



CHARLTON HESTON ACADEMY TECHNOLOGY PLAN, 2012-2015

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District Code, 72901

Intermediate School District: C.O.O.R

Start Date: July 1, 2012 End Date: June 30, 2015

URL for Technology Plan: www.charltonhestonacademy.com

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Introductory Material

District Mission Statement

To offer families of the St. Helen area a school with a challenging academic program and a culture that values integrity, academic excellence, civic responsibility and accountability.

About the School District –

Charlton Heston Academy is a public school academy located in Richfield Township in Roscommon County. The District consists of only one building and has an enrollment of 230 students in grades pre-k through 8. Approximately eighty four percent of the students are eligible for free and reduced lunches.

Charlton Heston Academy is the largest employer in St. Helen with 33 employees, and other contracted employees. Through District contracts with COOR Intermediate School District for special education services and oversight of the Great Start Readiness Program; the District contracts with Milner fence, Inc. for snow and ice removal, the District contracts with Preferred Meals, Inc. for food and beverages; the District contracts with Hollie Stange for accounting services; the District contracts with Interactive Development for web and email hosting services; the District contracts with Techplex for E-rate consulting services.

Profile and School Buildings

1350 N. St. Helen Rd., St. Helen, MI 48656 Grades pre-k-8; 230 Students, 17 Teachers, 2 Administrator
84% Economically Disadvantaged, 5 Teaching Assistants

Vision and Goals

1. Expand the effective integration of technology to reflect current trends in relevant educational technology that support curriculum, instruction and assessment.

District Technology Goals

2. Provide equitable access to technology throughout the organization/district.

3. Expand the use of technology to more effectively communicate with all District stakeholders.

Charlton Heston Academy will provide students, staff and community with the skills and tools to effectively use current and emerging technology.

Goals for District Teachers and Students

CHA has the following technology goals for teachers:

1. Teachers will continue to integrate current and emerging technology in the classroom to deliver and assess curriculum and instruction. 2. Teachers will use technology for classroom management, i.e., grade

reporting, attendance. 3. Teachers will continue to use technology to improve communication between colleagues, students and parents.

Charlton Heston Academy has the following technology goals for students:

1. Students will have a working knowledge of emerging workplace technology. 2. Students will be able to integrate technology into their everyday lives. 3. Students will become proficient at using technology for research. 4. Students will learn how to use technology to communicate between peers, teachers, parents, and outside agencies. 5. Students will have access to technology that will enhance their learning within the District's curriculum.

All District administrators, and teacher, student, and community representatives are part of the School Improvement Team, a group that meets regularly throughout the year. The School Improvement Team meets to plan the District's curriculum, instruction, and assessment needs through constant oversight and creation of rubrics for those assessments, learning plans and instructional lesson matrices. The District's technology staff installs the approved technology and often facilitating the training sessions for using the technology.

Through our vision and curriculum process, Charlton Heston Academy will be able to implement technology throughout the District in a systematic and focused manner.

CURRICULUM

CHA implements curriculum through its district-wide Kent County Collaborative Core Curriculum (KC4), and supplements the curriculum by grade and subject area when needed; all aligned to the common core state standards.

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

CHA is committed to integrating the Michigan Educational Technology Standards to improve teaching and learning.

- Technology goals have been established and are implemented through computer time and computer adaptive assessments, as overseen through approved weekly lesson plans.
- All students have required computer time taught by a certified teacher.
- Instructional staff designs, develops and implements student learning activities that integrate technology. Examples include Internet research and presentation software.
- The District will continue to identify and apply resources for staying current in applications of informational technology.
- Staff will be knowledgeable about instructional management resources that assist in curricular activities. Examples include electronic recording of grades and attendance.

- The District will continue to support information technologies to improve student problem solving, data collection, communications, presentations, and decision making through professional development and budgeted expenditures for technology.

- The District will continue to commit resources for professional development for staff through district and intermediate school in-services and the District's partnerships for professional development.

CHA continues to integrate technology into curricula to support the State Core Curriculum standards and benchmarks. This integration is based on research to improve academic achievement. The following are currently integrated into curricula to improve student achievement by providing for all learning styles.

- Calculators are used in mathematics classrooms to provide students with a visual learning tool.
- Internet, on-line services and web page access for student research and information are available to all grades.
- Classroom computers, and mobile labs are available to all students/classes for the purpose of computer instruction as well as to support the State standards and benchmarks in academic curricula.
- Word-processing software and PowerPoint are available to generate reports for classroom assignments.
- Software presentation packages and the equipment to support it, i.e., projectors, portable computers, etc. are available to support the curriculum.
- Mobile sound systems are available school-wide

The following will be implemented during the timeframe of this current technology plan (July 1, 2012 – June 30, 2015):

- Enhancements to the electronic web-based grading system for all grades.
 - Interactive whiteboards
 - Digital microscopes
 - On-site website and email hosting
- Ceiling mounted projectors and speaker systems.

The following projects are currently in place.

- Wi-Fi access

The following will be piloted or implemented within the time frame of this Technology Plan:

- I Pad labs at all schools

- Greater internet access to sites like YouTube

All modifications of the District's technology plan are submitted to members of the School Improvement Team for approval and/or feedback. Each year, a summary of the plan itself or of a specific goal for the plan is presented in an open meeting of the CHA Board of Education. The technology plan is on-line and available to parents and community members with the name of a district contact person. Parents and community members generally are concerned with communication within the community and District. The following initiatives are currently in place to increase parental communication and dissemination of information.

- Telephones are in every classroom and voice mail is available.
- A District website includes building events, school calendars, curriculum, press releases, job postings, Board policies, building and District Newsletters, etc.
- The District's Technology Plan is available for the community on the District's web site.
- All teachers and staff have web-based e-mail access for communication with parents and the community.
- District television station broadcasts information and events including live sporting events to the community through Channel 9 & 10 and through WUPS.
- External signs display District information to the community.
- Data projectors for power point and other displays are used for parent presentations.
- School Reach telephone communication software is currently being used to broadcast personalized messages to parents.
- Grade Quick and Standards Score grading programs in grades K-12 produce progress reports and report cards for students and parents.
- Fax machines are available in all offices.
- Cell phones are used by District administrators.
- Web-based Easy IEP software is being used
- Newsletters are regularly mailed to the community from the District and individual school buildings and sent electronically through an email blast to all parents on the District and/or buildings' list serve.
- School lunch record management system (SNAP) provides parents with information on the status of lunch accounts and purchases.
- "Parent Web" communicates student assignments, grades, and attendance through a secure Internet connection.

- District e-mail lists have been developed and maintained for communication within the District and community.

The following will be piloted or implemented within the time frame of this Technology Plan:

- A web based student information system will be used to provide stakeholders 24/7 access to District information.

The District does not currently provide adult education or GED certification programs since services are available throughout Roscommon County.

PROFESSIONAL DEVELOPMENT

Overview

CHA is committed to on-going professional development for all staff. Monies are set aside from the District's general fund to provide activities and compensate the teaching staff for outside the school day professional development. A secretary keeps records of the thirty hours required of all teachers each year by the State of Michigan and the additional fifteen days required for all new teachers.

More importantly, CHA belongs to the Michigan Association of Public School Academies, and has committed to receiving technology activities and sessions during the state-level conference, and periodic regional meetings, as well as during special sessions.

The following trainings continue to be a focus of the District during the timeframe of this Technology Plan:

- An Acceptable Use Policy for teacher web pages is developed by teachers, media specialist, and technology staff.
- Video on Demand/Video Streaming will to be a focus for the next three years.
- All CHA staff will be trained in the updates of the Student Information System (Powerschool) as they become available. This system will affect the data management of attendance, behavior, report cards and grading, student's demographic and contact information, as well as SRSD.
- Training for all staff on Microsoft Outlook, Microsoft's automated office package, will continue during the next three years with emphasis on calendar sharing, journals, and tasks as well as email features.

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.

The CHA School District is committed to a variety of support resources to ensure the effective use of technology.

- The School Board policy handbook and the District's website include the Acceptable Use Policy for technology for the District.

- Written policies on acceptable use of technology are included in all student and staff handbooks and included on the District web site.
- CHA has a technology coordinator available on-site and remotely during nontraditional hours.
- Technology Support team will create an in-house web-based Support Helpdesk system and web-site which includes tip-sheets and frequently asked questions.
- When new technology is installed, printed materials are available to all necessary staff through the technology coordinator or through the immediate supervisor.
- Through classroom and building computers, all staff has access to REMC material and services.
- When fully implemented the Video-on-Demand will allow the staff to use over 4,000 videos for classroom instruction.

Infrastructure, Hardware, Technical Support and Software

Overview

CHA currently has over 60 computers for 230 students throughout the district. All offices, administrators, and teachers have access to a networked computer. Building media centers contain computers for student use. In addition, classrooms have access to projectors and mobile laptop carts.

Technical support through specific forms and procedures is provided by the District's School Improvement Team planning, and specifically through the on-site Technology Coordinator.

District teacher assistants and paraprofessionals available in the support lab also lend technical support to students and staff.

Software is used throughout the district for a variety of purposes. Educational software is provided in the elementary labs and media centers to supplement and enrich curricula areas. Additional software is purchased in conjunction with curricula programs submitted to the District's Advisory Curriculum Council. Microsoft Windows 2007, Microsoft Office and anti-virus software is currently installed on all computers across the district.

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.

CHA's Technology Coordinator and administrative team meet at least monthly to evaluate the effectiveness of implemented technology across the district to improve the overall educational resources for students and parents.

District procedures are in place to provide support, maintenance and repair of technology equipment and network components.

- A PC replacement cycle exists for all District computers based on the make-up of said units.
- A technology HelpDesk system provides quick reporting and resolution of technology issues.
- Communications equipment will be expanded including includes cell phones, bus radios, cordless phones and radios, video surveillance equipment, etc.
- The Academy will add an integrated document management system
- The District will add an Electronic message sign to display District information for the community.
- Integrated phone systems include voicemail and public address systems operating.
- Network accessible surveillance systems monitor and secure buildings.
- Comprehensive security alarm systems are installed in all buildings and will be directly connected to monitoring service provider.
- All building administrators and supervisors have smart phones and building offices have PDAs for security and emergency situations.
- Digital projectors continue to be purchased to provide teachers the technology to project classroom presentations and videos.
- Teachers and students have access to video and digital cameras for enhancing classroom experiences and projects.
- The District uses an integrated student management, human resources and financial accounting system.
- School lunch record management system (SNAP) is used in all cafeterias.
- Integrated grading/attendance programs (Teacher Gradebook) report student information.

During the course of this Technology Plan, the following will be acquired to improve instruction and student learning:

- 250 student, faculty and staff computers will exist, which is an increase of 190 units and these will be placed on a 5-years rotation plan
- The Academy will purchase 1-2 servers, and they will be replaced on a four rotation.

Strategies to increase access to technology for all students and teachers

CHA is planning on progressive research and development of innovative strategies and technologies that support the teaching and learning process, including distance learning technologies.

The following projects are currently in place:

- Online video resources
- Participation in the REMC Statewide Acquisition Project
- County wide collaborative presentation and purchasing projects
- District quality, accessible professional development in technology integration
- Ongoing professional development in technology integration in the form of “train the trainer.”
- Portable, wireless laptop carts
- Opening up video sharing sites for use as an instructional resource.

FUNDING AND BUDGET

Overview

The majority of funding for technology is provided through the CHA’s general fund. The administrative team works in collaboration with grade clusters and the School Improvement Team to decide on technology needs across the District. Thus, a technology budget is created for recommendation to the School Board.

A separate budget is provided to the Technology Coordinator to allow for supplemental purchases, discovery, and other tools and resources to enhance and support instructional technology.

It is expected some funding will flow through State and Federal Grants. These amounts are undermined at this time as CHA is its first year of operation and have yet to receive these funds. In addition, it is expected the Parent Teacher Organization, and other businesses and groups will donate to increase technology in instruction.

Budgets are reviewed every year with the Superintendent, Chief Academic Officer, and Finance Committee to adjust for needs.

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

Funding Source

2012/2013

2013/2014

2014/2015

Technology Support (Contracted)

G/F

CHA TECH. PLAN 2012-2015

\$2100

\$10000

\$10000

Phone/Internet/Cable Services

G/F

\$8400

\$9000

\$9000

Network Support (Contracted)

G/F

\$2000

\$4000

\$4000

Equipment Replacements

G/F

\$25,000

\$20,000

\$20,000

Network Upgrade/Switches

G/F

\$2000

\$5000

\$5000

Professional Development

G/F

CHA TECH. PLAN 2012-2015

\$ 0

\$ 1000

\$ 1000

Website Development & Hosting

G/F

\$3600

\$2000

\$2000

IT Parts & Supplies

G/F

\$500

\$1000

\$1000

Curriculum Software/Hardware

G/F

\$10200

\$6000

\$6000

Curriculum Support (digital cameras, scanners, projectors, printers)

G/F

\$5000

\$5000

\$5000

Microsoft Licensing

G/F

CHA TECH. PLAN 2012-2015

\$3500

\$5000

\$5000

McAfee Anti-Virus

G/F

\$500

\$1000

\$1000

Video Production Equipment

G/F

\$2800

\$6000

\$6000

Telephone Equipment Upgrades (includes 30 landline units and 6 Smartphones)

G/F

\$4000

\$ 4000

\$ 4000

Coordination of Resources

The following are funding sources for CHA for implementing and maintaining District technology.

- General Fund monies continue to provide funds for a technology staff, upgrades, replacements, and curriculum needs.
- E-rate funding provides additional funds for District needs.
- Title I, Title II and Title IIA federal grants include funding for technology purchases as well as professional development activities for teachers.
- The PTO organizes fundraisers and purchases additional technology for classrooms and media centers to keep school buildings current. (Examples include digital cameras, scanners and projectors.)

Monitoring and 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 teacher to teach and enabling students to reach challenging State academic standards.

- CHA evaluates its existing technology as it relates to support for the curriculum and the state benchmarks and content standards through its School Improvement Team. The School Improvement Team meets at least monthly and has a schedule for evaluating all programs throughout the District. For the purpose of reporting, evaluations may consist of parent, teacher, and student surveys, student grades in courses, District MEAP scores, District growth model assessment scores, and overall grade promotion rates.
- The District Technology Coordinator meets at least weekly with the administration to evaluate and monitor the District's current technology as well as future needs. Again, results of teacher/staff input and requests on the Helpdesk system are used to evaluate curriculum needs and District goals for technology. Unmet goals are re-evaluated and prioritized for the following school year.
- All professional development activities require participant evaluations.
- The District's on-line Helpdesk system assists the Technology Department in determining needs for professional development, curriculum needs, replacement of hardware, software purchases, and building or District-level issues.

CHA will:

- Implement an Intrusion Detection System will be implemented that will monitor network traffic.

Computer and Network Acceptable Use

The Board authorizes the Superintendent to develop services linking computers across the District, and to provide access to the Internet for students, staff and, if requested, members of the Board of Education. All computer network implementation shall be aligned with the Board policy on technology and the District's educational goals.

Use of the computer network(s) as a part of any class or school assignment shall be consistent with the curriculum adopted by the District. The District's general rules for behavior and communications shall apply when using any computer equipment.

The Board authorizes the Superintendent to provide District user accounts for students, staff, and, if requested, members of the Board, to access the District computer network and the Internet, including electronic mail and file server space for developing and publishing material on the world wide web or other networked computer media. Such access shall be provided in furtherance of the District's educational mission, to enhance student knowledge of and familiarity with technology, and to facilitate communication, innovation, and sharing of resources. To ensure the integrity of the educational process

and to guard the reputation of the District, student and staff expression in public electronic media provided by the school may be subject to review, comment, editing, and/or removal by school officials.

District User Accounts

District user accounts and all use of District computer resources are considered a privilege, not a right, and are subject to the District's rules and policies. Electronic communications and stored material may be monitored or read by school officials. This includes but is not limited to, the installation and/or use of monitoring software. School officials may also monitor computer use electronically or by installing software to ensure compliance with District rules and regulations. Electronic mail in District user accounts may be inspected by school officials without the consent of the sender or a recipient.

Student electronic mail and electronic storage space which does not contain material made public by the student shall be subject to the District's policy and rules on student records.

The School District may collect and store Personally Identifiable Information (PII). In the event PII is collected, all information shall be secured in accordance with Board policies

Privacy

Unauthorized Release of Information

The Superintendent may designate person(s) trained in computer technology (system administrators) at the building and/or District level to implement the District's rules and regulations and to provide computer support for students, staff and Board members. The Superintendent, in concert with the system administrators, shall employ hardware and software security to ensure the integrity of the system and to prevent unauthorized access to District and school records.

Computer and Network Use

The District's computer and network use rules shall be consistent with the following requirements:

- Users may not use District equipment to perform or solicit the performance of any activity which is prohibited by law.
- Users may not use the system to transmit, access, review, download, distribute, retrieve, or publish information that violates or infringes upon the rights of any other person, or information that is abusive, obscene, or sexually offensive.

Any staff member who becomes aware of student network use in violation of the District's acceptable use rules shall refer the incident to the building administrator for action, and may remove the student from the computer.

Upon receiving notification of a suspected violation of District rules or policies, the system administrator may suspend or terminate a staff member's or student's District user account. The system administrator may access any and all relevant files of the user in attempting to determine the veracity and/or the

extent of the violation. The administration may also monitor computer use electronically or by installing software to ensure compliance with District rules and regulations.

Violations of Conditions

No user in a District building should leave a computer which is logged on to the network unattended, and all users should promptly report any suspected breach of security or data integrity to the system administrator.

Violations of this policy and its regulations may result in disciplinary action up to and including expulsion of students and discharge of employees.

District web pages should promote a positive image of the District and its programs. Web pages should facilitate and enhance the communication and educational goals of the District in a timely and professional manner. The

District Web Page(s)

Communications Specialist is responsible for overseeing the content and design of all District web pages.

Computer and Network Acceptable Use

School servers shall incorporate blocking and filtering software. Sites may be blocked by the system administrator in response to a complaint by a student, staff member, Board member or parent in accord with the District's procedures on controversial material.

In conclusion, before any student may take advantage of the Academy's computer network and Internet systems he/she and their parents must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the Academy's *Student Network and Internet Acceptable Use and Safety Policy* and the requisite student and parent agreement will be distributed by the homeroom teacher, or in the initial application to the Academy.