

# TECHNOLOGY PLAN SUMMARY SHEET

**DISTRICT:** Negaunee Public Schools

**DISTRICT CODE:** 52090

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Negaunee, MI 49866

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**TECH PLAN URL:** [http://www.negaunee.k12.mi.us/NPS\\_Tech\\_Plan.pdf](http://www.negaunee.k12.mi.us/NPS_Tech_Plan.pdf)

**DISTRICT URL:** <http://www.negaunee.k12.mi.us/>

**RESA:** Marquette-Alger Regional Education Services Agency

**RESA CODE:** 52000

**YEARS COVERED BY THIS PLAN:** June, 2014 to June, 2015

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# **NEGAUNEE PUBLIC SCHOOL DISTRICT PROFILE**

Negaunee Public Schools (NPS) was founded in 1871. NPS is situated in the north central part of the Upper Peninsula of Michigan and encompasses 109 square miles. The district includes the city of Negaunee and two adjacent townships to the east and south, Negaunee and Richmond, with a total population of 8,204. The influence of Cleveland Cliffs Iron Co. Inc., our largest employer, is felt in a positive manner throughout our schools. NPS is one of thirteen public school districts in the Marquette-Alger Regional Education Service Agency (MA-RESA). NPS has a student population of 1470 that is housed in three buildings: one elementary, a middle school, and a high school. The district employs 78 certified teachers, 6 administrators, and 78 other non-certified personnel.

## **ADMINISTRATION BUILDING**

101 S. PIONEER AVENUE, NEGAUNEE, MI 49866  
SUPERINTENDENT JAMES DEROCHER  
derocher@negauneschools.org

## **NEGAUNEE HIGH SCHOOL**

500 W. ARCH STREET, NEGAUNEE, MI 49866  
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## **NEGAUNEE MIDDLE SCHOOL**

102 W. CASE STREET, NEGAUNEE, MI 49866  
PRINCIPAL DAN SKEWIS  
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## **LAKEVIEW ELEMENTARY SCHOOL**

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# **NEGAUNEE PUBLIC SCHOOLS**

## **TECHNOLOGY PLAN INTRODUCTION**

**MAY 2014**

The Negaunee Public Schools has developed a strong commitment to bring technology into the educational setting. In September of 1992, the district formed its first technology committee to develop a long range plan to support the use of technology in the administration of school functions and the delivery of the curriculum to our students. This ongoing committee consists of staff, administration, parents, board members and community members. Since its formation, the goal of the committee has been to promote and monitor the district-wide technology efforts and to maintain a plan that will best serve the needs of the school district.

Our first technology plan was developed and approved by the Board of Education during the 1993-94 school year. As a result of this plan, a part-time technology coordinator was hired and trained to support the plan. Community support was sought for additional funding for technology, and the approval of a three year enhancement millage of one mill allowed the district to begin its plan to provide computers for all classrooms, beginning with the elementary buildings. The Kellogg Foundation also supported the district's efforts by providing grant funding to install and support a distance learning classroom in the Negaunee High School. In addition to providing the funding to place technologies within the classrooms, the staff was receiving training on how to use these tools to enhance their efforts with students.

In years two and three of the funding provided by the enhancement millage, the district continued to provide additional hardware for the classrooms at the elementary schools. Network infrastructure was completed at the middle and high school buildings, and classroom computers were provided. Professional development activities for all staff were continued. The part-time technology coordinator's position was expanded to a full-time position to support the added needs of this initiative.

In 1997, the Board of Education committed to continue to support the vision of the district's technology committee by approving their revised plan and the use of local funds to supplement any grant funds which might be available. Two computer labs for the Business Education Department at the high school were purchased and installed. Mini computer labs were installed at the elementary schools. Universal Service Funds (USF) were applied for to help fund an Internet connection for the district's buildings.

District technology efforts expanded again during the 1998-99 school year with the approval of USF requests and the installation of a district network infrastructure. All school buildings, and thus all classrooms, had the capability of internet access after the elementary classrooms were networked in the summer of 1998. A student information management program was installed on all teacher used computers throughout the district to help with their daily activities. To help with the support of the increased number of activities associated with a larger network, a second full time technology coordinator was hired. On-going professional development activities for all school district personnel continue to be provided. Technology hardware throughout the district is being replaced and upgraded as necessary and as funds are available.

During the 1999-2000 school year, a computer-aided drafting (CAD) lab was updated at the high school with the latest in hardware and software which provided those students completing this course work the skills necessary to attain employment. The funding for this improvement was provided through the district's general fund. In an effort to automate the libraries within the school buildings and to provide for student access to other research materials, the district wrote and received a library automation grant from the Library of Michigan, Library Services Technology Act. This enabled NPS to join the Superiorland Library Cooperative system, linking the district's libraries with other school libraries across the Upper Peninsula. In addition, the district technology plan and acceptable use policy was reviewed and updated.

A plan to replace the outdated and obsolete equipment at all buildings was developed. The district applied for a Technology Literacy Challenge Grant to provide mobile wireless computer labs at the Middle School. The effort was successful and the equipment was purchased and installed during the summer and fall of 2000. In addition, the district was involved in a five year Technology Innovation Challenge Grant entitled "Technology in Education for Literacy and Leadership" (TeLL) through the MARESA, which promoted innovative ideas for using technology within the curriculum. Professional development activities that revolve around the use of technology in the classroom continues to be provided by district personnel and outside trainers. During 2001-02 Technology Literacy Grant was awarded to the high school for hardware and software to increase technology access for at-risk students. The first year saw an increase in grades for those students. During the 2002-03 school year a new business lab was outfitted with the latest technology and the CAD lab was upgraded by the addition of five machines to handle the growth of the CAD program. Hubs and switches were replaced at the high school during the 02-03, with the hubs and switches at the middle and elementary schools replaced during the 2003-04 school year. Also during the 2003-04 school year twenty new replacement machines were leased for the CAD program. Replacement of thirteen machines in the Lakeview Elementary School lab along with an upgrade of the hubs & switches was done during the Summer of 2004. In 2005-06, the automated accounting and business labs were upgraded with 20 machines each. Regular replacement and maintenance of teacher machines was done in 2006-07. The CAD lab was upgraded in 2007-08. In addition, teacher machines were purchased for the high school and middle schools and a mobile lab was placed at Lakeview School. The entire district is now wireless and a Polycom (videoconferencing) unit has been purchased. A new AUP was also adopted. During the last three years NPS has continued to upgrade and add to their technology holdings. In 2012-13 all building servers were upgraded and district operating systems were upgraded to Mac OSX 6 or higher. Two iPad labs (30 devices each) have been added to Lakeview School, one during the summer of 2012 and the other in the summer of 2013. During the 2013-2014 school year the two business labs at the high school were upgraded with new machines, which are now on a 4-year replacement schedule. 50 Chrome Books have also been purchased for the high school. 30 Chrome Books have been purchased for the middle school. These mobile devices were purchased with the monies award by the 22i grant. More devices will be added yearly as use of technology in class the classroom grows. The district has a full time computer technician that supports the district's technology needs.

A clearer vision of technology as a learning tool is developing in the district. The major roles of technology are as follows:

- to assist with the process of individualizing instruction
- to use technology in making informed decisions
- to communicate with the world beyond the classroom
- to deliver, enhance and integrate the curriculum
- to assist in meeting the District's School Improvement Goals

As our system seeks reforms to better equip our students to perform in a new global environment, the use of technologies will be one of the major stimuli to create positive change in the classroom. Dave Moursund, Director International Society of Technology in Education describes Technology in this manner:

*"When classrooms have access to technological resources, teachers expect more of their students and can present more complex material. Students receive greater individual attention and take on more independent work. The teacher becomes more of a coach than an information dispenser, with more collaboration and work in small groups going on among students and between student and teacher. Integrating technologies into the curriculum encourages individualization of learning to accommodate various learning styles. Technology allows teachers more time to take advantage of the opportunities of technology."*

NEGAUNEE PUBLIC SCHOOLS  
MISSION STATEMENT

*The primary purpose of our school is teaching and learning. It is our shared responsibility to develop the intellectual, vocational, physical, creative, cultural and social capabilities of all students to their maximum potential. Our schools belong to the people of the community and we further realize that productive schools are built on partnerships of citizens, parents and staff.*

# TECHNOLOGY PLANNING TEAM

<b>NAME:</b>	<b>POSITION:</b>
JIM DEROCHE	Superintendent, Negaunee Public Schools
SCOTT WASHBURN	Technology Coordinator, Negaunee Public Schools
PATTY GAGNON	Technology Technician, Negaunee Public Schools
JULIE PETERSON	Principal, Lakeview Elementary School
DAN SKEWIS	Principal, Negaunee Middle School
CHRISTINE BRUNETTE	Guidance Counslor, Lakeview Elementary School
MICHELLE LAMMI	6 <sup>th</sup> Grade and Technology Teacher, Negaunee Middle School
DEREK CARDINAL	6 <sup>th</sup> Grade and Technology Teacher, Negaunee Middle School
ANDY SKEWIS	English Teacher, Negaunee High School
KEVIN BELL	Industrial Technology Teacher, Negaunee High School / Parent Negaunee High School
BETH HOLMGREN	Business Teacher, Negaunee High School
GINA SORENSEN	Parent Lakeview Elementary
MARTIN SAARI	Board of Education, Negaunee Public Schools

## GUIDING DOCUMENTS

- 1.) Michigan Department of Education K-12 Technology Planning Website  
<http://techplan.org>
- 2.) State of Michigan Technology Plan - Leading Educational Transformation for Today's Global Society, March 2006  
<http://techplan.org/stp2006.pdf>
- 3.) Michigan Curriculum Frameworks  
<http://www.mde.state.mi.us/reports>
- 4.) National Education Technology Standards  
<http://cnets.iste.org>
- 5.) Michigan Technology Content Standards and Benchmarks  
[http://www.michigan.gov/documents/Technology\\_11594\\_7.htm](http://www.michigan.gov/documents/Technology_11594_7.htm)
- 6.) Entry-Level Standards for Michigan Teachers and Related Proficiencies  
<http://www.michigan.gov/>

# TECHNOLOGY VISION STATEMENT

*Our system seeks reforms to better equip our students to perform in a new global environment, the use of technologies will be one of the major stimuli to create positive change in the classroom.*

## TECHNOLOGY GOALS

**Goal 1:** All Negaunee Public School students will experience a quality, technology-infused education to maximize learning.

**Objective 1.1:** Acquisition of Essential Knowledge and Skills - Use technology as a learning tool

**Objective 1.2:** Information Fluency - Students must learn how to acquire, evaluate, organize, utilize and communicate information.

**Objective 1.3:** Develop community relationships to provide "real-world" experiences and authentic audiences for learning activities.

**Goal 2:** All district personnel, including certified and classified, will be expected to possess the technology competencies appropriate for their position and level. Educators will model the effective and responsible use of technology to foster a dynamic and interactive learning environment.

**Objective 2.1:** Develop technology competencies for all staff to master based on their position and responsibilities.

**Objective 2.2:** Provide a systematic and sustained professional development program.

**Objective 2.3:** Expectations - Require the skills and resources to be utilized for district improvement

**Goal 3:** Negaunee Public Schools will provide the appropriate resources (hardware, software, networking, technical/professional support, and facilities renovations) necessary to effectively integrate technology into the learning environment.

**Objective 3.1:** Provide all students and teachers with equitable and appropriate access to technology resources necessary to make technology an indispensable and integral part of the entire learning process.

**Objective 3.2:** The district will develop and fund a plan to provide the human resources necessary to keep the technology performing at optimal levels.

**Objective 3.3:** The district will develop and fund a plan to provide the physical infrastructure necessary to operate and connect people to the resources they require.

# SCHOOL IMPROVEMENT GOALS

## DISTRICT GOALS:

- All graduates from Negaunee High School will meet or exceed the requirements for the MEAP test in the curriculum areas of Mathematics, Language Arts, Science and Social Studies.
- The retention rate, showing those completing a high school education, will reach 100%.
- Students will demonstrate increased academic rigor and show respect for themselves and others.

## LAKEVIEW ELEMENTARY GOALS:

- Students will meet or exceed expectations in Reading.
- Students will meet or exceed expectations in Writing.
- Students will increase problem-solving achievement.
- Students will increase their ability to construct text to communicate mathematics knowledge.
- Students will increase their ability to construct text to communicate science knowledge.
- Students will increase their ability to construct social students knowledge through expository text.
- All students will improve their technology knowledge and skills as a tool for learning in all curriculum areas.

## NEGAUNEE MIDDLE SCHOOL GOALS:

- All learners will acquire skills and strategies needed to become effective readers, writers and communicators in all curricular areas.
- Increase the number of students who reach the minimum middle school endorsement standards in English Language Arts, Math, Science and Social Studies.
- Improve students' informational reading and writing skills in all subject areas.
- Students will improve their technology skills demonstrated by the 8<sup>th</sup> grade technology standards.
- Increase student responsibilities for achieving success.

## NEGAUNEE HIGH SCHOOL GOALS:

- All students will improve writing skills across the curriculum.
- All students will show improvement in reading comprehension skills across the curriculum.
- All students will increase their understanding and practice of the Principles of Democracy school-wide.

**Goal:** Negaunee Public Schools will continue to provide professional development for all staff to expand on and improve technological skills and to develop and implement new teaching and learning strategies.

**Strategies:** Align Professional Development and School Improvement Plans.  
 Develop technology training for staff.  
 Provide adequate resources for Professional Development Activities.  
 Align Professional Development Plan with Michigan’s Entry Level Competencies for Teachers (Competency 7 for Technology)

## ACTION PLAN

<b>Action</b>	<b>Timeline</b>	<b>Resources</b>	<b>Budget</b>	<b>Status</b>
Plan professional development involving technology for school in-service days	Continuing throughout the 2014-15 Technology Plan	Professional Development Committee School Improvement Team Technology Committee Community Members	Up to \$2,000 per year from general fund. Additional funding from professional development funds.	
Work to align Technology Plan and School Improvement Plan	Continuing throughout the 2014-15 Technology Plan	Technology Committee School Improvement Team	Up to \$1,000 annually for release time	
Increase opportunities for staff communications and technology training	Continuing throughout the 2014-15 Technology Plan	All staff Release time	Up to \$2,000 per year from general fund. Additional funding from professional development funds.	
Encourage staff to use existing professional resources to acquire technology training	Continuing throughout the 2014-15 Technology Plan	Professional Development Funds	Up to \$2,000 per year from general fund. Additional funding from professional development funds.	
Actively pursue new professional development funding from other resources	Continuing throughout the 2014-15 Technology Plan	Technology Committee Professional Development Committee	Work with outside agencies and pursue grant opportunities to fund professional development activities.	

**Assessment:** Professional Development needs survey  
 Pre/Post Staff Technology Inventory/Survey  
 Documentation of training activities

**Goal:** Negaunee Public Schools will continue to maintain and upgrade current technological tools, replace outdated technologies and upgrade hardware to meet future needs.

**Strategies:** Provide interoperability between all district’s systems  
 Provide leadership in evaluating new technologies  
 Maintain sufficient capabilities of hardware  
 Create new learning environments

## ACTION PLAN

<b>Action</b>	<b>Timeline</b>	<b>Resources</b>	<b>Budget</b>	<b>Status</b>
Provide and maintain standardization of network operating systems, computer operating systems and office applications	Continuing throughout the 2014-15 Technology Plan	Technology Coordinators Technology Committee Staff	Up to \$170,000 per year from general fund.	
Maintain and increase classroom and building connectivity	Continuing throughout the 2014-15 Technology Plan	Technology Coordinators Technology Committee	Up to \$20,000 per year from general fund. Additional funds from USF and other grant sources.	
Provide opportunities for staff to attend conferences on emerging technology	Continuing throughout the 2014-15 Technology Plan	Staff Outside Vendors	Up to \$2,000 per year from general fund. Additional funding from professional development funds.	
Provide subscriptions to technology periodicals and subscribe to list services	Continuing throughout the 2014-15 Technology Plan	Technology Coordinators Staff Outside Vendors	Up to \$500 per year from general fund.	
Provide in-school demonstrations of new technologies	Continuing throughout the 2014-15 Technology Plan	Technology Committee Professional Development Committee	These services will be funded under professional development activities.	
Upgrade hardware and software to new standards and environments	Continuing throughout the 2014-15 Technology Plan	Technology Coordinators Staff Outside Vendors Consultants Technology Committee	Up to \$35,000 per year from general fund. Additional funding from other grant funds.	

**Assessment:** Semi-Annual Review by Technology Committee

**Goal:** Negaunee Public Schools will encourage the effective integration of technology by providing staff with knowledge, ideas, and support in an effort to improve student achievement.

**Strategies:** Provide staff with information on technology integration  
 Provide professional development opportunities specific to integration  
 Provide resources for implementation of technology integration

## ACTION PLAN

Action	Timeline	Resources	Budget	Status
Share websites and articles with lesson plan examples and activities	Continuing throughout the 2014-15 Technology Plan	Technology Coordinators Technology Committee Faculty Internet	Included in the responsibilities of Administrators, Technology Coordinators, Technology Committee, Faculty and Staff	
Provide hands-on sessions demonstrating the use of specific software	Continuing throughout the 2014-15 Technology Plan	Staff and/or outside vendors Computer Lab Software	Up to \$2,000 per year from general fund. Additional funding from professional development funds.	
Provide staff with planning time with technology support personnel for assistance	Continuing throughout the 2014-15 Technology Plan	Technology Coordinators Staff Outside Consultants	Up to \$1,000 per year from general fund.	
Purchase software that will promote technology integration	Continuing throughout the 2014-15 Technology Plan	Technology Coordinators Building Administrators	Up to \$2,000 per year from general fund. Additional funding from professional development funds.	

**Assessment:** Document shared resources, training activities and relevant purchases

**Goal:** Negaunee Public Schools will continue to revise and expand technology curriculum to ensure K-12 alignment with State and National Standards

**Strategies:** Keep informed of changes in State and National Standards  
Revise and evaluate curriculum to meet students needs

## ACTION PLAN

Action	Timeline	Resources	Budget	Status
Evaluate and update written curriculum to align with current State and National Standards	Continuing throughout the 2014-15 Technology Plan	Administrators Teachers Technology Coordinators	Included in the responsibilities of Technology Coordinators and Administrators.	
Develop and evaluate computer/ technology courses as applicable	Continuing throughout the 2014-15 Technology Plan	Administrators Teachers Technology Coordinators	Included in the responsibilities of Technology Coordinators and Administrators.	
Evaluate, recommend, and purchase hardware and software to be used within all curriculum areas of instruction	Continuing throughout the 2014-15 Technology Plan	Administrators Teachers Technology Coordinators	Included in the responsibilities of Technology Coordinators and Administrators.	
Use technological tools as a part of teaching and learning strategies across the curriculum	Continuing throughout the 2014-15 Technology Plan	Teachers Students	Included in the responsibilities of Teachers and Staff	
Develop guidelines for online courses (Required by State for class of 2011)	To begin September 2006 and continue throughout the 2014-15 Technology Plan	Administrators Teachers Technology Coordinators Guidance Counselors	Included in the responsibilities of Technology Coordinators and Administrators.	
Continue to provide distance learning opportunities	To begin September 2006 and continue throughout the 2014-15 Technology Plan	Administrators Teachers Technology Coordinators Guidance Counselors	Included in the responsibilities of Technology Coordinators and Administrators.	

**Assessment:** Review technology curriculum to ensure alignment  
Evaluate course enrollments and post-secondary survey  
Maintain inventory of software and its correspondence to curriculum

**Goal:** Negaunee Public Schools will develop grade-level assessment tools to measure student achievement of district technology standards

**Strategies:** Develop assessment tools  
Evaluate current assessment tools for use in achieving goal

## ACTION PLAN

Action	Timeline	Resources	Budget	Status
Develop Electronic Educational Development Plans (EDP's) and electronic portfolios as required by the state starting with the class of 2001	Continuing throughout the 2014-15 Technology Plan	Administration Guidance Counselors Teaching Staff	Up to \$2,000 per year from general fund.	
Develop grade level assessments that match curriculum objectives	Continuing throughout the 2014-15 Technology Plan	Administrators Teaching Staff Technology Committee	Up to \$1,000 per year from general fund for release time.	
Investigate existing standardized assessments for technology content	Continuing throughout the 2014-15 Technology Plan	Administrators Teaching Staff Technology Committee	Up to \$1,000 per year from general fund for release time.	
Encourage student participation in curriculum that results in professional certification	Continuing throughout the 2014-15 Technology Plan	Administrators Teaching Staff Technology Committee	Up to \$2,000 per year from general fund.	

**Assessment:** Document the use of tools such as electronic EDP's, electronic portfolios and grade level assessments.

**Goal:** Negaunee Public Schools will provide opportunities for community members to utilize district resources and participate in technology training and will encourage partnerships with area businesses and organizations.

**Strategies:** Increase availability of district resources to community  
Encourage partnership with area businesses

## ACTION PLAN

<b>Action</b>	<b>Timeline</b>	<b>Resources</b>	<b>Budget</b>	<b>Status</b>
Provide staffed open lab hours to community	Continuing throughout the 2014-15 Technology Plan	Volunteers	Up to \$1,000 per year from general fund.	
Offer training opportunities on specific skills and programs	Continuing throughout the 2014-15 Technology Plan	Community Volunteers Teaching Staff Technology Coordinators	Up to \$2,000 per year from general fund for stipends.	
Develop district-wide list of community members and businesses with expertise and resources	Continuing throughout the 2014-15 Technology Plan	Community Members Teaching Staff	Included in the responsibilities of Administrators	
Seek partnerships with local businesses for classroom or school adoption programs	Continuing throughout the 2014-15 Technology Plan	Teaching Staff Technology Committee School Improvement Team Curriculum Committee Chamber of Commerce	Included in the responsibilities of Administrators	

**Assessment:** Document use of technology resources provided and/or used by community members

**Goal:** Negaunee Public Schools will work to secure funding from external sources.

**Strategies:** Evaluate management of current funding resources  
Identify opportunities to expand funding resources

## ACTION PLAN

<b>Action</b>	<b>Timeline</b>	<b>Resources</b>	<b>Budget</b>	<b>Status</b>
Provide staff with notifications of grant opportunities	Continuing throughout the 2014-15 Technology Plan	Administrators Technology Coordinators Teaching Staff	Included in the responsibilities of Administrators and Technology Coordinators	
Work with local agencies on funding programs	Continuing throughout the 2014-15 Technology Plan	Administrators Technology Coordinators Teaching Staff	Included in the responsibilities of Administrators, Special Education Director and Technology Coordinators	
Ensure technology budget is coordinated with other grant programs	Continuing throughout the 2014-15 Technology Plan	Administrators Technology Coordinators	Included in the responsibilities of Administrators and Technology Coordinators	
Work on consolidation of grant applications	Continuing throughout the 2014-15 Technology Plan	Administrators Technology Coordinators	Included in the responsibilities of Administrators and Technology Coordinators	
Continue to apply for funding from such sources as USF and technology grants	Continuing throughout the 2014-15 Technology Plan	Administrators Technology Coordinators	Included in the responsibilities of Administrators and Technology Coordinators	

**Assessment:** Maintain documentation on grant opportunities, applications and awards

**Goal:** Negaunee Public Schools will provide a productive, safe, technologically rich environment for all users.

**Strategies:** Provide all students and staff equal opportunities to use technology  
Evaluate and maintain system integrity and security

## ACTION PLAN

Action	Timeline	Resources	Budget	Status
Review and revise current acceptable use policy to meet legal mandates	Continuing throughout the 2014-15 Technology Plan	Administrators Technology Coordinators MARESA District Legal Counsel	Included in the responsibilities of Administrators, Technology Coordinators and Technology Committee	
Maintain school hardware and software security procedures	Continuing throughout the 2014-15 Technology Plan	Administrators Technology Coordinators	Included in the responsibilities of Administrators, Technology Coordinators and Technology Committee	
Provide training to all staff and students regarding ethical computer practices	Continuing throughout the 2014-15 Technology Plan	Administrators Technology Coordinators Teaching Staff	Up to \$1000 per year from general fund for outside presenters.	

**Assessment:** Maintain files containing signed documents by all staff and students and records of violations.

**Goal:** Students will use and transfer technological knowledge and skills for life roles (family member, citizen, worker, consumer, lifelong learner).

**Strategies:** Provide students opportunities to select and use appropriate tools to produce technological solutions to problems  
 Provide students opportunities to explore various occupations or careers using technology

## ACTION PLAN

<b>Action</b>	<b>Timeline</b>	<b>Resources</b>	<b>Budget</b>	<b>Status</b>
Work with curriculum committee to integrate the use of technology in all areas of the curriculum	Continuing throughout the 2014-15 Technology Plan	Curriculum Committee School Improvement Committee Teaching Staff Administration	Up to \$1,000 per year from general fund for release time.	
Evaluate, recommend and purchase software to be used within the curriculum	Continuing throughout the 2014-15 Technology Plan	Curriculum Committee Teaching Staff Administration Technology Coordinators Technology Committee	Included in the responsibilities of Administrators, Technology Coordinators and Technology Committee	
Encourage the use of technology for career exploration	Continuing throughout the 2014-15 Technology Plan	Career Prep Committee Guidance Counselors Teaching Staff Administration	Included in the responsibilities of Teachers, Staff, and Guidance Counselors	

**Assessment:** Document student use of technology across the curriculum  
 Document relevant software purchases

**Goal:** Students will use technology to input, retrieve, organize, manipulate, evaluate and communicate information.

**Strategies:** Provide students opportunities to input and retrieve information  
 Provide students opportunities to use appropriate tools to produce technological solutions to problems  
 Provide students opportunities to evaluate information received

## ACTION PLAN

<b>Action</b>	<b>Timeline</b>	<b>Resources</b>	<b>Budget</b>	<b>Status</b>
Provide additional hardware for student use	Continuing throughout the 2014-15 Technology Plan	Technology Coordinators Teaching Staff Administrators Outside Vendors	Up to \$35,000 per year from general fund. Additional funding from other grants.	
Increase students' ability to evaluate information critically	Continuing throughout the 2014-15 Technology Plan	Students Faculty Staff Community Members	Included in the responsibilities of Teachers, Staff and Curriculum Committee	
Provide instruction in appropriate use of technology	Continuing throughout the 2014-15 Technology Plan	Teaching Staff Curriculum Committee	Included in the responsibilities of Teachers, Staff and Technology Coordinators	
Provide opportunities to participate in online courses	Continuing throughout the 2014-15 Technology Plan	Teaching Staff Curriculum Committee Guidance Counselors Administrators	Included in the responsibilities of Teachers, Staff, Curriculum Committee and Guidance Counselors	

**Assessment:** Document student use of technology resources and specific application programs

**Goal:** Students will apply appropriate technologies to critical thinking, creative expression and decision-making skills

**Strategies:** Provide students opportunities to generate solutions to problems using multiple technologies  
 Provide students opportunities to compare and contrast different resources and processes to evaluate technology  
 Provide students opportunities to use technology as a solution for creative expression and communication of ideas  
 Provide students opportunities to investigate current technological applications

## ACTION PLAN

<b>Action</b>	<b>Timeline</b>	<b>Resources</b>	<b>Budget</b>	<b>Status</b>
Provide laptops and tablets for classroom checkout	Continuing throughout the 2014-15 Technology Plan	Curriculum Committee Teaching Staff Administration Technology Committee	Up to \$20,000 per year from general fund. Additional funding from other grants.	
Increase the use of multimedia applications throughout the curriculum	Continuing throughout the 2014-15 Technology Plan	Curriculum Committee Teaching Staff Technology Committee	Up to \$2,000 per year from general fund for training.	
Increase student use of technology resources across the curriculum	Continuing throughout the 2014-15 Technology Plan	Curriculum Committee Teaching Staff Technology Committee	Included in the responsibilities of Teachers, Staff, Technology Coordinators and Curriculum Committee	

**Assessment:** Document student use of technology across the curriculum and online course participation

**Goal:** Students will employ a systematic approach to technological solutions by using resources and processes to create, maintain and improve products, systems and environments.

**Strategies:** Provide students opportunities to use a combination of technologies to solve problems  
Provide students opportunities to practice lifelong learning using technological resources

## ACTION PLAN

Action	Timeline	Resources	Budget	Status
Increase the use of technology by students in all curricular areas	Continuing throughout the 2014-15 Technology Plan	Teaching Staff Administrators Curriculum Committee Technology Committee	Included in the responsibilities of Teachers, Staff, Technology Coordinators and Curriculum Committee	
Provide instructions in the use of multimedia applications	Continuing throughout the 2014-15 Technology Plan	Teaching Staff Curriculum Committee Technology Committee	Up to \$2,000 per year from general fund for training activities.	

**Assessment:** Document student use of technology across the curriculum

**Goal:** Students will apply ethical and legal standards in planning, using and evaluating technology

**Strategies:** Provide students the opportunity to identify legal and ethical issues that relate to the use of technology

## ACTION PLAN

Action	Timeline	Resources	Budget	Status
Increase awareness of concepts presented in the District's Acceptable Use Policy	Continuing throughout the 2014-15 Technology Plan	Administrators Teaching Staff Technology Coordinators Technology Committee	Included in the responsibilities of Teachers, Staff and Technology Coordinators	
Improve enforcement of and adherence to, the District's Acceptable Use Policy	Continuing throughout the 2014-15 Technology Plan	Administrators Teaching Staff Technology Coordinators Technology Committee	Included in the responsibilities of Teachers, Staff and Technology Coordinators	

**Assessment:** Maintain files containing signed documents by all students and records of violations

**Goal:** Students will evaluate the societal and environmental impacts of technology and forecast alternative uses and possible consequences to make informed civic, social and economic decisions

**Strategies:** Provide students opportunity to explore and interpret the impact technology has on society  
 Provide students opportunities to explain the need for laws and regulations related to technologies  
 Provide students opportunities to evaluate and explain the historical and environmental impact of technology  
 Provide students opportunities to identify and explain how technology has and will effect their lives

## ACTION PLAN

Action	Timeline	Resources	Budget	Status
Provide computer access for all students	Continuing throughout the 2014-15 Technology Plan	Administrators Teaching Staff Technology Committee Technology Committee	Up to \$20,000 per year from general fund. Additional funding from USF, grants and other funding sources.	
Further develop the Career pathways curriculum at all grade levels	Continuing throughout the 2014-15 Technology Plan	Guidance Counselors Teaching Staff Technology Committee Technology Committee	Included in the responsibilities of Teachers, Staff, Curriculum Committee and Guidance Counselors	
Increase student use of technology resources across the curriculum	Continuing throughout the 2014-15 Technology Plan	Teaching Staff Technology Committee Technology Committee	Included in the responsibilities of Teachers, Staff and Technology Coordinators	

**ASSESSMENT:** Document student use of technology across the curriculum

# CURRICULUM INTEGRATION PLAN

The district staff will use acquired technologies to aid in their presentation of instructional material, demonstrating to students their worth as a tool. While using the technologies themselves, staff will provide instruction and exposure to the technologies to insure that students meet their grade level objectives, listed below, in the development of their own skills. Teachers will then encourage the use of technologies by students, wherever they are appropriate, in the completion of assigned work.

## **TECHNOLOGY STANDARDS FOR ALL N. P. S. STUDENTS STUDENTS AT ALL GRADE LEVELS K-12 WILL:**

- 1. Understand basic technology operations and concepts.**
  - 1.1. Demonstrate a sound understanding of the nature and operation of technology systems, including networked environments.
  - 1.2. Develop sufficient technical skills to successfully use, troubleshoot and maintain the technology and telecommunications tools in daily life, work situations, and learning environments.
  - 1.3. Discriminate among a variety of technologies and media to select appropriate technology for specific purposes.
- 2. Use technology responsibly and ethically.**
  - 2.1. Practice responsible use of technology systems, information, and software.
  - 2.2. Understand the ethical, cultural, environmental, and societal implications of technology and telecommunications.
- 3. Use technology to communicate effectively and creatively.**
  - 3.1. Use a variety of media and formats to communicate information and ideas effectively to multiple audiences.
  - 3.2. Use telecommunications to collaborate, publish, and interact with peers, experts, and other audiences.
  - 3.3. Create, produce, and present ideas in a variety of forms, including text, video, graphics, and conversation.
- 4. Use technology for thinking, learning, and producing.**
  - 4.1. Enhance content-area learning with technology-infused lessons.
  - 4.2. Construct new meaning and knowledge by synthesizing information.
  - 4.3. Use computer modeling, image processing, simulations, and data manipulation to develop critical thinking and understanding.
  - 4.4. Use a variety of tools to produce quality products.
- 5. Use technology for research, problem solving, and decision-making.**
  - 5.1. Use technology to locate, evaluate, collect, and organize information from a variety of sources.
  - 5.2. Review information analytically and transform it into useful knowledge to solve problems.
  - 5.3. Work with group to collaboratively solve a problem and present results.

## GRADES K-2: PERFORMANCE INDICATORS

### 1. Understand basic technology operations and concepts.

- 1.1. Demonstrate a sound understanding of the nature and operation of technology systems, including networked environments.
  - Use appropriate terminology in describing technology.
  - Develop skills in basic computer operations (keyboard functions, logon, logoff, mouse techniques.)
  - Develop sufficient technical skills to successfully use, troubleshoot and maintain the technology and telecommunications tools in daily life, work situations, and learning environments.
  - Successfully operate computers, VCRs, printers, audio tapes, and other technologies.
- 1.2. Discriminate among a variety of technologies and media to select appropriate technology for specific purposes.
  - Use multimedia resources (interactive books, software, encyclopedias) to support learning.

### 2. Use technology responsibly and ethically.

- 2.1. Practice responsible use of technology systems, information, and software.
  - Cooperate with others while using technology.
  - Care for and safely operate equipment.
- 2.2. Understand the ethical, cultural, environmental, and societal implications of technology and telecommunications.
  - Demonstrate positive and ethical social behavior when using technology (follow rules.)

### 3. Use technology to communicate effectively and creatively.

- 3.1. Use a variety of media and formats to communicate information and ideas effectively to multiple audiences.
  - Create documents using word processing and desktop publishing software.
- 3.2. Use telecommunications to collaborate, publish, and interact with peers, experts, and other audiences.
  - Share information with others using data networks and telecommunications (telephone, and email with class).
- 3.3. Create, produce, and present ideas in a variety of forms, including text, video, graphics, and conversation.
  - Enhance documents with graphics, including clip art and original artwork, using paint, chart, and draw programs.
  - Make presentations using technology.

### 4. Use technology for thinking, learning, and producing.

- 4.1. Enhance content-area learning with technology-infused lessons.
  - Use a variety of technology resources to support learning (lessons on public drives.)
- 4.2. Construct new meaning and knowledge by synthesizing information.
- 4.3. Use computer modeling, image processing, simulations, and data manipulation to develop understanding.
  - Make a graph to sort and understand information.
- 4.4. Use a variety of tools for quality production.

### 5. Use technology for research, problem solving, and decision-making.

- 5.1. Use technology to locate, evaluate, collect, and organize information from a variety of sources.
  - Use key words as a search strategy.
  - Use technology to locate, evaluate and collect information (electronic encyclopedias, library catalog, selected Internet sites, magazines)
- 5.2. Review information analytically and transform it into useful knowledge to solve problems.
  - Use technology to research a problem or decision to be made.

- 5.3. Work with group to collaboratively solve a problem and present results.
  - Work with a team to find information, make decisions, and create a product.

## **GRADES 3-5: PERFORMANCE INDICATORS**

### **1. Understand basic technology operations and concepts.**

- 1.1. Demonstrate a sound understanding of the nature and operation of technology systems, including networked environments.
  - Demonstrate an understanding of concepts underlying hardware, software, and connectivity.
  - Navigate computer systems (organize documents into folders, move between different applications.)
- 1.2. Develop sufficient technical skills to successfully use, troubleshoot and maintain the technology and telecommunications tools in daily life, work situations, and learning environments.
  - Apply strategies for identifying and solving routine hardware and software problems that occur during everyday use.
  - Develop keyboarding skills. Use home row fingering position with appropriate fingering stretches, keyboarding faster than handwriting (approximately 10-15 wpm.)
- 1.3. Discriminate among a variety of technologies and media to select appropriate technology for specific purposes.
  - Select and use appropriate tools and technology resources to accomplish a variety of tasks

### **2. Use technology responsibly and ethically.**

- 2.1. Practice responsible use of technology systems, information, and software.
  - Cooperate with others while using technology. Demonstrate respect for privacy and work of others.
  - Care for and safely operate equipment.
- 2.2. Understand the ethical, cultural, environmental, and societal implications of technology and telecommunications.
  - Demonstrate positive and ethical social behavior when using technology (follow rules.)
  - Understand basics of copyright law of ownership of information and copyright law.
  - Understand how technology is used daily in industry, business and education.

### **3. Use technology to communicate effectively and creatively.**

- 3.1. Use a variety of media and formats to communicate information and ideas effectively to multiple audiences.
  - Create written documents using writing process steps, word processing skills, and publishing programs.
  - Revise documents using word processing program features, including spell checking.
  - Use a spreadsheet to create tables, graphs and charts, and explain what each means.
- 3.2. Use telecommunications to collaborate, publish, and interact with peers, experts, and other audiences.
  - Communicate with others using email. Develop good habits for managing email.
  - Send and receive files for proofreading and/or feedback.
- 3.3. Create, produce, and present ideas in a variety of forms, including text, video, graphics, and conversation.
  - Enhance documents with graphics, including clip art and original artwork, using paint, chart, and draw programs.
  - Communicate ideas by creating and delivering a presentation.

### **4. Use technology for thinking, learning, and producing.**

- 4.1. Enhance content-area learning with technology-infused lessons.
  - Use a variety of media and technology resources for directed and independent learning activities in the curriculum areas (lessons on public drives, online research projects.)

- 4.2. Construct new meaning and knowledge by analyzing and synthesizing information.
    - Compare and contrast information using two or more resources.
  - 4.3. Use computer modeling, image processing, simulations, and data manipulation to develop understanding.
    - Sort and analyze information using databases and spreadsheets.
  - 4.4. Use a variety of tools for quality production.
- 5. Use technology for research, problem solving, and decision-making.**
- 5.1. Use technology to locate, evaluate, collect, and organize information from a variety of sources.
    - Use key words as a search strategy for locating information.
    - Use technology to locate, evaluate, collect, and organize information (electronic encyclopedias, library catalog, selected Internet sites, magazines)
  - 5.2. Analyze information and apply understanding to solve problems.
    - Use technology to research a problem or make a decision.
  - 5.3. Work with group to collaboratively solve a problem and present results.
    - Research a problem or decision to be made using technology and work with a team to create a product.

## **GRADES 6-8: PERFORMANCE INDICATORS**

- 1. Understand basic technology operations and concepts.**
- 1.1. Demonstrate a sound understanding of the nature and operation of technology systems, including networked environments.
    - Demonstrate an understanding of concepts underlying hardware, software, and connectivity.
    - Navigate computer systems (organize documents into folders on public drives, move between different applications, use program help and navigation aids.)
  - 1.2. Develop sufficient technical skills to successfully use, troubleshoot and maintain the technology and telecommunications tools in daily life, work situations, and learning environments.
    - Apply strategies for identifying and solving routine hardware and software problems that occur during everyday use.
    - Develop keyboarding skills to 20-25 wpm with 90% accuracy on timed test.
    - Demonstrate and use ergonomically appropriate posture and techniques to perform tasks.
  - 1.3. Discriminate among a variety of technologies and media to select appropriate technology for specific purposes.
    - Select and use appropriate tools and technology resources to accomplish a variety of tasks.
- 2. Use technology responsibly and ethically.**
- 2.1. Practice responsible use of technology systems, information, and software.
    - Cooperate with others while using technology.
    - Care for and safely operate equipment.
  - 2.2. Understand the ethical, cultural, environmental, and societal implications of technology and telecommunications.
    - Demonstrate legal and ethical behaviors when using information and technology, and discuss consequences of misuse.
    - Demonstrate understanding of intellectual property and copyright law by properly crediting work of self and others. Identify examples of copyright violations.
    - Demonstrate knowledge of current changes in information technologies and the effect those changes have on the workplace and society.
    - Identify technological skills needed for school success and jobs.
    - Research the accuracy and relevance of information sources.
- 3. Use technology to communicate effectively and creatively.**

- 3.1. Use a variety of media and formats to communicate information and ideas effectively to multiple audiences.
    - Create multi-page documents using writing process steps, word processing skills, and publishing programs.
    - Revise documents using word processing program features, including spell checking, thesaurus, and grammar checker. Use advanced editing and text formatting.
    - Use a spreadsheet to create tables, graphs and charts, and explain what each means.
  - 3.2. Use telecommunications to collaborate, publish, and interact with peers, experts, and other audiences.
    - Communicate with others using email. Develop good habits for managing email.
  - 3.3. Create, produce, and present ideas in a variety of forms, including text, video, graphics, and conversation.
    - Enhance documents with graphics, including clip art and original artwork, using paint, and draw programs.
    - Design, develop, publish, and present products (i.e. presentations, web pages, documents, and videotapes) for a variety of audiences.
- 4. Use technology for thinking, learning, and producing.**
- 4.1. Enhance content-area learning with technology-infused lessons.
    - Use a variety of media and technology resources for directed and independent learning activities to support learning.
  - 4.2. Construct new meaning and knowledge by combining and synthesizing different types of information.
  - 4.3. Use computer modeling, image processing, simulations, and data manipulation to develop understanding.
    - Use content-specific tools, software, and simulations (environmental probes, graphing calculators, exploratory environments, Web tools, visual learning aids) to support thinking and learning.
    - Sort, organize, interpret and display information using spreadsheets and databases.
  - 4.4. Use a variety of tools for quality production.
- 5. Use technology for research, problem solving, and decision-making.**
- 5.1. Use technology to locate, evaluate, collect, and organize information from a variety of sources.
    - Use search strategies, including logical operators and keywords and sort records in a prepared database.
    - Use technology to locate, evaluate, collect and organize information (electronic encyclopedias, library catalog, selected Internet sites, magazines)
  - 5.2. Review information analytically and transform it into useful knowledge to solve problems.
    - Work with group to collaboratively solve a problem and present results.
    - Collaborate with peers, experts, and others using telecommunications and collaborative tools to investigate problems, issues, and information, and to develop solutions.

## **GRADES 9-12: PERFORMANCE INDICATORS**

- 1. Understand basic technology operations and concepts.**
  - 1.1. Demonstrate a sound understanding of the nature and operation of technology systems, including networked environments.
    - Demonstrate an understanding of concepts underlying hardware, software, and connectivity.
    - Navigate computer systems (organize documents into folders on public drives, move between different applications and various drives, use program help and navigation aids.)
  - 1.2. Develop sufficient technical skills to successfully use, troubleshoot and maintain the technology and telecommunications tools in daily life, work situations, and learning environments.

- Apply strategies for identifying and solving routine hardware and software problems that occur during everyday use.
  - Develop keyboarding skills to 25-30 wpm, and demonstrate ergonomically appropriate posture and techniques to perform tasks.
- 1.3. Discriminate among a variety of technologies and media to select appropriate technology for specific purposes.
    - Select and use appropriate tools and technology resources to accomplish a variety of tasks.
    - Make informed choices among technology systems, resources, and services.
    - Identify capabilities and limitations of contemporary and emerging technology resources and assess the potential of these systems.
- 2. Use technology responsibly and ethically.**
    - 2.1. Practice responsible use of technology systems, information, and software.
      - Cooperate with others while using technology.
      - Care for and safely operate equipment.
    - 2.2. Understand the ethical, cultural, environmental, and societal implications of technology and telecommunications.
      - Demonstrate legal and ethical behaviors regarding the use of technology and information.
      - Demonstrate understanding of intellectual property and copyright law by properly crediting work of self and others.
      - Analyze advantages and disadvantages of widespread use and reliance on technology in the workplace and in society as a whole.
      - Identify technological skills needed for jobs.
      - Research the accuracy and relevance of information sources.
  - 3. Use technology to communicate effectively and creatively.**
    - 3.1. Use a variety of media and formats to communicate information and ideas effectively to multiple audiences.
      - Create multi-page documents using word processing skills, writing process steps, and publishing programs.
      - Revise documents using word processing program features, including spell checking, thesaurus, and grammar checker. Use advanced editing and text formatting.
      - Use a spreadsheet to create tables, graphs and charts, and explain what each means.
    - 4.2. Use telecommunications to collaborate, publish, and interact with peers, experts, and other audiences.
      - Communicate with others using email. Develop good habits for managing email.
      - Efficiently use online information resources to meet needs for collaboration, research, publications, communications, and productivity.
    - 4.3. Create, produce, and present ideas in a variety of forms, including text, video, graphics, and conversation.
      - Enhance documents with graphics, including clip art and original artwork, using paint, and draw programs.
      - Design, develop, publish, and present products (presentations, web pages, documents, videotapes) that demonstrate and communicate curriculum concepts to audiences inside and outside of the classroom.
      - Collaborate with peers, experts, and others to contribute to a content related knowledge base by using technology to compile, synthesize, produce, and disseminate information, models, and other creative works.
  - 5. Use technology for thinking, learning, and producing.**
    - 5.1. Enhance content-area learning with technology-infused lessons.
      - Select and apply technology tools for research, information analysis, problem solving, and decision making in content learning.
      - Evaluate technology-based options, including distance education for lifelong learning.

- 5.2. Construct new meaning and knowledge by synthesizing information.
- 5.3. Use computer modeling, image processing, simulations, and data manipulation to develop understanding.
  - Use content-specific tools, software, and simulations (environmental probes, graphing calculators, exploratory environments, Web tools, visual learning aids) to support thinking and learning.
  - Sort, organize, interpret and display information using spreadsheets and databases.
  - Investigate and apply expert systems, intelligent agents, and simulations in classroom and real world situations.
- 5.4. Use a variety of tools to produce quality products.

**6. Use technology for research, problem solving, and decision-making.**

- 6.1. Use technology to locate, evaluate, collect, and organize information from a variety of sources.
  - Use technology to locate, evaluate and collect information (electronic encyclopedias, library catalog, selected Internet sites, magazines)
  - Use a variety of electronic sources to access resources and media and apply sophisticated search techniques to collate, interpret, and publish a research project.
- 6.2. Review information analytically and transform it into useful knowledge to solve problems.
- 6.3. Work with group to collaboratively solve a problem and present results.
  - Collaborate with peers, experts, and others using telecommunications and collaborative tools to investigate problems, issues, and information, and to develop solutions.

## EVALUATION OF PROGRESS

- WHO:** Technology coordinators, administration, along with district technology committee members will be responsible for implementing the strategic long-range plan.
- WHAT:** Students, teachers, administration, and staff will acquire, assimilate, and use technological skills on a regular basis. Implementation of technology and user competency will be monitored.
- WHEN:** Monitoring the use of technology will be an ongoing process.
- WHERE:** The plan will be implemented throughout the district, including the classroom, computer labs, library, administrative offices, and community education classrooms.
- HOW:** Data will be collected on a regular basis through planned surveys, observations, equipment inventories, and classroom projects. This data will be used to insure that the goals of the technology plan are being met.
- WHY:** The evaluation of this project will be ongoing and focus on measurable outcomes. The formative evaluation of this project will focus on how technology is incorporated into the curriculum how student learning is improving, and how technology goals and objectives are met.

Technology coordinators, administration, technology committee members and teachers will review the evaluation information on an annual basis. The review will analyze goals and outcomes and make recommendations for changes in program processes to address any unmet goals.

## **COMMITTEE / ORGANIZATION AFFILIATION**

The Negaunee Public School District believes that it is important to work in cooperation with other schools, agencies and organizations when it comes to planning for learning and technology. As a result of this belief, the district actively participates in the following committees and organizations:

- Apple Computer, Inc.
- Career Pathways
- Charter Communications, Inc
- Cleveland Cliffs Iron Company
- Instructional Resource Technology Committee (ITRC)
- Ishpeming – Negaunee – N.I.C.E. Community Schools
- Lake Superior Community Partnership
- Library of Michigan
- Marquette-Alger Instruction Technology Committee (MAITC)
- Marquette-Alger Regional Education Service Agency
- MERIT of Michigan
- Michigan Association for Computer Users in Learning (MACUL)
- Michigan Department of Education
- Michigan Virtual University
- Northern Michigan University
- Upper Peninsula Writing Project
- REMC 21
- Upper Peninsula Regional Library Cooperative
- International Society for Technology in Education (ISTE)

## **COMMUNICATION / PUBLIC RELATIONS**

The Negaunee Public Schools strives to keep the community both informed and involved with our schools. To aid in this the district employs a full time person whose duties include coordination of volunteers in school buildings as well as public relations in the district.

NPS uses all of the following resources to get information out to the community:

- District Web Page - <http://www.negaunee.k12.mi.us/>
- Individual School Newsletters
- Miners Lamp District Newsletter
- Mining Journal Daily Newspaper
- PowerSchool Student Information System portal to parents via the internet
- Regional radio and television stations
- Student newspapers
- Student technology presentations to the public at school board meetings

# CHILDREN’S INTERNET PROTECTION ACT

Negaunee Public Schools has established guidelines and safeguards to ensure compliance with the Children's Internet Protection Act (CIPA) including, but not limited to, the following:

- Technology protection measures that filter or block access to visual depictions of obscene matter and child pornography for those computers with Internet access.
- An Internet Safety Policy (Acceptable Use Policy) addressing the applicable topics.
- Monitoring of online activities.

## *Assessment:*

NPS will perform ongoing review of these policies to ensure that they are effective in meeting the school districts standards for use of computers and the network and their effectiveness in meeting community standards and federal legislative guidelines such as the new Children's Internet Protection Act.

## Internet Safety

NPS will host workshop sessions designed to educate **staff and minors** about appropriate on-line behavior including interacting with other individuals on social networking web sites and in chat rooms, and cyberbullying awareness and response.

NPS will host workshop sessions designed to educate **parents and minors** about appropriate on-line behavior including interacting with other individuals on social networking web sites and in chat rooms, and cyberbullying awareness and response.

**NEGAUNEE PUBLIC SCHOOLS**  
**STUDENT & STAFF**  
**ACCEPTABLE USE POLICIES**

**Negaunee Public Schools**  
**Grades K-5 Acceptable Use Agreement**

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

Acceptable uses of technology are devoted to activities which support teaching and learning. The following are our agreements about the use of technology in the schools of Negaunee.

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

1. I promise to use all computer equipment carefully.
2. I promise to use the computer and the internet for school work only. I will use the programs and websites that my teacher has approved.
3. I promise not to share my password.
4. I promise not to damage or tamper with the hardware, software or the network.
5. I promise to obey copyright laws.
6. I promise to tell my teacher if I read or see something on the computer that is inappropriate.
7. I promise never to use the computer to be hurtful to others. I will not view, send or display inappropriate messages or pictures.
8. I promise to print only when my teacher tells me to.
9. I promise to only use my own file or my own folder on the student server.
10. I understand that if I break any of my promises, I might not be able to use the computers.
11. I will sign my name to show that I will follow these rules.

Student Name (Print) : \_\_\_\_\_

Student Signature: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Grade: \_\_\_\_\_

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

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## NEGAUNEE PUBLIC SCHOOL DISTRICT Grades 6-12 STAFF & STUDENT ACCEPTABLE USE POLICY FOR COMPUTER TECHNOLOGY AND INTERNET

You have access to the Negaunee Public School District computer network. This access includes connections to computers throughout the school itself as well as to the Internet, which connects you with educational resources all over the world. Our goal in providing this service is to promote educational excellence at Negaunee by facilitating resource sharing, innovation, and communication. The system hardware is District property. All material/messages created, composed, sent, or received on the system are and remain the property of the District and are not the private property of any person.

While there are filters and security measures built into the system, you must exercise responsible use of the technology and systems to which you have access. The use of this technology is a privilege, not a right. If you violate this policy or use the system for any improper purposes, you shall be subject to discipline as deemed appropriate by the administration, up to and including suspension, expulsion, and suspension of system privileges.

Please read the following policies that govern the use of computer equipment, computer software, and the Internet in the Negaunee Public School District. When using the District's computer network, you accept the responsibility of using the network in an appropriate manner. This policy is applicable at all times, which includes class time, break time, work time, after hours, and on weekends, and applies whether you are on or off District premises during the use.

### **A. Educational Purpose**

The Negaunee Public School District computer network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities and career development activities. The Negaunee computer network has not been established as a public access service or a public forum. The Negaunee Public School District has a right to place reasonable restrictions on the material you access or post through the system. You are expected to follow the rules set forth in the Student Handbook, as well as the law, in your use of the Negaunee computer network. You may not use the Negaunee computer network for commercial purposes. This means you may not offer, provide, or purchase products or services through the network.

### **B. Student Internet Access**

All students will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab. The District will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. Educational staff will, to the best of their ability, monitor minors' use of the Internet in school, and will take reasonable measures to prevent access by minors to inappropriate material on the Internet and World Wide Web, and restrict their access to materials harmful to minors.

### **C. Unacceptable Uses**

**Personal Safety.** You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, social security number, credit card number, etc. You will not agree to meet with someone you have met online without your parent's approval. Your parent should accompany you to this meeting. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or that makes you feel uncomfortable. Personally identifiable information concerning students will not be disclosed or used in any way on the Internet without the permission of a parent or guardian.

**Email, Blogging, Chat, and Instant Messaging.** You will not use commercial Web-based mail (Hotmail, YahooMail, etc.) on any school computer, or any type of instant messaging including, but not limited to, AOL Instant Messenger, and MSN Messenger. You are not permitted to contribute to weblogs or to be in online Web-based chatrooms unless it is part of a collaborative sharing project under the direct supervision of a teacher and are prohibited from using chat programs on any school computer.

**Illegal Activities.** You will not attempt to gain unauthorized access to the Negaunee computer network or to any other computer system through the Negaunee computer network or go beyond your authorized access ("hacking"). This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purpose of "browsing." You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal. You will not use the Negaunee computer network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

**System Security.** You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

**Inappropriate Language.** Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. You must not use the system to create, send, receive, or use any offensive or disruptive materials or messages. Messages which are considered to be offensive include, but may not be limited to, those which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's sex, sexual orientation, religious or political beliefs, national origin, or disability. Also considered offensive are messages or materials which are fraudulent, harassing, or obscene, and those which contain abusive, profane, or

offensive language. Persons who wish to express personal opinions on the Internet must obtain their own user names on non-Institute-owned systems. You will not post information that could damage or endanger another's reputation. You will not engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop. You will not knowingly or recklessly post false or defamatory information about a person or an organization.

**Respecting Resource Limits.** You will use the system only for educational activities. You will not download any files. Loading or use of unauthorized games, programs, files, or other electronic media is prohibited. No software is to be installed onto the network by students at any time for any purpose. You will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people. You will be responsible for damages done to the equipment, system, and software. Vandalism will result in a cancellation of privileges. "Vandalism" is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any of the agencies that are connected to the Internet backbone.

**Plagiarism and Copyright Infringement.** You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specified appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

**Inappropriate Access to Material.** You will not use the Negaunee computer network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved. If you mistakenly access inappropriate information, you should immediately tell your teacher or another District employee. This will protect you against a claim that you have intentionally violated this Policy. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The district fully expects that you will follow your parents' instructions in this matter.

#### **D. Your Rights**

**Search and Seizure.** The District reserves and intends to exercise the right to review, audit, intercept, access, and disclose all uses of the system. The contents of electronic communications may be disclosed within the District or to law enforcement officials without the permission of the author. You should not assume confidentiality of any material produced. Even when the material is erased from the system, it is usually possible to retrieve that material. Further, the use of passwords for security does not guarantee confidentiality or privacy. Routine maintenance and monitoring of the Negaunee computer network may lead to discovery that you have violated this Policy, the provisions of the Student Handbook, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the provisions of the Student Handbook, or the law. The investigation will be reasonable and related to the suspected violation. Your parents have the right at any time to request to see the contents of your files.

**Due Process.** The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Negaunee computer network. If the violation also involves a violation of other provisions of the Student Handbook, it will be handled in a manner described in the Student Handbook. Additional restrictions may be placed on your use of your Internet account.

#### **E. Limitation of Liability**

The District makes no guarantee that the functions or the services provided by or through the District computer system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

#### **F. Personal Responsibility**

When you are using the Negaunee computer network, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network, you leave little "electronic footprints," so the odds of getting caught are really about the same as they are in the real world. You and/or your parents can be held financially responsible for any harm to the system as a result of intentional misuse.

# Negaunee Public School District

## Student Acceptable Use Policy for Computer Technology and Internet Student Network/Internet User Agreement and Parent Permission Form

To use networked resources and the Internet, all students must sign and return this form and obtain parental permission. The following activities are not permitted:

- Giving personal information, such as complete name, address, or telephone number
- Damaging or modifying computers, computer systems, or computer networks
- Using obscene language
- Emailing, blogging, chatting, or instant messaging (unless part of teacher-directed activity)
- Creating, sending, receiving, or using any offensive or disruptive materials or messages
- Harassing, insulting, or attacking others
- Using others' passwords
- Downloading files or software
- Trespassing in others' folders, work, or files
- Intentionally wasting limited resources
- Violating copyright laws (including plagiarism)

### Student User Agreement:

I have read the Student Acceptable Use Policy and agree to use the school network as outlined in the policy.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Parent/Guardian Permission:

All students are provided with access to district computer resources. In addition to accessing our district computer network, as the parent or legal guardian, I grant permission for the above-named student to:

(Initial appropriate items)

\_\_\_\_\_ Access the Internet

\_\_\_\_\_ Have his/her picture published on the school or district website (identified by first name only) for special recognition

\_\_\_\_\_ Have his/her quality work samples published on the school website

These permissions are granted for an indefinite period of time. Students and parents may file a revised permission form at any time.

Name of Parent/Guardian (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Name \_\_\_\_\_

(Last)

(First)

Year of Graduation \_\_\_\_\_