

# St. Joseph Public Schools Educational Technology Plan

*St. Joseph Public Schools  
3275 Lincoln Avenue  
St. Joseph, Michigan 49085  
Phone (269) 926.3100 / Fax (269) 926.3103*

*Berrien RESA  
St. Joseph District number 11020  
<http://www.sjschools.org/techplan>*

*Plan Start Date: 6/2012  
Plan End Date: 6/2015*

*Main Contact: Bryan Parsons, Director of Technology  
Phone: (269) 926.3255  
e-mail: [bparsons@sjschools.org](mailto:bparsons@sjschools.org)*

## St. Joseph Public Schools

### St. Joseph, Michigan

The St. Joseph Public Schools are located in St. Joseph, Michigan, a community known for excellence, integrity and careful planning. The city has long enjoyed a reputation for being an ideal place to live, work and to raise a family.

Situated midway between Chicago and Detroit, St. Joseph is nestled directly on Lake Michigan's eastern shore. The St. Joseph River wraps around two other city borders, making St. Joseph a peninsular harbor for commercial and recreational water activity.

St. Joseph's proximity to the larger cities allows for access to metropolitan commerce and events with the convenience of coming home to quiet neighborhoods and familiar faces.

To residents and visitors, Lake Michigan is one of St. Joseph's best-loved resources. The lake is the largest body of water lying entirely within the United States. With more than 42 miles of shoreline in Berrien County, many of those in the city, St. Joseph is a natural venue for water recreation of all types.

### City Facts

- Located 90 minutes east of Chicago and 3 hours west of Detroit
- The St. Joseph River is among the top ten fishing rivers in the country
- The city is located within 500 miles of 54% of the U.S. consumer market and within 65% of the Canadian Market
- 9,000 city residents and 160,000 county residents

### St. Joseph School District

The St. Joseph Public Schools serves more than 2800 students. The district includes 3 elementary buildings that serve students from Kindergarten through grade 5, one middle school which serves grades 6 through 8 and one comprehensive high school which serves grades 9 through 12. In 2011-2012 the Michigan Department of Education allocated \$7,150 per pupil to the school district for the purpose of operations. All of the teachers at St. Joseph Public Schools currently meet the Highly Qualified Standards of No Child Left Behind.

Building	Grades	Students (2005-2006)	Teachers	Web Site
Brown Elementary	K-5	340	15	<a href="http://www.sjschools.org">http://www.sjschools.org</a>
E.P. Clarke Elementary	K-5	455	20	<a href="http://www.sjschools.org">http://www.sjschools.org</a>
Lincoln Elementary	K-5	395	18	<a href="http://www.sjschools.org">http://www.sjschools.org</a>
Upton Middle School	6-8	640	35	<a href="http://www.sjschools.org">http://www.sjschools.org</a>
St. Joseph High School	9-12	970	50	<a href="http://www.sjschools.org">http://www.sjschools.org</a>

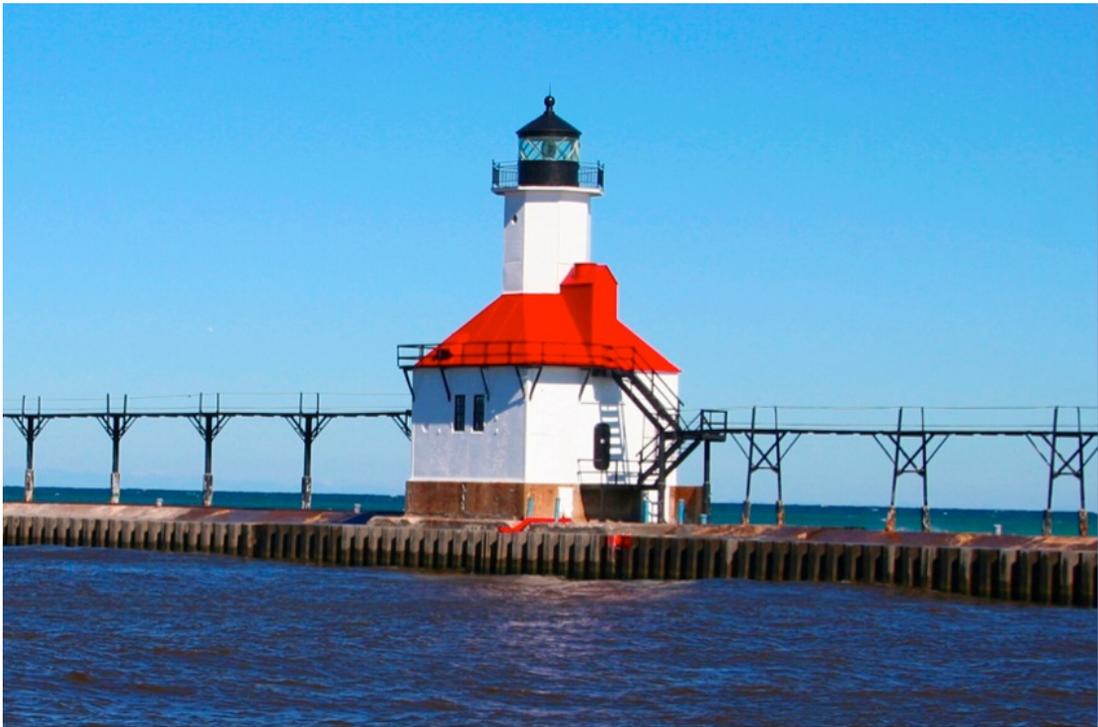
School Buildings	Address	Phone
Brown Elementary	2027 Brown School Road	269.926.3500
E.P. Clarke Elementary School	515 East Glenlord Road	269.926.3600
Lincoln Elementary School	1102 Orchard Avenue	269.926.3700
Upton Middle School	800 Maiden Lane	269.926.3400
St. Joseph High School	2521 Stadium Drive	269.926.3200

***Mission Statement from School Improvement Plan***

***“The purpose of the St. Joseph Public Schools is to provide and support educational experiences for all students, so that each one may be stimulated and guided toward optimal mental growth and learning skills, logical and critical thinking, and good work habits in order to be ultimately responsible and be an asset to the community.”***

***District technology Mission Statement***

***In order to prepare and empower all learners for the future, our mission is to create a learning environment in which technology is used as a means of experiencing and enriching lives and learning in a world of change.***



**A Lighthouse District - SJPS**

## TECHNOLOGY PLAN INTRODUCTION

### **Background of the technology planning initiative:**

In 1997 the St. Joseph Public Schools Board of Education approved the districts first formal Technology Plan, which was then submitted to the Michigan Department of Education. This plan provided rationale and direction for the implementation of the following major strands:

- creating wide area connectivity between buildings
- developing a district technology support structure
- providing elementary computer labs
- providing elementary media centers
- implementation of a district wide student management system

These major strands were completed by the end of the 2001-2002 school year.

Following extensive evaluation of the 1997 tech plan by the district technology leaders (Technology Director, Media Coordinator, and Educational Technology Specialists (Ed Techs - building level “lead technology teachers”), the concepts and objectives of a revised technology plan were completed. This resulted in an updated tech plan which was approved by the St. Joseph Board of Education and submitted to the Michigan Department of Education in October, 2002. Major goals outline in this 2002 technology plan were:

- higher speed connectivity
- support personnel for tech support and integration
- training for all technology users
- creation of a replacement and future procurement schedule
- evaluation of technology programs
- competencies for users, both students and staff
- curricular integration
- all of the above to enhance overall student achievement

These 2002 goals are all related to ongoing needs of a technology program, so one cannot say that they have been completed, but steps were taken to address each one of these areas, and programs or processes were created to manage the “ongoing” progress of each one.

Of particular note during the 2002 tech plan period was the fact that to achieve improvement in the effective use of all technology, an ever-increasing need for greater connectivity (bandwidth) was necessary.

Therefore, along with the 2002 tech plan focus on increasing student achievement, increased bandwidth was also a major component.

Having made significant progress in technology infrastructure development and curricular / instructional integration, the 2006 Technology Plan continued to build on the progress and accomplishments of previous work and created goals and objectives which would continue the development of technological competence by students, staff, and administration.

Major goals of the 2006 Technology Plan were:

- Fully implement our Pinnacle Plus student academic progress system to link individual classroom assignments to Michigan K-12 Curriculum Framework

- Use our Pinnacle Plus student academic progress system to create grade level and department common assessments to allow the Curriculum Director analyze student progress district wide within the same grade level or department
- On-going Technology Program funding outside/beyond district general budget
- Consistent equipment “refresh” schedule
- “Instructional / Demonstration of Learning” Environment Tools
- Continuation of projects remaining from 2002 Technology Plan

In 2009 the progress of the 2006 Plan was continued and added focus for:

- Citizen voter approval of a technology bond
- Classrooms of Today
- Integration Specialist staffing
- Re-focused Professional Learning

The success of the 2009 Technology Plan was significant in determining the key factors that produced the points in the 2012 Plan. The voter approval of the technology bond allowed for technology, classroom, and building improvements throughout the district. Some of these improvements included:

- Classroom audio/visual upgrades
- Interactive whiteboards
- Student response systems
- Improved environmental controls
- Phone system with new e911 compliance capabilities
- Video Surveillance
- Many IT infrastructure improvements
- Wireless connectivity throughout the classrooms
- Complete virtualization of server farm

The continuation, evaluation, and improvement of technology plans over the years have led to a solid physical IT infrastructure as well as a series of processes that improve student, teacher, and staff efficiencies. Internet connectivity, improved electronic and voice communications, e-documents, and web-based services have all gained popular use and support throughout the classroom and the rest of the district.

The 2012 Technology Plan will continue to build upon the foundation of the past and includes:

- Completion of High School classroom technology upgrades by 2014
- Sustainable Bring Your Own Device (BYOD) and/or 1:1 computing initiative by 2015 grades 6-12
- School provided electronic communication medium (e-mail) for students
- Standardized Learning Management System (LMS)
- Standardized classroom video conferencing solution
- Upgrade of public facing website and parent/student/teacher communications therein
- Professional development in best practices of the current technology initiatives

Each of these goals will be addressed in the MDE required elements of an approved technology plan to follow:

- I. Curriculum
- II. Professional Development
- III. Infrastructure, Hardware, Technical Support, and Software

IV. Funding and Budget  
V. Monitoring and Evaluation

## PURPOSE, VISION, AND GOALS

At the end of 2009, led by Superintendent Al Skibbe, St. Joseph Public Schools (SJPS), using the expertise of experienced strategic planners from local industry, formed an overall district vision.

**The Vision** that will guide all of our actions and work toward the realization of our purpose is: **“St. Joseph Public Schools will be recognized as a “lighthouse district”, using research based strategies, leading edge technologies and innovative practices to provide the highest quality learning experiences.”** Fulfilling the following challenges, the vision will be reality:

- Achieving organizational and financial excellence
- Forming a community of learners with a continuous improvement culture
- Delivering a curriculum that meets the needs of all learners
- Providing facilities designed to meet or exceed requirements
- Using proven methods and equipment

There are four major areas that were the educational organization components contained in that vision; Curriculum, Professional Development, Technology, and Finances. Our focus in each one of these components will be:

- **Curriculum** - Ensure continuous study and implementation of curriculum and programs so all students are prepared to meet or exceed state requirements and local expectations, maximize individual potential, and proceed to the next level.
- **Professional Development** - Create an environment and expectation of continuous learning for our staff with job embedded professional development.
- **Technology** - Provide the necessary tools for learning through the use of leading edge technology and facilities.
- **Financial** - Develop a long range financial plan that supports fiscal responsibility, allows for the implementation of the vision, and maintains a fund balance necessary to eliminate borrowing.

Each of the components of the vision is necessary at all curricular level of the district. If any of the components are absent from the focus and practice at any grade level, K-12, then vision is not fully realized and the fulfillment of the purpose of our district has fallen short.

In addition to the Technology Plan, the district is currently reviewing the current overall District strategic plan and ensuring the vision still meets the requirements of the high standards SJPS expects.

## Curriculum

The vision for St. Joseph Public Schools is that curriculum drives technology decisions. Therefore, the Director of Technology regularly communicates with the district curriculum director(s) and technology integration specialists. Furthermore, the Director of Technology is included in district level Cabinet (administration) meetings and is a member of the Vertical Steering Committee (VSC), which meets monthly to plan and improve curriculum. This committee includes teachers, administrators and parents. Finally, the Director of Technology participates in the T3 (Teachers Teaching Teachers) Integration Group’s bi-monthly

meetings. With these connections in place, district technology decisions are made with curriculum needs at the forefront.

Technology Integration into the classroom is led by two district integration specialists whose positions were created after the passage of a bond outfitting district classrooms with 21<sup>st</sup> Century Technology. (See later description.) The Integration Specialists strive to integrate technology based on the METS standards, as well as following ISTE standards for teachers, students and administrators. Plans to fully implement standards are underway and a comprehensive, integrated technology curriculum is currently being rewritten and has plans for adoption in the fall of 2012. This curriculum will ensure the technology literacy of all students and enable them to become global learners in a 21<sup>st</sup> Century environment. In addition to the Integration Specialists, the district has a strong integration team (T3s) who work under the leadership of the Integration Specialists to further facilitate student and teacher use of technology, as well as provide technical trouble shooting assistance. The Integration Specialists report to the Director of Professional Development and work collaboratively to provide training and professional development for staff members.

The acquisition of new technology is directly tied to curriculum adoptions. During the 2011-2012 school year, a major English/Language Arts curriculum revision occurred. Connected to this was the purchase of 30 notebook machines for each Language Arts classroom in grades 6-12. At the elementary level, carts of notebooks and tablets are available for teachers to check out and use to implement the new curriculum. As new curricular areas are revised, technology purchases will be made in conjunction with these reviews, which happen according to the curriculum review 5 year cycle established by the district. The long-term vision for the district is to move to a 1:1 environment in grades 6-12 and increased access to devices at the elementary levels.

Beginning in the 2011-2012 school year, the district began an Alternative Virtual High School (AVA). The AVA provides students who are not successful in a traditional high school setting with an opportunity to take courses online in a supervised environment or at home on their own time. Curriculum is delivered via Compass Learning Odyssey. Online learning is also used to provide students with options for summer coursework. Providing this opportunity allows students to open their schedule and take more courses during the regular school year. These courses are also being offered through Compass Learning Odyssey; however, other courses are being written and will be delivered through the LMS.

Information about the goals, directions, and successes of educational technology in the district is communicated via the district website, which will also be the location of the District Technology Plan. In addition, the IT department and Integration Team publish newsletters to keep staff informed. District email service is provided for staff members and remains a primary communication tool. The district is currently examining the implementation of a Learning Management System and will move to a new host for the school website. Both of these endeavors will further improve the communication capabilities both internally and externally.

Another communication tool used by students and parents is a Parent Portal within the district SIS. Parents and students can regularly check grades and assignments using a unique log in to this part of the system. Plans are being developed to further train teachers on how to fully implement this function and make it a very thorough communication tool regarding student performance.

As a result of the 2010 Bond Issue passing, all classrooms have been or will be updated according to the model researched and implemented in the COT (Classrooms of Today) pilot that was conducted in 2008. In each classroom, teachers are provided with an interactive white board, document camera, sound

reinforcement system, ultra-short-throw projector, and occupancy sensor lighting with integrated controls on teacher table. Teachers also have access to a variety of carts with various personal devices (notebooks, laptops, iPads, iPods, etc.) and access to computer labs.

Video Conferencing/Distance Learning remains a productive learning engagement experience in the district. Teachers can videoconference from the media center in each building in the district and plans for videoconferencing to be available in each classroom are being discussed. Teachers also make use of tools such as Skype in the classroom. At the writing of this plan, several online courses are being developed at the high school level to offer students more flexibility in schedules, as well as advanced coursework opportunities. With the implementation of the LMS, delivering online content will only increase.

Data warehousing is currently under investigation. For the past several years, the district has used Data Director to manage test data. Other systems that will fully integrate with the district SIS are being examined as this plan is written.

## **Professional Development**

St. Joseph Public Schools is committed to quality, ongoing Professional Development and training in all areas of education, including technology. While technology training and PD has been a part of the district culture for many years, the implementation of Classrooms of Today across the district has made this training even more critical. The district integration specialists and T3s lead technology PD in the district. In addition, several online opportunities are available to teachers, including SIS training, Promethean ActivInspire coursework, Compass Learning, and iObservation. While face-to-face and job embedded PD is generally the preferred method for technology training experiences, the online options have allowed teachers to work at their own pace, often times advancing more quickly than in a whole group setting.

The structure and schedule for technology Professional Development is as follows: Every summer, teachers are invited to attend an optional Professional Development Summit the two weeks prior to the start of school. Courses on a variety of topics (mostly technology, but not exclusively) and are led by teacher leaders within the district, as well as occasional guests. Attendance at this summit is optional, however, a very high percentage of teachers attend. SB-CEU credit is available to those completing enough hours. Once school begins, technology meetings are held monthly in each building. These meetings are led by the district T3s and involve a variety of topics and skills. The district also has implemented six late-start days for PD. A portion of the late start time is dedicated to technology PD. District in-service days are also sometimes dedicated to technology. For the years addressed in this plan, technology PD will be focused on the following topics:

- Integration of METs standards and student technology curriculum
- Awareness and implementation of ISTE NETS for teachers
- Continued training on Classroom of Today components
- Continued training on interactive software (ActivInspire)
- Training and Implementation of new website hosting provider (EdLine)
- Introduction and implementation of Learning Management System (My Big Campus)
- Managing a 1:1 classroom environment
- Flipping the Classroom

In addition to the wealth of information and training shared within the district, a team of teachers regularly attends the state MACUL conference. Furthermore, the district foundation has committed funds to send the integration specialists and IT Director to the ISTE National Conference. Attendance at these conferences, coupled with technology leaders in the district developing connections via social networking, journal reading, and other local/state opportunities, provide St. Joseph Public Schools with leading edge resources and knowledge to further develop teachers and students in the area of technology.

Numerous resources are provided for all staff members to assist them with learning and using district technology. A PD portal has been established on the district website, and it provides teachers with links to a variety of helpful resources. Furthermore, staff members have access to a district help desk that contains Knowledge Books that can be updated with training material. Finally, the Integration Team strives to maintain a website that provides links to tutorials, help guides, manuals, and other useful information for integrating technology into the classroom.

Helping teachers achieve success with technology integration, as well as building skills and confidence, is a primary objective in St. Joseph Public Schools. In addition to the structure and plans mentioned above, informal surveys and interviews are conducted regularly with teachers both individually and within departments and grade levels. The Integration Specialists strive to tailor PD to fit the needs of the teachers and students and are continually re-evaluating plans for training and support. Finally, a component of the new teacher evaluation system will include a scale indicating the level of technology integration teachers are achieving in the classroom. This is a more formal observation that builds upon the information gathered through previous trainings, meetings, and interviews, and it gives teachers an opportunity to be recognized for their efforts, as well as provide data for further improvement.

## **Infrastructure, Hardware, Technical Support, and Software**

Previous technology plans have accomplished the development of a very capable physical network (WAN) infrastructure. All district school buildings are connected via private fiber optic cable which was completed in 2004. The administrative offices, newly relocated in February of 2006, connect to the fiber backbone via a T1 line,

Utilizing the Internet for more than just information, but for communication and an extended learning environment we had outgrown our bandwidth and filtering system provided by BRESA. Now Internet access via Comcast Enterprise Data Services is provided over a 50MB fiber connection and a secondary 6MB minimum connection through Berrien RESA over contracted leased fiber. Web base filtering is done on premise which filters, secures, monitors and allows us to manage web based content based upon rule sets and authentication. The new filter system allows future expansion to mobile devices as well as devices not managed by the District. This is necessary moving forward to a 1:1 or BYOD environment.

District telecommunications is a Voice Over IP (VOIP) system which rides on the same fiber backbone. We purchase use of 2 PRI circuits, which is adequate to handle maximum traffic of incoming and outgoing calls. The district currently has several smart cellular phones. The smart phone function maintains communication with parents and staff when computer access is not available and can be used for emergency purposes to maintain a safe environment.

SJPS is thankful for the financial assistance of the Universal Service Fund in paying for local, long distance, cellular, Internet, and web hosting.

The inventory of student accessible devices (laptops, notebooks, and tablets) are as follows:

**Instructional Computers with High-Speed Internet Access**

Brown: 225  
Clarke: 229  
Lincoln: 230  
Upton: 456  
High School: 662

**Other Instructional Devices with High-Speed Internet Access (iPad)**

Brown: 38  
Clarke: 39  
Lincoln: 41  
Upton: 0  
High School: 0

Grand total: 1920

Every teacher is supplied with a notebook computer as well.

As mentioned previously the long-term vision for the district is to move to a 1:1 and/or BYOD environment in grades 6-12 and increased access to devices at the elementary levels.

The “head end” of our fiber network is located at the high school, which houses our server farm. This centralizes the server base and allows for a majority of the desktop support to be accomplished remotely. This has been a huge time and budget saver from earlier days when all workstation support had to be done at the site and in a variety of buildings. Current plans are to upgrade this from a 1GB to a 10GB fiber connection between buildings in the summer of 2012.

Every server within the District has been virtualized to allow for better management, lower cost of ownership, and greater fault tolerance as well as disaster recovery. This server room itself is currently being moved to a climate, power, and access controlled area in another area of the high school.

The district wide tech support staff includes:

- Full time Director of Technology
- Two full time System Administrators/Technicians
- One full time SIS, Web & Data Specialist
- One part time Technician

Our hope by 2014 is for our Technicians to become certified to repair District computer equipment by our selected vendors to aid in faster turn-around, and lower costs.

By 2014 we plan on finalizing the construction of our new tech area, which is more customer facing, allowing greater access by staff and students to hardware support.

## **Funding and Budget**

Every single facet of the district's educational process, whether instructional, programmatic, or operational, relies on planning, implementation, and support of the technology department. We have incorporated those expenditures into a district wide technology budget, which came from primarily general funds. With the rapidly increasing dependency on technology in all areas of the district, we are no longer able to support those rising costs from general funding alone. Technology expenses have become a significant portion of the District's budget. The SJPS Foundation has contributed graciously to this end; however we must continue to explore alternate sources of funding the ongoing and expanding technology needs.

In addition to the instructional, programmatic, and operational technology uses, technology has become one of the primary ways that our district communicates, both internally and with parents and wider community. Outlined below is a summary of some of the communication through technology methods.

- Our e-mail system is the main source of information distribution between staff, with in each building, and building-to-building district wide. The e-mail system allows not only for in-district network based e-mail, but also provides web-based e-mail, accessible by staff anywhere in the world.
- Voicemail to e-mail integration allows anywhere access to voice messages.
- Our Food Service automation allows parents to create an account for paying for their student's meals. They have the ability to monitor that account on-line, and soon may be able to make on-line deposits and view the items that their students are purchasing.
- Each of our district Media Centers has web-based catalogs of the book/resource collection available in each building.
- Distribution monthly/quarterly newsletters and other announcements via an e-mail system and social network sites, rather than mailing.
- Parent portal for current grade and attendance information for their students. They may also request to receive automatically generated e-mail grade/attendance reports for their students, based on specific criteria as determined by the parent.
- Teachers have Internet access to their grade books. They can work in their grade books from home or anywhere in the world.
- Our District web site provides parents, students, or anyone a wealth of information, schedules, calendars, menus, news – the list goes on.
- Each building has a web site that contains information specific to that building.
- Each building does a daily television broadcast of announcements and information.
- All teachers have web based resource information for their particular classes.
- Web-based textbook and learning resources.
- The High School athletics web sites provide game result and schedule information, travel maps to away games, and much more.
- The list is not totally inclusive, but demonstrates the high usage.

Decreased state funding over a number of years has placed a strain on the district being able to adequately support educational technology from general fund dollars. The passing of the bond in 2009/2010 assisted greatly in updating the infrastructure in order support the future technology proposals.

Following is an outline of the technology budget that is planned for this tech plan period of 20012-2015. These budget items represent the amount to support the on-going educational technology program and operational needs of the district. The successful tech bond passages provided the additional funds necessary to transform all St. Joseph classrooms into Classrooms of Today and train the staff for instruction in the 21st century learning environments and are not included in the budget amounts below.

	2012-2013	2013-2014	2014-2015
Programmatic and Operational	\$60,000	\$60,000	\$60,000
Licensing	\$20,000	\$20,000	\$20,000
Outsourced Support	\$25,000	\$25,000	\$25,000
Salaries and Benefits	\$265,000	\$265,000	\$265,000
Fiber main/pole rental	\$3,000	\$3,000	\$3,000
Internet Access	\$15,000	\$15,000	\$15,000
T3 Stipends	\$15,000	\$15,000	\$15,000
Telecommunications	\$32,500	\$32,500	\$32,500
Professional Development	\$10,000	\$10,000	\$10,000
Web Hosting	\$8,500	\$8,500	\$8,500
Tech Integration	\$150,000	\$150,000	\$150,000
1:1 *	\$65,000	\$65,000	\$65,000
	\$669,000	\$669,000	\$669,000

\*Funds from grants from the SJPS Foundation and others has aided in our ability to move forward with our 1:1 initiative.

It can be noted that the 3 year time period of these projected budget amounts is flat lined. Because increases in state funding are not guaranteed, the budget numbers are based on an expectation of no increased funding from the state.

There are some technology related expenses, such as library circulation licensing, foodservice software licensing that are covered in other departmental budgets.

A major challenge for all districts, even with “one time” revenue streams, like tech bonds, is to provide ongoing, sustainable source of support of all district technology. Our St. Joseph Education Foundation is committed to participate in ways that they can continue to support our 1:1 effort. Our Superintendent and other Central Office Administration are also making efforts to secure additional private, large sum, donations to help defray technology costs over a long period.

## V. MONITORING AND EVALUATION

The Director of Technology is responsible for the evaluation of the district technology program. This is done through a variety of methods and with the input and assistance from a variety of people. As discussed earlier, the Director of Technology meets monthly, if not more, with district level and building level groups that consist of district administration staff, teaching staff, and parent/community members. Through these groups bring to the table observations and questions regarding instructional and operational technology.

To accomplish the needed evaluation, the Director of Technology meets on a weekly and/or monthly with the following groups:

- Superintendent’s Cabinet – full district administrative team (building principals, PD Director and Curriculum Directors) and department directors (food service, maintenance and custodial, and transportation)
- VSC – Vertical Steering Committee – curriculum decision making group make up of principals, curriculum directors, grade level and department representatives
- Professional Development Planning Committee – PD Director, Principals, grade level and department representatives
- T3 group – building level lead technology teachers (tech trainers, integration coaches)
- Building level PTO groups – as needed
- Foundation Board – as needed

With the input from and information gathered from the groups mentioned above the Director of Technology develops plans and programs to address unmet goals and propose new goals that are submitted to administration for approval.

## Appendix A

On the following pages:

- Elementary Acceptable Use Policy
- Middle School Acceptable Use Policy
- High School Acceptable Use Policy
- Staff Acceptable Use Policy
- Acceptable Use Policy administration Guidelines

## **ST. JOSEPH PUBLIC SCHOOLS TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY GRADES K - 5**

*The use of St. Joseph Public Schools technology is a privilege, not a right.*

St. Joseph Public Schools believe that all students should have access to technology when they act in a responsible, efficient, courteous, and legal manner. Internet access and other online services, as well as various forms of technology equipment, offer students and teachers a multitude of global resources. Our goal in providing these resources is to enhance the educational development of our students.

The district utilizes filtering systems and software to block inappropriate sites in compliance with the Child Internet Protection Act. Students are required to notify an adult if they access a site that is inappropriate so that the site can be blocked from future use.

Disks and flash drives are acceptable for student use; however, the district is not liable for any negative results from their usage.

Acceptable uses of technology are devoted to activities which support teaching and learning. The following is our agreement with students concerning the use of technology in the elementary schools of the St. Joseph Public School District.

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Using the computer correctly and responsibly is very important. I promise to follow these rules when using the computer and other equipment at school:

1. I will use computer and technology equipment only when a teacher is present.
2. I will use the computer and the Internet for school work only.
3. I will use only the programs and websites that my teacher has approved.
4. I will print only when my teacher tells me to.
5. I will not share my password with anyone and will not use another person's password.
6. I will not damage or change settings on the hardware, software, or the network.
7. I will obey copyright laws.
8. I will tell my teacher if I read or see something on the computer that is inappropriate or makes me feel uncomfortable.
9. I will never give out personal information about myself or anyone else (full name, address, email address, phone number, photo) over the Internet.
10. I will never use the computer to be hurtful to others. I will not look at, send or display inappropriate messages or pictures.

# St. Joseph Public Schools

## Technology Acceptable Use and Safety Policy

### Grades 6 - 8

The following document is intended for all student technology users at Upton Middle School. The use of our District's Technology is a privilege, not a right. Technology users will be held responsible for their actions while accessing technology resources.

### Educational Purpose

The purpose of all district technology is not to simply provide students with general access to the Internet; rather the use of district networks is specifically limited to educational purposes. These purposes include use of the system to promote educational excellence, to conduct research, to complete assignments, for classroom activities, and to facilitate personal growth in the use of technology. Users are expected to exercise self-control while using the network to further educational and personal goals. Uses that might be acceptable on a user's private personal account on another system may not be acceptable on the school's network. If a student is uncertain whether or not something is inappropriate, they should consult an adult.

### Usage Guidelines

Intentional or repeated misuse of the district technology will result in consequences. These consequences could include suspension of technology privileges, payment of damages, discipline under other appropriate school policies, or appropriate legal action. Students are responsible for all use of their accounts.

The district reserves the right to inspect any material stored on the district network and will edit or remove any materials that do not comply with this usage policy.

Not permitted:

- Sharing of your password or login, or the use of another's password or login
- Using obscene/objectionable language
- Accessing, distributing, displaying, or printing offensive messages and/or pictures
- Giving out personal information – yours or others
- Harassing, insulting, threatening, or attacking others
- Damaging, disabling, or trying to modify school equipment
- Attempting to conceal activities while using technology
- Violating copyright laws
- Accessing game sites, IM, and other non educational sites
- Practical joking with files or equipment
- Downloading games, music, or other files without teacher permission
- Inappropriate use & naming of files

The district utilizes filtering systems and software to block inappropriate sites in compliance with the Children's Internet Protection Act. Students are required to notify an adult if they access a site that is inappropriate so that the site can be blocked from future use.

Disks and flash drives are acceptable, however the district is not liable for any negative results from their usage.

## Due Process

In the event there is an allegation that a user has violated the District Technology Acceptable Use & Safety Policy, the user will be provided with a written notice of the alleged violation. If the violation is a criminal activity the police will be notified.

## Consequences Include

Administrative Conference & Written Warning  
Parental Contact & Detention  
Loss of Technology Privileges – Temporary or Permanent  
Suspension  
Expulsion  
Financial restitution for damages

**Student and Parent please sign accompanying Student/Parent Agreement Form.**

# St. Joseph Public Schools

## Technology Acceptable Use and Safety Policy

### Grades 9 - 12

The St. Joseph Public Schools encourages and strongly promotes the use of technology in all educational endeavors. Access to information resources and information management systems is provided to students, allowing them to learn and communicate in a technologically rich environment. This technology is the property of the District and is provided to students as a privilege and not a right. It is the expectation of the school district that students will use these resources in a manner that is both responsible and lawful. The district reserves the right to monitor computer use and fileserver space and to remove the account of any user whose action is not consistent with acceptable-use practice. In compliance with the Child Internet Protection Act the district utilizes filtering systems and software, making every attempt to block sites deemed inappropriate for students.

The following guidelines will make you aware of the responsibility you are about to undertake.

As a student, I agree:

- To use the hardware and software provided by the St. Joseph Public Schools solely for educational purposes
- To protect the privacy of my username and password from others
- To follow the rules of copyright law and guidelines, and trademark laws and licensing agreements in the copying of text, images or other files from the Internet or other resources
- To immediately notify the supervising teacher if I access something questionable.
- Not to copy or modify, files, data or passwords belonging to other users, nor to use their usernames and passwords.
- Not to reveal personal information or images online such as my name, email address, address and telephone numbers without written permission from my parent or guardian
- Not to reveal personal information or images of any other individual online such as the name, email address, address or telephone numbers.
- Not to illegally install licenses or copyrighted software.
- Not to vandalize any hardware, software or data, including hacking into the operation of the technology system and creating or transmitting computer viruses.
- Not to change any computer setting without permission from the supervising teacher.
- Not to participate in any actions which may be considered obscene, profane, pornographic, discriminatory, defamatory, harassing, malicious, or dangerous to the integrity of the information resources of the district.

**Student and Parent please sign accompanying Student/Parent Agreement Form.**

# St. Joseph Public Schools

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### Staff

The purpose of this agreement is to provide access to District technology resources (computers, technical instruments, and networks) and to the District's Internet and wide area network connections for legitimate educational purposes that are consistent with the school district's mission statement. As such, these accesses shall (1) assist in curriculum delivery and learning, (2) assist in the collaboration and exchange of information, (3) facilitate personal growth in the use of technology, and (4) enhance information gathering and communication skills.

In exchange for the use of the District's technology resources and the District's Internet and wide area network connections either at school or away from school, I understand and agree to the following:

- A. The use of the District's technology resources and the District's Internet and wide area network connections are a privilege and not a right. This privilege may be revoked by the District at any time and for any reason including, but not limited to, the altering of system configuration and software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the employee for other disciplinary actions.
- B. The District reserves all rights to any material stored in files that are generally accessible to others and shall remove any material which the District, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Employees shall not use their District-approved computer account/access to obtain; view, download, post or otherwise gain access to such materials.
- C. The District's technology resources and the District's Internet and wide area network connections are intended for exclusive use by registered users. The Employee is responsible for the use of his/her account/password and/or access privilege. Any problems arising from the use of an Employee's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges

- D. Any misuse of the account shall result in suspension of the account privileges and/or other disciplinary action determined by the District. Misuse includes, but is not limited to:
  - 1. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users
  - 2. Misrepresenting other users on the local Network or Internet
  - 3. Disrupting the operation of the local Network or Internet through abuse of hardware or software
  - 4. Malicious use of the local Network or Internet through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks
  - 5. Interfering with local Network or Internet use by others
  - 6. Installation of personally owned software
  - 7. Illegal installation of licenses or copyrighted software
  - 8. Unauthorized down-sizing, copying, or use of licenses or copyrighted software
  - 9. Allowing anyone to use an account other than the account holder
  
- E. The use of the District's technology resources and the District's Internet and wide area network connections are for the purpose of:
  - 1. Support of the academic program
  - 2. Telecommunications
  - 3. General information
  
- F. The District's technology resources and the District's Internet and wide area network connections do not guarantee that the functions of the system will meet any specific personal requirements the user may have, or that they will be error free or uninterrupted; nor shall the District and/or its Internet provider be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the user, operation, or inability to use the system.
  
- G. The Employee shall diligently delete unneeded e-mail messages on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
  
- H. The District and/or the Internet provider shall periodically determine whether specific uses of the District's technology resources and the District's Internet and wide area network connections are consistent with the acceptable-use practice. The district and/or its Internet provider reserves the right to log Internet use and to monitor mail space utilization by users.
  
- I. The Employee may not download shareware, or other software from information services, Internet and other electronic locations without the permission of the District Technology Director or designee. Without first obtaining such permission, should the Employee download shareware, or other software, whether intentional or accidental, which causes damage to the District's technology resources and the District's Internet connection, the Employee shall be liable for any and all repair costs to make the District's technology resources and the District's Internet and wide area connections once again fully operational and may be subject to other disciplinary measures as determined by the District.
  
- J. The Employee may log on and use the District's technology resources and the District's Internet and wide area connections only with his/her authorized account number.

- K. The District reserves the right to log computer use and to monitor use of fileserver space. The District reserves the right to remove a user account on the District's network and/or from the District's Internet and wide area connections to prevent further unauthorized activity.
- L. The Employee is responsible for the proper use of all technology equipment and shall be held accountable for any damage to or replacement of equipment caused by abusive use and/or neglect.

In consideration for the privileges of using the District's technology resources and/or the District's Internet and wide area connections, and in consideration for having access to the information contained therein, I release the District, the Internet provider, their operators and the administration from any and all claims of any nature arising from my use, or inability to use these tools.

I agree to abide by these rules and regulations and by those that may be added from time-to-time by the district and/or its Internet provider. I agree to indemnify the District for any fees, expenses, or damages incurred as a result of my use or misuse of these tools.

**Please sign accompanying Staff Agreement Form.**

# St. Joseph Public Schools

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### Guidelines

- The SJPS AUP's are level appropriate and different for:
  - Elementary
  - Middle School
  - High School
  - All District Employees
- SJPS AUP's will be published in the student and employee handbooks.
- AUP's will be tracked as signed and acknowledged in the SIS system. If an AUP has not been signed for a student or a staff member, computer access will not be granted.
- Signing of the SJPS AUP is a procedure that happens once at each school level. (K-5,6-8,9-12)
  - All teachers will instruct on the importance of the content of the AUP and the necessity of students adhering to it.
  - A PowerPoint will be provided for teacher use when presenting the AUP.
  - AUP's are to be signed and returned, as all other "beginning of school" documents, to the designated teacher/supervisor.
  - Completed AUP's will be stored at the building level or scanned and saved in electronic form.
- Students enrolling in SJPS during the year will complete an AUP as a part of the enrollment process
- Grades K-3 – Parent will sign AUP for the student
- Grades 4-12 – Student and Parent both must sign the AUP
- At the beginning of the 2<sup>nd</sup> semester, each year, the Media Specialists will introduce the AUP (the prepared PowerPoint could be used) to all 3<sup>rd</sup> Graders and then adding the student signature.
- AUP infractions at all levels will be recorded in the building.
- As a student moves from level to level (elementary to Middle School and Middle School to High School, they begin with 0 infractions.