

**Athens Area Schools  
304 E. South Street  
Athens, MI 49011  
269-729-5427**

## **K-12 Technology Plan**



Start Date: July 2009  
End Date: August 2012

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Intermediate School District: Calhoun  
School Code: 13050

# Athens Area Schools Technology Plan

Start Date: July 2009  
End Date: August 2012

## *District Mission Statement*

Our mission is to provide the opportunity for students to achieve success in a global society.

## *District Profile*

Athens Area Schools is located south of Battle Creek in Calhoun County. The school district serves approximately 750 K-12 students in three buildings: an elementary school located in the township of Leroy, a middle school and a high school located in the village of Athens. The superintendent, three building principals, 45 teachers, and 10 Para-Professionals serve the district. The district is in a mostly rural area that ranges from low to middle income. Forty percent of the students are eligible for free or reduced lunch. Forty-two percent of the students meet the criteria for At-Risk programs.

### Athens High School

300 E. Holcomb Street

Athens, MI 49011

269-729-5414

2008-2009 approximate enrollment: 224

### Athens Middle School

515 E. Williams Street

Athens, MI 49011

269-729-5421

2008-2009 approximate enrollment: 196

### East Leroy Elementary School

4320 K Drive South

East Leroy, MI 49051

269-729-5419

2008-2009 approximate enrollment: 280

## ***Technology Vision Statement***

The fastest growing occupations in the United States will be those which are managerial, administrative, and technical in nature. The highest paying jobs will demand a work force of well-educated individuals with strong technological skills. There will be few opportunities for the individual who has no technological training at all. Therefore, students, teachers, administrators, and staff will effectively use state of the art technology resources on a daily basis as they go about the business of teaching and learning.

### **Learning and technology**

New information technologies are changing the way our schools operate and the way we teach. Research has proven that the use of technologies is having a profound influence on how well students learn; that the appropriate use of technology can assist us in having a system of education through which students can master the basics, become adept at problem solving and critical thinking, and are prepared to deal with a lifetime of challenge and change.

Research by educational organizations, in consultation with teachers that use technology across the country, has found that using technology to enhance student learning has produced significant results. A survey of findings shows that students using computers for instruction show increased cooperation and improved learning. Students find computer-based instruction to be more motivational and less intimidating. They also find it easier to remain focused for longer periods of time than with traditional instruction. Students improve problem-solving skills, outscore classmates, and learn more rapidly in a variety of subject areas when using technology as compared to conventional methods of study. Learning-disabled children are better behaved and motivated after using computer programs that allow for consistently achievable success.

Using computers for instruction enhances students' interest in and attitude toward writing and science. It also raises self-esteem among those students who typically fail in the traditional classroom. This change has been most dramatic in cases of at-risk and handicapped children. Computers permit teachers to create functional learning environments where students deal with "real life" problems, rather than responding to textbook chapters as the sole content of instruction. They also keep staff connected to other resources. Revisions and edits complete with word processing are qualitatively better, in general, than those made with pencil and paper. Computer use helps reduce errors in spelling, grammar, punctuation, and subject/verb agreement. Computers enhance opportunities for student collaboration in the writing process.

A combination of concrete and computer-based instruction in mathematics and science appears to equip students with greater skills in problem solving. The use of computer-based science laboratories appears to be as effective as the traditional "wet" lab approach to science teaching and is inherently safer. Students with access to computers in the social studies area show increased motivation, a greater use of computers as tools in producing research projects, and a higher quality reporting of these projects. Simulations have proved to be valuable tools in providing social science students with experiences that would be otherwise unavailable because of cost or risk. Through the use of databases, students are able to take charge of data and information in active, creative ways and begin to synthesize it. Electronic bulletin boards/blogs have provided a means of linking students throughout the world in cooperative efforts related to the learning skills, concepts, and democratic values basic to the goals of social studies courses.

Athens Area Schools continues to position itself to address these challenges using the research we have available. Part of the effort to restructure education in Athens Area Schools is the increasingly larger role of technology in the classroom. In a public system, this means not only the introduction of, but also equal access to technology. The

District will continue taking part in the Michigan State University Children and Technology study to better understand the technology learning environment. With this in mind, our district has developed a comprehensive plan to employ technology to assist in the restructuring of education.

*Resources for the research conclusions above include: Stockbridge Community Schools 1996 Technology Plan. Apple Classrooms of tomorrow, the research department of Apple Computer, Inc. (1992), The Visions Report, from the International Society for Technology in Education (ISTE) (1994), America's Children & the Information Superhighway, a publication of the Children's Partnership, Santa Monica, California (1993); Burbank High School Technology plan, <http://nctp.com/burbank.CA.high.html> (2000)*

### ***Major Goals for the Technology Plan, Teachers and Students:***

- Networks continue to be open-ended in design in order to support growth and change.
- Networks will continue to be capable of interfacing with other networks both within the district and outside.
- Software will be provided which supports the sharing of resources throughout the buildings, the district, and the outside world.
- Technology continues to be provided which encourages creative ventures in support of student learning.
- Staff will be provided with adequate support and training for using and applying existing technologies to student learning.
- Technology will be available which provides for the most efficient use of information resources used for support services and instruction.
- Professional development will be provided to increase awareness of existing technology.
- Secure online access to student grades and homework assignments will generate more parental/community involvement (Zangle at this time).
- Utilize online tutoring program (such as Tutor.com) to support the educational process after hours at the schools, and from home.

### ***Present Status of District Technology***

Athens Area Schools encourages and strongly promotes the use of various technologies in educational endeavors. The district has provided access to technology in a variety of formats including video, computers, phone and distance learning. Learners access relevant resources. They communicate in a technologically rich environment, becoming responsible, self directed life-long learners.

Presently the district has over 425 Workstations/laptops with approximately 95% being newer machines (Pentium 4 class or above). Machines have been placed for use at various levels for specific purposes as determined by the administration and technology committee. The slower/older machines are being used for keyboarding instruction, beginning word processing and data base exposure, thus providing important beginning experiences to elementary students. As students advance through the grades, the opportunity to work on more complex machines and programs is provided. In support of the district's technological philosophy, machines are being used as tools to support present curriculum rather than as "teaching machines" to deliver drills. Internet tutoring sessions are provided in the High School Media Center. These tutoring sessions can be initiated from the students' homes as well.

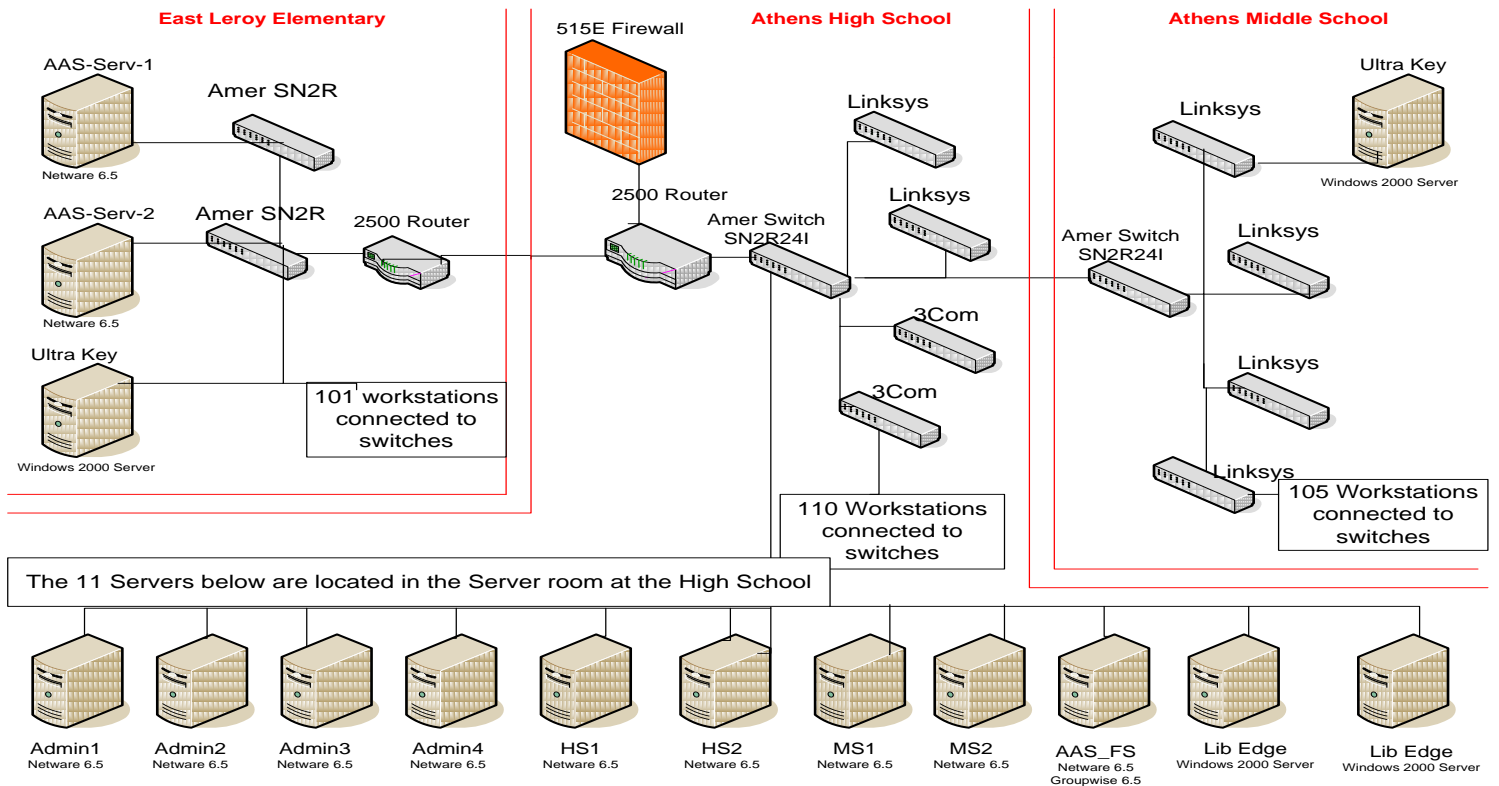
Technology in-services were provided for teachers twenty six times in the past five years. This program was designed to support not only staff member literacy, but the promotion of technology in classrooms as well. Courses ranged from an Introduction to Computers to Web Publishing. Each member was encouraged to take as many hours as possible based upon his or her own needs and prior experience.

The High School Media Center Computer Lab is open to students from any grade. The lab is manned with a certified teacher. The tutoring web site Tutor.Com has teachers in all disciplines waiting to assist our students with homework issues. Tutor.Com can be utilized from the student's home as well.

The District Technology Plan is available at our web site ([www.athensk12.org/it/plan.htm](http://www.athensk12.org/it/plan.htm)). Paper copies are available in the District Information Technology Office and Administration Office.

Comments and suggestions concerning technology and technology planning are solicited by the Technology Director. The comments and suggestions will be acted upon by the Technology Planning Committee.

### Local Area Network



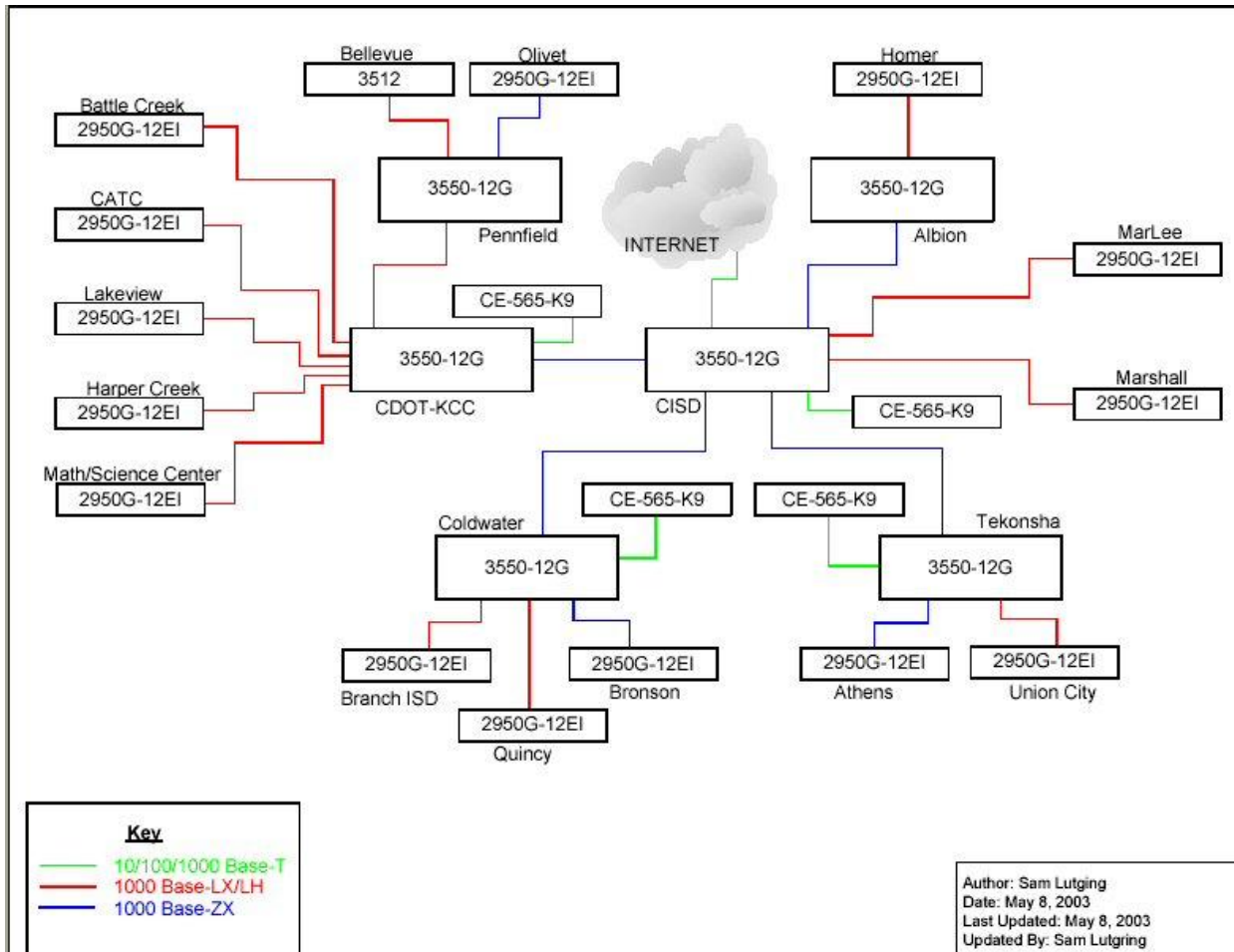
## **Calhoun Intermediate School District Fiber (CISD) Consortium**

*The consortium is in existence to provide high-speed data access to the Internet, communications, student services, payroll/finance package, and video streaming.*

### **Consortium Members**

Albion Public Schools	Homer Community Schools
Athens Area Schools	Lakeview Community Schools
Calhoun Area Career Center	Albion College
Branch Area Career Center	Olivet College
Battle Creek Public Schools	Marshall Public Schools
Bronson Community Schools	Olivet Community Schools
Regional Manufacturing and Tech Center--Battle Creek	Pennfield Schools
Calhoun Area Math and Science Center--Battle Creek	Quincy Community Schools
Branch Intermediate School District	Western Michigan University--Battle Creek
Calhoun Intermediate School District	Starr Commonwealth
Coldwater Community Schools	Tekonsha Community Schools
Harper Creek Community Schools	Union City Community Schools
Kellogg Community College--Battle Creek	MarLee School
Kellogg Community College--Coldwater	Willard Library--Battle Creek

## WAN BACKBONE (CISD Consortium)



## ***Description of Technologies to be acquired***

Technologies acquired by Athens Area Schools are to be used to enhance current teaching and student achievement through supporting well-defined curricular objectives and specified benchmarks. Technology should be a supporting not supplanting device in the educational process.

Due to budget cutbacks we are maintaining classrooms with donations from the Department of Defense for the next 5 years. Ten thousand dollars per year will be spent to purchase software and hardware other than classroom workstations and servers. As technology evolves and changes direction, a yearly review takes place and appropriate revisions are made to these minimum requirements. All present technology should be kept compatible with these minimum requirements using appropriate updates and modifications. Standardization should focus on Intel/AMD based processors and 32/64-bit Linux, and Novell operating systems.

Standardizations include:

### **Classroom Computers**

IBM compatible, Pentium 4/AMD processor or above  
512 MB RAM expandable to 1 GB  
512 KB cache  
40 Gb hard drive  
3.5 floppy drive  
48X CD-ROM drive  
Linux (SLED 10.0 or above)  
Open Office 3.0 or above  
32 Mg VRAM  
17" SVGA Monitor  
100-base-T Ethernet card  
102 key keyboard  
PS2 or USB mouse  
Surge suppression

### ***Teacher Workstations***

IBM compatible, Pentium 4/AMD processor or above  
512 Mg RAM expandable to 1 GB  
512 Kb cache  
40 Gb hard drive  
3.5 floppy drive  
48X CD-ROM drive  
Linux (SLED 10.0 or above)  
Open Office 3.0 or above  
32 Mg VRAM  
17" SVGA Monitor  
100-base-T Ethernet card  
102 key keyboard  
PS2 or USB mouse  
Surge suppression

### ***Administrator Workstations***

IBM compatible, Pentium 4/AMD processor or above  
1 GB RAM expandable 4 Gig  
512 KB cache  
40 Gb hard drive  
3.5 floppy drive  
48X CD-ROM drive  
Linux (SLED 10.0 or above)  
Windows 2000 Professional or above  
MS Office 97 or above/Open Office 3.0 or above  
17" SVGA Monitor  
100-base-T Ethernet card  
102 key keyboard  
PS2 or USB mouse  
Surge suppression

### ***Network Printers***

Various Savin Multi-Function Devices  
600 DPI laser printer HP compatible  
32 Mg RAM

Athens Area Schools will also need to acquire updated virus software, as well as the possibility of updating the standard operating system to Windows XP/Linux (Novell's SLED 10.0 or higher), and the standard applications software to Microsoft Office 2007/Open Office 3.0. The Zangle student services database package will be purchased from the Calhoun Intermediate School District. Novell server/workstation software will be purchased on a yearly basis. Norman Anti-virus will be purchased on a bi-yearly basis. We will be moving the Administration team to Open Office 3.0 to match the rest of the district over the next three years.

### **District Technology Planning Team**

Randall Davis –Superintendent of Schools  
Walter Dubbeld – Elementary Principal/Curriculum Director  
Joe Chambers – High School Principal/Athletic Director  
Rich Franklin – Middle School Principal/Director of Special Education  
Barry Shackelford – Director of Technology  
Matt Garlets – Network Administrator

## **Curriculum Integration of Technology**

The goals and performance indicators drive the design of the curriculum for student learning that are being defined by the school. The Michigan Department of Education Curriculum Framework as well as Bloom's Taxonomy of Thinking Skills and Wezzels/Berkholz Teaching for High Performance serve as guides to this process. The designs of the curriculum takes into account the learning needs and interests of the students. The curriculum is being clearly articulated and supports a shared vision for student learning. One advantage of integrating applications of technology in teaching strategies and learning activities is to empower teachers to provide students with learning experiences that would be impossible or difficult to achieve without it. As a result, technology is being promoted and used as a tool to aid in the instructional program. It is connected to the curriculum to help students engage themselves in their learning, not as an "extra". Effective instructional strategies and learning activities are employed to help students understand and apply technology. Information technology resources are employed to expand and strengthen the system of assessing student-learning achievement of the essential knowledge and skills they need.

### ***Kindergarten – Third Grade***

Students will be introduced to a broad range of technology. The introduction should include basic computer use, including start-up, file saving, and keyboarding skills. Students will learn how to utilize grade-level appropriate programs and will demonstrate awareness of special function keys. They will start developing word processing skills and using web browsers. Students will understand how to use passwords and e-mail. They will learn responsibility in using technology appropriately.

### ***Fourth – Sixth Grade***

Instructional emphasis will shift from basic care toward the use of more advanced programs and technology for research and production. Students will begin to expand their knowledge base by creating basic multimedia presentations, which include carefully selected materials. These materials include digital images, scanned images, and various electronic resources. Students will master keyboarding skills and begin to use data bases and spreadsheets. They will learn how to search for information on the web, be able to evaluate the trustworthiness of the information, cite resources, and use chat rooms, blogs, etc. They will exhibit caution in using the web and understand the security precautions that should be taken.

### ***Seventh – Eighth Grade***

Students will be proficient at creating publications and presentations using a variety of media. Students will be able to prevent and correct hardware and software problems. They will create and use databases and spreadsheets. Students will design and create web pages and use a variety of storage devices. Students will demonstrate responsibility in accessing the web, including maintaining security and preventing virus contamination.

### ***High School***

High School students will utilize their skills in all aspects of technology throughout the 9-12 grade curriculums. Students will demonstrate knowledge of and use advanced applications, networking concepts, and webmaster concepts. By the end of their twelfth year, students should be ready to apply their skills to the objectives of higher learning or

entry level work. All Students will be required to take at least one online video course through the Michigan Virtual High School to graduate from Athens Area Schools

### ***Supporting Resources***

1. District policies require the use technology where ever possible to support the educational environment.
2. Printed manuals for hardware and software utilized by the district will be maintained for use in the district Technology Office.
3. The Calhoun ISD video lending library will be utilized for educational and instructional applications.
4. Information about district technology can be obtained through the district web site ([www.athensk12.org](http://www.athensk12.org)).
5. Online subscriptions from Tutor.com, Michigan Virtual High School, and Kellogg Community college will be maintained where required.
6. Various types of computer support will be obtained from the Calhoun Intermediate School District, Wayne RESA, and REMC 12 to support the District technology mission.
7. The Calhoun Intermediate School District will provide computerized student services (Zangle), payroll (SMART), personnel (Cyborg), support.
8. The Calhoun Intermediate School District will be the district's Internet Service Provider (ISP).
9. High education in support of technology will maintained through, Kellogg Community College, Western Michigan University, Spring Arbor University, and Michigan State University.

### ***Special Technology Delivery Requirements (NCLB)***

All Athens Area Schools students will be required to complete one Internet based course through the Michigan Virtual High School (Any Approved Vendor) prior to graduation. All District students will have Internet based tutoring (Tutor.com) available from 2:30 PM until 11:00 PM Monday through Friday (off campus). The High School Media Center will be available for student use from 2:30 PM until 4:00 PM Monday through Thursday. The High School Media Center will be manned with a certified teacher from 2:30 PM until 4:00 PM Monday through Thursday. The Internet Tutoring program can be utilized from home as well as from school. Internet based dictionary and thesaurus will be taught and utilized in the High School computer application course. Video resources from the Calhoun Intermediate School district will be utilized to augment technology and learning resources.

### ***Explanation of Adult Literacy Development***

It is the goal of Athens Area Schools to develop a variety of classes available to the community after school hours for the enhancement of technological literacy. Courses offered will emphasize a basic working knowledge of Open Office/Microsoft Office utilities including the word processor, spreadsheet, and presentation software. Other courses will be offered that instruct in basic computer usage. The community will be given direction on how to use the Athens Area Schools web site to access student and school district information.

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.

## ***Professional Development for Teachers, Administrators and Personnel***

Professional development will occur through various computer literacy courses offered during teacher in-services. In addition, professional development is also available through the Calhoun Intermediate School District, through computer literacy courses offered through area colleges and universities, through Michigan Virtual University (MiVU) or through conferences offered by other sources outside the district.

The literacy courses offered by the district will be free of charge. Training obtained through colleges or university courses will be paid for by the participant and not by the school. Professional development will be implemented on a yearly basis. NCLB and State Technology requirements will drive Professional development objectives.

Professional Development will reflect cooperation and partnership between Athens Area Schools, Calhoun Department of Technology (CDOT) and Calhoun Intermediate School District (CISD).

Schools have a great need for technology-related staff development opportunities. Currently a wide variety of skill levels exist related to the application of technology in the classroom. The gap between the highly skilled and the under-skilled technology users needs to be closed.

Common goals of a professional development plan to improve staff competencies and infusion of technology into the academic curriculum, as identified in state and national standards include:

- 1• Improving student achievement
- 2• Improving staff and student competence with technology
- 3• Implementing technology tools into new and existing curriculum and instruction
- 4• Improved technology planning within schools
- 5• Creating pilots and model projects for utilization of technology in learning
- 6• Creating a learning community with respect to technology and education
- 7• Enabling students to become quality users of technology

Staff development is necessary to assist teaching staff in making the paradigm shifts required to enable technology to best support instruction. Teachers often will use technology in a fashion which is consistent with prior teaching practices. Many times this produces a misapplication of technology to teaching and learning. For example, "high tech" worksheets and multiple-choice assessments are not the most effective use of web technology. It takes time and experience for teachers to learn to "think outside the box" when it comes to incorporating technology in teaching. Therefore, we must provide a variety of technology related staff development opportunities that focus on effective applications of technology in innovative ways. These opportunities need to be offered at times that are convenient to teaching staffs and at locations that are suitable for course offerings.

The experience in providing in-service training over the last ten years has shown that one-on-one training to be the most effective. While in-service days for the entire district can provide some overview of software and techniques available, the use of the tech coordinators to provide specific training, individually, is the most effective. In addition, certain courses, selected by the staff for their own areas of interest have been effective.

A professional development goal for staff has been adopted that sets a target of 36 hours of professional development annually. Included in these hours is technology professional development. Each building will have funds, (District, Title I and Title II) allocated for use as determined by their school improvement teams. The Technology Coordinator

holds building and individual tech implementation sessions with staff within their buildings. Each elementary staff member will have the opportunity for individualized technology training through the use on the online United Streaming videos to access curricular materials for use in the classroom, and training provided by the media specialist. Secondary teachers will have the resources of United Streaming videos to access curricular materials for use in the classroom, and training provided by the media specialist. The district's web site and Intranet site provide information electronically on policies, and resources available to staff. The district will continue to promote the use of on-line classes on technology implementation from MiVU, and enrollment in similar classes for credit at KCC, WMU, and CMU. Textbook vendors will be required to provide in-service training on any technology component that accompanies a textbook purchase. Each spring, the director of curriculum will assess the number of hours of professional development obtained by staff, and working with building principals, identify continuing needs.

**Timeline**

<i>Liberum Helpdesk system K-12 staff</i>	<i>October, 2008 and on-going</i>
<i>Librarian's edge K-12 staff</i>	<i>September, 2006 and on-going</i>
<i>East Leroy Elementary</i>	<i>September, 2006 and on-going</i>
<i>Accelerated and Star Learning System Software, K-12 staff</i>	<i>April, 2006 and on-going</i>
<i>Elementary Electronic Report Cards (Grade Quick), K-4 staff</i>	<i>August, 2009 and on-going</i>
<i>Zangle Grade book, Gr. 5-12 staff</i>	<i>August, 2006 and on-going</i>
<i>Curriculum integration, K-12 staff</i>	<i>August, 2006 and on-going</i>
<i>MACUL conference for K-12 teachers on integration techniques</i>	<i>March, 2007 and on-going</i>
<i>Individual teacher training on integration by tech person</i>	<i>August, 2009 and on-going</i>
<i>Annual assessment by the Director of Technology</i>	<i>July, 2007, and on-going</i>

Computer Labs in all buildings will be made available for all staff to teach, learn, or perform research.

***Source(s) of Training for Professional Development***

Professional development may be obtained through computer literacy courses offered by the School District, area colleges or universities, or through conferences offered by outside sources. Instructors for the computer literacy courses will be obtained from the present staff, staff from area schools, or an outside consultant may be hired.

***Sources of Technical Support***

All technological needs (such as installing stand-alone software or hardware) are to be met by consulting the district technology coordinator, the district technology staff, or a computer instructor. Basic technological needs may be met by any of the above listed, or may be referred to an outside source as needed.

## ***Supporting Resources to Ensure Successful Use of Technologies***

Administration, staff and other personnel are constantly working together to share and develop new ideas, and to utilize new programs.

If help cannot be obtained within the district, it may be sought from a variety of outside sources including the Intermediate School District personnel, software manufactures, or our outside technical support source (Data Management) as needed.

### ***Timeline and Projected Cost:***

#### **2009/2010**

We are working toward a goal of having at least five networkable computers in every room K-12. Since good portions of these computers have been donated, the major cost in this endeavor is in obtaining proper software licensing.

Approximate cost of software: \$500.00 for antivirus until free open source can be obtained.

Athens Area Schools will also look to replace administrator computers, as well as any computer closely tied to Zangle utilization. At least five new computer, Pentium 4 or above will need to be obtained, along with 3 networked printers.  
Projected cost: \$5500

#### **2009/2010**

Replace Novell GroupWise Server at the High School.

Replace 15 Teacher workstations.

Projected Cost \$40,000

#### **2010/2011**

Replace 15 Teacher workstations.

Projected Cost \$35,000

#### **2011/2012**

Replace 15 Teacher workstations.

Projected Cost \$35,000





<b>2009-2010</b>		
Contract with district Technology Director	50,000	Gen. Fund
Contract with district network administrator	30,000	Gen. Fund
Novell SLA contract	2,200	Gen. Fund
Replace 15 teacher workstations at H.S.	15,000	Gen. Fund
CISD (ISP) and Services	25,120	Gen. Fund ,USF
Freedom9/waterloo systems	2,100	Gen Fund
Norman Antivirus	2,600	Gen Fund
Replace GroupWise server	6,000	Gen Fund
Professional Development	5,000	Gen Fund
H.S. to Elementary T-1	6,000	Gen. Fund ,USF
Replace Six Switches	6,000	Gen Fund
Total 2009-2010	\$ 150,120	

**ERATE (USF)**

The District will continue to participate in the federal ERATE program. We will be asking for help with the Internet, T-1 (Point-to-Point), Wired Telecommunications, Cellular Telecommunications, and wiring installation costs.

Athens Area Schools will also look to maintain its hardware inventory, and update continuously, in addition to updating district software.

***Coordination with State and Local Grants***

Where available, monetary support from outside sources will be utilized to support and enhance the district technology plan.

***Internet Protection***

We have implemented a hardware Firewall to protect our network from outside sources. We use Novell Border Manager along with the Freedom9 (Freeguard 100) appliance filter to block unwanted websites and unwanted email SPAM. Norman Anti-Virus software is also being used for software protection (Windows Operating system only).

## Technology Acceptable Use Policy

Please read this entire document carefully before signing the application. The signatures at the end of this document are legally binding and indicate the parties who have signed have read the terms and conditions carefully and understand their significance.

Staff and students at Athens Area Schools are provided access to computer equipment and services, including the Internet, in an effort to promote educational excellence through the use of effective and powerful information and communication tools.

Computer and network operations rely on the proper conduct of the users who must adhere to strict guidelines. This document outlines the responsibilities you are about to acquire.

The use of school equipment and networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Athens administrators will deem what is inappropriate and their decision is final. The administration may also remove access to equipment and networks at any time, as they deem necessary.

Access to computers and people all over the world may allow the user to obtain material that may not be considered to be of educational value. Athens Area Schools reserves the right to take steps to restrict access to inappropriate and controversial materials. In spite of steps taken, some determined users might be able to access inappropriate materials. It is also possible to access inappropriate materials unintentionally. We believe that the positive use of the Internet far outweighs the potential access of inappropriate material.

Terms and conditions for use of computer and equipment and services:

- Use of computer equipment and services must be consistent with the educational objectives of Athens Area Schools. The following uses of computer equipment and services are not permitted: (a) to access or distribute pornography, obscene or sexually explicit material; (b) to transmit obscene, abusive, sexually explicit, harassing or threatening language or suggestions; (c) to violate any local, state, or federal law; (d) to access another person's materials, information or files without permission; (e) to violate copyright laws or otherwise use the intellectual property of another person or organization without permission; and (f) to engage in commercial, political or profit-making enterprises. Notify your teacher or building administrator immediately if you accidentally encounter or obtain materials in violation of this policy.
- Use of computer equipment and services may be terminated by Athens Area Schools at any time. Inappropriate use will result in consequences including, but not limited to, cancellation of computer privileges, disciplinary action and legal action depending on the severity of the violation.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Please behave in such a way that reflects well of Athens Area Schools.
- It is not advisable to give out credit card numbers, addresses, phone numbers, or any personal identification on the Internet. Do not respond to unsolicited online contracts from anyone.
- Athens Area Schools may review and monitor your use of computer equipment and services, including, but not limited to, the Internet sites you visited and the e-mail you send and receive. You should have no expectation of privacy when using Athens Area Schools computer equipment and services.
- Athens Area Schools makes no warranty of any kind, whether expressed or implied, for the service it is providing. Athens Area Schools will not be responsible for any damages suffered. This includes loss of data resulting from service interruptions caused by negligence, errors, or omissions. Use of any information obtained via Athens Area Schools is at your own risk. This includes viruses that may have spread through Athens Area Schools equipment. Athens Area Schools specifically denies any responsibility of the accuracy or quality of information obtained through its services.
- Do not use equipment or the network in such a way that would disrupt use by others.
- Security on our systems is a high priority. Do not use another user's login. Attempts to login as another user or to obtain other users' passwords may result in the loss of access. Any user identified as a security risk or having a history of problems with other computer systems may be denied access. If you feel you can identify a security problem, you must notify a staff member. Do not demonstrate the problem to other users.
- Theft or vandalism will result in cancellation of privileges and may be disciplined under policies indicated in the student handbook for students or applicable employment rules and regulations for staff. Vandalism is defined as any malicious

attempt to alter, harm or destroy data of another user, or system. This includes, but is not limited to, the uploading or creation of computer viruses.

- We may occasionally require new registration and account information from you to continue the service. All passwords and account information must be kept current with Athens Area Schools .
- The Border manager Freedom 9 appliance Filter will be used to filter unwanted web sites. The Freedom 9 appliance filter will allow the district to comply with the Children’s Internet Protection Act (CIPA).
- All terms and conditions as stated in this document are applicable to Athens Area Schools. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Michigan and the United States of America. The District may revise this policy from time to time as necessary.

**Athens Area Schools Computer and Technology Use Agreement for Students in Grades K-4**

1. I will work on computers with a teacher or a teacher’s aide.
2. I will use the computer only for schoolwork.
3. I will treat all computer equipment with respect.
4. If I damage equipment or cause problems on purpose, I will be disciplined.
5. I will ask the teacher or teacher’s aid for help if the computer malfunctions during operation.
6. I will follow these rules and any other rules that may be added by the school. If I do not, I may be disciplined, and I may lose my Internet and technology privileges.
7. I will obey the Athens Area Schools Technology Acceptable Use Policy.

**(Sign and return to the Technology Director or designee)**

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Graduation Year

\_\_\_\_\_  
For District Use

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Teacher

As the student’s parent or legal guardian, I agree to the terms and conditions of this agreement and I understand that my student will not be able to use District technology resources of any kind until this agreement has been signed by both my student and me. I agree to indemnify the District for any fees, expense, or damage incurred as a result of my student’s use or misuse of these technology tools.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
For District Use

## Athens Area Schools Computer and Technology Use Agreement for Students in Grades 5-8

1. Use of school computers and connection to the internet is only for school work with a teacher or teacher aide present.
2. Use of Internet in school is a privilege for the following purposes:
  - A. To help me gather information.
  - B. To help me learn about technology.
  - C. To help me learn how to find information and communicate with others.
  - D. To help me learn more in school.
3. My use of school computers and the Internet may be taken away at any time. I might also have to face disciplinary action including loss of all computer privileges if I misuse either computer or the Internet at school.
4. The Athens Area Schools Technology Acceptable Use Policy will be strictly followed.

**I agree to the follow these rules:**

1. The following actions are **NOT ALLOWED**, and I may lose all technology privileges, and/or face disciplinary actions.
  - A. Getting into someone else’s file.
  - B. Copying or deleting files or software
  - C. Using or sharing ID’s or passwords
  - D. Breaking into files or systems
  - E. Interfering with other computer user.
  - F. Making, reading, or sending inappropriate files.
  - G. Using school technology to buy, sell, trade, or advertise.
  - H. Using technology to damage the school’s equipment. This includes but is not limited to:
    - Doing anything that brings a virus into school equipment
    - Purposely destroying hardware, software, or information.
    - Sharing my own password.
2. I will only use technology that I have been trained to use.
3. I will have to pay for any damages that I have caused
4. The school’s technology is only for people who are registered to use it, and I am responsible for my own account Privileges.
5. The school’s technology may not always meet my needs, and it may not always work.
6. The school will not be responsible for lost data, time or harm caused by me or to me.
7. The school has the right to access anything I do on school equipment.
8. Purchasing anything on the Internet.
9. Viewing or downloading pornography of any kind.

(Sign and return to the District Technology Director or Designee)

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Printed Name of Student	Graduation Yr	For District Use
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\_\_\_\_\_

Student Signature	Contact Teacher	For District Use
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As the student’s parent or legal guardian, I agree to the terms and conditions of this agreement and I understand that my student will not be able to use District technology resources until this agreement has been signed by both my student and me. I agree to indemnify the District of any fees, expense, or damages incurred as a result of my student’s use of misuse of these technology tools.

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Parent/Guardian Signature	Date	For District Use
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# AGREEMENT FOR STUDENT ACCESS AND USE OF TECHNOLOGY, DISTRICT NETWORKS AND THE INTERNET

## Grades 9 - 12

The purpose of this agreement is to provide access to Athens Area Schools' (District) technology resources (computers, technical instruments, and networks) and to the District's Internet and wide area network connections for legitimate educational purposes that are consistent with the school district's mission statement. As such, these accesses shall: (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.

In exchange for the use of the District's technology resources and the District's Internet and wide area network connections either at school or away from school, I understand and agree to the following:

- A. The use of the District's technology resources and the District's Internet and wide area network connection is a privilege that may be revoked by the District at any time and for any reason including, but are not limited to, the altering of system software, 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 student for other disciplinary actions.
- B. The District reserves all rights to any material stored in files that are generally accessible to others and shall remove any material which the District, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students shall not use their District-approved computer account/access to obtain, view, download, or otherwise gain access to such materials.
- C. All information services and features contained on the district's 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.* advertisement, political lobbying), in any form is expressly forbidden.
- D. The District's technology resources and the District's network connections are intended for exclusive use by registered users. The Student is responsible for the use of his/her account/password and/or access privilege. Any problems arising from the use of a Student'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, and/or appropriate disciplinary action.
- E. Any misuse of the account shall result in suspension of the account privileges and/or other disciplinary action determined by the District. Misuse includes, but is not limited to:
  1. Intentionally seeking information on, obtaining copies of, or modifying files, data, or passwords belonging to other users
  2. Misrepresenting other users on the local Network or Internet.
  3. Disrupting the operation of the local Network or Internet through abuse of the hardware, or software.
  4. Malicious use of the local Network or Internet through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.
  5. Interfering with local Network or Internet use by others
  6. Extensive use for non-curriculum-related communication
  7. Illegal installation of licenses or copyrighted software
  8. Unauthorized down-sizing, copying, or use of licenses or copyrighted software
  9. Allowing anyone to use an account other than the account holder
  10. Accessing, viewing, or downloading of and pornographic material.

- F. The District's technology resources are intended for educational purposes and are neither a public access service nor a public forum. Educational purposes include but are not limited to the use of the District's electronic information technologies for classroom activities, continuing education, professional or career development, and high-quality educationally enriching personal research
- G. The District's technology resources are provided on an "as is, as available" basis and are provided without warranties (either express or implied) of any kind for any reason. The District's technology resources and the District's Internet and wide area network connections do not warrant that the functions of the system will meet any specific requirements the user may have, or that they will be error free or uninterrupted; nor shall the District and/or its Internet provider 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.
- H. The student shall diligently delete old mail messages on a daily basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- I. Users have no expectation of privacy as to information or activity on the District's electronic information technologies. The District retains the right to monitor all use, including but not limited to personal e-mail and voice mail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed through the District's electronic information technologies.
- J. The Student may transfer files from information services and electronic bulletin board services. For each file received through file transfer, the Student agrees to check the file with a virus-detection program before opening the file for use. Should the Student transfer a file, shareware, or software which infects the District's technology resources and the District's Internet connection with a virus and causes damage, the student may be liable for any and all repair costs to make the District's technology resources and the District's Internet and wide area connections once again fully operational and may be subject to other disciplinary measures as determined by the District.
- K. The Student may not transfer files, shareware, or software from information services and electronic bulletin boards without the permission of the District Technology Director or designee. Without first obtaining such permission, the Student may be liable to pay the cost of any file, shareware, or software transferred.
- L. The Student may only log on and use the District's technology resources and the District's Internet/wide area connections under the immediate supervision of a staff member and only with his/her authorized account.
- M. The District reserves the right to log computer use and to monitor fileserver space utilization by users. The District reserves the right to remove a user account on the District's network and/or from the District's Internet and wide area connections to prevent further unauthorized activity.
- N. The Student is responsible for the proper use of the equipment and shall be held accountable for any damage to or replacement of equipment caused by abusive use.

In consideration for the privileges of using the District's technology resources and/or the District's Internet and wide area connections, and in consideration for having access to the information contained therein, I release the District, the Internet provider and their operators and the administration from any and all claims of any nature arising from my use, or inability to use these tools.

5. I agree to abide by the provided rules and regulations of system use and by those that may be added from time-to-time by the District and its Internet provider. The Athens Area Schools Technology Acceptable Use Policy will be strictly followed. All additional rules will be available in hardcopy in the Principal's office. I agree to indemnify the District for any fees, expenses, or damages incurred as a result of my use or misuse of these tools.

(Sign and return to the District Technology Director or designee)

_____	_____	_____
Printed Name of Student or District Use	Graduation Year	F
_____	_____	
Student Signature	Date	

As the student's parent or legal guardian, I agree to the terms and conditions of this agreement and I understand that my student will not be able to use District technology resources and the District's Internet and wide area connections until this agreement has been signed by both my student and me. I will instruct my child about any other access restrictions in addition to those set forth in the District Policy. I will emphasize to my child the importance of following the District rules for personal safety.

I agree to indemnify the District for any fees, expense, or damages incurred as a result of my student's use or misuse of these tools.

_____	_____	_____
Parent/Guardian Signature or	Date	For District Use
Student's Date of Birth if Age 18+		

## **AGREEMENT FOR EMPLOYEE ACCESS AND USE OF TECHNOLOGY, DISTRICT NETWORKS, AND THE INTERNET**

The purpose of this agreement is to provide access to Athens Area Schools' (District) technology resources (computers, technical instruments, and networks) and to the District's Internet and wide area network connections for legitimate educational purposes that are consistent with the school district's mission statement. As such, these accesses shall: (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.

In exchange for the use of the District's technology resources and the District's Internet and wide area network connections either at school or away from school, I understand and agree to the following:

- A. The use of the District's technology resources and the District's Internet and wide area network connection is a privilege that may be revoked by the District at any time and for any reason including, but not limited to, the altering of system software, 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 employee for other disciplinary actions.
- B. The District reserves all rights to any material stored in files that are generally accessible to others and shall remove any material which the District, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Employees shall not use their District-approved computer account/access to obtain, view, download, or otherwise gain access to such materials.
- C. All information services and features contained on the district's 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.* advertisement, political lobbying), in any form is expressly forbidden.
- D. The District's technology resources and the District's network connections are intended for exclusive use by registered users. The Employee is responsible for the use of his/her account/password and/or access privilege. Any problems arising from the use of an Employee'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, and/or appropriate disciplinary action.
- E. Any misuse of the account shall result in suspension of the account privileges and/or other disciplinary action determined by the District. Misuse includes, but is not limited to:
  - 1. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to another user.
  - 2. Misrepresenting other users on the local Network or Internet.
  - 3. Disrupting the operation of the local Network or Internet through abuse of the hardware or software.
  - 4. Interfering with local Network or Internet use by others.
  - 5. Extensive use for non-curriculum-related communication.
  - 6. Illegal installation of licenses or copyrighted software.
  - 7. Unauthorized down-sizing, copying, or use of licenses or copyrighted software.
  - 8. Allowing anyone to use an account other than the account holder.
  - 9. Malicious use of the Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.

10. Accessing, viewing, or downloading of pornographic material.
- F. The District's technology resources are intended for educational purposes and are neither a public access service nor a public forum. Educational purposes include but are not limited to the use of the District's electronic information technologies for classroom activities, continuing education, professional or career development, and high-quality, educationally enriching personal research.
  - G. The District's technology resources are provided on an "as is, as available" basis and are provided without warranties (either express or implied) of any kind for any reason. The District's technology resources and the District's Internet and wide area network connections do not warrant that the functions of the system will meet any specific requirements the user may have, or that they will be error free or uninterrupted; nor shall the District and/or its Internet provider 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.
  - H. The Employee shall diligently delete old mail messages on a daily basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
  - I. Users have no expectation of privacy as to information or activity on the District's electronic information technologies. The District retains the right to monitor all use, including but not limited to personal e-mail and voice mail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed through the District's electronic information technologies.
  - J. The Employee may transfer files from information services and electronic bulletin board services. For each file received through file transfer, the Employee agrees to check the file with a virus-detection program before opening the file for use. Should the Employee transfer a file, shareware, or software which infects the District's technology resources and the District's Internet connection with a virus and causes damage, the Employee may be liable for any and all repair costs to make the District's technology resources and the District's Internet and wide area connections once again fully operational and may be subject to other disciplinary measures as determined by the District.
  - K. The Employee may not transfer files, shareware, or software from information services and electronic bulletin boards without the permission of the District Technology Director or designee. Without first obtaining such permission, the Employee may be liable to pay the cost of any file, shareware, or software transferred.
  - L. The Employee may log on and use the District's technology resources and the District's Internet and wide area connections only with his/her authorized account number.
  - M. The District reserves the right to log computer use and to monitor fileserver space utilization by users. The District reserves the right to remove a user account on the District's network and/or from the District's Internet and wide area connections to prevent further unauthorized activity.
  - N. The Employee is responsible for the proper use of the equipment and shall be held accountable for any damage to or replacement of equipment caused by abusive use.

In consideration for the privileges of using the District's technology resources and/or the District's Internet and wide area connections, and in consideration for having access to the information contained therein, I release the District, the Internet provider and their operators and the administration from any and all claims of any nature arising from my use, or inability to use these tools. Disciplinary action will be only for just cause, and will be subject to the grievance procedure as outlined in the applicable

master agreement.

I agree to abide by these rules and regulations of system use and by those that may be added from time-to-time by the district and its Internet provider. The Athens Area Schools Technology Acceptable Use Policy will be strictly followed. All additional rules will be available in hard copy in the Technology office. I agree to indemnify the District for any fees, expenses, or damages incurred as a result of my use or misuse of these tools.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
For District Use

*(Sign and return to the District Technology Director or designee)*

# **Zangle Parent Connect Worksheet**

## **Parents and Guardians that will access student records**

Full Name (s)

First

MI

Last

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## **Children in the household**

Full Name (s)

First

MI

Last

Grade

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## **Full Address (Street address, City, State, Zip Code)**

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Telephone Number: \_\_\_\_\_

**Email Address to email your PIN and Password to you.**

Email: \_\_\_\_\_

*Only one child should return this form if more than one child is in your household.*

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## ***Telecommunications***

Athens Area Schools currently has a phone switch at the High School, Middle School and the Elementary School. We plan to upgrade the Middle and Elementary schools to a Voice over Internet Protocol (VoIP) within the next two years (all three buildings). We will insure that the upgrade has the capability to put a phone in every classroom.

All Administrators and Directors currently have cell phones with “push-to-talk” capabilities.

## ***Evaluation:***

The following represents the major plan components and the evaluation model for technology implementation over the next five years. An assessment and resulting review and update of the plan will take place in the spring of each school year. The Technology Planning team will evaluate the plan implementation and how to implement unmet goals.

1. Incorporate multimedia into the curriculum. Ninety-five percent of the student body at the ninth grade level will demonstrate competency in using multimedia resources for presentation.
2. Incorporate technology in the K-12 curriculum.
  - a) Fifty percent of the grade 3-12 curriculum will incorporate technology as a support.
  - b) Ninety-eight percent of graduating students will be competent in word-processing and using technology in research.
3. Provide staff training. One hundred percent of administrators and staff will have been trained and demonstrate competency in the application of technology in the performance of their job.
4. Establish a computer network throughout each building. One hundred percent of the District buildings will be networked providing direct student access to networked district resources and the Internet.
5. Provide Internet access screening. One hundred percent of all incoming information from outside resources will be evaluated and screened using local legal, ethical and community standards.
6. Pursue a faster data connection between the High School and East Leroy Elementary Buildings. A connection faster than T-1 speed would enable better video streaming.
7. Expand Technology Preparations. One hundred percent of graduates shall have taken two courses in Technology Preparations between the 7<sup>th</sup> and 12<sup>th</sup> grades.
8. Expand adult technology literacy. Eighty percent of interested adults will be provided With the opportunity to reach a basic level of computer literacy.

9. Develop technology support services for staff. Ninety-five percent of the staff will indicate adequate technological support is available for them to perform their job.
10. Continue to develop networked resources. Ninety-five percent of the staff will indicate adequate networked resources available to perform their job effectively and efficiently.
11. Complete yearly technology inventories and cleanup. Every summer each Work Station, Server, Switch, Router, and Firewall will be cleaned and checked for good working order.