



Technology Plan

July 2012 – June 2015

Bronson Community Schools

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District #12020

Branch ISD #12000

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Introduction

District Location & Demographics

Bronson Community Schools (BCS) is a rural school district located south of Battle Creek, Michigan near the Indiana border. The district encompasses approximately 149 square miles of residential and agricultural properties. Bronson is a rural farming community, and is known for the production of gladiolus. It is also located near many lakes, two of which are surrounded with both summer cottages and year round homes. BCS provides public education for the majority of the children in Bronson, Noble, and Gilead townships in Branch County and portions of Bethel, Matteson, Ovid and Batavia Townships in Branch County, as well as a small portion of Burr Oak Township in St. Joseph County. District-wide 62.46% of our students qualify for free or reduced lunches. Approximately 1166 students attend classes in one of three elementary buildings and the junior/senior high building. The district employs approximately 150 certified and non-certified staff. The district also employs 6 administrators. The school district's mascot is the Viking, and school colors are purple and gold.

District Mission Statement

The Bronson Community Schools district, in partnership with students, parents, staff, and the community, will provide a nurturing environment where students learn in safety. We will maintain a place of excellence where students can achieve full potential in their academic, creative, personal, physical, and moral development. We will develop lifelong learners who function effectively in the 21st century.

District School Improvement Goals

- ❖ At each point of MEAP assessment, Bronson Community School students will improve their reading and writing skills within the content areas at a rate equal to or greater than is prescribed by No Child Left Behind.
- ❖ At each point of MEAP assessment, Bronson Community School students will improve their understanding of mathematical concepts at a rate equal to or greater than is prescribed by No Child Left Behind.
- ❖ At each point of MEAP assessment, Bronson Community School students will improve their understanding of social studies concepts at a rate equal to or greater than is prescribed by No Child Left Behind.
- ❖ At each point of MEAP assessment, Bronson Community School students will improve their understanding of science concepts at a rate equal to or greater than is prescribed by No Child Left Behind.

Overview of the Planning Process

Bronson Community Schools is committed to technology planning that ties in with the district mission and school improvement process. This Technology Plan is created as an outgrowth of plans developed by district and school improvement teams and the technology planning committee. All of these teams have overlapping membership. All of this planning also involves

district- and school-level parent advisory committees and the goals set by the board of education. These processes lead to a Technology Plan that is part of the whole process of school improvement, curriculum adoption, and staff development. It also ensures it is part of the process for meeting all of the goals set by “No Child Left Behind” (NCLB), “Education Yes”, “Adequate Yearly Progress” (AYP), The Center of Education Performance and Information (CEPI), and all other educational initiatives. Current members of the Technology Planning committee are: Martha Graham, Technology Coordinator; Jim Modert, Superintendent; Wes McCrea, Jr./Sr. High principal; Mark Heifner, Chicago Street School principal and Ryan Elementary principal; Dixie Koenemann, Anderson Elementary principal; Kelley Outwater, parent and community member; Robin Kiomento, Technology Assistant; Craig Rees, teacher; Ben Miller, teacher; John Schull, teacher; Cherie Jacobs, teacher; and Kate Baumgartner, teacher.

School Buildings Covered In This Plan

School	Address	Free/Reduced %'s	Grade Levels
Anderson Elementary School	546 East Chicago Street, Bronson, MI 49028-1389	64.73%	Kindergarten through second grade
Bronson Junior/Senior High School	450 East Grant, Bronson, MI 49028-1535	55.37%	Seventh through twelfth grade
Chicago Street School	501 East Chicago Street, Bronson, MI 49028-1388	71.12%	Fifth and sixth grade
Ryan Elementary School	460 Rudd, Bronson, MI 49028-1499	70.94%	Third and fourth grade
Bronson Administrative Offices	215 West Chicago Street, Bronson, MI 49028-1249	District – 62.46.%	

Vision and Goals

Vision

It is the purpose of the Bronson Community Schools technology plan to support the district’s mission by making current technologies available and providing adequate training of staff so that teachers may integrate those technologies into the curriculum and teachers, administrators, and support staff may utilize the tools to provide for efficient administrative school management functions. Our district technology mission statement states: Bronson Community Schools will provide and integrate appropriate state of the art technology to enhance learning opportunities and information management to meet the ever-changing needs of our students, staff and community.

In our vision for the future, our students will be able to:

- Use technology-rich learning environments within their classrooms, in learning labs outside the classroom, in the school library media center, or from home when needed.
- Use library and multi-media resources wherever they might be located.
- Use computer-based software lessons that integrate the computer into the instructional program.
- Use multi-media learning environments located in the classroom, and library media centers. These applications would be integrated within and across all curriculum areas.
- Use, when needed, to networked systems extending from the classroom to the building, the district, and to the outside world.

In our vision for the future, our teachers and instructional staff will use technology to:

- Present an instructional program that integrates technology, as appropriate, throughout the curriculum.
- Access resources outside the district that will support the instructional program.
- Communicate and collaborate with colleagues inside and outside the district.

In our vision for the future, our support staff will use technology to efficiently process information and improve productivity.

Goals

To accomplish this mission, the following goals are essential:

- 1) Provide staff with the skills and equipment to successfully integrate METS (Michigan Educational Technology Standards) into the curriculum.
 - Strategy: Examine and/or revise our curriculum to ensure integration of METS into the core curriculum.
 - Strategy: Ongoing efforts will be made to keep up to date on technology advances in instructional hardware and software as required by the curriculum and administration.
 - Strategy: The district will provide resources for collaboration among staff members for integrating technology into the curriculum.
 - Strategy: The district will support in-service efforts by providing one-on-one training, building level training, district level training, online opportunities, and release time for training that supports the application and integration of technology into the curriculum at every grade level. Specific topics for professional development will be determined by the curricular needs of the target audience and will be content area specific and grade level appropriate.
- 2) Technology shall be incorporated into the assessment and reporting of student progress.
 - Strategy: Provide professional development for teachers that will show them how to effectively drive instruction and how to measure student growth.
 - Strategy: Provide professional development that will emphasize training teachers in how to harvest data for use in data conferencing, Professional Learning Communities, and grade level teams.

Curriculum Integration

Goals

The district will utilize existing and acquired technology to deliver a curriculum in alignment with the state of Michigan technology standards and benchmarks (METS). In addition to teaching technology skills the district recognizes the need to enhance student learning through the integration of technology across the curriculum. It is also the districts desire to give students access to web-based on-line learning by encouraging teachers to provide a blended learning

environment using the district's online learning Moodle site. The methods set forward in the Instructional Technology Across the Curriculum K-12 Instructional Technology Standards, the Michigan Educational Technology Standards, and National Educational Technology Standards are used by Bronson Community Schools as important guides. To this end, the following goal has been established:

- Technology Integration in all core content areas will provide for improved student achievement across the curriculum as indicated by all assessment data.
 - Align curriculum in all content areas to ensure student mastery of all age-appropriate METS.
 - Develop/adopt assessments to measure level of mastery of all METS.
 - Develop/adopt teaching strategies and lesson plans to ensure timely delivery of all age-appropriate technology instruction in alignment with the METS.
 - Encourage teachers to provide on-line learning opportunities for students using Moodle courses in a blended classroom.

Student Achievement

Michigan has established educational technology standards (METS) for all grade levels. These standards are to be introduced, reinforced, and mastered by students. These categories provide a framework for linking performance indicators within the Profiles for Technology Literate Students to the standards. Teachers can use these standards and profiles as guidelines for planning technology-based activities in which students achieve success in learning, communication, and life skills. To this end, the following goal has been established:

- Teachers and administrators will utilize student achievement data to drive instruction.
 - Data will be submitted to DataDirector for inclusion in the data warehouse following grade-level/departmental deliberation regarding appropriate assessments and cut scores.
 - Analysis of reports from DataDirector will allow for prescriptive instruction/interventions to be implemented for the benefit of Bronson students.
 - Professional development needs in the areas of assessment-driven instruction will be ascertained through frequent needs assessment of staff members.

Technology Delivery

Bronson Community Schools will seek other resources and sources for specialized and rigorous courses through computer software, distance learning and "off campus" courses. Michigan Virtual High School is a known source for distance learning. The district also maintains an online learning Moodle site that is provided in collaboration with the Calhoun Intermediate School district. Bronson Community Schools also provides course work through Dual Enrollment with Glen Oaks Community College and Kellogg Community College. More and more these dual-enrollment classes are becoming Internet based.

One result from this consortium is the accessibility of the Branch Area Career Center that offers courses for our students beyond what we can offer at our high school.

Parental Communications & Community Relations

Bronson Community Schools believes that one of the most important components to student achievement is parental involvement in the learning process. By using technology as a communications tool the district can actively involve both parents and students in the educational process. Continuing to expand the technological resources available to teachers and administrative staff will provide Bronson Community Schools with expanded communications opportunities. The school district believes that the Technology Plan is key to the entire process. The committee has put a lot of time in its preparation and will work hard to make it a working document. The school board has demonstrated its support by adopting the Technology Plan at its February 2012 board meeting. The plan was first presented to the board at its January 2012 meeting. Time was given for public input to the Technology Plan at both the January 2012 and the February 2012 meetings. The plan will be reviewed annually with the board and time will be given for public input. The Technology Plan will be available on the web site for all to read.

With the use of technology, quality information is disseminated regularly and can be updated easily in a timely manner. Some of the ways technology is currently helping:

- Classroom telephones and Voice Mail for teachers and administrators
- E-Mail for teachers and administrators
- Zangle ParentConnection web access for parents to communicate student demographics, attendance, achievement data, and food service account information.
- District and School Web Pages
- District technology plan available on the district web site.

Some of the ways technology can help in the future:

- Cable television access channels can provide additional opportunities for community outreach.
- Teacher and Classroom Web Pages

Collaboration

Bronson Community Schools recognizes that collaboration with other school districts, educational, and community groups can only enhance and improve its technology program. The district actively seeks cooperative ventures with outside organizations that can assist it to reach its goals. Bronson Community Schools collaborates within and outside the district in the following ways:

- Bronson collaborates with other Branch and Calhoun ISD districts through the Association of Branch and Calhoun Superintendents (ABCs), the Instructional Coordinating Council (ICC), and the Technology Leadership Council (TLC).
- Bronson collaborates with other Branch and Calhoun ISD districts in the implementation of DataDirector (a cross-district data warehouse from Achieve) which will help increase student achievement.
- Branch county schools also have their own technology coordinators group.
- The Bronson district technology coordinator collaborates with other schools and agencies in Branch County in the Branch County Technology Network.

- The Bronson district technology coordinator collaborates with principals and building technology personnel (TechNets).
- Bronson collaborates with Coldwater schools to provide adult literacy services to community members in Branch County.

Professional Development

Strategies

The key to implementing effective use of technology is professional development. The primary purpose of professional development is to help build awareness among staff of the possibilities, capabilities, and advantages of using technology in support of the curriculum. To be effective, professional development activities must be designed to take all staff, including administrators, teachers, and support staff, from their present level of knowledge to the required level of competence as established by the state of Michigan. In addition, the context in which professional development occurs appears to be the single most important factor relating to long-term impact on teaching and learning. Technology training done outside the context of curriculum has little impact on the way in which administrators lead, teachers teach, or students learn. The following principles will be followed when planning or evaluating professional development initiatives:

- All professional development must be content area specific and grade level appropriate.
- All training for administrative and non-instructional staff must be directly connected to specific job responsibilities.
- Technology planning and curriculum planning must be integrated into a single process.
- Professional development for curriculum and technology must be coordinated to accomplish the use of technology to achieve curricular goals.
- To be most effective, professional development and training must include time for collaboration, practice, planning, and follow-up.

Consistent with these principles, the following strategies will be pursued:

Strategy: Technology Mentor Program

1. A technology mentor program should be developed to identify staff with advanced technology integration skills. These individuals will work with their colleagues to help them meet their curricular goals using technology with students in their classrooms. Staff who would be good mentors should be provided with the necessary time, support, and equipment to properly support their assigned colleagues. Additionally, all district mentorships should include a technology component that supports specific curricular and administrative goals. The process shall be on-going based on individual needs assessed.

Strategy: Mini-sessions

Mini-sessions are short classes taught in small groups of 6 – 10 to provide comprehensive, hands-on, and personalized training. These sessions should be content area specific and grade level appropriate. Sessions must be identified with a specific curricular context. Professional development has been delivered in this fashion in the past and will be continued in the future.

Strategy: In-Service

The district will provide focused, extensive, consistent, and ongoing training in technology, which is content area specific and grade level appropriate. Special technology in-services can be developed in order to cover some of the broader technology issues. These may cover use of district applications, teacher management tools, and Internet use in the classroom. Skills based training on specific administrative applications will be directly connected to specific job responsibilities. The district will set aside professional development days that will include various technology trainings. The district will continue to assess the needs of all staff and use professional development time to provide such training. The training will continue through the years of this plan.

Strategy: Establish a Database of Staff Training Needs

The district will record and maintain attendance and training needs acquired from professional development efforts for staff. Staff will be surveyed annually to provide direction for future professional development opportunities.

Strategy: Assessment of Professional Development Efforts

There will be ongoing review of the effectiveness of professional development programs that will allow for the continual modification of these programs to meet the needs of all district staff. Professional Development Evaluation Surveys will be completed after all school sponsored professional development activities to evaluate the effectiveness of the training. Success will be measured using internal district benchmarks, state standards and benchmarks (METS), as well as national standards (NETS for students, NETS for teachers, TSSA for administrators). Such assessments will continue through the life of this plan.

Supporting Resources

Financial Resources: Financial resources are necessary to support this technology plan. To that end the district will do the following:

- The school district will maintain compliance with the requirements of the Universal Service Fund. The district may use the savings from this federal program for the implementation of the technology plan and replacement of equipment as needed.
- School district staff will seek grant funding for technology plan implementation and professional development as it relates to technology.
- The district's technology department will make hardware recommendations annually to administration for general fund budget planning by February of each school year.
- Curriculum related technologies will be considered during the curriculum adoption process and could be funded through the appropriate budgets.
- Calhoun Intermediate School District can provide professional development, Internet Connectivity, student services software and support, payroll software and support, finance software and support.
- REMC of Michigan purchasing program should be utilized for purchases when appropriate.

District Web Site: The district maintains a web site at <http://www.bronson.k12.mi.us>. This site is designed to be a useful tool for students, staff members, and parents, and to act as a portal to our district from interested parties. It is meant to provide our district and

building missions, contact information to staff, evaluation information about our school for potential parents, links to our building site pages, Board of Education schedules, agendas, minutes, policies, and contact information, as well as provide links to various district support services. This web site is critical to marketing, instructional support, and technology support.

Information Resources: Information is increasingly available on the Internet. As this transition continues, schools will change accordingly. The information available from this method is current, less expensive, and more accessible for students and staff. Bronson Community Schools utilizes a number of informational services that include:

- Discovery Streaming video libraries
- Infotrac
- First Search
- Facts on File
- ABC News
- CNN Search
- Daily News Archives
- Biography Resource Center
- Michigan Electronic Library
- Virtual Reference Desk
- Internet Public Library
- Library Spot
- NetLibrary
- Michigan Teacher Network
- Rubric Generator
- Career Cruising web-based career resources

District Software Resources: The district network utilizes many software resources to support the integration of technology into the curriculum including, but not limited to:

- The complete Compass Learning Odyssey web-based curriculum in reading, writing, language usage, mathematics, science, and social studies for grades K-12, special education, and English language learners
- Microsoft Office 2010 and Open Office
- On-line blended learning provided by teachers through the district's Moodle site
- Type to Learn 3
- Type to Learn Junior
- Math Blasters
- Microsoft FrontPage
- Career Cruising

Infrastructure Needs/Technical Specification and Design

Current Status

The technology infrastructure for Bronson Community Schools includes:

- Internet connectivity provided by Calhoun Intermediate School District (CISD) via a fiber network with a gigabit Ethernet backbone.

- Telephone service is provided by Frontier, AT & T, and Touch Tone Communications, Inc.
- All buildings connected via fiber optics to the district local area network that utilizes a gigabit Ethernet backbone in all buildings. Inside all buildings the switches are 100 megabit to the desktop and gigabit back to the main closet.
- Internet is provided to every desktop in the district.
- The district uses Microsoft Windows Server 2008R2 for networking the servers in the district. There is one main file server, three applications servers, one imaging server, and one backup server. Staff and students will be using Microsoft Live e-mail. The district uses a CIPA filter appliance for proxy traffic and to provide Internet filtering. The district subscribes to Microsoft's EES licensing to provide the server operating system software, desktop operating system software, and Microsoft Office licensing.
- The district local area network connects over 500 computers. The majority of these computers are over six years old and are out of warranty:
 - One full lab of 28 computers in each elementary building
 - Three full labs of 28 computers in the junior/senior high building
 - A stationary mini-lab of 24 computers in the junior/senior high building
 - A mini-lab of 30 computers in the junior/senior high media center
 - A mini-lab of 13 computers provided in the drafting/tech area
 - A mini-lab of 12 computers in the media center of the 5/6 grade building
 - A mini-lab of 15 computers in the Ryan Elementary
 - A computer on the desktop of every administrator, supervisor, secretary, and other office personnel in the district
 - At least one computer provided in the staff lounges, workrooms, or custodial areas in every building
- Networked printing is available in the buildings. The printers are all over 6 years old and many are older. Printers are provided in the following areas:
 - A networked black laser printer in each classroom
 - A networked color laser printer in each building
 - One networked black laser printer in each elementary computer lab
 - Two networked black laser printers in each junior/senior high full computer lab
 - One networked black laser printer in each mini-lab throughout the district
 - At least one networked black laser printer in each office throughout the district
- Each classroom has at least a 27" television with a VCR, and the teacher computers are equipped with the video cards to display the computer contents to the television. There are cable TV connections to each building library with individual classroom cable TV connections in grades 3 – 12.
- Each classroom in the Junior/Senior High School and the Chicago Street School and the third and fourth grade classrooms at Ryan Elementary are equipped with a data projector, document camera, and wireless keyboard and mouse.
- Telephones are provided in every classroom and every staff member is provided a personal voice mailbox.
- All administrative/office computers have licensed MS Office 2010 and use the Zangle student services package. The district will be converting to the Skyward student services package for the 2013-2014 school year. The business office uses Cyborg payroll services and accounts payable and finance software provided through Calhoun Intermediate School District.

- All classrooms have licensed MS Office 2010 at the teacher's computer and Open Office on the few student computers that remain in the classrooms. Compass Learning Odyssey is available to all computers.
- All main computer labs in all buildings have MS Office 2010, Compass Learning Odyssey, and various networked curricular software applicable to the grade levels in the building.
- All buildings have access to digital cameras, digital video cameras, scanners, and digital projectors on a shared basis in each building.
- The junior/senior high media center and the Chicago Street School media center utilize Follett's Destiny web-based library system . Students are able to access the library collections via the web.

Items To Be Acquired

During the period covered by this plan, the district would like to update it's infrastructure to handle controlled/filtered Internet access. The district also needs to complete the data projector, document camera, and wireless keyboard and mouse installations in the kindergarten through second grade classrooms. All of its current computers need to be replaced because they are over six years old. As new technologies emerge they will be evaluated as to their use in integrating technology across the curriculum in alignment with the technology goals. Requests for new hardware, software, or other equipment will originate from each building. They will be assessed for:

- 1) Compatibility with the district technology plan objectives
- 2) Comparability to the district standards for specifications and manufacturers
- 3) Costs as compared to funding availability.

The district shall consider implementation of new software for operating systems and applications. The focus shall be on acquiring software that supports the technological objectives for instruction, administration, and classroom management. The requests for new software shall be evaluated according to a set of criteria developed by the district technology coordinator. These standards may include, but are not limited to:

- 1) Compatibility with present hardware
- 2) Compatibility with our network infrastructure
- 3) Applicability to our technology plan objectives
- 4) Reliability
- 5) Purchase costs, maintenance fees, and training requirements

The following technology will be provided for on an on-going basis:

- District cell phones
- Telecommunications services
- Internet services
- Replacement proxy appliance as needed
- Replacement file servers and application servers every three to five years
- Infrastructure will be continually updated
- Network backbone will be continually updated.

Technical Support

Bronson Community Schools is committed to supporting its vast technology infrastructure. To this end, the following principles are important:

- The district's technology resources are continuously upgraded. Technology resources and materials are reviewed annually for relevance to the curriculum in supporting student learning. Those resources or materials that no longer support the goals of the instructional program are eliminated.
- All hardware, including the network backbone and servers, is reviewed for possible replacement within four years of the original purchase date.
- Each building has a teacher who has been designated a TechNet who serves as the first-line assistance in the building for hardware, software, and network problems.
- The district has a full-time Technology Coordinator who is responsible for the management and system administration of the network and coordination of the integration of technology into the curriculum.
- The district also has one full-time technician who maintains workstations, printers, peripherals, and is called on to help with the network. The technician is called on to install all licensed software, install peripherals, and occasionally train staff with one-on-one support as needed.
- The district has a defined procedure for requesting the installation of properly licensed software and peripherals by completing an electronic TEC-01 form that is submitted to principals for authorization and forwarded to tech staff.
- The technology department maintains an inventory of its technology resources including software, hardware, and peripherals.
- Equipment receives regular inspection and routine maintenance on at least an annual basis
- The technology coordinator contracts with outside resources as necessary to keep the network running.

Increased Access

The district has done a good job of providing equitable access to technology for students and staff within the confines of our buildings. The district has also made accommodations in equipment and software to facilitate students with vision and hearing limitations. The challenge now is to provide access to our network from outside the physical boundaries of the district. The district will pursue and evaluate access to the network for the following activities:

- Employee access from home for working at home
- Student access from home for student work
- Community access to some district owned technology.

The ideas of network access and network security are in direct conflict. Every effort will be made to find a balance that allows the maximum amount of user access while maintaining the secure integrity of the network. A VPN (virtual private network) has been configured to allow administrators access to the network from home. Access to e-mail, chat, and social networking sites is blocked on the district network for student safety, but students need to learn how to avoid inappropriate content and unwanted contacts from strangers while online at home. These subjects will be integrated into the technology class that junior high students are required to take, and they will be given guidance in how to deal with this effectively.

Funding & Budget

Timetable

2012-2013

- Provide a controlled/filtered wireless infrastructure in every building in the district
- Install data projectors, document cameras, and wireless keyboards and mice in the kindergarten through second grade classrooms at Anderson Elementary School and Ryan Elementary School.
- Replace two labs of computers at the Junior/Senior High School

2013-2014

- Replace 150 student computers.
- Purchase additional technology to support integration of technology into the curriculum as necessary.
- Continue to evaluate, develop, or adopt assessments as needed at the departmental or grade level to provide data on student achievement via DataDirector.

2014-2015

- Replace 150 student computers
- Purchase additional technology to support integration of technology into the curriculum as necessary.
- Continue to evaluate, develop, or adopt assessments as needed at the classroom level to provide data on student achievement.

Total Cost

	2012/2013	2013/2014	2014/2015
Salaries & Benefits	249,033	256,504	264,199
Hardware & Networking Costs	120,000	150,000	150,000
Maintenance & Service Costs	15,000	18,000	21,000
License Agreements	20,000	22,000	25,000
Software & Curriculum Support	28,000	30,000	32,000
Professional Development	10,000	10,000	10,000
Technical Support	10,000	10,000	10,000
TOTAL	452,033	496,504	512,199
<i>% of Total Budget</i>	<i>4.62%</i>	<i>5.08%</i>	<i>5.24%</i>

Coordination of Resources

Bronson has had a history of drawing from its fund equity for essential purchases and relying on annual budget allotments to purchase additional technology during sound fiscal years. Realizing that tough fiscal times are ahead for school districts the district will continually look to utilize USF funding to cut costs. The MEGS web site will be monitored for grant and funding opportunities. The district will also monitor federal, state, and local sources to supplement their local funding with grants whenever possible. The district will continue to rely on grant resources whenever possible, maximizing their impact by adding district dollars to grant funds to create a larger impact. The district's healthy fund balance has allowed it to use funds to make direct purchases rather than relying on borrowed money and incurring additional interest costs.

Monitoring & Evaluation

Goals That Were Met from Previous Technology Plan

- Goal: The goals that were contained in the previous technology plan were not met, but progress continues.

Goals Partially Met from Previous Technology Plan

- Goal: Technology shall be incorporated into the assessment and reporting of student progress. This goal has been partially implemented, but because of time constraints, and other district issues, it was not fully met. This goal will be continued in our 2012-2015 Technology Plan.

Goals Not Met from Previous Technology Plan

- Goal: Provide staff with the skills and equipment to successfully integrate METS (Michigan Educational Technology Standards) into the curriculum. This goal will be addressed in our 2012-2015 Technology Plan.

Person Responsible for Update

Martha J. Graham, district technology coordinator, and Jim Modert, superintendent, along with the Technology Council will review the technology plan and its outcomes.

Evaluation Strategies

The plan has specific, measurable components. Evaluation is largely on whether or not the pieces are in place. Success is determined by a combination of factors:

- The district will implement professional development plans (PDP's) for each staff and administrator. These will provide feedback on progress in teacher's skills in technology use and the actual integration of technology into their curriculum. As these individual plans are updated professional development efforts will be re-directed to meet individual staff needs.
- Professional development experiences of at least two hours in duration will be concluded with evaluation forms to restructure delivery methods if necessary.
- Equipment purchases are recorded and its use monitored by building administrators and the district technology coordinator.

- The building audit process maintains a record of equipment and its location.
- Complaints/compliments regarding the student services software are discussed at the bi-monthly regional Student Services Planning Committee.

Evaluation will be based on both on-going and periodic measurements. The Technology Committee will meet at least twice annually to review current projects, refocus the technology plan and set priorities for the near future. Building administrators will meet separately with teachers and parent representatives to review the plan's effectiveness in their respective buildings. Because parent input was solicited when developing the original technology plan and district school improvement goals, it is important that parents continue to be a part of the technology plan's annual evaluation. At the last meeting of the year all the results from the annual assessment tools and the individual building meetings will be presented, and the committee will complete the Technology Plan Review document. On-going evaluation will be accomplished by procedural changes in the process of technology spending. By directly connecting all technology purchases to curricular goals, there will be a constant review of this plan.

Acceptable Use Policy

Bronson Community Schools has a district policy for Internet safety and the use of the district's network resources. It is the intention of the district that its Internet safety policies and technology protection measures comply with the Children's Internet Protection Act (CIPA), 47 USC 254 (h). Currently all students and staff who use school-owned computers for network or Internet access must sign the applicable Agreement for School Internet Access and Technology Use. Copies of the Rules of Acceptable Use of Computers and Network Resources and the Student Agreements for School Internet Access and Technology Use are provided in Spanish for those students and parents that English is not the primary language spoken at home. Copies of district policies, procedures, guidelines, and forms are included in the Appendix.

**Appendix A: Bronson Community Schools Policy for Internet Safety
and Use of the District’s Computer Network**

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Policy for Internet Safety and Use of District's Computer Network

Internet Safety – Access to the Internet

The Superintendent and/or designee shall be responsible for directing appropriate district technology staff to bring all computers used by students into full compliance with all federal requirements and state laws regarding Internet filtering software. The use of Internet filtering software will protect the best interests of our students and assure that district discounts under the federal e-rate program are not jeopardized.

Any Bronson Community Schools computer that has the potential to be used by students shall have Internet filtering software in place. This may be on the computer itself, or on the proxy server through which the computer accesses the Internet. District staff shall not allow students to use any computer in the Bronson Community Schools' buildings with Internet capability without Internet filtering software. This includes any computer, laptop, or desktop, in libraries, media centers, classrooms, labs, or offices where students are, for any reason, allowed to use a computer, or any other such device with Internet access.

Computer Network Implementation and Use

Access to Internet

The Bronson Community Schools' Board of Education authorizes the Superintendent and/or designee to develop services linking computers within and between buildings in the district, and to provide access to the Internet for students, staff, and, if requested, members of the Bronson Community Schools Board of Education. All computer network implementation shall be in line with the Board policy on technology and educational goals of Bronson Community Schools. Planning and funding for computer networking shall be handled in accord with the district's policy and rules on technology.

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

User Accounts – Education Purpose and District's Review of Use

The Board of Education authorizes the Superintendent and/or designee to provide user accounts for students, staff, and if requested, members of the Bronson Community Schools' Board of Education. These user accounts will be used to access the Bronson Community Schools computer network and the Internet, including electronic mail and file server space for developing and publishing material on the Internet or other networked computer media. Such access to the district's network and equipment shall be provided to carry out the district's educational mission; to enhance student knowledge of and familiarity with technology; and to facilitate communication, innovation, and sharing of resources. To ensure the integrity of the educational process, safety and welfare of the students, and to guard the reputation of the district, user expression in public electronic media provided by the school will be subject to review, comment, editing, and removal by school officials.

E-mail and user accounts and all other use of the Bronson Community Schools' computer resources are considered a privilege, not a right, and are subject to the district's rules and policies. Electronic communications and stored material will be monitored or read by school officials. School officials without the consent of the sender or recipient(s) may

inspect electronic mail in user accounts for the reasons noted above and as required to investigate complaints that allege a violation of the district's rules and policies. Student electronic mail and electronic storage space that do not contain material made public by the student shall be subject to the Bronson Community Schools' policy and rules on student records.

System Integrity

The Superintendent shall designate person(s) trained in computer technology (system administrators) at the building and/or district level to implement the Bronson Community Schools' rules and regulations and to provide computer support for users. The Superintendent and system administrator(s) together shall employ hardware and software security to ensure the integrity of the system and to prevent unauthorized access to district and school records.

Network Use and Use Rules

The Superintendent and/or designee shall develop rules and procedures for computer and network use, and shall see to it that rules are published annually for students, parents, staff, Bronson Community Schools' Board of Education members, and other authorized users. The district's computer and network rules shall be consistent with the following requirements:

- Users may not use the district's equipment and systems to conspire to perform or solicit the performance of or to perform any conduct or activity that is prohibited by law.
- Users may not use the district's equipment and systems to transmit or publish information that violates or infringes upon the rights of any other person, or information that is abusive, obscene, sexually offensive, or inappropriate for minors.
- The district's computer equipment and systems shall not be used for commercial purposes by any user, or for advertisement or solicitation without prior written approval from the Superintendent.
- Except with prior authorization from a system administrator or the author of record in question, users may **not**: 1) access or attempt to access the records or files of other users or of the district, nor 2) delete, alter, or otherwise interfere or attempt to delete, alter, or otherwise interfere with the integrity of computer-based information or resources.
- Users may not use the electronic mail facilities to send unsolicited, bulk, chain, harassing, anonymous, or other messages which are an annoyance to the recipient or which may cause a degradation of system performance.
- Users may not use the district's network facility to access or bring into the school environment material that is inconsistent with the educational goals of the district, including, but not limited to material: 1) which is defamatory, abusive, obscene, profane, sexually explicit, threatening, racially offensive, illegal; 2) that aids or advocates illegal activity other than non-violent civil disobedience; or 3) that is inappropriate for minors.

Please review Attachment A – Rules on Acceptable Use of Computers and Network Resources and Attachments B, C, D, E, and F – Acceptable Use Agreement forms for Students and Employees.

District Web Pages

Any and all web pages representing the district shall be carried and posted only on the district's web server or a designated Branch ISD web server. These pages shall be designed and published in accordance with the rules advocated by the Superintendent. District web pages should promote a positive image of the district and its programs. Web pages should facilitate and enhance the communication and educational goals of the district in a timely and professional manner. The Technology Coordinator and/or designee are responsible for overseeing the content and design of all Bronson Community Schools' web pages. Please review Attachment G – Web Publishing Standards and Guidelines.

School Libraries, Learning Centers, and Computer Labs

Use of Computers in a School Library and/or Learning Center of the District

The Board, pursuant to state statute, requires when a school district library, learning center, and/or computer lab offers use of the Internet or a computer, computer program, computer network, or computer system to the public, that access to minors be restricted by utilizing a system or method that is designed to prevent a minor from viewing obscene matter or sexually explicit matter. To accomplish this, the district will use filters that restrict Internet access.

Supervised Use

Teachers are encouraged to use the district's network in researching material for classes, collaborating with colleagues, developing innovative approaches, or otherwise enhancing their background, skills, and teaching. Teachers are encouraged to make use of the district's network in their classes when the use of this resource enhances the education of students, is appropriately supervised, and is consistent with the district's goals and objectives. School administrators shall monitor technology use in the curriculum to ensure its effectiveness and develop ideas for further in-service instruction for staff.

School libraries and computer labs will provide networked computers for students and staff to use for research purposes. Library and computer lab staff shall make every attempt to assist users in the operation of the network and to monitor the content of material being accessed. Academic assignments have priority over other computer use. Any staff member who becomes aware of student network use in violation of the Bronson Community Schools' acceptable use rules shall refer the incident to the system administrator and/or building principal for action, and may deny the student access to the computer.

User Accounts – Requesting Access to the Network

No Bronson Community Schools' student, staff, or Board member shall receive an activated network account until the individual has submitted a signed district request for network access and been notified of the district rules for acceptable use of the network. Upon receipt of the contract, the system administrator will provide the account, password, and other log-on information and instruction, including an initial disk space allocation where appropriate. Users may request additional disk space, which may be provided by the system administrator according to availability and priority of the use.

Violations of Conditions

Upon receiving notification of a violation or possible violation of district rules or policies, the system administrator shall suspend or terminate a staff member's or student's personal account pending completion of an investigation. The system administrator may access any and all relevant files of the user in attempting to determine the veracity and/or the extent of the violation.

Prior to a termination, or as soon as is practical, the system administrator will inform the user of the suspected violation, pending investigation, and provide an opportunity for explanation. If the alleged violation should involve the Superintendent, the system administrator shall relay that information to the President of the Bronson Community Schools' Board of Education. A Superintendent's personal account shall not be terminated unless by a majority vote of the Bronson Community Schools' Board of Education. If the alleged violation should involve a member of the Bronson Community Schools' Board of Education or a Bronson Community Schools' administrator, the system administrator shall relay that information to the Superintendent. The Superintendent shall relay the complaint to the President of the Board, or, in the case of a complaint against the President, to the Vice-President of the Board. A Bronson Community Schools' board or administrator's personal account shall not be terminated unless by a majority vote of the Bronson Community Schools' Board of Education. Student or staff users may request a review hearing with the building principal and/or a different system administrator than the one who, upon completion of an investigation, imposed a permanent termination within seven days of the action, if the user feels the action was unjust.

Following established district procedures, staff members violating these rules for Internet safety and use of the district's network resources will be subject to disciplinary action up to and including discharge.

Security of Student, Employee, and Administrative Records

Computer file servers containing student records, employee records, or other sensitive administrative documents shall be maintained on an independent network separated by an electronic "firewall" from unauthorized access by outside entities, including student users. If dial-in access is permitted to this equipment, that number will not be published.

Passwords

All users, particularly staff, shall be instructed in password security measures. Passwords in general should not be (solely) English words available in common electronic dictionaries, nor should they be based on information that is readily associated with the user (address, phone number, favorite flower, wife's name, children's name, etc.) The system administrator may require a user to change a password if it fails to meet these criteria, or may issue randomly generated passwords to all users.

No user in a district building should leave a computer that is logged on to the network unattended, and all users should promptly report any suspected breach of security or data integrity to the system administrator. The Superintendent and/or designee will prepare and publish administrative rules to ensure system integrity and security.

Attachment 1: Bronson Community Schools Rules of Acceptable Use of Computers and Network Resources

Use of the Bronson Community Schools' computer network is a privilege, not a right. The fundamental rule for use of district computer network resources is that all use must be consistent with the district's educational goals and behavior expectations. Because electronic communications are so varied and diverse, these rules do not attempt to enumerate all required or prescribed behaviors by system users. Users are expected to use common sense and adhere to the norms of behavior in the school community.

In particular, users should:

- Be polite and courteous in all communications and language.
- Assist others in the use of the system, and help others who are looking for ideas or information.
- Post and share information that is interesting and helpful to other users.
- Always use the network as a resource to further their own education and that of others.
- Be mindful of network security, and immediately report any bugs, errors, or security problems to the system administrator.

In addition, **users may not:**

- ✓ Use the district equipment for anything contrary to law, or to solicit others to break any law.
- ✓ Illegally copy, send, or distribute any copyrighted software, work, or other material.
- ✓ Send, publish, download, access, or retrieve any communication or material that may be defamatory, abusive, obscene, profane, sexually explicit, threatening, racially or ethnically offensive, harassing, illegal, or anything that violates or infringes on the rights of any person.
- ✓ Use the network for any commercial purpose or financial gain.
- ✓ Use the network for any advertisement or solicitation without approval from the Superintendent.
- ✓ Access, attempt to access, modify, or delete any record or file without permission or authorization.
- ✓ Make any attempt to harm or destroy the data of any other user or any system on the network, including creating or sending computer viruses, Trojan horses, or similar computer code.
- ✓ Use electronic mail to send unsolicited, bulk, chain, harassing, anonymous, or other messages that are commonly considered an annoyance to recipients or degradation to system performance.
- ✓ Use vulgarity, obscenity, or swearing in messages or electronic postings, or send e-mail message "flames" or other attacks.
- ✓ Attempt to access material or sites that are blocked by the district, or attempt to use the network while access privileges are suspended.

Attachment 2:

Anderson Elementary School

ACCEPTABLE USAGE POLICY /

Agreement for Internet Access, Email,

and use of Anderson Elementary School and Bronson Community Schools' networks and other technology

- I will work on computers only with a teacher or a teacher's aide.
- I will use the computer only for schoolwork.
- I will treat all computer equipment and the work of others with respect.
- If I damage equipment or software or cause problems on purpose, I will be disciplined.
- If I mistakenly enter a bad website or bad materials, I will immediately inform my teacher or teacher's aide.
- I have had proper use of technology and the Internet explained to me.
- I will only use school email for projects approved by the school.
- I know that everything I do on the computer or with other school technologies can be watched by my teacher or another school employee.
- I will follow these rules and any other rules that may be added by the school. If I do not, I may be disciplined, and I may lose my Internet and/or technology privileges.

Student Signature

Date

As the child's parent or legal guardian, I acknowledge that I have read the Anderson Elementary School's policy or policies and administrative regulations pertaining to the Internet and technology systems. In consideration for the privilege of my child using Bronson Community Schools' technology resources and the Bronson Community Schools' Internet and wide area connections, I hereby release and covenant not to sue the Bronson Community Schools, its Board of Education, individual Board of Education members, its administrative employees and agents from any and all claims, causes of action and damages of any nature arising from my child's use of, or inability to use, Bronson Community Schools' technology resources and the Bronson Community

Schools' Internet and wide area connections including, without limitation, the types of damages identified now, or in the future, in the Bronson Community Schools' applicable policies and regulations. I further agree to indemnify the Bronson Community Schools, its Board of Education, individual Board members and administrative employees and agents for any fees, expenses or damages incurred as a result of my child's use, or misuse, of the Bronson Community Schools' technology resources and the Bronson Community Schools' Internet and wide area connections and to pay or reimburse the Bronson Community Schools for any such fees, expenses or damages. I understand and agree that my child will not be able to use Bronson Community Schools' technology resources and the Bronson Community Schools' Internet and wide area connections until this Agreement has been signed by both my child and me.

Parent/Guardian Signature

Date

Revised: December 3, 2007 cc: parent/guardian, student file

Attachment 3:

Ryan Elementary School

ACCEPTABLE USAGE POLICY

Agreement for Internet Access, Email, and use of Ryan Elementary School and Bronson Community Schools' networks and other technology.

- I will work on computers only with a teacher or a teacher's aide.
- I will use the computer only for schoolwork.
- I will treat all computer equipment and the work of others with respect.
- If I damage equipment or software or cause problems on purpose, I will be disciplined.
- If I mistakenly enter a bad website or bad materials, I will immediately inform my teacher or teacher's aide.
- I have had proper use of technology and the Internet explained to me.
- I will only use school email for projects approved by the school.
- I know that everything I do on the computer or with other school technologies can be watched by my teacher or another school employee.
- I will follow these rules and any other rules that may be added by the school. If I do not, I may be disciplined, and I may lose my Internet and/or technology privileges.

Student Signature

Date

As the child's parent or legal guardian, I acknowledge that I have read the Ryan Elementary School's policy or policies and administrative regulations pertaining to the Internet and technology systems. In consideration for the privilege of my child using Bronson Community Schools' technology resources and the Bronson Community Schools' Internet and wide area connections, I hereby release and covenant not to sue the Bronson Community Schools, its Board of Education, individual Board of Education members, its administrative employees and agents from any and all claims, causes of action and damages of any nature arising from my child's use of, or inability to use, Bronson Community Schools' technology resources and the Bronson Community Schools' Internet and wide area connections including, without limitation, the types of damages identified now, or in the future, in the Bronson Community Schools' applicable

policies and regulations. I further agree to indemnify the Bronson Community Schools, its Board of Education, individual Board members and administrative employees and agents for any fees, expenses or damages incurred as a result of my child's use, or misuse, of the Bronson Community Schools' technology resources and the Bronson Community Schools' Internet and wide area connections and to pay or reimburse the Bronson Community Schools for any such fees, expenses or damages. I understand and agree that my child will not be able to use Bronson Community Schools' technology resources and the Bronson Community Schools' Internet and wide area connections until both my child and I have signed this Agreement.

Parent/Guardian Signature

Date

Revised: December 3, 2007

cc: parent/guardian, student file

Attachment 4:

Chicago Street School

ACCEPTABLE USAGE POLICY /

Agreement for Internet Access, Email,

and use of Chicago Street School and Bronson Community Schools' networks and other technology

- Use of school computers and connection to the Internet is only for schoolwork with a teacher or teacher aide present.
- Using the Internet in school is a privilege for the following purposes:
 - To help me gather information.
 - To help me learn about technology.
 - To help me learn how to find information and communicate with others.
 - To help me learn more in school.
- My use of school computers and the Internet may be taken away at any time. I might also have to face disciplinary action including loss of all computer privileges if I misuse either computers or the Internet at school.

I agree to follow these rules:

1. The following actions are NOT ALLOWED, and I may lose all technology privileges, and/or face disciplinary action if I do them.
 - a) Getting into someone else's file.
 - b) Copying or deleting files or software.
 - c) Using or sharing ID's or passwords.
 - d) Breaking into files or systems.
 - e) Keeping another student or a teacher from doing work.
 - f) Making, reading, or sending inappropriate files.
 - g) Using school technology to buy, sell, trade, or advertise.
 - h) Using technology to damage the school's equipment. This includes but is not limited to
 - Doing anything that brings a virus into school equipment.
 - Purposely destroying hardware, software, or information.
 - Trying to learn or use other people's passwords or identification.
 - Sharing my own password.
2. I will only use technology my teachers have taught me.
3. I will have to pay for any damages I have caused.
4. The school's technology is only for people who are registered to use it, and I am responsible for my own account and password and/or privileges.
5. The school's technology may not always meet my needs, and it may not always work.
6. The school will not be responsible for lost data or time or harm caused by me or to me because I did not follow directions or because I did not know how to use the system.
7. The school has the right to check anything I do on school equipment.

8. I have received training in acceptable uses of technology and the Internet.
9. I will not be able to use the school computers or the Internet until my parent/guardian and I sign this form.

(Sign and return to the District Technology Support Technician or designee)

Student Signature

Date

As the child's parent or legal guardian, I acknowledge that I have read the Chicago Street School's policy or policies and administrative regulations pertaining to the Internet and technology systems. In consideration for the privilege of my child using Bronson Community Schools' technology resources and the Bronson Community Schools' Internet and wide area connections, I hereby release and covenant not to sue the Bronson Community Schools, its Board of Education, individual Board of Education members, its administrative employees and agents from any and all claims, causes of action and damages of any nature arising from my child's use of, or inability to use, Bronson Community Schools' technology resources and the Bronson Community Schools' Internet and wide area connections including, without limitation, the types of damages identified now, or in the future, in the Bronson Community Schools' applicable policies and regulations. I further agree to indemnify the Bronson Community Schools, its Board of Education, individual Board members and administrative employees and agents for any fees, expenses or damages incurred as a result of my child's use, or misuse, of the Bronson Community Schools' technology resources and the Bronson Community Schools' Internet and wide area connections and to pay or reimburse the Bronson Community Schools for any such fees, expenses or damages. I understand and agree that my child will not be able to use Bronson Community Schools' technology resources and the Bronson Community Schools' Internet and wide area connections until this Agreement has been signed by both my child and me.

Parent/Guardian Signature

Date

Revised: December 3, 2007

cc: parent/guardian, student file

Attachment 5:

BRONSON JUNIOR/SENIOR HIGH SCHOOL

ACCEPTABLE USAGE POLICY /

Agreement for Internet Access, Email,

and use of Bronson Jr./Sr High School and Bronson Community Schools'

networks and other technology

This agreement is entered into this _____ day of _____, 20____, between _____ (“Student” or “User”) and the Bronson Community School district (BCS district).

The purpose of this agreement is to provide access to BCS district technology resources (computers, servers, storage devices, peripherals, and network equipment) and to the BCS district Internet and wide area network connections for legitimate educational purposes that are consistent with the Bronson Junior/Senior High School mission statement. As such, these accesses shall (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.

In exchange for the use of the BCS district technology resources and the BCS district Internet and wide area network connections either at school or away from school, I understand and agree to the following:

A. The use of the BCS district technology resources and the BCS district Internet and wide area network connections are a privilege that may be revoked by the BCS district at any time and for any reason. Examples of some reasons that shall result in revoking privileges include, but are not limited to: misusing equipment or altering of system software without permission; placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages; using the system to send harassing or intimidating communications; or intentionally accessing inappropriate information. The BCS district reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.

B. The BCS district reserves all rights to any material stored on BCS district technology resources. Users have no expectation of privacy. BCS district also reserves all rights to remove any material which the BCS district, at its sole discretion, chooses to, including any information that is or may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use their BCS district-approved computer account/access to obtain, view, download, or otherwise gain access to such materials. If you mistakenly access such information, you must notify your teacher immediately or face potential loss of access privileges or other disciplinary consequences.

C. All information services and features contained on the BCS district network resources are intended for the use of its registered users and any use of these resources for *commercial-for-profit* or other unauthorized purposes (*e.g.* advertisements, political lobbying), in any form is expressly forbidden.

D. The BCS district technology resources and the BCS district Internet and wide area network connections are intended for exclusive use by registered users. The Student is responsible for the use of his/her account/password and/or access privilege. Any problems arising from the use of a Student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges and other disciplinary consequences.

E. Any misuse of the account/technology resources shall result in suspension of the account privileges and/or other disciplinary action determined by the BCS district. Misuse, includes, but is not limited to:

1. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
2. Misrepresenting other users on the local Network or Internet.
3. Disrupting the operation of the local Network or Internet through, but not limited to tampering with computer operating systems, "hacking" into BCS district programs, and violating the integrity of BCS district technology resources.
4. Damaging technology equipment through inappropriate use.
5. Inappropriate uses of the local Network or Internet including hate mail, harassment (to persistently annoy), intimidating profanity (and other offensive profane language), vulgar statements, or discriminatory/retaliatory remarks.
6. Accessing educationally inappropriate Internet materials/sites, including but not limited to unlawful, obscene, pornographic, abusive, or otherwise objectionable materials/sites.
7. Illegal installation of licensed or copyrighted software.
8. Unauthorized downloading, copying, or use of licenses or copyrighted software without permission.
9. Plagiarizing: Unauthorized distributing/copying (printing, saving, or copying and pasting) of copyrighted material (most of the Internet is copyrighted) without permission of the author
10. Posting personally identifiable information about self, peers, or staff on school related web sites
11. Allowing anyone to use an account other than the account holder.
12. Commercial-for-profit activities, advertising and political lobbying

F. The BCS district technology resources and the BCS district Internet and wide area network connections do not warrant that the functions of the system will meet any specific requirement the user may have, or that they will be error free or uninterrupted; nor shall the BCS district and/or its Internet provider be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

G. When utilizing the BCS district technology resources, Students may use only BCS district authorized electronic communication systems.

1. Accessing any other communication account while using BCS district technology resources is a violation of this Acceptable Usage Policy and may result in the termination of access to BCS district technology resources and other warranted discipline.

2. The email system and all its components are owned by the BCS district. There is no expectation of privacy in electronic communications. The BCS district reserves the right to monitor electronic correspondence and its content, especially if an Acceptable Usage Policy violation is suspected. Any violation of this Acceptable Usage Policy will subject the user to appropriate discipline, including the termination of access to email, Internet, and/or other BCS district technology.

3. Examples of appropriate communication:

- Communication with teachers
- Communication with parents
- Communication with students to support approved projects by the principal
- Communication with outside parties as approved by the principal (such as foreign exchange students, key pals, etc.)

4. Examples of inappropriate communication are:

- Communication with anyone that includes harassment (to persistently annoy), intimidation, profanity (and other offensive profane language), vulgar statements, threats of physical harm, threats of harm to property, or discriminatory/retaliatory remarks.
- Disclosing personal information, location, and identity with anyone you do not know
- Use of an email account other than the BCS district account
- Accessing non-educational chat rooms and listservs

H. The BCS district and/or the Internet provider shall periodically determine whether specific uses of the BCS district technology resources and the BCS district Internet and wide area network connections are consistent with the acceptable-use practice. The BCS district and/or its Internet provider reserves the right to log Internet use and to monitor mail space utilization by users.

I. The Student may not transfer any file, shareware, or software from information services and electronic bulletin boards without the permission of the BCS district technology coordinator or his/her designee. Without first obtaining such permission, the Student shall be liable for any damage and to pay the cost of any file, shareware, or software transferred, whether intentional or accidental.

J. The Student may only log on and use the BCS district technology resources and the BCS district Internet and wide area connections under the immediate supervision of a staff member and only with the student's authorized account number.

K. The BCS district reserves the right to log computer use and to monitor fileserver space utilization by users. The BCS district reserves the right to remove a user account on the BCS district network and/or from the BCS district Internet and wide area connections to prevent further unauthorized activity.

L. The Student is responsible for the proper use of the equipment and shall be held accountable for any damage to or replacement of equipment caused by inappropriate use.

In consideration for the privileges of using the BCS district technology resources and/or the BCS district Internet and wide area connections, and in consideration for having access to the information contained therein, I release the BCS district, its Board of Education, individual Board members, administrative employees and agents, the Internet provider and their operators from any and all claims of any nature arising from my use, or inability to use these tools. I agree to abide by these rules and regulations of system use and by those that may be added from time-to-time by the BCS district and its Internet provider. All additional rules shall be available in hardcopy in the Principal's office.

Student Signature

Date

As the student's parent or legal guardian, I acknowledge that I have read the BCS district policy or policies and administrative regulations pertaining to the Internet and technology systems. In consideration for the privilege of my child using BCS district technology resources and the BCS district Internet and wide area connections, I hereby release and covenant not to sue the BCS district, its Board of Education, individual Board of Education members, its administrative employees and agents from any and all claims, causes of action and damages of any nature arising from my child's use of, or inability to use, BCS district technology resources and the BCS district Internet and wide area connections including, without limitation, the types of damages identified now, or in the future, in the BCS district applicable policies and regulations. I further agree to indemnify the BCS district, its Board of Education, individual Board members and administrative employees and agents for any fees, expenses or damages incurred as a result of my student's use, or misuse, of the BCS district technology resources and the BCS district Internet and wide area connections and to pay or reimburse the BCS district for any such fees, expenses or damages. I understand and agree that my student will not be able to use BCS district technology resources and the BCS district Internet and wide area connections until this Agreement has been signed by both my student and me.

Parent/Guardian Signature

Date

Revised: December 3, 2007

cc: parent/guardian, student file

Bronson Community Schools

Staff Acceptable Usage Policy

Agreement for Internet Access, Email,

and use of Bronson Community Schools district network and other technology

_____/_____/_____
Department Building Staff Member (Print please)

This agreement is entered into this _____ day of _____, 20____, between, _____

(“Employee” or “User”) and Bronson Community Schools (BCS). The purpose of this agreement is to provide access to BCS technology resources (computers, e-mail, servers, storage devices, peripherals, and network equipment) and to BCS’s Internet and wide area network connections for legitimate educational purposes that are consistent with BCS’s mission statement. As such, these accesses shall (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.

In exchange for the use of BCS’s technology resources and BCS’s Internet and wide area network connections either at school or away from school, I understand and agree to the following:

- A. The use of BCS’s technology resources and BCS’s Internet and wide area network connections are a privilege that may be revoked by BCS at any time and for any reason. Examples of some reasons that shall result in revoking privileges and other possible discipline include: the misusing of equipment or unauthorized altering of system software; the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages; using the system to send harassing or intimidating communications; or intentionally accessing inappropriate information. BCS reserves the right to remove files, limit or deny access, and refer the employee for other disciplinary actions.
- B. BCS reserves all rights, including the unequivocal right of access, to any material stored on BCS technology resources. Users have no expectation of privacy. BCS also reserves all rights to remove any material which BCS, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Employees will not use their BCS-approved computer account/access to obtain, view, download, or otherwise gain access to such materials. If you mistakenly access such information you must immediately notify the Technology Coordinator.
- C. All information services and features contained on BCS’s network resources are intended for the use of its registered users, and any use of these resources for *commercial-*

for-profit or other unauthorized purposes (*e.g.* advertisements, political lobbying), in any form is expressly forbidden.

D. BCS's technology resources and BCS's Internet and wide area network connections are intended for exclusive use by registered users. The employee is responsible for the use of his/her account/password and/or access privilege. Any problems arising from the use of an employee's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges and other disciplinary consequences.

E. Any misuse of the account/technology resources shall result in suspension of the account privileges and/or other disciplinary action determined by BCS. Misuse, includes, but is not limited to:

1. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
2. Misrepresenting other users on the local Network or Internet.
3. Disrupting the operation of the local Network or Internet through, but not limited to tampering with computer operating systems, "hacking" into BCS programs, and violating the integrity of BCS technology resources.
4. Damaging technology equipment through inappropriate use.
5. Inappropriate uses of the local Network or Internet through hate mail, harassment (to persistently annoy), profanity (and other offensive profane language), vulgar statements, or discriminatory remarks.
6. Accessing educationally inappropriate Internet materials/sites, including but not limited to unlawful, obscene, pornographic, abusive, or otherwise objectionable materials/sites.
7. Illegal installation of licensed or copyrighted software.
8. Unauthorized downloading, copying, or use of licenses or copyrighted software without permission
9. Plagiarizing: Unauthorized distributing/copying (printing, saving, or copying and pasting) of copyrighted material (most of the Internet is copyrighted) without permission from the author
10. Posting personally identifiable information about self, peers or students on school related web sites
11. Allowing anyone to use an account other than the account holder.
12. Commercial-for-profit activities, advertising and political lobbying

F. BCS's technology resources and BCS's Internet and wide area network connections do not warrant that the functions of the system will meet any specific requirement the user may have, or that they will be error free or uninterrupted; nor shall BCS and/or its Internet provider be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

G. Although primary uses of BCS provided technology resources are educational, an employee may use BCS Technology Resources to access content appropriate personal electronic communication accounts, or send content appropriate, personal communications using BCS communication system, to a limited extent.

1. Thus, accessing any other electronic communication account while using BCS technology resources is a violation of this Acceptable Usage Policy.
2. The entire e-mail system and all its components are owned by BCS. There is no expectation of privacy in any electronic communications. The BCS reserves the right to monitor each and every electronic correspondence and its content.
3. Use of web based e-mail such as Yahoo! and Hotmail on BCS technology resources is expressly prohibited.
4. Examples of appropriate communication:
 - Communication with teachers, parents, any school district staff, and others as it relates to communication necessary to meet work needs.
 - Using educational related chat rooms, listservs, communication web sites for educational purposes
 - Limited checking personal e-mail messages
5. Examples of inappropriate communication (work or personal) using BCS technology resources:
 - Communication with anyone that includes harassment (to persistently annoy), intimidation, profanity (and other offensive language), vulgar statements, pornography, threats of physical harm, threats of harm to property, or discriminatory/retaliatory messages.
 - Disclosing personal information, location, and identity with anyone you do not know about yourself or others without permission.
 - Communications which violate FERPA or any other policy, statute or law protecting confidential student information.
 - Accessing non-educational chat rooms, listservs and social networks
6. Any violation of this Acceptable Usage Policy or inappropriate use of BCS technology while accessing personal communication accounts will subject the user to discipline, including the possible termination of access to email, Internet, and/or other BCS technology, and including the possibility of termination from BCS as an employee.

H. BCS and/or the Internet provider shall periodically determine whether specific uses of BCS's technology resources and BCS's Internet and wide area network connections are consistent with the acceptable-use practice. BCS and/or its Internet provider reserves the right to log Internet use and to monitor mail space utilization by users.

I. The employee may not transfer any file, shareware, or software from information services and electronic bulletin boards without the permission of the BCS Technology Coordinator or his/her designee. Without first obtaining such permission, the employee shall be liable for any damage and to pay the cost of any file, shareware, or software transferred, whether intentional or accidental.

J. BCS reserves the right to log computer use and to monitor storage space utilization by users. The BCS reserves the right to remove a user account on BCS's technology resources and/or from BCS's Internet and wide area connections to prevent further unauthorized activity.

K. The employee is responsible for the proper use of the equipment and shall be held accountable for any damage to or replacement of equipment caused by inappropriate use.

In consideration for the privileges of using BCS's technology resources and/or BCS's Internet and wide area connections, and in consideration of having access to the information contained therein, I release BCS, the Internet provider and their operators and the administration from any and all claims of any nature arising from my use, or inability to use these tools.

I agree to abide by these rules and regulations of system use and by those that may be added from time-to-time by BCS and its Internet provider. All additional rules, if any, will be available in hardcopy in the administration office. I agree to pay for, reimburse and indemnify BCS, its Board of Education, individual Board members, administrative employees and agents for any fees, expenses, liability or other damages of every sort and nature incurred as a result of my use, or misuse, of these tools.

(Sign and return to the BCS Technology Coordinator or designee)

Employee Signature

Date

Revised: December 3, 2007

cc: Personnel file

Policy

**BOARD OF EDUCATION
BRONSON COMMUNITY SCHOOL DISTRICT**

**OPERATIONS
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Attachment 7: Bronson Community Schools Web Page Publishing Standards and Guidelines

Purpose: Bronson Community Schools (BCS) recognizes the World Wide Web as a powerful tool for communicating with external audiences as well as for facilitating the exchange of information within the district. Therefore it is important that our pages provide the best possible representation of Bronson Community Schools. The following standards and guidelines are meant to provide all BCS's web audiences with consistency in the accuracy, credibility, appearance, and timeliness of the information presented while still encouraging innovation among BCS's web page designers. These guidelines are provided so that you are aware of your responsibilities when designing a web page.

Content Standards: All subject matter on the pages of the web site must relate to curriculum, instruction, or to BCS activities. Additionally, web site pages must serve as a positive public relations tool in support of a unified school district image. Schools should concentrate on submitting material that reflects school activities, student work, special projects, or aspects of the community, which they serve.

Web Page Development Procedures: The following procedures are outlined below to assist BCS students/staff who plan on creating web pages and requesting the same to be linked with the BCS site.

1. Students must have their parents complete the BCS Permission to Publish on the World Wide Web form.
2. Read the BCS Web Page Publishing Guidelines and Standards.
3. Create the web pages based on the guidelines and standards.
4. The web pages will be reviewed for consistency with BCS standards and guidelines.
5. The web pages will be linked to the requested URL's.

Student and Staff Safeguards:

- Do not post identifying information and/or photographs of individuals
- Publishing photographs of groups of individuals (even unidentified) need to abide by district policy.
- Parents/guardians must give written permission to use statements and/or photographs.
- Published documents may not include a student's last name, phone number, street address, or box number, names of other family members, or other personally identifiable information.
- Documents may not include any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities.
- Documents may not contain objectionable material or point directly or indirectly to objectionable material.

Web Page Requirements: The web page(s) of any BCS school or department, or any activity officially sponsored by the district, must contain or comply with the following:

- Each school/department/activity creating pages is responsible for maintaining those pages in a timely manner with the latest information.
- Careful attention to spelling, grammar, punctuation, and word use is required.
- All pages to be published must be composed using MS FrontPage or MS Office programs saved in HTML format.
- All pages must contain a signature block with the following information:
 - The date of the last revision
 - The name of the school/department/activity sponsoring the page
 - E-mail address of the referring/supervising teacher responsible for maintaining the pages
- All pages should have a link back to the BCS district home page.
- Every page must have navigation links back to a logical point.
- Pages should have an informative title.
- Page file names should follow these conventions:
 - Never use uppercase letters or spaces.
 - Use only letters, numbers, underscores, or periods.
 - Never end a file with anything other than .html or .htm
- The total size of all images on a page should not exceed 100 Kb. (Approximately 30 seconds for users to download)
- Pages should be viewable without horizontal scrolling. Ensure that the page is viewable on a 640x480-screen resolution.
- Personal web pages must not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the BCS district or any unit of the district unless appropriately authorized to do so. Where appropriate, an explicit disclaimer shall be included unless it is clear from the context that the author is not representing the district. An appropriate disclaimer is: *The opinions or statements expressed herein do not reflect an official position of Bronson Community Schools.*
- Student and staff publications may not contain copyrighted material. This means that anything from another author, including clip art or other images taken from any other web site may not be included on a web page unless specific written permission has been obtained from the copyright holder. Making a full attribution to the copyright owner or author on your web page without obtaining written permission does not qualify as permission or provide any protection against an infringement of their copyright. Once written permission has been obtained, this must be submitted before the page will be published. In addition, due attribution to the copyright owner must be made on the web page.
- Compliance with all applicable BCS board policies and administrative regulations along with local, state, and federal laws governing the use of BCS electronic equipment; these include but are not limited to:
 - Software/licensing
 - Copyright
 - Confidentiality of student and staff records, personnel information and photographs
 - Research and Patent rights
 - Ethical conduct

Style Guidelines: The district wants your pages to be attractive, functional, and reflect positively on the district, your organization, and you. The following recommendations will help us achieve this goal.

- Plan ahead. Before creating your pages determine just what is their purpose, who is the intended audience, and what materials you are going to include or link to. Make up a logical “map” of your Web area.
- Provide continual review and maintenance of your pages. As organizations or activities change, so should the pages about those organizations or activities.
- Be careful in the use of backgrounds and colored text. Make sure there is enough contrast to make your text clearly distinguishable. If you use a background graphic or color, make sure you explicitly set the text and link default colors for the page. Conversely, if you set text colors on your page, make sure you explicitly set the background color for the page.
- Although purple and gold are the official district colors, these should be used sparingly on web pages and should not be used to cover a large flat area.
- Don't activate a link on your page until the linked document is available. Repeated “File Not Found” errors will discourage visitors to your site.
- Maintain visual and editorial consistency across similar web pages. Creating templates will help you achieve this objective.
- Where possible, link to standard graphics elements in the BCS Graphics Library. This will be a collection of standard graphics that will be developed and may be used. Since they will be used in many BCS documents, they may already be cached on your viewer's browser, therefore speeding download time of your document. When developing your own graphics, use the same graphics on multiple pages for the same reason.
- If accessing your information requires a plug-in, please provide sufficient download information.

Administration of the Policy: All information published on the district web site must be authorized by the building principals. Principals will take overall responsibility for the content and appearance of the web pages published from their building. The district will enforce its publishing policy and reserves the right to take appropriate action under its relevant policies and procedures when breaches occur. Authors may be asked to modify their pages to comply with the policy and, if necessary, inappropriate pages will be removed.

Responsibilities of Students, Staff, and Principals: The following model shows the chain of responsibility for all web pages published. It is the responsibility of each entity below to make sure that standards for which s(he) is responsible are followed closely.

<u>Student/Class</u>	<u>Classroom (Supervising) Teacher</u>	<u>Principal</u>
Has parents complete BCS Permission to Publish on the World Wide Web	Ensures that students have returned signed Permission to Publish forms	
Follows guidelines set by district, school, and teacher	Ensures that students have followed guidelines set by district, school, and teacher	Sets standards for school content
Edits for spelling and grammar	Edits student work for spelling and grammar	
Edits for content	Edits student work for content	
Edits for appropriate length	Edits student work for appropriate length	
Seeks approval to publish from supervising teacher	Grants permission for publication	
	Submits student materials for publication to principal along with copy of completed Permission to Publish	Approves content of student pages and submits for publishing to web master along with signed Permission to Publish
	Creates school or personal web pages following district and school guidelines	
	Edits for spelling, grammar, and content	
	Edits for appropriate length	
	Seeks approval to publish from principal	Approves content of staff pages and submits for publishing to web master

District Web Master

Ensures student pages have signed parental/guardian permission forms with referring teacher and principal authorization
 Checks for correct links in published material
 Ensures that district guidelines have been followed
 Publishes or resubmits materials for editing

Bronson Community Schools Permission to Publish on the World Wide Web

Dear Parents/Guardians:

As part of your son's/daughter's educational program, s(he) will have the opportunity to publish documents and projects on the school district's web pages. These documents might include a personal web page, a story or poem, a graphic, a science or research project, a group photograph from an activity, club or classroom, or a collaborative project with other students. Individuals with Internet access around the world will be able to view your child's work. We think that this is an exciting and enriching opportunity for our students.

We will publish these documents only with your written permission. Please consider the following options, then sign and return this form to your child's teacher. To see examples of work that is already published on the World Wide Web, ask your child's teacher. Thank you for your cooperation.

Guidelines:

- Published documents may not include a student's last name, phone number, street address or box number, full names of other family members, or other personally identifiable information. (First names only may be published.)
- Documents may not include any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities.
- Documents may not contain objectionable material or point directly or indirectly to objectionable material.
- Documents must conform to school board policies and established school guidelines.
- Additionally, documents must be edited and approved by a referring teacher and school principal before publication.

Parent/Guardian Permission:

I grant _____ permission to publish documents on the Bronson Community Schools' web site as described above.

Parent/Guardian Signature: _____ Date: _____

Referring staff, please provide the following information:

Referring staff signature: _____ Date: _____

Proposed place in school web site structure: _____

Principal's authorization for publication:

Principal's signature _____ Date: _____

Parents please return this document to the referring teacher. Referring teacher, please keep original copy on file. Forward copies to School Principal as documents are published. School Principals authorize publication and forward to Web Master for publication.

Attachment 8: Bronson Community Schools Permission to Publish on the World Wide Web

Dear Parents/Guardians:

As part of your son's/daughter's educational program, s(he) will have the opportunity to publish documents and projects on the school district's web pages. These documents might include a personal web page, a story or poem, a graphic, a science or research project, a group photograph from an activity, club or classroom, or a collaborative project with other students. Individuals with Internet access around the world will be able to view your child's work. We think that this is an exciting and enriching opportunity for our students.

We will publish these documents only with your written permission. Please consider the following options, then sign and return this form to your child's teacher. To see examples of work that is already published on the World Wide Web, ask your child's teacher. Thank you for your cooperation.

Guidelines:

- Published documents may not include a student's last name, phone number, street address or box number, full names of other family members, or other personally identifiable information. (First names only may be published.)
- Documents may not include any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities.
- Documents may not contain objectionable material or point directly or indirectly to objectionable material.
- Documents must conform to school board policies and established school guidelines.
- Additionally, documents must be edited and approved by a referring teacher and school principal before publication.

Parent/Guardian Permission:

I grant _____ permission to publish documents on the Bronson Community Schools' web site as described above.

Parent/Guardian Signature: _____ Date: _____

Referring staff, please provide the following information:

Referring staff signature: _____ Date: _____

Proposed place in school web site structure: _____

Principal's authorization for publication:

Principal's signature _____ Date: _____

Parents please return this document to the referring teacher. Referring teacher, please keep original copy on file. Forward copies to School Principal as documents are published. School Principals authorize publication and forward to Web Master for publication.