

Technology Plan

July 2009 - June 2012

Providing Educational Excellence
FOR THE BENEFIT OF ALL STUDENTS

Bay-Arenac ISD
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Bay-Arenac ISD is
the first ISD in the
nation to receive
North Central
Accreditation
through AdvancEd

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Executive Summary

Each year, school systems plan for initiatives revolving around expanding access to technology. Each year, those plans change due to the ever-changing face of technology. That is why this Technology Plan is a work in progress. As plans begin to become reality, other plans and modifications will be brought to light.

The Bay-Arenac ISD Technology Plan spans a three year time frame of 2009-2012 and was written based on input from multiple meetings with various groups representing each department throughout the Bay-Arenac ISD. This plan has been designed to meet the needs of the various departments of the Bay-Arenac ISD.

The overall direction of this plan is to improve how technology is being used. Although it does address expanding technology, it focuses more directly on how we will apply technology currently in place.

In an effort to focus on applying technology, this Technology Plan has several goals:

1. Provide support, guidance, and ideas for new technology initiatives.
2. Enhance CIMS student software to meet the needs of NCLB, Education Yes!, and NCA.
3. Obtain standardized computer equipment, software, setup, and maintenance.
4. Train and provide resources to all stakeholders to utilize new technologies.
5. Maximizing existing technology.
6. Identify and pursue funding opportunities for technology.
7. Identify areas in technology that can be shared between the ISD and it's constituent districts through collaboration.
8. Provide the school districts of the ISD with as much technology support as possible.

Through these goals and related initiatives, the Bay-Arenac ISD Instructional Services Department plans to promote the use of technology as a meaningful and productive tool, while still expanding access where necessary. The plan promotes collaboration of departments and school districts within the ISD.

Each year, as this plan progresses toward implementation, it will be evaluated. ISD wide and department meetings will be held along with assessing the extent to which the goals of the plan are being realized. Any necessary modifications and adjustments will be made and added as appendices to the original plan.

District Profile

The Bay-Arenac ISD serves two Charter Schools and seven K-12 school districts: Bay City, Bangor Township, Essexville Hampton, Pinconning, Standish Sterling, Arenac-Eastern, and AuGres Sims. Approximately 18,600 students are enrolled in the school districts served by Bay-Arenac ISD.

Bay-Arenac ISD also serves as the Regional Educational Media Center 6 (REMC 6) which also serves an additional 4,215 students in Hale, Oscoda, Tawas, and Whittemore Prescott Schools.



Mission Statement

Educational Excellence

Buildings

1. **Bay-Arenac ISD Educational Service Center**
Provides administrative offices, instructional services, technical services, and business services.
2. **Bay-Arenac ISD Career Center, 4155 Monitor Road, Bay City, MI 48706**
Provides educational opportunities for high school and adult students in vocational studies.
3. **Bay-Arenac ISD Living and Learning Center – Bay Campus, 1435 West Center Road, Essexville, MI 48732**
Provides students with the opportunity to develop cognitive, self-care, language, and leisure, vocational, physical, and emotional skills that will allow them to function as independently as possible.
4. **Bay-Arenac ISD Living and Learning Center – Arenac Campus, 2032 Pine River Road, Standish, MI 48658**
Provides students with the opportunity to develop cognitive, self-care, language, and leisure, vocational, physical, and emotional skills that will allow them to function as independently as possible.

Introduction

Planning teams empowered to create the Bay-Arenac ISD Technology Plan developed the following document. The plan describes in detail a technological future for the programs and school districts associated and served by the Bay-Arenac ISD.

District Technology Vision Statement

The mission of BAISD technology is to assist our stakeholders in preparing all students to become successful learners.

Belief Statements

We believe that Bay-Arenac ISD technology will provide:

- a dynamic, reliable, scalable infrastructure
- accessible and accurate content enabling stakeholder interoperability
- overall support to our systems and stakeholders via
 - technical support
 - financial support
 - time support
- recommendations for necessary equipment and tools to access global and community resources and providing appropriate technology
- professional development to stakeholders to effectively and ethically utilize technology
- tools to assist schools with performance measurement technology to benefit their students
- standardized hardware/software purchasing

Technology Goals

1. Provide support, guidance, and ideas for new technology initiatives.

Moore's law states that technology changes every 18 months. Because of this, it is important that Bay-Arenac ISD dedicate human and financial resources to be at the cutting edge of technology. Bay-Arenac ISD will provide opportunities for new technologies to introduce into the ISD as well as its constituent districts.

2. Enhance CIMS student software to meet the needs of NCLB, Education Yes!, and NCA.

At the heart of Bay-Arenac ISD student management software is the CIMS software written by NCS Pearson. Bay-Arenac ISD provides student record access to 25 school districts throughout Michigan. New legislative requirements have changed the way the data is stored and reported. As one of the premier services offered by Bay-Arenac ISD it is important to ensure that the CIMS system is able to facilitate the requirements.

3. Obtain standardized computer equipment, software, setup, and maintenance.

Over the years Bay-Arenac ISD has begun to standardize on common platforms and common software applications. In order to roll out new technology it is important that the hardware/software platforms are standard and that they are inventoried. Standardization ensures interoperability and compatibility.

4. Train and provide resources to all stakeholders to utilize new technologies.

Bay-Arenac ISD makes a substantial investment in technology. Resources must be allocated to allow users to operate the technology properly. Bay-Arenac ISD must provide training prior to and after the installation of technology so that a maximum return on investment may be realized.

5. Maximizing existing technology.

As new technology is implemented it is important to ensure that older applications are "backwards" compatible. Simply stated, technology should continue to work during the expected life of the product. Bay-Arenac ISD must empower users to continue to gain value from previous purchases in the regards to technology.

6. Identify and pursue funding opportunities for technology.

As funding sources continue to shrink throughout the state, it is important to identify, and pursue additional funding mechanisms. Every opportunity to participate in a grant should be utilized to continue to grow our technology offerings.

7. Maintain an Online Trouble Reporting System with Management Reports.

As technology involves an increasing number of people and activities, it becomes increasingly difficult to track problem resolution. The use of an Online Trouble Reporting System allows for a timely and more efficient resolution of technology related problems. Prior resolutions can provide insight into current problems.

8. Collaborate with Community Partners.

Through collaboration, duplication of effort can be reduced. There are many technology activities that are common to every school district. As collaboration increases, these common activities can be shared for a decrease in cost of both time and materials.

9. Disaster Recovery Plan.

The development of a disaster recovery plan will help ensure the uninterrupted delivery of services to the departments and districts of the ISD. It will also protect the integrity of the data of the ISD.

10. Audio-Visual Technology Infrastructure Upgrade.

Bay-Arenac ISD has several meeting rooms in its Educational Service Center, Career Center and Living and Learning Centers. In its pursuit of Academic Excellence; the ISD continues to strive to maintain its audio/visual equipment in these rooms. Future upgrades of this equipment will occur as it makes sense to do so.

11. Telecommunications/Telephone System/Local Server/Long Distance.

Telecommunications are a vital technology to the Bay-Arenac ISD. Their maintenance is an important part of this technology plan. A three year plan will be put in place to replace the current phone system.

12. Technology Annual Purchase.

By purchasing all of the technology needs of the ISD once per year, costs can be reduced and technology standards are more easily maintained.

Consortium Acknowledgement

Consortium	Description
REMC 6	Consortium of districts includes Bay-Arenac ISD and Iosco RESA sharing multimedia, technology, concepts, and pricing info on software, and hardware innovations.
Media Council	Media representatives from Bay, Arenac, and Iosco counties that work on adding video content to the video library.
Technology Council	Technology leaders from Bay, Arenac, and Iosco counties provide guidance to Bay-Arenac ISD on technology initiatives, direction, equipment, software, policies.

Technology Planning Team Members

Staff Name	BAISD Department/Role
Mike Dewey	Superintendent
Deb Dunbar	Instructional Services Director
Bruce Curtiss	Administrative Services Director
Mike Rivard	Career Center Principal
Randy Schantz	Special Education Director
Jim Arnold	Computer Support Specialist
Linda Engelhardt	Career Center Assistant Principal
Ken Gilbert	Network Systems Engineer
Beverly Hauk	Help Desk Secretary
Jan Helie	Application Support Specialist
Monica Hohl	Computer Support Specialist
Rich Holbrook	Computer Support Specialist
Les Hudson	Computer Support Specialist
Beth Jezak	Assistive Technology Consultant
Bev Jozwiak	Application Support Specialist
Terri Steih	Staff and Organizational Development
Lisa Zettle	Data Specialist

Existing Infrastructure

The Bay-Arenac ISD owns 125 miles of single mode fiber optic cable that runs through Bay and Arenac counties connecting high schools, middle schools, elementary schools, and administrative buildings. The fiber serves as the backbone for the Gigabyte Ethernet network, which supports voice, video and data. The fiber backbone is connected to Charter Communication which services as the Internet service provider (ISP) providing 60 MBS of Internet bandwidth.

The Bay-Arenac ISD school buildings listed in this plan are all connected to the wide area network (WAN) by their own supporting local area networks (LAN). Approximately 700 computers are connected within the different LAN segments. The LANs are all configured with Cisco network components. All buildings have a Netware server and/or Windows NT/2000/2003 servers, serving as file/print servers, firewalls, web servers and streaming video servers. All locations connect back to the Educational Service Center data center to have their Internet traffic filtered/monitored by a Fortinet FortiGate 3600 Firewall System. An 8e6 web content filter is utilized for content filtering to comply with CIPA (Children's Internet Protection Act).

Bay-Arenac ISD also supports the interactive television network. This network delivers classes, professional development, video conferencing, virtual field trips, and satellite downlinks to the high schools in our area.

Future Technology to be Acquired

All technology acquired to support the infrastructure is for the sole purpose of enhancing performance and to give greater reliability and security to the system that is currently in place.

1. Continue to upgrade to a new web filtering device that would allow each district to set policies regarding web filters and provide a higher level of reporting.

- a. Responsibility: Technical Services
- b. Completion Date: Ongoing

2. Implement Plan to Replace all ISD Fiber

- a. Responsibility: Technical Services
- b. Completion Date: Ongoing

4. Business Office Automation

- a. Responsibility: Business Office Director and Technical Services

- b. Completion Date: Ongoing
6. Enhance streaming video offerings
- a. Responsibility: Instructional Services, Technical Services
 - b. Completion Date: Ongoing
7. Moodle/Blackboard (Content Online)
- a. Responsibility: Instructional Services, Technical Services, and Career Center
 - b. Completion Date: Ongoing
8. Assistive Technology Initiatives
- a. Responsibility: Special Education
 - b. Completion Date: Ongoing
9. Printing Department Online Forms
- a. Responsibility: Business Office and Technical Services
 - b. Completion Date: Ongoing
10. Disaster Recovery for Technology
- a. Responsibility: Technical Services
 - b. Completion Date: Ongoing
11. Electronic Signature for Human Resources
- a. Responsibility: Human Resources and Technical Services
 - b. Completion Date: Ongoing

Curriculum Integration

Bay-Arenac ISD has developed ISD-wide curriculum in consortium with all of the local educational agencies (LEAs) in the major four content areas and aligned to the Michigan Curriculum Framework and national standards. The Bay-Arenac ISD Career Center vocational education curriculum meets the National Technology Standards, and the Bay-Arenac ISD Special Education curriculum is aligned with AUEN and MI Access standards.

All Bay-Arenac ISD curricula include:

- Content
- Assessment
- Teaching and Learning
- Professional Development

In the K-12 curriculum, all strategies are based on research and best practices. Each content area has imbedded technology standards. The curriculum cycle is ongoing as each curricular area is developed, reviewed, and revised. Bay-Arenac ISD has developed a Curriculum Council which represents all Local Educational Agencies (LEA).

Bay-Arenac ISD offers a comprehensive ISD-wide Adult and Continuing education program as part of a consortium which currently serves approximately 1500 students at the Bay-Arenac ISD Career Center.

In addition, in partnership with the Bay Area Literacy Council, Bay-Arenac ISD offers a Starting Strong program which provides services to 50 families in Bay and Arenac Counties.

New programs will be developed in collaboration with adult literacy service providers to maximize their access to technology.

Bay-Arenac ISD sponsors a local chapter of the Imagination Library program that focuses on birth to 5 year-olds. The mission is to provide every child with an age appropriate book once a month until they reach 5 years of age. So when they start Kindergarten they have a library of 60 books.

Collaborations

Currently the Bay-Arenac ISD works with several different ISDs and school districts to maximize resources for the benefit of both internal and external customers.

Bay-Arenac ISD in cooperation with several universities is able to provide college credit for its various course offerings such as SVSU, CMU, MSU, Grand Valley State University, Davenport University, Spring Arbor, and Northwood University.

Bay-Arenac ISD works in collaboration with other ISDs to help support Special Education applications. Bay-Arenac ISD has implemented a new electronic IEP and Med Bill program. The Med Bill and outreach service module has assisted in accurate accounting for billable service that will increase revenue.

To be able to provide quality service to LEAs in Bay, Arenac, and Iosco counties, Bay-Arenac ISD has created a technology and media council that meets four times during the school year. Presenters and speakers from around the country provide information at the meetings revolving around technology in the schools. The Instructional Services/Technical Services department will work together to produce quality training and instruction to all staff and community members throughout the districts we serve.

Human Service Collaborative body and subcommittees

Career Center

- Business and industry partnership for advisory committees student placement
- Articulation agreements with multiple colleges and universities

Communications/Public Relations

The Bay-Arenac ISD Associate Director of Technical Services will communicate directly with the Superintendent and Bay-Arenac ISD Directors about the progress of goals within the Technology Plan. The Technology Leadership team will report on technology staff development, technology purchases, repairs, installations, and maintenance decisions to their respective departments via staff meetings.

The Associate Director of Technical Services will relate all activities of the Technology Team to the Superintendent of Bay-Arenac ISD, Board of Education, Directors, Administrative Leadership Team, local superintendents, and technology council.

The Technical Services department will hold annual meetings with the joint boards of education of Bay-Arenac ISD and Iosco RESA. At these meetings, reports will be submitted by the REMC Director about the progress of technology initiatives at the REMC.

Parental information is also the key to being successful in educational technology. A “Parent in Touch” component was added to the CIMS software. This component allows parents to login to the web site to retrieve progress reports, grades, attendance, and teacher communications to the parents. Parental professional development training sessions will be used to teach parents in how to use the Parent in Touch software.

Professional Development

The Bay-Arenac ISD is committed to providing opportunities for staff to enhance their technology skills through seminars, online trainings, and hands-on training, etc. Instructional Services will research and develop alternative ways to train staff. As new applications arise, all staff involved in working with technology will initially receive training. Awareness sessions and on going trainings will be provided on an as-needed basis; as needed by staff, as new hardware is installed, and new software applications are introduced.

The Instructional Services Technical Services Department will also review, enhance, complete, and build upon strategies that are currently in place. The Technical Services department will disseminate this information to teachers, principals, administrators, and school library media personnel through email, REMC meetings, and district representatives.

The Curriculum Intranet web site will be used to provide additional information regarding professional development offerings as well as registration for the classes via the Bay-Arenac ISD online Coursewhere system. Teachers, principals, administrators, and school library media personnel will be surveyed to determine their professional development needs.

As new standards in technology are developed, such as the MSBO certification program, as well as other state and national standards, professional development will be planned and developed and implemented to fulfill these requirements.

Technical Assistance / Support and Supporting Resources

Bay-Arenac ISD has addressed the issues of supporting the internal staff and resources within the organization and better quality service to external customers by creating a more efficient technology staff.

An online trouble reporting system was put in place to allow staff to input trouble with their technology. The system then notifies the appropriate technician via email about the issue. The customer is kept informed of the progress of the work order with periodic emails from the system as new information is inputted into the system by support personnel. When the work order is closed the user is notified to as to the nature of the repair and the time it took to affect the repairs.

The new positions of Network Engineer and Network Systems Engineer have been added and staffed to provide consistent and timely resolution of network problems.

An online inventory system was also implemented to allow technology staff to monitor software licenses, as well as upgrades to existing hardware and software. The inventory system occurs on login to the network and happens in the background not allowing for intervention by the end users. A physical inventory is used as a control to validate the electronic inventory.

Bay-Arenac ISD maintains a number of support contracts with vendors for specific pieces of hardware and software to ensure a 7/24 turn around on any failing critical equipment.

A number of resources are available to customers to help them troubleshoot their equipment. Bay-Arenac ISD maintains a web site with quick help/tricks, as well as videos in their video collection. Bay-Arenac ISD also maintains manuals that are available for end users to use as needed.

A standardized purchasing policy has also been implemented to allow for standardization throughout Bay-Arenac ISD. This policy allows for the purchase/lease of equipment as well as the purchasing of hardware and software. With the lease, equipment is “refreshed” every three years and requires less of an impact on the districts budget.

New technologies are evaluated through research and development. This key component to the Bay-Arenac ISD technology plan allows for the evaluation and possible implementation of new technology as it is released. This also allows for the purchase of technology to determine its possible integration into the technology plan or where it might benefit students and staff the most. Reports of the research and development efforts are then given to the Director of Instructional Services and also to the Superintendent.

Goals and Action Plans

Goal 1: Provide support, guidance, and ideas for new technology initiatives.

Bay-Arenac ISD will dedicate human and financial resources to remain at the cutting edge of technology. Bay-Arenac ISD will provide opportunities for new technologies to be introduced into the ISD as well as its constituent districts.

Strategies to Achieve Goal	Person(s) Responsible	Timeline	Cost/Resources Used	Resources Needed	Evaluation Criterion
Monthly meetings, product demos, featured speakers, and surveys Product evaluations and application evaluations Utilize project management resources to launch, implement, train, support and communicate with end users on all new projects. Assistance with Professional Development	Technology Committee	Ongoing	Time, monies, vendors, and technology evangelists	Time and meeting rooms	Ten meetings per year with demos

Goal 2: Enhance CIMS student software to meet the needs of NCLB, Education Yes!, and NCA

As one of the premier services offered by Bay-Arenac ISD it is important to ensure that the CIMS system is able to facilitate the legislative requirements.

Strategies to Achieve Goal	Person(s) Responsible	Timeline	Cost/Recourses Used	Resources Needed	Evaluation Criterion
Solicit input from stakeholders i.e. Superintendents, Curriculum Directors, Technology Directors	Application Support Specialist Superintendent Instructional Services Director Associate Director Technical Services	Ongoing	Minimal Time	Meeting Room CMT/Barb Kostick	Meeting held Does this meet our needs? Do we need more information/input? If yes- Move forward If no - Stop
Purchase Software	Application Services Instructional Services Board of Education	Ongoing	\$21,000 for all IMS districts; \$15,000 BAISD only- course standard	Money commitment from LEAs	If software is delivered
Installation	Application Services CMT	Ongoing	Time of staff CMT	Staff/CMT time	Software installed and working
Identify LEA teams for training	LEA Superintendent or designee	Ongoing	None	Effective Communication	Teams selected
Training of and Implementation of Core Teams	CMT Application Services	Ongoing	CMT fees TBD	Money	Team proficient in use feedback from teams
Training of Users	Application Services Core Teams	Ongoing	Time/Staff	Money/Time/Staff	Successful data entrees and retrieval

Goal 3: Obtain standardized computer equipment, software, setup, and maintenance.

In order to roll out new technology it is important that the hardware/software platforms are standard and that they are inventoried.

Strategies to Achieve Goal	Person(s) Responsible	Timeline	Cost/Resources Used	Resources Needed	Evaluation Criterion
Identify standards for all BAISD technology components identified in goal	Technology Team	Ongoing	Time	Staff	Standards are determined that serve the ISD
Install the same operating system on all CPUs	Technology Team	Two hours per system/On-going	Time/Technicians	Staff	All computers have the same operating system and at the same level
Install the same software products on all CPUs	Technology Team	On-Going	Time/Technicians	Staff	All software works on all units
Obtain an image of each computer	Technology Team	Ongoing	Time/Technicians	Staff access to computers	An image is available on the server
Set Printers to TCP/IP	Technology Team	Ongoing	Time/Technicians	Staff	All printers are accessed via TCP/IP
Set-up four printer drivers on each computer	Technology Team	Ongoing	Time/Technicians	Staff	Each machine has access to four different printers
Maintain on-hand spares	Associate Director Technical Services Instructional Services Director	Ongoing	\$39,213.00	Staff and money	A spare is on hand for each type of computer and printer

Goal 4: Train and provide resources to all stakeholders to utilize new technologies.

Bay-Arenac ISD must provide training prior to and after the installation of technology so that a maximum return on investment may be realized.

Strategies to Achieve Goal	Person(s) Responsible	Timeline	Cost/Resources Used	Resources Needed	Evaluation Criterion
System to facilitate online registration for students from home school.	Associate Director Technical Services Career Center Administration Computer Support Specialist	Ongoing	\$87,100	Look at other systems Commitment	Districts sending students to the Career Center, getting real time info, and staff is trained
Pull necessary demographic data when needed from registration system	Associate Director Technical Services Career Center Administration Computer Support Specialist	Ongoing	\$21,321	Look at other systems	Able to pull necessary reports and staff is trained

Strategies to Achieve Goal	Person(s) Responsible	Timeline	Cost/Resources Used	Resources Needed	Evaluation Criterion
System for parents to have access to grades, absences and communicate with teachers	Application Services Computer Support Specialist Associate Director Technical Services	Ongoing	Unknown still to be determined	Money, professional development, and a system	Parents use determined by a survey
Elimination of scan sheets go to graphical grading	<i>Application Services Computer Support Specialist</i>	Ongoing	\$4,000.00	Professional development, technical support	Scan sheets no longer being used

Goal 5: Maximizing existing technology.

Bay-Arenac ISD must empower users to continue to gain value from previous purchases in the regards to technology.

Strategies to Achieve Goal	Person(s) Responsible	Timeline	Cost/Resources Used	Resources Needed	Evaluation Criterion
Expand and increase the use of the digital video server	Associate Director Technical Services Director Instructional Services	Ongoing	Time	Professional Development	All new video purchases and digital and streamed to the end users
Increase the use of the video conferencing equipment	Associate Director Technical Services	Ongoing	Time, \$12,310	Professional Development, data drops	All staff use the video conferencing units on a regular basis

Goal 6: Identify and pursue funding opportunities for technology.

Every opportunity to participate in a grant should be utilized to continue to grow our technology offerings.

Strategies to Achieve Goal	Person(s) Responsible	Timeline	Cost/Resources Used	Resources Needed	Evaluation Criterion
Subscribe to various list serves to monitor grant opportunities	Associate Director Technical Services Director Instructional Services Superintendent	On-going	Time	Access to the Internet	Able to determine new grant applications
Apply for two federal grants	Associate Director Technical Services Director of Instructional Services	Ongoing	\$16,000 for Grant Writer	Grant Writer, Time	Grants are submitted on time
Apply for several state grants	Associate Director Technical Services Director of Instructional Services	Ongoing	Unknown money, Time	Grant Writer, Time	Several state grants are applied for

Goal 7: Maintain an Online Trouble Reporting System with Management Reports

Strategies to achieve goal	Person(s) Responsible	Timeline	Cost/Resources Used	Resources Needed	Evaluation Criterion
Staff Buy-In Career Center Personnel Special Ed Personnel	Associate Director Technical Services ISD Staff	Ongoing	\$3,000.00 for Software	Money Licensing Track It!Tech Support	
Meet with Technical staff to explain expectations	Associate Director Technical Service	Ongoing	Time	Staff Time	Expectations Communicated
Train Staff	Technicians in Building	Ongoing	Time	Staff Time	Training Completed
Design Reporting Systems	Associate Director Technical Services Technicians	Ongoing	Time	Staff Time	Reporting designed
Implemented	Associate Director Technical Services All Staff	Ongoing	Time	Staff Time	Computer issues are resolved and staff are satisfied
Communicate regularly with BAISD Director group on reporting system data	Associate Director Technical Services	Ongoing	Time	Staff Time	Directors are informed.

Goal 8: Collaborate with Community Partners

Strategies to achieve goal	Person(s) Responsible	Timeline	Cost/Resources Used	Resources Needed	Evaluation Criterion
Identify potential partners <ul style="list-style-type: none"> • SVSU • Northwood • Delta College • Bay City Government • Neighboring ISDs • Bay Medical Regional Center • Arenac & Bay County Government 	Associate Director Technical Services Director Instructional Services Superintendent	Ongoing	Staff Time	Time to meet	Potential partners identified
As requested, meet with potential partners	Associate Director Technical Services Systems Coordinator	Ongoing	Staff Time	Time to meet	Meetings held
Determine criteria for collaboration to include usage parameters, costs, maintenance, etc.	Associate Director Technical Services Systems Coordinator Director Administrative Services Director Instructional Services	Ongoing	Staff Time Others TBD	Time to meet	Criteria for specific agreements with specific partners clear, in place
Develop partnership/ collaborative agreements	Associate Director Technical Services Director Instructional Services Superintendent Systems Coordinator	Ongoing	Staff time Other TBD	Time to Meet	Clearly detailed agreements signed and in place
Monitor national and state legislative action regarding technology	Superintendent Associate Director Technical Services	Ongoing	Staff Time TBD	Staff time; TBD	Legislative action impacting technology network is monitored and implemented as appropriate
Implement agreements as appropriate	Associate Director Technical Services Systems Coordinator	Ongoing	TBD	TBD	Agreements implemented according to identified criteria

Goal 9: Disaster Recovery Plan

Strategies to achieve goal	Person(s) Responsible	Timeline	Cost/Resources Used	Resources Needed	Evaluation Criterion
Inform Directors of Process	Associate Director Technical Services Application Services	Ongoing	Time and Material	None	Email Sent
Departments determine area of critical need	Department Administrators	Ongoing	Time	Meeting Room, Time, PC	Meeting held
Identify department recovery teams	Director and Staff	Ongoing	Time and Material	Meeting Room, Time	Teams identified
Create Action Check List (sample provided by Application Services)	Recovery Team	Ongoing	Time and Material	Meeting Room, Time and PC	Action List Completed
Write department disaster recovery plan	Recovery Team	Ongoing	Time and Material	Meeting Room, Time and PC	Plan submitted
Identify off-site storage for plans and backup tapes	Technology Team	Ongoing	Time and Material	Meeting Room	Site selected
Place plans and backup tapes at selected site	Department Designee	Plans – Yearly Tapes – Weekly	Time	Vehicle	
Annual Review and Testing	Recovery Team	Ongoing	Time and Material	Meeting Room	

Goal 10: A/V Technology Infrastructure Upgrade

Strategies to achieve goal	Person(s) Responsible	Timeline	Cost/Resources Used	Resources Needed	Evaluation Criterion
Evaluate and assess present systems	Associate Director Technical Services Building Maintenance Supervisor	Ongoing	Time	People	Meeting held Make recommendations Develop Request for Proposal (FRP)
Develop RFP	Associate Director Technical Services Building Maintenance Supervisor	Ongoing	Minimal	Meeting Room Time	Meeting held RFP ready to vendors
Evaluate Vendors	Technology Team	Ongoing	Minimal	Meeting Room	Check References
Select Vendor(s)	Technology Team	Ongoing	Minimal	Meeting Room	RFP is budgeted
Implement RFP	Associate Director Technical Services Building Maintenance Supervisor Technology Team	Ongoing	Budget	Unknown	Testing and acceptance of all systems
Develop for implementation	Associate Director Technical Services Building Maintenance Supervisor Tech Team	Ongoing	Budget TBD	TBD	Plan Implemented

Goal 11: Telecommunications/Telephone System/Local Service/Long Distance

Strategies to achieve goal	Person(s) Responsible	Timeline	Cost/Resources Used	Resources Needed	Evaluation Criterion
Technology Assessment	Phone Consultant Associate Director Technical Services	2009-2012			Make recommendation Develop Request For Proposal
Project Work Plan RFP Done	Phone Consultant Associate Director Technical Services	2009-2012			Bids sent to Vendor
Staff Training	Phone System Vendor Associate Director Technical Services	2009-2012			When phone system is installed.
Equipment Installed Staff Training Complete	Phone System Vendor Associate Director Technical Services	2009-2012			Based on RFP

Goal 12: Technology Annual Purchase

Strategies to achieve goal	Person(s) Responsible	Timeline	Cost/Resources Used	Resources Needed	Evaluation Criterion
Solicit input from stakeholders; i.e. users, department heads, technicians	Associate Director Technical Services Technology Team Directors	Ongoing	Minimal time	Meeting Room	Meeting held Make recommendations Develop Request For Proposal (RFP)
Develop RFP	Associate Director Technical Services Technology Team Directors	Ongoing	Minimal time	Meeting Room	Meeting held RFP Sent to Vendors for Bid
Purchase or lease computers	Associate Director Technical Services	Ongoing	Time/Dollars in Budget Purchase vs. Lease	Board Approval	Equipment Ordered Delivered/Installed

Technology Budget

Projected Expenses	2009-10	2010-11	2011-12
Salaries	369,886	377,284	384,830
Benefits	251,198	256,222	261,347
Contracted Services	17,300	17,300	17,300
Equipment			
Audio/Visual	15,000	15,000	15,000
Servers	16,000	16,000	16,000
Switches	12,000	12,000	12,000
Internet Access	61,176	61,176	61,176
Maintenance	27,318	28,138	28,983
Miscellaneous Expenses i.e. Firewall, Web Filtering, Software	50,000	52,000	55,000
Supplies	3,600	3,600	3,600
Telco Charges	88,227	90,874	93,600
Training	15,593	16,061	16,543
Travel	43,731	45,043	46,394
Totals	971,029	990,698	1,011,773

Evaluation of Progress

The Bay-Arenac ISD has developed goals with projects, timelines, persons responsible and evidence of success. Progress toward meeting these goals are then evaluated bi-monthly by the Technology Team. The Bay-Arenac ISD Technology Team will meet with the Superintendent, Directors, and Board of Education to discuss progress, successes and areas for improvement of the technology plan on a monthly basis.

The Technology Team with the assistance of the Instructional Services Department will develop Needs Assessment Surveys to evaluate specific areas of the technology plan.

Our evaluation tools include:

- StaR Chart Self-Diagnostic Tool
- Technical Assistance Guide for Technology Plan Rubric for evaluation
- Yearly Technology Surveys

With the help of these evaluation tools, and committee meetings, the Bay-Arenac ISD feels the technology plan can become living documentation that will be ever changing with the needs of its constituencies and changes in technology.

Bay-Arenac ISD Acceptable Use Policy (AUP) Staff

Notice:

- This policy and all of its provision are subject to local, state, and federal statutes
- Network, Internet, and e-mail access is a privilege, not a right
- The user must display responsible use to retain access privileges
- This AUP governs both Bay-Arenac ISD staff.

1.1 LOCAL AREA NETWORK (LAN):

You are encouraged to:

1.1.1 Use your LAN account to access and use district software/hardware resources.

District software and/or hardware resources refer to programs, shared information, document templates, document wizards, clipart, network printers, shared printers, and the personal storage space assigned to you by the network administrator. All network users are encouraged to connect to, execute, and use these network resources as needed for the following reasons:

- To complete tasks pertaining to classroom assignments
- To create materials for presentations, handouts and classroom assignments.
- To enhance computer skills and gain knowledge

1.1.2 Use district computers/servers to save and retrieve files that pertain to school, school business, and limited personal files.

District computer users are allowed to save files to and retrieve files from district computers and servers. The network administrator strongly advises all users to save files to the server. The technology department **cannot** guarantee the security of files saved to the local drive. Files saved to the local drive cannot be accessed from computers other than the computer on which the files are saved. Personal files saved on district computers/servers are subject to the same restriction as school/business related files.

You are NOT permitted to:**1.1.3 Share your network username and password for any reason without permission from the technology department.**

Your network account information is for **your use only**. In the event that you encounter a situation that makes it necessary for you to share your account information with another user, you must first receive permission from the technology department. After receiving permission from the technology department and sharing the information, you will be responsible for contacting the technology department to have your password changed to ensure that the temporary user no longer has your account information. Failure to have your account information updated appropriately will allow the temporary user continued access to your account. You and the temporary user will be held responsible.

1.1.4 Use another user's LAN account information (username/ password).

Each network account is to be used only by the user to whom it is assigned. Using another person's network or e-mail account is strictly prohibited. See section 1.1.3 for exceptions.

1.1.5 Install any software without authorization from Instructional Services Technical Services Department.

Prior to installing any software on district computers, you must obtain permission from the Technical Services Department. Before you will receive permission, the software must be properly licensed and virus free. In the event that the software conflicts with the software provided by the district or causes problems of any kind the software will be removed and/or not approved for installation.

1.1.6 Knowingly modify, delete, move, or copy any files/programs on the district computers/servers that belong to the district.

The software images used by the district computers require a very large number of files to operate correctly. Modifying, deleting, or moving these files will cause problems with the client computer and/or the server depending on the original location/name of the file. Many of the files also belong to copyrighted programs that are installed on the computers and are not to be copied.

1.1.7 Knowingly modify, delete, move, or copy any files/programs on the district computers/servers that will harm functionality.**1.1.8 Knowingly damage or otherwise impair the functionality of computers/servers/networks /printers/scanners or any other software/peripheral hardware (mouse, keyboard, monitor, cables).**

Knowingly engaging in any activity that physically damages any computer or peripheral device or prevents it from functioning properly is prohibited.

1.2 INTERNET

You are encouraged to:

1.2.1 Use the Internet to research assigned classroom projects.

The Bay-Arenac ISD provides a high-speed connection to the Internet via the LAN. The Internet is intended to be used as an educational tool. Staff are encouraged to use the Internet for classroom assignments and other school-related activities.

1.2.2 Use the Internet to access and exchange information.

Staff are allowed to access and exchange non-copyrighted materials with others either within the Bay-Arenac ISD or within other districts.

1.2.3 Use the Internet to communicate with other individuals and groups around the world.

The Internet makes instant global communication through e-mail, chat rooms, and instant messaging programs possible. Staff are encouraged to use the tools that the district has provided to take advantage of these opportunities.

1.2.4 Exhibit common courtesy and etiquette.

When using the school computers to communicate with someone, you should treat him/her the same as you would if you were communicating with that person face to face in a public place. In reality, the Internet is a huge public forum, and it is impossible to be sure with whom you are communicating.

You are NOT permitted to:

1.2.5 Use the Internet for fundraising, political lobbying, or for-profit activities.

The Internet is offered for your use in a limited forum. The Bay-Arenac ISD LAN is a public entity and, as such, the use of the Internet for political lobbying, fundraising, or for-profit activities is prohibited. However, you are encouraged to communicate with political leaders over issues of concern.

1.2.6 Divulge personal information about yourself or others to unknown sources. (This includes address, telephone numbers, credit card numbers, passwords, and/or other confidential information.)

Network usernames and passwords or information of a personal nature about yourself or other staff and students should never be given to any individual or website on the Internet. However, it is acceptable if you find it necessary to give an e-mail address, credit card number, telephone number, or full name and address to complete the purchase of an item or to register installed software via the Internet.

1.2.7 Use the Internet for illegal purposes.

Use of the Internet for any activity deemed illegal by federal, state, or local law is prohibited. Examples would be using the Internet to:

- Distribute copyrighted materials/programs
- Gamble
- Purchase illegal substances

1.2.8 Download or distribute copyrighted material without permission from the owner of said material.

With the incredible growth of the Internet and digital media, copyright laws have become very restrictive and instantaneous. When a person completes a document using a word processor, the document is automatically copyrighted under the current copyright laws. Copyright laws allow for the "fair use" of information by educators and students. The concept of "fair use" generally provides for the download of documents for personal use and/or reference. However, copying, distributing, or selling the document is prohibited without written permission from the author. Oftentimes it is not clear if the information falls under the "fair use" or not. Therefore, unless the document is published or posted with permission for use by the public, it is necessary to contact the person(s) or company that holds the copyright for permission to use the document.

1.2.9 Use profanity or abusive language.

Staff will follow the same guidelines for abusive and profane language on the Internet and inside e-mail that is used in any other class or activity.

1.2.10 Knowingly send, receive, or display any offensive material/pictures/information.

Sending, displaying, or knowingly receiving materials that contain information of an offensive nature is prohibited. Examples of this are sexually explicit jokes, stories, pictures, or any information that contains racial slurs, abusive language, or profanity. The district understands that you, as a network user, will not always be aware of what is contained on a website or within an e-mail message. In the event that you receive any of the above-described material or inadvertently access an inappropriate web site, please notify your teacher or immediate supervisor. Notifying the right people as soon as possible will ensure that you are not wrongfully accused of policy violations. It is also very important to remember the following:

- You can never be sure about the recipient's reaction to your communication and should take great care when communicating with others.
- These rules apply to e-mail received at school from any account that you may hold, not just the e-mail account issued to you by the district.

1.3 EMAIL:

You are encouraged to:

1.3.1 Communicate with friends and family.

The Internet makes instant global communication through e-mail, chat rooms, and instant messaging programs possible. Staff are encouraged to use the tools that the district has provided to take advantage of these opportunities. Provided it does not interfere with your regularly scheduled activities during classes and the communication adheres to the district policy, you are allowed to use email for communication of a personal nature.

1.3.2 Communicate with individuals and groups that have information pertaining to assigned classroom projects.

The Internet makes instant global communication through email, chat rooms, and instant messaging programs possible. Staff are encouraged to use the tools that the district has provided to take advantage of these opportunities.

1.3.3 Subscribe to lists or discussion groups that contain information pertaining to assigned classroom projects.

Provided it does not interfere with your regularly scheduled activities during classes and the communication adheres to district policy, users are allowed to subscribe to mailing lists.

1.3.4 Exhibit common courtesy and etiquette.

When using the school computers to communicate with someone, you should treat him/her the same as you would if you were communicating with that person face to face in a public place. In reality, the Internet is a huge public forum, and it is impossible to be sure with whom you are communicating.

You are NOT permitted to:

1.3.5 Divulge personal information about yourself or others to unknown users. (This includes address, telephone numbers, credit card numbers, passwords, and/or other confidential information.)

Network usernames and passwords or information of a personal nature about yourself or other staff and students should never be given to any individual or website on the Internet. However, it is acceptable if you find it necessary to give an email address, credit card number, telephone number, or full name and address to complete the purchase of an item or to register installed software via the Internet.

1.3.6 Use email for illegal purposes.

Use of the Internet for any activity deemed illegal by federal, state, or local law is prohibited. Examples would be using the Internet to:

- Distribute copyrighted materials/programs
- Gamble
- Purchase illegal substances

1.3.7 Send, receive, or distribute copyrighted material.

With the incredible growth of the Internet and digital media, copyright laws have become very restrictive and instantaneous. When a person completes a document using a word processor, the document is automatically copyrighted under the current copyright laws. Copyright laws allow for the "fair use" of information by educators and students. The concept of "fair use" generally provides for the download of documents for personal use and/or reference. However, copying, distributing, or selling the document is prohibited without written permission from the author. Oftentimes it is not clear if the information falls under the "fair use" or not. Therefore, unless the document is published/posted with permission for use by the public, it is necessary to contact the person(s) or company that holds the copyright for permission to use the document.

1.3.8 Use profanity or abusive language.

Staff will follow the same guidelines for abusive and profane language on the Internet and inside email that is used in any other class or activity.

1.3.9 Knowingly send, receive, or display any offensive material/pictures/information to include but not limited to pornography, racist material, or violent material.

Sending, displaying, or knowingly receiving materials that contain information of an offensive nature is prohibited. Examples of this are sexually explicit jokes, stores, pictures, or any information that contains racial slurs, abusive language, or profanity. The district understands that you, as a network user, will not always be aware of what is contained on a website or within an e-mail message. In the event that you receive any of the above-described material or inadvertently access an inappropriate web site, please notify your immediate supervisor. Notifying the right people as soon as possible will ensure that you are not wrongfully accused of policy violations. It is also very important to remember the following:

- You can never be sure about the recipient's reaction to your communication and should take great care when communicating with others.
- These rules apply to e-mail received at school from any account that you may hold, not just the e-mail account issued to you by the district.

1.3.10 Send mass mail (SPAM) to district email accounts through the district email server or from any other account or server accessed from district computers.

Mass mail is defined by the district as follows: any email message sent to more than 175 users *either by addressing one email to 175 recipients or by sending the same email to more than 175 recipients individually.*

Examples:

- One message with 176 addresses
- Two messages with 88 address on each
- Any number of messages with the same or similar content that, when combined, total more than 175 recipients.

1.3.11 Knowingly distribute viruses, harmful programs, or files of any kind.

Users will not deliberately attempt to disrupt network performance or destroy data by spreading computer viruses, harmful programs, or files of any kind.

1.4 PRIVACY

1.4.1 No guaranteed email message privacy.

The Bay-Arenac ISD cannot guarantee that electronic communications will be private. Staff and students should be aware that electronic communications could, depending on the technology, be forwarded, intercepted, printed, or stored by others. Furthermore, others can access electronic communications in accordance with this policy.

1.5 MONITORING

1.5.1 Regular message monitoring.

It is the policy of the Bay-Arenac ISD NOT to monitor the content of electronic communications regularly. However, the content of electronic communications may be monitored, and the usage of electronic communications systems will be monitored to support operational, maintenance, auditing, security, and investigative activities.

1.6 DISCLOSURE

1.6.1. Incidental disclosure.

It may be necessary for the technology department staff to review the content of an individual employee's communications during the course of problem resolution or investigation of improper use. Technology department staff may not review the content of an employee's communications out of personal curiosity or at the request of individuals who have not gotten prior approval from the Superintendent. Technology department members must also use, at a

minimum, the two-person integrity rule when investigating, i.e. at least two people must always be present during the investigation/review.

1.7 FIREWALL

1.7.1 Network/firewall/Internet Monitoring.

It is the policy of the Bay-Arenac ISD to monitor the use of the LAN, Internet, and email systems using log files created and stored on the individual servers. The staff should be aware that, through the use of the log files, the technology department members are able to view a list of Internet sites accessed from computers in the district, email transactions between email servers in other Internet domains, and the email server in our domain. Technology department staffs are also able to view information about who is logged on where and on what computer.

1.8 FORWARDING

1.8.1 Message forwarding.

Recognizing that some information may be offensive to others or contain sensitive/private information, we recommend you take care when forwarding messages to other individuals, groups, or mailing lists.

1.9 RESPONSIBILITIES

1.9.1 Staff responsibilities regarding usernames and passwords.

If you suspect that your username or password has been lost or stolen, the user must immediately notify the technology department so that the appropriate action can be taken. Failure to notify the technology department immediately may cause the original account holder to be charged for the infraction(s) committed by the second party. If the user has intentionally shared the account information, the original account holder may be charged with the infraction(s) committed by the second party.

1.10 FILE LOCATIONS

1.10.1 Clarification of personal file locations.

During the creation of staff network accounts, the administrator has created private space on the network for each network user. The private space is referred to as a Home Directory. The network administrator strongly advises you to create folders inside of your Home Directory to help you manage files and save all files of a personal nature of importance to you. Periodically the technology department will ask you to delete files that are no longer of use to keep the Home Directory clear of unused files.

1.11 INVESTIGATIONS

1.11.1 Cooperation with outside investigations.

The Bay-Arenac ISD will cooperate with all outside investigations provided the source of the investigation is able to prove the following:

- The investigation is based on just cause.
- The district is provided with the proper documentation

1.12 PRIVILEGES

1.12.1 Loss of privileges.

When a staff member loses access privileges, that staff will still be responsible for the completion of his/her assignments with computers other than those located within the district. In the event that the assignment can only be completed by using computers within the district, an alternate assignment may be given. However, the choice to give an alternate assignment to the staff is at the discretion of the supervisor.

All users of district technology accept personal responsibility for appropriate use of technology. Failure to follow these guidelines may result in the suspension or termination of these privileges and other disciplinary action consistent with the district policies, common law, and the Staff Code of Conduct. Violations of law may result in criminal prosecution as well as disciplinary action by the district.

Employee Signature:

I have received and read the Bay-Arenac ISD Acceptable Use Policy.

Signature

Date

Print Name

Employee's Position

Department

Supervisor Signature

Date

Associate Director of Technical Services Signature Date

Bay-Arenac ISD Acceptable Use Policy (AUP) Student

Notice:

- This policy and all of its provision are subject to local, state, and federal statutes
- Network, Internet, and e-mail access is a privilege, not a right
- The user must display responsible use to retain access privileges
- This AUP governs both Bay-Arenac ISD students.

1.1 Local Area Network (LAN):

You are encouraged to:

1.1.1 Use your LAN account to access and use district software/hardware resources.

District software and/or hardware resources refer to programs, shared information, document templates, document wizards, clipart, network printers, shared printers, and the personal storage space assigned to you by the network administrator. All network users are encouraged to connect to, execute, and use these network resources as needed for the following reasons:

- To complete tasks pertaining to classroom assignments
- To create materials for presentations, handouts and classroom assignments.
- To enhance computer skills and gain knowledge

1.1.2 Use district computers/servers to save and retrieve files that pertain to school, school business, and limited personal files.

District computer users are allowed to save files to and retrieve files from district computers and servers. The network administrator strongly advises all users to save files to the server. The technology department **cannot** guarantee the security of files saved to the local drive. Files saved to the local drive cannot be accessed from computers other than the computer on which the files are saved. Personal files saved on district computers/servers are subject to the same restriction as school/business related files.

You are NOT permitted to:

1.1.3 Share your network username and password for any reason without permission from the Instructor.

Your network account information is for **your use only**. In the event that you encounter a situation that makes it necessary for you to share your account information with another user, you must first receive permission from the instructor. After receiving permission from your instructor and sharing the information, you will be responsible for contacting your instructor to have your password changed to ensure that the temporary user no longer has your account information. Failure to have your account information updated appropriately will allow the temporary user continued access to your account. You **and** the temporary user will be held responsible.

1.1.4 Use another user's LAN account information (username/password).

If a student is given a network account, it is to be used only by the **user to whom it is assigned**. Using another person's network or e-mail account is strictly prohibited. See section 1.1.3 for exceptions.

1.1.5 Install any software without authorization from Instructor.

Prior to installing any software on district computers, you must obtain permission from the Instructor. Before you will receive permission, the software must be properly licensed and virus free. In the event that the software conflicts with the software provided by the district or causes problems of any kind the software will be removed and/or not approved for installation.

1.1.6 Knowingly modify, delete, move, or copy any files/programs on the district computers/servers that belong to the district.

The software images used by the district computers require a very large number of files to operate correctly. Modifying, deleting, or moving these files will cause problems with the client computer and/or the server depending on the original location/name of the file. Many of the files also belong to copyrighted programs that are installed on the computers and are not to be copied.

1.1.7 Knowingly modify, delete, move, or copy any files/programs on the district computers/servers that will harm functionality.

1.1.8 Knowingly damage or otherwise impair the functionality of computers/servers/networks/printers/scanners or any other software/peripheral hardware (mouse, keyboard, monitor, cables).

Knowingly engaging in any activity that physically damages any computer or peripheral device or prevents it from functioning properly is prohibited.

1.2 Internet

You are encouraged to:

1.2.1 Use the Internet to research assigned classroom projects.

The Bay-Arenac ISD provides a high-speed connection to the Internet via the LAN. The Internet is intended to be used as an educational tool. Students are encouraged to use the Internet for classroom assignments and other school-related activities based on instructor guidelines.

1.2.2 Use the Internet to access and exchange information.

Students are allowed to access and exchange non-copyrighted materials with others either within the Bay-Arenac ISD or within other districts.

1.2.3 Use the Internet to communicate with other individuals and groups around the world.

The Internet makes instant global communication through e-mail, chat rooms, and instant messaging programs possible. Students may have an opportunity to use these tools based on instructor guidelines.

1.2.4 Exhibit common courtesy and etiquette.

When using the school computers to communicate with someone, you should treat him/her the same as you would if you were communicating with that person face to face in a public place. In reality, the Internet is a huge public forum, and it is impossible to be sure with whom you are communicating.

You are NOT permitted to:

1.2.5 Use the Internet for fundraising, political lobbying, or for-profit activities.

The Internet is offered for your use in a limited forum. The Bay-Arenac ISD LAN is a public entity and, as such, the use of the Internet for political lobbying, fundraising, or for-profit activities is prohibited. However, you are encouraged to communicate with political leaders over issues of concern.

1.2.6 Divulge personal information about yourself or others to unknown sources. (This includes address, telephone numbers, credit card numbers, passwords, and/or other confidential information.)

Network usernames and passwords or information of a personal nature about yourself or other staff and students should never be given to any individual or website on the Internet.

1.2.7 Use the Internet for illegal purposes.

Use of the Internet for any activity deemed illegal by federal, state, or local law is prohibited. Examples would be using the Internet to:

- Distribute copyrighted materials/programs
- Gamble
- Purchase illegal substances

1.2.8 Download or distribute copyrighted material without permission from the owner of said material.

With the incredible growth of the Internet and digital media, copyright laws have become very restrictive and instantaneous. When a person completes a document using a word processor, the document is automatically copyrighted under the current copyright laws. Copyright laws allow for the "fair use" of information by educators and students. The concept of "fair use" generally provides for the download of documents for personal use and/or reference. However, copying, distributing, or selling the document is prohibited without written permission from the author. Oftentimes it is not clear if the information falls under the "fair use" or not. Therefore, unless the document is published or posted with permission for use by the public, it is necessary to contact the person(s) or company that holds the copyright for permission to use the document.

1.2.9 Use profanity or abusive language.

Students will follow the same guidelines for abusive and profane language on the Internet and inside e-mail that is used in any other class or activity.

1.2.10 Knowingly send, receive, or display any offensive material/pictures/information.

Sending, displaying, or knowingly receiving materials that contain information of an offensive nature is prohibited. Examples of this are sexually explicit jokes, stories, pictures, or any information that contains racial slurs, abusive language, or profanity. The district understands that you, as a network user, will not always be aware of what is contained on a website or within an e-mail message. In the event that you receive any of the above-described material or inadvertently access an inappropriate web site, please notify your teacher or immediate supervisor. Notifying the right people as soon as possible will ensure that you are not wrongfully accused of policy violations. It is also very important to remember the following:

- You can never be sure about the recipient's reaction to your communication and should take great care when communicating with others.
- These rules apply to e-mail received at school from any account that you may hold, not just the e-mail account issued to you by the district.

1.3 Email:

E-mail Size, Storage, Regulations & Limits

The following bulleted items contain information regarding the amount of email a student can use and how much storage they have available.

- They will be limited to 100 meg of e-mail storage.
- There WILL NOT be any limitation as to when they can use the e-mail system.
- The student e-mail data will be deleted each summer.
- Student e-mail data (incoming and outgoing) will be archived.

You are encouraged to:

1.3.1 Communication

The Internet makes instant global communication through e-mail, chat rooms, web-based classes, and instant messaging programs possible. Students may have an opportunity to use these tools based on instructor guidelines.

1.3.2 Communicate with individuals and groups that have information pertaining to assigned classroom projects.

The Internet makes instant global communication through email, web-based classes, and instant messaging programs possible. Students are encouraged to use the tools that the district has provided to take advantage of these opportunities.

1.3.3 Subscribe to lists or discussion groups that contain information pertaining to assigned classroom projects.

Subscription to lists is allowed provided it does not interfere with your regularly scheduled activities during classes and the communication adheres to district policy.

1.3.4 Exhibit common courtesies and etiquette.

When using the school computers to communicate with someone, you should treat him/her the same as you would if you were communicating with that person face to face in a public place. In reality, the Internet is a huge public forum, and it is impossible to be sure with whom you are communicating.

You are NOT permitted to:

1.3.5 Divulge personal information about yourself or others to unknown users

Network usernames and passwords or information of a personal nature about yourself or other staff and students should never be given to any individual or website on the Internet.

1.3.6 Use email for illegal purposes.

Use of the Internet for any activity deemed illegal by federal, state, or local law is prohibited. Examples would be using the Internet to:

- Distribute copyrighted materials/programs
- Gamble
- Purchase illegal substances

1.3.7 Send, receive, or distribute copyrighted material.

With the incredible growth of the Internet and digital media, copyright laws have become very restrictive and instantaneous. When a person completes a document using a word processor, the document is automatically copyrighted under the current copyright laws. Copyright laws allow for the "fair use" of information by educators and students. The concept of "fair use" generally provides for the download of documents for personal use and/or reference. However, copying, distributing, or selling the document is prohibited without written permission from the author. Oftentimes it is not clear if the information falls under the "fair use" or not. Therefore, unless the document is published/posted with permission for use by the public, it is necessary to contact the person(s) or company that holds the copyright for permission to use the document.

1.3.8 Use profanity or abusive language.

1.3.9 Knowingly send, receive, or display any offensive material/pictures/information to include but not limited to pornography, racist material, or violent material.

Sending, displaying, or knowingly receiving materials that contain information of an offensive nature is prohibited. Examples of this are sexually explicit jokes, stores, pictures, or any information that contains racial slurs, abusive language, or profanity. The district understands that you, as a network user, will not always be aware of what is contained on a website or within an e-mail message. In the event that you receive any of the above-described material or inadvertently access an inappropriate web site, please notify your teacher. Notifying the right people as soon as possible will ensure that you are not wrongfully accused of policy violations. It is also very important to remember the following:

- You can never be sure about the recipient's reaction to your communication and should take great care when communicating with others.
- These rules apply to e-mail received at school from any account that you may hold, not just the e-mail account issued to you by the district.

1.3.10 Send mass mail (SPAM) to district email accounts through the district email server or from any other account or server accessed from district computers.

Mass mail is defined by the district as follows: *any email message sent to more than 175 users either by addressing one email to 175 recipients or by sending the same email to more than 175 recipients individually.*

Examples:

- One message with 176 addresses
- Two messages with 88 address on each
- Any number of messages with the same or similar content that, when combined, total more than 175 recipients.

1.3.11 Knowingly distribute viruses, harmful programs, or files of any kind.

Users will not deliberately attempt to disrupt network performance or destroy data by spreading computer viruses, harmful programs, or files of any kind.

1.4 Privacy

1.4.1 No guaranteed email message privacy.

The Bay-Arenac ISD cannot guarantee that electronic communications will be private. Staff and students should be aware that electronic communications could, depending on the technology, be forwarded, intercepted, printed, or stored by others. Furthermore, others can access electronic communications in accordance with this policy.

1.5 Monitoring

1.5.1 Regular message monitoring.

It is the policy of the Bay-Arenac ISD to monitor the content of student electronic communications regularly. The content and usage of electronic communications will be monitored to support operational, maintenance, auditing, security, and investigative activities.

- Teachers will have the ability to sign on to student email accounts.
- All student email that is sent and received will be archived and monitored by administration.

1.6 Disclosure

1.6.1 Incidental disclosure.

It may be necessary for the technology department staff to review the content of an individual student's communications during the course of problem resolution or investigation of improper use. Technology department staff may not review the content of a student's communications out of personal curiosity or at the request of individuals who have not gotten prior approval from the Superintendent or his designee. Technology department members must also use, at a minimum, the two-person integrity rule when

investigating, i.e. at least two people must always be present during the investigation/review.

1.7 Firewall

1.7.1 Network/firewall/Internet Monitoring.

It is the policy of the Bay-Arenac ISD to monitor the use of the LAN, Internet, and email systems using log files created and stored on the individual servers. Students should be aware that, through the use of the log files, the technology department members are able to view a list of Internet sites accessed from computers in the district, email transactions between email servers in other Internet domains, and the email server in our domain. Technology department staffs are also able to view information about who is logged on where and on what computer.

1.8 Forwarding

1.8.1 Message forwarding.

Recognizing that some information may be offensive to others or contain sensitive/private information, we recommend you take care when forwarding messages to other individuals, groups, or mailing lists.

1.9 Responsibilities

1.9.1 Student responsibilities regarding usernames and passwords.

If you suspect that your username or password has been lost or stolen, the student must immediately notify their instructor so that the appropriate action can be taken. Failure to notify the technology department immediately may cause the original account holder to be charged for the infraction(s) committed by the second party. If the user has intentionally shared the account information, the original account holder may be charged with the infraction(s) committed by the second party.

1.10 File Locations

1.10.1 Clarification of personal file locations.

During the creation of student network accounts, the administrator has created private space on the network for each network user. The private space is referred to as a **Home Directory**. The network administrator strongly advises you to create folders inside of your **Home Directory** to help you manage files and save all files of a personal nature of importance to you. Periodically the technology department will ask you to delete files that are no longer of use to keep the **Home Directory** clear of unused files.

1.11 Investigations

1.11.1 Cooperation with outside investigations.

The Bay-Arenac ISD will cooperate with all outside investigations provided the source of the investigation is able to prove the following:

- The investigation is based on just cause.
- The district is provided with the proper documentation

1.12 Privileges

1.12.1 Loss of privileges.

Students who violate the AUP may face disciplinary action including loss of access privileges. When a student loses access privileges, that student will be responsible for the completion of his/her assignments with computers other than those located within the district. In the event that the assignment can only be completed by using computers within the district, an alternate assignment may be given; However, the choice to give an alternate assignment to the student is at the discretion of the instructor.

Students who violate the Acceptable Use Policy (AUP) may be subject to disciplinary action to include possible suspension or expulsion.

All users of district technology accept personal responsibility for appropriate use of technology. Failure to follow these guidelines may result in the suspension or termination of these privileges and other disciplinary action consistent with the district policies, common law, and the Staff Code of Conduct. Violations of law may result in criminal prosecution as well as disciplinary action by the district.

Student Signature:

I have received, read, and discussed with my child the Bay-Arenac ISD Acceptable Use Policy.

Student Signature

Date

Print Student Name

Parent/Guardian Signature

Date

Print Parent/Guardian Name

Address/City/Zip

Bay-Arenac ISD
4228 Two Mile Road
Bay City, MI 48706

Telecommunications Acceptable Use Policy

The Bay-Arenac ISD is issuing to the undersigned person herein referred to as "User" the following device:

Cellular Telephone	Number
Private Radio	Number

The User hereby acknowledges receipt of the above device and agrees to the following:

- A. The User will be responsible for keeping possession of the device and returning it to Bay-Arenac ISD upon termination or at the request of Bay-Arenac ISD.
- B. The User will be responsible for any loss or damage beyond fair wear and tear. Lost, stolen, or damaged devices will be replaced once if reported to the user's immediate supervisor within 1 business day. Subsequent replacement will be made at the User's expense. Non-replacement may lead to suspension without pay. Replacement fees and charges are subject to change without notice.
- C. A plan amount has been determined by Bay-Arenac ISD as the base plan for cellular/two way usage. Plans will be reviewed annually by the Superintendents office or his/her designee. The User agrees to reimburse Bay-Arenac ISD for any amount of charges over the approved plan amount.
- D. The User agrees to acknowledge and abide by the following:
 - a. Cellular telephones are not reliable when used within the various Bay-Arenac ISD buildings.
 - b. Cellular telephones will be turned off or silenced during meetings and certain emergencies, such as bomb scares, unless otherwise arranged.
 - c. The User is responsible for unauthorized use of the device while in his/her possession.
 - d. The User is required to contact the Technical Services Department for any changes or add-ons to the equipment.

I hereby acknowledge that I have read the above statements and agree to abide by the terms listed above. I also agree to pay any amounts owed after the issuance of an invoice by the Technical Services Department. Should payment not be received by the business office within 60 days or upon termination the amount due will be deducted from payroll.

User

Date

Department

Supervisor

Date