



Draft Technology Plan

Vestaburg Community School
7188 Ave B
Vestaburg, MI 48891

59150

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Vestaburg Community School Tech Plan:
http://www.vcs-k12.net/Links/pdf_files/tech_plan/vcs_technology_plan_2009.pdf

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**VESTABURG COMMUNITY SCHOOLS
Technology Plan
2009 - 2012**

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School District Name: Vestaburg Community Schools
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Tech Plan URL:
http://www.vcs-k12.net/Links/pdf_files/tech_plan/vcs_technology_plan_2009.pdf

School District Code: 59150
ISD: Montcalm Area Intermediate School District
ISD Code: 59000

Years Covered by Plan: 2009 to 2012
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INTRODUCTION

Vestaburg Community Schools

Vestaburg Community Schools is located in the village of Vestaburg and serves students in grades PreK-12. The district's population is drawn from the village of Vestaburg, and the surrounding rural townships of Ferris, Richland, Sumner, Day, Fremont and Seville. With a district headcount enrollment of 785 students, Vestaburg is one of Michigan's smaller school districts.

The school district services students in the following buildings:

Vestaburg Elementary School – Grades PreK-5
7188 Avenue B
Vestaburg, MI 48891

Vestaburg High School – Grades 9-12
7188 Avenue B
Vestaburg, MI 48891

Vestaburg Middle School – Grades 6-8
7188 Avenue B
Vestaburg, MI 48891

Vestaburg Community Schools District Mission Statement

Vestaburg Community Schools, together with the community, will produce students who are skilled, creative, moral and caring.

Vestaburg Community Schools Technology Mission Statement

Establish a continual plan for technology training and support for students, staff, and community.



Background and Participants

Vestaburg Community Schools formed a district wide technology team in 1998 when posed with the challenge of how to best spend monies available through a passed bond proposal. Since that time the team has met at least biannually coordinating with the District School Improvement Team to assure distribution and alignment of technology hardware and services.

Goal Statements:

- All students and teachers will continue have access to information technology in their classrooms, and schools.
- All teachers will use technology effectively to help students achieve high academic standards.
- All students will have technology and information literacy skills.
- Research and evaluation will improve the next generation of technology applications for teaching and learning
- New digital content and networked applications will transform teaching and learning.

District Technology Team

Members	Position
Donald Myers	Superintendent
Lindsey Sheldon	Director of Technology
Brandon Hubbard	High School Principal/Curriculum Direction Team
Jeff Beal	Middle School Principal/Curriculum Direction Team
Kerry Kelly	Elementary School Principal/Curriculum Direction Team
Ben Steele	High School Technology Teacher
Lori Wolfe	Middle School Technology Teacher
Erin King	Middle School Math & Literacy Teacher
Tracey Bos	Elementary School Technology & Title I Teacher
Todd Galbraith	Elementary 5 th Grade Teacher
Marni Shimunek	Elementary Kindergarten Teacher
Laurie Gibson	School Board President
Jeanne Denman	Parent
Tiffany Bradshaw	Student
LeeAnna Wagner	Student

CURRICULUM INTEGRATION

It is the intention of Vestaburg Community Schools to fully implement technology into the curriculum by providing teachers with the tools to use technology and through providing professional development and training.

Currently, our district's teachers have begun to implement technology standards identified in the *Michigan Curriculum Framework* (<http://www.michigan.gov/mde>) and *State and National Educational standards* (<http://iste.org>) All core and non-core academic areas have integrated a technology connection and Career and Employability Skills into their written curriculum documents.

On-going professional development opportunities are being made available and will continue to increase as needed for teachers to learn how to effectively use and integrate technology into the classrooms. Surveys given to staff help determine training that is needed and offered through:

- *Mandatory district professional development days
- *Monthly staff meetings
- *Technology workshops offered via the Intermediate School District, technology consultants, and certified on-staff training
- *Atomiclearning.com

Teachers are presently using technology in their classrooms, examples include:

Attendance	Emails	Data Projectors	Digital Cameras	Website Lessons
Scanners	Virtual Field Trips	Computers	Printing Devices	Video Cameras
Gradebook	Graphing Calculators	Applied Technology	Multimedia Carts	Video Streaming
Online Resources	Online Maps	Keyboarding Software	Robotics	DVD's

Technological support is and will continue to be provided in order to allow teachers to implement technology as an integral part of the learning process of students in all core and non-core areas. In addition to the use of technology standards identified in the Michigan Curriculum Framework, the Vestaburg Community Schools District Technology Team has identified the following technology learning standards for grades K-12:

Technology Standard 1:
The learner will understand important issues of a technology-based society and will exhibit ethical behavior in the use of computer and other technologies.
Technology Standard 2:
The learner will demonstrate knowledge and skills in the use of computer and other technologies.
Technology Standard 3:
The learner will use a variety of technologies to access, analyze, interpret, synthesize, apply, and communicate information.

Evaluation of Michigan Education Assessment Program (MEAP) scores provides us with areas for student improvement. Lessons are designed to evaluate current skill level and from which improvement plans for student achievement are developed.

Our district is also concentrating its efforts in professional development toward weak content areas identified by the MEAP as well as developing a "Pyramid of Interventions" K-12 to address weaknesses in reading, writing and math.

Every student computer area whether in a lab or classroom has a computer that is setup for handicap accessibility. In some cases special software (i.e. Kurtzweil) and hardware (i.e. laptops) has been purchased to accommodate special needs. The staff member assigned to oversee the student is also trained on the software/hardware.

Collaboration

Current	
<ul style="list-style-type: none"> • CAS Community As Schools • Dual Enrollment • Web Design Classes • Applied Technology Classes • Space Lab 	Various Community Businesses Montcalm Career Center Montcalm Community College Michigan Virtual High School Central Michigan University

Additional ideas for community and parental involvement include but are not limited to:

Projects in Development	Timeline
<ul style="list-style-type: none"> • Schedule classes for the public at the middle school or high school. • Collaborate with MCC (Montcalm Community College) and the ISD on technology classes. • Keep the HS media center open one evening a week for Internet access to the community. • Schedule technology professional development classes. • Atomiclearning.com • Student Laptops • Updating Hardware/Software 	When funding is available Ongoing When funding is available When funding is available Ongoing When funding is available Ongoing
Web page development: <ul style="list-style-type: none"> • Links to teacher created web sites • School event calendar that includes academic and sporting events • Homework hotline • Parent support links • Student support links 	Ongoing

Technology Delivery Methods:

While using technology to teach in the classroom is the primary function of the technology at Vestaburg, it is not the only role. Students and Staff have the opportunity to use technology for other e-learning opportunities:

- Students are given the opportunity to sign up for Michigan Virtual High School (MVHS).
- Staff and community members can access E-Learning options available through Michigan-based universities, colleges, community colleges and other organizations committed to providing residents with online learning opportunities.

PROFESSIONAL DEVELOPMENT

A standards-based technology professional development program will be achieved. Resources like NCREL and MDE will continue to be utilized as part of the planning process.

- As a first step, the survey of teacher technology skills and needs have been collected.
 - From this, a menu or roster of workshops, seminars, or classes are being formulated. Multiple sessions offered at varied times will deliver and maximize professional development in the indicated areas of need. These “varied times” and formats for training include:
 - In-service Days; Evening Sessions; On-Site Courses w/University Credit; Staff Meetings; Release Time; Applications in the Classroom during the School Day; and Teaming Teachers during Preparation Time for Informal Support.
 - Presenters will include district technology and certified staff, and consultants or experts from outside the district. At the end of the school year, the teacher survey will be repeated to measure progress and provide future direction.

The preliminary teacher survey from which professional development will be planned and evaluated incorporates technology standards from the National Council for Accreditation of Teacher Education (NCATE):

- **Level 1 (Basic)**
Teachers will use proper terminology and be able operate basic technology tools, such as word processing, desktop publishing, data bases, spreadsheets, communications, graphics programs, and utilities to develop professional products and deliver instructional units.
- **Level 2 (Intermediate)**
Teachers will be able to apply productivity tools for creating basic multimedia presentations and use these tools to support and enhance curriculum.
- **Level 3 (Advanced)**
Teachers will be able to use the basic principals of instructional design to plan, explore, evaluate, and deliver instructional units that integrate a variety of technologies.

We will continue to survey staff on professional development needs at least once a year. The technology committee in each building will report staff ideas, needs and desires at district technology meetings. Implementation of the plan as described herein will develop technology competencies and equip staff to use technological tools in achieving curricular objectives. Surveys of material covered, taught, taken online and all other methods will continue to be given. This will help evaluate professional development and determine changes in strategies.

Additional Resources

- Staff has been and will continue to be given training and direction on available resources via email, mini training sessions, and AtomicLearning.com.
- A web site list has been created and is updated to give staff information on available web sites and what they offer.
- Web site information and shortcuts are available through training offered by the ISD.
- The Media Specialist offers training to students and staff on available online resources.
- A public directory on the network has been created with resource information.
 - Current staff emails and instructions.
 - Electronic forms such as Professional Development.
 - Technology polices and procedure guides.
 - District calendars.

Future Resources

Funds are limited but we are currently reviewing grant opportunities.

INFRASTRUCTURE, TECH SUPPORT, HARDWARE, SOFTWARE

Technical Support

The Director of Technology will provide instructional support and annual training when funds are available. Annual support or contracted services may also be purchased from software vendors for most applications.

Technology Principles

Users	Records	Training	Installation	Security
<ul style="list-style-type: none"> • Treat users needs as our highest priority, they are our customer. • Create a flowchart for users to submit work orders to obtain repair, ask questions pertaining to software or hardware and submit requests. • Give consistent service throughout the district. 	<ul style="list-style-type: none"> • Maintain a database of software and hardware. • Maintain a database of work orders and repair information. • Maintain an inventory of hardware and software utilizing a scan program for inventory. 	<ul style="list-style-type: none"> • Setup training for technology peripherals so staff can utilize resources effectively. • Setup training sessions for technology questions. 	<ul style="list-style-type: none"> • Create a standard installation procedure to create a consistent desktop for users. 	<ul style="list-style-type: none"> • Restrict access to critical data. • Ensure all staff, students and student guardians sign Acceptable Use Policy. • Keep Internet filtering software current and access boundaries updated. • Implement security software on all student accessible computers that will maintain a consistent desktop.

Technology Resources Support

Action	Assigned To	Stage
Communicate about copyright laws and board policies.	Director of Technology	Ongoing
Provide access to media resources through relationship with Regional Educational Media Centers.	Media Specialist and Director of Technology	Ongoing
Evaluate and purchase software and hardware in a systematic process.	Technology Committee and Director of Technology	Ongoing

Supporting Resources

- Due to a strong infrastructure, we are able to provide open labs, internet connectivity in all classrooms, teacher/student access to Infotrac, SIRS (Social Issues Resources Series), MOIS (Michigan Occupational Information System), district web page, and teacher/student access to file server space and e-mail.
- We plan to expand the training of staff and students with the number of computer labs available district wide. Currently we employ a fulltime K-12 library media specialist and District Director of Technology.
- The Vestaburg Community School District recognizes the need for time as a resource to provide adequate opportunities for students and staff to learn and use technology. Currently we offer limited open lab times, computer/technology classes in grades K-12, and computers in every classroom. It is our vision to provide unlimited open lab time, add more technology to classrooms/labs and make technology more available to staff, students, and the community. We feel that these efforts will help to integrate technology into the curriculum, and therefore, allow technology to become an integral part of the learning process.
- The Director of Technology oversees the network, infrastructure, installations, troubleshooting and selection of software, hardware, and coordinates the allocation of technology.

Hardware and Software

Vestaburg Community Schools approach to technology is to be aware of how technology is utilized to enhance instruction and improve communication and efficiency with all staff members. Software, hardware and network purchases are made with these considerations.

Computer Standards have been created to insure interoperability with existing network and hardware. Technology/hardware is rotated so that the most current is located in the areas of greatest use. Technology is also purchased with warranty levels that reduce maintenance fees and free up existing personnel for issues of highest need.

It is the goal of Vestaburg Community Schools to standardize all equipment and software as much as possible. We also plan to upgrade computers every 3-5 years moving equipment around to get the most out of their "useful lifetime".

Technologies to be acquired:

Building	Hardware	Software	Stage	Completed
Elementary PreK-5	<ol style="list-style-type: none"> 1. Update computers in the elementary school computer lab 2. Data projectors in all classrooms 	<ol style="list-style-type: none"> 1. Survey staff to see needs 	Planning	
Middle School 6-8	<ol style="list-style-type: none"> 1. Update computers in the middle school computer lab 2. Palm pilots 	<ol style="list-style-type: none"> 1. Survey staff to see needs 	Planning	
High School 9-12	<ol style="list-style-type: none"> 1. Update computers in the high school media lab 2. Update computers in the high school lab #1 3. Update all equipment in the high school technology lab 4. Data projectors in all classrooms 5. Laptops for students in grades 9-12 	<ol style="list-style-type: none"> 1. Survey staff to see needs 	Planning	
District	<ol style="list-style-type: none"> 1. Servers 2. Backbone upgrade 	<ol style="list-style-type: none"> 1. Operating System upgrades 	Planning	

Infrastructure

Infrastructure:

1. WAN already in place.
2. LAN already in place.
3. District voicemail system in place.

Things we do with our network:

- Share academic and administrative resources
- Enhance curricular choices for students (Internet/Web)
- Compatible standards among all schools within the district
- High-speed data and communication exchange for administration and instruction
- Access to the Internet/World Wide Web in all buildings and classrooms
- Electronic delivery of video, CD ROM, and software resources
- Electronic links to business, industry and governmental agencies
- Local online forum for student projects and teacher collaboration

Quality Principles for Infrastructure Design

The following have been put into place and are updated in a sufficient manner:

- Acquisition of-
 - Computers of sufficient power and wiring are available in the school to support the school's vision for technology; new or additional wiring and phone lines are provided as needed.
 - Equipment is distributed to the most accessible sites in the school for student and teacher use.
 - Computer-based equipment, such as CD-ROMs, printers, scanners, and digital cameras.
 - Video resources such as television and DVD players.
- Sufficient power and wiring are available in the schools to support the district's vision for technology; new or additional wiring and phone lines are provided as needed.
- Equipment is distributed to the most accessible sites in the schools for student and teacher use.
- The school's facilities are easily accessible to persons with disabilities fostering safe and easy use.
- The school's facilities provide the following conditions:
 - Adequate number of electrical outlets
 - Surge protection and grounding
 - Lightening protection
 - Back-up systems
 - Lighting and light control
 - Security devices

While local phone systems are typically over looked as it is just a way of doing business, it is none the less a necessity for doing business within the schools.. We currently have 12 lines that service 4 buildings with Local and Long Distance service. Our current system is an internal phone system (PBX) with inward dialing and voicemail capabilities. Cell phones are another way in which we conduct business. We have many after school programs plus many key staff that travel outside the district that need to be in contact with the school. We try to keep all phones under one cell phone provider for simplicity of billing. We pick carriers for all phone service based on cost, coverage area, customer service, options of service plans. We maintain an inventory listing all of our land line phones and their locations as well as our cell phones and who the cell phones are assigned too. The district will consider portable Internet access services, if cost-effective. These services will be used for educational purposes, such as:

- Locating test results or other local student data during a meeting or parental discussion;
- Invoking the MDE website for contact information;
- Accessing information from the district web site;
- Identifying curricular goals, objectives, and instructional methodologies available on national, state, or local web sites;
- Accessing student web-based data.
- Keeping in touch with parents and administrative staff through email.

The following standards are also in place or being brought up-to-date:

- The computer equipment currently available or budgeted for purchase for the current, next, or other future academic years: All computers ordered would meet district needs at the time of ordering.
- All existing and future classrooms will be wired for voice, video and data transfer.
- All computers will come with or have installed: Microsoft Office or equivalent and the ability to be networked.
- Student and staff training will occur, as monies are available.
- We require a warranty on all new purchases.

FUNDING AND BUDGET

Funding And Budget Technology Budget-Projected Cost				
<u>Item</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>
Salaries	\$53,252.00	\$54,583	\$55,948	\$57,347
Benefits	\$19,503.00	\$19,893	\$20,291	\$20,697
Conferences/PD	\$200.00	\$225	\$250	\$275
Contracted Services	\$11,500.00	\$11,960	\$12,438	\$12,936
Software License Fees	\$1,000.00	\$1,020	\$1,040	\$1,061
Materials and Supplies	\$25,000.00	\$27,500	\$30,250	\$33,275
Technology Hardware	\$50,000.00	\$55,000	\$60,500	\$66,550
USF/Internet/Telcom Fees	\$15,700.00	\$15,700	\$15,700	\$15,700
Total	\$176,155.00	\$185,881	\$196,418	\$207,840

Coordination of Resources

The Vestaburg Community School District will coordinate funding from three areas to help support the implementation of the strategic long-range technology plan. The three funding areas will include Grant, Bond, and General Fund monies that will support, but is not limited to, the following:

- *Professional Development
- *Software Licenses
- *Initial and Replacement costs of equipment
- *Network/WAN Hardware
- *Desktop Hardware
- *Desktop Software
- *Network/WAN Software
- *Contracted Engineering and Network Support
- *Technical Assistance Staff

Timetable

Year 1

Project	Start Date	Projected Completion Date
Survey staff to find technology needs	February 2009	February 2009
Review training needs and schedule training sessions	September 2009	April 2010

Year 2

Project	Start Date	Projected Completion Date
Implement needs discovered in Year 1	September 2010	May 2011
Review training needs and schedule training sessions	September 2010	April 2011

Year 3

Project	Start Date	Projected Completion Date
Review and implement needs from Year 1 survey not implemented in Year 2	September 2011	May 2012
Resurvey staff for additional technology needs	May 2012	May 2012
Review training needs and schedule training sessions	September 2012	April 2013

Monitoring Acceptable Use Policy

All users are required to sign the AUP before receiving an account; students' guardians must also sign. Administrators will ensure that appropriate guidance and training of AUP are provided for all employees and students.

Monitoring Strategies

- Computers cannot be accessed without a valid account and access is logged and periodically monitored.
- A filtering server for Internet access is in place to help prevent access to inappropriate sites.
- Access to the Internet and activity on the Internet are logged and periodically monitored.
- Internet filtering system is updated regularly.
- Consequences are defined in the AUP.
- Reporting procedures are currently informal however defined procedures are being formed utilizing the requirements of the law and the examples provided by other organizations.

MONITORING AND EVALUATION

Collaborations	Setup meeting schedules with ISD regarding technology. Visit MIVU web site regularly and disseminate updates. Explore and annually visit with external parties.
Community	Survey media specialist for community concerns and needs. Make changes in policy and process if needed.
Curriculum Integration	Purchase technology resources that will guide the classroom through current areas of study. Survey students and teachers on the effectiveness and ease of use. Are we learning the subject, versus the technology?
Funding	Select viable funding sources. Review what can be purchased with the funds. Plug funding into areas of plan.
Hardware	Review hardware purchase and replacement chart annually.
Infrastructure	Review infrastructure updates and direction plans annually. Research new technologies and change direction if needed.
Software Objectives	Review state requirements for grade levels. Purchase, review and survey product effectiveness. Review inventory update for progress on platform standardization.
Staff Development	Review training schedule created staff. Review new products and teaching methods available via resources provided by research, state, ISD, vendors.
Support Resources	Meet with technology committee at least twice yearly to review and update plan.
Timetable	Update timetables and progress notes at technology meetings. Change unrealistic dates and goals.

Evaluation Summary

- Data will be used in conjunction with the school improvement process to assess whether target goals are being met.
- Observations, surveys, and interviews will be used to gauge the effectiveness of professional development.
- Reports of increased use of technology as a teaching tool will be evidenced in teacher lesson plans, and through curriculum maps.

VESTABURG COMMUNITY SCHOOLS

ELECTRONIC INFORMATION ACCESS AND USE POLICY

INTRODUCTION

The Vestaburg Community School District encourages and strongly promotes the use of electronic technologies in educational endeavors. The district provides access to information resources available in a variety of electronic formats, and the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technology rich environment and assist them in becoming responsible, self-directed, life-long learners.

Use of technology at Vestaburg Community School is a privilege extended to students, faculty, staff and community members to enhance learning and exchange information. Each user of technology shall read the following in its entirety and sign the corresponding "Responsibility Statement" which follows, prior to accessing and using technology.

DEFINITION OF VESTABURG COMMUNITY SCHOOL TECHNOLOGY MEMBERS

All account holders on the Vestaburg Community School District network will be granted access to all services the network offers, based upon need and access privileges. The following people may hold accounts on the Vestaburg Community School Network:

- A. **Students.** Students who are currently enrolled in the district may be granted a network account upon agreement to the terms and conditions stated in this policy.
- B. **Faculty and Staff.** Staff members currently employed by the district may be granted a network account upon agreement to the terms and conditions stated in this policy.
- C. **Community members and others.** Anyone may request a special account on the district network. These requests may be granted on a case-by-case basis, depending on need and availability and agreement to the terms and conditions stated in this policy.

OTHER DEFINITIONS

- 1. District equipment includes but is not limited to computers, drives, printers, scanners, networks, video and audio recorders, cameras, photocopiers, telephones, and other related technological resources.
- 2. Software includes but is not limited to computer software, print, and non-print resources.
- 3. Networks include but are not limited to all voice, video and data systems including the district's internal network, and the Internet.

DISTRICT RESPONSIBILITIES

The Vestaburg Community School District is responsible for the management of the structure, hardware, and software that the district uses to allow access to informational technologies for educational purposes.

These include:

1. Assigning and removing of member accounts on the network(s).
2. Maintenance and repair of equipment that comprises the network(s).
3. Selection of software that the network will support.
4. Electronic Information Access and Use Policy.
5. Defining the rights/responsibilities of members.
6. Providing resources that support the mission of the district.
7. Provide training opportunities on the use, care, and application of information technology, including training on new technologies, software and media as they are acquired and put into use in the district.

The district does not take responsibility for resources located or actions taken by the members that do not support the purposes of the school district.

The district will implement software\hardware measures on all district computers to block materials and web sites that it deems inappropriate to children or not suitable for school use. The district also realizes that it cannot block all web sites or material inappropriate to children or not suitable for school use but will actively monitor and block sites or material inappropriate to children or not suitable for school use. To meet the requirements of CIPA, we have addressed:

- A. Access by minors to inappropriate material on the internet and world wide web;
- B. The safety and security of minors when using electronic communications;
- C. Unauthorized access and other unlawful activities by minors online;
- D. Unauthorized disclosure, use and dissemination of personal identification information, regarding minors;
- E. Measures designed to restrict minors access to materials deemed "harmful to minors";
- F. The development and completion of a plan to monitor minors' use of the Internet in school.

RIGHTS AND RESPONSIBILITIES

RIGHTS:

Members have the right:

1. To use all authorized hardware and software, when available, for which they have received training to facilitate learning and enhance educational information exchange.
2. To access information from outside resources, which facilitates learning, and enhance educational information exchange.

3. To access district networks and the Internet to retrieve information and facilitate learning and enhance educational information exchange.
4. To sign up for approved Listservs and Newsgroups on the Internet, which facilitate learning and enhance educational information exchange.

RESPONSIBILITIES

Members are responsible for:

1. Utilizing technology in the school only for facilitating learning and enhancing educational information exchange consistent with the purposes of the school.
2. Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords.
3. All material received via the Internet under his/her user account accepts responsibility for keeping all inappropriate material, inappropriate text files, or files dangerous to the integrity of the school's network, equipment or software from entering the school via the Internet.
4. Keeping hardware and software from being removed from school premises without prior consent from the technology coordinator.
5. Maintaining the integrity of the electronic mail (e-mail) system, reporting any violations of privacy and making only those e-mail contacts, which facilitate learning and enhance electronic information exchange.
6. Making sure that all food and drinks are kept out of the computer labs and away from all computers.
7. Preventing and knowingly installing computer viruses on school equipment.
8. Properly using and caring for that hardware and software which they have been trained to use and refraining from using any technology for which they have not received training.
9. Adhering to copyright guidelines in the use of hardware and software and in the transmission or copying of text or files on the Internet or from other resources.
10. Adhering to the rules established for the use of hardware, software, labs and networks in the school or through remote access outside of the school.
11. Adhering to district guidelines as it pertains to plagiarism or the unwritten consent from the author from which it is derived.
12. Adhering to district policy and guidelines as it pertains to web page development and design.

Members are prohibited from:

1. Using the technology for personal or private business, including product advertisement or political lobbying, or for making any financial commitments on the Internet.
2. Maliciously using technology to disrupt the use of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems.
3. Accessing materials that the district deems inappropriate to children or not suitable for school use.
4. Revealing the personal address(s), telephone number(s) or identification information of yourself or others.

NETWORK ETIQUETTE

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

1. Use appropriate language. Do not use profanity, vulgarities, or other inappropriate language. Illegal activities are strictly forbidden.
3. Do not use the network in such a way that would be disruptive to others. Be polite. Do not be abusive in your messages to others.
4. All publications, information, files, and programs accessible via the network should be assumed to be private property; therefore, should be given copyright consideration.

NOTES:

1. Files on the network are district property and subject to control and inspection.
2. Electronic mail (e-mail) is not guaranteed to be private. Systems operators have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

CONSEQUENCES OF INAPPROPRIATE NETWORK BEHAVIOR

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

The building administrator will determine what is inappropriate use based on the Electronic Information Access and Use Policy. The account may be closed at any time for infractions.

CHALLENGES

Challenges to district information resources shall be made in writing and shall state the reasons for the challenge. A district appointed panel shall review the challenge and determine its appropriateness.

VESTABURG COMMUNITY SCHOOL CODE OF CONDUCT SUMMARY

This is a policy summary. Students and staff should read and will be accountable for following the entire policy.

Technology covered by this policy includes the use of District software, audio and video media, computers and hardware peripherals, network, telecommunications, video, and audio equipment.

The use of District technology is a privilege that can be revoked at any time by the District. Each individual member is responsible for the reasonable care of technology, including hardware and software while in their possession or while they are using it.

District Technology Members will be responsible for its use and misuse. Appropriate use of district technology is defined as use in furtherance of the instructional goals and mission of the district. Members should consider any use that does not fall under this definition of appropriate use as being potential misuse for which a loss of technology use and disciplinary consequences may occur.

Staff and students acknowledge that software, audio, and video media is protected by a variety of licensing agreements and copyright laws and that any misuse of these may subject the member, as well as the district, to a variety of legal liabilities.

Members are responsible for the security of the technology, including the ability to use that technology to access confidential information, while such technology is in their possession or under their control. Staff and students are not to either use or disclose confidential information except as a part of an appropriate educational use of technology.

Passwords are the property of the member and are not to be used by anyone else.

Checking out District technology for non-classroom use must be in accordance with Current Policies and Guidelines. All technology must be returned and available for instruction whenever students are present for instruction.

V E S T A B U R G C O M M U N I T Y S C H O O L S
E L E C T R O N I C I N F O R M A T I O N A C C E S S A N D U S E P O L I C Y

Member Responsibility Statement

Access and use of the Internet, local and wide area networks, computers, and related equipment is a privilege for district members. Vestaburg Community School has developed an Electronic Information Access and Use Policy for the Internet, local and wide area networks, computers, and related equipment.

I have read, understand, and will abide by the Electronic Information Access and Use Policy. I agree to be responsible for and abiding by all the rules and regulations of this agreement. I understand that should I commit any violation, my privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

Member Name: _____
(Please Print)

Member Signature: _____

Student Number (if applicable): _____ Date: _____

(If you are a student of the Vestaburg Community School District, a parent or guardian must also read and sign this agreement.)

I have read, and understand the Electronic Information Access and Use Policy. I acknowledge receiving notice that, unlike most traditional or library media materials, the district computer system will potentially allow my son/daughter student access to external computer networks not controlled by the school district. I understand that some materials available through these external computer networks may be inappropriate and objectionable; however, I acknowledge that it is impossible for the district to screen or review all of the available materials. I accept responsibility to set and convey standards for appropriate and acceptable use to my son/daughter when using the district computer system or any other electronic media or communications.

I agree to release the Vestaburg Community School District, the Board of Education, its agents and employees from any and all claims of any nature arising from my son/daughter's use of the district computer system in any manner whatsoever.

I agree that my son/daughter may have access to the district computer system and I agree that this may include remote access from our home.

Parent/Guardian Name: _____
(Please Print)

Parent/Guardian Signature _____ Date: _____

VESTABURG COMMUNITY SCHOOLS

ELEMENTARY RESPONSIBILITY STATEMENT

Use of technology is a privilege given to all students. Every student using computers in the Vestaburg community School System needs to follow certain rules. These rules keep you safe. If you do not choose to follow these rules, you may lose your opportunity to use computer technology.

I promise:

- To be polite, use proper language, and be respectful both online and to others using computers.
- To tell the teacher or the Computer Lab Assistant if something is broken or not working.
- To tell the teacher if someone else is not using the technology in the right way.
- To keep all hardware and software in the school and to use it properly.
- To use the internet for getting information only for my school projects.
- To give credit (the location and author) for information I find that I use in my writing.
- Not to reveal my address or phone number to anyone online.
- Not to have food or drink near the computer.
- To keep my password private.

I understand the rules above and agree to follow them.

Student signature _____ Grade: _____

(As a student of the Vestaburg Community School, a parent or guardian must also read and sign this agreement.)

I have read and understand the Electronic Information Access and Use Policy. With this notice, I understand that the district computer system will potentially allow my child online access to external computer networks (Internet) not controlled by the school district. Although this provides access to wonderful, new resources, some materials on these external networks may be inappropriate. I realize that as children are learning how to use the network in a responsible way, errors could result in accessing objectionable material.

I agree to release the Vestaburg Community School District, the Board of Education, its agents and employees from any claims arising from my son or daughter's use of the district computer system.

Parent / Guardian Name: _____

(Please print)

Parent / Guardian Signature: _____ Date: _____