

**Chassell Township School**  
**41585 U.S. Hwy 41**  
**Chassell, MI 49916**  
**906-523-4691**  
**School Code: 31050**

**3-Year Technology Plan**  
**July, 2011- June, 2014**

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**Copper Country Intermediate School District**  
**[www.chassellschools.org](http://www.chassellschools.org) Select "Technology"**

## **Introductory Material - Section 2**

### **DISTRICT SCHOOL IMPROVEMENT VISION/MISSION STATEMENT**

The community of Chassell develops academic, social, and moral excellence to foster lifelong learning.

Motto: *"Learning For Life"*

### **SCHOOL INTRODUCTION**

Chassell is a small, rural community located on the shore of Lake Superior in the Upper Peninsula of Michigan. The school was built in 1993 with additions in 1995, 1997, & 2002. The Chassell Township School District is a K-12, one building district, employing 17 teachers for approximately 275 students. Additionally we have 5 teacher aides, and two Americorp workers working in the building each day. 52% of our student body qualify for free or reduced lunch, and 25 % of these students are Title 1 eligible or At Risk.

### **DISTRICT TECHNOLOGY TEAM MEMBERS**

Doug Mechlin, Support-Net Representative  
Deb Zei, Math Teacher, School Improvement  
Kendra Turpeinen, English/Service Learning Teacher  
George Stockero, Principal, Team Leader  
Patti Perfetti, Elementary Aide

## **Vision and Goals - Section 3**

### **DISTRICT TECHNOLOGY VISION/MISSION STATEMENT**

Recognizing the impact of computers and technology on schools, the workplace, and the community, it is the goal of the Chassell Township School staff and administration to continually innovate and improve the use of technology to provide our students with the knowledge and skills needed to effectively use technology and to improve the learning environment for all students.

### **TECHNOLOGY GOALS**

**Goal #1:** To continue to evaluate and plan for the use of technology in support of the teaching and learning process.

**Goal #2:** To review and update the K-12 computer curriculum

**Goal #3:** To develop skills among students and staff in utilizing technology to communicate, to obtain information, and to serve as an effective productivity tool.

**Goal #4:** To continue to integrate the technology curriculum into the core curriculum areas.

**Goal #5:** To continue to support school-improvement goals.

## **I. CURRICULUM**

### **Section 4 - Curriculum Integration**

Our three computer labs provide staff and students with greater access to computers, enhancing their competence in the use of technology and communication, for all students. Our computer stations in the elementary provide these same opportunities to our elementary students and staff in their classrooms.

Teachers can effectively use computers and multimedia technologies as teaching and learning tools, allowing various learning styles to be explored and enhance the curriculum and instruction needs of the individual learners. In particular, with the purchase of appropriate software, the technologies will be utilized to address school-improvement objectives at all grade levels.

Each year during the teacher inservice cycle we will evaluate the district's technology curriculum and its alignment to State standards by meeting in grade/content level groups. Changes to our curriculum will be made based on the outcomes of these meetings. Teachers will then receive professional development to effectively integrate technology curriculum into their instruction.

**See attached Addendum *Technology Curriculum* for specific goals for students at each grade level, including objectives for technology literacy.**

### **Section 5 - Student Achievement**

**See attached Addendum *Technology Curriculum***

### **Section 6 - Technology Delivery**

#### **Odyssey Ware**

Our students utilize on-line (Michigan Virtual High School) courses in the following situations: schedule conflicts with required classes, to enroll in unique classes that our curriculum does not provide, and for our at-risk students to fulfill their graduation requirements.

#### **Video Streaming**

Video Streaming is utilized by our elementary and high school staff to provide concrete examples of abstract concepts. We also have the capability to provide virtual field trips to all levels.

Planning, implementation and evaluating is an ongoing process in which student's success in classes, feedback from the teachers, and parental input is considered for continuation of the class.

### **Section 7 - Parental Communication and Community Relations**

Chassell Schools' educational technology plan is available to the community via our website at [www.chassellschools.org](http://www.chassellschools.org), and at our district office in hard copy. *Power School*, our student management software, allows parents to access student grade and attendance information. Technology is regularly discussed at board meetings and teacher

meetings. Our Journalism class produces the school newsletter in which articles regarding technology use in the classroom are featured.

During parent/teacher conferences Chassell Schools will host workshop sessions designed to educate parents and minors about appropriate on-line behavior including interacting with other individuals on social networking web sites and in chat rooms, and cyberbullying awareness and response.

### **Section 8 - Collaboration**

Through the interactive distance learning system Chassell Schools is a satellite campus of Gogebic Community College and offers adult night classes for professional enrichment and degree completion. We belong to a consortium of schools that provide adult education.

## **II. PROFESSIONAL DEVELOPMENT**

### **Section 9 - Professional Development**

Professional development is seen as a key component of the district's technology plans. All staff will receive regular training in expanding their understanding and use of technology in their curriculum area. State and national standards guide professional development planning. Staff members are able to attend, state, regional and local technology conferences, and are required to attend periodic in-house training sessions where technology integration in the classroom is discussed. New teachers will receive orientation on administrative software, and training on the school's computer network. As new software is purchased, teachers will receive orientation to integrate the software into the curriculum at the next available inservice date.

On the first inservice day the staff will attend workshop sessions designed to educate staff about appropriate on-line behavior including interacting with other individuals on social networking web sites and in chat rooms, and cyberbullying awareness and response.

### **Supporting Resources - Section 10**

The district has resource people on staff and within the community who will be available to assist staff members and will provide technical support in the areas of curriculum, software, hardware, and networking.

Professional Development days will be scheduled each year and they will be used to provide ongoing training. Such training includes the development of teacher webpages, Power School student information system training, and Accelerated Reader training. Summer training may be offered as an option. All supporting software for these training programs will be provided. Teachers are encouraged to research and request additional software to enhance curriculum. Staff personnel and outside vendors are used as trainers.

Contracts exist with Pearson Learning, Opus Web, Optimal Solutions, and REMC1 for support of district administrative software.

The district has contracted with REMC 1 - SupportNet to provide network, software, and hardware consulting.

Additionally, we can access the Discovery Education video streaming library from REMC 1.

Chassell Schools' website is located at <http://www.chassellschools.org>. It provides all district information, schedules, extracurricular activity schedules, hot lunch menus, etc. Since 2007-08, all students K-12 and their parents have access to online attendance and grade reports.

An online helpdesk ticket and relationship tracking program exist to track technical support issues. This ticket tracking program is maintained by REMC 1 and tracks information such as machine, time to repair, problems and solutions, allowing the technology staff to access past experiences when working on current problems. It will also be used as an indicator of successfully resolving technology issues. The district also has access to a local support hotline provided by REMC1 for real-time support.

The Chassell Township Public School Foundation has assisted in supporting the school district in acquiring hardware, software and other resources. During the 2006-07 school year, the district replaced a student lab with new Apple Mac Minis and during the 2007-08 school year, the district replaced all teacher and support staff computers with Apple MacBooks.

REMC1 provides the district e-mail lists which allow school faculty and administration to communicate efficiently with student, parent, and community groups.

Charter Cable Company provides cable distribution to all district classrooms and supports a public access channel, such as PBS, the History Channel, etc.

The Michigan Department of Education and the US Office of Education provide various resources for school districts.

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

#### **Section 11 - Infrastructure Needs/Technical Specifications, and Design**

Our district uses a combination of Apple and Windows computers in our district. Most of our district computers are Apple computers, with one lab of Windows computers for student exposure to a business office software environment. Microsoft Office Suite is available on both lab and teacher computers. There are a few Windows computers used by staff where their software needs require a Windows computer.

All teaching staff has an Apple MacBook available for their use. All teacher laptops can use the district's wireless network to allow the teacher movement around the building with all their documents. All classrooms have a ceiling mounted projector for use with the teacher's laptop or with other A/V equipment. All teachers are allowed to take their laptop to and from home, and on summer recess to continue using district software and for any professional development needs.

We have one lab of twenty-five Windows computers update in January 2010, for business and computer aided design (CAD) software. We have two labs of Apple computers. One lab of sixteen iMacs has been replaced with 10 new iMacs for Title 1 use. The other lab of twenty-eight Mac Minis, is available for basic computer use classes, multimedia classes, and are open for general use by other classes when not in use by a specific computer class. We have plans to replace the Mac Minis in the next year or so. The first grade classroom has 5 newer iMacs for Accelerated Reader instruction.

The district maintains and purchases software for staff computers and student access computers based on the district's Technology Curriculum Plan. All student-use software purchases are evaluated by teaching staff to see if the software fits with district curriculum needs. We also attempt to purchase district/site licenses for software purchases, so that we can use the software on all computers.

Our technical support consists of a contracted support person available for technical support of PowerSchool, our district administrative software, and one-on-one professional development with staff. Additionally, we have contracted with REMC1 - SupportNet for 1 day a week onsite computer and network support, daily helpdesk phone, and remote server support.

Our network consists of two different wiring closets connected by fiber optic cabling. We have purchased HP Procurve network switches with lifetime warranties. All switches are connected together via 1000Mbs (gigabit Ethernet) and the two wiring closets are connected together via fiber optics for high bandwidth between the wiring closets. The teaching staff MacBooks use an 802.11b/g wireless network supplied by a Ruckus Wireless network with approximately 10 wireless access points. Pending USF funding, we plan to replace the network switches, adding more network connections or VOIP phones, digital clocks and digital speakers. One Ethernet connection per switch will also be added pending USF funding.

Each classroom and staff area in the district is supplied with a telephone to allow for better parent-teacher communications and increased classroom safety. Parents are able to call into the district and be routed to their child's teacher for a quick update on their child. By having telephones in each classroom, teachers and the offices can communicate any safety problems quickly and quietly without having to use the school intercom, possibly alarming the students. Short-term planning is to replace our current AT&T/Lucent Merlin to voice over I.P. leveraging USF funding. While our current system is over 7 years old, there is no local support and service, and if we have equipment failure, we may have a

day or longer without critical service. We will continue to evaluate our telephone system needs with our budget. We also use cellular phone service for communication during school field trips, sports trips, and by traveling district staff to stay in communication with the main office.

Chassell Township School is also part of a consortium of local school districts that receive Internet access via a consortium leased fiber plant running over a 1Gb/s (gig-e / gigabit-ethernetover-fiber) network. By being part of this larger consortium with the installed equipment, we have been able to aggregate Internet access via our local REMC 1 WAN and received higher bandwidth Internet Access. We have also switched our video distance learning room to Video over IP using Polycom H.323 cameras and equipment, along with the other schools in the consortium. Now, not only can we video conference our students with other schools in our region, but with museums, schools, and businesses worldwide for opportunities we did not have before.

Long-term technology goals are to maintain our existing technology investment and add additional new technologies as appropriate or as new state and federal programs become available. We will continue to evaluate national and state programs for one-to-one student-to computer initiatives, electronic textbook replacement programs, community Internet access programs through the school, and increased teacher to student and parent electronic communications.

The district has installed a security video camera system (DVR), which allows both the Principal and Superintendent the ability to monitor the hallways and entrances to the school.

The district building maintenance staff has the ability to remotely monitor and control our HVAC heating and cooling system.

We plan to purchase equipment with unrestricted lifetime equipment warranties, when possible. Network equipment prices have fallen enough to make this procedure prudent. By getting lifetime warranties, we maximize our investment and avoid sudden, unavoidable repair costs when equipment fails. We will also continue to work together with other school districts and our local REMC 1 and Copper Country Immediate School District to stretch our technology funding by taking advantage of consortium agreements and purchases as much as possible, to our staff and student's advantage. We plan to follow a desktop and laptop replacement schedule that keeps our staff and student access computers completely functional and available for use.

## **Section 12 - Increase Access**

The district has had and will continue to provide computer software and hardware as needed for specific students with special needs. On occasion, we've purchased a giant monitor and software to magnify the computer screen to help with vision impairment. No specific, long-term plan exists to cover all special needs, but the district's goal is to evaluate any student special needs with teacher staff and parents then implement as needed.

## **IV. FUNDING AND BUDGET**

### **-Section 13 – Budget and Timetable**

**See attached Addendum - Technology Budget/Chassell Township School**

### **Section 14 - Coordination of Resources**

Potential financial resources to support the technology plan are as follows:

1) *Technology Line Item*—The district's budget will include a line item for technology, which will be dedicated to implementing and supporting technology throughout the district.

2) *Foundation Funds*—The Chassell Township Public School foundation has provided funds to the district each year that are ear marked for the academic program. The Foundation board has indicated its strong support for the use of these funds for technology by purchasing library computers, the Accelerated Reader Software, and compters for the 1<sup>st</sup> Grade Room.

3) *Universal Service Fund Discounts*—These discounts will be used to reduce costs of expanding the district's voice, video, and data networking and for telecommunication services.

4) *Other Sources*—Various other sources will be used as available. These include community businesses and service groups, foundations; consortium grants coordinated through REMC 1 and the Copper Country ISD; and other resources that may be identified. The district participates in an area wide distance learning consortium and a vocational center consortium.

## **V. MONITORING AND EVALUATION**

### **Section 15 – Evaluation**

Every three years, the administration, teaching staff and school improvements members will assess the district's K-12 computer curriculum. The revised K-12 computer curriculum document will be published, included in the district's long-range technology plan, and shared in the annual report.

The district will continue to develop student assessments and monitor student performance trends. Both Dibels and AIMS web will be used to assess weak curricular areas in the elementary school that technology can support. Classroom teachers and Title I aides will utilize these software tools to assess student performance twice a year. In the high school, Annual Analysis of MEAP scores will indicate core curriculum which needs strengthening. With these identified targets, we will utilize technology to address these weaknesses. Improved test scores will indicate our success.

Professional development records will be maintained by each teacher. Information from the professional development records and staff surveys will be used in planning professional development activities during the upcoming year.

## **Section 16 - Acceptable Use Policy**

### ***Chassell Township Schools***

#### ***Electronic Resources Policy***

The Chassell Township School District has a variety of electronic resources and access to the Internet available for educational and informational purposes.

The Internet is a vast network of computer networks linking thousands of computers around the world used by educators, businesses, the government, the military, and other organizations, as well as individuals. In schools and libraries it can be used to educate and inform in the same way as learning resources such as books, magazines, videos, CD-ROM, and other informational resources. Students and staff can use the Internet to communicate with other schools, colleges, and organizations, and to participate in distance learning activities. They are able to consult with experts, locate material, research subjects, learn concepts, and meet their informational needs.

Because the Internet is a constantly changing environment, it is impossible to predict with certainty what information users may locate. It is essential for each user of the Internet to recognize his/her responsibility in having access to vast services, sites, systems, and people. The user is ultimately responsible for his/her actions in accessing the Internet.

#### ***Institutional Rights and Responsibilities***

Our school has the right to allocate resources in accordance with our mission.

Our school has the right to establish policies and procedures, which govern the use and security of electronic resources. This may include disciplinary restriction of computer access.

Our school has the right to review files to restore system integrity and to insure that the system is being used responsibly.

Our school has a responsibility to respect the privacy of individuals whenever possible.

Our school has a responsibility to provide equal access to all users of electronic resources.

Our school has a responsibility to train and support students and staff to effectively use information technology.

Our school has the responsibility to provide adequate filtering for privacy and Internet safety in compliance with The Children's Internet Protection Act.

### ***Individual Rights and Responsibilities***

Users access to electronic resources shall not be denied without just cause.

All users have ownership rights over their own intellectual work.

All users have the right to be informed of policies pertaining to the use of electronic resources.

Each user is responsible to the learning community for recognizing that all electronic resources are shared and that all users are responsible for refraining from acts that waste time and resources or prevent others from using them.

Each user is responsible for respecting the rights of privacy of other users, respecting the equipment, respecting the diversity of opinions, avoiding abusive language, and complying with legal restrictions regarding the use of information resources as outlined in the User's Agreement and Code of Conduct.<sup>10</sup>

Each user will be required to read and understand the policies and procedures required by this School District pertaining to the use of electronic resources.

### ***Electronic Resources User's Agreement and Code of Conduct***

The Chassell Township Schools provide access to a wide collection of electronic resources. This agreement sets forth the conditions for the use of these resources. One of these resources is the Internet. The Internet links computer networks around the world giving users in our school district access to a wide variety of computer and information resources. In general, electronic traffic passes freely in a trusting atmosphere with a minimum of constraints. The Chassell Township Schools provide access to these local, national, and international sources of information and collaboration, which are so vital to our students and staff members today. The Internet is seen as an extension of our school's resources, and every user has rights and responsibilities, including the responsibility to respect and protect the rights of other users in our school and on the Internet. Users are expected to act in a responsible, ethical, and legal manner in accordance with the school mission statement, code of conduct, policies of network access providers, and State and Federal laws.

All users of electronic resources in the Chassell Township Schools will be held responsible for their actions and activity. Unacceptable uses of these resources will result in the suspension or revoking of these privileges. Some examples of such unacceptable use include but are not limited to :

1. Using electronic resources for any illegal activity, including violation of copyright or other contract, harassment, or plagiarism.
2. Using the electronic resources of our school district for financial or commercial gain
3. Degrading or disrupting equipment or system performance.

4. Vandalizing data of another user.
5. Wastefully using finite resources.
6. Gaining unauthorized access to resources or entities.
7. Invading the privacy of individuals.
8. Using an account owned by another user.
9. Posting personal communications without the author's consent.
10. Posting anonymous messages.
11. The knowing or inadvertent spread of computer viruses.
12. Deliberately sending, retrieving, or displaying text or graphics, which may reasonably be construed as obscene or abusive.

### ***Disciplinary Action***

Discipline will be based on the severity and frequency of the offense and may include:

1. A user may be suspended from using all computer equipment at the Chassell Township Schools for a period of up to one year.
2. A user may be required to make full financial restitution.
3. A user may be banned from access to the Internet.
4. A student may be suspended from school.
5. A user may be denied use of school and library computers.<sup>11</sup>

### ***Email Policy***

1. Only one e-mail account (approved by the Board) per user is permitted.
  2. User must have written parental approval
  3. E-mail user name must be registered with the System Administrator (George Stockero).
  4. You must access your e-mail account from your Chassell Township School login only.
  5. No Internet-based games allowed
  6. No chat room usage allowed.
  7. No downloads allowed except for school related activities. Students MUST have teacher approval before downloading. All software installations must be approved by the System Administrator.
  8. No on-line auctions, purchases, or gambling.
- If a student creates/modifies a personal website it must be done as a class project with teacher supervision.