

# **Nottawa Community School**

**26438 M-86  
Sturgis, MI 49091**

## **Technology Plan**

**School District Code 75100**

**Plan Start Date 07/01/2008**

**Plan End Date 07/01/2011**

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**Technology Plan Located at [www.sjcisd.org](http://www.sjcisd.org)**

**St. Joseph County ISD**

**Updated on 05/28/2008**

## **Committee Members**

**Marcia Griffin**

**Rick Roper**

**Francis Krawczak**

# **INTRODUCTION**

The members of the Nottawa Community School Technology Planning Committee meet regularly to study the technology needs of the school. Because the school is a small elementary school encompassing grades K-8 and having only 135 students the school relies upon the St. Joseph County ISD for many of its technology needs. Members analyze present technology use and work to determine the future needs of the school.

The staff at Nottawa School is very receptive to the use of technology, both administratively and in the educational process. Most of the staff makes full use of the computers and other technology that is provided to them. All staff have the use of, or access to, either a desktop or laptop computer, and make full use of the internet. In addition, most staff make use of various specialty programs as well as Office 2000 to complete their job tasks.

## **MISSION STATEMENT**

Nottawa Community School views technology as a necessary component in all curricular areas at every grade level as a means to equip students with usable skills that will translate to the workplace, college or any endeavor students pursue once they leave the District.

The District mission statement reads as follows: In partnership with our community, the mission of Nottawa Community School is to provide a nurturing environment which fulfills the students' educational needs and develops a desire for lifelong learning.

We believe the two statements mesh well in that access to up-to-date, properly functioning, appropriately utilized technology prepares students for the modern world. Students are prepared for the technologically savvy workplace and for a society that increasingly relies on technology to complete day-to-day tasks, as well as to provide timely, accurate information.

## **GOALS**

- Leadership, support and technical assistance will be provided to the district, as well as the community. Training and consultation will be provided through ISD staff or through contracted services. In addition, the district will encourage community partnerships where possible.
- The Nottawa Community School will coordinate available state and local grant resources to implement the strategic long-range plan. The Instructional Services and Technology departments of the St. Joseph County ISD will work together with Nottawa school to identify areas where grant funding is available.

- The Nottawa Community School will work with other school districts in St. Joseph County to acquire instructional technology services. The ISD, through a 2001 Technology Literacy Grant, provides a curriculum person who works with the Instructional Services Department to provide the districts with instruction for classroom integration of technology. In addition the ISD provides classes to the districts on a break-even basis. These classes are basic instruction in Office 2003 components, e-mail usage, and Internet use. Nottawa Community School takes advantages of these services.
  
- Instruction for staff in the skills necessary to integrate technology throughout the curriculum and access challenging subject matter to raise achievement will become available. Nottawa Community School will provide instruction in various software applications. Outsourcing instruction for some software applications will be a part of the professional development delivery system. We will be making use of the Instructional Services Department at the ISD to implement this training through the Technology Literacy Grant. Opportunities will be provided for community members, parents and administrators to access technology and acquire the knowledge and skills necessary to support the local district's school improvement and technology goals. Use of facilities by governmental agencies, local business and industry, and Glen Oaks Community College will be encouraged. The ISD works with various community and other government agencies to provide technology services. They are our primary technology service provider. Our new software student services program, PowerSchool, has a large Internet interaction component. We plan to use this software to communicate better with both parents and the community. For example, grades, e-mail communication, attendance, and many other things will be communicated to parents on a weekly basis. Power School is upgrading it program this year. Nottawa will purchase the new software, a server and train the staff.
  
- Nottawa's T-1 line is being used for several programs. The district had added Study Island, a MEAP preparation program and Mi Tracker program we use to track student test data. In addition the internet is used for research since the district does not have a library.
  
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business and industry, and Glen Oaks Community College will be encouraged. The Nottawa Community School works with various community and other government agencies to provide technology services.

- Every student will benefit by having access to a multimedia workstation, which will allow access to challenging subject matter across content areas and the integration of content areas via the common thread of technology. Nottawa School has computers in every classroom including special education and Title I. All students use the computers as the curriculum requires. Summer school is held for Title I students and there is a technology class for all students attending. K-4 teachers work with their students using their classroom computers and the lab. Grades 5-8 have a separate technology class where they are taught Appleworks, Hyperstudio, Microsoft components and Internet research.
- Every student will benefit from having teachers who are skilled in the use of technology and the integration of technology across curriculum. We will accomplish this by training teachers. In addition, classes offered will be available for community participation. Training is on an as need basis. This is determined by the technology and school improvement committees. All Teachers, paraprofessionals and the administrator are currently trained in the use of computers as it relates to the integration of technology in the classroom. Example: Nottawa purchased a CPS system to use in the 3<sup>rd</sup> and 7<sup>th</sup> grades. All staff members were given an overview of the system and staff members have visited the classroom to see it in use with the students. We will be purchasing 2 more systems in 08-09.
- Interactive video and on-line courses are not used at Nottawa since it is an elementary school. The internet, however, is an integral part of the curriculum because Nottawa only has classroom libraries. The internet is a major resource for our students.
- The technology plan is described as part of the curriculum in the student handbook. Lightspan is being used in grades 2-6 as a supplement to the reading and mathematics programs,.
- Nottawa Community School will make use of the software and multimedia library that is available for local districts and community use through the St. Joseph County ISD. The Instructional Services

Department and the Technology Department of the ISD provide a large resource pool for Nottawa Community School.

- Student achievement measured via standardized authentic assessment and criterion referenced measures will increase due to teachers who are better trained in accessing instructional resources via technology. The Michigan Curriculum Framework will serve as a guide during this process.
- Every student will benefit from the efficient utilization of resources throughout the district by avoiding costly errors in the area of technology due to the development of technology plans and countywide planning.
- The technology plan will be revised semi-annually. At those times an evaluation will be made on the progress and impact of the previous years plan. The Technology Committee will meet in November and again in April to assess progress and make any changes necessary. Some things we will consider:
  - Has the plan proposed a reasonable timetable for completion of action items.
  - Have sufficient resources been allocated to support implementation of the plan
  - Have designated individuals been successful in monitoring the progress of the plan, and disseminating information to the staff and community.
  - Which action items have been completed; which have not. How can the district build on the success of these action items.
  - Which steps have not been successful; how can they be changed to make them successful.
  - Do action items need to be added
  - Have there been any surprises?

## **EXISTING TECHNOLOGY**

At this time, there are approximately 12 teachers, 1 administrator, and 153 students, all of which currently have access to a Apple network via a server located at Nottawa School. The server is Apple G3 with 1 GB of memory and a 50 GB hard drive. We are in the process of establishing a web page on a server at the St. Joseph County ISD. Until then a copy of this plan is posted at their web site at [www.sjcisd.org](http://www.sjcisd.org).

The computers at Nottawa are all Apple Macs. A lab of 20 computers is used to teach students and provide internet instruction. In addition there are 2 computers for students use in each classroom .

There are approximately 1 networked printer and 5 individual printers in use at this time. Teachers may also print directly to the school copier.

The primary operating system Apple OS10. The primary software packages in use are Appleworks in the lower grades, and Microsoft Office 2004 and Hyperstudio for the older students.

The internet connection is through a T-1 line.

## **Source of Funds**

**Nottawa uses local funds, Title II part D, Title II part A, and E-rate funds (where applicable) to provide technology. Nottawa plans to seek other funds only as needed.**

# **Nottawa Community School Technology Budget**

## 2007-2008

The major goal of this year is to expand the computers in each classroom. We will replace all Macs in the lab and move those computers to classrooms. Ongoing training will be continued through the Technology Literacy Grant in coordination with the Instructional Leadership Department at St. Joseph County ISD.

- Replace 3 printers
- Stay current with E-rate developments
- Support professional development activities
- Miscellaneous replacement and upgrading of software – Study Island, MI Tracker

### Costs – 2007-2008

<b>Total</b>	<b>Quantity</b>	<b>Price</b>	<b>Total</b>
Replace 2 printers	2	300	900
Office pc	1	1500	1500
Power Macs	20	1100	22,000
<b>Misc. software</b>			<b>1500</b>
<b>Total</b>			<b>25,900</b>

## 2008-2009

The objective of this year is to maintain our computer replacement schedule so that we take outdated computers out of the classrooms.

- Purchase new power school program and training
- Replace building server

- Continue with Study Island and MiTracker software.
- Purchase one classroom audio system and two Elmo systems for classrooms.
- Purchase the new Hyperstudio and Mac Office

**Costs – 2008-2009**

<b>Total</b>	<b>Quantity</b>	<b>Price</b>	<b>Total</b>
Mac server	1		3500
Power school program	1	3000	3000
Power school training	1	1795	1795
Mi Tracker and Study Island	2	1500	1500
Hyperstudio, Mac Office	20each	3000	3000
Pixel Creek Maintenance			1500
Two Elmo Systems, audio system	3	3500	3500
<b>Total</b>			<b>16295</b>

**2009-2010**

Phase IV moves the school to an integrated, web based, student information system. This moves to school to a completely web based system of tracking student progress through the curriculum.

- 11 laptops teachers
- Establish web page on ISD server
- 2 audio systems
- 2 Elmo systems

### Costs – 2009/2010

<b>Total</b>	<b>Quantity</b>	<b>Price</b>	<b>Total</b>
Teacher laptops	11	1200	12000
Web Page	1	1000	1000
Pixel Creek - maintenance			1500
2 classroom audio systems	2	1100	2200
2 Elmo systems	2	1500	3000
<b>Total</b>			<b>18200</b>

## 2010-2011

### Costs – 2009/2010

<b>Total</b>	<b>Quantity</b>	<b>Price</b>	<b>Total</b>
Mi Tracker/Study Island	2	1750	1750
Web Page	1	1000	1000
2 classroom audio systems	2	1100	2200
2 Elmo systems	2	1500	3000
<b>Pixel Creek-maintenance</b>			<b>1500</b>
<b>Total</b>			<b>9450</b>

## NOTTAWA ACCEPTABLE USE AGREEMENT

This agreement covers access to and use of Internet Services through network and dial-up connections.

Nottawa Community School is offering employee accounts to access the Educational Network (KresaNet), which is coordinated through a complex association of governmental agencies, regional and statewide networks, including the Merit Network (MichNet). This document contains the terms and conditions of use that an employee agrees to follow when using KresaNet and MichNet. Nottawa Community School and KresaNet reserve the right to change this agreement at anytime with notice to user.

## **TERMS AND CONDITIONS**

### **Purpose and Acceptable Us**

K/RESA established the KresaNet for a limited educational purpose and official K/RESA business. Use of any employee account must be in support of education, research, or K/RESA day-to-day business activities, and consistent with the educational and business objectives of K/RESA. The Superintendent of K/RESA and his/her designees may at any time make determinations that particular uses are or are not consistent with the purpose of K/RESA.

The term "educational purpose" includes classroom and work activities, career development, activities to develop skills in technology and limited, high-quality, self-discovery activities. The KresaNet has not been established as a public access server or a public forum. K/RESA retains the right to place reasonable restrictions on the material users access or post through KresaNet. In addition, users are expected to abide by the rules set forth in K/RESA policies and procedures, and all applicable laws and regulations when using KresaNet.

Users may express opinions on political issues. However, K/RESA prohibits the use of KresaNet for political lobbying.

Users agree to abide by the MichNet Acceptable Use Policy found elsewhere in this agreement.

### **Unacceptable Use**

K/RESA prohibits the use of KresaNet for commercial or for-profit purposes. This means that users shall not offer, or provide products or services through KresaNet which are not directly related to official K/RESA business. Users who have accounts providing home access to the Internet through KresaNet may purchase personal products or services that are lawful. However, personal products or services may not be purchased from the K/RESA workplace.

Use of obscene, profane, lewd, abusive, threatening, discriminatory or harassing language is prohibited on KresaNet. This prohibition applies to public messages, private messages, and material posted on web pages.

Users shall not engage in any unlawful activity over KresaNet.

K/RESA prohibits the use of KresaNet to access or post pornographic materials, indecent materials or inappropriate information. It is the employee's responsibility to insure that such material is not accessed or posted.

Users agree to not knowingly or recklessly post false or defamatory information about a person or organization.

Plagiarism and copyright infringement is prohibited. Users shall not take ideas or writings of others and present them as if they were their own. Also, users shall not inappropriately or illegally reproduce a work on KresaNet protected by a copyright. Respect the rights of copyright holders.

Unauthorized access to KresaNet or any other computer system through KresaNet or going beyond authorized access is prohibited. Users shall not access another person's materials, information or files without permission.

Users agree not to intentionally attempt to disrupt KresaNet or destroy data accessible through KresaNet by spreading computer viruses or any other means. Posting chain letters on KresaNet is prohibited.

Users shall not bombard other users with email messages or send annoying messages to other persons or organizations on KresaNet.

Users shall not forge (spoof) electronic mail messages or IP addresses.

## OTHER TERMS AND CONDITIONS

K/RESA prohibits the sharing of user names and passwords. Users must not let anyone else use their user name or password.

Access to KresaNet is a privilege and not a right. Users must be considerate to other users. Users connecting by modem must keep their connect time to two (2) hours or less per session.

Users must monitor email on a regular basis (at least once a month) and delete email from the personal mail directory to avoid excessive use of the file server hard disk system.

Users are responsible for maintaining the integrity of the electronic mail system, which includes reporting all violations of privacy to K/RESA. The user is responsible for making sure all email sent or received by him or her does not contain pornographic or indecent material, copyrighted material, inappropriate information or any other information which may be potentially threatening or dangerous to others on KresaNet.

Users may not download large files unless absolutely necessary. If necessary, users should download the file at a time when KresaNet is not being heavily used, typically the hours before 5 PM and after 11 PM.

Users who can identify a security problem on the KresaNet must notify K/RESA Superintendent or his/her designee(s) and not demonstrate the problem to others.

Web Pages. Employees may establish personal web pages in accordance with the K/RESA process and criteria for the establishment and posting of material, including pointers to other sites, on these pages. Material presented on these pages must be related to the user's educational, career preparation, or professional development activities. K/RESA, at any time, with notice to an employee, may remove any material posted on a web page that it deems inappropriate or inconsistent with K/RESA's policy pertaining to KresaNet, this agreement, or with K/RESA's educational and business objectives. Personal web pages shall not be used to offer, advertise, or provide products or services, or for any commercial or personal for-profit activity. Employee web pages must include the following notice: " This is an employee Web page. Any opinions expressed on this page shall not be attributed to Kalamazoo Regional Educational Service Agency."

### Liability

K/RESA makes no warranties or assurances of any kind, whether express and/or implied, for the service it is providing, including, but not limited to, loss of data resulting from delays, nondeliveries, mis-deliveries or service interruptions caused by K/RESA negligence or users' errors or omissions.

K/RESA does not guarantee or is in no way responsible for the accuracy or quality of information obtained through KresaNet. Use of any information obtained via KresaNet is at the user's own risk. K/RESA is not responsible for any damage users suffer, or responsible for financial obligations arising from the unauthorized use of KresaNet to purchase personal product(s) or service(s).

### Rights and Violations

Users should expect only limited privacy in the contents of personal files on KresaNet. As a monitored telecommunications network, K/RESA makes no guarantees of any kind, express or implied, regarding the privacy of electronic mail or any other telecommunications transmitted or received over KresaNet. Routine maintenance and monitoring of KresaNet may lead to the discovery that a user has violated this agreement, K/RESA policies, or procedures, and/or the law.

If there is reasonable suspicion that the user has violated this agreement, K/RESA policies, or procedures, or the law, K/RESA will conduct a search of the individual user files. This search and investigation will be reasonable and related to the suspected violation. In the event there is a suspected violation of this agreement, K/RESA policies, or procedures, or the law, the user will be provided with notice and an opportunity to be heard before the user's access is suspended, or terminated. In addition, improper use of KresaNet may also lead to further disciplinary action consistent with K/RESA policy.

A user's access to KresaNet may be suspended or terminated for a violation of this agreement. If the user's account privileges are terminated K/RESA will not refund any use fee, or portion thereof. Users shall not use KresaNet while access privileges are suspended or revoked.

This agreement may be modified at anytime with notice to the user by the Superintendent or his/her designate.

**MICHNET ACCEPTABLE USE POLICY that violate  
Implementation of the Children's Internet Protection Act**

In accordance with the CIPA, Nottawa School has purchased and is currently using a SonicWall firewall. That firewall appliance is equipped and continuously updated with filtered sites from CyberPatrol. The SonicWall does continuous filtering for all internet traffic coming through our network. All of our computers are currently filtered with this procedure.