

Mason Consolidated Schools



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Technology Plan

July 1, 2012 to June 30, 2015
Creation Date: January 4th, 2012

Mr. David Drewyor, Superintendent
<http://www.eriamason.k12.mi.us/pdf/techplan12.pdf>
Monroe County Intermediate School District

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District Profile

Communities Served	Erie, Lasalle & Luna Pier	Administrators	10
Pre-K – 12 Population	1192 Students	Instructional Support Staff	48
Intermediate District	Monroe County	Operations Personal	22
Free and Reduced Lunch	44.1%	Certified Staff	88

<u>SCHOOL</u>	<u>ADMINISTRATOR</u>	<u>ENROLLMENT</u>
Central Elementary 2400 Mason Eagle Drive Phone (734) 848-9401 Grades K - 5	Principal – Deb McCain	565
Mason Middle School 2400 Mason Eagle Drive Phone (734) 848-9361 Grades 6th – 8th	Principal – Ben Russow	267
Mason High School 2400 Mason Eagle Drive Phone (734) 848 – 9350 Grades 9 th – 12th	Principal – Matthew Lukshaitis	360
Board of Education 2400 Mason Eagles Drive Phone (734) 848-9301	Superintendent – David Drewyor	

Board of Education Members

Sandra Dobbs – President
Ken Sieg – Vice President
Dr. Larry Guinn – Secretary
Jacquelyn Clark – Treasurer

Tara Tubbs – Trustee
Denise Gale – Trustee
Mike Ginther – Trustee

Technology Continuous Improvement Plan (CIP) Committee

Ben Russov	Middle School Principal & Director of Instructional Technology
Ryan Kisonas	Technology Coordinator
Rose Ravary	Technology Assistant
Deb McCain	Principal Central Elementary
Matt Lukshaitis	Principal Mason High School
Pam Dusseau	Media Specialist
Jill Bennett	Elementary Teacher
Brenda Brown	Middle School Teacher
Josh Glover	High School Teacher
David Drewyor	Superintendent of Schools
Jacquelyn Clark	Board Treasurer
Jennifer Yarger	Parent

Mission

Mason Consolidated Schools is dedicated to the concept that all students can learn and become active citizens of the world. Our school will build self – esteem and positive attitudes in a safe school environment. We accept the responsibility of educating our students to obtain their maximum potential with the aid and support of the school community. Our students will obtain the capabilities to adapt to the social, economic, cultural, and political change of the world.

Mason’s Mission Statement:

"The mission of the Mason Consolidated School District is a high quality educational system that requires:

- High levels of performance and accountability for all;
- Management by fact;
- Learning-centered education;
- A systems approach to continuous improvement; and
- Public responsibility and citizenship."

Introduction

Mason Consolidated School continues to integrate many different technological opportunities for our students across the curriculum. Our goal is to provide each student with the necessary technology skills that will help prepare them for the demands of our ever-changing global economy. Our, district, which includes Central Elementary (grades K – 5th), Mason Middle School (grades 6th – 8th), and Mason High School (grades 9th – 12th), uses a variety of technology initiatives that help support our school improvement goals and help increase our levels of student achievement. We have also utilized many different professional development opportunities to enhance our teachers’ ability to incorporate technology into their everyday instruction.

Our High School, which has the population of 360 students and 23 teachers, has continued with the implementation of our SMART Board initiative. Sufficient professional development has been provided to the teachers and they have engaged our students in a new and diverse way of learning. Mason Middle School employs 15 teachers that manage 267 students. The school improvement team is in the process of evaluating the initiative and developing a plan for the laptops at the end of year. We will begin to phase out the Apple Mac Book's by adding new netbook laptops each year for the next 3 years. Central Elementary has 565 students and 25 teachers. Software programs are still used to help raising the reading and writing scores for our students K-5. The Elementary building will continue to use and expand the use of SMART Boards and accessories.

With an at risk population that is rapidly growing, (45% free and reduced) Mason Consolidated Schools has begun to research and prepare for a new technology initiative at all levels of our district. We will be utilizing the Atlas-Rubicon Curriculum Mapping software to help organize and structure our content areas grades K-12. Teachers will receive extensive professional development over the next 3 years to help assure the success of this initiative. Mason Consolidated Schools continue to support the (METS) Michigan Education Technology Standards.

Vision

Mason Consolidated Schools is a high quality educational system that requires:

- High levels of performance and accountability for all
- Management by fact
- Learning centered education
- A systems approach to continuous improvement
- Public responsibility and citizenship

Technology Goals

Goal One: To integrate technology with the K-12 curriculum and instruction in order to improve teaching and learning, thus providing the best educational and enrichment opportunities for all students.

Goal Two: To utilize technology to deliver and assess specialized classes, improve student achievement, and expand experiences for all students.

Goal Three: To increase communication with parents and the community through the use and about the use of technology.

Goal Four: To provide professional development opportunities to ensure the use of evolving technology for learning, teaching and management by all staff.

Goal Five: To identify technology needs and provide resources required to implement the Technology Plan goals.

Goal One

To integrate technology with the K-12 curriculum and instruction in order to improve teaching and learning, thus providing the best educational and enrichment opportunities for all students.

Mason Consolidated Schools has adopted the METS K-12 to measure the progress of the district in its relationship to technology and improving learning.

There are many aspects of the integration process which include:

- Integration of curricula into the technology to ensure that all students are technology literate.
- Becoming student centered educators to improve achievement.
- Use of technology for administrative purposes including attendance, grade reporting, assessment, data warehousing and parent communication.
- At risk students, and students who need assistive technology will have access to a variety of programs that could include: E2020, special learning applications for individual needs, software/hardware to support disabilities of learning, hearing, reading and writing.

The following three-year plan has been developed to meet the goals of integrating technology and utilizing technology to increase student achievement:

2012 – 2013

Mason Consolidated Schools will continue to commit to the idea of raising student achievement through the use of various technology initiatives. During the 2012 -2015 school years, the Mason Consolidated School district will begin to implement the Atlas-Rubicon Curriculum Mapping software to help organize and structure the curriculum grades K-12. Teachers and administrators will be provided extensive professional development to help create and document a more rigorous standard based system. With the transition to the common core, the need for this process is very crucial to the transition and development of our curriculum. We will utilize the framework to create pacing guides, implement more formative and summative assessments and utilize the resources shared by other teachers around the country.

We will be outsourcing a company to design and implement a wireless network throughout the entire district. Wireless capability will allow for more internet access and improve communication throughout our district. The district will also be purchasing and implementing Network Switch equipment specifically for the wireless network. These switches are necessary for the power and connectivity provided to the wireless access points.

In addition, we will continue to improve on our SMART Board initiative at all three schools. We will continue to collaborate with our resources at SmartEd Services and at the Monroe County ISD to provide multi-tiered professional development to support our teachers in this undertaking.

Pearson Benchmark is an internet based assessment and data reporting system that is directly related to the school improvement process. All three schools are utilizing this program to collect data, interpret data, and create common assessments. Our goal will be to continue with the development of this program and become more efficient with its capabilities. We will be providing professional development to our administrators and technology staff to ensure a more efficient system of collecting and housing student achievement data.

In 2006 – 2007 our Middle School implemented a 1:1 laptop initiative with Apple. Starting in the year 2012, we will begin to phase out the Mac Books with the purchase of 100 netbook laptops. Over the next two years we will add more each year, to ensure that every classroom in our building has a set of netbooks to support and enhance the core curriculum. We will begin by providing 30 of these new laptops to our special education and at risk departments. They will be used to help support the curriculum and specified interventions created through our RTI process. We will be providing a desktop for each teacher in the confines of their classrooms. This will allow for more support in the classrooms while utilizing their SMART Boards for day to day instruction.

The Elementary School will also have the opportunity to incorporate more technology into the grade levels K–5. Beginning in 2012 we will be upgrading the classroom student desktops. By 2015 every classroom student computer will be replaced. We will start implementing carts of student mobile computing devices, one per grade level, to provide more support for the implementation of technology across the curriculum. We would like to provide 2 new student desktops for our special education rooms, special and reading intervention teachers.

Mason High School will begin to focus on increasing mobile computing carts around the building. We will start by placing netbook laptops in each of our 3 special education rooms. This will allow for more opportunities for our special education students as they are streamlined and pulled out of our general education classes. The mobile netbook carts that are implemented will help with supporting the technology driven curriculum. Students will have the opportunity to continue to work online through our e2020 credit recovery classes. They will also help support the classrooms that are embracing “flipping of the classroom.” These classrooms have a curriculum that is mostly online. In most cases all homework, classwork and content for the class are hosted on an online program called Moodle. Students and Teachers use Moodle to manage and access these resources.

Across all grade levels METS teacher developed lesson plans will be integrated and created. The Michigan Department of Education will be a resource for technology lesson plans. When curriculum adoptions are considered a review will be done for technology integration.

2013 – 2014

The focus for our entire district during the 2013-2014 school year, will be the implementation of the teacher evaluation software. Administrators will be trained extensively on this software to help with the documentation and communication process of teacher walkthroughs, observations and evaluations. We will also be providing more in depth professional development for our teachers in the Atlas-Rubicon curriculum design software. This process will take 3 years of our time to train, organize and produce a published curriculum for all content areas K-12.

At the Middle and High School, the *Education 2020* program will be expanded to provide more opportunities for credit recovery and remediation. The e2020 computer lab will be open after school for those students who are behind in credit and need the available time outside of class to take an extra course. Students will also be given the opportunity to receive and work on certain lesson material at home or at the local library. This will provide extra support outside of the school day for those students who qualify for the program and will ultimately lead to an increase in our student achievement scores and graduation rates. Also, with the use of e2020, we hope to incorporate an enrichment program that will provide students extra opportunities. Students interested will be provided the opportunity to take and earn a foreign language credit prior to leaving middle school. This will potentially be done through the e2020 online service we provide to our students. For our Math classes, will be purchasing new graphing calculators to support our Algebra I class and will also purchase the SMART Board Math Tools software.

The High School will be purchasing multiple class sets of the graphing calculators to support the math curriculum in grades 9-12. We will be updating our interactive video network to provide more opportunities for learning.

The Elementary Building will look into implementing SMART Board tables for the classrooms. They will also be purchasing Brain Pop and keyboarding software to support our curriculum. We will be providing a desktop for each teacher in the confines of their classrooms. This will allow for more support in the classrooms while utilizing their SMART Boards for day

to day instruction. At the High School and Elementary buildings we will continue implementing carts of student mobile computing devices. These will provide more support for the implementation of technology across the curriculum.

The district will use existing hardware and purchase new hardware to expand the “virtual environment.” This environment will consist of server class implementations as well as user based implementations. The virtual environment is necessary to manage and implement desktop as well as mobile computing devices. It will provide utilities and tools to efficiently and effectively support the increasingly growing number of devices in the district.

2014 – 2015

By the third year of this technology plan, the district will be looking at portable computing devices to support the teachers in and out of their classrooms. Professional development will continue to be added so the teachers can have the capability to make their computing device compatible with their SMART Board to enhance their daily lessons. As a district, we will be looking to purchase more standard based digital textbooks to support the curriculum. We will continue to utilize the SMART software and hardware to enhance teaching and learning for our students and teachers.

Goal Two

To utilize technology to deliver and assess specialized classes, improve student achievement and expand experiences for all students

Specialized Classes

Mason Consolidated Students are participating in Interactive Video Networking (IVN Room) through the Monroe County ISD.

The Interacted Video Network has been in place for the last nine years and has continued to grow. The Monroe County ISD organizes the IVN curriculum and software. In the future the

classes will expand and so will the use of technology for these classes. During this school year the district participated in Japanese I IVN classes. There are currently 7 students participating.

When students schedule for classes the curriculum guide has the offerings from the IVN room as well as the traditional classes. Classes will continue to be added to the current offerings in the IVN Room through the three years of this technology plan. We are working with the ISD to begin a Mandarin Chinese class through our IVN network as well.

Mason Middle and High School will continue to utilize the Education 2020 online delivery program. This program will target our at-risk population and will provide many credit recovery and remediation opportunities for students who are not meeting the grade level content expectations or the graduation requirements. There are several labs at the High School and 15 computers in the Middle School to help run the program. We expect that this program will continue to directly affect and increase our student achievement scores and dropout rates. At the Middle School, we will be offering 8th grade students the opportunity to earn High School credit by taking their foreign language requirement online, through our e2020 software.

In addition to the IVN Room classes that are currently available to students, Mason Consolidated Schools believes that utilizing technology to expand the experiences of the students in the traditional classroom is also important. This idea will continue to evolve by use of streaming video and inquiry based learning with support from the internet.

Goal Three

Increase communication with parents and the community through the use and about the use of technology.

Mason Consolidated Schools is promoting the involvement of parents and the school community through the use of Home Access Center, Instant Alert and Dynacal.

- The Mason Consolidated Schools website (<http://www.eriamason.k12.mi.us/>) has a link to the Home Access site for parents at each school: Central Elementary, Middle School and High School.
- Access to grades, calendars, homework, attendance, class discipline and other classroom and student information if available on the Home Access Center.
- Each staff member has an email which is frequently used to communicate with parents.
- Instant Alert provides district information to employees, parents and stakeholders through text messages, emails and phone calls.
- Dynacal is used to showcase all district-wide events as well as building and sporting events. This calendar can be seen on our district website.
- Tutorials are online for parents and printed copies of instructions are sent home.
- The Technology Plan is also located on the Mason Consolidated Schools website.

Monroe County has an alternative school that offers the Adult Ed and GED certificate programs. The program is offered to Monroe County with funding and guidance for technology from the Monroe Public School District.

Goal Four

Provide professional development opportunities to ensure the use of evolving technology for learning, teaching, and management by all staff.

Mason Consolidated Schools continues to implement new technology initiatives that will help improve student achievement. At all three levels, SMART Board technology has been introduced and utilized at various grade levels to enhance teaching methodology. As this initiative expands, and more teachers utilize these technology tools, professional development will continue to be a necessity. The district will continue to support and develop new research

based strategies in regards to technology, and will provide many high quality professional development opportunities to meet the needs of our teachers and staff. Professional development for the district is discussed by the Administrative Team and decided upon collaboratively. The decisions for professional development are based upon the state and national standards for technology competencies for teachers, administrators, and other relevant educations.

1. Provide in-service time for teachers during the school day (Ongoing through 2015)

The district has brought in technology specialist for the Monroe County ISD to come and give 1 on 1 tutorials and training seminars to our teachers during the school day.

Small/whole group collaboration times have been set aside to allow our staff to share their proven technology methods.

2. Outside in-service provided by local ISD (Ongoing through 2012)

The local ISD provides training inside and outside of school hours. Monthly bulletins are sent out from the ISD that describe the upcoming professional development opportunities for staff members. The professional development training for technology directly relates to the METS and the implementation of the curriculum into technology.

3. Sending teaching staff to the state educational conference MACUL (Each year in March)

The district provides opportunities for quality professional development to teachers. The MACUL conference allows teachers to experience the latest technology for education as well as how to effectively integrate the technology into the classroom.

Goal Five

To identify technology needs and provide resources required to implement the Technology Plan goals.

Current Status:

Technology Department	
Director of Instructional Technology	Ben Russow
Technology Coordinator	Ryan Kisonas
Tech Assistant	Rose Ravary
Assistant	Carolyn England Pam Dusseau
Additional Support	Monroe ISD Technology Department

Resource Support:

Technology resources are supported through the collaborative services of the Monroe County ISD. Resources are communicated and demonstrated at our local continuous improvement (CIP) meetings. Goals that are not outlined or met by the technology plan will be addressed during the school year at the CIP technology committee meetings.

In order to maintain interoperability, we utilize technology support specialists throughout the district. These specialists are trained to take on a series of duties that include upgrades and day to day operational support.

Network Infrastructure:

The core of the network resides in the Business Office located in the High School building. The network core is made up of Cisco stackable 3750 switches. The High School Head End core consists of two 48-port 10/100Mb switches, one 24-port gigabit switch and one 12-port gigabit fiber switch interconnected with a high speed 32-Gbps bus. The Middle School and Central Elementary buildings are connected to the Head End core switch over gigabit fiber optical cable. The bus garage is connected to the network through the Middle School with a 100Mb connection over a single pair of copper phone wire through the use of a media converter. Every classroom has at least two network ports that are capable of speeds of up to 100Mb. Some classrooms contain small Ethernet switches to allow more network-enabled devices to be used. The network core consists of all Cisco networking equipment that was purchased during the 2004-05 school year. This district will look at upgrading some of this equipment to expand network connectivity throughout the district. Dependent on funding, there may be a need to increase port densities, eliminating 5-port switches in classrooms and labs. An increase in ports and functionality will also be necessary when wireless network equipment is implemented.

Network Resources:

Domain Controller: Currently Microsoft Server 2003 Active Directory is running on a Hewlett Packard ProLiant ML370 G5 Server bought during the 2006-2007 school year. This server is located in the server room at the High School building. All staff, High School and Middle School students have an account on the MASON domain which controls the user's rights and storage on the network. This server's software will be upgraded to accommodate Windows 7 Clients.

File Storage: Student storage for data is located on a Hewlett Packard DL380 G4 rack mounted server which is located in the server room. The server was purchased during the 2004-2005 school year. This server has the capacity of storing approximately 850GB of user data. This data is protected from disk failure by RAID-5. The capacity of this server was based on 5 years worth of use at the time of purchase.

Internal (Private) DNS and DHCP Services: These services are running in conjunction on the Microsoft Server 2003 Active Directory server. This server is a Hewlett Packard ProLiant ML370 G5 Server bought during the 2006-2007 school year. This provides DNS and DHCP services to all network devices on the MASON domain.

District Web Site: The district's webpage is located on the HP DL380 G4 server with the user's storage. The page is controlled by Microsoft Internet Information Services (IIS). The website contents are updated regularly by Carolyn England. Adobe Creative Suite CS4 Web Premium Software package is used to maintain the site. The website will be migrated to newer more stable hardware.

District Mail: Mail storage and services are running on a second Hewlett Packard ProLiant ML370 G5 Server bought during the 2006-2007 school year. This server is located in the server room at the High School building. Most district staff has an email account on this server. Mail services are ran by Microsoft Exchange 2007. Exchange gives users mail, calendar, contacts, and tasks services. This server also runs the Outlook Web Access Website. This site is available to all users inside and outside the network and allows users to check their mail anywhere they have an internet connection. Data on this server is backed up

on a regular basis after normal business hours. The district will look into upgrading to the new Exchange 2010 in the near future.

Virtual Server: This server runs multiple servers' using VMware vSphere 5 Essentials Plus Software. The hardware is an IBM X3650 M3 rack mounted server that is located in the server room at the High School building. This server was purchased during the 2011-2012 school year.

Backup Domain Controller: This server runs in parallel with the Domain Controller Server. Its purpose is to backup and load-balance the MASON domain. This server is running the districts Virtual Server.

Print Server: Microsoft Printing services are running the virtual backup domain controller server. Printers are controlled by Microsoft Print Management Server software.

Image Server: Imaging services are ran on the virtual server. Currently we use Windows Deployment Services to capture and deploy images to client computers in the district.

Apple Server: There are two Apple Dual G5 Servers which control and manage all of the Apple Laptops in the Middle School. These were purchased in the 2006-2007 school year. The servers provide and control storage and login information for the Apple users. Several Middle School classrooms currently have a set of student computers. The teachers also have an Apple laptop to use. These servers and laptops are currently running Mac OS 10.5.

Printers: The District currently has a mix of HP and Lexmark brand networked laser printers. They are located throughout the buildings in the district to provide high-speed printing to all computer users. We also have Océ copiers in each building networked for high speed printing and copying as well. All the buildings have at least one color laser printer. The District will need to maintain or replace some of the dated laser printers in the district to continue providing the current level of service. As need increases, the district will need to purchase new laser printers. The initial cost of the units and consumable costs will be the determining factors for which brand and model the district will purchase.

Internet Access: The district's internet is supplied by the Monroe County ISD. The Monroe and Lenawee County School's share a 300 megabit internet connection. This connection is maintained by the Monroe and Lenawee technology departments. Future goals include Internet2, which is a more robust network capable of higher transfers and information sharing. This will enable the District to more easily share teaching resources and allow for blended learning in the classroom. Access to Internet2 will provide the use of advanced networking applications in support of large-scale computation and data access; clinical practice, telemedicine, medical and biological research, health education and awareness; and interactive performing arts education and media events.

Computers: Most computers in the district have Windows XP installed have Microsoft Office 2003. The district will be upgrading most teacher and student computers in the district to the Windows 7 operating system and Office 2010 Software suite. These upgrades are available to the district through Microsoft Enrollment Education Solutions (EES). The district purchased the EES agreement in the 2011-2012 schools year.

Central Elementary School Staff and Student Workstations:

Dell Optiplex 755/C Core 2 Duo 2.33G Windows XP Pro
HP Compaq DC 5700 Intel Pentium 4 XP Pro
Acer Travelmate 3260 Core Duo Windows XP Pro
IBM Netvista 8303 Intel Pentium 4 Windows XP Pro
Gateway E4600 Intel Pentium 4 Windows XP Pro
Gateway Profile 4 Pentium Celeron Windows XP Pro
Gateway E3600 Intel Pentium 4 Windows XP Pro

Mason Middle School Staff and Student Workstations:

MacBook 13 inch Core 2 Duo Mac OS 10.5
Extensa 4620Z Core 2 Duo Windows XP Pro
HP Compaq DC 5700 Intel Pentium 4 XP Pro
Gateway E3600 Intel Pentium 4 Windows XP Pro

Mason High School Staff and Student Workstations:

Dell Optiplex 755/C Core 2 Duo Windows XP Pro
Dell Optiplex 760/C Core 2 Duo Windows XP Pro
Dell Optiplex 390/i3 Windows XP Pro
HP Compaq DC 5700 Intel Pentium 4 Vista and XP Pro
HP Compaq NX6110 Pentium M Windows XP Pro
HP Compaq DC7100 Intel Pentium 4 Windows XP Pro

Increasing Wireless Network Access

A wireless network will consist of a centrally managed appliance and “thin” access points. This will allow a central point of control and configuration. The centralized appliance will have the ability to be managed through a web interface without the use of any additional software. The access points will have the ability to be configured by the centralized management appliance for the rapid deployment of updates and configuration changes.

The wireless network should contain the following technical features:

- Ability to automatically configure access points (set power levels, channels, etc.).
- Ability to dynamically re-adjust access points if additional are added to the network.
- Guard against broadcast and multicast storms
- Ability to shutdown rogue wireless access points.
- Provide security (encryption) to and from workstations.
- Provide multiple levels of network access to resources (identity based access).
- Support of 802.11g and 802.11n Wireless LAN (WLAN) standards.
- Powered by Power Over Ethernet (PoE) enabled switches or power injectors.

The district wide implementation of a full service, centrally managed, technologically advanced wireless network will require a large initial investment. This will be purchased and implemented in the 2012-2013 school year. This is necessary for the several laptops currently being used in the districts by students as well as teachers. The district’s current wireless is unsecured due to no authentication and is not implemented district wide.

2012 – 2015 Budget

The Mason Consolidated School District will continue to use the county-wide Technology Millage approved by the Monroe County residents to support and purchase instructional technology for the district. This millage is distributed to the district by the Monroe County ISD on a yearly basis, based on the district's student count. Mason will also utilize the General Fund budget for some purchases.

	2012-13	2013-14	2014-15	Source
Technology Coordinator: Contracted through MCISD	53,500	54,500	55,000	Tech Millage
Technology Assistant (District): Salary & Benefits	31,750	32,650	33,100	Tech Millage
Technology Assistant (Elem): Salary & Benefits	1,125	1,160	1,175	Tech Millage
Technology Assistant (HS): Salary & Benefits	21,650	22,250	22,550	Tech Millage
MCISD contracted services: student services, administrative, internet connectivity, etc.	35,000	40,000	45,000	General Fund
Internet Filtering	2,000	8,000	8,500	Tech Millage
Software & License Renewals	30,000	35,000	40,000	Tech Millage
Computer Lab/Classroom Purchases	55,000	30,000	30,000	Tech Millage
Computer Purchase - teachers	15,000	27,000	35,000	Tech Millage
Replacement Initiatives (software, hardware) - teacher requested	20,000	20,000	20,000	Tech Millage
Miscellaneous Supplies	12,000	13,000	14,000	Tech Millage
	265,025	270,560	290,325	

Evaluation

The Technology Plan is a living document. This document will be re-evaluated annually. To adapt this document the CIP Committee will evaluate the current technology status of the district.

There are many levels to technology in the district that need evaluated. The Director of instructional technology will gather the instructional technology integration data. Other methods of collection of data will be done through the following methods.

- A technology test given at the end of the 8th grade to determine if the students attained the needed skills set forth by the METS.
- Annual staff needs assessment.
- Evaluation of professional development activities.
- Curriculum integration of technology.
- Surveys.
- Implementation of updating/replacing hardware and software.

Policies

ELECTRONIC INFORMATION TECHNOLOGIES GUIDELINES

The network is provided for students to connect with research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege--not a right.

Students are responsible for appropriate behavior on school computers and networks just as they are in a classroom or on school property. Communications on the network are often public in nature. General school rules for behavior apply.

Users of the district computers and networks are responsible for their behavior and communications over those technologies. It is presumed that users will comply with district standards and will honor the agreements they have signed. At school, teachers will guide students toward appropriate materials. However, the district may not be able to restrict, monitor or control the communications of individuals utilizing the networks.

Within reason, freedom of speech and access to information will be honored. Information storage areas may be treated like school lockers. School administrators or their designee may review files and electronic communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in Board policy and procedures on student rights and responsibilities (Student Code of Conduct), copies of which are available in school offices, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks or other technologies
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, mail or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Any other actions deemed inappropriate by the administration

Violations may result in a loss of access as well as other disciplinary or legal action.

CODE OF CONDUCT

Rights

Members have the following rights:

1. Free and equal access to available technology and network services to facilitate learning and enhance educational information exchange;
2. Use of all authorized hardware and software;
3. Access to information from outside resources;
4. Free and open expression subject to the Student Code of Conduct/Teacher Contract;
5. Conditional privacy in e-mail, listserv and bulletin board communications. If a user is believed to be in violation of the guidelines stated in this Technology Code of Conduct, a school administrator or teacher may gain access to private correspondence or files. An attempt will be made to notify the user of such inspections whenever possible.
6. Conditional privileges to sign up for listservs, bulletin boards and news groups.

Responsibilities

Members have the following responsibilities:

1. Use of appropriate language. Profanity or obscenity will not be tolerated on the Network. All members should use language appropriate for school situations as indicated by school Codes of Conduct and Teacher Contracts.
2. Utilization of resources that support the school's mission. Keep all files free of pornographic and other offensive materials.
3. Utilization of non-offensive and non-inflammatory speech. Members must respect the rights of others both in the local community and in the Internet at large. Personal attacks are an unacceptable use of the Network. You are to bring the incident to the attention of a teacher or school administrator.
4. Appropriate use of technology in the school. Use of the technology for private business, for product advertisement or political lobbying is prohibited.
5. Attendance at appropriate training sessions in the use and care of hardware, software and networks and refraining from using any technology for which they have not received training.

6. Following the rules established for the use of hardware, software, labs and networks in the school through remote access outside of the school.
7. Legal use of technology. Use of technology for any illegal activities is prohibited. Illegal activities include tampering with computer hardware or software, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files. Such activity is considered a crime under State and Federal Law.
8. Keeping passwords private. All violations of this guideline that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account. Under no conditions should you give your password to another user.
9. Maintaining the integrity of district technology. Deliberate attempts to degrade or disrupt system performance of the Network or any other computer system in cyberspace by spreading computer viruses is considered criminal activity under State and Federal Law.
10. Notification of threatening or unwelcome communications to a school administrator or teacher. Members must, however, be aware that there are many services available on the Internet that could potentially be offensive to certain groups of users. Mason Consolidated School District cannot eliminate access to all such services, nor could they even begin to identify them. Thus, individual users must take responsibility for their own actions in navigating the Network.
11. Ethical use of technology. Malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others, and to infiltrate unauthorized computer systems is prohibited.
12. Appropriate use of e-mail, listservs, bulletin boards or news groups.
13. Obtaining prior approval from a school administrator or designee to develop a Web page or create a bulletin board.
14. Adherence to copyright guidelines in the use of software, information, and attributions of authorship and in the transmission or copying of text or files on the Internet or from other resources.
15. Obtaining the original author's prior consent before re-posting personal communications. To re-post personal communications without the original author's prior consent is a violation of the author's privacy. However, all messages posted in a public forum such as news groups or listservs may be copied in subsequent communications, so long as proper attribution is given.
16. Use of real names. Impersonation, anonymity and pseudonyms are not allowed. Individuals must take responsibility for their actions and words.
17. Use of exemplary behavior on "virtual" field trips. When "visiting" locations in cyberspace, members must conduct themselves as representatives of their school and of the community as a

whole.

18. Observation of safety precautions. Members must never send home addresses or home phone numbers over cyberspace, nor provide credit card or social security numbers. Once information is released in cyberspace, there is no way to limit or control its usage. It is important that members recognize that there is no such thing as total security in network communications.

Consequences of inappropriate behavior

Any member who does not comply with the Technology Code of Conduct may lose Network privileges. Repeated or severe infractions of the policy may result in permanent termination of privileges. Members will be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.

The school administrator will determine what is inappropriate use based on the Technology Code of Conduct. The school administrator may close an account at any time for infractions.

Members violating any of these rights and responsibilities may face additional disciplinary action deemed appropriate in keeping with the adopted disciplinary policies and guidelines of the school district. Discipline may include requirements for additional training sessions and/or legal action.

Definitions

The Following definitions are used in the Administrative Guidelines.

- **Technology:** District equipment includes but is not limited to computers, disk drives, printers, scanners, networks, video and audio recorders, cameras, photocopiers, phones, and other related electronic resources.
- **Software:** Software includes, but is not limited to, computer software, print and non-print resources.
- **Networks:** Networks include but are not limited to all voice, video and data systems.
- **Network Members:** All account holders on the Mason Consolidated School District network will

be granted access to network services. The following people may hold accounts on the Mason Consolidated School District network:

1. Students. Students who are currently enrolled in the district may be granted a network account upon agreement to the terms stated in the Technology Code of Conduct.
 2. Employees. Staff members currently employed by the district may be granted a network account upon agreement to the terms stated in these guidelines.
 3. Others. These requests will be granted on a case-by-case basis, depending on need and resource availability.
- Cyberspace: The "area" in which computer users travel when "navigating" around on a network.

USER AGREEMENT AND PARENT FORM FOR ELECTRONIC INFORMATION TECHNOLOGIES

We are pleased to offer students of the Mason Consolidated Schools access to electronic information technologies including computer networks for electronic mail and the Internet. To gain access to technology, e.g., e-mail and the Information Superhighway, all students must complete the attached form and return it to their teacher. Students under the age of 18 must also obtain written parental permission. Students 18 and over must sign their own forms.

Access to electronic information technologies will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with other network users throughout the world. Families should be warned that some material accessible via the Internet and other networks may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make access available to further educational goals and objectives, students may find ways to access unacceptable materials as well. We believe that the benefits to students from access to the Information Superhighway in the form of information resources and opportunities for collaboration exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the acceptable standards that their children should follow when using media and electronic information sources.

USER AGREEMENT AND PARENT PERMISSION FORM

As a user of Mason Consolidated School District’s Electronic Information Technologies, I hereby AGREE to comply with the stated guidelines - communicating over networks in a responsible fashion while honoring all relevant laws and restrictions.

Student Signature Date

As the parent or legal guardian of the student signing above, I GRANT permission for my child to access district computer services such as electronic mail and the Internet. I UNDERSTAND that students and parents/guardians may be held liable for violations. I UNDERSTAND that some materials on networks may be objectionable, but I ACCEPT responsibility for guidance of use setting and conveying standards for my child to follow when selecting, sharing or exploring information and media.

Parent Signature of Student under 18 Date

Name of Student Birth Date

School

COMPUTER AND COMPUTER NETWORK SAFETY AND USE POLICY

In compliance with the Federal Children's Internet Protection Act (47 USC 254(h)(1)), not later than June 30, 2002 there shall be instituted for the School District's computers and computer network a technology protection measure that protects against Internet (which, as used in this policy, includes the World Wide Web) access by both adults and minors to material which is: obscene; child pornography, or: harmful to minors.

- A. The term "minors" means individuals under the age of eighteen (18) years.
- B. The term "child pornography" means any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:
 - 1. the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
 - 2. such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct;
 - 3. such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or
 - 4. such visual depiction is advertised, promoted, presented, described, or distributed in such a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.
- C. The term "materials harmful to minors" means any communication, picture, image, graphic image file, article, recording, writing, or other matter of any kind that:
 - 1. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - 2. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. taken as a whole, lacks serious literary, artistic, political or scientific value to minors.

The activities of students on School District computers and computer network shall be monitored by the teacher responsible for the class for which the computer activity is being conducted, and/or by School District personnel designated by the Superintendent of Schools.

No person shall use any School District computer, computer equipment, or School District-provided

Internet connection to access sexually explicit or obscene material.

When using School district computers, computer equipment or Internet connections for electronic mail, chat rooms, bulletin boards or any other form of direct electronic communication, no student shall disclose any personal information (including, but not limited to, names, addresses, telephone numbers and photographs) about other students or School District staff. Students shall be discouraged from disclosing personal information about themselves in electronic mail, chat rooms, bulletin boards or any other form of direct electronic communication through the Internet.

School District computers, computer equipment and Internet connections shall not be used by any person to access another person's accounts, files, data or information without authorization, or for any unlawful activity. The interference with others' accounts, files, data, or information is prohibited.

The School District reserves the right to monitor and review all use of its computers, computer equipment, and computer network (including, but not limited to, Internet activity and external/internal electronic mail, files and data); no user of the School District's computers, computer equipment or computer network shall have any expectation of privacy with respect to use of the School District's computers, computer equipment or computer network.

No person shall engage in any activity which is detrimental to the stability or security of the School District's computers, computer equipment or computer network, or use of school District computers, computer equipment, or computer network in any way which is detrimental to the stability or security of others' computers, computer equipment or computer networks, including, but not limited to, the intentional or negligent introduction of viruses, or the vandalism or abuse of hardware or software.

No person shall use the School District's computers, computer equipment or computer network in violation of copyright laws, including, but not limited to, the installing, downloading, copying or using of copyrighted software without proper authority.

No person shall, in the course of using the School district's computers, computer equipment or computer network, impersonate another person or user; no person shall reveal a password of another person or user.

No person shall use the School District's computers, computer equipment or computer network for commercial purposes.

Violation of this policy may result in disciplinary action, as well as restriction, suspension or termination of access to the School District's computers, computer equipment and/or computer network. In addition, referral may be made to law enforcement authorities.

This policy shall not be instituted prior to the giving of reasonable public notice and the holding of at least one (1) public hearing or meeting to address the contents of this policy.

Adopted 10/15/02

5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a

particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including

but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy [5517](#);

Hazing, see Policy [5516](#).

MCL 380.1310B (Matt's Safe School Law, PA 241 of 2011)
Policies on Bullying, Michigan State Board of Education
Model Anti-Bullying Policy, Michigan State Board of Education

Adopted 5/9/11
Revised 3/19/12

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