

SOUTH LAKE SCHOOLS

Instructional Technology Department

23101 Stadium Blvd.

St. Clair Shores, MI 48080

JaCinda Sumara, Instructional Technology Coordinator

E-mail: js22msol@sol.misd.net

Voice: 586.435.1614 Fax: 586.445.3715

District Code: 50200

ISD: Macomb Intermediate School District

Plan URL: <http://www.solake.org/technology/docs/technologyplan.pdf>

Strategic Technology Plan

July 01, 2008 – June 30, 2011

TABLE OF CONTENTS

Section 1: Cover Pages	1
Section 2: Introductory Material	3
Section 3: Vision and Goals	6
I. Curriculum	
Section 4: Curriculum Integration	9
Section 5: Student Achievement	11
Section 6: Technology Delivery	25
Section 7: Parental Communication and Community Relations	26
Section 8: Collaboration	27
II. Professional Development	
Section 9: Professional Development	28
Section 10: Supporting Resources	30
III. Infrastructure, Hardware, Technical Support, and Software	
Section 11: Infrastructure Needs/Technical Specifications and Design	32
Section 12: Increase Access	40
IV. Funding and Budget	
Section 13: Budget and Timetable	41
Section 14: Coordination of Resources	41
V. Monitoring and Evaluation	
Section 15: Monitoring and Evaluation	43
Section 16: Acceptable Use Policy	43

SECTION 2: INTRODUCTORY MATERIAL

Rationale

This document is essential because it:

- Identifies our current status with regard to technology programming and equipment.
- Focuses our efforts with regard to technology initiatives.

District Profile

South Lake Schools, located in Macomb County, is a suburban school district that serves segments of the populations of two cities, St. Clair Shores and Eastpointe. It has approximately 2200 students attending four elementary schools, one middle school, and one high school. There are 157 certified instructional staff members, 120 support staff, and 13 administrators.

Avalon Elementary School houses the mildly cognitively impaired program serving St. Clair Shores. Pare Elementary School houses an Early Childhood Program. Students placed in these programs are assessed by our Special Education Department and/or the Special Education staff at the M.I.S.D.

Elmwood Elementary School hosts the Multiage-Accelerated Program. This is a magnet program for academically accelerated students in grades three through six. Sixty students from our elementary schools are eligible to participate in the program.

Koepsell Education Center offers a multi-age program based on Dr. William Glasser's "Quality Schools" philosophy. This program is open to all K-6 students who attend South Lake Schools as a choice option, on a space available basis.

South Lake Middle School hosts the Global Studies Initiative. Students in this program are conjoined into a collaborative learning cohort. The cohort studies the traditional middle school curriculum with an increased awareness of the effects of globalization. The experience is enriched by study of Mandarin Chinese. One hundred students participate in the program

South Lake High School participates in CTE Consortium scheduling. This method of cooperative scheduling provides students access to courses in three high schools. The result provides for the ability to offer courses which may otherwise be unavailable.

South Lake Schools, in consort with Lake Shore Public Schools and Lakeview Public Schools, operates an Adult and Community Education Program. Instructional programming emphasizes assisting youth who do not attend their traditional high school.

Secondary Schools

South Lake High School
21900 Stadium Blvd.
St. Clair Shores, MI 48080
South Lake Middle School
21621 California
St. Clair Shores, MI 48080

Elementary Schools

Avalon Elementary
20000 Avalon
St. Clair Shores, MI 48080
Elmwood Elementary
22700 California
St. Clair Shores, MI 48080
Koepsell Education Center
21760 Raven
Eastpointe, MI 48021
Pare Elementary
23500 Pare
St. Clair Shores, MI 48080

Other

South Lake Central Office Building
23101 Stadium Blvd.
St. Clair Shores, MI 48080

District Vision Statement

It is our vision to create a school district, characterized by the quality of our staff, which is committed to working together with community in a positive learning environment to prepare all learners for the future.

District Mission Statement

It is our mission to engage learners of all ages in a comprehensive educational process, which helps them:

- think clearly;
- communicate effectively;
- capitalize on change;
- assume responsibility;
- learn continuously;
- prepare for their future.

District Belief Statements

We believe...

- All decision-making must be based on what is best for children academically, socially, physically, and emotionally.
- South Lake Schools is a community of learners and all members of the community have a right to succeed.
- High expectations lead to high achievement.
- Attitude is more important than ability.
- All members of the South Lake learning community are responsible for their own actions.
- The diversity of our learning community is valued as a positive reflection of American Society.
- Teaching how to get information and how to examine information critically is more important than teaching specific factual knowledge.

SECTION 3: VISION AND GOALS

Introduction

South Lake Schools, through review of research and literature, restructured its Instructional Technology Department in July 2007 to move toward the seamless infusion of technology into classroom. The Technology Curriculum Committee was repurposed to focus on curriculum alignment and integration. The District Technology Committee was renamed the Technology Relations Committee and repurposed to focus on communication and community support. A Technology Infrastructure Committee was developed to focus on hardware and software maintenance and improvements.

To provide a foundation for the restructuring, these groups worked together to develop dynamic vision and mission statements, which supported by a plethora of belief statements that support the meaningful implementation.

Technology Vision Statement

South Lake Schools promotes life long learning through the effective use of technology in a global society.

Technology Mission Statement

Our mission is to engage life long learners in the effective use of technology in support of a comprehensive educational process which helps them:

- Think clearly
- Communicate effectively
- Capitalize on change
- Assume responsibility
- Learn continuously
- Prepare for their future

Technology Belief Statements

We believe that ...

Students will have

- Access to working technology in the classroom
- Meaningful instruction in the use of technology
- Personal growth through the successful use of technology

We believe that...

South Lake Schools employees will have

- Dedicated time within the school calendar for professional development in the effective integration of technology.
- Dedicated time within the school calendar for professional development in the use of technology for data management.
- Valued support from peers in the use and integration of technology.

Technology Goal Statements

Curriculum

Students are competent in using productivity tools to enhance their own learning.
Students self assess the products they create using rubrics.

Research and Ethics

Students are critical evaluators of electronic resources.
Students correctly construct a reference page that encompasses print and electronic resources.
Teachers are critical evaluators of electronic resources.
Create a standard, scaffolded k-12 citation format that encompasses print and electronic resources.

Safety

Students use technology within the framework outlined in the acceptable use policy.
Teachers work within the framework of the acceptable use policy.

Professional Development

Teachers are competent in using productivity tools to enhance student learning.
Teachers are confident in creating developmentally appropriate rubrics for assigned tasks.

Infrastructure

Replace and update server facilities and components.
Wireless capabilities deployed at all district facilities.
Expand available hardware capabilities to improve instruction and learning.
Expand available software capabilities to improve instruction and learning.

Funding and Budget

Available monies will be spent on technologies to enhance the learning process and management of this process.

Monitoring and Evaluation

Develop formal evaluation plan.

I. CURRICULUM

SECTION 4: CURRICULUM INTEGRATION

Michigan Educational Technology Standards

South Lake Schools has adopted the Michigan Educational Technology Standards as the documentation that guides technology integration throughout the curriculum. This documentation can be located on the web at http://michigan.gov/mde/0,1607,7-140-28753_33232_37328---,00.html.

Profiles for Technology Literate Students

Through integration, our students will demonstrate the technology abilities published by the International Society for Technology Education. The profiles for technology literate students can be located on the web at http://www.iste.org/Content/NavigationMenu/NETS/ForStudents/2007Standards/NETS-S_2007_Student_Profiles.pdf.

Curriculum Synopsis

Expectations for student outcomes utilizing technology throughout the curriculum places value on the application of knowledge for problem solving, management, and creativity. Students at South Lake Schools will be able to

- Use and transfer technological knowledge and skills for societal participation.
- Use technologies to retrieve, organize, manipulate, evaluate, and communicate information.
- Apply appropriate technologies to critical thinking, creative expression, and decision making.
- Employ a systematic approach to technological solutions by using resources and processes to create, maintain, and improve products, systems, and environments.
- Apply ethical and legal standards in use of technology.
- Evaluate the societal and environmental impacts of technology and forecast alternative uses and possible consequences to make informed civic, social, and economic decisions.

A written curriculum and with a skill checklist is being developed in collaboration with the district curriculum committees. This documentation will be completed during the 2008/2009 school year. It is supported by the Michigan Educational

Technology Standards and the Profiles for Literate Students. This timeline will support teachers in the development of their Curriculum Maps, Understanding by Design units of study, and International Baccalaureate Primary Years Programme units of inquiry.

SECTION 5: STUDENT ACHIEVEMENT

Sample Skill Area Scope

K-5 Technology Skills Scope								
Skill Area	Skill	NETS	K	1	2	3	4	5
Basic Operations	Turn computer on/off	1	S					
Basic Operations	Log on to the network	1	S					
Basic Operations	Use mouse	1	S					
Basic Operations	Start and quit programs	1	S					
Basic Operations	Use drop down menus (File)	1	S					
Basic Operations	Use drop down menus (File, Edit, Format)	1		B	D	S		
Basic Operations	Use basic computer vocabulary	1	B	D	D	D	D	S
Basic Operations	Insert/eject external media	1		B	D	S		
Basic Operations	Find and open exiting documents in a document folder	1		B	D	S		
Basic Operations	Name and save a document in a personal document folder	1		B	D	S		
Basic Operations	Delete unneeded files	1			B	D	S	
Basic Operations	Create a folder	1				B	D	S
Basic Operations	Use "Save as" to change document name or location	1				D	S	
Basic Operations	Use "Find" to locate a file	1						S
Basic Operations	Copy files from shared folders to personal folders	1				D	S	
Basic Operations	Cop files from personal folders to shared folders	1				D	S	
Basic Operations	Use Standard, Formatting, and Drawing toolbars	1			B	D	S	
Basic Operations	Print Documents	1	B	D	S			
Basic Operations	Select a printer	1		B	D	D	S	
Basic Operations	Use a digital camera for still images	1			B	D	S	
Basic Operations	Use keyboard shortcuts	1				B	D	S
Basic Operations	Choose between closing a document and quitting a program	1				S		
Basic Operations	Import digital pictures from another source	1				B	D	S

Basic Operations	Use two or more programs at one time	1				B	D	S
Basic Operations	Use document templates	3				B	D	S
Basic Operations	Plan a project with a graphic organizer	3				B	D	S
Key Boarding	Explore keyboard	1	S					
Key Boarding	Type name and meaningful words	3	D	S				
Key Boarding	Explore keyboard with left and right hands	1		D	S			
Key Boarding	Use period, question mark, exclamation point, shift	1	B	D	S			
Key Boarding	Use delete, spacebar, and enter/return	1	B	D	S			
Key Boarding	Use home row with correct finger placement	1				B	D	S
Key Boarding	Type sentences with correct conventions	3	B	D	S			
Key Boarding	10 words per minute with 80% accuracy	1					S	
Key Boarding	Type paragraphs with correct conventions	3					B	D
Key Boarding	15 words per minute with 85% accuracy	1						S
Key Boarding	20 words per minute with 85% accuracy	1						S
Paint/Draw	Select and use program tools	3	S					
Paint/Draw	Draw, paint, type, and write to create a product	3	D	S				
Desktop Publishing	Select text	3		D	S			
Desktop Publishing	Format text by changing font/size	3		D	S			
Desktop Publishing	Edit to undo and correct errors	3		D	S			
Desktop Publishing	Insert text using mouse and cursor	3		D	S			
Desktop Publishing	Format text by changing style (bold and italics)	3		D	S			
Desktop Publishing	Change the page setup (portrait/landscape)	3		D	S			
Desktop Publishing	Format text alignment (left/center/right)	3		D	S			

Desktop Publishing	Edit by using spell check	3		D	S			
Desktop Publishing	Add clip art	3		B	D	S		
Desktop Publishing	Import graphics other than clip art	3			B	D	S	
Desktop Publishing	Add borders and colors	3				D	S	
Desktop Publishing	Edit by copying, cutting, and pasting	3				B	D	S
Desktop Publishing	Delete blank pages at the end of a document before printing	3				B	D	S
Desktop Publishing	Create tables within a document	3					B	D
Desktop Publishing	Format document by setting margins, tabs, and line spacing	3				B	D	S
Desktop Publishing	Import data into a document for other sources (i.e. spreadsheet)	3				B	D	S
Desktop Publishing	Edit document by using thesaurus	3					B	D
Multimedia Presentation	View a presentation	4	S					
Multimedia Presentation	Navigate a presentation	1	D	S				
Multimedia Presentation	Use a graphic organizer to plan presentation	4				B	D	S
Multimedia Presentation	Create a linear slide show including text, audio, graphics, and transitions	3		B	D	S		
Multimedia Presentation	Create a non-linear slide show	3			B	D	S	

Multimedia Presentation	Provide information from a variety of resources	3			B	D	S	
Multimedia Presentation	Import graphics from the internet	3			B	D	S	
Multimedia Presentation	Cite sources in presentation	3			B	D	S	
Multimedia Presentation	Create animations	3						B
Communication	Send, receive, reply to e-mail	4			B	D	S	
Communication	Use address book, cc., and send receive attachments in email	4				B	D	S
Communication	Use OPAC	4		D	S			
Communication	Navigate electronic media	5		D	S			
Communication	Search electronic media by title, keyword, or subject	5				B	D	S
Communication	Access electronic periodicals	5				B	D	S
Communication	Navigate teachers selected websites	5		B	D	S		
Communication	Print pages from a browser	2					D	S
Communication	Access web hyperlinks from online encyclopedia	5					D	S
Communication	Evaluate websites for content reliability and credibility	5					B	S
Spreadsheet	Participate in class activity that involves creating a graph	1			S			
Spreadsheet	Enter, chart, and graph data	3				B	D	S
Spreadsheet	Sort data.	3					B	S
Spreadsheet	Apply simple formulas.	3						B
Database	Search and sort existing databases	5						B
Database	Understand the difference between records and fields	1						B

Sample Grade Level Sequence

Lesson	Topic	Content	Resources	Standards <i>MI-ETSE K-2</i>
1	General Technology Awareness Computers	<ul style="list-style-type: none"> • Introduction to Computers • Computer Parts and Operations 	TW GTA 0.01 TW GTA 0.02	BOC.01 BOC.03 BOC.04
2	General Technology Awareness Computers	<ul style="list-style-type: none"> • Starting, restarting, & shutting down computers. • Logging on to the network: Generic User IDs and passwords 	TW GTA 0.03	BOC.01 SEH.03
3	General Technology Awareness Computers	<ul style="list-style-type: none"> • Equipment use and care • Appropriate behavior • Computer Viruses 	TW GTA 0.04 TW GTA 0.16 I-Safe	BOC.01 BOC.05 SEH.04 SEH.05
4	General Technology Awareness Mouse	<ul style="list-style-type: none"> • Identifying the mouse • Pointing and moving a mouse • Using a mouse 	TW GTA 0.09 TW GTA 0.10	BOC.03
5	General Technology Awareness Icons	<ul style="list-style-type: none"> • Identifying icons • Selecting icons using the mouse • Clicking and dragging with the mouse 	TW GTA 0.11 TW GTA 0.12 TW GTA 0.13	BOC.03

6	General Technology Awareness Programs	<ul style="list-style-type: none"> Starting and quitting a program using the mouse Locating and selecting from a menu or tool bar Printing a document 	TW GTA 0.14 TW GTA 0.15	BOC.08
7	General Technology Awareness Assessment	<ul style="list-style-type: none"> Assessment GTA Teamwork 	TW GTA 0.16	TPT.03
8	Productivity Paint and Draw	<ul style="list-style-type: none"> Open paint program Access paint tools Select paint tools Visual Arts: Creativity 	TW P&D 0.01	TPT.01 TPT.02 SEH.06 TCT.02
9	Productivity Paint and Draw	<ul style="list-style-type: none"> Select and use pencil and eraser tools Social Studies: All About Me 	TW P&D 0.02	TPT.01 TPT.02 SEH.06 TCT.02
10	Productivity Paint and Draw	<ul style="list-style-type: none"> Select and use paintbrush tool Social Studies: All About Me 	TW P&D 0.03	TPT.01 TPT.02 SEH.06 TCT.02
11	Productivity Paint and Draw	<ul style="list-style-type: none"> Select and use spray can tool Change color or pattern Science: Water Cycle 	TW P&D 0.04	TPT.01 TPT.02 SEH.06 TCT.02
12	Productivity Paint an Draw	<ul style="list-style-type: none"> Select and use line tools Mathematics: Numeration 	TW P&D 0.06	TPT.01 TPT.02 SEH.06 TCT.02

13	Productivity Paint and Draw	<ul style="list-style-type: none"> • Select and use shape tools • Mathematics: Numeration 	TW P&D 0.06	TPT.01 TPT.02 SEH.06 TCT.02
14	Productivity Paint and Draw	<ul style="list-style-type: none"> • Select and use paint bucket tool • Mathematics: Numeration 	TW P&D 0.05	TPT.01 TPT.02 SEH.06 TCT.02
15	Productivity Paint and Draw	<ul style="list-style-type: none"> • Select and use text tool • Language Arts: Names 		TPT.01 TPT.02 SEH.06 TCT.02
16	Productivity Paint and Draw Assessment 1	<ul style="list-style-type: none"> • Introduce Rubric Concept • Assessment P&D 1 	TW P&D 0.16	TPT.01 TPT.02 SEH.06 TCT.02 BOC.09
17	General Technology Awareness Computers	<ul style="list-style-type: none"> • Logging on to the network: Personal User IDs and passwords 	TW GTA 0.03	SEH.03
18	General Technology Awareness Media formats Saving Files	<ul style="list-style-type: none"> • Discuss media formats and their care • Match media formats to correct devices • Saving a document 	TW GTA 0.05	BOC.05 BOC.08

19	Productivity Paint and Draw (Review)	<ul style="list-style-type: none"> • Review pencil, paintbrush, and paint can tools • Rubric • Science: Animals 	TW P&D 0.07	TPT.01 TPT.02 SEH.06 TCT.02 BOC.09
20	Productivity Paint and Draw (Review)	<ul style="list-style-type: none"> • Review pencil, paintbrush, spray can, and paint can tools • Rubric • Science: Animals in natural habitat 	TW P&D 0.15	TPT.01 TPT.02 SEH.06 TCT.02 BOC.09
21	Productivity Paint and Draw (Review)	<ul style="list-style-type: none"> • Review pencil, paintbrush, shape, paint can, and text tools • Rubric • Science: Food Chains • Language Arts: Labeling Drawings 	TW P&D 0.12	TPT.01 TPT.02 SEH.06 TCT.02 BOC.09
22	Productivity Paint and Draw (Review)	<ul style="list-style-type: none"> • Review shape, line, paint can, and pencil tools • Rubric • Mathematics: Counting 	TW P&D 0.09	TPT.01 TPT.02 SEH.06 TCT.02 BOC.09
23	Productivity Paint and Draw (Review)	<ul style="list-style-type: none"> • Review pencil, paintbrush, spray can, shape, and paint can tools • Rubric • Social Studies: All About Me (Age) • Mathematics: Counting 	TW P&D 0.08	TPT.01 TPT.02 SEH.06 TCT.02 BOC.09

24	Productivity Paint and Draw (Review)	<ul style="list-style-type: none"> Review pencil, paintbrush, line, shape, and paint can tools Rubric Social Studies: All About Me/My Community (House) 	TW P&D 0.11	TPT.01 TPT.02 SEH.06 TCT.02 BOC.09
25	Productivity Paint and Draw (Review)	<ul style="list-style-type: none"> Review shape, line, pencil, paintbrush, and spray can tools Rubric Social Studies: My Community: Transportation 	TW P&D 0.10	TPT.01 TPT.02 SEH.06 TCT.02 BOC.09
26	Productivity Paint and Draw (Review)	<ul style="list-style-type: none"> Review paint can and eraser tools Rubric Mathematics: Subtraction Social Studies: My family 	TW P&D 0.13	TPT.01 TPT.02 SEH.06 TCT.02 BOC.09
27	Productivity Paint and Draw (Review)	<ul style="list-style-type: none"> Review shape and paint can tools Rubric Mathematics: Patterns 		TPT.01 TPT.02 SEH.06 TCT.02 BOC.09
28	Productivity Paint and Draw Assessment 2	<ul style="list-style-type: none"> Assessment P&D 2 Rubric 	TW P&D 0.14	TPT.01 TPT.02 SEH.06 TCT.02 BOC.09
29	Productivity Keyboarding	<ul style="list-style-type: none"> Position of keys on the keyboard Opening up a word processing program 	TW KB 0.01	SEH.06 TPT.01 TPT.02 TCT.02

30	Productivity Keyboarding	<ul style="list-style-type: none"> Letter and number keys 	TW KB 0.02	SEH.06 TPT.01 TPT.02 TCT.02
31	Productivity Keyboarding	<ul style="list-style-type: none"> Punctuation and symbol keys 	TW KB 0.03	SEH.06 TPT.01 TPT.02 TCT.02
32	Productivity Keyboarding	<ul style="list-style-type: none"> Special keys 	TW KB 0.04	SEH.06 TPT.01 TPT.02 TCT.02
33	Technology Communication Internet Safety	<ul style="list-style-type: none"> Cyber Community Stranger Danger 	I-Safe I-Safe	TCT.01 SHE.04 SHE.05
34	Technology Research Information Gathering	<ul style="list-style-type: none"> Super 3 Research Strategy Introduction Plan, Do, & Review Using technology resources to solve problems Class mini research project in teacher selected content area 		TRT.01 TRT.02 TRT.03 TRT.04 TPDT.01 BOC.06 SEH.07

35	Technology Research Information Gathering	<ul style="list-style-type: none"> • Super 3 Research Strategy Plan • Write Research Questions • Initiate a Plan for searching for Information • Generate a List of Resources • Individual research project in teacher selected content area 		TRT.02
36	Technology Research Information Gathering	<ul style="list-style-type: none"> • Super 3 Research Strategy Do • Recognize and use web database to access resources • Interpret simple information with support • Super 3 Research Strategy Review • Individual research project in teacher selected content area • Citation (Title & Author) 		TRT.01 TRT.03 TRT.04 BOC.06
37	Productivity/Technology Research Presenting Research	<ul style="list-style-type: none"> • Select appropriate program to share information • Publish research • Individual research project in teacher selected content area 		BOC.07 TPT.02 TCT.02 TCT.03

Sample Grade Level Vocabulary List

K-2 Technology Vocabulary					
TERM	SOURCE	GRADE	TERM	SOURCE	GRADE
Acceptable Use Policy	K-2 ETSE	K	file menu	TechWorks	K
alphabet	Other	K	folder	TechWorks	2
alphabetical order	Other	K	format	TechWorks	2
arrangement	Other	2	graphics	K-2 ETSE	K
arrow keys	TechWorks	2	Guide words	Other	2
audio/video player	K-2 ETSE	K	hard drive	TechWorks	2
author	Other	K	hardware	K-2 ETSE	K
autobiography	Other	2	highlight	TechWorks	2
backspace	TechWorks	K	icon	K-2 ETSE	K
biography	Other	2	illustrator	TechWorks	K
book	Marzano	K	information	Other	K
book shelf, shelf	Other	K	insert	K-2 ETSE	K
boot up	TechWorks	K	insertion point	TechWorks	K
browse	TechWorks	K	Internet	TechWorks	1
cable	TechWorks	K	key	K-2 ETSE	K
calculator	TechWorks	2	keyboard(ing)	TechWorks	K
call number	Other	1	keyword	K-2 ETSE	K
camera	K-2 ETSE	K	left	K-2 ETSE	K
caps lock	TechWorks	2	letter key	TechWorks	K
CD	K-2 ETSE	K	librarian, media specialist	TechWorks	K
CD-ROM	K-2 ETSE	K	library	Other	K
checklist	K-2 ETSE	K	line tool	Other	K
citizenship	Other	K	log off	TechWorks	K
classification	Other	2	log on	TechWorks	K
click	TechWorks	K	lower case	Marzano	K

close	K-2 ETSE	K	magazine	TechWorks	K
command	TechWorks	K	map	Marzano	K
computer	K-2 ETSE	K	media	Marzano	K
cover	K-2 ETSE	K	media	K-2 ETSE	K
CPU	Other	K	menu	K-2 ETSE	K
cybercommunity	Other	K	monitor	TechWorks	K
database	TechWorks	K	mouse	K-2 ETSE	K
definition	K-2 ETSE	K	movie	K-2 ETSE	K
delete	Other	1	navigate	Marzano	K
deselect	TechWorks	K	new	TechWorks	1
desk accessory	TechWorks	2	newspaper	K-2 ETSE	K
Dewey Decimal System	Other	2	nonfiction	Marzano	K
dictionary	TechWorks	K	number key	Other	K
diskette	K-2 ETSE	K	open	K-2 ETSE	K
document	K-2 ETSE	K	paint bucket tool	TechWorks	K
double click	TechWorks	K	paint program	TechWorks	K
drag	TechWorks	K	paint tools	TechWorks	K
drawing	TechWorks	K	paintbrush tool	TechWorks	K
drive	K-2 ETSE	K	password	TechWorks	K
DVD	TechWorks	K	pencil tool	K-2 ETSE	K
eject	K-2 ETSE	K	photo(graph)	TechWorks	K
e-mail	TechWorks	K	point	K-2 ETSE	K
encyclopedia	K-2 ETSE	K	presentation	TechWorks	K
enter key	K-2 ETSE	K	print	K-2 ETSE	K
eraser tool	TechWorks	K	printer	K-2 ETSE	K
fiction	TechWorks	K	privacy	K-2 ETSE	K
produce	K-2 ETSE	K	submenu	TechWorks	2
publish(er)	Marzano	K	symbol keys	K-2 ETSE	K
punctuation keys	Marzano	K	tab	TechWorks	K

quit	TechWorks	K		table of contents	TechWorks	K
restart	TechWorks	K		technology	Other	1
retrieve	TechWorks	2		telecommunications	K-2 ETSE	K
return key	TechWorks	K		telephone, phone	K-2 ETSE	K
right	TechWorks	K		television	K-2 ETSE	K
save	TechWorks	K		text	K-2 ETSE	K
search engine	K-2 ETSE	K		text tool	K-2 ETSE	K
select	K-2 ETSE	K		title	TechWorks	1
shape tool	Other	K		title page	Other	K
shelf marker	TechWorks	K		typing	Other	1
shift	TechWorks	K		upper case	Marzano	K
shortcut	Other	K		video(tape)	K-2 ETSE	K
shut down	TechWorks	1		warm boot	TechWorks	2
software	TechWorks	K		web browser	K-2 ETSE	K
space bar	K-2 ETSE	K		website	K-2 ETSE	K
spine	TechWorks	K		word processor	K-2 ETSE	K
spraycan tool	Other	K		word wrap	TechWorks	2
spreadsheet	TechWorks	K		World Wide Web	K-2 ETSE	K
storyboard	Marzano	2				

Eighth Grade Proficiency

South Lake Schools has aligned its technology integration strategies with the Michigan Educational Technology Standards and Expectations. To assess the effect of the integration, South Lake Schools has implemented an 8th grade technology literacy test to assess student technology skills.

Curricular Support

In cohort with the Director of Curriculum and the School Improvement Teams, indicators of student achievement and success (MME, MEAP, and grade level and content area common assessments) are analyzed. Learning programs (NovaNET, Study Island, and Scholastic Reading Inventory) have been implemented to assess students and to support educational growth.

SECTION 6: TECHNOLOGY DELIVERY

There is access to computers, the Internet, and technology peripherals in every classroom. Teachers are encouraged to use these materials for development and delivery of instruction and for classroom management functions. Additionally, the classroom instruction should incorporate opportunities to provide students with direct access to the available technologies. To facilitate these experiences, all schools are equipped with a lab environment.

South Lake Schools has a distance learning lab at its high school. Computer technicians and media specialists were trained to use the equipment to manage distance learning events.

Distance learning, via resources such as Michigan Virtual High School and Brigham Young University, are available to students that have schedule conflicts, the need for a course that is not offered at our school system, or a need to recover credits. The students work with the counseling department to determine placement. In response to the online component of the Michigan Merit High School Graduation Requirements, we are in the process of developing policies and procedures that will widen the availability of online courses.

SECTION 7: PARENTAL COMMUNICATIONS AND COMMUNITY RELATIONS

Technology Relations Committee

The Technology Relations Committee seeks to promote and increase parental involvement and to build community relations. Currently, the committee is seeking to establish its membership and to develop initiatives that will enhance district and community's relationship.

Subscriber Network

We broadcast information to the community, 24 hours a day, on the school cable channel. The most recent South Lake Board Meeting is broadcast twice each day.

District Website

South Lake Schools maintains an informational website. The technology plan is available to the public on the website. We are exploring the possibility of adding an Online School Store to the website, which will promote the flow of spirit merchandise into the community.

Teacher Web Pages, Blogs, and Blackboard Courses

South Lake Teachers have the opportunity to maintain a classroom website, blog, or BlackBoard course. Through professional development initiatives, we would like to prepare our teachers to better use these tools to communicate with students, parents, and community members.

Telephone Communication

All classroom teachers, administrators, and office personnel have access to telephones and are expected to maintain a voice mailbox.

SynreVoice, an autodialing system, is used to inform parents of student attendance and important school events.

E-mail Communication

All classroom teachers, administrators, and office personnel are supplied with e-mail accounts to facilitate communication with colleagues, parents, and community members.

Report Cards and Progress Reports

Our secondary schools use a computer-generated report card system. In 2007-2008 we implemented use of the computer-generated report card system in grades 3-6. This report card system possesses the capabilities to produce progress reports that can be e-mailed to students and parents.

SECTION 8: COLLABORATION

Saint Clair Shores Public Library

The Saint Clair is an important resource for our students, who are encouraged to obtain library cards and to become regular patrons. Student fieldtrips to the library reinforce 21st century literacy and research skills.

To enhance student learning, the district supplies copies of textbooks to the public library. Additionally, individual teachers work with the public library to obtain materials to enhance classroom and school resources. Online communication and Internet access enhances these services.

Saint Clair Shores Adult and Community Education

South Lake Schools currently provides access to our technology labs to the Saint Clair Shores Adult and Community education. This access enables evening courses that focus on software use to be offered to the residents of Saint Clair Shores.

South Lake Schools has partnered with the Saint Clair Shores Adult and Community Education program to support the unified summer school program. All South Lake Students that are to be enrolled in the summer school program will take an online subject specific assessment that seeks to identify specific benchmarks that individual students have not mastered. Additionally, South Lake Schools supports the computer aided instruction credit recovery courses that the Adult and Community Education Center offers.

II. PROFESSIONAL DEVELOPMENT

SECTION 9: PROFESSIONAL DEVELOPMENT

South Lake Schools believes that professional development is an essential component of successful education systems. We further believe that the best and most effective professional development initiatives:

- Are best when conducted with colleagues across the school/district and focused on improving staff practices and student achievement.
- Emphasize both content and pedagogy of teaching and learning.
- Are needs-based, aligned, job-embedded and results-driven.
- Are enhanced through constructivist practice including action research, peer study groups, and demonstration classrooms within the school.
- Should be driven by District standards and student data.
- Should be based on current research and best practices.
- Should be aligned with the Michigan Curriculum Framework, the District Strategic Plan, and the school improvement plans.
- Should be widely varied and include opportunities for participation of all adults whether certified or non-certified.

We further believe that all professional learning activity requests should be measured against the following criteria:

- The teacher is new to the grade level or content area.
- The teacher/staff member is new to South Lake School District.
- Granting the request would not result in the development of an inequitable situation.
- The activity/experience is aligned to the Michigan Curriculum Framework, school improvement goals and the South Lake School Schools Strategic Plan.
- The participant is willing and able to share his/her learning in a timely manner.
- The activity/experience is connected to an ongoing initiative.
- The activity/experience is connected to the individual's professional goals.

Guidelines for professional development programming were reviewed and revised by the District School Improvement Team. Decisions about expenditures are site-based. The guidelines apply to all funding for professional development, regardless of source. In addition to the Board of Education's support, we have No Child Left Behind, Safe and Drug Free Schools, and Career Preparation funds.

Professional Learning Communities

South Lake Middle School and South Lake elementary schools participate in Professional Learning Communities based on the work of Rick Dufour that identify school improvement goals, strategies, and assessments. Technology integration and accessibility are regularly discussed in these meetings.

Understanding by Design

Understanding by Design supports the notion of how to professionally develop teachers on a continuous basis, to achieve the goal of highly competent, proficient teachers in all classrooms. Quality control measures are being developed that support the increased integration of technology into all aspects of the curriculum.

Universal Design for Learning

A cohort participated in the first Universal Design for Learning development program offered by Macomb Intermediate School District. A plan to share the knowledge and skills that this cohort obtained with regards to using technology to adapt learning and evaluation of learning for students is being developed.

Curriculum Mapping

Curriculum mapping is at the core of South Lake School District technology and instructional development. Curriculum mapping is a data collection process that emphasizes standards alignment, integrated curriculum, curriculum review and renewal, and communication. Curriculum mapping seeks to improve student learning and staff collaboration. South Lake Schools subscribes to Atlas, an online program, which enables the staff to develop collaborative curriculum maps. The curriculum maps provide qualitative data that is influential in the professional development decision making process.

SECTION 10: SUPPORTING RESOURCES

South Lake Schools uses a variety of resources to support the technology program.

Acceptable Use Policies

Policies have been written regarding the acceptable use of the available technologies. The policies have been prepared to identify the behaviors that South Lake Schools deems acceptable and unacceptable.

Classrooms

Each classroom is supported with basic technologies. This includes:

- One computer for management and instructional purposes.
- One television
- DVD/VCR player
- Mirror imaging device that allows for projection of computer onto classroom computer
- Telephone
- Pods of computers for student use

Media Centers

Media centers have resources available for checkout. Available equipment includes:

- Projectors
- Document cameras
- Audience response systems
- Digital still cameras
- Digital video cameras
- Scanners
- Laptop computers

Video Streaming

South Lake Schools, via the support of the Macomb Intermediate School District, has access to Discovery Streaming. This system provides staff and students with access to a library of video clips that may be projected using technologies available in the classroom.

Macomb Intermediate School District

The Macomb Intermediate School district provides instructional and management technology training and resources.

III. INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT, AND SOFTWARE

SECTION 11: INFRASTRUCTURE NEEDS/TECHNICAL SPECIFICATION, AND DESIGN

Networks and File Server

South Lake Schools provides a wide area network connectivity between buildings. Each building is supported by local area network. The networks provide for shared academic and administrative resources including student accounting, attendance, student evaluation, productivity, and file storage.

File servers provide directory storage, printing services, and network operating systems. Internet access is provided via fiber-optic cabling from each building to South Lake Schools' main hub. South Lake Schools' main hub is connected to the Macomb Intermediate School District via fiber-optic cabling.

Plans for Future Upgrades

The district plans to upgrade our server capabilities to enhance service to student and staff. Additionally, the district plans to provide wireless access points at all facilities to increase access to technology.

Telephones

South Lake Schools provides telephones and voicemail boxes to all staff members.

Mass Calling

South Lake Schools utilizes an Synrevoice, a web based program, to mass call students and staff when necessary. This system is also used for attendance notification for students attending South Lake High School.

Teleconferencing

A distance learning room is available at South Lake High School.

Equipment Specifications:

1 JVC Video Projector	2 EVID 30 Sony Cameras	1 Gentner AP800 Echo Cancel
3 PICI PFAD 900 Demodulators	1 ELMO EV400 Document Camera	4 Shure MX202BL Ceiling Mics
2 JVC TMA9U 9" Monitors	1 JVC Dual Rack Mount	1 TVATOR Remote II Scan Conv
2 BOSE Model 25 Speakers	1 Bogen AMP C35 with Rack	1 SAT35AW Rack Mtd. Vol. Ctrl.
1 Kramer 1202/232 Matrix Switcher	2 JVC HRVP47OU 4 Head VCR	3 19 Rack Shelves
4 AV6A 6 Way Audio/Video Amps	1 Shure LX 1484 Wireless Lav Mic	1 Shure LX2458 Wireless Lav Mic
1 ATMX341A Auto Mic Mixer	1 4 Audio Dsbl Switch	2 IR Repeaters with Tbl Top Sens
1 Rack Mounted Power Supply	1 Custom Console	1 Tabletop Console
Custom Cabinet		

Plans for Future Upgrades

The district plans to purchase portable equipment to enable easier access to distance learning in the other academic buildings.

Video Production Cart

Each building is equipped with a video production cart.

Equipment Specifications:

1 Drake VM 2050 Sub-band Modulator	1 Blonder Tongue DSV Sub-band Splitter
1 RCA CC4252 Video Camera	1 RCA 13308/13313 Preview Monitor
1 ICOMM Monopad	1 Luxor VPC-42 Cart
! Shure SCM 268 Mixer with Power Supply	1 ICOMM ICC 1010 Microphone and Cable

Cablecast Equipment

Each building is equipped with a video head-end unit for classroom cable-casting.

Equipment Specifications:

1 Blonder Tongue ACA35-1000 RF Amp	1 Drake RMM4 Modulator Chassis and Power Supply
2 Drake VMM806 Agile Modulator	1 Blonder Tongue AD1/OPT17 Agile Sub-band Demodulator
1 Blonder Tongue oc8 Combiner	1 Blonder tongue BIDA 75 ^a -42 RF Amp System Output
1 Blonder Tongue DSV Sub-band Splitter	1 Sony SVO-1630/RKSV060 VCR
1 RCA rc5910p DVD Players	1 RCA 13308/13318 13" Preview Monitor
1 Mid Atlantic RSH Monitor	1 Mid Atlantic Equipment Cabinet w/vented top

Plans for Future Upgrades

A laptop computer will be added to each head-end unit to enable broadcast of multimedia presentations.

Hardware

There are many technologies available to support classroom instruction.

South Lake Schools has standardized on the following hardware, which is currently being used by students and teachers in the classroom, computer labs, and media centers.

Current Minimum Technologies Supporting the Elementary Schools

Classroom	Computer Labs (1 per school)	Media Centers
<ul style="list-style-type: none"> • 1 computer for instruction and management with network connection • Print access • Internet access • 1 27" or larger television • Cable TV access • Scan converters • DVD/VCR • Pods of computers for student use 	<ul style="list-style-type: none"> • Networked lab with 33 stations • Color Laser Printer • Black and White Laser Printer • Color Scanner • Internet access • Memory card reader • 1 32" television • DVD/VCR 	<ul style="list-style-type: none"> • 1 circulation station for library automation • 4 or more patron stations for OPAC • Network Printers • Telephones • Digital Cameras • Digital Video Cameras • Media Projectors • Internet Access • SmartBoard with projector and laptop • 1 32" television • DVD/VCR

Current Minimum Technologies Supporting the Secondary Schools

Classroom	Computer Labs (3 per school)	Media Centers
<ul style="list-style-type: none"> • 1 computer for instruction and management with network connection • Print access • Internet access • 1 27" or larger television • Cable TV access • Scan converters • DVD/VCR • Pods of computers for student use 	<ul style="list-style-type: none"> • Networked labs with 33 stations • Color Laser Printer • Black and White Laser Printer • Color Scanner • Internet access • Memory card reader • 1 32" television • DVD/VCR 	<ul style="list-style-type: none"> • 1 circulation station for library automation • 8 or more patron stations for OPAC • Network Printers • Telephones • Digital Cameras • Digital Video Cameras • Media Projectors • Internet Access • SmartBoard with projector and laptop • 1 32" television • DVD/VCR

Software and Online Resources

Software and online subscriptions are purchased to provide engaging instruction that will stimulate creativity, facilitate individual learning, and increase skills.

Current Minimum Software and Online Resources Used to Support the Curriculum and School Management

Elementary	Middle School	High School
<ul style="list-style-type: none"> • AVG • Adobe Acrobat Reader • BlackBoard • Class XP • Encarta • Destiny • Deep Freeze • Discovery Streaming • Inspiration • I-Safe • Graph Master • Grolier On-line • Image Blender • Kid Pix • Kidspiration • Microsoft Office Suite • Omni Form and Filler • Pegasus Email • Photostory 3 • Printshop • Rubicon Atlas • SASI • Scholastic Keys 	<ul style="list-style-type: none"> • AVG • Adobe Acrobat Reader • BlackBoard • Class XP • Encarta • Destiny • Deep Freeze • Discovery Streaming • Inspiration • I-Safe • Grolier On-line • Image Blender • Mavis Beacon Teaches Typing • Microsoft Office Suite • MOIS • Omni Form and Filler • Pegasus Email • Photostory 3 • Printshop • Rubicon Atlas • SASI • Scholastic Reading Inventory • SIRS 	<ul style="list-style-type: none"> • AVG • Adobe Acrobat Reader • BlackBoard • Class XP • Encarta • Destiny • Deep Freeze • Discovery Streaming • Inspiration • I-Safe • Grolier On-line • Image Blender • Meal Magic • Microsoft Office Suite • MOIS • NovaNET • Omni Form and Filler • Pegasus Email • PhotoShop • Photostory 3 • Printshop • Rubicon Atlas • SASI

<ul style="list-style-type: none"> • Scholastic Reading Inventory • Study Island • Tessellation Exploration • Time Liner • Type to Learn • Type to Learn Jr. • Write Out Loud 	<ul style="list-style-type: none"> • Study Island • Write Out Loud 	<ul style="list-style-type: none"> • Scholastic Reading Inventory • SIRS • Write Out Loud
--	--	--

Access to Additional Resources

South Lake Schools provides instructional staff procedures to acquire additional software and Hardware through via request forms. There are available on the internet at http://www.solake.org/technology/technology_forms.cfm.

The Technology Curriculum and Technology Infrastructure Committees review the needs of the district. This aids in determining where additional technology needs exist.

Special needs students may have necessary equipment provided to comply with IEP needs. These requirements are fulfilled in collaboration with the Special Services Department and the Macomb Intermediate School District.

Replacement Cycle

South Lake Schools comprehends the need to replace and upgrade equipment on an ongoing bases to keep current with advancements in technology.

Televisions are replaced when cost for repair exceeds their value. Peripheral items, such as DVD players and projectors, will be replaced when the equipment is no longer serviceable or fails to meet its intended purpose. Computing equipment requires more frequent replacement and upgrade to maintain functionality in supporting the curriculum and school management.

Plans for Future Upgrades

Technology	Proposed Timeline
Replace all lab computers and teacher stations	2009/2010
Repurpose existing lab computers to classroom pods	2009/2010
Purchase document cameras for all schools	2008/2009
Purchase audience response systems for all schools	2008/2009
Purchase security cameras for all buildings	2009/2010
Upgrade file servers	2009/2010, as needed
Web-Based grade book Program	2010/2011
Handheld communication devices that interact with network	2010/2011
Purchase Wireless Laptop Carts	2009/1010
Wireless infrastructure	2009/2010
Construct Additional Lab at SLHS to support online learning	2010/2011
Software Purchases	As needed
Upgrade voicemail system	2010/2011
Upgrade phone infrastructure	2010/2011

Technical Support

The district provides technical support at the district and school level. Due to budget constraints, current staffing is minimal, but includes:

- 1 Instructional Technology Coordinator
- 1 Information Technology Technician
- 1 Help Desk Technician
- 1 Media Specialist
- 4 Media Assistants

We hope to add 2 Instructional Technology Technicians in the 2008/2009 school year. We also utilize outside technicians as a supplementary source to assist in the repair and maintenance of technology equipment and systems.

SECTION 12: INCREASE ACCESS

Extended Day Access

All students and staff have access to technology tools and support throughout the school day. In 2008/2009, we will be piloting a staff schedule flex time, which will enable South Lake School District to keep computer labs staffed outside of the typical school day.

Universal Design for Learning

In 2007/2008, five teachers and one Administrator participated in a Universal Design for Learning Cohort Program offered by the Macomb Intermediate School District. Universal Design for Learning emphasizes:

- Multiple means of representation
- Multiple means of action and expression
- Multiple means of engagement

Existing and upgraded technology have supported this initiative.

Safe and Drug Free Schools

Two elementary schools qualify for Safe and Drug Free School Funding. Technology centered before and after school programs have been developed to meet grant requirements. To further support classroom instruction, funds received from this grant have been used to purchase technology peripherals, such as audience response systems and document cameras.

IV. FUNDING AND BUDGET

SECTION 13: BUDGET AND TIMETABLE

In order to implement this strategic plan, South Lake is committed to spending focused and careful allocation of available fund. These budget figures are projections and are subject to available funding.

	2008-2009	2009-2010	2010-2011
Salaries and Benefits	276,440.00	354,188.00	375,974.00
Technology Hardware and Electronics	256,900.00	820,400.00	256,900.00
Telecommunication Services	87,660.00	88,000.00	88,000.00
Maintenance Costs	67,277.00	70,000.00	65,000.00
Technology Software and Curriculum Support	99,075.00	100,000.00	100,000.00
Professional Development	<u>4,500.00</u>	<u>5,000.00</u>	<u>4,000.00</u>
Total Expenditures	704,192.00	1,437,588.00	889,874.00

SECTION 14: COORDINATION OF RESOURCES

A plan is being developed in which technology resources and materials will be evaluated. This evaluation of resources will require input from the Director of Curriculum, the Director of Business, the Instructional Technology Coordinator, and the Technology Curriculum Committee.

General Fund

Almost all equipment and supplies are obtained through usage of general fund money.

Universal Service Fund (E-rate)

Due to the evolution of our student body, South Lake Schools is exploring the how these funds can be used to assist us in offsetting our technology costs, which will enable us to pursue additional technologies.

Grants

South Lake Schools will continue to seek Federal, State, and private grants that will assist in the implementation of this plan.

Partnerships

South Lake Schools, as a member of the Macomb ISD Technology Consortium, will utilize Internet Access and telecommunications services provided through this Consortium to support its mission. The Consortium will seek E-Rate funding discounts to provide Internet Access and Telecommunications Services to its members. The Internet Access acquired by the Consortium and delivered to each member district through the Macomb County fiber wide area network will provide appropriate throughput, latency, and reliability to meet each member district's educational services needs. The telecommunications services to be acquired by the Consortium will include Digital Transmissions Services, including but not limited to, Integrated Services Digital Network (ISDN) PRI circuits that will be used to enable distance-learning experiences for member districts. Some, if not all, of the ISDN PRI circuits to be acquired will be from the Sprint ISDN VPN service which facilitates communications among other school districts and educational institutions (colleges, universities, etc.) who are also members of the Sprint VPN.

South Lake Schools is seeking to increase its partnerships in order to maximize its curricular offerings. The district would like to build partnerships to support on-line education and problem based learning initiatives.

V. MONITORING AND EVALUATION

SECTION 15: EVALUATION

South Lake Schools provides revises of the Strategic Technology Plan every three years. Currently, there is not a formal revision process in place. In the 2008-2009 school year, the Instructional Technology Coordinator will establish a formal, review processes. The review processes will be multifaceted in hopes of identifying met and unmet goals and will include:

- consideration of new research pertaining to technology use in education
- review of State and Federal technology plans
- analysis of District assessment data
- assessment of professional development initiatives
- inventory of available technologies, and
- analysis of budget trends pertaining to technology expenditures.

The review processes will be facilitated by the Instructional Technology Coordinator. The evaluation will require input from the Director of Curriculum, the Director of Business, the Technology Curriculum Committee, the Technology Relations Committee, the Technology Infrastructure Committee.

SECTION 16: ACCEPTABLE USE POLICY

Acceptable Use Policy

South Lake Schools support the use of technology in education. The District understands the needs to comply with the Child Internet Protection Act, and therefore uses a filtering system provided by Macomb Intermediate School District.

To ensure that students, staff, and parents take appropriate advantage to the available technologies, the following policy is provided to all staff members and students. A copy of this policy is included in all South Lake Schools' handbooks.

Technology Use by Students and Staff

The purpose of this policy is to facilitate technology use, network (electronic mail and electronic bulletin board) and Internet access (all referred to as "Network"), for educational purposes for the staff and students where appropriate. As such, this access should (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills. For the purpose of this policy, "user" includes both staff and students.

The use of the Network is a privilege, which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software or the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the user for other disciplinary and/or legal actions in accordance with Board of Education Policy, Administrative Guidelines, current collective bargaining agreements (where applicable) and/or the Student Code of Conduct.

The District reserves all rights to any material stored in files, which are generally accessible to others and will remove any material which the District, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. A user will not use his/her district-approved computer account/access to obtain; view, download, or otherwise gain access to such materials.

Computers will utilize a system or method that is designed to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors. The District will use passwords and filters.

All information services and features contained on District or Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.

The District and/or Network resources are intended for the exclusive use by their registered users. The user is responsible for the use of his/her account/password and/or access privilege. Any problems, which arise from the use of a user member's account, are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.

Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:

- intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users
- misrepresenting other users on the network;
- disrupting the operation of the network through abuse of the hardware or software;
- malicious use of the network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks;
- retrieving, viewing, obtaining, copying or sending obscene, pornographic, sexually oriented, or similar adult materials;
- retrieving, viewing, obtaining, or sending discriminatory or harassing materials. This does not apply to materials gathered in the context of a school assignment;
- interfering with others' use of the network;
- extensive use for non-curriculum related communication;
- installation (downloading or executing) of copyrighted or non-district approved software;
- unauthorized down-sizing, copying, or using of licensed or copyrighted software, video and music;
- allowing anyone to use an account other than the account holder;
- uploading, downloading, creating, or knowing transmission of viruses.

The use of District and/or Network resources are for the purpose of (in order or priority):

- direct support of the academic program
- telecommunication
- general information
- recreational.

All of the above uses should still be related to the educational or business mission of the District.

The District and/or Network does not warrant that the functions of the system will meet an specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

The user will diligently delete old mail messages on a daily basis from the personal mail directory to avoid excessive use of the electronic mail disk space.

The district and/or Network will periodically make determinations on whether specific uses of the Network are consistent with the acceptable-use practice. The District and/or Network reserves the right to log Internet use and to monitor electronic mail space utilization by users. Email is not to be considered a private form of communication. Email may be monitored; stored email may be accessed and read at any time by the employer at the discretion of the employer.

The user may not transfer file, shareware, or software from information services and electronic bulletin without the permission of the Technology Coordinators. The user will be liable to pay the cost or fee of any file, shareware, or software transferred, whether intentional or accidental, without such permission.

Copyrighted material must not be placed on any system connected to South Lake Schools without the written permission of the copyright holder. All software must be approved prior to installation on district hardware. Users may not download copyrighted data, including digital music and software, without permission of the author. Fees for such downloads must be authorized in advance by the district. The district shall be the custodian of all licenses and proofs of purchase.

The District reserves the right to log computer use and to monitor file server space utilization by users. The District reserves the right to remove a user account on the Network to prevent further unauthorized activity.

The user is responsible for the proper use of the equipment and will be held accountable for any damage to or replacement of equipment caused by abusive use.

M.C.L.A. 397.606 (6)

Definitions

A user is a person who uses technology to acquire, process or create information.

Technology includes computers, printers, and other hardware; software applications; and Internet services.

Use/activities which support the educational mission refers to viewing and retrieving information related to the district's curriculum, i.e., student's course work, teacher's instructional program, and an administrator's duties.

Vandalism is defined as any attempt to harm, destroy, or disrupt the operation of the network, hardware, software, or the data of any other user on the district system or any other system. This includes, but is not limited to, the uploading, downloading, creation or knowing transmission of computer viruses.

Acceptable Use Policy Instruction

To aid instruction pertaining to online ethics and safety, grade level versions of the acceptable use policy have been developed.

Grades K – 2 Technology Code of Ethics and Acceptable Use Policy

South Lake Schools provides students access to computers. With this privilege comes responsibility.

Privileges and Rights

- The use of electronic equipment at schools is a special privilege.
- I will take responsibility for my behavior while I use the equipment.
- If I find a problem, I will tell an adult.
- When using the equipment, I will always tell the truth.
- I will try my best to product quality work.

Guidelines Hardware/Software

- I will always get permission before using the equipment.
- I will let my teacher know if the equipment is broken or not working.
- I will let my teacher know if someone is not using the equipment properly.

Internet Guidelines

- I will let my teachers know if I find any information that makes me feel uncomfortable.
- I will only go on the Internet with my teacher's approval.

Consequences for misuse of school equipment

If I do not follow the rules of my teachers instructions this may happen:

- I may receive a warning.
- I may lose my computer privileges.
- I may have my patents contacted.

Grades 3 – 6 Technology Code of Ethics and Acceptable Use Policy

South Lake Schools provides students access to computers. With this privilege comes responsibility.

Privileges and Rights

- The use of electronic equipment at school is a special privilege. I can use these tools to enhance my educational experiences.
- I will take responsibility for my behavior while using the equipment.
- If I find a problem, I will tell an adult.
- When using the equipment, I will always tell the truth.
- I will try my best to produce quality work to share with my teacher, friends, and family.

Guidelines Hardware/Software

- I will take care of the hardware and software.
- I will always ask if I can use the equipment.
- I will only use the software that is provided by the school.
- I will let my teacher know if the equipment is broken or not working.
- I will let my teacher know if someone is not using the equipment properly.

Internet Guidelines

- I will let my teacher know if I find any information that makes me feel uncomfortable.
- I will only go on the Internet with my teacher's approval.
- I will only use the Internet for school projects and assignments.

Consequences for misuse of school equipment

If I do not follow the rules of my teachers instructions this may happen:

- I may receive a warning.
- I may lose my computer privileges.
- I may have my parents contacted.

Grades 7 – 8 Technology Code of Ethics and Acceptable Use Policy

South Lake Schools encourages students to use electronic information technologies to enhance their learning. The District gives students access to information resources that are available in a variety of electronic formats to develop information literacy skills. These allow learners to access current and relevant resources, to communicate in a technologically rich environment, and to become responsible learners.

Privileges and Rights

The use of electronic equipment at school is a special privilege. I can use these tools to enhance my educational experiences. I will enjoy this privilege by:

- Producing quality work to share with my teacher, family, and friends.
- Taking responsibility for my behavior while using the equipment.
- Informing the teacher of any problems I may experience.
- Informing the teacher of any equipment that is not functioning properly.

Hardware/Software Guidelines

- I will follow the proper procedures for caring for the equipment.
- I will be responsible for the equipment that I am using.
- I will only use software that is approved by the school district.

Internet Guidelines

- I have the right to access the Internet to facilitate learning and personal growth in technology, information gathering, and communication skills.
- I will only use the Internet for school purposes.
- I will let my teacher know if I access any inappropriate sites or material.

Consequences for misuse of school equipment

If I do not follow the rules or my teacher's instructions this may happen:

- I may lose my computer privileges for a determined amount of time that my teacher or principal decide is appropriate for the misbehavior.
- I may be responsible for replacing any equipment damaged through my inappropriate use.

Grades 9 – 12 Technology Code of Ethics and Acceptable Use Policy

South Lake Schools encourages and strongly promotes the educational use of electronic information technologies. The District provides student access to information resources that are available in a variety of electronic formats to develop information literacy skills. These allow learners to access current and relevant resources, to communicate in a technologically rich environment, and to become responsible, self-directed, life-long learners.

Privileges and Rights

- Students have the right to access the District network to facilitate learning, personal growth in technology, information gathering, and communication skills.
- Students are responsible for the integrity of their account. Misuse or sharing of accounts is unauthorized.
- Students will not use their network access to obtain, view, download, or otherwise gain access to offensive or objectionable materials.
- Each student is responsible for all material received and stored under his/her user account. The District reserves the right to access any materials stored in files.
- Students may not load, store, or use unapproved software on the district network.
- The District reserves the right to log equipment and Internet use and to monitor files space used and to limit that space.
- It is the intent of the District to maintain reliable network services, however, loss of files, information, data, or time may happen, in which case the District is not liable.
- Any transfer of files must be virus free.

Failure to abide by these guidelines may result in disciplinary measures, as determined by the District, which may include Loss of access to the District's network, liability for repair costs, or suspension.

Classroom Web Page

The following document is provided to teachers who wish to host a classroom website. Teachers must sign the document and obtain their building administrator's approval.

Classroom Web Publishing Guidelines

Information on your web page must comply with South Lake Schools' Acceptable Use Policy, Web Page Policy, and Board Policy 7540.02. When making material available to the public, you are responsible and liable for its distribution. If you are in doubt about something, contact the building administrator, media specialist, or technology department.

Personal information for minors, such as full names, addresses, phone numbers or photos may not be published without written approval of the parent/guardian. – Check with building administrator prior to including any student photos or other identifiable information.

You may not include copyright-protected material such as images, photographs, or other content for which you do not have the author's expressed permission.

No external links will be permitted from a classroom web site unless approved by the media specialist or technology department, and include a statement on the page (*Not responsible for content at external links.*)

The classroom page will be accessible as a link from the district's web site under the individual building's web pages and must include a link to return the user to building's web site.

You are responsible for assuring that all sites that you hyperlink to adhere to district policy.

Classroom teachers must have read and agreed to the South Lake Classroom Web Page Publishing Guidelines prior to submitting material for publication on the district web site.

Each building will have individuals responsible for publishing web pages. Those individuals will have received the necessary training to properly post web pages to the district's web site on the Internet.

All published web pages become the property of South Lake Schools and are subject to copyright protection.