



Technology Plan

2009-2012

SUMMARY SHEET

District: Eaton Intermediate School District

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Date of next review: June 30, 2012

URL: <http://www.eatonisd.org/schoolservices/technology/resources/>

Technology Committee Members: Will Cornwell, Julie Eddy, Laurie Marshall, Connie Mitchell, Angelina Zeller, Marie Zuk, local district technology directors and local district curriculum directors. 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.



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. Expand implementation of document imaging 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. Revise and evaluate alternative hosting solutions for the Eaton Intermediate School District web page.
7. Expand options and 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. Evaluate the need and feasibility of a wireless network access in conference rooms.
11. Maintain compliance with changing new state requirements such as CIPA

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 evaluating opportunities to use technologies to improve access and efficiencies.
3. Communicate with and seek input from our local school district technology committees.
4. Implement a County-Wide high speed network to connect EISD and local districts to the larger educational network.
5. Use input from local school district technology committees when reviewing and updating the EISD technology plan.
6. Provide countywide technical assistance and technology support.
7. Continue sponsoring the Summer Technology Academy programs, which provide technology-related training opportunities to our internal ISD and local school district staff.
8. Communicate updates and facilitate compliance with Michigan Department of Education electronic reporting requirements.

Technology Awareness

9. Provide technical information for our constituent districts through monthly meetings of the Eaton County Technology Committee.
10. Promote the sharing and use of technology and information among our constituent districts.
11. Meet on a semi-annual basis with technology representatives from Clinton Regional Educational Service Agency and Ingham Intermediate School District.

Student Access and Use *

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

available through use of technology.

Local School Staff Access and Use *

18. Promote maximum local staff access to the instructional and educational resources available on the Internet.
19. Provide appropriate security for those technology-related programs provided by the ISD.
20. Implement 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:

Network infrastructure

- Cisco Routers
- Cisco Switches
- Cisco IP telephony hardware



Fileservers

- PentiumCore Duo 2 GHZ XEON
- Minimum 4GB RAM
- Minimum 500 GB hard drives
- 3 1/2" floppy drive
- CD/DVD drive
- SVGA color monitor

- UPS (uninterrupted power supply)
- Tape backup
- Rack mountable



Standard Computer Workstations

- Pentium Core Duo 2 GHz
- 2 GB RAM
- 3 1/2" hard drive
- 20" Flat Panel, wide screen
- 160 GB hard drive (minimum)
- 52x CDRW / DVDRW Combo



Portable Computers

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



Printers / Copiers – all network compatible

- Laser memory and scalable fonts
- Color Inkjet
- Color Laser
- Continual review of availability and utilization of copier technology



Modems (as necessary)

- V.90 compatible
- 56k minimum bps

Fax Machines

Criteria to be determined by individual directors

Multimedia Accessories (as necessary)

- SoundBlaster compatible sound card
- Speakers
- Microphones

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 four 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 Internet Explorer 7.x	Novell Version 6.5 GroupWise 7.x Firefox 3.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 Power over Ethernet	1000 BaseT Power over Ethernet

*Packard, Capital Area Michigan Works Service Center, Charlotte Learning Center and Lansing Community College (Career and Technical Education)

Network Services

A LAN and WAN offer numerous advantages, such as:

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

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

Model Network Services

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

- Network printers
- Presentation software
- Word processing
- Spreadsheet
- Desktop publishing
- Student programs Database
- Internal and external e-mail
- Facility scheduling

Basic EISD work area



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

Packard:

- District finance
- District personnel records
- District substitute teacher scheduling
- District online employee application system
- District E-mail access
- Special education student records
- District Internet access
- District data backups
- Printing
- WAN Demarcation

Work first/Southridge:

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

Career and Technical Education:

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

Early Childhood Connections:

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

I.S.:

- Central registry data
- Double Helix database
- Printing

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
- Projection screens
- Portable Polycom Video Conferencing Equipment
- High quality speakerphone
- Wireless access point
- Portable projection screen
- Mobile labs

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

Apple

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.

Technology Support

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

- Assistive technology support our internal staff and local school districts
- 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:

- Technology Director
- Systems Analyst
- Technology Assistant (2)
- Helpdesk Support
- Assistive Technology Consultant

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

CURRIUCULUM 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.

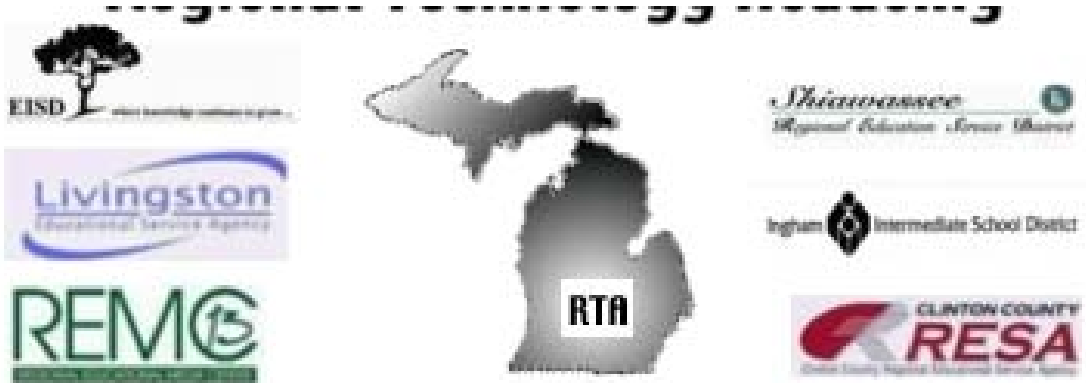
The Southridge computer lab and local district labs will be utilized as training facilities for EISD Summer Technology Academy workshops. These sessions will be made available to all Eaton County educators and support staff.

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.



SUPPORTING RESOURCES

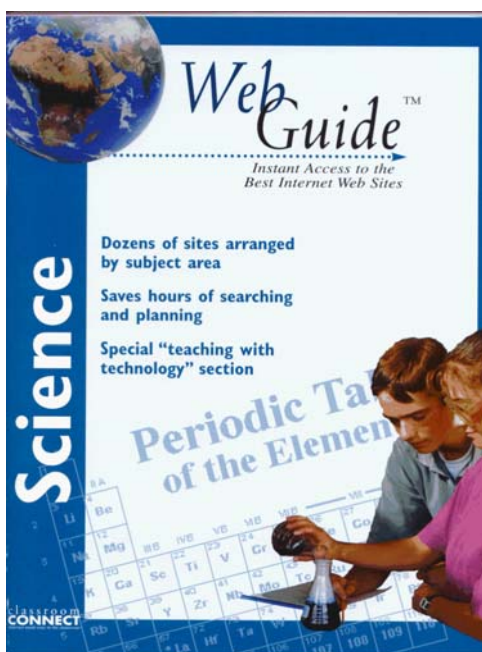
To support available technology, EISD will purchase a variety of tutorial software, assorted training manuals and will establish a library of technical reference manuals. The reference library will be housed in the Office of the Director of Technology.

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 2010

- 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.

- Ensure that the EISD local area network and leased Eaton County Wide Area network are fully operational with network software upgrades, as necessary.
- Set structure for evaluation of project initiatives

By June of 2011 – Same as June 2010, and 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.
- Evaluate distance learning options, based on utilization of leased Eaton County Wide Area network
- Plan for future expansion of the training options during the school year.
- Plan for future expansion of the Summer Technology Academy to provide increased technology training opportunities for internal and local staff.
- 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, 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 2012 – Continue to monitor issues referenced above, and:

- Implement distance learning options, based on utilization of leased Eaton County Wide Area network

PROJECTED COSTS

	2009-2010	2010-2011	2011-2012
Tech support staff	\$375,000	\$385,000	\$395,000
Internet services	\$30,000	\$30,000	\$30,000
Wide Area Network	\$350,000	\$240,000	\$240,000
Contracted services	\$20,000	\$20,000	\$20,000
Software	\$17,000	\$17,000	\$17,000
Collaborative Projects	\$40,000	\$40,000	\$40,000

Network hardware	\$25,000	\$25,000	\$25,000
Repair / Maintenance	\$6,000	\$6,000	\$6,000
Hardware	\$100,000	\$100,000	\$100,000
Phone / voice mail	\$14,000	\$14,000	\$14,000
AV equipment	\$2,000	\$2,000	\$2,000
Countywide PD	\$25,000	\$25,000	\$25,000
TOTALS	\$1,004,000	\$904,000	\$914,000

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, other alternative sources of funding.
- Utilizing revenues from the sale of any “back-edge” technologies.
- Leasing vs. owning options
- Consortium purchasing

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

- Telecommunications
- Internet access

- Internal connections
- Basic Maintenance
- Other services as eligibility lists are updated

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:

- 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.

Eaton Intermediate School District

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 www.eatonisd.org/schoolservices/technology/resources/.

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