

TECHNOLOGY PLAN SUMMARY SHEET

District: C.O.O.R Intermediate School District	Address: P.O. Box 827 11051 N. Cut Rd. Roscommon, MI 48653	Contact: Larry Garter
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<p>Years covered by this plan: 6-2003 to 6-2006 Technology Plan URL: www.coorisd.k12.mi.us/techplans/coortechplan.html</p>		

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< C.O.O.R INTERMEDIATE SCHOOL DISTRICT >

DISTRICT DEMOGRAPHICS

The C.O.O.R. Intermediate School District (I.S.D.) is located in Crawford, Ogemaw, Oscoda, and Roscommon Counties, in the middle of the Northern part of the Lower Peninsula. The district comprises approximately 2500 square miles with 12,000 students in grades K-12, and provides programs and services for six constituent districts in both regular and special education. The Intermediate school district also provides services for adult learners at a sheltered workshop at a location west of the village of Roscommon.

DISTRICT BUILDINGS

The district operates programs at three sites:

Educational Center, a segregated facility that houses 72 developmentally disabled students ranging from ages 8 to 26. This facility is located in Roscommon. This building was opened in 1989, and at the time was not wired to utilize current technologies. *(Category 5 wiring has been installed at all computer workstations. Building has also been wired for cable television connections as well as telephone access in all areas of the facility. Computer workstations have access to file server and are connected to the Internet. Telephones have been installed in each classroom).*

R.O.O.C. Workshop is a sheltered workshop for adult learners who are developmentally disabled. The workshop was originally constructed in 1974. This facility provides employment and training for approximately 100 adult learners. This program also provides adult basic education classes to developmentally disabled learners. This building is currently wired to utilize current technologies. *(Administrative Offices, and a number of other offices have Category 5 wiring installed. Building has also been wired for cable television connections as well as telephone access in all areas of the facility.)*

Administrative offices or Instructional support facility houses staff that support instructional as well as administrative services for the six local districts that the Intermediate school district serve. This building has been partially wired for a local area network but needs additional wiring to accept current technologies. *(The building has been completely wired for current technologies).*

Other district buildings and facilities include:

A transportation building located at the Intermediate site with a garage, storage, and office space.

DISTRICT MISSION STATEMENT

The COOR Intermediate School District will plan and provide the highest level of programs and services to meet the needs and anticipate those of the future. This will be achieved in partnership with all local educational interests through communication, collaboration and cooperation. The ultimate result will be excellent learning opportunities for a lifetime.

DISTRICT VISION STATEMENT

The COOR Intermediate School District will plan and provide the highest level of programs and services to meet current needs and anticipate those of the future. This will be achieved in partnership with all local educational interests through communication, collaboration and cooperation. The ultimate result will be lifetime learning opportunities beginning at birth.

DISTRICT BELIEFS

Education is a lifelong process.
Education promotes respect for our own and other cultures.
Everyone can learn.
Education involving the whole person requires a cooperative community effort.
There is no compromise for quality education.
Every individual has the right, opportunity, and responsibility to reach his/her fullest potential.
Students need knowledge and skills to compete and live in this global society.
The educational system provides a safe, secure and nurturing environment.
The welfare of the total community requires an interdependent relationship.
Education responds to the needs of the community in our ever-changing society.
Accountability is an essential factor in education.
Education is essential for a free democratic society.
Continual staff improvement is essential to quality education.
The C.O.O.R. Intermediate School District is an essential element of the community's quality of life.

< C.O.O.R. INTERMEDIATE SCHOOL DISTRICT > TECHNOLOGY PLAN INTRODUCTION

TECHNOLOGY PLANNING BACKGROUND

In 1993, The C.O.O.R. Intermediate School District adopted a 5 year, long range Technology Plan. Progress toward completion of the plan was assessed throughout the life of the previous plan prior to a new Technology Plan being developed. The following has occurred:

1. Establishment of a district technology committee: A technology committee with representation from the school board and district administration was organized. The committee has met when necessary since its formation. The committee developed a plan to provide for networking and computer upgrading.
2. Development of a long-range technology plan: The district technology committee has completed a plan to meet the districts needs for technology. Working with the technology committee and the administration, a consultant has assisted by providing the necessary details to the district technology plan to make it operational.

The technology plan was reviewed, progress was noted, and components were revised to reflect current technological developments. The technology infrastructure including a wide area network connecting all district buildings with fiber optic cable; electronic connections at each building allowing transmission of voice, video and data; a video distribution system in each building with cable TV, satellite reception, internally and externally originated live video, network file servers; direct Internet access internally from any computer on the network and; dial up access externally.

The district has a good technology base in place. Future plans continue to focus on increasing accessibility for students.

3. Staff Development: A plan was developed to in service district staff on technology as it relates to instruction. The technology committee and district professional development committee have worked with the district administrative team to develop building level plans to train staff to make effective use of all aspects of district technology during the 2003-2006 school year

GUIDING DOCUMENTS FOR A MICHIGAN TECHNOLOGY PLAN

1. Required elements of a technology plan
<http://techplan.org>
2. State of Michigan Five Year Technology Plan
<http://www.mde.state.mi.us/tplan/final.shtml>
3. National Educational Technology Standards Project
<http://cnets.iste.org/>
4. Michigan Curriculum Framework <http://www.mde.state.mi.us/reports/>
5. Instructional Technology Across the Curriculum (ITAC)
<http://cdp.mde.state.mi.us/ITAC/>
6. Technology content standards and benchmarks
<http://cdp.mde.state.mi.us/MCF/ContentStandards/Technology/default.html>
7. Michigan Information Network (MIN) vision document
(<http://www.migov.state.mi.us/min/0-toc.html>)
8. NSSE Indicators for Quality for information systems in K-12 schools (National Study of School Evaluation). Library of Congress Catalog No. 95-71988.1996
9. Guiding Questions for Technology Planning: North Central Regional Technology Education Consortium (<http://www.ncrel.org>)

CONSORTIUM ACKNOWLEDGMENT

Northeast Michigan Electronics Consortium

NMEC is a consortium made up of Kirtland Community College, C.O.O.R. Intermediate School District, AMA Educational Service District, and ten local K-12 districts within their geographic boundaries. NMEC was formed in 1998 as a cooperative venture to implement and support two way interactive television between the members. Since its inception, NMEC has expanded its purpose to include coordination and collaboration for all forms of communication including voice, video and data.

Consortium Members
Kirtland Community College
C.O.O.R. Intermediate School District
Crawford-AuSable School District
Fairview School District
Gerrish Higgins School District
Houghton Lake School District
Mio AuSable School District
West Branch School District
A.M.A. Educational Service District
Alcona Community Schools
Alpena Public Schools
Hillman Community Schools

TECHNOLOGY PLANNING TEAM

Name:	Position:
•Don Adams	Special Education Director
•Susan Huffman	Hearing Impaired teacher
•Dennis Carroll	Special Education Supervisor
•Larry Garter	Technology Coordinator
•Robert Jones	Superintendent
•Ruggero Dozzi	Community Member
Harvey Vermeesch	Career and Technical Education Director
Teri Dougherty	Technology Assistant

DESCRIPTION OF TECHNOLOGIES TO BE ACQUIRED

TECHNOLOGY PLAN MAJOR GOALS

With the equipment in place for all the C.O.O.R. Intermediate School Districts buildings and the NMEC consortium, the goal now is to keep updating and maintaining the networks both internally and externally. Keeping up with the changes in technology will be the most challenging part of the plan.

Implementation of Specific Technology Services:

Provide distance-learning opportunities: The six high schools within the C.O.O.R. Intermediate School District have been linked by fiber optics for voice, video, and data transmission. The new district technology infrastructure will allow such transmission to any one site or to another site within a building or the district. District staff needs to be trained to maximize the potential of this service.

Include tech prep approach within the curriculum: Middle school and high school staffs have been trained in applied science and applied mathematics instruction. A district committee has been charged by the board of education to review, revise, and develop K-12 vocational education and tech prep curriculum and to develop a plan to meet the needs of students.

Greater availability of computers to students: There is a computer in every classroom. Over the next few years additional computers must be added to classrooms where they are needed to enhance instruction and research. The computer in the classroom must be networked to allow access to both the local and wide area network.

Networking of district computers: This task is complete for the administrative offices. During the 2003-2006 school years, the adequacy of the network and its file servers must be assessed to determine if additions or expansion is necessary for the rest of the districts facilities.

Ability to access outside sources: The Internet is directly accessible from all computers on the district network. Staff and students must be trained to access the Internet effectively and responsibly. Phones are available in every classroom for internal access to offices, and other classrooms, and for external access. The use and abuse of the phones must be assessed.

Cable or satellite television: This should be made available in all classrooms.

CURRICULUM INTEGRATION

With the installation of the district wide area network using current available technology, the greatest district technology related need is to train teachers for maximum use of technology in instruction across the curriculum. It is also important to utilize COOR technology to support local district initiatives to achieve their district goals to integrate technology into the curriculum.

Actions necessary to promote integration of technology into curriculum:

Technology standards specifying what students must know and be able to do will be integrated into the district curriculum.

Teachers will be trained to make use of the multimedia capacity of the system to enable them to create opportunities for students. Tools such as MI-Climb have been made available to local district teachers as well as professional development to support MI-Climb. Curriculum mapping has also been used with local districts to assist them in the decision making process of where to use technology in the curriculum. These and other methods will be used to develop standards and benchmarks as they relate to the MEAP and the ability to increase MEAP scores as well as how to assess them.

COLLABORATIONS

The district is a member of NMEC, a consortium of K-12's, COORISD, AMAESD and Kirtland Community College. NMEC was formed in 1998 as a cooperative venture to implement and support two way interactive television between the members. NMEC has provided expanded curricular options for students in the area rural schools. Those options have served as a catalyst for initiation of and full enrollments in district high school advanced placement courses, which now total ten offerings. Since its inception, NMEC has expanded its purpose to include coordination and collaboration for all forms of communication including voice, video and data.

The district operates a sheltered workshop for adult learners, a community education program that includes: adult basic education, GED preparation and testing, adult high school completion, adult literacy tutoring, workplace literacy programs, and cultural events. District facilities including computer labs and existing technology are accessible to all the above programs after school, evenings, and during the summer.

Through NMEC, the district is able to offer community college courses in district facilities via the two-way interactive TV system.

Actions necessary to promote collaborative efforts to maximize the use of technology:

Funding must be located to staff district computer labs for community use after school hours, evenings, and weekends.

PROFESSIONAL DEVELOPMENT

The district mission states that we will “facilitate comprehensive, lifelong, educational opportunities”. The district technology vision flows from that charge to direct programming to enable students “to use current technology ... to enhance their learning, employment and personal lives.” “Current technology” is changing at an increasingly rapid pace. The district charge is therefore to provide opportunities for all students to develop an appetite for life long learning with the understanding that today’s skills must continually be applied to tomorrow’s technology and with the skills and confidence to do so.

The district professional development committee has directed professional development activities in the C.O.O.R. Intermediate School District for the past fifteen years. With membership from all district buildings and disciplines, the committee meets monthly, assesses district professional development needs as they relate to district goals and the district mission statement, and plan building and district activities. As the district has implemented site based decision making, building professional development activities have been planned by building school improvement teams to address building goals and district goals.

Actions necessary to provide professional development to further the use of technology in the classroom and media centers:

The professional development committee will continue to develop a set of district professional development outcomes related to achieving maximum use of technology in district classrooms and media centers.

A professional development program will continue to develop and implement training for teachers to integrate the current and available technology into the curriculum to support instructional programs and to improve student achievement.

Systematic professional development will continue to be organized in the use of operating systems, courseware, and the Internet. Training will be on a building basis. The “train the trainer” model has proven most effective as it provides experts in the building.

Training will continue to be offered to insure that all staff are able to make use of the two-way video/audio interactive system. Use of the system for conferencing and professional development will continue to be explored to expand opportunities for staff and conserve valuable resources.

Staff will be trained to provide online services for students and their parents via a district web site.

DISTRICT TEACHER and STUDENT GOALS

Goals specific to the technology plan include continuing to:

Develop and implement a professional development program each year to train teachers to integrate the current and available technology into the curriculum to support instructional programs and to improve student achievement.

Organize systematic professional development in the use of operating systems, courseware, and the Internet using a “train the trainer” model on a building basis.

Conduct training to insure that all staff are able to make full use of the telephone intercom system,

Conduct training to insure that all staff are able to make use of the two-way video/audio interactive system. Use of the system for conferencing and professional development is continually explored to expand opportunities for staff and to conserve valuable resources.

Train staff to provide online services for students and their parents via a district web site.

Hire paraprofessionals to assist the systems managers in minor maintenance and installations. Those new positions should also be responsible for assisting students in lab situations and students released from class to make use of available workstations.

Train teachers to make use of the multimedia capacity of the system to enable them to create opportunities for students.

TECHNICAL ASSISTANCE

Actions necessary to insure ongoing technical support training and assistance available to schools, teachers, and administrators.

The district has a technology coordinator and an assistant that manages the installations, configuring and maintenance of workstations, printers and scanners. They install and configure software and management systems. New equipment is installed during the summer to insure readiness for the opening of school. They manage and service all aspects of the district Internet server and Internet accounts.

As workstations, printers, additional video equipment, and software are added, the coordinator contracts some maintenance services with outside sources or hires technology paraprofessionals to assist with minor workstation and printer maintenance; and to also assist students in lab situations and students released from class to access available workstations in labs and media centers. This relieves the coordinator to focus on more technical issues.

TECHNOLOGY BUDGET – PROJECTED COST
COORDINATION OF RESOURCES/COLLABORATIONS
FUNDING PLAN

The district currently budgets funds from three sources, the district local general fund budget, Special education funds and federal flow through funds.

Local General Fund Budget (state and local funds guaranteed by the state foundation grant):

The district allocates an annual \$30,000 budget for hardware, software, training, support and maintenance. Half of the revenues for the allocation (\$15,000) are provided by the general fund

The district funds two systems managers.

Special Education Funds:

Half of the annual \$30,000 budget for technology described above is provided by these funds.

The district funds the purchase of classroom computers and software from Special Education Funds.

Federal Flow Through Funds:

Purchase classroom software as well as hardware for administrative uses.

Funding Resources to be sought to fund the district strategic long range plan:

Universal Services Fund grant through the NMEC consortium to fund:

Continuing services to the consortium

Universal Services Fund grant to the local district to fund:

Continuing services to the local district

Local Corporations, Businesses, and Organizations to fund:

Purchase of personnel time to insure student and community access to computer labs and media centers outside of school hours

Purchase of workstations for classrooms.

Three Year Budget Projection COOR ISD

**Technology - General
Administration**

	FY `03/04	FY `04/05	FY `05/06
Salaries & Wages			
Director	\$ 11,183.00	\$ 11,630.32	\$ 12,095.53
Technical Assistance	\$ 9,171.00	\$ 9,537.84	\$ 9,919.35
Employee Benefits		\$ -	\$ -
Insurance	\$ 3,947.00	\$ 4,104.88	\$ 4,269.08
Retirement	\$ 2,022.00	\$ 2,102.88	\$ 2,187.00
FICA	\$ 1,175.00	\$ 1,222.00	\$ 1,270.88
Workman's Comp	\$ 52.00	\$ 54.08	\$ 56.24
Purchased Services			
Workshops/Conferences	\$ 1,400.00	\$ 1,500.00	\$ 1,500.00
Travel	\$ 600.00	\$ 700.00	\$ 700.00
Supplies & Materials			
Software	\$ 500.00	\$ 1,000.00	\$ 2,000.00
Other			
Transfers NMEC/NMECIG	\$ 21,000.00	\$ 23,000.00	\$ 25,000.00
Capital Outlay			
Computer Hardware	\$ -	\$ 6,000.00	\$ 7,500.00
ITV Hardware	\$ -	\$ 2,000.00	\$ 2,500.00
Network Hardware	\$ 4,800.00	\$ 1,000.00	\$ 1,500.00
	TOTAL \$ 55,850.00	\$ 63,852.00	\$ 70,498.08

**Technology - Career & Technical
Ed**

	FY `03/04	FY `04/05	FY `05/06
Salaries & Wages			
Director	\$ 6,676.00	\$ 6,943.04	\$ 7,220.76
Employee Benefits		\$ -	\$ -
Insurance	\$ 1,059.00	\$ 1,101.36	\$ 1,145.41
Retirement	\$ 846.00	\$ 879.84	\$ 915.03
FICA	\$ 511.00	\$ 531.44	\$ 552.70
Workman's Comp	\$ 15.00	\$ 15.60	\$ 16.22
Purchased Services			
NMEC Pro-rata share of cost	\$ 1,200.00	\$ 1,311.00	\$ 1,425.00
	TOTAL \$ 10,307.00	\$ 10,782.28	\$ 11,275.13

EVALUATION OF PROGRESS

As part of Strategic Planning ongoing since fall 1999, the technology committee formed action plans and submitted them to the COOR ISD Board of Education. The action plan follows this section. There are seven goals with corresponding objectives and activities with responsible staff identified and timelines included for implementation. For each goal, activity and objective specific measurements are included to determine the accomplishment and impact of these efforts. Evaluation measures will carefully document staff involvement in technology events and activities and a major effort will be made to determine impact wherever possible.

Baseline data was collected in the spring of 1999 using a comprehensive technology survey developed by Michigan State University EdTech Connect. This was an on-line survey taken by all staff of the six local districts that make up COOR ISD staff covering institutional capacity, technology resources, teacher and staff technology abilities, use of technology in the curriculum, integration, and teacher professional development needs. A summary report of this survey has been finalized and copies were distributed to all local district buildings for their use in technology planning. The report has also been given to members of the COOR ISD technology committee and the Board of Education as input to strategic planning. Plans are to administer the survey again winter of 2003 to 2006 as a longitudinal record of the implementation of this technology plan.

Most of the major components required by state mandates are represented in these goals and objectives. This will serve as a guide to funding and leveraging resources to accomplish the plan. A good evaluation plan begins with clear statement of goals, objectives and activities of the project and includes information about both the implementation of the plan and its impact on teachers, students and the school system. This is why the proposed evaluation of this technology plan has been incorporated into the COOR ISD Strategic Plan to ensure that both implementation and determination of success are high priorities for the ISD. Following are the goals and objectives, activities, responsible staff, timelines, and measures for the 2003-2006 technology plan.

TECHNOLOGY COMMITTEE ACTION PLAN

Goal: Improve Technology Usage

OBJECTIVE	WHAT	WHO	WHEN	HOW MEASURED
Develop a plan for efficient technology purchases	Identify technology related tasks	Superintendent, Dept. Heads, Stake Holders	Annually	List of technology related tasks
	Identify software products to standardize software use	Department Heads, Stakeholders, Technology Consultants	Annually	List of Software Products

	Develop hardware system requirements/bid specifications	Department Heads, Stakeholders, Technology Consultants	Annually	List of Hardware Specifications
	Develop cost estimates for projected purchases	Department Heads, Technology Consultants	Annually	List of Cost Estimates
	Develop budget for technology purchases	Superintendent, Business Manager, Department Heads	Annually	Budget for Technology Purchases
Develop hardware replacement plan	Determine appropriate replacement schedule and make resources available. Review software and upgrade as deemed appropriate. Determine ongoing needs and replace when appropriate.	Technology Committee	Annually	Replacement Plan, Time Line and Implementation

Goal: Review Acceptable use policy

OBJECTIVE	WHAT	WHO	WHEN	HOW MEASURED
To review the acceptable use policy as it relates to disciplinary action. Analyze and revise if necessary district policies as it relates to support, training, or infrastructure changes that may have to be made.	Review acceptable use policy	Administration & technology members	Within 30 school days	Completed review
	Appoint a committee (Board, Administration, Staff, Others) to discuss review of the acceptable use standards for areas listed above	Superintendent	Within 40 school days	Committee Members Appointed
	Develop rough draft of revised acceptable use policies	Committee	Within 60 school days	Rough Draft written
	Request acceptable use policies from other districts	Committee	Within 70 school days	Copies Requested

	Review policies received for working and possible additions of policies not included in the draft but deemed necessary	Committee	Within 100 school days	Members have reviewed copies, making notes of good wording and ideas
	Develop a revised acceptable use policy	Committee	Within 130 school days	Written report
	Distribute policy to others for comment (Board Members, Union Representatives and Other Staff	Committee	Within 135 school days	Report distributed
	Make revisions to written policy	Committee	Within 150 school days	Completed Written Policy
	Propose a written policy to the Board for approval	Superintendent	Prior to Board Meeting	Approved Policy
	Implement Policy	Administration	2003-2004 School Year	Implemented Policy

Goal: To provide adequate technical support services to the C.O.O.R. Office, C.E.C., and the services we share with local school districts and Intermediate School Districts.

OBJECTIVE	WHAT	WHO	WHEN	HOW MEASURED
To meet the need for technical support in the most cost effective way that does not disrupt services to students	Review currently needed tasks	Technology Committee	Annually	Completed List
	Project tasks necessary for future years	Technology Committee	Annually	Completed List
	Determine required amount of time	Technology Committee	Annually	Completed Report
	Investigate what contracted services are available and their costs.	Technology Committee	Annually	Completed List

	Determine if the expertise of those available services match our needs	Technology Committee	Annually	Completed Comparison
	Analyze cost/benefits/drawbacks of each plan and develop budget	Technology Committee	Annually	Completed Report
	Make a decision regarding best plan	Technology Committee	Annually	Decision made
	Make a recommendation to the Board	Technology Committee	Annually	Written Recommendation
	Hire Staff or Contract for Services	Board of Education	Annually	Technical Support Provided

Goal: To provide professional development training to personnel

OBJECTIVE	WHAT	WHO	WHEN	HOW MEASURED
To ensure that all staff and students have adequate training to make full use of available technology	Review the expertise needed to access the needed software/hardware for each job classification	Administration and Staff Representatives	Annually	Completed List
	Review the expertise that will be needed to access software/hardware to be installed within the year for each job classification	Administration and Staff Representatives	Annually	Completed List
	Review present level of expertise of personnel on each hardware/software through interviews by people familiar with the technology	Administration and Staff Representatives	Annually	All staff surveyed
	Review training needs and allocate resources (30% of Technology Budget)	Administration and Staff	Annually	List of needs

	Prioritize training needs	Administration and Staff	Annually	Prioritized List of Needs
	Design training determining outcomes, who will do the training, when and where	Administration and Staff Representative	Annually	At least 2 sessions designed for each job classification
	Conduct training sessions for those determined to need the training.	Administration and Staff Representative	On going	Training Sessions being conducted
	Evaluate the Training	Administration and Staff Representatives	On going	Staff using the technology fully and appropriately and reported to Board of Ed

Goal: To make C.O.O.R. ISD the leader in the use of technology

OBJECTIVE	WHAT	WHO	WHEN	HOW MEASURED
To encourage the innovative use of technology by personnel at C.O.O.R. ISD	Provide an environment where innovative use of technology is encouraged	Board of Education and Administration	Ongoing	More staff excited about technology
	Encourage attendance at presentations of technology related workshops and conferences	Board of Education and Administration	Ongoing	More staff attending technology related workshops and conferences
	Provide a means to provide necessary hardware and software to personnel with a desire to use technology	Those developing budgets	Annually	Needed equipment/software purchased and used
	Provide a format for staff to share innovative use with others using incentives. Certificate recognition (Show	Administration and professional development committee	Ongoing	C.O.O.R. Staff members are aware of technology used by others.

	and Tell In-service)			
	Competitive grant application	Technology committee	Annually	Grant application report of how grant used by recipient

Goal: Maintain updated Technology Plan

OBJECTIVE	WHAT	WHO	WHEN	HOW MEASURED
Revise current Technology Plan	Revision of current Tech Plan that will allow the creation of a current <u>3 Year Tech Plan</u>	Technology Committee, Stakeholders and Board of Education	Every 3 years	Completed Plan and Budget implementation

Goal: Continue to use ATM Technologies

OBJECTIVE	WHAT	WHO	WHEN	HOW MEASURED
Develop ATM relationship between COOR ISD and the other entities in NMEC.	Determine COOR's role for voice, video, data and technical support	LEA Superintendents, COOR Superintendent, a NMEC Board of Directors and their respective committees	Annually	By-laws of organizations, contracts, assignments and implementation

ACCEPTABLE USE POLICY

C.O.O.R. Intermediate School District

Acceptable Use Policy for Technology

Terms and Conditions

General Information

The C.O.O.R. Intermediate School District (ISD) provides computer equipment, computer services and Internet access to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources. The system administrators are employees of the C.O.O.R. ISD and reserve the right to monitor all activity on network facilities.

Student Internet activities will be monitored by the District to ensure that students are not accessing inappropriate sites. Each District computer with Internet access shall have a filtering device or software program that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors.

Because of the complex association between so many government agencies and networks, the end user of these networks must adhere to strict guidelines. They are provided here so that staff, community, and student users and the parents/guardians of students are aware of their responsibilities. The District may modify these rules at any time by publishing modified rule(s) on the system. The signatures at the end of this document are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by established rules.

Information Content and Uses of the System

The user agrees not to publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane or sexually offensive to an average person, or which, without the approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services. The user agrees not to use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity, which is prohibited by law.

Because the C.O.O.R. ISD provides, through connection to the Internet, access to other computer systems around the world, students and their parents understand that the District and system administrators have no control over content. While most of the content on the Internet is acceptable and much of it a valuable educational resource,

some objectionable material exists. Students and their parents/guardians are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. The C.O.O.R. ISD and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Parents of minors having accounts on the system should be aware of the existence of such materials and monitor any future home usage of the District's resources. Students knowingly bringing such materials into the school environment will be dealt with according to the discipline policies of the District and such activities may result in termination of such students' accounts on the network.

Use of the computer network(s) as a part of any class or school assignment shall be consistent with the curriculum adopted by the District. The District's general rules for behavior and communications shall apply when using any computer equipment.

Online Conduct

Any action by a member that is determined by a system administrator to constitute an inappropriate use of network resources or to improperly restrict or inhibit other members from using and enjoying those resources is strictly prohibited and may result in termination of an offending member's account and other action in compliance with the District's discipline code. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, state or federal law is also prohibited and is a breach of the Terms and Conditions.

Users and their parents/guardians specifically agree to indemnify the C.O.O.R. ISD and the system administrators for any losses, costs, or damages, including reasonable attorneys' fees incurred by the District relating to, or arising out of any breach of the section (Online Conduct) by the user.

Network resources are to be used by the user for his/her personal use only; commercial uses are strictly prohibited.

Software Libraries

Software is provided to students as a curricular resource. No student may install, upload, or download software without the expressed consent of the system administrator. Any software having the purpose of damaging other members' accounts or the District network (e.g. computer viruses) is specifically prohibited. The system administrators, at their sole discretion, reserve the rights to refuse posting of files and to remove files. The system administrators, at their sole discretion, further reserve the right to immediately terminate the account or take other action consistent with the District's discipline code of a member who misuses the software libraries.

Copyrighted Material

Copyrighted material must not be placed on any system connected to the network without the author's permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material to the system. Members may download copyrighted material for their own use. Any member may also non-commercially redistribute a copyrighted program with the expressed permission of the owner or authorized person. Permission must be specified in the document, on the system, or must be obtained directly from the author.

Public Posting Areas (Message Boards/Usenet Groups)

UseNet messages are posted from systems connected to the Internet around the world and the C.O.O.R. ISD system administrators have no control of the content of messages posted from these other systems. To best utilize system resources, the system administrators will determine which UseNet groups are most applicable to the curricular needs of the school district and will carry these groups on the local system. The system administrators, at their sole discretion, may remove messages posted locally that are deemed to be unacceptable or in violation of the Terms and Conditions. The system administrators, at their sole discretion, further reserve the right to immediately terminate the account of a member who misuses the message boards or UseNet groups.

Real-time, interactive communication areas

The system administrators, at their sole discretion, reserve the right to immediately terminate the account of a member who misuses real-time conference features (talk/chat/internet relay chat).

Electronic Mail

Electronic mail ("Mail") is a private electronic message sent by or to a member in correspondence with another person having Internet mail access. Personal accounts and all use of District computer resources are considered a privilege, not a right, and are subject to the District's rules and policies. Electronic communications and stored material may be monitored or read by school officials.

Electronic mail in personal accounts will not generally be inspected by school officials without the consent of the sender or a recipient, except as required to investigate complaints, which allege a violation of the District's rules and policies. Student electronic mail and electronic storage space, which does not contain material made public by the student, shall be subject to the District's policy and rules on student records.

A fee may be charged by the District to defray the cost of personal accounts.

A canceled C.O.O.R. ISD account will not retain its mail account. Members are expected to remove old messages in a timely fashion and the system administrators may remove such messages if not attended to regularly by the member. The system administrators will not intentionally inspect the contents of mail sent by one member to an identified addressee, or disclose such contents to other than the sender or an intended recipient, without the consent of the sender or an intended recipient, unless required to do so by law or policies of the C.O.O.R. ISD School District, or to investigate

complaints regarding mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. The C.O.O.R. ISD reserves the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any mail transmitted on the C.O.O.R. ISD Network.

Disk Usage

The system administrators reserve the right to set quotas for disk usage on the system. A member who exceeds his quota will be advised to delete files to return to compliance. A member who remains in noncompliance of disk space quotas will have their files removed by a system administrator.

Security

Security on any computer system is a high priority, especially when the system involves many users. If a member feels that he can identify a security problem on the system, the member must notify a system administrator. The member should not demonstrate the problem to any others. Professional staff may allow students who are not members to access the system through the staff member's account as long as the staff person does not disclose the password of the account to the students and understands that the staff person assumes responsibility for the actions of students using his/her account. Members may not otherwise let others use their account and password. Passwords to the system should not be easily guessable by others, nor should they be words, which could be found in a dictionary. Attempts to log in to the system using either another member's account or as a system administrator will result in termination of the account. Members should immediately notify a system administrator if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any member identified as a security risk will have his account terminated and is subject to other disciplinary action.

Vandalism will result in cancellation of system privileges and other disciplinary measures in compliance with the District's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other networks that are connected to the Internet backbone or of doing intentional damage to hardware or software resident on the system. This includes, but is not limited to, the uploading or creation of computer viruses.

Game Playing and Painting

Game playing is permitted on the C.O.O.R. ISD network only when terminals are not needed for other purposes and the game conforms to the curricular goals of the District. Game playing over inter-machine communication is prohibited. Although drawing and painting have legitimate academic use, those activities are prohibited when done for recreational purposes.

Network Use

The Superintendent shall develop rules and procedures for computer and network use, and shall see to it that rules are published annually for students, parents, guardians, staff, and Board members.

The District's computer and network use rules shall be consistent with the following requirements:

- Users may not use District equipment to perform or solicit the performance of any activity, which is prohibited by law.
- Users may not use the system to transmit or publish information that violates or infringes upon the rights of any other person, or information that is abusive, obscene, or sexually offensive.
- The District computer equipment shall not be used for commercial purposes by any user, or for advertisement or solicitation without prior written approval from the Superintendent.
- Except with prior authorization from a system administrator or the owner of the record in question, users may not access or attempt to access the records or files of other users or of the District, nor delete, alter, or otherwise interfere with the integrity of computer-based information or resources.
- Users may not use the electronic mail facility to send unsolicited, bulk, chain, harassing, anonymous, or other messages which are an annoyance to the recipient or which may cause a degradation of system performance.
- Users may not use the network facility to access or bring into the school environment material which is inconsistent with the educational goals of the District, including but not limited to material which is defamatory, abusive, obscene, profane, sexually explicit, threatening, racially offensive, illegal, or which aids or advocates illegal activity other than non-violent civil disobedience.

District Web page (s)

Any and all Web pages representing the District shall be carried and posted only on the District's server and shall be designed and published in accordance with rules promulgated by the Superintendent.

Printing

The printing facilities of the C.O.O.R. ISD network should be used judiciously. Unnecessary printing is a drain of the capacity of the networks, adds expense, and shortens the life of equipment. By developing on-screen proofreading skills and practicing proper use of cut and paste techniques, users can and should conserve printing resources and help the system run more efficiently.

Limiting Access

The administration may make use of technology, which attempts to block access by individual users to networked computers, data, or services that provide content, which, in the opinion of the administration, is not in keeping with the educational aims of the District pursuant to state statute. The administration is encouraged to pursue such technology for the personal accounts of elementary school children where practical.

Complaints about content of networked information or access to blocked sites shall be handled in accord with the District's policy and procedures for complaints about library and instructional materials.

Use of Computers in a School District Library

The Board, pursuant to state statute, requires when a school District library offers use of the Internet or a computer, computer program, computer network, or computer system to the public, that access to minors be restricted in the following manner:

Utilize a system or method that is designed to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors. To accomplish this, a library may use passwords and/or filters that restrict Internet access for those under 18 years of age.

(Please detach this and return the signed portion below. Retain the policy for future reference.)

Student Contract

I have read the Terms and Conditions for use of technology resources in the C.O.O.R. ISD School District. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the regulations is unethical, a violation of school rules, and may constitute a criminal offense. Should I commit any violation, I understand that my access privileges may be revoked and school disciplinary action may be taken. Appropriate legal action may also result.

User Name (please print): _____

Signature: _____

Parent/Guardian

As the parent or guardian of this student, I have read the Terms and Conditions for acceptable use of technology resources in the C.O.O.R. ISD School District. I understand that this access is designed for educational purposes. I also recognize it is impossible for the C.O.O.R. ISD and system administrators to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's

use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained in this form is correct.

Parent/Guardian (please print): _____ Signature: _____

Date: _____ Day Phone: _____ Evening Phone: _____

COMMUNICATIONS / PUBLIC RELATIONS

The district communicates the strategic long-range technology plan to the community, staff and students through the following:

Annual Report: The district publishes an annual report combining district and building information. The report is given to the community during building fall open houses and a district meeting.

Student/Parent Handbooks: Each district building publishes a handbook, which is distributed to parents on the first day of school each fall via students. The handbooks include the district technology acceptable use policy and information regarding the plan.

District Web Page: The web site is kept current as changes are made.

Strategic Planning Process: The planning process is scheduled and ongoing throughout each school year.

