

FLUSHING COMMUNITY SCHOOLS
(School Code 25120)

Educational Technology Plan
www.flushingschools.org

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GENESEE INTERMEDIATE SCHOOL DISTRICT

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Introductory Material

Mission:

"Preparing Learners Today for Opportunities Tomorrow"

Vision

- **To provide educational excellence for all students**
- **To attain the highest level of student achievement**
- **To provide a caring, safe, and orderly school community**
- **To strive for continuous improvement**

Revised 2010

Introduction:

Flushing Community Schools, located in Genesee County, occupies 65 square miles, which includes the city of Flushing and parts of Flushing, Flint, Mt. Morris, and Clayton Townships. The district has an enrollment of over 4,130 K-12 students housed in one early childhood center, four elementary schools, one middle school, and one high school. The school population is stable. Approximately 32% of the students are eligible for Free and Reduced Lunch. The community is almost exclusively residential with a high percentage of professional, managerial, and skilled labor in its population. Education is highly valued in the community, which leads to a high degree of parent and community involvement in the schools. The district employs 211 teachers, 13 administrators, and 220 various support staff members.

Vision and Goals

Vision:

Flushing Community Schools is committed to assuring that all staff and students effectively integrate technology into the classroom for instruction and learning as well as use technology responsibly in their daily lives.

Flushing Community Schools is dedicated to a district-wide technology plan that infuses and integrates current technology throughout our curriculum.

Goals:

1. Teachers will create lessons that use technology as a means to increase student engagement, provide specific student feedback and differentiate instruction, which will increase student performance as outlined in the District Improvement Plan.
2. Students will receive instruction on the use of technology as well as how to use technology safely and responsibly.

3. Students will be assessed using technology such as response systems (clickers), computers, and tablets as a way to monitor their growth. Students are scheduled to be assessed on the Smarter Balanced Assessment in the spring of 2015.
4. Teachers will apply technology standards and benchmarks to lessons within units of study in all content areas.
5. Professional Development opportunities will be provided that focus on integrating technology into the curriculum to improve instructional strategies and skills.
6. All buildings will meet or exceed the minimum district technology hardware/software requirements to assure a common classroom.

District staff serves as support and trainers to other staff members in areas of technology use, curriculum development and basic applications. This includes the Technology Coordinator, IT Specialists, Library Media Specialists, Computer Lab Managers, and teaching staff knowledgeable in specific computer applications.

I. Curriculum

A. Curriculum Integration

Each curriculum area/grade level will develop strategies/activities for the integration of technology in the teaching/learning environment by focusing on the International Society for Technology in Education (ISTE) standards, METS and the Common Core State Standards ensuring that technology is integrated effectively to improve academic achievement.

Technology is an integral component in every curriculum area, as well as having its own goals and objectives for training in its use. Curriculum shall remain the driving force for technology integration based on Michigan Educational Technology Standards (METS).

Our school improvement plans call for an on-going cycle to update our core curriculum K-12. The integration of technology is a required part of the curriculum revision process. (see Appendix II & III)

To support this goal:

- Computers with a data projector/monitor are available in each classroom.
- Application software is provided for use at all levels.
- Technology resources will be appropriate for each grade level and instructional process.
- As educators expand their awareness and skills in the technology area, both with hardware and software, these skills will be modeled and shared.
- Current uses of technology shall be reviewed and evaluated annually by the District-Wide Technology Committee.
- An annual budget is allocated for updating software and materials being used in the curriculum. **(See page 16 under Total Cost)**
- Computer replacement plan is reviewed and evaluated annually.
- A grade 1-6 Technology Curriculum is implemented district wide.

Technology resources utilized to support teaching and learning:

- Internet access in every instructional classroom, library media center and computer lab.
- Wireless data network in all buildings
- Individual school web sites
- Intranet access for all staff
- Electronic resources: newspapers, journals, books, maps and encyclopedias through Michigan eLibrary
- Subscriptions to online resources: World Book Encyclopedia, Reference Suite @ Facts.com, Ebscohost (Book Source Non-fiction, NoveList, MagillOnLiterature) CultureGrams, History Study Center, WebFind, BrainPOP
- Professional collections and abstracts through ERIC via First Search database through Michigan eLibrary
- Microsoft Enrollment Education Solutions (EES)
- United Streaming
- Interactive TV Classrooms (High School, Middle School, Elementary)
- Online classes
- District Wide Library Circulation Systems – Surpass
- Pearson Digital SuccessMaker at elementary and middle school
- ClassWorks software at middle school
- Fast ForWord elementary reading intervention
- Online Educational Development Plans via Career Cruising (EDP)
- Portable Writing Labs
- Online registration for middle school and high school classes
- Digital Cameras
- Digital Camcorders
- Video Production and Broadcasting
- Sound Fields
- AutoCAD at High School
- Online electronic grade book K-12
- Classrooms equipped with computer linked to data monitors or projectors
- DVD/VCR units
- LabVolt Software for middle school Life Skills and Design and Build curriculum
- Classroom phones
- Multi-media carts (projectors, DVD/VHS players, laptop computers, document cameras)
- Document cameras
- CPS units
- Interactive White Boards
- Networked printer, copier, scanner
- Laptop carts
- Blackboard
- Datawise

Anticipated resources:

- Tablets interactive with projectors
- Expand use of interactive whiteboards
- Web-based paperless system

B. Student Achievement

Flushing Community Schools offer a variety of computer applications that integrate technology with curriculum and instruction to increase technology literacy and overall student academic achievement. These applications include:

1. SuccessMaker (1st – 8th)
2. Microsoft Office Suite (K- 12th)
3. Kidspiration/Inspiration (1st – 6th)
4. HyperStudio (1st – 6th)
5. iMovie (7th-8th)
6. Final Cut Pro (7th-12th)
7. Webquests (5th-8th)
8. Web based research/search strategies (K-12th)
9. Video Streaming (K-12th)
10. ClassWorks (7th-8th)
11. Reading Counts (1st-8th)
12. GenNET: Distance Learning (ITV) (1st-12th)
13. AutoCAD & AutoDesk Suite (9th-12th)
14. Blackboard (3rd-12th)
15. Physics Technology Lab (9th-12th)
16. Online Educational Development Plans (7th-12th)
17. Michigan eLibrary (4th-12th)
18. CyberSmart (3rd-6th)
19. NetSmart (3rd-6th)
20. TechnoKids (2nd-12th)
21. LabVolt (7th-8th)
22. Mavis Beacon (5th-8th)
23. Type to Learn (2nd-4th)
24. TurningPoint (K-12th)
25. School Zone (K-2nd)
26. Fast ForWord (K-6th)
27. PeachTree Accounting (9th-12th)
28. Adobe Creative Suite (7th-12th)
29. Microtype Pro (9th-12th)
30. Online Textbooks (Science, Social Studies, Math, Language Arts, World Languages)
31. Online Teacher Resources
32. Virtual Science Lab (6th-12th)
33. Google Earth (1st-12th)
34. Reading A-Z (RazKids)
35. ZON (Chinese Language Interactive Program)
36. Natural Reader
37. Accelerated Reader
38. Sports Marketing
39. PLATO
40. Online MS and HS Classes
41. Spotlight on Music (music curriculum)

Timeline for Technology Integration

- 2012 – 2013
 - K-12 Math Curriculum (working draft)
 - K-12 Language Arts Curriculum (implementation)
 - K-12 Health Curriculum (working draft)
 - Video Production (HS) Broadcasting (MS) (working draft)
 - Career Technical Education Curriculum (as required)
 - Industrial Arts Technology (working draft)
 - World Languages (working draft)
- 2013 – 2014
 - K-12 Math Curriculum (implementation)
 - K-12 Health Curriculum (implementation)
 - Career Technical Education Curriculum (as required)
 - Video Production (HS) Broadcasting (MS) (implementation)
 - Industrial Arts Technology (implementation)
 - World Languages (implementation)
 - K-12 Social Studies (pilot)
- 2014 – 2015

- K-12 Science (pilot)

C. Technology Delivery

As a member of the Genesee Network for Education Telecommunications (GenNET), Flushing Community Schools has access to a countywide voice, video, and data network that connects all schools within the district, as well as all GenNET member districts to one another. GenNET provides Children's Internet Protection Act (CIPA) compliant high-speed internet access and global connections (voice and video interactivity) to other K-12 networks. To enhance instruction and increase student achievement, the following are being utilized:

- **Internet:** Students and staff of Flushing Community Schools have the advantage of high speed internet access through GenNET providing resources for research, collaboration, and communication.
- **Online Courses:** Flushing High School and Middle School students have access to a wide range of courses delivered through the Internet that are not offered within the high school curriculum. Barriers such as time, space, equality of opportunity, and lack of resources diminish with this application of technology.
- **ITV Classrooms:** Voice and video interactive centers are installed in Flushing High School, Flushing Middle School, and all elementary schools. Students are now able to connect with other students both in and outside the district for shared projects. Students can also access authors or experts in specific fields for first hand information, as well as people around the world for increased understanding of the global community. Virtual learning experiences also include interactive e-field trips to museums, art galleries, NASA, science institutes, zoos, state parks, national monuments, and universities. Students receive instruction using state of the art ITV classrooms located in GenNET Consortium high schools. Teachers throughout the consortium with specialized expertise provide instruction to Flushing High School students via ITV classroom.
- **Blackboard:** This web-based platform is being used by teachers, students, and staff. Blackboard enhances communication between students, teachers, and staff and also with parents. The multi-functionality of Blackboard makes it a powerful instructional tool for teachers and students by providing organization and access to resources. As the base for many online courses in college, business and industry, students will be well served by becoming familiar with Blackboard.
- **Video-on-Demand:** GenNET member districts access instructional video programs via digital delivery. Teachers are currently using UnitedStreaming to access over 4000 videos as well as other curriculum materials over a GenNET-based server. Expansion plans include the addition of REMC media materials.
- **Computer Aided Instruction:** K-12 students have access to multiple computer-aided instructional applications including SuccessMaker, Fast ForWord, ClassWorks, ZON, AutoCAD, Virtual Business, and PLATO. These self-paced applications support the district's K-12 core curriculum instructional program.
- **Skype:** This service allows staff to communicate by voice, video, and instant messaging over the internet.

D. Parental Communications and Community Relations

The Educational Technology Plan is published on the district website at www.flushingschools.org available to everyone. Printed copies are available upon request.

The Flushing Community Schools uses a variety of tools to communicate with our community. These will include:

- District and school web sites
- Parent Web/Academic Center
- E-mail
- SynreVoice – Automated calling system
- Blackboard
- Classroom phone system with voice mail
- Newsletters – teacher, school and district (3 R's)
- Technology Plan available on Flushing Community Schools' web site.
- Flushing Community Schools Annual Report/Calendar
- Text Messaging

Parents and community members are represented on the District-Wide Technology Committee. (See Appendix IV)

E. Collaboration

The District-Wide Technology Committee provides the major avenue to collaborative planning related to technology. In addition to the District-Wide Technology Committee, we work with the GISD's GenNET Governing Board, Technical and Media Services, Genesee County Curriculum Association, and REMC Coordinating Council.

Technology programs have been developed in collaboration with adult literacy providers including:

1. Adult/Alternative Education
2. Community Education

Results of collaboration examples include:

1. Online classes
2. PLATO Web Learning Network
3. Access to Career Cruising web site
4. Classes that provide instruction in Microsoft Office

Resources to Support Collaboration

1. Flushing has a staff member who is an M-TIP scholar available for professional development training to other districts in Region F.
2. The district employs technology specialists to facilitate technology related collaboration for staff.

The on-going effort to find additional collaborative opportunities will be monitored by the Technology Steering Committee under the direction of the Associate Superintendent and Executive Director of Curriculum and Instruction.

II. Professional Development

F. Professional Development

Flushing Community Schools is committed to professional development on a sustained long-range basis. Technology in-services for all staff are provided every year. Teachers are required to participate in 12 hours of professional development outside of the day and school calendar. These 12 hours can be for technology training. In addition, the distance learning classroom is used for staff development. Administrators and support staff are provided ongoing professional development specific to their job responsibilities.

The goal for all professional development is to further facilitate the integration of technology into instructional and communicative practices

Timeline for Professional Development

- 2012-2013
 - Student Information System
 - Individual Teacher Web Page Development & Design
 - Instructional Technology Tools – CPS, projector, multi-media cart, laptop cart, document camera, ITV equipment, interactive white board, sound field system, iPad and tablet
 - District Network knowledge and management
 - Microsoft Windows Basics
 - Microsoft Office Suite
 - Datawise (ability to analyze and manage student data)
 - Video Streaming - United Streaming
 - Electronic Grade Book
 - Blackboard
 - Kidspiration
 - Reading Plus/Visograph
 - Adobe Creative Suite
 - EasyIEP

- 2013-2014
 - Student Information System
 - Personnel and Financial Management Systems
 - Individual Teacher Web Page Development & Design
 - Instructional Technology Tools – CPS, projector, multi-media cart, laptop cart, document camera, ITV equipment, interactive white board, sound field system, iPad and tablet

- District Network knowledge and management
 - Microsoft Windows Basics
 - Microsoft Office Suite
 - Datawise (ability to analyze and manage student data)
 - Video Streaming - United Streaming
 - Electronic Grade Book
 - Blackboard
 - Kidspiration
 - Reading Plus/Visograph
 - Adobe Creative Suite
 - EasyIEP
- 2014-2015
 - Student Information System
 - Personnel and Financial Management Systems
 - Individual Teacher Web Page Development & Design
 - Instructional Technology Tools – CPS, projector, multi-media cart, laptop cart, document camera, ITV equipment, interactive white board, sound field system, iPad and tablet
 - District Network knowledge and management
 - Microsoft Windows Basics
 - Microsoft Office Suite
 - Datawise (ability to analyze and manage student data)
 - Video Streaming - United Streaming
 - Electronic Grade Book
 - Blackboard
 - Kidspiration
 - Reading Plus/Visograph
 - Adobe Creative Suite
 - EasyIEP

The district has an ongoing commitment to support and provide professional development to all staff. State and national standards (i.e. NETS, ISTE) are reviewed in an effort to assure relevant standards are addressed. Each year staff is surveyed to set additional priorities for professional development. Training for new technologies will be implemented as appropriate.

G. Supporting Resources

As a constituent district of Genesee Intermediate School District (GISD) and a member district of GenNET, Flushing Community Schools is able to access all their services and resources to ensure the effective and successful use of technology. Flushing Community Schools will continue to support staff and students in the use of the resources listed below, as well as any additional resources acquired by the district.

- | | |
|----------------------------|---|
| ● Online Reference Sources | ● Multi-function Printers-Copy/Print/Scan/Fax |
| ● Microsoft Office Suite | ● DVD/CD Burners |
| ● Digital Cameras | ● DVD/VCR players |
| ● Document Cameras | ● Data Projectors/Monitors |
| ● Digital Camcorders | |

- Classroom Performance Systems
- ClassWorks
- SuccessMaker
- LabVolt Applications
- World Language Software
- Laser Disks
- District video collection
- Video Streaming
- REMC video collection
- Adobe Acrobat
- Adobe Creative Suites
- HyperStudio
- Kidspiration/Inspiration
- iMovie/Final Cut Pro
- Reading Counts
- Electronic Gradebooks
- Library web based OPAC
- Career Cruising
- Instructional support and curriculum software
- Michigan eLibrary Databases
- World Book Online
- Reference Suite @ Facts.com
- MagillOnAuthors
- NoveList
- MagillOnLiterature
- Ebscohost: Book Source Non-fiction
- CultureGrams
- History Study Center
- WebFind
- ReadingPlus/Visograph
- Interactive Whiteboard
- LanSchool
- Fast ForWord
- Zon (Interactive Chinese Language Instruction)
- DataWise
- Virtual Business
- Career Pathways Software
- Auto CAD
- Techno Kids
- Mavis Beacon
- Type To Learn
- Distant Learning Classrooms
- District and Teacher Websites
- GISD Professional Development, Training, Collaboration, Resources
- Dual Enrollment College On-line Courses
- Reading A-Z
- Science A-Z
- A-Z
- Café Reading and Writing

III. Infrastructure, Hardware, Technical Support and Software

H. Infrastructure Needs/Technical Specifications and Design

Flushing Community Schools utilizes an online help desk system to monitor and evaluate infrastructure and support needs. Review and evaluation of technology replacement/upgrade plan is ongoing.

Current Status:

The infrastructure at Flushing Community Schools (FCS) provides data access to all students and staff. We are part of the GenNET consortium. GenNET is a Wide Area Network (WAN) connecting all schools in Genesee County to GISD via a fiber network with transmission speeds of up to 10 GB. Our head-end is a layer 3 switch providing 1 GB switched ports for all schools.

All schools and the administration building are connected to our head-end using fiber with a transmission speed of 1 GB. All buildings have 10/100/1000 Mbps switches distributing data to all classrooms and labs. All classrooms have 8 network connections.

We have Microsoft Windows 2003 Server OS running on all servers managing and providing services to all workstations with Microsoft Windows XP/Windows 7 and Microsoft Office ensuring infrastructure interoperability. All software is tested and piloted prior to district-wide distribution.

All district buildings are utilizing wireless technology. The use of laptop carts at the high school and the middle school provides internet accessibility beyond the traditional classroom/computer lab environment.

Interactive Television (ITV) classrooms are utilized at Flushing High School, Flushing Middle School, and all elementary schools. Each classroom is equipped with interactive video production equipment including monitors, projectors, cameras, microphones, and control systems that provide interconnectivity locally and globally.

All classrooms have a data projector (casting a 5'-8' picture) or a 32" data monitor connected to the teacher's computer. Multi-media presentation carts (data projector, laptop, DVD/VCR combo units, document cameras and speakers) are available in each building.

Sound fields are installed in all classrooms to amplify sound/voice.

Each classroom and work area in the district has a phone with voice mail.

Each elementary school has a computer lab with thirty-one workstations providing many learning opportunities including computer-based instructional applications. The labs are used for implementation of the technology curriculum and various projects including internet research and keyboarding. Each elementary teacher has a computer to utilize online attendance, electronic grade books, Microsoft Office including Outlook, and a variety of internet resources.

The Middle School has six computer labs. The 7th and 8th grade Science teachers utilize four laptop carts. The 8th grade Computer Applications class is equipped with thirty-three workstations. The Middle School has two computer labs with thirty-three workstations providing many learning opportunities including computer-based instructional applications. A computer lab is located in the Media Center providing additional computer access to students and staff. The Life Skills classroom has eight workstations, each representing a different instructional module. The Design and Build classroom has twenty workstations also representing different instructional modules. Each Middle School teacher has a computer to utilize online attendance, electronic grade books, Microsoft Office including Outlook, and a variety of internet resources.

The High School has seven computer labs: Physics, AutoCAD, three Career Technology Education and two computer labs in our Library Media Center. Each High School teacher has a computer to utilize online attendance, electronic grade books, Microsoft Office including Outlook, and a variety of internet resources. The High School teachers have access to four sets of mobile laptop carts.

Due to our qualifying level, district involvement in the Universal Service Fund has been limited to telecommunications. As part of the GenNET consortium we receive partial e-rate funding for Internet access through GISD.

Evaluation of technology upgrade/replacement is ongoing. Our intention, if funds allow, is to replace all computers within a four-year cycle, optimizing Microsoft Windows capabilities as new products are released. The district subscribes to the Microsoft EES allowing us to upgrade Windows OS and Office products when available.

Timeline for Technology Acquisitions

- 2012-2013
 - Implementation of M86 internet filter
 - Upgrade and installation of wireless network infrastructure throughout the district
 - Increase the number of devices available for students throughout the district (desktop, laptop, tablet)
 - Implementation of iPad/tablet systems for instruction
 - Replacement of data monitors with data projectors
 - Replacement of sound fields systems
 - Update/replace student response systems
 - Purchase document cameras/digital microscopes
 - Upgrade and replacement of administrative and business systems per replacement cycle
- 2013-2014
 - Continue to increase the number of devices available for students throughout the district (desktop, laptop, tablet)
 - Expand implementation of iPad/tablet systems for instruction
 - Continue replacement of data monitors with data projectors
 - Continue replacement of sound fields systems
 - Continue to replace student response systems
 - Upgrade and replacement of administrative and business systems per replacement cycle
- 2014-2015
 - Upgrade and replacement of teacher computer systems per replacement cycle
 - Continue to increase the number of devices available for students throughout the district (desktop, laptop, tablet)
 - Expand implementation of iPad/tablet systems for instruction
 - Continue replacement of data monitors with data projectors
 - Continue replacement of sound fields systems
 - Continue to replace student response systems

Technical Support:

Flushing Community Schools has an established Information Technology (IT) Department consisting of a Technology Coordinator, (2) IT Specialists, (5) Computer Lab Specialists and (1) part-time student Co-Op.

The IT Department (IT) is responsible for all district technology including all data, voice, and video services including the network servers, filters, computer technology, software/network applications, student information, personnel and business management systems, peripherals, and multi-function printers used to support the district. IT designs, plans, integrates and implements all district technology. IT provides ongoing support and professional development for district technology. IT also performs all technology troubleshooting and repair. IT, in conjunction with GISD Shared Technical Services, maintains all server and network connections.

All computer systems are automatically updated on a regular basis with Windows updates, anti-virus files, and software upgrades as released. Annually, all systems are physically cleaned. The district has a web-based Help Desk application for staff to notify IT of technology issues. Each help desk request is emailed automatically to the appropriate support person and all work requests are completed in a timely manner. The IT Department meets weekly. They also meet with the Associate Superintendent on a monthly basis.

Technology Director-Mark Doerr

- Synergy - Student Information System
- Schools Open Management
 - FAS
 - HRS
 - WebSage Products
- District Operations
 - Application Support
 - System planning and implementation
 - Phone (Land and Cell) Management
 - Network/Server Support
 - Printer Management
 - Microsoft Volume Licensing
 - VPN
 - Active Directory/Exchange
 - Security Camera Management
 - Comalex
 - Transportation Routing Software
 - Blackboard
 - SynreVoice
- CEPI/Mandated State Reports
 - MSDS
 - Support for Child Accounting
 - TSDL
 - Direct Certification
 - MEAP/MME/BAA
 - CTEIS
- GISD Shared Technical Services

- Apple Technology Support
- Computer Warranty/Inventory/Quotes
- Quotes of all other Technology Equipment
- Staff Directory
- Research/Test/Implement New Technology
- Level I Support Administration Bldg, Bus Garage
- Assist Level 2 and 3 support for district

IT Specialist-Shelli Rowe

- Elementary Instructional Technology Support
 - Fast ForWord
 - K-6th Electronic Report Card
 - Pearson SuccessMaker
- 2nd Level HELP Desk Ticket Response to Central, Elms, Seymour, Springview, ECC
- 1st Level HELP Desk Ticket Response to ECC
- Elementary School Phones/Voicemail/District Cell Phones
- Interactive Whiteboard Training/Support
- K-6 Computer Inventory
- Elementary Hardware/Application Support
- K-6 Active Directory: User, Computer and Group Management
- COOL Professional Development Program
- Security Camera Support
- Web Page Support
- DataWise Report District
- Elementary Assessment Data Support

IT Specialist: Clarence Martin

- 1st Level HELP Desk Ticket Response to High School
- 2nd Level HELP Desk Ticket Response to Middle School and High School
- 7th-12th Grade Electronic Report Cards
- MS/HS Phones/Voicemail
- MS/HS Computer Inventory
- Security Cameras (District) Support
- Bus Cameras Support
- Secondary Hardware/Application Support
- MS/HS Active Directory: User, Computer and Group Management, Policies
- DataWise Report MS and HS
- Supervise Student Co-Op

Computer Lab Managers: Elementary and Middle School

- 1st Level HELP Desk Ticket Response
- Teacher/Building Web Page Support
- Technology resource for students/staff

IT Support: Student Co-Op

- Assists with district hardware issues as assigned including:
 - Desktop computers
 - Laptop computers
 - Data projectors
 - Transport equipment
 - District Inventory
- Assist Level 1 and Level 2 Help Desk Ticket Response

Web Page Support: Mary Ann Korte

- Develop, Monitor and Update District Web Page
- Monitor and support individual Building Web Page
- Provide professional development and support for Teacher Web Page
- Manage social media (i.e. Facebook)

I. Increase Access

Flushing Community Schools is committed to increasing access to technology for all students and staff in the following ways:

- Sunrise/Sunset (before and after school) computer lab access
- Evening parent and student computer lab access
- Mobile/wireless laptop labs
- Computers in all classrooms
- Extended library media center hours
- Incorporating technology into content area instruction
- K-8 Technology Curriculum
- Assistive technologies determined by student IEP and as needed
- Web-based student textbook editions
- Comcast Internet Essentials (home internet accessibility for low income families)
- GenNET Pioneer Program for teaching staff

IV. Funding and Budget

J. Budget and Timetable

The District-Wide Technology Committee meets yearly or as needed to provide a comprehensive review of the District Educational Technology Plan. The committee provides purposeful input in the development of the plan and monitors the implementation. The plan includes district wide initiatives, individual building needs, along with community services and special education.

The overall budget and implementation of the financial aspect of the Flushing Educational Technology Plan is under the responsibility of the Associate Superintendent.

The Flushing Educational Technology Plan calls for the following cost related items over the next four years:

- Maintain functional computers district wide through the 4 year replacement cycle process.
- Replace computer peripheral devices as needed.
- Continue to provide professional development for staff annually.
- Continue to provide technical support.
- Maintain all software license agreements annually.
- Provide software as curriculum revisions are completed.

Estimated Budget Breakdown

	2012-2013	2013-2014	2014-2015
Salaries and Benefits	\$256,706	\$265,324	\$274,304
Hardware & Networking Costs	\$200,000	\$200,000	\$200,000
Maintenance and Service Cost	\$110,000	\$110,000	\$110,000
License Agreements	\$48,000	\$48,000	\$48,000
Software & Curriculum Support	\$39,000	\$39,000	\$39,000
Professional Development	\$25,700	\$25,700	\$25,700
Contracted Services	\$45,000	\$45,000	\$45,000
GenNET Costs	\$189,000	\$189,000	\$189,000
TOTAL COST	\$913,406	\$922,024	\$931,004

Regular meetings are held between members of the district Technology Steering Committee and the Associate Superintendent. Once each year, a progress report of the implementation process is given to the District-Wide Technology Committee.

K. Coordination of Resources

The Flushing School District has maintained a significant commitment to technology. In addition to general funds, we have applied for a variety of grants, which supplement our technology efforts. The following are sources that have been and will continue to be used for technology:

- General Fund
- Perkins Grant
- Consolidated (Title I) Grant
- Section 31A Grant
- Vocational Education Funds
- Educational Development Plan (EDP) Grant

- Special Education Funds
- GenNET
- GISD Resources
- E-Rate Program
- Public, Educational and Government Access (PEG) Grant

V. Monitoring and Evaluation

L. Evaluation

The Flushing Community Schools Technology Plan will be evaluated annually. The process will be under the direction of the Associate Superintendent and the IT Department. The following areas will be addressed through staff participation in an on-line survey.

- The effectiveness of integrating technology into curriculum and instruction.
- The improvement of teacher instruction based on the use of technology.
- The level of success in enhancing student achievement.
- Professional development needs for continued improvement.
- Effectiveness of technology support.

The results of this survey will be reviewed annually by the District-Wide Technology Committee. The Associate Superintendent in conjunction with the Technology Steering Committee will identify needs/unmet goals, develop updated goals and implement a yearly plan to address all goal areas.

All 8th Grade students are evaluated annually through the “8th Grade Technology Assessment”. This assessment is based on the METS and ISTE standards. High School graduates are surveyed post graduation to determine the adequacy of their technology preparation for college or other endeavors.

M. Acceptable Use Policy & CIPA Compliance

All students and staff are required to sign the Acceptable Use Policy (AUP) as a condition for computer access. AUP content is reviewed annually. In addition, at login, all users are reminded of their agreement to AUP terms.

The AUP is located in the [Employee Handbook](#), the [Parent/Student Handbook](#) and is posted on the District webpage at www.flushing.k12.mi.us/forms.

Flushing Community Schools recognizes existing federal requirements for privacy and safety as reflected in the Children’s Internet Protection Act (CIPA). As a member district in the GenNET Consortium, Internet access and filtering efforts are derived through that membership. GenNET provides content filtering with M86 as well as firewall, anti-virus, and spam protections for the Flushing Community Schools.

**Flushing Community Schools
Staff Internet and Network Access
Acceptable Use Policy**

Access to the public Internet can be a powerful and effective business and educational tool. But it also poses serious potential security risks to Flushing Community School's network infrastructure. The security risks generally result from the possibility of inappropriate use of the Internet and network. To minimize these risks, Flushing Community Schools (FCS) has established standards, procedures, and technical controls governing the use of the Internet and the FCS internal network.

All FCS network system "users" must adhere to this Acceptable Use Policy (AUP) when using the network. For purposes of this AUP, "users" are defined as employees of FCS and other individuals authorized to use the FCS computer resources and communications networks. At a minimum, users are expected to act responsibly and in FCS's best interests whenever they use FCS's computer resources and communications networks, including:

- Accessing only those FCS computing and communication resources for which they are authorized;
- Using only those FCS computing and communication resources needed to perform job-related functions;
- Maintaining professionalism, personal responsibility, and a standard of "good taste" in all communications (e.g. among peers and in public forums); and
- Protecting FCS's resources, reputation, and public image.

FCS Management Responsibilities

FCS management is responsible for determining who can access the Internet/network based on business/educational need, and for providing general supervision of authorized users who are granted Internet/network access. This includes requiring that users understand and accept their individual obligations as set forth in this AUP. This agreement will be reviewed annually with employees.

FCS recognizes existing federal requirements for privacy and Internet safety as reflected in the Children's Internet Protection Act (CIPA). As a member district of the GenNET Consortium, Internet access and filtering efforts are derived through that membership. GenNET provides internet content filtering as well as firewall, anti-virus, and spam protections.

Usage Provisions

The following usage provisions have been established to protect FCS computer resources and communications networks. Their purpose is to assure that users are responsible and productive in their use of the Internet, including, without limitation, complying with all applicable laws, regulations and other legal requirements, and the FCS guidelines for employee conduct.

In exchange for the privilege of using/accessing FCS computer resources and communications networks, all FCS users understand and agree to the following:

1. Network resources are intended for the exclusive use of its registered/authorized users. Users are responsible for account passwords and privileges. Any problems that arise from the use of a staff member's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden.
2. Users will maintain a professional demeanor in all Internet/network communications/access. Participation in any communications or other activities that may constitute harassment, political activity, personal profit or gain, or possible illegal activity is forbidden.
3. The district reserves the right to remove any materials stored in files that are generally accessible to others and will remove any material the district, at its sole discretion, believes may be unlawful, offensive or disrespectful of others. User accounts/access will not be used to access, view, download, or otherwise gain access to such materials.
4. Network users will abide by all applicable laws and regulations, including laws and regulations pertaining to copyrights, trademarks, patents, data, and software protection. Installation of or copying of illegally licensed software via the FCS network or on FCS networked work stations is prohibited.

5. Authorized email accounts will be cleaned regularly by the account holder to avoid excessive use of the electronic mail disk space.
6. The district reserves the right to log network use and to monitor fileserver space utilization by users.
7. The sharing of personal information (e.g. name, address, email address, phone, etc) about any authorized FCS user without the permission of the user is forbidden.
8. The district does not guarantee the functions of the system will meet any/all specific requirements the user may have, or that it will be error free or uninterrupted, nor shall it be liable for any direct or indirect, incidental or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.
9. Authorized users are expected to not engage in any activities that could disrupt or compromise the integrity or security, or otherwise result in the misuse of FCS computer resources (this includes but not limited to the use of private or public proxy servers) and communications networks. Report all security breaches to FCS management.
10. Use the Internet and the communications resources in a manner that minimizes cost to FCS while maximizing value and productivity for FCS business and educational purposes.
11. Use of FCS computing and communication resources for a “for-profit” business, solicitation of personal items, for product advertisement, or political lobbying is prohibited.

Monitoring and Disciplinary Action

Users who are granted access to the Internet expressly consent to having their access monitored and recorded in accordance with applicable laws. Such monitoring and recording will be used to verify compliance with this AUP. All digital information (messages, e-mails, files, web-pages, etc.) created, sent or received over the Internet are the property of FCS and should be considered as public information and not private.

FCS management in its sole discretion will determine what constitutes acceptable use of its communication networks and network connections, and reserves the right to block, alter priority, or terminate access to any service or activity. FCS management also reserves the right to access any or all documents, email, computers and all information contained at any time and for whatever reason at our sole discretion without notice or notification as we may deem appropriate. Accordingly, FCS management in its sole discretion may temporarily or permanently disconnect any user at any time. Users are advised that if possible illegal activity is detected, all communications, including text and image, and system records, may be provided to appropriate law enforcement officials or third parties without prior consent of, or notice to, the sender or receiver.

Additionally, failure to comply with this AUP may result in disciplinary action up to and including dismissal.

Signature acknowledges user has read and understands the terms and conditions of access and agrees to comply with the conditions as stated.

Employee Printed Name

Job Title

Building & Department Name

Supervisor

Employee Signature

Date

Phone Number

Reason for Access

**RETURN COMPLETED FORM TO
Information Technology Department, Flushing Community Schools Administration Building**

Admin Use Only

Services Activated: Windows Login Account Email Account Internet Access

Account Expiration Date

**Flushing Community Schools
Student Internet and Network Access
Acceptable Use Policy**

Student Name: _____

Access to the public Internet can be a powerful and effective educational tool. But it also poses serious potential security risks to Flushing Community School's data network. The security risks generally result from the inappropriate use of the Internet and network. To minimize these risks, Flushing Community Schools (FCS) has established standards, procedures, and technical controls governing the use of the Internet and the FCS data network.

All FCS network system "users" must adhere to this Acceptable Use Policy (AUP) when given the privilege of using the network. For purposes of this AUP, "users" are defined as students of FCS authorized to use the FCS computing resources and communications network. At a minimum, users are expected to act responsibly and in FCS's best interests whenever they use FCS's computing resources and communications network, including:

- Accessing only those FCS computing resources for which they are authorized;
- Using only those FCS computing resources needed to perform educational-related functions;
- Maintaining professionalism, personal responsibility, and a standard of "good taste" in all communications (e.g. among peers and in public forums); and
- Protecting FCS's resources, reputation, and public image.

FCS Management Responsibilities

FCS management is responsible for determining who can access the Internet/network based on educational need, and for providing general supervision of authorized students who are granted Internet/network access. This includes requiring that students understand and accept their individual obligations as set forth in this AUP. This agreement will be reviewed annually with students, posted on the Flushing webpage, and published in the Student handbook. It will also be agreed upon every time before the user can login on a computer.

FCS recognizes existing federal requirements for privacy and Internet safety as reflected in the Children's Internet Protection Act (CIPA). As a member district of the GenNET Consortium, Internet access and filtering efforts are derived through that membership. GenNET provides internet content filtering as well as firewall, anti-virus, and spam protections for FCS.

Usage Provisions

The following usage provisions have been established to protect the FCS computing resources and communications network. Their purpose is to assure that students are responsible and productive in their use of the Internet, including, without limitation, complying with all applicable laws, regulations and other legal requirements, and the FCS guidelines for employee conduct.

In exchange for the privilege of using/accessing the FCS computing resources and communications network, all FCS students understand and agree to the following:

12. Network resources are intended for the exclusive use of its registered/authorized students. Students are responsible for account passwords and privileges. Any problems that arise from the use of a student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden. Students agree to not share their passwords with other students.
13. Students will maintain an appropriate demeanor in all Internet/network communications/access. Participation in any communications or other activities that may constitute harassment, threatening statements, political activity, personal profit or gain, or possible illegal activity is forbidden.
14. The district reserves the right to remove any materials stored in files that are generally accessible to others and will remove any material the district, at its sole discretion, believes may be unlawful, offensive or disrespectful of others. User accounts/access will not be used to access, view, download, or otherwise gain access to such materials.

15. Network users will abide by all applicable laws and regulations, including laws and regulations pertaining to copyrights, trademarks, patents, data, and software protection. Installation of or copying of illegally licensed software via the FCS network or on FCS networked work stations is prohibited.
16. The district reserves the right to log network use and to monitor fileserver space utilization by students.
17. The district does not guarantee the functions of the system will meet any/all specific requirements the user may have, or that it will be error free or uninterrupted, nor shall it be liable for any direct or indirect, incidental or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.
18. Authorized students are expected to not engage in any activities that could disrupt or compromise the integrity or security, or otherwise result in the misuse of FCS computer resources (this includes but not limited to the use of private or public proxy servers) and communications networks. Students agree to report all security breeches to FCS management.
19. Use the Internet and the communications resources in a manner that minimizes cost to FCS while maximizing value and productivity for FCS educational purposes.
20. Use of FCS computing and communication resources for a “for-profit” business, solicitation of personal items, for product advertisement, or political lobbying is prohibited.
21. Authorized students will not act carelessly in vicinity of any FCS computing equipment and/or purposefully damage any FCS resource.

Monitoring and Disciplinary Action

Students who are granted access to the Internet expressly consent to having their access monitored and recorded in accordance with applicable laws. Such monitoring and recording will be used to verify compliance with this AUP. All digital information created, sent or received over the Internet are the property of FCS and should be considered as public information and not private.

FCS management in its sole discretion will determine what constitutes acceptable use of its communication networks and network connections, and reserves the right to block, alter priority, or terminate access to any service or activity. Accordingly, FCS management in its sole discretion may temporarily or permanently disconnect any user at any time. Students are advised that if possible illegal activity is detected, all communications, including text and image, and system records, may be provided to appropriate law enforcement officials or third parties without prior consent of, or notice to, the sender or receiver.

Additionally, failure to comply with this AUP may result in disciplinary action up to and including deactivation of user login and removing the legal use of any FCS computing resources.

Signature acknowledges user and parent/guardian has read and understands the terms and conditions of access and agrees to comply with the conditions as stated.

Student Printed Name

Student Signature

Parent/Guardian Printed Name

Parent/Guardian Signature

Parent/Guardian Phone #

Date

COMPUTER LOAN/INTERNET USAGE AGREEMENT

Access to the Internet is an enjoyable opportunity to interact with the world at large. This opportunity brings with it a number of responsibilities. In order to use the Computer/Internet services available from Flushing Community Schools, you must read the following information and sign the computer/internet agreement that follows.

1. The use of any Flushing Community Schools computers which provides access to the Internet is a privilege which may be revoked by Flushing Community Schools at any time for abusive or inappropriate conduct. Such conduct would include, but is not limited to, the placing of unlawful information on or through the computer, system, accessing another person's files or e-mail, and the use of obscene, abusive, or otherwise objectionable language or images in either public or private files or messages.
2. The district reserves the right to inspect any material stored in files to which users have access and will edit or remove any material which the district staff, in its sole discretion, believes may be objectionable. Users of the Computers/Internet will not use their account to obtain, view, download, or otherwise gain access to potentially objectionable materials. This includes text materials, video images, or sound files that may be considered objectionable.
3. The district's Computer/Internet access is provided primarily for educational purposes under the direction of district staff. Non-educational use may be limited at any time by district staff.
4. The district does not warrant that the functions of the system will meet any specific requirements you may have, or that it will be error-free or interrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system.
5. Rules and regulations of system usage will be added and posted from time to time by the administrators of the district and/or the network. The account holder of the Computers/Internet is subject to these rules and regulations.
6. The Flushing Community School's computers/network is intended for the exclusive use of its registered user. As a user, you are responsible for the use of computer and account. Any problems which arise from the Computer/Internet account are the responsibility of the account holder. Any damage or repairs are the responsibility of the account holder.
7. Commercial software is placed on the computer for the use and convenience of student user. Any unlawful use such as the copying of copyrighted material without the express written permission of the owner or the proper license is prohibited.
8. The Computer is sole property of Flushing Community Schools, is on loan to user, and is to be returned at the end of school year or the conclusion of the assigned program. User will be held responsible for damages or malfunction not covered under warranty. Flushing Community Schools can request return of computer at any time without warning or issues.

Any unauthorized, deliberate action which damages or disrupts the computing system (including the willful introduction of computer "viruses" or other disruptive/destructive programs), alters its normal performance, or causes it to malfunction is prohibited. Such behavior will result in account holder repayment to Flushing Community Schools.

COMPUTER/INTERNET USAGE AGREEMENT

I have read the Flushing Community Schools Computer/Internet Usage Agreement, understand it, and agree to adhere to the principles and procedures listed within. I also understand that additional rules and regulations may be added from time to time and that they become a part of this agreement. Should I break this agreement, I understand that I may be subject to legal actions. I also understand that inappropriate or illegal use of computer facilities could result in civil or criminal lawsuits. The Account Holder will be held accountable for inappropriate use by their child.

Student Signature

Parent Signature (Account Holder)

Building Principal

Date

Mark Doerr, Technology Coordinator
Flushing Community Schools
[E-mail: mark.doerr@flushing.k12.mi.us](mailto:mark.doerr@flushing.k12.mi.us)

District-Wide Technology Committee	
CENTRAL OFFICE	COMMUNITY MEMBERS
Michele Blair	Dean Woodke
Kasey Cronin	BUILDING ADMINISTRATORS
Mark Doerr	Jason Melynchek (High School)
STAFF	Andrew Schmidt (Middle School)
Todd Mignerey (High School)	Rob Steinhaus (Central)
Mark Schilke (High School)	John Hagens Jr. (Elms)
Bridget McGraw (Middle School)	Joe Reinfelder (Seymour)
Missy Zandler (Middle School)	Kaye Brisson (Springview)
Amanda Morrison (Central)	Melissa Killingbeck (ECC)
Jenny Thompson (Elms)	Lisa Pyne (Special Services)
Jerome Eaton (Seymour)	MEDIA STAFF
Todd Hartley (Springview)	Lynda Gibson
Nicole Chandler (ECC)	Jen Rivette
BOARD MEMBER	COMPUTER LAB MANAGERS
John Olson	Rhonda Simek
IT Specialist	Mary Ann Korte
Shelli Rowe	
Clarence Martin	
Technology Steering Committee	
Michele Blair: Associate Superintendent	Joe Reinfelder: Elementary Principal
Kasey Cronin: Curriculum Director	Lisa Pyne: Director of Special Services
Mark Doerr: Technology Coordinator	Mark Schilke: High School Teacher
Shelli Rowe: IT Specialist	Missy Zandler: Middle School Teacher
Clarence Martin: IT Specialist	Todd Hartley: Elementary Teacher
Jason Melynchek: Secondary Principal	Lynda Gibson: Media Specialist
	MaryAnn Korte: Computer Lab Manager
District-Wide Instructional Technology Steering Committee	
Nicole Chandler - Early Childhood Center	Steve Powers - (SpEd/Middle School)
Austin Cook - (Elms)	Bridget McGraw - (Middle School)
Kristen Shields - (Central)	Robert Oginsky - (Middle School)
Sara Seymour - (Springview)	Missy Zandler - (Middle School)
Angie Wills - (Seymour)	Todd King - (High School)
Jennifer Thompson - (Elms)	Todd Mignerey - (High School)
Jerome Eaton - Seymour	Mark Schilke - High School
Amanda Morrison - (Central)	Crystal Wier - (High School)
Todd Hartley - (Springview)	Stephanie Wyatt - (SpEd/High School)
Chelsea Goodrich - (SpEd/Springview)	Clarence Martin - (Technology)
Garth Starr - (Elementary "Specials")	Shelli Rowe - (Technology)