



MOUNT CLEMENS COMMUNITY SCHOOL DISTRICT

Educational Technology Plan

July 1, 2009 – June 30, 2012

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Technology Advisory Committee

Karen Donahue, Director of Financial Services
Suzanne Kotas, Director of Instructional Services
Sharon Gryzenia, Principal, King Elementary
George Loder, Principal, Washington Elementary
Janice Hooks, Principal, Seminole Elementary
Michael Bruce, Principal, High School
Leslie Critchfield, Teacher, Seminole Elementary
Charles Slack, Teacher, Middle School
Jennifer Garcia, Teacher, King Elementary
Robert Kulp, Special Needs Teacher, King Elementary
Keith Stafford, Network Coordinator
Brian Mull, Community Member/Senior Network Administrator

Community & District Profile

Community

Situated 16 miles northeast of Detroit is the City of Mount Clemens, county seat of Macomb County. Founded in 1818, Mount Clemens is a multicultural community of approximately 18,000 residents. The Mount Clemens Community School District includes the City of Mount Clemens and a fractional portion of Clinton Township (approximately 6,000 residents) that has similar demographics.

Mount Clemens has a population of approximately 76 percent Caucasian, 20 percent African American and 1 percent each Hispanic and Native American, 2 percent other races. The median age is 36.4 years with 13.4 percent of the population over 65 years of age, 78.4 percent being between the ages of 18-64 years and 8.2 percent being 17 years of age or younger. The population is 48.3 percent female and 51.7 percent male.

The median household income is \$37,856. Out of Mount Clemens' total population of 17,312, approximately 2,200 are below the poverty level. The average education level in years of formal schooling is 12.8 years. The proportion of adult residents in the community with at least a bachelor's degree is estimated to be 13.5%.

The City has undergone massive changes in the past three decades primarily because of the shift from retail business to county services. Ambitious efforts have revitalized the downtown business area and a new county building has been built.

An established community, Mount Clemens includes distinctive older neighborhoods, several diversified industries, two hospitals and a large number of churches, professional and county offices.

District

District Mission Statement

The mission of the Mount Clemens Community School District is to teach ALL students so that they achieve beyond expectations and meet the challenges of a diverse and rapidly changing world.

Adopted on July 8, 1991 by the Mount Clemens Board of Education

The District services students and residents of the City of Mount Clemens, portions of Clinton Township and Selfridge Air National Guard Base in Harrison Township.

The predominately urban school community covers an area of four square miles. Established as a school district in 1857, the District today has just over 2,000 students in grades pre-kindergarten through twelfth grade.

Technology Vision & Goals

Technology Vision Statement

Mount Clemens Community School District is striving to provide an environment in which the staff, students and community are able to effectively use technology with confidence and competence as they make the transition into a technologically dependent society.

Technology Goals

1. Support and enhance the curriculum of Mount Clemens Community School District through the use of technology.
2. Provide students with information access, technical skills, and problem solving skills they will need to be successful in learning and work situations.
3. Provide community access to our technology resources through community education, adult education and other educational programs whenever possible.
4. Improve personal and professional productivity through the use of technology.
5. Enhance communication between the school and the community through the use of voice, electronic and video technologies.
6. Examine new technologies and determine their relevance in an educational setting.

Student Objectives

- All students will become technologically capable by applying technology across curricular areas and use technology in the learning process to problem solve by utilizing higher order thinking skills
- All students will become technologically literate learners by:
 - Exploring, evaluating and using technology to accomplish real world tasks, independently and cooperatively;
 - Developing knowledge, ability, and responsibility in the use of resources, processes and systems of technology;
 - Acquiring, organizing, analyzing, and presenting information;
 - Expanding the range and effectiveness of communication skills;
 - Solving problems, accomplishing tasks and expressing individual creativity
 - Applying legal and ethical standards

Teacher Objectives

- Teachers will be trained to integrate technology into the curriculum by:
 - Internet usage/Video-streaming
 - Presentation Software (i.e. Microsoft Office)
 - Multi-media computer usage (digital camera, scanners, video presentations, SmartBoards)
 - Lesson plan development that incorporates project based and constructivist approaches to learning using technology as the basis
 - Lesson plan development where teachers concentrate on simulations and applications using technology

A. Curriculum ~ Integration

At Mount Clemens Community School District it is well understood that technology is an important teaching tool.

The district staff has invested two years in aligning all core subject areas with the Michigan Curriculum Framework standards and benchmarks. Teachers, along with consultants from the Macomb Intermediate School District who provide technical assistance support, continue their curriculum work by developing common assessments, infusing innovative teaching strategies utilizing technology and setting timelines to monitor and evaluate student performance.

The district has continued its aggressive approach in an attempt to raise student achievement. A new emphasis has been placed on the continued use of both formative and summative assessments to continuously gauge student achievement.

Part of the challenge of utilizing technology as a teaching tool has been moving ahead with all instructional staff to make the transition successfully to integrate technology.

Goal #1: *Suggest that Lead Technology Teachers are placed on the Building School Improvement Teams.*

Strategies:

- A. Current Building Lead Technology Teachers need to work with the School Improvement Team to ensure technology is used to address appropriate building needs.

Timeline:

Fall 2009

Goal #2: *Building Lead Technology Teachers will meet on a monthly basis to share information and utilize each other's strengths.*

Strategies

- A. District Technology Director will coordinate and plan the meetings.

Timeline:

Winter 2010

Goal #3: *Students will demonstrate technology skills when receiving instruction in at least the four core areas: English Language Arts, Math, Science, and Social Studies.*

Strategies

- A. Use problem solving and technology as a tool to research solutions.
- B. Students will prepare presentations for other students, staff and community.
- C. Student access needs to be ensured.

Timeline:

Spring 2011

Goal #4: *All teaching staff will use the technology training to integrate technology into their planning and daily classroom instruction.*

Strategies:

- A. Building Lead Technology Teachers will work with each curriculum committee and grade level teams to facilitate the use of technology in instruction and to provide ideas and support for staff and students.

Timeline:

Fall 2009 - ongoing

B. Curriculum ~ Student Achievement

Mount Clemens Community School District is committed to the concept of life-long learning. Technology can enhance the operation of schools, provide additional avenues to engage students, and offer more choices for students.

Goal #1: *Ensure the updated Michigan Educational Technology Standards (METS) are incorporated into the curriculum.*

Strategies:

- A. The Instructional Services Director will roll out the METS to the Building Principals, Lead Technology Teachers and School Improvement Teams.
- B. Ensure staff members understand the METS and what they need to teach.
- C. If possible, add a technology/data coordinator in each building to offer students a weekly period of technology exploration and assist building administration in keeping data director a priority.
- D. Ongoing evaluation.

Timeline:

Winter 2009 – Winter 2010

Goal #2: *Utilize technology appropriately to monitor student achievement and intervene when achievement goals are not being met.*

Strategies:

- A. Quarterly assessment of student learning using CompassLearning and other accountability systems. Students will utilize Compass 3-4 times per week (40 minute sessions) to realize a gain in achievement levels
- B. Provide strategies for interventions when students are not meeting goals.
- C. Research ways that parents/families can utilize CompassLearning and other on-line learning tools at home. Offer family training and student incentives for minutes/hours completed at home/off campus.

Timeline:

Fall 2009

C. Curriculum ~ Technology Delivery

Mount Clemens Community School District currently uses distance learning opportunities at the Middle School and High School level. Macomb Intermediate School District has been instrumental in assisting with appropriate distance learning events. “Field Trip Fridays” have become a very popular teaching method and attendance booster.

Goal #1: *Evaluate new class offerings.*

Strategies:

- A. Evaluate the possibility of implementing additional online instruction.

Timeline:

Fall 2009 – Ongoing

Goal #2: *Explore multiple ways to deliver curriculum.*

Strategies:

- A. Identify additional uses of Distance Learning Equipment & Web Based Learning
- B. Offer Professional Development showing staff the uses of the Distance Learning equipment, including coordinating with their curriculum
- C. Provide class-time assistance to teachers who are new to distance learning.
- D. Add to distance learning equipment to make it easier to utilize this technology in the classroom

Timeline:

Fall 2009

D. Curriculum ~ Parental Communications & Community Relations

Parents and community members are key individuals when developing a school district technology plan. Parents will be informed of the district Technology Plan and technology initiatives during building-level parent meetings. The technology plan will be posted on the district website.

The Mount Clemens Community School District has a strong link with the Mount Clemens Public Library. The Director of the Library also monitors the District's media centers.

The Macomb Cable Network is housed in one of the District's schools (the Secondary Complex) and is involved in many educational and community projects that are facilitated through their resources.

Goal #1: *Enhance the District website with each teacher providing class information online.*

Strategies:

- A. Provide instruction for teachers so they know how to update their own WebPages.

Timeline:

Fall 2009

Goal #2: *Distribute newsletters to parents more effectively, building-level and teacher-level.*

Strategies:

- A. Ensure building secretaries can easily post daily announcements and key information to the website.
- B. All buildings create parent email distribution lists so newsletters and other information can easily be emailed home.

Timeline:

Winter 2009

Goal #3: *Identify ways to use district technology, especially distance learning equipment, for community advancement.*

Strategies:

- A. Survey parents and community to determine unmet technology needs.
- B. Identify ways to meet the needs.

Timeline:

Winter 2009 - ongoing

E. Curriculum ~ Collaboration

Our computer labs are used in the evening Monday – Friday by after school programs. Our video resources are also used as part of their program.

Mount Clemens Public Library also has access to the District’s internal network system as well as Internet connectivity.

In collaboration with business, job-shadowing, mentorships and internships for students will be created with information technology companies.

F. Professional Development ~ Professional Development

The success of all educational programs is based on the skills, attitude and support of the entire educational community: including teachers for the K-12 Programs, parents and community members. We know that this is essential to the success of our program. Historically we have provided training opportunities during the school year and through "Summer Academies." We need to strengthen, improve and expand these training opportunities.

Most teachers have received training on basic computer and software operations. While we will continue to offer this training if needed, the focus is changing to providing professional development on integration strategies and development of lessons that incorporate technology into the district outcomes.

It is also important to train support staff. Use of technology allows that all staff members perform their jobs more efficiently. It also helps create an environment supportive of learning and working with technology.

Goal #1: *Develop staff technology assessment tool.*

Strategies:

- A. Utilize International Society for Technology in Education (ISTE) National Education Technology Standards (NETS) for teachers and administrators.
- B. Utilize online tools so staff members can perform a self-assessment.
- C. Develop technology training plans based on self-assessments.

Timeline:

Winter 2010

Goal #2: *Provide staff professional development so that all media and technologies that are required by the curriculum or management may be utilized.*

Strategies:

- A. Ability group professional development sessions so participants get the most out of their time spent.
- B. Even training on basic concepts need to relate what is being learned in classroom instruction.
- C. Provide flexible scheduling and options for participants.
- D. Establish creative ways to provide teachers with training time during school time, with minimal negative impact on the classroom.

Timeline:

Fall 2009

G. Professional Development ~ Supporting Resources

In order for effective technology integration to occur, teachers must have necessary resources, easily accessible.

Teachers currently utilize REMC video resources as a means to provide a varied classroom experience.

Goal #1: *Provide necessary manuals, tutorials, handouts.*

Strategies:

- A. Each technology training class attendee needs to have a way to access information learned in the class – hardcopy or web address
- B. Maintain a list of resource materials by building, post the information on the district website.

Timeline:

Winter 2010

Goal #2: *Ensure that all staff members are aware of and understand the staff and student Acceptable Use Policy (AUP).*

Strategies:

- A. At the start of every school year, review AUPs.
- B. “Sponsoring Teachers”, who will explain AUPs to students, will need additional instruction.

Timeline:

Fall 2009 ~ Ongoing

Goal #3: *Provide supporting resources that will be available to ensure successful and effective uses of technology for all staff.*

Strategies:

- A. Promote technology classes provided by Macomb Intermediate School District.
- B. Encourage the use of United Streaming
- C. Provide Instructional videos, documents, podcasts on the District website.

Timeline:

Summer 2009 ~ Ongoing

H. Infrastructure, Hardware, Technical Support & Software ~ Infrastructure Needs/Technical Specification and Design

Current Infrastructure:

Mount Clemens Community School District has a wide-area data, video and voice network. During the summer of 2002 the district technology infrastructure was dramatically updated. We are again anticipating substantial changes during the summers of 2009 and 2010. Changes will include updating file servers, a video system change from RF to streaming video, and potentially an upgrade from a 1GB backbone to a 10GB backbone. Cisco switching equipment provides our 1GB backbone with 100Mbps to the desktop.

We operate a centralized multi-server network with a network data storage system. Servers perform the following functions: file and print sharing; library management; student management (SASD); software management; email; internet access; website hosting; DHCP; DNS; and SMTP. We are now able to offer unified logins for all users (students, staff, and ultimately parents as well), centralized file and print services, as well as delivering applications to users via network management tools.

Fiber optic cabling has been in place between the buildings since the early 1990's.

There are computer labs located in each building. The Middle School and High School also have large library labs. The High School has several mini labs spread throughout the classrooms for curriculum use. Elementary schools have wireless laptop carts to enhance accessibility.

Technology has been funded through bond funds, E-rate funds, and district funds.

Mount Clemens Community School District is a member of the Macomb ISD Technology Consortium and will utilize Internet Access and telecommunications services provided through this Consortium to support its mission. The Consortium will seek E-Rate funding discounts to provide Internet Access and Telecommunications Services to its members. The Internet Access acquired by the Consortium and delivered to each member district through the Macomb County fiber wide area network will provide appropriate throughput, latency, and reliability to meet each member district's educational services needs. The telecommunications services to be acquired by the Consortium will include Digital Transmissions Services, including but not limited to, Integrated Services Digital Network (ISDN) PRI circuits that will be used to enable distance-learning experiences for member districts. Some, if not all, of the ISDN PRI circuits to be acquired will be from the Sprint ISDN VPN service which facilitates communications among other school districts and educational institutions (colleges, universities, etc.) who are also members of the Sprint VPN.

Ensuring Inter-operability:

To maximize the longevity of the resources, and to ease the support and management burden, decisions were made to standardize our computer platform.

To allow for necessary upgrades the district participates in Novell's School Licensing Agreement (SLA). This ensures that our network operating system, email, and remote delivery software will not become outdated. To ensure the servers will be able to continue to run such software, it is imperative that hardware follows suit, and we either upgrade or replace servers as needed.

Switching technology needs to be monitored to ensure distance learning technology is able to operate efficiently.

Current Technology Support:

District level technicians are able to perform most tasks remotely, deliver applications to desktops across the district, and utilize technology that will provide notification before a catastrophic hardware failure occurs.

Building Level

The building-level personnel (Building Lead Technology Teachers) are trained in first level network operations. They assist the building staff in network and printer troubleshooting, resetting passwords, and software assistance.

District Level

The district employs a Network Administrator, and a Network Coordinator. Both positions require a highly qualified and trained individual. Their time is managed through a central system in which building-level support staff utilize an online "work order system" to indicate needs in the building that need attention. When appropriate, external service technicians are called upon to either perform advanced functions, or assist in a large project.

Goal #1: *Provide for additional hardware to enhance the ability for the use of distance learning technologies.*

Strategies:

- A. Add encoders/decoders to each building.
- B. Ensure Building Level personnel are able to assist staff in use.

Timeline:

Winter 2010

Goal #2: *Provide for adequate Ethernet cabling in the buildings.*

Strategies:

- A. Determine what areas are in need
- B. Install cabling

Timeline:

Summer/Fall 2009

Goal #3: *Ensure district network backbone and infrastructure is adequate to handle the district needs.*

Strategies:

- A. As requirements and demands dictate, update or replace network backbone hardware.

Timeline:

Summer/Fall 2009 ~ Ongoing

Goal #4: *Replace PCs on a cyclical basis to ensure adequate technology to incorporate intense applications.*

Strategies:

- A. Ensure budget is adequate to replace a certain number of systems annually.

Timeline:

Fall 2009 ~ Ongoing

Goal #5: *Provide for a wireless learning community throughout the entire campus.*

Strategies:

- A. Perform wireless access studies.

B. Implement in logical stages.

Timeline:

Winter 2011 - Future

Goal #6: *Ensure technology items have all components in working order.*

Strategies:

A. Assess and identify needed items.

B. Purchase items.

Timeline:

Spring 2010

I. Infrastructure, Hardware, Technical Support & Software ~ Increase Access

Quite possibly the largest challenge we currently face is providing increased access to all students.

Goal #1: *Provide for additional access to students.*

Strategies:

- A. Expand wireless internet capabilities.
- B. Review Best Practices for effective computer ratios

Timeline:

Fall 2009

Goal #2: *Establish complete (school and home) increased access for Junior and High School students.*

Strategies:

- A. Determine appropriate policies and procedures.
- B. Provide Professional Development to staff members to prepare for laptop equipped students.

Timeline:

Summer 2010

Goal #3: *Encourage the use of Assistive Technology throughout the district.*

Strategies:

- A. Ensure staff is aware of available technological solutions and assistive devices.
- B. Identify items that may be of assistance to students.

Timeline:

Spring 2010

Goal #4: *Identify grant and funding opportunities targeted for high-poverty students.*

Strategies:

- A. Monitor free and reduced lunch counts as they relate to E-rate and grant funding.
- B. When possible, apply for grants that provide funds targeted to high-poverty students.
- C. Ensure students in high-poverty buildings are receiving additional technology resources and programs.

Timeline:

Winter 2010

IV. J,K ~ Funding & Budget

Today, technology is a critical component for all learners and all aspects of operating a school district. It is understood that to provide for the needed technology, our District needs to look beyond the traditional funding methods.

“Non-traditional Funds”

The following funding sources have been sought in the past as a source for technology funding for the District:

- ◆ Universal Service Fund (E-rate)
- ◆ Grants:
 - MACUL
 - IDEA
 - Technology Literacy Challenge Fund
 - Urgent School Repair
- ◆ Donations from Business and Industry

We will continue to apply for grants that will in any way assist us in moving forward technologically and academically.

Traditional Funding

- ◆ General Fund
- ◆ Title I
- ◆ Title II Part D
- ◆ Title II Part 5

Budget

Key Area	Year 1 July 1, 2009 – June 30, 2010	Year 2 July 1, 2010 – June 30, 2011	Year 3 July 1, 2011 – June 30, 2012
Professional Development	25,000	25,000	30,000
Curriculum Software	20,000	20,000	25,000
Wireless Campus	3,000	3,000	40,000
PC Replacements	75,000	125,000	125,000
Computer Upgrades	5,000	5,000	5,000
File Server Upgrades	5,000	10,000	15,000
Backbone Upgrades	15,000	100,000	10,000
Software License & Maintenance Agreements	23,000	25,000	28,000
Technical Support – Salaries & Benefits	165,000	165,000	175,000
Technical Support – 3 rd party	20,000	25,000	30,000
Misc. Supplies	9,000	12,000	15,000
Misc. Hardware Replacements	9,000	15,000	15,000
TOTAL	374,000	530,000	513,000

L. Monitoring & Evaluation ~ Evaluation

The evaluation of this plan will be facilitated by the District Technology Team using several forms of assessment. There will be an annual review and update of the District Educational Technology Plan.

The Technology Team will annually monitor the progress toward realizing the technology goals as articulated below:

1. All teachers in the Mount Clemens Community School District will demonstrate technology skills at the Appropriation skill stage. This will be assessed through a self-analysis rubric developed by the Technology Team. The Building Technology Coordinators will also monitor it as they interact and dialogue with the staff during the training sessions.
2. All teachers in the Mount Clemens Community School District will create new lesson plans with an emphasis on technology integration in at least 50% of the student objectives. This will be assessed through the evaluation process currently in place in the district.
3. All teachers in the Mount Clemens Community School District will reach Professional Competency by translating their knowledge of technology into unique learning opportunities for students. Teachers will use technology communication networks to advance their professional practice. This will be assessed through observations, creation of a teacher chat room on the Internet for sharing of ideas and formation of integrated units of study among grade levels/content areas.
4. Where appropriate students will have a checklist of the Michigan Educational Technology Standards (METS) to ensure skills and concepts are being taught.
5. All staff and students will be given the opportunities to learn web-page development and be encouraged to create information that is appropriate to be shared with other individuals. This will be assessed through the development teacher and student web pages. The number of visits to the web page will also be monitored.

Each unmet goal will be evaluated based on the following:

Reason for not meeting a needed goal:

1. Timeline
 - i. Progress has been made toward reaching the goal, more time is needed
2. Repeat existing process
 - i. Process was correct, not all were able to participate or not all was acquired
3. Change existing process
 - i. Goal is correct, but the process to accomplish it needs to be changed
4. Goal is no longer appropriate/needed

M. Monitoring & Evaluation ~ Acceptable Use Policy

Mount Clemens Community School District – Technology Acceptable Use Policy

For Students in Grades K – 5

The use of technology, including the internet, can greatly enhance the education of your child. Because of the growth of such technology, it is necessary to define the rights and responsibilities of students using these tools.

Children’s Internet Protection Act (CIPA)

- All students in the Mount Clemens Community School District will access the Internet through an appropriate filter that blocks inappropriate and harmful behavior.
- Students will never give personal information via electronic communications.

Students must understand that:

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

I agree to follow these rules:

1. The following actions are NOT ALLOWED, and I may lose all technology privileges, and /or face disciplinary actions if I do them:
 - a. Copy, view or delete files or software that are not my own.
 - b. Sharing my password if one has been assigned to me.
 - c. Keeping another student or a teacher from doing work.
 - d. Using technology to damage the school’s equipment. This includes but is not limited to:
 - Purposely destroying hardware, software, or information.
 - Trying to learn or use other people’s passwords or identification.
2. I will have to pay for any damages I have caused from misuse of equipment.
3. The school’s technology is only for people who are registered to use it, and I am responsible for my own account and password if one has been assigned.
4. The school’s technology may not always meet my needs, and it may not always work.
5. The school will not be responsible for lost data or time or harm caused by me or to me because I did not follow directions or because I did not know how to use the system.
6. The school has the right to check anything I do on school equipment.
7. I have received training in acceptable uses of technology and the Internet.

Sign and return to your teacher.



Printed Name of Student

Graduation Year

For District Use

Student Signature

Contact Teacher

As the student’s parent or legal guardian, I agree to the terms and conditions of this agreement. I also understand that my child has been taught proper use of the District technology resources and the District’s Internet. I will not hold the District responsible for any fees, expense, or damages incurred as a result of my child’s use or misuse of these tools.

I agree to allow tasteful photos of my child to be used at school. This may include but is not limited to: newsletters; class projects; district website; and newspaper articles.

If you *do not* want photos of you child used, initial here: _____

Parent/Guardian Signature

Parent/Guardian Printed Name

Date

Mount Clemens Community School District Technology Acceptable Use Policy

For Students Grades 6-12

Because of the growth of technology in the Mount Clemens Community School District and the growing use of telecommunications as a learning tool, it is necessary to define the rights and responsibilities of individuals using these tools. The following sections cover use of telecommunications, hardware, and software.

The use of the District's technology resources and the District's Internet and wide area network connection is a privilege that may be revoked by the District at any time and for any reason including, but not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages.

This acceptable use policy applies to all users accessing any network and equipment at Mount Clemens Community Schools, both on site and by means of remote connections.

Children's Internet Protection Act (CIPA)

- All students in the Mount Clemens Community School District will access the Internet through an appropriate filter that blocks inappropriate and harmful behavior.
- Students will never give personal information via electronic communications.

A responsible user will recognize:

- The District's network is monitored and filtered and no stated or implied guarantee is made regarding the privacy of any aspect of the network
- The District does not warrant that its educational technology system will meet any specific requirements a user may have, or that it will be error free or uninterrupted
- The District shall not be liable for any direct, indirect, incidental, or consequential damages sustained or incurred in connection with the use and operation of the system or inability to use the system
- That for the privilege of access to and use of the network, the user will release the District and its employees, agents, and operators from any and all claims of any nature arising from the users use of, misuse of, or inability to use the District's educational technology resources

District Technology Guidelines

A responsible user will:

- Keep programs of a viral nature off all school equipment
- Use the network and Internet for educational research or classroom projects
- Log off the network when you are away from the computer

A responsible user will not:

- Use the network or Internet for any inappropriate purpose
- Use educational technology for the personal sale of goods, advertisement or posting of goods or services, or political lobbying
- Violate copyright laws, trademarks, or licensing agreements
- Abuse fax, copier or telephone privileges
- Use the network or Internet for any illegal purpose
- Send, display or print offensive or pornographic material, use obscene language, harass, insult or attack others
- Damage or destroy computers, networks, printers, cameras, scanners, or any other equipment or data of another user
- Display other forms of misconduct not identified in this document relating to technology

PART 1 - GUIDELINES FOR THOSE USING THE NETWORK

Intranet (Local Area Network)

- Users shall not allow others to use their network account or passwords.
- Do not use or attempt to use another person's network account or password.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users.
- The user is responsible for all files stored or printed under his/her account without exception.

Internet

- It is the District's intent to make access to the internet safe by actively filtering and blocking material that may be illegal, objectionable, or offensive. While we have safeguards in place and we believe that the benefits of internet use far outweigh the disadvantages, there can be no guarantee by the District that objectionable material cannot possibly be accessed.
- Unauthorized access to the Mount Clemens Community School District network is strictly prohibited. Any use of the network for hacking or unlawful activities is strictly prohibited.
- Neither staff web pages nor any other personal web will be linked to or associated with any Mount Clemens Community School District site. All web sites representing the Mount Clemens Community School District will be hosted on the Mount Clemens Community Schools' web server and be part of the Mount Clemens Community School District's Internet domain (www.mtcps.org).

PART 2 - GUIDELINES FOR THOSE USING HARDWARE/EQUIPMENT AND SOFTWARE

- Only licensed software approved by Mount Clemens Community School District will be installed on district hardware.
- It is the user's responsibility to obtain permission prior to removing hardware.
- It is the user's responsibility to make sure no hardware or software is destroyed, modified, or abused in any way. Food and drinks are to be kept away from all hardware.
- Use of district printers for personal use and private business is prohibited.
- All personal long distance phone charges shall be reimbursed in full.

Part 3 - DISCIPLINARY ACTION FOR VIOLATION OF ACCEPTABLE USE OF TELECOMMUNICATIONS AND TECHNOLOGY POLICY

The guidelines on the preceding pages are not all-inclusive, but only representative and illustrative. A user who commits an act of misconduct that is not listed may also be subject to disciplinary action based on the discipline procedures of Mount Clemens Community Schools.

Part 4 – APPEAL PROCESS

To issue an appeal, staff member may request a conference with the administrator involved or with the next level of authority. Any decision made by the Board of Education is final.

AGREEMENT FOR STUDENT ACCESS AND USE OF TECHNOLOGY, DISTRICT NETWORKS AND THE INTERNET

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

I agree to abide by the provided rules and regulations of system use and by those that may be added from time-to-time by the district and its Internet provider. All additional rules will be available in hardcopy in the Principal's office. I agree to not hold the district responsible for any fees, expenses, or damages incurred as a result of my use or misuse of these tools.

Sign and return to your building Principal.

Printed Name of Student

Signature of Student

Date

Signature of Staff Member Providing AUP Instruction

As the above student's parent or legal guardian, I agree to the terms and conditions of this agreement and I understand that my student will not be able to use district technology resources and the district's Internet and wide area connections until this agreement has been signed by both my student and me. I also understand that my child has been instructed on the Acceptable Use Policy. I will emphasize to my child the importance of following the district rules for personal safety. I agree to not hold the district responsible for any fees, expense, or damages incurred as a result of my child's use or misuse of these tools.

I agree to allow tasteful photos of my child to be used at school. This may include but is not limited to: newsletters; class projects; district website; and newspaper articles.

If you **do not** want photos of your child used, initial here: _____

Parent/Guardian Signature

Parent/Guardian Printed

Date

For District Use

Mount Clemens Community School District
Technology Acceptable Use Policy
For Staff Members

Because of the growth of technology in the Mount Clemens Community School District and the growing use of telecommunications as a learning tool, it is necessary to define the rights and responsibilities of individuals using these tools. The following sections cover use of telecommunications, hardware, and software.

Failure to abide by the terms and conditions in this document may result in the loss of privileges, disciplinary action, and/or legal action.

District Technology Guidelines

A responsible user will not:

1. Use the network or Internet or network for any inappropriate or illegal purpose.
2. Use educational technology for the personal sale of goods, advertisement or posting of goods or services, or political lobbying.
3. Violate copyright laws, trademarks, or licensing agreements.
4. Abuse fax, copier or telephone privileges.
5. Send, display or print offensive or pornographic material, use obscene language, harass, insult or attack others.
6. Damage or destroy computers, networks, printers, cameras, scanners, or any other equipment or data of another user.
7. Make any attempt to harm or destroy the data of another user, including creating or sending computer viruses.
8. Use e-mail to send unsolicited, bulk, chain, harassing, or other messages which are commonly considered an annoyance to recipients or degrade system performance.
9. Share your password with others.
10. Display other forms of misconduct not identified in this document relating to technology.

11. The user is responsible for all files stored or printed under his/her account.
12. Only licensed software approved by Mount Clemens Community School District will be installed on district hardware.
13. Use of district printers for personal use and private business is prohibited.
14. The District is not be liable for any direct, indirect, incidental, or consequential damages sustained or incurred in connection with the use and operation of the system or inability to use the system.
15. For the privilege of access to and use of the network, the user will release the District and its employees, agents, and operators from any and all claims of any nature arising from the users use of, misuse of, or inability to use the District's educational technology resources.

The guidelines on the preceding pages are not all-inclusive, but only representative and illustrative. A user who commits an act of misconduct that is not listed may also be subject to disciplinary action based on the discipline procedures of Mount Clemens Community Schools.

**AGREEMENT FOR STAFF ACCESS AND USE OF TECHNOLOGY,
DISTRICT NETWORKS AND THE INTERNET**

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

I agree to abide by the provided rules and regulations of system use. I agree to not hold the district responsible for any fees, expenses, or damages incurred as a result of my use or misuse of these tools.

Sign and return to your building Principal or immediate supervisor.

Printed Name of Staff Member

Signature of Staff Member

Date