

# **Technology Plan**

## **Forest Hills Public Schools**

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**July 1, 2012 – June 30, 2015**

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(Plan Creation Date: October, 2011)

**Kent Intermediate School District**

<http://fhps.us/finance-and-operations-3/>

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## **SECTION 2 – INTRODUCTORY MATERIAL**

### **District Vision and Mission**

Forest Hills Public Schools gratefully acknowledges the same community values that founded our district are at its very heart today. These values are reflected in the extraordinary levels of community involvement and support for our schools. There is an awareness of technological advances at an accelerating pace of change. Our future success depends upon our ability to preserve our founding values with continued technological endeavors.

#### ***Vision***

Forest Hills Public Schools ... all learners achieving individual potential.

#### ***Mission***

In partnership with our community, Forest Hills Public Schools will provide all learners with opportunities to acquire the knowledge, skills, and experiences necessary to build meaningful and productive lives.

### **Introduction and Background**

Forest Hills Public Schools is a suburban school district, covering 67 square miles southeast of Grand Rapids, Michigan. The Forest Hills community includes part/all of four townships and two cities. While everyone says they live in Forest Hills, only the school district bears that name. As a result of these strong ties to our schools, the community has supported education through voter approval of every ballot question since 1984.

#### ***Background***

Forest Hills Public Schools has actively planned improvement in teaching and learning by providing appropriate technological tools to students and staff since the early 1980s. Community members, teachers, administrators, and students have always been part of the technology planning and integration process. Goals include updating a district technology plan that focuses on refining K-12 computer literacy curriculum and the integration of technology and support across the curricula. The Forest Hills community has supported numerous bond issue proposals to provide our technology infrastructure including video, voice and data networks throughout all buildings/classrooms in the district. This year our district started a Technology Steering Committee consisting of 25 staff members from across the district. While this committee began with an initial review of new laptop purchase, the intent in the next three years is to continue to work with these individuals to provide insight and guidance as technology changes and adjusts.

In Fall of 2011, Forest Hills Public Schools opened its doors to 10,190 students. This enrollment represents continuous annual growth for our district. Our community is identified as an upper middle class area with an 11.7% of students who qualify for free and reduced lunch.

### ***School Buildings and Enrollment***

<b>Name</b>	<b>Address</b>	<b>Students</b>	<b>Teachers</b>
<b>Elementary Schools</b>			
Ada Elementary	731 Ada Drive SE, Ada, MI 49301	423	25
Ada Vista Elementary	7192 Bradfield SE, Ada, MI 49301	513	26
Collins Elementary	4368 Heather Lane SE, Grand Rapids, MI 49546	470	25
Knapp Forest Elementary	4243 Knapp Valley Dr. NE, Grand Rapids, MI 49525	661	36
Meadow Brook Elementary	1450 Forest Hill SE, Grand Rapids, MI 49546	536	32
Orchard View Elementary	2770 Leffingwell NE, Grand Rapids, MI 49525	606	35
Pine Ridge Elementary	3250 Redford SE, Grand Rapids, MI 49546	531	29
Thornapple Elementary	6932 Bridgewater SE, Grand Rapids, MI 49546	408	22
<b>5/6 Schools</b>			
Central Woodlands 5/6	400 Alta Dale SE, Ada, MI 49301	579	34
Goodwillie Environmental 5/6	8400 Two Mile Road NE, Ada, MI 49301	98	4
Northern Trails 5/6	3777 Leonard NE, Grand Rapids, MI 49525	528	31
<b>Middle Schools</b>			
Central Middle	5810 Ada Drive SE, Ada, MI 49301	649	34
Eastern Middle	2200 Pettis NE, Ada, MI 49301	392	18
Northern Hills Middle	3775 Leonard NE, Grand Rapids, MI 49525	560	27
<b>High Schools</b>			
Central High School	5901 Hall Street SE, Grand Rapids, MI 49546	1300	74
Eastern High School	2200 Pettis NE, Ada, MI 49301	854	51
Northern High School	3801 Leonard NE, Grand Rapids, MI 49525	1082	63
Other District Teachers	Itinerants and Coordinators	N/A	42

## SECTION 3 – VISION AND GOALS

### Instructional Technology Vision

To allow learners to achieve individual potential, technologies should enable and enhance teaching and learning.

### Major Goals of the Technology Plan

- Goal I:** All learners have access to technologies that involve and stimulate.
- A. Improve district student-computer ratio to 3:1.
  - B. Increase access/use of multimedia equipment to improve teaching and learning.
  - C. Increase online classes.
  - D. Provide adequate tools for students and teachers
    - Access – Quantity to classroom settings
    - Quality – Satisfaction in using the tools
    - Training – Ability to use tools
    - Performance – Did it work properly
    - Monitoring – Ongoing flexible budget to evaluate
  - E. Each school building will have a room to provide a place where the community may create/present multimedia presentations.
  - F. All learners are provided home access to appropriate school-based information and Internet-delivered applications.
  - G. Provide technology that enables learners to become more successful by focusing on their individual styles.
  - H. Promote the use of assistive technologies to narrow the gap between the mastery level of special needs students and traditional students and help special need students to become more successful as contributing members of the community.
- Goal II:** Ensure every student (graduate) is technologically literate.
- A. Provide appropriate “just-in-time” training to ensure information literacy for all.
  - B. Learners will acquire/demonstrate knowledge using appropriate technologies.
- Goal III:** Technology will facilitate communication between all members of the community.
- A. A full-featured district website is used to inform and update all community members
  - B. Social Media provides fast and flexible communications to all constituents
  - C. Google Apps for Education creates collaborative environments for staff and students

### Technology Values/Characteristics:

- All facets of technology are reliable and stable.
- Provide proper infrastructure to support technology.
- Continue to review or expand the use of technology.
- Use research-based decision-making and evaluation.
- Create technology plans that are flexible vs. static.
- Provide adequate budget to fulfill our technology plan.

# **I. CURRICULUM**

## **SECTION 4 – A. CURRICULUM INTEGRATION**

### **Goal #1 – Update and Refine K-12 Technology Curriculum**

Forest Hills Public Schools' staff utilizes our K-12 Technology Curriculum, which is correlated to the Michigan Educational Technology Standards (METS) and ISTE NETS, to integrate technology into their curriculum. A representative group of district staff meets periodically to review our K-12 Technology Curriculum and address the ever-changing needs of our students based upon current research and best practices in curriculum integration.

### **Goal #2 – Review and Update Technology Integration Strategies in Core Curricula**

Each of our core curricula currently addresses the integration of technology to access, process and present information. As we review the content of each curriculum, we update the technology integration strategies that enhance each student's learning experience and achievement. We use data-driven best practices to identify the appropriate resources based upon grade level and subject. A representative group of staff meets to review the curriculum on a scheduled basis.

<b>Curriculum</b>	<b>School Year</b>
Math - Aligned with Common Core State Standards	12/13
Language Arts - Aligned with Common Core State Standards	12/13
Social Studies - Align with GLCE's	07/08
Science - Align with GLCE's	08/09

Strategy #1 – Students will participate in technology-integrated lessons based upon their developmental and cognitive skills level.

Strategy #2 – Students will participate in collaborative, multi-disciplinary projects that require higher level thinking skills.

## SECTION 5 – B. STUDENT ACHIEVEMENT

For each technology standard, we have developed “Focus Questions”. These questions help the teacher frame the instruction in real world concepts, connections and terminology. Developmentally appropriate, curriculum-related activities that students can do to extend and refine their knowledge of each concept are provided along with available software resources in the classroom and computer technology courses. Below is a sample:

I. Basic Operations and Concepts	2nd Grade
A. Students demonstrate a sound understanding of the nature and operation of technology systems.	<b>Focus Question</b> - What is technology? What are different types of technology? How does each type of technology help us? What is on a computer keyboard?
1. Students understand that people use many types of technologies in their daily lives (e.g., computers, cameras, audio/video players, phones, televisions).	Identify inventions that have helped people (cars, telephones, TV's).
2. Students identify common uses of technology found in daily life.	A computer is a machine that works with information. Discuss technologies that the student has used (VCR, CD, diskette, etc.).
3. Students recognize, name, and label the major hardware components in a computer system (e.g., computer, monitor, keyboard, mouse, and printer).	Hardware is any part of the computer that you can touch (monitor, keyboard, mouse, CPU, printer). Identify and use basic computer hardware.
4. Students identify the functions of the major hardware components in a computer system.	A computer keyboard contains letters, numbers, and other special keys. Locate and select letters and numbers on a keyboard
5. Students discuss the basic care of computer hardware and various media types (e.g., diskettes, CDs, DVDs, videotapes).	Computer equipment must be kept clean and handled carefully. Handle equipment carefully
6. Students proofread and edit their writing using appropriate resources including dictionaries and a class developed checklist both individually and as a group.	Check the spelling of your name (or any other words you enter)

## SECTION 6 – C. DELIVERY OF TECHNOLOGY

We provide the following technology access for students and staff:

- Internet access (150 mbps) to all classrooms and buildings.
- Interactive video via Discovery Streaming and our Video-On-Demand system (analog and digital titles including BBIC).
- Online courses including Michigan Virtual High School, E2020, Forest Hills online courses and online high school courses from colleges/universities.
- The use of MOODLE to provide teachers and students a blended learning experience.

Distance learning resources are utilized by teachers to enhance instruction with online activities, email, learning management system (Moodle), online textbooks and MEAP review.

## SECTION 7 – D. PARENTAL COMMUNICATIONS & COMMUNITY RELATIONS

Forest Hills Public Schools uses a variety of media to communicate with our parents and community. The district publishes Focus on Forest Hills, which is mailed to all households in the community every other month. The Superintendent's Update is also mailed to all households in the community, alternate months with Focus. Both publications communicate information about progress toward our technology plan goals. The district also publishes an annual report that summarizes our progress on goals.

The Superintendent has several advisory groups he meets with on a regular basis, including the Teacher Advisory Council, the Parent Advisory Committee, Global Learners' Initiative, Family Alliance, Forest Hills Public Schools Foundation, Administrative Leadership, and the Teaching and Learning Committee. Members from the Technology Steering Committee have made presentations to these groups to keep them informed about progress on technology goals and to seek feedback. Each of these groups dedicates time on their agenda to discuss technology updates and initiatives.

Each school sends home a monthly newsletter, and most K-6 classrooms send home a weekly newsletter to parents. These publications frequently share school-based news about technology enhancements and about how technology is improving teaching and learning at the classroom level.

Our district technology plan is available on our web page <http://fhps.us>. Parents or community members who do not have Internet access will be given printed copies upon request. ListServes and other social media tools have been established for community members to receive up-to-date information about district and school activities.

Our district web site, <http://fhps.us>, provides access to much of the information mentioned above. Links are also available for staff, students, and community use to access media resources. Staff can access frequent technology updates through websites, including TechBuzz and TechTips. Students and parents can also link to teacher web pages listing classroom assignments and up-to-date news. Secondary school students and parents can link to their Individualized Education Plan (IEP) through Naviance, which provides extensive career and college planning information.



## **SECTION 8 – E. COLLABORATION**

We currently have technology classes available through Community Enrichment Services. Our learning center provides technology instruction for any community members. For current course selection, go to the following web site: <http://www.enjoylearning.com/>

## **II. PROFESSIONAL DEVELOPMENT**

### **SECTION 9 – F. PROFESSIONAL DEVELOPMENT**

Professional development for ALL STAFF in Forest Hills Public Schools is provided by a wide variety of sources. Our Technology Department provides training in the use of computers on student, financial, human resource management systems, remote access and other types of technology-driven information. Direct one-on-one support training is provided via the district technology help line or online support ticketing system for hardware and software issues during the school day. Our Instruction Department and Instructional Technology Specialist provide training for building staff in Instructional Technology, curriculum integration, curriculum mapping, Michigan Literacy Progress Profile, etc.

Forest Hills Public Schools uses a variety of sources for professional development including, but not limited to instructional DVD's, webcasts, webinars, direct instruction, and online instruction to identify and promote curriculum and teaching strategies that integrate technology effectively into instruction. Staff has access to Michigan LearnPort to take online courses for free through this portal supported by Michigan Department of Education. Staff members are able to access modules based upon their position, interest and need.

The technology-based learning opportunities for teaching staff focus on the integration of technology into the curriculum and lesson plans. We demonstrate, model and simulate learning environments to give teachers an understanding of how technology can be utilized as a tool for student learning and achievement.

Training opportunities are offered year-round before school, during the school day, after school and during the summer.

Sample of training opportunities:

<u>Create a Web Page</u>	Using Google Site cloud-based software, staff members will create a web page. This foundation class will include the following components: entering text, adding pictures, clipart, calendar information, documents and design features. A web page is a valuable communication tool for students, parents and the community.
<u>Google Apps for Education</u>	This class will provide staff with the opportunity to better understand how to use Google Apps in the classroom. From focusing on the different modules that are available, participants will receive assistance, as needed, to better understand the integration of Google Apps into the classroom..
<u>iSafe - Internet Safety for Students &amp; Staff</u>	Forest Hills has adopted this curriculum to inform staff, students, parents and the community about Internet safety. This class will present an overview of the iSafe America Internet safety concepts and preview the lessons students will be engaging in during the school year.
<u>Discovery Education Benchmark Assessment/ Assignment Builder</u>	Discovery Streaming provides over 10,000 videos and 2,500 images for use instructionally. This session will review how staff can use Discovery Streaming, both at school and at home, for multi-media rich instructional content. There are features available on Discovery Streaming Assignment such a Quiz Creator, Assignment Builder and Writing Prompts that allow a teacher to integrate blended learning into the daily classroom!
<u>PowerSchool</u>	PowerSchool is a web-based student information system designed to strengthen communication between the school and home. It has a full scheduling, gradebook, attendance features and more. Our staff will receive online video tutorials, as well as hands-on learning in order to migrate to PowerSchool in the 2012-2013 school year.

We follow the national standards set by ISTE (NETS for Teachers, NETS for Administrators).

Each building has at least one full-time Technology Assistant specifically assigned to troubleshoot equipment problems. We are fortunate to have many highly qualified individuals in these positions that are true partners with teachers in helping to infuse technology tools.

Each building has a part-time Technology Integration Assistant specifically assigned to integrate technology into the classroom. This person serves as a support for the classroom teacher. They assist by demonstrating how various technology tools can be used.

## SECTION 10 – G. SUPPORTING RESOURCES

District Policies	Forest Hills Public Schools Bylaws and Policies, Section 3242 - PROFESSIONAL GROWTH REQUIREMENTS
Manuals and printed materials	"How to" documentation" - <a href="http://staff.fhps.us/tech/">http://staff.fhps.us/tech/</a> Tech Center Documentation (folder on Shared Drive) Google Sites (Tech Buzz / Tech Tips)
Analog and Digital Video Library	District collection of videos available to all teachers
REMC Materials	Members of REMC 8 - utilize their lending services
Informational School Web site	<a href="http://fhps.us">http://fhps.us</a>
Online Subscription services	Gale Group - InfoTrac Discovery Education BBIC –TV State REMC Michigan Electronic Library (MEL) Accelerated Reader Google Apps for Education
ISD, REMC Support	BBIC (REMC 8) Assistive Technology Lending Library (Kent ISD)
Other	Michigan LearnPort

Each school in Forest Hills has at least one fully equipped computer lab, which is available before and after school for staff and student use. Each media center also has computers, scanners and printers available for use throughout the day and before and after school. Staff and students may also sign out digital cameras and other peripheral equipment

Each school in Forest Hills has at least one part-time Technology Instructional Assistant, a media assistant and/or media specialist and several technology trained teachers, along with a district Instructional Technology Specialist and a full array of support services from the Technology Department. Administrators model efficient and effective use of technology, and each curriculum study committee is charged to consider best practices for integrating technology with their standards and benchmarks.

Many teachers in Forest Hills have their lesson plans, notes and project expectations on their own web page. We are also members of the Michigan Virtual High School.

District standards for hardware have been developed, consistent with our vision for student learning in age-appropriate, technology-rich schools.

### **III. INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT AND SOFTWARE**

#### **SECTION 11 – H. INFRASTRUCTURE NEEDS/TECHNICAL SPECIFICATION, AND DESIGN**

Based on the goals set forth by the Technology Planning Committee, priorities set through K-12 Instructional Council by technology planning teams at each school, we plan to provide the following technology enhancements to improve teaching and learning over the next five years:

<b>Type of Technology</b>	<b>Current Status - Infrastructure</b>
Wide Area Network	100/1000/2000MB Ethernet to GB-10GB Ethernet
Broadband	Broadband cabling to support video/voice distribution at the classroom level
	Video On Demand Systems in all schools
Video, Voice, Data Network	Integrate district standard for classroom connectivity through use of a standard riser with appropriate voice, video and data connections, along with sufficient electrical outlets
Remote Access	Provide staff access from home to all desktop applications via private cloud authentication
Internet	AT&T Optical Ethernet (Opt-E-Man) 150mbps
Servers	21 Data Servers 1.6TB 22 VOD Servers 1.8TB 1 United Streaming Server 1.2TB
Wireless Access	Wireless access at all campuses: Wireless standard from 802.11b, 802.11g, 802.11 n.
Library Automation	Follett (web based) automated media system/Destiny via the Kent ISD
Phone System	Nortel PBX Locator ID for E 911 to be implemented 9/2012
Uninterrupted Power Supply	Protection in all buildings for switches and routers.

<b>Type of Technology</b>	<b>Current Status, Computers, Peripherals, Printing, Software</b>
<b>Computers</b>	Replace/upgrade computer workstations on an annual basis. Laptops provided for all teachers & administrators
	Point of Sale automated lunch program in all buildings
	Media Center search stations using Follett. Web based options available for grades K-12.
<b>Peripherals</b>	Sound enhancement systems
	Scanners, 4 in 1 network printer/copiers, network printers, projectors, digital and document cameras, etc.
	Assistive technologies equipment for special needs students
	Projectors in all classrooms K-12 with computer scan conversion for video streaming.
	Interactive whiteboards integrated (4 classrooms per bldg)
<b>Digital Printing</b>	District digital printing services for ALL STAFF K- 12.
<b>Software</b>	PowerSchool Student Information System for grades, attendance, scheduling, progress reports, and report cards
	Google Apps for Education (e-mail, calendar, documents, sites)
	Sophos Anti Virus Enterprise version for network and desktops.
	iBoss Web Filtering
	Novell Network Operating System
	On-line printing intranet system
	I-Series financial, employee management, purchasing software. Custom code services and support by CMT.
	Assistive technology software
<b>Media Production</b>	Post-production editing workstations at district level and all high schools (Eastern, Central, Northern)
	High school TV Broadcast Lab (Eastern, Central, Northern)
<b>Safety and Security</b>	Outdoor security cameras for all instructional buildings
	Electronic protection system on all buildings (EPS)
	Lighting with timed controls on secondary school campuses
	HVAC access and control software
<b>Distance Learning</b>	Satellite system recording via KISD.
	Mobile two-way interactive learning systems for courses and video conferencing
<b>Web Site</b>	District website domain: <a href="http://fhps.us">http://fhps.us</a>
	Individual websites for instructional purposes
	Continuous on-line professional development management system (FHPS Google Sites & Learnport)
	Follett Destiny library Internet searches
<b>Video Distribution</b>	Bogen I Quest video distribution system in all buildings

## VOD Distribution

Currently, the district wide video on-demand (VoD) distribution system is in all K 12 buildings. The Bogen I Quest web client software is used to search, schedule, and control videos. The system delivers digitized and non-digitized media via an existing LAN/WAN to be displayed on existing PC screens. This VoD system does require training and evaluation annually and requires staff development and training for technical support staff. The system is scalable to meet the demands of technology change for the next 3-5 years.

## Technical Assistance/Support

Forest Hills Public Schools has a team of technology personnel that serve all buildings and campuses in the district. We offer tiered support services with district technology assistants serving as the first responders for assistance and support. There are also teachers in each building who serve as mentors to their colleagues by providing technical assistance and instructional leadership through their examples of technology-enhanced curriculum. Each school administrator has been trained in a variety of technology applications as well. The district has added a web-based cross-platform help desk solution to improve technical customer service and support response times. In addition, we have been able to integrate our district technology assets directly into the help desk system providing efficient inventory management

<b><i>Technology Staff / Administration Building</i></b>	
<b>NAME</b>	<b>POSITION</b>
Bordewyk, Susan	Director of Technology
Carl, Bob	Technology Assistant
Chelone, Mike	Technology Assistant
Cisler, Lori	Technology Student Data Specialist
Lillis, Chris	Systems Engineer
McCallum, Craig	Voice/Data Engineer
O'Neill, Kathy	Network Administrator
Perdok, Beth	Technology Assistant
Schaalma, Debra	Systems Engineer
Taughner, Denise	Systems Administrator

## SECTION 12 – I. INCREASE ACCESS

The district is taking steps and strategies to increase technology for all students and all teachers. Listed below are the steps that will be taken to ensure all student and teachers have increased access to technology.

Type of Technology	Current Status
Computer workstations	Amortization plan for computer workstations based on program area on an annual basis.
Student Owned Device Access	Student web portal in place to allow access to the network and internet. The student web portal is filtered under CIPA guidelines.
Wireless Access Points	Wireless access is available on all campuses in the district.
Peripherals	Sound enhancement systems
Assistive Technology	Assistive technologies are provided to students on an as-needed basis. Adaptive Technology Plans are used to define technology for students with special needs across the district.
Private Cloud Access	Remote access and connectivity from home to the Forest Hills data network for all staff members.
Google Apps	Email access from anywhere anytime for all staff district network account holders.
Student Portal	Students can access the district network from home.
Staff School Web sites	Google Sites through the district's domain; PowerSchool teacher gradebook.

## **IV. FUNDING AND BUDGET**

### **SECTION 13 – J. BUDGET AND TIMETABLE**

<b>ITEM</b>	<b>FISCAL YEAR 2012-2013</b>
Salaries	\$545,000.00
Benefits	\$164,500.00
Travel	\$2,350.00
Conference	\$7,000.00
Printing	\$500.00
Supplies	\$65,000.00
Contracted Services	\$75,500.00
Maintenance	\$86,000.00
License/Software Fees	\$272,000.00
Network Fees	\$25,000.00
Equipment *	\$1,000,000.00
Voice Telecom**	\$110,000.00
Internet Services	\$67,000.00
Professional Dev.	\$5,000.00
	<b>\$2,424,850.00</b>

On an annual basis, the Assistant Superintendent of Finance and Operations in collaboration with the Director of Technology develops subsequent budgets for technology expenditures with review from the Board Finance committee and approval from the Board of Education prior to each fiscal year.

### **SECTION 14 – K. COORDINATION OF RESOURCES**

The Assistant Superintendent for Instruction, the Director of Curriculum and Staff Development, and other members of the Instruction Team developed the projected expenditures for staff development, including technology training designed to improve teaching and learning. They also coordinated state and federal grant applications and expenditures to ensure technology goals are incorporated where appropriate. The Instruction Team continues to seek out opportunities to apply for grants, which support staff development around technology integration.

The Forest Hills Educational Foundation and our elementary school PTOs have been generous partners in our efforts to secure additional funding for our technology initiatives. PTOs at the elementary schools annually contribute a portion of their fund-raising toward providing additional technology equipment, software or training for staff and students.



## **V. MONITORING AND EVALUATION**

### **SECTION 15 – L. EVALUATION**

As standards are introduced both at the state and national levels for technology in school districts, Forest Hills Public Schools will implement and/or integrate technologies into the curricula. Recognizing the standards, the district will evaluate (as one method) goals and objectives in the Michigan Educational Technology Standards (METS).

The Forest Hills Technology plan will include evaluation strategies to measure national technology standards (ISTE) and state standards (METS). Formalized evaluations for both staff and students will allow the district to benchmark with data to track our progress. Our Kent Intermediate School District has a REMC Toolkit Web site for selecting technology outcomes for evaluation. Courses in technology are also taught in all school and students are evaluated on course objectives during the school year. Staff members also receive a wide variety of training in all aspects in technology including digital communications, document collaboration, Discovery Education assessment tools, online grades, web publishing tools, internet safety, united (video) streaming, etc.

Each staff member will be surveyed annually on-line to determine:

- the extent to which the district technology plan activities were effective in integrating technology into curricula and instruction.
- the extent to which the district technology enhancements increased the ability of teachers to teach.
- the extent to which the district technology enhancements enabled students to reach challenging state academic standards.

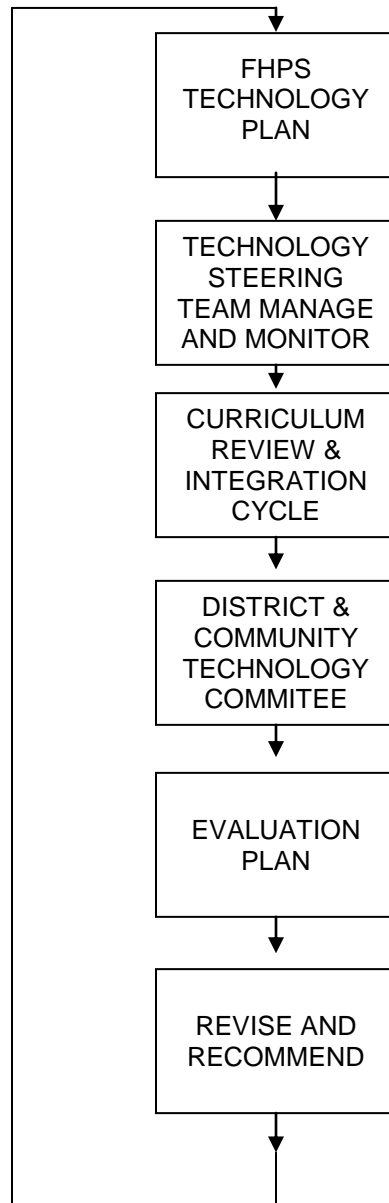
Graduates of Forest Hills Public Schools will be surveyed annually their first and fifth year out of high school to determine the adequacy of their technology preparation for college or the world of work.

The K-12 Instructional Council, the District Technology Committee and/or the Tech Steering Committee will meet annually to evaluate progress on our technology plan goals.

Results from all of the evaluation components listed above will be shared with the District Improvement Team and with the Board of Education Curriculum Committee.



## Model for Continuous Improvement Technology Cycle



## **SECTION 16 – M. ACCEPTABLE USE POLICY**

Forest Hills Public Schools adopted and implemented a Responsible Use Agreement (RUA) for all students in 2012. A copy of the 2012 RUA (latest revision) is available in Appendix A. Each Forest Hills student has a multipurpose student identification card, which is used to check out materials from the media center, as a debit card for the school lunch program. A digital literacy website is used to orient parents and students to the responsibilities that come along with the privilege of using district technology resources, including the internet. Students working in computer labs or at a classroom workstation must have their student ID card clearly visible at all times.

All staff members are expected to sign the Staff Acceptable Use Policy (AUP) at the time of hire. Substitute teachers or student teachers who request access to the district network must also sign an AUP.

### **CIPA (Children's Internet Protection Act)**

The Children's Internet Protection Act requires filtering and Internet Safety Policies for schools and libraries receiving federal technology funding. A technology protection measure server running iBoss is the specific technology that blocks or filters Internet access. It protects against access by adults and minors to visual depictions that are obscene, child pornography, or with respect to use of computers with Internet access by minors, harmful to minors.

## **APPENDIX A**

### **Network Information System Staff Use**

Forest Hills Public Schools has implemented a network communications system that will allow unprecedented opportunities for students, staff and patrons to communicate, learn access and publish information. The District believes that the resources available through this network and the skills that students and staff will develop in using it are of significant value in the learning process and to student success in the future. These new opportunities also pose many new challenges including, but not limited to, access for students and staff, age-level appropriateness of material, security, and cost of maintaining ever more elaborate systems. The District will endeavor to ensure that these concerns are appropriately addressed, but cannot insure that problems will not arise.

Forest Hills Public Schools intends only to provide a means for educational activities and does not intend to create an open forum for discussion of any topic at anytime. The District dedicates the property comprising the network, and grants access to it by users, only for the educational activities authorized under this policy and procedures, and under the specific limitations contained therein.

Forest Hills Public Schools will provide training and procedures that encourage the widest possible access to electronic information systems and networks by students while establishing reasonable controls for the lawful, efficient and appropriate use and management of the system. This includes the freedom to change procedures when deemed necessary. Users will be notified of such changes.

#### **Acceptable Use Guidelines - Network**

1. All use of the system must be in support of education and research, and be consistent with the mission of the district. The District reserves the right to prioritize use and access to the system.
2. Any use of the system must be in conformity to state and federal law, network provider policies and licenses and district policy. Questions about these laws, policies or procedures should be directed to the building administrator. Use of the system for commercial solicitation is prohibited. The superintendent or designee must approve use of the system for charitable purposes in advance.
3. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
4. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified or abused in any way.

5. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system, and/or damage the components of a computer or computing system is prohibited.
6. Users are responsible for the appropriateness and content of material they store, transmit, or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
7. Use of the system to access, store or distribute obscene or pornographic material is prohibited.

### **Acceptable Use Guidelines - Security**

8. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
9. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
10. Communications may not be encrypted so as to avoid security review.
11. Users should change passwords regularly and avoid easily guessed passwords, such as nicknames, birth dates, and names of children or pets. A combination of letters and numbers is best.
12. Personal information such as full name, home addresses or telephone numbers should remain confidential when communicating on the system. Under no circumstances, should student or staff names, addresses or phone numbers be communicated to persons outside Forest Hills Public Schools without written permission from the Superintendent or designee.
13. Staff should notify the building administrator whenever they come across information or messages which may be deemed inappropriate, dangerous or make them feel uncomfortable. Building administrators will notify the Technology Department.

### **Acceptable Use Guidelines - Copyright**

14. The unauthorized installation, use, storage or distribution of copyrighted software or materials on district computers is prohibited.

### **Acceptable Use Guidelines - General Use**

15. A signed *Electronic Mail and Internet Account, Individual Staff Usage Request Form* (see next page) must be on file with the district.

16. Diligent effort must be made to conserve system resources. For example, users should frequently delete e-mail and unused files. District personnel may purge all student files at least annually. All-important files should be backed up on an alternative storage device.

From time to time, the district will make a determination on whether specific uses of the system are consistent with the regulations stated above. Under prescribed circumstances non-student or non-staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the district. For security and administrative purposes the district reserves the right for authorized personnel to review system use and file content. The district reserves the right to remove a user account on the system to prevent further unauthorized activity.

**Violation of any of the conditions of use may be cause for loss of network access, disciplinary action, in accordance with the applicable Master Agreement or Handbook, and/or legal action.**

*(Adapted from Washington School Information Processing Cooperative (WSIPC) Acceptable Use Agreement and Evergreen School District)*

8/05

**NETWORK**  
**Electronic Mail and Internet Account**  
**Individual Staff Usage Request Form**

In consideration for the privilege of using the network and in consideration for having access to public networks, I hereby release Forest Hills Public Schools, operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my ability to use, or inability to use (ie. system failure, power outages), the Internet, including, without limitation, the type of damages identified in the Forest Hills Public Schools Acceptable Use Guidelines. Further, I agree to comply with the District's procedures for *Network Information Systems Staff Use* and the *Network Code of Conduct*, which I have reviewed and understand, and I acknowledge that failure to comply with the guidelines and procedures may result in revocation of network use privileges, disciplinary action in accordance with the applicable Master Agreement or Handbook and/or legal action. I acknowledge and agree that Forest Hills Public Schools has the right to review, edit or remove any materials installed, used, stored, or distributed on or through the network or District's system and I hereby consent to such action.

\_\_\_\_\_  
Staff Member (Print)

\_\_\_\_\_  
Building

\_\_\_\_\_  
Signature of User

\_\_\_\_\_  
Assignment (i.e. teacher, support staff, etc.)

*Return this completed form to the Center for Telecommunications Office at the Administration Building for processing. The Director of Technology will review requests for Internet e-mail accounts.*

Forest Hills Public Schools  
6590 Cascade Rd., S.E.  
Grand Rapids, MI 49546

When this request has been processed, you will receive notification of activation.

**For official use only/Do not write below this line.**

**Forest Hills Network access  
approved:**

\_\_\_\_\_  
Director of Technology

\_\_\_\_\_  
Date

**Network Administrator:**

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date Notice Sent

Rev. 8/16/05

## **Responsible Use Guidelines – Student Use**

### **FOREST HILLS PUBLIC SCHOOLS**

### **RESPONSIBLE COMPUTER, NETWORK AND INTERNET USE AGREEMENT**

06/12

#### Overview

The Forest Hills Public School District provides its students and staff access to a multitude of technology resources. The District believes that these resources provide incredible opportunities to enhance learning and improve communication within our community and with the global community beyond our campus. The advantages of having access to these resources are far greater than any potential downside. However, with the privilege of access comes great responsibility for students, teachers, staff and families. The District expects all community members to exercise appropriate personal responsibility in their use of these resources. Our policies are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information and communication tools. In accordance with Forest Hills Public Schools Board Policy 7540.03, the district makes every effort to protect its students from exposure to Internet materials that are harmful or explicit. The District maintains a system of Internet content filtering devices and software controls that meet federal standards established in the Children's Internet Protection Act (CIPA).

#### Being a Digital Citizen

In the District we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- Respect One's self. Users will select online names and passwords that are appropriate and will consider the information and images that are posted online.
- Respect Others. Users will refrain from using technologies to bully, tease or harass other people.
- Protect One's self and Others. Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- Respect Intellectual Property. Users will suitably cite any and all use of websites, books, media, etc.
- Protect Intellectual Property. Users will request to use the software and media others produce.

#### Expectations

Responsible use of the District's technology resources is ethical, respectful, academically honest, and supportive of the school's mission. Each computer user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators, or their designees, may review files and communications (including electronic mail) to insure that users are using the system responsibly. Users should not expect that files stored on servers or disks will be private. Users also should understand that school servers regularly record activity in log files that are available to the public under RSA 91-A: Access to Public Records and Meetings.



Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive. Personal technology being used during school functions or on school property will fall under the same rules as though the equipment is provided by the District.

- Use of electronic devices should be consistent with the district's educational objectives, mission and curriculum.
- Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Intentional or unintentional use of technology resources to access or process proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
- Software and/or services may not be installed or downloaded on school devices without prior approval of the Superintendent or designee.
- Use of technology resources for commercial activities, product advertisement or religious or political lobbying is prohibited.
- Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- Files stored on district managed networks are the property of the school district and, as such, may be inspected at any time and should not be considered private.
- Materials published for electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.

#### User Privileges

Users have the privilege when given instructional permission to:

- Use all authorized hardware and software for which they have received training.
- Access the Internet and outside resources to retrieve information.
- Use personal equipment or devices within the district's facilities which will facilitate and enhance educational informational exchange.

#### Educational Staff Responsibilities

- Staff will monitor students while they are using technology and other devices.
- Staff will ensure that the students are using technology with an educational purpose.
- Staff will guide research.
- Staff will remind students of the acceptable use policy and user responsibilities.

#### Policy Violations

The school reserves the right to refuse access to the Internet to anyone. Violating any portion of this policy may result in disciplinary action, including temporary or permanent ban on computer or Internet use, suspension or dismissal from school, and/or legal action. The District may cooperate with law enforcement officers in investigations related to illegal activities conducted through its network.