

# Jonesville Community Schools



## Tech Plan 2009-2012

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## Technology Plan Summary Sheet

**District:** Jonesville Community Schools

**Address:** 202 Wright Street, Jonesville, MI 49250

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**Phone:** (517) 849-9075

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**School District Code:** 30030

**E-Mail:** mpotts@jonesvilleschools.org

**Years Covered by this plan:** 2009 to 20012

**Intermediate School District:** Hillsdale Intermediate School District

**URL for Technology Plan:** <http://www.jonesvilleschools.org>

**This plan will be in effect from:** June 30, 2009-June 30, 20012.

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## **Jonesville Community Schools District Mission Statement**

The Jonesville Community School District is dedicated to providing quality educational experiences that produce responsible citizens who have a positive view of themselves and others and who have the skills and attitudes necessary to succeed in a global society.

### **WE BELIEVE:**

- All students are capable of becoming responsible members of society.
- Everyone has worth and value.
- All students can learn.
- Mutual respect fosters learning.
- A positive self-image is important to success.
- Cooperation, communication and problem solving are important life skills.
- Learning is a life-long process.
- Quality education recognizes and responds to individual differences.
- A basic core of knowledge is essential.
- A safe, stable and caring environment is essential to learning.
- Parental and community involvement enhances quality education.
- Sound instructional decisions are based on research, practice and evaluation.

We will know that we are accomplishing our mission when all our students are:

- Self-directed thinkers who demonstrate preparedness for life.
- Academically competent thinkers who demonstrate knowledge in core areas.
- Innovative producers who think uniquely and create quality products.
- Physically and emotionally mature individuals who recognize their personal value and responsibilities.
- Collaborative contributors who recognize the value and dignity of others.

# Jonesville Community Schools

## Introduction:

Jonesville Community Schools is located in rural Hillsdale County in southern Michigan. The district houses students in four buildings including Williams Elementary, Jonesville Middle School, Jonesville High School and Phoenix Alternative School. The total student count for the entire district is 1,394 students with 635 (45.6%) students receiving free or reduced lunch. The economic status of the community is middle class to low socioeconomic with the major sources of income in the county coming from manufacturing, service and agriculture. There are 75 teachers working in the district (37 at Williams Elementary, 16 at Jonesville Middle School, 21 at Jonesville High School and 6 at Phoenix Alternative School).

## District Office

Mike Potts, Superintendent  
202 Wright Street  
Jonesville, MI 49250-1190  
(517) 849-9075  
(517) 849-2234 (fax)  
mpotts@jonesvilleschools.org

## High School (Grades 9-12)

Mrs. Chellie Broesamle, Principal  
460 Adrian Street  
Jonesville, MI 49250  
(517) 849-9934  
(517) 849-2755 (fax)  
cbroesamle@jonesvilleschools.org  
Number of Teachers: 21  
Student Count: 340

## Emily B Williams Elementary (K-5)

Mrs. Johanna Curson, Principal  
440 Adrian Street  
Jonesville, MI 49250-1211  
(517) 849-9175  
(517) 849-7308 (fax)  
jcurson@jonesvilleschools.org  
Number of Teachers: 35  
Student Count: 611

## Middle School (Grades 6-8)

Mrs. Penny Snyder, Principal  
401 East Chicago Street  
Jonesville, MI 49250-1195  
(517) 849-3210  
(517) 849-7309 (fax)  
psnyder@jonesvilleschools.org  
Number of Teachers: 16  
Student Count: 293

## Phoenix Alternative School

Mr. Dennis Deeg, Principal  
136 Concord Road  
Jonesville, MI 49250-9005  
(517) 849-7304  
(517) 849-7725 (fax)  
ddeeg@jonesvilleschools.org  
Number of Teachers: 6  
Student Count: 98

# **Jonesville Community Schools Vision and Goal**

## **District Technology Mission Statement**

To provide an infrastructure and necessary resources so all students and staff are knowledgeable enough and able to access and use Information Technology to maximize the teaching and learning process. Technology will be integrated into the curriculum as a tool to increase student motivation and achievement.

## **District Technology Vision Statement**

Technology will be integrated into the curriculum as a tool to increase student motivation and achievement.

## **Technology Goals and Objectives**

To support our mission and vision for technology with our district, we have established the following goals and objectives:

**Curriculum:** Establish a K-12 technology curriculum so that technology becomes transparent to the user and is integrated into a wide range of learning activities.

- Review state and national benchmarks and align our technology curriculum with their recommendations.
- Identify current technology benchmarks by grade level.
- Present curriculum recommendations to entire K-12 staff for input and revisions.

**Staff Development:** Each school year all teachers will have participated in at least two technology trainings relevant to their technology needs.

- Survey staff annually to determine needs of staff for development related to technology.
- Customize training to staff's current level of understanding and technology needs.
- Implement use of media center/labs for in-service training so that classroom teachers become comfortable utilizing existing technologies
- Create an incentive for teachers to create lesson plans utilizing technology within their content areas.

**Technology Access and Maintenance:** Increase student accessibility to technology by creating a standard platform district-wide with allowances for specific content needs. Evaluate usage of current computer labs and set direction for future computer labs.

- Increase the use of media center/research labs by all students
- Explore the need for additional staffing for media center/research labs.
- Evaluate the needs of all media center/research labs.
- Develop a district wide acceptable use policy for students and teachers.
- Maintain a system for computer repair that includes utilizing shared services through existing staff, and contracted services while exploring alternative resources for repair and maintenance.
- Develop a consolidation policy for the purchase of technology hardware and software to maximize the purchasing power of the technology dollar by leasing or purchasing centrally and in mass quantity whenever possible.
- Develop a 3-year plan for hardware purchases and a policy for the purchase, storage, licensing, tracking, and inventory of all software and hardware.
- Upgrade infrastructure: servers and switches.
- Explore feasibility of extended hours for technology labs, which would give students and community member's greater access to technology. These hours would be available, when requested in writing, in advance, after school hours.

**Evaluation:** This technology committee will evaluate this technology plan in April of each year.

**Funding:** Effectively utilize budgeted dollars for technology hardware and software acquisitions while seeking additional grant opportunities.

- Apply for Universal Service Funds annually.
- Develop a purchase plan for hardware and software
- Consider applying for alternative funding sources.

**District/Community Planning:** Involve teachers, administrators, board members, students, parents, and community members to evaluate and monitor future growth in the Jonesville Community School District.

- Establish a technology committee that meets annually to evaluate current uses of technology and plan for future growth.
- Assign members to subcommittees to address more specific technology needs such as professional development.
- Tech plan is reviewed annually by tech team with revisions made for teachers as new technological advances are employed. Tech team will review and make available training and support that will meet these new advances in technology.

**Jonesville Community Schools  
District Technology Planning Team**

Cassie Brackman	HS Computer/Business Teacher
Lucas Kennard	MS Computer/Careers Teacher Network Administrator
Susan Pedrick	PASS Computer Teacher
Tania Wilson	Elementary Computer Teacher
Mike Potts	Superintendent
Aaron Krause	ISD Computer Technician

# Jonesville Community Schools Curriculum

## Required Element: A. Curriculum Integration

**Goals and strategies, aligned with challenging state and national standards, for using telecommunications and technology to improve teaching and learning.**

Objective	Outcome	Timeline
1. Review state and national benchmarks and align our technology curriculum with their recommendations and increase student achievement	<ul style="list-style-type: none"> <li>• An up-to-date outline by grade level that prepares students to meet state and national benchmarks as well as our own</li> </ul>	<ul style="list-style-type: none"> <li>• Updated May 2010</li> <li>• Reviewed annually</li> </ul>
2. Identify current technology benchmarks by grade level	<ul style="list-style-type: none"> <li>• An up-to-date outline by grade level that indicates which fundamental computer skills are currently being taught and What benchmarks should be achieved</li> </ul>	<ul style="list-style-type: none"> <li>• Updated by May 2010</li> <li>• Reviewed annually</li> </ul>
3. Present curriculum recommendations to entire K-12 staff for input and revisions	<ul style="list-style-type: none"> <li>• Technology teachers and academic teachers all have input into technology curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• Reviewed annually</li> </ul>
4. Technology like elmos, data projectors, mimeos, smartboards, scanners, and digital cameras will be used in the classroom to enhance education and increase achievement	<ul style="list-style-type: none"> <li>• Academic teachers will have available needed technology resources</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>
5. Encourage academic teachers to use the skills students are learning in the technology classroom in other academic subjects.	<ul style="list-style-type: none"> <li>• Academic teachers will have available needed technology resources and provide input into technology curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>

# Jonesville Community Schools Curriculum

## Required Element: B. Student Achievement

**Strategies that are based on research and that integrate technology into curricula and instruction for purposes of improving student academic achievement and a timeline for that integration.**

### Elementary Technology Curriculum

All students will have the opportunity to demonstrate the following performances. Prior to completion of grade 5 students will:

- Use input devices (mouse, keyboard, etc.) and output devices (monitor, printer, etc.) to operate computers successfully. (1)
- Use a variety of media and technology resources for directed and independent learning activities. (1,3)
- Communicate about technology using developmentally appropriate and accurate terminology. (1)
- Use developmentally appropriate multimedia resources (interactive books, educational software, etc.) to support learning. (1)
- Work cooperatively and collaboratively with peers, when using technology in the classroom. (2)
- Demonstrate positive social and ethical behaviors when using technology. (2)
- Practice responsible use of technology systems and software. (2)
- Create developmentally appropriate multimedia products with support from teachers, family members, or student partners. (3)
- Use technology resources (logical thinking programs, writing tools, digital camera drawing tools, etc.) for problem solving, communication and illustration of thoughts, ideas, and stories. (3, 4, 5, 6)
- Demonstrate knowledge of current changes in information technologies and the effect those changes have on the workplace and society. (2)

- Exhibit legal and ethical behaviors when using information and technology, and discuss consequences of misuse. (2)
- Apply productivity/multimedia tools and peripherals to support personal productivity, group collaboration, and learning throughout the curriculum. (3, 6)
- Select and use appropriate tools and technology resources to accomplish a variety of tasks and solve problems. (5, 6)
- Research and evaluate the accuracy, relevance, appropriateness, comprehensiveness, and bias of electronic sources concerning real world problems. (2, 5, 6)

### **Middle School Technology Curriculum**

All students will have the opportunity to demonstrate the following performances. Prior to completion of grade 8 students will:

- Demonstrate knowledge of current changes in information technologies and the effect those changes have on the workplace and society. (2)
- Exhibit legal and ethical behaviors when using information and technology and discuss consequences of misuse. (2)
- Use content specific tools, software, and simulations, graphing calculators, exploratory environment, Web tools to support learning and research. (3, 5)
- Apply productivity/multimedia tools and peripherals to support personal productivity, group collaboration, and learning throughout the curriculum. (3, 6)
- Select and use appropriate tools and technology resources to accomplish a variety of tasks and solve problems. (5, 6)
- Research and evaluate the accuracy, relevance, appropriateness, comprehensiveness, and bias of electronic information sources concerning real world problems.

## **High School Technology Curriculum**

All students will have the opportunity to demonstrate the following performances. Prior to completion of grade 12 students will:

- Identify capabilities and limitations of contemporary and emerging technology resources and assess the potential of these systems and services to address personal, lifelong learning, and workplace needs. (2)
- Make informed choices among technology systems, resources, and services. (1, 2)
- Analyze advantages and disadvantages of widespread use and reliance on technology in the workplace and in society as a whole.
- Demonstrate and advocate for legal and ethical behaviors among peers, family, and community regarding the use of technology and information. (2)
- Use technology tools and resources for managing and communicating personal/professional information (finances, schedules, addresses, purchases, correspondence, etc.). (3, 4)
- Evaluate technology-based options, including distance and distributed education, for life-long learning. (5)
- Routinely and efficiently use online information resources to meet needs for collaboration, research, publications, communications, and productivity. (4, 5, 6)
- Select and apply technology tools for research, information analysis, problem solving, and decision-making in content learning. (4, 5)
- Investigate and apply expert systems, intelligent agents, and simulations in real world situations. (3, 5, 6)
- Collaborate with peers, experts, and others to contribute to a content-related knowledge base by using technology to compile, synthesize, produce, and disseminate information, models, and other creative works. (4, 5, 6)

Note: Numbers in parentheses refer to NETS Foundation Standards on page two of the complete Jonesville Community Schools technology plan. The amended and complete Jonesville Community Schools district technology curriculum is attached in Appendix A.

## **Timeline for Technology Integration**

Starting in August 2009 and continuing into the future the technology curriculum will continue to be phased into the curriculum.

### **2009-10**

- Purchase and install dedicated T1 line (24 phone #'s) for current phone system, replacing old analog system and lines in each building. This will integrate with current system, and provide backup Internet connectivity.
- Upgrade Switches, Phones, and Servers to accommodate new phone system
- Purchase new 3COM business class phones for WES, JMS, PAS, and BUS.
- Replace existing LAN wiring system.
- Upgrade Server. Replace current server and buy additional hardware for Email Server.
- Start offsite tape backup program.
- Work with SchoolSpan to develop and host our own Web Page.
- Continue purchasing of new computer equipment with bond money.
- Replace current clock system in JMS and WES.
- Purchase new computers (80) for JHS in winter 2008.
- Purchase new computers (80) for JMS in summer 2009.
- Join Hillsdale County Education Fiber Consortium fiber-optic WAN.

### **2010-11**

- Continue purchase of technology hardware with bond money.
- Finish computer lab construction at WES.
- Continue developing Web Page.
- Upgrade antivirus software.
- Begin implementation of data projectors, Elmo's, and Smart Boards.
- Develop and implement rotation plan for all existing hardware.

### **2011-12**

- Begin hardware rotation at end of the year. (See Attachment B)
- Update and implement video surveillance system in WES, JMS, and PAS.
- Review district Acceptable Usage Policy.
- Look at software for ghosting machines in bulk.
- Update to new version of Server and Outlook (buy license)
- Purchase new license for Microsoft Office.

### **2012**

- Buy two new servers for data/email.
- Continue hardware rotation.
- Update software/switches where necessary.

## Jonesville Community Schools Curriculum

### Required Element: C. Technology Delivery

**Strategies for the delivery of specialized or rigorous courses and curricula through the use of technology, including distance learning technologies.**

Objective	Outcome	Timeline
1. To allow for classroom distance learning activities.	<ul style="list-style-type: none"> <li>• To gain additional educational opportunities not available in Jonesville and increase student achievement</li> </ul>	<ul style="list-style-type: none"> <li>• All schools will be able to use this software for virtual fieldtrips/classes.</li> <li>• From 2009-2012</li> </ul>
2. Course offerings available for Internet classes. These can be offered on an individual basis and will fulfill state requirements.	<ul style="list-style-type: none"> <li>• To gain additional educational opportunities not available in Jonesville and increase student achievement</li> </ul>	<ul style="list-style-type: none"> <li>• Course offering available to interested high school students in 2009 and continuing through 2012.</li> </ul>

## Jonesville Community Schools Curriculum

### Required Element: D. Parental Communications & Community Relations

**Strategies to promote involvement and to increase communication with parents and community, including a description of how parents and community will be informed of the technology to be used with students.**

Objective	Outcome	Timeline
1. Establish a technology committee that meets annually to evaluate current uses of technology and plan for future growth	<ul style="list-style-type: none"> <li>• Jonesville Community “tech team”</li> <li>• Members can be anyone from the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Committee established by fall 2009</li> <li>• Meets a minimum of once per semester</li> </ul>
2. Assign members to subcommittees to address more specific technology needs such as professional development	<ul style="list-style-type: none"> <li>• Subcommittees of tech team               <ul style="list-style-type: none"> <li>○ District tech team</li> <li>○ Building level</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Initial planning meeting establishes subcommittees</li> <li>• Subcommittees meet as needed</li> </ul>
3. Tech plan is reviewed annually by tech team with revisions made as new teachers and new technological advances are employed	<ul style="list-style-type: none"> <li>• Review of tech plan</li> </ul>	<ul style="list-style-type: none"> <li>• Initial review in spring 2010</li> <li>• Reviewed annually</li> <li>• Tech plan is working document for all tech team meetings</li> </ul>

### District/Community Planning

Involve teachers, administrators, board members, students, parents and community members to evaluate and monitor future growth in the Jonesville School District.

- Establish a technology committee (allowing anyone from the district) that meets annually to evaluate current uses of technology and plan for future growth.
- Assign members to subcommittees to address more specific technology needs such as professional development.
- Tech plan is reviewed annually by tech team with revisions made as members see fit and new technological advances are employed.

### Method of Disseminating to Parents

- Posted on school web site.
- Copies distributed with annual report.
- Notification in school newsletter that copies are available by contacting superintendent's office.
- Copies available at all schools during parent/teacher conferences per request.

## **Jonesville Community Schools Curriculum**

### **Required Element: E. Collaboration**

#### **Strategies for developing the program, where applicable, with adult literacy providers.**

Jonesville Community Schools has its own alternative school called Phoenix Alternative School. We offer during the traditional school day classes towards completion of a high school diploma, Curriculum includes all of the traditional classes like math, science, history, English and computers. Technology classes cover programs including Microsoft Word, Excel and PowerPoint. Instruction incorporates available resources including the Internet.

Phoenix is participating in the NOVANET program which allows students the flexibility and convenience of online learning. This program is web based and is coordinated through the ISD. This will allow students to receive additional classes that are not available on campus.

Phoenix Alternative School has a total of 20 computers, a color laser printer and data projector to aid in instruction and increase student achievement.

Phoenix has been rolled over into Microsoft Server 2003 and now shares the same online database for all student demographics, attendance, and grade book.

Phoenix will have a lab of 20-25 machines in place by November of 2008. These machines will meet the needs of all current classroom work, including the appropriate access for NOVANET licensing.

## Jonesville Community Schools Professional Development

### Required Element: F. Professional Development

**Strategies for providing ongoing, sustained professional development for teachers, principals, administrators, and school library media personnel to ensure that staff know how to use new technologies to improve education or library services.**

Objective	Outcome	Timeline
1. Survey staff annually to determine needs of staff for professional development related to technology.	<ul style="list-style-type: none"> <li>• Staff survey completed in March to plan for next school year's professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Survey is written in Spring and sent in Fall 2006</li> <li>• Next survey to occur in March 2007.</li> </ul>
2. Customize training to staff's current level of understanding and technology needs.  3. Staff needs to have a representative from one building to assist with training and support.  4. Need 1 Day of Tech In-Service.	<ul style="list-style-type: none"> <li>• In-service include customized training to meet needs identified by staff to achieve state standards.</li> <li>• Encourage staff participation in professional development activities.</li> <li>• Ensure training and support for hardware/software that we provide.</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule for in-service training completed August 2009.</li> <li>• Allow for additional "basic" training with after school optional in-services for staff.</li> </ul>
5. Implement use of media centers and labs for in-service training so that classroom teachers become comfortable utilizing existing technologies.	<ul style="list-style-type: none"> <li>• Media/research labs/teacher laptops utilized for in-service</li> <li>• Media center/research labs/teacher laptops utilized for classroom projects and research increases</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing throughout 2009 through 2012 school years.</li> </ul>
6. Create an incentive for teachers to create lesson plans utilizing technology with their content areas.	<ul style="list-style-type: none"> <li>• Committee and staff established to explore this possibility</li> </ul>	<ul style="list-style-type: none"> <li>• Committee established in Fall of 2009</li> <li>• Recommendations to tech team by April 2010</li> </ul>

## Jonesville Community Schools Professional Development

### Required Element: G. Supporting Resources

Strategies and supporting resources such as services, software, other electronically-delivered learning materials, and print resources that will be acquired to ensure successful and effective uses of technology.

Objective	Outcome	Timeline
1. To support the district technology program using available resources at REMC	<ul style="list-style-type: none"> <li>• To utilize the programs available to support classes, professional development, training, and AV services</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>
2. To support the district technology program using available resources at the Hillsdale County ISD	<ul style="list-style-type: none"> <li>• Contract computer technician through, the ISD, ability to use the counties district learning lab or attend video conferences.</li> <li>• The HISD provides internet access to local school districts and has EDP software available on-line.</li> <li>• The HISD provides summer classes that focus on technology topics.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>
3. To support the district technology program using available resources at Hillsdale Area Career Center and Jackson Community College	<ul style="list-style-type: none"> <li>• Allow students to gain skills and attend classes not offered in the Jonesville District</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>
4. To support the district technology plan and increase student academic achievement through subscriptions to instructional material	<ul style="list-style-type: none"> <li>• Allow students access to programs:               <ul style="list-style-type: none"> <li>○ Proquest (reference magazines)</li> <li>○ United Streaming (video library)</li> <li>○ Access Michigan (e books and First Search)</li> <li>○ Accelerated Reader</li> <li>○ Accelerated Math</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>

## Jonesville Community Schools Professional Development

### Required Element: G. Supporting Resources

**Strategies and supporting resources such as services, software, other electronically-delivered learning materials, and print resources that will be acquired to ensure successful and effective uses of technology.**

<p>5. To support the district technology plan and increase student academic achievement through video lending materials</p>	<ul style="list-style-type: none"> <li>• To aid in student instruction by taking advantage of lending services offered by REMC</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>
<p>6. To inform parents, students, and community members of district policies, and to advertise upcoming events and to promote academic success through school web site.</p>	<ul style="list-style-type: none"> <li>• District Web Site is: <a href="http://www.jonesvilleschool.org">www.jonesvilleschool.org</a></li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing Changes</li> </ul>
<p>7. To support the district technology plan a copy of all printed material and manuals for new HS purchases are housed in the new high school library</p>	<ul style="list-style-type: none"> <li>• To provide a central location of tech support, allow resources to be available for entire school and allow for monitoring of resources</li> </ul>	<ul style="list-style-type: none"> <li>• March 2009 and ongoing</li> </ul>

## **Jonesville Community Schools Infrastructure, Hardware, Technical Support and Software**

### **Required Element: H. Infrastructure Needs/Technical Specification, and Design**

**Strategies to identify the need for telecommunication services, hardware, software and other services to improve education or library services, and strategies to determine interoperability among the components of technologies to be acquired.**

#### **The districts current status of technology services:**

- NBX Phone system is in place at the High School and administration building.
- Each classroom has one Internet drop district wide.
- All school building use Windows Server 2003 for server access.
- Hardware inventory is maintained through Server 2003 database and by classroom teachers. Equipment is reviewed for replacement four years after purchase and annually thereafter.

#### **The districts plan for improving technology services:**

- Add NBX phones to all other schools, starting with the middle school.
- Microsoft Server 2008 will be available to connect all buildings to the server.
- Computers are placed on a rotation plan for each building
- Current software, IE. Antivirus, Server, Microsoft Office, and Gradebook programs are reviewed and updated when necessary.
- Data projectors or Smartboards will be increased district wide.
- Each classroom will have at least 2 Internet drops and possibly 1 phone drop if they cannot run through the additional Internet line.
- Join Hillsdale County Education Fiber Consortium fiber-optic WAN.

#### **Strategies for operating and maintaining equipment:**

- Utilizes student technicians to assist if available. Assists staff with problems.
- Has conducted at least one ½ day in-service for staff for last two years.
- Employ ISD (or other company, if available) Technician
  - Maintains Network
  - Assists the Technology Coordinator
  - Routine maintenance, updates, and repairs on Server and hardware.
- Employ Technology/Network Administrator. This person is in charge of coordinating and fixing all technology concerns or problems district-wide.
  - Manages and coordinates district problems and ISD technician
  - Makes available a request sheet for any problems at each building
  - Has 3 hours of tech-time per day to coordinate, fix problems, and assist with any training, questions, or concerns from the staff.

## Jonesville Community Schools Infrastructure, Hardware, Technical Support and Software

### Required Element: I. Increase Access

**Strategies to increase access to technology for all students and all teachers.**

#### Technology Integration into the District:

- Each building has at least one designated lab for computer courses.
- Additionally, the high school has two labs and the middle school has one lab, each with 30 computers, designed to be used by individual classroom teachers.
- Skyward is providing one program that will allow the office, teachers, and parents' access to records and grades of students.
- The district will look at purchasing additional laser printers, digital cameras, scanners, for school wide use. Personal classroom printers will no longer be purchased.
- New technology to improve and enhance academic achievement including mimeo, ELMO, and projection devices will be further integrated and available for classroom teachers.
- The "tech team" will also provide assistance to Special Education team. Technology support will be offered for Individual Education Plans, and on an as-needed basis. "Tech team" will be able to provide evaluations, devices, or consultation, for disabled students.

Objective	Outcome	Timeline
1. Map existing technology infrastructure and consult on future needs.	<ul style="list-style-type: none"> <li>• Map of current building</li> <li>• Hubs and switches clearly labeled to identify ports</li> <li>• Map expanded as new construction projects are completed</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• Contracted with outside consultant</li> <li>• Updated maps provided by installer</li> </ul>
2. Increase the use of media center/research labs by all students.	<ul style="list-style-type: none"> <li>• Greater number of students use media center/research labs</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>
3. Explore the need for additional staffing for media center/research labs.	<ul style="list-style-type: none"> <li>• Technology team subcommittee presents proposal to tech team and administration</li> </ul>	<ul style="list-style-type: none"> <li>• Begin Spring 2009</li> <li>• Present Plan fall of 2009</li> </ul>

## Jonesville Community Schools Infrastructure, Hardware, Technical Support and Software

### Required Element: I. Increase Access

**Strategies to increase access to technology for all students and all teachers.**

Objective	Outcome	Timeline
4. Evaluate the needs of all media center/research labs	<ul style="list-style-type: none"> <li>• Committee established to review needs in each building</li> <li>• Technology committee will visit two non-county schools</li> <li>• Other research including budget, staffing, and PD will be completed</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer team established in Fall 2009</li> <li>• Visits conducted in Fall/Winter 2009-10</li> <li>• Recommendation completed by April 2010</li> </ul>
5. Maintain a system for computer repair that includes utilizing shared services through existing staff, and contracted services while exploring alternative resources for repair and maintenance.	<ul style="list-style-type: none"> <li>• Technology/Network Administrator released from teaching to organize repair requests and technology planning</li> <li>• Technology person at each building</li> <li>• Technician works on our repair requests</li> <li>• Utilize student assistant time</li> <li>• Web-based form to organize requests for repairs, technician's notes, and need for follow-up</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• Building level designated with release-time by Fall 2009</li> <li>• Technician contracted through HCISD to Jonesville at least one day per week</li> <li>• Web-based form updated and changed by Fall 2009</li> </ul>
6. Annually review our student acceptable use policy and develop a code of conduct for all students, faculty, and staff	<ul style="list-style-type: none"> <li>• Acceptable use policy revised</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>

## Jonesville Community Schools Infrastructure, Hardware, Technical Support and Software

### Required Element: I. Increase Access

**Strategies to increase access to technology for all students and all teachers.**

Objective	Outcome	Timeline
7. Develop a policy for the purchase of technology hardware and software to maximize the purchasing power of the technology dollar by leasing or purchasing centrally and in mass quantity whenever possible.	<ul style="list-style-type: none"> <li>• Policy for technology purchases</li> <li>• Supplies list created</li> </ul>	<ul style="list-style-type: none"> <li>• Fall of 2009</li> </ul>
8. Develop a 3-year plan for hardware purchases	<ul style="list-style-type: none"> <li>• Hardware purchase plan prepared for submission within the tech plan</li> <li>• Software purchase plan prepared for submission within the tech plan</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>
9. Develop a policy for the purchase, storage, licensing, tracking and inventory of all software and hardware	<ul style="list-style-type: none"> <li>• Have documentation of what the district owns</li> </ul>	<ul style="list-style-type: none"> <li>• Completed in 2009</li> <li>• Reviewed annually</li> </ul>
10. Provide classrooms with 2 Internet and 1 possible phone drop	<ul style="list-style-type: none"> <li>• Upgraded infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>• By April 2010</li> </ul>
11. Explore feasibility of extended hours for technology labs, which would give students and community member's greater access to technology	<ul style="list-style-type: none"> <li>• Establish a committee to investigate needs and options</li> </ul>	<ul style="list-style-type: none"> <li>• Fall of 2009</li> <li>• Proposal Spring 2010</li> <li>• Implemented Fall 2010</li> </ul>
12. Tech team to provide support to Special Education Team	<ul style="list-style-type: none"> <li>• Provide support, tools, and assistance to disabled students when needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Beginning Spring 2009</li> <li>• Meet with Special Education team once per semester</li> <li>• Ongoing</li> </ul>

## Jonesville Community Schools Funding and Budget

### Required Element: J. Budget and Timetable

Timeline and budget covering the acquisition, implementation, interoperability provisions, maintenance and professional development related to the use of technology to improve student academic achievement.

#### 2008-2009

<b>PURCHASE</b>	<b>Building</b>	<b>ESTIMATED COST</b>
Technician Fees	District	\$24,000
Telecommunication Fees	District	\$25,000
Fiber Installation Loan	District	\$12,000
Internet Connection	District	\$3,000
Websense Filtering	District	\$500
Skyward SA	District	\$27,000
Antivirus Software	District	\$3,000
Network Administrator	District	\$26,000
Technology Repairs	District	\$15,000
In-Service Training	District	\$3,000
Phone System	District	\$75,000
New Computers	JHS	\$56,000
Upgrade Books/Software	JHS	\$5,100
New Laptops	WES	\$10,800
	<b>TOTAL COST</b>	<b>\$285,400</b>

#### 2009-2010

<b>PURCHASE</b>	<b>Building</b>	<b>ESTIMATED COST</b>
Upgrade Books/Software	Middle School	\$6,000
Wiring	District	\$25,000
New Teacher Stations	JMS	\$15,000
New Stations	JMS	\$20,000
Server	District	\$10,000
Computer Repairs	District	\$15,000
Technician Fees	District	\$24,000
Telecommunication Fees	District	\$25,000
Fiber Installation Loan	District	\$12,000
Internet Connection	District	\$3,000
Websense Filtering	District	\$500
Skyward SA	District	\$27,000
Antivirus Software	District	\$3,000
Network Administrator	District	\$26,000
	<b>TOTAL COST</b>	<b>\$211,500</b>

**2010-2011**

<b>PURCHASE</b>	<b>Building</b>	<b>ESTIMATED COST</b>
New Teacher Stations	WES	\$15,000
New Stations	WES	\$20,000
Computer Repairs	District	\$15,000
Technician Fees	District	\$24,000
Telecommunication Fees	District	\$25,000
Fiber Installation Loan	District	\$12,000
Internet Connection	District	\$3,000
Websense Filtering	District	\$500
Skyward SA	District	\$27,000
Antivirus Software	District	\$3,000
Network Administrator	District	\$26,000
	<b>TOTAL COST</b>	<b>\$170,500</b>

**2011-2012**

<b>PURCHASE</b>	<b>Building</b>	<b>ESTIMATED COST</b>
Upgrade Books/Software	PAS	\$6,000
Computer Rotation	JHS	\$15,000
New Station Rotation	JHS	\$20,000
Computer Repairs	District	\$15,000
Technician Fees	District	\$24,000
Telecommunication Fees	District	\$25,000
Fiber Installation Loan	District	\$12,000
Internet Connection	District	\$3,000
Websense Filtering	District	\$500
Skyward SA	District	\$27,000
Antivirus Software	District	\$3,000
Network Administrator	District	\$26,000
New Computers	PAS	\$25,000
	<b>TOTAL COST</b>	<b>\$201,500</b>

## Jonesville Community Schools Funding and Budget

### Required Element: K. Coordination of Resources

**Strategies that will be employed to coordinate available state and local resources to implement activities and acquisitions prescribed in the technology plan.**

Objective	Outcome	Timeline
1. Develop a purchase plan for hardware and software using existing sources	<ul style="list-style-type: none"> <li>• Hardware purchase plan</li> <li>• Software purchase plan</li> </ul>	<ul style="list-style-type: none"> <li>• Included in tech plan, Fall 2009 Appendix B</li> </ul>
2. Apply for Universal Service Funds	<ul style="list-style-type: none"> <li>• Universal Service Funds grant applications completed by establishing deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Spring 2009</li> <li>• Spring 2010</li> <li>• Spring 2011</li> </ul>
3. In addition to Universal Service Funds grant, district should look into placing a person to write grants and seek alternative funding	<ul style="list-style-type: none"> <li>• Completed grant applications</li> </ul>	<ul style="list-style-type: none"> <li>• Whenever school district employs someone to write grants</li> </ul>

## Jonesville Community Schools Monitoring and Evaluation

### Required Element: L. Evaluation

**Strategies that the district will use to evaluate the extent to which activities are effective in integrating technology into curricula and instruction, increasing the ability of teachers to teach, and enabling students to reach challenging state and national academic standards.**

Objective	Outcome	Timeline
1. Dedicate a portion of in-service days and/or staff meetings for discussion regarding technology use and future	<ul style="list-style-type: none"> <li>• To utilize In-service days dedicated to this purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing. At least once per school year 2009-20012.</li> </ul>
2. Develop an evaluation instrument to be used to measure effectiveness of in-service training dedicated to technology and implementing technology across the curriculum	<ul style="list-style-type: none"> <li>• Survey instrument</li> <li>• Results used to make plans for future in-service training</li> </ul>	<ul style="list-style-type: none"> <li>• Fall 2009</li> <li>• Used following all technology in-services</li> </ul>
3. Annual evaluation of technology plan to evaluate plan progress and address future hardware needs	<ul style="list-style-type: none"> <li>• Yearly review by tech committee</li> </ul>	<ul style="list-style-type: none"> <li>• Tech committee meets at least annually no later than April</li> </ul>
4. Assessment of new technologies being used in curriculum	<ul style="list-style-type: none"> <li>• Determined by survey of staff what new technologies they have used in current year</li> </ul>	<ul style="list-style-type: none"> <li>• March of each year prior to annual tech committee meeting.</li> </ul>

### Evaluation of Technology Plan

The following items will be continually evaluated:

- Increase in use of technology in the classroom
- Requests for content specific software
- Increased use of libraries and computer labs
- Increased use of technology in curriculum integration
- Student and staff attitudes towards technology

# TECHNOLOGY AGREEMENT (READ & SIGN)

## **Technology Use Policy Goal**

It is the goal of the Jonesville Community School District to implement access to the most current technology available. It is the purpose of this policy to insure that all users accessing the Internet, Intranet, and multimedia equipment assume full responsibility for use of school equipment. Each student has a copy of this available, and must be signed in the front of their agenda, in order to use a computer in our district. Every staff member shall have a copy to sign in their teacher handbook.

## **Purpose and Definitions**

Learning with and about technology prepares learners to live responsibly in an informed and ever changing society. Learners will use technology for knowledge and skill acquisition, communication and information management, problem solving, creative expression, research, design, and product development. Learners become technologically capable when they apply technology across curriculum areas and when technology is used throughout the learning process. New technologies are shifting the ways that information may be accessed, communicated and transferred.

The Internet is a vast, global network, linking computers at universities, K-12 schools, businesses, and other sites. Using the Internet, one can communicate with people all over the world through discussion forums and electronic e-mail. In addition, many educational resources are available for viewing and downloading. Along with the Internet and the Intranet, Jonesville Community Schools offers the use of laptops, digital cameras, camcorders, and various other technologies. It is our intent that students and staff will use the technology offered for educational purposes.

Users are defined as staff, students, board members, or community members who will be given access to the Internet or the Intranet by either receiving an account through Jonesville Community Schools or by using the hardware owned, rented, or housed in a Jonesville Community Schools site. The Internet consists of millions of computers networked together globally, and is unregulated. As a result, there are a number of locations that contain sexually explicit, pornographic, or other materials inappropriate for school use. The Jonesville Community School District will attempt to filter access to such sites by using hardware or software at each school site. Users are not allowed to enter, or try to enter blocked sites at any time. Any attempt to avoid this filter is in direct violation of the user policy. The Intranet consists of only the computers and hardware contained within the Jonesville Community School District. Multimedia is defined as laptops, cameras (digital and VHS), audio-visual equipment and various other technologies.

## **Internet, E-mail, & Intranet Usage**

- All users shall keep in mind that when they use the Internet, Intranet, and e-mail, they are entering a global community, and any actions taken by them will reflect upon the educational community as a whole. All users shall act in an ethical and legal manner.
- Email Backup and Archiving is only kept for a period of 3 months. After this time all Emails are permanently deleted. This applies to all FOIA and Email retrieval requests. Email older than 3 months cannot be retrieved.
- After reading and signing the Technology Use Policy, users will earn the privilege of accessing information through the Internet to support and enhance the school curriculum. Users may not transfer or share this privilege to other individuals.
- The Jonesville Community School District reserves the right to examine all data involved in the Internet, Intranet, and e-mail link to make sure that all users are in compliance with this policy. The Jonesville Community School District will deem what is inappropriate use, and its decision is final.
- The Jonesville Community School District, along with the other organizations sponsoring this Internet link-up will not be liable for the actions of any user connecting to the Internet.
- The user shall be responsible for any damages incurred from intentionally downloading computer software and viruses.
- The Jonesville Community School District is not responsible for any damage to individual user's hardware or software incurred from downloading computer programs, including viruses.
- All users will assume full legal and financial liability resulting from their use.
- All students need to follow rules and guidelines established by individual teachers.
- The Jonesville Community School District makes no warranties of any kind whether expressed or implied for the service it is providing. This includes loss of data resulting from delays, non-deliveries, or any service interruption. Because the district's computer, video, and voice mail systems are to be used solely for school purposes, students are prohibited from sending offensive, discriminatory, or harassing messages. This includes messages containing sexual inferences, inappropriate jokes and any other communication the district deems inappropriate.
- Unless given specific permission, students may not enter, observe, or participate in chat rooms, MySpace, Email, or YouTube.
- Respect the integrity of the network. Do not use the network in such a way that would disrupt the use of, harm, or destroy the data of another user, or attempt to bypass or defeat security systems intended to restrict user access.
- Use only provided or approved software. Installation or transmission of any software on the system is prohibited. This includes games and third party software unless given permission by an approved school administrator.
- The following are specific situations that are **not permitted** at any time:
  1. Unauthorized entry into any file, whether to use, read, change, or for any other purpose.
  2. Unauthorized transfer, deletion, or duplication of a file is not permitted unless the user owns it.
  3. Unauthorized use of another individual's identification, password, telecommunications files, or facilities.
  4. Use of ANY technology, which interferes with the work of another student, employee, or school official.
  5. Use of ANY technology to draft, send, or receive inappropriate communications, including but not limited to communications which are obscene, pornographic, profane, vulgar, indecent, threatening or otherwise prohibited by law.

6. Use of ANY technology, including telecommunications facilities, to interfere with the operation of the School District's computing system
7. Use of educational technology for the purchase, sale, and/or advertisement of goods or services.
8. The sending of network messages by any means unless specified by instructor.
9. The altering, viewing, sharing, copying or deleting of any information contained on the file server or hard drives.
10. Use of the network to access or process pornographic material, inappropriate files, or files dangerous to the integrity of the local area network.
11. The illegal installation or copying of copyrighted software for use on district computers.
12. Any use of the network for personal or private business, commercial or for profit purposes, product advertisement or political lobbying.
13. Attempting to access filtered websites, or using ANY technology to bypass the district filter.

**MULTIMEDIA**

Software, audio, and video media to be utilized on the system must meet licensing and copyright protection requirements. No user shall place such media on the technology systems that create a liability to the individual or district. Licensing agreements must be placed on file in the building office and copies retained on file in the purchasing office.

Only current Jonesville Community Schools' students, 6<sup>th</sup> grade and above, may borrow laptops.

1. The Technology Use Policy must be signed and filed in the appropriate building before multimedia equipment may be checked out to the student.
2. If a student has overdue library materials or unpaid school fees, has received disciplinary action, or has demonstrated attendance problems, he/she will not be able to borrow any multimedia equipment. The privilege of borrowing this equipment will be permitted at the discretion of school administration officials.
3. All components must be returned in the condition they were issued or privileges will be revoked for the remainder of the school year, plus the student and/or parent/guardian will be responsible for the cost of the replacement.
4. Parents are responsible for monitoring information accesses via the Internet when using school owned laptops at home.
5. The borrower and the parent/guardian are fully responsible for the laptop while it is checked out to them.
6. Students may not check out the multimedia equipment over school vacations unless given permission from an administrator or staff member.

**Acceptable Use**

The use of equipment must be in support of education and research consistent with the educational objectives of the Jonesville Community Schools.

Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to; copyrighted material, threatening, sexist, racist, or obscene material, or materials protected by trade secrets.

Unauthorized commercial activities, product advertisement, or political lobbying is also prohibited.

**Vandalism**

Vandalism is defined as any malicious attempt to harm or destroy the data of another user, the system, the Internet and Intranet, or any hardware. This includes, but is not limited to, the intentional uploading or creation of computer viruses. Vandalism will result in cancellation of access privileges, disciplinary action and/or prosecution. **\*\*SEE NOTE AT END OF PAGE!**

**Plagiarism/Copyright**

Plagiarizing works that are found on the Internet is prohibited. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.

The rights of copyright owners must be respected. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be confusing. If you have questions ask the librarian or supervisor.

**Accepting This Policy**

**Please sign the form below. If this form is not signed and in the child's agenda, the child will not be allowed to use available technology, the Internet, the Intranet, e-mail, or check out any multimedia equipment.**

I have read, and agree to, the Technology Use Policy that was approved by the Jonesville Board of Education on November 17, 2008. I will take full responsibility for the equipment that I borrow. I understand that if I am found to be violating any part of this contract, my privileges of using technology related equipment at Jonesville Community Schools may be revoked.

\_\_\_\_\_  
Student (please print)

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

\_\_\_\_\_  
Date

**THIS PAGE MUST BE SIGNED AND DISPLAYED NEXT TO YOU WHENEVER YOU USE A COMPUTER!**

**\*\*Under current Michigan law, the unauthorized alteration, damage, destruction or use of a computer system resulting in at least \$1,000 in damage is a felony punishable by 5 years in jail and/or a fine of \$10,000 or three times the aggregate amount involved, whichever is greater.**

Staff Member Name \_\_\_\_\_  
(Last, First)

**ALL BUILDINGS AND PERSONEL  
LOCATED IN THE OPERATION OF:  
JONESVILLE COMMUNITY SCHOOLS**

As a member of the Jonesville Community School's staff, you have access to our computer network. This access includes connections through the Internet, which would connect you with educational resources all over the world.

Please read the Jonesville Technology Agreement. In accepting our usage agreement, you accept the responsibility of using the network in an appropriate manner. Any files, including Email, on your computer that qualifies under the Freedom of Information Act must be made available to the public if they are requested. Emails are only backed up and archived for 3 months. Emails are permanently deleted after this time, and cannot be retrieved for FOIA or restoration purposes. Any software that you install on a district computer must be done in accordance with copyright laws. It is important that you understand that *you* will be responsible for your classes when they use any computer lab or multimedia device in the school district. Your signature below indicates that you have read and agree to follow our Use Policy and is necessary before usage can begin.

I have read the Acceptable Use Policy for Network Access at Jonesville Community Schools and agree to use the school network and computer in an appropriate, ethical, and professional manner.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Appendix B

## Computer Hardware Rotation Schedule

### *HIGH SCHOOL*

**Year 2008**

Buy 80 New Machines for HS using bond money .....	\$56,000
Teacher machines.....	(30)
T-Lab in Library .....	(25)
Classroom Lab .....	(25)

Old Compaq machines will stay in library and extra lab.

**Year 2011**

Rotation Begins

- Purchase 55 new machines for T-Lab and Teachers .....\$38,500
- Purchase 25 Refurb (1yr. old) for classroom lab .....\$7,500
- Old teacher & classroom machines rotate to library and extra lab (55 machines)

### *MIDDLE SCHOOL*

**Year 2009**

Buy 85 new machines for MS using bond money .....	\$59,500
Teacher Machines .....	(25)
Computer Lab .....	(30)
Student Lab .....	(30)

**Year 2012**

Rotation Begins

- Purchase 25 new teacher machines.....\$17,500
- Purchase 50 Refurb (1yr. old) for classroom lab .....\$15,000
- Old machines filter to library and possibly WES or HS spare lab

### *ELEMENTARY SCHOOL*

**Year 2010**

Buy 100 new machines for ES using bond money .....	\$70,000
Teacher Machines .....	(40)
Computer Lab .....	(30)
Machines in 1-5 classroom .....	(20)
Machines in Library .....	(10)

**Year 2013**

Rotation Begins

- Purchase 40 new teacher machines.....\$28,000

- Purchase 30 Refurb (1 yr. old) for classroom lab .....\$9,000
- Old machines filter to Classroom and Library

***PAS & ADMINISTRATION***

**Year 2011**

- Purchase 40 new machines for PAS and ADM .....\$28,000
  - New machines for PAS ..... (35)
  - New machines for ADM..... (5)

**Year 2014**

Rotation Begins

- Purchase 10 new and 20 used machines for PAS .....\$24,500

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BUDGET FOR EACH YEAR NEEDS TO BE .....\$50,000

\*\*Approximately \$35,000 used for computer hardware purchases, the remaining \$15,000 will most likely be spent on software/hardware/server/communications upgrade and maintenance.

This will ensure that almost every machine in the district is not older than 3-4 years.