

Genesee School District Technology Plan July 1, 2009 – June 30, 2012

Genesee School District
7347 N Genesee Rd, PO Box 220
Genesee, MI 48437-0220
Telephone: (810) 591-3111 Fax: (810) 591-1646
Jeff Rohrer
Superintendent
District Code: 25070
Genesee Intermediate School District

Contact person: LaRene Klink
Telephone: (810) 591-3111
Fax: (810) 591-1646
Email: lklink@geneseeschools.org
Technology Plan URL:
<http://www.geneseeschools.org/documents/general/technologyplan.pdf>

Table of Contents

| | |
|---|----|
| Cover Page (Section 1) | 1 |
| Introductory Material (Section 2) | 3 |
| Vision and Goals (Section 3) | 3 |
| I. Curriculum | |
| A. Curriculum Integration (Section 4) | 6 |
| B. Student Achievement (Section 5) | 7 |
| C. Technology Delivery (Section 6) | 10 |
| D. Parental Communication & Community Relations (Section 7) | 11 |
| E. Collaboration (Section 8) | 12 |
| II. Professional Development | |
| F. Professional Development (Section 9) | 12 |
| G. Supporting Resources (Section 10) | 13 |
| III. Infrastructure, Hardware, Technical Support, and Software | |
| H. Infrastructure Needs/Technical Specifications, and Design (Section 11) | 14 |
| I. Increase Access (Section 12) | 15 |
| IV. Funding and Budget | |
| J. Budget and Timetable (Section 13) | 16 |
| K. Coordination of Resources (Section 14) | 17 |
| V. Monitoring and Evaluation | |
| L. Evaluation (Section 15) | 17 |
| M. Acceptable Use Policy (Section 16) | |
| 1. Staff Acceptable Use Policy | 19 |
| 2. Elementary Acceptable Use Policy | 20 |
| 3. Secondary Acceptable Use Policy | 21 |
| Appendix A | |
| MET Checklist | 24 |

Introductory Material (Section 2)

District Mission Statement:

The Genesee School District will be the top achieving district in Genesee County where all students will be prepared to be contributing members of their communities.

Introduction:

Genesee School District is a small, urban fringe/suburban school district of 794 students located in Genesee County. Over half of the students in the district are from mobile home parks, whose residents range from middle income to severely disadvantaged households, where income and educational level are limited. Approximately 70% of our students are eligible for free and reduced lunch. Residents have always been supporters of the school system.

School Buildings:

An enclosed corridor that allows sharing of media center, music, cafeteria, and special services facilities connects Genesee's two buildings

1. Jack P. Haas Elementary School
7347 North Genesee Road
PO Box 220
Genesee, MI 48437-0220
 - 19 teachers
 - 358 students

2. Genesee Junior and Senior High School
7347 North Genesee Road
PO Box 220
Genesee, MI 48437-0220
 - 23 teachers
 - 436 students

Vision and Goals (Section 3)

District Technology Vision/Mission Statement:

Genesee School District adheres to the principle that learning to use technology should not be an end in itself; rather, technology should be a tool that enhances learning and prepares students for life-long learning and changes in adult literacy, which will be a determinate of their roles in the world.

Major Goals of Technology Plan:

Goal 1 – To adopt a K-12 technology curriculum that is inline with the METS

The goal to adopt a K-12 technology curriculum will involve the task of synchronizing the METS with our core curriculum. The secondary school curriculum will need to adapt, as students are becoming more technologically literate in the lower grades.

We will be using the 8th grade technology assessment test that was taken in the spring of 2009 as a baseline in order to determine where our strengths and weaknesses are in the curriculum. This assessment will help us develop a curriculum that will meet the METS and the needs of our students.

Goal 2 – To increase Distant and On-Line Learning opportunities for our students

Genesee participates in the countywide GenNet distance-learning program. We now have two classrooms ready for distance learning. Through these two classrooms secondary students are receiving courses not offered at Genesee. Elementary students are taking advantage of the classrooms for virtual field trips and interactive activities linking them with other classrooms around the country.

We will continue to offer our teachers the use of Blackboard in order for them to create on-line assignments for students. With this program students have access to assignments 24/7 and can submit there assignments to the teacher on-line.

Genesee will participate in the GenNet online classes in order to provide differentiated learning for our students.

In the future Genesee will be participating in the Genesee Intermediate School District's phase three of the GenNet program, which will provide a distance learning classroom in the elementary school.

Goal 3 – To update the electrical infrastructure in order to support the increased demand for technology

In order to meet the technological needs of staff and students the district's electrical infrastructure needs to be updated. The older sections of the buildings were built in the 1960s when the technology needs were only a movie projector, filmstrip projector or an overhead projector. Today the students and staff need LCD projectors, computers, scanners, DVD players, and speakers to enhance the educational process. Our electrical infrastructure will not meet those needs as it is now.

Goal 4 - To create and implement a plan to replace equipment each year on a rotating basis

There has not been a plan or funding to replace 43 computers on a rotational basis. In 1999, when we received a Technology Challenge Grant, we built the district network and placed new computers in the labs and classrooms. Only three of the 6 labs, with the help of donated equipment have been updated since then.

This goal will create a systematic replacement of equipment, as funds are available. This will help our students have the best technology we can supply to develop the skills they need for their adult lives.

Goal 5 – To add a wireless mobile lab

As teachers are implementing technology into their lessons and expecting students to use technology for class assignments we are seeing an increased demand for use of the computer labs, which results in the labs being unavailable. The mobile wireless lab will help alleviate the access problems to the labs.

Goal 6 – To enhance video capabilities in the classroom

As more teachers are using the video-on-demand services, such as Discovery Education Streaming provided by the Genesee Intermediate School District more projectors and better workstations are needed. The elementary is using Brainpop and Brainpop, Jr. for video-on-demand services. We will be adding projectors and speakers to the classrooms in order to make these services easier to use.

Currently, only grades 4-12 have access to Comcast Cable. We will be extending cable to the lower grades in order for them to access Cable in the Classroom programming.

The high school mass media class now has a broadcasting studio to record school news. We play the news over the Channel One network.

As more students are making more electronic presentations to their classes as part of there assignments we need to add projection equipment to the elementary classrooms, so that it is there when the need arises. Most of the high school classrooms currently have projection equipment.

The Genesee Intermediate School District is also looking at new ways of video delivery for the video collection housed there. We will be watching and waiting to implement these new ways of delivery. This will mean a more efficient system of delivering educational resources to our staff and students.

Goal 7 – To enhance communication with parents and community

Currently, Genesee Schools has a website maintained by the technology department and we publish a monthly newsletter about school district news. Teachers are making their own web pages that are linked to the district's webpage in order for students to view assignments. The district provides all teachers and administrators with individual e-mail addresses and classroom telephones with voice mailboxes as a way for parents and the community to contact staff.

In order for parents to be aware of their child's grades at all times without having to contact the teacher, we will have implemented a program called Parent Web. This will give the parents anytime access to their child's grades in grades 7-12. We will be continuing this program.

Goal 8 - To create a common classroom in order to ensure every teacher has the same technology available

In order for all teachers to have equitable access to technology we will create a common classroom. Every classroom will have the same equipment available for the teachers and students to use. The common classroom will contain a data projector, computer, document camera, screen, telephone, wired for cable television, network access and any other equipment the technology team recommends to administration.

Goal 9 - To create and implement a district wide plan to update software, ie. Office, Windows

There has not been funding in past years to update software. The technology department will create a plan to update software in the future. This plan will go to the Superintendent in order for him to make informed budgeting decisions.

Goal 10 - To provide professional development for the staff on using and integrating technology into their curriculum

The Genesee School District has scheduled days for professional development. During these days technology sessions will be scheduled as needed or requested by teachers. Technology classes for small groups of the staff will also be offered after school as needed.

Blackboard is available to disseminate tip sheets on the use of new technology, new programs or ideas for integrating technology into the curriculum. Teachers may assess these tip sheets as needed.

The Genesee staff participates in the Genesee Intermediate School District's professional development programs such as Pioneer Teacher Program and HOTT Spot Training classes.

I. CURRICULUM

A. Curriculum Integration (Section 4)

The staff at Genesee School District is strongly committed to the philosophy of technology as a learning tool; this is clearly reflected in the approach toward curricular development. As anticipated, greater access to technology has opened up new areas for curricular expansion, some anticipated and others previously unimagined.

The Technology Committee has taken the METS and created a checklist for grades K-6 of benchmarks and standards for each grade. This will be given to the teachers each at the beginning of each year to help them integrate the METS into their classroom lessons. It will also be placed in the document section of Blackboard for easy access. A copy of these benchmarks and standards is in the appendices.

Some samples of the ways we will be integrating technology into the classroom include but are not limited to the following:

Our library media specialist will introduce our second grade classes to the Internet, periodical databases on MeL (Michigan Electronic Library), Information Processing Skills, and critical thinking skills by reading the Fribble Mouse Library Mystery series to the classes.

When our third grade teachers are doing their folktale unit the teacher will work on MET standard 10 – “identify search strategies for locating information on the Internet” under Basic Operations and Concepts. The student will be researching their folktale and doing a presentation on what they learned.

In fifth and sixth grade when our students are doing their Science Fair projects, the classroom teacher and computer room teacher will be collaborating on teaching MET standards under “Technology Productivity Tools” and “Technology Communications Tools”. Students will research their project and use word processing and spreadsheet programs to present their projects.

Elementary students will be taught how to use MeLCat (Michigan Electronic Library Catalog) to obtain inter-library loan materials needed for class work and for pleasure from libraries all over the state. With access to more materials than we alone can provide students are reading more and finding more materials for their class projects. Research shows that as students read more, their grades and test scores improve.

Our fourth through sixth grade teachers have access to Blackboard in order to deliver assignments in a different manner. This prepares our students as they reach the secondary school to be comfortable using Blackboard.

Secondary students will be using technology to explore career choices each year, update their EDPs (Educational Development Plan) and schedule their classes. They will continue to use MeL resources in order to complete assignments. They will be learning how to choose the right application needed for each project. During their senior year, students will present an electronic presentation to a panel of community members about their goals for the future, how they plan to accomplish those goals and how their past has influences their future goals.

Secondary students work cooperatively on projects in English, Science and Social Studies classes creating research papers and class presentations on many subjects.

B. Student Achievement (Section 5)

Year One – 2009/10

The METS will be added to the curriculum in order to integrate those standards everyday lessons.

Inter-library loan procedures through our library media center and MeLCat will continue being taught, giving our students access to materials that are not available in our library

media center. We have found students that we normally do not see in the library media center requesting materials for leisure reading from MeLCat. We believe that the more students read, the better they do in all subject areas.

Access to United Streaming, BrainPop, BrainPop Jr. or other video on demand service will be continued. Teachers and students will have access to many videos, as they need them. Many students learn better by seeing the principle or subject being taught rather than by listening to lectures about that principle or subject.

Genesee School District will be continuing to encourage teachers to use Blackboard as a delivery system for curriculum. Blackboard is supported through the Genesee Intermediate School District. We have found many of the post secondary institutions are requiring the students to use Blackboard or similar program as a communication tool for their classes. This will be a way of having students participate in online classes.

We will be analyzing the technology assessment scores of the previous year's 8th grade students in order to determine what technology skills our students' lack. We will then add those skills into our curriculum.

Teachers will be encouraged to use electronic grade books with a Schools Open interface (currently Gradewise or Gradekeeper) in order for parents to see their child's grades and attendance in ParentWeb. . Research has shown that if parents are active in their child's education the student will do better in school.

We will be continuing our online credit recovery classes for those secondary students needing to make up credits in order to meet graduation requirements.

Student's needing an alternative education will be granted seat time waivers and allowed to enroll in online classes that they may take off the Genesee High School campus. Student's can then graduate and become productive members of their communities.

Career Cruising website will be used by students, in grades 8 -12, to take interest surveys, explore careers and create their own Educational Development Plan.

With the addition of the elementary GenNet room, the elementary will have easier access to distant learning, virtual fieldtrips and collaborative projects with schools outside our area. All our students will have ITV classes through the GenNet system.

Year 2 - 2010/11

We will be looking for more online class opportunities for our secondary students in order to meet the graduation requirement set by the state that all graduating students will have had an online class.

We continue to offer some kind of video on demand services for our teachers and students to access in order to cover all kinds of learning styles.

The library media specialist and classroom teachers will continue training students in the resources that MeL offers. This will make more resources available to our students for both class work and for pleasure.

Blackboard will be integrated into more programs in order for our students to have the experience of collaborating with others. They will also be ready to use this kind of program the post secondary institutions require.

We will continue to analyze the 8th grade technology assessment scores in order to improve our curriculum so that our students do not fall behind in technology skills.

We will be looking for more ways to use the middle and elementary school GenNet distant learning rooms in order to provide not only distant learning opportunities for our students, but more virtual fieldtrips and collaborative projects. We will continue to offer high school classes through the GenNet system.

The credit recovery program will continue with online classes for those secondary students that have fallen behind.

Online classes will be offered to those students who are not successful in the traditional school setting.

The Career Cruising program will continue, with students creating their own Educational Development Plan and exploring careers that they may be interested in pursuing.

The Genesee School District staff will be encouraged to use the electronic grade books that interface with the Schools Open student data base in order for parents to have their child's up to date grade and attendance information.

Year 3 2011/12

We will continue to analyze the 8th grade technology assessments in order to determine where we need to improve our curriculum in order for our students to meet the METs.

Inter-library loan will continue through the MeLCat program, allowing our students to obtain materials in order to do high quality research projects. MeLCat also, allows students to access many more materials for leisure reading as well as materials for research and class assignments.

Blackboard will be continued so that students will be able to collaborate with others on class projects and have their assignments and resources online. A number of post secondary institutions use Blackboard in their courses; by using it during the secondary school career they will learn that skill.

We will continue to offer opportunities for our students to use the GenNet distant learning rooms for collaborative projects with other districts, virtual fieldtrips and distant learning classes.

Students and parents will have attendance and grade information available to them online through the teacher's use of electronic grade books that interface with our student database.

C. Technology Delivery (Section 6)

As a member of the Genesee Network for Education Telecommunications (GenNET), Genesee School District has access to a countywide voice, video, and data network that connects all district buildings as well as all GenNET member districts to one another. In addition to high speed Internet, GenNET interconnects throughout Michigan to other K-12 networks and is capable of global voice and video interactivity. GenNET technology has enabled the following strategies to be implemented with the end results being better access to resources, enhanced instruction, and increased student achievement:

- **Internet:** Students and staff of Genesee School District have the advantage of high-speed Internet access through GenNET. A fiber backbone connects the network switches in different parts of the building. Cat 5 cables then runs to individual classrooms. Each classroom has at least 4 network connections. This provides teachers and students with resources for research, collaboration, and communication.
- **GenNET ITV Classes:** Local teachers provide instruction using state of the art ITV classrooms located in every member high school to students throughout the county. Genesee High School students are able to take classes that are not offered in the home school curriculum and are able to experience and learn first hand new communication techniques to qualify them for future employment. Cutting edge technology allows students and teachers to interact in a dynamic classroom environment that enhances learning.
- **GenNET Online Programs:** Genesee High School Students have access to a wide range of courses delivered through the Internet that are not offered in their home school curriculum. Barriers such as time, space, equality of opportunity, and lack of resources diminish with this application of GenNET technology.
- **Middle School ITV Classrooms:** Voice and video interactive centers have been installed in the Genesee School District middle school(s). 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. Future plans include exploring the feasibility of direct instruction for middle schools students.
- **Elementary ITV Classroom:** During the 2009/2010 school year an elementary ITV room will be added to our district. Elementary students will not have to use the Middle School ITV classroom(s) for programs.
- **Blackboard:** This web-based platform has been introduced to teachers, students, and staff. Blackboard has the potential to not only enhance communication between students, teachers, and staff but 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 and business and industry, students will be well served by becoming familiar with it during K-12.
- **Video-on-Demand:** GenNET member districts have been accessing instructional video programs via digital delivery over the last few years. Teachers are currently using Discovery Education Streaming to access over 4000 videos as well as other curriculum materials over a GenNET-based server. The Genesee School District also subscribes to BrainPop and BrainPop Jr. for elementary video on demand. Expansion plans include the addition of REMC media materials to be digitally delivered.

D. Parental Communications & Community Relations (Section 7)

The community has been and will be invited to all of the strategic planning meetings for the district. These meetings have created the vision statement, goals, and strategies to those goals for the district.

The technology plan will be available as a link on the districts website for anyone to view. A hard copy of the technology plan will be available as requested.

The district website is updated as needed by the technology staff in order to provide the most up to date information about district activities. The Communicator, a monthly newsletter, is mailed to every parent in the district. This contains news about the district, calendar of events and cafeteria menus. The Communicator is also posted on the district website.

Telephones have been added to classrooms, so that teachers have easy access, in order to contact parents effectively.

Parents are asked to help with classroom projects in the elementary. The PTO (Parent Teacher Organization) is active in the elementary providing school assemblies for our students. Parents are involved with the school book fairs the library media center sponsors as well as ice cream socials, back to school celebrations and build-a-book nights.

Genesee parents have used wireless access point in the library in order to complete their college class work during the day. Our public library is not available until afternoon for them to use.

The school library is open before and after school for students to use our resources. We also, have parents in working with their children on class projects.

During the year the elementary has two Open Houses for parents to attend to meet the staff and see special projects their child has prepared. The elementary also has two Parent Teacher conferences giving the teacher and parent(s) a chance to sit down and discuss their child's grade and behavior.

The secondary school has two evenings of Parent Teacher conferences each year, one each semester. Parents are invited to come in to talk to their child's teachers about class expectations, behavior and grades. During the year parents and teachers can request

meetings with the each other before and after school to discuss concerns about a child's grades or behavior.

Community members are invited to listen to our seniors present their senior projects. The community members then critique those projects. This is a good opportunity for the seniors to network with local business members.

The community also supports our mentoring program for our first and second graders. Each member spends thirty minutes a week with a student selected for them reading and talking. We are seeing these students making great progress in reading and self esteem.

One of the goals of the district is to create more opportunities to reach out to the community. We will be looking at offering classes that meet our community's needs. We already have community members walking during the evening in the building when the weather prohibits them walking outside.

Parents and other community members as well as staff are always welcome to attend our technology committee meetings. The Director of Media and Technology and the Information Systems Manager will always be listening for comments about the technology of the district.

E. Collaboration (Section 8)

Not Applicable – Genesee School District does not provide adult literacy classes. Students who need this service attend classes in neighboring school districts.

II. Professional Development

F. Professional Development (Section 9)

As the district acquires new programs and equipment, staff will be instructed on how to use that program or piece of equipment, either individually or as a group during a professional development day. Instruction may also be offered before, after or during school for small groups. We have set up Blackboard accounts for all of our staff and are using it to post discussion of school matters. The technology staff is, also, posting on Blackboard tip sheets on the use of programs and links for ideas of integrating technology into the lessons. Staff and administrators will be encouraged to go to conferences to increase their knowledge about technology integration into the classroom. These staff members will share the new ideas they learned with the rest of their colleagues.

Staff will be given instruction on how to use Blackboard and how to integrate it into their curriculum as soon as it becomes available to them. When Blackboard is updated, the Blackboard point of contact will be trained by the Genesee Intermediate School District staff and then in turn train the users of Blackboard at the district level.

All staff members will have a copy of the METS for their grade level in order to add the METS into their classroom. A checklist of the METS by grade level will be given to each

teacher each year. They will then be able to check off each MET as they are taught in the class.

Ideas for the integration of technology will be e-mailed to appropriate staff members as the Information Systems Manager or administrators find them. Those ideas will also be put onto Blackboard for easy access by our staff.

As the technology standards change at the national and state levels, administrators will forward that information to the appropriate staff member(s). If the changes affect all staff, a meeting will be called to disseminate the information, or the new skills will be taught at the next staff development session.

Year One – 2009/10

Staff development will take place during the scheduled professional development days as needed. We will be scheduling mini sessions during the year before and after school for those items that are quick informational items, such as a program update.

Year Two – 2010/11

Those programs or items that need in depth training will be scheduled during the professional development days that are already on the calendar. Staff training will also be schedules before and after school for those items that do not need in depth training, such as program updates.

Year Three – 2011/12

Those programs or items that need in depth training will be scheduled during the professional development days that are already on the calendar. Staff training will also be schedules before and after school for those items that do not need in depth training, such as program updates.

G. Supporting Resources (Section 10)

As a constituent district of Genesee Intermediate School District and a member district of GenNET, Genesee School District is able to access the following services and resources to ensure the effective and successful use of technology.

- Internet access with content filter
- Blackboard server, software, subscription
- Network management services
- CEO Imaging – Scanning and archiving documents and graphics
- Teacher Discovery Center – Integration of materials, online resources
- REMC Association of Michigan statewide services and projects
- REMC Cooperative Acquisitions Project - <http://www.remc.org>
- REMC 14 Media Collection including M-ITV programs Webmax accessible
- Video-on-demand through Discovery Education Streaming
- Application Helpdesk
- Technical Support Helpdesk

- Virtual Learning interactive opportunities, support, and technology
- Professional development and teacher training
- Michigan Electronic Library (MEL) – <http://mel.org>
- Michigan Library Consortium (MLC) – Aggregated purchasing provides savings on technologies, resource databases, and professional development.

III. Infrastructure, Hardware, Technical Support and Software

H. Infrastructure Needs/Technical Specifications, and Design (Section 11)

Genesee School District is one of 21 participants in the Genesee Intermediate Schools District's GenNET fiber optic network. The core of Genesee network consists of a GenNET Foundry FastIron II. The majority of the distribution layer switches have a gigabit connection back to the MDF. Through this network Genesee participates in the Distance Learning Classroom program, Microsage student management system, and high-speed access to the Internet. Genesee has an internal network with a fiber optic backbone connected to switches at 1000 Mbs each. Currently there are 9 servers that handle all network solutions. The network uses Novell software to manage directory services, email for staff, Zenworks, web server, instant messaging, print server, and file server. In addition to Novell network operating systems there are four Windows 2003 Servers. Two of the Windows servers are set up as terminal servers. The other two Windows servers have Destiny software that handle the library catalog and the Zenworks Asset Manager. The network is divided into 5 zones, with networked laser printers in each zone, including one color printer for staff and student use. Each classroom has a minimum of 4 computer jacks and a minimum of 1 computer, although some classrooms have up to 8 computers. There are currently five computer labs in the district. One lab emphasizes computer graphics, animation, presentation software and video presentations. One lab in the secondary school is used for word processing and Internet research. Three of the labs and all classroom student computers have desktop icons connecting to one of two terminal servers. The terminal servers run Microsoft Windows 2003 Enterprise Edition and provide access to programs such as Microsoft Office 2000, Inspiration 7.6, Frontpage, and Pagemaker 7. All computer labs are air-conditioned. All users of the network have home folders that provide personal secured drive space for saving data, which can be accessed from any computer on the network. The library media center has purchased an electronic classroom response system that may be checked out by staff. The district participates in a county wide McAfee anti-virus solution. All high school classrooms and some elementary classrooms have projectors hooked up to the teacher workstation. A silent alarm system provides security to both district buildings, and the school insurance policy covers equipment, materials, and liability.

In the following years the district will be focusing on acquiring additional technology resources and upgrading current technology for staff and students. The district is implementing a four-year rotation plan that will replace any workstations that are over four years old. The technology committee is currently working on a Common Classroom strategy, which would provide a baseline for equipment in all classrooms. Each year a lab will be updated. Projectors will continue to be implemented in classrooms and replaced as older ones become unusable. As technology grows within the district so does

the need for drive space so adding additional hard-drives to the file server will be required. The district has two wireless access points and will be adding additional access points to provide network access without the need of a network drop. The district currently has two GenNET classrooms and is working with local ISD to start PHASE 3 which will provide a portable GenNET classroom to the elementary.

In order to ensure interoperability, all new hardware purchased is examined for compliance with standards and compatibility with older hardware. All new computers are purchased from TIER 1 vendors to ensure service warranties will be met, and appropriate hardware is used during the process of building machines. Plans for continuous upgrading include the replacement of one computer lab each year and replacement of staff computers as funds permit. Teachers and other staff members will acquire new technology according to the needs seen fit, and in accordance of the Common Classroom strategy.

The technical support includes a year round, full-time technology position with the job title of Information Systems Manager. The responsibilities of technical support are to maintain and upgrade the network. Duties may also include answering technical questions by staff and troubleshooting technical problems with the network and end user workstations. All software and hardware purchases made by the district will be reviewed by technical support to ensure interoperability with current technology. The Information Systems Manager is responsible for keeping up-to-date with evolving technology. Along with staying up-to-date with current technology the Information Systems Manager is expected to attend monthly meetings held at local ISD and relay any information about future projects to local district.

I. Increased Access (Section 12)

In order to ensure all students and teachers have access to technology the school's library media center has a computer lab that may be reserved by teachers for their classes to use during the day. Before and after school and during lunch the computers are available for students to work on. After submission of a student acceptable use policy all users of the network are given user names and home folders on the network in which to save their work. Saving homework and assignments on the network allows students to use any computer in the district. Students may now access their files at home through net storage. To address the students with special needs, all special education students are assessed in various areas of technology. If a student is determined to be lacking in a particular area of technology then the school purchases custom hardware or software for that student. Custom hardware purchased may include Braille keyboards, large monitors, hearing devices, or special keyboards. Another plan to increase access to technology is meeting the goal of having student computers in all classrooms.

IV. Funding and Budget

J. Budget and Timetable (Section 13)

| Year 1 2009/10 | Cost | Source | Completed |
|--|-------------|--|------------------|
| Upgrade of High School Lab 210 | 27,900 | Local funds, federal, state, other grants | No |
| Continuation of Novell Licenses | 2,000 | Local funds | No |
| Information Systems Manager | 50,000 | Local funds | No |
| Director of Library and Technology | 69,000 | Local Funds | No |
| Professional Development | 3,000 | Federal | No |
| Participation in GenNET Distance Learning Classroom, Link to GenNET, fiber optic network, Antivirus Software and SPAM filter | 28,000 | Local | No |
| Microsoft Licensing | 8,000 | State, Local | No |
| Contract with Library Software Company | 800 | Federal | No |
| Additional projectors | 3,000 | State, Local | No |
| Addition of wireless laptop lab | 30,000 | State, Local | No |
| Upgrade electrical infrastructure | 15,000 | Local | No |
| MeL Delivery for Inter-library loan | 900 | Local | No |
| | | | |
| Year 2 2010/11 | | | |
| Upgrade library lab | 20,000 | Local funds, federal, other grants | No |
| Upgrade staff machines | 15,000 | Local, State, Federal and other grants | No |
| Addition of Projectors | 3,000 | State, Local funds | No |
| Continuation of Novell Licenses | 2,000 | Local Funds | No |
| Technology Staff | 159,000 | Local funds | No |
| Professional Development | 3,000 | Federal | No |
| Participation in GenNET Distance Learning Classroom, Link to GenNET, fiber optic network | 30,000 | Local | No |
| Additional File Server storage | 1000 | State, Local funds | No |
| Contract with Library Software Company | 1200 | Federal | No |
| MeL Delivery for Inter-library Loan | 900 | Local | No |
| | | | |
| Year 3 2011/12 | | | |
| Upgrade Elementary Computer lab 312 | 30,000 | State, Local funds | No |
| Upgrade media center lab | 10,000 | State, Local funds | No |
| Technology Staff | 169,000 | Local funds | No |
| Professional Development | 3,000 | Federal | No |
| Participation in GenNET Distance Learning Classroom, Link to GenNET, fiber optic network | 32,000 | Local | No |
| New File Server | 2000 | State, Local | No |
| Contract with Library Software Company | 1200 | Federal | No |
| MeL Delivery for Inter-library Loan | 900 | Local | No |

K. Coordination of Resources (Section 14)

Resources from the following programs will be used in coordination with local funding:

| Federal | State | Local |
|--|-----------------------------------|---|
| <i>Title II Part D</i> | <i>Vocational Education Funds</i> | <i>Local Funding</i> |
| Software to Increase Student Achievement | Hardware | Network upgrade/maintenance Technical support Hardware |
| <i>Eisenhower</i> | <i>At Risk</i> | <i>Title I, Flow-through Special Education</i> |
| Professional Development | Equipment for At Risk Students | Equipment for special education or Title I classes |
| | | |

Special Education Flow-through
 Eisenhower
 Universal Services Fund discounts, if appropriate
 State or federal technology grants, if available
 Private foundation grants, if available (Beaumont Foundation, CompuTeach)

V. Monitoring and Evaluation

L. Evaluation (Section 15)

Since technology has become an integral part of the operation of Genesee School district as well as a primary tool to meet our curricular goals for students, we plan to review all areas of our existing technology during each building technology committee meetings. Recommendations from the building committees will be forwarded to the district technology committee. The district technology committee will meet at least annually. They will review the recommendations from the building committee and find funding for those recommendations that will be implemented.

The elementary technology committee will include the building principal, Information Systems Manager, library media specialist, Technology Director, computer teacher and other interested staff and parents. The secondary technology committee will include the building principal, Information Systems Manager, library media specialist, technology director, computer teacher and business teacher and other interested staff and parents. The district technology committee will include all administrators, staff representatives from each building, a representative from the school board and interested parents. Staff members can make recommendations to our Information Systems Manager at anytime during the year.

District-wide technology is evaluated by participating in the Pioneer Teacher program through the Genesee Intermediate School District. The Genesee Intermediate School District evaluates the networks infrastructure and gives our district recommendations for improvement. The Information Systems Manager also participates in monthly meetings at the Genesee Intermediate School District with county IT staff to discuss evolving technology.

Evaluation of the 8th grade assessment test by the district technology committee will give us a baseline of the METS not being addressed. The Director of Media and Technology will address those METS with each of the building committees in order to insure that the curriculum will address the skills that are lacking.

The district technology committee will analyze the records of inter-library loan, Discovery United Streaming, computer lab sign up sheets in order to see if more training on any of these resources needs to be addressed. The building principals and the Director of Technology with the help of the building committees will then develop a plan to implement the training needed.

The secondary technology committee will look at the use of Blackboard and GenNet classes in order to make sure that all students have some kind of on-line class experience before they graduate.

Goals that have been unmet will be addressed through the technology committees. These goals will then be prioritized and will be implemented according to funding availability.

**Genesee School District
Acceptable Use For Staff**

The purpose of access to telecommunications is to support research and education through unique resources and the opportunity for collaborative work. The use of telecommunications must be consistent with the educational objectives of the Genesee School District. Knowingly transmitting any material in violation of any federal or state regulation [i.e. copyrighted material, threatening or obscene material, and material protected by trade secret] is prohibited. Use for product advertisement or political lobbying is also prohibited.

Acceptable Use

- ✓ The use of telecommunications is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges and/or disciplinary action.
- ✓ K-12 organizations creating web pages must comply with appropriate legal restrictions on information that relates to students under the age of 18 years. As of this agreement, this means that personal information about students including full names and individual pictures with names may not be published.

Network Etiquette

Network users are expected to abide by the accepted rules of network etiquette. These include, but are not limited to, the following:

- ✓ Use appropriate language.
- ✓ Do not reveal personally identifiable information of students or colleagues. Personal information includes but is not limited to home address, phone number, e-mail address and is protected by the Family Educational Rights and Privacy Act (FERPA).
- ✓ Note that electronic mail (e-mail) is not guaranteed to be private. Others may be able to read or access your mail. Do not send or keep anything that you would mind seeing in the daily newspaper. Messages relating to or in support of illegal activities will be reported to the proper authorities.
- ✓ Do not use the network in such a way that you would disrupt the use of the network by other users.
- ✓ Follow laws concerning licensed programs.

The Genesee School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Genesee School District will not be responsible for any damages an individual suffers. This includes loss of data resulting from delays, non-deliveries or service interruptions. Use of any information obtained via such sources is at your own risk. The Genesee School District specifically denies any responsibility for the accuracy or quality of information obtained through telecommunications sources.

Technology Use Agreement for Genesee School District Staff

I have read, understand and will abide by the Genesee School District Telecommunications Use Agreement. My signature below designates that I agree to follow the guidelines and prohibitions as stated above. I am aware that Genesee School District reserves and will exercise the right to review, audit, intercept, access and disclose all matters on the Genesee School District network and e-mail system at any time with or without notice, and that such access may occur during or after the regular school/work day.

Educator's Name (Printed)

Educator's Name (Signature)

Date

Please Sign and Return to the Office

**Genesee School District
Technology Acceptable Use Policy Agreement Grades K-3**

The Genesee School District provides access to technology resources including access to the Internet. The purpose is to promote and enhance student learning consistent with district educational goals and objectives.

In accordance with the Children’s Internet Protection Act (CIPA) the district will, to the best of its ability:

- Protect minors from access to inappropriate matter on the Internet through the use of filtering software from the Genesee Intermediate School District.
- Address the unauthorized access, including so-called “hacking”, and other unlawful activities by minors online.
- Address the unauthorized disclosure, use and dissemination of personal information.
- Monitor the online activities of minors.

(Please sign and return to the Elementary Office or classroom teacher)

- I will work on computers only with a teacher or teacher’s aide.
- I will use the computer only for schoolwork.
- I will treat all computer equipment and the work of others with respect.
- If I damage equipment or cause problems on purpose, I will be disciplined.
- I have had proper use of technology and the Internet explained to me.
- I will follow these rules and any other rules that may be added by the school. If I do not, I may be disciplined, and I may lose my Internet and/or technology privileges.

| | | |
|----------------------------------|------------------|---------------------------|
| _____ Printed Name of Student | _____ Grade | _____ Desired Password |
| _____ Student Signature | _____ Teacher | _____ For District Use |

As the student’s parent or legal guardian, I agree to the terms and conditions of this agreement and I understand that my child will not be able to use District technology resources and the District’s Internet and wide area connections until both my child and I have signed this agreement. I also understand that my child has been taught proper use of the District technology resources and the District’s Internet and wide area connection.

I agree to indemnify the District for any fees, expense, or damages incurred as a result of my student’s use or misuse of these tools.

I also give the Genesee School District permission to use my child’s name, picture and original work on the District’s web site. At no time will home address, e-mail address and/or phone number be published on the school district’s web site.

| | |
|------------------------------------|---------------|
| _____ Parent/Guardian Signature | _____ Date |
|------------------------------------|---------------|

Genesee School District
Acceptable Use Policy for Student Educational Technology Grades 4-12

The Genesee School District provides access to technology resources including access to the Internet. These resources allow interaction internally, within the district, and externally to systems located all over the world. These resources have a limited educational purpose. This purpose is to provide access to electronic resources to promote and enhance student learning consistent with the district educational goals, and objectives. This acceptable use policy ensures that use of the network by students is done in an appropriate manner. Network use is a privilege and not a right. Users are obligated to respect and protect the rights of every other user and act in a responsible, ethical and legal manner. Failure to abide by this policy may result in loss of privileges, disciplinary action and/or legal action.

Educational technology resources at the Genesee School District consist of computer hardware and software, printers, scanners, digital cameras, CD-ROM devices, LCD projectors, telephones, graphing calculators, GenNET classroom, video devices and any other technology devices.

The Genesee School District makes no warranties of any kind, whether expressed or implied, for the services it provides. This includes loss of data resulting from delays, non-deliveries, missed deliveries or service interruptions caused by unforeseen network problems or a user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services. The district does not guarantee that materials stored on the system will be private. Network administrators may review the information stored on the system to determine it is being used properly.

Safety Warning

As a school district participant, it is expected that you will be respectful of the rights and privacy of others. When engaging in activities on web pages, e-mail, and two-way communications, the following guidelines should be strictly adhered to:

- Never give your password to anyone for any reason.
- Do not reveal your identity in any way. This includes your name, personal address, phone number, location, city, school name or any other information that may give others information to identify you in any way.
- Tell your parents, teachers or other adult immediately if you come across information or individuals that make you feel uncomfortable in any way.
- Immediately tell an adult if you receive anything that is inappropriate, threatening or uncomfortable.

Acceptable Uses/Net Etiquette

- Users will respect others' rights to privacy and freedom from harassment or intimidation.
- Users will use the Internet only for purposes that are legal and generally acceptable for educational purposes.
- Users will follow laws concerning copyright and licensed programs. Downloading pictures, videos, articles, or sound files is subject to approval of the teacher.
- Users will follow security restrictions for their own and others' accounts, including not using other than their own or allowing others to use their accounts.
- Users will respect software, hardware, and other users' files.
- Users will be mindful of network security, and immediately report any bugs, errors, or security problems to system administrator.

Unacceptable Uses

The following is a sample list of “unacceptable uses”:

- Transmitting or downloading any material in violation of any U.S. or state regulations. This includes, but is not limited to, material that is copyrighted, threatening, harmful, sexist, racist, sexually explicit, obscene or protected by trade secrets.
- Engaging in any unauthorized commercial activity, product advertisement or political lobbying.
- Use of technology to distort the truth, to lie, or to misrepresent someone else.
- Vandalism – defined as any attempt to harm, destroy, or disrupt the operation of the network, hardware, software, or the data of any other user on the system or any other system. This includes, but not limited to, the uploading, creation, or knowing transmission of computer viruses.

Consequences for Violation of Policy/Rules

The use of the technology resources and GenNET is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrators, school administrators will deem what is inappropriate use and their decision is final.

Genesee School District and Genesee Intermediate School District reserve the right to log Internet use and to monitor fileserver space utilization by users.

Depending on the severity of the policy violation or number of past violations, the district may take one or more of the following disciplinary actions (possible consequences may be, but are not limited to, the following):

- Restitution
 - Replacement cost
 - Reimbursement of cost for repair
 - Reimbursement of technician time
- Restriction or loss of use of technology resources
- Legal action

The school administrator will determine the reinstatement of privileges.

This document was prepared using Acceptable Use Policy/District Filtering Requirements Template (draft copy 03/02) developed under a grant awarded by the Michigan Department of Education under the Technology Challenge Grant Program.

**Genesee School District
Technology Acceptable Use Policy Agreement**

This form must be signed and returned to the school office before any school technology resources may be used.

.....
I have read and hereby agree to comply with the Genesee School District's Acceptable Use Policy. I further understand that any violation of the policy is unethical and in some instances may constitute a criminal offense. Should I commit any violation of the policy, my access may be revoked, and school disciplinary action and/or appropriate legal action may be taken. I will accept full responsibility and liability for the results of my actions with regards to the use of the Internet.

USER FULL NAME – Please print neatly

First _____ Middle In. _____ Last _____

Grade _____ Today's Date _____

Parent or Guardian (Must be signed if applicant is under 18 years of age)

As parent/legal guardian of the student signing above, I have read and agree to the conditions set forth in the District's Acceptable Use Policy. I understand that this access is for educational purposes. However, I also recognize it is impossible for Genesee School District or Genesee Intermediate School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I release the school and related organizations from any liability relating to consequences resulting from inappropriate use of the Internet, and agree to accept all financial and legal liabilities, which may result from my son/daughter's use of the Genesee School District technology.

I hereby give permission to issue an account for my child and certify that the information on this form is correct.

Parent or Guardian's Name (please print) _____

Signature: _____ Date: _____

User Signature: _____

I also give the Genesee School District permission to use my child's name, picture and original work on the District's web site. At no time will home address, e-mail address and phone number be published on the school district's web site.

Parent Signature _____ Date _____

ELEMENTARY STANDARDS AND BENCHMARKS

CONTENT STANDARDS AND BENCHMARKS

Kindergarten

Using and Transferring -Operations

Content Standard 1: All students will use and transfer technological knowledge and skills for life roles (family member, citizen, worker, consumer, lifelong learner).

| Benchmark | 2009/10 | 2010/11 | 2011/12 |
|---|---------|---------|---------|
| I. Power on. | | | |
| II. Use mouse for navigation. | | | |
| III. Use directional keys for navigation of programs. | | | |
| IV. Use earphones and learn to adjust volume. | | | |
| V. Log in using name and PIN number. | | | |
| VI. Introduction of enter key. | | | |
| VII. Use of spacebar. | | | |
| VIII. Use of backspace. | | | |

Using Information Technologies -Communicating

Content Standard 2: All students will use technologies to input, retrieve, organize, manipulate, evaluate and communicate information.

| Benchmark | 2009/10 | 2010/11 | 2011/12 |
|--|---------|---------|---------|
| I. Develop an awareness of the use of letter keys on the keyboard. | | | |

Applying Appropriate Technologies – Problem Solving

Content Standard 3: All students will apply appropriate technologies to critical thinking, creative expression and decision making skills.

| Benchmark | 2009/10 | 2010/11 | 2011/12 |
|---|---------|---------|---------|
| I. Students will be provided these opportunities through the use of appropriate software. | | | |

Employing Systematic Approach – Creating/Producing

Content Standard 4: All students will employ a systematic approach to technological solutions by using resources and processes to create, maintain and improve products, systems and environments.

| Benchmark | 2009/10 | 2010/11 | 2011/12 |
|--|---------|---------|---------|
| I. Create illustrations for original work/create drawings of life experiences. | | | |

Applying Standards – Social/Ethical

Content Standard 5: All students will apply ethical and legal standards in planning, using and evaluating technology.

| Benchmark | 2009/10 | 2010/11 | 2011/12 |
|--|---------|---------|---------|
| I. Respect privacy (PIN) of others. | | | |
| II. Proper treatment, use and care of equipment. | | | |

Evaluating and Forecasting -Research

Content Standard 6: 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.

CONTENT STANDARDS AND BENCHMARKS

1st Grade

Using and Transferring -Operations

Content Standard 1: All students will use and transfer technological knowledge and skills for life roles (family member, citizen, worker, consumer, lifelong learner).

| Benchmark | 2009/10 | 2010/11 | 2011/12 |
|--|---------|---------|---------|
| I. Use shift key. | | | |
| II. Use mouse to insert cursor. | | | |
| III. Shut down computer and peripherals. | | | |
| IV. Use directional keys for navigation of programs. | | | |
| V. Use of space bar. | | | |
| VI. Use earphones and learn to adjust volume using keyboard. | | | |
| VII. Log in using name and PIN number. | | | |
| VIII. Exit a program. | | | |
| IX. Use of toolbar to name, save or exit file. | | | |
| X. Print work (File/Print). | | | |

| Benchmark | 2009/10 | 2010/11 | 2011/12 |
|---|---------|---------|---------|
| I. Use simple word processing program to publish a previously written sentence. | | | |
| II. Retrieve file from hard drive. | | | |
| III. Typing upper and lower case letters and numbers. | | | |

Applying Appropriate Technologies

Content Standard 3: All students will apply appropriate technologies to critical thinking, creative expression and decision-making skills.

| Benchmark | 2009/10 | 2010/11 | 2011/12 |
|---|---------|---------|---------|
| I. Create illustrations for original work/create drawings of life experiences | | | |

Employing Systematic Approach

Content Standard 4: All students will employ a systematic approach to technological solutions by using resources and processes to create, maintain and improve products, systems and environments.

Applying Standards

Content Standard 5: All students will apply ethical and legal standards in planning, using and evaluating technology.

| Benchmark | 2009/10 | 2010/11 | 2011/12 |
|---|---------|---------|---------|
| I. Respect privacy (PIN) of others. | | | |
| II. Proper treatment use and care of equipment. | | | |

Evaluating and Forecasting

Content Standard 6: 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

CONTENT STANDARDS AND BENCHMARKS

2nd Grade

Using and Transferring -Operations

Content Standard 1: All students will use and transfer technological knowledge and skills for life roles (family member, citizen, worker, consumer, lifelong learner).

| Benchmark | 2009/10 | 2010/11 | 2011/12 |
|---|---------|---------|---------|
| I. a. Use of toolbar: a. font size, style. b. center, left alignment. c. bold, italicize, underline. d. save as. | | | |
| II. Use mouse to insert cursor. | | | |
| III. Shut down computer and peripherals. | | | |
| IV. Use earphones and learn to adjust volume using keyboard, speaker, headphone. | | | |
| V. Use toolbar to name, save, exit or retrieve file. | | | |
| VI. Insert CD/disk in proper slot/drive. | | | |
| VII. Proper storage of disk/CD. | | | |
| VIII. Log on and off internet. | | | |
| IX. Use of shift key. | | | |
| X. Print work (file/print). | | | |

Using Information Technologies -Communicating

Content Standard 2: All students will use technologies to input, retrieve, organize, manipulate, evaluate and communicate information.

| Benchmark | 2009/10 | 2010/11 | 2011/12 |
|--|---------|---------|---------|
| I. Introduce left/right keyboard orientation. | | | |
| II. Use word processing program to publish a previously written paragraph. | | | |
| III. Retrieve file from hard drive. | | | |
| IV. Explore a website. | | | |

Applying Appropriate Technologies – Problem Solving

Content Standard 3: All students will apply appropriate technologies to critical thinking, creative expression and decision-making skills.

| Benchmark | 2009/10 | 2010/11 | 2011/12 |
|---|---------|---------|---------|
| I. Create illustrations for original work/create drawings of life experiences | | | |

Employing Systematic Approach – Creating/Producing

Content Standard 4: All students will employ a systematic approach to technological solutions by using resources and processes to create, maintain and improve products, systems and environments.

Applying Standards – Social/Ethical

Content Standard 5: All students will apply ethical and legal standards in planning, using and evaluating technology.

| Benchmark | 2009/10 | 2010/11 | 2011/12 |
|--|---------|---------|---------|
| I. Respect privacy (PIN) of others. | | | |
| II. Permission to use internet requested by student. | | | |
| III. Proper treatment, use and care of equipment. | | | |

Evaluating and Forecasting -Research

Content Standard 6: 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.

CONTENT STANDARDS AND BENCHMARKS

3rd Grade

Using and Transferring -Operations

Content Standard 1: All students will use and transfer technological knowledge and skills for life roles (family member, citizen, worker, consumer, lifelong learner).

| Benchmark | 2009/10 | 2010/11 | 2011/12 |
|---|---------|---------|---------|
| I. Use of toolbar: a. font size/style. b. center alignment. c. bold, italicize, underline. d. spell check. e. undo. f. save as. | | | |
| II. Use mouse to insert cursor. | | | |
| III. Home row. | | | |
| IV. Insert CD/disk in proper slot/drive and open program. | | | |
| V. Log on and off internet. | | | |
| VI. Use of toolbar to name, print, save, exit or retrieve file. | | | |
| VII. Use of menu items: a. file. b. insert. | | | |
| VIII. Print work (file/print). | | | |

Using Information Technologies -Communicating

Content Standard 2: All students will use technologies to input, retrieve, organize, manipulate, evaluate and communicate information.

| Benchmark | 2009/10 | 2010/11 | 2011/12 |
|--|---------|---------|---------|
| I. Publish: letters, paragraph, story | | | |
| II. Use word processing program to publish a previously written paragraph. Include: a. title (underline, bold) b. alignment c. font change. | | | |

| Benchmark | 2009/10 | 2010/11 | 2011/12 |
|---|---------|---------|---------|
| I. Create illustrations for original work/create drawings of life experiences | | | |

Employing Systematic Approach – Creating/Producing

Content Standard 4: All students will employ a systematic approach to technological solutions by using resources and processes to create, maintain and improve products, systems and environments.

Applying Standards – Social/Ethical

Content Standard 5: All students will apply ethical and legal standards in planning, using and evaluating technology.

| Benchmark | 2009/10 | 2010/11 | 2011/12 |
|--|---------|---------|---------|
| I. Ethical/legal responsible behavior | | | |
| II. Explanation of credible vs. non-credible websites. | | | |
| III. Permission to use internet requested by student. | | | |
| IV. Proper treatment, use and care of equipment. | | | |

Evaluating and Forecasting -Research

Content Standard 6: 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.

| Benchmark | 2009/10 | 2010/11 | 2011/12 |
|--|---------|---------|---------|
| I. Identify how technology has changed people's lives. | | | |
| II. Communication a. email | | | |
| III. Internet a. shopping b. research c. banking | | | |
| IV. Opinion Polls a. public b. research c. voting | | | |

CONTENT STANDARDS AND BENCHMARKS

4th Grade

Using and Transferring -Operations

Content Standard 1: All students will use and transfer technological knowledge and skills for life roles (family member, citizen, worker, consumer, lifelong learner).

| Benchmark | 2009/10 | 2010/11 | 2011/12 |
|---|---------|---------|---------|
| I. Home Row | | | |
| II. Words per minute/accuracy. | | | |
| III. Use of toolbar: a. font size/style b. center/left alignment c. bold, italicize, underline d. spell check e. save as f. undo g. cut h. paste. | | | |
| IV. Bullets/numbering. | | | |
| V. Use of menu items: a. file b. insert c. format d. tools. | | | |

Using Information Technologies –Communicating

Content Standard 2: All students will use technologies to input, retrieve, organize, manipulate, evaluate and communicate information.

| Benchmark | 2009/10 | 2010/11 | 2011/12 |
|--|---------|---------|---------|
| I. Publish: reports, letters, poems, stories | | | |
| II. Use internet to retrieve and print data and information. | | | |
| III. Retrieve file from hard drive. | | | |
| IV. Search topics using internet. | | | |

Applying Appropriate Technologies – Problem Solving Employing Systematic Approach – Creating/Producing

Content Standard 4: All students will employ a systematic approach to technological solutions by using resources and processes to create, maintain and improve products, systems and environments.

Applying Standards – Social/Ethical

Content Standard 5: All students will apply ethical and legal standards in planning, using and evaluating technology.

| Benchmark | 2009/10 | 2010/11 | 2011/12 |
|--|---------|---------|---------|
| I. Ethical/Legal responsible behavior | | | |
| II. Explanation of credible vs. non-credible websites. | | | |
| III. Permission to use internet requested by student. | | | |
| IV. Plagiarism and copyright laws. | | | |
| V. Proper treatment, use and care of equipment. | | | |

Evaluating and Forecasting -Research

Content Standard 6: 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.

| Benchmark | 2009/10 | 2010/11 | 2011/12 |
|---|---------|---------|---------|
| I. Identify how technology has changed people’s lives. | | | |
| II. Communication a. email | | | |
| III. Internet a. shopping b. research c. banking | | | |

CONTENT STANDARDS AND BENCHMARKS

5th Grade

Using and Transferring -Operations

Content Standard 1: All students will use and transfer technological knowledge and skills for life roles (family member, citizen, worker, consumer, lifelong learner).

| Benchmark | 2009/10 | 2010/11 | 2011/12 |
|--|---------|---------|---------|
| I. Home Row | | | |
| II. Words per minute/accuracy. | | | |
| III. Use of toolbar: a. bullets/numbering b. cut c. paste | | | |
| IV. Use of menu items: a. file b. insert c. format d. tools e. table f. edit | | | |

Using Information Technologies –Communicating

Content Standard 2: All students will use technologies to input, retrieve, organize, manipulate, evaluate and communicate information.

| Benchmark | 2009/10 | 2010/11 | 2011/12 |
|---|---------|---------|---------|
| I. Publish reports, letters, poems, stories | | | |
| II. Create graph | | | |
| III. Create table | | | |
| IV. Search topics using internet. | | | |

Applying Appropriate Technologies – Problem Solving

Employing Systematic Approach – Creating/Producing

Content Standard 4: All students will employ a systematic approach to technological solutions by using resources and processes to create, maintain and improve products, systems and environments.

Applying Standards – Social/Ethical

Content Standard 5: All students will apply ethical and legal standards in planning, using and evaluating technology.

| Benchmark | 2009/10 | 2010/11 | 2011/12 |
|--|---------|---------|---------|
| I. Ethical/legal responsible behavior | | | |
| II. Explanation of credible vs. non-credible websites. | | | |
| III. Plagiarism/copyright laws. | | | |

Evaluating and Forecasting -Research

Content Standard 6: 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.

| Benchmark | 2009/10 | 2010/11 | 2011/12 |
|---|---------|---------|---------|
| I. Identify how technology has changed people's lives. | | | |
| 1. Communication a. email | | | |
| 2. Internet a. shopping b. research c. banking | | | |
| 4. Economic decisions/impact. | | | |