

# OCEANA ISD TECHNOLOGY PLAN



Oceana Intermediate School District  
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# TABLE OF CONTENTS

Introductory Material .....	3
Demographics .....	3
Technology Mission Statement.....	3
Technology Planning Team .....	6
Vision .....	7
Goals .....	7
Curriculum Integration.....	8
Student Achievement .....	10
Technology Delivery .....	11
Parental Communications & Community Relations .....	12
Collaboration .....	13
Professional Development .....	14
Supporting Resources .....	15
Infrastructure Needs/Technical Specification, and Design .....	16
Increase Access .....	17
Budget and Timetable .....	18
Coordination of Resources .....	19
Evaluation .....	20
Acceptable Use Policies	
Student Network and Internet Acceptable Use and Safety .....	21
Staff Network and Internet Acceptable Use and Safety .....	24
Technology Privacy .....	26
District Web Page .....	28

## **INTRODUCTORY MATERIAL – SECTION 2**

The mission of the Oceana Intermediate School District is to help schools help students through direct and indirect services, monitoring required functions, and facilitating short and long term growth in cooperation with the Local Educational Agencies (LEAs).

### **TECHNOLOGY MISSION STATEMENT**

Oceana ISD will initiate the use and integration of technology as a tool for teaching and learning throughout the curricula and encourage our schools to be more responsive to the needs of all students. We will strive to coordinate with the strategies outlined for moving forward with the mission and goals from our local school's technology plans.

### **DEMOGRAPHICS**

Oceana Intermediate School District is located in rural Oceana County, which is located on beautiful Lake Michigan. Oceana County is a large agricultural area which employs a significant number of seasonal migrants. It is comprised of 540 square miles and has approximately 583 private non-farm establishments. The Oceana County population is approximately 29,399 (estimate for 2005 based on 2000 census) people with a median age of 37 years old and an estimated median household income of \$35,307.

In 2000 there were 79.8% of persons over the age of 25 that were high school graduates and 12.6% of persons over the age of 25 that held a bachelor's degree.

Oceana ISD is the Educational Service Agency that serves Hart Public Schools, Shelby Public Schools, Walkerville Public Schools, New Era Christian School, and Oceana Christian School within Oceana County.



Oceana Intermediate School District (OISD) provides services to students and staff in three of the 554 public school districts in Michigan. Those three districts include:

Hart Public Schools  
 301 Johnson Street  
 Hart, MI 49420  
 Phone 231.873.6214

Shelby Public Schools  
 525 North State Street  
 Shelby, MI 49455  
 Phone 231.861.5211

Walkerville Public Schools  
 180 Main Street  
 Walkerville, MI 49459  
 Phone 231.873.4850

There are currently 31.25 students enrolled in self-contained classrooms provided by Oceana ISD and 39 dedicated staff members serving the Oceana County service area. Student and staff population of the schools receiving services from Oceana ISD include:

- ◆ Hart Public Schools – (K-12) 1333.6 students, 199 dedicated staff members, and 58% economically disadvantaged enrollment.
- ◆ Shelby Public Schools – (K-12) 1653 students, 250 dedicated staff members, and 51% economically disadvantaged enrollment.
- ◆ Oceana High School (Alternative Ed.) – (9-12) 105 students and 14 dedicated staff members.
- ◆ Walkerville Public Schools – (K-12) 434 students, 67 dedicated staff members, and 80% economically disadvantaged enrollment.
- ◆ Oceana Christian School (Pre-K – 6) – 52 students and 6 dedicated staff members.
- ◆ New Era Christian School (Pre-K – 8) – 81 students and 12 dedicated staff members.

Oceana ISD provides services to the schools in the areas of:

- ◆ Assessment Support
- ◆ Career Preparation
- ◆ Cognitive Impairments
- ◆ Customized Services
- ◆ Drivers Education
- ◆ Early Childhood Developmental Delays
- ◆ Early On Coordination
- ◆ Educational Legislative Updates
- ◆ Government Relations
- ◆ Grant Development
- ◆ Home Bound – Hospital Educational Services
- ◆ Interagency Collaboration
- ◆ Medicaid Administration
- ◆ Occupational Therapy
- ◆ Parenting Education
- ◆ Physical Therapy
- ◆ Professional Development
- ◆ Professional Learning
- ◆ Pupil Auditing
- ◆ Research and Development
- ◆ School Improvement
- ◆ School Psychology
- ◆ School Social Work
- ◆ Special Education Coordination

- ◆ Special Education Monitoring
- ◆ Special Education Plan Development
- ◆ Special Education Transition
- ◆ Speech Therapy
- ◆ State Board CEUs
- ◆ Talent Development
- ◆ Technology Integration
- ◆ Technology
- ◆ Third Party Testing
- ◆ Transportation Services

Oceana Intermediate School District school buildings are located as follows:

Oceana ISD Main Office  
 844 Griswold Street  
 Hart, MI 49420

Oceana ISD's Early Childhood Developmental Delays (ECDD) Classroom  
 155 – 6<sup>th</sup> Street  
 Shelby, MI 49455

Oceana ISD's Moderate Cognitive Impairment (MoCI) Classrooms  
 300 Johnson Street  
 Hart, MI 49420

## **TECHNOLOGY PLANNING TEAM**

Members of the Oceana Intermediate School District's technology planning team include:

<b><i>Name</i></b>	<b><i>Position</i></b>
Jeanne Oakes	Superintendent
Kim Eader	Business Manager
Sheri Campagna	Special Education Director
Joan Bade	Special Education Monitor/Supervisor
Jan Trommater	Career Prep/Technology Director
Jenny Schlukebir	Administrative Assistant
Jeff Wykes	Phoenix Educational, Inc., Owner

## VISION AND GOALS – SECTION 3

### VISION

Oceana Intermediate School District envisions “Helping Schools Help Students” through necessary avenues to prepare staff and students for the ever changing technological needs of the future by developing skills and desire for lifelong learning.

### GOALS

It is the intent and purpose of Oceana ISD to provide assistance to the local school districts in order to meet their goals:

- ◆ Provide staff with training and equipment to enable them to train their students in the use of technology and integrate all types of technology into the classroom
- ◆ Provide ongoing professional development training to ensure that all employees have the technical skills necessary to effectively utilize appropriate technology
- ◆ Use technology to facilitate access to agencies, data, and research
- ◆ Collaborate with partners to provide access to the latest technology
- ◆ Promote the sharing and use of technological information
- ◆ Promote using technology as a tool to enhance the curriculum in all subject areas
- ◆ Provide guidance and promote the use of distance learning through videoconferences and shared classes
- ◆ Assist the local school districts in achieving their goals as follows:
  - Expand the use of existing technology infrastructure
  - Increase the effectiveness of technological resources for student learning
  - Improve communications with parents and community members
  - Remain current in technological trends for education
  - Provide administrators and support staff with technology tools to assist the gathering, storage, maintenance, and reporting of information to comply with federal, state, and local reporting requirements

- Provide access to computers and/or other appropriate technologies in every classroom in addition to designated computer labs
- Provide access to appropriate application software at all grade levels and subject areas
- Train students to use technology as a tool utilizing both existing technology and technology acquired in the future
- Integrate technology into the data management of the district
- Improve student learning by integrating technology into the K-12 curriculum
- Improve student learning by providing on-going technology training and follow-up for all staff
- Integrate community involvement and collaboration
- Improve student learning by providing the infrastructure, hardware, software, staff, and funding necessary to accomplish these goals
- Remain current in technological trends for education
- Provide opportunities for students to show knowledge of technology as required by the 8<sup>th</sup> grade proficiency options
- Provide opportunities for staff to understand and provide understanding for METS for each grade level

## **CURRICULUM INTEGRATION – SECTION 4**

As an intermediate school district, we continue to help the local districts improve integration of acquired technologies and provide opportunities for special need students. To aid implementation of technologies, the OISD will:

- ◆ Train teachers to make use of the multimedia capacity of the technology to enable them to create opportunities for students
- ◆ Promote Technology Standards and Benchmarks for K-12 students
  - All students will use and transfer technological knowledge and skills for life roles (family member, citizen, worker, consumer, lifelong learner)
  - All students will use technologies to input, retrieve, organize, manipulate, evaluate, and communicate information
  - All students will apply appropriate technologies to critical thinking, creative expression, and decision-making skills
  - All students will employ a systematic approach to technological solutions by using resources and processes to create, maintain and improve products, systems, and environments
  - All students will apply ethical and legal standards in planning, using, and evaluating technology
  - All students will evaluate the societal and environmental impacts of technology and forecast alternative uses and possible

consequences to make informed civic, social, and economic decisions

- ◆ Work with parents to set IEP goals for special education students integrating the use of assistive technologies where applicable
- ◆ Utilize the Oceana ISD web site to communicate professional development offerings to staff, parents, and community members
- ◆ Create uniformity in student Educational Development Plans through the use of Career Cruising/Third Coast web site
- ◆ Promote using technology as a tool to enhance the curriculum in all subject areas and at all grade levels
- ◆ Promote Michigan Educational Technology Standards (METS)
  - Students demonstrate a sound understanding of the nature and operation of technology systems
  - Students are proficient in the use of technology
  - Students understand the ethical, cultural, and societal issues related to technology
  - Students practice responsible use of technology systems, information, and software
  - Students develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits, and productivity
  - Students use technology tools to enhance learning, increase productivity, and promote creativity
  - Students use productivity tools to collaborate in constructing technology-enhanced models, prepare publications, and produce other creative works
  - Students use telecommunications to collaborate, publish, and interact with peers, experts, and other audiences
  - Students use a variety of media and formats to communicate information and ideas effectively to multiple audiences
  - Students use technology to locate, evaluate, and collect information from a variety of sources
  - Students use technology tools to process data and report results
  - Students evaluate and select new information resources and technological innovations based on the appropriateness to specific tasks
  - Students use technology resources for solving problems and making informed decisions
  - Students employ technology in the development of strategies for solving problems in the real world
- ◆ Encourage OISD's MoCI classrooms to utilize technology to improve student life skills, reading, writing, math, spelling, Internet access, and E-mail
- ◆ Facilitate and implement curriculum that includes methods and strategies for applying technology to maximize student learning

- ◆ Utilize technology to facilitate a variety of effective assessment and evaluation strategies
- ◆ Enhance productivity and professional practice through the use of technology such as using E-mail to communicate with individuals
- ◆ Use in-house equipment to publish documents such as newsletters, informational flyers, and training materials
- ◆ Create and use multimedia presentations to assist in explanation of concepts
- ◆ Provide informational and instructional technology training
- ◆ Maximize the effective use of technological advances for instruction and administration
- ◆ Assist with the implementation of the 8<sup>th</sup> Grade Technology Assessment
- ◆ Collaborate in the development of online courses and learning experience opportunities.

## **STUDENT ACHIEVEMENT – SECTION 5**

It is our goal to help schools help students aspire to continue developing skills, attitudes, and knowledge to prepare them for the ever-changing future. In doing so we encourage staffs to:

- ◆ Collaborate in developing activities that increase academic success for all students
- ◆ Evaluate artifacts created by students using electronic media -- digital portfolios, writing, video, artwork, online tests, etc.
- ◆ Use students' test results from computer-based assessments to evaluate student learning
- ◆ Use technology to communicate evidence of student learning to students, parents, and the community
- ◆ Guide students in applying rubrics to assess the products and reports they create with technology
- ◆ Use technological tools to improve student achievement and show adequate yearly progress on MEAP scores as well as subject area tests
- ◆ Assist fulfilling the goals of the LEAs to meet the student learning needs at each grade level
- ◆ Facilitate the technology integration into curriculum and instruction as the LEA timelines indicate for the next three years.

## TECHNOLOGY DELIVERY – SECTION 6

Oceana ISD will provide virtual programming such as virtual field trips, high school and university classes, and enhanced learning experiences in content areas such as the arts and sciences in addition to providing on-line experiences for professional and student learning. We encourage students, staffs, businesses, agencies, and community members to use the Tandberg Education2 Distance Learning Equipment which was installed in our conference room for purposes of two-way communication when participating in conferences, meetings, and workshops. Through West Michigan Communications Network (WMCN) we continue to propose shared classes within our consortium for school year credits and summer school.

West Shore Community College will be offering advanced math and science classes via videoconference for area schools that otherwise may not be available. Within the next three years we would like to have partnerships with other colleges for purposes of student and staff courses to minimize travel time to earn credits.

We have complete Internet hookup and a lab which houses 18 computers that would allow for on-line courses as the need occurs.

Oceana ISD, in consortium with other interested parties, is looking to connect to Muskegon's fiber optic cable, which is in the final stages of connectivity ending in the Whitehall area. This would allow for accelerated bandwidth with Muskegon Area Intermediate School District and many other venues. It would also allow us to connect to Internet2 and give us the opportunity to grow beyond the T-1 (1.544Mbps) bandwidth.

The ISD will provide direct assistance and consulting services to districts in online resource and technology plan development, assist school districts in using data to inform the school improvement planning process, collaborate in the reporting of required data submissions to CEPI, and act as service provider for a broad array of administrative applications.

Within the next three years Oceana ISD will coordinate media/library resources for LEA use, provide leadership for statewide online video resources aligned to curriculum standards, and provide leadership to develop video streaming opportunities.

## **PARENTAL COMMUNICATIONS & COMMUNITY RELATIONS – SECTION 7**

Oceana ISD will encourage increased communication with parents, community, and area school district personnel through several avenues to include:

- ◆ A quarterly newsletter in conjunction with Mason-Lake Intermediate School District will be web based to provide quick and up-to-date information on such areas of professional development and latest models of student learning
- ◆ An OISD web site ([www.oceanaisd.com](http://www.oceanaisd.com)) will be constantly updated with links to our local districts and meaningful educational sites to numerous to mention
  - Shelby Public Schools ([www.shelby.k12.mi.us](http://www.shelby.k12.mi.us)),
  - Hart Public Schools ([www.hart.k12.mi.us](http://www.hart.k12.mi.us)),
  - Walkerville Public Schools ([www.walkerville.k12.mi.us](http://www.walkerville.k12.mi.us))
- ◆ An efficient phone system with a knowledgeable receptionist to assist in answering questions from constituents
- ◆ A scheduling program (GroupWise) to log lab and conference room occupancy times and OISD employee schedules will be accessible for all staff
- ◆ Excent Tera, an electronic program for use of inputting special education forms, will be put in place and used by all constituents
- ◆ Parent Advisory Committee meetings where parent contact is encouraged
- ◆ Informational display boards at local school district conferences
- ◆ Monthly board of education meetings, which are open to the public
- ◆ Use of MI Tracker, a data management program, will be used to determine areas of student achievement.

## COLLABORATION – SECTION 8

Oceana ISD works with many partners to provide services and opportunities to students, staff, and community members. Some of those partners include:

Muskegon Area Intermediate School District (MAISD)	630 Harvey Street Muskegon, MI 49442-2398
Regional Educational Media Center (REMC4)	<a href="http://remc.org/bids">http://remc.org/bids</a> <a href="mailto:remcbid@inghamisd.org">remcbid@inghamisd.org</a>
Hart Public Schools	Peter Moss, Superintendent Jason Gale, Technology Director
Shelby Public Schools	Dana McGrew, Superintendent Cathy Zoulek, Technology Director
Walkerville Public Schools	Ron Stoneman, Superintendent Amy Contreras, Technology Director
Oceana Christian School	Jean Riley, Principal
New Era Christian School	Dave Wagner, Principal
Oceana High School	Dick Smith, Principal
Mason-Lake Intermediate School District (MLISD)	2130 West US-10 Ludington, MI 49431-9307
West Shore Community College	3000 N. Stiles Road Scottville, MI 49454
Muskegon Community College	221 S. Quarterline Road Muskegon, MI 49442
Michigan's Assistive Technology Resource (MATR)	1023 S. US 27 St. Johns, MI 48879
Excent Tera	Jackson ISD
Sprint	P.O. Box 200188 Dallas, TX 75320
Charter Communications	3355 Walker Avenue Walker, MI 49544
Verizon	P.O. Box 920041 Dallas, TX 75392
DMI	P.O. Box 77000 Detroit, MI 48277
Kalamazoo RESA	1819 E. Milham Avenue Portage, MI 49002
Rotary International	Hart Rotary Club Hart, MI 49420
MEAP	<a href="http://www.michigan.gov/meap">http://www.michigan.gov/meap</a>
Michigan Department of Education	<a href="http://www.michigan.gov/mde">http://www.michigan.gov/mde</a>

Central Michigan University (CMU)	Sharon Horgan College of Extended Learning Mt. Pleasant, MI 48859
Grand Valley State University	Claudia Sowa 401 W. Fulton Street Grand Rapids, MI 49504-6431

In addition, we are part of WMCN which works closely with several school districts (Hart, Walkerville, Baldwin, West Shore Community College, Ludington, Manistee, Pentwater, and Free Soil) to provide MERIT collaboration, a distance learning network, Link Michigan grant collaboration, and shared high school classes.

Oceana ISD provides opportunities for community members and businesses to use the building facilities, attend technology workshops and meetings, and to become actively involved in the education of young and older people alike.

## **PROFESSIONAL DEVELOPMENT – SECTION 9**

Oceana ISD will continue to offer technology professional development workshops to encourage instructional change to enhance student learning. At the beginning of each semester a calendar of offerings is provided to Oceana ISD staff and staff members of LEAs as designated by flyers sent to the school buildings, contained in newsletters, and posted on the website. We will also provide knowledge of workshops and trainings available at Mason-Lake ISD, Muskegon Area ISD, and other out sources to help further the use of technology in the classrooms or media centers.

Oceana ISD will strive to meet the needs of students and staffs by encouraging the awareness of using present and future technologies to improve student learning. We will set in place opportunities to work with staff of individual school buildings to implement practices in addressing the state and national standards.

- ❑ Distance Learning
- ❑ Visual Learning and Planning
- ❑ Classroom Strategies for Virtual Internet Field Trips
- ❑ Classroom Performance System Training
- ❑ Searching the Internet
- ❑ Multimedia Integration
- ❑ Integrated Lesson Development

- ❑ Classroom Management Tools
- ❑ Presentation software for classroom use
- ❑ Curriculum Integration
- ❑ Data Management
- ❑ Statistical Analysis and Testing

The Oceana ISD technology director will continue to work closely with the technology directors, principals, and tech lab consultants of the LEAs to establish comprehensive professional development for all staff members in the area of implementing technology into the classroom to increase student achievement. Participants are made aware of the Michigan Curriculum Framework Standards, Michigan Standards for Technology in Education, and National Standards for Staff Development.

We will continue to provide “train the trainer” workshops to provide experts at each building level to support instructional programs and to improve student achievement.

## **SUPPORTING RESOURCES – SECTION 10**

Oceana Intermediate School District relies on several supporting resources to provide effective uses of technology to the ISD staff and local school district personnel:

- ◆ OISD Employee Handbook
- ◆ OISD Directory with E-mails and Phone Numbers
- ◆ MAISD Courier for Discovery Center Lending Library
- ◆ Oceana ISD Web Site
- ◆ Professional Development Training Packets
- ◆ SMILE
- ◆ Listservs for E-mail
- ◆ REMC Cooperative Purchasing
- ◆ Michigan Association for Computer Users in Learning
- ◆ Michigan Assistive Technology Resource
- ◆ Michigan Electronic Library
- ◆ Michigan Institute for Educational Management
- ◆ Michigan Association of Intermediate School Administrators
- ◆ Michigan Association of School Boards
- ◆ Michigan Department of Education
- ◆ Michigan School Business Officials
- ◆ The Association for Supervision and Curriculum Development
- ◆ Michigan Occupational Information System

- ◆ Michigan Curriculum Framework
- ◆ National Educational Technology Standards
- ◆ Michigan Technology Content Standards and Benchmarks
- ◆ Net Trekker
- ◆ Atomic Learning
- ◆ Technology Leaders Toolkit
- ◆ Technology Standards for School Administrators
- ◆ Teach for Tomorrow
- ◆ Best Practices of Technology Integration in Michigan
- ◆ North Central Regional Educational Laboratory
- ◆ United Streaming

## **INFRASTRUCTURE NEEDS/TECHNICAL SPECIFICATION, AND DESIGN – SECTION 11**

The OISD has approximately thirty desktop computers and 28 laptop computers (18 of which are on a wireless lab system for the computer lab and support staff), all of which have Internet access and are running either Windows 98 or Windows XP. We utilize a web server running Apache2, a file server running Netware 6.5, an email server running GroupWise 6.5, and a DNS server running on Netware 6.5. Our system also includes a BorderManager firewall with filtering running on Netware 6.5, three Cisco wireless access points running at 54Mbps, three HP 10/100/1000Mb switches, and an Internet connection running at 5Mbps. These servers also provide file sharing, Web, E-mail, Internet filtering and DHCP services. Our desktop systems utilize such programs as GroupWise and Microsoft Office.

We currently have two color laser printers, two black-and-white laser printers, one MICR printer, 4 inkjet printers, one black-and-white high speed copier and one color high speed copier, all of which are networked. Other reproducing capabilities include 5 portable printers, one desktop copier, and one black & white copier.

OISD has an Ethernet network infrastructure utilizing both shared 10Base-T hubs, 10/100 switches and over fifty data drops. For Internet access, the OISD utilizes a 384Kbps digital circuit, which is provided by our local telecommunications provider. Additionally, we utilize a full T-1 circuit for our distance-learning classroom. Our local telecommunications company provides our voice service through 9 phone lines.

By 2009, we plan to upgrade all desktop systems to Windows XP or better. Our plan is to replace all computer systems on a rotating basis striving for

replacement of every three years. We participate in Novell's School License Agreement (SLA) program, which allows us to upgrade our server software every year. Furthermore, our plan is to replace server hardware every five years. By 2009 we plan to upgrade the network and our digital circuit. Our local cable provider is in the process of running fiber optic cable into our building, which may accelerate our bandwidth upgrade. Also by 2009 we plan to add additional phone lines and phone system upgrade as the budget allows.

To insure interoperability of our hardware, we plan, whenever possible, to run a homogeneous Operating System on all desktop computers. We plan to purchase a common brand of hardware, including computers, printers and other peripherals.

Our district has an in-house technology director, in-house technical support, and contracted services for tech support.

## **INCREASE ACCESS – SECTION 12**

Oceana ISD will continue to provide access of technology for our office staff, special education classrooms, and our county school students and staff. We will provide on-going professional development on an as-needed basis as well as helping them keep abreast of state-of-the-art technologies and its use in the classroom. Our use of district-wide E-mail is on the increase and we plan to use this form of communicating with 100% of the principals by the end on the 2007 school year and 100% of the professional staff by the end of the 2008 school year. We will be distributing the OISD newsletter via web site beginning 2006-2007 school year.

As an intermediate school district that helps meet the needs of schools with a low socio-economic population, we will continue to apply for grants to help cover costs of new technology and training to ensure that all teachers are prepared to integrate technology effectively into curricula and instruction for the benefit of all students. Currently we are addressing the students who need assistive technology through Michigan's Assistive Technology Resources (MATR). Our plan is to better meet the needs of these students by purchasing assistive technology and training students and staff in its use.

Oceana ISD has a computer lab with 10 multimedia laptop computers that are linked to the server through a wireless portal and a conference room that houses distance learning equipment and can seat 50 – 75 participants. We continue to make these facilities available to school staff and community members on a regular basis for meetings, videoconferencing, shared classrooms, etc.

## BUDGET AND TIMETABLE – SECTION 13

	2006-2007	2007-2008	2008-2009
Tech Director	20,000	22,000	24,000
Tech Support Staff	2,000	4,000	6,000
Contracted Services	16,000	16,800	17,640
Hardware			
Copy Machines			15,000
Computers	6,000	10,000	14,000
RAM Upgrade	100	100	100
Printers	400	500	600
Software			
Upgrades	400	200	200
New Purchases	2,000	3,000	2,000
MI Tracker	5,500	6,000	6,500
Networking Hardware			
Server Hardware	2,000	2,000	2,000
Server Backup			1,200
Hardware Upgrade	2,000	3,000	4,000
Server			20,000
Routers	3,000		
Switches			6,500
Novell Netware, Border Manager, GroupWise	1,000	1,000	1,000
Backup Exec	750	750	750
Internet Services			
Internet Charges	10,000	10,000	10,000
Virus Protection			
eTrust Antivirus	500	500	500
Content Filtering	700	700	700
PC Anywhere	300	300	300
Filtering N2H2 Novell	700	700	700
Phone System			
New Phones			8,100
Voice Mailboxes	620	620	620
Distance Learning/ITV			
Videoconferences	320	600	940
ITV	100	100	100
Service Contract	1,200	1,200	1,200
Line Charges	6,500	7,000	7,500
AV Equipment			
DVD Player		200	
Auditory Trainer		2295	
Touch Screen		600	
Fiber Optic Connection	6,000	10,000	10,000

	2006-2007	2007-2008	2008-2009
Curriculum Support			
PD	1,000	1,000	1,000
Special Ed. Tech	6,125	6,125	6,125
EarlyOn Tech	1,000	1,000	1,000
Assistive Tech	1,000	1,000	1,000
General Education	1,500	1,800	2,000
Wireless Computers <sup>(30)</sup>			65,000
Access Points			1,800
<b>TOTAL</b>	<b>\$ 98,715</b>	<b>\$ 106,090</b>	<b>\$ 240,075</b>

Oceana ISD will seek a variety of funding sources for the implementation of this plan by exploring:

- Professional Development Fees
- University reimbursements for PD credits earned
- Universal Service Funds
- Grant opportunities
- Consortium funds with MAISD/OISD/MLISD
- Leasing options
- Business partnerships
- General Funds
- Special Education Funds

## **COORDINATION OF RESOURCES – SECTION 14**

Oceana ISD maintains a fund balance as per our board-approved policy. The OISD currently invests in interest bearing accounts.

In an effort to obtain money to provide services to our school partners, Oceana ISD writes grants from available sources such as Oceana County Community Foundation, Universal Service Funds, Learning Without Limits, US Department of Agriculture, Link Michigan, MACUL, MERIT, and other grant writing opportunities as they become available either independently or in consortium with our local school districts.

## **EVALUATION – SECTION 15**

The Technology Committee will bi-annually evaluate our existing Technology Plan strategies. We will use monthly administrative staff meetings and the monthly superintendent meetings, and the monthly principal meetings to request feedback in how well we are meeting the technology needs of the districts. The Technology Committee will then set in motion a devise to address the needs expressed.

Oceana ISD held a Strategic Planning Meeting during May of school year 2005-2006 and will meet in August of 2006 to devise a plan to put in motion strategies to continue to meet the needs of our ISD and local school districts as defined by the outcomes of this planning meeting.

Oceana ISD will continue to gather and review data in order to make recommendations regarding the use of technology to meet the needs of every student within our area of concentration and prioritize the needs of these students.

# ACCEPTABLE USE POLICY – SECTION 16

BOARD OF EDUCATION  
OCEANA INTERMEDIATE SCHOOL DISTRICT

## **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet service to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21<sup>st</sup> century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The Internet is an electronic highway connecting computers and use in the District with computers and users worldwide. Access to Internet enables students to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

First, and foremost, the Board may not be able to technologically limit access to services through the Board's Internet connection to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain

access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The Superintendent is directed to prepare guidelines, which address students' safety and security while using e-mail, chat rooms and other forms of direct electronic communication, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on Board's computers/network and the Internet just as they are in classrooms, school hallways and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and the Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.

I have read the above board policy and agree to abide by its guidelines while attending Oceana ISD programs. Oceana ISD will accept the individual LEA's Acceptable Use Policy in lieu of this policy, therefore signatures on this policy would not be necessary.

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Student's Signature

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Date

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Parent's/Guardian's Signature

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Date

BOARD OF EDUCATION  
OCEANA INTERMEDIATE SCHOOL DISTRICT

**STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet service to its staff. The Board encourages staff to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21<sup>st</sup> century. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The Internet is an electronic highway connecting computers and users in the District with computers and users worldwide. Access to Internet enables staff members to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

First, and foremost, the Board may not be able to technologically limit access to services through the Board's Internet connection to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The

superintendent or the Technology Director may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

The Superintendent is directed to prepare guidelines, which address students' safety and security while using e-mail, chat rooms and other forms of direct electronic communication, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online. Staff members are reminded that personally identifiable student information is confidential and may not be disclosed without prior written parental permission.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff members are responsible for good behavior on Board's computers/network and the Internet just as they are in classrooms, school hallways and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and the Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.

I have read the above board policy and agree to abide by its guidelines while employed at Oceana ISD.

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Employee's Signature

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Date

BOARD OF EDUCATION  
OCEANA INTERMEDIATE SCHOOL DISTRICT

**TECHNOLOGY PRIVACY**

The Board of Education recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Board's position with respect to staff-member privacy in the educational and workplace setting and to protect the Board's interests.

All computers, telephone systems, electronic mail systems, and voice mail systems are the Board's property and are to be used primarily for business purposes. The Board retains the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system, telephone system, electronic mail system, and voice mail system. Staff members should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the Board with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password. All passwords or security codes must be registered with the Board. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

Computers, electronic mail, and voice mail are to be used for business and educational purposes. Personal messages via Board-owned technology should be limited in accordance with the Superintendent's guidelines. Staff members are encouraged to keep their personal records and personal business at home.

Because the Board's computer and voice mail systems are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

The Board is interested in its resources being properly used. Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Board, except to the extent necessary to determine if the Board's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.

The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

All computers and any information or software contained therein are property of the Board. Staff members shall not copy, delete, or remove any information or data contained on the Board's computers/servers without the express permission of the Superintendent or designee or communicate any such information to unauthorized individuals. In addition, staff members may not copy software on any Board equipment without the prior approval of the Superintendent or Technology Director. Such pre-approval will include a review of any copyright infringements or virus problems associated with such outside software.

I have read the above board policy and agree to abide by its guidelines while employed at Oceana ISD.

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Employee's Signature

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Date

BOARD OF EDUCATION  
OCEANA INTERMEDIATE SCHOOL DISTRICT

**DISTRICT WEB PAGE**

The Board of Directors authorizes the creation of web sites by employees and students of the School District to be published on the World Wide Web. The creation of web sites by students must be done under the supervision of a professional staff member. These web sites must reflect the professional image of the District, its employees, and students. The content of all pages must be consistent with the Board's Mission Statement and is subject to prior approval of the Superintendent or designee.

The purpose of such web sites is to educate, inform, and communicate. The following criteria should be used to guide the development of such web sites:

**A. Educate**

Content provided in the web site should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.

**B. Inform**

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

**C. Communicate**

Content may provide an avenue to communicate with the community.

Information contained on the web site should reflect and support the Board's Mission Statement, Educational Philosophy, and the School Improvement Process.

When the content includes a photograph or information relating to a student, the Board will abide by the provisions of Policy 8330 – Student Records.

All links included on the pages must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, Children's Internet Protection Act).

Under no circumstances is a web site to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual.

Pages should reflect an understanding that both internal and external audiences will be viewing the information.

School web sites must be located on Board-affiliated servers.

The Superintendent shall prepare administrative guidelines defining the standards permissible for web site use.

The Board retains all proprietary rights related to the design of web sites and/or pages that are hosted on the Board's servers, absent written agreement to the contrary.

Students who want their class work to be displayed on the Board's web site must have written parent permission and expressly license its display without cost to the Board.

Prior written parental permission is necessary for a student to be identified by name on the Board's website.