I. INTRODUCTION

SECTION 1 – Cover Page

TECHNOLOGY PLAN SUMMARY SHEET

District: Montcalm Area Intermediate School District
621 New Street
P.O. Box 367
Stanton, MI 48888
616-225-4700 / 989-831-5261

School Code: 59000

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

Plan Contact: Tom Staten, Technology Director
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Superintendent: Dr. Scott Koenigsknecht
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ISD: Montcalm Area Intermediate School District

Technology Plan URL: http://www.maisd.com/technology

Revision History:

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Technology Planning Team

MEMBERS:

Dr. Scott Koenigsknecht	Superintendent
Michelle Goodwin	Associate Superintendent for Curriculum and Instruction for Montcalm and Ionia counties. Provides curriculum and instruction vision, goals, and planning for Montcalm Area Intermediate School District, Ionia County ISD, and assists all constituent districts.
Celena Mills	Associate Superintendent for Career Technical Education Provides guidance to ensure technology planning and professional development needs for CTE are integrated into the technology plan.
Tom Staten	Technology Director Provides technology planning and direction for the administrative offices, general education, special education, and career technical education to ensure collaborative practices supporting effective integration of technology into the curriculum. Provides constituent local school districts with technology planning assistance and support to drive for county-wide collaboration in regards to technology infrastructure, purchasing, and use.
Eric Krebill	Network Administrator Provides district LAN/WAN infrastructure and server support, CTE computer systems and program support, and data administration for CTE programs. Provides training and consulting in online safety, computer security, and Powerschool SIS.
Colleen Norton	Assistive Technology Technician Coordinates technical assistance related to assistive technology and support for all special education programs.
MAISD Strategic Planning Team	Some members of the MAISD Technology Planning Team are representative members of the MAISD Strategic Planning Team working collaboratively to develop and maintain a high-level strategic plan with technology components to guide technology planning. The MAISD Strategic Planning Team meets annually to revise 3-5 year targets and assess annual goals of departmental staff. The strategic planning team reviews and provides recommendations for technology planning.
MAISD School Improvement Planning Team	Some members of the MAISD Technology Planning Team are representative members of the MAISD School Improvement Planning Team working collaboratively to develop school improvement plans integrating curriculum with technology. The MAISD School Improvement Planning Team meets two times per year to assess ongoing school improvement efforts. The school improvement planning team reviews and provides recommendations for technology planning.
Technology Directors - Advisory Group	The MAISD Technology Directors including representatives from MAISD, each local school district, and the community college, acting as a focus group for county-wide technology planning, meet monthly during the school year to discuss curriculum integration, infrastructure, technology services, and technology issues. The group is encouraged to provide feedback at any time regarding the technology plan and at least one meeting per year is devoted to technology planning. Technology meetings are open meetings and guest attendance is welcome.
Parent and Community Participation	Parents and other interested community members are invited to participate in MAISD technology planning by either attending meetings or providing feedback at any time through our online web form. Parents and other community members assist in technology planning through participation in the MAISD School Improvement Planning Team and MAISD Strategic Planning Team. Parents and community members are welcome to attend technology planning meetings. Please e-mail Tom Staten at tstaten@maisd.com to request the addition of a discussion item on a monthly meeting agenda.

School Improvement Planning Team

The MAISD Board of Education, leadership team, administrative team in collaboration with all district instruction staff are committed to ongoing school improvement. In 2006, MAISD began a formal school improvement process with Dr. Rena Richtig, a NCA School Improvement Ambassador, and created a district approach to school improvement for MAISD programs and services. MAISD's approach to school improvement is tailored to meet the combined needs of the local districts in areas of career technical education, special education, and general education.

Assessment Indicators:
- Student Achievement
- Quality Processes
- Financial Stability
- Customer Satisfaction
- Employee Satisfaction

Beginning in 2012, the curriculum teams from Montcalm and Ionia counties embarked on the next level of school improvement with the introduction of a new initiative named "Hair on Fire."
The "Hair on Fire" project's overall goal is to significantly improve student achievement by the spring of 2015 such that at least 80% of students pass the common core state standards assessments.

- Boldness in thoughts and actions
- Adoption and implementation of the common core state standards
- Focus on the use of time in our goals
- Focus on communication

PRIMARY MEMBERS:

Dr. Scott Koenigsknecht	MAISD Superintendent
Katie Flynn	MAISD Associate Superintendent for Special Education
Ron Simon	MAISD Associate Superintendent for Finance
Celena Mills	MAISD Associate Superintendent for Career Technical Education
Leanne Bush	MAISD Personnel and Student Services
Michelle Goodwin	MAISD Associate Superintendent for Curriculum and Instruction
Joanne Gordon-Anderson	MAISD Certified Staff Representative
Esther Combs	MAISD Teacher Consultant
School District Participation	The school improvement planning team includes representatives from LEA school boards, administrators, and teachers.
Parent and Community Participation	The school improvement planning team representatives includes parents and other community members as a representative sample of our membership.

Guiding Documents and Other Resources

Michigan Department of Education Technology Planning Web Site
http://www.techplan.org
This web site was created to assist local school districts in the development of their technology plans. A collaborative effort among ISDs, REMCs and the Michigan Department of Education, the site is organized around the elements required for MDE approval. MAISD played a cooperative role in developing the initial launch of the techplan.org web site.

Michigan Department of Education – State Web Site
http://www.michigan.gov/mde
The Michigan Department of Education provides guidance including curriculum and instruction resources such as the Michigan Curriculum Framework, school assessment and accountability information, and other specific suggestions for integrating curriculum and technology.

The American Institutes for Research and Learning Point Associates (Formerly: Regional Educational Laboratory Midwest)
http://www.learningpt.org
AIR provides educators and policy makers with research, assessment, technical assistance, and policy analysis to promote meaningful change in the education system.

National Center for Technology Planning
http://www.nctp.com
The National Center for Technology Planning (NCTP) is a clearinghouse for the exchange of many types of information related to technology planning.

National Educational Technology Standards (NETS)
http://www.iste.org/standards/
The National Educational Technology Standards (NETS) Project is an ongoing initiative of the International Society for Technology in Education (ISTE) providing revised national educational technology standards to improve teaching and learning.

Instructional Technology Across the Curriculum (ITAC)
http://www.michigan.gov/documents/ITAC-mde-1996_58223_7.pdf
An original springboard document from the Michigan Department of Education illustrating early curriculum framework standards examples.

Learn Port
http://www.learnport.org
Michigan Department of Education and Michigan Virtual University created a new statewide online professional development portal for Michigan educators called Michigan LearnPort (MiLP). Through a unique multi-year partnership between MDE and MVU, MiLP create new Michigan-specific courses, acquire high-quality content from respected national content providers, conduct workshops, and provide technical assistance and support to MiLP users.

Common Core Academic Standards
http://www.corestandards.org
http://www.michigan.gov/mde/0,4615,7-140-28753-232021--,00.html
Common Core Academic Standards for K-12 to establish clear and consistent goals for learning to prepare children for success in college and work. New summative assessments will replace MEAP and MME in Spring of 2015 developed through the Smarter Balanced Assessment Consortium.

SECTION 2 – Introductory Material

MISSION:

Leading, Collaborating & serving to create education without boundaries
Catalyst for responsible learners, innovative schools & strong communities
Exceptional leadership with unmatched service

INTRODUCTION

The Montcalm Area Intermediate School District is one of 57 intermediate units in Michigan serving local school districts. In the MAISD, there are seven K-12 public schools with a total enrollment of approximately 13,000 pupils, nine non-public, private/parochial, or denominational schools enrolling about 884 pupils. Approximately 250 people are employed on a regular or part-time basis at the MAISD. MAISD currently operates four buildings including a central administration office, special education center, vocational education/career center, and alternative/intensive learning center. Montcalm County is made up of small towns and rural areas. The county has a higher than average unemployment rate and the median income is below the state average.

Central Administration Office:

The MAISD Central Office includes the office of the Superintendent, administrative personnel, business office staff, Instructional Services staff, special education secretarial staff, and technology staff who provide leadership, programs, and centralized services for area schools. In addition, the MAISD Central Office houses conference areas and a technology lab for area professional development and meetings. For additional information on our business and general education services please visit http://www.maisd.com/gened.cfm.

W.J. Seiter Education Center:

The W.J. Seiter Education Center is a special education school operated by Montcalm Area Intermediate School District. There are two special education programs housed in the building: The programs for students with severe cognitive impairments and autism and The Transition Plus Program. The classrooms for students with severe cognitive impairments service students from 3 to 18 years of age. The Transition Plus classrooms service students from 18 to 26 years of age with moderate and severe cognitive impairments.
The Montcalm Area Intermediate School District Special Education offers services designed to meet the special needs of students from birth through 25 years of age. Services are also available through our seven local districts as well as the parochial schools in the county.
Presently, we service 2,195 students with special needs within our area. ISD programs provide work for over 252 staff members, including teachers, school nurse, ancillary personnel, para-educators, transportation personnel, supervisors and administrative assistants.

The W.J. Seiter Education Center also houses staff that work within the seven local school districts within Montcalm County. Staffing includes:

*Office clerical staff
*Occupational therapists
*Physical therapists
*Physical therapy assistants
*Certified occupational therapy assistants
*speech and language therapists
*Teacher consultants
*School Psychologists
*School Nurse for special education populations

In addition, the center is home for the Parent Child Learning Group which is a team of special education teachers and therapists that work with children birth to three years of age. The Parent Child Learning Group provides services to

approximately 60 families. The center is also home for our Early On staff which is a team of general education family facilitators that work with children birth to three years of age. The Early On staff provides services to approximately 100 families

Montcalm Area Intermediate School District employees work in seventeen classrooms between Tri County, Lakeview, Central Montcalm Public Schools, Greenville Public Schools and Turk Lake School focusing on students who qualify for Early Childhood Special Education (Little People Land), Autism Spectrum Disorder, Emotional Impairment, Hearing Impairment or Moderate Cognitive Impairment services. Approximately 250 students are serviced within these programs.

For additional information on our special education services please visit http://www.maisd.com/sped.cfm.

Montcalm Area Career Center

The **MACC** is a secondary and technical education school serving sophomores, juniors, and seniors in the local districts of Montcalm County, as well as from neighboring counties and private and parochial schools.   Students have the opportunity to enroll in one of the 15 programs using the latest technology and state-of-the-art equipment. The MACC, located in Sidney, has formed partnerships with various community colleges and universities to offer free college credits to students who qualify, which helps build the foundation for higher education. Listed below are the Career and Technical Education programs that are offered.

Programs:
- Animal Science/Veterinary Medicine
- Automotive Technology
- Business, Management and Administration
- Computer Aided Drafting and Design
- Computer Support Technology
- Construction Trades Technology
- Cosmetology
- Criminal Justice
- Dental Occupations
- Diesel and Equipment Technology
- Early Childhood/Elementary Education
- Engineering Technology
- Health Sciences
- Plant and Environmental Science
- Welding Technology

Benefits:
- Career Planning…explore personal and career potential
- Career Training…career and technology training
- Job Placement…resume & portfolio preparation and interviewing skills
- Free College Credit…successful completers are eligible for college credit
- National Career Readiness Certificates
- State Certification…upon successful completion requirements
- Academic Credit for CTE Courses
- Information about in-state and out-of-state colleges, universities, and technical schools

College Credit for High School CTE Courses
The Montcalm Area Career Center has articulation agreements with Montcalm Community College, Ferris State University, Davenport College, Baker College, Mid-Michigan Community College, Grand Rapids Community College, University of Northwestern Ohio and Nashville Auto Diesel College for most of the CTE programs offered at the Career Center. Students who successfully complete CTE courses at the Career Center with a "B" average or better, receive an appropriate teacher recommendation and/or pass a competency test may be granted free college credit towards a planned and approved program at the above-named institutions.

For additional information on our career technical education services please visit http://www.maisd.com/cte.cfm.

H.O. Steele Education Center

The H.O Steele Education Center building located conveniently between Montcalm and Ionia counties provides space for collaborative programs offered by Montcalm and Ionia ISD's. The building provides office space for administration, specialized programs, meetings, events, and summer programs.

Ombudsman Alternative Education

The Ombudsman Alternative Education program, currently located at the Central Montcalm Community Education building, offers specialized educational programs for individuals requiring additional attention including online credit recovery. Along with a strong educational component, the program offers access to family counseling, behavioral health services and other community services.

MAISD Public School Districts	**MAISD – Other Schools**
Carson City-Crystal Area Schools	Beth haven Christian School
Central Montcalm Public Schools	Brockway Christian Academy
Greenville Public Schools	Cedar Lake SDA Elementary
Lakeview Community Schools	Cornerstone Academy
Montabella Community Schools	Cowden Lake Bible Academy
Tri-County Area Schools	Fellowship Baptist Academy
Vestaburg Community School	Fish Creek School
	Great Lakes Adventist School
	St. Charles Catholic School

Montcalm Area ISD Buildings / Programs					
BUILDING / Program	**LEVEL**	**PROGRAM FOCUS**	**TEACHERS**	**STUDENTS**	**STATUS**
MAISD Central Office	General Administration	Administrative Support	0	0	Rural
Montcalm Area Career Center	11th and 12th grade students	Career Technical and Vocational Education	15	450	Rural
W.J. Seiter Education Center	Pre-K to age 26 / All Levels	Special Education	34	250	Rural
Ombudsman Alternative Education at Central Montcalm Community Education	All Grades	Credit Recovery	2	50	Rural
HO Steele Education Center	General Administration	Administrative Support	0	0	Rural
Hometown Stanton	Special Education Transition	Special Education	2	20	Rural

SECTION 3 – Vision and Goals

MAISD VISION:

- Leading, collaborating & serving to create education without boundaries
- Catalyst for responsible learners, innovative schools & strong communities
- Exceptional leadership with unmatched service

The MAISD vision provides a clear purpose, goal, and promise setting high expectations for current and future technology initiatives. The location and use of information in the application of learning sets us apart and keeps us in step with the world around us. It is this pursuit and the application of knowledge that drives the need for technology-rich learning environments.

MAISD coordinates planning on a multi-county and local regional level assisting in the design and application of systems to support a variety of technology-related learning systems. MAISD established and maintains technology training labs for expanded staff development opportunities. MAISD provides access to E2020 online curriculum for credit recovery. MAISD participates with Kent ISD for access to the IGOR data warehouse for data gathering, analysis and reporting, and Curriculum Crafter for curriculum development and assessment tools allowing curriculum sharing, lesson plan creation based on standards, and student assessment.

MAISD continues to offer staff development for curriculum, instruction, and technology ensuring our schools provide learners the tools to be successful in the 21st century and beyond.

MAISD collaborated with Gratiot Isabella RESD to join a multi-county fiber network connecting five ISD's including Clare-Gladwin RESD, Clinton County RESA, Gratiot-Isabella RESD, Ionia ISD, and Montcalm Area ISD. The regional connectivity enables current and future sharing of resources and information on a greater level eliminating barriers to teaching and learning such as distance and cost.

MAISD offers professional development aligned to the Michigan School Improvement Framework divided into five strands including teaching for learning, leadership, personal and professional learning, school and community relations, and data and information management. MAISD will continue to increase access to professional learning for its constituent districts integrating technology into the common core curriculum and focusing on state and national standards.

MAISD continues to plan for the future by investigating in additional connectivity opportunities with the end goal of increasing student achievement. The MAISD, on behalf of its seven constituent districts, county partners, and collaborative partner Ionia ISD, realize future collaboration requires additional bandwidth and continued migration of network infrastructures from wireless to fiber optic connectivity.

This technology plan will serve as an evolving source of information for administrators, teachers, support personnel, community members and the business community as we seek to apply quality uses of technology in our schools.
The basic tenets of this technology plan are that it:
- Is based on a cooperative regional perspective
- Is based on continuous school improvement
- Is integrated with the new national common core curriculum without forgetting The Michigan Curriculum Framework, Grade Level Content Expectations, current and future assessments.

GOALS:

Increase student achievement by:
- Technology integration into the common core curriculum
- Data warehousing
- Common Assessments

Provide professional learning opportunities for LEA to effectively integrate technology into instruction built on:
- Common Core Curriculum Standards
- MCFW, Michigan Curriculum Framework
- GLCE, Grade Level Content Expectations
- HSCE, High School Content Expectations based on the Michigan Merit Curriculum
- Assessments

Provide professional learning opportunities for community members

Data Warehousing – Provide Data Collection, Sorting, and Reporting for enhanced data management and analysis.

Support and encourage an effective, flexible, and collaborative technology infrastructure including tools and resources for a 21st century learning environment within MAID and its constituent districts.

Utilize current and new technologies for curriculum development and instructional strategies that will enhance learning and lead to the improvement of standardized test scores.

I. CURRICULUM

SECTION 4 – Curriculum Integration

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

The ISD provides support in the area of curriculum integration on two separate and distinct levels.

The first is for our constituent districts. The intermediate district organizes and facilitates a yearly curriculum review that involves all seven local districts. The integration of technology as a learning tool is an integral part of the curriculum development and alignment process. Social Studies, English Language, and Science are continually addressed.

The following rotational plan is a typical curriculum study rotation cycle recommended by the Montcalm Area ISD and Ionia ISD joint Curriculum Council ensuring continuous monitoring and refinement of curriculum in all curricular areas as evidenced by data:
- 2012-2013 ELA + TBD
- 2013-2014 MATH + TBD
- 2014-2015 SOCIAL STUDIES, SCIENCE + TBD

Early in the process it was decided technology education is not a stand-alone curricular area. Therefore, continuous monitoring and refinement of curriculum will occur in all curricular areas as evidenced by data. The purpose of our technology integration is to enhance teaching and promote student achievement using the benchmarks and standards in the Michigan Curriculum Framework as a guide.

MAISD has embarked on a new 3-Year plan, "Hair on Fire," to create a student-focused common core-based system to substantially increase student achievement
- The plan commits participants for three years to substantially raise the level of student achievement to meet the expectations of the CCSS.
- Participants look at the way their school does the business of teaching and learning changing how teachers teach, how money is used, and what the use of time looks like for students and teachers.
- Districts send teachers to some intensive professional development.
- Students and the community are involved in efforts to raise achievement.

The second area of curriculum integration supported by the ISD is in the educational programming provided in MAISD classrooms. Instruction takes place in general education, special education and career technical education classrooms. The use of technology to enhance instruction and student achievement is a major goal. Assistive technology is used in special education classrooms so all students can successfully access and master curricular outcomes. Technology plays an important role in career technical education. By its definition, CTE provides training in real-world applications, utilizing state-of-the-art technology.

Curriculum and teaching strategies are identified and promoted through four primary methods to ensure effective technology integration.
- Anecdotal data is collected from LEA administrative teams and county-wide curriculum council.
- Data is collected from teachers working in groups by grade level during curriculum studies.
- Recommendations provided by the Michigan Department of Education.
- Meetings of the COMMIT group of regional curriculum leaders for curriculum and leadership.

GOAL 1: To support LEAs in the integration of technology with curriculum

Strategies	Assigned To	Start Date	Completion Date
Schedule and facilitate a county-wide curriculum integration study • Identify technology standards for area under study • Bring in "experts" to share technology for the curricular area under study • Incorporate technology standards into final document	Associate Superintendent for Curriculum and Instruction	2012	Ongoing from previous initiatives with three year cycles of ELA, Science, and Math
Plan, schedule, and facilitate staff development opportunities to local districts in curriculum integration and technology based on previous year's studies.	Associate Superintendent for Curriculum and Instruction	2012	Annually in June and August
Re-evaluate professional development offerings based on year-end reviews to accommodate needs.	Associate Superintendent for Curriculum and Instruction	2012	Annually in June and December
Continued use and training in the Moodle course management system to facilitate technology use for classroom content and the delivery of online learning.	Associate Superintendent for Curriculum and Instruction, Technology Director	2012	Ongoing with beginner and advanced courses offered each year.
Expanded use interactive response technology to facilitate classroom student participation for assessment with immediate feedback. We currently use the Promethean Interactive White Board with classroom response systems. We also use eInstruction Classroom Performance System as a stand-alone technology that can be integrated into any classroom.	Associate Superintendent for Curriculum and Instruction, Technology Director	2012	Purchase of additional technology when budget permits for training and implementation.
Continue Data Warehouse implementation by increasing the number of data sets with online assessment and training local district staff in further data analysis and reporting.	Associate Superintendent for Curriculum and Instruction, Technology Director	2012	2012, with ongoing training for new staff as needed
Continue implementation of the county-wide, curriculum management solution, Curriculum Crafter, through a consortium with Kent ISD	Associate Superintendent for Curriculum and Instruction, Technology Director	2012	2012, ongoing as budget allows

GOAL 2: To develop and improve the curricula taught in MAISD classrooms, insuring that technology integration is a key component.

Strategies	Assigned To	Start Date	Completion Date
Use the school improvement team to examine curriculum for the special education classrooms • Identify technology standards for each curriculum • Purchase assistive technology where appropriate • Provide staff development	Associate Superintendent for Special Education	2012	Ongoing, annually as funding allows
Use the CTE program evaluation model to identify technology integration issues in CTE classrooms • Examine national/state standards for the curriculum under evaluation • Collect information from Advisory Committees • Realign curriculum • Develop long-range technology purchase plan	Associate Superintendent for CTE and Curriculum Staff	2012	Ongoing, annually
Re-evaluate and develop program and curriculum options for alternative education that includes the integration of technology based on district needs: • Examine current curriculum • Identify technology standards for each curriculum • Realign curriculum to include technology standards • Develop finance and equipment acquisition plan	Associate Superintendent for Curriculum and Instruction	2012	Ongoing, as budget allows in line with district needs
Continue implementation of new classroom technologies allowing enhanced student interaction with dynamic online content. • Continue implementation of Promethean ActivBoard Interactive White Board. Including Activote Interactive Student Assessment tools and Avermedia document cameras in ALL classrooms beginning with special education classrooms and co-teaching classrooms to support mainstreaming efforts. • All CTE classrooms and labs currently have access to ceiling mounted LCD projectors and document cameras.	Associate Superintendent for Curriculum and Instruction, Technology Director, and Associate Superintendent for Special Education	2012	Ongoing, with annual incremental installations as budget and grant availability allows
Continue Data Warehousing implementation with Kent Data Warehouse Collaboration. Integration of data warehouse with each local school district student data system. Increase the number of data sets in the warehouse as needed by each district. Train MAISD and local district staff in data analysis and reporting.	Associate Superintendent for Curriculum and Instruction	2012	Ongoing, training for new staff as needed
Continue implementation of the county-wide, curriculum management solution, Curriculum Crafter, through a consortium with Kent ISD	Associate Superintendent for Curriculum and Instruction, Technology Director	2012	Ongoing as budget allows

SECTION 5 – Student Achievement

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

Montcalm Area ISD believes that instructional decisions should be grounded in data, and that changes to the instructional delivery system needed to be based on research tested methodologies. Change, for change sake, is not appropriate. Given the No Child Left Behind legislation, Education Yes! and rigorous High School Content Expectations, it's apparent that this is also a state and national focus.

There are several areas where MAISD uses data and research to improve student achievement. Historically, staff professional development focused on analyzing MEAP data with Test Wiz and/or Microsoft Excel in order to use MEAP data as a basis for instructional decisions. MAISD partnered with Kent ISD, Muskegon Area ISD, and Ottawa ISD, and Ionia ISD to utilize the IGOR Data Warehouse for enhanced data analysis and decision making to support student achievement. The data warehouse for MAISD holds several years of historical data sets from each local school district including MEAP, MME, MSDS, and other BAA data sets as requested by districts allowing comparative data analysis for trends and improvement.

Federal grant guidelines establish benchmarks for all career technical programs in several areas. Grants must be written with action plans addressing any areas needing improvement. Academic achievement is one of the target areas. In the special education department, an assistive technology team evaluates and makes recommendations for students.

Action Plan Step	Assigned To	Start Date	Completion Date
Data analysis using data sets in data warehouse for reporting • Associate superintendent works with Curriculum Council to perform data analysis based on previous Leadership Training • Schedule follow-up meetings • Develop and implement train-the-trainer model • Evaluate program	Associate Superintendent for Curriculum and Instruction, MAISD Curriculum Council	2012	Ongoing
Evaluate current status of technology integration and make recommendations	Tech Planning Team	2012	Ongoing
Based on recommendations and research, make changes to curricular areas where appropriate	School Improvement Team	2012	Ongoing
Expand the use of Moodle and other online instructional technologies for all CTE programs	MACC school improvement team	2012	Ongoing
Do a gap analysis with the state guidelines for the Informational Technology class and our current curriculum	IT instructor and MACC leadership	2012	Ongoing
Continue implementation of the county-wide, curriculum management solution, Curriculum Crafter, through a consortium with Kent ISD	Associate Superintendent for Curriculum and Instruction, Technology Director	2012	Ongoing as budget allows

SECTION 6 – Technology Delivery

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

Action Plan Step	Assigned To	Start Date	Completion Date
Continue to provide online curriculum and credit recovery tools. Currently utilizing E2020. Investigate and recommend new or improved tools to ensure the best and most current tools are available. Note: MAISD participates in access to E2020 as a consortiums with Kent ISD, Muskegon ISD, Ottawa ISD, and Ionia ISD with an annual subscription. Training for new teachers and refresher courses in use of E2020 is provided as requested.	Technology Director	2012	Ongoing, annually
Encourage expanded use of Moodle services for collaboration resulting in enhanced instruction and communication between students, teachers and parents by providing additional beginner and advanced training for teachers. Note: MAISD currently provides access to Moodle collaboration tools for all participating districts.	Assistant Superintendent for Curriculum and Instruction, Technology Director	2012	Ongoing
Continue to use distance-learning connectivity, CODEC, hardware for virtual field trips, professional staff development, and other online curricula. Investigate and recommend expansion with bridge capability and additional endpoints. Note: MAISD currently operates a Polycom 4-Port IP CODEC available for use by all districts.	Technology Director	2012	Ongoing
Encourage continued use of KeyTrain resources and testing for instructional delivery to students, adult learners, and staff using Work Keys assessment for highly qualified status. Note: MACC has used KeyTrain successfully for several years. Special Education recently began pilot use of KeyTrain with students in special populations.	Associate Superintendent for CTE and Associate Superintendent for Special Education	2012	Ongoing Spec. Ed. Students
Continue use of Lexia ELA software tools for reading comprehension by providing collaborative purchasing and district reporting.	Associate Superintendent for Curriculum and Instruction, Technology Director	2012	Ongoing
Continue implementation of the county-wide, curriculum management solution, Curriculum Crafter, through a consortium with Kent ISD to improve lesson planning, lesson and curriculum sharing, and student assessment.	Associate Superintendent for Curriculum and Instruction, Technology Director	2012	2012, with ongoing training for new staff as requested
Continue use of web-based free and/or REMC provided video streaming services and investigate and implement use of United Streaming or other resource for delivery of enhanced curriculum.	Associate Superintendent for Curriculum and Instruction, Technology Director	2012	2012

SECTION 7 – Parental Communications & Community Relations

Strategies to promote parental 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:

Parent and community involvement is promoted in a variety of ways including:

- Our web-site http://www.maisd.com
- Newspaper and direct mailing
- Building bulletin boards and electronic kiosks
- E-mail "listserv" targeting specific community groups
- Career night hosted at our Montcalm Area Career Center and Montcalm Community College
- Parent-Teacher conferences
- Monthly board meetings open to the public
- MAISD newsletters including the Board of Education newsletter, "The Connection"

The technology plan is posted on the MAISD website and noted in Board Newsletters. Alternate accommodations for viewing the technology plan are available upon request to ensure equal access.

The MAISD School Improvement Planning Team includes members from school boards, administration, teachers, and parents for the purposes of planning, implementation, and assessment of technology planning efforts.

Action Plan Step	Assigned To	Start Date	Completion Date
Continue to use web-based student management system and grade book for General Education, Special Education, and Career Technical Education for anytime access for staff, student, and parents.	Technology Director, CTE Technician, and Associate Superintendent for Special Education	2012	Ongoing
Improve website content and directory information for all departments and improve content freshness by decentralizing site administration. Note: District web site will be enhanced with migration to new Web Content Management System.	MAISD Administration Team	2013	Ongoing – with annual evaluation for improvement
Maintain Kiosk – used to disseminate information, promote and market programs and services.	Technology Department	2012	Ongoing – updated regularly
Continue to improve communication systems with annual evaluations and recommendations as discussed at monthly administrative team meetings.	Administrative Team	2012	Ongoing

SECTION 8 – Collaboration

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

GOAL: To involve businesses, community agencies, and LEAs in using technology for improving communication and program development.

Action Plan Step	Assigned To	Start Date	Completion Date
MAISD Technology department utilize school-to-work, co-op applicants, vocational technology students, and former students as technician assistants.	CTE Technician	2012	Ongoing, As funding permits
Counselors work with local businesses to place students in work programs.	STW Coordinator	2012	Ongoing, As funding permits
MAISD participates in countywide fiber planning project meetings aimed at connecting all schools, county buildings, township offices, and local businesses with fiber optic cabling. MAISD acts as host for district connectivity including fiber, wireless, and leased data connectivity to support technology integration and collaboration.	Technology Director	2012	Ongoing, as funding permits
MAISD solicits bids for collaborative purchases in technology and curriculum to promote collaboration. Collaborative bids for technology hardware, software, internet, e-mail, firewall, content filtering, and other content providers are addressed as requested by each local district..	Technology Director	2012	Annually
MAISD will continue to support Medicaid billing systems and IEP generation tools such as EasyIEP and integrate them with PowerSchool.	Associate Superintendent forSpecial Education	2012	Ongoing
Continue to use the KeyTrain WorkKeys assessments	Directors	2012	Ongoing
Collaborate with businesses and community agencies: a. Montcalm Alliance b. Michigan Information Network c. United Memorial Hospital d. Montcalm Community College e. Montcalm County Government f. Public Health g. FIA	Directors	2012	Ongoing

II. PROFESSIONAL DEVELOPMENT

SECTION 9 – 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 the new technologies to improve education or library services.

MAISD surveys LEA administration including superintendents, principals, business managers, technology directors, and curriculum directors for specific professional development needs and holds a professional development summit annually for the purposes of planning and organizing future delivery of services.

GOAL: To train area educators to effectively use and integrate technology.

Action Plan Step	Assigned To	Start Date	Completion Date
Recruit speakers and plan technology professional development based on feedback from LEA	Associate Superintendent for Curriculum and Instruction, Technology Director	2012	Ongoing
Provide professional development services to local districts, businesses, and community agencies for workshops and training.	Associate Superintendent for Curriculum and Instruction	2012	Ongoing
Provide ongoing training in the technology training lab a. Administrative applications b. Support applications c. Instructional applications d. Coordinate training opportunities with MCC, LEAs	Associate Superintendent for Curriculum and Instruction, Technology Director	2012	Ongoing
All MAISD educators will have a technology professional development plan.	Departmental Supervisors	2012	Revised annually
Provide training in special education augmentative devices	Assistive Technology Technician	2012	Based on student IEP
Use Professional Development Planner to assist local districts as requested in professional development planning. a. Train staff to meet student needs b. Utilize self-assessment of skills c. Utilize training needs survey d. Utilize needs assessment survey (county or consortium) e. Assist all teachers in maintaining highly-qualified status based on state and national standards	Associate Superintendent for Curriculum and Instruction	2012	Annually
Provide professional development for educational leaders on how to evaluate educator use of technology	Directors and Building Leaders	2012	As Needed
Encourage additional use of online/web-based professional development. Encourage NETS online self-assessment. Continue to improve web site content for providing staff resources for training and self-help content.	Associate Superintendent for Curriculum and Instruction, Technology Director	2012	Ongoing
Continue use of ABC SignUp for online professional development registration allowing easier access to event information and registration for planned events. Consortium with Ionia ISD	Associate Superintendent for Curriculum and Instruction	2012	Ongoing

SECTION 10 – Supporting Resources

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

District Policies

District Board of Education policies and specific technology policies are located on our web site at: http://www.maisd.com

Manuals and Printed Materials

Manuals, printable materials, and the technology library database of lending materials are located on our web site at: http://www.maisd.com

Access to REMC Materials

REMC materials are located on the REMC web site at: http://www.kentisd.org/instructional-services/remc/

MAISD Web Site – http://www.maisd.com

The Montcalm Area Intermediate School District's web site contains resources to support the effective use of technology including:

- Technology planning information
- Suggested internet resources
- Professional development
- Technology instructions
- Forms, documents, and policies
- Access to technical support
- Grant information
- District calendar and resources

Instructional / Training Software

E2020 Education 2020 Online Curriculum
http://www.education2020.com

E2020 school curriculum software is a comprehensive e-learning system revolutionizing the relationship between students, teachers, and technology. E2020 ensures accountability by linking educators with progressive technology, standards-based curriculum and proven teaching methods to prepare today's students for the challenges of tomorrow.

E2020 primarily for grades 6-12 is a comprehensive online courseware system that delivers thousands of hours of standards-based, interactive curriculum, integrated assessment and student management and recordkeeping.

Online Subscription Services

Moodle – http://www.moodle.org
Moodle course management solutions to address the many challenges of NCLB and limited resources, including:

- Tracking student performance
- Delivering standards-based content
- Increasing district accountability
- Enhancing professional development
- Empowering parents and increasing community involvement

- Creating virtual high schools quickly and cost-effectively
- Transforming connectivity into productivity

ERIN – **ERIN® is MASB's Employment Relations Information Network, a comprehensive online resource for employee relations and contract and negotiation data for school districts in the State of Michigan.**
http://erin.masb.org

With ERIN®, you can:

- Access specific contract language from other school districts.
- Identify comparable districts by enrollment and budget to obtain salary schedule data.
- Compare fringe benefits for teachers, principals and superintendents by county, region and district enrollment type.
- Review recent MERC (Michigan Employment Relations Commission), arbitration and FactFinder cases.
- Receive policy and bylaw updates.
- Reference model job descriptions and policies.
- View sample handbooks.

Higher Education Involvement/Support

School counselors, advisors, and administrative staff work cooperatively with local school districts, community colleges, universities, and area businesses to support higher education.

- MAISD's Montcalm Area Career Center is located next to the Montcalm Community College campus and has implemented articulation agreements allowing students to earn college credits for their successful completion of career technical classes
- MAISD hosts and sends representatives to career day events to foster cooperative relationships between institutions.
- The MAISD works with area businesses and organizations to place students in co-op and school-to-work programs throughout Montcalm County.
- MAISD staff work cooperatively with the Greenville Michigan Works office.
- MAISD coordinates with Montcalm Community College, Central Michigan University, and Grand Valley State University for leadership assistance and administration of college and SB-CEU credit for professional development.

III. INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT, AND SOFTWARE

SECTION 11 – Infrastructure Needs/Technical Specifications, and Design

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

Infrastructure Components	Status / Action	Responsibility
Wide Area Network (WAN)	All MAISD and consortium member buildings are connected with broadband connections consisting of either fiber or wireless technology. Fiber or wireless technologies link the MAISD and our constituents to five other ISDs in the State of Michigan for collaboration. Pending budget availability, we continue to investigate methods of acquiring a county-wide fiber infrastructure to support collaborative purchasing and service distribution.	Technology Director
Local Area Networks (LAN)	All computers are connected in a multi-gigabit backplane switching environment with a minimum of 100Mbps transfer rate for each wired computer. The network infrastructure uses the latest POE power over Ethernet switching hardware.	Technology Director
Wireless LAN (WLAN)	All buildings are equipped with 802.11n wireless technology to enhance existing building wired networks and provides for both external guest and internal secured wireless connections.	Technology Director
Telephone System and Voice Over IP/Ethernet (VoIP)	MAISD uses the Avaya IP Office telephone system reaching all buildings via LAN/WAN. Power for phones is provided via POE switched ports. MAISD currently uses SIP digital services from ATT / Clear Rate for local and long distance telecommunications traffic. Additional lines for 911 and disaster recovery are retained at each building for failover.	Technology Director
Video Distribution	Most buildings have video distribution capabilities limited to reception of CATV programming. All rooms have access to TV's, VCR's, CD and/or DVD players, tape recorders, portable computers and LCD projectors, and other peripheral devices. IP Video CODEC solutions are available at our Administration Building and Career Center and one implementation is portable for sharing among buildings and LEA supporting participation in distance learning opportunities including loaner capabilities for our LEA classrooms to participate in virtual fieldtrips.	Technology Director
Wiring	All rooms are wired to provide adequate power for technology devices. All rooms are wired with CAT-5, CAT-5e, CAT-6 or better network cabling to provide access for a minimum of two wired devices in addition to mobile wireless devices.	Technology Director

Power Protection	Most buildings are equipped with TVSS surge suppression, backup power generators, and on-line battery backups for critical systems.	Technology Director
Internet Connectivity	MAISD buildings are provided Internet access by a shared-burstable 100Mbps Tier-1 service provider connection. MAISD will continue to provide the necessary bandwidth supporting the use of current and future online resources while contracting for longer terms with service providers to significantly reduce costs where sensible.	Technology Director Network Administrator
Network Services	E-mail, web content filtering and caching, firewall, virus scanning, spam filtering services, and equipment monitoring are provided to MAISD and consortium member districts.	Technology Director Network Administrator
File Servers	All district buildings have one Microsoft Windows 2012 server with Active Directory Services. Currently, there are more than 15 servers with roles such as: -local building domain controllers, DNS, DHCP -Microsoft System Center Manager SCCM distribution server -student information systems -document imaging -meal magic food service -moodle -Versatrans transportation management -Papercut file and print management -media distribution/production -database/application hosting -telecommunications/voice services	Technology Director Network Administrator
Computers	More than 600 computers, networked printers, and other peripherals are connected to our network.	Network Administrator and Computer Technicians
Services and Support	The technology staff consists of a Technology Director, Network Administrator, Assistive Technology Technician, Technology Specialists, and student support technicians. Entry-level technical assistance is available from building secretaries. Network engineering and technical consultants are hired as needed for planning and implementation.	Technology Department

Needs Assessment:

Network Infrastructure – The network infrastructure is evaluated based on bandwidth allocation and speed of transmission. Utilization by MAISD and local constituent districts is monitored and enhanced as needed. Our Internet Service Provider is contracted to ensure effective connectivity and stocks replacement parts for quick replacement of critical components.

Hardware – Hardware is evaluated annually to ensure effective use in general education, special education, career and vocational education, and general office use. Hardware is evaluated on age, repair status, and compatibility. Hardware is updated on a three to five year rotation to ensure continuous upgrades.

CDH, Conway Dierking Hillman PC, Grand Rapids, MI is contracted for technology infrastructure consulting and auditing to ensure standards-based implementations and provide recommendations. The last comprehensive technology audit was completed in 2004. The last infrastructure update including network wiring, network switching, and wireless infrastructure was completed in 2008. The next infrastructure update is planned for 2013-2014.

Data Room Power and Air Conditioning – MAISD installed manual generators in 1999-2000 to cover two primary data systems for buildings in Greenville and Stanton. MAISD upgraded all buildings through a Honeywell energy management program in 2010-2011 including the installation of an automatic generator at our Career Center for our main network operations center. MAISD added dedicated air conditioning at the Career Center data room in 2008 and improved the system with dual climate control in 2013. MAISD also added air conditioning to all other data rooms. MAISD must continue to improve backup power systems by installing, when funding allows, an automatic backup generator at Greenville, Stanton, and Fenwick locations.

Hardware Standards:

- Server: Hardware from a Tier 1 Supplier
  Dedicated SAN Storage Area Network
  Virtual Server environment with either VMware or HyperV
  Server processing, memory, and storage allocated as needed for virtual servers
- Desktop and or Portable hardware from Tier 1 Supplier
  Intel Core i3, i5, or i7 processor
  2-16 GB Memory
  80-320 GB Hard Drive
  DVD-RW or CD-RW Drive
  Display size varies, dual monitors where possible
  Optical Mouse or Trackpad

Software Standards:

Software – Software is evaluated annually to ensure effective use in general education, special education, career and vocational education, and general office use. Software is evaluated on compatibility, availability of support, and effective application of the product. Software is upgraded as required before vendor support expires.

- Microsoft Windows 2008 / 2012 Server (Server Operating System) or latest
- Microsoft Windows 7 / 8 (Desktop Operating System) or latest
- Microsoft Office Pro 2010 / 2013 (Word Processing, Spreadsheet, Presentation, Database) or latest
- Adobe Acrobat (Portable Documents)
- Versatrans and Fleetvision (Transportation)
- Microsoft SCCM and Endpoint Protection (System imaging and distribution)

Technical Support:

MAISD hosts monthly meetings for technology directors during the school year. These meetings include technology directors from all MAISD constituent districts, and the Montcalm Community College.
MAISD hosts one meeting annually, as requested by the technology directors group, including all technology directors, technology support staff, and assistants.
MAISD hosts at least one collaborative meeting annually including technology, curriculum, and special education administration.
MAISD occasionally hosts consortium meetings including staff from Montcalm Area ISD and Ionia ISD.

The meetings are a cooperative conduit to facilitate:
- Staff networking and interaction between all technology staff
- Hardware, software, or resource demonstrations
- Discussion of current and future needs
- Discussion of issues and concerns

MAISD provides technical support services to two of its local school districts including technology planning, installation, upgrades, repair, and technology training.

Objective: Build and maintain effective technical support services and resources.

Action Plan Step	Assigned To	Start Date	Completion Date
Technology Inventory: Ensure availability and improve tracking of district technology devices by maintaining an up to date technology inventory.	Technology Department	2012	Ongoing
Software Inventory: Ensure proper licensing and use of district software and online resources by maintaining an up to date inventory.	Technology Department	2012	Ongoing
Maintain current technology hardware for all staff and students by evaluating, researching, and purchasing technology hardware in three-year rotation cycles.	Technology Department	2012	Ongoing
Maintain Technology Hardware Lending Library Database	Assistive Technology	2012	Ongoing
Maintain Technology Book Lending Library Database. Ensure that the printed materials for support of technology/curriculum integration are available for checkout.	Technology Department	2012	Ongoing
Document Imaging / Paperless File System CEO Image Executive implemented in 2003 for Special Education Records. Upgraded in 2009 to allow web access and expansion to include files and records from additional departments. Added transportation and personnel records in 2012. Expect paperless filing for the business office, human resources, and technology departments as time and resources allow.	Technology Department	2012	Ongoing as resources allow
Migrate to a new technical and maintenance support tracking system with knowledgebase, for use by all participating school districts.	Technology Department	2012	2013
Continue to improve web site content and directory information with Web Content Management System.	Technology Review Team	2013	Ongoing
Review and revise maintenance contracts for equipment as needed.	Technology Director	2012	Ongoing
Conduct staff surveys and provide in-services as needed to address staff technology training needs.	Technology Department	2012	Ongoing
Train building-level technology resource people for entry-level troubleshooting and minor repairs and populate knowledgebase as a resource.	Technology Department	2012	Ongoing
Wireless 802.11n infrastructure was upgraded in 2011. Monitor wireless infrastructure to ensure adequate density access for 1-1 and BYOD projects	Technology Department	2012	Ongoing
Improve video security and electronic door access with ongoing software upgrades and firmware updates. Add additional security cameras and door access capabilities to as budget allows. Communicate with districts regarding standards and options for collaboration for infrastructure security.	Technology Department	2012	Ongoing as budget permits
Improve technology access, uptime, and security of core network services by adding and/or upgrading building backup power systems. Upgrade Stanton and Greenville locations from standby generators to automatic generators. Add automatic generator to Fenwick location. Existing manual generators used for disaster backup and maintenance use.	Technology Department	2013	Ongoing as budget permits

SECTION 12 – Increase Access

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

Action Plan Step	Assigned To	Start Date	Completion Date
Assistive technology devices and accommodations are available and provided for special education students as determined through a student IEP.	Assistive Technology Technician and Special Education Staff	2012	Ongoing
Provide every teacher with at least one wireless notebook computer upgraded / rotated every three.	Technology Department	2012	Ongoing
Maintain at least one technology lab at each building for classroom research and projects, cooperative training, and staff development.	Technology Department	2012	Ongoing
Provide each building with access to at least one rolling cart of portable wireless computers for increased flexibility and access while teaching and learning.	Technology Department	2012	Ongoing
Allocate computers to ALL students in a classroom where curriculum includes continuous online access.	Technology Department	2012	Ongoing
Maintain 1-4 computers per classroom dependent upon curriculum to facilitate teaching and student learning.	Technology Department	2012	Ongoing
Maintain printing access at each building to at least one networked color laser printer and/or copier and one high speed black and white multifunction copier/printer.	Technology Department	2012	Ongoing
Maintain and/or increase access to tablet or other mobile computing devices for all administrative and teaching staff and students where indicated by curriculum for enhanced learning.	Technology Department	2012	Ongoing
Maintain access to digital cameras, projectors, video cameras, scanners, and other technology peripherals for all staff and students.	Technology Department	2012	Ongoing
Phone System Updates: MAISD updated its phone system in 2008 with an Avaya IP Office solution. Upgrade key answering stations with new handsets and wireless Bluetooth headsets. Revise maintenance contract and upgrade to latest software versions. Add a second voice server for redundancy and failover protection and increase the number of staff using unified messaging. New server will be primary voicemail server in Career Center NOC, old server will be demoted to redundant backup server located at Seiter Center.	Technology Department	2013	pending available budget
Data Warehouse: Continue expansion and use of the iGor data warehouse through the Kent ISD consortium for county-wide, curriculum management, assessment and data analysis.	Assistant Superintendent for Curriculum and Instruction, Technology Director	2013	Ongoing
Server and Data Storage: Increase capacity of core virtual servers VM and storage area network SAN resources to ensure continued district collaboration for increased performance and reduced costs for sharing and service hosting.	Technology Director Network Administrator	2013	Ongoing

IV. FUNDING AND BUDGET

SECTION 13 – 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. The following budget numbers do not include grant applications.

Technology Budget

Funding Category		2012-2013	2013-2014	2014-2015
Salary – Technology Staff (includes GE, SE, VE, participating local districts, insurance and benefits) Note: 5 primary full-time staff and 1 part-time staff in 2012 with anticipated growth of 1 part-time staff each year at $30k and 5% cost increase to cover growth of collaborative district support needs.		$397,102	$446,957	$499,304
Contracted Services		$25,000	$25,000	$25,000
Contracted Maintenance / Equipment		$16,000	$16,000	$16,000
Leased Data Systems – Internet Access		$75,000	$75,000	$75,000
Telecommunications – All Staff		$40,000	$40,000	$40,000
New and Replacement Equipment		$105,000	$105,000	$105,000
Travel and Conference Expenses		$11,000	$11,000	$11,000
Teaching Supplies and Miscellaneous Materials		$5,000	$5,000	$5,000
Software Maintenance (Licensing)		$40,000	$40,000	$40,000

Please reference sections 4-12 for detailed information including timelines for improving student achievement.

Additional grant resources may provide funding support for hardware, software, professional development, and technology integration.

SECTION 14 – Coordination of Resources

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

The Montcalm Area Intermediate School District is committed to integrating technology into curriculum and business operations. The technology plan is funded through our general operational budget and additional federal, state, and private grant funding sources. We continually investigate federal, state, local, and other sources of grant funding as a means to supplement strategic technology plans.

Action Plan Step	Assigned To	Start Date	Completion Date
Actively pursue grant funding for support of technology/curriculum integration, professional development, and supportive devices	All Staff / Primary role of business manager and grant administrator	2012	Ongoing
Evaluate and allocate general education, special education, and vocational education funding toward technology implementations.	Administrative Staff	2012	Annually
Investigate avenues for cost sharing and improving use of existing infrastructure.	All Staff	2012	Ongoing

V. MONITORING AND EVALUATION

SECTION 15 – 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

In-Service Evaluation Process:

1. Request to attend: Staff submit request to attend in-service or other educational event including number of contact hours, category of training, and cost of the event.
2. Attendance: Staff attend in-service and complete an evaluation form at conclusion.
3. Data collection: All conference and training information is added into the personnel database and tracked on a yearly basis.
4. Reporting: Staff report to their supervisor event details and other useful information.
5. Analyze: Evaluations and reports are analyzed annually to provide recommendations for improvement.
6. Application: Results of the evaluation indicate methods to be repeated.

Objective: To review, evaluate, and update technology plan annually.

Action Plan Step	Assigned To	Start Date	Completion Date
Evaluation – Using an array of qualitative and quantitative measures including surveys of teachers and students, in-depth interviews, analysis of recorded communications and products, and classroom observation, we will measure the effectiveness of technology as a learning tool. Evaluation results will be used to revise the district's technology plan and set forth goals for student learning and professional development.	Assistant Superintendent for Curriculum and Instruction, Technology Director	2012	Ongoing
Revisions and recommendations will be presented to the ISD Superintendent and Board of Education annually.	Assistant Superintendent for Curriculum and Instruction, Technology Director	2012	Ongoing
Annually, the technology planning team will complete a tech plan evaluation rubric. This rubric will be used to assess the effectiveness of the plan. http://www.techplan.org	Technology Planning Team	2012	Ongoing

SECTION 16 – Acceptable Use Policy

Strategies are in place to monitor the district's Acceptable Use Plan for staff and student use of technologies.

The following NEOLA Bylaws and Policies are in effect as directed by the MAISD Board of Education and provided guidance for the following administrative policy: "Electronic Information Access Acceptable Use Policy"

NEOLA 7540.03 Student Network and Internet Acceptable Use and Safety
NEOLA 7540.04 Staff Network and Internet Acceptable Use and Safety

ELECTRONIC INFORMATION ACCESS
ACCEPTABLE USE POLICY

Introduction:

The Montcalm Area Intermediate School District, hereinafter referred to as MAISD, encourages and strongly promotes the use of electronic technologies in education. MAISD provides information technology in a variety of electronic formats including Internet and electronic mail to further educational goals through the integration of technology with curriculum.

It is the policy of MAISD to: (a) prevent User access over its computer network to, or transmission of, inappropriate material via internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with state and national laws governing internet access and usage, such as CIPA and E-rate [Pub. L. No. 106-554 and 47 USC 254(h)].

Guidelines for the use of technology described in these regulations apply to all users of MAISD resources. Disciplinary action for misuse of resources is consistent with MAISD policies governing behavior.

Definitions

Some of the key terms used in this policy may be defined in the *Children's Internet Protection Act, otherwise known as CIPA*.*

1. **Technology Protection Measure:** The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that may be obscene, contain pornographic or sexual content, or otherwise harmful to minors.
2. **Obscene: The terms** as defined in Section 1460 of Title 18, United States Code;
3. **Child Pornography:** The term as defined in Section 1460 of Title 18, United States Code;
4. **Harmful to Minors:** The term "harmful to minors" means any picture, image, graphic, image file, or other visual depiction taken as a whole and with respect to minors;
   A. appeals to a prurient interest in nudity, sex, or excretion;
   B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
   C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
5. **Sexual Act; Sexual Contact:** The terms "sexual act" and "sexual contact" have the meanings given such terms in Section 2246 of Title 18, United States Code.
6. **Bootleg Software:** Software downloaded or otherwise in the user's possession without the appropriate permission or registration of the software including payment of fees to the owner or software distributor.
7. **FERPA:** The "Federal Education Records Protection Act" outlines rules and regulations staff must follow to protect confidentiality of certain student record information.
8. **NEOLA:** All policies as approved by the MAISD Board of Education are maintained online by NEOLA. The NEOLA web site offers easy access to current policies.

Privileges:

Users have the privilege to use hardware and software for which they have been assigned, access information from outside resources, and access MAISD internal network resources to retrieve information facilitating learning and enhancing educational information exchange.

Consequences of Inappropriate Behavior:

1. Users violating any of these Privileges and Responsibilities may be banned from using MAISD hardware and telecommunications software to access the Internet.
2. Users will be required to make full financial restitution for any unauthorized expenses incurred or any damages caused beyond normal wear and tear.
3. Users violating any of these privileges and responsibilities may face additional disciplinary and/or legal action deemed appropriate in keeping with the disciplinary policies of the MAISD, state, and federal law.

*The building administrator, system administrator, and/or superintendent will determine inappropriate use based on the Electronic Access and Use Policy. These guidelines are not all-inclusive, but only representative and illustrative. A user who commits an act of misconduct that is not listed may also be subject to disciplinary action. The user account may be closed at any time for infractions.

Responsibilities: Users are responsible for:

1. utilizing MAISD technology only for facilitating learning and enhancing educational information exchange consistent with MAISD policy.
2. making sure all food and drinks are kept out of the computer labs and a safe distance away from computers.
3. properly using and caring for hardware and software which they have been issued.
4. adhering to the rules established for the use of MAISD hardware, software, labs, and networks accessed internally or externally through remote access.
5. adhering to MAISD guidelines and copyright law as it pertains to plagiarism or the unwritten consent from the author from which it is derived.
6. all files stored or printed under his/her user account.
7. complying with FERPA rules governing the protection and confidentiality of educational records.
8. compliance with MAISD policies as approved by the Board of Education and posted online with NEOLA. Including but not limited to policy 7540 computer technology and networks, 7540.03 student acceptable use, 7540.04 staff acceptable use, 7540.05 electronic mail, 7545 electronic communication, 7543 remote access, and 7543 network access from personally owned computers and/or other web-enabled devices. Policy 7540 covers requirements for the education of minors in online safety and security, cyber-bullying, and disclosure of personal information.

Users are prohibited from:
1. using technology for personal business, commercial purposes, financial gain, product advertisement, business service endorsement, political activity, or religious or political lobbying.
2. committing or attempting to commit any willful act involving the use of the network which disrupts the operation of the network within the MAISD or any network connected to the Internet including:
    A. the use of, attempted use, or possession of computer viruses or hacking tools.
    B. illegal activity such as violation of copyright or other contracts, or transmitting any material in violation of any US or state regulation.
3. downloading or installing software on MAISD equipment from disks, CD-ROMs, electronic files, email, or any other data storage devices without prior approval.
4. downloading copyrighted material for other than legal personal, professional, or educational use.
5. gaining unauthorized access to resources or entities.
6. using or sharing another user's individual MAISD provided account or password information with the exception of MAISD group or guest accounts as specifically assigned.
7. posting material authored or created by another without his/her consent.
8. using the network while access privileges are suspended or revoked.
9. publishing or otherwise disseminating another person's identity, personal information, account or password.
10. accessing or transmitting inappropriate material which:
    A. promotes violence or terrorism, advocates destruction of property including, but not limited to, access to information concerning the manufacture of destructive devices such as explosives, fireworks, smoke bombs, or incendiary devices.
    B. is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal.
    C. advocates or promotes violence or hatred against particular individuals or groups of individuals or superiority of one racial ethnic or religious group over another.
11. using or possessing bootleg software.
12. using unauthorized encryption software or encrypted hardware with MAISD provided technology.

13. transmitting credit card information or other persona information on the MAISD network through the use of e-mail, blog, chat, instant messenger, or other online activity.
14. transmitting student's personally identifiable information to unauthorized individuals without a signed release unless limited to standard directory information such as first name.
15. accessing the Internet through an anonymous relay.

Access to Inappropriate Materials:

Technology protection measures (or "filtering") shall be used to block or filter Internet access to inappropriate information promoting safety and security of Users accessing the MAISD Network.

Subject to staff supervision, technology protection measures* may not be disabled but may be minimized for educational purposes.

Specifically, as required by the Children's Internet Protection Act, our protection measures prevent inappropriate network usage and Internet access by staff and minors on the Internet including: (a) unauthorized access, including so-called "hacking", and other unlawful activities by minors; and (b) unauthorized disclosure, user and dissemination of personal identification information regarding minors. Specifically as required by Federal law, filtering shall be applied to visual depictions of material deemed obscene, child pornography, or to any material deemed harmful to minors.*

Network Etiquette:

Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

1. Be polite. Do not be abusive in your message to others.
2. Use appropriate language. Do not use profanity, vulgarities, and other inappropriate language.
3. Do not reveal the personal address or phone numbers of yourself or any other person without prior permission.
4. Electronic mail transferred through the MAISD Network is the property of the MAISD and is not guaranteed private. System Administrators have access to all electronic data including email and messaging. Messages relating to or in support of illegal activities may be reported to authorities.
5. Do not use the network in such a way that would be disruptive to others.
6. All publications, information, files, and programs accessible via the network should be assumed to be private property; therefore, should be given copyright consideration.
7. All User files, records of access on MAISD equipment, or any other resources accessible by means of MAISD equipment should be considered MAISD property and is subject to control and inspection without notice to the user. While MAISD does not, as a matter of course, review users' activities, users acknowledge they have no expectation of privacy, privileges may be suspended or revoked without notice and, in the event a user's access is alleged to violate law, referral to appropriate law enforcement authorities may occur.

In addition, at the beginning of each school year, students receive education in appropriate online behavior, interacting with others on social networking, web sites, chat rooms and other electronic communications, and recognizing and responding to cyberbullying.

Supervision and Monitoring

It shall be the responsibility of MAISD staff to supervise and monitor student computer network and Internet access in accordance with MAISD policy and state and federal laws.

District technology staff shall maintain, monitor, and support district-owned technology by directly accessing these resources or utilizing remote access tools.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Montcalm Area Intermediate School District or designated representatives.

System Security:

Users will not attempt to gain unauthorized access to the MAISD network and/or computer resources or any other computer system through the MAISD system or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files.

Users will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

Users may not download or install software on MAISD equipment from disks, CD-ROMs, electronic files, email, or any other data storage devices without prior approval.

Users are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use the account. A user will not provide their password to another person other Technology Department staff. Other than the User, only a Technology Department staff member may change, reset, or otherwise use a Users password for the purposes of system administration or technical support.

Users will immediately notify a teacher or Technology Department of potential security problems. Do not demonstrate the problems to other users. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

ELECTRONIC INFORMATION ACCESS
ACCEPTABLE USE POLICY

AGREEMENT

By using MAISD technology resources I agree to abide by such rules and regulations as illustrated in the MAISD Acceptable Use Policy, Board of Education policy, and as may be further amended from time-to-time by the MAISD and/or Network Administrator. Policies are available on the MAISD web site and in the Staff Handbook.

Accessing MAISD technology resources indicates acceptance of all district and Board of Education policy.

Photographs taken with MAISD equipment, stored on the Network, or otherwise contracted by the MAISD are property of the MAISD. Such photographs and supporting documentation may be used on the MAISD web site for the staff directory, program and event descriptions, and other informational purposes. Users objecting to the display of a photo may contact the MAISD Technology Department to have it removed. Use of student photographs may only contain a first name unless a release is signed by the parent.

RETURN TO:

Please sign and return this page to the MAISD Business Office.

_____   _____
Signature of User   Date

If under 18 years old: As the parent or legal guardian of a minor, I agree to this agreement and will indemnify the MAISD for any fees, expenses, or damages incurred as a result of the minor's use or misuse of technology equipment and /or resources.

_____   _____
Signature of Parent/Guardian

Please forward questions or comments to:

Information Technology Department

E-mail: contact@maisd.com

Phone: 616-225-4700

Mail: 621 New Street, PO Box 367, Stanton, MI 48888