Hillsdale County Intermediate School District

Technology Development Plan
July 1, 2012-June 30, 2015
http://pas.k12.mi.us/elemlab/techplan/tplan.htm
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Pittsford Area Schools
Technology Plan
July 1, 2012-June 30, 2015
Required Elements:

Required Element: Introductory Material: Sections 2-3

Mission Statement:
The Pittsford school community will provide continual opportunities for maximum student achievement.

Pittsford Area Schools, located in a rural setting in South Central Michigan draws from a predominately white, low to lower middle class socio-economic demographic. Encompassing about 60 square miles in size, the district educates over 600 students in two buildings that are connected by a gymnasium. The school employs approximately 70 people, with 14 teachers in the elementary school and 20 teachers in the middle school/high school. Pittsford itself is a non-incorporated village with few businesses. The school is a focal point for the community, and involvement in school functions is vigorous.

Although Pittsford is not a large district, there has been a strong focus on technology over the last fifteen years, and we constantly strive to improve and expand our technology program. It becomes increasingly difficult to fund continued expansion during these challenging financial times in Michigan, but the district considers it crucial to give students as many opportunities as possible so they may become proficient users of technology and be successful, productive adults.

Vision and Goals

Technology Vision Statement
Pittsford Area Schools will equip students with the skills needed for future success through the infusion of technology into the curriculum.

General Technology Goals:

- Provide the necessary tools to enable and empower teachers to integrate technology into their classroom curriculum
- Continue to align our technology instruction to meet state benchmarks
- Enable students to learn the ethical use of technology that is necessary to prepare them for higher education and the workforce
- Provide parents access to our technology systems to enable them to be more involved in their students’ education

I. CURRICULUM
Required Element: A. Curriculum Integration - SECTION 4
Specific Goals for Technology

1. Develop a technology curriculum in our early elementary classes. This will include integrating knowledge of types of technology and their common uses in daily life into the classroom instruction and activities. Productivity tools and specific computer skills will be taught in the computer lab.

2. Demonstrate knowledge about instructional resources that assist in writing, creating lesson plans, assessment, and communication.

3. Improve assessment strategies to better enable teachers to identify areas in which students need extra help.

4. Continue to improve language arts skills at all grade levels through the use of technology.

Strategy for Implementation

1. Inform teachers on the subject of State technology benchmarks at each grade level. Increase lab time for early elementary classes in order to deliver specific computer skills instruction.

2. Continue to train teaching staff on methods and advantages of using internet based information providers and demonstrate specific subject content available to them.

3. Continue to implement the use of the Read Naturally and Success Maker software into our reading intervention program. Read Naturally is an extensive reading instruction software package. Success Maker is an extensive math and reading instruction software program. Students’ reading skills are assessed through the Star Reading test software and one-on-one teacher observation to determine the level of intervention that will be instituted using the Read Naturally and Success Maker are software in grades 1-8.

4. Increase the number of Accelerated Reading quizzes available and add computers to classrooms and Media Centers to encourage more use of our AR program. Schedule more computer time for students in grades 1-8 to use the reading intervention software “Read Naturally”.

I. CURRICULUM

Required Element: B. Student Achievement – SECTION 5

Student Achievement

Technology accommodates different learning styles and will provide for a higher level of student achievement at all levels. Students will be expected to demonstrate certain levels of achievement through their use of technology. All students will be provided with opportunities to:

1. Explore and experience the use of technology to solve problems
2. Describe the use and creation of technological systems
3. Understand the issues and ethics relating to the use of technology
4. Demonstrate the proper use of technological hardware and applications

Pittsford Area Schools has 3 large computer labs. In the secondary school, there is a 25 station
teaching lab where high school computer classes are taught and a 30 station research lab adjacent to the Media Center. Teachers bring their classes to the Research Lab for internet research, word processing, presentations or assessment tests. Additionally, there are mini-labs with 8-10 computers and specialized software in the CAD and Accounting classrooms. In the elementary there is a 30 station computer lab. There are computer pods of four to six computers in both the secondary and elementary school Media Centers, and in the Community Room.

The district will continue to dedicate time for all students at each grade level, K-12, for skill development in the various labs. In addition to computer skills, the use of software applications, and the ethical use of technology will be taught at each grade level.

I. CURRICULUM
Required Element: C. Technology Delivery -SECTION 6

The district has high-speed internet connectivity through a dedicated fiber optic network delivered through the Hillsdale County Intermediate School District. This allows for two-way interactive Distance Learning, which provides additional and rigorous course offerings. This, in addition to courses offered via the Internet allows students to access an array of distant resources. Our Distance Learning capabilities allow us to take advantage of remote, interactive field-trips to expand the experiences we are able to offer our students.

I. CURRICULUM
Required Element: D. Parental Communications & Community Relations - SECTION 7

The educational technology plan will be disseminated to the community through district wide mailings generated quarterly and published in its entirety on our website. Parent organization leaders are kept abreast of school information through frequent meetings. Pittsford maintains an extensive school web site which provides contact information for all school employees, student and sports’ handbooks, policy documents, schedules, course descriptions, announcements, school board information and minutes of all meetings, and much more in our continuing effort to keep the community informed. Of great interest to many people with Pittsford connections is the portion of our web site, which is devoted to the history of the school and community. Through our web-based Power School Parent Information Viewer, we provide parents with instant access to their students’ real-time attendance, grades and discipline data. Pittsford Area Schools also uses a telephone call system as a means of communicating with parents. We have the capacity to contact parents by phone immediately at any phone number or email addresses. The program is used to inform parents of school delays, cancellations or other timely school news. We have developed a Pittsford mailing list for parents or any interested party in the community who wishes to receive email from the school administrative office.

As a small district, the involvement of parents is accomplished through our parent organizations. They are regularly provided with information and often participate in problem solving and fund raising.

I.CURRICULUM
Required Element: E Collaboration – Section 8

Programs which include community access to the district technology systems exist in collaboration with local adult literacy service providers making maximum use of technology. The district will continue to offer the adult computer literacy classes on an as-needed basis. The Technology
Coordinator will collaborate with the existing Adult Education Programs in Hillsdale County to make these services available to our residents as they are needed. Presently, night school and summer school are offered to county students for high school credits using the Nova Net online program.

II. PROFESSIONAL DEVELOPMENT
Required Element: F. Professional Development - SECTION 9

Each year, the district dedicates a minimum of 5 days to professional development for teacher training.

Professional Development topics being considered for the 2011-2012 school year will include, but are not limited to:
Training in the use of Curriculum Crafter
Training in the use of iPads
The administration was trained on the use of Stages, a program for evaluations
Training in the use of data director
Using online testing programs to assess students’ comprehension of academic with NWEA
Training in the use of and integration into the classroom curriculum of interactive whiteboard technology

II. PROFESSIONAL DEVELOPMENT
Required Element: G. Supporting Resources – SECTION 10

Ongoing sources of technical support training and assistance will be available to the school, teachers and administrators through various sources. Examples of these resources include:

- District policies
- Teacher and program materials
- Video lending library through the REMC
- Tutorials available on the school website
- Instructional/training software
- Online subscription services available through the Library of Michigan such as First Search, SIRS, InfoTrac, and Electronic Library.
- Jackson County ISD provides our internet and spam filters, supports our Internet service and offers technology training
- REMC 15, Jackson ISD, provides professional development training as seminars and support for higher education and offers graduate classes through Spring Arbor University and other universities.
- Michigan Virtual University and Recipes4success.com are also available for professional development.

Additional supporting resources will be acquired to ensure successful use of new technologies as they are introduced into the system. On-line services include encyclopedias and magazine databases through the Access Michigan Project. The district subscribes to technical support services for the following software programs: Meal Magic, Read Naturally, Accelerated Reader, Success Maker, STAR Reading, Follett, Power School, NWEA, Stages, Data Director and Web version of SDS financial.
III. INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT AND SOFTWARE
Required element: H. Infrastructure Needs/Technical Specification, and Design – Section 11

Hardware Inventories: June 25, 2012

District Wide Inventory:

76 telephones
220 direct connections to the internet
250 computers and other devices with internet capability
21 interactive white boards
13 interactive voting systems
1 digital camera
1 interactive television unit
6 overhead projectors.

There are three, 4 year old Windows 2003 servers which host our Follett library cataloguing system, Accelerated Reader, the SDS student information system and the Pinnacle grade book programs.

All classrooms, offices and cafeteria have network/internet access.
All rooms, grades 6-12 have cable access with televisions and VCR's.
All classrooms K-12 have from one to eight computers with Internet access.
All computers have Office 10 on them.
STRATEGIC PLAN; PROJECTED TIMETABLE

A projected timetable has been devised to implement the strategic long-range plan. A three-year plan is included with projected dates which are contingent upon the availability of funds.

TECHNOLOGIES TO ACQUIRE (which represent reasonable expectations)

12-15: Add/replace two network printers in secondary school
12-15: Replace 24 port 10/100 hubs with 24 port unmanaged switches throughout school
12-15: Purchase multimedia video projector and mounting hardware for the three computer labs and each classroom, grades K-12
12-15: Install interactive white board systems in each classroom
12-15: Purchase two digital cameras for elementary classroom use
12-15: Purchase two digital cameras for high school/middle school classroom use
12-15: Purchase a 30 pack mobile iPad cart
12-15: Purchase 2 mobile laptop carts with 25-30 laptops
13-15: Replace three 30 station computer labs
13-15: Replace 45 staff workstations
13-15: Purchase 5 apple tv’s
13-15: Purchase 5 flat screen tv’s

Technology we would like to acquire should funding become available:

Establish a Multi-Media Production Lab for video production and pod-casting
Add 12-station mini computer lab with color laser printer to first floor of middle or secondary school
Replace cat 5 wiring and small hubs that are the network connection from the high school library to the elementary side switches with fiber-optic cable and fiber capable switches to increase internal network speed
Install video surveillance and building security system
Purchase and install wireless access points

C. Interoperability with existing technologies

The networks, hubs and wiring were purchased and installed with expansion in mind. The above components will be merged with existing technologies to provide for interoperability within our existing structure allowing better real time access for students and staff. Existing technologies include:

District networks and licensed software programs
High school business computer lab
High school library research lab
Elementary computer lab
Accounting lab
Introduction To Business class equipment
High School and Elementary Library Media Centers
Library automation systems with off-site Internet access
Drafting / CAD lab
Music composition programs
On-line databases provided through the Library of Michigan’s Access Michigan project. Peripherals include printers, scanners, digital cameras, DVD players, VCR’s, CD ROM players, a video camera, midi-board and electronic keyboard.

D. Technical Support

Pittsford Area Schools has recently entered into a technical services agreement with the Jackson County ISD. A broad array of technical services and support (both locally and remotely) are provided through this agreement. We also provide the following additional layers of support:

- One full time district Technology Coordinator (also a member of the JCISD team).
- One full time Classroom Technology Support Specialist
- Building computer lab teachers and media center specialists also perform initial technical support.

In addition to labor, there are many procedures in place that help maintain the highest state of operations, including:

- A database which tracks technology and is used to log requests for support
- Computer equipment is scheduled for replacement every five years
- File servers and networking hardware are under support contracts
- Computer equipment is cleaned annually and inspected for operational readiness
- Anti-virus software is used to intercept and quarantine viruses before they spread
- A managed desktop environment limits students ability to modify computer settings

These practices help us to provide timely cost-effective support in our district.

III. INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT AND SOFTWARE

Required Element: I. Increase Access – SECTION 12

All students and teachers have easy access to technology. All classrooms K-12, labs, and libraries have computers available that are connected to the Internet. All classroom teachers have easy access to personal laptop or desktop computers. Interactive TV access was added in 2002-03 to provide access to learning opportunities outside of the district. Updating of hardware in classrooms, labs and libraries is on-going with new computers added to the inventory each year to replace or supplement the existing ones. Older computers are rotated into labs or classrooms for extra limited task work stations.

IV. FUNDING AND BUDGET

Required Element: J. Budget and Timetable – Section 13

A projected budget for the total cost of the technologies to be acquired has been devised to implement the three-year plan. Total projected costs of the technologies have been estimated by the district and outside vendors. These costs may vary at the actual time of implementation and refurbished hardware is purchased when appropriate for the situation. Items addressed in the budget include:

Hardware and networking costs
Maintenance and technical support services
Software and curriculum support costs

Salaries and benefits along with professional development are not included as they are considered a part of the general budget.
### Projected Budget and Timetable

<table>
<thead>
<tr>
<th>Description</th>
<th>PRICE</th>
<th>TOTAL</th>
<th>DISTRICT COST</th>
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<tbody>
<tr>
<td><strong>UPGRADE CLASSROOM TECHNOLOGY K - 6</strong></td>
<td></td>
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<tr>
<td>Lease 16 Computers (Staff Stations)</td>
<td>$215.00</td>
<td>$3,440.00</td>
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<tr>
<td>Purchase 30 iPads w/ Cart</td>
<td>$16,500.00</td>
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<td>Lease 16 Laptops (Staff Stations)</td>
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<tr>
<td>Purchase 2 Apple TV Components</td>
<td>$125.00</td>
<td>$250.00</td>
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<tr>
<td>Purchase 2 Flat Screen TV's</td>
<td>$650.00</td>
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<tr>
<td><strong>UPGRADE ELEMENTARY COMPUTER LAB</strong></td>
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<td>Lease 30 Computers</td>
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<td>$6,450.00</td>
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<td><strong>Upgrade Elementary Library</strong></td>
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<td>Lease 4 Computers</td>
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<td><strong>UPGRADE CLASSROOM TECHNOLOGY 7 - 12</strong></td>
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<td>Lease 20 Computers (Staff Stations)</td>
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<td>Purchase 30 iPads w/ Cart</td>
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<tr>
<td>Lease 20 Laptops (Staff Stations)</td>
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<tr>
<td>Purchase 2 Apple TV Components</td>
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<td>Purchase 2 Flat Screen TV's</td>
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<td><strong>UPGRADE CAD LAB</strong></td>
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<td>CAD Software</td>
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<td>Lease 5 Computers</td>
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<tr>
<td><strong>UPGRADE TEACHING LAB</strong></td>
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<td>Lease 30 Computers</td>
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<td>Replace printer in H.S. teaching lab</td>
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<td><strong>UPGRADE RESEARCH LAB</strong></td>
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<td><strong>ADD/REPLACE NETWORK PRINTERS</strong></td>
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<td>Add/replace two printers HS/Middle School first floor</td>
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<td>Add/replace two printers Elementary</td>
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<td><strong>District Special Education / RTI</strong></td>
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<tr>
<td>Lease 25 Computers</td>
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<td><strong>District Wide Equipment</strong></td>
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<td>Replace master switch</td>
<td>$3,000.00</td>
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### UPDATE DISTRICT OFFICE TECHNOLOGY

**Lease 4 Computers**

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<th>Cost 2</th>
<th>Cost 3</th>
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<td>2020</td>
<td>$215.00</td>
<td>$860.00</td>
<td>$860.00</td>
<td>$860.00</td>
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</tbody>
</table>

### PURCHASE DIGITAL CAMERAS

- **Purchase 2 cameras for HS**
  - Year 1: $200.00
  - Year 2: $400.00
  - Year 3: $400.00

- **Purchase 2 cameras for Elementary**
  - Year 1: $200.00
  - Year 2: $400.00
  - Year 3: $400.00

### INTERACTIVE WHITE BOARDS

- **Purchase 2 white board systems per year**
  - Year 1: $2,500.00
  - Year 2: $5,000.00
  - Year 3: $5,000.00
  - Year 4: $5,000.00

### COST OF INTERNET CONNECTION

- **Internet Access**
  - Year 1: $2,303.00
  - Year 2: $2,303.00
  - Year 3: $2,303.00
  - Year 4: $2,303.00

- **Fiber connection**
  - Year 1: $8,338.00
  - Year 2: $8,338.00
  - Year 3: $8,338.00
  - Year 4: $8,338.00

- **Debt Payment to Fiber Consortium**
  - Year 1: $12,000.00
  - Year 2: $12,000.00
  - Year 3: $12,000.00
  - Year 4: $12,000.00

### ANNUAL FEES OUTSIDE SOFTWARE

- **e2020**
  - Year 1: $5,500.00
  - Year 2: $5,500.00
  - Year 3: $5,500.00
  - Year 4: $5,500.00

- **Discovery Video Streaming**
  - Year 1: $490.00
  - Year 2: $490.00
  - Year 3: $490.00
  - Year 4: $490.00

- **Libraries: Follett**
  - Year 1: $2,138.00
  - Year 2: $2,138.00
  - Year 3: $2,138.00
  - Year 4: $2,138.00

- **NWEA**
  - Year 1: $8,000.00
  - Year 2: $8,000.00
  - Year 3: $8,000.00
  - Year 4: $8,000.00

- **Accelerated Reader/Star**
  - Year 1: $339.00
  - Year 2: $339.00
  - Year 3: $339.00
  - Year 4: $339.00

- **SDS Financial Web**
  - Year 1: $4,900.00
  - Year 2: $4,900.00
  - Year 3: $4,900.00
  - Year 4: $4,900.00

- **Power School**
  - Year 1: $2,500.00
  - Year 2: $2,500.00
  - Year 3: $2,500.00
  - Year 4: $2,500.00

- **Data Director**
  - Year 1: $975.00
  - Year 2: $975.00
  - Year 3: $975.00
  - Year 4: $975.00

- **Meal Magic**
  - Year 1: $648.00
  - Year 2: $648.00
  - Year 3: $648.00
  - Year 4: $648.00

- **Curriculum Crafter**
  - Year 1: $1,126.00
  - Year 2: $1,126.00
  - Year 3: $1,126.00
  - Year 4: $1,126.00

- **Success Maker**
  - Year 1: $9,274.00
  - Year 2: $9,274.00
  - Year 3: $9,274.00
  - Year 4: $9,274.00

- **Stages (Evaluation Software)**
  - Year 1: $1,955.00
  - Year 2: $1,955.00
  - Year 3: $1,955.00
  - Year 4: $1,955.00

- **MASB EriN & On-Line Board Policy**
  - Year 1: $1,400.00
  - Year 2: $1,400.00
  - Year 3: $1,400.00
  - Year 4: $1,400.00

### Annual Totals

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<td>2022</td>
<td>$144,546.00</td>
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IV. FUNDING AND BUDGET  
Required Element: K. Coordination of Resources - SECTION 14

1. The district has dedicated local funding from Durant rebates over the next 7 years for technology replacement.
2. The district will continue to fund professional development for staff.
3. The district will leverage title monies to support training for individuals who are identified for need.

The district Technology Coordinator and Superintendent will coordinate available state and local grant resources available to implement the strategic long-range technology plan. They will meet with the District Technology Committee, county technology leaders and the Hillsdale ISD for updates on technology developments and to apply for state, local and federal grants that may be available. We will continue to research and apply for all possible grants.

V. MONITORING AND EVALUATION  
Required Element: L. Evaluation – Section 15

The Pittsford Area Schools Technology Development Plan will be evaluated and updated during the regular meetings of the Technology Committee and a final revision will be completed in May of each year. Any unmet goals will be referred to the Technology Committee who will then develop strategies to address them. The revised plan will be presented to the Pittsford Board of Education at the May or June meeting.

Evaluation will be based on the following areas:

1. **Establish a projected timetable for the technologies to be acquired**  
   Each year the plan will be revised with a projection of three years for acquiring technologies. This timetable will be included in the annual technology report submitted to the Pittsford Board of Education.

2. **Interoperability with existing technologies as new technologies become available**  
   All new equipment and software when purchased and installed will be integrated into existing technologies with expansion in mind.

3. **Integrating acquired technologies into the curriculum to enhance teaching, training and student achievement**  
   Each year the use of current technologies will be reviewed to determine the alignment with course curriculum and grade level. Any new software or hardware purchased will be evaluated for alignment within the current curriculum.

4. **Collaboration with existing adult literacy services**  
   Adult computer literacy classes will be offered and reviewed for continued need. The Pittsford Area Schools web site will make technological resources available to the community through the Internet.

5. **Sustained professional development**  
   Professional development training will be determined by a staff survey in the previous year.
All in-services will be evaluated using the In-service and Conference Evaluation Form designed by the district school improvement team.

6. **Sources of ongoing technical support and training**
   Sources and services of technical support will be evaluated at the regular technology committee meetings. At the end of the year a recommendation for the following year will be made to the Pittsford Board of Education in the annual technology plan.

7. **Supporting resources to be acquired to ensure effective use of technologies**
   The technology committee will seek to acquire various resources such as on-line databases as available such as First Search, encyclopedias, etc. These resources will be evaluated annually to determine their use and effectiveness within the curriculum.

8. **Projected costs of technologies to be acquired**
   All new equipment costs will be recorded as purchased and reported to the technology coordinator. The projected costs of new technologies will be updated yearly and included in the annual technology report to the Pittsford Board of Education.

9. **District coordination for available state and local grants**
   The superintendent and district technology coordinator will research state and local grants available to the district. Any staff member may bring a proposed grant to the committee or personally submit a grant with the permission of the superintendent. All successful technology grants submitted by staff will be reviewed yearly and included in the annual technology report to the Pittsford Board of Education.

10. **Inventory of existing technologies**
    At the end of each school year an inventory of technology hardware will be taken and included in the annual technology report. Inventories are available on pages 6-7 of this document.

11. **Review requests for new equipment**
    Requests for new equipment and materials will be submitted to the committee on the Resource Distribution form developed through the school improvement process. The committee will review the requests and refer acceptable requests to the proper principal for purchase.
MONITORING AND EVALUATION
Required Element: M. Acceptable Use Policy –Section 16: Student and Staff Policies:

Pittsford Internet and Technology Systems
Technology User Contract
Students

Use of the Pittsford Information Technology Systems, hereafter referred to as PITS is a privilege extended to students, staff and administration to enhance learning and exchange information. Each user of technology shall read and sign the following Technology User Contract. Each user must understand and agree to the following:

1. That the use of the PITS is a privilege which may be revoked by the administrators of the system at any time for abusive conduct. Such conduct would include, but not be limited to:
   a. downloading or sharing of copyright protected files
   b. the placing of unlawful information on any technology system
   c. the use of obscene, abusive or otherwise objectionable language in either a public or, upon registration of complaint, private message or on other systems that are accessed through the district owned equipment or systems.
   d. use of technology resources to bully others, ie “cyber-bullying”.
   e. attempting to circumvent the internet content filter required by *CIPA

   The staff and/or administration of Pittsford Area Schools will be the sole arbiter of what constitutes obscene, abusive, or objectionable language or conduct.

2. That the use of the PITS is a privilege which may be revoked by the administrators of the system at any time for conduct that embarrasses, harms, or in any way distracts from the good reputation of the district, its faculty, staff, and students, or any organizations, groups, and institutions with which the school is affiliated. Users of PITS must report to the administration any material that makes them feel threatened, harassed, or bullied. The staff and/or administration of Pittsford will be the sole arbiter of what constitutes this unacceptable behavior.

3. That the technology staff and/or administration reserves the right to review any material stored in files on district owned systems and will edit or remove any material which the staff, in its sole discretion, believes may be unlawful, obscene, abusive, or otherwise objectionable.

4. That all information services and features contained on the technology systems of Pittsford Area School District are intended for the educational use of its users, and any commercial or unauthorized use of those materials or services, in any form, is expressly forbidden.

5. To abide by such rules and regulations of system usage as may be issued from time to time by the administrators of the systems.

6. In consideration for the privilege of using the PITS, and in consideration for having access to the information contained on it, I hereby release the Pittsford Area Schools, its operators and sponsors, and its staff and administration, and all organizations, groups and institutions with which the technology systems of Pittsford Area School District is affiliated for any and all claims of any nature arising from my use, or inability to use it. Pittsford Area Schools does not guarantee that the technology resources it provides will be error free or uninterrupted.
7. My access to and use of the PITS is subject to such limitations as may be established by the administrators of the system, and may be changed from time to time.

8. I am required to access the PITS using only my assigned name and password and agree to safeguard my access information.

9. Users violating this contract may face disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school. These include but are not limited to:
   a. Users will be required to make full financial restitution for any unauthorized expenses incurred or any damages caused including service and/or repair time.
   b. Users violating any of these Privileges and Responsibilities may be banned from using any school hardware and software.

10. Users disciplined for violating this contract may appeal that action through procedures available to them as staff or students.

*The Technology User Contract recognizes existing federal requirements for privacy and Internet safety according to the Children’s Internet Protection Act (CIPA). The district provides a filtering system through the Hillsdale Intermediate School District that complies with the CIPA standards.
Acceptable Use Policy for Staff:

PITTSFORD AREA SCHOOLS
TECHNOLOGY AND INTERNET ACCESS AGREEMENT FOR STAFF MEMBERS

AGREEMENT

This agreement is entered into this ___ day of __________ between ________________________, hereinafter referred to as Staff Member, and the Pittsford Area School District, hereinafter referred to as District. The intent of this contract is to provide clear guidelines for the acceptable and unacceptable use of the district owned information technology systems and to ensure that staff members comply with the conditions under which information technology access is provided. The school’s technology resources, including email and internet access are provided for educational purposes and are to be used primarily in support of the district’s educational mission.

Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of Pittsford Area Schools. Staff members should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction and assistance may be achieved.

Adherence to the following policy is necessary for continued access to the school’s technology resources:

A. The use of the technology systems is a privilege, which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful or illegal programs and/or files on any computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the Staff Member for other disciplinary actions.

B. The District reserves all rights to any material stored in files on District owned systems, and will remove any material which the District at its sole discretion, believe may be unlawful, obscene, pornographic, abusive, discriminatory or otherwise objectionable. A Staff Member will not use his/her District-approved computer, account, or access to obtain, view, download, or otherwise gain access to such materials.

C. All information services and features contained on District or Network resources are intended for the educational use of its approved users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying, illegal file-sharing), in any form, is expressly forbidden.

D. The District and/or Network resources are intended for the exclusive use by their approved users. The Staff Member is responsible for the use of his/her account/password and/or access privilege. Any problems which arise from the use of a Staff Member’s account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges. Staff members should report any material that makes them feel threatened, harassed, or bullied to their administrator.

E. Any misuse of the account will result in suspension of the account privileges and/or other
disciplinary action determined by the District. Misuse shall include, but not be limited to:

1) intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.

2) misrepresenting themselves or other users on the technology systems.

3) disrupting the operation of the technology systems through abuse of the hardware or software.

4) malicious use of the technology systems through hate mail, harassment, profanity, vulgar statements, discriminatory remarks, or cyber-bullying.

5) interfering with others use of the technology systems.

6) illegal installation of copyrighted software.

7) unauthorized downsizing, copying, or use of licensed or copyrighted software.

8) allowing anyone to use an account other than the account holder.

9) downloading of copyright protected files such as video, graphic or music files

10) attempting to circumvent the internet content filter required by *CIPA

F. The use of District and/or network technology resources is for the purpose of (in order of priority):

1) Support of the academic programs

2) Research and communications

G. The District does not warrant that the functions of the technology systems will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the systems.

H. The Staff Member will support district efforts to use technology resources (bandwidth and server space) wisely by:

A: not using their email account to send/forward non-educational chainletters, advertisements, jokes, stories, virus warnings, political information, videos, large files or photos

B. not streaming or downloading video clips, movies or music except for educational purposes

C. diligently deleting old mail messages on a daily basis

I. The District will periodically make determinations on whether specific uses of the Network are consistent with the acceptable-use practice. The District and/or Network reserves the right to monitor and log Internet use and server and electronic mail space utilization by users.
J. The Staff Member may transfer files which are legal to use from information services for educational purposes. For each file transferred, the Staff Member agrees to check the file with a virus-detection program before opening the file for use. Should the Staff Member transfer a file, shareware, or software which infects the system(s) with a virus and causes damage, the Staff Member may be held liable for any and all repair costs to make the technology system(s) once again fully operational and may be subject to other disciplinary measures as determined by the District.

L. The District reserves the right to monitor and log the use of internet, network and computer. The District reserves the right to remove, if necessary a user account on the systems to prevent further unauthorized activity.

In consideration for the privileges of using the District and/or technology resources, and in consideration for being granted access to the information contained on the technology systems, I hereby release the District and their operators and administration from any and all claims of any nature arising from my use, or inability to use the District and/or Network resources.

I agree to abide by such rules and regulations of system usage as may be further added from time-to-time by the District and/or Network. These rules will be available in hardcopy form in the Principal’s office.

(Sign and return to the Superintendent’s office)

____________________________________  _______________________

Signature of Staff Member  Date

*The Technology and Internet Access Agreement recognizes existing federal requirements for privacy and Internet safety according to the Children’s Internet Protection Act (CIPA). The district provides a filtering system through the Hillsdale Intermediate School District that complies with the CIPA standards.