

TECHNOLOGY PLAN

Van Buren Public Schools

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2016

Created for the Period July 1, 2013 – June 30, 2016

Van Buren Public Schools

July 2013 - June 2016

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Van Buren Public Schools 2013-2016 Technology Plan

District Mission Statement

High Levels of Learning for All Students

District Vision Statement

To engage, educate, and empower every student to succeed as a lifelong learner in a rapidly changing global society

District Profile

The first school building opened in Van Buren Township in 1827 – a hand-hewn log cabin with an open fireplace. Today, nearly one hundred seventy-five years later, the Van Buren Public Schools (VBPS) district is composed of four elementary schools, one intermediate school, one middle school and one high school and the Early Childhood Development Center (ECDC). VBPS serves approximately 5323 students in grades kindergarten through twelve. The school district has a 50% minority population. Approximately 67% of our student population receives free or reduced lunch. We now have five Title 1 schools.

There is a Superintendent of Schools, a Director of Instruction, a Director of Human Resources, a Director of Finance, a District Technology Supervisor, a Special Services Supervisor, a Transportation Supervisor, a Maintenance and Grounds Supervisor, and thirteen building level administrators. Van Buren Public Schools employs 285 certified staff members, including school psychologists, school social workers, Title 1 staff, 31a staff, speech and language therapists, and resource classroom teachers. Five hundred and ninety people work in the Van Buren Public Schools system.

The Van Buren Public School District is located at the western edge of Wayne County with a small portion extending into Washtenaw County. The district's 74 square miles are divided by Interstate 94, Belleville Lake and the Huron River. The district encompasses all of the city of Belleville, a majority of Van Buren Township, and portions of Sumpter, Canton, and Ypsilanti Townships. The City of Belleville, with a population of approximately 4,000 residents, is located in the geographic center of the school district; however, the total population of the school district is approximately 43,000.

History of District Technology Plan

Since publication of the district's first Technology Plan in 1991 ("The Jet Plan"), much has been learned about the efficacy and importance of technology in the classroom as it relates to student achievement

The District Technology Committee was reactivated in 1997. The committee's membership was drawn from a cross section of certified and non-certified personnel within the Van Buren Public Schools district, as well as community members, parents, members of the local business community, and students. The Technology Committee was given direct access to the VBPS Director of Instruction through his chairmanship of the committee. The committee was charged with the mission of developing the first state-mandated technology plan.

The Technology Committee spent much of the following school year assessing staff, researching the literature as it relates to the impact of technology in the classroom, reflecting on its learning, and developing a vision for the effective use of technology for students and staff in the VBPS district. Our plan was updated at that time. Periodically changes in status or legislation would necessitate updating parts of the plan. The last update was completed in 2012.

During the 2002-2003 school year, the District Technology Committee, after extensive research and study, wrote the 2003-2006 District Technology Plan which was approved by the Michigan Department of Education on May 30, 2003. That plan became the road map for district technology development. Many of our accomplishments since that time are detailed within the body of that plan.

Perhaps the most significant attempt to bring to fruition the goals of the 2003-2006 plan was a \$150,000,000 bond proposal, which was defeated on September 28, 2004. In addition to building a new high school and other building improvements, the proposal included district wide technology upgrades.

In the fall of 2004 Zangle, an information management system supported by Wayne RESA, was initiated district wide. In the fall of 2005 secondary teachers began to utilize an electronic grade book. ParentConnect, a web-based system for parents to check on students' attendance and grades, was initiated at the secondary level during the first half of 2006. The district is still using the Class A component. This is an assessment and performance tool that infuses with Zangle in order to help with data warehousing and assessment building within the district. Zangle was upgraded to MiStar in 2012-2013 and is now available in a web format so staff can access it from outside of the school.

A needs assessment and status reports were utilized as key components of the writing of the 2006-2009 Technology Plan. They are still being utilized (See Appendix: *Technology Needs/Concerns of VBPS Buildings*)

In fall of 2008, a bond proposal to build a new high school on the existing site and encompassing many of the "newer" portions of the old high school was unanimously passed along with changes in the use of the Sinking Fund money allocation. Now more than ever, technology is a very important part of the future of the district. Along with the passing of the bond came a huge decrease (-488 students) in enrollment. In 2011-2012, the district filed a deficit spending plan that brought the district budget into the black. In the fall of 2012, the new high school opened. It holds an array of student technology that includes three updated labs, a media center based on technology usage, laptop carts for student use in the classrooms, Nooks for all 9th graders and a New Tech program which provides each student with a laptop. Each teacher has a laptop, projector, document camera and will soon have an I-pad for classroom usage.

Board of Education 2012-2013

Brent Mikulski, President Martha Toth, Vice President Kevin English, Secretary Sherry Frazier, Treasurer Kathy Kovach, Trustee Scott Russell, Trustee Kelly Owen, Trustee

Technology Committee 2013-2016

Diane Kullis, Director of Instruction
Karen Moffitt, Director of Finance – District Technology Supervisor
Jerry Beaver, Contracted Technology Consultant
Stephanie Halliday, BHS Media Specialist
Mark Darket, New Tech Teacher
Timothy Miller, Band Teacher Middle School
Jane TenBroeck, Elementary Art
Karen Johnston, Supervisor of Special Education
Jeffery Moore, Intermediate School Principal

Section 3: Vision and Goals

Technology Vision

Van Buren Public Schools is committed to increase student experiences and skills in applying technology to solve problems, acquire knowledge, produce projects, demonstrate creativity, and communicate ideas to succeed as a digital citizen in a rapidly changing society.

The goal of technology integration is not to teach students how to use technology, but rather the use of technology to improve student achievement. It is the responsibility of the district to teach students how to ethically and appropriately use technology. Technology should supplement educational practice, not replace it. The outcome of technology usage is to integrate technology skills into the core curriculum areas as a tool to aid student learning.

Our Technology Vision is evidenced in our major district goals and initiatives as reflected in our District Mission statement and our District School Improvement Plan.

District Goals for Educational Technology

- 1. Students will develop skills to utilize technology as a tool in all areas of the curriculum.
- 2. Educators will apply technology appropriately in their content area to enhance instruction, differentiate instruction to meet students' needs and enhance the use of formative and summative assessments.
- 3. Students and educators will have access to mobile computers, digital devices and tool-based software that makes instruction relevant and powerful.
- 4. Internet access and bandwidth will be sufficient to meet instructional technology needs.
- 5. Technology will enhance the ability of the district, schools and teachers to communicate and increase parental and community involvement.
- 6. To provide and support the hardware and software necessary for technology integration, student achievement, professional development and community engagement.
- 7. To support the Van Buren Public School staff as they continuously acquire, model and apply technology skills and strategies to enhance learning for all students

Necessary Resources

- Equipment to handle the current and future software and program needs.
- Increased bandwidth to facilitate efficient delivery of information, such as videostreaming.
- Skilled trainers to implement professional development of staff.
- Time and funding to implement professional development.
- Time and funding to model technology integration (administratively and instructionally).
- Technical staff to support infrastructure.
- Community involvement to help support and implement our technology plan.
- Extensive online resources to assist us in realizing VBPS goals for improved teaching and learning, as well as our communication and administrative goals.
- Access to a variety of online and web-based resources.

I. Curriculum

Section 4: Curriculum Integration

The following plan reflects the desired outcomes from the integration of technology in the Van Buren Public Schools system. Technology is not a separate subject. In the classroom, technology must serve

as a vehicle to help teachers deliver a variety of learning opportunities to students in many disciplines or subject areas. In addition, students must develop the necessary technological skills to enable them to be functional and productive citizens.

We do not view technology as a "stand alone"; it is to be seamlessly integrated in all of our work. The desired results suggested here will provide our schools with a variety of resources and establish direction for their use through integration in teaching and learning. Due to an increase in the amount and type of technology available to teachers beginning in the fall of 2012, the use of technology in presenting the curriculum has greatly increased. These technology resources will continue to improve the delivery of instruction and provide opportunities for students to learn and grow within a diverse learning environment. As a district, we must continue to be aware of new developments in technology and be ready to integrate them into our schools.

Goal 1: Students will develop skills to utilize technology as a tool in all areas of the curriculum.

Strategies:

- The Van Buren Public School district will work with teaching and support staff to develop lessons and materials that will utilize technology into the learning process.
- Teaching and support staff will receive professional development on the appropriate technology to integrate into the learning process.
- Teaching and support staff will receive training on how to connect the METS-S standards to the curricular standards in the classroom setting.

Action Plan:

During 2012-2013, the K-6th grade students began using the Everyday Math interactive website and the 7th – 12th grade students did a portion of their Carnegie Math using an on-line component. According to a research project sponsored by the Office of Educational Research and Improvement U.S. Department of Education, technology provides a very different set of challenges and different ways in which students can demonstrate what they understand (e.g., by programming a simulation to demonstrate a concept rather than trying to explain it verbally). It also increases motivation to accomplish tasks, which often results in a greater willingness to write or to work on computational skills. The district will provide technology professional development in a variety of ways: including small group; online training via webinars or videos; and one-on-one sessions. Students will have the ability to interact with a variety of instructional based software using hardware such as document cameras, I-pads, Nooks, student response systems, laptops and desktops. The district is preparing over the duration of this plan to increase the number and types of hardware and software accessible to students.

Evaluation:

- Lessons and materials will be evaluated through review of lesson plans and observations of classroom lessons by administrative staff on an ongoing basis, not to occur less than four times a year per classroom.
- Surveys and evaluations of professional development activities will be gathered and reviewed to
 determine the value of the activity. Follow-up discussions will occur with administration based
 on classroom observations to determine the extent of implementation and integration into the
 learning process.
- Use of the METS-S standards in integrating and developing classroom curriculum will be evaluated through classroom observation checklists.

Goal 2: Technology will enhance the ability of the district, schools and teachers to communicate and increase parental and community involvement.

Strategies:

- Staff will receive professional development on development of teacher and staff webpages using School Fusion tools to create content options such as: video, group pages, assignments, blogs, multimedia and discussions. This will give teachers and staff the ability to create interactive webpages to use as communication tools with students and their parents.
- Parents will continue to receive training in how to use the MiStar Parent Portal and the Edulink Parent Portal, tools that allow parents to communicate with staff, check grades, check attendance, and perform a variety of other tasks.

Action Plan:

The district has already realized an increase in student participation, which has been attributed to an increase in student achievement, when the students use the tools available on the website. Students can complete interactive assignments, hand in homework online and take tests and quizzes online. Teachers can provide feedback and report grades. Parents can review student grades and assignments online, which makes it easier for parents to provide support to the students and the teachers by monitoring their student's progress.

Evaluation:

- Monitoring and evaluation of staff webpages will be conducted quarterly by building administrators.
- Parent surveys conducted twice yearly will provide feedback on the use of the website as a communication tool and the value and participation ratings of parent use of the website for student information.
- The number of hits for each webpage can be captured by the web design software and monitored by building administrators.

Section Five: Student Achievement

While beginning the developing the district English Language Arts curriculum aligned to the Common Core State Standards (CCSS) and purchasing Math instructional materials aligned to the CCSS, the integration of technology was one of the factors considered by staff. The Northwest Evaluation Association MAP assessments were adopted in the fall of 2012 from K-9th grade, to allow students the opportunity to practice the skills of taking online assessments as well as offer the district a progress monitoring tool. All technology purchased by the district, utilized by administrators, staff and students and used to improve student learning is selected based on the current and perceived future needs of the students and staff. According to the METS-S website, "Technology literacy is the ability to responsibly use appropriate technology to communicate, solve problems, and access, manage, integrate, evaluate, and create information to improve learning in all subject areas and to acquire lifelong knowledge and skills in the 21st century". The district is committed to providing the appropriate technology for students to become technology literate based on the METS-S standards.

Goal 1: Students will develop skills to utilize technology as a tool in all areas of the curriculum.

Strategies:

- Van Buren Public Schools will provide all students with the hardware and software needed to meet challenging academic standards.
- Grade level teams will begin work in the fall of 2013 to discuss implementation of the METS-S standards at each grade level. The standards will be fully implemented by the fall of 2014.

Action Plan:

The Director of Instruction will work with the grade level teams to develop an implementation plan for the METS-S standards for the fall of 2014. The district technology team will continue to review and update the purchase plan for hardware and software necessary to implement the standards. All K-6th grade students will continue to participate in the online component for Everyday Math. All 7th – Algebra II students will continue to participate in the online component of Carnegie Math. The English Language Arts curriculum committee will determine the inclusion of technology in the ELA curriculum.

Evaluation:

- Student surveys, classroom teacher surveys and classroom observations will provide information on how well the hardware and software is meeting the students' and teachers' needs
- Once the METS-S standards are implemented in the fall of 2014, assessments will be given and data reviewed to determine student success toward technology literacy.

Section 6: Technology Delivery

Van Buren Public Schools supports the research in which technology is a tool to enhance learning. Both educators and researchers agree that potential of both existing and new technologies in supporting student learning isn't in the technologies themselves but the ways they are used as tools for learning (Valdez & McNabb, 1999). Our newest generation – currently in K-12 – is demonstrating for us the impact of having developed under the digital wave. These youth have been completely normalized by digital technologies—it is a fully integrated aspect of their lives (Green & Hannon, 2007). Many students in this group are using new media and technologies to create new things in new ways, learn new things in new ways, and communicate in new ways with new people—behaviors that have become hardwired in their ways of thinking and operating in the world. Green and Hannon give an excellent example of this, "Children are establishing a relationship to knowledge gathering which is alien to their parents and teachers" (2007, p. 38).

The technology purchased by the district and utilized by teachers and students is used to enhance and improve instruction. The hardware is chosen based on its intended use: media lab, set of classroom laptops, student 1:1 Nooks, student response systems, document cameras, projectors, to name a few. In 2012-2013, a large portion of the Title 1 building level funds were used to improve classroom instruction in the K-8th grade setting by purchasing laptop sets with carts, so individual classroom teachers could set up a 1:1 computing environment in their classroom. The bond issue for the new high school allowed a technology rich environment to be created in that building. The district is working to create a similar level of technology availability at each of the other district buildings based on student needs.

Goal: Students and educators will have access to mobile computers, digital devices and tool-based software that makes instruction relevant and powerful.

Strategies:

- Future purchases of hardware and software will include matching technology tools with supporting research on promising practices and researched based strategies to enhance teaching and learning using appropriate technologies for distance learning.
- The district will explore the potential of emerging technologies such as distance learning, virtual learning, wireless connectivity, appropriate assistive technologies and online delivery of classes to individualize learning environments for students.
- Wireless connectivity will be fully functional in all buildings by June 30, 2016 to support a distance learning environment.

Action Plan:

The Director of Instruction will work with the contracted Technology Consultant and District Technology Team on any future hardware and/or software purchases. Emerging technologies, especially in the area of distance learning, will be researched and piloted if they show potential for enriching the district's course offerings to students and/or enhancing the teaching and learning

environment. The district Five Year Strategic Plan has a goal to improve the Blended Learning options for students by June of 2016.

Evaluation:

- Each year the number of students, who participate in distance learning, virtual learning and online delivery of classes will be counted and their participation assessed to evaluate how well the district is progressing in the implementation of this goal.
- The Technology Team will be held responsible for evaluating the functionality of the wireless connectivity by June 30, 2016.

Section 7: Parental Communications and Community Relations

Distribution of Technology Plan

The Van Buren Public Schools will make the District Technology Plan available to the community in a variety of ways. Central Office staff will share the technology plan with the district administrative staff at the fall retreat in August 2013. Building level administrative staff will communicate the technology plan and goals to building staff during the fall 2013 Welcome Back meetings. The Superintendent and Director of Instruction will present the Technology Plan to the Van Buren Public Schools School Board at the June 24, 2013 meeting. A printed copy of the Technology Plan will be available at the district office upon request and it will be posted on the front page of the district website.

District Communications

The Van Buren Public Schools provides a Edulink Parent Portal and a MiStar Parent Portal for parent communication. Edulink is the emergency calling system that is used for alerts and building level announcements, such as upcoming events in the school or districtwide. Parents can log into the system and set up their calling preferences which allows for contacts through phone, e-mail or cell phones, including text messages. They are able to identify each building in the district where they have students attending. The MiStar Parent Portal allows parents to view information gathered regarding their student, such as: attendance, grades, missing assignments, homework assignments and staff contacts. The can view their students cafeteria account and deposit money into the account on-line. They can communicate with the teachers by e-mail through this portal.

Through the community meeting and committee process, Van Buren Public Schools will continue to review and develop strategies for our 3-year technology plan. The committee will update the plan yearly and propose changes to the school administrative staff as needed to keep pace with evolving technology and its uses in the educational environment. Van Buren Public Schools strives to involve the community wherever possible. The success of our community involvement will be

measured in several ways. The Technology Planning Committee will meet for ongoing review of the success of the Technology plan goals and strategies for evaluation and assessment. The resulting progress and updates will be posted for the community and staff through the district web site.

Goal: Technology will enhance the ability of the district, schools and teachers to communicate and increase parental and community involvement.

Strategies:

- The Districtwide Technology team will meet twice a year to review the current plan and revise or develop new strategies, if necessary, to update and evaluate the current plan.
- At the Fall Parent Open House for each building, at the first two Curriculum nights in September and October and at the fall Parent Teacher Conferences, parents will learn about the Edulink Parent Portal and the MiStar Parent Portal. Demonstrations and step-by-step documents will be shared with parents, so they can sign up online at the school where available or at home.
- The fall copy of the VOICE, the district level newsletter published four times a year and distributed to each household within the school district boundaries, will explain the Edulink Parent Portal and MiStar Parent Portal, so parents who are unable to attend the school functions will receive the necessary information to register online.

Action Plan:

The community members who do not have students attending Van Buren Public Schools receive their information regarding the school district through a variety of methods. We publicize and disseminate information through the newspapers in the form of advertisements or stories about events within the district; we mail postcards which advertise such events as Kindergarten Round-up or Open Houses; we use the marquees in front of the individual school buildings to advertise events or to share information; we mail the VOICE district newsletter four times a year and we publish all announcements and upcoming events on the district website. Teachers share information at the parent teacher conferences and information is shared at the monthly K-8th grade Curriculum nights in each building and at the bi-monthly Curriculum nights at Belleville High School.

Evaluation:

- The Districtwide Technology team will report to the Superintendent twice a year their findings from the review and will present any updates to the plan.
- Sign in sheets will be completed and collected for a headcount at each parent activity that provides information related to the parent portals.
- Hits to these portals can be recorded through the district web design program to evaluate parent participation.

Section 8: Collaboration

This section is not applicable to Van Buren Public Schools. We do not collaborate with any adult literacy service providers. We are implementing strategies within our high school day to try to capture the attention of the students who would typically need adult education services. Those who are not able to engage in the 9th-12th grade environment usually leave to attend an alternative school in a neighboring district or attend the WAY program nearby.

II. Professional Development

Section 9: Professional Development

Van Buren Public Schools goal in this area is to provide teachers, support staff and administrators with instructional technology-related professional development that focuses on two areas: skill development and classroom integration strategies to positively influence student learning and performance. The purpose of skill development professional development is to provide staff with training on how to use the various software and hardware to which they have access. Skill development professional development will be offered in a variety of ways, including: online learning opportunities, workshops, teacher or staff led presentations, and modeling.

A variety of approaches will be used to introduce teachers and staff to classroom integration strategies. Staff may be provided access to print and electronic resources or live workshops. The may participate in small group presentations by fellow staff members or attend a Wayne RESA in-service. Professional development opportunities concerning technology integration in the classroom focus not only on general integration strategies, but may include specific projects that teachers can take back to the classroom for immediate use with students. Professional development opportunities may be led by district staff with a strong background in technology skill development and classroom integration strategies, though out-of-district consultants and presenters may be used on occasion. Instructional technology professional development opportunities are generally held in the district schools that house the necessary computers and other required technologies.

Staff participation at the MACUL Conference each spring is supported with Title IIa funds. Van Buren Public Schools plans to expand instructional technology professional development opportunities for the staff to cover a wider variety of technology-related topics. The Districtwide Technology Team is reviewing the ISTE.NETS-T standards and performance indicators to ensure staff is receiving professional development to enable them to meet the standards.

Goal: To support the Van Buren Public School staff as they continuously acquire, model and apply technology skills and strategies to enhance learning for all students

Strategies:

The Van Buren Public School district will utilize district or federal grant-provided funds to
provide timely, quality professional development on all existing technologies for staff that need
additional training and whenever a new type of hardware or software is introduced for use by
staff or students.

Action Plan:

The Van Buren Public Schools Professional Development plan will include a variety of offerings to teacher, support staff and administrators on the use of the hardware and software available in the school district. Each time a new piece of hardware or a new software program is introduced into the school setting; professional development opportunities will be developed and/or scheduled for staff to participate. Teachers, support staff and administrators will receive training on the ISTE.NET standards for students, teachers and administrators.

Evaluation:

• A review of funding sources for professional development activities at the end of each school year will determine if this goal was met.

Section 10: Supporting Resources

Van Buren Public Schools has several resources in place to support the effective distribution and use of the technology available to students and staff. District policies are in place to ensure the effective use of technology within the school district. These include policies for Internet usage, district e-mail usage and computer usage. The Van Buren Public Schools District website have been created to provide the community with information on the district in general as well as each school has their own webpage to provide school specific information that includes special building activities and events.

Each classroom K-8th grade has a minimum of four computer systems. Each building K-12th building has laptop cart sets available for staff check out. Each K-4th grade building has a lab in their media center. Owen Intermediate 5th-6th grade building and McBride Middle School 7th -8th grade building have several lab settings within the building. Each K-8th grade classroom has a document camera and projector. The new Belleville High School has a wealth of technology available purchased through the recent bond issue. High School staff has access to four large computer labs, laptop carts, document cameras, projectors, a teacher laptop, I-Pad, and student response systems. This includes several online subscription services that students can use for research and informational purposes. Online encyclopedias, career planning, and streaming videos are examples of the type of software that the district provides. The K-9th grade staff have access to the Northwest Evaluation Association (NWEA) MAP assessments which are administered for progress monitoring three times each school year. Each teacher, support staff and administrator has access to the student management system,

MiStar, which is maintained and supported by the staff of Wayne RESA. The K-6th grade students and staff have access to the web-based Everyday Math on-line resources and the $7^{th} - 10^{th}$ grade students and staff have access to the web-based Carnegie Math on-line resources.

Manuals and printed material is available for each type of hardware and software available for staff use. Each staff member has access to REMC materials and Wayne RESA materials. Online training materials are available to all appropriate staff for the Everyday Math, Carnegie Math and NWEA assessments and DesCartes: A Continuum of Learning® system, the curriculum component of the NWEA evaluation.

Future Supporting Resources

Van Buren Public Schools will support the continued growth of knowledge and shared ideas in support of technology implementation for the students and staff. The district joined the Greater Michigan Education Consortium (GMEC) consortium as part of the 22i Technology Readiness Infrastructure Grant. The GMEC plan is "to hire technology readiness coordinators to assist member districts in becoming technology ready for online testing. These coordinators will create guidelines to help districts in their planning, consult with individual districts and hold technology readiness workshops". We are planning, if the consortiums become available, to use the GMEC as a source for professional development to prepare staff to administer the Smarter Balance Assessments when and if they come available.

III: Infrastructure, Hardware, Technical Support, & Software

Section 11: Infrastructure Needs/Technical Specifications and Design

Networking/Internet Access

• A diagram of our wide area network (WAN) is included at the end of the appendix. **Description of technology services the district is providing.**

Telecommunications

- o Centralized phone system in the data center located at Belleville high School
- Centralized voicemail services
- o Each building has analog lines in the event the link to the data center is offline
- o Building to building calls utilize the internal data network for connectivity

• Network infrastructure

- Switches
 - All network switches have been upgraded to Cisco GB and POE switches
- Wiring
 - Belleville High School computers have a one to one connection with the network

- All other buildings have computers in each classroom and lab areas that connect through an unmanaged switch
- Network Connectivity
 - All connectivity outside of the VBPS network flows through the high school
 - District current Internet bandwidth connection is 300MB
 - All buildings connect through a point to point connection to the high school.
- Wireless
 - High school has Cisco wireless implemented building wide
 - All other buildings use individual access points that are not centrally managed
- Server/Domain
 - High school has a Microsoft Active Directory domain
 - All users that access the high school network have a user account in the directory
 - All computers are controlled and managed by the domain
 - Resources are shared and secure against unauthorized access
 - Printers
 - User files
 - All other district buildings do not currently have centralized management and resources in these building are not easily shared

Hardware

- Computers
 - High school computers were all purchased in 2013
 - Most computers in all other buildings are 6 to 10 years old
- o iPads
 - All teachers at the high school have district issued iPads
- Nook
 - All freshmen at the high school have a district issued Nooks

Software

- High school
 - All computer operating systems are Windows 7
 - All computers have Microsoft office and Adobe CS6 installed
- Computers in most other buildings have a mix of Microsoft Windows XP and Windows 2000

Plan to enhance the computing environment

• Telecommunications

o Install a 2nd phone circuit (T1) at the high school to handle a higher volume of calls

• Network infrastructure

- Switches
 - Additional switches are needed to support one to one computer connections at Owen (1), Rawsonville (1), Tyler (1), Savage (1) and Edgemont (1).
- Wiring
 - Wire all buildings for one to one connectivity to the network where possible
- Network Connectivity
 - Install a second Internet connection at the district failover site (Edgemont) for redundancy
 - Implement a multi-point network environment so all traffic does not flow through the high school
- o Wireless
 - Implement managed wireless connectivity at McBride and Owen schools
 - Implement managed wireless in lab areas of all elementary schools
- o Server/Domain
 - Implement high school network district wide for better control and security
 - Purchase servers to implement districtwide network at McBride (2), Owen
 (2), Rawsonville (1), Tyler (1) Savage (1) and Edgemont (1).

• Hardware

- Computers
 - Replace all out of date computers by the end of the 2015-16 school year
- Software
- Upgrade all district computers to Microsoft Windows 7

Strategy for upgrades

- Computers
 - All computers will be on a 5 year cycle for replacement
- Network Infrastructure
 - All internal technologies will be evaluated each year for upgradeability and replacement

District technical support

- District has a formal ticketing system for all technical issues
 - District staff consists of four support staff that are assigned to specific buildings or functions
 - District has one network administrator that is responsible for all infrastructure, server and staff management

Increased access for students and teachers

- All VBPS teachers will have a laptop computer
- Class resources will be available over the web
- Wireless access will be available in some buildings for open access to non VBPS owned equipment.

IV: Funding and Budget

Section 13: Budget and Timetable

- Timelines: Our format led to timelines being embedded throughout the plan rather than being presented together in this section.
- Basic strategies for interoperability: We have a large number of stakeholders who work together to examine all possible upgrades for appropriateness and interoperability. Depending upon the scope of the project, they include, but are not limited to:
 - School Board Members
 - Superintendent
 - Director of Instruction
 - Building Principals
 - Technology Team Specialists
 - Contracted Technology Consultant
 - Director of Business
 - Maintenance Supervisor
 - Appropriate (as deemed by this group) contractors and consultants

Van Buren Public Schools Anticipated Technology Expenditures for 2013-2016 Technology Plan

Items currently covered from the General Fund,			
Building or Program Budgets, Grant Monies	2013-14	2014-15	2015-16
Miscellaneous		1	I
Tech Support/Coordination: Salary & Benefits	\$317,614	\$320,761	\$324,753
Maintenance Department Technology Installation, Maintenance & Repair: Salary & Benefits	\$10,000	\$10,000	\$10,000
Annual Replacement/purchase of computers & peripherals (building program funds)	\$102,000	\$40,000	\$60,000
Professional Development			
Non-salary professional development expenses/district	\$5,000	\$5,000	\$15,000
Network Infrastructure	\$126,000	\$40,000	\$0
Contracted Technology Services RESA	\$132,000	\$133,000	\$134,000
Fees for Opt-E-MAN, T-1 Lines	\$82,000	\$82,000	\$82,000
Copier Leasing	\$161,450	\$161,450	\$161,450
Software License Renewals	\$25,000	\$25,000	\$25,000
Technology Supplies	\$13,000	\$13,000	\$13,000
Sub-total – current expenditures	\$974,064	\$830,211	\$824988

Future Goals Where Cost Estimates are Available	2013-14	2014-15	2015-16
Additional Circuit for Redundancy At Edgemont	\$6,000	\$6,000	\$6,000
Implement Internal E-mail System	\$0	\$20,000	\$0
Replacing all unmanaged hubs in district with switches	\$16,000	\$33,200	\$33,200
Network Tech Support Person	\$70,000	\$70,000	\$70,000

Tech support training	\$7,000	\$7,000	\$7,000
Sub-Total – Future Goals, cost estimates available:	\$99,600	\$136,200	\$116,200

Totals of "Current Expenditures" & "Future Goals	\$1,073,664	\$966,411	\$941,188
where cost estimates are available"			

Section 14: Coordination of Resources

Funding for our technology budget relies on a variety of sources, many of which are not consistent and reliable from year to year. This points to the need to establish a dedicated budget for technology. One possible solution is to dedicate a .5% of the Basic Foundation allowance for technology, similar to what is currently being done with text book funding.

As part of this dedicated budget we envision establishing a regular purchase/leasing cycle. This will allow the district to plan more effectively for future technology expenditures. We have noted throughout the plan that the lack of a dedicated technology budget, and the inconsistency of reliable funding, prevent us from providing definite completion dates on a number of items. However, we actively pursue alternative sources of funding and have successfully attained a number of goals over the past several years. Current economic conditions and educational funding trends have greatly reduced the availability of technology grant funding

Our administration encourages and supports staff that make the effort to obtain creative alternate sources for technology funding. Our Director of Instruction, Technology Consultant, Business Manager, and principals routinely work together to develop and coordinate funding resources.

Current sources include:

- E-Rate partial reimbursement of Centrex telephone, possible VOIP, Op-T-Man, T1, Mobile GPS phones
- Title II Part A for Professional Development
- Title 1A for computer hardware
- Individual building/department budgets
- Career Technical Education funds
- Grants
- Donations
- P.T.O. support
- Fundraising
- General Fund for
 - Technology Supplies
 - o Basic telephone charges
 - Copier Charges

- Repair
- o Salaries for maintenance, support, and coordination
- Special requests to the Board
- School Improvement funds
- Professional Development funds

Competitive grant writing for technology relies on the District Technology Plan and Building/District School Improvement plans to provide indicators for grant seeking.

In support of technology, the district employs the following employees: the Director of Finance who oversees the Technology staff, a contracted Technology Consultant and a three member technology team.

V. Monitoring and Evaluation

Section 15: Evaluation

We will rely on a variety of formal and informal methods of evaluating our progress and adjusting our plan of action as required. The specific evaluations for each section goals are embedded in that section of the plan.

Our evaluation encompasses the following three areas:

- 1. Integrating technology into the curriculum:
 - Annual Tech Use & Training Needs assessments
 - Annual *Professional Development Needs* survey asks a number of questions related to technology integration
- 2. Increasing ability of teachers to teach:
 - Annual Tech Use & Training Needs assessments
 - Annual *Professional Development Needs* survey asks a number of questions related to technology integration done by Zoomerang
 - Review the professional development calendar to determine the frequency of technology-based activities
- 3. Student achievement:
 - Annual *Professional Development Needs* survey asks a number of questions related to Michigan Curriculum Frameworks, etc.
 - MEAP/MME scores
 - Adequate Yearly Progress (AYP)
 - Annual Eighth Grade Michigan Educational Technology Standards assessment results (METS)

Other forms of assessment include:

- Our related School Improvement goals have built in evaluation components.
- Because technology is the focus of many initiatives in the district, there is constant formal and informal assessment of our progress. There is also constant revision and development of new plans of action.
- Plan goals and methods of evaluation are regular agenda topics at our monthly district-wide administrator meetings. Technology issues and concerns, problem areas and possible solutions are also frequently discussed.

The Director of Instruction, Director of Finance, Technology Consultant, Technology Team, principals, and Technology Committee members will annually review the information obtained through the evaluation, assessment, and monitoring mentioned above. An action plan will be developed based upon this evaluation.

Section 16: Acceptable Use Policy

Our revised Acceptable Use Policy (AUP) was Board approved on June 10, 2002. Our legal council has advised us that our AUP is in compliance with the Children's Internet Protection Act (CIPA). A copy of our AUP can be found in the appendix.



- ◆ Acceptable Use Policy, Student Version
- ♠ Acceptable Use Policy, Staff Version
- ♦ Van Buren Public Schools Network Diagram
- ♦ Van Buren Public Schools Technology Needs Assessment

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Van Buren Public School District

Student

Acceptable Use Policy and Procedures

Please read this document carefully before signing.

INTRODUCTION

Technology resources, including access to the Internet, are now available to students and employees in the Van Buren Public School District. This service, Wayne-Net, is authorized through the Wayne County Regional Educational Service Agency (WCRESA).

The purpose of the District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as a user, a student's use must be in support of and consistent with the educational objectives of the District. Access is a privilege, not a right. Access necessitates responsibility.

The Internet offers vast, diverse, and unique resources to both students and employees. Our goal in providing this service to employees and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

Students and employees may have access to:

- 1. Electronic communication with people all over the world.
- 2. Public-domain software and graphics of all types for school use.
- 3. Access to many University Library Catalogs, the Library of Congress, and ERIC, a large collection of information relevant to educators and students.
- 4. Graphical access to the World Wide Web

With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Van Buren Public School District has in place precautions, through supervision as well as other available resources, such as filtering, to restrict access to inappropriate materials. Filtering blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. The Van Buren Public School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may violate this policy and procure material that is not consistent with the policies and educational goals of the District.

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Internet access is coordinated through a complex association of regional and state networks with government agencies. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of your privileges and responsibilities. In general this requires responsible, ethical, and legal utilization of the network resources.

If a Van Buren Public School District user violates any of these provisions, his or her access will be terminated immediately, and he or she will face possible disciplinary and/or legal action. Additionally, future access may be denied.

The *signatures* at the end of this document are legally binding and indicate that the names of the parties who signed have read the terms and conditions carefully, understand their significance, and agree to abide by said terms and conditions.

Internet Terms and Conditions of Use

1. Usage: The use of the Internet is a privilege, not a right, and inappropriate or improper use will result in a cancellation of those privileges. Prior to using the internet, each student or employee who accesses the internet must take part in a discussion with a designated Van Buren Public School District staff member as to the proper use of the network and the terms and conditions as determined by the District.

System activity on Wayne-Net will be monitored for occasions of abuse and general system maintenance.

The supervising staff member and/or the building administrator will deem what is inappropriate use and his/her decision is final.

The administration, faculty, and staff of Van Buren Public School District may request, in writing, that the school's administrator deny, revoke, or suspend the access of a specific user at any time. Additionally, the school's principal may deny access at any time.

- 2. **Network Etiquette:** You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in your messages.
 - b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- **3. Acceptable Use** The purpose of the networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. Any Internet use must be in support of education and research, as well as consistent with the educational objectives

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of the Van Buren Public School District. Use of other organizations' network or computing resources must comply with the rules appropriate for that network and be consistent with the terms and conditions herein. Transmission of any material in violation of any national or state regulations is prohibited. This includes, but is not limited to the following: copyrighted material, threatening or obscene material or material protected by trade secret. (Note, in particular, that copyrighted software may not be transferred electronically.)

- a. Do not reveal personal information such as the addresses, telephone numbers, or otherwise personally identifiable information of students, staff members, or yourself.
- b. Note that electronic communication is not guaranteed to be private. Other people who operate the system do have access to all communications. Messages relating to or in support of illegal activities may be reported to the appropriate authorities.
- c. Do not use the network in such a way that disrupts the use of the network by other users. (i.e., an individual damages software or hardware, or the user introduces a virus or any other contamination into the network.)
- d. All communications and information accessible via the network should be assumed to be private property and should be treated as such. Hacking or any attempt to otherwise compromise system security is absolutely prohibited.
- e. Use for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities is strictly prohibited.
- f. Use of public property for personal gain is a felony and is subject to prosecution.
- g. Use of the network to harm or harass others is prohibited.
- h. Use of e-mail, educational chat rooms, and other forms of direct electronic communications is subject to administrative approval and requires teacher supervision and monitoring. Non-educational chat and talk sessions are prohibited.

Any violation of any of the above will result in loss of privileges, disciplinary action, and possible legal action.

4. **No Warranties** Van Buren Public School District makes no warranties of *any* kind, whether expressed or implied, for the service it is providing.

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Van Buren Public School District will not be held responsible nor held liable for any damages you may suffer as a result of your use of the internet. This includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mistaken deliveries, or service interruptions caused by, but not limited to, its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Van Buren Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5. Security. Security on any computer system is a high priority, especially when the system involves many users. If you believe that you can identify a security problem on the Internet, you must notify immediately the school's supervising staff member or your school's principal or another Van Buren Public Schools' administrator. Do not demonstrate the problem to other users.

Attempts to log-on to the network or Internet as a system administrator will result in cancellation of user privileges and discipline.

Any user identified as a security risk as determined by the building principal or his or her designee may be denied access to the Internet.

6. Vandalism Vandalism will result in cancellation of privileges, possible restitution and legal action. Vandalism is defined as, but not limited to, any malicious attempt to harm or destroy data of another user, the network, the Internet, or any of the above listed agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

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Student

Complete and return this page to the school principal.

School District Internet Use Agreement

I understand and will abide by the Van Buren School District's Internet Use Policy. I further understand that any violation of this policy is unethical and may constitute a criminal offense. I also understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

Student's Full Name:
Student's Signature:
Date:
Parent or Guardian
As the parent or guardian of this student, I have read the district's Internet Use Policy. I understand that Internet access granted to my child is designed solely for educational purposes. It is further understood that the Van Buren Public School District will take precautions and will monitor my son's/daughter's access to controversial material.
I also recognize that it is impossible for the School District to restrict access to all controversial materials, and I further agree that I will not hold them responsible for materials acquired, accessed, or viewed on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to access the Internet and certify that the information that I have given and is herein contained on this form is correct.
Parent or Guardian's Name (please print):
Parent or Guardian's Signature:
Date:
Sponsoring Employee (Must be signed if the applicant is a student)
I have read the Internet Use Policy and agree to promote its contents with the above named student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student's use of the network.
As the sponsoring employee, I agree to instruct the students on acceptable use of the network and proper network etiquette. I also agree to monitor the student's access to the internet when he/she is under my direct supervision.
Employee's Name (please print):
Employee's Signature:
Date:

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Staff

Van Buren Public Schools

Net-Use Procedure

It is acknowledged that *new* technologies are shifting the ways that information may be accessed, communicated, and transferred. Those changes may also alter instruction and student learning. In pursuit of same, the Van Buren Public Schools offers faculty and staff members access to the electronic information highway and the Internet. We call this service **Wayne-Net**.

To aid in the limitation of materials that are inappropriate for this workplace, such as visual depictions of pornography or obscenity, the District has employed the use of filtering devices to bar access to such materials. However, an administrator or his or her designee, or other person duly authorized by the School district may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Along with access to computers, information, and people all over the world, comes the availability of materials that may not be considered appropriate in the workplace. Further, it is acknowledged that on a global network it is impossible to control all materials. The staff is ultimately responsible for setting and conveying the standards that should be followed when using media and information sources.

Net-Use: Rules and Responsibilities

<u>Staff members are responsible for good behavior on computer networks just as they are in the workplace</u>. It is understood that communications on the network are public in nature. General rules for behavior and communications must apply.

Wayne-Net is provided for staff members to conduct research and communicate with others in relation to schoolwork. Access to network services may be given to staff members who agree to act in a considerate and responsible manner.

Access is a privilege, not a right. Therefore, based upon the District's acceptable use policy and guidelines, the supervising staff member and/or the school's administrator or his or her designee will deem what is inappropriate use in accordance with District policy. Their decisions are final. The administration, faculty, and staff of VBPS may recommend in writing to the supervising staff member, building principal or his or her designee to deny, revoke, or suspend specific user access. Additionally, the building principal may deny access to any user at any time for policy violations or inappropriate use.

Individual users of the Wayne-Net are responsible for their use of the network. Their access must be in support of education and research and must be consistent with academic expectations of Van Buren Public Schools, as well as the terms and conditions of district policies and guidelines.

Use of other organizations' networks or computing resources must comply with the rules appropriate for that network and consistent with the terms and conditions herein.

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Transmission of any material in violation of United States or state regulations, including but not limited to, copyrighted materials, visual depictions or written materials that are threatening, obscene or pornographic are prohibited.

Use for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities is strictly prohibited.

Use of public property for personal gain is a felony and is subject to prosecution.

The user is expected to abide by the following network rules of etiquette:

- > Be polite. Do not write or send abusive messages.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Transmission of obscene materials is prohibited. Intentionally sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.
- ➤ Do not reveal the personal address, telephone number or any other identifying information of yourself or any other individuals.
- > Do not communicate *any* credit card number, bank account number, or any other financial information.
- Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Inappropriate messages can result in suspension of privileges.
- > Do not use the network in such a way that would disrupt the use of the network by other users.
- Vandalism (any malicious attempt to harm or destroy data of another user) will not be tolerated. Any questionable action will result in the cancellation of user privileges.

Violation of any of the above mentioned rules and responsibilities may result in a loss of access and may result in disciplinary action and/or legal action and referral to the appropriate authorities.

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To sign this form, you need to have completed a VBPS Internet Training class or have approval from our Technology Specialist. (Approval is granted if you demonstrate that you already know the material covered in our introductory training.)

Van Buren Public School District Wayne-Net Staff User Agreement Form

After reading the Net-Use Rules and Responsibilities, please complete this form to indicate that you agree and will abide with the terms and conditions outlined.

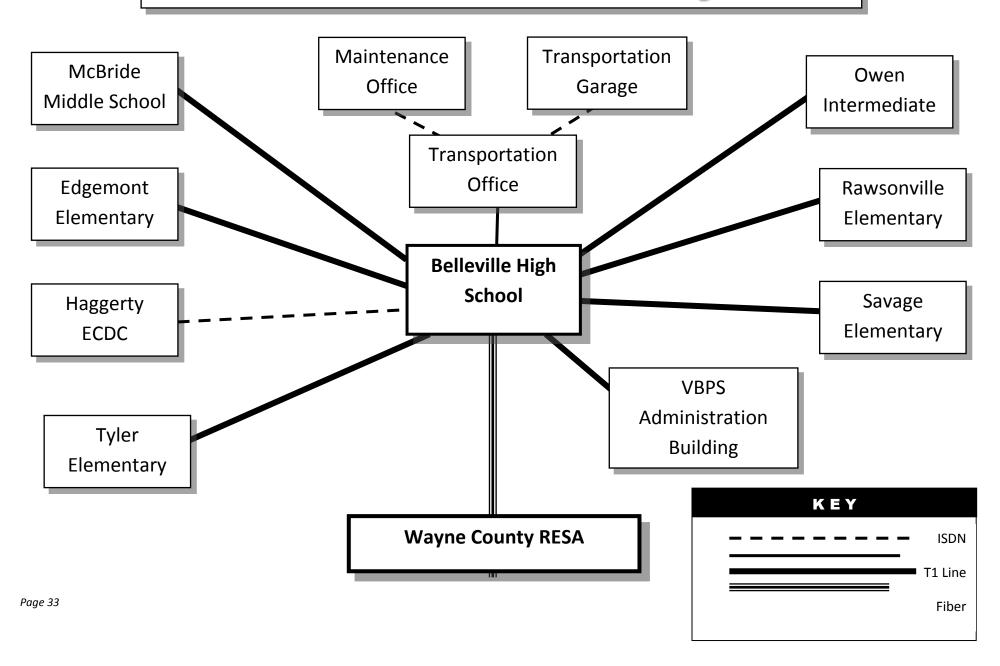
Your signature is required before access may be granted to Wayne-Net. This document, which incorporates the VBPS-Acceptable Use Policy and Net-Use Procedures, reflects the agreement and understanding of all parties.

As an employee of the Van Buren Public School District and a user of the Wayne-Net computer network, I have read and hereby agree to comply with the VBPS-Acceptable Use Policy and Net-Use Rules and Responsibilities.

Signature: Date:		
Full Name (Please Print:		
Work Location:		
Job Title:	_	
Home Address:		
Home Telephone: Daytime Telephone:		
(If this number is unlisted, please indicate)		
		OF.
VBPS Technology Specialist Signature (Form not valid without this signature)	Date	OFFICE
Attended Training Demonstrated competence		USE
		ONLY
Notes / Signature of Designated Building Internet Representative:		1-<

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Van Buren Public Schools Network Diagram (6/12)



Technology Training Needs Assessment: 2009

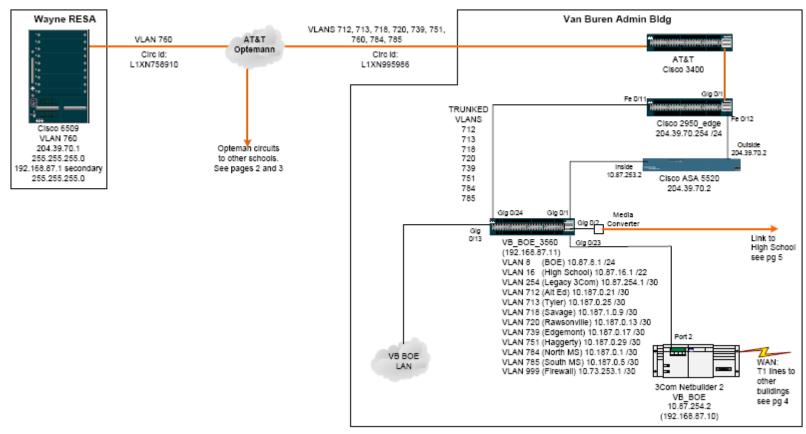
Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option.	Expert: could lead instruction on this topic.	Proficient: could use higher level training only.	Adequate: can get by; needs more practice to become proficient.	Novice: just starting to incorporate/use; beginner.	No interest and/or does not pertain to me.
Zangle Gradebook	11 6%	68 40%	25 15%	33 19%	33 19%
Class A Modules	0 0%	~	20 12%	108 64%	39 23%
Podcasting	4 2%	3 2%	14 8%	81 48%	68 40%
Screencasting	3 2%		5 3%	81 48%	79 46%
Wiki's	6 4%	_	18 11%	71 42%	70 41%
Blackboard	6 4%		22 13%	84 49%	45 26%
Storing Digital Information 101	12 7%		33 19%	58 34%	47 28%
Teacher Web Pages	9 5%	-	43 25%	77 45%	21 12%

"Free Sites" for Educators	13 8%	40 24%	68 40%	9 5%
Destiny Library Software	0 0%	8 5%	12 7%	
Emailing 101	59 35%	64 38%	28 16%	10 6%
Video Streaming	11 6%	19 11%	32 19%	42 25%
Internet Scavenger Hunts	10 6%	26 15%	48 28%	36 21%
Digital Pictures	28 16%	49 29%	50 29%	9 5%
Adobe	9 5%	35 21%	70 41%	12 7%
Online Surveys	15 9%	39 23%	73 43%	12 7%
"Using Cell Phones to Learn"	4 2%	11 6%	25 15%	
Skype	2 1%	9 5%	13 8%	73 43%
EDPs: My Dream Explorer	1 1%	3 2%	11 6%	83 49%

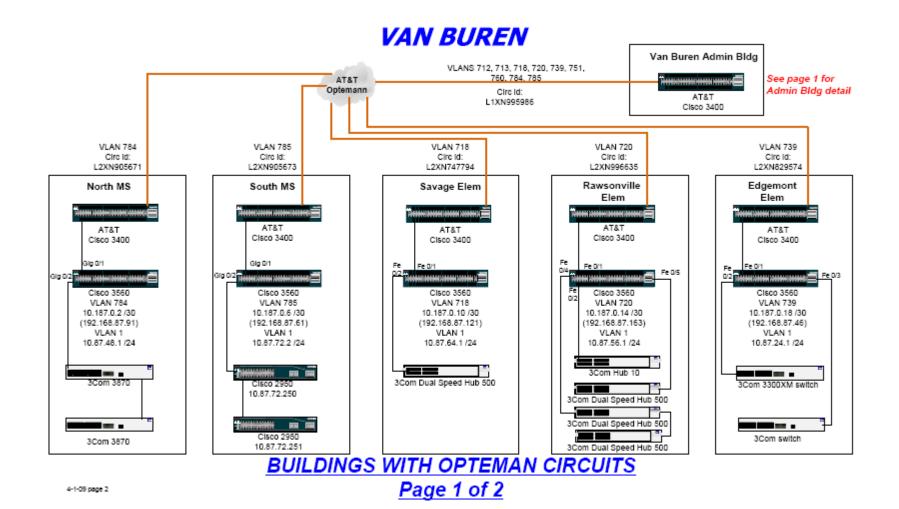
Canatura Dandina Tasta	8	18	30	62	52
Scantron Reading Tests	5%	11%	18%	36%	31%
Integrating the Internet into the Classroom:	6	15	52	66	
Paperless Classrooms	4%	9%	31%	39%	18%
Differentiating with the	5	16	57	70	
Internet	3%	9%	34%	41%	13%
Using Office 2003 or 2007 to Accommodate At-Risk	4	16	34	85	
Students	2%	9%	20%	50%	18%
Creating Charts and Graphs	15 9%	36 21%	66 39%	44 26%	
	3 70	2170	33 / 0	20 70	3 70
Screencasting using Powerpoints	6 4%	14 8%	29 17%	79 46%	
rower points	4 70	8 70	17 70	4070	2370
Podcasting	4 2%	4 2%	14 8%	84 49%	
	2.70	2 70	6 70	4570	3670
Rigby Online	4 2%	6 4%	12 7%	82 48%	
	2 70	4 70	7 70	40 /0	39 70
Scott Forsman Math Online	3 2%	3 2%	11 6%	65 38%	
	۷.70	2 %	076	3670	3270
Scott Forsman Social Studies Online	3 2%	3	5 3%	68 40%	
Studies Unline	2%	2%	3%	40%	54%

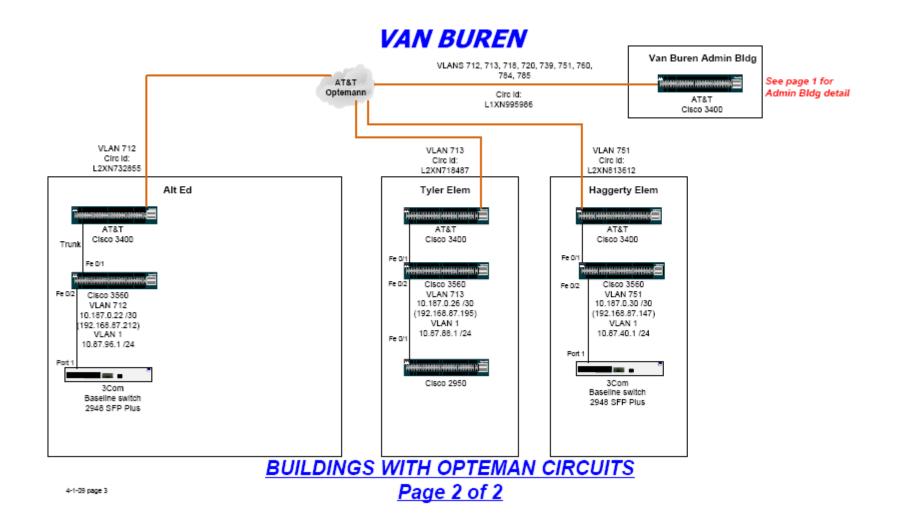
Exam-view Software 101	1	10	15	70	74
	1%	6%	9%	41%	44%
Interactive Classrooms	5	8	27	84	46
	3%	5%	16%	49%	27%
Zangle for Administrators	1	4	13	18	134
	1%	2%	8%	11%	79%

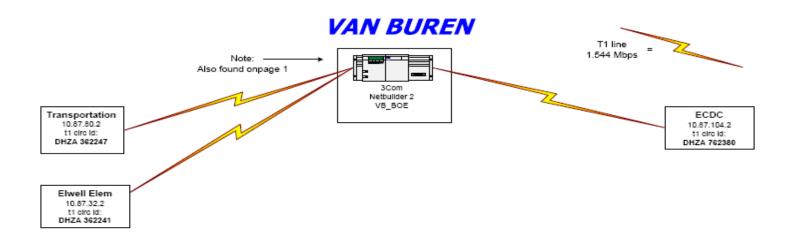
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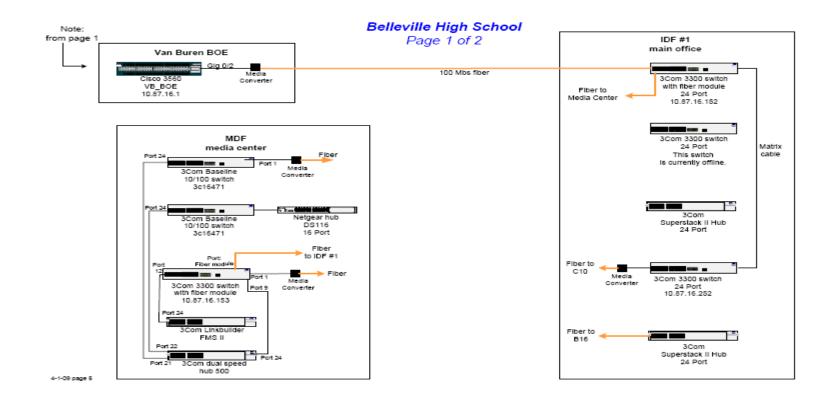


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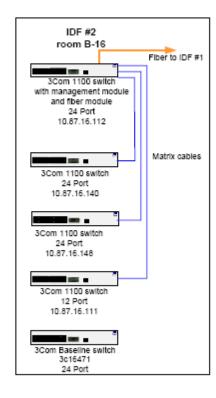


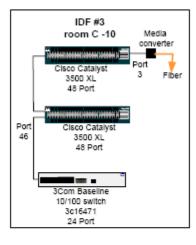


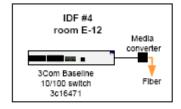


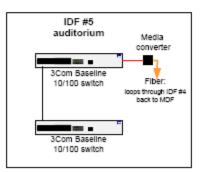
Belleville High School

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