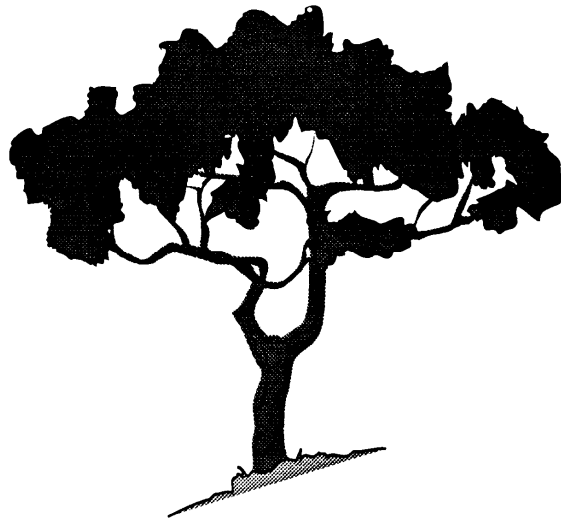


Eaton Intermediate School District



Where knowledge continues to grow ...

Technology Plan 2006-2009

SUMMARY SHEET

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Date of next review: June 30, 2009

On-line version of this plan:
<http://eaton.k12.mi.us/TechPlan2006.pdf>

Technology Committee Members:

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Thanks also to the numerous other individuals who significantly contributed to this plan!

District Profile

The Eaton Intermediate School District located in Charlotte, Michigan, services the local K-12 districts including: Charlotte Public Schools, Eaton Rapids Public Schools, Grand Ledge Public Schools, Island City Academy, Maple Valley Schools, Oneida/Strange, and Pottersville Public Schools. The total student population serviced by our intermediate school district is approximately 15,000.

In addition to servicing the local districts in various capacities, the Eaton Intermediate School District Services the larger community through the Employment Service Center, Center for Educational Performance, the Early Childhood Connection and Prevention and Program Services.



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Eaton Intermediate School District

Mission Statement

It is the responsibility of Eaton Intermediate School District to help our school districts and community agencies achieve their educational goals.

Eaton Intermediate School District will provide leadership, resources and coordination to meet the evolving needs of these organizations.

This assistance shall be delivered cooperatively, recognizing the needs of individuals and respecting the dignity of all.

Belief

We believe that technology, coupled with an ongoing professional development program, will enable district personnel to complete their assigned tasks and roles more efficiently.

By utilizing available technology to its fullest extent, our district will operate more effectively, enhance our classroom instruction, demonstrate leadership, and, by more effectively utilizing our resources, provide a wider range of services as we assist our local school districts in meeting their goals.

Vision

Eaton Intermediate School District will use state-of-the-art technology to fulfill our responsibilities as described in our Mission Statement.



Goals: Internal

We believe that to be a vital organization, we must address certain internal goals (goals are expounded upon in appropriate sections).

1. Maintain uniform standards relating to the operating systems for individual workstations and network file servers.
2. Evaluate use of technology to reduce usage of paper and improve organizational communication.
3. Connect all workstations to our existing local area networks (LANs) and connect those existing networks to the wide area network (WAN).
4. Maintain a centralized process and inventory procedure for the purchase of new and replacement hardware and software.
5. Provide sustained, ongoing professional development in the use of available technology.
6. Maintain and expand the Eaton Intermediate School District web page.
7. Evaluate and promote the utilization of remote access to resources, in support of work performed offsite.
8. Provide staff with technical support and assistance that is timely, responsive and ongoing.
9. Purchase necessary technical resources to support our existing technology.
10. Establish a countywide database for the advertisement, enrollment and maintenance of professional development activities.
11. Evaluate the need and feasibility of a wireless network access in conference rooms.
12. Maintain compliance with changing new state requirements such as CIPA
13. Update the EISD phone system, to take advantage of modern technologies and improve service

Goals: External

We, as an intermediate school district, by our very nature, are a service organization with the responsibility to provide requested services and leadership. In this role and operating under the direction of the Director of Technology, we must support certain external goals (goals are expounded upon in appropriate sections).

Leadership

1. Collaborate with constituent districts to develop access to audio-visual communications (e.g., cable, satellite, distance learning, video conferencing).
2. Collaborate with constituent districts in the development of local technology plans that clearly support the integration of technology into existing curricula.
3. Collaborate with constituent districts in evaluating opportunities to use technologies to improve access and efficiencies.
4. Communicate with and seek input from our local school district technology committees.
5. Establish a County-Wide high speed network to connect EISD and local districts to the larger educational network.
6. Use input from local school district technology committees when reviewing and updating the EISD technology plan.
7. Provide countywide technical assistance and technology support.
8. Recommend and establish a centralized data warehouse.
9. Continue sponsoring the Summer Technology Academy programs, which provide technology-related training opportunities to our internal ISD and local school district staff.
10. Communicate updates and facilitate compliance with Michigan Department of Education electronic reporting requirements.

Technology Awareness

11. Provide technical information for our constituent districts through monthly meetings of the Eaton County Technology Committee.

12. Promote the sharing and use of technology and information among our constituent districts.
13. Meet on a semi-annual basis with technology representatives from Clinton Regional Educational Service Agency and Ingham Intermediate School District.

Student Access and Use *

14. Promote equal access to technology (Universal Access Workstations).
15. Promote local school district adherence to the Michigan Department of Education's published Michigan Educational Technology Standards.
16. Promote utilizing technology as a tool to enhance the curriculum in all subject areas and at all grade levels.
17. Promote student access to the Internet and its educational resources. Such access will provide students with increased learning experiences and educational opportunities.
18. Promote partnerships within our communities that will increase and enhance student access to the appropriate technology.
19. Promote partnerships between general and special education in utilizing assistive technology in our local school districts.
20. Provide opportunities for students to experience alternative delivery methods available through use of technology.

Local School Staff Access and Use *

21. Promote utilization of available technologies to support communications.
22. Promote maximum local staff access to the instructional and educational resources available on the Internet.
23. Assess the need for a countywide student and staff database.
24. Provide appropriate security for those technology-related programs provided by the ISD.
25. Assess the feasibility of a countywide Connectivity solution.

* *The EISD Acceptable Use of Technology Policy can be found on page 28.*

INFRASTRUCTURE

Hardware Standards

Standardization increases efficiency while reducing costs through:

- Quantity purchases
- Ease of equipment maintenance
- Simplification of training

It is necessary that the computers and computer-based equipment (CD ROMs, printers, etc) used by the EISD have sufficient power and sophistication to support the achievement of our goals.

Minimum hardware standards:

Fileservers

- PentiumCore Duo 2 GHZ XEON
- Minimum 4GB RAM
- Minimum 300 GB hard drives
- 3 1/2" floppy drive
- CD ROM/DVD
- SVGA color monitor
- UPS (uninterrupted power supply)
- Tape backup
- Rack mountable

Standard Computer Workstations

- Pentium Core Duo 2 GHz
- 1 GB RAM
- 3 1/2" hard drive
- 20" Flat Panel, wide screen
- 160 GB hard drive (minimum)
- 52x CD ROM/DVD Combo
- Re-writable CD-ROM drive (minimum one-per department)

Portable Computers

- Pentium Core Duo 2 GHz
- 256 MB RAM
- 60 GB hard drive (minimum)
- 10/100/1000 Network Card
- 802.11x Wireless
- 52x CD ROM/DVD Combo

Printers – all network compatible

- Laser enhanced memory and scalable fonts
- Color Inkjet
- Color Laser

Modems (as necessary)

- V.90 bis compatible
- 56k minimum bps

Fax Machines

- Criteria to be determined by individual directors



Multimedia Accessories

- SoundBlaster compatible sound card
- Speakers (or headphones as necessary)

Copiers

- Continually review and evaluate the availability and utilization of copier technology within the district.

Infrastructure Considerations

Eaton Intermediate School District will regularly monitor our existing infrastructure to ensure we are providing the following:

1. Electrical service and outlets for safe equipment use.
2. Proper surge protection and grounding where appropriate.
3. A viable system of backing up files on a daily basis, with off-site storage of data.
4. Humidity and temperature controls (as determined by manufacturer recommendations) in the server/electrical rooms.
5. An adequate number of data/voice lines. Lines will be increased as needed.
6. Building facilities easily accessible to persons with disabilities.

Networks

The District currently operates five local area *networks (LANs). Standardization in this area also offers many advantages in that it:

- Simplifies installation and maintenance
- Simplifies usage of site licenses
- Provides increased administrative support

For these reasons the following standards were developed:

	PC	Macintosh
Software	Windows XP	OSX
	Novell Version 6.5 GroupWise 7.x	Novell Version 6.5 GroupWise 7.x
Cabling	Category 5e Unshielded Twisted Pair	Category 5e Unshielded Twisted Pair
Network Interface Cards	10/100/1000 BaseT Ethernet	10/100/1000 BaseT Ethernet
Hubs / Switches	1000 BaseT Ethernet	1000 BaseT Ethernet

*Packard, Capital Area Michigan Works Service Center, Center for Educational Networking, Charlotte Learning Center and Lansing Community College (Career Preparation Center)

Network Services

A network offers numerous advantages, such as:

- *Reduced cost of application support*
- *File-sharing*
- *Print-sharing*
- *Directory services*
- *Increased security*
- *Remote network management*
- *System Integration*
- *Increased efficiency/usability*
- *Standards*
 - Software
 - Hardware

Therefore, the following services should be available via the network:

Model Network Services

Word processing
Spreadsheet
Database
Facility scheduling
Presentation software
Desktop publishing
Student programs
Network operating system

Network Fax/Modem
Network CD-ROM
Network printers
Internet connectivity
Internet filtering
Internal and external e-mail
Internal and external e-mail filtering



Basic EISD work area

Under our current configuration, it may be necessary for each fileserver to act as a host for the aforementioned services. However, certain file servers should be designated as hosts for specialized activities.

Packard PC Fileserver:

- District finance
- District personnel records
- District e-mail
- Special education - student records
- District Internet access
- District E-mail access
- District data backups

Career Preparation Center Fileserver:

- TVEDS - student grades and attendance reports
- CTEIS – student reports, grades, and attendance
- Vocational education follow-up files

Work first/Soutridge Fileserver:

- Work First Client/Employer data
- Work First public access computer applications

Early Childhood Connections:

- Services provided tracking database
- All program/services related files

CEN Windows 2003 Fileserver:

- Services provided database
- All program/services related files

PPS MAC Fileserver:

- Central registry data
- Double Helix database



EISD Servers

Centralized Media Technology

Activities undertaken by District personnel can require specialized equipment. To provide this in an economical manner, a system of equipment pools has been established that would make technology available in a centralized location and on a loan/checkout basis.

Technologies included are:

- Notebook computers
- LCD projectors
- Digital Video camcorder
- VCRs/DVDs
- Scanners
- Digital cameras
- Large screen TVs
- Projection screens
- Portable Polycom Video Conferencing Equipment
- High quality speakerphone
- Wireless access point
- Portable projection screen



SoundStation

Premier

Speakerphone

Life Cycle

Technology must not be acquired for “*technology’s sake*”; it will be acquired to accomplish specifically defined district goals. When adequately integrated, technology will make a positive impact on the realization of the District’s Mission.

All technology has a product life cycle, which varies depending on emerging replacement technology. Products go through three phases:

- Bleeding-edge: a new or prototype product
- Leading-edge: a mature, proven product
- Back-edge: a dying product needing to be replaced or updated

The District will evaluate technologies to determine their status and will only acquire leading-edge products and will attempt to replace back-edge products before they lose value.

Replacement Program

Eaton Intermediate School District’s Mission will be used as a guide to determine technology requirements.

The District will routinely update its hardware and software standards. Given the revised standards, the District will review its current inventory and identify items needing to be updated. In this review, the following criteria will be used:

- Does it assist in achieving District goals?
- Does it respond to an identified need?
- Is it reliable?
- Is it low maintenance?
- Is it being adequately used?
- Does it have a positive impact on staff and students?
- Does it meet existing hardware and software standards?

All current technologies that fail any of the above must be considered for replacement as soon as possible. There is a danger that antiquated, difficult, unreliable technologies will negatively impact the desired educational experiences and outcomes.

It is further recommended that the District evaluate the feasibility of divesting itself of back-edge technology. Back-edge technologies can be:

- Distributed to local schools.
- Sold to students or staff.
- Offered to public non-profit agencies.

Divesting itself of back-edge technologies will assist the District in maintaining its leadership role within the county.



Back-edge technologies

Conference Areas

Recent changes in the management of educational institutions have intensified the demand for conference, meeting and training facilities. In order to adequately address these needs, the District must not only provide the facility, but also ensure that all support systems are in place. The ideal or model facility would have the following services available:

Model Conference Area Services

- Telephone – conferencing and speaker capabilities
- Large-screen TVs & a VCR Player
- Retractable projector screens
- White boards
- Computer projection capabilities
- Network and Internet access
- Easels and overhead projectors
- Access to audio/visual communication services and media equipment
- Access to video conferencing equipment
- Basic needs:
 - Refreshment facilities
 - Bulletin board or "strips"
 - Coat rack
 - Adequate storage



EISD Conference room

The EISD Technology Committee will continue to evaluate our existing infrastructure to ensure it has the capacity to meet the District's continually evolving technological needs. Every effort will be made to ensure that our equipment is distributed to the most accessible sites for staff and student use.

Technology Proficiency

Listed below are the Technology Committee's proficiency objectives for district personnel. The desired level of proficiency in each area of focus is presented in terms of Bloom's Taxonomy of Educational Objectives. These should be reviewed annually and used as a basis for professional development activities.

Areas of Focus	Admin.	Clerical	Certified	Aide	Other Support Staff	Technology Staff
Word Processing	3	3	3	3	3	4
Spreadsheet	4	3	2/3	1	1	4
Database	3	3	2/3	1	1	4
Basic Computer Skills	3	3	3	3	3	6
Operating Systems	1	1	1	1	1	6
Desktop Publishing	2	3	1	1	1	4
Multi-Media	2	3	3	3	3	6
Telecommunications	3	3	3	3	3	6
Programming	1	1	1*	1	1	2

*Depending on job assignment

Bloom's Taxonomy:

1: Awareness

2: Comprehension

3: Application

4: Analysis

5: Synthesis

6: Evaluation

Standard Software Applications

Eaton Intermediate School District has identified the following programs as standard applications for use within the district.

PC

Application	Software
Word Processing	Microsoft Word
Spreadsheet	Microsoft Excel
Database	Microsoft Access
Finance	SDS for Windows
Electronic Communication	GroupWise

Macintosh

Application	Software
Word Processing	Microsoft Word
Spreadsheet	Microsoft Excel
Database	Double Helix/Access
Electronic Communication	GroupWise

Application software that is utilized by EISD should ensure that our staff is able to make maximum utilization of available hardware and to maximize productivity and service to our clients. Conformity to applications used by our local districts will be a strong factor when evaluating new software purchases or upgrading existing software.

CURRICULUM INTEGRATION

In our role as an intermediate school district, we offer a variety of classes to our Meadowview School special need students. Our Assistive Technology Consultant works closely with our internal staff, and local school district students and staff to ensure that all technology is integrated appropriately into the existing curriculum.

Eaton Intermediate School District also strives to:

- Promote local district adherence to the Michigan Department of Education's published Michigan Educational Technology Standards.
- Provide professional development activities that support and demonstrate the integration of Michigan Educational Technology Standards and [National Education Technology Standards](#).
- Provide meaningful training opportunities to support the use of Michigan Department of Education technology integration resources.
- Provided facilities, equipment and support to alternative education opportunities, such as electronic field trips, available to students.
- Promote utilizing technology as a tool to enhance the curriculum in all content areas and at all grade levels.
- Supplement Career and Technical Education offerings available to local district students, through the Career Center.
- Utilize the EISD web page as a means of communicating initiatives and offerings to parents.
- Work with parents to set goals (IEP) for special education students, often integrating the use of assistive technologies.

COLLABORATION

Community Access and Use

The computer lab at the Michigan Works Service Center will be available to the community during specified time periods throughout the year for Internet browsing.

Technology classes will be offered for community education, in conjunction with the Capital Area Michigan Works Service Center and our Career Preparation Center.

The Southridge computer lab and local district labs will be utilized as training facilities for EISD Summer Technology Academy workshops. These sessions will be made available to all Eaton County educators and support staff.

Additional Collaboration

We will continuously look for ways to collaborate with local districts in an effort to improve services while maintaining and/or reducing cost. A couple of examples include a consortium Microsoft Licensing agreement and a County-wide high speed, data network.

PROFESSIONAL DEVELOPMENT

Eaton Intermediate School District will continue to provide sustained, ongoing professional development training to help ensure that all District employees have the technical skills to effectively utilize appropriate technology. Sources of training will include workshops offered by the EISD Office of Technology, outside vendors, REMC 13 and the Regional Technology Academy. The EISD Assistive Technology consultant will provide training in the use of assistive technology.



TECHNICAL SUPPORT

As technology becomes more complex and widely utilized, the need for technical assistance increases. We have the following staffing needs for personnel to:

- Support our internal staff and local school districts with assistive technology issues.
- Provide sufficient training opportunities for staff.
- Provide leadership and support to Local Districts.
- Troubleshoot hardware and software problems.
- Helpdesk support available via telephone.
- Assist with Macintosh technical support.
- Assist with district and departmental web page development.
- Install and upgrade software and hardware throughout the district.
- Perform equipment diagnostics and basic repair.
- Perform preventive maintenance of existing equipment.
- Maintain a software/hardware inventory.
- Maintain effective data and voice communications at all sites.

A full complement of technology staffing would include:

- Director of Technology
- System's Administrator
- Assistive Technology Consultant
- Helpdesk Support
- Technology Technician
- Minimum of one high-school technology co-op student or a college technology intern.

Either through internal staffing or purchased services, Eaton Intermediate School District will provide adequate technology staffing to address the needs as identified above.

SUPPORTING RESOURCES

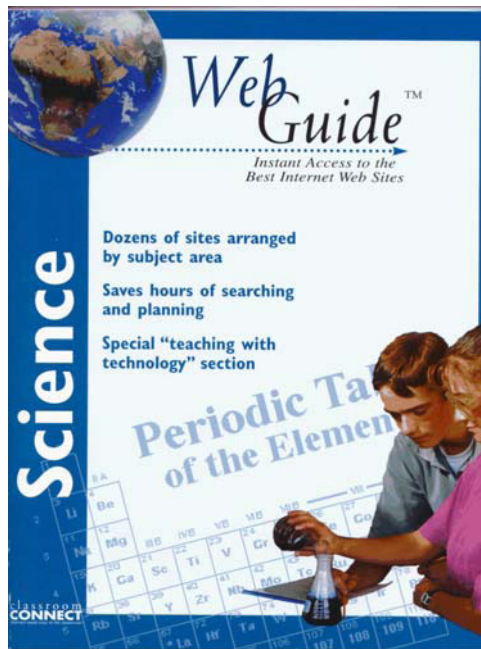
To support available technology, EISD will purchase a variety of tutorial software, assorted training manuals and will establish a library of technical reference manuals. The reference library will be housed in the Office of the Director of Technology.

Some additional supporting resources include: Access Michigan, Microsoft reference materials, and numerous on-line resources provided by REMC13.

Technology Committee

Technology is an important part of all aspects of EISD functions. To maintain its leadership role, the District must make a strong commitment to supporting the effective use of technology.

The Technology Committee serves in an advisory capacity to oversee and upgrade the technology plan on a regular basis. As such, it has the opportunity and the ability to make decisions, with Board approval, for the implementation of the plan. The Technology Committee will be comprised of a representative from each department. These representatives are often available to departmental staff to assist them with technology related issues and problems.



Reference

material

PROJECTED TIMETABLE

By June of 2006

- Present an update of the Technology Plan to the EISD Board of Education.
- Investigate and seek federal and state funding opportunities, including: USF, MDE Technology grants.
- Ensure that issues referenced in this plan are acknowledged when formulating future EISD budgets.
- Arrange for and coordinate training in the use of technology.
- Purchase outside technical services, as appropriate.
- Update our technology inventory.
- Evaluate our existing technological security system.
- Evaluate the operation of the voice mail and phone systems.
- Set structure for evaluation of project initiatives

By June of 2007 – Same as June 2006, but in addition:

- Work with the Technology Committee to refine the project evaluation process. Projects will be evaluated relative to project goals on an ongoing basis.
- Ensure that the EISD local and wide-area networks are fully operational with network software upgrades, as necessary.
- Continue to enhance and investigate additional “distance learning” technologies and evaluate the feasibility of additional offerings.
- Plan for future expansion of the training options during the school year, including the feasibility of a wireless laptop cart.
- Plan for future expansion of the Summer Technology Academy to provide increased technology training opportunities for internal and local staff.
- Evaluate current phone system.
- Strive for the establishment of a year-round, countywide staff development program.
- Continue to upgrade and replace existing technologies, as necessary.
- Improve methods of increasing communication with our “off-campus” sites: Southridge, CEN, LCC, Community Learning Center, Lansing Work First, Galewood, Charlotte High, and Delta Center.
- Continue to explore technology utilization that will enable the EISD to provide maximum services to our clients.
- Continue to improve remote access to the network resources.
- **By June of 2008 – Continue to monitor issues referenced above.**
- Upgrade EISD phone system.
- Prepare recommendations regarding plans for a high speed network between Eaton County districts and EISD.
- Investigate mean of reducing use of paper, while improving communication.

PROJECTED TOTAL COSTS

	2006-2007	2007-2008	2008-2009
Tech support staff	\$325,700	\$325,700	\$325,700
Internet services	\$22,000	\$22,000	\$40,000
Contracted services	\$10,000	\$10,000	\$10,000
Software	\$7,000	\$7,000	\$7,000
Collaborative Projects		\$140,000	\$140,000
Network hardware	\$25,000	\$25,000	\$25,000
Repair / Maintenance	\$3,000	\$3,000	\$3,000
Hardware	\$100,000	\$100,000	\$100,000
Phone system	\$145,000	\$145,000	\$5,000
Voice Mail	\$2,000	\$2,000	\$2,000
AV equipment	\$2,000	\$2,000	\$2,000
Countywide PD	\$25,000	\$25,000	\$25,000
TOTALS	\$667,700	\$807,700	\$685,700

- Technology Support Staff: Director, Systems Analyst, Assistive Technology Consultant, Technician, Helpdesk support, Assistive Tech RSA, College Tech Intern, High School Co-op.
- Internet Services – Annual Internet charges, support, SDLS line, ISDN Lines.
- Contracted Technical Services – External technical support.
- Software – Upgrades and new purchases - Windows, Office, Novell, SDS, etc.
- Collaborative Projects – MLA, Data Warehouse
- Network hardware – Servers, hubs, routers, switches.
- Hardware – Computers, printers, mainly departmental expenditures
- Phone system – PBX/Phone system maintenance/support, new phones.
- AV equipment – TV's, overheads, projectors, VCR's, etc.
- Countywide PD – Technology Academy, other ongoing professional development.



COORDINATION OF STATE AND LOCAL RESOURCES

Funding Considerations

The District will seek to enhance the educational process through the proper use of technology.

This detailed plan will guide our work throughout the current year. The educational outcomes from the use of this plan will benefit students, teachers, and staff. Eaton Intermediate School District will seek a variety of funding sources for the implementation of the plan by exploring:

- Partnerships with community businesses.
- Grant opportunities including: USF, Michigan Department of Education technology grants, .
- Alternative sources of funding.
- Utilizing revenues from the sale of any “back-edge” technologies.
- Leasing vs. owning options.

Universal Service Funds (USF) will be applied for annually to provide the district with discounted services in following areas:

- Telecommunications.
- Internet access.
- Internal connections.



EVALUATION

Evaluation of the Technology Plan

The Technology Committee will, on an annual basis, evaluate our existing Technology Plan. The Technology committee will serve as the evaluation sub-committee, focusing on the evaluation process. Input for a “data-driven” evaluation will be solicited by surveying all of our users (students, staff, administrators, parents). The evaluation sub-committee will be responsible for creating the survey questions and the defining the exact evaluation strategy and process. The evaluation process must be directly related to our stated internal and external goals. The sub-committee will also be responsible for identifying a tool (i.e. enGauge from NCREL) to assist them in evaluating any collected data.

Once the data is gathered and reviewed, the evaluation sub-committee will create a summary of goals met (accomplishments), goals not met (shortcomings) and will recommend options that would allow us to reach our “unmet goals”. The sub-committee will report back to the full Technology Committee which will in turn, share recommended changes at the departmental level. Requests for input and discussion from departmental staff will be made before a final revision to the Technology Plan occurs.

The data driven evaluation process will provide us with valuable information regarding our current utilization of technology and will assist us with our future technology planning. An end result of this process is that the district will be better able to prioritize the utilization of available technology funds and determine areas of need (hardware, software, curriculum integration, training) when applying for state or federal grants.

On a per project basis, the technology committee will utilize the EISD “Evaluation Framework”, to determine if resources will be expended on the implementation of project. During the project implementation and at the completion of the project, the Evaluation Framework document will be used as a guide to evaluate the project relative to state goals.



EATON INTERMEDIATE SCHOOL DISTRICT

Acceptable Use Policy (AUP) of Information Technologies

Eaton Intermediate School District (the "District") encourages and strongly promotes the use of electronic information technologies in educational endeavors. "Information technologies" is defined in this policy as follows: all computers, telephone systems, electronic mail systems, voice mail systems and Internet connectivity components. The District provides users access to current and relevant resources in a wide variety of electronic formats and the opportunity to communicate in a technologically rich environment.

The District's information technologies are the District's property and are intended to be used for educational purposes. The District retains the right to access and review all electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by EISD information technologies.

Users have no reasonable expectation that any information contained on any EISD information technologies is confidential or private.

The District makes no warranties of any kind, whether expressed or implied, regarding the availability of its information technologies, including but not limited to the loss of data resulting from delays, non-delivery, or any service interruptions. All EISD information technologies are provided on an "as is, as available" basis.

District responsibilities

Eaton Intermediate School District is responsible for the management of the infrastructure, hardware and software that the District uses to enable access to its information technologies for educational purposes. These responsibilities include:

- maintenance and repair of all network equipment.
- selection of software that the District will support.
- maintenance of an "up-to-date" version of this AUP on the EISD web site at: <http://eaton.k12.mi.us/aup>
- providing training opportunities on the use and application of information technologies and other media as they are acquired and put into use in the District.
- assignment and removal of user remote access rights to the Internet.
- setting quota limits for disk usage by users of the EISD Internet server.
- utilization of content filtering software, as required by the children's Internet Protection Act.
- implementation and enforcement of the conduct standards for information technologies as stated in this policy.

Users are responsible for:

EISD - "Better Service through Technology"

- utilizing technologies in the District for facilitating learning and to enhance educational information.
- attending appropriate training sessions in the use and care of available hardware and software.
- maintaining the privacy of passwords.
- maintaining the integrity of the electronic mail (email) system. The email system is intended to be used for the educational purposes of EISD. Extensive personal use of the email system is inappropriate and should be avoided.
 - adhering to copyright guidelines in the transmission or copying of text, graphics or files.
 - using caution (*Buyer Beware!*) when considering the purchase of goods or services over the Internet. Eaton Intermediate School District is not liable for any personal purchases made while using EISD resources.
 - making full financial restitution for any damages to EISD equipment caused by inappropriate use of EISD information technologies.
 - making full financial restitution for any unauthorized expenses incurred while using EISD information technologies.
 - deleting files if they have exceeded their established disk quota limit on the EISD Internet server. Files will be deleted by the system administrator if the user remains in non-compliance.
 - any phone charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs, incurred by a user while accessing EISD information technologies remotely. Any disputes or problems regarding phone service are strictly between the user and his/her local phone company and/or long distance service provider
 - any damages to, or incurred on, a user's home equipment. Users accessing EISD information technology from home, should do so **at their own risk**. Eaton Intermediate School District assumes no responsibility for damages to, or incurred on, home equipment.

Prohibitions:

Use of the EISD information technologies is intended for legitimate educational purposes that support and enhance the District's mission statement. The following uses are strictly prohibited:

- unauthorized transfer, deletion or duplication of electronic files.
- unauthorized use of another individual's login name or password.
- using EISD information technologies to draft, send, or receive inappropriate communications including, but not limited to, communications which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or

otherwise prohibited by law.

- using EISD information technologies for the advertisement of goods or services for personal financial gain.
- using EISD information technologies for private or personal business purposes.
- vandalism of the District's information technologies. Vandalism is defined as any attempt to harm, destroy, or disrupt the operation of the District's information technologies. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of viruses.

Enforcement and Discipline:

Use of the District's information technologies is a privilege and not a right. Access privileges may be revoked by the District at any time, with or without notice, at the discretion of the school district. Failure of users to comply with the user responsibilities or conduct in violation of any of the prohibitions set forth above may also lead to appropriate disciplinary action and/or legal action.

Additional Internet related advisements:

- Users **do not** have a personal privacy right in any matter created, received or sent from the EISD email system.
- No email messages should be created or sent that violate the EISD policies regarding discrimination and sexual harassment.
- Security features, including private passwords and delete functions, do not mean the District cannot access user email communications on system.
- Misuse of the email system or other Internet privileges may result in appropriate disciplinary action, up to and including discharge.
- Departmental and personal web pages may be created and published on EISD Internet server, with the approval of the system administrator.

User Responsibility Declaration

Eaton Intermediate School District has developed an **Acceptable Use Policy (AUP) for Information Technologies**. I have read, understand and will abide by the EISD Acceptable Use Policy. I agree to the users responsibilities and prohibitions contained in the policy. I understand that use of the District's information technologies is a privilege and that my access rights may be limited or revoked. I also understand that inappropriate use of the District's information technologies may lead to other disciplinary action and/or appropriate legal action.

Users accessing the Internet may be exposed to material that could be considered offensive or controversial. Parents of minors should be aware of the existence of such materials and should monitor home use of the Internet. Individuals accessing or downloading inappropriate communications will be dealt with according to the discipline policies of the District.

I hereby release Eaton Intermediate School District and its operators and sponsors, its faculty and staff, and all organizations, groups and institutions with which the Eaton Intermediate Schools is affiliated for any and all claims of any nature arising from my use of, misuse of, or my inability to use, EISD information technologies.

I understand that changes are occasionally made to the EISD Acceptable Use Policy and I agree to abide by the current version of the policy that is posted electronically at <http://eaton.k12.mi.us/aup> .

I understand that the District's information technologies may be monitored and I acknowledge the right of the District to do so.

I further understand that my signature on this declaration sheet is legally binding and indicates that I have carefully read the **Eaton Intermediate School District's Acceptable Use Policy (AUP) for Information Technologies** and understand its significance.

User Signature

Date