

Engadine Consolidated Schools

District Technology Plan



Section 1

Cover Page

District: Engadine Consolidated Schools

District Code: 49055

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Start Date of Technology Plan: July 2012

End Date of Technology Plan: June 2015

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Eastern Upper Peninsula Intermediate School District

URL of Technology Plan: <http://Engadine.eup.k12.mi.us/techplan>

URL of School Improvement plan: [http:// Engadine.eup.k12.mi.us/siplan](http://Engadine.eup.k12.mi.us/siplan)

TABLE OF CONTENTS

<u>COMPONENT</u>	<u>PAGE</u>
Cover page.....	1
Table of Contents.....	2
Introductory Material.....	3-4
Vision and Goals.....	4-6
 <u>Curriculum</u>	
Integration.....	6-8
Student Achievement.....	9
Technology Delivery.....	9
Parental Communications and Community Relations.....	9-10
Collaboration.....	10
 <u>Professional Development</u>	
Professional Development.....	11
Supporting Resources.....	11 - 12
 <u>Infrastructure, Hardware, Technical Support, and Software</u>	
Needs/Technical Specification and Design.....	12 -14
Increase Access.....	14
 <u>Funding and Budget</u>	
Budget and Timeline.....	14 -15
Coordination of Resources.....	15
 <u>Monitoring and Evaluation</u>	
Evaluation.....	15 - 16
Acceptable Use Policy.....	17 - 20

Engadine Consolidated Schools

District Technology Plan

Section 2

District Mission Statement

The Mission of the Engadine Consolidated School District is to engage all students in a lifelong learning process to acquire knowledge develop skills and establish work habits to enable them to become productive members of society.

By including technology as an integral part of a well-balanced K-12 program, our school system will provide students with the opportunity to develop lifelong learning skills through the use of technology. With technology as a tool, teachers, administrators, and support staff will become more efficient and effective in facilitating and managing the learning environment.

District Profile

Engadine Consolidated Schools is located in the western part of Mackinac County, in the eastern Michigan's Upper Peninsula. The district consists of 286 students in grades Kindergarten through twelfth grade housed in two joined buildings. The elementary segment has 133 students and nine teachers. The Junior/Senior high enrollment in grades six through twelve is 153 students with a staff of eleven teachers. Approximately 31.47 percent of the student population is Native American, 1 percent Asian, 1.4 percent African American, 1.75 percent Hispanic, 1 percent are multi-racial, and 63.38 percent are Caucasian. The socioeconomic status of the district's population is lower middle class. The economically disadvantaged are 55.5 percent of the population. Many of the district's residents drive 50-60 miles one way to find employment. The district's main employers are the State of Michigan, casinos, health care, and the school district. Mackinac County, in which the district is located, has one of the highest unemployment rates in the state of Michigan. All of these factors make technology a great leveling tool by creating opportunities and making resources available to students and staff that would otherwise be unavailable.

School Buildings:

Engadine Schools
W13920 Melville Street
Engadine, Michigan 49827

55.5% of the students are eligible for free or reduced lunches.

Engadine Schools consists of one building housing 286 students in kindergarten through twelfth grade and 20 teachers.

District Technology Team Members

Corey Helegsen	Administration
Angie McArthur	Administration/Parent
Janice Wagner	Technology/Media
Melissa Baldini	Business /Computer Teacher
Denise McClelland	Teacher/Parent
Cheryl Adams	Secretary

Members of this committee are volunteers or were chosen because of their interest in technology and related areas.

Duties of the committee are working together to ensure the district technology plan is designed to meet the need of the district and the plan is put into action. The committee will evaluate new technologies before implementation. The committee will be given the duty of promoting the use of the technology curriculum and teaching strategies described in the vision and goals section of this plan. Monitoring and evaluation of the success of the technology plan is the duty of the committee.

The technology plan is submitted to the school board for approval upon completion and will need to be approved by the school board before submission to the state.

Section 3

Vision and Goals

Vision: The Engadine Consolidated Schools, in cooperation with the Eastern Upper Peninsula Telecommunications Consortium, our public school communities, parents and citizens of the Engadine Consolidated School District are responsible for providing a positive environment and developing a comprehensive curriculum to enhance and challenge the intellectual, physical, emotional and social skills of all students, preparing them for their roles as productive, responsible citizens.

By including technology as an integral part of a well-balanced K-12 program, our school system will provide students with the opportunity to develop lifelong learning skills through the use of technology. With technology as a tool, teachers, administrators, and support staff will become more efficient and effective in facilitating and managing the learning environment.

It is no longer possible for teachers to be the sole repository of information for a classroom. Traditional educational resources cannot keep pace with the accelerated pace of information in today's society. It is our challenge to create an educational environment that provides any information anywhere, where students are encouraged to work collaboratively with others and with information from many sources. We hope to create an environment that will train our students to be lifelong learners.

Technology is not a separate curriculum, but an appropriate part of every curriculum at every level of instruction. Students must be exposed to current technologies so that they are able to access up-to-date information through worldwide information databases in the subject areas that they are studying. Students need access to this ever-widening set of resources. Our students will be instructed in the use of technological tools and how to use those tools in the continuation of their education.

Goal 1: Coordination and standardization of technology related items including: hardware, software, networks, wireless, service and repair, training, planning and development and support services. (Content Standard 2, 4)

Relationship: 1. Supports integration of technology throughout the entire K-12 district and EUPTC membership.

2. Allows for more effective Professional Development.

Strategy: Our technology environment is the basis of many learning experiences in our school district for our students. It is necessary for the technology literacy for all to support curriculum. The technology environment must be maintained at current technological standards to continually supply our students the ability to maintain the highest academic achievement levels. The current technology environment is for students to use resources.

Goal 2: Technology integration process to continually support the academic growth of the individual student to show a year's growth throughout the student's academic career. (Content standard 1-6)

Relationship: Supports the school improvement goal of "All students will show growth in comprehension of informational text."

Strategy: Regularly assess student academic progress using high quality online tools to

monitor and adjust teaching & student learning. Utilize summative and formative assessment data to measure progress by reviewing longitudinal data to identify trends and need for adjustment in the curriculum. Also using Reading Recovery, netbooks, wireless connectivity, GLAD Testing

Goal 3: To continue to strive for inter-connectivity between the Engadine Consolidated School district to regional, state and world classrooms in real time. (Content standard 1, 2, 3, 4, 6)

Relationship: Eliminates the financial/time constraints, for participation by eliminating classroom travel and teacher travel.

Strategy: Use audio and visual technologies to inter connect with other locations for collaboration, interaction, resource sharing, and discussion. Methods to include, but not limited to: Internet, wireless access, ITV Distance learning classes, Michigan Virtual High School and University, shared, collaborative services of the EUPISD and other state-wide educational service agencies, i.e. Michigan Department of Education and phones.

Goal 4: Professional Development in the area of Technology.

Relationship: Effect on students learning: Gives the teachers the knowledge so that they will feel confident to implement the use of technology in everyday classroom.

Students are assisting with classroom technology multi-step problem solving techniques to assist the instructor. (Content standards 1, 3, 2, 4, 6)

Strategy:

1. In-service staff of new technologies early in the school year and review existing technologies to improve student's academic performance.
2. Use scheduled calendar days for local, regional, and state professional as well as offsite training opportunities for our staff.

Goal 5: Encourage staff to be lifelong learners in the realm of technology.

(Content standards 1 - 6)

Relationship: Well-educated staff will bring new ideas into the classroom and be role models of learning examples.

Strategy:

1. Silent reading practices
2. In service time
3. Encourage participation in EUPISD classes

Section 4

CURRICULUM

A. Curriculum Integration

The technology team in collaboration with the school improvement team has developed a timeline for the following strategies to meet curricular goals of targeted groups, and requirements for professional

development in order to successfully accomplish the technology goals of Engadine Consolidated Schools. The team will utilize data such as MEAP Scores to measure progress for the following goals.

School Improvement Goals

1. Goal: All students will be proficient in reading.
2. Goal: All students will be proficient in math.
3. Goal: All students will be proficient in writing.
4. Goal: All students will come to school prepared to learn.

Technology Goal:

All students will be proficient in the use of technology by maintaining hardware, software, and local area and wide area network connectivity.

Strategies to meet school improvement and technology district goals	Timeline	Promotions and targeted audiences	Professional Development	Curricular Area	Evaluation Percent of Achieved Strategies
By the end of 8 th grade the students will meet the State’s definition of technology literacy, through teacher observation and completion of coursework.	By the end of 8 th Grade	K – 8	Instructor In-service, School Improvement Committee	Technology Literacy	Ongoing
Maintain office workstations for student accounting	5/98 – ongoing	K - 12, admin. and staff	One on One Teacher Training for new users	All Areas	Completed
Maintain learning software	9/98 - ongoing	K - 12	None	All Areas	Ongoing
Maintain and update mobile devices for classroom wireless activities	12/02 - ongoing	K – 12	Usage In-service	All Areas	Developing
Service setup and repair of Copiers	Ongoing	K – 12	Technology Staff Updates	All Areas	Ongoing
Maintain and support Word Processing, Database, Spreadsheet, and publishing software.	9/98 – ongoing	K – 12	One on One	All Areas	Completed
Maintain and support Discovery Education subscription service. Obtained through our local REMC, has allowed our teachers to incorporate video clips into the curriculum. These video clips and accompanying materials target the MI Benchmarks and standards.	11/05 - ongoing	K - 12	On site training, Instructor In-service, one on one	All Areas	Ongoing
Investigate, encourage and teach Compass Learning for curriculum instruction.	2/03 – ongoing	First – 12	ISD Curriculum Coordinator	All Areas	Developing
Assist students participating in MVHS and Online dual enrollment by maintaining equipment	9/02 – ongoing	Individual Students	One on One	All Areas	Developing
Maintain, install and equip computer lab for classroom instruction	Ongoing	K – 12		Technology equipment for curricular support	Completed

Support and participate in technology curriculum planning	2000 – Ongoing	K – 12	EUPTC training in collaboration with School Improvement Team	Technology and Curricular	Ongoing
Employ technology support staff person	9/1998	School District	Participate in EUPTC	Technology	Completed
Maintain and manage the local area network	Ongoing	K - 12, staff, library	Technology Staff	Technology equipment for curricular support	Completed
Phone System, local and long distance coverage	02/03 – ongoing	School District	Technology Staff	Technology	Developing
Wireless	02/03 – ongoing	School District	Technology Staff	Technology	Completed
Maintain public Library computer stations, cameras, video equipment, software, Library software, public internet accessibility	9/93 – ongoing	Engadine Library	Library Staff and patrons	Library Research, video media, All curricular areas	On going
Online Keyboarding practice	9/02 - ongoing	2-8	Instructor In-service, student classroom instruction, one on one	Technology	Completed
Provide digital and digital video cameras for classroom usage	9/02 – ongoing	School District	One on one training	Technology	Completed
Computer courses will include educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.	9/08 – ongoing	K – 12	Instructor In-service, student classroom instruction, one on one	Technology and All areas	Ongoing
All students will meet Michigan Educational Technology Standards (METS) at each grade level.	9/08 - ongoing	K – 12	Curriculum alignment, Testing and demonstrated activities	Technology	Developing
All teachers will meet National Educational Technology Standards (NETS)	9/08 – ongoing	Instructors	In-service, workshops	Using Technology in the Curricular area	Developing

Section 5

B. Student Achievement

To view current student data use the following link:
<https://www.mischooldata.org/DistrictSchoolProfiles/ReportCard/Dashboard/Dashboard.aspx?6987Nav=%7c&NodeID=139>

Section 6

C. Technology Delivery

Strategy:

Interactive Video Courses are available to all students extending the curriculum offerings in the district. We are currently participating in the Interactive Video Courses thru the EUPISD. Students continue to take a variety of subjects over Interactive Video.

Curriculum delivery will be enhanced with the use of learning management system. (Compass Learning and Data Director)

On-line course are available to all students. Our students currently participate in courses offered thru Compass, Michigan Virtual High School and University. Our teachers and students utilize our Internet Access for classroom research. Teachers use streaming video, interactive projection, Moodle, blogging, Edmodo, You Tube, and Skype, and wikis as instructional tools.

Need for increased use or use of new online courses can be brought to the tech committee by students, staff, or community members for review. Online courses will be evaluated by the tech committee as part of the planning and implementing process of the district.

We will continue to utilize the above methods for instructional purposes and it is our goal to use video conferencing in the future.

Section 7

D. Parental Communications & Community Relations

Parental Involvement in Engadine Consolidated Schools is measured in a variety of different ways. Each year Engadine Consolidated Schools has approximately 70 percent participation at parent teacher conferences. Parents and teachers use a parent portal, email, telephone, memos and direct mailings to contact with each other.

Progress and attendance reports available daily online, to keep parents aware of students' academic standing. SDS Parent Connect is also available to be used by parents to track student progress and academic standing and homework assignments.

Another method of disseminating information to our surrounding community is our school web site. The schools' web site contains the following:

- 1) An up-to-date monthly calendar listing of all school activities
- 2) Annual School year in brief calendar
- 3) School Lunch and Breakfast menus
- 4) School Board Meeting minutes (2000 to present)
- 5) School improvement and technology plan
- 6) Library Card Catalog access
- 7) Staff directory and email
- 8) USF information
- 9) Teacher web pages that publish curriculum and classroom information
- 10) Contact and physical address information for district and staff
- 11) Elementary and High School principal newsletters
- 12) Budget information (2006 to present)
- 13) Bully Report form
- 14) Community Survey
- 15) Budget and salary transparency report
- 16) Extra-curricular activities (sports, band, etc) information

Our school improvement team includes staff members, teachers, parents and community members allowing opportunity for parents, educators, students and community members to contribute.

Section 8

E. Collaboration

Goal: Technology should be available to the learning community beyond the regular hours and days of "school time".

Strategy:

- Supervised usage should be available during lunch periods, after school, evenings, weekends and summers.
- Access should be provided for instruction, communication, organizational information, and use of applications.
- Access should be provided to resources outside the community such as those found on the Internet and commercial services.
- It shall be the responsibility of the District Technology Committee to assess the current levels of available, appropriate technology and make recommendations to the Curriculum Committee and/or the Board of Education to correct perceived deficiencies.

The district will continue with:

1. Connection of educational network to public library
2. Community awareness activities
3. Computers available to the public outside school hours
4. Involve active community/business advisory groups in planning

Section 9

F. Professional Development

Our district will implement a training program that will transform the typical "user" into a "well trained" user of technology who will then have the ability to integrate this acquired skill set into our learning community.

1. An opening day in-service will be provided by district personnel to all staff on software and hardware enhancements made during the summer months and instruct/guide them on incorporating technology into their classroom.
2. Our district will dedicate 10% of available in-service time to "need based" technology related instruction. District personnel or an outside expert will provide this instruction.
3. An additional source of technical training may be provided by those staff taking courses for technology related issues and required by their certification.
4. Teaching staff will be encouraged to participate in EUPTC software training to cover computer awareness, basic computer skills, and software specific applications.
5. Engadine Schools' Technology Coordinator will be encouraged to take part in the EUPTC Training.
6. The district will encourage involvement in student, staff, and parent presentations provided by the EUPISD.
7. Conferences and seminars will be utilized as a source of training for staff.
8. Video conferencing will be implemented in district ITV rooms and ITV will be utilized as a training mechanism to provide "software-specific/hardware-specific" training to local staff.
9. Collaborate with local school districts, colleges and universities to share technology resources.
10. Staff will be encouraged to develop a personal professional development plan, which includes technology integration skills.

Section 10

G. Supporting Resources

By using the following supporting resources we are effectively leveraging and expanding our technology investment:

Usage of technology for classroom instruction and lifelong learning.

The school's web site keeps the students, staff and community informed of events, activities and notices

EUPISD programs and support groups to stay current with technologies and collaborate on projects

Collaborate with local school districts, colleges and universities to share technology resources

Electronic mail, Internet/Web access, and database access is maintained to provide each staff member access.

Maintain the subscription to online software.

The following will be used to ensure that technology and curriculum coordinators plan together for continued technology.

Technology will be addressed in the District School Improvement Plan

Software will be purchased to implement/supplement existing curriculum goals and objectives. Software purchases need to be coordinated to eliminate duplicate purchases across K-12 grade levels.

An inventory will be kept on all hardware/software in the district indicating vendor, purchase date, technical notes, repairs, warranty, licensing, and funding information.

Section 11

H. Infrastructure Needs/Technical Specification, and Design

Students entering a school today will graduate and live in the 21st century. A rapidly changing society will dictate their needs. It is our responsibility as educators to prepare students to live in this new world. Decisions we make today may have major effects on the quality and efficiency of the educational program we deliver to students in the future. We recognize that technology is a major force in today's world. Our graduates must be able to use technology in education, business, and industry. Jobs and life in general will require people who can solve problems, understand complex terminology, communicate clearly, make sense out of massive amounts of ever changing information, and know how to use appropriate problem solving techniques. The Technology Committee feels that in all areas of the curriculum, we must teach an information based inquiry process that meets the demands of a new age. We must secure the technology essential to prepare students too effectively utilize electronic information and compete in the modern world of work. In support of technology in our district we utilize our in-house tech 15 hours per week to maintain technology hardware, software and network infrastructure.

Currently:

- Each classroom and office is wired with at least 1Cat5e computer drop capable of sending and receiving 1 Gbps. Each classroom has at least one computer and each teacher has a laptop.
- The district has installed wireless Access Points to provide wireless connectivity to the entire

district.

- Each classroom includes additional video sources to the LAN: interactive data projector and laptop with DVD player
- Each classroom and office is equipped with phone service and voice mail.
- A local server provides network identity, authentication and file storage for all network users and connects to a regional network shared with the rest of the school districts in the EUPISD region. This allows single username / password integration with regional systems. The shared network identity is used for Internet Filtering, which meets CIPA guidelines, proxy services, and security across the region. Access to the EUP cloud allows access to files stored on the district network from outside the district via the Internet.
- Each student grade 2 -12 has the use of a netbook at school. 7-12 grades are encouraged to also use their netbook outside of school time and in the summer months.
- Each school bus is equipped with a cell phone.
- Each classroom is equipped with hardware capable of making interactive PC-based presentations to large groups.
- Software includes a Student Information System, a parent portal, school finance software, Microsoft Office, Meal Magic, and Sirs

Need to acquire:

- Upgrade servers every 3 years.
- Upgrade workstations and laptops on a 3 year rotation.
- New phone system

At the current time active directory is the standard for servers in our district. The workstation standard is Microsoft Windows OS. Workstation specifications are reviewed yearly and when purchases are made. Hardware purchases meet ISD standards.

Section 12

I. Increase Access -

Goal: to increase access to technology for all students and all teachers with no exceptions. Ensuring that technology is available to all students and staff who may not have the technology available otherwise.

Strategy:

- Maintain wireless connectivity
- Maintain one on one computing for students
- Maintain after school hours for students
- Library hours at night and weekends
- Support and increase one to one technology for students and staff.
- Maintain computer labs
- Maintain and increase Wide Area Network connectivity

YEAR 3: 2014-2015 total 218,822.00

- Phone system and services 5,400.00
- Renew Internet Filtering and virus protection software subscription. 1,215.00
- Maintenance contract SIRSI library software 600.00
- Copier maintenance 18,000.00
- Upgrade classroom technology (computers, projectors, document cameras) in 6 classrooms. 1/5 of the total units. 21,000.00
- Upgrade student netbooks 102,400.00
- The district will contract with ISD for network and server support services. 7,310.00
- The district will contract with the ISD for web hosting 1,650.00
- The district will contract for fleet communications services for all school buses. 840.00
- The district will provide in service training for staff. 1,000.00
- Contract for Internet access from the EUPISD 33,103.00
- Maintenance contract-student information/financial systems 4,430.00
- Meal Magic maintenance contract \$790.00
- Salary and benefits for tech coordinator 18,084.00
- Upgrade servers 3,000.00
- Other funding sources.

Section 14

K. Coordination of Resources

- District will establish a line item in the general fund budget that will be available exclusively for technology.
- Grant projects will be sought on state, federal, and local resources.
- Participate in the pursuit of Universal Service Funds.
- Continue to utilize Title I, Title VII, and At-Risk funding.
- District will partner with the community as opportunities occur.

Section 15

L. Evaluation

Regular technology support meetings for the district and at the ISD for review and coordination of plans

Who: The technology committee and the committee for curriculum development are the primary staff members who are responsible for monitoring the implementation and use of technology in the schools and community.

What: The general area to be monitored is the level to which computers are integrated into the daily school life of the students, teachers, staff and administration. Specific areas to be monitored include administration and management, communications and access to information, instructional use of technology, staff competence, and funding sources.

When: Monitoring the use of technology will be an ongoing process with milestones to accomplish.

These milestones include quarterly reports to the staff and administration. School Improvement annual reports will be prepared and presented.

Where: Monitoring the implementation of technology will take place in the classroom, computer labs, library, administrative offices, and community as a whole.

How: Quantitative and qualitative data will be obtained on a regular basis through observations. The goals of the technology plan along with the activities performed by students and staff will be developed and administered.

Why: The monitoring process will provide the data and information necessary to evaluate the outcomes of technology in education. It is noted that the goals of the plan are broadly stated. These goals will be translated into practice by teachers and staff. The information gathered about the practices will be useful for describing how the goals were attained. They will also add to the body of information sought by other school districts and departments of education.

The implementation of technology and the plan are dynamic in that as more is learned the plan will be modified and changed.

Unachieved goals will be noted and new strategies will developed to address the area of need.

Incorporation of Evaluation Information for Ongoing Planning

Technology specialists, director of curriculum and educational technology, superintendent, technology advisory council, and teachers will review the evaluation information on an annual basis. The review will analyze goals and outcomes and make recommendations for changes. The technology advisory council will be comprised of technology planning committee, principals, superintendent, community members, students, parents, and teachers. The school department recognizes the need to maintain the involvement of community members outside the school buildings in the ongoing process.

Process for Reporting and Timeline

Data and information will be gathered throughout the year by the technology committee. Yearly reports will be made to the technology advisory board. These reports will be disseminated through the school web site. Reports will be prepared for the school committee, school councils, administration, teaching staff, parents, community at large, and area businesses.

Section 16

M. Acceptable Use Policy

Acceptable Use Policy For Engadine Consolidated Schools

Introduction

It is the policy of Engadine Consolidated Schools to:

- A. Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- B. Prevent unauthorized access and other unlawful online activity;
- C. Prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and
- D. Comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Engadine Consolidated Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes:

- A. unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and
- B. unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the Engadine Consolidated School District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet protection Act.

*** Children’s Internet Protection Act definitions of terms:**

TECHNOLOGY PROTECTION MEASURE. The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, AS THAT TERM IS DEFINED IN SECTION 1460 OF TITLE 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or

3. Harmful to minors.

HARMFUL TO MINORS. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, and actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

Purpose of this agreement is to outline the rules for using the local area network and the Internet at Engadine Consolidated Schools. Because of the cost and sensitivity of computer equipment, and because of the unregulated nature of material found on the Internet, all parents, students, and staff must understand the rules for usage.

Acceptable Use Policy (AUP) All students must have a copy of the Engadine Schools AUP signed by the student and a parent or legal guardian on file with the school.

Access to the Internet on school computers is for educational purposes only. Sites containing inappropriate material such as references to profanity, violence, sex, drugs or criminal activity are strictly prohibited. Students may not purchase anything over the Internet on school equipment.

A. The use of school computers is a privilege, which may be taken away if the person uses computers, the network, or the Internet improperly - or causes damage to computer hardware or software.

B. The school may remove any material from school computers that is not conducive to the educational mission or is not good for the students (i.e., objectionable material). The school will hold the student responsible for access to Internet sites that it deems objectionable. Students will not install unauthorized software or download unauthorized files on school computers.

C. Each person is responsible for good behavior while using computers and/or the network. The same rules that apply with regard to common courtesy and respect for people and property also apply with regard to use of the school computer network and the Internet. Improper use will lead to computer privileges being taken away.

D. The district has the right to review (or monitor) all activities, E-mail correspondences, and material created on school computers.

E. The parent and student must sign this agreement. Improper use of computers, the network, and/or the Internet will result in a loss of computer privileges at school, as well as other disciplinary actions as determined by the principal.

E-mail- Students will be given a school e-mail account to be used for educational purposes only. These

accounts are not private and will be periodically monitored. Students who send inappropriate material via e-mail will lose this privilege. If you receive an inappropriate e-mail notify a teacher as quickly as possible. Only correspond with people you know or that have been assigned to you by a teacher and never give out personal information via e-mail. Students may not use outside e-mail accounts (yahoo, hotmail, etc.) on school computers.

Chat rooms- Students may not use chat rooms unless it is part of an assignment under the direct supervision of a teacher.

Games & Software- Students may not load games or software or play a game on a school computer without the permission of a teacher.

Computers & Equipment- Students are expected to treat the school's equipment with the utmost respect and always leave it in the same condition it was in when they began using it.

Social Networking: Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Printers- Conserve paper and ink! If you are printing from the Internet **DO NOT** print an entire web page. Copy and paste the article into a word processing program and condense the article before printing. Always print preview to make sure you are using the least amount of paper possible. Black printing outside classroom can be done for 10 cents a sheet color printouts will cost 25 cents per copy.

Network and Internet Permission Slip

By signing this document, the student and parent indicate that they have read the "Network and Internet Access Agreement" and agree that the student will abide by the rules stated therein. Though a failure to sign and return this document will not result in a suspension of the student's general computer or network privileges,

Internet privileges will be suspended until the signed agreement is on file with the school. This document will be kept at the school for the duration of the student's attendance.

Please sign and return to school as soon as possible.

APPROVAL OF ACCESS TO THE INTERNET:

Student: I agree to abide by the rules and regulations set forth in the "Network and Internet access Agreement."

Student Signature

Date

Parent: As the student's parent and/or guardian, I have read and agree to the terms described in the "Network and Internet Access Agreement." With respect to my student's computer, network, and Internet privileges - and with regard to the information that is contained on or could be obtained by way of the district's network - I hereby release Engadine Consolidated Schools, and the Board of Education, as well as the network administrators and operators, from any and all claims that may arise as a result of my student's use of or inability to use school computer resources within the guidelines set forth in the "Network and Internet Access Agreement."

Signature of Parent

Date

-OR-

DENIAL OF ACCESS TO THE INTERNET:

As the student's parent and/or guardian, **I DO NOT** give permission for my student to use the Internet at Engadine Consolidated Schools. Use of the computer network is permissible, but **only during activities that do not involve Internet access.**

Signature of Parent

Date