East Lansing Public School
Educational Technology Plan

2011-2014

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This plan is available at **http://elps.k12.mi.us**

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Introductory Material / Vision and Goals

A medium-sized suburban school district covering 12.5 square miles, the East Lansing Public Schools includes most of the City of East Lansing and small portions of Lansing and Meridian Townships. The school community has over a one hundred year history, and is well recognized for its quality relationships with parents, the City of East Lansing, and Michigan State University. The school community benefits from over 2,000 parent and community volunteers. One of the outstanding demographic advantages in the community is its rich cultural diversity, reflecting people from over 60 countries. Many residents are leaders in the disciplines of education, government, and science. The community residents hold high expectations for excellence in public education and actively collaborate with the District to accomplish this goal.

Approximately 3,400 students are educated in six elementary buildings including the 4 (K-4) buildings, 2 (5-6) buildings, one middle school (7-8) and one high school (9-12). Using the Michigan Department of Education definition, the average class size in the elementary buildings is 22, at the middle school 24, and at the high school 21. Approximately 92% of ELPS graduates go on to colleges and universities. The average pupil/teacher ratio for the District is 22. Some 237 teachers are employed with approximately 72% holding advanced degrees. Many of the teachers are highly experienced and have achieved state and national recognition in their fields.

Additional information about the East Lansing Public School District can be found on the District website at **http://elps.k12.mi.us**.

The East Lansing Public Schools passed a bond issue in 2000 to build a district-wide network infrastructure. Subsequent funding allowed for technology hardware to be added to the Middle and High School buildings and their classrooms. The District is considering a facility/technology bond for 2011 and some of the goals for that bond are to:

- improve the technology infrastructure in the six elementary buildings to include wireless networks, improved classroom audio enhancement systems, and interactive whiteboards in every classroom

- build a flexible schedule of maintenance funding for existing technology

- balance technology maintenance funding with upgrade and growth funding

- replace aging laptop carts at the secondary level

- develop an aggressive project-based tech-integrated curriculum program that enables students to collaborate with their peers inside and outside of their classroom and District

The East Lansing Public Schools mission and vision statements are as follows:

Mission Statement

Nurturing each child, educating all students, building world citizens

Vision Statement

Our Vision for the Future

East Lansing Public Schools provide an exemplary education for all students through a cohesive, comprehensive curriculum in an inclusive, supportive environment.

We are committed to:

- engaging each student through programs that cultivate academic excellence, involvement in the arts, social and emotional well-being, and physical health.
- maintaining a respectful, safe, and orderly learning environment.
- seeking and implementing innovative ways to meet the needs of every student so all students realize their full potential.
- making use of the unique opportunities for learning that arise from our diverse community.
- preparing our students to thrive in the global community.
- fostering a vibrant and dynamic partnership between school and community to advance learning.
- sustaining shared leadership and decision making.
- responding to ongoing review and evaluation of all school functions to ensure that resources are used purposefully and responsibly.

The goal of the district technology program is to incorporate technology in meaningful ways to advance the district strategic plan. The focus of the technology program is on:

- Curriculum
- Professional Development
- Maintenance, infrastructure, and budgetary considerations

The Michigan Educational Technology Standards (METS) will be the basis for outlining a technology-integrated curriculum that not only challenges the students, but provides them with the knowledge and expertise needed to succeed in work and life in the 21st century.

Professional development opportunities are constant in each building, where the teaching and administrative staff are able to learn and/or reinforce technological skills in keeping with the district curriculum and the National Educational Technology Standards for Teachers (NETS-T). Emphasis is placed on integrating technology into the curriculum where it is valid and meaningful or when it differentiates the instruction in a positive manner.

Curriculum

A. Technology Integration

The East Lansing Public Schools has created a grade level outline of technology expectations for grades K-6 using the ISTE indicators and Michigan Educational Technology Standards (METS) as reference sets. (Grades 7-12 also use the METS for reference, but we have not yet created a comprehensive curriculum.) The METS, being closely aligned with the NETS, serve as guidelines when it comes to establishing or reviewing the curriculum and the placement of performance indicators.

Starting in 2008, a sub-committee of teachers, principals, and district administrators met to discuss and plan the integration of technology with the district curriculum. In 2009, the district created a comprehensive K-6 technology curriculum designed to seamlessly integrate into the existing K-6 curriculum. The following points were identified as being crucial to the success of technology integration:

- Establishing the METS framework as a guideline in regard to defining technology integration and performance indicators.
- Grade-level technology skills and expectations need to be consistent and based on an established framework.
- Integrating technology at earlier grade levels to better prepare the students for a more demanding curriculum.
- Broadening the elective technology curriculum to offer a wider range of skill sets for students with technological interests.
- Equalizing the technology offerings in the district buildings and providing the same education to all students.
- Focusing professional development around differentiating instruction to address the unique needs of all students.
- The technology curriculum must not be more work for teachers; it must be embedded into the existing curriculum.

Some strategies used to address improving academic achievement and integrating technology include:

- Making Differentiated Instruction a key topic in professional development opportunities for the instructional and administrative staff.
- Training teachers how to utilize technology to adapt their curriculum or differentiate the instruction that they deliver.
- Evaluating the use of software applications and how they support the district curriculum. An outcome of this evaluation is to have a clear process with guidelines for the review or piloting of software applications and how they are selected.

The district is currently piloting the implementation of the K-4 technology curriculum in the 2010-2011 school year in one elementary building. The pilot consists of training teachers to use the technology lessons, providing classroom support and individual and group training, and getting feedback to improve the program. The plan is to implement the technology curriculum throughout the district in the 2011-2012 school year and beyond.

B. Student Achievement

In the last few years, through the combined efforts of Parent Councils, educational foundations, grants, and a renewed focus on technology, students have increased access to technology at all levels. For more information on future plans to increase access to technology, refer to the Infrastructure, Hardware, Technical Support and Software section of this plan, section 12.

Examples of current technology integration include, but are not limited to:

- Document cameras in every building. Some buildings have one in every classroom.
- Ceiling mounted projectors for every classroom in the district.
- Interactive whiteboards in every building with teachers receiving continued training and support on how to integrate them into instruction.
- Elective technology courses offered in grades 7-12 to reinforce technology skills learned at the elementary level.
- Network student user accounts and data storage, including off-site access, to allow uninterrupted access to data and other saved schoolwork.
- Google Docs and Apps accounts for staff and students to foster collaboration and communication.
- Virtual Field Trip/Distance Learning equipment shared between buildings.

District-owned software is currently part of a broader evaluation process where usage and appropriateness are being blended into an established process with guidelines and critical review. Some of the programs and web resources currently used throughout the district (both programs we own and those available for free online) are:

- Michigan eLibrary (www.mel.org) and the MORE portal (http://more.mel.org/)
- Nettrekker DI (www.nettrekker.com)
- Google Earth and Google Docs
- Michigan Virtual University (www.mivu.org)
- REMC resources and WebMAX
- EasyTech (www.learning.com)
- Discovery Education and United Streaming
- Rosetta Stone for English Language Learners, Title III
- Moodle CMS
- Smartboard Notebook Software
- Microsoft Office and Open Office, alternative open source software applications to Microsoft Office products
- Microsoft Photo Story and Microsoft Movie Maker
- Audacity (voice recording software)

Many projects affecting technology integration and student achievement are currently underway or being drafted. The following projects clearly outline the districts commitment to improving student achievement and moving towards a more technology rich environment:

- Introducing distance-learning technology into the district to facilitate enhanced collaborative ventures that provide an alternate approach to instruction. Timeline: 2009 - indefinite.
- Planning the fourth annual 'Tech Trek' professional development day. Title IID funding provides for a full day of training for select teachers to promote the integration of technology into the classroom. Timeline: May, 2011.

- Discussion regarding online instruction options for high school students (either via our own teachers or having students enroll in MIVU classes). Timeline: Spring 2011
- Piloting and implementing a K-6 technology curriculum that is embedded into the existing K-6 curriculum. Timeline: Fall 2010-2013
- Implementing Google Apps with district staff and 5th-12th grade students to encourage collaboration between staff members and students.

The focus for the duration of this 3-5 year Technology Plan as it relates to curriculum and student achievement is to equalize the technology offerings in every building in the district, raise the awareness of the instructional staff to the resources available to them, and change the mindset in the district to one where integrated technology is an expectation, not an enhancement.

These goals will be achieved by focused and committed budgeting, ongoing training opportunities, and unwavering support. It will be through reliable support for technology hardware, software, and use that the mindset will change in the district to one where technology is not viewed as a separate course but as a common thread that weaves through every aspect of our daily operations.

C. Technology Delivery

The district has access to multiple sources for instructional opportunities, which includes staff development, collegial interaction, and student achievement. Some of the current opportunities are:

- Moodle CMS
- Lon CAPA CMS
- United Streaming/Discovery Education
- Google Docs and Google Education website
- Career Cruising, online EDP website
- Michigan Virtual University
- Network video distribution system
- Numerous classes incorporate wikis, blogs, or classroom websites

The High School students meet their 20 hour online requirement through these opportunities and through a Technology Essentials class. Counselors are currently working with the High School, School Improvement Team, and Curriculum chairpersons to review the online requirement and how best to provide online opportunities to students.

The High School also offers numerous Advanced Placement courses to its students and hopes to be in a key position to offer those courses to other districts in the county via the StarNet WAN. After the completion of the WAN, the following projects will be initiated:

- District teachers collaborating with other districts in a shared core content area to develop and carry out lessons and projects.
- Virtually communicating with international schools to further advance world studies and global understanding.
- Working with pilot teachers to aggressively integrate technology into their lesson plans.
- Utilize interactive virtual equipment to offer programs for community and adult education.
- Sharing classes between the High School and other districts to provide content that otherwise would not be available.

Future technology delivery options will be considered based on their ability to galvanize the instructional process, improve assessment and evaluation, address diverse learning styles and student needs, build community, and improve the efficiency of school administration.

D. Parental Communications & Community Relation

East Lansing Public Schools is characterized by a strong tradition of parental and community involvement. The community holds high expectations for excellence in public education and actively collaborates with the district to accomplish this goal.

Several opportunities exist for the parents and community members to become more involved in receiving information regarding the district and the schools:

- The District Parent Council serves as a forum for communication between the schools and community with representation from all school levels.
- The district website is valued as a tremendous resource and contains news, events, promotional articles, and instructional content.
- The district Educational Television Channel has operated for many years to show community members what is happening within the district.
- PowerSchool, the Student Management System, provides for parental online access to grades, attendance, and other data relevant to their children's education.
- GroupWise, the district email system, currently hosts accounts for building parent representatives and building administration to allow for email notifications for a variety of topics. Parents may opt out of Parent Council emails that typically contain information on fundraisers, events, and building activities.
- GroupWise is also used by teachers and building principals to send out electronic newsletters, allowing the district to better respond to the communities request for electronic copies versus paper copies.
- The Alert Now system is used to communicate with parents regarding school cancellations, emergencies, and building updates and information.

The district has a long history of involving the community in the educational process and every effort to improve upon those communications is explored and understood to be an expectation. Over the last few years, the district initiated the online parental access to the gradebooks for grades 5-12 and hopes to widen it to all grade levels after the PowerSchool program reaches the capability of addressing the standards-based elementary grading system. Our hope is to have the online gradebook in place by the end of the 2011-2012 school year.

The district has worked closely with representatives from the Parent Council to establish email accounts for the building parent representatives and trained those individuals on how to use the program. The district has also reviewed and evaluated automatic telephone communication systems for emergency and ad hoc use and has adopted the Alert Now system to communicate with staff members and families.

This technology plan will be posted on the district website after a completed final draft and will also be presented to the Board of Education for review. Copies will be made available to the District Parent Council, Instructional Services department, Curriculum Council, and district instructional leaders to ensure that every stakeholder in the district has an opportunity to review the plan and have input. The ongoing assessment of the plan will be a responsibility for the Director of Technology and the Technology Committee, and they will work in conjunction to periodically review the plan and post updates on the district website.

E. Collaboration

East Lansing Public Schools does not currently offer programs focused on adult literacy. Our district demographics do not demonstrate a significant need for services in this area and funding is focused on K-12 education.

Professional Development

F. Professional Development

An ongoing goal of the East Lansing Public Schools is to support the classroom instruction through constant and consistent professional development opportunities. This is especially important when the instruction requires or would benefit from the integration of technological resources. The district uses the ISTE Educational Standards as one of many guidelines when offering courses to the instructional and non-instructional staff, including administration. Professional development that focuses on technology is offered through the various means and resources listed below:

- Short instructional videos made by district staff
- Staff meetings that target specific technology skills, software, and/or hardware
- Handouts designed with screen shots showing step-by-step instructions
- After school voluntary sessions
- Organized professional development counting towards staff P.D. requirements
- Linked resources on the District website
- Online services through Learnport

A goal of the District is to move towards a pre-scheduled calendar of offerings with advance registration to better manage resources and gauge interest. Presenters are usually teachers, Data Services staff, vendors, or staff from the local ISD or REMC. A continued goal for 2011-2014 is to identify four (4) building-level staff meetings that will be set-aside for technology training and/or information sessions. This will require coordination with the principals to work towards an expected standard of instructional time, while simultaneously addressing the goals of the School Improvement Teams.

Surveys are generally sent out once per year and seek feedback on training topics, methods of training, and other details regarding the structure of the training sessions. The latest feedback indicates the following:

Staff would like training that:

- Is grade-level specific
- Identifies lesson plans specific to the technology being introduced or instructed
- Ties directly to the curriculum

The district began training every new staff member in 2008 on technology that new staff would be expected to utilize. The individuals are introduced to the network, the email system, the student management system, and other applications that exist on their workstations and in their classrooms and/or buildings. A future goal is to ensure that every new employee receives the necessary training or information to enable them to meet the expectations of the students, the community, and their peers. Currently, individuals hired after the start of the school year may not receive that training. Coordination with the Human Resources Department can ensure that those individuals are required to make contact with the Technology Director to arrange the training.

All trainings offered or organized through Data Services are done with the concept that the technology is another means of delivery and not an independent content area, such as math or science. The largest mistake is to convey the message that technology is a skill that is taught in addition to the existing curriculum. Attention has always been paid to ensuring that all training is done in a way that shows how to integrate the technology into the existing curriculum without necessarily altering the curriculum itself. Skill development accompanies the consistent integration of technology throughout all content areas and at all levels. There is no end-point to

the development; rather the skills continuously improve throughout the student's progression through grade levels.

One of the major problems facing the District is that there is a wealth of resources and information available but a limited means of providing it to the staff. Another area of concern is how these resources are offered to the staff. Currently, the resources are advertised via emails, the District website, and at staff meetings. A goal of the Data Services department is to work with the instructional staff to development a more effective means of advertising available resources and addressing the best methods for getting those resources to the staff.

Another goal is to better provide technology training for the District administration. The continued plan for 2011-2014 is to designate three (3) principal meetings per year as technology training and information sessions. The targeted areas of training are:

- Data assessment
- Technology integration
- Building technologies and uses

These particular training sessions will require coordination with the Instructional Services department and will work towards establishing consistent expectations in the District administration group.

Other voluntary technology training that is held in the buildings will be coordinated with the building principals and will be used to convey new updates to programs, new technology available to the buildings, or in response to requests for training from the staff. This training is made available to every staff member of the school district.

Further, every opportunity to collaborate or coordinate training efforts with the other districts in the area will be pursued. Any available resource needs to be explored and if there is an opportunity to benefit or be benefited from other districts, those opportunities will be made available.

Summary of Professional Development Goals:

- Pre-developed annual calendar of technology integration trainings with details
- Continue the annual survey for staff to acquire data
- Provide annual training for every new employee at the beginning of school year and as needed throughout the year
- Better advertise and provide technology resources to the staff
- Provide technology training for the District administration at a minimum of three (3) organized sessions a year
- Provide technology training at building-level staff meetings at a minimum of four (4) organized sessions a year

G. Supporting Resources

The resources available to the district to promote and develop the use of technology are varied and numerous. The following list identifies some of those resources:

- Michigan State University
- Learnport (www.Learnport.com)
- Ingham ISD and REMC staff and materials
- In-district Media Specialists
- MeL/MORE
- MSBO staff and resources
- MACUL resources

The district encourages its instructional staff to identify and explore any resources that may support or educate in the use of technology or differentiated instruction. The Instructional Services department has worked to make Differentiated Instruction the way of education in the district and not just a technique. This work will continue into the future.

INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT, AND SOFTWARE

H. Infrastructure Needs/Technical Specification and Design

In the 2002-2003 school year, East Lansing Public Schools installed a fiber optic network connecting every building in the District. In the following year, every building was wired for network and Internet connectivity in the classrooms. At that point, bond funds focused on the High School and MacDonald Middle School. The classrooms in those two buildings only were outfitted with ceiling-mounted projectors, advanced audio enhancement systems, VCR/DVD units, computer labs, wireless network connectivity, and mobile laptop carts.

The District is evaluating a technology/facility bond in 2011, and some of the goals include:

- Providing full class-size (28 to 30 workstations) computer labs in every building and mobile laptop labs in the elementary buildings
- Interactive whiteboards in every classroom
- CRS systems available to all teachers
- Replace all District CRT monitors with LCD flat panel
- Replace the aging and inadequate video distribution
- Upgrade the telephone switch equipment
- Upgrade the 10/100 network switches with 10/100/1000
- Secondary laptop cart replacements
- Replace the PA/paging/bell systems in the elementary buildings
- Extend the video security system to cover the elementary buildings

The budget needs to reflect a commitment to the repair and or upgrade of this equipment and also manage to bring the K-6 buildings up to a similar level of technology integration comparable to the HS and MMS. Other issues that require attention are:

- Projector bulb replacement is an ongoing budgetary consideration
- The telephone handsets in the District are older and there is no supply of replacements for handsets that break down
- The District currently utilizes Microsoft Office 2000. The cost to upgrade to the latest version would cost approximately $72,500.00
- Maintaining a 4 to 5 year computer replacement schedule requiring the District to purchase approximately 200 computers every year. This does not include the laptop mobile carts, which account for 5 additional labs in the HS and MMS

The District currently employs three (3) people in the Data Services department. The roles are:

- Director of Technology
- Network Administrator / Technology support / Phone system support
- Web Design / Technology Support

The District also sub-contracts services as needed, and works with the ISD and surrounding districts to identify potential resources when dealing with support issues. The Data Services department, in addition to these resources, serves to support the instruction in every way, including maintenance, upgrades, and growth opportunities.

I. Increase Access

The following list identifies a few of the many strategies that are currently being explored as means of increasing student access to technology:

- Credit recovery software
- Utilizing donations, grants, and other financial means to provide for building and classroom technology
- Expanding the use of online services; United Streaming, local REMC offerings, wikis, blogs, podcasting
- Exploring the use of mobile technology, to include iPads, cell phones, and electronic readers

Another area of focus is increasing access for students requiring assistive technology. Progress is being made in the following areas:

- Providing hardware for students with hearing disabilities
- Working with the ISD to provide appropriate software to meet the needs of students with reading disabilities

Progress is also being made for students with high needs. Software is in place to allow for credit recovery and alternative learning methods are being explored. The District is currently exploring alternative online learning and hybrid courses that might better address students with needs that may not be met in the typical classroom.

In order for the District to meet its goals and to provide a 21st Century education to the students of East Lansing, technology must become a topic of conversation at all levels. The basic framework for the District's network requires constant vigilance to continue to meet today's needs and to prepare for the future. The following items are areas of constant concern and attention:

- The infrastructure hardware needs to be covered by warranty or replacements need to be on hand in the case of a failure.
- The District computer rotation plan needs to be planned and budgeted for.
- Budgets need to be adequately funded to cover the growing expense of consumables such as projector bulbs, classroom speakers and microphones, cable needs, AV needs, and other hardware.
- Instructional software needs to be evaluated and upgraded to meet current needs. See Appendix A for a listing of District software and annual expenditures.
- A District-wide video distribution system needs to be planned for.
- Distance learning hardware needs to be purchased and implemented in the District to afford students to the same level of education as their peers within the state and within the country.

The District has a Technology Committee that has been given the necessary status and permission to work with the Director of Technology to design a vision for the District that meets the goals of the classrooms, the buildings, and the District. The Committee also has the potential to work with the Board of Education to report on the current technology and all it encompasses and identify areas of concern and interest.

The District utilizes federal E-Rate funding (Universal Service Fund) to cover a portion of the expense for internet access through the StarNet WAN with Ingham ISD. E-Rate funding is also utilized for specific telecomm funding throughout the District.

FUNDING AND BUDGET

J. Budget and Timetable

The District has a Strategic Plan that identifies funding and budget in one primary goal.

Goal 9: Manage finances to support teaching and learning.

> Strategy 9.1: Facilitate processes that assure efficient use of resources/dollars.
> Strategy 9.2: Explore and evaluate revenue sources.
> Strategy 9.3: Develop greater local financial control.

The following objectives are a few of the many that identify how these strategies are to be met:

- Identify and develop collaborative partnerships to improve efficient use of funds.
- Research and implement programs to control costs.
- Explore zero-based budgeting.
- Evaluate and enhance opportunities for grants, donations, contributions, and fees.

For a full listing of the objectives and timeframe for this goal, refer to the Strategic Plan located on the district website at http://elps.k12.mi.us.

The following table is a flexible budget projection for the Data Services department. This department manages the majority of the funds responsible for the acquisition, implementation, maintenance, and professional development related to the use of technology in the district.

ITEM	2011-12	2012-13	2013-14
SALARIES AND BENEFITS	265,860	268,518	271,203
HARDWARE AND NETWORKING COSTS	31,600	31,600	31,600
MAINTENANCE AND SERVICE COSTS	52,400	52,400	52,400
LICENSE AGREEMENTS	60,000	70,000	70,000
SOFTWARE AND CURRICULUM SUPPORT	8,000	8,000	8,000
PROFESSIONAL DEVELOPMENT	2,500	2,500	2,500
TECHNICAL SUPPORT	10,000	10,000	10,000

In some cases, these funds will be used in conjunction with building level funds, district-level sinking funds, or donations from Parent Councils or Educational Foundations depending on the purpose for the expenditures. The following are examples of past projects or purchases that were funded by alternate sources:

- Teacher technology training with classroom substitutes provided – Title funds
- Purchase of document cameras, projectors, CRS for elementary buildings – Educational Foundation and private donation
- Purchase of computer workstations, interactive whiteboards – Parent Council

The district will continue to work with various funding sources to ensure that every purchase is consistent with the district's curriculum goals and expectations. Further, the Data Services department and Instructional Services departments are committed to providing consistent and thorough training to the instructional staff for any new hardware and software. This is addressed more in-depth in the Professional Development section of this Technology Plan.

The Data Services department has explored cost-saving measures and plans to continue that practice throughout the time period covered by this Technology Plan. In working with various groups in the district, savings have been realized in the following areas:

- Local and long distance phone service
- Copier contract and Managed Print Solution, to include student print limits
- Software contracts

Diligent attention will be given to identifying other areas of consolidation and costs savings.

K. Coordination of Resources

The district will continue working with the ISD and county districts to identify potential collaborations and consortium purchases in order to reduce expenditures and streamline purchasing. Some examples of potential projects are:

- Alerting/Messaging/Communications software solution
- Technical support staffing
- Student Management software licensing
- Software licensing arrangements are critiqued annually for consortium discounts

Most hardware purchases are initially directed through the REMC state bid catalog and all purchases require multiple quotes to ensure that the most cost-effective vendor has been identified.

The current Data Services budget is divided in order to manage the maintenance, the upgrades, and the growth of the District's technology. Each building receives a near equal amount for maintenance and growth. The upgrades are accomplished when there is no other option, due to the prohibitive cost and its draining effect on the entire Data Services budget. The budget for the department has been consistently cut to assist the District in balancing the budget, but when the technological needs of the District expand, so to must the support; financial and otherwise.

MONITORING AND EVALUATION

L. Evaluation

The district Strategic Plan places value on the assessment and evaluation of data in regards to student achievement, teacher knowledge and capabilities, and district processes. Representatives from various roles throughout the district and community will convene to build strong assessments and evaluate their effectiveness in fostering an environment of continuous improvement.

The effectiveness of technology integration will be determined by the use of Zoomerang surveys, in-classroom dialogues, data acquired from the 5-6 grade technology class, and the 8th grade Technology Literacy Assessment. The true indicator of a successful technology integration program is the constant and expected use of technology in the classroom to deliver instruction. Instructional leaders will be crucial to providing data that they receive through their in-classroom evaluations, teacher demonstrations, and School Improvement Plans.

The Director of Technology, working with the Technology Committee and Instructional Services, posts an annual survey assessing the knowledge of and use of technological resources available to all staff. Focused surveys are posted after annual professional development days and after the Title-funded technology trainings at the end of the school years. This data is compiled, evaluated, and provided to the district Instructional Leaders to better inform them of the level of integration in their buildings.

Goals for the instructional staff are taken from the ISTE Educational Standards for Teachers and are aligned with the goals of the district as they are related to the curriculum. The goals are currently being developed by a sub-committee that includes the Director of Technology, Instructional Services department, instructional leaders, and key instructional staff members.

Unmet goals will be identified through the various assessments and evaluations and be addressed by targeted professional development opportunities, technology mentors for staff, and key needs assessments to determine the exact point of failure.

M. Acceptable Use Policy

The district Student Acceptable Use Policy is used in grades 5 through 12. In the Middle and High School, the document is copied in the student handbook and referred to in cases of a violation. The AUP is signed in 5th grade and maintained until 7th grade where a new form is signed. That copy is saved until 9th grade, in keeping with the building grade design and structure. The form follows this page.

The District uses the Acceptable Use Policy to support the Code of Conduct and uses the same discipline rubric when handling all situations. Parents, students, and staff are informed of federal requirements as identified in the Children's Internet Protection Act and the District's filtering practices are shared with all parties annually. The District is currently reviewing its Internet filtering and web access policy to ensure that CIPA guidelines are followed but student's access to information is not truncated. The overall goal is for the curriculum to foster an environment of responsibility, mature assessment, and ethical behavior when it comes to online activity rather than simply blocking access to online material.

Guidelines regarding the use of technology for staff are printed in an employee handbook that is provided for every staff member.

**East Lansing Public Schools
Student Network Logins
2011-2012**

Students and Parents,

East Lansing Public Schools students have access to a private computer network login provided by East Lansing Public Schools. The only way a student will be able to access a district computer will be through a student login account. This means without an account, students will not have access to district computers.

What does a student login provide?
Student logins will give each student a user name and password that will need to be entered each time a student uses any district computer. This will provide the student access to the district network. Included in this account, each student will have a private "M" drive. This gives the student space on a district server where they can save their data. They will be able then to access that data from any district computer they log into.

How do I get a student login?
First, you must read the attached Electronic Communications Acceptable Use Agreement and share this with your parent or guardian. Fill out the Electronic Communications Acceptable Use Agreement Form (PRINT LEGIBLY) with both student and parent signatures and return the form to the appropriate building main office. The Data Services department will then contact the main office with your account information and instructions on how to access the network. The main office will then distribute this information to the students.

The Signed **East Lansing Public Schools Electronic Communications Acceptable Use Agreement Form** must be returned to the Main Office no later than the end of school on **Friday September 19, 2009**. Failure to due so will result in a loss of computer privileges, until the agreement form is processed.

What if I have problems?
Forms will be available in the main office to request assistance involving network logins. Please be very specific in reporting the problem and write legibly. The problem will be addressed as soon as possible and you will be contacted.

Thank you for your time,

Data Services
East Lansing Public Schools

East Lansing Public Schools
Electronic Communications
Acceptable Use Agreement

Use of East Lansing Public Schools electronic communications services provides great educational benefits to users and is given as a privilege to users who agree to act in a considerate and responsible manner. East Lansing Public Schools require that users read the East Lansing Public Schools Electronic Communications Acceptable Use Agreement, understand its terms and conditions, agree to them, and sign the following terms and conditions for acceptable network, electronic mail and Internet behavior.

Terms and Conditions

1. Users may not attempt to access the network in any way other than through the login provided to them from the Network Administrator. Use of another users login, electronic mail or password is not permitted.
2. Physical or electronic tampering with computer or network resources is not permitted. Damaging computers, computer systems, or computer networks intentionally is not permitted.
3. Users should not expect that files and electronic mail will always be private. Network Administrators may need to access a users data storage to maintain the integrity of the system.
4. Users are not permitted to transmit, receive, submit or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material. Harassing, insulting, or attacking others is not permitted.
5. Users must abide by all copyright laws.
6. Trespassing in another users folders, work, or files is not permitted.
7. Users may not intentionally waste limited resources, including through the use of chain letters, spam mail, and unauthorized downloading to district computers or network
8. Users are not permitted to use network, electronic mail or Internet resources for commercial purposes, product advertising, political lobbying or political campaigning.
9. Users are not permitted to install any application to the network or computer without consent of an Administrator.
10. Users are not permitted to use any form of instant messaging program, including ones integrated to the computer or web-based.
11. East Lansing Public Schools does not guarantee the service it is providing. The District assumes no responsibility or liability for any damage a user may suffer, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions.
12. Computers at East Lansing Public Schools are scanned for computer viruses but the District does not guarantee that a virus may not be obtained through the use of District computers. East Lansing Public Schools assumes no responsibility or liability for damage a computer virus may cause to a users personal property. The user assumes all risk and responsibility for damages caused through the use of District electronic mail.
13. Violations of any of the above terms and conditions may result in loss of network and Internet access as well as other disciplinary or legal action, subject to all local, state and federal laws.

East Lansing Public Schools
Electronic Communications
Acceptable Use Agreement Form

Student/User Section

I have read the East Lansing Public Schools Electronic Communications Acceptable Use Agreement, understand the terms and conditions, and agree to comply with the policy. Should I violate the rules, I understand that I may lose network privileges at East Lansing Public Schools.

Student Name (PRINT ONLY) : _____ Grade: _____

School: _____

Student Signature: _____ Date: _____

Parent or Guardian Section

As the parent or legal guardian of the student/user signing above, I grant permission for the above student/user to access networked computer services such as electronic mail and the Internet. I understand that some materials on the Internet may be objectionable, but I accept responsibility for providing guidance to the above student/user on Internet and electronic mail use both inside and outside of the school setting, and for conveying standards for the above student/user to follow when selecting, sharing, or exploring information and media.

Parent Name (PRINT ONLY): _____

Parent or Guardian Signature: _____ Date: _____

Home Address: _____

Phone: _____

*Please fill out and return this form to the Main Office who will then forward this form to the East Lansing Public Schools Data Service Department.

Illegible forms will be discarded and may result in Account Deactivation

Thank you,
ELPS Data Services

Appendix A – Software List