

Technology Plan

Galesburg-Augusta Community Schools

1076 N. 37th
Galesburg, MI 49053
269-484-2000
School District Code# 39050
Intermediate School District: Kalamazoo RESA

July 2008-June 2011

Created: June 9, 2005
Last Updated: October 22, 2008

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TECHNOLOGY PLAN SUMMARY SHEET

District: Galesburg-Augusta Community Schools

District Code: 39050

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Years Covered by this plan: 2008 to 2011

Date of next State review (3 years from start date) 2011

Intermediate School District: Kalamazoo

URL for Technology Plan:

<http://www.g-aschools.org/State Tech Plan Documents/2008-2011 Technology Plan.pdf>

Table of Contents	Page:
Technology Leadership Team	4
District Profile	5
Vision and Goals	6
Curriculum	
Curriculum Integration	8
Student Achievement	9
Technology Delivery	13
Parental Communications & Community Relations	14
Collaboration	14
Professional Development	
Professional Development	14
Supporting Resources	17
Infrastructure	
Needs, Specification, & Design	18
Increase Access	21
Funding and Budget	
Coordination of Resources	21
Budget	22
Timetable	24
Monitoring and Evaluation	
Evaluation	26
Acceptable Use Policies	27

DISTRICT TECHNOLOGY LEADERSHIP TEAM

Galesburg-Augusta Schools Technology Leadership Team:

Name	Position
Chris Hurley	Principal
Doug Newington	Superintendent/Business Manager
Linda Barkalow	Teacher
Michael Miller	Teacher/Dir. of Technology Integration
Pam Hawk	Teacher
Pat Taylor	PreK-5 Technology Integration Specialist
Phyllis Bartosiewicz	Teacher
Robert Brennan	Teacher
Sandy Titus	Media Specialist
Stacey Myers	Parent
Steve Scoville	Principal
True Dwyer	Network Administrator

School Buildings

<i>Galesburg-Augusta High School</i>	<i>1076 N. 37th, Galesburg MI 49053</i>
<i>Galesburg-Augusta Middle School</i>	<i>750 W. Van Buren, Augusta MI 49053</i>
<i>Galesburg-Augusta Intermediate School</i>	<i>600 W. Michigan Ave., Augusta MI 49053</i>
<i>Galesburg-Augusta Primary School</i>	<i>315 W. Battle Creek St., Galesburg MI 49053</i>
<i>Student Enrollment</i>	<i>1191</i>
<i>Staff - teachers</i>	<i>74</i>

District Mission Statement

The Galesburg-Augusta School District, in partnership with the home and community, will teach each student the knowledge, skills and attitudes to be a productive and ethical citizen.

District Profile

The Galesburg-Augusta Community School District serves nearly 1,200 students with 150 faculty and staff, encompassing the communities of Augusta and Galesburg. The District schools are accredited through Education Y.E.S.!. All teachers are highly qualified according to NCLB standards. The G-A School District is comprised of four schools, a Pre-K-3 Primary School, a 4-5 Intermediate School, a 6-8 Middle School, and a 9-12 High School. A recent 21 million dollar bond provided for a new High School building that opened for the 2003-2004 school year, a renovated Primary School building that opened for the 2004-2005 school year, and for significant upgrades to the Middle and Intermediate schools.

Galesburg-Augusta Community Schools vision/mission statement:

Technology will be used by the school community to help us become the preferred small school district in the region.

Technology Goals and Objectives

I. Benchmark Based Curriculum with Integrated Technology: To integrate technology into all areas of the curriculum.

Objectives

- Maintain an up-to-date district curriculum anchored in the state's benchmarks and grade level content expectations with district essential learning objectives (ELO) identified with written assessments as the method of measurement for each grade level.
- Continue to expand use of technology into curriculum to enhance learning as identified in the Galesburg-Augusta School Improvement Plan.
- Align State technology benchmarks with curriculum to determine that curricular, occupational, and technical needs are being addressed.
- Identify and provide the resources, materials, and tools needed to enhance instruction.

II. Professional Development: To provide training for staff to acquire the skills and knowledge needed for integrating technology into the learning environment.

Objectives

- Focus on improved targeted student outcomes.
- Enhance teachers' curriculum, instruction, learning, school administration functions, assessment competencies and skills.
- Provide hands-on learning opportunities that are diverse in experience, convenient to participants, and utilize adult learning strategies.
- Provide assessment of professional development opportunities for technology use and integration.

III. Resources: To provide the resources (infrastructure, hardware, software and technical support) necessary to insure the successful implementation of the Technology Plan and the District's mission.

Objectives

- Research and assess new technology, implementing those that are appropriate.
- Identify necessary instructional, classroom management, library, secretarial and administrative functions and provide the needed software, hardware, connectivity, and training to support the District's mission.
- Provide voice, video, data, and telecommunications connections to improve and simplify inter-district communications and to improve school to home communications.
- Purchase equipment and materials to meet determined curriculum and administrative needs.

- Research and implement a student data management system that meets the District's administrative requirements.
- Provide data management tools to track student performance on Essential Learning Objectives (ELOs) and other assessment data.
- Provide all users with adequate on-going technical support.
- Provide on-going maintenance, repair and upgrades of hardware and software.
- Implement a technology replacement cycle for all technology.
- Provide staff necessary to support technology and integration.

IV. Funding: To provide appropriate funding to accomplish the goals of the Technology Plan.

Objectives

- Evaluate and assess the adequacy of the technology annual budget that supports maintenance, replacement, and on-going purchases of hardware, software, and professional development.
- Apply for grants that support the technology goals.
- Accept only those donations that provide compatible hardware and/or software.
- Continue to add technology upgrades and improvements to future bond opportunities.
- Continue to seek partnership opportunities.

V. Monitoring & Evaluation: Policies and procedures in place to ensure successful implementation of the Technology Plan and evaluation of each goal of the Technology Plan

Objectives

- Continue developing policies and procedures as needed regarding procedures, ethics, and responsibilities associated with the acquisition and use of technology.
- Continue refining the 8th grade technology exit exam with internal and external committees (TLT Team and KRESA Technology Team).
- Include ISTE/Nets standards in the employee evaluation process.
- Monitor the timeline and implementation stages of the District Technology Plan.
- Report annually to the school board.

VI. Community: To provide the community with the benefits of technology.

Objectives

- Involvement of community in the technology planning and evaluation process.
- Demonstrate the use of and progress on technology goals to the community.
- Maintain a District web page with up-to-date information for parents and students.
- Provide an internet based service that allows parents and students to view real time grades and attendance. (Pinnacle Parent Internet Viewer).
- Provide parents and students with the email system that will allow reports to be sent them if grades and attendance criteria are met.
- Provide educational technology opportunities to the community.
- Seek out community and business partnership opportunities.

Curriculum

Curriculum Integration

At the beginning of 2004-05 school year, the Galesburg-Augusta Community School District completed a move into our newly remodeled Primary Building. This was the end of our four-year building and renovation project that included, among other things, new technology and technology upgrades for all of our District's buildings and a new high school building. With the new technology infrastructure in place our focus now is directed towards the integration of technology into the curriculum according to state and national standards. Our Leadership Team (made up of Curriculum Council members and School Improvement Team chairs), the Technology Leadership Team (TLT) and District administrators will coordinate this integration process.

Several pieces are already in place including:

- A Technology Integration specialist works with all teachers to develop and assists in the implementation of integrated lessons, as well as providing professional development in the area of technology.
- The computer teacher in the Middle School works with teachers during her planning period and after school for professional development and curriculum integration purposes.
- There are three technology instructors housed in the high school to help teachers with technology questions.
- A Network Administrator and Computer Technician are available district wide to answer technology questions and develop solutions for any issues.
- Each building continues to provide on-going technology related professional development.
- Staff members are encouraged to attend technology conferences such as MACUL.
- Technology tips are included on the network.

Many teachers are already integrating technology into their subject areas through teacher presentation, student activities, and independent research. Our goal is to have ALL

teachers integrating technology into their curriculum and for students to recognize and apply the appropriate technology to organize, examine, and assess information in order to solve specific tasks.

Student Achievement

The Galesburg-Augusta Community School District has the following goals that relate student achievement:

- Evaluate whether the lessons/projects are aligned to Michigan Standards and Benchmarks, along with the National Standards and Benchmarks.
- Integrate technology into a lesson/unit when it improves student learning/comprehension of the information and/or skills being taught.
- Integrate technology into a lesson/unit when it helps the instructor deliver the information and/or skills more effectively.
- The appropriate technology and software choices will be based on curriculum needs based off of the Michigan Standards and Benchmarks and National Standards and Benchmarks.

When effectively integrating these goals into curriculum areas such as math, science, language arts, and social studies, technology tools can enhance learning in powerful ways. Further integration of technology and aligning our curriculum with state technology benchmarks is an ongoing, district-wide task.

Each classroom in the district has at least one computer to be used by students and teachers. The Primary, Intermediate, and Middle School buildings each house a stationary computer lab of 24 – 32 computers per school and a mobile computer lab containing 30 laptop computers per school. Each school also has several computers available for use in their media centers. The High School has two open computer labs that have at least 24 computers, as well as several classroom-specific labs, such as a science lab, a music lab, and a NOVANet lab. The media center also has 20 computers that are available for student to use for coursework.

Many widely-varied, integrated technology projects have been developed for our PreK – 5th grade students by utilizing the basic software packages located on the Primary and Intermediate lab computers. Those software packages consist of Scholastic Reading Counts, Microsoft Office package (Word, Excel, and PowerPoint), Kid Pix Deluxe 4, Kidspiration /Inspiration, Graph Club/Master, Photoshop Elements, Encarta Encyclopedia and access to World Book On-line. Students in the Primary School labs have access to Golden Books Encyclopedia as well. The Intermediate lab contains Timeliner, as well as Typin’s Cool, All-the- Right-Type, and Type-to-Learn keyboarding software programs. Digital microscopes are used in addition to our Intermediate software package. Middle school students use Microsoft Office productivity software including: Word, PowerPoint, Excel, Access, and Publisher. Other software available to students includes Inspiration, Graph Master, Adobe Photoshop Elements, Encarta Encyclopedia, and a keyboarding program called All the Right Type. Online software used by middle school students includes World Book Online and Think.Com. The High School software packages consist of Microsoft Office Package, (Word, Excel, PowerPoint, Publisher, FrontPage, Access), Adobe Elements 2.0, Inspiration, Internet Explorer, and several other class-specific software packages.

Examples of Curriculum Integration Projects

English

- Reading Counts: The District has adopted the Scholastic “Reading Counts” reading program for grades 2 – 11. “Reading Counts” allows students to test their comprehension of extra-curricular reading materials by using a computer generated test and receiving immediate feedback.
- Beginning Letters.
- Beginning, Middle and End Letter Sounds.
- *A Christmas Carol* Web Quest.
- Library uses Follett Library Automation System, which includes a computerized catalog for student and staff use.
- Patchwork Quilt Project

Writing

- Keyboarding/ Word Processing Skills– Introduced at 4th grade
- Research (encyclopedia/internet) Skills
- Reports – Habitats, Endangered Animals, and Explorers
- Formatting Skills (District Style Guide)

- Internet research project from the 40s to the 60s.
- Term paper using word processing, Internet, online data bases
- Book review project using CD burners, Photoshop elements, and Publisher
- Multi-media (PowerPoint) presentation

Math

- Patterns
- Shapes
- Sorting
- Counting by 5 & 10 – slide show
- Simple math problems
- Word problems
- Graph Club/Master projects
- Measuring
- Money
- Fractions
- On-line review and quizzes
- On-line Iditarod unit
- Christmas Cookie Measuring Project
- Thanksgiving Dinner Excel Project

Science

- Earth, sun and moon
- Water Cycle
- Food Chain
- Digestive System
- Reptiles and Amphibians
- Solid, Liquid & Gas
- Clouds
- Digital Microscope Project
- Vocabulary Words /Import applicable graphics
- Research reports with PowerPoint presentations
- Pamphlets using Publisher
 - STI
 - Common Infectious Diseases
 - Genetic Diseases
- Interactive web quests
 - Becoming human
 - Nutrition
- Research on nutrition using hotlists
- Family trees for the study of genetics done in Inspiration
- Timeline
- PowerPoint presentations on STIs
- Reports prepared with word processing software including lab reports

- Hominid study including Internet research and PowerPoint presentation
- Video streaming presentations
- Lecture using projection units with hyperlinks to video streaming and websites
- PowerPoint on acids and bases

Social Studies

- Map Skills - directions
- Earning, Spending & Saving
- Natural, Human & Capital Resources
- Explorers
- Chicago Project – coordinates/internet research
- Timeline (Michigan History)
- Michigan Map Project
- Core Democratic Values
- How a Bill Becomes a Law
- Signers of the Constitution brochure
- Decades research report
- Decades web site
- Orphan train research
- Orphan train video and web site
- States web sites
- Country newscasts
- Web quests
- On-line current events
- Excel used to chart results of polls
- Reports using word processing

Band

- Music notation and composition
- Multimedia Software program
- Digital loop recording and composing
- Music theory program
- Emedia guitar — individualized guitar instruction
- Rhythmicity — rhythm training program

Yearbook

- Web-based photo editing program used in design of yearbook

BMA & Web Computers

- Creation of web pages using HTML and web authoring software Frontpage
- Comprehensive computer projects requiring total integration of Microsoft Office Suite 2000 (Word, Excel, Access, PowerPoint, Frontpage)

- Example: Decade Project (researching historical events via the Internet of a particular decade)
 - Requirements for finished project:
 - Creation of newsletter covering major events of the decade
 - Creation of spreadsheet depicting various costs of the decade and creation of chart comparing costs to present day
 - Creation of database of major events, year they occurred, website address
 - Creation of powerpoint presentation showcasing the decade
 - Creation of web page – based on research
- Projects requiring integration of the following skills to create finished document:
 - Computer
 - Digital camera
 - Scanner

Technology Delivery

Current distance learning/internet opportunities:

- NOVA Net
- United Video Streaming
- Web quests integrated into curriculum
- Internet assignments and research projects integrated into curriculum
- Atomic learning tutorials available for staff members belonging to MACUL
- Michigan Electronic Library
- Biography Resource Center

Proposed distance learning opportunities:

- Virtual Learning opportunities are being considered and developed through the use of the multi-county fiber optic network installed throughout Kalamazoo County and in portions of St. Joseph County. We are also looking into the use of Virtual Desktops delivered through an internet login.

Parental Communications & Community Relations

Communication with parents and community members has a high priority in the Galesburg-Augusta School District. For example, the technology plan will be disseminated to the community via the district web site and will be included in the Board Policy Manual. Communication is also accomplished through the use of various media, such as the following:

- Computerized signs located at the Primary Building and the High School Building
- Announcing important dates and extending congratulations to students for their accomplishments over the building speaker systems.
- Monthly newsletters sent to parents via mail detailing happenings in the school district.
- District Web site. The district maintains a comprehensive web site detailing activities and happenings district wide.
- Pinnacle – a web based communication site that allows parents to access students' progress, as well as grades, and respond to instructors via e-mail.
- Phone System – District wide phone system provides telephones in each classroom with voice mail. A new updated system is being considered that will greatly enhance the present available services.
- Teachers individually communicate with parents via e-mail and some teachers maintain their own web sites with student assignments which students and parents can access.
- Parent-teacher conferences are held in the fall and spring of each school year to allow students to visit with teachers.

Parents from the community are included on the technology team and have been involved with planning and ongoing assessment of the technology plan.

Adult Literacy Collaboration

Galesburg-Augusta Community Schools do not currently have an adult literacy program and, although we are not opposed to the development of an adult literacy partnership with providers and the community, we are not planning on one for the near future.

Professional Development

Professional Development

The Galesburg-Augusta School District is committed to providing ongoing, sustained professional development and to prepare and support all staff members in becoming proficient in the use of technology and its integration into the curriculum. Professional development provides opportunities for administrators, teachers, and support staff members to explore new roles, develop new instructional techniques, refine their practice, and broaden themselves both as educators and as individuals.

To reach the goal of preparing administrators, teachers, and support staff members for effective technology use, a well-designed professional development program is essential. It cannot take the traditional form of individual workshops or one-time training sessions. Instead it must be viewed as an ongoing and integral part of the professional lives of the school district's staff. Professional development should contain all the necessary components that research has found to be important. In order to be effective, Galesburg-Augusta recognizes that professional development for technology use and integration must have the following components:

- A focus on improved student learning outcomes
- A focus on teachers implementing curriculum plans that include methods and strategies for applying technology to maximize student learning
- A focus on teachers using technology to enhance their productivity and professional practice
- Alignment with district goals and vision
- Strong administrative and board support
- Ongoing development opportunities
- Based on regularly evaluated needs assessment of staff members
- Utilization of adult learning strategies
 - Choice of content and opportunities for learning
 - Scheduling that is convenient to teachers
 - Adequate resources and time for learning

- Work in small groups
- Provide hands-on technology use
- Enhance teachers' curriculum, learning, and assessment competencies and skills
- Model "discovery learning"
- Motivate teachers to be involved
 - By mandating participation
 - By creating incentives for technology trainers and trainees

Professional development in technology use and integration must provide learning opportunities that are diverse in experience and convenient to participants. It must supply adequate resources and time for learning, as well as being relevant to the work of individuals involved. In addition, including formal and informal learning opportunities enhances the effectiveness of a professional development program. In order to ensure its success, Galesburg-Augusta will provide professional development in technology use and integration for administrators, teachers and staff members by:

- Providing time during the school day, outside of the classroom, for
 - Attending workshops or in-services
 - Attending conferences
 - Observe other teachers in model classrooms within the building or district, as well as out-of-district
- Using existing time commitments (staff meetings)
- Providing opportunities during the summer
- Encouraging staff to earn credit through university classes
- Encouraging staff to take online courses to develop basic skills
- Encouraging staff to take courses through KRESA
- Providing books and technology journals that demonstrate the use of technology in the classroom
- Providing technology mentors in each building to train and support the use of technology by all teachers
- Encouraging collaboration among teachers to create technology enhanced learning experiences
- Providing time for reflecting and sharing
- Providing follow-up support
- Providing technical support
 - From the technology support staff
 - From student aides that will assist teachers with technical support
- Scheduling early morning short tutorials on discrete skills
- Providing a list of district, community, or web resources for teachers to explore

Assessment of professional development opportunities for technology use and integration is a critical component for a successful program that is often it is overlooked or neglected. Planners should ‘begin with the end in mind.’ Planning for professional development should take a ‘results-driven’ approach. Galesburg-Augusta will take the following steps to assess the effectiveness of its professional development program for technology use and integration:

- Clarify the intended goals
- Analyze goals in terms of the desired results in student outcomes and in the classroom or school practices that will lead to those results
- Analyze the context
 - Examine pertinent baseline information on students’ and teachers’ needs, their unique characteristics and background experiences, available resources, parent involvement and support, and organizational climate.
- Estimate the program’s potential to meet the goal
 - A thorough analysis of the costs of implementation—and what other services or activities must be sacrificed to meet those cost should be included as well
- Determine how the goals will be assessed
- Outline strategies for gathering verification that goals are met
 - Gather and analyze data on participants’ reactions
 - Gather and analyze data on participants’ learning
 - Gather and analyze data on participants use of new knowledge and skills
 - Gather and analyze data on improved student learning outcomes
- Use gathered data to guide subsequent professional development efforts

Supporting Resources

The Galesburg-Augusta Community School District maintains a variety of resources that are available to use by our staff, students, and community to enhance their effective use of technology. Some of these resources are as follows:

- *Website:* <http://www.g-aschools.org>
 - The District website contains school and basic district information including: menus, sports schedules, faculty and staff listing, school board members, school calendar, school improvement plans and annual reports.

- *World Book Online:*
 - The District subscribes to World Book Online. It is also available to members of the G-A Community through remote access.
- *Michigan e library (MeL):*
 - Michigan e Library and its services are available to students and community members.
- *REMC member:*
 - Galesburg-Augusta Community Schools are a member of the REMC 12 service area.
- *Technology instructional documents and videos:*
 - How-to tips and training videos are available on the District network. Some documents included are: how to use the phone, electronic grade book program, email, printer instructions, and classroom monitoring software.
- *Procedural manuals:*
 - Software and hardware manuals are available in Tech office.
- *Learnport.Org:*
 - Training videos and classes available for school employees through the Internet.

Infrastructure/Tech Support

Infrastructure Needs/Technical Specifications, and Design

The Galesburg-Augusta Community School Districts technology infrastructure is built upon our Microsoft Windows Network which links all buildings together through a fiber optic connected Wide Area Network (WAN). Over 500 computers and over 100 laptops attached to the network (LAN) allow communication, storage of documents, access to networked applications, a 10 megabit fiber optic connection to K/RESA, and a 4 megabit fiber optic connection to the internet. The district is further complemented by an extensive PBX digital phone system with phones (located in each classroom), voice mail

and caller ID for each teacher, as well as all office locations. Most administrative and support staff also carry cell phones with voice mail, caller ID, and Touch-to-talk capabilities. The district has between 5 and 10 Blackberry phones. These services are used for educational purposes, such as locating test results or other local student data during a meeting or parental discussion; invoking the MDE website for contact information; accessing information from the district web site; identifying curricular goals, objectives, and instructional methodologies available on national, state, or local web sites; and accessing student web-based data. The District also utilizes an e-mail system accessible both inside and outside the district boundaries. 15 district computer labs, including 3 mobile wireless labs (one each in the Primary, Intermediate, and Middle schools); bring communication and technology to each corner of the school system. Wireless access points are distributed throughout the entire district.

Building upon this technology and networking infrastructure is our main focus for the upcoming school year. We are currently in the process of adding VMWare based Virtual Servers and a Storage Area Network (SAN) to our network. These additions will greatly increase the efficiency of our network resources and allow us significant room to grow. In addition, this should allow us to, in the future, add Virtual Desktops for the students and staff to access District-based resources from remote locations through the internet. We are in the process of evaluating the level of success we have had in recent technology deployment and utilization. We will take this analysis and use it to determine our next set of needs. Beyond this analysis, we are looking towards the future. In order to achieve our goal of becoming the small district technology leader for the area, we have joined the Kalamazoo county-wide fiber initiative, which links almost all schools in Kalamazoo and

the surrounding area with high speed fiber-optic connections. We plan on using these connections, along with some planned digital video and remote access improvements, to become the local center for distance learning and virtual classroom initiatives. Opening up our district walls in this fashion will bring innumerable benefits to our students and community. We are aware that achieving and maintaining this level of technology excellence will require increased levels of support in both budget and staffing, but we are committed to this task.

Technical support within the district is comprised of a Technology Department of one full time Network Administrator and one part time Computer Technician. The technical staff supports the district's 600+ computers and network. In addition to the technology staff, there is a Director of Technology Integration who works closely with the network administrator, and several Power-User level technology users throughout the District.

This allows for the District's technology needs to be wedded to academic and curricular achievement. It is the Galesburg-Augusta School District's goal to integrate all aspects of technology into the learning process. The makeup of technical support is directly related to student achievement.

Increase Access

In response to the growing need for technology in education, the G-A School District has taken several important steps recently to ensure that our students and staff have the highest levels of access to technology. Some of these steps include:

- Additional computers – The district now has more than 600 computers available, creating an almost 2-to-1 ratio for students to computers.
- Staff e-mail - Accessible both in the district and through the internet.
- Enhanced WAN connectivity – An upgrade from Frame over Relay through an external T1 line to full fiber optic connections between all buildings has increased communication speeds and allowed the district a much more powerful tool for communication and education.
- World Book Online – A resource available to the whole community, World Book Online is an excellent on-line encyclopedia.

Future steps planned should bring us additional resources, such as the following:

- Pinnacle – A web-based communication tool for teachers, parents, and students (currently available only in the High School and Middle School).
- Follet Library Enhancement – A web-based addition to our Follett Library system will allow members of the community to browse through the collections of all of our libraries.
- Distance Learning/Virtual Classrooms – Fiber and video enhancements, as well as the proposed Virtual Desktops, will allow our students to take part in virtual classrooms and distance learning opportunities that will give them access to learning experiences not traditionally available in our area.

Funding and Budget

Coordination of Resources

The Galesburg-Augusta Community Schools Technology budget is used to fund technology related expenses such as supplies, maintenance costs, annual service contracts, technology staff professional development, salaries, and other technology staffing costs. Funding for other needs is found from additional sources. For example, software that is directly used in the curriculum is funded through the curriculum budget.

Budget growth is assumed to be at 3% per year, but is based off of the District revenue.

2008-2009 FUNDING AND BUDGET

Description	Quantity	Unit Cost	Total
Supplies (1.25%)	-	-	\$2,000
Tech. Staff Development (3.75%) <i>*Travel & Conferences</i> <i>*Dues & Fees</i>	-	-	\$6,000
Miscellaneous (5%)	-	-	\$8,000
Maintenance & Support (15%) <i>*W.S. Reed – Printer Support</i> <i>*IBM – Blade Server Support</i> <i>*Moss – Phone, LAN, Audio, & Security Support</i>	-	-	\$24,000
Service Agreements (25%) <i>*Internet</i> <i>*Deep Freeze</i> <i>*TTC Security Agent Anti-Virus</i> <i>*Doublecheck Spam Filter</i> <i>*Veritas Backup Exec</i> <i>*Pinnacle</i> <i>*Total Traffic Control Web Filter</i> <i>*DataDomain Backup Server</i>	-	-	\$40,000
Tech. Dept. Salaries (50%) <i>*Staff Salaries</i> <i>*FICA</i> <i>*Retirement</i> <i>*Insurance</i>	1.5	-	\$80,000
Staff Professional Development	Funded through Durrant grant	-	\$25,000
Curriculum Software	Funded through Curriculum budget	-	N/A
KRESA Student Info. System	Funded through Business Office budget	-	N/A

FUNDING AND BUDGET / 2009-2010 Estimate

Description	Quantity	Unit Cost	Total
Supplies (1.25%)	-	-	\$2,060
Tech. Staff Development (3.75%) <i>*Travel & Conferences</i> <i>*Dues & Fees</i>	-	-	\$6,217
Miscellaneous (5%)	-	-	\$8,240
Maintenance&Support (15%) <i>*W.S. Reed – Printer Support</i> <i>*IBM – Blade Server</i> <i>*Moss – Phone, LAN, Audio, & Security</i>	-	-	\$24,720
Service Agreements (25%) <i>*Internet</i> <i>*Deep Freeze</i> <i>*TTC Security Agent Anti-Virus</i> <i>*Doublecheck Spam Filter</i> <i>*Veritas Backup Exec</i> <i>*Pinnacle</i> <i>*Total Traffic Control Web Filter</i> <i>*DataDomain Backup Server</i>	-	-	\$41,200
Tech. Dept. Salaries (50%) <i>*Staff Salaries</i> <i>*FICA</i> <i>*Retirement</i> <i>*Insurance</i>	1.5	-	\$80,400
Staff Professional Development	Funded through Durrant grant	-	\$25,000
Curriculum Software	Funded through Curriculum budget	-	N/A
KRESA Student Info. System	Funded through Business Office budget	-	N/A

FUNDING AND BUDGET / 2010-2011 Estimate

Description	Quantity	Unit Cost	Total
Supplies (1.75%)	-	-	\$2,970
Tech. Staff Development (3.25%) <i>*Travel & Conferences</i> <i>*Dues & Fees</i>	-	-	\$5,517
Miscellaneous (5%)	-	-	\$8,487
Maintenance&Support (15%) <i>*W.S. Reed – Printer Support</i> <i>*IBM – Blade Server</i> <i>*Moss – Phone, LAN, Audio, & Security</i>	-	-	\$25,462
Service Agreements (25%) <i>*Internet</i> <i>*Deep Freeze</i> <i>*TTC Security Agent Anti-Virus</i> <i>*Doublecheck Spam Filter</i> <i>*Veritas Backup Exec</i> <i>*Pinacle</i> <i>*Total Traffic Control Web Filter</i> <i>*DataDomain Backup Server</i>	-	-	\$42,436
Tech. Dept. Salaries (50%) <i>*Staff Salaries</i> <i>*FICA</i> <i>*Retirement</i> <i>*Insurance</i>	1.5	-	\$84,872
Staff Professional Development	Funded through Durrant grant	-	\$25,000
Curriculum Software	Funded through Curriculum budget	-	N/A
KRESA Student Info. System	Funded through Business Office budget	-	N/A

Timeline

The District Technology Plan will be updated as needed by the G-A Technology staff working in conjunction with the Technology Leadership Team.

TECHNOLOGY PLAN TIMELINE / 2008-2009

Technology Infrastructure Enhancements

- Deploy G-A Moodle server
- Replacement of 1/5 district desktops & laptops
- Add computer mini-labs for the Middle and Intermediate schools
- Begin feasibility study for Virtual Desktop Initiative
- Update office productivity suite for administrative staff and key computer labs
- Update classroom management software
- Update High School and Middle School keyboarding software

Technology Integration Enhancements

- Pinnacle rollout - Add 4th & 5th grade
- Establish updated curriculum integration timeline
- Assessment and realignment of technology integration goals to align with State and national standards
- Research and apply for additional Technology Integration related grants and funding opportunities

Professional Development (Proposed – Final PD schedule for 2008-2009 has not been set yet)

- Office 2007 workshops
- Pinnacle training
- Assess current Professional Development strategy and develop new procedures as necessary

TECHNOLOGY PLAN TIMELINE / 2009-2010

Technology Infrastructure Enhancements

- Replacement of 1/5 district desktops & laptops
- Begin rollout of Virtual Desktop systems
- Update office productivity suite for remaining computer systems
- Assessment of multi-media/distance learning systems

Technology Integration Enhancements

- Develop a Distance Learning Usage & Implementation plan
- Pinnacle rollout kindergarten – 3rd grade
- Implement curriculum integration plan

Professional Development

- Ongoing Professional Development
- Implement any changes in the Professional Development strategy

TECHNOLOGY PLAN TIMELINE / 2010-2011

Technology Infrastructure Enhancements

- Replacement of 1/5 district desktops & laptops
- Deployment of multi-media/distance learning systems

Technology Integration Enhancements

- Continue implementation of curriculum integration timeline

Professional Development

- Ongoing Professional Development
- Distance Learning Professional Development sessions

Monitoring and Evaluation

Evaluation

In accordance with NCLB, all students should have a working knowledge of basic computer skills by the end of 8th grade. The State of Michigan Technology Literacy Standards of Achievement by 8th grade will be the base of these computer skills. A yearly test will be given to see that we are making progress to increasing computer skills. If there is minimal or no progress the Technology Leadership Team will review the technology instructional integration for K-8 and make recommendations to the Leadership Council for changes. This will be an on-going process that will take place on a year-by-year basis.

In addition to student competency, Galesburg-Augusta Community Schools' staff members are also expected to meet technology skills and integration standards. Staff members are subjected to an evaluation by building administrators which includes assessment on teachers' ability to use and integrate technology into the curriculum. The District's goal is that 80% of the staff evaluations will show that technology standards are being met by our staff members within three years.

Acceptable Use Policies

Galesburg-Augusta Community Schools in keeping with Federal Law (H.R. 4577) (Public Law 106-554) and in compliance with Library Services and Technology Act, Title III of the Elementary and Secondary Education Act, recognizes the need to protect students from harmful material that may be found on the Internet. The Galesburg-Augusta School District has purchased and put into place Total Traffic Control, an Internet filtering software system. This software monitors and blocks inappropriately rated sites from the Internet. In addition students and staff must agree to guidelines and behavior appropriate to a public school setting. The following acceptable use documents outline the school's expectations for High School and Middle School students (first form), Intermediate School students (second form), Primary School students (third form) and district employees (fourth form).

Student Name _____
 (Please print) LAST NAME, FIRST NAME

Grade _____

The use of school technology is a privilege intended to enhance student learning in the following ways:

- To help learn about technology
- To help learn how to gather information
- To help learn how to communicate with others

The privilege to use the school's network, technology, and the Internet can be taken away at any time. Disciplinary action, including loss of all computer privileges, may be taken if school network, technology, or the Internet is misused at school. The cost to repair any damage caused by students either intentionally or as a result of failure to follow directions may be charged to parents.

A student user violating the privileges outlined in the Galesburg-Augusta Community Schools Technology Code will be subject to disciplinary action. Violations include but are not limited to:

Violations/Consequences	
Minor Violations	Major Violations
1. Using district technology and/or Network for the purposes of: A. Any unauthorized use of district technology, such as: i. electronic communications ii. profanity iii. gaming iv. listening to/downloading music v. inappropriate/deceptive use 2. Unauthorized use of non-district owned technology in conjunction with district owned technology and/or network resources.	Using district technology and/or Network for the purposes of: 1. Sexual content 2. Hate mail (any form of electronic communication) 3. Discrimination a. Sexual b. Racial c. Harassment d. Religious/Ethnic 4. Vulgar statements 5. Theft/vandalism 6. Malicious use of network 7. Third minor violation
Minor Consequences	Major Consequences
1. <u>First Minor Offense</u> a. One hour of after-school detention b. Copying by hand, Chapter V of the AUP. Highlighting sections violated and signing and dating this document. A copy will be retained in the student's disciplinary record. (Failure to complete item number b will result in a one day out of school suspension and a letter placed in disciplinary file) 2. <u>Second Minor Offense</u> a. Two hours of after-school detention b. Letter to the students parents 3. <u>Third Minor Offense</u> Is a major offense Refer to Major Consequences First Offense * Appropriate alternate assignments as determined by instructor and administrator will be assigned.	1. <u>First Major Offense</u> a. Saturday School detention b. Completion of Ethical Use of Technology Article Review. c. Suspension from the use of district technology for 5 days. d. * Alternate assignments if necessary e. Letter to superintendent describing the incident and a copy in the student's disciplinary record. 2. <u>Second Major Offense</u> a. 5 days out of school suspension b. Suspension from the use of district technology for 25 days. c. * Alternate assignments if necessary d. Appropriate legal action pursued 3. <u>Third Major Offense</u> a. 10 days out of school suspension b. Pre expulsion hearing c. Permanent Expulsion from the use of district technology. d. * Alternate assignments if necessary. e. Appropriate legal action pursued

I agree to follow these rules:

1. I will only use technology with a teacher or teacher aide present. (Section II)
2. I will only use technology my teachers have taught me. (Section II)
3. I will only use technology for schoolwork (Section II)
4. I will not share my password with others or try to learn the passwords of others. Additionally, I agree to be held responsible for any activities that occur using my account. (Section IV)
5. I will not get into files other than my own.(Section IV)
6. I will not do anything that causes harm to the school's technology. (Section III)
7. I will not, in any way, disrupt others' use of the school's technology. (Section IV)
8. I will ask for help if I am not sure how to properly use the school's technology. (Section II)
9. I will not use technology, network, or the Internet until my parent/guardian and I sign this form and my parent/guardian signs the full "Student Technology Use and Internet Access Agreement" (Section II).
10. I agree that I have been taught and understand the ethical uses of the school's technology, network, and the Internet. (Section II)
11. I agree that the school has the right to check anything I do with the school's technology. (forward)
12. I will follow all copyright rules. (Section III)

I agree to follow these rules and any future rules that might be added by the school. These rules will be available in hard copy from the principal's office and posted throughout the school.

Signature of Student

Date

As the above-named student's parent or guardian, I have read the Galesburg-Augusta Community Schools Student Technology Use and School Internet Access Agreement for Internet Access and Technology Use and the accompanying cover letter. I understand that access to the Internet through the school, and the use of district technology and network, are privileges provided to students for educational purposes only. I understand that messages, documents, and files stored on the District network and equipment are the property of the District, and the District has the right to supervise the use of such property. I understand that I shall have no expectation of privacy when using District technology. I understand that the district will attempt to restrict access to all controversial material, including but not limited to, pornographic or abusive material, and I will not seek to hold the district responsible for materials acquired on the Internet. I hereby release the district, and its employees, agents, and operators from any and all claims of any nature arising from use of, misuse of, or inability to use District or K/RESA Internet resources. In addition, I agree to indemnify the district, K/RESA, and or K/RESA Net for any damage or liability caused by or arising out of my child's use or misuse of Internet resources or equipment as provided by the District, K/RESA and/or K/RESA Net.

I understand that these rules will be available in hard copy from the principal's office. I also understand that my child has been taught proper Internet and technology use and has been informed of the provisions of the District Student Technology Use and School Internet Access Agreement. I realize that my child will not be able to use the District technology and/or the Internet until this form has been signed by both my student and me and is on file. I also realize that if my child violates the policy, he or she may be disciplined and/or lose Internet and technology privileges; and furthermore, that any damage caused to the technology equipment as a result of this violation may be charged to me.

Please carefully read the following choices and mark all your selection(s).

- My student has my permission to use the District's technology.
 My student has my permission to use the District's Technology and Internet.
 My student has my permission to have his/her name published on the school's website.
 My student has my permission to have his/her name published (w/pictures) in sanctioned school publications such as the Yearbook, Galesburg's Horizon News, Kalamazoo Gazette, etc.

Signature of Parent or Guardian

Date

Student Name _____
 (Please print) LAST NAME, FIRST NAME

Grade _____

The use of school technology is a privilege intended to enhance student learning in the following ways:

- To help learn about technology
- To help learn how to gather information
- To help learn how to communicate with others

The privilege to use the school's network, technology, and the Internet can be taken away at any time. Disciplinary action, including loss of all computer privileges, may be taken if school network, technology, or the Internet is misused at school. The cost to repair any damage caused by students either intentionally or as a result of failure to follow directions may be charged to parents.

A student user violating the privileges outlined in the Galesburg-Augusta Community Schools Technology Code will be subject to disciplinary action. Violations include but are not limited to:

Violations/Consequences	
Minor Violations	Major Violations
1. Using district technology and/or Network for the purposes of: A. Any unauthorized use of district technology, such as: i. electronic communications ii. profanity iii. gaming iv. listening to/downloading music v. inappropriate/deceptive use 2. Unauthorized use of non-district owned technology in conjunction with district owned technology and/or network resources.	Using district technology and/or Network for the purposes of: 1. Sexual content 2. Hate mail (any form of electronic communication) 3. Discrimination a. Sexual b. Racial c. Harassment d. Religious/Ethnic 4. Vulgar statements 5. Theft/vandalism 6. Malicious use of network 7. Third minor violation
Minor Consequences	Major Consequences
1. <u>First Minor Offense</u> a. One hour of school detention. b. Meeting with principal to review Acceptable Use Policy. c. Phone call home. 2. <u>Second Minor Offense</u> a. 6 recess detentions. b. Copy by hand from the District Acceptable Use policy the sections which were violated. c. Letter to the student's parents. 3. <u>Third Minor Offense</u> Is a major offense. Refer to Major Consequences First Offense	1. <u>First Major Offense</u> a. (1-3 days) In-school suspension. b. Suspension from the use of district technology for related project.. c. Letter to superintendent describing the incident and a copy in the student's disciplinary record. 2. <u>Second Major Offense</u> a. 2 days out-of-school suspension. b. Suspension from the use of district technology for 25 days. c. Appropriate legal action pursued. 3. <u>Third Major Offense</u> a. 5 days out-of-school suspension. b. Pre expulsion hearing. c. Permanent Expulsion from the use of district technology. d. Appropriate legal action pursued

I agree to follow these rules:

1. I will only use technology with a teacher or teacher aide present. (Section II)
13. I will only use technology my teachers have taught me. (Section II)
14. I will only use technology for schoolwork (Section II)
15. I will not share my password with others or try to learn the passwords of others. Additionally, I agree to be held responsible for any activities that occur using my account. (Section IV)
16. I will not get into files other than my own.(Section IV)
17. I will not do anything that causes harm to the school's technology. (Section III)
18. I will not, in any way, disrupt others' use of the school's technology. (Section IV)
19. I will ask for help if I am not sure how to properly use the school's technology. (Section II)
20. I will not use technology, network, or the Internet until my parent/guardian and I sign this form and my parent/guardian signs the full "Student Technology Use and Internet Access Agreement" (Section II).
21. I agree that I have been taught and understand the ethical uses of the school's technology, network, and the Internet. (Section II)
22. I agree that the school has the right to check anything I do with the school's technology. (forward)
23. I will follow all copyright rules. (Section III)

I agree to follow these rules and any future rules that might be added by the school. These rules will be available in hard copy from the principal's office and posted throughout the school.

Signature of Student

Date

As the above-named student's parent or guardian, I have read the Galesburg-Augusta Community Schools Student Technology Use and School Internet Access Agreement for Internet Access and Technology Use and the accompanying cover letter. I understand that access to the Internet through the school, and the use of district technology and network, are privileges provided to students for educational purposes only. I understand that messages, documents, and files stored on the District network and equipment are the property of the District, and the District has the right to supervise the use of such property. I understand that I shall have no expectation of privacy when using District technology. I understand that the district will attempt to restrict access to all controversial material, including but not limited to, pornographic or abusive material, and I will not seek to hold the district responsible for materials acquired on the Internet. I hereby release the district, and its employees, agents, and operators from any and all claims of any nature arising from use of, misuse of, or inability to use District or K/RESA Internet resources. In addition, I agree to indemnify the district, K/RESA, and or K/RESA Net for any damage or liability caused by or arising out of my child's use or misuse of Internet resources or equipment as provided by the District, K/RESA and/or K/RESA Net.

I understand that these rules will be available in hard copy from the principal's office. I also understand that my child has been taught proper Internet and technology use and has been informed of the provisions of the District Student Technology Use and School Internet Access Agreement. I realize that my child will not be able to use the District technology and/or the Internet until this form has been signed by both my student and me and is on file. I also realize that if my child violates the policy, he or she may be disciplined and/or lose Internet and technology privileges; and furthermore, that any damage caused to the technology equipment as a result of this violation may be charged to me.

Please carefully read the following choices and mark all your selection(s).

- My student has my permission to use the District's technology.
 My student has my permission to use the District's Technology and Internet.

Signature of Parent or Guardian

Date

Student Name _____ Teacher _____ Grade _____
(Please print) LAST NAME, FIRST NAME

The use of school technology is a privilege to help you learn in the following ways:

- To help learn about technology
- To help learn how to gather information
- To help learn how to communicate with others

The privilege to use the school's technology and the Internet can be taken away at any time. If you do not use the computer, technology, and/or network the right way at school you can lose all of your computer privileges. The cost to fix any damage caused by you, either by accident or because you did not follow directions, may be charged to your parents.

I agree to follow these rules:

1. I will only use technology with a teacher or teacher aide present. (Section II)
24. I will only use technology my teachers have taught me. (Section II)
25. I will only use technology for schoolwork (Section II)
26. I will not share my password with others or try to learn the passwords of others. Additionally, I agree to be held responsible for any activities that occur using my account. (Section IV)
27. I will not get into files other than my own.(Section IV)
28. I will not do anything that causes harm to the school's technology. (Section III)
29. I will not, in any way, disrupt others' use of the school's technology. (Section IV)
30. I will ask for help if I am not sure how to properly use the school's technology. (Section II)
31. I will not use technology, network, or the Internet until my parent/guardian and I sign this form and my parent/guardian signs the full "Student Technology Use and Internet Access Agreement" (Section II).
32. I agree that I have been taught and understand the ethical uses of the school's technology, network, and the Internet. (Section II)
33. I agree that the school has the right to check anything I do with the school's technology. (forward)
34. I will follow all copyright rules. (Section III)

I agree to follow these rules and any future rules that might be added by the school. These rules will be available in hard copy from the principal's office and posted throughout the school.

Signature of Student

Date

As the above-named student's parent or guardian, I have read the Galesburg-Augusta Primary School Student Technology Use and School Internet Access Agreement for Internet Access and Technology Use and the accompanying cover letter. I understand that access to the Internet through the school, and the use of district network and technology, are privileges provided to students for educational purposes only. I understand that messages, documents, and files stored on the District network and equipment are the property of the District, and the District has the right to supervise the use of such property. I understand that I shall have no expectation of privacy when using District technology. I understand that the district will attempt to restrict access to all controversial material, including but not limited to, pornographic or abusive material, and I will not seek to hold the district responsible for materials acquired on the Internet. I hereby release the district, and its employees, agents, and operators from any and all claims of any nature arising from use of, misuse of, or inability to use District or K/RESA Internet resources. In addition, I agree to indemnify the district, K/RESA, and or K/RESA Net for any damage or liability caused by or arising out of my child's use or misuse of Internet resources or equipment as provided by the District, K/RESA and/or K/RESA Net.

I understand that these rules will be available in hard copy from the principal's office. I also understand that my child has been taught proper Internet and technology use and has been informed of the provisions of the District Student Technology Use and School Internet Access Agreement. I realize that my child will not be able to use the District network, technology, or the Internet until this form has been signed by both me and my child and the District Student Technology Use and School Internet Access Agreement has been signed by me. I also realize that if my child violates the policy, he or she may be disciplined and/or lose Internet, network, and technology privileges; and furthermore, that any damage caused to the technology network and/or equipment as a result of this violation may be charged to me.

Please carefully read the following choices and mark all your selection(s).

_____ My student has my permission to use the District's technology.

_____ My student has my permission to use the District's Technology and Internet.

Signature of Parent or Guardian

Date

Employee Name _____ *Building* _____

(please print) LAST NAME, FIRST NAME

The use of school technology is a privilege intended to enhance teaching and staff and student learning in the following ways:

To help teaching and learning about technology

To help teaching and learning about how to gather information

To help teaching and learning about how to communicate with others

Listed below is a summary of the Code of Ethics. Please read the full policy before signing below. Some aspects of the Code of Ethics may already be addressed in other district policies; e.g., the policies on harassment, copyright, and supplemental materials selection.

Violations of the Technology Code of Ethics may result in disciplinary action up to and including termination.

1. All use of the District technology must be in support of education and be consistent with the purposes of the Galesburg-Augusta School District. (Foreword)
2. Users have the privilege to use all of the technology for which they have had training. Anyone using the technology is responsible for the preservation and care of that technology. (Sections I, II, III, IV)
3. Accounts are to be used only by the owner or users authorized by the owner. Sharing of the passwords is prohibited. Additionally, users are responsible for any and all activity that occurs under their account. (Section IV)
4. Users experiencing harassment or receiving requests for personal information should report the problem. (Section IV)
5. Technology users identifying a security problem must notify the proper authority. (Section IV)
6. The use of unauthorized software is prohibited. (Section II, V)
7. The use of non-District owned technology in conjunction with district owned technology and/or network is prohibited without prior authorization. (Section II, III, IV, V)
8. Staff must demonstrate good faith efforts to supervise students' use of the technology under their charge and report all serious infractions. (All Sections)
9. Copyright laws must be followed. (Section VI)

Use of district technology shall constitute agreement and consent to abide by the terms set forth in the Technology Code of Ethics as outlined in the above summary.

I have read the Galesburg-Augusta Community School Staff Technology Use and School Internet Access Agreement for Internet Access and Technology Use and the accompanying cover letter. I understand that access to the Internet through the school, and the use of district network and technology, are privileges provided for educational purposes only. I understand that messages, documents, and files stored on the District network and equipment are the property of the District, and the District has the right

to supervise the use of such property. I understand that I shall have no expectation of privacy when using District technology. I understand that the district will attempt to restrict access to all controversial material, including but not limited to, pornographic or abusive material, and I will not seek to hold the district responsible for materials acquired on the Internet. I hereby release the district, and its employees, agents, and operators from any and all claims of any nature arising from use of, misuse of, or inability to use District or K/RESA Internet resources. In addition, I agree to indemnify the district, K/RESA, and or K/RESA Net for any damage or liability caused by or arising out of my use or misuse of Internet resources or equipment as provided by the District, K/RESA and/or K/RESA Net.

I understand that these rules will be available in hard copy from the principal's office. I realize that I will not be able to use the District technology and/or the Internet until this form has been signed by me.

Please carefully read the following choices and mark your selection(s).

_____ The District has my permission to use my name and/or picture (without your name) on the school web page.

_____ The District has my permission to use my name and picture in any of the District's publications.

Signature

Date