

Barry Intermediate School District

535 W. Woodlawn
Hastings, MI 49058
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2006-2009 Technology Plan July 1, 2006-June 30, 2009

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<http://www.barry-isd.org/techplan06-09.pdf>

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Technology Plan Summary Sheet

DISTRICT: Barry Intermediate School District
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YEARS COVERED: July 1, 2006-June 30, 2009

URL: <http://www.barryisd.org/techplan06-09.pdf>

Technology Vision/Mission Statement

The mission of Barry Intermediate School District is to promote and provide quality educational opportunities integrated with technology for all students, based on best knowledge through communication, collaboration and coordination of services. It is the vision of the Barry Intermediate School District that all students will have access to technology to enhance their learning. All staff will be trained, have access and the opportunity to make the best use of technology in the learning environment.

District Description

The Barry Intermediate School District is located in the rural community of Hastings, Michigan. The BISD serves Hastings Area Schools and Delton-Kellogg Schools. Approximately 5,000 students are enrolled in these school districts.

The BISD, one of 57 Intermediate School Districts in the state of Michigan, is structured to provide administrative and instructional support services to local districts and is an important link between local schools and the state. Delivery and support for general and special education programming occurs at the Barry Intermediate School District offices, BISD West Learning Center and buildings throughout the local school districts.

BISD Personnel

Teachers	5
Social Workers	3
Psychologists	5
Speech Pathologists	5
Consultants	2
Administrators	4
Bus Drivers	3
Clerical Staff	3
Physical Therapists	1
Occupational Therapists	3
Paraprofessionals	8
Early On Staff	2
Transition Coordinator	1
MiWorks Staff	4

Committee Members

Dawn Coltson-Early On Coordinator BISD
Steve Colver-Director of Special Education BISD
Cara Doherty-Education Consultant BISD

Susan Egelkraut-Speech Pathologist BISD
Jim Hund-Superintendent BISD
Cindy Latta-Larsen-Chief Financial Officer BISD

Guiding Documents

MDE Sample Technology Plan Template. <http://techplan.edzone.net/>

NETS: National Curriculum/Content Area Standards <http://cnets.iste.org/currstands/>

Goals

Through the use of technology, BISD will improve communication between staff, parents, local districts and the Michigan Department of Education.

- ❖ BISD's technology planning process will address the needs and concerns of community stakeholders including BISD administration and staff, constituent district administration and staff, parents, students, local business and industry and community service providers.

BISD will work to ensure that all staff members are proficient in and comfortable with technology district-wide. BISD will work to aid local district administrators and teachers in proficiency in technology to help improve student achievement. BISD will improve and expand record keeping procedures and decrease the amount of paperwork generated through the use of electronic transmission of data.

- ❖ BISD administrators and staff will participate in professional development as necessary to make them proficient users of technology.
- ❖ BISD will open professional development sessions to local district staff.
- ❖ BISD administrators and staff will participate in professional development as necessary to increase effectiveness in using technology to improve student achievement.

BISD will improve its services to students through increased access to information, use of adaptive technology and alternate presentation methods for special needs students.

- ❖ BISD students will be provided with a range of experiences designed to enhance their learning through technology.
- ❖ BISD students will have equitable access to computers as well as other technology tools where instructional needs exist.
- ❖ BISD students will have opportunities to work with voice, video and data technology in a manner that takes into account their varied learning styles and ability levels.

Infrastructure

Since the time the BISD Technology Planning Committee made its initial report, BISD has continued to work to achieve the recommendations of the committee. Due to the ever changing nature of technology, BISD recognizes that the specific methods used to achieve its goals may change, but certain standards and principles will be followed including continued support and training of staff as well as hardware and software compatibility.

BISD has provided:

- computers (including peripherals) for each staff member. Laptop computers are issued to teachers who travel to and work in local districts. Desktop computers are issued for office based staff;
- Palm Pilots for staff members billing Medicaid
- a district-wide network connecting computers with fiber-optic cable or other appropriate wireless or hardwired technologies, including printers and copiers, at each building to other district buildings, local resources and the Internet. This network has been built through wiring each building, placing routers and hubs in appropriate areas, installing a server and connecting the district via T-1 service;
- a telephone system allowing better communication between BISD staff, local districts and the community. The telephone system includes voice mail options;
- training is provided to personnel on-site as well as off-site when appropriate.

BISD plans to provide:

- additional adaptive technology resources for special education;
- computer equipment replacement in four year intervals;
- continuous upgrading to current technology;
- continued/increased collaboration on technology with local districts.

Curriculum Integration Plan

At Barry Intermediate School District, we have teachers and itinerant staff whose primary responsibility is to work with individuals with special needs in our own classrooms and programs as well as in a local district school setting. We also provide assistance to administrators and staff members of our local districts in areas of special and general education. We have both an internal and an external responsibility to provide services and to ensure that curriculum is relevant, aligned with state standards and is designed to integrate technology effectively.

The integration of technology in teaching strategies will further enhance the ability of teachers to provide students with meaningful learning experiences that address the needs of all students. A variety of special and general education applications can be used. Since technology is not a separate class in the Barry ISD special education classroom setting, technology will be integrated into the content areas and be made meaningful to

the students. The use of adaptive technology in special education classrooms will continue to be used and integrated in order to meet the needs of our students and enhance their learning and achievement. Students will be introduced to and instructed in technology based on the National Education Technology Standards (NETS) in relation to their ability levels. Web and video based learning resources are available to students and teachers. Barry ISD will continue to work to increase to technology for our students and staff.

National Education Technology Standards for students include the following:

1. Basic operations and concepts
2. Social, ethical and human issues
3. Technology productivity tools
4. Technology communication tools
5. Technology research tools
6. Technology problem-solving and decision-making tools

Collaborations

Computers and improved telecommunications have created new and unique opportunities for teaching and learning. Technology will help to ensure educational equity for learners as it becomes easier to match the available tools with the needs of the learners.

Technology can enhance the operation of schools and offer more choices to students. Collaboration with other educational institutions, businesses and industries are important in order to enrich the technology resources in our district.

Collaboration with local school districts will allow BISD to provide and benefit from shared resources. Collaboration with other ISDs allows BISD to provide the best possible technology and support for staff. We will be working with the Adult Literacy Council to investigate the ways in which collaboration between BISD and ALC will improve literacy rates in Barry County.

Collaboration with other educational and community groups can only enhance and improve the technology program at BISD. The district actively seeks cooperative ventures with outside organizations. In the pursuit of its technology program, the BISD has established working relationships with the following organizations:

- ❖ Hastings Area Schools
- ❖ Delton-Kellogg Schools
- ❖ CISD (Calhoun Intermediate School District)
- ❖ KRESA (Kalamazoo Regional Education Service Agency)
- ❖ Michigan Department of Education
- ❖ TLC (Technology Leadership Council)
- ❖ MAISA (Michigan Association of Intermediate School Administrators)
- ❖ BCRN (Barry Community Resource Network)
- ❖ HACC (Hastings Area Chamber of Commerce)

Professional Development

Barry Intermediate School District is committed to providing opportunities for staff to enhance their technology skills through seminars, on-line training and hands-on training. BISD staff is involved in designing sound professional development opportunities. BISD has allocated appropriate financial resources to provide entry level and more advanced professional development in technology. Currently, a wide variety of skill levels exist related to the application of technology in education. We need to close the gap between the highly skilled and the under skilled technology users at BISD. There is a great need for staff development opportunities in technology.

Professional development in the area of technology will be used to:

- ❖ Improve student achievement
- ❖ Improve staff and student competence with technology
- ❖ Implement technology into current and new instruction
- ❖ Create a learning community with respect to technology and education
- ❖ Enable students to become quality users of technology
- ❖ Improve and expand record keeping
- ❖ Improve communication between staff, parents and community

Staff development is necessary to assist the staff in increasing student achievement through the use of technology. It takes time and experience for educators to incorporate technology into teaching. Because of this, we must provide a variety of staff development opportunities that are related to technology addressing effective applications of technology in education. These opportunities need to be offered at times that are convenient to staff and at locations that are suitable for the course offerings.

The Barry Intermediate School District has a working plan to ensure that as technology is available, staff will be knowledgeable in its use. The BISD will

- ❖ Provide opportunities for staff members at all levels to learn about new technologies that will enhance their job performance;
- ❖ Use the technology planning committee to keep technology at the forefront of discussion in the district;
- ❖ Develop in-district technology training programs for staff to increase their knowledge and comfort with the use of technology
- ❖ Provide opportunities for staff to travel out of district to receive technology training
- ❖ Provide enough computers so that use of technology is not hampered by inadequate resources and equipment; and
- ❖ Continue to monitor and make staff aware of as well as encourage staff to research Internet resources which can be used to increase student achievement

BISD will use the NETS standards for teachers in technology-related professional development planning. The standards to be taken into account are:

1. Teachers demonstrate a sound understanding of technology operations and concepts.
2. Teachers plan and design effective learning environments and experiences supported by technology.
3. Teachers implement curriculum plans that include methods and strategies for applying technology to maximize student learning.
4. Teachers apply technology to facilitate a variety of effective assessment and evaluation strategies.
5. Teachers use technology to enhance their productivity and professional practice.
6. Teachers understand the social, ethical, legal and human issues surrounding the use of technology in PK-12 schools and apply those principles in practice.

Technical Assistance

Technical support from a district perspective must involve a clear, coordinated and organized approach to implement voice-video-data computer networks and to deal with issues including security and maintenance. BISD will provide technical support on a continuous basis. BISD has contracted with Calhoun Intermediate School District to provide routine maintenance and repairs to equipment for ISP services. BISD staff members working in local school district buildings receive support from technology staff in the local district as well as the CISD technician.

Technology resources will be reviewed regularly for relevance. An up-to-date inventory of information technology resources will be maintained. Currently, BISD's insurance carrier (SET Incorporated) provides adequate coverage for materials and liability. The Barry Intermediate School District will provide sufficient funds to maintain technical assistance from the following sources:

- ❖ Calhoun Intermediate School District Technology department
- ❖ Kalamazoo Regional Education Service Agency Technology department
- ❖ Outside service vendors and technology consultants

Supporting Resources

Barry ISD has a long-standing commitment to provide high-quality resources to both employees within the organization and local districts in the region. BISD will support its technology infrastructure through enabling board policy, financial allocations specifically earmarked for technology and on-going professional development opportunities for all staff. The Barry ISD website includes useful tools and links for staff. Access to software, manuals and Regional Educational Media Center resources is available to staff.

Projected Timetable

Year one (2006-2007)

- ❖ Maintain BISD website
- ❖ Upgrade computer infrastructure
- ❖ Continue and increase teacher training sessions
- ❖ Explore new adaptive technologies for special education students
- ❖ Explore additional grant-funding opportunities
- ❖ Maintain and upgrade as appropriate all previously installed equipment
- ❖ Continue discussions with constituent districts regarding collaborations
- ❖ Explore wireless connectivity possibilities
- ❖ Upgrade and/or replace 1/4 of computer hardware in the district
- ❖ Continue work with curriculum integration, staff training activities, grant seeking activities, collaboration with community initiatives and exploration of new technology
- ❖ Maintain Universal Service Funding

Year two (2007-2008)

- ❖ Maintain BISD website
- ❖ Upgrade computer infrastructure as needed
- ❖ Continue teacher training sessions
- ❖ Explore new adaptive technologies for special education students
- ❖ Explore additional grant-funding opportunities
- ❖ Maintain and upgrade as appropriate all previously installed equipment
- ❖ Continue discussions with constituent districts regarding collaborations
- ❖ Upgrade and/or replace 1/4 of computer hardware in the district
- ❖ Continue work with curriculum integration, staff training activities, grant seeking activities, collaboration with community initiatives and exploration of new technology
- ❖ Maintain Universal Service Funding

Year three (2008-2009)

- ❖ Maintain BISD website
- ❖ Upgrade computer infrastructure as needed
- ❖ Continue teacher training sessions
- ❖ Explore new technologies
- ❖ Explore additional grant-funding opportunities
- ❖ Maintain and upgrade as appropriate all previously installed equipment
- ❖ Continue discussions with constituent districts regarding collaborations
- ❖ Upgrade and/or replace 1/4 of computer hardware in the district
- ❖ Continue work with curriculum integration, staff training activities, grant seeking activities, collaboration with community initiatives and exploration of new technology
- ❖ Maintain Universal Service Funding

Projected Costs

<u>Technology Budget 2006-2007 school year</u>	
Contracted Services (maintenance of LAN)	15,000
Equipment	
-Hardware	20,000
-Software & Licensing Agreements	6,000
Equipment repair, Technical	
Support & Maintenance	25,000
Staff Development	7,000
Supplies	4,000
T-1 subscription	<u>8,580</u>
TOTAL	85,580

<u>Technology Budget 2007-2008 school year</u>	
Contracted Services (maintenance of LAN)	15,000
Equipment	
-Hardware	20,000
-Software & Licensing Agreements	6,000
Equipment repair, Technical	
Support & Maintenance	25,000
Staff Development	7,000
Supplies	4,000
T-1 subscription	<u>4,500</u>
TOTAL	77,540

<u>Technology Budget 2008-2009 school year</u>	
Contracted Services (maintenance of LAN)	15,000
Equipment	
-Hardware	20,000
-Software & Licensing Agreements	6,000
Equipment repair, Technical	
Support & Maintenance	25,000
Staff Development	7,000
Supplies	4,000
T-1 subscription	<u>4,500</u>
TOTAL	77,540

Coordination of Financial Resources

The initial funding for the equipment, software and necessary infrastructure comes from the general and special education funds of the Barry Intermediate School District. Cost

for upgrading the telephone and finance system were also derived from these sources. Ongoing technology funding will come from the following sources:

- ❖ General and special operating funds
- ❖ Fund balances
- ❖ Public and private grant funds
- ❖ Federal programs (Universal Service Fund)

Evaluation of Progress

Through Technology Committee meetings, the BISD technology plan will be reviewed quarterly. Our review will consist of compiling a summary of the goals met, a summary of unexpected outcomes and goals not met or in progress and a plan to address and adapt the unmet goals and objectives. This will be done to ensure that we are continually progressing in meeting our goals and objectives. Through this evaluation process, modifications can be made to our goals. Evaluation will be documented through successful project implementation and adaptation to address unmet goals and objectives. The plan will be a living document that is updated and adapted to our changing technology needs.

Acceptable Use Policy

Barry ISD board of education has adopted the following policy for terms and conditions for use of technology by its staff and students.

EDUCATIONAL TECHNOLOGY AND ELECTRONIC INFORMATION RESOURCES

The board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of district operations. The board will endeavor to provide educational technology and electronic information resources in a financially responsible manner to students and employees of the school district. Consistent with the policy standards and technology code of conduct outlined below, the board authorizes the superintendent to develop and implement the necessary use agreements, forms and procedures for users of educational technology and electronic information resources provided by the school district to its students and employees. The superintendent shall further ensure that users of the school district's educational technology and electronic resources are informed of these conduct standards and disciplinary action to users who violate the conduct standards.

Policy Standards

- A. Respect the privacy of other users.
- B. Respect the legal protection provided by copyright, trademark and license to programs and data.

- C. Respect the integrity of the educational technology and electronic information resources, including networks and supporting systems.
- D. Act in an ethical and legal manner in the use of educational technology and electronic information resources.
- E. Complete training on the use, legal rights and responsibilities of available educational technology and electronic information services.
- F. Assume responsibility for all material sent or received under the user's account.
- G. Accept financial responsibility for damages or unauthorized expenses incurred.

Internet Safety

In compliance with the Children's Internet Protection Act ("CIPA"), the Barry Intermediate School District has implemented filtering and/or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors under 18 years of age. The software will work by scanning for objectionable words or concepts, as determined by the School District. [Note: CIPA does not enumerate any actual words or concepts that should be filtered or blocked. Thus, CIPA necessarily requires that the School District determine which words or concepts are objectionable.] However, no software is foolproof, and there is still a risk an Internet user may be exposed to a site containing such materials. An Account user who incidentally connects to such a site must immediately disconnect from the site and notify a teacher or supervisor. If an Account user sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately.

In compliance with CIPA, the Barry Intermediate School District and its representatives will implement a mechanism to monitor all minors' on-line activities, including website browsing, email use, chat room participation and other forms of electronic communications. If such a mechanism leads to the discovery that a user has violated or may be violating this Policy, appropriate disciplinary action will be taken. Monitoring is aimed to protect minors from accessing inappropriate matter, as well as help enforce this policy, on the Internet, as determined by the school board, local educational agency or other related authority. The School District reserves the right to monitor other users' (e.g., employees, students 17 years or older) online activities, and to access review, copy, store or delete any electronic communications or files and disclose them to others as it deems necessary.

Account users will abide by all school district security policies.

Privacy Policy

The System Administrator has the authority to monitor all Accounts, including e-mail and other materials transmitted or received via the Accounts. All such materials are the property of the School District. Account users do not have any right to or expectation of privacy regarding such materials.

Technology Code of Conduct

In furtherance of these policy standards for users of educational technology and electronic information resources, the board adopts the following Technology Code of Conduct:

Use of the district's educational technology, including but not limited to membership to educational networks is limited to legitimate education purposes to support and enhance the district's curriculum in a manner which is consistent with the district's mission statement.

Users of the district's educational technology are responsible for attending appropriate training sessions in the use and care of educational technology and should refrain from using any educational technology for which they have not received training.

Users may be required to make full financial restitution for any damages to educational technology or unauthorized expenses incurred.

The following uses are strictly prohibited and may subject the offender to restriction, suspension, or termination of educational technology privileges. As appropriate, disciplinary sanctions may also be imposed for violation of these conduct standards:

1. Unauthorized entry into a file, whether to use, read, change, or for any other purpose.
2. Unauthorized transfer, deletion, or duplication of a file.
3. Unauthorized use of another individual's identification or password.
4. Unauthorized access to telecommunications files or facilities.
5. Use of educational technology which interferes with the work of another student, employee or school official.
6. Use of educational technology to draft, send, or receive inappropriate communications, including but not limited to communications which are obscene, profane, vulgar, indecent, threatening or otherwise prohibited by law.
7. Use of educational technology, including telecommunications facilities, to interfere with the operation of the district's computing system.
8. Violation of copyright, trademark, trade secrets or licensing agreements.
9. Use of educational technology for the purchase, sale and/or advertisement of goods or services.

Communication/PR

Without communication, implementation of a technology plan will be limited. The community must be kept informed of the direction, goals and progress of the plan. By doing this, BISD will involve the community further in the decision making process and

perhaps generate more involvement from community members. Communication to the community must be made through a variety of media.

The Barry Intermediate School District will communicate the progress and goals of its technology initiatives to the community in a variety of ways. BISD will send releases to local media sources, speak to community groups and post information on the district website: <http://www.barryisd.org>