

Technology Plan

To Ensure Student Academic Achievement

Kentwood Public Schools

2010-2013

Cover Page - Section 1

District: Kentwood Public Schools **District Code:** 41160

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Years Covered by this plan: July 2010 to June 2013

Date of next state review (3 years from start date): July 2013

Intermediate School District: Kent Intermediate School District

URL for Technology Plan: www.kentwoodps.org/techplan.pdf

Kentwood Public Schools

Introductory Material - Section 2

District Mission Statement

Kentwood Public Schools, together with parents and the community will educate all students in a safe, secure environment. We are committed to excellence, equity, and diversity in education. Our goal is for each student to master and apply the essential skills to be a successful, productive citizen.

Introduction

Kentwood Public Schools (KPS) is a public school system serving approximately 8,500 children and young adults in K-12, alternative education, preschool and adult education programs. The west Michigan district is composed of portions of the Cities of Kentwood, Grand Rapids, Wyoming, Caledonia, and Byron Center and of Byron and Gaines Townships.

The school district is 20.86 square-miles and contains approximately 19,000 households, with an average two members per household. The student population is diverse both in race/ethnicity and in family income. Racial/ethnic diversity has increased dramatically over the past three decades: from 4.25% minority students in 1975, to 55% minority students in 2009-10. In 2009-10, 57% of Kentwood Public Schools students qualified for the federal free or reduced price lunch program.

Buildings

School buildings in the district include:

<i>Elementary Buildings:</i>	<i>Address</i>
Bowen Elementary	4483 Kalamazoo SE
Brookwood Elementary	5465 Kalamazoo SE
Challenger Elementary	2475 52 nd SE
Endeavor Elementary	5757 East Paris SE
Explorer Elementary	2307 68 th SE
Glenwood Elementary	91 Silverleaf SE
Hamilton Elementary	3303 Breton Road SE (Inactive)
Meadowlawn Elementary	4939 Burgis SE
Southwood Elementary	630 66 th SE
Townline Elementary	100 60 th SE
Discovery Elementary	2461 60 th St. SE

<i>Middle and Secondary Buildings</i>	<i>Address</i>
Crestwood Middle	2674 44 th SE
Pinewood Middle	2100 60 th SE
Valleywood Middle	1110 50 th SE
E. Kentwood Freshman Campus	6170 Valley Lane SE
East Kentwood High School	6230 Kalamazoo SE

Vision and Goals - Section 3

District technology vision/mission statement

Kentwood Public Schools will ensure that all students are prepared for the work and world of the future by providing technology instruction and by integrating technology use into the curricula. The district is dedicated to standards-based teaching and learning and reporting and the use of technology equipment to report student progress related to standards. The Kentwood Public Schools community will use technology to help students and teachers connect and collaborate.

Technology Plan Links with District Mission and School Improvement Plan:

Kentwood Public Schools' staff and administrators are continually in the process of aligning the K-12 curricula to meet standards established in the Michigan Curriculum Framework. KPS students are expected to improve MEAP scores each year and to increase their achievement toward meeting Michigan Core Curriculum academic standards. KPS' exit standards for all graduates, which call for students to be effective communicators (expressing and listening), personal managers, quality producers, global citizens, critical/creative thinkers, and self-directed learners, also reinforce the tenets of the Michigan Curriculum Framework. As the national common core standards are implemented, technology will play a key role in disseminating and implementing those standards in the District.

An important component to KPS' school improvement plan and to ensuring that all students achieve the district's exit standards, is the District-wide move from a textbook approach to teaching and learning to a standards/benchmark-approach. The new approach was fully implemented and integrated, district-wide, into a technology-based reporting system. The standards are based on KPS' exit standards, which are aligned with Michigan Core Curriculum.

Major Goals and Objectives of the 2010-2013 Technology Plan to Ensure Student Academic Achievement

Goal 1: The district will align technology goals and strategies to the Michigan Educational Technology Standards and National Educational Technology Standards

- Assess current alignment and adjust as necessary

Goal 2: The District will integrate technology into curriculum and instruction to develop 21st Century competencies and expertise in KPS students

- Provide and mandate appropriate professional development with a focus on teachers as life-long learners of technology

- Ensure District technology infrastructure exists to support integration in classrooms
- Focus on scientific research based, best practice for student-centered learning and collaboration
- All teachers will have a web presence that will be used as a communication tool with students and parents
- The District will provide an online collaboration tool to enhance the professional learning community

Goal 3: Use technology to assess students and analyze student data for continuous improvement

- Find or create effective assessments focused on improving student achievement at all levels and all content areas
- Provide access and opportunity to continually analyze assessment data for the purpose of modifying instruction and developing interventions

Goal 4: Use technology to communicate with all stakeholders.

- Investigate and implement communication channels for parents and community, for student to student collaboration, teacher and student communication, and educator professional learning communities
- Develop Kentwood Schools online presence at teacher, building and district level
- Provide professional development to parents to access information available in various communication channels

Goal 5: Increase student access to technology.

- Provide access to student-use hand-held devices that have a demonstrated and proven impact on student achievement
- Provide assistive technology tools as appropriate for targeted populations such as students with disabilities and English language learners
- Increase availability of online collaboration tools

District Technology Planning Team

The Kentwood Public School District's technology planning contributors included:

Name	Position
Hillary Baker	Teacher
Omar Bakri	Principal
Mark Bea	Principal
Troy Best	Parent
Derek Braman	Teacher
Julietta Brothers	Teacher and CTE Coordinator
Keith Friese	Purchasing Manager
Evan Hordyk	Executive Director of Instruction and Technology
Ron Houtman	Kent ISD Instructional Technology Consultant
Todd Hower	KPS LAN/PC Support
Michael Kaechele	Teacher
Lilian Patrick	Educational Technologist
Brooke Storms	Educational Technologist
Scott Vugteveen	KPS Technology Manager

I. CURRICULUM

Curriculum Integration - Section 4

Alignment with State and National Standards

Throughout planning and implementation of the infrastructure and programs that have brought KPS to its current status in technology, administrators and staff have consulted and used information provided through the new ISTE standards and NETS programs. The District is committed to continuing this successful approach to integrating technology and curriculum to improve all students' outcomes

Improving Academic Achievement

The District will use the Kent ISD data warehouse to compile and evaluate student-achievement data. Data will be interpreted and used to modify teaching practices to ensure student achievement. Used appropriately, technology can connect students with information and resources from around the globe and help teachers focus on teaching inquiry, critical thinking, and problem solving. Teachers have access to online resources, Interactive Whiteboards and other technology that they can integrate into daily lessons. The district will provide effective professional development to ensure that all teachers use technology for its maximum benefit to enhance student outcomes.

Some strategies for improving academic achievement through the use of advanced technologies include:

- Provide white boards and projectors in every classroom; ensure access to computer technologies and online resources for all students.
- Provide at least two annual professional development opportunities in technology use, differentiated instruction using technology, and/or student-centered learning through technology to K-12 teachers.
- Integrate ISTE standards into classroom instruction to improve student achievement.
- Ensure that all students have access to technologies that enable them to communicate, connect, and create and share evidence of their learning with student team members and/or faculty.

Teaching Strategies

KPS continues to integrate technology-based resources into the curriculum in all subject areas. Elementary teachers will ensure that students have mastered basic technology competencies (keyboarding, word processing, data modeling using tables, presentations, etc.). Secondary teachers will build on established competencies to develop technology literacy in all students. Students will use technology as a resource for student learning. Teachers will need to develop the skills in students to effectively use technology in their learning including communication skills, online research skills and presentation skills.

Specific strategies for this include:

- Pilot a project-based school-within-a-school at the Freshman Campus and High School (9th and 10th grade 21st Century Global Tech program) in which technology is used to teach, research, and to demonstrate learning.
- Ensure that all teachers have an on-line presence and that they use technology to communicate with students, parents and community.
- Students will use on-line collaborative tools such as Moodle and Google Apps, to connect, communicate, and create evidence of their learning.
- Use technology to transition from teacher-centered to student-centered learning.
- Provide technology to enhance our ability to differentiate instruction for each and every student in the classroom.

Student Achievement - Section 5

Curriculum Integration

The [Michigan Curriculum Framework](#) will be used to guide the development of authentic assessment practices at all levels of instruction. These seven standards describe those things a student should be asked to do to assess his/her learning: 1) organize information, 2) consider alternatives, 3) show understanding of disciplinary content, 4) show understanding of disciplinary process, 5) elaborate on their understanding through written communication, 6) connect problems to the world beyond the classroom, and 7) communicate their knowledge to an audience beyond the classroom.

Assessments are based on student learning objectives contained in district curriculum, which is aligned with the state and national curriculum standards. Assessments inform instruction so that delivery of instruction can be differentiated to meet each student's needs.

The benchmarks developed by the Michigan Education Technology Standards (METS) academic standards (www.techplan.org) will be used to develop grade-level assessment standards regarding the use of technology. Student success in achieving these standards is contingent on computer access. KPS has increased student access to technology and increased teacher use of technology as a classroom tool at all grade levels and in all content areas. KPS, therefore, expects that all students will meet or exceed METS baseline standards. The following initiatives are intended to reinforce and ensure this goal:

- Pilot a project-based school-within-a-school for 9th and 10th graders and infuse technology use by teachers and students into all curricular areas.
- Provide to middle-school students lessons in blogging, screencasting, and wiki online learning journals.
- Use Skype in middle school social studies classes to help students learn directly from sources throughout the world about different religions and cultures.
- Use ePals in the elementary classrooms to facilitate learning about technology and communication.

- Use online software to enable students to prepare for the ACT.
- Use IWB's to encourage staff and students to interact with on-line content in a meaningful way.

Timeline

The district has created 2.5 positions to provide educational technology support including professional development to help teachers integrate their classroom instruction and technology. All of the above initiatives will be implemented by June 30, 2013. Interactive whiteboards will be installed in all core subject area classrooms by September 2010. Collaboration tools will continue to be evaluated for classroom use and implemented in various programs, grade levels and buildings, based on needs. KPS technology staff will continue to provide counsel to teachers regarding new technologies and their creative application in the classroom.

Technology Delivery - Section 6

Currently, KPS has the following technologies to enable distance learning:

- Wireless and hard-wire infrastructure.
- E2020 online courses for student credit recovery and remediation
- Read180, Fastt Math, System 44, Expert 21 (being tested in summer schools), online video streaming, Science Builder.
- Skype to collaborate with other schools and professionals around the world

By August 31, 2010, the district plans to increase bandwidth from 22 Mb to 44 Mb to facilitate access to online resources.

Parental Communications & Community Relations - Section 7

Dissemination

The completed educational technology plan will be posted on KPS website and available as hard-copy on request. The web site address is provided in a newsletter mailed to all District households bimonthly.

Parent-Teacher Communication

Teachers are expected to use technology and a district-wide e-mail system to increase and maintain communication with parents. Parents were surveyed in 2000. Respondents indicated that at least 75% of district families have access to a computer and e-mail either at home or at work. The remaining families are aware of local libraries, school media centers, or coffee shops where they can log on to communicate with the schools and their children's teachers. For those without e-mail, teachers continue to communicate in traditional ways such as sending notes home with children or telephoning. All teachers in all buildings will have personal voicemail messages programs to ensure direct delivery of messages or requests from parents.

KPS has long had homework hotlines in the middle school; a service parents can use to identify assignments to their children. Electronic grade books, implemented in 2001,

allow parents to use a keycode to access their child's attendance, current grade, assignments, and missed assignments. Parents can also set parameters for information they would like to receive (e.g., notify if grade falls below "C", or notify of absences) and the KPS system will send an email to the parent whenever the parameters are satisfied.

KPS plans the following means of improving communication between parents and school and promoting parental involvement through technology:

- Blogs, home pages and teacher pages linked to the KPS web site.
- PIV - Parent Internet Viewer for parents to access student grades and attendance on our website
- Parent email groups and listservs
- RSS feeds
- Text messaging

Collaboration - Section 8

KPS continues an Adult Literacy Service program through Kentwood Community Education, which also provides an alternative high school program: Crossroads. The building for the alternative school and the adult education services contains a fully equipped computer laboratory and offers both curriculum based technology classes for high school diploma and "leisure classes" in specific software for community members who pay to attend.

The District coordinates services with other programs and organizations, including Kent Intermediate School District, Kent Career Tech Center, the Kentwood Branch of the library system, Kent County Literacy Services, Community Media Center, Public Access television station WKTV, and others that offer technology training and/or educational services for adults.

It has recently (2010) developed a contractual and collaborative relationship with West Michigan Center for Arts and Technology (WMCAT), which provides arts and technology education for secondary school students, adults, and teachers.

PROFESSIONAL DEVELOPMENT

Professional Development - Section 9

Goals and Strategies

KPS' goal is to encourage the effective integration of technology into the classroom through needs-based professional development and ongoing support from administration and technology staff.

Kentwood Public Schools will offers staff a variety of ways to achieve professional development credit for incorporating technology use as a part of daily instruction. All offerings are aligned with Michigan Educational Technology Standards (METS) and the ISTE NETS-T for teaching staff and are offered all year. Professional development in technology is intended to:

- Improve all students' learning
- Improve teacher effectiveness.
- Set and maintain high standards for teachers.
- Promote continuous staff learning.
- Enhance staff intellectual and leadership capacity

KPS will take a phased workshop-based approach to professional development. This allows staff to choose professional development for technologies that are most applicable to their classroom and interests. It also provides the flexibility to staff to determine how much training they need in each technology for them to integrate it in a sustainable manner. This workshop-based approach and the flexibility it provides also requires flexibility in the timeframes that professional development in received. Kentwood Public Schools goal is to develop staff that are lifelong learners of technology, not just staff that are proficient in particular skill areas. Professional development that is offered will:

- Focus on:
 - IWB
 - doc camera
 - classroom response system
 - Internet safety for students, preventing cyber-bullying, etc.
- Provide training to use technology with current classroom curriculum
- Offer Implementation Options
 - Multiple options based on level of expertise once fundamental skills are established
 - Multiple options based on technology of focus (IWB, webpage, collaborative tools)
 - Trainers - Teacher-Experts, Kent ISD, educational technologists, outside consultant, building level tech support
 - Online opportunities
 - Using networking and collaboration tools (Ning, Wiki, Moodle)

- Learner-driven research model (11 Things model)
 - Webinar
 - Screencast Tutorial, video clips of teacher lessons
- Offer choices while expecting completion of targets over time
- Identify in-building expertise from one or more individuals for local, immediate support
- Encompass opportunities for teachers, administrators, parents and other support staff.
 - Parent PD may include use of PIV, RSS Feeds, Internet safety and monitoring their child's on line activities
 - Administrators will model the importance of technology integration by participating in technology training and modeling its use. It is important for the administrators to be knowledgeable and supportive of innovative uses of technology in the school and classroom.
- Provide all core staff training to proficiency in integrating IWB into curriculum instruction by end of school year 2010-2011.

Standards

All professional development offerings are aligned with Michigan Educational Technology Standards (METS) and the ISTE NETS-T for teaching staff and are offered all year.

Opportunities for professional development will be offered at times and locations that are convenient for staff. To the extent possible, KPS will provide paid training and/or release time for professional development in technology. All professional development will center on employees as life-long learners, on increasing job satisfaction among employees, and on responding to teachers' stated need for assistance in the classroom. Professional development will be tailored to ensure that state and national criteria and goals are effectively addressed. All new staff will receive training on the technologies that are required for their positions. On an on-going basis, staff will receive training as new technologies are implemented.

All new teachers will be provided training as needed to be on par with the technology and computer skills of existing teaching staff. This training includes strategies and teaching methods to integrate technology into the curriculum and classrooms. Teachers will be evaluated on their use of technology through observation during annual teacher evaluations, and KPS human resources is adding criteria for computer literacy and curriculum integration to its hiring and employment policies and procedures.

Administrators received training on several applications that now allow them access to student demographic information, academic performance, attendance and discipline issues. They have also received training on software that monitors teacher performance and allows them to perform comparative studies on students, classes or teachers across multiple years and buildings.

KPS will focus on moving beyond the collection of data to the effective leveraging of data in the decision making process. This will involve teachers, administrators, parents and students.

Integration

Integration of technology and curriculum should facilitate development or improvement of the following skills and abilities among teachers and students:

- Analyze advantages and disadvantages of widespread use of and reliance on technology in the workplace and in society as a whole
- Use technology tools and resources for managing and communicating personal/ professional information
- Evaluate technology-based options, including distance and distributed education that provides text and video content online for student support at home
- Routinely and efficiently use online information resources to meet needs for instruction, collaboration, research, publications, communications, and productivity
- Select and apply technology tools for research, information analysis, problem solving and decision making in content learning
- Investigate and apply expert systems, intelligent agencies, and simulations in real-world situations
- 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.

Supporting Resources - Section 10

General supervisory, administrative and support responsibilities for technology are designated to district-level personnel, including the Superintendent of Schools, Assistant Superintendents of Curriculum/Instruction and Business, Assistant Superintendent for Human Resources, and the Executive Director of Instruction and Technology. They ensure that technology resources and materials are reviewed annually for relevance and for value to the curriculum in supporting student learning and that those resources or materials that no longer support the goals of the instructional program are withdrawn. They also review hardware for possible replacement within at least five years of purchase and annually thereafter.

The Technology Department Manager, Scott Vugteveen, oversees the activities of 8 staff members. Department staff comprises of the following job specialties:

- District Wide Area Network Specialist
- LAN/PC Specialists,
- Information Systems Specialist,
- Computer Technicians
- Building Technology Coordinators
- Data Specialist
- Help Desk

Current staff has significant and seasoned experience in both public and private sector technology environments. Their combined skills encompass WAN, LAN, PC and peripherals, software development, installation, configuration, training, service, support, and administration. The department, its designees and vendors for work (e.g., sub contractors determined through a formal bidding process; training services), provide the primary level of technical skill necessary for support of the Technology Plan implementation. In addition, staff responds to all emergency calls and makes repairs as noted in the schedule below. Staff maintains all records to document repair and maintenance of District equipment. The following are the Response and Resolution Times that the Technology Team seeks to meet:

<u>Source</u>	<u>Response</u>	<u>Resolution</u>
District	2 hours	same day
Building	same day	same day
Computer lab	same day	next day
Individual machine	next day	1-2 days

The District’s equipment is covered by insurance subject to District liability policy and \$1,000 deductible per incident.

KPS will continue to ensure that the following resources are examined and updated regularly:

Human Resources: The human resources department is completely computerized and can provide on-line job postings and applications process, and recruitment.

Time: Each teacher has a personal computer for recording student progress toward content standards, thus, reducing “paperwork” time.

Professional Development: Teachers are provided manuals and documentation for training and equipment and have ongoing professional development in technology and technology/curriculum integration. All staff members are trained on the use of the phone equipment. Teachers are encouraged to use the phone’s voice mail system for homework information access to parents and students. In addition, online training material continue to be procured from outside organizations or developed by district staff for teachers to access as needed or as part of a more formal online course.

Policies: Currently, KPS maintains and reviews an inventory of all hardware and software to determine the need for and economic feasibility of replacement or upgrades.

Kentwood schools will adopt or continue to provide the following resources for staff, parents, students and/or community members:

- Wiki
- Ning
- 11 things
- Interactive Whiteboard resource collection on line
- Kent ISD support
- KPS intranet
- KPS Webpage
- “Tips and Treats” - Voluntary professional development opportunities for staff led by educational technologists
- Skype
- screen cast tutorials
- Email
- Technology Help Desk support
- Moodle site (internal) for staff use (PLC's, departments, etc.)
 - Streaming video tutorials
 - Student use devices (netbooks, “smart devices”)

INFRASTRUCTURE/TECH SUPPORT HARDWARE – SOFTWARE

Infrastructure Needs/Technical Specification and Design - Section 11

Current Status

Because of a Federal Safe Schools Healthy Students grant, community support of a bond issue, State Technology Assistance grants, general budget allocations and fiscally responsible spending, KPS has been able to meet and even exceed its goals in a number of areas, particularly that of acquiring technology equipment and infrastructure.

KPS currently has the following technology being used in the school district:

- Fiber Optic network to all buildings facilitating data and voice traffic
- 35-40 HP servers for file/print sharing, email, curriculum applications, electronic gradebook, student and finance systems, etc.
- Two 30+ station labs in each elementary
- Three 30+ station labs in each middle school
- Five 30+ station labs in the East Kentwood Freshman Campus
- Thirteen 30+ station labs in East Kentwood High School
- Two 30+ station labs at Crossroads High School in addition to 6 computers for student use in each classroom
- Every classroom has a computer for teacher use
- Internet Filter (CIPA Compliant)
- District-wide 3:1 student to computer ratio including the use of wireless laptop and netbook carts
- Interactive Whiteboards and document cameras in every grade-level elementary classroom
- Data projectors installed in 80% of classrooms throughout the district
- Voice amplification systems in all grade-level elementary classrooms
- Updated website with consistent “look & feel” for all buildings and departments

Planned Infrastructure Additions and Improvements

KPS Plans the following acquisitions and improvements to infrastructure, hardware, technical support and software:

- Increase bandwidth from 22 Mb to 42 Mb by the start of school year 2010-11.
- Add appliances that manage and prioritize types of Internet traffic and monitor use by user accounts.
- Building administrators will assist with ensuring that all internet use in their building is educationally necessary.
- Add an efficient means or tool to allow access to legitimate educational content while filtering out non-educational content.
- Provide students with access to netbooks, webcams, “smart devices” and/or classroom response systems.
- Expand wireless access in district buildings and classrooms.
- 1:1 student computer access for specific programs

- Adapt curriculum to include technology resources such as e-text textbooks and interactive whiteboard resources.
- Increase access to collaborative tools such as wikis, blogs, Google apps, learning networks
- Continue and expand use of Kent ISD systems such as IGOR and Curriculum Crafter
- Develop standard for electronic portfolios of student work
- Increase KPS' capability of giving and processing assessments using technology to provide immediate feedback to students and teachers and to decrease assessment processing time for staff
- provide additional support to ELL and students with disabilities using translators and assistive technologies

KPS has invested and continues to invest in technology that is compliant with industry standards and best practices. The district has adopted guidelines for hardware and software purchases. Adherence to these standards and guidelines insures the sustained interoperability of equipment and applications. In addition, the district engages with consultants and experts, when necessary, to assist with the design and implementation of large scale projects and initiatives.

Technical support is provided by the district's Technology Department. The department is comprised of nine full-time employees who specialize in the areas of desk-side services, application support, network operations, and data analysis. In addition to the technology department staff, each building has a designated building tech-coordinator who provides the first level of support to students and staff within the building. An additional level of support is provided through the Help Desk. From there support calls are prioritized and assigned to the appropriate technology staff personnel for resolution.

Increase Access - Section 12

Currently every student in the district has access to technology either through computer labs or in the classroom. The district plans to research the amount of access students have to technology at home and in the community.

KPS has invested in computers that assist teachers in helping their students achieve through the use of technology. These include interactive white boards and projectors, student response systems, webcams and various handheld devices. The use of Handheld devices are being explored for feasibility and cost effectiveness. As well, KPS is exploring the use of student response systems as a low-cost means of gathering student data and incorporating technology experiences in classrooms. Open source software will be used where applicable.

Special needs students are accommodated with technology when a need is identified (e.g., Braille embosser and voice recognition software is used by a visually impaired student). Translation tools will be made available for our English language learner students and their parents based on priority and need.

FUNDING AND BUDGET

Budget and Timetable - Section 13

KPS General Fund Projected Budgets

	2010-11	2011-12	2012-13
Salaries and Benefits	\$ 500,000.00	\$ 520,000.00	\$ 540,000.00
Travel	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Professional Development	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Equipment Repair	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
Supplies	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Hardware	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Software	\$ 25,000.00	\$ 10,000.00	\$ 10,000.00
3rd Party Support	\$ 140,000.00	\$ 150,000.00	\$ 180,000.00
Internet Access	\$ 50,000.00	\$ 55,000.00	\$ 55,000.00
Total	\$ 780,000.00	\$ 800,000.00	\$ 850,000.00

Projected Expenses for Special Projects

	2010-11	2011-12	2012-13
Interactive Whiteboards	\$ 360,000.00		
Student Information System	\$ 73,000.00		
Student Use Devices	\$ 150,000.00	\$ 100,000.00	
Server Virtualization		\$ 35,000.00	\$ 25,000.00
Battery Backup		\$ 10,000.00	
Professional Development	\$ 175,000.00	\$ 115,000.00	\$ 115,000.00
Replacement of teacher desktops		\$ 200,000.00	\$ 200,000.00
Replacement of computer lab desktops		\$ 100,000.00	\$ 100,000.00
Total	\$ 758,000.00	\$ 560,000.00	\$ 440,000.00

Coordination of Resources - Section 14

Funding sources for the projects and purchases planned include but are not limited to Universal Services Fund, technology grants, local Education Foundation grants, Title and At Risk funds and allocated general operating funds. Local funding is also periodically supplied through corporate and individual donations.

MONITORING AND EVALUATION

Evaluation - Section 15

The KPS Technology Director will monitor and direct progress during implementation of all components of the Technology plan. A Technology Committee composed of teachers, administrators and parents will meet annually to discuss progress and make recommendations regarding necessary adjustments to align with the goals stated herein and/or to add goals that provide a previously unanticipated benefit to students. Feedback will be ongoing through established inter-departmental communication channels.

For all projects that are designed to enhance classroom instruction, KPS will use the following guiding questions/activities to gather baseline and comparative data to determine successful achievement of project outcomes:

- Gather appropriate data pre- and post-implementation.
- Administration will monitor teacher use of new equipment/software.
- Collect student/staff/parent reactions a year following implementation.
- As part of annual teacher evaluations, observe teachers' use of technology to improve teaching and learning.
- Use classroom and/or standardized test scores to measure increased student achievement.

All measures will be used to judge progress toward technology goals and District goals for teaching and learning.

The evaluator will ask of each technology project implementation the following focus questions to ensure that goals are met:

- Has the project been implemented within a reasonable timeframe? Is the project and any progress toward goals sustainable?
- Have sufficient time, human, and financial resources been allocated to the implementation of the plan?
- Are designated staff, parents, students participating in periodic monitoring of progress?
- Are there additional action steps that need to be incorporated into the District's technology plan to achieve continued improvement?
- Have there been any surprises? If so, what lessons have been learned?

KPS plans the following new evaluations for this project period:

- Survey staff on technology and professional development regarding technology needs
- Form an advisory group of teachers, tech staff, educational technologists and administration to ensure that technology plan is current and to communicate concerns regarding technology needs and instructional needs.

Acceptable Use Policy - Section 16

Kentwood Public Schools has implemented an Acceptable Use Policy, which follows. Every student and staff member that uses District owned technology is required to sign the District AUP at the time they are hired or at the beginning of the school year. The policy that employees and students sign is included on the next page.

Kentwood Public Schools has met the requirements of CIPA (Children's Internet Protection Act). For several years, Kentwood Public Schools has used filtering software to prevent student and employee access of inappropriate or offensive web content. Kentwood Public Schools uses an 8e6 filtering appliance to perform this function. This software is updated regularly to ensure that new sites are monitored and blocked if necessary. Kentwood Public Schools has a process for staff to report sites that are blocked in error.

KENTWOOD PUBLIC SCHOOLS **ACCEPTABLE USE POLICY**

Kentwood Public School District ("District") provides a wide range of computer resources to its students and staff for the purpose of advancing the educational mission of the District. These resources are provided and maintained at the District's -- and therefore, the public's -- expense and are to be used by members of the school community with respect for the public trust through which they have been provided. Access to District resources, including the Internet, is a privilege and not a right. The District and its designees will be the sole judge(s) regarding the type, quality and duration of access to computing and Internet resources and may discontinue use at any time, with or without notice, for any reason whatsoever.

The Acceptable Use Policy that follows provides details regarding the appropriate and inappropriate use of District computers. The procedures do not attempt to articulate all required or proscribed behavior by users. Successful operation of the District computer network requires that all users conduct themselves in a responsible, decent, ethical, and polite manner while using the District computers. You, the user, are ultimately responsible for your actions in accessing and using District computers and the District computer network. As a user of District computers, you are expected to review and understand the guidelines and procedures in this document.

Scope

The following applies to all District staff and students, and covers all District computer equipment including any desktop or laptop computers provided to staff, the District computer network, and any computer software licensed to the District.

Appropriate Use

The District expects everyone to exercise good judgment and use the computer equipment in a professional manner. Your use of the equipment is expected to be related to the District's goals of educating students and/or conducting District business. The District recognizes, however, that some personal use is inevitable, and that incidental and occasional personal use that is infrequent or brief in duration is permitted so long as it occurs on personal time, does not interfere with District business, and is not otherwise prohibited by District policy or procedures.

Use of District Software: District software is licensed to the District by a large number of vendors and may have specific license restrictions regarding copying or using a particular program. Users of District software must obtain written permission from the District prior to copying or loading District software onto any computer, whether the computer is privately owned or is a District Computer. Users are not to delete or add software to District Computers without obtaining written permission in advance from the District.

Use of District Hardware: Users of District Computers are expected to respect the District's property and be responsible in using the equipment. Users are to follow any District instructions regarding maintenance or care of the equipment. Users may be held responsible for any damage caused by intentional or negligent acts in caring for District Computers under their control. The District is responsible for any routine maintenance or standard repairs to District Computers. Users are expected to timely notify the District of any need for service.

Use of Non-District Software and Hardware: Prior to loading non-District software onto District Computers (including laptops and desktops), a user must receive permission from the District. All software must be legally licensed by the user prior to loading onto District Equipment. The unauthorized use of and/or copying of software is illegal. It is against KPS practice for staff or students to copy or reproduce any licensed software using KPS computing equipment, except as expressly permitted by the specific software license. Unauthorized use of software is regarded as a serious matter and any such use is without the consent of KPS." Prior to connecting any non-District computer equipment (laptop, desktop, wireless access point, etc.) to the District network, a user must receive written permission from the District.

Prohibited Uses: District Computers may not be used for the following purposes (Please note that this list is illustrative, and is not intended to be all inclusive):

- **Commercial Use:** Using District Computers for personal or private gain, personal business, or commercial advantage is prohibited.
- **Political Use:** Using District Computers for political purposes in violation of federal, state, or local laws is prohibited. This prohibition includes using District computers to assist or to advocate, directly or indirectly, for or against a ballot proposition and/or the election of any person to any office. The use of District Computers for the expression of personal political opinions to elected officials is prohibited. Only those staff authorized by the Superintendent may express the District's position on pending legislation or other policy matters.
- **Illegal or Indecent Use:** Using District Computers for illegal, harassing, vandalizing, inappropriate, or indecent purposes (including accessing, storing, or viewing pornographic, indecent, or otherwise inappropriate material), or in support of such activities is prohibited. Illegal activities are any violations of federal, state, or local laws (for example, copyright infringement, publishing defamatory information, or committing fraud). Harassment includes slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, pranks, or verbal conduct relating to an individual that (1) have the purpose or effect of creating and intimidating, hostile or offensive environment; (2) have the purpose or effect of unreasonably interfering with an individual's work or school performance, or (3) interfere with school operations. Vandalism is any attempt to harm or destroy the operating system, application software, or data. Inappropriate use includes any violation of the purpose and goal of the network. Indecent activities include violations of generally accepted social standards for use of publicly-owned and operated equipment.

- Using the unauthorized identity or credit of another person or entity without their expression permission is prohibited.
- Bullying using the Internet is prohibited.
- Non-District Employee Use: District Computers may only be used by District staff and students, and others expressly authorized by the District to use the equipment.
- Email Use: Students may not access personal email accounts unless it directly relates to their course work **and approval is given by the teacher or supervisor.**
- Disruptive Use: District Computers may not be used to interfere or disrupt other users, services, or equipment. For example, disruptions include distribution of unsolicited advertising ("Spam"), propagation of computer viruses, distribution of large quantities of information that may overwhelm the system (chain letters, network games, or broadcasting messages), and any unauthorized access to or destruction of District Computers or other resources accessible through the District's computer network ("Cracking" or "Hacking").

Privacy

District Computers, the Internet, and use of email are not inherently secure or private. For example, the content of an email message, including attachments, is most analogous to a letter or official memo rather than a telephone call, since a record of the contents of the email may be preserved by the sender, recipient, any parties to whom the email may be forwarded, or by the email system itself. It is important to remember that once an email message is sent, the sender has no control over where it may be forwarded and deleting a message from the user's computer system does not necessarily delete it from the District computer system. In some cases, emails have also been treated as public records in response to a public records disclosure request. Likewise, files, such as Internet "cookies" may be created and stored on a computer without the user's knowledge. Users are urged to be caretaker's of their own privacy and to not store sensitive or personal information on District Computers. Use of the Internet, and information and available resources, are at the user's own risk. The District makes no warranties of any kind, either express or implied, for the services/products/access it provides and is not responsible for damages of any kind whatsoever or for the security of the user's personal information.

Users have no legitimate expectation of privacy. The District reserves the right to do monitor or review individual user's Internet and e-mail use for any reason. The District specifically reserves the right to monitor and review the information for a variety of reasons, included, but not limited to, analyze the use of systems or compliance with policies, conduct audits, review performance or conduct, obtain information, or for other reasons. The District reserves the right to disclose any electronic message to law enforcement officials, and under some circumstances, may be required to disclose information to law enforcement officials, the public, or other third parties, for example, in response to a document production request made in a lawsuit involving the District or by a third party against the user or pursuant to a public records disclosure request.

Using the Internet Wisely

- Be circumspect about where you go and what you do. Do not visit any site or download or share any material that might cause anyone to question your professionalism, or the District's.
- Read the "License" or "Legal" contract terms on every site. Do not purport to bind the District to any license or other contract. If you make an agreement on your own behalf, do not violate that agreement using the District equipment or Internet account.

