

# **LAKE SHORE PUBLIC SCHOOLS**

**28850 Harper Avenue**

**St. Clair Shores, Michigan 48081**

**586.285.8481**

**District Code: 50120**

**Macomb Intermediate School District**

**<http://lakeshoreschools.org>**

## **INSTRUCTIONAL TECHNOLOGY PLAN**

**July 1, 2008 – June 30, 2011**

**<http://www.lakeshoreschools.org/technology.htm>**

**Contact for this plan:**

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## **INTRODUCTION**

Few will argue with the impact and importance technology has in our lives. Without computer and technology skills, one will not be able to successfully compete and stay vital in our rapidly changing world.

At Lake Shore, we understand this need and the importance it has for our students and staff. We must continue to expand and enhance the use of technology in the curriculum. Employers require workers who can solve problems, understand complex terminology, communicate clearly, and interpret and analyze massive amounts of quickly changing information. Technology must be used across all academic disciplines to enhance student learning in all areas. We must address student needs in a systematic manner to ensure all students will leave Lake Shore with skills and knowledge that will help them find success in higher education or the job market.

To meet these challenges, we continue to update the Instructional Technology Plan, modifying the Plan to reflect the accomplishments of the previous Plan, and set the District's course for the next three years. This multi-year plan, originally drafted in 1994, provides a foundation and long-range direction for technology use within our District through the year 2011.

We realize technology tools and resources must not be the driving force behind curriculum development; rather, curriculum needs must drive the acquisition and use of technology. Technology must be transparent to the user and integrated into a wide range of learning activities. While this Plan provides direction and the parameters for the types of technology to be used, the specific software titles, technology deployment, and the necessary staff development will be determined by each Curriculum Committee and the District Technology Committee.

## **TECHNOLOGY PLAN MISSION**

To define and schedule the District's actions to systematically provide equipment and services and improve the role technology plays in learning and working processes.

## **DISTRICT MISSION STATEMENT**

The mission of Lake Shore Public Schools as a dynamic school community is to create and deliver the appropriate programs and services needed to develop learners who can function in a rapidly changing world.

## **DISTRICT PROFILE**

Located in the lake front community of St Clair Shores, Michigan, the Lake Shore Public School District is home to 3,200 K-12 students attending three elementary schools, one middle school, and one high school. Additionally, network administration and support is provided to five sites: Taylor Shores Child Care, which houses preschool and childcare programs; Born Center, which houses our alternative education and ESL programs;

St. Clair Shores Adult & Community Education, which houses adult and community education; Maintenance & Operations, and the Administrative Center.

The Michigan Curriculum Framework Model and Grade Level Content Expectations contain recommended standards in core subjects that all students are to learn. Through constant monitoring and adjustment, Lake Shore schools continue to meet all MDE standards. In most cases, Lake Shore's curriculum exceeds the MDE requirement. In 2006-07, we completed full alignment with High School Reform mandates.

The average teacher-to-student ratio is 1 to 22 at the elementary level and 1 to 26 at the secondary level.

All of our buildings were completely remodeled, equipped and technologically upgraded through a \$32.5 million bond issue approved in 1997. In August, 2008 we will be asking our community to approve a three year extension of that bond to generate an additional \$9.7 million in revenue, approximately 10% of which will be used to fund classroom technology improvements.

Every Lake Shore school is fully accredited by the North Central Association of Colleges and Schools, having met NCA standards for quality education. In addition, Kennedy Middle School, Masonic Heights Elementary, Rodgers Elementary and Violet Elementary have achieved NCA outcomes accreditation (OA), which goes well beyond traditional standards.

Lake Shore is the only district in Macomb County to be recognized by Standard and Poor's for having higher-than-expected student achievement for the amount of money spent to educate students from 1997-2001.

## **SCHOOLS AND ADDRESSES**

Administrative Center  
28850 Harper  
586.285.8480

Violet Elementary  
22020 Violet  
586.285.8700

Lake Shore High School  
22980 Thirteen Mile Road  
586.285.8900

Maintenance & Operations  
23120 Thirteen Mile Road  
586.285.8550

Kennedy Middle School  
23101 Masonic  
586.285.8800

Born Center  
23340 Elmira  
586.285.8780

Masonic Heights Elementary  
22100 Masonic Heights Blvd  
586.285.8500

St. Clair Shores Adult & Community Education  
23055 Masonic Blvd  
586.285.8880

Rodgers Elementary  
21601 L'Anse  
586.285.8600

Taylor Shores Child Care  
30401 Taylor  
586.285.8580

This plan is in effect from July 2008 until June 2011. For questions regarding this plan, please contact Fran Hubert, Director of Technology, at [fhubert@lsps.org](mailto:fhubert@lsps.org). Our Technology Plan is posted on the Web at <http://lakeshoreschools.org/technologyplan.pdf>

The Technology Plan will be submitted for Board of Education review and approval after it is reviewed and approved at the ISD and State levels.

## **TECHNOLOGY PLANNING TEAM**

<u>Member</u>	<u>Position</u>
Michelle Puma	Lake Shore High School teacher
Emily Tims	Lake Shore High School teacher
Pati Rouvalis	Special Education teacher
Carol Weagel	Masonic Heights Elementary Media Specialist
Scarlett Gibson	Violet Elementary Media Specialist
Amy Hermon	Rodgers Elementary Media Specialist
Bernadette Wischmeyer	Elementary Music teacher
Tamela Blaszkowski	Kennedy Middle School Media Specialist
Mike Spreit	Kennedy Middle School teacher
Fran Hubert	Director of Technology
Tesha Thomas	Executive Director of Educational Services

The Technology Committee meets yearly and on an "as-needed" basis to review progress made and make adjustments to the Plan based on newly identified needs. Members are selected to bring a variety of perspectives to the Committee's discussions and decisions. Technology Committee members also act as a conduit for information to travel to the Committee from their constituent buildings or departments.

## **TECHNOLOGY VISION**

In a rapidly changing society, the Lake Shore community will be actively engaged in the use of technology as a tool to build knowledge in meaningful ways, explore appropriate resources, and collaborate with others. As we integrate technology throughout our school environment, students will find learning more meaningful and enjoyable. Our students and staff will have a thorough understanding of technology's function, impact and possibilities. We will use technology in an appropriate and ethical manner to improve achievement and create life-long learners, problem solvers, communicators, and contributing citizens.

## **TECHNOLOGY PHILOSOPHY & BELIEFS**

We believe that technology is a valuable educational tool; one which can enhance student learning at all levels and expands the scope of the curriculum in many innovative ways.

We further believe the understanding of and access to technology is vital in the educational plans for all students. Students will be competent in the use of technology as a tool for gathering, using and manipulating information, as well as for communication and creative expression. Students also must understand the impact of technology upon society and accept the responsibilities associated with living in today's Information Age.

## **TECHNOLOGY PLAN GOALS**

The goals of the technology plan are aligned with the principals and goals outlined in the district's strategic plan.

- To ensure that all students gain the technology skills necessary to be productive throughout their lives
- To provide teaching tools to assist all teachers in making their work as effective and efficient as possible
- To provide challenging, growth opportunities for student knowledge
- To bring greater efficiency to the business operations of the District
- To increase access to and use of data for informed decision making
- To standardize hardware and software across the district to reduce support costs and provide greater transferability
- To provide a focus for future growth

## **I. CURRICULUM**

### **A. Curriculum Integration**

Lake Shore Public Schools adopted the International Society for Technology in Education (ISTE) National Technology Education Standards (NETS) for students, teachers, and administrators. New ISTE NETS were released in June, 2007. Lake Shore is updating our technology curriculum to reflect these new standards.

The Technology Curriculum Committee developed the following Technology Curriculum Framework and uses the ISTE student outcomes for elementary, middle, and high school students:

### **Overview: Technology Curriculum Framework**

#### **Content Strand: 1 - *Basic Operations and Concepts***

**Standard 1:** The learner will demonstrate knowledge and skills in the use of computers and other technologies.

##### **Benchmarks:**

- 1.1.1 Demonstrate basic computer skills.
- 1.1.2 Demonstrate basic keyboarding skills.
- 1.1.3 Demonstrate general software application skills.

#### **Content Strand: 2 - *Technology Productivity, Communication, and Research Tools***

**Standard 1:** The learner will use a variety of technologies to access, analyze, synthesize, apply, and communicate information.

##### **Benchmarks:**

- 2.1.1 Demonstrate skills necessary to access and use information.
- 2.1.2 Demonstrate basic word processing skills.
- 2.1.3 Demonstrate basic multimedia presentation skills
- 2.1.4 Demonstrate basic spreadsheet skills.
- 2.1.5 Demonstrate basic database skills.
- 2.1.6 Demonstrate basic web page design skills.

#### **Content Strand: 3 - *Social, Ethical, and Human Issues; Problem Solving and Decision Making***

**Standard 1:** The learner will understand important issues of a technology-based society and will exhibit ethical behavior in the use of computers and other technologies.

##### **Benchmarks:**

- 3.1.1 Demonstrate responsible use of technology equipment.
- 3.1.2 Demonstrate understanding of societal issues relating to technology.

### **LEVEL OUTCOMES: ELEMENTARY**

#### **Prior to completion of Grade 5, students will:**

1. Use keyboards and other common input and output devices (including adaptive devices when necessary) efficiently and effectively.
2. Discuss common uses of technology in daily life and the advantages and disadvantages those uses provide.

3. Discuss basic issues related to responsible use of technology and information and describe personal consequences of inappropriate use.
4. Use general purpose productivity tools and peripherals to support personal productivity, remediate skill deficits, and facilitate learning throughout the curriculum.
5. Use technology tools (e.g., multimedia authoring, presentation, Web tools, digital cameras, scanners) for individual and collaborative writing, communication, and publishing activities to create knowledge products for audiences inside and outside the classroom.
6. Use telecommunications efficiently to access remote information, communicate with others in support of direct and independent learning, and pursue personal interests.
7. Use telecommunications and online resources (e.g., e-mail, online discussions, Web environments) to participate in collaborative problem-solving activities for the purpose of developing solutions or products for audiences inside and outside the classroom.
8. Use technology resources (e.g., calculators, data collection probes, videos, educational software) for problem solving, self-directed learning, and extended learning activities.
9. Determine which technology is useful and select the appropriate tool(s) and technology resources to address a variety of tasks and problems.
10. Evaluate the accuracy, relevance, appropriateness, comprehensiveness, and bias of electronic information sources.

### **LEVEL OUTCOMES: MIDDLE SCHOOL**

#### **Prior to completion of Grade 8, students will:**

1. Apply strategies for identifying and solving routine hardware and software problems that occur during everyday use.
2. Demonstrate knowledge of current changes in information technologies and the effect those changes have on the workplace and society.
3. Exhibit legal and ethical behaviors when using information and technology, and discuss consequences of misuse.
4. Use content-specific tools, software, and simulations (e.g., environmental probes, graphing calculators, exploratory environments, Web tools) to support learning and research.
5. Apply productivity, multimedia and web tools and peripherals to support personal productivity, group collaboration, and learning throughout the curriculum.
6. Design, develop, publish, and present products (e.g., Web pages, videos, digital stories) using technology resources that demonstrate and communicate curriculum concepts to audiences inside and outside the classroom.
7. Collaborate with peers, experts, and others using telecommunications and collaborative tools to investigate curriculum-related problems, issues, and information, and to develop solutions or products for audiences inside and outside the classroom.
8. Select and use appropriate tools and technology resources to accomplish a variety of tasks and solve problems.

9. Demonstrate an understanding of concepts underlying hardware, software, and connectivity and of practical applications to learning and problem solving.
10. Research and evaluate the accuracy, relevance, appropriateness, comprehensiveness, and bias of electronic information sources concerning real-world problems.

## **LEVEL OUTCOMES: HIGH SCHOOL**

### **Prior to completion of Grade 12, students will:**

1. Identify capabilities and limitations of contemporary and emerging technology resources and assess the potential of these systems and services to address personal, lifelong learning, and workplace needs.
2. Make informed choices among technology systems, resources, and services.
3. Analyze advantages and disadvantages of widespread use and reliance on technology in the workplace and in society as a whole.
4. Demonstrate and advocate for legal and ethical behaviors among peers, family, and community regarding the use of technology and information.
5. Use technology tools and resources for managing and communicating personal/professional information (e.g., finances, schedules, addresses, purchases, correspondence).
6. Evaluate technology-based options, including distance and distributed education, for lifelong learning.
7. Routinely and efficiently use online information resources to meet needs for collaboration, research, publications, communications, and productivity.
8. Select and apply technology tools for research, information analysis, problem-solving, and decision-making in content learning.
9. Investigate and apply expert systems, intelligent agents, and simulations in real-world situations.
10. Collaborate with peers, experts, and others to contribute to a content-related knowledge base by using technology to compile, synthesize, produce, and disseminate information, models, and other creative works.

## **B. Student Achievement**

Students will achieve technological literacy by the end of their eighth grade experience. It is the expectation of the District that all students will be able to demonstrate all skills included in the curriculum by the end of the eighth grade. Sixth graders will achieve proficiency in keyboarding. Seventh graders will achieve proficiency in the use of data bases and spreadsheets. Eighth graders will be proficient in the use of multi-media presentation tools. At all grade levels, students will achieve proficiency as ethical and legal users of the resources available through the use of technology.

High school students will be able to achieve integration of technology into their lives as students and productive citizens. They will be able to apply the use of technology to help them work smarter in each of their classes, in their performance based activities and in their careers.

Currently, we have students who are using technology to design and produce auto products, architectural designs, parts for manufacturing, home improvements, entertainment videos, still photos, works of art, culminating projects, presentations and much more. Students are entering competitions and winning awards with their technology skills.

The following list contains some of the tools and practices that are used to integrate hardware and software into curricula and instruction

- Alpha Smart Neos for writing, data collection and keyboarding skills
- Concept-mapping software for use in all curricular areas, all grade levels
- Internet for research and communication within and outside the school
- Video production carts for student-produced projects and announcements
- Video network to allow access to instructional resources on VHS, DVD, CTV
- Timeline software to document a sequence of events, all subject areas
- Graphing and spreadsheet programs for all grade levels
- Map Maker's Toolkit software and internet resources to reinforce map skills
- Scientific probes for data-gathering
- GPS for science and social studies units
- Video-conferencing equipment for virtual field trips and access to remote experts
- Spreadsheet and database applications for data analysis
- NovaNet subscription for credit recovery
- Palm OS devices for writing and science data collection
- English-instruction software for ESL students
- CD-ROMs for reading and research
- Accelerated Reader software to encourage reading at the elementary level
- Read Naturally – a prescriptive reading program to assist At-Risk students
- Typing instruction software at every grade level
- Cameras and photo-editing software for yearbooks and other student projects
- Presentation software to create multimedia reports and projects
- Content-area software for reinforcement of key concepts
- Computers, wireless laptops, handhelds, network resources, digital still and video cameras, scanners, printers, CD burners, Alpha Smarts, DVD players.
- AV-enhanced classrooms that allow integration of computer, document camera, DVD/VCR and sound field system with ceiling-mounted, network controlled projectors

### **C. Technology Delivery**

Internet Access is provided by the Macomb Intermediate School District (MISD) via a county-wide fiber-optic network. Using this network, teachers and students have access to many excellent distance learning opportunities:

- Internet for research, remediation and communication
- Video-on-demand through a subscription to Discovery Education
- Expert speakers, authors and virtual field trips using video-conferencing equipment in all buildings
- Online classes for low-enrollment or advanced subject studies are offered through a variety of providers
- Credit Recovery programs using NovaNet and Plato online courseware

Lake Shore Public Schools completed construction of a private fiber network connecting all buildings back to the network "hub" at gigabit speeds. Infrastructure improvements such as these have provided increased access to distance learning opportunities in all buildings.

### **D. Parental Communications and Community Relations**

This Technology Plan is posted on Lake Shore Public Schools' website and several print copies are made available to the public in each of our school buildings. It is discussed yearly at a Board of Education meeting.

Technology is used by teachers and administrators to keep parents apprised of student progress and school events:

- Teachers who use the InteGrade Pro grade book program use the "email progress report" feature to communicate student progress to their parents.
- Administrators and teachers routinely communicate with parents via email.
- The District utilizes a computer-driven "auto-dialer" to notify parents about student absences as well as upcoming events. A new system will be purchased in 08-09
- Every teacher in the district has a classroom phone with voice mail. Many use this tool as a "homework hotline" on which to record daily assignments and reminders.
- School and athletic events are broadcasted on the local access cable TV channel
- Teachers, administrators, and schools use Blackboard or a blog site to communicate with students and parents

We are in the process of recruiting parents and community members to serve on the Lake Shore Technology Committee.

### **E. Collaboration**

St. Clair Shores Adult and Community Education is a cooperative program sponsored by the Boards of Education of the Lake Shore, Lakeview, and South Lake school districts. They offer adult education programs, GED preparation classes, and English as a second language classes. Networking and Technology support are "existing" and provided by Lake Shore Public Schools Technology Department. This support has provided installation and configuration of a lab used for HS credit recovery and installation of software for ESL students. The Director of Adult Education and Director of Technology meet on a monthly basis to discuss this ongoing relationship and plan for future projects.

## **II. PROFESSIONAL DEVELOPMENT**

### **F. Professional Development**

The ultimate goal of professional development is to improve student learning. We believe that the appropriate use of technology in the classroom will improve student learning. In order to achieve the appropriate use of technology in the classroom, we realize that teachers must first learn basic skills and then begin to utilize technology for their own productivity and communication. Integration will follow when staff are comfortable with the use of technology in a variety of settings. They must have ongoing support and training in the use of technology. This support can come from any number of sources: students, administrators, other teachers, clerical staff, building technicians, information resource specialists. Lake Shore has adopted the NETS standards for Administrators, Teachers and Students.

Lake Shore has identified four levels of technology expertise:

- Level I indicates attainment of basic skills as outlined in NETS I, V and VI:  
*Teachers demonstrate a sound understanding of technology operations and concepts.*  
*Teachers use technology to enhance their productivity and professional practice.*  
*Teachers understand the social, ethical, legal, and human issues surrounding the use of technology in PK-12 schools and apply those principles in practice.*
- Level II indicates mastery in integrating technology with teaching and learning as outlined in the NETS II, III and IV:  
*Teachers plan and design effective learning environments and experiences supported by technology.*  
*Teachers implement curriculum plans that include methods and strategies for applying technology to maximize student learning.*  
*Teachers apply technology to facilitate a variety of effective assessment and evaluation strategies.*

- Level III indicates an ability to design and create a Web Quest for classroom use.
- Level IV shows a high degree of integration skill by completing a COATT portfolio.

Lake Shore staff members will self-assess via online surveys and place themselves at the appropriate level. Training sessions are categorized by level. Level One and Level Two training are offered on professional development days during the school year and in the summer, both in-district and through the MISD.

Technology training takes place:

- On regular professional development days
- Beginning in 2008-09 during early release time
- Via a weekly "Did You Know" email tip from the Director Of Technology
- At twice-yearly secretarial in-service sessions.
- At ongoing Administrator Technology Training classes
- During summer in-service days
- At short training sessions called "Breakfast Bytes" in each building
- Every day on a one-on-one basis as technicians interact with and support staff
- At New Horizons, the Macomb Intermediate School District, or using computer based and online training resources.

## **G. Supporting Resources**

The District employs a wide variety of resources to support the technology program:

- Staff and student acceptable use policies posted on our website
- Software and hardware acquisition requirements and procedures
- Board Policies support the use and acquisition of technology
- Access to video streaming by subscription to Discovery Education
- Access to the MISD video lending library
- Collection of software training videos and CD-ROMs
- Subscription to Atomic Learning tutorial website
- Information posted on the lakeshoreschools.org website
- Commonly used district forms and information posted to our intranet site docs.lsp.org
- Use of REMC bid for purchasing technology equipment and supplies
- Technical support and training from the MISD, as well as Internet access, Distance Learning support and email virus and spam filtering.
- MISD support and purchasing power for Data Director, SASIxp and InteGrade Pro (data warehouse, student information system, online gradebook)
- Participation in the MISD computer bid
- MACUL membership

## **III. INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT AND SOFTWARE**

### **H. Infrastructure Needs/Technical Specification and Design**

Lake Shore High School is the hub of the District's wide area network. Internet access is provided via the Macomb Intermediate School District's fiber optic network. Each school is now connected to the high school via private fiber at gigabit speeds.

The District has a Private Branch Exchange (PBX) to provide voice communications in every building. Each classroom, learning area, and office is provided with a digital telephone and voice mail. The phone system provides automated attendant features, call accounting, and central management.

Each building has a local area network. The network operating system used district-wide is Novell Open Enterprise Server 6.5. New servers and a Storage Area network (SAN) were installed in July, 2007. All servers are housed at the high school.

Category five cabling is installed throughout each building with a fiber-optic backbone connecting wiring centers within the three largest buildings at gigabit speeds. Every classroom has four data drops installed. Secondary classrooms typically have one teacher computer and a networked laser printer. The extra ports are used for mobile, wireless laptop carts. Elementary classrooms typically have one teacher and one student computer with a networked laser printer.

Each school building has a video network consisting of broadband cabling to every classroom and learning area as well as school entrances and main offices. There is a video head-end unit for general or selective distribution of video or bulletin board channels. Televisions, videocassette recorders and scan converters are standard classroom equipment. Classroom video cabling allows for the connection of broadcast carts in each building.

The middle school, high school, elementary, clerical and administrative computers are on a five year replacement cycle. The Technology Committee decided last year to move toward a model of one computer and printer per classroom and to use the replacement funds designated for the second classroom computer to purchase mobile laptop carts with wireless network connectivity.

The district has standardized on the Windows desktop platform. Classroom computers at the secondary schools have a core group of applications installed:

- Microsoft Office 2000
- Inspiration
- TimeLiner
- MapMaker's Toolkit
- Tessellation Exploration
- GraphMaster
- iTunes
- PhotoStory
- Audacity
- Google Earth

Labs have specialized software such as Logo, AutoSketch, CarBuilder, Gif Construction Set, AutoCad 2000, Catia, Finale, InDesign and Photoshop.

At the elementary level, the following applications make up the standard desktop load:

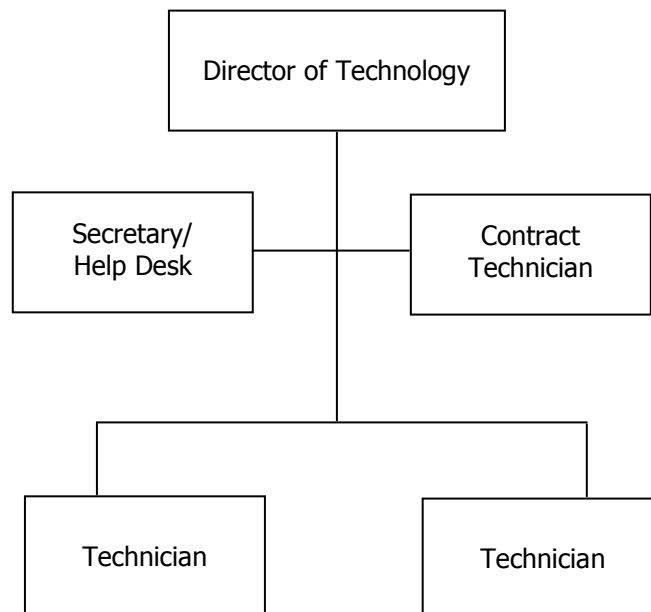
- Microsoft Office 2000
- Kidspiration
- TimeLiner
- MapMaker's Toolkit
- Tessellation Exploration
- GraphMaster
- The Graph Club
- Neighborhood Map Machine
- KidPix
- Creative Writer
- HyperStudio
- Type to Learn and Type to Learn Jr.
- Accelerated Reader
- Read Naturally
- iTunes
- PhotoStory
- Audacity
- Google Earth

Technology Plan accomplishments, 2005-2008:

- Purchased a distance learning cart that is moved from building to building to provide connections for virtual field trips and other distance learning activities
- Installed 34 "AV-enhanced classrooms" which include a network-controlled projector mounted in the ceiling cabled to allow input from classroom computer, document camera, cable TV, DVD/VCR and Audio Enhancement sound field.
- Retired two 7-8 year old classroom computers from each classroom at the elementary schools. Replaced these with one "student" computer.
- Moved to a five-year replacement cycle district-wide. (Elementary school computers were previously replaced every seven years.)
- Purchased two additional carts of sixteen wireless laptops for middle and high schools
- Created a new lab in the media Center at LSHS for school-wide use
- Created a "mini" (16 computers) At-Risk lab at LSHS
- Expanded a mini lab in the LSHS media center to allow for two entire classes to use computers in the HS library
- Purchased three sets of Alpha Smart Neos for elementary schools
- Purchased additional student response systems (clickers) for the middle school and high school – all schools received one set of clickers through the Data Director grant
- Provided a document camera and projector for every elementary classroom.
- Moved to retaining student network accounts for the duration of a student's school career
- Installed new, faster Cisco network electronics in every building

The District has a five-year technology replacement plan (attached at the end of this plan) to ensure funding for technology upgrades and future acquisitions.

The structure for technology support in the district:



## I. Increase Access

If we strive to improve student achievement through the use of technology, then we must provide increased access to technology to our students and staff.

- Computers are located in classrooms, media centers, offices and labs in all of our buildings. With the addition of wireless, mobile laptop carts in our secondary buildings, any learning area can be transformed into a computer lab.
- Faster connection to network home directories, applications and the internet brought about by improvements to LAN and WAN infrastructure will increase productivity, decrease the time needed in a lab to complete a project thereby allowing access to more students.
- Basic word processing and keyboarding instruction can be accomplished through the use of AlphaSmarts, leaving computers and labs available for higher level uses.
- As teachers' levels of expertise in the use of technology increase, they will incorporate more technology use in their instruction and assignments.
- Plans are being developed to staff building computer labs with volunteers after school hours to allow students, parents and community members Internet and computer access.
- Funding is available through the special education department for the purchase of Assistive technologies to allow access to special education students

## IV. FUNDING AND BUDGET

### J. Budget and Timetable

Description	2008/2009	2009/2010	2010/2011
<b>PURCHASED SERVICES</b>			
Staff Training	8,000.00	4,000.00	4,000.00
Contracted Services	20,000.00	15,000.00	15,000.00
Technician Services	40,000.00	40,000.00	40,000.00
Fiber Optics	24,000.00	24,000.00	24,000.00
<b>SUPPLIES</b>			
Licensing	20,000.00	20,000.00	20,000.00
Technology Supplies	15,000.00	10,000.00	10,000.00
<b>CAPITAL OUTLAY</b>			
Technology Replacement	172,050.00	420,800.00	408,875.00
Technology Discretionary	25,000.00	25,000.00	25,000.00

### K. Coordination of Resources

The District technology budget contains amounts for replacement of existing equipment and funds for the acquisition of new technologies. We apply for Universal Service Fund (USF) monies and routinely investigate and apply for grants to support expansion of the technology program.

## V. MONITORING AND EVALUATION

### L. Evaluation

We will use a variety of methods to evaluate the effectiveness of this plan:

- Teachers will be surveyed each year by their evaluator to assess their progress in acquiring the technology skills identified in the four levels of expertise; professional development offerings will be designed based on these survey results
- Reports on the frequency of technology equipment usage are compiled to help direct future purchases as well as drive training initiatives

- Administrators use a rubric for evaluating teachers' use of technology in the classroom; based on evaluations, the professional development committee will determine training needs to help teachers attain their instructional goals
- Student technology proficiency is recorded on their quarterly report card; staff will strengthen technology instruction of students with unmet proficiency goals
- Eighth Grade technology literacy is reported to the state using grades from the middle school technology class
- The Technology Committee meets twice yearly to discuss this plan and propose changes to it based on data collected above.

### **M. Acceptable Use Policy**

The district student and staff Acceptable Use documents follow. Internet content filtering is done by N2H2 provided by the Macomb Intermediate School District.

## Lake Shore Public Schools Technology Acceptable Use Policy for Staff

### Technology Use Guidelines

Lake Shore Public Schools is pleased to offer access to computers and a computer network from which to access the Internet. Use of Lake Shore Public School's technology is a privilege, not a right. Individuals who use District technology must adhere to the District's policies. In addition, all use of technology must support and be consistent with the District's stated goals.

### User Responsibilities

Staff members who use District technology are expected to:

1. Respect the privacy of other users. Users shall not intentionally seek information; obtain copies; modify files, data or passwords belonging to other users; represent themselves as another user, unless explicitly asked to do so by that individual; or attempt to gain unauthorized access to files, programs or network services.
2. Follow copyright law, patent law and license agreements for software programs and other data. This includes but is not limited to plagiarizing text, copying photographs, downloading and copying Internet materials and copying or "over-installing" software disks and CDs.
3. Preserve the integrity of computers and network systems. Individuals shall not intentionally develop, distribute or implement programs that harass other users, infiltrate a computer or computing system, and damage or alter software, a computer or computing system.
4. Report any misuse of the network to the building administrator. Misuse is commonly viewed as any message or file that indicates or suggests pornography, violence, racism, sexism, unethical or illegal solicitation or inappropriate language.
5. Refrain from sending, creating, disclosing or accessing inappropriate materials. This includes text files, pornographic material, viruses or files dangerous to the integrity of the network. The District may review information such as e-mail, letters or reports without the author's permission.
6. Maintain the integrity of the e-mail system. Individuals are responsible for all mail sent or received under their user account. Users should be advised that the content of e-mail is neither private nor confidential.
7. Refrain from any use for commercial purposes.

The District does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error-free, or that its operation will be uninterrupted.

I have read and understand the Lake Shore Public Schools Technology Acceptable Use Policy and agree to adhere to all technology use guidelines and user responsibilities.

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_

Building \_\_\_\_\_ Date \_\_\_\_\_

## TECHNOLOGY PERMISSION FORM

Lake Shore Public Schools is pleased to offer students the use of a computer network for Internet access. To gain access to the Internet, all students must obtain parental permission as verified by the signatures on the form below. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing.

### What is possible?

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that some material accessible on the Internet might contain items that are illegal, defamatory, inaccurate, and/or potentially offensive. While the purpose of school Internet resources is for constructive educational goals, students may find ways to access other materials. *We believe that student benefits from school Internet access, i.e.; information resources and opportunities for collaboration, exceed the potential disadvantages.*

### What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. **The use of the network is a privilege, not a right, and may be revoked if abused.** *The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources.* Lake Shore Public School students are advised against accessing, keeping, or sending anything that they would not want their parents or teachers to see.

### What are the rules?

**Privacy** -- Network storage areas may be treated like school lockers. Network administrators may review communications and files to maintain system integrity and to ensure that students are using the system responsibly.

**Storage capacity** -- Users are expected to remain within allocated disk space and delete unnecessary materials which take up excessive storage space.

**Illegal copying** -- **Students shall never download or install any commercial software, shareware, or freeware onto the Lake Shore network or computers, unless they have written permission from the Network Administrator. Students shall not copy other people's work or intrude into other people's files.**

**Inappropriate materials or language** -- The use of profane, abusive or impolite language shall not be allowed, nor shall materials be accessed which are not in line with the rules of appropriate school behavior. Basically, students shall not view, send, or access materials that they would not want their teachers or parents to see. Should students encounter such material by accident, they should immediately report it to their teacher.

### **Succinct Advice**

These are guidelines to follow to prevent the loss of network privileges at Lake Shore Public Schools:

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing or downloading any illegal software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages or pictures.
6. Do not share any passwords.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not trespass in another person's folders, work, or files.
9. Notify an adult immediately if you encounter materials that violate the Rules of Appropriate Use.
10. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

**\* \* \* Please complete and return the next page \* \* \***

**PARENT PERMISSION FOR INTERNET USE:**

As a parent or guardian of a student at \_\_\_\_\_ School, I have read the above information about the appropriate use of computers at the school and I understand this agreement will be kept on file at the school. (Questions should be directed to the principal for clarification.)

- ❖ My child may use the Internet while at school according to the rules outlined. (Circle response.) Yes / No

**Student Name** (print) \_\_\_\_\_

**Parent Name** (print) \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**PARENT PERMISSION FOR THE PUBLICATION OF STUDENT WORK AND/OR IMAGES:**

Lake Shore Public Schools maintains web pages on the Internet as part of our commitment to the communication process. These pages provide information about the activities of Lake Shore Public Schools, its employees and students and can be viewed by anyone with access to the Internet. Children are not identified by name on our web pages.

Throughout the school year we have many activities during which we may take photographs of or videotape students.

This form documents that you are willing to release your child's projects, photographs, video images and/or voice recordings into the public domain (includes news media and Internet.) There is no monetary compensation for the use of these projects and images.

- ❖ I give permission for my child to be photographed/videotaped and for my child's work and/or images of my child to be published on the Internet, in the yearbook and in the news media. (Circle response.) Yes / No

**Parent Name** (print) \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**By selecting NO, you are saying no to ALL of the options listed**

**STUDENT COMPLIANCE AGREEMENT:**

As a user of the \_\_\_\_\_ School computer network, I agree to comply with the above stated rules and to use the network in an academically constructive manner.

**Student Name** (print) \_\_\_\_\_

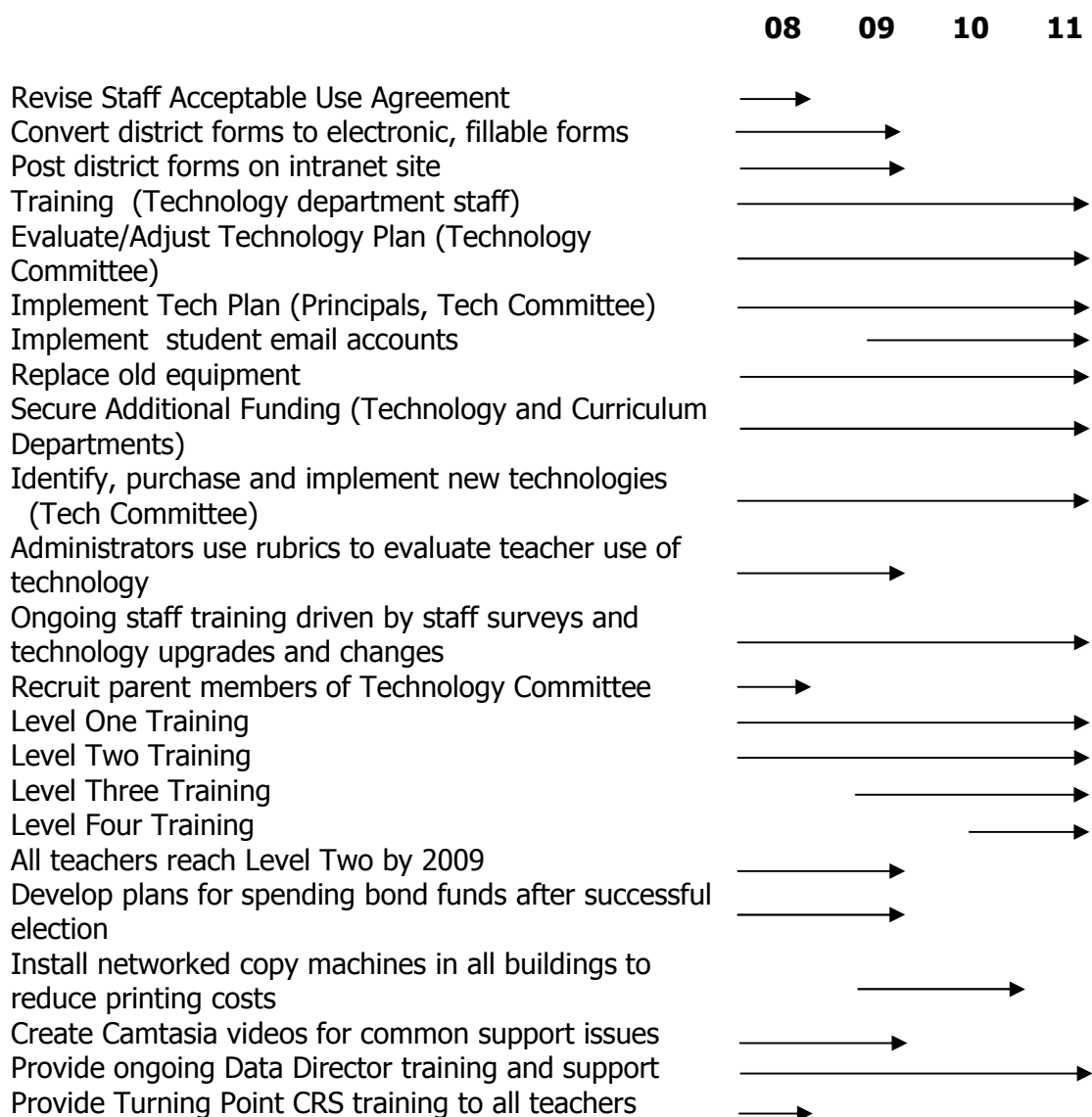
**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

*This permission remains in effect for the entire time your child attends school in this building.*

*If you wish to change your permission, please contact the main office.*

## TIMELINE PHASES



### Lake Shore Public Schools Technology Replacement Plan

The table below shows a summary of replacement costs by building and by type of equipment for the years this plan covers.

Lake Shore has standardized on the Windows xp platform as well as HP computer hardware and strives to have a common software set on as many district computers as possible. These strategies allow us to leverage our purchasing, support and training resources.

2008-09		2009-10		2010-11	
Ad Center	\$8,000.00	Ad Center	\$12,200.00	Ad Center	\$12,300.00
High School	\$48,000.00	High School	\$193,400.00	High School	\$72,150.00
Kennedy	\$60,900.00	Kennedy	\$137,700.00	Kennedy	\$40,650.00
M & O	\$1,100.00	M & O	\$2,700.00	M & O	\$800.00
Masonic	\$24,700.00	Masonic	\$19,800.00	Masonic	\$80,000.00
Rodgers	\$17,150.00	Rodgers	\$29,200.00	Rodgers	\$118,850.00
Violet	\$12,200.00	Violet	\$25,800.00	Violet	\$84,125.00
<b>Total</b>	<b>\$172,050.00</b>	<b>Total</b>	<b>\$420,800.00</b>	<b>Total</b>	<b>\$408,875.00</b>
		Camera - Digital	\$800.00		
Computer	\$75,600.00	Computer	\$209,700.00	Computer	\$244,800.00
Computer - Laptop	\$36,300.00	Computer - Laptop	\$8,800.00	Computer - Laptop	\$44,000.00
		Monitor - Touch			
Doc Camera	\$6,500.00	Screen	\$2,400.00	Doc Camera	\$19,000.00
DVD Burner - Tower	\$1,200.00	Printer - Laser - High	\$3,000.00	DVD Burner	\$100.00
Printer - Laser - High	\$15,000.00	Printer - Laser - Mid	\$51,200.00	DVD Player	\$675.00
Printer - Laser - Mid	\$20,000.00	Projector	\$900.00	DVD/VCR	\$100.00
Printer - Laser - Low	\$350.00	Switch	\$120,000.00	Printer - Laser - High	\$9,000.00
Projector	\$17,100.00	Switch - Core	\$24,000.00	Printer - Laser - Mid	\$39,200.00
				Printer - Laser Color	\$6,000.00
				Projector	\$36,000.00
				Server - Follett Destiny	\$5,000.00
				Server - Proxy 1	\$5,000.00
<b>Total</b>	<b>\$172,050.00</b>	<b>Total</b>	<b>\$420,800.00</b>	<b>Total</b>	<b>\$408,875.00</b>

The table on the following page details cost assumptions for equipment on the replacement plan above.

Category	ReplacementYears	ReplacementCost
Battery BackUp - UPS	5	\$165.00
Camera-Digital	3	\$200.00
CD Burner Tower	5	\$1,000.00
Classroom Response Systems	5	\$1,000.00
Computer	5	\$900.00
Computer - Laptop	4	\$1,100.00
Docking Station	5	\$200.00
Document Camera	5	\$500.00
DVD Burner	3	\$100.00
DVD Burner Tower	5	\$1,200.00
DVD Player	5	\$75.00
DVD/VCR	3	\$300.00
Monitor - LCD	5	\$250.00
Monitor - Touch Screen	5	\$600.00
N Computer	5	\$100.00
NEO	5	\$250.00
Printer - Laser - HIGH	10	\$1,500.00
Printer - Laser - MID	10	\$800.00
Printer - Laser - Personal	10	\$350.00
Printer - Laser Color - HIGH	7	\$2,000.00
Printer - Laser Color - MID	7	\$900.00
Projector	5	\$900.00
Scanner	6	\$300.00
Server	5	\$6,000.00
SMART Board	8	\$1,800.00
Switch - Cisco	5	\$3,000.00
TV	10	\$300.00