

Vandercook Lake Public Schools



Technology Plan

(July 1, 2009 – June 30, 2012)

Web URL – [Http://vandschools.org/tech/vandy/techplan_current.pdf](http://vandschools.org/tech/vandy/techplan_current.pdf)

School District Code = 38020

Vandercook Lake Public Schools

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Jackson County Intermediate School District

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Section Two - **Introductory Material****District Mission Statement**

Vandercook Lake Public Schools, in partnership with our community, will provide a quality education empowering all students to become independent, life-long learners, and productive citizens.

High School/Middle School Mission Statement

The staff of Vandercook Lake High School/Middle School, with the support of our students, community, and other agencies, will provide a safe, positive environment which will encourage students to reach their individual potential.

We will guide, facilitate, and motivate our students toward progressive growth in academic, physical, social, and emotional development. As a result, students and society will benefit.

Elementary School Mission Statement

The Vandercook Lake elementary school community working with families and supporting resources will provide a nurturing learning environment for our students to establish developmentally appropriate skills and positive attitudes that will build a firm foundation for continuing the learning process.

Description of District (District Profile)

- District established in 1848, fractional school district #10 of Jackson.
- First classic wooden school building constructed in 1858 (used till 1891)
- First permanent (Brick) school building (Draper School) built in 1891.
- The University of Michigan first accredited Vandercook High School in 1934.
- First graduating class of 6 in 1926.
- Largest graduating class was 109 in 1974.
- Senior class of 2009 has 90 members.
- School census rose from 24 in 1850 to a high of 1,519 in 1972.
- Current k-12 enrollment is 1,411.
- Current Professional Teaching Staff is 80.
- K-12 Enrollment in the 2008-2009 school year is 1,411 - 516 school of choice students and 895 district residents.

The Vandercook Lake Public Schools is a small district located in Jackson County in south central Michigan. The community is primarily single-family housing with a few small businesses. The Vandercook Lake area 2000 census showed 4,809 residents. School age census figures showed 1,325 persons age three and older that attended school. (Preschool thru college) About 1,000 residents attended district schools in grades kindergarten through 12th grade; the balance of our school enrollment is made up of "School of Choice" students. The district serves approximately 1,400 students and provides a

comprehensive curriculum and complete athletic program. A few high school students attend the Jackson Area Career Center (JACC) which provides career and technical education programs for Jackson county students and adults and some attend special programs at Jackson Community College.

Per capita income in year 2000 was \$17,359. There were 1,820 households with a median earning level of \$40,238. (This data is for an average household size of 2.60 and average family size of 3.07.) Census racial data shows the district is about 97.5 % white.

We currently support three educational facilities

Vandercook Lake High School/Middle School

Currently houses 710 students in grades 6-12

Offices for the High School, Middle School and Central Administrative Offices
1000 Golf Avenue
Jackson, MI 49203

Townsend Elementary School

Currently houses approximately 604 students in grades K-5
1005 Floyd Avenue
Jackson, MI 49203

McDevitt School

Houses approximately 70 students in preschool and Basic Kindergarten
Serves approximately 125 children in a Latchkey Program
800 E. McDevitt
Jackson, MI 49203

Technology Committee Membership

Central Office Representation

Anthony Hollow – Superintendent
Phil Garrison – Technology Director / district resident /graduate of Vandercook Schools /
parent of district graduates

High School Representation

Marcia Bigger - Media Specialist
Tammie Neeley -Teacher (Computers / Technology)
Karen Benson – Teacher (HSMS Special Education)
Tim Pryor–Science Teacher

Middle School Representation

Renee Rudloff – middle school Principal
June London-Support staff / district resident / graduate of Vandercook Schools
Deb Long – PASS Classroom Teacher

Townsend School Representation

Paul Chilcote – Building Principal

Jennifer French – Teacher / district resident

Joy Cichy – LMC Technology Aide / district resident / parent of district students

Sheryl Waite – Elementary Teacher

McDevitt School Representation

Aaron Bush – Building administrator / District Curriculum Director

Donna LeFaive – Building Secretary / district resident / parent of district students

School Board Representation

Delinda Woods – School board President / District Resident / parent of district graduates
grandparent of district students.

Consortium Acknowledgements

JCISD - Jackson County Intermediate School District,

All School districts in Jackson County <http://jcisd.org>

TACC Technology Area Coordinating Council (Comprised of Technology Directors of
All Jackson County Districts)

REMC 15 - [Region 15 Media Center](#) (Districts in Jackson and Hillsdale County)

Section Three – Vision and Goals

Introduction-Technology Mission

Vandercook Lake Public Schools is keenly aware of the valuable role that technology can play in the improvement and enhancement of K-12 education. This technology plan is a living document, which outlines the ways in which Vandercook Lake Public Schools will implement and utilize technology to advance its educational mission and outcomes. The primary intent of this plan is to improve the instruction and education of students through the integrated use of technology in the classrooms and curriculum.

Technology provides many tools, which are useful in the daily lives of students, teachers and administrators. It facilitates the creation, location, organization, manipulation, and presentation of information. It fosters communication and information exchange among teachers, parents, students and administration. The goal is for the students of Vandercook Lake Public Schools to learn to effectively use technology as self-directed, life-long, learners and information navigators and explorers, prepared for life in the 21st century.

Technology Vision Statement

We believe that technology is becoming an integral part of our lives. Educationally, technology serves as a tool, which enhances lifelong student learning at all levels, and expands the scope of the curriculum. Technology is a vital component of all curriculum areas. The use of technology prepares students for careers in today's fast paced global society.

Technology Goals

1. Every student will become competent in the use of varied technologies to move beyond rote learning towards analytical thinking, problem solving, self-directed, and project-based learning.
2. The integration of technology will be included in all appropriate curriculum areas to enhance teachers' ability to assess student learning in critical and creative thinking skills, tailor learning experiences to learners' needs and abilities, and to help them become self-directed and cooperative learners.
3. Appropriate technological resources, support and training will be provided for students and staff to maximize their effectiveness and efficiency.
4. Students and staff will have equitable access to technological resources.
5. Every student will acquire the necessary skills to use and evaluate sources of information.
6. All staff, when appropriate will utilize technology to enhance and expand their curriculum areas.
7. All students and staff will be required to have an understanding of their obligations concerning compliance with acceptable use policies.
[\(Student AUP Appendix D\)](#), [\(Staff-AUP Appendix E\)](#)
8. Effort will be made to help students, teachers, administrators and other staff make progress toward the International Society for Technology in Education National Educational Technology Standards.
 - a. [\(ISTE NETS for Students\)](#) (appendix A)
 - b. [\(ISTE NETS for Teachers\)](#) (appendix B)

- c. [\(ISTE NETS for Administrators\)](#) (appendix C)
9. Effort will be made to help students meet the current Michigan Educational Technology Standards. Local and ISD staff are currently working on creating methods of evaluating progress toward meeting the standards.
 - a. [METS grades K-2](#) (Appendix F) <http://techplan.org/metskto262305.pdf>
 - b. [METS grades 3-5](#) (Appendix G) <http://techplan.org/mets3to562305.pdf>
 - c. [METS grades 6-8](#) (Appendix H) <http://techplan.org/mets6to862305.pdf>
 - d. [METS grades 9-12](#) (Appendix I)
<http://techplan.org/mets9-12TechStandardsv3Proposed.doc>
 - e. METS K-8 Grade Level Checklist
<http://www.techplan.org/METS2005Checklist.doc>
 - f. METS 9-12 Grade Level Checklist
<http://www.techplan.org/METS9-12Checklist.doc>
10. The district will make more efficient use of radio/cell phone communication between administrators, playground supervisors and bus drivers to ensure the safety of students and to improve response time in meeting parental requests.

Technology and the School Improvement Plan

Our current district school improvement plan goals deal with student outcomes

1. Elementary Math Goal - Students in grades 3-5 will improve their MEAP scores in the area of Geometry.
2. Elementary English Language Arts (ELA) Goal – Students in grades 3-5 will score at or above the state average on the MEAP writing Assessment.
3. Secondary Math Goal – Students will improve performance in the area of reasoning, logic and proof, as well as expressions and equations, as measured by the Michigan Merit Exam. (MME)
4. Middle School Math Goal – Students will improve skills in measurement and geometry as measured by the MEAP Math Assessment.
5. Secondary/Middle School English Language Arts (ELA) Goal – Students in grades 6-8 and 11 will score at or above the state average on the MEAP Writing Assessment or Michigan Merit Exam. (MME)

The Vandercook Schools have committed all school resources to achieving these goals. The long range technology plan of the district provides a framework through which school improvement goals and other missions and goals can be met.

Section 4 (Curriculum) A. Curriculum Integration

(Goals and strategies, aligned with challenging state and national standards, for using telecommunications and technology to improve teaching and learning.)

**Integration of Technology into Curriculum
Enhancing teaching, training and student achievement**

Introduction of computer, voice, data and video communications into each classroom enables technology to become an integral tool in the exploration of curriculum topics and projects. As teachers become familiar and comfortable with the new network and technology tools available, they will individually and collectively explore ways in which to utilize these resources to enrich and enhance the education of their students. Vandercook Lake Public Schools is working to progressively see that:

Curriculum Integration Goals

1. Student-centered learning will be fostered through the use of the technology by enabling self-paced learning and information exploration.
2. Teachers and students will realize the benefit of increased productivity through the use of easily accessible computer hardware and software tools.
3. The network will expand the breadth of information and human resources that are accessible to the students. The Internet will enable students and teachers to exchange information with distant experts and mentors, increasing the significance of curriculum topics to students.
4. The networks (LAN, Internet) will be used to encourage collaboration and information exchange among peers.
5. Students, teachers and administration will more creatively and effectively present and share information with each other through the aid of the classroom computers and networks.
6. The potential for daily parent-teacher communication will be possible through the use of voice mail, email, and the school's web site, thereby supporting the students' learning process.
7. Purchase of rights to the Synrevoice website facilitates communication with parents via recorded group phone messages. This system allows notification regarding student achievement, attendance, meetings and school safety and closure information.
8. Ongoing improvements in the curriculum will incorporate the use of technology as an integral part of the classroom lesson plans, as both a specific learning center and as a tool for the location, organization, manipulation, creation, and presentation of information by teachers and students.
9. Teachers will model the use of technology for students, using it as a productivity tool to create classroom materials. They will use both the video and networked computer technology as additional vehicles for engaging the students in the exploration and investigation of curriculum subjects and topics.
10. Students, teachers, administrators, staff and parents will have remote access to the school's web site around the clock to enable distributed and flexible learning to occur at anytime and from anywhere.

11. Web-based technology will be utilized as a powerful storage and navigational tool for locating information within the school and from remote locations around the world via the Internet. It will be used by teachers, students, and administration to store, present, and catalog information regarding class assignments; curriculum related resources, administrative and social information, and student work portfolios.
12. The web will be used to provide an effective training and resource tool for the use of the technology itself.
13. Teachers will use web technology to create interactive learning modules.
14. Students can use web access to take advantage of enhanced curriculum offerings via distance learning technologies.

Section 5 (Curriculum) B. Student Achievement

(Strategies that are based on research and that integrate technology into curricula and instruction for purposes of improving student academic achievement and a timeline for that integration.)

Current Examples of Integrating Technology in the Curriculum

With networked computers and internet availability in all offices and classrooms technology has become a very important tool for most district teachers. Technology use is ubiquitous in most district classrooms.

Elementary Level

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- Townsend Computer Lab usage – (Townsend Elementaries recently opened computer lab has 30 computers to accommodate classes for various uses)
 1. Music Teacher takes her classes to the lab regularly to use “Super Dooper Music Looper” and “Music Ace” Software. Students compose and replay their music through headphones. Teacher burns CD’s for students and parents at end of projects.
 2. District has purchases site license for IMMA (Intermediate Measures of Music Audiation) which is used to test musical aptitude to better plan placement and performance options for students.
 3. Teachers bring groups of students to take advantage of group instruction.
 4. State and local ISD testing (CWA) is done in computer labs.
 5. Lab is used for staff in-service sessions.
 6. Teachers bring classes to lab for Accelerated Reader quizzes and Star Reading and Math tests.
- Media Center computer lab usage – (Townsend Elementary computer lab has fifteen computers to accommodate classes for individual projects.)
 1. Kindergarten, 1st and 2nd grade classes come to the lab once a week to work with Learning software on CD’s.
 2. Grades 2, 3, 4 and 5 are given pretests at the beginning of the year using Renaissance Learning’s Star Math.
 3. Grade 3 students are tested several times a year with Renaissance Learning’s STAR Math.
 4. Grade 3 classes use Knowledge Adventures Kidworks Deluxe to write stories and learn basic word processing concepts.
 5. Grades 3, 4 and 5 classes have used the lab to write letters and do other projects and activities using Microsoft Word. Emphasis on file management (naming, saving, etc.) simple editing (copy, cut, paste, changing fonts, etc.) and printing.
 6. Students in all grades use lab to take Renaissance Learning’s Accelerated Reader Quizzes.
 7. Grades 4 and 5 come to the lab to do research on the Internet for class projects.
 8. Computer lab teacher uses Microsoft Excel to help teachers make lists and to keep grades.

9. Computer lab teacher emphasized technology terminology such as desktop, icons, cursor, etc. with all classes that visit lab.
 10. Computer lab teacher uses digital camera pictures of building events to provide content for a slideshow screen saver that runs on all building computers.
 11. Teachers and staff use Microsoft Publisher and other programs to print photos and banners.
 12. Computer lab teacher works with teachers to scan photos, graphics, etc to use in class projects.
 13. Computer lab teacher works with teachers to administer Renaissance Learning's Accelerated Reader, Star Math and Star Reading. (Enrolling and unenrolling students, printing reports, unlocking student records, etc.)
- Elementary Classroom Activities-
 1. The district has purchased access to several educational websites that provide content for instructional areas. (i.e.: Starfall.com)
 2. Music students are tested for aptitude using IMMA software by Music teacher to identify musical interest and aptitude to help target instruction.
 3. Kindergarten classes use a "Web Cam" website to monitor marine life.
 4. One classroom uses web site used to monitor North Pole weather during holiday season.
 5. MECC's Oregon Trail program used to study westward expansion in Social Studies.
 6. Map Puzzle programs used to study countries (capitals) and states (capitals) recognition
 7. Renaissance Learning's Accelerated Reader is widely used by students for taking quizzes after reading books. Teachers use the "Accelerated Reader" management program to monitor classes and reading levels.
 8. Grades 3 and 4 make use of the Renaissance Learning's "STAR Math" and "STAR Reading" programs.
 9. Students are encouraged to use standard, scientific and graphing versions of calculator programs.
 10. "Microsoft Word" is used in writing projects at an early level. Students learn basics of Word as early as possible and skills continue to build through grade 12.
 11. Microsoft PowerPoint is used by students and teachers to develop integrated presentations.
 12. Network Login and basic file management are taught by teachers at Townsend schools, all classroom computers k-12 require login before they can be used. Each elementary class has a network directory where students can save files. Each teacher and staff member has a personal home directory. (Grades 6 through 12 students have their own network storage directory which can be accessed from any computer on our network or any building in our district.)
 13. Microsoft Office professional is installed on all classroom and office computers. Students can use and update office skills as they progress through the grades.
 14. In the Resource room students use an online resource to track a migrating sea turtle. Students use the internet to search for supplementary information on their

reading subjects, practice keyboarding and to publish their work. Computer skills are integrated into almost all projects.

15. Teachers use Houghton Mifflin “Great Start” CD ROMS to supplement textbook activities.
16. Teachers use information from “Resources for teaching Writing” CD’s (Calkins and Neville)
17. One classroom uses digital cameras and PowerPoint to create math problem books which include the students own picture.

Middle School Level

- Middle School Classroom Activities
 1. Renaissance Learning’s Accelerated Reader software is widely used in middle school classrooms.
 2. Microsoft PowerPoint is widely used to assemble presentations and speeches. Microsoft Word used to assemble written projects. Internet access via Microsoft Internet Explorer is provided on all district computers.
 3. Students, staff and faculty frequently make use of LCD projectors to make presentations visible to large groups. Projectors have recently been permanently ceiling installed in most classrooms, others are served by projectors / dvd-vcr players and audio equipment on carts.
 4. Keyboarding in Computer Lab (30 computers, nine weeks) – required class for all middle school students. Network Version of South-Western Micro type Multimedia edition is used for this class.
 5. English – 8th grade English classes use Middle School Computer lab (8 stations) to prepare the “Junior Jayhawk Journal”. (student newspaper) Stories written with Microsoft Word, other content created on computer with graphics and puzzle programs, digital cameras used to take photos for use in paper.
 6. English – 8th grade English classes use computer word processing in computer lab for “Collins Writing”. Student uses Internet to do research and cut and paste into word processor.
 7. Eighth grade English class use Microsoft PowerPoint to create presentations during an interdisciplinary unit on the Bermuda Triangle.
 8. Sixth and seventh grade teachers use the “Brain Pop” website to present short video clips to students.
 9. Special education classes do presentations on continents using “Microsoft PowerPoint” and prepare informative brochures using Microsoft Publisher. The CIA world information website is extensively used by students to collect information.
 10. Special education classes use various computer programs to do correspondence, write thank you notes, create invitations, birthday cards, etc.
 11. Special education classes use word processing and Web to do reports on current events and weather.
 12. One Special Education class teacher has a classroom blog that she has students participate in regularly.

13. Middle school health class uses the internet to research health topics and the information is used to create PowerPoint presentations to other students.
14. Many middle school classes also use the “Career Cruising” website for career studies and building person Educational Development Plan. (EDP)
15. Summer school teachers use web sites to take “MEAP like” practice tests in preparation for school year MEAP test.
16. Career Education – 8th grade Careers class uses the internet for career exploration and to begin development of their On-Line Educational Development Plan. (EDP)
17. Social Studies – 8th grade classes do a unit on “Inventions”, the Internet is used to do research, and data is assembled using Microsoft Word.
18. Special Education –Uses assistive technology software.(Premier Assistive Technology Suite.)
19. Technology Lab – Middle school learning modules – CAD, Robotics, CNC Mill, CNC Lathe, Computer Animation, Meteorology, Virtual reality, Graphic design, Engineering structures, Digital photography. (7th grade, nine-week session using 1 of 15 available technology-learning modules.) (8th grade, nine-week session using 1 of 15 available technology-learning modules.)
20. Middle school yearbook is created using Microsoft Publisher, Microsoft Word and digital photography in conjunction with Lifetouch online yearbook system.
21. Science classes prepare PowerPoint presentations that are shared over the network..

High School Level

- High School Classroom Activities
 1. Assistive technology programs by Premier AT are used by Special education teachers to facilitate reading and provide audio presentation of materials.
 2. Many teachers now use supplementary material supplied by textbook publishers. (Exam View, PDF instructions files, etc.) (Physical Science, Chemistry, Physics, Biology, Algebra, ...)
 3. PowerPoint Presentations used by many classes and departments.
 4. LCD Projectors in conjunction with Video Cassette Players and DVD players are utilized to present to large groups in classrooms. Large screen and LCD projector recently installed in HSMS Library.
 5. Accounting Class – Uses networked accounting software, “Automated Accounting” from South-Western Publishing .
 6. BST (Business Services Technology) classes stress typing with speed and accuracy, formatting business documents, use of Career Cruising website and other sites in careers unit, emphasis on learning Microsoft Office Applications with a final integrated unit.
 7. Students in grades 9-12 are required to update their online Educational Development Plan (EDP) each year.
 8. In Band and Music classes they use an online metronome to learn about steady beat, teacher stores music online so students can retrieve and listen to over and over. Teacher uses the Finale program to compose and arrange music for class use.

9. Finance/Career Prep – Students participate in online stock market game, build electronic portfolios, build personal budgets, and use Career Cruising software for career research, post online resumes and do college research. How to use the web to research college choices activity. Students learn how to use online loan calculators in conjunction with units on financial responsibility. Use of job search websites is examined.
10. Computer Applications classes – training in word processing, spreadsheets, presentation, data base structure and graphics. (Microsoft Office Professional Suite)
11. Computer Applications II has unit in structure and assembly of computers. (common repairs, replacements, etc.)
12. Media Center – Follett Library automation software is used for inventory and checkout of library media. Computers available for student use. LMC catalog is available online on all high school/middle school computers.
13. World Studies uses Internet to research Supreme Court cases, world leaders, world religions, and various topics for research papers. “Microsoft Word” and “Microsoft PowerPoint” used to assemble and present the information.
14. Special Education - Special Education classroom use Premier Assistive Technology Suite to facilitate student learning.
15. Journalism classes – Use the Microsoft Office Suites in addition to EliteVision page creation and layout software supplied by Taylor Publishing the yearbook publisher along with Adobe PageMaker, Adobe Photoshop Elements, Sony Camedia Suite, Lexmark scanning software and Nero Burning ROM CD burning software to create the student newspaper and yearbook.
16. Technology Lab Classes – High school learning modules - Electronics, 3D modeling, Digital imaging, Vinyl sign making, Non linear video, Electronics 2, Robotics 2, CNC Mill 2, CNC Lathe 2, Computer animation 2, 3D modeling 2. Technology I class - full year, elective 9-12, using 6 out of 15 technology learning modules plus drafting unit. Technology II class - full year, elective 10-12, using remainder of technology learning modules. Advanced Technology class - full year, elective 11-12, project based using all available modules.
17. Adult Education and Literacy – Vandercook schools has recently invested in credit recovery software (NOVANet) and other nearby school districts are doing the same. As a result there is little demand for adult education classes. Adult community members were previously counseled to participate in programs at Ackerson Lake School but recent classes have been cancelled due to low enrollment.
18. Discovery Education United Streaming is being used in all buildings. Jackson ISD member schools make extensive use of this service. Performance is maximized through a Video streaming server located at the ISD and by delivery over the ISD fiber network.
19. ACT online prep website is used extensively for test preparation.

Future Integration Plans and timetables

1. District is in final stages of changing Student information systems from SDS to PowerSchool.. Powerschool will be hosted on local Jackson ISD servers and most districts in the ISD will be using it.
2. The Technology Committee will maintain a schedule of current efforts to integrate technology and accumulate data on their progress.
3. The Technology Committee will annually evaluate success and failure of integration efforts and revise and update plans/methods/timetables as appropriate.

Section 6 (Curriculum) C. Technology Delivery

(Strategies for the delivery of Specialized or rigorous courses and curricula through the use of technology, including distance learning technologies.)

Vandercook Lake Public Schools will employ alternate methods of instructional delivery through distance learning using various technologies when available. All district offices and classrooms have access to our LAN via building Ethernet and/or wireless connections and all computers have access to the Internet. The Jackson County ISD has an available distance learning classroom.

Options include:

- NovaNET – we recently contracted with Pearson Education to supply NovaNET credit recovery software for use in the high school. Several sessions are held each day with teacher supervision.
- All Offices and Classrooms have internet access via our network and the JCISD fiber network. All school districts and buildings in the Jackson ISD are interconnected.
- Michigan Virtual High School - <http://www.mivhs.org> classes offered via the web. Students have access to classes not available in our district.
- Video Streaming - Web resources like United Streaming (<http://www.discoveryeducation.com>) and Discovery Educations Digital Curriculum (<http://digitalcurriculum.com>) can be used to enhance and supplement the content available to district teachers and students.
- Virtual Field Trips – Websites such as <http://www.efieldtrips.org/> offer either video, slideshow or PowerPoint presentations on specific locations and subjects.
- Subject Videos – a resourceful teacher can find many content and objective appropriate videos for download and playing. Most play on either Windows Media player or QuickTime media player which are available at no charge to users.
- WebQuests- both found on web and teacher made webquests are widely used.

Section 7 (Curriculum) D. Parental Communications & Community Relations
(Strategies to promote parental involvement and to increase communication with parents and community, including a description of how parents and community will be informed of the technology to be used with students.)

The Vandercook Lake Schools will make every effort to communicate technology plans and policies to the community.

- A link to the district technology plan will be posted on the district web page (<http://vandyschools.org>) to give members of the community access to its contents.
- The district web page will contain information for parents and the community regarding general news, policy changes and informational bulletins.
- A “District Technology” column will appear in each issue of the district newsletter “News and Views” which is sent to each household in the district and also posted in PDF format on the district home page. An archive of past issues of the [“News and Views”](#) can also be accessed from the web page.
- Periodic presentations on technology projects are made at public school board meetings
- The district Technology committee is carefully structured to include administrators, teaching staff, and non teaching staff from each school building. In addition to school board members, parents, alumni and other community members.
- The district will implement a secure online information system that allows parents access to student grades, attendance and other relevant data. A link to the Parent/student access section of our SDS online Student Information System is provided on our web page. All parents are provided with login information at registration.
- The district will encourage teachers and staff to use the existing email system to facilitate communications between staff, parents and community members. All teacher and staff email addresses are posted on district web page.

Section 8 (Curriculum) E. Collaboration

(Strategies for developing the program, where applicable , with adult literacy providers.) ** Required by NCLB legislation.

Collaborations

- Past and future benefits to the technology level of the district has come about through membership in the JCISD. Many goods and services that we could not provide or afford on our own are supplied through group purchase and collaboration. (Collaboration examples - The ISD hosts the District web page, The ISD hosts and maintains our Outlook Web Access email system., The ISD maintains our county wide fiber network which connects all school buildings in the ISD, The ISD will be hosting our Student Information (Powerschool) in the near future, plans also being made to have the ISD host our Food Services software (Meal Magic))
- When available, outside funding through grants and awards will be utilized to support and enhance the districts technology. The technology committee will take the lead in applying for available federal and state grants and to local organizations such as the Jackson Community foundation.
- Participation in the FCC E-rate program also provides funding for district telecommunication and internet connection.
- Adults in the community and students who desire or need adult education alternatives such as GED are usually counseled to contact the Adult programs coordinator at the Ackerson Lake program which is part of the Napoleon School system. Ackerson Lake school is the closest venue to our district which provides these services.

Section 9 (Professional Development) F. Professional Development

(Strategies for providing ongoing, sustained professional development for teachers, principals, administrators, and school library media personnel to ensure that staff know how to use the new technologies to improve education or library services.)

Areas of emphasis for Professional Development

- Lab based training sessions will be offered to provide a general orientation to the capabilities of available technologies.
- The [Jackson ISD](#) offers many training opportunities during the school year and summer. Teachers and staff will be made aware of and encouraged to participate in any such opportunities.
- Periodic teacher in-service training sessions will be provided throughout the school year to familiarize teachers with the technology resources, which are available for daily integration into and enhancement of the curriculum. These training sessions will be provided by the on site technical support staff, by contracted specialized trainers, or by peers who have developed particular expertise or experience in specific applications of the technology. Effort will be made to schedule these sessions during our weekly professional development time on Wednesday mornings.
- Teachers and staff should be alerted when online training becomes available, and they should be counseled in how to take advantage of it.
- The demands on teacher time grow every year and it gets very difficult to bring together large groups in a lab for training. Much professional development may have to take place in small groups that can gather when time permits or on a one to one basis. Emphasis will be on sharing the information gathered at these sessions with others.
- Professional Development should be scheduled so that that all administrators, teachers and staff can take advantage of it. The district has Professional development time scheduled on a weekly basis. (Wednesday AM)
- Professional Development should always emphasize how to integrate the knowledge and skills acquired into the curriculum.

Possible topics for lab based professional development include (Staff should be surveyed annually to determine what staff is interested in. When prioritizing what Professional Development will occur consideration will be given to skills and procedures mentioned in state and national standards (NETS)(METS)

1. Use of Vandy/JCISD Outlook Web Access email system.
2. Using Office Professional applications, especially when new version are installed.
 - a. Microsoft Word
 - b. Microsoft Excel
 - c. Microsoft PowerPoint
 - d. Microsoft Publisher
3. Making maximum use of networked copy machines to save, store and schedule print jobs.

4. Maximizing use of the local area network - file management, directory management, accessing resources and programs.
5. Use of specialized programs available on network.
 - a. Exam View
 - b. OPAC (Follett book database)
 - c. Everyday Mathematics, assessment suite
 - d. NovaNET
 - e. Accelerated Reader
 - f. Star Math
 - g. Star Reading
 - h. Premier Assistive Technology Suite)
6. Photo editing / Digital Photography / Using digital cameras.
7. Use of Scanner / scanning software / file management
8. Use of the Internet in the classroom.
9. Using online Grade books that are part of Student Information system
10. Using online Attendance system that is part of Student Information system

Section 10 (Professional Development) G. Supporting Resources

(Strategies and supporting resources such as services, software, other electronically-delivered learning materials and print resources that will be acquired to ensure successful and effective uses of technology)

Resources

- **Jackson Country Intermediate School District –**
 1. Technology Staff at JCISD provide technology support for all Jackson county districts.
 2. REMC-15 housed at JCISD provides the district with video lending library and other REMC materials

- **Web resources available on the district website (<http://vandyschools.org>)**
 1. School District Calendar
 2. Email Access link to Jackson ISD OWA server.
 3. Contact information for all district personnel
 4. School Board – membership and meeting schedules
 5. District Policies and bylaws in all areas
 - a. District Bylaws and Policies (Searchable Web Link)
 - b. Acceptable Use policies for students and staff
 - c. District Technology Policies and Administrative Guidelines
 - i. Software and hardware, and consumable policies
 - ii. Network procedures, privacy, telephone and website
 - iii. Technology Consumables
 - iv. Network organization
 - v. Web Filtering
 - vi. Telephone
 6. History and Traditions of the district
 7. District Maps
 8. District “News and Views” Newsletter Archive,
 9. Alumni contact and reunion Information
 10. Technology Help and information pages
 11. Counseling Department information pages
 12. Individual school building pages (policies, pictures, information)
 13. Athletic Department schedules/information/records
 14. Music Department information
 15. Technology Department information
 16. JCISD Links
 - i. Professional Development Registration page
 - ii. Link to JCISD classes and workshops schedule
 - iii. Link to JCISD Career prep k12 plans
 17. Link to Career Cruising Web site

- **Subscription Resources**

1. School Calendar (Calendarwiz.com)
2. StarFall.com website
3. Streaming Video (discoveryeducation.com)
4. Internet Filtering (N2H2.com)
5. School Office (SIS)(Specdatasys.com)
6. Finance Office (Specdatasys.com)
7. Online Software updates (Premier-programming.com)
8. Antivirus Signature Updates (F-Prot.com)
9. Desktop Security updates (Fortress Grand Corporation)

Section 11 (Infrastructure, Hardware, Technical Support and Software) H. Infrastructure Needs / Technical Specification, and Design

(Strategies to identify the need for telecommunication services, hardware, software and other services to improve education or library services , and strategies to determine interoperability among the components of the technologies to be acquired.)

Current Status of District Technology

The Main Distribution Frame for the network is located in the High School building at the point of access for outside phone and communication lines. The MDF is connected via Fiber Optic Cable to Intermediate Distribution Frames (IDF) at Townsend and McDevitt Schools and by 100 megabit Ethernet links to IDF's in the Middle school wing, High School Office and Technology Office. All distribution switches are Cisco and the MDF is connected to the internet via gigabit Ethernet through the Intermediate school district fiber network. The ISD contracts with Merit Networks as the Internet Service Provider.

A video network connects all offices and classrooms in all three of our buildings to cable television feeds provided by Comcast. The High School Middle School building also accesses Channel One programming through a dish located above the library.

Novell network servers are located in the Technology Directors office. Approximately 400 computers are hooked to the network through Ethernet jacks installed in all classrooms and offices. All classrooms and offices have internet access. The district has standardized on the Windows platform with all computers currently running Windows XP.

Classroom, Office and lab Windows desktops are standardized and regulated with security software. Changes to standards must be negotiated through the Technology Director.

Plans to Upgrade

- A plan should be developed to upgrade district computers on a regular basis. Approximately 25% of desktop computers should be replaced annually.
- Evaluation of equipment needs should be reviewed annually by technology staff and the Technology Committee, budgets and plans change quickly in technology.
- A plan should be developed to replace and upgrade peripherals such as classroom switches, network switches, etc. on a regular basis and newer, faster, more reliable technology becomes available.
- As hardware is replaced to support it all workstations should be upgraded to latest available version of Windows Operating System software. These upgrades should be done first in computer labs so as to impact the greatest number of students.

- Computer Lab setup and potential for upgrade
 1. High School computer lab , 31 computers, all Windows XP
 2. High School BST lab, 29 computers, all Windows XP
 3. High School Business Lab, 26 computers, all Windows XP
 4. High School Media Center Lab, 22 computers, all Windows XP
 5. Middle School Lab, 8 computers, all Windows XP (Need expansion to 12 and new equipment.)
 6. Townsend School LMC Lab, 15 computers, all Windows XP
 7. Townsend School Computer Lab, 30 computers, all Windows XP

Basic Strategies for ensuring interoperability

All new technology equipment purchases must be approved by the Technology Director. The Technology Director will assess in each case if new purchases will enhance and coexist with current equipment. Purchases will be in accordance with existing hardware and software policies, both of which address interoperability. Consideration of interoperability is not just internal to the district, we are part of a county wide network and consideration and consultation with JCISD should be done before making network additions.

District Technical support

Technical support is supplied by one full time Technology Director, one part time technology assistant at Townsend School and contracted outside help for computer, printer and network repair and support. Technical support can be minimized by standardizing on a minimum number of brands. (computers/Printers/ Servers/Switches)and supporting a minimum number of desktop configurations which can be imaged and quickly replaced.

Section 12 (Infrastructure, Hardware, Technical Support and Software)**I. Increase Access**

Strategies to increase access to technology for all students and all teachers.

1. The district will monitor the use of technology in the district and make adjustments for changes.
2. Adequacy of internet access speed and volume (planned at ISD level)
3. The district will add to existing data, video and telephone wiring infrastructure when changes in resource utilization occur.
4. The district will add to existing Assistive Technology accommodations when needed.
5. The district will ensure that teachers have the needed computers to implement online hourly classroom attendance and grading software.

Section 13 (Funding and Budget) J. Budget and Timetable

Proposed Budget for years 2009-2012

Item	2009-2010	2010-2011	3% inc	2011-2012	3% inc
Tech Staff Wages					
	subtotals	subtotals		subtotals	
Tech director salary	\$62,400	\$64,272		\$66,200	
Tech Dir Ins PAC	\$0	\$0		\$0	
Tech Dir Retirement	\$0	\$0		\$0	
Tech Dir FICA	\$0	\$0		\$0	
Elem Tech Salary	\$17,029	\$17,540		\$18,066	
Elem Tech Retirement	\$2,817	\$2,901		\$2,988	
Elem Tech FICA	\$1,303	\$1,342		\$1,382	
Hardware (new)	\$40,000	\$41,200		\$42,436	
Computers	\$25,000		\$25,750		\$26,523
Printers & peripherals	\$15,000		\$15,450		\$15,914
Licensing & fees	\$36,000	\$37,080		\$38,378	
Internet Connectivity	\$12,000		\$12,360		\$13,133
software licensing	\$22,000		\$22,660		\$23,124
Fees	\$2,000		\$2,060		\$2,122
Software & support	\$13,000	\$13,390		\$13,792	
Purchase	\$8,000		\$8,240		\$8,487
Upgrade	\$5,000		\$5,150		\$5,305
Professional Dev	\$10,000	\$10,300		\$10,609	
Technical support	\$20,000	\$20,600		\$21,218	
networking	\$8,000		\$8,240		\$8,487
service & parts	\$12,000		\$12,360		\$12,731
Totals	\$202,548	\$208,625		\$215,069	

Section 14 (Funding and Budget) K. Coordination of Resources

Strategies that will be employed to coordinate state and local resources to implement activities and acquisitions prescribed in the technology plan.

- Individuals or groups in the district that apply for outside funding or grants for technology resources will coordinate with the technology committee and the director of technology to make sure maximum benefit is derived for the district and maximum impact on the curriculum is achieved.
- The district will work with the Jackson County ISD and the Michigan Department of Education to keep informed regarding funding and collaborative technology opportunities.
- The district Technology Committee will review potential funding sources, apply for grants when appropriate with the approval of the administration.
- The district will apply annually for all available discounts through the Universal Service Fund (USF)(Erate) Current free and reduced lunch counts result in significant reduction in telecommunications and Internet access charges.

Section 15 (Monitoring & Evaluation) L. Evaluation**Evaluation Philosophy**

Technology in the schools is no longer considered a separate entity. Technology is integrated into the functions of the school district in all areas. Maintenance, administration, business functions, student services, counseling, and student learning all make extensive use of technology. As such the efficiency of the technology infrastructure is monitored, evaluated and adjusted as needed by normal operational processes.

Vandercook Lake Public Schools has established a Technology Committee who along with the Technology Director and Administration will oversee the implementation and evaluation of the Technology Plan. The committee will meet periodically to consider this evaluation and implementation. The committee will consist of the Technology director and representation from the administration, teachers, staff and community members with representation from each district building. (Current Technology Committee members are listed in [section two](#) of this document)

The Technology committee will be charged with seeing that the technology goals of the district are implemented. They will measure the impact and effectiveness of our goals by surveying those affected by the technology and make appropriate adjustments. By carefully monitoring the implementation of goals adjustments can be made that may produce maximum benefit to the district.

At periodic meetings of the Technology Committee goals that are not achieved or cannot be met can be reevaluated and if necessary altered. Such new or altered goals can be reflected in the next update of the Technology Plan.

Things to consider while monitoring and evaluating this document

- Is the technology available and working correctly to perform the task?
- Do staff members have enough time to implement technology-related projects?
- Have goals and objectives been explained to instructional staff?
- Has staff completed sufficient training to implement the technology?
- Has staff willingly accepted the integration of the particular technology?
- Are students able to utilize the technology proficiently?
- Are technology-related lesson plans grade-level appropriate?
- Has technology integration resulted in increased student creativity and problem solving skills?
- Has technology integration resulted in increased productivity?

An evaluation worksheet like the following should be used by the Technology Committee Annually to evaluate progress.

Vandercook Lake Public Schools – Technology Plan (2006-7)(2007-8)(2008-9)

Required Component	Indicators of Success	Progress Towards Goals	Focus Areas for Improvement	Data Accumulated by
Infrastructure				
Curriculum Integration				
Collaboration				
Professional Development				
Technical Support				
Impact on Student Achievement				
Cost/Funding				
Timetable				
Supporting Resources				

Section 16 (Monitoring & Evaluation) M. Acceptable Use Policy**Monitoring and Student Safety on the Internet**

**Required by NCLB Legislation and the FCC E-rate program

The district, in conjunction with the Local Intermediate School District contracts with Secure Computing to install a Webwasher filter appliance at the ISD to filter the Internet traffic into the schools network. No level of software filtering can take the place of an alert, attentive and trained staff to supervise student use of the internet. Staff development will emphasize this fact and train the staff to carry out the supervision.

The district has developed an Acceptable Use and Safety Policy for Students and Staff. Students/parents/guardians must sign this policy when they enroll in the district or change buildings. (I.e. moving from elementary to middle school)

See [Appendix D, Student Acceptable Use and Safety Policy](#)

The district has developed an Acceptable Use Policy for Staff. Employees of the district must sign and abide by this agreement as a condition of employment.

See [Appendix E, Staff Acceptable Use Policy](#)

Appendix A – ISTE NETS*S for Students
International Society for Technology in Education
[National Educational Technology Standards for Students](#)

Appendix B – ISTE NETS*T for Teachers
International Society for Technology in Education
[National Educational Technology Standards for Teachers](#)

Appendix C ISTE NETS*A for Administrators
International Society for Technology in Education
[National Educational Technology Standards for Administrators](#)

Appendix D

STUDENT ACCEPTABLE USE AND SAFETY POLICY

Vandercook Lake Public School District Policy 7540.03

Students are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must codex themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.

Smooth operation of the Board's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Students are responsible for their behavior and communication on the Internet.
- B. Students may only access the Internet by using their assigned School Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- D. Students may not use the Internet to engage in "hacking" or other unlawful activities.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- G. Students are expected to abide by the following generally accepted rules of network etiquette.
 - 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
 - 2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
 - 3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 - 4. Never agree to get together with someone you "meet" on-line without prior parent approval.
 - 5. Diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- H. Use of the Internet to access, process, distribute, display or print child pornography and other material that are obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently

offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or stimulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g., viruses) are also prohibited

- I. Malicious use of the Board's computers/network to develop programs that harass other users or infiltrate a computer or computer system and /or damage the software components of a computer or computing system is prohibited. Students may not use the Board's computers/network in such a way that would disrupt their use by others. Students must avoid intentionally wasting limited resources.
- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- K. Downloading of information onto the Board's hard drives is prohibited; all downloads must be to floppy disk. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- L. Students must secure prior approval from a teacher or the Director of Technology before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- M. Students are prohibited from accessing or participating in online "Chat rooms" or other forms of direct electronic communication (Other than email) without prior approval from a teacher or the Director of Technology. All such authorized communications must comply with these guidelines.
- N. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Board reserves the right to monitor, reviews, and inspect any directories, files and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
- P. Disclosure, use and /or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
- Q. Proprietary rights in the design of web sites hosted on the Board's server's remains at all times with the Board.

47 U.S.C. 254(h), (1), Communications Act of 1934 as amended

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended

18 U.S.C. 2256

18 U.S.C. 1460

18 U.S.C. 2246

Appendix E

Staff Network and Internet Acceptable Use and Safety

Vandercook Lake Public School District Policy 7540.04

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its staff. The Board encourages the staff to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing innovation, and communication skills and tools which will be essential to life and work in the 21st century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The Internet is an electronic highway connecting computers and users in the District with computers and users worldwide. Access to the Internet enables staff members to explore thousands of libraries, databases, and bulletin board, while exchanging messages with people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

First, and foremost, the Board may not be able to technologically limit access to services through the Board's Internet connection to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and /or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The Superintendent or designees may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

The Superintendent is directed to prepare guidelines which address students safety and security while using e-mail, chat rooms and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g. "hacking") and other unlawful activities by minors online. Staff members are reminded that personally identifiable student information is confidential and may not be disclosed without prior written parental permission.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in the classrooms, school hallways and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their user privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Boards computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and designees as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C 254 (h), (l), Communications Act of 1934, as amended

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended.

18 U.S.C. 2256

18 U.S.C. 1460

18 U.S.C. 2246

[Appendix F](#)

[Michigan Educational Technology Standards \(METS grades k-2\)](#)

[Appendix G](#)

[Michigan Educational Technology Standards \(METS grades 3-5\)](#)

[Appendix H](#)

[Michigan Educational Technology Standards \(METS grades 6-8\)](#)

[Appendix I](#)

[Michigan Educational Technology Standards \(METS grades 9-12\)](#)