



Alpena-Montmorency-Alcona  
Educational Service District

# Long Range Technology Plan

July 1, 2009-June 30, 2012

[www.amaesd.k12.mi.us](http://www.amaesd.k12.mi.us)

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## ***Our Mission:***

“To serve and support student achievement”

## **STATEMENT OF VISION**

The vision of AMA Educational Service District is that:

- Our primary focus is to support the efforts of our local districts and communities to ensure every child achieves his or her fullest potential.
- Every school we serve is of such high quality that kids are excited to come to school and parents are proud to send them.
- Every decision we make is based on the best interests of children.
- All students leave our schools prepared to contribute and compete in a global society.

## **GUIDING BELIEFS**

*We believe ....*

- ... we are here to serve all children.
- ... each student can learn and deserves the best education possible.
- ... decisions are to be based upon best practice.
- ... parents are key partners in the success of their children.
- ... collaboration with our communities is essential.
- ... all services must be delivered with excellence and integrity.
- ... everyone deserves dignity and respect.

## **The District:**

The Alpena-Montmorency-Alcona Educational Service District (AMA ESD) is a regional service agency formed under the 1962 State constitution. The current district is a result of consolidations of former county school districts in Alpena, Alcona and Montmorency Counties.

AMA ESD serves four constituent local districts: Alcona Community Schools, Alpena Public Schools, Atlanta Community Schools and Hillman Community Schools, as well as four area non-public schools. A total of 6,904 students are enrolled in programs within the ESD service area of whom over 35% qualify for free or reduced meal programs. These students are served by approximately 750 professional, support and administrative staff. A break down of local school facilities and enrollments are listed on the following page.



<b>Local Schools</b>	Number of Staff	Free/Reduced	Total Students
<b>Alcona Community Schools, Lincoln, MI</b>			
Total	115	44%	988
<b>Alpena Public Schools, Alpena, MI</b>			
Total	600	42.2%	4640
<b>Atlanta Community Schools, Atlanta, MI</b>			
Total	49	61%	378
<b>Hillman Community Schools, Hillman, MI</b>			
Total	65	55.24%	538
<b>AMA ESD, Alpena, MI</b>			
Total	76	49%	74
<b>Charter School</b>			
Total	13	53%	126
<b>Parochials</b>			
Total	24	48 %	160
<b>ESD WIDE TOTAL</b>			6904

## Technology Planning Group

Brian Wilmot	Superintendent
Sue Grulke	Director of Special Education
Gary Goren	Director of General Education
Sally Buza	Principal
Donna Meyer	Executive Secretary
Mel Straley	Special Education Supervisor/Planner
Anthony Suszek	Business Manager
Todd Kruger	Technology Coordinator

# Alpena-Montmorency-Alcona Educational Service District

## Introduction and Background

The AMA ESD Technology Plan was first developed in 1994 as part of a collaborative effort begun to bring local access to the World Wide Web and other Internet resources for our constituent districts' staff members, students and community members. Specific plans were laid forth for the acquisition of equipment, infrastructure improvements and operations software components. Working in cooperation with our local districts and in partnership with Local Internet Services, Inc. (LIS) much was achieved as direct connection to the Internet via frame relay circuits were provided to each district by 1995. In 2001, a new partnership was formed to establish a region-wide fiber network among thirteen school districts and community colleges. As part of this ATM network, member districts are provided with a region-wide telephone network, a high-speed internet connection and most importantly the capacity to provide two-way interactive distance learning capabilities.

As part of the efforts of the local planning team in 1997, the plan was updated to begin the focus on integrating the acquired technologies into the learning process. In August of 1998, the plan was adopted by the ESD and subsequently approved by the State Department of Education as part of the Universal Service Fund (USF) and Technology Literacy Challenge Grant programs approval process.

The AMA ESD is committed to realizing the potential of technology in education. While telecommunications and educational technology are providing significant opportunities for improvements throughout our schools, we are cognizant of the fact that they are not a panacea for all that ails educational entities. AMA ESD believes that this plan provides the leadership and direction for continuous growth and improvement.

## How the technology plan ties in with the District Mission and School Improvement process.

The AMA ESD School Improvement Goals for 2009-2012 are as follows:

1. Support Student Achievement.
2. Culture of Communication, Collaboration and Transparency
3. Community Engagement and Support
4. Operational Excellence

The AMA ESD Technology Plan supports the above School Improvement goals, in particular Goal #1 – Support Student Achievement and Goal #2 – Operational Excellence

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Among the various strategies for these goals are:

1. Identifying data to be collected.
2. Expanded use of assistive technology.
3. Expand website use.
4. Update webpage regularly.
5. Develop student achievement programs.
6. Increase professional development opportunities.

### Major Goals of the Technology Plan

1. Provide equal student and staff access to available technologies.
2. Provide technologies that efficiently support the teaching and learning process.
3. Provide ongoing staff development in both operations software and in integration of technology into the curriculum.
4. Develop a continuous evaluation process of promising assistive/adaptive technologies for use by student with mental/physical challenges.
5. Maintain a continuous replacement/update schedule for technology equipment and related software.
6. Support an information clearinghouse with REMC 3/9, MAISA and MDE for best practices in technology integration.

### Goals for AMA ESD staff and constituent staff and students.

Constituent districts within the AMA ESD have made an ongoing commitment toward integrating technology into the education process for students, and staff development and training to implement the goals of the district. To continue its support of these efforts, AMA ESD is committed to providing a technologically literate staff who:

1. Understands the role of technology in society.
2. Accepts responsibility associated with living in a technological information oriented age.
3. Identifies when to use technology to solve a problem and selects the appropriate system.

4. Applies technology as a tool for obtaining, organizing, manipulating and presenting information and for creative expression.

## Part 1

### **Description of the types of technologies available or to be acquired**

1. The AMA ESD, as a major course of professional development resources for its constituent districts, will maintain and continually upgrade all appropriate technologies used to support professional development activities. A fully equipped training lab, complete with necessary peripheral equipment will be maintained. All AMA ESD facilities will be equipped with up to date computers; networked internally and externally to permit email, high speed Internet access, district-wide information services and common data files.
2. Maintain the existing ATM network between the 13 partners in the Northern Michigan Electronic Consortium (NMEC). Explore future acquisition of 155 mps OC3 wireless technology as an expansion and/or replacement vehicle. In any replacement/expansion venture, assurances that interconnectivity and interoperability with current technologies must be maintained or enhanced. The current ATM wide area network is supported with adequate power sources, back up sources, redundant pathways to receive signal/data feeds.
3. Network Services provided. To support the interconnectivity of local systems and wide area networks, AMA ESD has installed network servers operating on the Windows platform. These servers, all interconnected with appropriate security (firewalls and anti-virus protection) provide email access, Internet authentication service, Internet access, AMA ESD document imaging system storage, student registry management, financial services and local area network capabilities. All data drops and interconnectivity are handed via UTP CAT 5 cabling capable of 100 MBPS transmission. Current network interface cards are based on 10 MBPS transmission, but will easily be upgraded as bandwidth requirements increase.
4. Upgrades to equipment are planned and budgeted during the current and future years. Included are systematic replacement of lab computers, office workstations, Internet server, imaging server, and proxy servers. Also hubs, cabling and switches scheduled for replacement are included in the overall plan.

Upgrades of data connectivity to the World Wide Web by replacement of current T-1 connection to a shared T-3 connection through NMEC facilities were completed in 2002 to improve transmission quality and to enhance video transmission quality to/from desktop units.

## Part 2

### **Technology Curriculum Integration**

#### *Vision/Philosophy Statement*

The AMA ESD recognizes that technology has a significant impact on the citizens of this community, and on society as a whole. Schools need to maintain a leadership role by providing an informed use of technology as part of the school's instructional program. Technology systems/tools will be used in all curricular areas for such applications as problem solving, knowledge and skill building, communications, creative expression and data management. Stated another way, technology is not an end in itself, but rather a means to a much bigger end. If the mission of our schools is to accomplish specific learner outcomes, then technology is a tool to make this happen. AMA ESD's part is to help schools help the learner use these tools more effectively.

#### **Content Standards**

##### Content Standard A:

All learners will identify and use appropriate technology to solve problems and accomplish tasks.

- Be able to utilize the Microsoft Office Suite, Page Layout and Web development software as appropriate to the task.
- Be able to utilize the Internet and blend it into other applications.
- Become comfortable in the use of ITV and distance learning.
- Be able to troubleshoot simple hardware and software problems.

##### Content Standard B:

All learners will use technology to input, gather, organize, manipulate and communicate information from various sources.

- Be able to find and evaluate information from the Internet.
- Transfer and reformat information into various documents.
- Be able to send, receive and organize an e-mail system.
- Use multimedia in presentations.

##### Content Standard C:

All learners will use technological tools to expand creative expression.

- Be able to apply multimedia and blended technologies to convey information.

##### Content Standard D:

- All learners will apply ethical and legal standards in using technological resources, demonstrate proper care for hardware.

## Part 3

### **Collaboration**

The very nature of the AMA ESD as a rural service district suggested that collaboration is standard operating procedure.

Since 2001, the ESD has partnered with the Northern Michigan Electronic Consortium and M-33 Access, Inc. in a joint venture to provide Internet access to both the local school community as well as the community at large. Not only is high-speed direct Internet access available to every school building within the ESD but community members are also accessing the World Wide Web through this cooperative effort.

The Northern Michigan Electronic Consortium represents an ongoing joint venture which supports the technology efforts and planning for the twelve (12) local educational members. Through the combined efforts of these members, grants in excess of \$2.2 million have supported the acquisition of equipment, the ongoing maintenance and operational expenses for our regional ATM network.

Continued efforts are underway to further enhance the quality and quantity of services available via the network. The opportunities to bring additional world wide interactive programming for field trips, distance learning coursework, professional development and interdistrict conferencing will continue as members stretch limited resources and expand offerings and services to clients.

Additional collaborations have been ongoing for many years which offer student learners the opportunity through Career Exploration activities such as job shadowing and work experience to see the application of technology skills in the local business/industry/governmental communities. As noted above, AMA ESD has established a goal to increase participation by students and staff from area school will be encouraged to focus on exploration of various careers. AMA ESD will rely on local business and industry partnerships to fulfill this undertaking.

### **Parental and Community Involvement**

All professional development activities will continue to be open to adult learners throughout the community, be it as a parent, a child care provider, a local business person, local teacher, administrator, food service staff or bus driver. Many opportunities for shared experiences have led to expanded collaborations. Additionally, the ATM network is available to the community to provide for additional personal/professional development, training, and conferencing opportunities. This will not only expand the opportunities available but will eliminate the extensive need for travel from our remote region.

AMA ESD utilizes technology to improve school-to-home and home-to-school communications. A variety of strategies are utilized including:

- District Website – [http:// www.amaesd.k12.mi.us](http://www.amaesd.k12.mi.us)

The district website links parents and community members with the school program. The website offers opportunities for email communication between home and school, access to annual reports, newsletters, district technology plan as well as links to internet sights of interest. Future enhancements to the website include a district events calendar, online conference registration and access to the district curriculum. The website is updated continuously.

- **Email Communications**  
AMA ESD offers parents the opportunity to communicate with teachers via email. Parents are encouraged to include personal email addresses with other demographic information provided the school to promote sharing of school and student information with authorized individuals.
  
- **Mailings**  
As a cost-saving measure, the District is exploring the option of implementing the electronic mailing of newsletters and annual reports.

## **Northern Michigan Electronic Consortium Partnership**

1. Alcona Community Schools	Shawn Thornton
2. Alpena Public Schools	Brent Holcolmb
3. AMA ESD	Brian Wilmot
4. COOR ISD	Robert Jones
5. Crawford AuSable Area Schools	Jerry LaVanture
6. Fairview Area Schools	Bruce Nelson
7. Gerrish Higgins Schools	Don Mick
8. Hillman Community Schools	Jack Richards
9. Houghton Lake	Jim Pavelka
10. Mio AuSable Area Schools	
11. Ogemaw Heights Schools	David Marston
12. Kirtland Community College	Tim Scherrer

## Part 4

### **Professional Development**

One of the primary goals noted above is to provide all staff with the necessary skills to effect improved student achievement through the inclusion of technology into the curriculum. Ongoing inservice programs, exhibits, workshops and conferencing opportunities will continue to be available from the ESD to increase the effectiveness of services provided to students are planned to:

- Help staff members use their professional strengths to the advantage of the students, school system, and themselves.
- Help the staff members adapt to the changing world of teaching through the utilization of technology that will meet the present and future needs of students.
- Provide mechanisms for continuous updating renewal and revitalization of the staff's professional development.
- Help staff members become self-directed learners who provide models of learning for students.
- Assist staff members with individual goals for professional and personal improvement, certification, etc.
- Assist staff members in implementing improvements, which will result in improved school climates and student learning.
- Help broaden the professional educator's vision of how schools and the world of work can make use of technology for living, learning, and leading.
- Assist in the development and strength of relationships between colleagues.

A listing of planned technology training opportunities based upon the annual needs assessment and Professional Development Planning Committee recommendation included below.

## Part 5

### **Technology Support**

AMA ESD will continue to maintain and support its networks, computer workstations, infrastructure improvements (i.e. cabling), servers and the operations of all such equipment with one full-time staff member dedicated to meeting the operational and maintenance support requirements for the ESD. The staff person also assists our constituent local districts on an “as available” basis.

Additional in-house support from the Office of the Assistant Superintendent continues to be provided as a first line of problem resolution. On-site equipment warranties, typically 24-36 months have proven satisfactory in resolving most hardware failures. AMA ESD will continue to specify extended warranties for future hardware acquisitions.

Support for the annual operation and maintenance of the NMEC-ATM network is provided as part of the service agreement with COOR ISD and its support staff employees. Each participating member of NMEC has also committed technical on-site staff toward this project.

Security issues, while a constant issue, are addressed via traditional firewall/password protection/proxy services. Continual monitoring of network service by staff is mandated by contractual provisions to protect against virus attacks, intrusions or other security breaches.

## Part 6

### Resources

Recognizing the need for ongoing support and resources to provide for continuous operation and improvement of available technologies, AMA ESD has committed to providing the staff, contracted services, infrastructure, and time resources.

- Staff – available in-house staff with specific hardware and for software expertise are available at the first problem solvers. The General Education Director is responsible for overall operations of the LAN, WAN and ATM networks. Additional staff time has been committed for planning and evaluation.
- Time – personal growth and development of required knowledge base is vital to the success of AMA ESD's plan. Adequate ongoing time within the school year is available for staff to learn and grow.
- Technical expertise for operations will continue to be provided by staff who have the necessary operational and support staff to deliver quality services to AMA ESD and its constituencies.
- Updated software applications for internal operations shall be provided. Operating systems shall be updated as appropriate and necessary. Staff shall be encouraged to review new software releases for applicability within the curriculum or for students with disabilities.
- On-line services – The use of on-line services for efficient reporting, maintenance of records, logging of maintenance requests and systems monitoring will be further developed.
- Updated storage capacity – the use of computer imaging services to promote the storage and retrieval of district data to include student records will require additional data infrastructure upgrades.

The district web page has been established to provide updated information about district resources, ongoing activities and relevant links to other resources on the World Wide Web. As noted above, ongoing enhancements to the web page will be a continuous goal.

### Policies

The Board of Education has provided policies and guidelines addressing software acquisition and copyrighted programs.

#### Board of Education Policy #2531 - COPYING COPYRIGHTED MATERIALS

The Board of Education encourages professional staff members to make judicious use of appropriate printed materials, sound recordings, and electronic programs in the

curriculum. It recognizes, however, that Federal law, applicable to public school districts, protects authors and composers from the unauthorized use of their copyrighted work.

In order to define the fair and reasonable use that professional staff members may make of copyrighted works for educational purposes without the permission of the copyright owner and to reduce the risk of copyright infringement, the Board directs the Superintendent to provide administrative guidelines regarding the copying and distribution of copyrighted materials for instructional purposes.

#### Board of Education Policy #2521 - SELECTION OF INSTRUCTIONAL MATERIALS AND EQUIPMENT

The Board of Education shall provide instructional materials and equipment, within budgetary constraints, to implement the District's educational goals and objectives and to meet students' needs. The primary objective of such instructional materials and equipment shall be to enrich, support, and implement the educational program of the school.

The Superintendent shall develop administrative guidelines for the selection and maintenance of all instructional materials and equipment. In addition, s/he shall periodically provide for a systematic review of the District's educational resources in order to ensure that they are appropriate for the current educational program.

Students shall be held responsible for the cost of replacing any materials or properties which are lost or damaged through their negligence. Cost of materials may be charged for materials used in those activities beyond the basic curriculum in which a student elects to participate, particularly in shop activities where the product becomes the property of the student.

#### Board of Education Administrative Guideline #2531 - COPYRIGHTED MATERIALS

Copyright is the exclusive right that protects an author, composer, or programmer from having his or her work published, recorded, exhibited, translated, or reproduced by way of copies and other versions, except by permission. The purpose of copyright is to encourage the development of new and original works and to stimulate their wide distribution by assuring that their creators will be fairly compensated for their contributions to society.

Current American copyright law is embodied in Title 17 of the U.S. Code. Works of authorship include, but are not limited to, the following categories:

- A. computer programs
- B. dramatic works, including any accompanying music
- C. literary works
- D. motion pictures and other audiovisual works

- E. musical works, including any accompanying words
- F. pantomimes and choreographic works
- G. pictorial, graphic, and sculptural works
- H. sound recordings

The law affects classroom practices and necessitates that educational staff examine:

- A. what they copy;
- B. how much they copy;
- C. the purposes for which they copy;
- D. the conditions under which they copy.

Of special interest to educational staff are the "fair use" doctrine and the accompanying Congressional guidelines which stipulate what may and may not be copied for use in schools and classrooms.

The following pages explain some highlights of the law and its accompanying guidelines. The guidelines, while not law, were generated in response to questions. They will be modified by future court decisions and legislative action. However, they are an interpretation of the law as developed by Congressional subcommittees.

If there are questions not covered by these pages, staff members should contact the Office of the Superintendent.

#### A. Literary Materials

##### 1. Single Copying for Professional Staff Members

A single copy may be made for any of the following by or for a professional staff member at his/her individual request for his/her scholarly research or use in teaching or preparation to teach a class:

- a. a chapter from a book
- b. an article from a periodical or newspaper
- c. a short story, short essay or short poem, whether or not from a collective work
- d. a chart, graph, diagrams, drawing, cartoon or picture from a book, periodical, or newspaper

##### 2. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one (1) copy per student in a course) may be made by or for the professional staff member giving the course for classroom use or discussion, provided that:

- a. the material copied is brief and the copying is spontaneous and noncumulative as measured by the definitions of brevity, spontaneity, and cumulative effect below;
- b. each copy includes a notice of copyright.

### 3. Library Copying

Libraries are protected beyond the "fair use" section of the law. A library is allowed to reproduce one (1) copy or recording of a copyrighted work and distribute it if: the reproduction or distribution is made without any purpose of direct or indirect commercial advantage; the collection of the library is open to the public, or available not only to researchers affiliated with the library or with the institution of which it is a part, but also to other persons doing research in a specialized field; and if the reproduction or distribution of a work includes a notice of copyright.

### 4. Definitions

- a. Brevity - A reproduced work is brief if it consists of the following:

- 1) Poetry: Not more than

- a) a complete poem if fewer than 250 words and if printed on not more than two (2) pages;
- b) an excerpt from a longer poem if the excerpt is not more than 250 words.

These numerical limits may be expanded to permit completion of an unfinished line of poetry.

- 2) Prose: Not more than

- a) a complete article, story, or essay of fewer than 2,500 words;
- b) an excerpt from any prose work of not more than 1,000 words or ten percent (10%) of the work, whichever is less, but in any event a minimum of 500 words.

These numerical limits may be expanded to permit completion of an unfinished prose paragraph.

- 3) Illustration: Not more than one (1) chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.
- 4) Special works: Certain works in poetry, prose or in poetic prose which often combine language with illustrations and which are intended sometimes for children and at other times for a more

general audience often fall short of 2,500 words in their entirety. Paragraph 2 above notwithstanding, such special works may not be reproduced in their entirety; however, an excerpt comprising not more than two (2) of the published pages of such special work and containing not more than ten percent (10%) of the words found in the text thereof may be reproduced.

- b. Spontaneity: Reproduction of a copyrighted work is spontaneous if:
  - 1) the copying is at the instance and inspiration of the individual professional staff member;
  - 2) the inspiration and decision to use the work and the moment of its use of maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission to use the work.
- c. Cumulative Effect: Reproduction of a copyrighted work is noncumulative if:
  - 1) the copying of the material is for only one (1) course in the school in which the copies are made;
  - 2) not more than one (1) short poem, article, story, essay, or two (2) excerpts has been copied from the same collective work or periodical volume during one class term. This section does not apply to current news periodicals and newspapers and current news sections of other periodicals.

## 5. Prohibitions

Notwithstanding any of the above, the following prohibitions shall be in effect:

- a. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts there from are accumulated or reproduced and used separately.
- b. There shall be no copying of or from works intended to be consumable in the course of study or of teaching. Consumable works include workbooks, exercises, standardized tests, test booklets, answer sheets, and like material.
- c. Copying shall not substitute for the purchase of books, publishers' reprints, or periodicals; or be directed by higher authority; or be repeated with respect to the same item by the same professional staff member from term to term.
- d. No charge shall be made to the student for the copied material.

## B. Televised Material

1. Unauthorized off-air recording of television broadcast programs
  - a. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained for a retention period of forty-five (45) calendar days to one (1) year after the date of the recording; at the expiration of the retention period the recording must be erased or destroyed.
  - b. An off-air recording may be used once by individual teachers in the course of relevant teaching activities and may be repeated once only when instructional reinforcement is necessary, in the classroom or similar place of instruction or the home of a student receiving home instruction, during the first ten (10) school days in the retention period. After the first ten (10) school days, an off-air recording may be used during the remainder of the retention period only to permit teachers to evaluate its effectiveness in the instructional period.
  - c. Off-air recordings may be made only at the request of and used by individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.
  - d. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.
  - e. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

C. Video Tapes

A teacher may:

1. use in face-to-face instruction a video cassette PURCHASED BY THE SCHOOL even though it bears a warning label FOR HOME USE ONLY. The key is that the tape is incorporated as part of the systematic teaching activities of the program in which it is being used.
2. use for instructional purposes a RENTAL CASSETTE bearing the FOR HOME USE ONLY label if the school has obtained a release statement from the rental agency granting permission for instructional use the program. (Release statement is available in Media Center.)

A teacher may not:

1. use either a purchased or rental video program labeled FOR HOME USE ONLY in other than planned, instructional activities. The program may NOT be used for entertainment, fund-raisers, nor time-fillers. Any use, than instructional, must be negotiated at the time of purchase or rental, usually in the form of a licensing agreement.
2. make an archival or back-up copy of a copyrighted film or videotape.

D. Music

1. Permissible Uses of Music
  - a. Emergency copies of printed music may be made to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies are substituted in due course.
  - b. For academic purpose other than performance:
    - 1) Multiple copies of excerpts of works may be made, provided that the excerpt does not comprise a part of the whole which would constitute a performable unit such as a section, movement, or aria, but in no case more than ten percent (10%) of the work. The number of copies shall not exceed one (1) copy per student.
    - 2) A single copy of an entire performable unit (section, movement, aria, etc.) that is:
      - a) confirmed by the copyright proprietor to be out of print;
      - b) unavailable except in a larger work, may be made by or for a teacher solely for the purpose of his/her scholarly research or in preparation to teach a class;
      - c) printed copies that have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;
      - d) a single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher;
      - e) a single copy of a sound recording (such as a tape, disc, or cassette) of copyrighted music may be made from sound recordings owned by the School District or by an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the District or the teacher. (This pertains only to the copyright of the music itself and

not to any copyright that may exist in the sound recording.)

## 2) Prohibitions

The following practices are prohibited:

- a) copying to create or replace or substitute anthologies, compilations, or collective works
- b) copying of or from works intended to be consumable in the course of study or of teaching such as workbooks, exercises, standardized tests, answer sheets, and like material
- c) copying for the purpose of performance, except as in 2(a) above
- d) copying for the purpose of substituting for the purchase of music, except as in 1(a) and (b) above
- e) copying without inclusion of the copyright notice that appears on the printed copy

## E. Software

The Copyright Act was amended on December 12, 1989, to define computer program and to provide for the reproduction of another copy of a computer program by the owner. Section 117 of the Copyright Act reads as follows:

"Notwithstanding the provisions of Section 106, it is not an infringement for the owner of a copy of a computer program to make or authorize the making of another copy or adaptation of that computer program provided:

1. that such a new copy or adaptation is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in no other manner, or
2. that such new copy or adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful."

"Any exact copies prepared in accordance with the provisions of this section may be leased, sold, or otherwise transferred, along with the copy from which such copies were prepared, only as part of the lease, sale, or other transfer of all rights in the program. Adaptations so prepared may be transferred only with the authorization of the copyright owner."

## E. Database Downloading

A teacher/student may:

1. download to the printer bibliographic citations or full text of a document identified during a search of DIALOG, Wilsonline, etc., as the terms of the school's contract with the vendors specify. It is assumed that the user will require no more than 20-30 citations, will be using a legitimate

password/subscription for invoice purposes, and has local approval to order, receive, and provide payment for a full-text document or citations.

2. use downloaded material for individual research or teaching.

A teacher/student may not (without express written consent of the database vendor):

1. keep archival copies of downloaded works.
2. download a "substantial taking" (complete database or most of the records). Note that this criterion also includes a qualitative aspect. For example, if several records were retrieved from a large database but these records were qualitatively superior to the others, the use could also be considered a "substantial taking".
3. make commercially available the downloaded material.

All four (4) fair-use criteria apply to downloading, but the economic aspect has generally been regarded to be the most important.

#### G. Obtaining Permission for Copying

1. A teacher may request and obtain permission to copy material from a copyrighted work; s/he may then use the work as expressly permitted and will not be bound by the limitations and prohibitions set forth above.
2. Request for permission must be in writing and should be sent, together with an envelope addressed to the sender, to the permissions department of the publisher of the work. The request should include the title, author or editor, and edition of materials for which permission is sought; the exact materials to be used, with specification of amount, page numbers, chapters, including, if possible, a photocopy of the material; the number of copies to be made; the use to be made of the duplicated materials; the form of distribution; whether or not the copies will be sold; and the process by which the material will be reproduced.
3. A copy of the written permission granted by the publisher or copyright owner shall be preserved by the Superintendent.

Libraries and students have additional privileges others do not.

A student may:

- A. tape a recording to use as background music for a slide production to be used in class. (Since a class effort might be appropriate at a later time as a media fair project or as part of a public display, either inside or outside the classroom, the student is advised to develop an original composition or to use music from a production library or other sources for which the school has obtained a license and copyright permissions.)

- B. tape a song from a record owned by the student in order to provide music for a class photography project. The program may be shown at no charge to a parent group. However, if the record is owned by a parent, or if admission will be charged, taping the song would be an infringement.
- C. use an opaque projector to enlarge a visual from a book or magazine onto a poster. (An outline map of the U.S., the states, and rivers may not be copyrighted. These are considered public domain. The color and details, however, are copyrighted. Any commercial map may be used to generate merely an outline map.)

A student may not:

- A. be directed to violate copyright in behalf of a teacher;
- B. donate student photo copies (that incorporate copyrighted material) to become part of a school's collection.

A library may:

- A. copy unpublished works (print and phono records) for purpose of preservation and security;
- B. copy print materials or phono records to replace damaged, deteriorating, lost, or stolen copies if replacements cannot be obtained at a fair price. A music teacher may preserve or replace library copies when not available for purchase.
- C. reproduce for a patron (student, staff, or member of the community) a single copy of one article or small part of a work to become the property of the patron for the purpose of study or research. (In an effort to promote material, the library may also reproduce a single copy of an article or page of a book for all teachers.) THE COPY MUST DISPLAY THE COPYRIGHT WARNING.
- D. photocopy for the purpose of interlibrary loan. However, the following interlibrary loan restriction applies: MORE THAN SIX COPIES OF AN ARTICLE from a periodical (not a single issue, but over a year) shall be considered excessive and interpreted as an evasion of purchase of said periodical.

The library media specialist and the media staff are protected from copyright infringement violation by users of equipment under their jurisdiction if every duplicating machine is posted with a copyright warning to the effect that "the use of this machine to reproduce copyrighted material beyond the legal fair use is punishable by fine and/or imprisonment of the user".

# Part 7

## **Implementation Timetable**

### 2008-2009

1. Continue replacement schedule for hardware and software.
2. Update technology plan to include new priorities.
3. Develop techniques to increase remote access to centrally stored data.
4. Promote distance learning opportunities via the ATM network, the IP based programming, Michigan Virtual High School, and Michigan Virtual University.
5. Provide ongoing professional development in technology integration as well as productivity software such as Blackboard and the MS Office Suite.

### 2009-2010

1. Continue replacement schedule for hardware and software.
2. Update technology plan to include new priorities.
3. Develop techniques to increase remote access to centrally stored data.
4. Promote the use of digital media to integrate with the teaching curriculum.
6. Provide ongoing professional development in technology integration as well as productivity software such as Blackboard and the MS Office Suite.

### 2010-2011

1. Continue replacement schedule for hardware and software.
2. Update technology plan to include new priorities.
3. Develop techniques to increase remote access to centrally stored data.
4. Survey local districts as to technology needs.
5. Provide ongoing professional development to all staff.
6. Provide centralized technology services to constituents.

### 2011-2012

1. Continue replacement schedule for hardware and software.
2. Update technology plan to include new priorities.
3. Provide ongoing professional development to all staff.
4. Provide centralized technology services to constituents.

**PART 8** *Technology Planning Budget*

<b>COST CATEGORY</b>	<i>purpose/description</i>	<i>2009-10</i>	<i>2010-11</i>	<i>2011-12</i>
<b>SALARIES</b>	<b>planning/equipment acquisition, evaluation, evaluation &amp; analysis</b>	103,466	105,053	106,353
<b>Fringe Benefits</b>	<b>MPSERS,FICA, Insurances,Annuities (all prorated)</b>	22,412	24,680	27,148
<b>CONF.&amp;WORKSHOPS</b>	<b>out of district travel/conferences</b>	2,000	2,000	2,500
<b>Indistrict Travel</b>		4,200	4,350	4,600
<b>SUPPLIES</b>	<b>operations materials&amp; software</b>	16,500	18,000	18,000
<b>Capital Outlay</b>	<b>Server upgrades</b>	3,500	0	0
	<b>replacement pc's</b>	3,200	3,200	4,800
	<b>other = printers, hub, monitors, adaptive equipment</b>	1,500	1,500	2,500
<b>Contracted Services</b>	<b>Coor ISD ATM operations</b>	41,000	40,000	40,000
	<b>CEO Imaging System Support</b>	3,500	3,500	3,500
	<b>Staff Development</b>	15,000	15,000	15,000
<b>Data Lines</b>		1,500	1,800	2,000
		217,778	219,083	226,401
<b>TOTAL EXPENSES</b>				

## Part 9

### **Supporting Resources**

The AMA ESD has been fortunate for the past several years to have received support from many state and federal grant programs. In addition to ongoing support from the Board of Education's General Operating fund, the Special Education Department has authorized expenditures to acquire additional or replacement computers for Special Education classrooms and support personnel. Funding is provided from both IDEA grants and Special Education Act 18 funding.

Staff members have been very aggressive in seeking out resources via grants. In recent years, the receipt of grants has contributed many individual pieces of equipment, software and ongoing support from our technology ventures.

Staff development programs have been supported as a result of ongoing grant programs as well. Through continued aggressive solicitation of grant funds, support for the goals of this plan will continue.

During the next three years, AMA ESD staff and Board of Education is committed to the following resource allocations:

<b><i>Part 9: Coordination Of Resources</i></b>			
<b><i>Sources of Revenues</i></b>	<i>2009-10</i>	<i>2010-11</i>	<i>2011-12</i>
General Operations	145,178	146,483	153,801
USF Receipts	11,000	11,000	11,000
IDEA Grant	9,100	9,100	9,100
Act 18 Funds	15,000	15,000	15,000
LEA Transfers	37,500	37,500	37,500
Total	<u>217,778</u>	<u>219,083</u>	<u>226,401</u>

## Part 10

### **Technology Plan Evaluation**

AMA ESD recognizes the dynamic nature of its long-range technology plan. It is critical that there be regularly scheduled reviews (not less than annually) of the following plan components:

1. Hardware/software updates and reliability
  - a. Does available equipment continue to meet productivity requirements?
  - b. Have planned replacements been accomplished?
  - c. Have software acquisitions been evaluated for effectiveness?
2. Professional Development Opportunities
  - a. Have requested opportunities been available?
  - b. Has requisite annual needs assessment been done and analyzed for future?
  - c. Have evaluations of individual programs been done?
3. Ongoing technology support
  - a. Has required support been provided?
  - b. Has equipment operations been maintained at effective operational level?
  - c. Have service/technical assistance programs met staff expectations?
4. Acquisition of Assistive/Adaptive technologies
  - a. Has requested equipment been reviewed and tested prior to acquisition?
  - b. Has student achievement performance improvements resulted from use of acquired technologies?

The General Education Director will be responsible for reporting progress toward the district's technology goals.

Results shall be published in the Annual Report of the AMA ESD. Subsequent modifications of the technology plan will be based on the findings and conclusions of such surveys and analysis of results.

## **Part 11**

### **Acceptable Use Policies and Guidelines**

To provide assurances for compliance with the recently enacted Children's Internet Protection Act, the AMA ESD Board of Education has adopted the following policies:

#### **Board Policy #7540 - COMPUTER TECHNOLOGY AND NETWORKS**

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Board operations. It also recognizes that safeguards have to be established to ensure that the Board investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

The Superintendent is directed to establish administrative guidelines not only for proper acquisition of technology but also to provide guidance to staff and students concerning making appropriate and ethical use of the computers and other equipment as well as any networks that may be established.

The Superintendent shall establish appropriate procedures to inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an illegal or unethical manner.

Revised 2/13/03

#### **Administrative Guideline #7540 - COMPUTER TECHNOLOGY/NETWORKS**

The General Education Director shall be responsible for the management of the Board's technology system and for making the arrangements for any networks which may be used to enhance the educational program and/or operations of the District.

He shall be responsible for implementing the guidelines established for program development (AG's 2210 - AG **2252**), the selection of materials and equipment (AG **2521A**), and the District's purchasing guidelines (AG 6320). In addition, the General Education Director shall make sure that the appropriate agreement Form

7540.04 F1 or Form 7540.03 F1 is complete for each staff member and student who will have access to Board technology and any networks.

All tentative agreements with networks or technology agencies are to be submitted to the Superintendent for review and approval.

It is essential that staff members and students be provided the following information concerning the use of the Internet. This can be done through written guidelines, professional development seminars, faculty and student meetings, and introductory remarks at the beginning of a course in which the Internet may be used.

- A. Use of the Internet is to be related to one or more courses of study and is not to be used by staff or students for discriminatory or unlawful purposes. All student use is to be supervised by a staff member or approved volunteer who has signed the Staff Network and Internet Acceptable Use and Safety Agreement Form 7540.04 F1.
- B. Prior to disseminating information across the Internet about a student such as name, address, or other identifying data including pictures, signed parental permission forms must be on file.
- C. Because of the vast amount of information that can be retrieved from the world-wide network, teachers are responsible for training students to use proper research skills when retrieving information. It is inappropriate, costly, and a waste of valuable instructional time for staff and/or students to download large quantities of information that has not been checked ahead of time for accuracy, relevancy, and probable usage. It may be helpful, therefore, for teachers to conduct some controlled exercises with students on how to differentiate between web-sites that are "attractive but superficial or irrelevant" from those that are attractive, substantive, and relevant.
- D. Staff members need to have back-up plans or contingency procedures in place for times when the Internet may not be accessible. Since the Internet is primarily a data-gathering mechanism, alternative sources for needed data should be available so that students can accomplish the purpose of the instruction within the established time period.
- E. The Student and Staff Network and Internet Acceptable Use and Safety Agreements, Form 7540.03 F1 and Form 7540.04 F1, that students and staff members must sign prohibits the use of the Internet for unethical purposes or to obtain information that could be considered obscene, pornographic, or unsuitable for children. If a question of interpretation arises concerning the definition of these terms, the building principal shall have the authority to determine whether the web site is appropriate. Prior to accessing or allowing access to information that the staff member is unsure about, s/he should consult with the assistant superintendent.

- F. As students and/or staff members complete projects which reflect unusual and creative applications of technology, the projects should be shared with the General Education Director so that proper publicity can be created as appropriate to the project. It is essential that the Student and Staff Network and Internet Acceptable Use and Safety Agreements, Form 7540.03 F1 and Form 7540.04 F1, address the issue of the proprietary rights related to web site design concerning web sites and/or pages hosted on the Board's servers.

Revised 10/02

## **PERSONAL USE OF DISTRICT TECHNOLOGY**

### **7540.01 - TECHNOLOGY PRIVACY**

The Board of Education recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Board's position with respect to staff-member privacy in the educational and workplace setting and to protect the Board's interests.

All computers, telephone systems, electronic mail systems, and voice mail systems are the Board's property and are to be used primarily for business purposes. The Board retains the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system, telephone system, electronic mail system, and voice mail system. Staff members should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the Board with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password. All passwords or security codes must be registered with the Board. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

Computers, electronic mail, and voice mail are to be used only for business and educational purposes. Personal messages via Board-owned technology should be limited in accordance with the Superintendent's guidelines. Staff members are encouraged to keep their personal records and personal business at home.

Because the Board's computer and voice mail systems are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

The Board is interested in its resources being properly used. Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Board, except to the extent necessary to determine if the Board's interests have been

compromised. Any information discovered will be limited to those who have a specific need to know that information.

The Superintendent shall have the authority to search and access information electronically.

All computers and any information or software contained therein are property of the Board. Staff members shall not copy, delete, or remove any information or data contained on the Board's computers/servers without the express permission of the Superintendent or designee or communicate any such information to unauthorized individuals. In addition, staff members may not copy software on any Board computer and may not bring software from outside sources for use on Board equipment without the prior approval of the Superintendent. Such pre-approval will include a review of any copyright infringements or virus problems associated with such outside software.

Revised 2/13/03

The following guidelines will govern the personal use of Board technology by staff members as well as use for school purposes by either staff or students while at home. No personal, that is, nonschool, use of Board technology may be made by any student at any time.

- A. Form 7540.01 F1 - Permission to Use/Import Software is to be submitted to the principal or assistant superintendent before any personal software is brought to school. In addition, the staff member must provide either the licensing agreement from the manufacturer or a proof of purchase. The staff member must also confirm to the principal or assistant superintendent that s/he has analyzed the content of the software using the criteria established in Form 2521 F1 - Rating Nondistrict Instructional Materials and has rated it no higher than "2" on any of the four criteria. The staff member should retain a copy of the form. It is essential that Form 7540.03 F1 and Form 7540.04 F1 address the issue of the proprietary rights related to the web site design concerning web sites and/or pages hosted on the Board's servers.
- B. A staff member or a student may start a project using Board owned software at school or personal software at home and produce a copy of the project or document. The Board will not provide Board owned software for use on personal computers at home. When the project is completed, the staff member should notify the principal or assistant superintendent to find out whether or not the Board wishes to keep a copy for reference or for use by others. No staff member or student should expect to retain any proprietary rights related to the design on any web site or pages hosted on the Board's servers.
- C. Prior to making a copy of any Board owned software, a staff member or student should contact the assistant superintendent to find out whether or not there is any licensing agreement associated with that software, and if so, whether the license allows the staff member or student to load the material on his/her home computer. If reproduction is allowed, the staff member or student is to complete a check-out form (see Form 7540.01 F2) in which s/he agrees to make only one copy and only for personal use and not for use by others. If the license does not allow this, then no copy is to be made.
- D. No staff member or student will be allowed access to the Internet or other networks

without first signing the Student or Staff Network and Internet Acceptable Use and Safety Agreement, Form 7540.03 F1 or Form 7540.04 F1. All student use of the Internet must be under the supervision of a staff member or approved volunteer.

- E. Neither staff members nor students are to use the Internet for recreational, personal, discriminatory, or unlawful purposes but only for purposes related to the Board's educational program or to operational needs.
- F. Each staff member and student will be provided a password for use with Board technology with the provision that the password is not to be shared with others. The existence of a password does not guarantee confidentiality or privacy and the Board retains the right to use any person's password to monitor the type of use that is being made of Board technology.
- G. With regard to personal E-mail, staff members may use it to send and/or receive personal messages providing such use is limited to non-duty time and does not involve the conduct of any personal, discriminatory, or unlawful business (including commercial purposes, advertising, and political lobbying).
- H. Use of all other Board technology shall be in accord with AG 7530 - Personal Use of District Equipment and Facilities.

Revised 10/02

### **AT-HOME ACCESS TO DISTRICT TECHNOLOGY**

The Board will not allow staff members, students, or members of the community to access Board technology or the Internet by means of home computers.

Revised 10/02

### **7540.02 - DISTRICT WEB PAGE**

The Board of Directors authorizes the creation of web sites by employees and students of the School District to be published on the World Wide Web. The creation of web sites by students must be done under the supervision of a professional staff member. These web sites must reflect the professional image of the District, its employees, and students. The content of all pages must be consistent with the Board's Mission Statement and is subject to prior approval of the Superintendent or designee.

The purpose of such web sites is to educate, inform, and communicate. The following criteria should be used to guide the development of such web sites:

#### **A. Educate**

Content provided in the web site should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.

#### **B. Inform**

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

### **C. Communicate**

Content may provide an avenue to communicate with the community.

The information contained on the web site should reflect and support the Board's Mission Statement, Educational Philosophy, and the School Improvement Process.

When the content includes a photograph or information relating to a student, the Board will abide by the provisions of Policy **8330** - Student Records.

All links included on the pages must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, Children's Internet Protection Act).

Under no circumstances is a web site to be used for commercial purposes advertising, political lobbying or to provide financial gains for any individual.

Pages should reflect an understanding that both internal and external audiences will be viewing the information.

School web sites must be located on Board-affiliated servers.

The Superintendent shall prepare administrative guidelines defining the standards permissible for web site use.

The Board retains all proprietary rights related to the design of web sites and/or pages that are hosted on the Board's servers, absent written agreement to the contrary.

Students who want their class work to be displayed on the Board's web site must have written parent permission and expressly license its display without cost to the Board.

Prior written parental permission is necessary for a student to be identified by name on the Board's website.

Adopted 11/11/99

Revised 2/13/03

These guidelines and AG **5723** and AG **7540** and Form 7540.03 F1, Form 7540.04 F1, and Form 7540 F4 will apply to all web pages hosted on the Board's servers, whether created by schools, departments, District staff, students, or other persons.

### **Copyrights**

- A. All web site authors must follow all applicable and existing copyright laws pertaining to the use of text, images, sounds, and hyperlinks to other web sites/pages.  
(see AG **2531**)
- B. The Board retains proprietary rights to web sites/pages hosted on its servers, absent written authorization to the contrary.

### **Use of Student Names, Pictures, Original Work, and E-Mail Addresses**

The District will allow the use of photographs of students, names of students, and displaying original work of students on web sites in accordance with the following guidelines:

Identifiable photographs of students and/or student's first

names may be placed on the Internet only after the appropriate release form has been signed by the parents or guardians.

Last names of students and students' e-mail addresses should never be used.

Original work by students such as art work, poetry, essays, performances, etc. may be placed on the web site only after the appropriate release form has been signed by the parents or guardians.

Approved 9/99

Revised 10/02

## **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21<sup>st</sup> century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The Internet is an electronic highway connecting computers and users in the District with computers and users worldwide. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

First, and foremost, the Board may not be able to technologically limit access to services through the Board's Internet connection to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable,

inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The Superintendent is directed to prepare guidelines which address students' safety and security while using e-mail, chat rooms and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and General Education Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000  
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended  
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,  
as amended  
18 U.S.C. 2256  
18 U.S.C. 1460  
18 U.S.C. 2246

Adopted 2/13/03

## **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Students are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.

Smooth operation of the Board's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Students are responsible for their behavior and communication on the Internet.
- B. Students may only access the Internet by using their assigned Internet/E-mail account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- D. Students may not use the Internet to engage in "hacking" or other unlawful activities.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- G. Students are expected to abide by the following generally-accepted rules of network etiquette:
  - 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
  - 2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
  - 3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
  - 4. Never agree to get together with someone you "meet" on-line without prior parent approval.
  - 5. Diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- H. Use of Internet to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a

prurient interest in nudity, sex, and excretion; material that 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 stimulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g., viruses) are also prohibited.

- I. Malicious use of the Board's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Board's computers/network in such a way that would disrupt their use by others. Students must avoid intentionally wasting limited resources.
- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- K. Downloading of information onto the Board's hard drives is prohibited; all downloads must be to floppy disk. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- L. Students must secure prior approval from a teacher or the principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than e-mail) without prior approval from a teacher or the principal. All such authorized communications must comply with these guidelines.
- N. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
- P. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
- Q. Proprietary rights in the design of web sites hosted on the Board's servers remains

at all times with the Board

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000  
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended  
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,  
as amended  
18 U.S.C. 2256  
18 U.S.C. 1460  
18 U.S.C. 2246  
Approved 10/02

#### **7540.04 - STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Staff members are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Staff members must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the applicable collective bargaining agreement and Board policy, and/or civil criminal liability. Prior to accessing the Internet at school, staff members must sign the Staff Network and Internet Acceptable Use and Safety Agreement.

Smooth operation of the Board's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Staff members are responsible for their behavior and communication on the Internet.
- B. Staff members may only access the Internet by using their assigned Internet/E-mail account. Use of another person's account/address/password is prohibited. Staff members may not allow other users to utilize their passwords.
- C. Staff members may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- D. Staff members may not use the Internet to engage in "hacking" or other unlawful activities.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- G. Staff members are expected to abide by the following generally accepted rules of network etiquette:
  - 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers/network. Refrain from using obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
  - 2. Never reveal names, addresses, phone numbers, or passwords of students while

communicating on the Internet.

3. Diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- H. Use of the Internet to access, process, distribute, display or print child pornography and other material which is obscene, objectionable, inappropriate or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex and excretion; material that 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 material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g., viruses) are also prohibited.
- I. Malicious use of the Board's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Staff members may not use the Board's computers/network in such a way that would disrupt their use by others. Staff members should refrain from intentionally wasting limited resources.
- J. All communications and information accessible via the Internet should be assumed to be private property (i.e., copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- K. Downloading of information onto the Board's hard drives is prohibited; all downloads must be to floppy disk. If a staff member transfers files from information services and electronic bulletin board services, the staff member must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a staff member transfers a file or software program that infects the Network with a virus and causes damage, the staff member will be liable for any and all repair costs to make the Network once again fully operational.
- L. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Board reserves the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- M. Use of the Internet and any information procured from the Internet is at the staff member's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in class should be cited the same as references to printed materials.
- N. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
- O. Proprietary rights in the design of web sites hosted on the Board's servers remains at all times with the Board without prior written authorization.

Staff members are reminded that personally identifiable student information is confidential and may not be disclosed without prior written parental permission.

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000  
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended  
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended  
18 U.S.C. 2256  
18 U.S.C. 1460  
18 U.S.C. 2246  
Approved 10/02

## Alpena-Montmorency-Alcona Educational Service District Network/Internet Access Agreement for Staff

Please read this document carefully before signing. The signature(s) at the end of this document are legally binding and indicate(s) that the signing party(ies) has (have) read all of the terms and conditions of this policy carefully and understand(s) their significance.

This agreement is entered into this \_\_\_ day of \_\_\_\_\_, 200\_\_, between \_\_\_\_\_ (hereinafter referred to as "Staff") and the Alpena-Montmorency-Alcona Educational Service District (hereinafter referred to as "District"). The purpose of this agreement is to establish guidelines for access by Staff to the Internet, electronic mail and electronic bulletin boards (hereinafter referred to as the "Network"). Access to the Network is provided to the Staff for educational and research purposes.

In exchange for the privilege of using the Network, the undersigned agree(s) as follows:

- A. The use of the Network is a privilege, which may be revoked by the District at any time and for any reason or for no reason. Improper use of the Network may also give rise to further disciplinary action consistent with this agreement and/or the employees' handbook, staff policies or master agreement.
- B. The Staff acknowledge that it is not possible for the District to restrict access to all controversial material on the Network.
- C. The Staff acknowledge that the Staff does not have a reasonable expectation of privacy in his or her use of the District's Network or any part of it. The District reserves the right to monitor the Network, including but not limited to Internet use and electronic mail.

- D. In accordance with Board of Education policies 7540.01, 7540.03 & 7540.04, the content available through the internet shall be filtered in accordance with the Children's Internet Protection Act of 2000.
- E. Network access is provided for educational use of the Staff. Use of the Network for commercial purposes or other unauthorized purposes is expressly forbidden.
- F. Network resources are intended for use exclusively by registered users. The Staff is responsible for the use of his/her account password and access privileges. Any problems that arise from the use of his/her account are the responsibility of the Staff. Use of an account by someone other than the account holder is forbidden and may result in loss of access privileges. Any loss of security in an account password or in access privileges must be reported immediately to an appropriate Network administrator.
- G. Any misuse of Network access privileges may result in suspension or revocation of access privileges and/or other disciplinary action as determined by the District. Misuse includes but is not limited to the following:
  1. Intentionally accessing or attempting to access files, data or information without authorization.
  2. Impersonating another user on the Network.
  3. Activity which is detrimental to the stability and security of the Network, including but not limited to the intentional or negligent introduction of computer viruses and vandalism or abuse of hardware or software.
  4. The transmission or voluntary receipt of material which would constitute a violation of federal or state law, including, but not limited to, copyrighted material; harassing, abusive, threatening, or obscene material; material protected as a trade secret; defamatory statements; material which would constitute an invasion of personal privacy; or any material which would reasonably be considered to be discriminatory on the basis of sex, race, national origin or religion.

The following section must be completed for all Staff.

I have read and agree to this Network Access Agreement. I understand that Network access is a privilege provided for educational purposes. I understand that it is impossible for the District to restrict access to all controversial material. I hereby release the District, its employees and agents and individual members of the Board of Education from any and all claims or causes of action arising out of my use or misuse of the Network or Network equipment. In addition, I agree to indemnify the District for any fees, expenses or damages incurred as a result of my use or misuse of the Network or Network equipment.

\_\_\_\_\_  
Signature of Staff

\_\_\_\_\_  
Date

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