

MARION PUBLIC SCHOOLS TECHNOLOGY PLAN

Marion Public Schools
510 West Main Street
Marion, MI 49665

July 2008 – June 2011

A Dynamic Road Map for Continuous Technology Integration and Improvement

<http://www.marionpublic.org/technology>

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A member of the Wexford-Missaukee Intermediate School District

<http://web.wmisd.org/default.aspx>)

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District Profile

The Marion Public School System is located near the center of the Lower Peninsula, approximately 20 miles southeast of Cadillac. Our district is more than 30 miles long and nearly 20 miles wide, containing approximately 87 sq. miles. The district contains three villages, Marion, Temple, and Dighton. Standard and Poor's "School Matters", The United States Census, and the State of Michigan are the references used for our demographic data.

There are 4,352 people and 1,755 households residing in the school district. 26.9% of the population are aged 19 or younger. The median income is \$32,767 and per capita income is \$16,532.00. 78% of the district citizens possess a High School Diploma and 8% possess a Bachelors Degree.

The district area is rural, consisting of farmland, woodlands, streams, and rivers that are popular with vacationers, hunters and fishermen.

We border the following school districts: Cadillac, McBain, Harrison, Farwell, Ewart, and Pine River. The school district presently has about 622 students attending one of two schools which are located 1.2 miles apart. The Marion Elementary has 304 students grade K-6. The Middle School/High School has 318 students. There is a pre-K organization operates that within the Elementary Building. Both Marion Schools are fully accredited by the State of Michigan Accreditation System.. The district employs 80 staff members.

Marion is classified by the MHSAA as a class D school and is a proud member of the of the Wexford-Missaukee Intermediate School District

ISD Consortium Membership and Acknowledgement

Marion Public Schools is a member of both the Marion Public School District Consortium and the Wexford-Missaukee School District Consortium.

Since 1971 the school district has been part of the Wexford-Missaukee Intermediate School District. The ISD operates as a collective Career Technical Center. Presently approximately 40 students are enrolled in the programs, or approximately one-quarter of the students enrolled as 11th and 12th graders. The programs offered at the CTC are as follows:

Agri-Science	Heavy Equipment
Automotive Service	Machine Trades
Building Trades	Marketing & Distributive Education
Business Services, Tech	Mechanical Drafting
Cosmetology	Metal Fabrication
Electronics	Robotics and Automation
Food & Travel	Small Engines
Health Occupations	

Consortium Members	Contact Person	Web Link
Wexford-Missaukee ISD.....	Scott Crosby, Superintendent ...	http://www.wmisd.org
Cadillac Area Schools.....	Paul Liabenow, Superintendent ...	http://www.vikingnet.org
Lake City Area Schools.....	Harry Ashton, Superintendent....	http://www.lakecityschools.net
Manton Consolidated Schools.....	Mark Parsons, Superintendent	http://www.mantonschools.org
McBain Rural School District.....	Mike Harris, Superintendent	http://www.mcbain.k12.mi.us
Mesick Consolidated Schools.....	Dennis Stratton, Superintendent....	http://www.mesick.org
Pine River School District.....	Jim Ganger, Superintendent.....	http://www.pineriver.k12.mi.us

District Mission Statements

The district *Board of Education* has established the following Goals for the 2008-2011 school years.

- We will align our school curriculum with the Michigan state benchmarks and No Child Left Behind to promote student achievement.
- We will improve the evaluation process for all staff members.
- We will increase student and parent involvement to ensure all members of our school community participate in their child's education.
- We will participate in district wide team building.
- We will develop a district wide marketing program.
- Marion Public Schools will become a learning community for students from birth to age eighteen.
- Marion Public Schools will develop a district wide plan to achieve established board goals.
- Emergency plans will be reviewed and adjusted to ensure all students are safe in our schools.
- Our facilities will be maintained and improved to ensure a professional appearance.

Marion Public Schools Mission Statement

The mission of the Marion School District is to educate its students to their maximum potential so that they may become productive members of our society.

The District Mission Statement has been established and is being used for both the elementary and Jr./Sr. High School

Marion Public Schools Summary Statement

Our seven period day at the Jr. Sr. High School and our mid-week staff in-service training have promoted appropriate practice in the areas of delivery of instruction and classroom management. The seven period day allows staff to teach all of the new high school graduation requirements from the State of Michigan. School begins one hour later every Wednesday to support staff professional development in the areas mentioned above.

The Elementary School operates a kindergarten full day, everyday, nurturing program for the purpose of the enrichment of student abilities and student achievement. Special classes such as Physical Education and music are provided by certified teachers twice each week. Marion Elementary school applied for and received a Federal Reading First Grant in recognition of the exemplary ongoing work in the area of individual learning styles in reading. In addition, a federal “Early Reading First Grant” was secured to support the pre-school program.

Marion Public Schools is a successful school system due to community support and its inherent positive communication with parents, staff, community members and our school board. Marion Schools will develop plans and implement ideas based upon our school improvement process in the form of a “Dynamic Plan” to be developed next year.

Our teachers with the district (K-6, 7-12) will deliver comprehensive information in many areas, in accordance our curriculum and the State of Michigan Standards and Benchmarks. Our curriculum has been aligned with these standards, and we have reviewed class offerings to readily support the requirement of Adequate Yearly Progress promoted through the federal “No Child Left Behind Act”. All schools have made AYP this year.

Should you wish additional information, please call the superintendent’s office at (231) 743-2486.

School District Buildings

Marion Elementary School

510 W. Main St.
Marion, MI 49665
Principal: Greg Mikulich

(304 students grade K-6)

gmikulich@marion.k12.mi.us

Marion Middle/High School

2213 20 Mile Rd.
Marion, MI 49665
Principal: Larry Johnson

(318 students grade 7-12)

ljohnson@marion.k12.mi.us

District's Web Site

<http://www.marionpublic.org>

Technology Plan - Guiding Principles of our Technology Plan

In the late 1880's Marion Township and then the village of Marion, Michigan were formed. The students made the (sometimes long) walks to the school house. The magic sound of the first "ringing the bell to summon your class to the school house", filled the air. The technology of the day involved the teacher having the students distribute slates and slate pencils, sing Stephen Foster songs of the late-1800s, and explore Noah Webster's 'Blue-Backed Speller' and William McGuffey's "Readers."

In 120 quick years later, now with 2 school buildings and a total number of students that outnumber the initial founders of Marion. The Marion students have computers in every room, 5 computer labs, TVs and VCRs installed within every classroom, and a full network with Internet access that allows our students to access knowledge bases, conduct research, attend remote classes, and connect to world wide resources.

A state of the art, World Class Interactive Video Conferencing system (Tandberg) is installed. There are three units that allows Marion students to participate in distance learning and virtual field trip opportunities that are provided by the Wexford Missaukee Intermediate School District. This Interactive Video Conferencing System allows our students and staff to attend virtual field trips, training, and provide expanded and advanced educational opportunities to our district students from any where in the world.

If our village founders, teachers and the school children could only see where we are at today, it is a wondrous place indeed. We have an incredible opportunity to utilize technology in the education process of our children in today's world.

During the last 120 years, we taught our children to first write on the slate tablets, to pencil and paper, and now how to type on computers, access the global internet for research and knowledge sharing, and attending classes that are remote and over "a wire".

It is the belief of the Marion Public School System that it is every bit as important to educate and expose our students to "technology" as it is for the 3R's that our forefathers and teachers taught our children. Almost everything we have today is based upon a form of technology; it surrounds us, our lives, our future, and our children.

Going forward, technology will become even more important for our children. We as a society and our students now have to interact and compete on a global scale. In this fast changing world we will take measured steps to utilize technology as the "slate and slate pencils" of 120 years ago.

How do we get there? Our Technology Plan is described as "a dynamic document" with an illustrative point that Technology in today's world is not an "event" but a progression of events, continuous improvement, adjustment and change. The speed of change in Technology can be currently illustrated by the speed of Personal Computer Hardware doubling every 6 months. The speed of Technological change drives our Technology Plan to become a "dynamic" document that will be data driven, reviewed, evaluated, and updated on an annual basis.

Even though State and Federal guidelines require an expiration date for this plan, we do recognize the importance that our Technology Plan must be considered an active ever changing plan and thus becoming "a living document" stressing the framework of "continuous improvement".

Our students must now and even more so in the future function in a world that is growing smaller, is faster moving, and more integrated in every manner. To support our Administration, School Board, Teachers, Students, and their parents prepare for their future our technology team is committed to providing a world class technology plan, approach, and execution of concepts that are data and goal driven in the education process.

To build a world class technology plan we must draw upon all the best resources that are available to us. We have and shall continue to build collaborations within industry. We have and shall study "best practices" in the most successful schools in both the private and public sectors world wide and present them to our teams to aide us the building of world class technology application and concepts for our School System. We have and shall build technology partnerships with industry and education, leveraging "best practices" and "shared resources" (WMISD and REMC to name 2) for a common goal, providing for the best possible integration of technology as a supporting item for the education of our students for the least possible cost.

The most importantly detail of our guidelines are that we shall build and foster an open forum for collaboration, contribution, feedback and utilize data driven measurement for all of our Marion Team.

The Marion Public Schools Technology Plan will be utilized as a guiding principle and road map for the integration of technology into the Marion Public School System. This plan has been and will be an integral part of providing guidance in the training of faculty and staff, development of instructional programs for pre-K to Community Education and teaching strategies, and the acquisition of hardware, software and services.

This renewal of our Technology Plan is building upon the first years of our "Continuous Improvement effort that is driven by data" we have made significant strides in the level and quality of our technology while reducing the cost of ownership and freeing valuable school resources to be used directly in the classrooms. We shall continue to use and greatly expand the advisory committee's structure and involvement of the Marion Public School's team. The focus and charter of our team will be to continue to enhance the building, publication, and execution of the framework, goals and supporting tasks in order to recommend specific actions and direction that will needed to be undertaken to meet our district goals and educational plans for the next school year and beyond.

The Technology plan will encompass the goals and direction of the Marion School District, while encompassing the State and Federal Guidelines for the support the direction of Technology in public education. We are also a willing member and partner of the Wexford Missaukee Intermediate School District and shall be an active member and contributor to the consortium and will fully support the Technology goals of the Intermediate School District. Notable research web links used in the preparation of this document can be found in Appendix "A".

Technology Vision Statement - Introduction

Education has historically been a delicate balance between curriculum requirements, design, approach, available materials, balancing the time available, while balancing the cost of delivery with available funds all the while trying to promote the highest level of student learning and achievement in preparation for their “adult life paths” along with promoting “life-long learning”.

Technology surrounds all of us in every manner and way in today’s world. We have the opportunity and obligation to utilize technology in our education of our students just as our predecessors (educators) in the late 1880’s utilized the slates and slate pencil technology of the day. We will strive to identify and apply the use of technology in our core curriculums, with in the wide diversity and abilities of each student at each grade level.

Our mission is to build a frame work that is self sustaining, data, fact, and measured results driven. One (framework) that is perpetuating in that it is self sustaining and not dependant on any one person or finite philosophy that is prisoner to self driven mores but able to adapt and quickly change to meet the changing needs of our students and the technology delivery that can best prepare them for their future in this world. This framework will seek to employ the highest level of group contribution and participation possible utilizing the most current hardware and software that serves both the educational effort and the valuable hands on use of the most current and widely used hardware and software technology available.

Mission Statement - Achieving the Balance

The Mission of the Technology plan is both broad and detailed. It is a focused and concerted balancing effort to follow guidance set forth by the Federal and State guidelines and initiatives including NCLB for integrating Technology to improve student achievement and life long learning. Our plan will also ensure alliance to, and provide integral and base support to the Marion Public School Board/Superintendent’s, and School Improvement Committee’s direction, goals and detailed plans for the school district. Another important function of our Technology plan is to embrace and fully support the initiatives of the Wexford-Missaukee Intermediate School District’s technology plan. We shall be an active and contributing member of the Intermediate School District Consortium and contributing to and sharing best practices with in our school district supporting, promoting and building the simple but significant goal of “data driven continuous improvement” in all facets of our environment together.

Technology Goals

The most important aspect of our mission statement is the continuous education, encouragement, guidance, and support of our teachers and their use of and application of technology in the educational effort. We shall call for and embrace their input, vision, use, and application of technology in their respective age specific educational efforts and goals. We shall make every effort to provide the best and most cost efficient technology solutions to support the teaching and learning effort. At the same time we shall make every effort to measure the contribution and improvement (data driven) made by the application of technology in the educational process can bring to the students achievement.

Marion School Technology Department will support the following goals:

- Use technology to support the goals and mission of Marion Public Schools
- Instruction Technology use will align with the Michigan Educational Technology Standards (METS), and the National Educational Technology Standards (NETS) and be used to support increased academic achievement, including technology literacy for all students
- Share best practice technology services with ISD consortium members

Administration Approach – Reducing Costs becoming “Lean”

This is not a Technical plan requirement, but we hold a strong belief that the supporting systems in education and the enterprise take a valued place in our technical plan. We will give these important systems the following consideration because they do consume district funds, and can contribute to the quality and cost of educational technology delivery. The following will layout our framework and our approach to these most important systems in our plan, and how we will address them.

Nationwide in our schools there is a huge focus on reducing what we shall call NTVA (Non-Teaching Valued Added Effort) effort (costs) as a percentage and in real dollars per student as budgets come under increasing pressure. We shall also be tireless in the pursuit of cost effective technology and operational concepts that can/will reduce NTVA (Non-Teaching Valued Added Effort) effort (costs) to reduce indirect costs in our school systems. We need to become more efficient and “Lean” using technology to reduce and eliminate non-valued added effort and costs where there is a one year payback or less.

During the first four years of our “Lean Initiative” we have been able to **reduce** our enterprise cost of technology ownership by a firm 34% while accomplishing a 100% upgrade of our administrative, classroom, and supporting systems and building architectures. "Automating our non-teaching and support systems will continue to yield significant savings by reducing the number of “touch points involved” thus reducing the cost of ownership of all these systems.

We shall continue to introduce, educate, and utilize the following concepts to our teachers, administrators, and support staff.

Kaizen

This addition to our vision supports the incredible challenges that we all face with regards to the costs of providing support services to the education process at the least possible costs. We have enjoyed the harvest of our low lying fruit in our first two years of our “Lean Effort” and significant cost reductions and enterprise wide improvements have been made.

Kaizen is often translated in the west as ongoing, continuous improvement. In contrast to the usual emphasis on (costly) revolutionary, innovative change on an occasional basis, our use of the Kaizen concepts in Technology we shall look for uninterrupted, ongoing incremental change. In other words, there is always room for improvement and continuously trying to become better at the lowest possible cost and highest measurable return or cost avoidance with our business and administrative systems and operational improvement. This will free up valuable resources for the education of our students.

Originally a Buddhist term, Kaizen comes from the words, "Renew the heart and make it good." Therefore, overall the adaptation of the Kaizen concept also requires changes in "the heart of the education", the administrative culture, the teaching culture, the business system structure, and the delivery of Technology to support them. In the spirit of Kaizen, the concepts, approach, and the hopeful adaptation of this philosophy will take place in small, measured, steps. Since Kaizen can enable our school district to translate the educational vision and technology delivery and use, in every aspect of our daily operational practice for even wider continuous improvements in both performance and cost of delivery.

According to Imai (1986), "Kaizen means improvement. Moreover it means continuing improvement in personal life, home life, social life, and working life. When applied to the education environment Kaizen means continuing improvement involving everyone – administrators, teachers, and support staff alike." The application of this theory will maintain that educators cannot stand still; continuous development and improvement is critical to long term success of our schools in providing the best opportunity for student achievement.

In practice, Kaizen shall be slowly introduced, and slowly implemented in our district with the goal of improving every aspect of the education process in a step by step approach, while gradually developing employee skills through training education and increased involvement and ownership.

Our guiding principles in our Technology Kaizen implementation shall continue to be:

1. Human resources are the most important educational asset,
2. Processes must evolve by gradual improvement rather than radical changes,
3. Improvements must be based on statistical/quantitative evaluation of process performance. Data thus Result driven.

Support throughout the entire structure is necessary to become successful at developing a strong Kaizen approach. Administrators and the support staff will need to believe in the Kaizen idea and

strive toward obtaining the small goals in order to reach overall success. Therefore, all members of an organization need to be trained in a manner to support this idea structure. Resources, measurements, recognition, and incentives all need to be aligned to and working with the Kaizen structure of ideas. (See Marion Technology Steering Committee). We shall use “**5-s**” and “**Value Stream Mapping**” as a foundations and supporting philosophies of our Kaizen implementation driving or Technology Deliverance to reduce waste and cost in our School Administrative and Support Systems.

We shall introduce and utilize the 5s system to standardize, simplify, and build the supporting framework with regards to technology support, updating, and migration of all systems used in our school district. This will reduce waste, reduce costs, and reduce/avoid costs associated with the cost of ownership and delivery.

The 5 “S”s. The 5S system is based on the English translations of five Japanese words. They are:

1. **Sort through and sort out:** Clean out the technology work areas, keeping what is necessary in the work area, relocating or discarding what is not.
2. **Set in order and set limits:** Arrange needed items so they are easy to find, use and return, to streamline supplies, purchases (JIT), needs, and eliminate time searching for them.
3. **Shine** and inspect through cleaning: Clean and care for equipment and areas, and inspect while doing so.
4. **Standardize:** Make all work areas similar so procedures are obvious and instinctual, and problem areas stand out. Workstations, software, networks shall be simplified and standardized.
5. **Sustain:** Make these “rules” natural and instinctual. Once they are habits, the total benefits of 5S will be reaped. We shall utilize the Wexford-Missaukee Intermediate School District’s “Microsoft Class Server Initiative” for classroom, teacher and student to help standardize these platforms across the School district and promote the same through the ISD. We shall migrate to and utilize Microsoft Active Directory to utilize the capabilities that this platform will provide in terms of minimal effort to maintain a standard desktop, increasing the speed to implement improvement, and greatly simplifying the effort needed to administer the network, its workstations, and the total environment at the least possible cost.

The 5- s concept and philosophy as a whole creates an environment that allows for minimized waste. Not only do the five steps help to ensure that time will be spent doing more productive activities, but it also reduces the chance of error, rework, NTVA and reduces and eliminates high cost activities while increasing and improving the availability of resources available for student achievement.

Value Stream Mapping

Another valuable tool that shall be used to reduce costs and waste in our school district is the “Value Stream Map”. A value stream includes all activities required to perform a process. Waste is any part of the process that takes time and resources but adds no value to the process. Waste even includes something as small as using multiple pieces of paper, redundant steps, multiple staff effort (costs) to perform the same school function, student scheduling as an example. As much as 60% or higher of processes do not add overall value to the final product (teaching effort and student achievement) and can be reduced, combined or eliminated. With Value Stream Mapping, you actually scrutinize business processes (NTVA) from beginning to end and draw a visual representation of every process involved in the material and information flows. We then draw a future state map to show how things should work for our best cost competitive and student achievement advantage. We shall identify savings in time, effort and thus costs, based on the current process, and use this to drive continuous improvement (Technology Business System Direction, Needs and Priorities in this area) in our school system.

Technology Vision Statements

As we prepare to deliver technology and services to our 4 distinct “technology customers”, we need to identify them as for what they are. They are the student, teachers, parents and administrative support systems. They each have their own vision statement and goals that are closely integrated into our overall technology plan.

Student: We shall continuously update and expand existing desk top equipment and software to provide for “current technology capabilities and functionalities” in the classrooms, computer labs and libraries. We will continue to utilize and expand the use of “Group Policy Orchestration” to greatly enhance work station maintenance, implementation, and provide a common across campus platform that is easily maintained and updated with out the need for human touch and greatly reduced cost of ownership.

We have consolidated and are migrating to “Active Directory” that will greatly reduce the amount of Technical Administration currently needed to maintain our students and their data. This will open a wonderful window of opportunity regarding the WMISD Class Server Initiative, Expanded Learning Capabilities through Class Server, increased parental communication possibilities, and lead to more efficient teacher and administrative functionality at greatly reduced cost.

Implementing and Utilizing The WMISD Active Directory and the Implementation of Microsoft Class Server, we can enable the ability to greatly enhance the student scheduling system, reducing time, improving accuracy, and reducing costs while improving service to our teachers, students, and parents.

We shall expand the use and implementation of class room BLOG’s and provide our students and parents an valuable opportunity to see and be involved in what goes on in their child’s classroom. These Links shall be posted on our School District’s Web Site.

- Blog is short for weblog. A weblog is a journal (or newsletter) that is frequently updated and intended for general public consumption. Blogs generally represent the personality of the author or the Web site.
www.bytowninternet.com/glossary
- A blog is basically a journal that is available on the web. The activity of updating a blog is "blogging" and someone who keeps a blog is a "blogger." Blogs are typically updated daily using software that allows people with little or no technical background to update and maintain the blog.
www.conceptwebsites.com/SEO/common-terms.htm
- a public web site where users post informal journals of their thoughts, comments, and philosophies, updated frequently and normally reflecting the views of the blog's creator.
www.worldwidelearn.com/elearning-essentials/elearning-glossary.htm

We shall market and expand the capability and use of the Distance Learning Capabilities of our School System. Where every student can be immersed in the sights, sounds, and languages of other countries; visit virtual museums anywhere in the world, can take classes online with classmates around the state or country.

Teacher: We shall provide a consistent, nurturing, and supportive environment that will encourage the teachers to be creative with their uses of technology in their classrooms. We shall provide the teachers with a consistent communication methodology to share best administrative and teaching practices in our district/ISD/world.

We shall continue to research, plan, fund and provide for the availability of ongoing staff development training in current and emerging technology, its concepts, delivery aspects, and its uses in the classroom for greater student achievement.

We shall continue to Introduce, Educate, Train and Implement the WMISD Class Server project to enable each teacher to have a classroom web page where they can post home work assignments, attendance and online grades, lesson plans, assess student progress, and provide teaching links to a variety of online resources.

We shall make readily available multimedia projectors in the class room as needed. We shall insure the functionality of equipment and systems to provide needed access and availability of technology in the classroom and education process. We shall research, promote and provide access to professional development activities through interactivity video with colleagues around the state, country, and world.

We shall continue to research, promote, provide and encourage the use of the remote video conferencing system to meet continuing education needs through classes with colleges and universities right within their own school buildings.

We shall provide a consistent, nurturing, and supportive environment that will encourage the teachers to contribute to the elimination of NVA effort/costs (See Administrative). We shall provide for automated test grading capabilities and enhanced interfaces to the grading systems that are currently in place. This will increase speed, enhance accuracy, and reduce non-value added efforts (costs) across the board.

Parent: Further deploy our Web Based Student Data System (SDS) blogs to increase the ability of parents to easily take part in the monitoring of progress of their child in the class room. We are live with this now and shall expand our parent exposure to this using local media and informational content. Where they can view attendance, discipline, and report card information, that is up to date online anytime and from anywhere in the world.

Provide and Enhance the School District Web site where parents can go online and view the events and activities of the school building (BLOG Links), district, Parent/Teacher Association and other school related matters. Where they can visit the media center (WMISD Microsoft Class Server) with their child and have access to a variety of materials and resources including the latest in technology resources and online class offerings.

We shall finish our migration to Microsoft Exchange Server Enterprise System to enable the parental ability to communicate with their child's teacher via email, or threaded web discussion or accessing the teacher's voice mail box. We shall provide for paperless meal statement tracking and school communications to our community via our website, and our e-mail systems.

Administrative: Reduce costs and eliminate waste by performing Value Stream, 5-s and Kaizan projects. Enhance communication abilities by consolidating e-mail systems and business systems while providing for increased system stability at reduced cost of ownership. We have consolidated and reduced the cost of ownership by the and application of common SDS systems utilizing Active Directory Server and organization unit designs (OU) to greatly reduce the time and redundant effort it takes the school to submit data to submit SRS data to the government. We shall continue to relentlessly reduce costs and become more efficient with our entire technology enterprise and supporting systems.

Technology Steering Committee – “Our size is our advantage”

Marion Public Schools School Board

Charles Chase, Superintendent
WMISD Karen Mlcek - Director of General Ed (a valued supporting role)

Patty Apfel Elementary Reading First Teacher

Larry Johnson, High School Principal
Greg Mikulich, Elementary Principal
Mike Hodges, Technology Director –Web Master (Tech Plan Author)

Our School district's relative size is a wonderful advantage for the Marion Public School District. It will allow us to be very quick and agile.

It is the goal of the Marion Public Schools to seek the involvement and contribution of all teachers, administrative, support staff, and representative parents to further the vision of a fully integrated technology environment. Our goal is to not have specific meetings regarding technology in the traditional sense. But to make technology a living breathing portion of our everyday curriculum and have it become a normal part of our meeting discussions using the

“Wednesday’s In Service Agenda” as we would talk about the use of paper and pencil in the curriculum at the lower grade levels, and as a subject matter in the higher appropriate grade levels.

Two (2) Sub-Technology Committees have been formed with regards to grade level taught, (K-6, and 7-12), functional administrative areas, and library/distance learning initiatives. The goal for each will be to build collaborative teams that support each other, reduce redundant effort, reduce non-value added effort (costs), provide sharing of group best practices, and to build and publish a common road map for all to contribute and buy into. The result is to provide the staff and teams with individual contribution, individual and group ownership, group consensus, measured and published results and an individual and group reward system based on goal attainment and measured results.

Elementary School Team

This team shall encompass all elementary teachers and library (distance learning) staff. We shall also strive to build/market the formation of parental involvement organizations to be included in/with our technology planning committees for the elementary technology delivery teams. We shall also investigate/market for additional parent involvement in the planning process going forward (2008-2011). Our Team Members will change as needed.

<u>Grades</u>	<u>Teacher(s)</u>
K	– Sue Robinson & Betsy Fisher
1 st .	– Tammy Ladd & Michelle Reed
2 nd .	– Stephen Henderson & Melissa Horstman
3 rd .	– Marci Bennett
3 rd / 4 th .	– Sandra Pluger
4 th .	– Jill Quist
5 th .	– Mary Bell
5 th / 6 th .	– Heather Deighton
6 th .	– Bonnie Fox
	Anne Kohl – Elementary Physical Education
	Nancy Vongphasouk- Elementary Special Education

Middle School/High School Team

This team shall encompass all middle school/ high school, library (distance learning) staff and encourage the building and the formation of a parental involvement organization to be included in/with our technology planning committees. We shall also investigate/market for additional parent involvement in the planning process going forwards (2008-2011). This team will build collaboration and continuity by subject matter between grade level and subject matter taught. Team members will identified and changed as needed. Target areas for technology integration are as follows.

English, Comp, Creative Writing,

Sciences

Mathematics

Social Studies

PE and Health

Computer Sciences

The Creative Arts

Administrative – Business Office Team

This team shall encompass all school secretaries, counselors, maintenance, custodial, and school business system users.

We can and will use technology to reduce indirect costs, indirect effort and non-teaching effort to free up valuable staff resources (i.e. general funds- see page 12) and their ability to contribute and support the teachers in the educational effort of our schools. Team members will change as needed.

Diana Salisbury - Business Office

Katrina Bontekoe - Business Office

Amy McIntosh - H.S. Office

Terry Kennedy – High School Office

Shelly Laughlin - Elementary Office.

Brad Sikkema - Transportation Director

Kitchen, Maintenance, Custodial staff

Curriculum Integration Overview

Through district collaboration, involvement, and team work we shall build a framework of “continuous improvement” that will provide for, coordinate, and maintain the development and maintenance of a “consistent” district technology curriculum. We shall fully leverage the districts size advantage to encourage and enable “all” of our teachers to contribute to and coordinate the content and delivery of technology in the curriculum.

The MDE Curriculum Framework Technology Content Standards and Benchmarks (http://www.michigan.gov/documents/Technology_11594_7.htm) is adopted, supported, and through a process of “continuous improvement” shall be integrated by the district into the curriculum.

We shall provide continuous education and support to our teachers this school in the deliverance of technology into the curriculum. With this self sustaining framework and these standards in place, we will be able to offer a more unified curriculum across the K through 12 grade levels.

We shall also give support to the WMISD technology plan for the Intermediate School District “leveraging best practices” and “shared services” to improve on the delivery of technology and increase technology access to our students and parents (Microsoft Class Server initiatives and others).

All school improvement and technology teams will contribute to, develop and publish technology integration strategies. The District Technology Director and Technology Steering Committee shall provide guidance to insure realistic strategies are selected.

Fundamental Technology Integration Goals

- Identify district needs yearly and produce a viable action plan to insure adequate technology is in place to support MDE/district technology standards and goals.
- Identify and Integrate MDE technology standards and benchmarks into our core curriculum.

Technology Benchmarks K-2 <http://techplan.org/metskto262305.pdf>

Technology Benchmarks 6-5 <http://techplan.org/mets3to562305.pdf>

Technology Benchmarks 6-8 <http://techplan.org/mets6to862305.pdf>

Technology Benchmarks 9-12 <http://techplan.org/METS9-12.pdf>

- Create a self perpetuating, self documenting frame work that will help to insure and provide for the adequate training of all teachers so that they can use and integrate technology into their grade/class specific curriculum(s).
- Expand Class/Course opportunities using distance learning capabilities/opportunities.

- We shall ensure that all students possess basic grade level appropriate technology functionality and skills.
- Utilize Class Server Initiative to enhance electronic curriculum delivery, measure and publish student achievement, improve parental communication, and reduce administrative costs associated with those functions.
- Create and publish a district wide detailed/dynamic technology implementation plan.

Integration Action Plans

The Technology Steering Committee shall meet monthly to review, oversee, and evaluate the implementation of technology goals and strategies. The teacher functional teams shall meet each Wednesday to give progress status and discuss technology integration.

Before and by the end of the school year we shall proxy for technology improvement strategies to be submitted to the steering committee. These should be improvement and results orientated. Together through collaboration and team work, specify, recommend, support, and implement technology benchmarks and strategies based on each grade levels technology integration ,guide lines, and time line.

- **Identify district needs yearly and produce a viable action plan to insure adequate technology is in place to support MDE/district technology standards and goals.**
 - Technology Director shall review and propose “base” needed equipment, systems and network topographies to provide the district with accessible, usable and a stable technology environment. The Technology Director shall complete detailed analysis on the upgrading or migration of these “base” systems and shall include this data (costs, justification, and time lines) to the Technology Steering Committee.
 - The Technology Director shall keep detailed records of technology requests (Break/Fix) equipment/system list during the school year and at “sign out” to help build prioritization lists for base improvement consideration and prioritization.
 - The Technology Steering Committee shall review current and future technology integration goals and plans and incorporate those needed/planned items into the “needs” requirements of the current/next Technology planning session and district budget planning cycle.
 - Planned end of life cycles shall be published and guidance provided by the Technology Steering Committee.

Timeline: 2008 – 2011.

- **Identify and Integrate MDE technology standards and benchmarks into the curriculum.**
 - District building administrators (Members of Technology Steering Committee) shall collaborate to oversee curriculum outcomes. They will collaborate, assist and build consistent technology benchmarks with teachers that are grade/class specific. They shall

assist in the identifying, building and implementation of specific curriculum will meet MDE technology standards and bench marks. They shall strive to build a continuous improvement framework that encourages contribution and shared best practices.

- Shall provide input to the strategic direction and prioritization of technology purchases.
- Shall collaborate with the WMISD and the Curriculum Task Force identifying best practices and shared services to improve technology delivery and time tables.

Timeline: 2008 – 2011.

- **Create a self perpetuating, self documenting frame work that will help to ensure and provide for the adequate training of all teachers so that they can use and integrate technology into their grade/class specific curriculum(s).**
 - Utilize teacher collaboration and identify training needs based on viable curriculum and technology enrichment goals of the teacher technology teams and the Technology Steering Committee.
 - Utilized “shared best practices” and “train the trainer” and “thorough detailed district documentation” to build and maintain an “on-line teaching resources reference materials and guides” for technology integration by grade and class. We will document the means and methods that we integrate technology into the curriculum thus reducing “cost of maintenance and implementation short and long term”. (Class Server Project and Active Directory).
 - We shall utilized the distance learning resources available, encourage the building of a “shared services” model of training the trainers utilizing teachers and trainers though out the ISD to contribute “best practices” to “technology integration and delivery”. (WMISD Curriculum Task Force).

Timeline: 2008 – 2011.

- **Expand Class/Course opportunities using distance learning capabilities/opportunities.**
 - Administrators, Counselors and Teaching teams shall collaborate and contribute to the identification and the expansion of distance learning opportunities working in conjunction with the WMISD Distance learning coordinator to expand the use of the Tandberg Video Conferencing Equipment.
 - Librarians are currently the distance learning mentor(s). We shall research the offerings of teacher enrichment, support, and virtual field trips to expand the use of this resource.
 - We shall also research the possible utilization of adult and community enrichment opportunities available with distance learning.
 - We shall publish and market the available offerings to our Administrators, Teachers, support staff and community.

Timeline: 2008 – and beyond.

- **We shall ensure that all students possess basic grade level appropriate technology functionality and skills.**
 - We shall perform a functional inventory as to our technology integration methods by functional grade and create standards and goals at the beginning of each school year. We shall then collaborate on viable technology integration goals and delivery methods for the upcoming school year and future.
 - We shall utilize the MDE guild lines as set forth by the following web links.

Technology Benchmarks K-2	http://techplan.org/metskto262305.pdf
Technology Benchmarks 3-5	http://techplan.org/mets3to562305.pdf
Technology Benchmarks 6-8	http://techplan.org/mets6to862305.pdf
Technology Benchmarks 9-12	http://techplan.org/METS9-12.pdf

Timeline: 2008 – 2011

- **We shall utilize WMISD Class Server Initiative to enhance electronic curriculum delivery, measure and publish student achievement, improve parental communication, and reduce administrative costs associated with those functions.**
 - We shall collaborate and contribute to the WMISD Class server initiative. We shall pick a target test group and build viable deliverable goals and time lines.
 - We shall update and migrate our student systems to Active Directory to enhance the Class Server initiative and parental communication capabilities of the system.

Timeline: 2008 – 2011

- We shall expand the rollout of the WMISD Class server initiative using “lessons learned”, and proven “documented methods”.

Timeline: 2008 – 2011

- **Create and publish a district wide (detailed/dynamic) technology implementation plan.**
 - We are committed to the framework and collaborative team building made during the 2005-2008 Technology Plan and shall continue to strive for data driven continuous technology improvements, delivery, and cost avoidance.

Timeline: 2008 – 2011.

Professional Development

Marion Public Schools will continue to train administration, teachers, and support staff to enhance their skills and knowledge in becoming more proficient in the application of technology.

With our block scheduling we have been able to provide a weekly frame work for professional development activities. We shall utilize this frame work to integrate and communicate our technology integration goals, strategies, and training to our staff during the school year aligning professional development with State and National Standards.

With the acquisition of new technologies we understand the importance of having technically skilled, focused and goal driven teaching staff that can incorporate these new technologies into our present curriculum. We shall strive to accomplish these in conjunction with our team building and team structure approaches outlined in the section “**Technology Steering Committee – Our size is our advantage**”.

Action Plan(s)

- Organize and distribute an annual “Training Needs Assessment” self-assessment survey. Identified training needs shall be driven by the collaborative technology integration plans and goals for the upcoming year, available existing teaching methods documentation (2006 and forward), and teacher assignment. We shall use the results of this survey to prioritize and schedule professional development for the upcoming year based on planned technology initiatives and goals, for assigned teachers and team. We shall perform a functional inventory as to our technology integration methods by functional grade and create standards and goals at the beginning of each school year. We shall then collaborate on viable technology integration goals and delivery methods for the upcoming school year and future.

Timeline: 2008- 2011 (ongoing)

- Research and Publish training and resources to assist teachers in the use of Michigan Virtual University (MIVU) available through the Michigan Teacher Technology Initiative (TTI). Research and pursue “other” distance learning opportunities through our Video Conferencing system for distance learning and professional development.

Timeline: 2008-2011 (ongoing)

- Create and expand our intranet site to include technology curriculum methods, standards and delivery concepts. Include a self-help library and training materials for our teachers. We shall utilized best practice and shared services to expand and maintain this library with the most collaboration possible.

Timeline: 2007-2011 (ongoing)

Community Collaborations and Communication

The community and district school system enjoy a close and involved relationship.

The members of the Marion Public School District have traditionally been very supportive of the school system. The local town newspaper gives weekly coverage of school activities and events. The village and the school system is the hub of the community and because of this Marion Public Schools encourages and welcomes public input of the people's school district and will make every effort to keep the people of the community informed about the school.

We shall strive to build community partnerships by supporting the community and its functions at large. The staff and administration of the district work to foster good town and gown (staff) relationships supporting various village and township endeavors within the district.

- Marion Public Schools along with Marion Community Education, the Marion Public Library, and the communities of Marion, Dighton, Temple and all townships in the school district shall continue to explore and deliver with every effort possible to share technologies that will benefit the whole community and further “life learning”.
- We embrace the idea of equitable education to all people and are excited about the possible opportunities of new technologies that will educationally enrich a rural community such as ours. To further positive community relationship we shall enhance and market the main district web home page (<http://www.marionpublic.org>) to make it more news oriented. We shall keep current events on the site, as well as educational resources, WMISD, WMISD Microsoft Class Server Initiatives, and class room BLOGs.
- We shall support, continue and enhance the distribution of our community newsletter. We shall include summary sections describing upcoming technology projects so that the public is aware of current events within our technology department.
- Schedule and hold “Open Houses” for parents and community members. These open houses should consist of tours of new technology, as well as hands-on demonstrations of the educational concepts, approaches and then use of the hardware and software available to our students.
- We will Market, Plan, Train, Support and Implement the WMISD Class Server project to enhance parental and community communication using the Microsoft Class Server. We shall participate in Common Technology Goals with WMISD as to reduce costs and become more efficient where ever possible.
- Explore available possible educational community use of the School District's Distance Learning capabilities. Holding distance learning initiatives for our farming community and market those capabilities and expand the use for the community good.

Current Community Collaborations

- One of the most beneficial collaborations our community and district is involved with is with that of the WMISD. The ISD provides a close collaboration point and valuable resource for all the local school districts. We currently obtain our Video/Interactive distance learning offerings and Internet bandwidth from them. Along with enjoying educational initiative opportunities, technical support, and shared best practices and shared services to reduce costs to the District. (<http://wmisdhome.wmisd.k12.mi.us>)
- WMISD and REMC2 Support/ Websites.
- The district technology is also available to the community on an as-needed basis.
- We participate, support, and contribute to various community (district) organizations and projects.

Action Plan(s)

- Investigate and improve our providing technology training as part of a greater community education (adult literacy) program. This will provide a great opportunity for the community to experience some of the technology available to their children, as well as to improve their own knowledge.

Timeline: 2008-2011 (ongoing)

- Research possible links to local colleges (Baker, Ferris, Etc) from the district to these higher learning institutions to provide enhanced educational and other resources to our students and community.

Timeline: 2008-2011 (ongoing).

- Contribute to, support, and engage the WMISD and its technology offerings, resources and support, build, and publish the portal to them for our community.

Timeline: 2008-2011 (ongoing)

Infrastructure-Overview

Marion Public School District has committed to the implementation and installation of appropriate technologies into our libraries, computer labs, and classrooms. The Technology Director shall review and propose “base” needed equipment, systems and network topographies to provide the district with accessible, usable and a stable technology environment.

We will actively seek to provide “cost effective” and “results delivering” technologies to equip our administrators, support staff, teachers, and students with the appropriate tools and technology platforms needed to provide the best educational technological environment possible within the frame work of supporting of our Technology Goals/Requirements for the district.

In the spirit of continuous improvement and utilizing our Kaizan, 5s and value stream mapping philosophies, we shall simplify, integrate, and consolidate our server’s, desk top software images, network topographies while trying to reduce cost of ownership and eliminating waste.

We shall apply for and fully utilize federal E-Rate funding for communications, phone systems and service per approval of our submission process.

Existing Infrastructure

LAN-WAN

- 2 – T1 Circuits (updating to broad band and possible point to point wireless)
- 22 – Switches – Copper Gigabyte Back bone.
- 2 – Wireless Access points (each library)
- 500 – Available Ports (100 Mbps) Migrating to CAT-6

- 4 – Linux Servers, E-mail, Intranet, Web Server, Fire Wall, and Web Filtering.
- 4 - Novell 6.5 Servers, (2 Student, 2 Administrative)
- 2 - Micro Soft 2003 Server - Active directory Servers (to replace the 4 Novell servers)
- 1 - Micro Soft 2003 Server to replace DNS Server
- 2 - Linux SANs backup Servers

Current - Workstations

- 4 - High School Computer Labs
- 1 - Elementary Computer Lab – 3 Work Stations in each Elementary class room.
 - 170 Lab/Student Workstations P4 2.4 MS XP-Pro OS
- 55 - Teacher Workstations P4 2.4 MS XP-Pro OS
- 15 - Administrative Workstations P4 2.4 MS XP-Pro OS
- 20 - Network Printers and Xerox Networked color copier

Video-Access-Remote Classroom

- 54 – TV/VCR Combo (with cable access) in each classroom.
- 2 – Projector Units per building
- 3 – Tandberg Video Conference Units

Telephones are located in each room.

Workstation Future Standards

- MOTHERBOARDS - That will enable support Intel HT/AMD “best cost solution” CPU’s.
- CPU – Pentium or Anthlon 2.0 (student) or 2.4 (teachers/administrators) or better (as market).
- RAM – 512 (student) MB or 512 (teachers/administrators) as needed and at market.
- HD – 40 GB (student) and 40 gig (teachers/administrators)
- Monitor – 17” SVGA
- Video – 8MB AGP
- Sound – SoundBlaster Compatible
- CD-ROM – 32X CD-RW DVD’s as needed in all teacher machines
- Optical Mice

Software - Current in Use

Operating System – All are Microsoft XP-Professional.

Business Office – Microsoft Office 2002, Pro (as needed), SDS Student and SDS Finance Systems, Meal Magic Meal tracking system. Microsoft publisher. Macro Media Web Development Suite.

Network – Novell Netware 6.5, Linux Fedora, Microsoft 2003 Server, Microsoft IIS, SMS and Outlook Enterprise Server). Lan School Lab Monitoring.

Class Room - Accelerated Reader, Star Math, Destination Math, Type to Learn, Star Reading, Microsoft Office 2002, MS Internet Explorer.

Antivirus -Vexira, McAfee, and Norton application dependant best cost solutions.

Internet Filtering - Dans gaurdian along with custom written monitoring scripts.

Cell Phones-

The use and support regarding cell phones will diminish over time. However, the district will continue to support and provide the necessary equipment for staff members who are on call 24/7 and/or must be reached in case of an emergency. Currently, this equipment is provided to the

Superintendent, Transportation Director, Athletic Director, Home/School Coordinator and Extra Trip Bus Driver.

Future Technology Needs

Our action plans/budgets are based on collaboration and continuous improvement driven by our mission statements of our Technology plan and supporting the balancing effort to follow guidance set forth by the Federal and State guidelines and initiatives including NCLB for integrating Technology to improve student achievement and life long learning.

Our action items will also ensure alliance to, and provide integral and base support to the Marion Public School Board/Superintendent's, and School Improvement Committee's direction, goals and detailed plans for the school district. Another important function of our Technology plan is to collaborate, embrace and fully support the initiatives of the Wexford-Missaukee Intermediate School District's technology plan.

In the last two years we have updated 100% of our administrative, teaching, and student work station population. We will be standardizing, upgrading and simplifying our server population and technology to enjoy a standard configuration, increased stabilization, and lower cost of ownership. We are now focusing on the expanded use of our new technology and will continue to search for ways to upgrade and enhance our infrastructure, architecture, and software and class room technology to support our goals for the school district. We will now be able to accomplish a cost effective replacement and updating schedule for our desk top environment that walks hand in hand with our teaching and district educational goals. We shall continue with this process and approach going forwards for the best cost sensitive solutions for our school district.

Our focus will remain on the consolidation, standardization, and simplification of our district technology resources. This will continue to enable us to better fulfill the goals and requirements of integrating technology in the curriculum at the least possible cost of ownership.

Future Technology Action Plans

- We continue and hold to our standard software image for all district machines. This image will include all essential desktop software for a workstation. Separate images will be made for students, teachers, and administrators (AD-GPO). These images will assist in the restoration of a desktop, and decrease software service time for machines while avoiding costs.

Timeline: 2008 – 2011 (ongoing)

- Expand the migration to Microsoft Enterprise E-Mail system. This suite will provide centralized scheduling, address book, threaded discussion with teachers, and email service for the district.

Timeline: 2008 – 2011.

- Continue to upgrade student and teacher work stations to support See Student, Teacher and Parent Vision Statements, and budget planning numbers.

Timeline: 2008 – 2011 (ongoing).

- Continue to search for, Explore, Migrate, Consolidate, and Integrate business and support systems. Providing least cost of ownership and greatly reduced costs, improved performance and network stability.

Timeline: 2008 – 2011. (ongoing)

- Migrate, Consolidate, and Integrate Student Network. Providing least cost of ownership and greatly reduced costs by greatly simplifying student system management effort while improving uptime and network stability. See Student, Teacher and Parent Vision Statements.

Timeline : 2008-2011.

- Research and Replace our Telephone Switches used between the two buildings with the goal of vastly improving our communications capability for our staff, parents and students. E-Rate funding shall be applied for to reduce costs.

Timeline: 2007 – 2011.

Technical Support

As with all other district assets, if technology is not sufficiently supported and maintained, the full benefits that technology can bring to the school district will not be realized.

Without current (not bleeding edge) reliable technology, support staff, administrators, teachers and students cannot utilize technology to its fullest potential. Teachers will not be able to integrate needed technologies into the curriculum and classroom. Administrators and support staff and their operations will be unable to reduce waste and non valued added effort.

Current Support

- A contracted full time technical director has the primary duty of maintaining and providing guidance regarding the technology platforms within the district.
- “**Current Work Priority Tree**” is followed – Total Enterprise (Network), Critical Administrative Systems, Distance Learning and Computer Labs, Class Room, Teacher, and Student.
- Outside Contractors will be “quoted” as needed for complex systems issues or time and cost savings.

Action Plan(s)

- A migration/updating/retention/disposal policy shall be enhanced to monitor and verify that all workstations/servers/systems within the district are “usable and operational”. All workstations will be monitored and reviewed constantly. The technology steering committee shall be constantly updated as to system technology status/updates/needs. This update will take place in the form of a publication to be distributed weekly throughout the school year. Technology changes will be made based on feedback from this communication as well as through the Technology committee. Items such as the cost of technical needs and cost of ownership, available funds, and the current/future value provided to the district will be considered. This effort shall be closely tied to our continuous improvement directives and Technical Plan guidance.
- E-Rate funding will be applied for and fully utilized to help improve our district communications systems, infrastructure, and internet access and costs.
- A full disaster recovery plan shall be maintained for the district.
- Expand the formal “electronic” helpdesk will be automated using Microsoft Exchange Sever. This will provide all district users to electronically log Work Tickets. This will give requestors the ability to track their work requests through electronic means, enhancing the efficient processing of help requests at reduced costs.

Timeline: Ongoing.

Coordination of Resources – District Budget

It is the goal of The Technology Plan and the ongoing building of group collaboration, support and stated attainment of continuous improvement and stated measurable goals to build and maintain a budget that supports the needs, goals, and State and Federal requirements of Technology Requirements of integration in the Technology plan.

Grants and Partnerships

How do we support (obtain funding) our Technology integration effort?

- Use of District funds for technology needs
- Use of Title funds for technology needs.
- Use of E-Rate Funding to provide for, improve, and deliver technology, telephone services, telephone system replacement, and internet communications to our libraries, classrooms, and students.
- Utilization of private grants and partnerships to meet technology needs.
- Industry partnerships and donations.

Marion Public Schools Technology Plan

Marion Public Schools Budget Planning Numbers	2008/09	2009/10	2010/11
Technology Budget - Current			
Salaries and Benefits	\$76,000	\$76,000	\$76,000
Software Budget - Educational Software License Renewal	\$5,000	\$5,000	\$5,000
Telephone/Internet Connection-Broadband	\$25,624	\$25,624	\$25,624
Technology Supplies	\$7,500	\$7,500	\$7,500
Outside Contractors	\$5,000	\$5,000	\$5,000
Class room teaching aid document cameras	\$25,000	\$25,000	\$25,000
Technology Improvement, Delivery and Access			
*** Multimedia Classroom			
-Upgrade VCR-to VCR/DVD Players	\$500	\$500	\$500
As needed			
*** Student Workstation/Improvement Needs/Plan			
- Elementary Computer WorkStation Upgrades			
Ongoing Workstation improvement budget	\$0	\$4,000	\$4,000
- High School WorkStation Upgrades			
Ongoing Workstation improvement budget	\$0	\$4,000	\$4,000
*** Teacher Workstation/Improvement Needs/Plan			
- Teacher Workstation Upgrades			
Ongoing improvement and maintenance budget	\$0	\$0	\$4,000
*** Server Hardware-Software			
Ongoing improvement and maintenance budget	\$2,500	\$3,000	\$3,000
*** Network Infrastructure Upgrades			
Phone systems replacement (if E-rate approved) , ongoing improvement and maintenance of Network infrastructure	\$40,000	\$3,000	\$3,000
Total	\$187,124	\$158,624	\$162,624

Technology Integration Evaluation

In frame work and spirit of true collaboration and continuous improvement, The School Technology Steering Committee, with the assistance of the functional Technology Teams in each functional area shall carefully conduct the ongoing evaluation of the Marion Public Schools Technology Plan. Our charter is indeed continuous improvement through group collaboration and contribution. This “charter” is intended to carry over to the evaluation process. This is a process that shall build, change and improve as we go forwards.

Evaluations will be planned and be conducted a minimum of 3 times per year supporting the group collaboration effort and team structures/student testing schedules (measurement) during the technology integration process and associated goals of the functional groups plan. The last evaluation shall be before teacher “sign out” for the summer. The goals will be to obtain the results used to guide and plan technology deliverance, implementation and improvement for the current school year and beyond to enhance student achievement. The Technology Steering Committee shall use this input along with the districts strategic plan to author and publish the future technology integration direction and to provide guidance and help format the delivery and the implementation of our districts technology going forward.

We shall build and enable the evaluation form to reside on our district intranet so we can enhance the collection of data and input while providing a central source for review. Measurement criteria shall be designed at teacher in service meetings and shall best reflect the goals and action plans set out by our teacher integration teams that are class and age specific.

The following matrix will be used as a new starting point in the 2007-2008 school year and will enable us to successfully review the technology integration programs on a yearly basis.

Minimum Scheduled Evaluation Dates – Specific dates to named in Addendum to this plan.

Fall – September 2008

Winter – January 2009

Spring – June 2009

Strategies for meeting goals identified for improvement (ongoing):

- Technology Integration/Planning Committee will meet regularly to review survey results
- Technology Integration/Planning Committee will report on areas needing improvement to the Technology Committee, IAC, and the District School Improvement Committee
- Review student discipline data regarding the use of technology

Technology Integration Evaluation Metrics

Technology Integration Evaluation Team/Building_____ Grade :_____

Component	Objective metric	Metric Progress	Focus Areas for Improvement	Notes
Using and Transferring				
Using Information Technologies				
Applying Appropriate Technologies				
Employing Systematic Approach				
Applying Standards				
Evaluating and Forecasting				
System Access				
Cost/Funding				
Coordination of Funding Resources				
Acceptable Use				
Community Relations				
Impact on Student Achievement				

District Internet Acceptable Use Policy

Below is a copy of the Marion Public School Acceptable Use Policy. All students that want access to the Internet need to sign this document.

This agreement is entered into this (day) _____ of (month) _____, (year) _____ between (student name) _____, hereafter referred to as the User and the Marion Public School District. The purpose of this agreement is to provide Internet access for educational purposes.

The intent of this contract is to ensure that users understand and will comply with all acceptable use policies, terms, and conditions for use of the Internet.

Internet access is a privilege offered to assist in the collaboration and exchange of information, facilitate personal growth in the use of technology, enhance information gathering and communication skills, and to provide resources which will enhance the user's entire educational experience. The Marion Public Schools is compliant with the Children's Internet Protection Act. Internet Content and Filtering is in effect and updated constantly on all of our school servers. Every effort is taken to filter harmful Internet Sites.

In exchange for the use of Internet resources at school and/or away from school, I understand and agree to the following:

- A. The use of the Internet is privilege which may be revoked by the district at any time for any reason what so ever. Improper use of the Internet resources may also give rise to further disciplinary action consistent with the district policies.
- B. Access to Internet resources is offered as a privilege for educational use only. Unacceptable uses of Internet resources include, but are not limited to, the following:
 - 1. an infringement on copyright;
 - 2. the transmission or viewing of any material which is pornographic in nature, abusive, racial, gender offensive, ethnically offensive, defamatory, or an invasions of privacy;
 - 3. the posting of goods and services and other transactions commercial in nature;
 - 4. activity viewed as detrimental to the stability and security of the Internet. These activities include, but are not limited to, an introduction of a virus to the Internet, malicious destruction of hardware, software, or data on the Internet, attempting to learn or use accounts or passwords other than those issued to the user, and/or disclosing, for any reason, one's own password;

5. an activity otherwise prohibited by law. The district reserves the right to determine, in its sole discretion, whether any use, material, or activity is acceptable or not acceptable.
- C. The district and/or Internet resources are intended for exclusive use by their registered users. The user is responsible for his/her account, password, and/or access privilege. Any problems which may arise from the use of a users account is the responsibility of the account holder.
- D. E-mail must be removed from the system on a regular basis. The district reserves the right to take over the maintenance of such unmanaged accounts.
- E. The district does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted, or consequential damages sustained or incurred in connections with the use and operation of the system or inability to use the system.
- F. The district reserves the right to monitor information, activity, and file server disk space consumed by the user.
- G. As a user, you are responsible for any and all activity associated with your access account.

In consideration for the privilege of access to the Internet resources, I hereby release the Marion Public Schools and Local Internet Services, Inc., and their employees, agents, operators, stock holders, board members from any and all claims of any nature arising from my use of, misuse of, or inability to use, these Internet resources.

I agree to abide by these rules and regulation of system usage and such further rules and regulations as may be further added from time to time by the district. These rules will be available in hard copy from the district.

- H. The district does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted, or consequential damages sustained or incurred in connections with the use and operation of the system or inability to use the system.
- I. The district reserves the right to monitor information, activity, and file server disk space consumed by the user.
- J. As a user, you are responsible for any and all activity associated with your access account.

In consideration for the privilege of access to the Internet resources, I hereby release the Marion Public Schools and Local Internet Services, Inc., and their employees, agents, operators, stock holders, board members from any and all claims of any nature arising from my use of, misuse of, or inability to use, these Internet resources.

I agree to abide by these rules and regulation of system usage and such further rules and regulations as may be further added from time to time by the district. These rules will be available in hard copy from the district.

Signature of user

Date

Signature of Parent or Legal Guardian

Date

Appendix “A” Guiding Reference Documents – Web site links

The Marion Public Schools technology plan is aligned with the Marion Public School Board’s Mission Statement, The Marion Public Schools Mission Statement, The Marion Middle/High School Mission Statement, and the Marion Elementary School Mission Statement. In addition information and data was gathered from many of the sites listed below.

We would like to acknowledge and thank the Wexford-Missaukee Intermediate School District and consortium members for their wonderful work and guidance. We have fully utilized the below web links (Located in the WMISD web site <http://199.176.179.28/TechPlan>) in the research and search for best practices and governance/guidance materials in the construction of this Technology Plan for the Marion Public School System. We are proud to utilize and acknowledge the use of the links provided in the WMISD Technical Plan.

1. Required Technology Plan Components for MDE Approval
<http://www.mde.state.mi.us/off/dat/leatechplan.pdf>
2. Michigan’s Five-Year Technology Plan
<http://www.mde.state.mi.us/tplan/final.shtml>
3. National Educational Technology Standards Project
<http://cnets.iste.org/>
4. Michigan Curriculum Framework
<http://www.mde.state.mi.us/reports/>
5. Instructional Technology Across the Curriculum (ITAC)
<http://cdp.mde.state.mi.us/ITAC/>
6. Michigan Technology Content Standards and Benchmarks
<http://www.mde.state.mi.us/reports/>
7. Michigan Educational Libraries Link <http://www.mel.org/>
8. NSSE Indicators for Quality for information systems in K-12 schools (National Study of

School Evaluation). Library of Congress Catalog No. 95-71988.1996

9. Guiding Questions for Technology Planning: North Central Regional Technology Education Consortium - 1996
<http://www.ncrtec.org/capacity/guidewww/gqhome.htm>
 10. Technology Connections for School Improvement. NCREL, 1999.
<http://www.ncrel.org/tplan/tplanB.htm>
 11. Planning Resources from National Education Service (NES)
<http://www.nesonline.com/res/res.html#technology>
 12. Technology Planning Resources
<http://www.maisd.com/technologylinks.htm>
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Technology Planning Requirements and Samples and general resources

- [USF Technology Plan Information for Michigan K-12 Schools-](http://www.merit.edu/k12.michigan/usf/action/k12.html)
<http://www.merit.edu/k12.michigan/usf/action/k12.html>
- [Required Components of a District Technology Plan For Michigan K-12 Schools-](http://www.merit.edu/k12.michigan/usf/action/mdetlc.html)
<http://www.merit.edu/k12.michigan/usf/action/mdetlc.html>
- [Why Technology Planning? \(ppt presentation\) -](http://www.ohioschoolnet.k12.oh.us/extlink/frameset.asp?exturl=/resources/document/documents/doclib_561.ppt)
http://www.ohioschoolnet.k12.oh.us/extlink/frameset.asp?exturl=/resources/document/documents/doclib_561.ppt
- [Planning for Change and Technology-](http://www.nsba.org/sbot/toolkit/pfcnt.html) <http://www.nsba.org/sbot/toolkit/pfcnt.html>
- [Critical Issues in Technology Planning-](http://www.ncrel.org/sdrs/areas/te0cont.htm) <http://www.ncrel.org/sdrs/areas/te0cont.htm>
- [National Center for Technology Planning-](http://www.nctp.com/) <http://www.nctp.com/>
- [Critical Issue: Developing a School or District Technology Plan-](http://www.ncrel.org/sdrs/areas/issues/methods/technlgy/te300.htm)
<http://www.ncrel.org/sdrs/areas/issues/methods/technlgy/te300.htm>
- [The Technology Coordinator's Web Site-](http://www.ac.wvu.edu/~kenr/TCsite/contents.html) <http://www.ac.wvu.edu/~kenr/TCsite/contents.html>
- [Technology Plan Database-](http://planet.rtec.org/plandb/) <http://planet.rtec.org/plandb/>
- [Technology Planning Guide-](http://www.ties.k12.mn.us/techplan/print.html) <http://www.ties.k12.mn.us/techplan/print.html>

- [Guidebook for Developing an Effective Technology Plan-](http://www2.msstate.edu/~lsa1/nctp/Guidebook.pdf)
<http://www2.msstate.edu/~lsa1/nctp/Guidebook.pdf>
- [More District Tchnology Plans-](http://www.ties.k12.mn.us/techplan/techplans.html) <http://www.ties.k12.mn.us/techplan/techplans.html>
- [Seattle School District Educational Technology Planning Guide-](http://www.tic.ssd.k12.wa.us/plan.guide.html)
<http://www.tic.ssd.k12.wa.us/plan.guide.html>
- Technology Benchmarks for use of Guidance for our Teachers
 - Technology Benchmarks K-2 <http://techplan.org/metskto262305.pdf>
 - Technology Benchmarks 3-6 <http://techplan.org/mets3to562305.pdf>
 - Technology Benchmarks 6-8 <http://techplan.org/mets6to862305.pdf>
 - Technology Benchmarks 9-12 <http://techplan.org/METS9-12.pdf>

Appendix “B” Teacher Additional References - Links

Teacher Additional Resources – Links (Source -WMISD Tech Plan)

- [Curriculum Planning Resources](http://www.maisd.com/technologylinks.htm) - http://www.maisd.com/technologylinks.htm
- [Michigan Curriculum Framework Standards](http://cdp.mde.state.mi.us/mcf/ContentStandards/default.html)- http://cdp.mde.state.mi.us/mcf/ContentStandards/default.html
- [MDE Technology Content Standards](http://cdp.mde.state.mi.us/mcf/ContentStandards/Technology/) - http://cdp.mde.state.mi.us/mcf/ContentStandards/Technology/
- [MDE ITAC \(Instructional Technology Across the Curriculum\)](http://cdp.mde.state.mi.us/ITAC/ITAC.pdf)- http://cdp.mde.state.mi.us/ITAC/ITAC.pdf
- [National Educational Technology Standards for Students](http://cnets.iste.org/)- http://cnets.iste.org/
- [East Grand Rapids Integrated Technology Curriculum](http://www.remc8.k12.mi.us/eastgr/myfiles/index.html)- http://www.remc8.k12.mi.us/eastgr/myfiles/index.html
- [Milken Professional Development Continuum](http://www.milkenexchange.org/project/pcc/me159.pdf)- http://www.milkenexchange.org/project/pcc/me159.pdf
- [ALA The Nine Information Literacy Standards for Student Learning](http://www.ala.org/aasl/ip_nine.html)- http://www.ala.org/aasl/ip_nine.html
- [Other Links to Technology Planning Resources \(Sponsored by GIRESD\)](http://www.edzone.net/tech_plan/links.html) - http://www.edzone.net/tech_plan/links.html
- [Critical Issue: Using Technology to Improve Student Achievement](http://www.ncrel.org/sdrs/areas/issues/methods/technlgy/te800.htm)- http://www.ncrel.org/sdrs/areas/issues/methods/technlgy/te800.htm