

Ida Public Schools Technology Plan

2021 - 2022



Where Learning Strikes!

Ida Public Schools
School District Code Number: 58070
3145 Prairie St.
Ida, MI 48140
Monroe County

Sandra Kreps, Superintendent of Ida Public Schools
Phone: 734-269-9003 Ext. 2100
Fax: 734-269-2951 email: kreps@idaschools.org

Ida Website URL: <https://www.idaschools.org/>

The district extends its gratitude to the *Ida Public Schools Technology Committee* who led the completion of its Three Year Strategic Technology Plan that follows:

Sandra Kreps - Superintendent
Ryan Kisonas - Technology Director
Sarah Ash - Curriculum Director
Stacy Maynard - Technology Chairperson
Rachel Derian - 3rd grade teacher
Angie Funchion - 2nd grade teacher
Karla King - 1st grade teacher
Sarah Eubanks - STEM teacher
David Eack - Middle School Principal
Chuck Fuller - High School Principal
Stacy Maynard - Elementary School Principal
Lucy Becker - Assistant Principal
Jessica Thompson - 5th grade teacher
Sandra Steinke - 5th grade teacher
Amy LaVigne-Benore - Middle School Technology teacher
Samantha Giovannone - High School teacher
Julie Gemmel - High School teacher

Executive Summary

The Technology Planning Committee of the Ida Public Schools has developed a 3-year Technology Plan as the guide for 2021-2024. The vision, mission, goals and objectives of the plan continue to drive the district as it prepares its students to meet the goals outlined in the definition. The importance of this plan is that it be used as a blueprint; to be progress monitored utilizing data, re-evaluated, and updated as needed. The Board of Education extends its gratitude to the members of the committee for their leadership and commitment to the school district, the students and the community.

The Ida Public Schools is located on a closed campus and includes three school buildings; the district enrollment typically ranges between 1,500 and 1,600 students. The 2019-20 district enrollment was approximately 1,500. The Ida Elementary School is a K-4 building with approximately 33 teachers. The Ida Middle School is a Grade 5 through Grade 8 building with approximately 30 teachers. The Ida High School is a 9th through 12th grade building with approximately 26 teachers. Some teachers are shared between buildings. The median family income was listed at approximately \$80,000 with about 3,000 households.

Mission and Vision Statements

1. District Mission Statement

The mission of the Ida Public Schools is to bring students, staff, and community together to maintain our rich traditions. We will provide students with a safe environment, an exceptional curriculum, skills to meet the challenges of the future, and the means to become life-long learners.

2. Technology Vision Statement

The vision of the Ida Public Schools Instructional Technology Plan is for all students to graduate with the skills and competencies needed to cope and succeed in our fast-changing, technologically driven world.

Ida Public Schools is committed to our vision.

- Students will:
 - Participate in and demonstrate an understanding of a K-12 Technology Literacy Curriculum for all students
- Staff will:
 - Integrate technology with the District K-12 curriculum, including the use of technology as a teaching tool
 - Integrate technology into the management of the school district including classroom, building and district management
 - Provide and/or participate in on-going staff development in the use of technology and its integration into all curriculum areas
 - Continually research, assess and implement the newest technologies:
- District will:
 - Make technology available to the community
 - Provide infrastructures necessary to support instructional technology integration

- Community will:
 - Respect and follow technology policies outlined in building handbooks
 - Support vision of technology usage for student growth, engagement, and learning

Definition and Goals

The Ida Public Schools technology plan provides direction for structured growth and development of technology in the district. It is imperative to build on the base that we have established by continually revisiting and updating our plan to provide the best utilization of technology available within the district while keeping abreast of new and emerging technologies.

Goal 1: Ida students, K-12, will demonstrate proficiency of the Michigan Integrated Technology Competencies for Students (MITECS, Adopted by MI 2018-19 school year) for their grade level.

| Strategies | Actions |
|---|--|
| <ol style="list-style-type: none"> 1. Update the school’s instructional technology curriculum 2. Align the curriculum to the MITECS 3. Document student progress toward our goal | <ol style="list-style-type: none"> 1. Distribute the newly adopted, MITEC (2018) and Computer Science (2019) standards, K-12 <ol style="list-style-type: none"> a. Technology Committee has a copy/link to the MITECS 2. Develop and administer pre & post tests using the technology skills developed from the K-12 MITECS <ol style="list-style-type: none"> a. Rubrics will be checked off in Sept. and May per grade level. b. Establish more streamline assessment methods |

Goal 2: Teachers will expand their use of technology to support instruction.

| Strategies | Actions |
|--|--|
| <ol style="list-style-type: none"> 1. Identify district needs related to professional development 2. Individual staff members will select a personal goal related to technology for their educational development plan 3. Provide in-service opportunities to staff for technology integration 4. Provide opportunities for district staff to share good technology practices with one another | <ol style="list-style-type: none"> 1. Develop and deliver a staff survey to determine technology needs 2. Identify PD opportunities to support needs 3. Provide opportunities for staff to showcase ways technology has been used to support learning <ol style="list-style-type: none"> a. ie. during staff meetings or during PD days 4. Make technology an Educational Development Goal <ol style="list-style-type: none"> a. Teachers determined technology goal |

3. Technology Competencies

All students in grades K-12 at Ida Public Schools will have opportunities to develop competencies related to the performance indicators defined in MITECS for students. The MITECS supports learning in all content areas, allowing for the integration of technology across content areas and grade levels. The focus for the competencies is on learning, harnessing the power of technology when appropriate. Technology is not seen as a standalone discipline, subject, or content area. Through the implementation of the MITECS, technology supports an integrated cross-curricular approach to learning.

Performance indicators are based on the following eight competency categories:

1. Empowered Learner
2. Digital Citizen
3. Knowledge Constructor
4. Innovative Designer
5. Computational Thinker
6. Creative Communicator
7. Global Collaborator
8. Professional Learning

4. Curricula and Instruction

K-12 General Usage of Integrated Technology:

1. Ida Public Schools will educate minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response, K-12.
2. Video access: United Streaming and streamed video from the ISD is available to all staff
3. Email is available and utilized by all staff for communications.
4. Digital cameras are utilized throughout the district for newsletters, etc.
5. ELMOs and LCD projectors and many SMARTboards connected to the classroom computer, are utilized in classrooms for whole class instruction in multiple content areas.
6. Technology databases and tools are utilized to maintain student assessment data and formative feedback. Infinite Campus is utilized as the student information system for grades and attendance.
7. Building, departmental or grade level documents, flyers and newsletters are published for distribution and distributed via email.
8. At all levels, software programs are used to manage and evaluate data. Storage is server based; however, portability is cloud based.
9. Computer labs are utilized for specialized software applications and instruction.
10. Mel, Michigan eLibrary and other virtual resources are utilized for class research projects.
11. Keyboarding software is utilized in the elementary and middle school computer labs.
12. Assistive technology is used by students whenever needed. Some district classrooms are equipped with sound amplification bases and corresponding teacher headsets for better voice amplification. Closed caption technology is used in all HI classrooms. An iPad with voice output is used with a nonverbal student to maintain conversations. iPads are also used with autistic students with apps for stimulation.
13. All staff adheres to copyright laws and guidelines.
14. All staff and students support the district's Network/Internet Acceptable Use Policy.
15. All staff will follow student privacy laws.

5. High School Strategy Examples:

1. Students and Teachers are assigned email addresses through outlook.com upon arrival to Ida High School.
2. Corresponding with physical classrooms, teachers have virtual classrooms for their students to attend in a situation where they cannot be in the classroom. These virtual classrooms are through either Google Classroom or Office 365.
3. Through the duration of their high school career, students will become well versed with the Google Workspace and Office 365 along with various other online platforms to complete assignments and make presentations.
4. Teachers and students use a variety of video conferencing programs such as Google Meet, Zoom, and Teams.
5. For teachers who pre-record lessons, a screen recorder is needed. Some examples of these are: screencastify, free cam, a screen recorder that is built into the particular device they are using, etc.
6. There are several chrome book carts filled with classroom sets for teachers to check out for their classrooms if need be.
7. Teachers and students can request a personal chrome book and hotspot at the beginning of each school year if their resources are limited at home.
8. Teachers are equipped with a multimedia projector, such as Smartboard or Ben Q Boards, installed in their classrooms to provide instruction along with a document camera.
9. The grading and attendance software that the teachers use is Infinite Campus. The students and their parents utilize Infinite Campus to view their grades and attendance.
10. Edgenuity is used to provide students with online supplemental, and recovery classes.
11. On-line College Classes from MCCC is an option for dual enrollment students 5.
12. The College Board is used for practice tests when preparing for the PSAT/SAT, and it also contains the scores of the tests once taken.
13. Below are some content specific examples of technology use:
 - a. Math department:
 - i. Most math classrooms are equipped with a classroom set of TI-30X IIS calculators from Texas Instruments. (need to order more. We are at least 1 classroom set short).
 - ii. Teachers utilize Kuta software to create curriculum.
 - iii. Teachers use Delta math to assign online math assignments to assess their students. (Curriculum contains Algebra 1 through Pre-Calculus).
 - iv. Teachers encourage students to use Khan Academy for extra practice and instruction. Khan Academy is also used for PSAT/SAT prep.
 - v. Teachers create Tests and Quizzes through the ExamView Test Generator, and also create assessments on Google Forms.
 - vi. Teachers utilize online software like Quizizz.com to create virtual review games.
 - vii. Teachers use Kami to provide online instruction if needed. It is also used to give feedback on assignments when teaching remotely.
 - viii. Use Youtube for supplemental instruction when appropriate.
 - ix. Livestream classes through Google Meets or Zoom.
 - b. Programs used in Drafting, Welding, and Architectural Class:
 - i. DraftSight – CAD Software Drafting Class
 - ii. SolidWorks – CAD Software Technical Drafting Class
 - iii. ArchiCAD – CAD Software Architectural Class

- iv. V-Carve Pro - CAD program used with CNC machines in the welding shop.
- c. Programs used in Woods, Carpentry, Home Maintenance
 - i. CNC Software, Vectric Aspire, Vectric VCarve Pro, Vectric Cut3D, Vectric PhotoVCarve, 3d Printer Software, and Simplify3D
- d. Spanish:
 - i. Youtube, Quizlet, Quizizz, Gimkit, Blooket, and GoFormative
- e. Music:
 - i. iPads, Smartmusic, Finale, Microphones, Mixers, Speakers and Sound System, Quaver, and Audacity.
- f. English Department, including Skills seminar:
 - i. Keytrain and Career Cruising/Bridges
- g. Yearbook:
 - i. Digital cameras
 - ii. Software including adobe Design and Photoshop

6. Middle School Strategy Examples:

1. Middle school students utilize computers to collect data, create graphs, complete multimedia slideshow projects, and word process documents related to curricular topics. They may also use Google Documents, blogs, and Wikis to supplement core curriculum
2. 5th - 8th grade students have access to use Star Reading and Math, Education City, Everfi, Mystery Science, Generation Genius, and BrainPop.
3. All 6th/7th grade social studies students utilize the Google Earth application to enhance geographical knowledge.
4. All 5th/6th grade band students utilize instructional DVDs through their Essential Elements Band Books I and II for learning instrument care and proper playing techniques.
5. 5th - 8th grade students utilize a variety of computer applications and online resources, including Google Suite's Workplace, designed to enhance and improve general computer skills. Evaluation of these skills is based upon meeting a given level of proficiency through technology standards.
6. Students utilize UltraKey to build keyboarding skills
7. Physical Education teachers utilize handheld devices to evaluate student achievement and individual performance skills
8. Music classes learn jazz through CDs, DVDs, and videos
9. Art classes utilize the wireless labs to write and illustrate children's books and storyboards.
10. Grading software infinite Campus is used for grades and attendance.
11. Most teachers utilize CPS clicker technology to teach and instantly assess student learning
12. Many teachers use video streaming and YouTube for short lesson enhancement videos
13. All classes have internet connection. Most classes also have a document camera and LCD projector connected to their computer
14. Smart boards and electronic tablets are being used by some teachers.
15. Most 8th grade students create and design screencasts and videos with photo editing software during the computer rotation class.

7. Elementary Strategy Examples:

1. Renaissance Learning software, Accelerated Reader, Accelerated Math, STAR Reading, STAR Math, and STAR Early Literacy programs are utilized. NWEA and online computer adaptive assessments are done three times a year to assess math, reading, and language arts at the student's level with the K-4th grade.
2. Kindergarten classes utilize centers that include technology use daily.

3. The computer lab is utilized for specialized software applications and instruction.
4. Teachers implement Infinite Campus software for record keeping, grades, and attendance.
5. All grade levels have access to use ELMOs and LCD projectors for instruction.
6. Digital tools used for formative feedback such as creating Jeopardy games with buzzers to review course content, Kahoot or Socrative
7. iXL, MobyMax, Spelling City, and ABCMouse is an online resource used to address content area skill development.
8. 1-to-1 laptops
9. First grade teachers regularly depend on student iPads for instruction and Accelerate Reading. They would like more to be purchased so they can be utilized at the same time.
10. Easy Speak Microphones - kids read into it and the teacher listens later. Teachers also use Seesaw for recording and digital portfolios.

Access

8. Dissemination of the Technology Plan

The educational technology plan will be presented via a link on this school website: <https://www.idaschools.org/>

9. Communications

Communication will be made possible using voice, video, and data technologies.

Voice: Phones including voicemail access - All staff have extensions with message systems.

Video: Virtual platforms including ZOOM, Teams, and Google Meet

Data: Internet-based tools including websites, email, newsletters, and curriculum mapping

10. Collaboration with adult literacy service providers

Numerous online opportunities exist for high school students to get credit. For students that qualify, they can dual enroll in classes at Monroe Co. community college. Credit recovery and enrichment classes are offered through virtual online learning platforms. Educators also have the option to enroll in online classes and professional development.

Note: The Ida District does not provide Adult Education, Community Education, GED, or ESL Programs. Our community takes advantage of these resources through other Monroe County school districts including Bedford, Mason, Summerfield, and Monroe Public Schools. Links will be added to our Ida website for informational purposes.

Professional Development

11. Professional Development Strategies

Professional development strategies in the district include collaboration with ISD specialists and attendance at seminars and workshops offered in both Lenawee and Monroe County scheduled throughout each year. K-12 staff meetings and professional development days are utilized to disseminate and introduce emerging technologies available to improve student learning as they become available.

12. Professional Development and Technology Integration

Technology integration is embedded within curricular goals identified in each building's School Improvement Plan. Teachers are encouraged to participate in professional learning opportunities related to the school improvement goals and their core subject areas to improve technology integration.

13. Professional Development Timeline

Five (5) days dedicated to professional development are scheduled by the District throughout the school year. Opportunities are available during some of this time for Ida staff to improve technology integration and implementation.

14. Technology Conference Attendance

The Chairperson of the Technology Committee will be encouraged to attend a National Technology Conference. All fees for the conference will be covered by the Ida Public Schools Technology Enhancement Millage budget.

All members of the technology committee will be encouraged to attend the state conference. All fees for the conference will be covered by the Ida Public Schools Technology Enhancement Millage budget with the exception of materials. Attendees are encouraged to car pool and share lodging when applicable. In exchange, the attendees will commit to leading "Train the Trainer" (for District Technology members unable to attend) and staff professional development teaching opportunities, using a PLC learning format for the staff.

Technology Competencies for Educators

15. Michigan Integrated Technology Competencies for Students (MITECS)

<https://www.techplan.org/edtech-initiatives/mitecs/>

16. K-12 Computer Science Competencies

https://www.michigan.gov/documents/mde/CompSci_Standards_Accessible_Final_655284_7.pdf

Resources

17. The following are examples of resources that are utilized to support the entire technology program.

- District Policies: All teachers are required to have a username and password to access networking applications residing on servers. All 3rd – 12th grade students are required to have a username and password to access data and applications on network servers. Access control to servers is regulated by technology coordinators based on teacher and student needs.
- The K-12 technology curriculum will be integrated into the district's curriculum maps over the next 3 years.
- Manuals and Printed Materials: All licensing and warranty materials are kept within respected files. Manuals, directions, and policies are kept with the District Technology Assistant for reviewing if problems occur and a Technology Coordinator is not available.
- Video lending library or access: All three media centers have VHS tapes and DVDs available for teacher use. Teachers also have the ability to view streaming video from the ISD and United Streaming.

- Informational School Website: Webpages are available to the public: these are maintained by teachers and staff at Ida Public Schools (<http://www.idaschools.org>)
- Instructional/training: Online classes from the ISD, e2020, APEX, KeyTrain, Career Cruising, MiStreamnet, and Bloodborne Pathogens training are some online tools used by Ida.
- Online Subscription Services; The online subscription services that Ida Schools currently participate in are Edline.net and Pearson Inform. All teachers and students have access to these resources.
- ISD support: The Monroe County ISD provides many different support functions to Ida Public Schools. They provide support for the Internet if we are experiencing problems. They support a firewall that blocks hackers from entering our network. Other support items include:
 - Student and Financial Information system - eSchoolPlus and Pentamation
 - Email, Antivirus, and Spam
 - Honeywell Instant Alert systems for phones, texts, and email.
 - Higher Education involvement/support: Information promoting online courses and professional development is frequently distributed throughout the district via email.
- Other Resources; Consultants are hired by Ida Schools to help provide support with setting up the Network Infrastructure (Fiber, Cat5e, Switches) and help with updating Network Electronics. Security cameras and security locks are installed in all buildings.

18. Increased Access to Technology

2020-21 Ida Public Schools has full capability to implement 1-to-1 technology, K-12.

- 3/2020 District Task Team formed; at the first meeting a need for additional Chrombooks and hot spots was identified as well as an increase for demand. Orders for necessary equipment were immediately submitted therefore providing families with technology necessary for learning
- Additional technology was purchased and distributed based on valuable feedback from the 8/2020 Parent Survey

Finance

19. Financial Plan

Technology and its impact on education is constantly changing. It is imperative that we continue to build on the base that we have established by updating our schools to provide the best utilization of technology available within the District while keeping abreast of new and emerging technologies. The commitment by the District requires the identification of finances to meet ongoing needs.

20. Technology Budget

| <u>Budget Details:</u> | <u>Need</u> | <u>Estimated</u> | <u>Estimated</u> |
|---|---------------------|------------------|------------------|
| <u>Area of Focus</u> | | 2020-2021 | 2021-2022 |
| | Technology Salaries | \$132,899.00 | \$142,843.00 |
| | Technology Benefits | \$77,047.00 | \$78,937.00 |
| <u>Building Funds: Classroom Instructional Devices</u> | | | |

| | | | |
|---|-----------------------------------|-------------|-------------|
| | High School Software | \$4,000.00 | \$4,000.00 |
| | Middle School Software | \$9,011.00 | \$10,000.00 |
| | Elementary Software | \$9,794.00 | \$11,000.00 |
| Internal Mini Grant funds | All buildings | \$ - | \$15,000.00 |
| <u>Media Centers</u> | | | |
| Destiny Library System Renewal | Maintenance/Updates | \$2,530.00 | \$2,700.00 |
| <u>District Software</u> | | | |
| Classroom Management Software | Continued Updates/Use | \$5,000.00 | \$10,000.00 |
| SMART Notebook | Continued Updates/Use | \$3,087.00 | \$3,087.00 |
| VMWare Server | Maintenance/Update | \$566.00 | \$ - |
| Veeam Backup | Maintenance/Update | \$1,366.00 | \$1,450.00 |
| CEO Imaging | Maintenance/Update | \$720.00 | \$760.00 |
| Microsoft EES Licensing | Annual purchases - Microsoft | \$9,122.00 | \$10,100.00 |
| Website Certificates | Maintenance/Update | \$961.00 | \$961.00 |
| District Website | Maintenance and Licensing | \$3,380.00 | \$2,380.00 |
| Website Compliance Software | Maintenance and Licensing | \$ - | \$1,000.00 |
| Internet Filtering | Maintenance and Licensing | \$3,100.00 | \$7,000.00 |
| Online Instruction | Online Classes | \$19,425.00 | \$19,425.00 |
| Papercut Print Mgmt. | Maintenance and Licensing | \$1,000.00 | \$1,000.00 |
| Monroe ISD | Internet Services / SIS System | \$10,500.00 | \$15,000.00 |
| <u>Technology Infrastructure</u> | | | |
| General supplies | Cables/Supplies/Misc | \$10,000.00 | \$10,000.00 |
| Servers -Data Center Updates | Maintenance/Update | \$30,000.00 | \$5,000.00 |
| Spare Devices | District Spares / IT Devices | \$4,000.00 | \$5,000.00 |
| Printers/Copiers | Maintenance/Update | \$5,000.00 | \$5,000.00 |
| District Projects | Network Upgrades | \$9,326.09 | \$1,000.00 |
| District Projects | Teacher Desktop Replacements | \$ - | \$23,000.00 |
| District Projects | Lab Replacements | \$ - | \$34,000.00 |
| District Projects | Chromebook Replacement | \$53,000.00 | \$ - |

| | | | |
|--------------------|----------------------------------|------------------|------------------|
| District Projects | SMART/Interactive TV | \$ - | \$33,000.00 |
| District Projects | SAN | \$950.20 | \$ - |
| DTE Tax Adjustment | | \$40,000.00 | \$40,000.00 |
| | <u>Budget Expense</u> | | |
| | <u>Totals:</u> | \$445,784 | \$492,643 |
| | | | |
| | Coordination of Resources | 2020-2021 | 2021-2022 |
| | Countywide Technology Millage | \$444,917 | \$444,917 |
| | USF Grant Funds | \$2,193 | \$5,000 |
| | Additional Revenues/Grants | \$34,713 | \$10,000 |
| | Income Totals : | \$481,823 | \$459,917 |

Evaluation

21. Evaluation Process

- The Building Coordinators will be asked to complete an evaluation of the overall progress of the program, which will be a component of the annual School Board update.
- Results of evaluations, surveys, checklists and needs assessments will be shared with the Ida Board of Education.
- An annual evaluation and updating of the Technology Plan by the District Technology Committee is conducted as part of this evaluation process.

22. Frequency of Evaluations

An annual evaluation/review and update of the Technology Plan by the District Technology Committee is conducted as part of this evaluation process. Staff is also surveyed on an annual basis by a teacher leader in each building. An evaluation with a list of hardware and software needs along with related professional development needs helps to determine specific plans for instructional purposes.

23. Persons Responsible for Evaluations

The District Technology Committee is responsible for the implementation and evaluation of this plan.

24. Strategies Regarding Unmet Goals

The District Technology Committee will address any goals that are not met, make recommendations, and take the recommendations to the Ida Board of Education for their approval.

Permissions & Guidelines

25. Acceptable Use Policy: Permission and Access

The Acceptable Use Policy is outlined in each building's respective handbook, available online.

Elem Student Handbook

https://www.idaschools.org/downloads/elementary_files/es-handbook.pdf

MS Student Handbook

https://www.idaschools.org/downloads/middle_school_files/2019-2020_ms_student_handbook_.pdf

HS Student Handbook

https://www.idaschools.org/downloads/high_school_files/hs_handbook.pdf

Rules for appropriate use of the computers and computer network of the Ida Public Schools are described in the student handbook and School Board Policy. Please understand that parents and school staff have the right to set any limitations for student use of the computers and network. Access is a privilege - not a right.

Student use of the computer network to access the Internet for research is a component of many class projects. We understand that inadvertent access of an objectionable web site may occur. If any teacher or school staff finds a student purposefully accessing an inappropriate site, the student will be subject to appropriate disciplinary action as described in the student handbook and Board Policy.

By signing the emergency form at the beginning of each year or in the new student packets, parents and students will be verifying that they are aware of the Board Policy concerning use of the computers and computer network. They are also verifying that they have obtained permission from a parent or guardian, (if under 18), to use network services.

These will be kept on file for each student in the office of their respective schools and will be updated annually at the beginning of each year or as new students move in.

Handbook:Electronic Information Technologies Acceptable Use Policy: Middle & High School The Ida Board of Education has adopted an Electronic Information Technologies Acceptable Use Policy (see below), which assures proper, productive and safe use of the Internet by students and employees. This policy will be discussed with students and staff; copies of the policy are available in the school office.

Guidelines

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right.

Students are responsible for appropriate behavior on school computers and networks just as they are in a classroom or on school property. Communications on the network are often public in nature. General school rules for behavior apply.

Users of the district computers and networks are responsible for their behavior and communications over those technologies. It is presumed that users will comply with district standards and will honor the agreements they have signed. At school, teachers will guide students toward appropriate materials. However, the district may not be able to restrict, monitor or control the communications of individuals utilizing the networks.

Within reason, freedom of speech and access to information will be honored. Information storage areas may be treated like school lockers. School administrators or their designee may review files and electronic communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, and movies, radio another potentially offensive media.

As outlined in Board policy and procedures on student rights and responsibilities (Student Code of Conduct), copies of which are available in school offices, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks or other technologies
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, mail or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Any other actions deemed inappropriate by the administration

Violations may result in a loss of access as well as other disciplinary or legal action.

Acceptable Use of Technology Agreement: Elementary Handbook

Parents and Students:

Please read together, sign, and return this document to the school. This document is available at: www.idaschools.org.

Statement of Purpose

Ida Elementary School believes that all students should have access to technology when they act in a responsible, efficient, courteous, and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of technology are devoted to activities that support teaching and learning.

The following are our agreements about the use of technology at Ida Elementary:

Terms of Agreement

Using the computer correctly and responsibly is very important. I promise to follow these rules:

1. I promise to use all computer equipment carefully and not damage, change, or tamper with the hardware, software, settings, or the network.
2. I promise never to use any form of electronic communication¹to harass, frighten, or bully anyone.
3. I promise to use the computer and the Internet for schoolwork only. I will use the programs and websites that my teacher has approved.
4. I promise not to share my passwords.
5. I will not view, send, or display inappropriate messages or pictures.
6. I promise to tell an adult if I read or see something on the computer that is inappropriate.
7. I promise to obey copyright laws.
8. I will not use my personal email account or any personal electronic device at school except with the permission of a staff member.
9. I promise to print only when my teacher tells me to.
10. I promise to only use my own file or my own folder on the student server.
11. I understand that if I break any of my promises, I might not be able to use the computers.

Use of New Web Tools

As part of 21st century learning, teachers and students will be using new Web tools such as blogs, wikis, podcasts, and video casts. These technologies improve student communication and collaboration skills, provide a real audience, and extend learning beyond the classroom walls while building digital citizenship skills. At some point during the school year, you may be asked to sign additional permission forms regarding the Use of New Web Tools. I will sign my name to show that I will follow these rules.

Student Name(Print): _____

Student Signature: _____

Homeroom Teacher: _____

Grade: _____ Date Signed: _____

¹“Electronic communication” means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular phone, computer, pager, iPods, or other mp3 or audio-video players and cameras. NJ S-993

I have read this Acceptable Use Agreement and have discussed it with my child:

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date Signed: _____

Release and Authorization to Photograph or Record

Ida Elementary School may produce or participate in video, motion picture, audio recording, Web page or still photograph productions, broadcasting and/or publication which may involve the use of students. Such productions will be used for non-commercial educational, exhibition, promotional, advertising or other purposes by Ida Elementary School and will not be sold to other school systems or education professionals. Such productions may be copied, copyrighted, edited and distributed by Ida Elementary in the manner described above. I understand that my and my child's picture or voice may be used in the manner described above and grant Ida Elementary School the right to use and reuse, in any manner, the video, motion picture, audio recording, Web page or still photograph productions, broadcasts and/or publications as described above. I release and discharge Ida Elementary School from any and all claims, actions and demands arising out of or in connection with the use of the video, motion picture, audio recording, Web page, or still photograph including, without limitation, any and all claims for invasion of privacy and defamation. This release shall inure to the benefits of the assigns, licenses and legal representatives of Ida Elementary School, as well as the party(ies) for whom Ida Elementary School took the video, motion picture, audio recording, Web page or still photograph.

I have read the foregoing and fully and completely understand the contents.

Date: _____

Printed Name of Student: _____ Printed

Name of Parent: _____

Signature of Parent/Guardian : _____

**Board Policy IGA
May 2012**

COMPUTER TECHNOLOGY AND NETWORKS

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of operations within the school system.

However, the use of the District's network and technology resources by students is a privilege, not a right. As a prerequisite, students and their parents must sign and submit a Student Network and Internet Acceptable Use and Safety form.

The Superintendent shall develop and implement a written District Technology Plan (DTP). Procedures for

Students under 18

Date

Name of Student

Birth Date

Ida Public School District also agrees to provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking sites, in chat rooms, and cyber bullying awareness and response.

26. CIPA Provisions (Children's Internet Protection Act)

<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.

Ida Public Schools recognize the federal requirement for privacy and internet safety with the CIPA, Children's Internet Safety Policy. In compliance with the federal Children's Internet Protection Act (47 USC 254 (h) and (i)), there is instituted for the School District's computers and computer network, a technology protection filtering measure that protects against Internet (which, as used in this policy, includes the World Wide Web) access by both adults and minors to material which is: obscene; child pornography, or; harmful to minors.

Our filtering includes the m86 internet filtering through the ISD. Through that box we have a global policy set to block everyone from sites that are inappropriate, and also block R rated videos on you tube.

This is part of our internet guidelines located in all student and staff handbooks.