicating to all employees, students, clients, the public, and/or contractors that the inappropriate use of the District's IT services, facilities and equipment is prohibited. This includes ongoing proactive education/prevention campaigns such as staff and student training.

Official District e-mail is available to all employees. Faculty and staff are reminded that District correspondence should only be disseminated electronically through official District provided e-mail.

Policy Regulations and Responsibilities

Hudsonville Public Schools provides information technology services facilities and equipment to meet staff

and student learning, teaching or working needs.

It is acceptable to:

Use Internet services for personal use during break and lunch times
Use District email services for limited personal use- however it is highly recommended to utilize private email accounts, such as Yahoo or Gmail which are accessible in the District, for personal use
Use District technology resources for any coursework that is required to maintain employment with the District (continuing education)

However, it is a violation of District Policy to:

use District technology for anything that does not facilitate learning or enhances educational information exchange consistent with the purposes of the school:

bring in files into the District's network that are considered obscene;

load/install programs onto District technology equipment without the express permission of a District technology representative;

load/install files with the intent of testing the District network for weaknesses or security gaps;

use District technology equipment for product advertisement, political lobbying, or for making unauthorized financial commitments;

use District technology equipment to propagate, forward, or create malicious programs/processes on internal or external software or equipment;

use internet access to post or download any material that is considered obscene or objectionable based off of District policies and standards;

use District technology equipment in a such a manner as to cause direct and intentional damage to the equipment, network, or data stored;

use another individual's information technology account for any purpose without their consent;

grant another individual access to your information technology account;

provide any level of information to outside entities or individuals that could lead to a security breach of District systems or accounts:

utilize access privileges to obtain, copy or provide information about staff members, students or any individual's information for malicious intent, identity theft, personal use or gain;

utilize access privileges to obtain, copy or distribute software that is a violation of licensing agreements or copyright law;

utilize access privileges to reverse engineer, decompile, or analyze vendor software in any manner that will violate nondisclosure agreements;

use any District information technology facilities to interfere with the work of students, faculty members or district officials;

use information technology facilities to send obscene, abusive, derogatory or harassing messages or content;

display, transmit, distribute or make available information that expresses or implies discrimination or an intention to discriminate;

use information technology facilities to interfere with the normal operation of district information technology systems and connecting networks; this list would include such things as flooding the network with messages or sending chain letters or pyramid solicitations.;

use Hudsonville Public Schools' computer facilities for personal profit or commercial gain not authorized by the District;

create and/or use world-wide web information pages or links to point to offending materials that do not comply with the Hudsonville Public Schools policies;

use Hudsonville Public Schools' computer facilities for any purpose that could be seen as a violation of federal, state or local laws and regulations.

Consequences of Policy violations

Employees, students and clients are responsible for reporting all real or perceived infractions of the Technology Acceptable Use Policies to the Technology Director. Documented and substantiated complaints shall be handled through the Protocol for Dealing with Information Technology Abuse.

Overall, the Technology Acceptable Use Policy asks that you obey the law and be considerate of others' needs.

Failure to adhere to the Technology Acceptable Use Policies could result in suspension of usage privileges or other discipline as appropriate.

When there is a suspected violation of the Policy, the District has the authority to conduct appropriate search and seizure procedures of all District owned and operated Information Technology services, facilities and equipment. The District also reserves the right to review and/or restrict services and programs that are deemed potential violations of District Policy.

Information Technology Acceptable Use Policy

Protocol

All employees, students, parents and clients are expected to abide by the Information Technology Acceptable Use Policy and accompanying Protocols. All students are also expected to comply with the directions given to them by staff when they are performing their regular duties regarding this Policy.

Process

Hudsonville Public Schools has a process in place for filing individual complaints of discrimination and/or harassment. In addition, where the District does not receive an individual complaint but is aware of activity which violates the law or District policy and impairs the objectives of the District, a District complaint will be initiated. In these instances, the District is obliged to take action.

Violations of the Information Technology Acceptable Use Policy will be processed using the following procedures.

Reporting of Alleged Violations

- 1) Employees, students and clients are responsible for reporting all believed to be or perceived infractions of the Technology Acceptable Use Policy to the Technology Director
- 2) Reports can be made to a local technician or administrator who is then responsible to report to the Technology Director.

Local Technician/Administrator Responsibilities - Immediate Response

- 1) The local technician is responsible for ensuring that login logs, login failures and usage logs are preserved wherever possible.
- 2) All non-required services and daemons should be turned off (i.e., mail turned off on servers where it is not required for learning or teaching purposes).
- 3) Warnings may be issued for minor infractions of the Information Technology Acceptable Use Policy or local policies. Discretion must be used when issuing a warning.
- 4) No actions will be taken resulting in severe discipline for an infraction without a proper investigation and the involvement of the Hudsonville Public Schools Administration Team unless notification to the individual and/or group would cause the District to violate specific legal obligations with regards to the dignity, safety or security of its constituent(s).

Technical Investigation

- 1) Upon receipt of a report, the Technology Director or designated technology representative will conduct a preliminary investigation to collect information about the report and determine if the incident could possibly be a breach of any applicable District policy and state or federal law.
- 2) Where the Technology Director or designated technology representative has been notified of a possible breach, he/she will report it immediately to the Hudsonville Public Schools Administration Team.
- 3) If the material in question resides on District computer equipment, facilities or networks (for example a web page on a server), the material may be removed pending an investigation. If the incident involves abuse of e-mail or other information technology activities, account privileges for the alleged offender may be suspended pending an investigation. This decision will be made by either the Hudsonville Public Schools Administration Team or the Technology Director, depending upon circumstances.

Formal Investigation and Resolution

1) Upon receipt of the suspected breach, the Technology Director will conduct an investigation which will include, but is not limited to, the following: review of individual accounts, log files, inspection of any materials or evidence presented, and interviews with any parties who were involved or may have knowledge of the incident.

2) Where the incident breaches federal, state, or local laws/regulations, the District will notify the appropriate enforcement agency.

3) Where the incident breaches the Technology Acceptable Use Policy, the Administrative Team will discuss the investigative findings to determine which appropriate disciplinary action will be initiated.

Disciplinary Action

Where incidents are found to be in violation of District policy, the District will exercise its rights to take appropriate disciplinary action, including, but not limited to, verbal/written warnings, rescinding of e-mail or internet accounts, and removal of materials from District computer equipment facilities and networks, disciplinary directives, behavioral contracts, suspension and/or expulsion/dismissal from the District. In addition to internal District sanctions that can impact a staff member, the District will cooperate with all local, national and international law agencies whenever necessary.

A copy of all Technology Use Policies is available online at <http://www.hudsonville.k12.mi.us/> under the technology link.